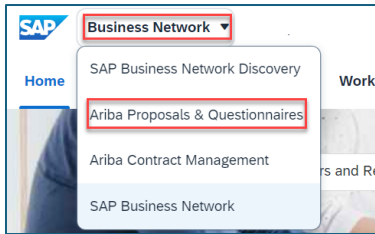


### GENERAL NAVIGATION

1. Log into Ariba
  - a. **Link:** <https://supplier.ariba.com/>

2. Click on **Business Network** next to the SAP logo in the top left corner
  - a. Select **Ariba Proposals & Questionnaires**



3. In the **Events** section, locate the impacted event within the **Status: Open** folder
  - a. Click on link to open the Event

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (8)				
Test Request for Proposal v1	Doc1155912922	9/18/2024 12:00 AM	RFP	No
<b>Change Header Before After Publish</b>	Doc1162889225	7/31/2024 12:00 AM	RFP	Yes
Test Total Cost v3	Doc1164385137	7/27/2024 1:29 PM	RFP	No

### DOWNLOAD PROPOSAL

After a Supplier is invited to participate in a bid proposal, there may be instances the Supplier would like to download the proposal for viewing/response purposes.

There are two methods to download the proposal content. Downloading via the table (option 1) provides all text listed in the proposal including questions and section details.

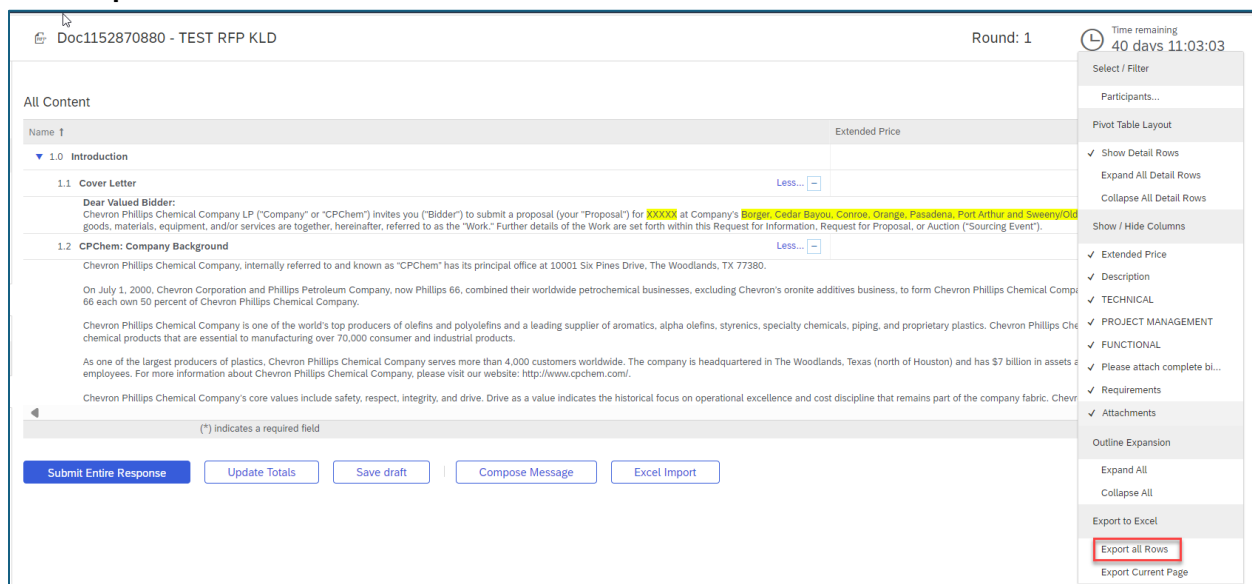
Using the Download Content (option 2) method will only download the questions that require responses.

#### Option 1 – Table Download

1. Click **table icon** in the right-hand corner under Time Remaining

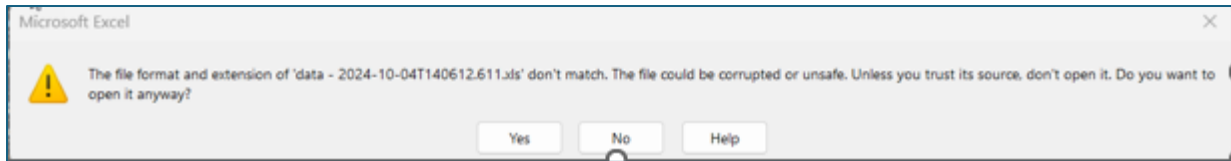


2. Select **Export All Rows**



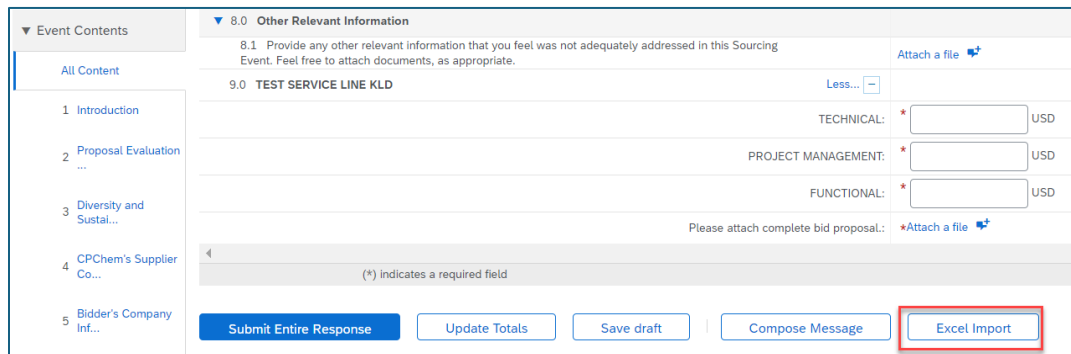
3. Spreadsheet **downloads to your Internet Browser**

4. Warning message may appear; click **Yes**



### Option 2 –Download Content

1. Select **Excel Import** at the bottom right-hand corner



2. Select **Download Content**
3. Spreadsheet **downloads to your Internet Browser**
4. Spreadsheet includes tab for each Section