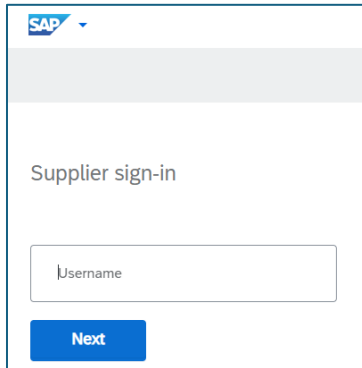
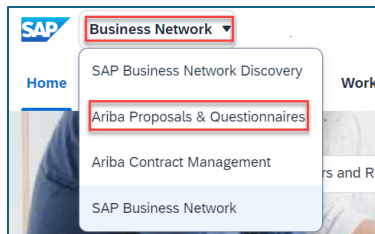


GENERAL NAVIGATION

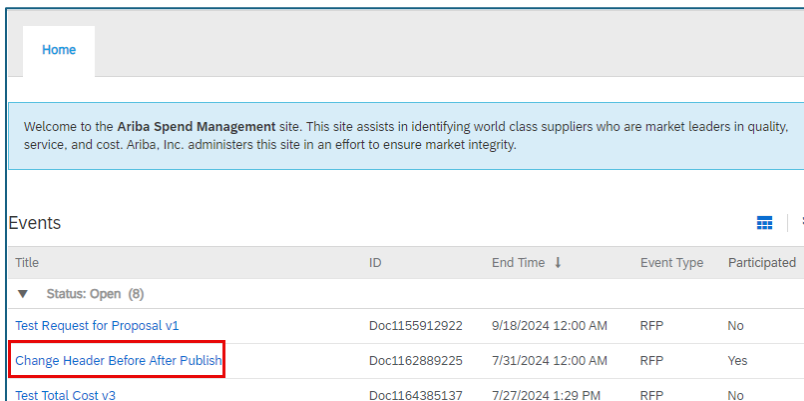
1. Log into Ariba
 - a. **Link:** <https://supplier.ariba.com/>



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



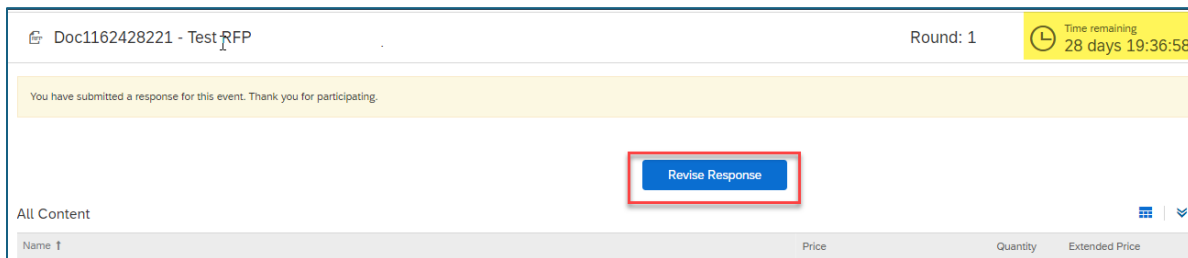
Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (8)				
Test Request for Proposal v1	Doc1155912922	9/18/2024 12:00 AM	RFP	No
Change Header Before After Publish	Doc1162889225	7/31/2024 12:00 AM	RFP	Yes
Test Total Cost v3	Doc1164385137	7/27/2024 1:29 PM	RFP	No

REVISE SUBMITTED RESPONSE

After a Supplier submits their Bid Response, there may be instances where changes need to be made to the previously submitted response.

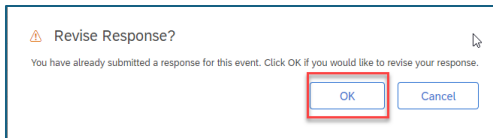
Also, the CPChem Project Owner may revise the Sourcing Event (e.g. add new questions) after the Supplier has submitted their Proposal. Therefore, the original response from the supplier is incomplete and the Supplier must submit their response to include the additional required information.

1. Click the **'Revise/Alternative Responses'**



Note: Responses cannot be revised after the Bid Closing date and time.

2. The following Warning message will display
 - a. Click **OK** to proceed with editing your Response



3. Navigate to the section(s) within the Event to update and make the necessary updates.
4. After edits are complete and all required Questions have been answered
 - a. Click **Submit Entire Response** to finalize your Response

