

Supplier Guide: Decline Intent to Bid after prior Acceptance

Quick Reference Guide

DECLINE INTENT TO BID

Following an initial assessment of the content of a Request for Proposal (RFP), the Supplier may have previously indicated their intention to bid. However, upon further examination of the Event Details, the Supplier may decide not to participate in the Event. As a result, the Supplier should formally withdraw their Intent to Bid.

Navigate to Event Checklist

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



- 2. Within the Events section, locate the Event within the Status: Open folder
 - a. Click blue hyperlink to open the Event

Home						
Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.						
Events				■ >		
Events	ID	End Time ↓	Event Type	Participated		
Title Status: Open (9)	ID	End Time ↓	Event Type	Participated		
Title Status: Open (9) Review Prerequisites and Intent to Bid	ID Doc1166024763	End Time ↓ 9/26/2024 10:48 AM	Event Type	Participated No		

3. Click Review Event Details within Checklist Panel



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1. Click Select Lots on the Review Event Details page

Event Details	🖶 Doc1334888751 - Review Prerequisites and Confirm Intent to Bid				
Event Messages Download Tutorials Response Team	Download Content Review Prerequisites Select Lots Print Event Information Introduction In				
▼ Checklist	Name †				
1. Review Event Details	▼ 1 Introduction				
	1.1 Cover Letter				

- 2. Uncheck Line Item(s) within the Lots Available for Bidding section
- 3. Click **chevron** \checkmark in the Reason for not bidding field

Select Lots	Doc1334888751 - Review Prerequisites and Confirm Intent to Bid				
▼ Checklist	Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.				
Review Event Details Review and Accept	Select Lots/Line Items Select Using Excel				
Prerequisites	Lots Available for Bidding				
3. Select Lots/Line Items	Name La	Reason for not bidding			
4. Submit Response	11.1 Service Line	(no value)			
	Confirm Selected Lots/Line Items				

4. Select most appropriate Reason

5. Click Confirm Selected Lots/Line Items

Lots Available for Bidding	
Name	Reason for not bidding
11.1 Service Line	(no value) V
Confirm Selected Lots/Line Items	(no value)
	We don't carry a compatible part/material
	We don't supply at the requested quantity
	Discontinued Item
	We are at full capacity currently
	Missing/Lack of information provided
	Other

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- 6. Warning Message will display
 - a. Click Use Selected Lots

Doc1334888751 - Review Prerequisites and Confirm Intent to Bid					
Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.					
Select Lots/Line Items Select Using Excel					
Lots Available for Bidding					
Name 11.1 Service Line Confirm Selected Lots/Line Items	Warning: You have not selected all lots You have selected to participate in only 0 of the 1 available lots. Note: You can return and select additional lots at a later time. Use Selected Lots Cancel				

7. The Event Audit Log will be updated on the Ariba Buyer Network to reflect the change.

Event Audit Log							
Search by keyword			Q			Changes and Activities (7)	Show filters
Date created	Real user	On behalf of	Action	Scope	Details		
Oct 30, 2024, 11:15:24 AM	aribasystem	TEST AGEE	System process: Decline intend to bid		TEST AGEE has declined his/her intent to bid.		
Oct 29, 2024, 4:53:24 PM	aribasystem	TEST AGEE	System process: Submit intend to bid		TEST AGEE has indicated his/her intent to bid.		