

Supplier Guide: Event Messages

Quick Reference Guide

REPLY TO AND COMPOSE NEW EVENT MESSAGES

All communications related to a CPChem Event must be conducted through Ariba Messenger. Notifications from the Event Owner are sent via Ariba Messenger. The recipient of the message will automatically receive an email notification with the message details.

Participants are required to <u>reply</u> to messages using Ariba Messenger. Additionally, any <u>new messages</u> intended for the Event Owner must also be sent through Ariba Messenger.

Navigate to Event Messages

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



Within the Events section, locate Event on the Home page

 Click blue hyperlink to open the Event

Home				
Welcome to the Ariba Spend Management s quality, service, and cost. Ariba, Inc. administe	site. This site assists in identif ers this site in an effort to ens	ying world class supplie ure market integrity.	rs who are mar	ket leaders in
_				_
Events				 *
Events Title	ID	End Time ↓	Event Type	Participated
Title G 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

3. Click Event Messages in the top left-hand corner of the Console





Supplier Guide: Event Messages

Quick Reference Guide

Reply to Event Messages

There are two ways to Reply to a Message:

- 1. Reply directly from the Event Messages page
 - a. Click Message radial next to Message

essag	ges						
	Id	Reply Sent	Sent Date ↓	From	Contact Name	То	Subject
	MSG129813720.1	No	06/29/2024 08:42 AM	Chevron Phillips Chemical - TEST	Amanda Beranek	Participants (1) Team (1)	RE: Doc1166024763 - Review Prerequisites and Intent to Bid Compose Messag
)	MSG129813720	No	06/29/2024 08:38 AM	LAMONS GASKET COMPANY	Amanda B	Participants (0) Team (12)	Doc1166024763 - Review Prerequisites and Intent to Bid Compose Message
)	MSG129756270	Not Applicable	06/28/2024 10:46 AM	Chevron Phillips Chemical - TEST	Amanda Beranek	Amanda B	Chevron Phillips Chemical - TEST has invited you to participate in an event: R
Ļ	View View the selec	Reply	Compose Message	Download all attachme	ents		

- 2. View Message and Reply from View Message page
 - a. Click Subject line hyperlink or click Message radial
 - b. Click View
 - c. Message displays within View Message window

View N	lessage
Id:	MSG129813720.1
From:	Chevron Phillips Chemical - TEST (Amanda Beranek)
Sent:	06/29/2024 08:42 AM
To:	Chevron Phillips Chemical - TEST(Amanda Beranek); LAMONS GASKET COMPANY(Amanda B)
Subject:	RE: Doc1166024763 - Review Prerequisites and Intent to Bid Compose Message
Message r	esponse from CPChem

d. Click Reply in right-hand corner of the View Message window

View Message	Done	Reply
$\overline{\mathbf{k}}$		

3. On the Respond to Message page,

- a. [OPTIONAL] Edit Subject
 - Message auto-defaults with Event document number and Event title
- b. [OPTIONAL] Click Attach a file to upload Attachments



Supplier Guide: Event Messages

Quick Reference Guide

c. Enter Reply Text

Respond to	Message	Send	Cancel
From:	LAMONS METAL GASKET CO		
To:	Chevron Phillips Chemical - TEST		
Subject:	RE: Doc1166024763 - Review Prerequisites and Intent to Bid Compose Message		
Attachments:	Attach a file		
X A A A	🗄 🗄 1 (8 pt) 🔽 - font - 💌 🗛 👰 🔗		
Enter reply here			
Id: MSG12913720. Sent: 06/29/2024 Subject: RE: Doc1: Message response	1 08:42 AM 66024763 - Review Prerequisites and Intent to Bid Compose Message from CPChem		

- 4. To return to the Event from Event Messages page,
 - a. Click Done at the top or bottom right corner of the Event Message page

Ariba Sourcing		Company Settings v	testsupplier Smith v	Feedback	Help v Messages
< Go back to Chevron Phillips Chemical - TEST Dashboard	<i>∑</i> ₂				Desktop File Sync
Event Messages					Done

Compose New Event Message

1. Click Compose Message at bottom of Message panel

Submit Entire Response	Update Totals	Save draft	Compose Message	Excel Import

2. From the Compose Message page,

- a. [OPTIONAL] Edit Subject
 - Message auto-defaults with Event document number and Event title
- b. [OPTIONAL] Click Attach a file to upload Attachments
- c. Enter Message Text

Compose N	ew Message Cancel
From:	LAMONS GASKET COMPANY (Amanda B)
To:	Project Team
Subject:	Doc1166024763 - Review Prerequisites and Intent to Bid Compose Message
Attachments	Attach a file
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Enter Message	

d. Click Send