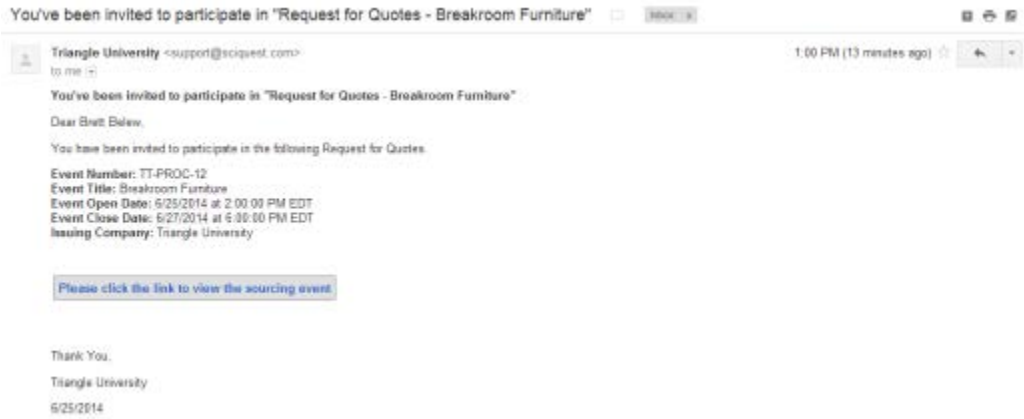


# Responding to Sourcing Events

If you receive an email invitation to a sourcing event, you can click on the hyperlink in the email to navigate to the event within the customer portal.



If you are logged into the JAGGAER Supplier Network or customer portal, and have appropriate permissions to see sourcing events from the customer, you will see the Sourcing Events show in the widget on the Supplier Network home page or the Customer Portal home page.

## Supplier Network Home page image

| Sourcing Events     |                |          |      |        |         |     |
|---------------------|----------------|----------|------|--------|---------|-----|
| Customer            | Events         | Released | Open | Closed | Awarded | All |
| Ninja               | My Events      | 0        | 0    | 4      | 1       | 5   |
|                     | Public Events  | 1        | 0    | 426    | 106     | 536 |
| Orion               | My Events      | 0        | 0    | 1      | 0       | 1   |
|                     | Public Events  | 0        | 0    | 1      | 0       | 1   |
| Prometheus          | My Events      | 0        | 2    | 1      | 2       | 5   |
|                     | Public Events  | 0        | 10   | 55     | 3       | 74  |
|                     | Auction Events | 0        | 2    | 1      | 0       | 3   |
| SequoiaSourcingDemo | My Events      | 0        | 1    | 34     | 12      | 47  |
|                     | Public Events  | 0        | 0    | 4      | 4       | 8   |
| Team Sequoia        | My Events      | 0        | 0    | 74     | 16      | 90  |
|                     | Public Events  | 0        | 0    | 64     | 21      | 85  |
| Triangle University | My Events      | 0        | 1    | 54     | 4       | 59  |
|                     | Public Events  | 0        | 1    | 41     | 1       | 43  |
|                     | Auction Events | 0        | 1    | 2      | 0       | 3   |
| Widget Corporation  | My Events      | 0        | 1    | 7      | 0       | 8   |
|                     | Public Events  | 0        | 0    | 0      | 0       | 0   |
|                     | Auction Events | 0        | 0    | 0      | 0       | 0   |

[View All Events](#)

## Customer Portal Home page image

**Welcome to Triangle University Supplier Portal**  
We take great pride in our relationships with suppliers.

**Customer Contact**

|       |                               |
|-------|-------------------------------|
| Name  | Betty Smith                   |
| Title | Director of Vendor Management |
| Email | Bsmith@tri.edu                |
| Phone | +1 (888) 323-4567             |

**Quick Links to Common Tasks**  
Manage Registration Profile

**Sourcing Events**  
Opening or Closing Soon

| Event Number | Status | Event Title  | Dates   | Action                   |
|--------------|--------|--|---|--------------------------|
| TT-EQUIP-48  | Open   | Computer Servers - CA Facilities New                 | Release: 2/11/2015 12:00 AM EST<br>Open: 2/11/2015 9:00 AM EST<br>Close: 6/25/2015 12:00 AM EST | View Submitted Responses |
| TT-EQUIP-83  | Open   | Computer Equipment for North Campus                  | Release: 3/13/2015 12:00 AM EST<br>Open: 3/13/2015 2:30 AM EST<br>Close: 3/26/2015 12:00 AM EST | Report                   |
| TU02         | Open   | Chairs for Satellite Training Facility - East Campus | Release: 3/13/2015 12:00 AM EST<br>Open: 3/13/2015 2:00 AM EST<br>Close: 3/26/2015 12:00 AM EST | Continue Response        |

| Events        | Released | Open | Closed | Awarded | All |
|---------------|----------|------|--------|---------|-----|
| My Events     | 0        | 3    | 43     | 6       | 52  |
| Public Events | 0        | 2    | 11     | 1       | 14  |

## Navigating the Event

While the actual details in the event vary depending on the customer and event, some basic features are included in each event view.

**Computer Equipment for North Campus**  
TT-EQUIP-83

**Summary**

|               |                                     |                                |                                    |
|---------------|-------------------------------------|--------------------------------|------------------------------------|
| Event Title   | Computer Equipment for North Campus | Time Zone                      | EST (GMT -5) Eastern Standard Time |
| Event Type    | Request for Proposals               | Release Date                   | 3/13/2015 12:00 AM EST             |
| Event Number  | TT-EQUIP-83                         | Open Date                      | 3/13/2015 2:30 AM EST              |
| Stage Title   | -                                   | Close Date                     | 3/26/2015 12:00 AM EST             |
| Currency      | USD                                 | Question Submission Close Date | 3/26/2015 12:00 AM EST             |
| Payment Terms | 30% 5 Net 30                        |                                |                                    |

**Summary**

- Pricing Info:
- Buyer Attachments:
- Supplier Attachments:
- Questions:
- Items:
- Review & Submit:

**Contacts**

If you need more information on this event, please contact:

**Alice Adams**  
+1 (919) 333-1033  
shpater@comcast.com

**Description**  
Request for Proposals for computers for expanding staff in the Cary office. Need 4 for 20 desktops and 15 laptops. Also need all accessories such as wireless mouse, keyboard, docking stations, and large flat screen in 2nd monitor.

**Stage Description**

- Event status bar
- Event information
- Navigation pages for event details
- Event Actions
- Save Progress or Next button

# Components of the Event

## Summary

You will first be navigated to the summary page of the event, which lists basic details about the event, including key dates. The summary page also contains the buyer's contact information and the description of the event. If you have any questions about the event, contact the person listed in the Contacts section. If the buyer has requirements before you can view the event, such as to review prerequisites or declare your bid intent, you cannot navigate past this page until you complete those options.

The screenshot shows a web interface for an event summary. At the top, a blue banner indicates the event closes in 21 days on 1/29/2012 at 12:00:00 AM EDT. The event title is "Triangle University Computer Lab - East Campus" with ID TLU1. The response status is "Not Started", bid intent is "Not Set", and bid total is "0.00 USD". A "Summary" section lists event details in a table. A "Contacts" section provides information for Alex Admin. A "Description" section includes a note about the proposal process and a link to "RFP Schedule & Procedures".

| Event Title   | Triangle University Computer Lab - East Campus | Time Zone                      | EST - Eastern Standard Time |
|---------------|--|--------------------------------|-----------------------------|
| Event Type    | Request for Proposals                          | Release Date                   | 1/18/2012 1:00 AM EDT       |
| Event Number  | TLU1   | Open Date                      | 1/18/2012 1:00 PM EDT       |
| Stage Title   | -  | Close Date                     | 1/29/2012 1:00 AM EDT       |
| Currency      | USD  | Question Submission Close Date | 1/28/2012 1:00 AM EDT       |
| Payment Terms | -  |                                |                             |

**Contacts**  
If you need more information on this event, please contact:

**Alex Admin**  
+1 (919) 331-3133  
alex@triquest.com

**Description**  
This is an open and competitive process. Please note that proposals received after 5:00 PM CST January 16, 2012 at 5:00 p.m. may not be considered.  
[RFP Schedule & Procedures](#)  
The following schedule is a general guide to help providers plan appropriately.

## Prerequisites

A buyer may provide prerequisite information that is important for you to know, view or acknowledge when considering your response to the event. Customers can select to require you to review the Prerequisite page information before allowing you to either 1) see the event details, or 2) respond to the event. If a prerequisite is required, you will see a banner message indicating that you must review the prerequisites page (and possibly provide information) in order to view or respond to the event.

**Open** This event closes in 11 days on 3/28/2015 at 12:00:00 AM EDT. [Event Schedule](#) [Questions & Answers for this Event](#)

### Triangle University Computer Lab - East Campus

TU33

**Event Details**

|                  |                    |
|------------------|--------------------|
| Response Status: | <b>Not Started</b> |
| Intent To Bid:   | <b>Not Set</b>     |
| Tot Total:       | <b>0.00 USD</b>    |

**Summary**

- Prerequisites
- Buyer Attachments
- Supplier Attachments
- Questions
- Business Requirements
- System Configuration
- Items
- View & Submit
- My Exports and Imports

#### Summary

**Prerequisites Required to View Event**  
- You must complete the mandatory prerequisites before you can view all the details of this event.

[Proceed to Prerequisites](#)

|               |  |                                |                             |
|---------------|--|--------------------------------|-----------------------------|
| Event Title   | Triangle University Computer Lab - East Campus | Time Zone                      | EST - Eastern Standard Time |
| Event Type    | Request for Proposals                          | Release Date                   | 3/05/2015 12:00 AM EDT      |
| Event Number  | TU33   | Open Date                      | 3/05/2015 12:00 PM EDT      |
| Stage Title   | -  | Close Date                     | 3/28/2015 12:00 AM EDT      |
| Currency      | USD  | Question Submission Close Date | 3/05/2015 12:00 AM EDT      |
| Payment Terms | -  |                                |                             |

#### Contacts

If you need more information on this event, please contact:

**Alice Admin**  
+1 (919) 333-3333  
shester@coquest.com

#### Description

This is an open and competitive process. Please note that proposals received after 6:05 PM CST January 30, 2012 at 6:00 p.m. may not be considered.

[RFP Schedule & Procedures](#)

The following schedule is a general guide to help providers plan appropriately.

Once the user selects **Proceed to Prerequisites** button or clicks on the **Prerequisites** navigation page on the left, follow the prompts to confirm your acceptance of the prerequisite information.

The screenshot shows a web interface titled "Prerequisites". At the top right, there are links for "Event Actions" and "History". Below the title, a message reads: "Please review and agree to the prerequisites listed below." A yellow banner contains the text: "Prerequisites Required to Enter Bid" and "You must complete prerequisites before you may enter your bid." A list item "1. Please review our Non-Disclosure Agreement" is shown with a blue triangle icon and "NDA" below it. A yellow box contains a checkbox "I certify that I have read and agree to the terms above." and a warning icon with the text "You must complete this prerequisite to bid on this event." At the bottom, there are buttons for "< Previous", "Save Progress", and "Next >".

After you have completed the required actions on the Prerequisites page, the banner message is removed. You will now have access to view the remainder of the event or to begin responding to the event, depending on the requirement criteria.

**Note:** The buyer may not require you to review Prerequisite information, but may still provide valuable information on that page. It is important to review all the information provided by the customer for the event.

## Intent to bid

Once you have reviewed any required prerequisites, you will be prompted to declare your intent to bid. You can do this by clicking the appropriate button in the banner message, or by selecting the edit icon next to the Intent to Bid status in the left panel.

The screenshot displays a procurement system interface for an event titled "Triangle University Computer Lab - East Campus". The event is scheduled to close in 11 days on 3/08/2023 at 11:00:00 AM EDT. The interface is divided into a left sidebar and a main content area.

**Left Sidebar:**

- Event Details: Response Status: **Not Started**, Intent to Bid: **Not Set**, Bid Total: **\$ 00 USD**
- Summary
- Prerequisites:
- Buyer Attachments:
- Supplier Attachments:
- Questions:
- Business Requirements:
- System Configuration:
- Items:
- Review & Submit
- Q & A Board
- My Exports and Imports

**Main Content Area:**

**Prerequisites** (Event Actions + Items: 1)

Please review and agree to the prerequisites listed below.

**Intent to Bid Not Set**  
You must set your intent to bid to 'Yes' to respond to this event.

[Yes, I want to bid](#) [No Bid](#)

**Prerequisite 1:** An executed NDA must be on file to view the details of this opportunity. Please download a copy of the NDA document, execute, and re-upload to continue with this engagement.

**Notes:**

- I certify that I have read and agree to the terms above, including supplying an NDA executed by the officer of my company.

**Prerequisite 2:** Please agree to the Terms and Conditions associated with this RFP in order to initiate a bid.

**Terms and Conditions:**

- I certify that I have read and agree to the terms above.

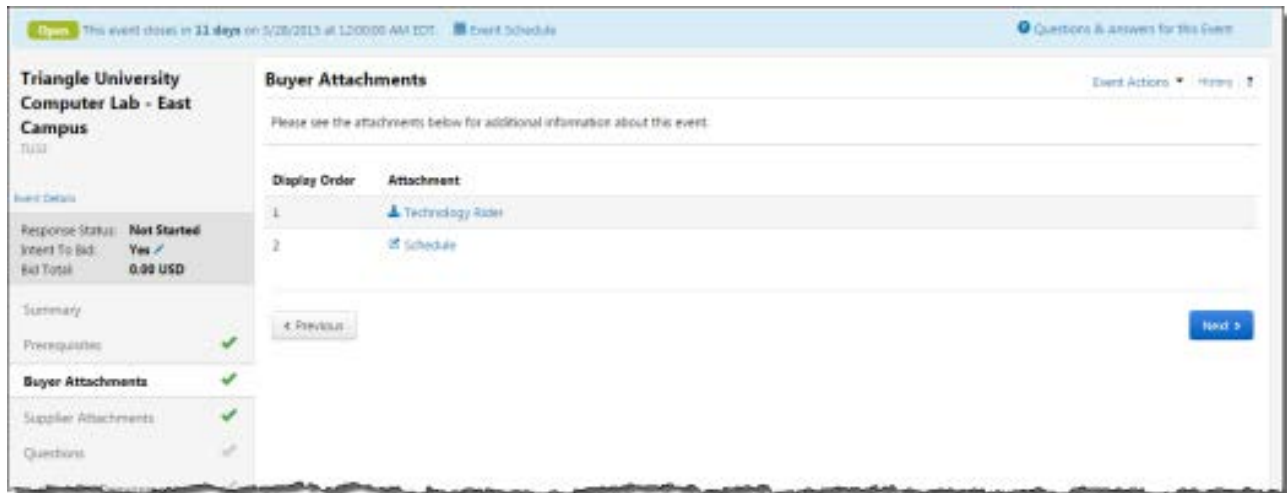
**Navigation:** < Previous, [Save Progress](#), Next >

The customer will be able to see that you have declared your intent to bid or not. If you do not intend to bid on the event, select No Bid and there is no further action required. **You can change your intent as long as the event is open.**

## Buyer Attachments

Customers may provide attachments or URLs for your review and consideration when responding to the event. Examples may include:

- an area diagram or photograph if the event is for landscaping services
- an office layout for placement of new carpet or flooring
- detailed specifications for an event
- a URL link to additional company information



The screenshot displays a procurement system interface. At the top, a banner indicates the event is open and closes in 21 days on 5/28/2013 at 12:00:00 AM EDT. The event title is 'Triangle University Computer Lab - East Campus'. The 'Buyer Attachments' section is active, showing a list of attachments:

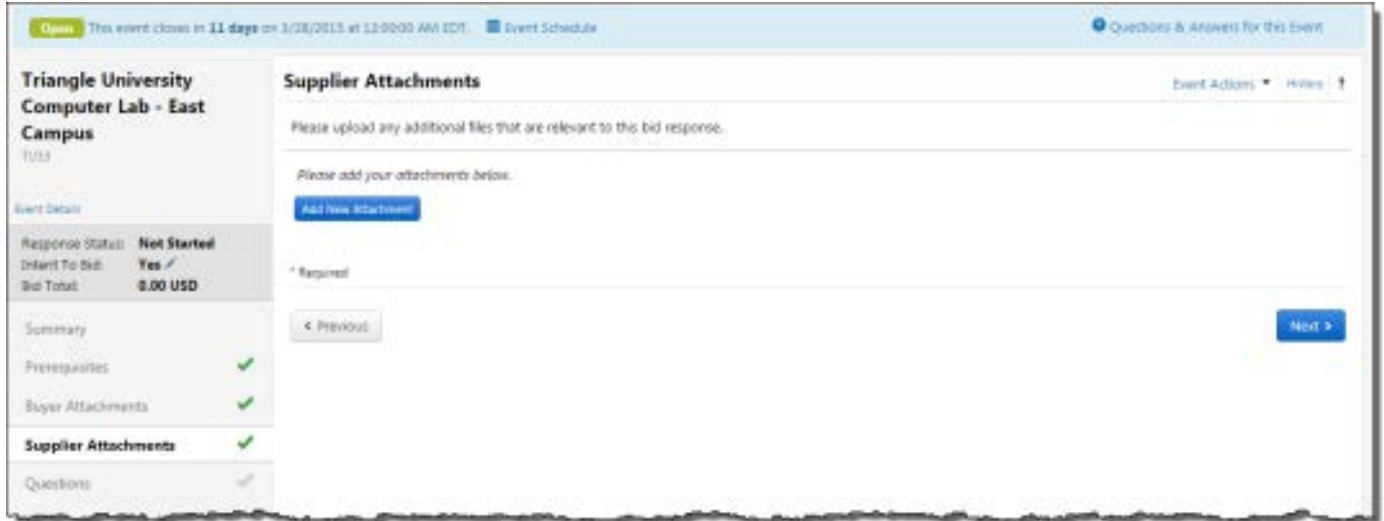
| Display Order | Attachment                       |
|---------------|----------------------------------|
| 1             | <a href="#">Technology Rider</a> |
| 2             | <a href="#">Schedule</a>         |

Navigation buttons for 'Previous' and 'Next' are visible. The left sidebar shows event details, including 'Response Status: Not Started', 'Intent To Bid: Yes', and 'Bid Total: 0.00 USD'. Other sections like 'Summary', 'Prerequisites', 'Supplier Attachments', and 'Questions' are also visible with status indicators.

To open or save the attachment, or to navigate to the URL address, simply click on the link.

## Supplier Attachments

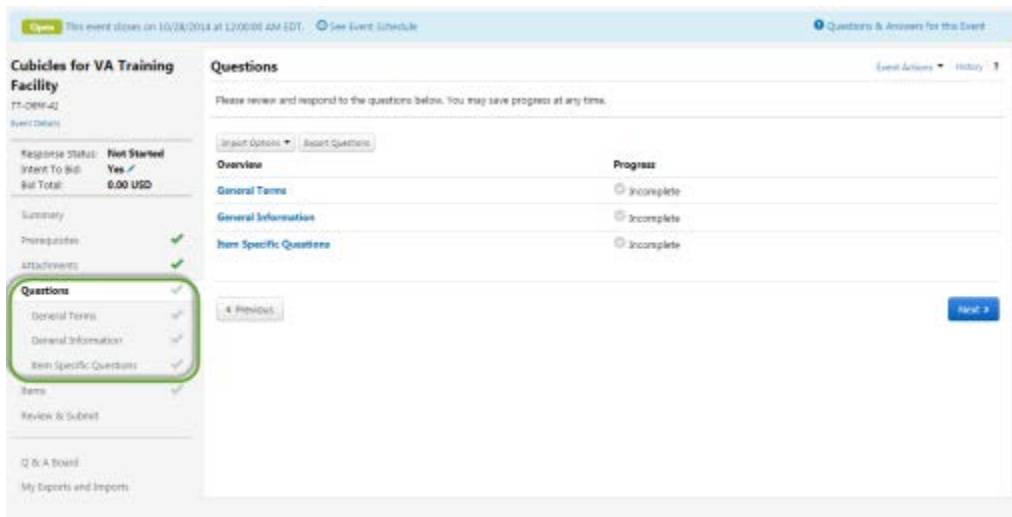
Customers may include a Supplier Attachments section in the event to allow you to provide attachments as files or URL links related to your company, bid response, or the event in general. This section is optional.



Click the **Add New Attachment** button and choose to upload your file or provide a URL link.

## Questions

Customers will likely ask detailed questions for you to answer related to the event. Responses may be in the form of yes/no answers, multiple selections, free-form text, a date, require you to upload a file, and other options. Customers can designate responses to questions as required or optional. Required answers are indicated with a star (★) and must be answered in order to submit your response for consideration.





Note that questions may be organized in groups on multiple pages. The questions do not have to be answered in order. You may save progress if you need to come back to the page later to provide additional answers. For more information on responding to questions, see the Question Responses section. Customers can also choose to include a proforma contract for your review on the Questions page.

## Items

If the event includes providing specific products and/or services, the customer may list out the details on the **Items** page. Indications are provided if the Unit Price and/or Estimated Delivery Date is required for an item. The **Requested Delivery** may be shown as a **date** or a **number of days after the award**. You can enter responses directly on the Items page.

If the customer has configured any items to allow alternates, you will see the **Respond to Item** button as a drop-down, and can select to **Add Alternate Item** in addition to or instead of submitting a bid for the original item. If you provide alternates, you will see an indication **Σ** next to the item that will be used by default in the total bid calculations.

A buyer can list up to 2,000 items on an event. You can navigate to groups and pages of items via the **Go To** selections on the Product Line Items and Service Line Items tabs.

The event closes in **3 days** on 7/31/2013 at 12:00:00 AM EDT. [Event Schedule](#) [Questions & Answers for this Event](#)

### Computer Room for East Campus

12040

**Event Details**

Response Status: **Not Started**  
 Intent To Bid: **Yes** ✓  
 Bid Total: **0.00 USD**

Summary  
 Prerequisites ✓  
 Buyer Attachments ✓  
 Supplier Attachments ✓  
 Questions ✓

**Items** ✓  
 Review & Submit  
 Q & A Board  
 My Exports and Imports

#### Items

Please provide the price per unit and an estimated delivery date. The total price will be calculated when progress is saved. Additional information can be expressed to the buyer in the comments for each item.

Import Options | Export Items

- ★ Unit Price is Required
- 🕒 Estimated Delivery Date is Required
- 📦 This item will be used in bid total calculations.

Product Line Items (1)

Go To: All Groups

▼ Group P1: **Computers** (1 - 2 of 2 items)

| #   | Item Name, Description, Etc                              | Qty | UOM  | Requested Delivery  | Unit Price (USD) | Total Price (USD)        | Estimated Delivery |                 |
|---|--|-----|------|---------------------|------------------|--------------------------|--------------------|-----------------|
| P1.1  | Laptop Computers<br>★ Ⓞ<br><a href="#">View Details</a>  | 5   | Each | 30 days after award |                  | -                        | days after award   | Respond to Item |
| Comment: <input type="text"/> 2000 characters remaining |  |     |      |                     |                  |                          |                    |                 |
| P1.2  | Desktop Computers<br>★ Ⓞ<br><a href="#">View Details</a> | 3   | Each | 33 days after award |                  | -                        | days after award   | Respond to Item |
| Comment: <input type="text"/> 2000 characters remaining |  |     |      |                     |                  |                          |                    |                 |
|   |  |     |      |                     |                  | <b>Total Price (USD)</b> | <b>0.00</b>        |                 |


▼ Group P2: **Computer Accessories** (1 - 3 of 3 items)

| #   | Item Name, Description, Etc                              | Qty | UOM  | Requested Delivery  | Unit Price (USD) | Total Price (USD)        | Estimated Delivery |                 |
|---|--|-----|------|---------------------|------------------|--------------------------|--------------------|-----------------|
| P2.1  | Wireless keyboard<br>★ Ⓞ<br><a href="#">View Details</a> | 5   | Each | 10 days after award |                  | -                        | days after award   | Respond to Item |
| Comment: <input type="text"/> 2000 characters remaining |  |     |      |                     |                  |                          |                    |                 |
| P2.2  | Wireless mouse<br>★ Ⓞ<br><a href="#">View Details</a>    | 15  | Each | 10 days after award |                  | -                        | days after award   | Respond to Item |
| Comment: <input type="text"/> 2000 characters remaining |  |     |      |                     |                  |                          |                    |                 |
| P2.3  | External monitors<br>★ Ⓞ<br><a href="#">View Details</a> | 15  | Each | 10 days after award |                  | -                        | days after award   | Respond to Item |
| Comment: <input type="text"/> 2000 characters remaining |  |     |      |                     |                  |                          |                    |                 |
|   |  |     |      |                     |                  | <b>Total Price (USD)</b> | <b>0.00</b>        |                 |

Total for Product Items: **0.00 USD**  
 Total for Service Items: **0.00 USD**  
 Grand Total for Bid: **0.00 USD**

\* Required

← Previous Save Progress Next >



Select the **View Details** hyperlink to see details such as a customer's commodity code for the item, a complete item description, and any attachments associated with the item. You may enter in your price to the customer for the item, estimated delivery information, and optional comments. As you enter prices, you will see your bid total calculated at the bottom.

If configured by the customer, you will see **Additional Item Fields** section(s) on the page. Here, the customer may provide you with additional information for the item that may be helpful in evaluating your response. Or, the customer may ask you to complete additional information to supplement the item response. You can respond to Additional Item Fields section directly on the page.

- The **Additional Item Fields** section is displayed under the associated product information, and is expanded by default.
- You can choose to **Expand All Additional Item Fields** or **Collapse All Additional Item Fields** to expand or collapse all of the Additional Item Fields sections.

Note: If an event is configured as **Auction**, you will not provide price information in the Items section. You will submit all other required response information, and then have the ability to **Launch Auction Console**, where bids can be submitted for items. See [Auction Events](#) for more information.

## Review and Submit

The **Review and Submit** page contains a summary of all the sections of the events, and highlights any missing information that is required to submit the event response. You will not have the ability to click **Submit Response** until required information is completed.

The screenshot shows the 'Review & Submit' interface for an event titled 'Cubicles for VA Training Facility'. The event is scheduled for 10/28/2018 at 12:00:00 AM EDT. The response status is 'Draft' with an intent to bid of 'Yes'. The bid total is \$7,525.00 USD. A progress table shows that all sections (Summary, Prerequisites, Attachments, Questions, General Terms, General Information, Item Specific Questions, and Items) are complete. A certification statement is present, and a 'Submit Response' button is visible at the bottom right.

| Section                 | Progress                 |
|-------------------------|--------------------------|
| Summary                 | No Required fields       |
| Prerequisites           | Required fields complete |
| Attachments             | No Required fields       |
| Questions               | Required fields complete |
| General Terms           | Required fields complete |
| General Information     | Required fields complete |
| Item Specific Questions | Required fields complete |
| Items                   | Required fields complete |

Once all items are completed, click the certification statement and the button to **Submit Response**. The page will refresh with a confirmation that your response was submitted, and you can easily navigate to the portal Home Page, print the event details, or return to the Event Summary.

**Cubicles for VA Training Facility**  
 TT-DRM-42  
 Event Details

Response Status: **Draft**  
 Intent To Bid: **Yes** ✓  
 Bid Total: **\$7,525.00 USD**

Summary  
 Prerequisites ✓  
 Attachments ✓  
 Questions ✓  
 General Terms ✓  
 General Information ✓  
 Item Specific Questions ✓  
 Items ✓

**Review & Submit**

Please review and submit your response after all errors have been cleared. You will still be able to come back to the event and edit your response until the event is closed.

All sections are now complete and you may submit your bid below.

| Section                 | Progress                   |
|-------------------------|----------------------------|
| Summary                 | ✓ No Required fields       |
| Prerequisites           | ✓ Required fields complete |
| Attachments             | ✓ No Required fields       |
| Questions               | ✓ Required fields complete |
| General Terms           | ✓ Required fields complete |
| General Information     | ✓ Required fields complete |
| Item Specific Questions | ✓ Required fields complete |
| Items                   | ✓ Required fields complete |

**Certification**

I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.

← Previous Submit Response

Upon close date for the event, the customer will review all supplier responses.

### History link

An audit log is captured for event responses. Click the **History** hyperlink for the event to view the log of changes to the event responses. You can sort entries by date, user, action, section, subsection or context. Click on the Filter History hyperlink to see audit entries based on dates, type of action, or section for the event. You may also export the event history by selecting the **Export CSV** link.

18 Searching | Searching Events | Search Events | Summary

1 Back to Search Results

**Cubicles for VA Training Facility**  
 TT-DRM-42  
 Event Details

Response Status: **Submitted**  
 Intent To Bid: **Yes** ✓  
 Bid Total: **\$7,525.00**

Summary  
 Prerequisites  
 Attachments  
 Questions  
 General Terms  
 General Information  
 Item Specific Questions  
 Items

**History** - Google Chrome

Filter History Export CSV

28 Results Found

| Date                | User  | Action   | Section       | SubSection         | Context  | Field                   | Old Value | New Value           |
|---------------------|-------|----------|---------------|--------------------|--|-------------------------|-----------|---------------------|
| 10/24/2014 10:45 AM | Davey | Modified | Intent To Bid |                    |  | Intent To Bid           | Draft     | Response Submitted  |
| 10/24/2014 10:44 AM | Davey | Modified | Items         | Service Line Items | SL3 - Installation of keyboard trays in selected cubicles  | Unit Price              | empty     | 10.00               |
| 10/24/2014 10:44 AM | Davey | Modified | Items         | Service Line Items | SL2 - Wiring for cubicles - electrical and company network | Unit Price              | empty     | 200.00              |
| 10/24/2014 10:44 AM | Davey | Modified | Items         | Service Line Items | SL1 - Installation of cubicles                             | Unit Price              | empty     | 150.00              |
| 10/24/2014 10:44 AM | Davey | Modified | Items         | Product Line Items | PL4 - Keyboard trays for new cubicles                      | Estimated Delivery Date | empty     | 10/31/2014 12:00 AM |

Event Number: TT-DRM-42

Questions & Answers for this Event

Submit Response

### **Editing your Responses**

You may edit your responses at any time while the event is still open. You may also click the **Withdraw Bid** button if you would like to withdraw your bid before the event closes. You may then edit responses and submit your bid again, if desired.

### **Q&A Board**

The Q&A Board for the event is available until the event closes or until a separate date provided by the customer.

### **My Exports and Imports**

The **My Exports and Imports** page provides status information and download files for Questions and Item export and import requests you have made.