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
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.

- 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.
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.
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.

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 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

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☑️ 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.
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.
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.

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.
**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.