

# SAP Ariba

**PROCUREMENT SERVICES DIVISION**



## **Procurement – USER Training**

*P2P Core*

How to Create and  
Publish a Formal Bid in  
Ariba

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# Introduction

**The purpose of this job aid is to cover the process of sending and receiving a formal solicitation (bid) via the Ariba system.**

At LAUSD, this process is currently completed through the upload of a bid package for release to suppliers. Suppliers then download and view this bid package, update with their responses, then upload as part of their response to the solicitation. After the bid close, the LAUSD representative can access all bid responses, score them offline, and then process an award from the system.

Public bids, which are open to the public rather than being limited to a small group of invited suppliers, include an additional process to post the event to the Ariba Discovery Network. This process is covered in a separate training.

# Create a Guided Sourcing Project

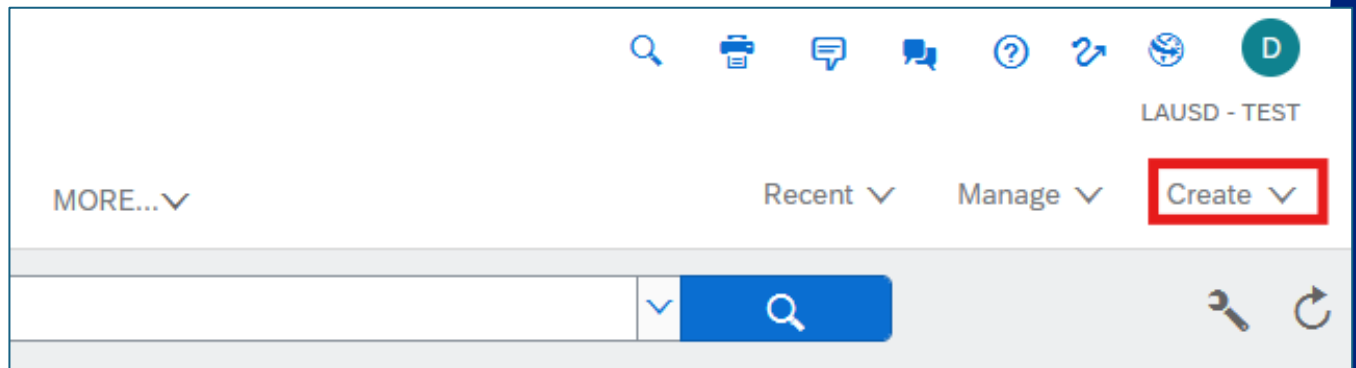
## 1

To begin, you will need to create a **Guided Sourcing Project**.

- A **project** is a container that enables you to maintain all documents and information for an item such as an SAP Ariba Sourcing Event.
- Projects enable multiple users to work on the same documents or events with defined roles and processes.
- With projects, you can specify what tasks must be completed, who is responsible for completing a task, and when a task must be completed.

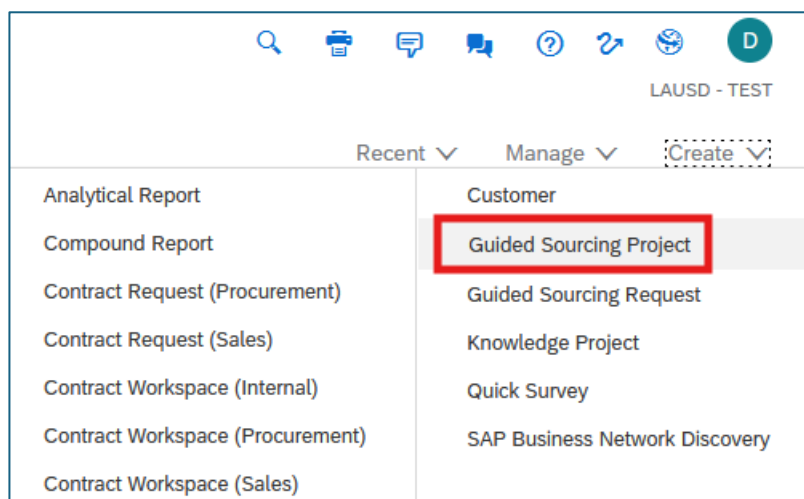
2

After logging into Ariba, navigate to the 'Create' menu at the top right of your P2P Core home screen. **Click Create** to open the menu.



3

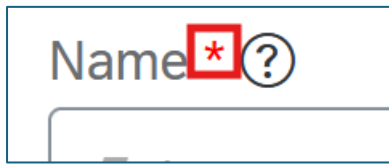
From the Create dropdown menu, select '**Guided Sourcing Project**'.



## 4

Next, we will **complete all necessary fields** and select a template to create the project. Required fields are indicated via a red asterisk.

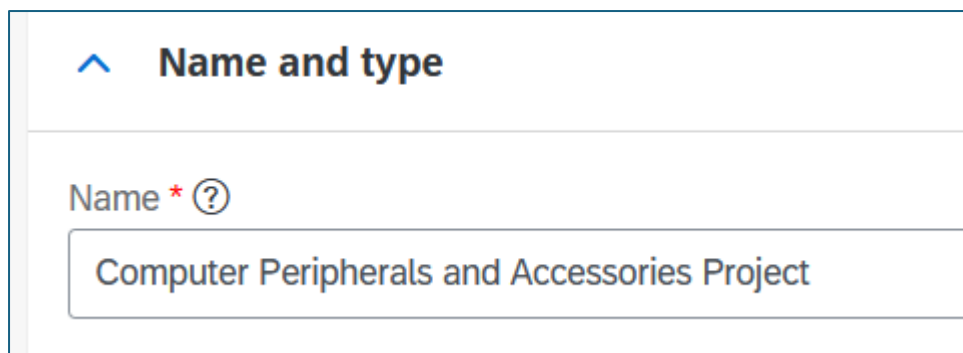
Reminder: the Project is an internal working document and is not visible to suppliers.



A screenshot of a form field. The label 'Name' is followed by a red asterisk and a question mark icon. Below the label is an empty text input box.

## 5

Begin by creating a **Name** for the Sourcing Project. It's helpful to be descriptive and align with the title for your sourcing event for ease of reporting and navigation. It may be helpful to add 'Project' to the title to simplify searches and navigation.



A screenshot of a form section titled 'Name and type' with a blue upward arrow icon. Below the title is a 'Name' field with a red asterisk and a question mark icon. The text 'Computer Peripherals and Accessories Project' is entered into the field.

## 6

You also have the **option to 'Copy an existing project'**. If you had a similar project in the past, you have the option to copy it. This will autofill selections based on the previous project, but you will still be able to edit them before creating the project.

Copy an existing project

Preview projects to copy

## 7

The radio selection for '**Test project**' should remain set to '**No**'. Any test projects would be created in the test environment, not in the live production system.

Test project \* ?

☐

Yes

☒

No

8

Add an optional **Description** in the free-text field as required.

Description ?

**B**

*I*

U

≡

12 pt

Andale Mono

A

■

RFP for the purchase of Computer Peripherals and Accessories

9

Project type is defaulted and should remain set to **'Full project'** to ensure maximum functionality.

Project type \* ?

☐ Single event

☒ Full project

10

It's recommended to keep the '**Project state**' set to '**Active**'. If you set it to 'Planned', you will need to edit it when you are ready for the bid to go live.

This indicates the current state of the project. Planned indicates the project has not yet begun. The states 'On Hold', 'Completed' and 'Cancelled' will be available while editing the project.

Project state \* ?

☒ Active ☐ Planned

11

Scroll down to complete the section '**Project Details**'. There is an option to indicate a '**Predecessor project**'. If this does not apply to your project, leave it blank. If your Project was created as a follow-on event from a previous project, this will already be filled.

This is used if, for example, a first public sourcing project/bid was created to establish a short-list of suppliers, and you are now creating the second. It can also link Sourcing Requests or other Ariba documents which triggered the Sourcing Project.

Project details

Linked projects

Predecessor ?

Search predecessors

Copy from predecessor project

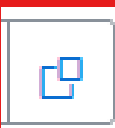
12

The first required field is the **Sponsoring Department**. Click the icon with 2 boxes next to the field to open the search box.

Sponsoring Department \*

*Search by name or ID*

Value must not be empty.



13

Search for the **Sponsoring Department(s)** for your solicitation. You may search by entering the location # or name in the search bar. **Click the checkbox** next to the department(s) and click '**Done**' when you are finished.

Sponsoring Department

IT

<input checked="" type="checkbox"/> Name	ID
<input type="checkbox"/> BTB-Civic Center-Itinerant	0001094701
<input type="checkbox"/> Access, Equity, & Acceleration	0001095101
<input type="checkbox"/> ITS-Apps-Learning Management System	0001095201
<input checked="" type="checkbox"/> ITS-CS-CoS IT Support	0001095301
<input type="checkbox"/> Region South CoS Itinerant	0001096101
<input type="checkbox"/> Region East CoS Itinerant	0001096201
<input type="checkbox"/> Region West CoS Itinerant	0001096301
<input type="checkbox"/> Region North CoS Itinerant	0001096501
<input type="checkbox"/> ITS-Infrastructure Oper-Network Mgmt	0001100201

Done Cancel

14

The '**Baseline Spend**' is also a required field. Use this field to indicate the maximum budget for this project.

Sponsoring Department \*

Baseline Spend \* ?

The spend amount expected to be covered by this project. This should be a projection of expected spend for the project for the full duration including any options that are being sought in the final contract. This number can be determined through projecting the overall volume of supply expected for the final contract / purchase order period and multiplying by any historic price or market price.

USD

Baseline Spend \* ?

2,000,000 USD

15

The '**Target Savings %**' is an optional field. Here you may enter the % savings you would like to actualize between the Baseline Spend and Final Award Value.

Target Savings % ?

Percentage of savings you want to obtain as a result of the project. This will calculate the target savings amount based on the baseline spend.

Search for a value

Value must be set.

The '**Project Reason**' field is required and indicates the reason for the project. Click the dropdown arrow, then click the applicable selection for your Project.

Project Reason \* ?

This describes why the project will be executed. It is used for reporting purposes only.

Search for a value

Value must be set.

Project Reason \* ?

Search for a value

Contract Renewal

Market Research

Meeting Savings Goal

New Requirement

Contract Renewal – Is used when an existing contract is due to expire and needs to be bid/sourced again.

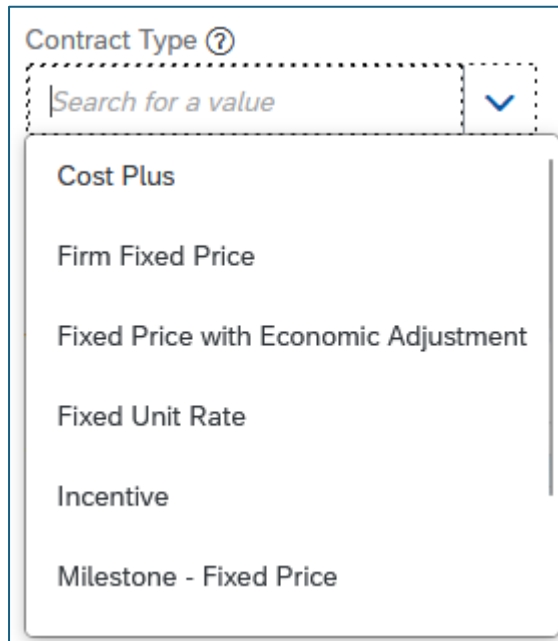
Market Research – Is used when conducting market research (ex: Request for Information)

Meeting Savings Goal – Is used when trying to strategically source an existing item/service for better pricing

New Requirement – Is used for new projects which didn't previously have a contract or award in place

17

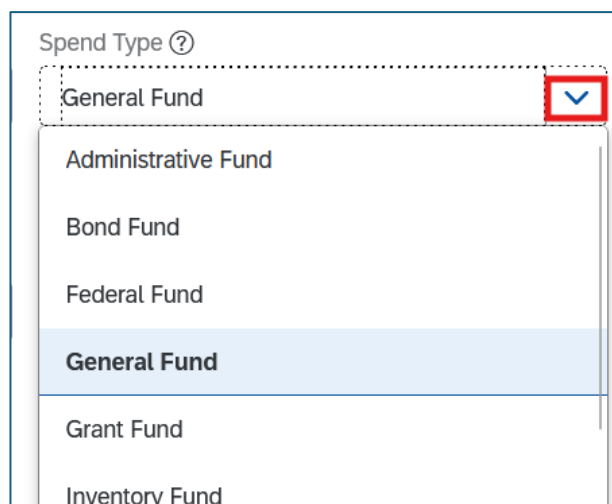
The '**Contract Type**' field is an optional selection where you can indicate the type of contract you anticipate to result from this sourcing project. Make the selection which pertains to your project.



The screenshot shows a dropdown menu for 'Contract Type'. The header is 'Contract Type ?'. Below it is a search bar with the placeholder text 'Search for a value' and a blue downward arrow. The dropdown list contains the following options: 'Cost Plus', 'Firm Fixed Price', 'Fixed Price with Economic Adjustment', 'Fixed Unit Rate', 'Incentive', and 'Milestone - Fixed Price'.

18

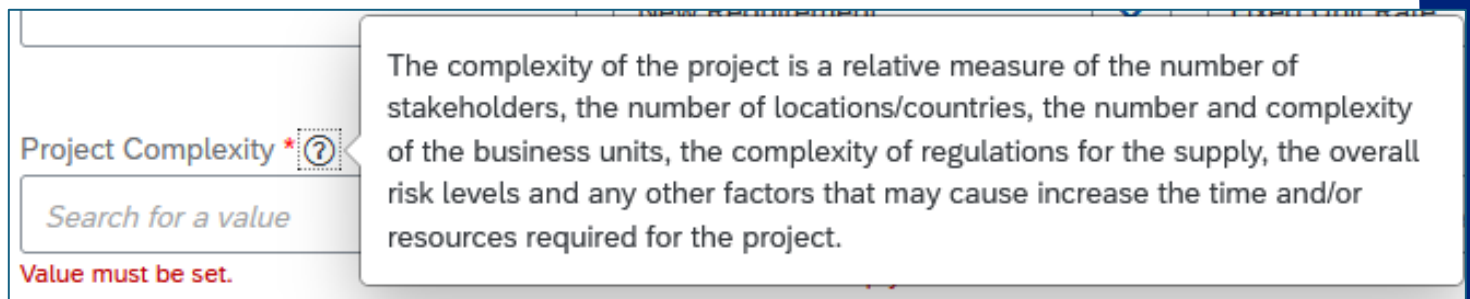
The '**Spend Type**' field is another optional field, click the dropdown menu and make the selection which matches your project.



The screenshot shows a dropdown menu for 'Spend Type'. The header is 'Spend Type ?'. Below it is a search bar with the placeholder text 'General Fund' and a blue downward arrow. The dropdown list contains the following options: 'Administrative Fund', 'Bond Fund', 'Federal Fund', 'General Fund' (highlighted in blue), 'Grant Fund', and 'Inventory Fund'.

The '**Project Complexity**' field requires a selection. Use this field to indicate the level of complexity for your project.

For example, if you know there is a limited source of supply for your items you may prefer to note the complexity as high since you will need to engage in additional market research and supplier outreach.

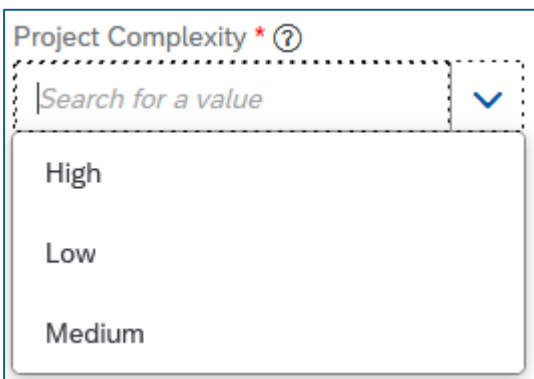


Project Complexity \* ⓘ

*Search for a value*

Value must be set.

The complexity of the project is a relative measure of the number of stakeholders, the number of locations/countries, the number and complexity of the business units, the complexity of regulations for the supply, the overall risk levels and any other factors that may cause increase the time and/or resources required for the project.

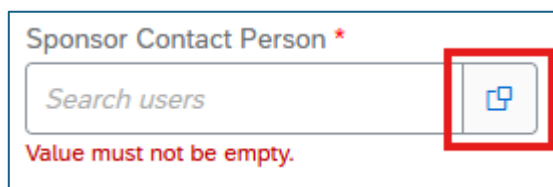


Project Complexity \* ⓘ

*Search for a value* ▼

- High
- Low
- Medium

The '**Sponsor Contact Person**' field is required. Click the icon of the two boxes to open the search window.



Sponsor Contact Person \*

*Search users*

Value must not be empty.

Type your **search** in the bar. You may search by full or partial name, or by the user's email. When you have found them, click the checkbox to the left of their name(s). You can make multiple selections and searches, then click '**Select**' when you are finished.

All users (1172)

requestor24

Members	Details
<input checked="" type="checkbox"/>	<div>REQUESTOR24 Enterprise User</div> <div>@lausd.net</div>
<input type="checkbox"/>	<div>Requestor Twenty Four Enterprise User</div> <div>REQUESTOR24@LAUSD.NET</div>

Select Cancel

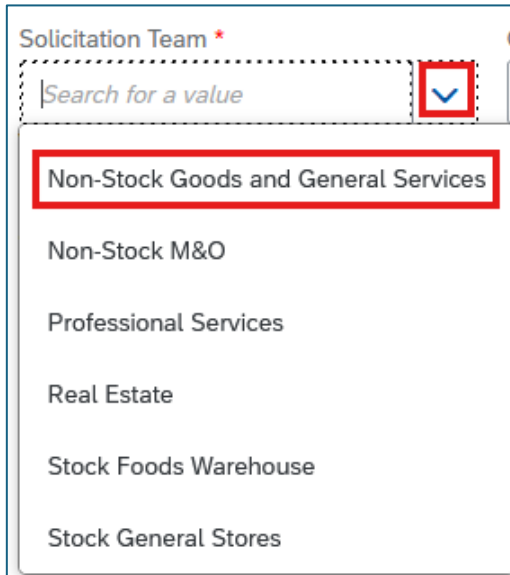
You may remove or add additional sponsor contacts as needed.

Sponsor Contact Person \*

udi... REQUESTOR24

22

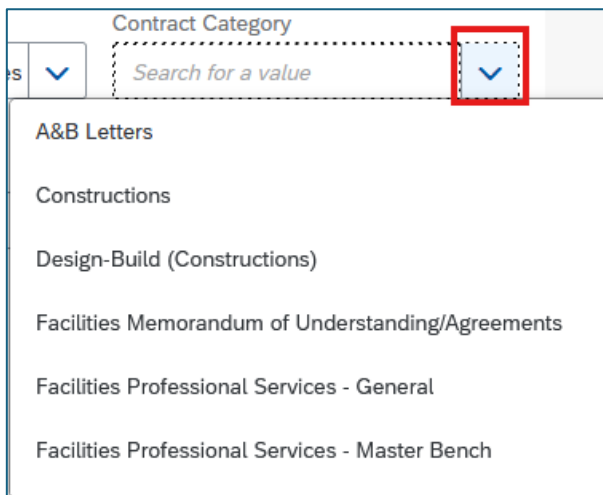
The '**Solicitation Team**' is also a required entry. Click the dropdown arrow, then make the applicable selection from the menu which opens.



A screenshot of a web form field labeled "Solicitation Team" with a red asterisk indicating it is required. The field contains a search bar with the placeholder text "Search for a value" and a blue dropdown arrow icon. The dropdown menu is open, showing a list of options: "Non-Stock Goods and General Services" (highlighted with a red rectangle), "Non-Stock M&O", "Professional Services", "Real Estate", "Stock Foods Warehouse", and "Stock General Stores".


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The '**Contract Category**' field isn't required, but it's best practice to complete this field to support reporting. Click the dropdown arrow and make the most applicable selection.



A screenshot of a web form field labeled "Contract Category". The field contains a search bar with the placeholder text "Search for a value" and a blue dropdown arrow icon. The dropdown menu is open, showing a list of options: "A&B Letters", "Constructions", "Design-Build (Constructions)", "Facilities Memorandum of Understanding/Agreements", "Facilities Professional Services - General", and "Facilities Professional Services - Master Bench".

The '**Agreement Type**' field is also optional, but it's best to include all the information you can for reporting. Click the dropdown arrow, then make the most applicable selection.



Agreement Type Owner ?

Search for a value

Professional Services Agreement

Software Agreement

Statement of Work Construction / Capital Works

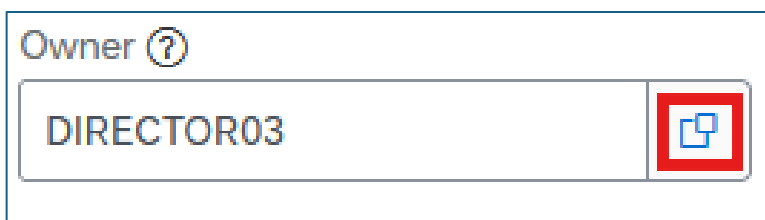
**Supply Agreement**

Technology Agreement

Textbook and Instructional Material Agreement

Template \*

The '**Owner**' field automatically populates with your username as the person completing the entry. You may change it if required by selecting the icon with the two squares and making your new selection.



Owner ?

DIRECTOR03

The '**Product Category**' field is required and allows for multiple selections. Click the icon with the two boxes to open the search window. You may search by commodity code/product category number or description. Click the checkbox to the left of those which align with your Solicitation.

Product Category

computer

×

↺

↓

↑

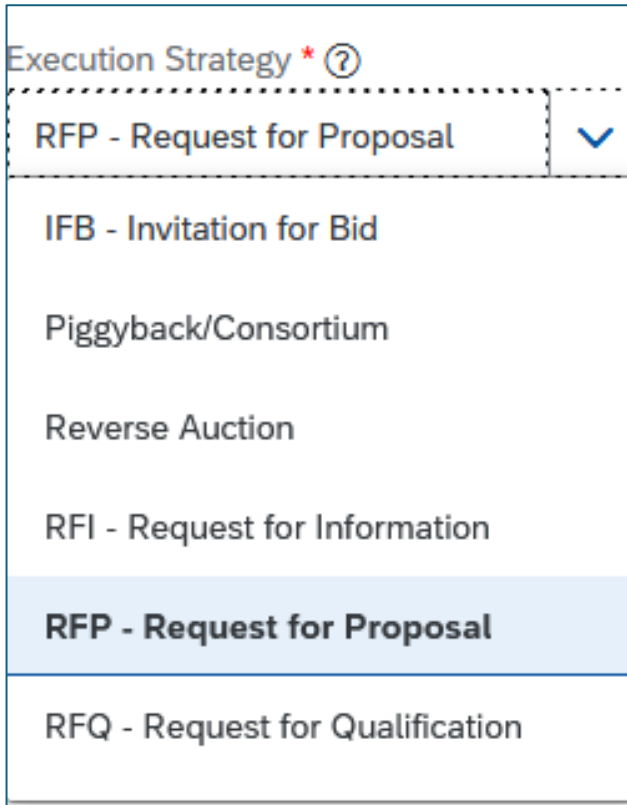
<input type="checkbox"/>	Name	ID
<input type="checkbox"/>	COMPUTERS, CHROME OS LAPTOP	20456
<input type="checkbox"/>	COMPUTERS, LAPTOP \$500 BELOW	20459
<input type="checkbox"/>	COMPUTERS AND INFORMATION PROCESSING SYSTEMS	20500
<input checked="" type="checkbox"/>	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAINFR...	20600
<input checked="" type="checkbox"/>	COMPUTER ACCESSORIES AND SUPPLIES	20700
<input type="checkbox"/>	COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRMMED)	20800
<input type="checkbox"/>	COMPUTER SOFTWARE FOR MICROCOMPUTERS (Non-Taxable)	20810
<input type="checkbox"/>	COMPUTER SOFTWARE FOR MINI/MAINFRAME COMPUTERS-PREPR...	20900
<input type="checkbox"/>	FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS	39500

Done

Cancel

27

The '**Execution Strategy**' field is required. Click the dropdown arrow to open the menu. Select the bid strategy for your project.



A screenshot of a dropdown menu for the 'Execution Strategy' field. The menu is open, showing a list of options. The first option, 'RFP - Request for Proposal', is highlighted in blue. Below it are 'IFB - Invitation for Bid', 'Piggyback/Consortium', 'Reverse Auction', 'RFI - Request for Information', and 'RFQ - Request for Qualification'. A blue checkmark is visible to the right of the first option.

Execution Strategy \* ?

RFP - Request for Proposal

IFB - Invitation for Bid

Piggyback/Consortium

Reverse Auction

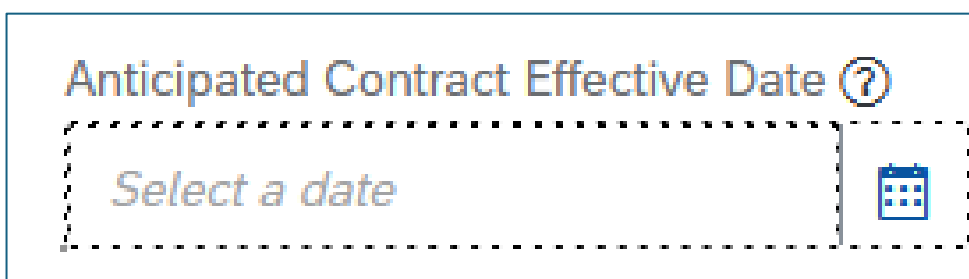
RFI - Request for Information

RFP - Request for Proposal

RFQ - Request for Qualification

28

The '**Anticipated Contract Effective Date**' is optional, but it's best practice to note your projected contract effective date to help drive your project timeframes.



A screenshot of a date selection field for 'Anticipated Contract Effective Date'. The field is empty and contains the placeholder text 'Select a date'. To the right of the field is a blue calendar icon.

Anticipated Contract Effective Date ?

Select a date

The next selection is the **Template** for your solicitation.

**IMPORTANT:** you **cannot** change this selection after creating the project and the template selection will affect your subsequent bidding events.



The screenshot shows a web form with a section titled "Template" with an upward-pointing chevron icon. Below the title is a label "Template \*" followed by a dropdown menu. The dropdown menu has a light gray background and contains the text "Select a template" in a light gray font. A blue downward-pointing chevron icon is located on the right side of the dropdown menu.

LAUSD currently has 4 available **sourcing templates**. Select the template which supports your specific bid. You should know at the time of project creation the solicitation method you will use for your bid.

Please see the next page for a description of each template.

**LAUSD Bid Submittal Template (Discovery)**  
**LAUSD Bid Submittal Template (Full Guided)**  
**LAUSD Sealed Bid Submittal Template (Full Guided)**  
**LAUSD Sealed Bid Submittal template (Discovery)**

If the template has '**Sealed**' in the title, it should be used for only sealed bids where the Buyer/CAA cannot view the submitted responses until the bid event has ended.

If the template *does not* say sealed and only has **LAUSD Bid** in the name, it will not be sealed and Buyers/CAAs can view Supplier responses as soon as they are received.

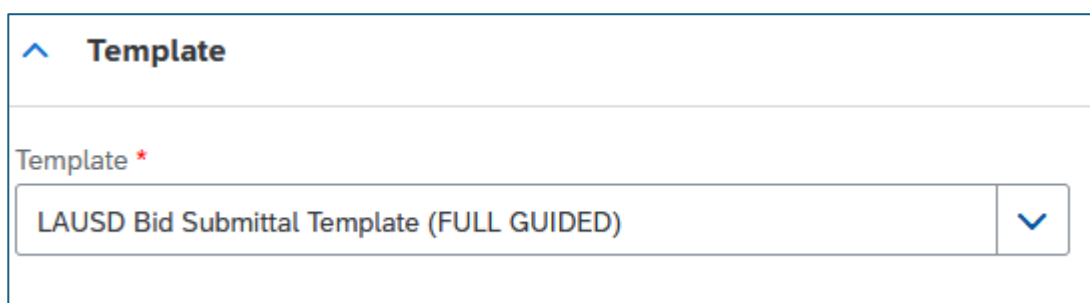
If the template has (**Discovery**) at the end, creation of a Discovery posting is required before the event can be published. Only select these templates if there is the requirement for public availability of the bid. Meaning, any supplier may view and respond to the bid.

If the template has (**Full Guided**) at the end, it is a private event held only in Ariba. The only suppliers who will view and respond to this event are those who were invited. This requires that suppliers be fully registered in Ariba and with LAUSD to be invited to the event.

32

In this example, we are creating a Request for Proposal (RFP) which is not sealed, and we will assume we already have a short-listed group of suppliers to invite so we will not include a public posting to Discovery.

Please note that the creation of a Discovery Posting is covered in a separate training.

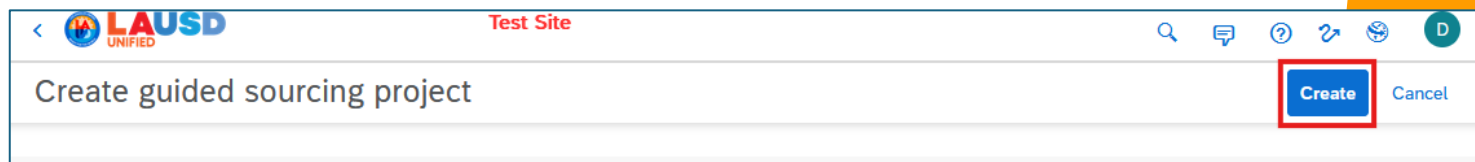


A screenshot of a web interface showing a dropdown menu for selecting a template. The menu is titled "Template" with an upward-pointing arrow. Below the title, the text "Template \*" is displayed. The dropdown list shows "LAUSD Bid Submittal Template (FULL GUIDED)" as the selected option, with a downward-pointing arrow to its right.

33

When you have finished completing the Project fields and selecting your template, click the **'Create'** button at the top right of your screen.

**Remember:** your Template cannot be changed after Project creation, so ensure you make the appropriate selection.



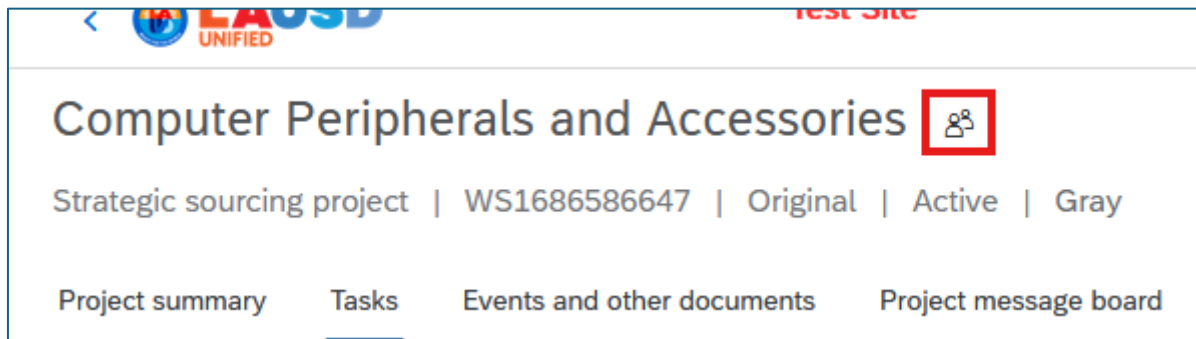
A screenshot of the LAUSD Unified Test Site interface. The header shows the LAUSD logo and "Test Site". The main content area displays "Create guided sourcing project". At the bottom right, there are two buttons: "Create" (highlighted with a red box) and "Cancel".

# How to Manage Sourcing Project Teams

34

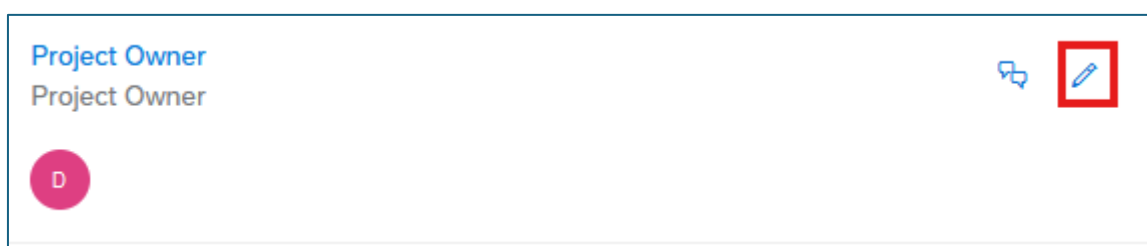
If needed, you can add additional project owners to the Sourcing Project. You can add your peers as co-owners so they can take action on your behalf. You can also create teams of observers if needed.

If you'd like to **add additional team members**, you can do so by first clicking the icon of 2 people to the right of your Project Title.



35

To add additional users as **Project Owners**, click the pencil icon next to the Project owner group.



36

Use the icon with two boxes to add **additional users** to the Project Owner group.

← Edit group

Group Name \*  
Project Owner

Roles ?  
Project Owner x

Members  
DIRECTOR03 x

37

**Search** for the user(s) by name or email, click the checkbox to the left of their name. When you're finished, click '**Select**' in the bottom right.

Search members

All users

REQUESTOR

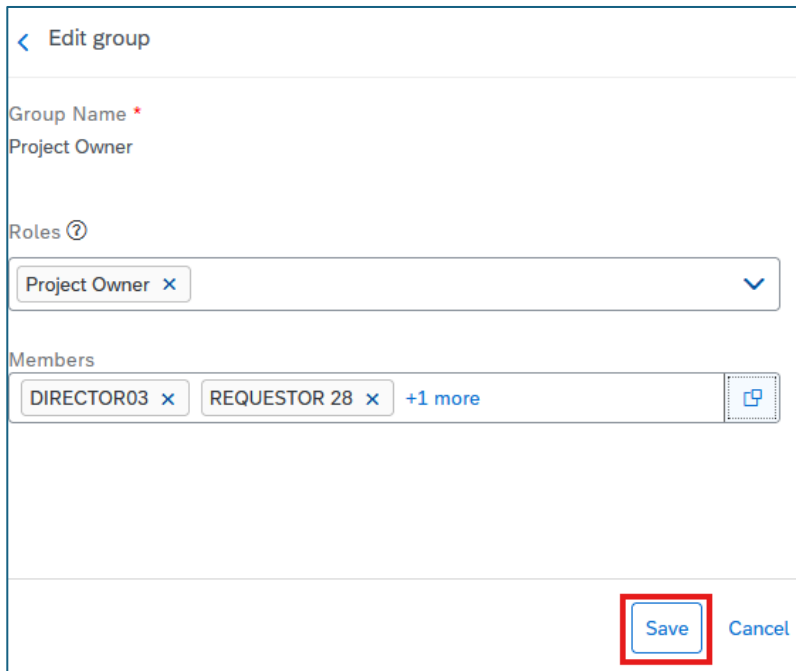
Members Details

	Enterprise User	
<input type="checkbox"/>	REQUESTOR (SU01D) TWO (SU01D) Enterprise User	REQUESTOR02@LAUSD.NET
<input checked="" type="checkbox"/>	REQUESTOR 28 Enterprise User	REQUESTOR28@LAUSD.NET
<input checked="" type="checkbox"/>	REQUESTOR 32 Enterprise User	REQUESTOR32@LAUSD.NET
<input type="checkbox"/>	REQUESTOR 33 Enterprise User	REQUESTOR33@LAUSD.NET
<input type="checkbox"/>	REQUESTOR 34 Enterprise User	REQUESTOR34@LAUSD.NET
	REQUESTOR 35	

Select Cancel

38

When you are finished adding users to the Project Owner group, click '**Save**'.



The screenshot shows a web interface for editing a group. At the top, there is a back arrow and the text 'Edit group'. Below this, the 'Group Name' is set to 'Project Owner'. The 'Roles' section shows a dropdown menu with 'Project Owner' selected. The 'Members' section shows two members: 'DIRECTOR03' and 'REQUESTOR 28', with a '+1 more' link. At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red rectangle.

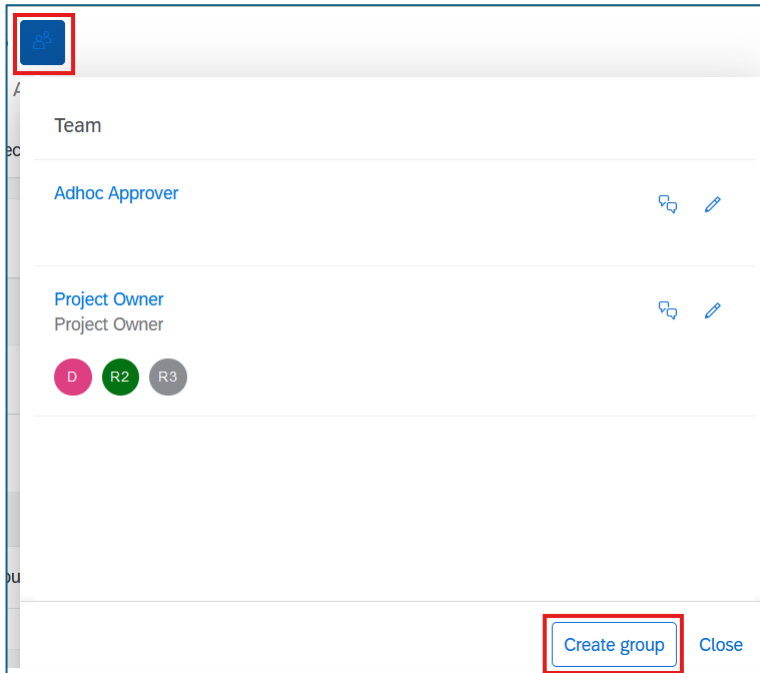
39

You also have the option to add additional Groups. In this example, we'll create an **Observer group** who can only view the project and event.

**Important:** Be cautious when creating groups to ensure you don't inappropriately provide editing or other access to additional users.

40

Return to the Project page and click the group icon again. In the pop-up, click '**Create Group**'



41

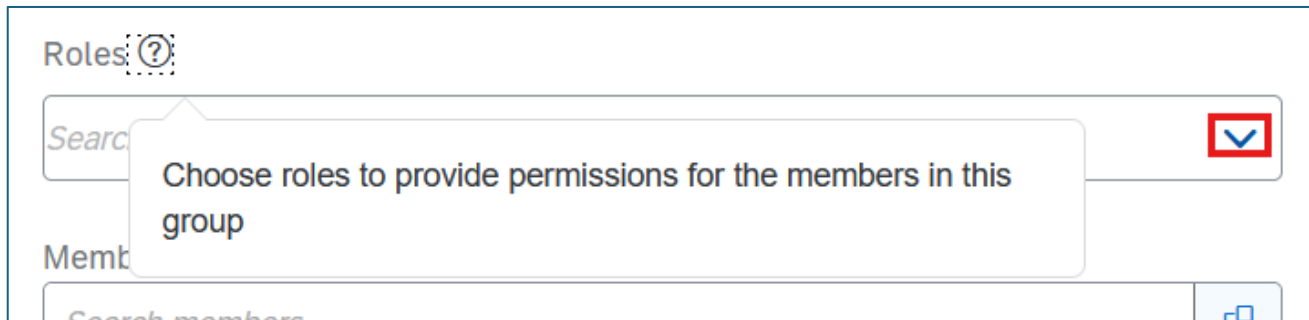
First, **name** your new group. We'll name this example group as 'Observers' since we will be providing them with view-only access.

A screenshot of a 'Create group' form. At the top left, there is a blue back arrow and the text 'Create group'. Below this, the form has a label 'Group Name' followed by a red asterisk. Underneath the label is a text input field containing the word 'Observers'. The input field has a dotted border.

42

Next, we will select the roles we are providing to this group. Click the downward arrow to review the available **Project Group Roles**.

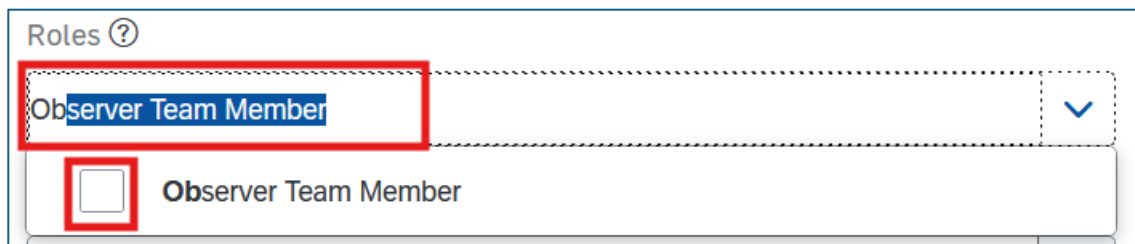
Remember to be cautious so you don't mistakenly provide more access than intended.



A screenshot of a web interface for selecting roles. At the top, it says "Roles ?" with a help icon. Below this is a search bar with the placeholder text "Search". To the right of the search bar is a red-bordered button with a blue downward arrow. Below the search bar is a text input field with the placeholder text "Choose roles to provide permissions for the members in this group". Below this is a section labeled "Members" with a search bar and a list of members.

43

You may scroll thorough the available roles, or **search** in the search bar. Once you find the role(s) you wish to apply, click the **checkbox** next to the role name.



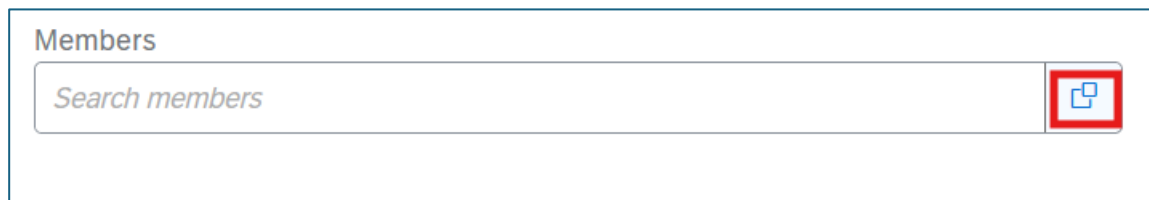
A screenshot of the "Roles" section of the interface. It shows a list of roles. The first role, "Observer Team Member", is highlighted with a red box. To the right of the role name is a blue downward arrow. Below the role name is a red-bordered checkbox.



A screenshot of the "Roles" section of the interface. It shows a list of roles. The first role, "Observer Team Member", is highlighted with a red box. To the right of the role name is a blue downward arrow. Below the role name is a red-bordered checkbox. Below the checkbox is a text input field with the placeholder text "Observer Team Member".

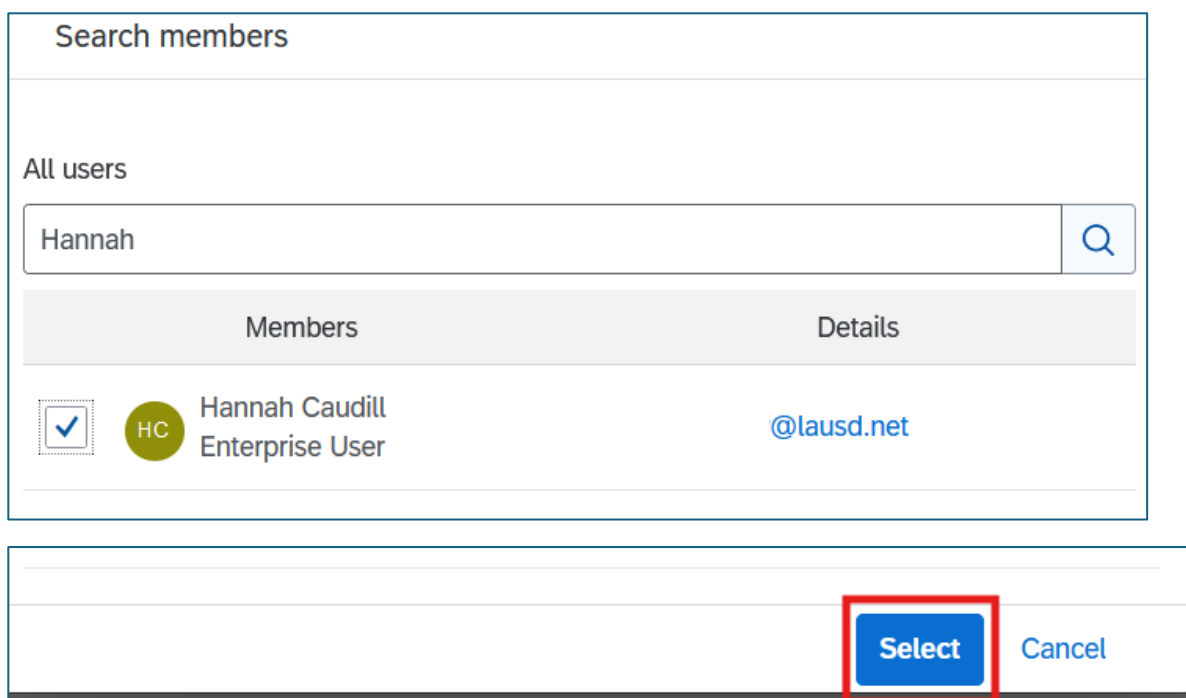
44

Next, we will select the **Members**, or users, who we want to add to this Project Group. Click the icon with the two boxes to open the search window.



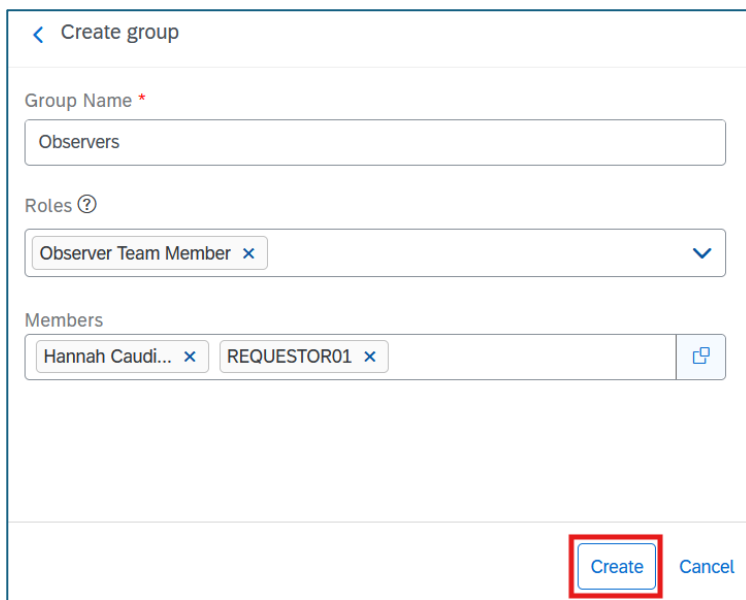
45

**Search** for the users you want to add by name or email, then click the checkbox to the left of their name(s) to select. You may conduct multiple searches and make multiple selections. When you are finished, click '**Select**'



46

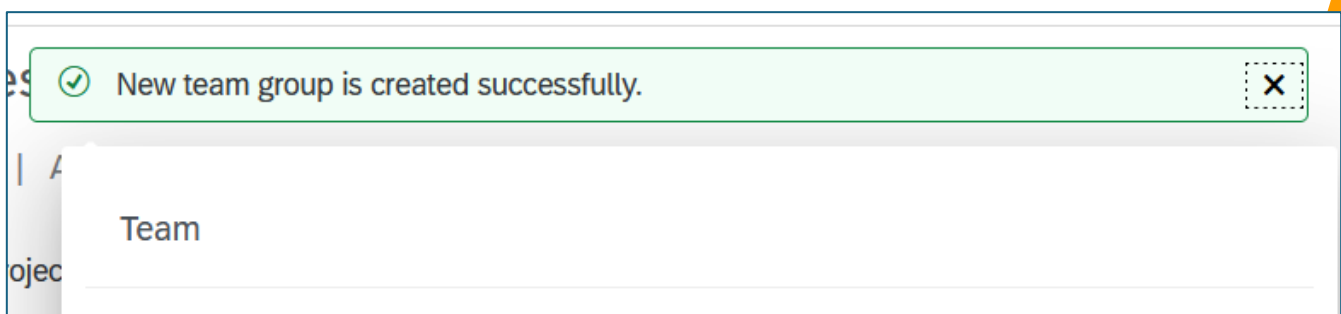
You will be returned to the Group creation pop-up. If you are finished adding members, click '**Create**'.



The screenshot shows a 'Create group' pop-up window. At the top left is a back arrow and the title 'Create group'. Below this is a 'Group Name' field with a red asterisk, containing the text 'Observers'. Underneath is a 'Roles' section with a help icon and a dropdown menu showing 'Observer Team Member'. The 'Members' section contains two tags: 'Hannah Caudi...' and 'REQUESTOR01'. At the bottom right, there are two buttons: 'Create' (highlighted with a red rectangle) and 'Cancel'.

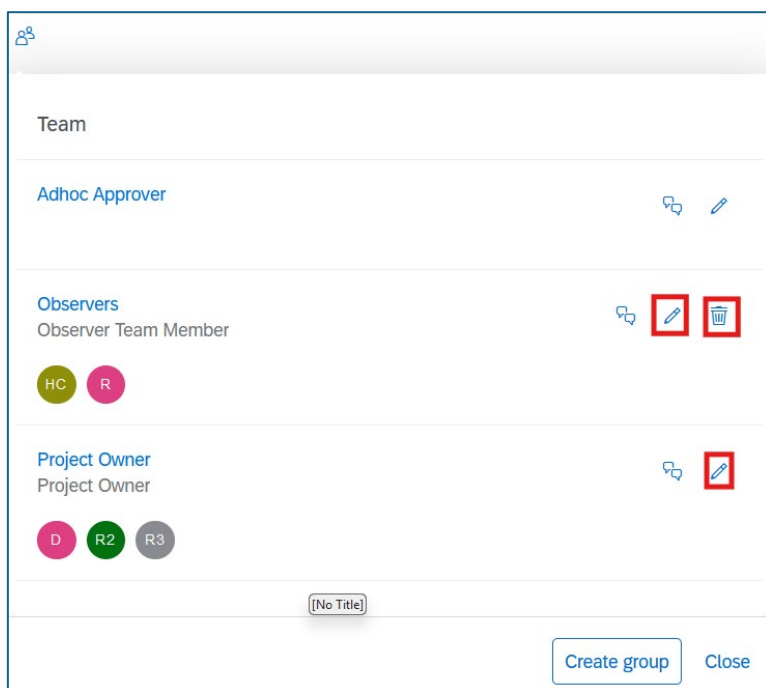
47

The system will display a confirmation notice in green.

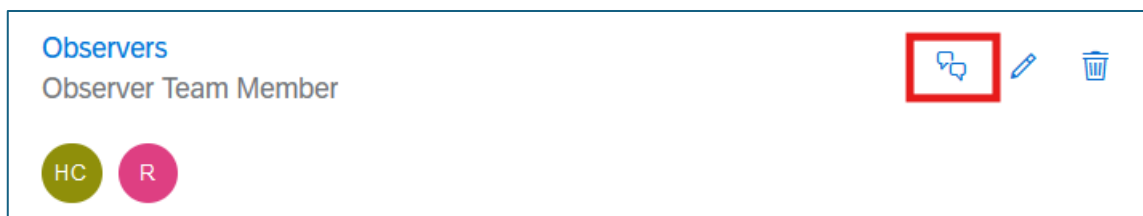


The screenshot shows a confirmation message in a green box: 'New team group is created successfully.' with a green checkmark icon on the left and a close button (X) on the right. Below the message, the word 'Team' is visible, followed by a horizontal line.

You may **edit** your groups or create more at any time by accessing this menu from the group icon next to the project's title. Click the pencil icon next to the group to **edit** it (add or remove members, update roles, etc.). Click the trashcan icon next to groups you created to **delete** them.



You may also use the **Team Messaging** feature to send a message to specific groups. Click the speech bubble icon next to the Team you would like to send a message to.



50

**Type** your message in the free text field, and add any **attachments** as needed, then click '**Send**'.

The image displays three sequential screenshots of a web-based group messaging interface for a project titled "Computer Peripherals and Acce.".

- First Screenshot:** Shows the "Observers" section with 1/1 participants. At the bottom, there is a text input field with the placeholder "Enter message" and a blue "Send" button.
- Second Screenshot:** Shows the "Attachments" section where the file "RFPA- Demo Sample.docx (51.76KB)" has been added. Below the attachment list, a message draft "Welcome to the project, please find a copy of the RFPA attached for your" is visible, followed by a blue "Send" button which is highlighted with a red rectangle.
- Third Screenshot:** Shows the final state of the message. The message "Welcome to the project, please find a copy of the RFPA attached for your reference." is displayed with the attachment "RFPA- Demo Sample.docx 51.76KB" below it. The timestamp "9:19 AM" is shown. The input field now contains the placeholder "Enter message" and a "Send" button.

51

If you chose to use the group messaging feature, you could discuss items tied to the development of the bid in your Sourcing Project groups. It will only be visible to the users within the group you specify. There is also a Project Message Board, which will be covered in a later section, that is visible to all project members.

# Project Navigation and Features

Now that you have created your Sourcing Project, you can see the unique workspace number assigned to it, which begins with “WS”.


The Title of the Project remains editable, click the title to make changes.

 Test Site

Computer Peripherals and Accessories 

Strategic sourcing project | WS1686586647 | Original | Active | Gray


If you need the Doc # of the Sourcing Event, you may scroll down to view it. (Some units use this number as the identifying feature of their IFB or RFP. In the previous system, this was referred to as an RFX number)

Computer Peripherals and Accessories 

Strategic sourcing project | WS1686586647 | Original | Active | Gray

Project summary   Tasks   Events and other documents   Project message board

☐ Folders and documents

☐  Sourcing Event

Document Id

Doc1686586651

Type

Event

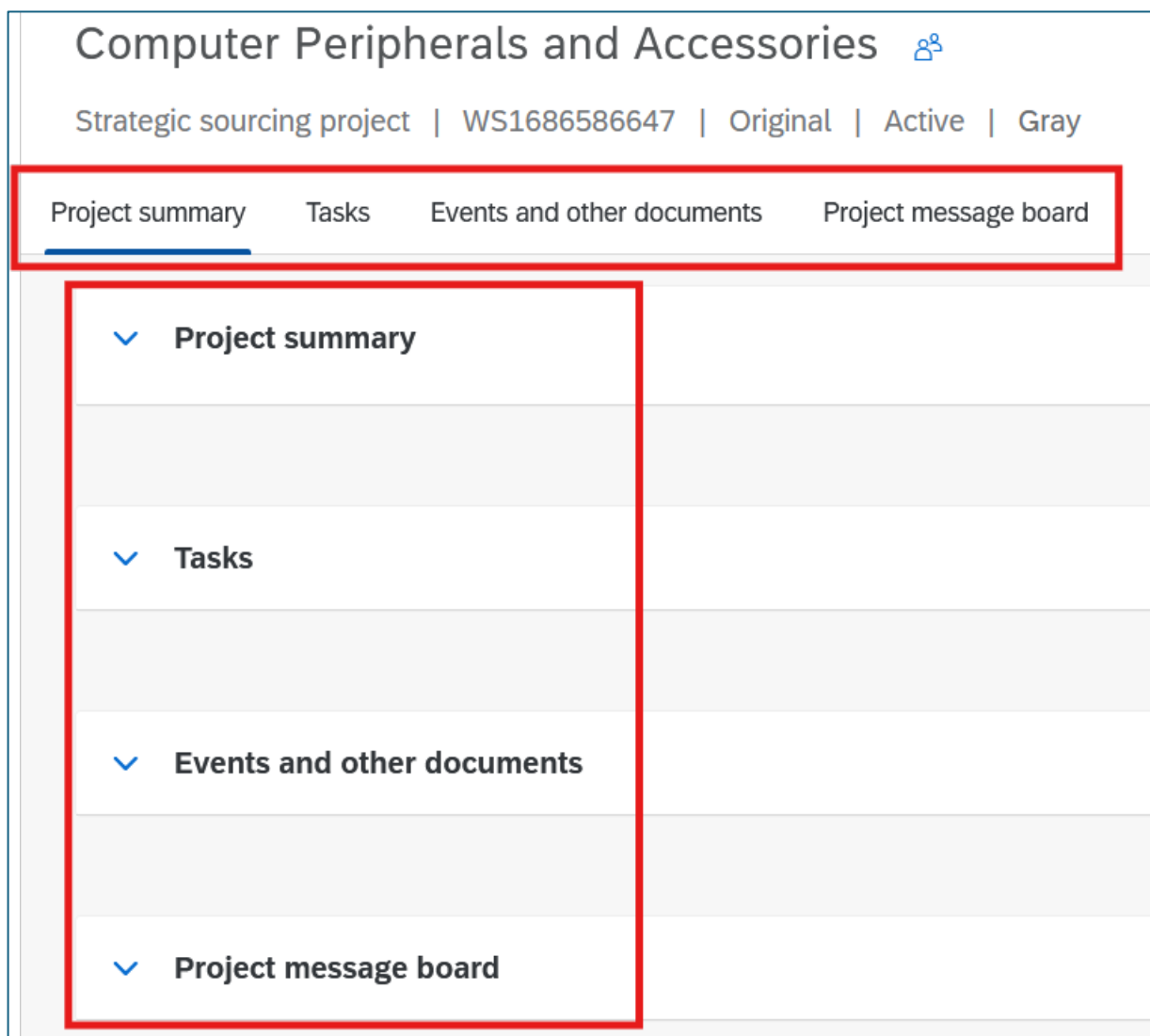
Version

v1

Status

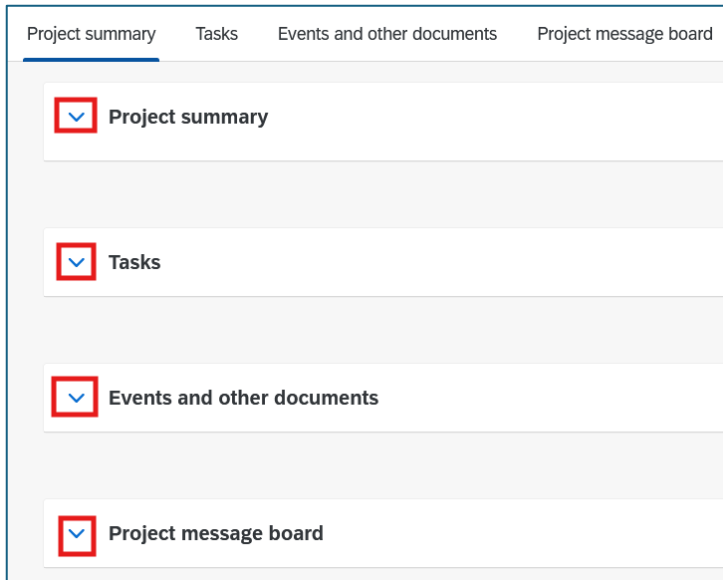
Not Created

The Sourcing Project has a **toolbar** at the top. You can use this to jump to specific sections of the project, or you may scroll down through the sections as they are organized in a linear design.



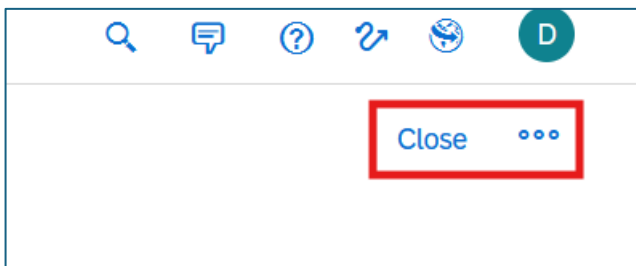
## 53

Each section may be **expanded** or contracted using the arrow to the left of the section title.



## 54

In the top right of the project, you can '**close**' the project and return to the Ariba home page. To see additional options, click the ellipses in the top right.

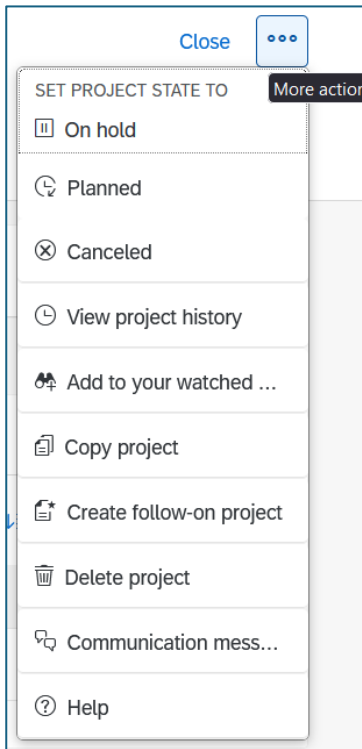


# Project Navigation and Features

## -Project Actions Menu

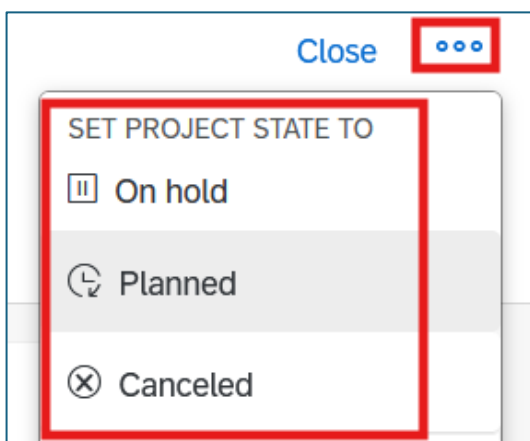
55

The '**More actions**' menu will open after clicking the ellipses in the top right of the project screen.



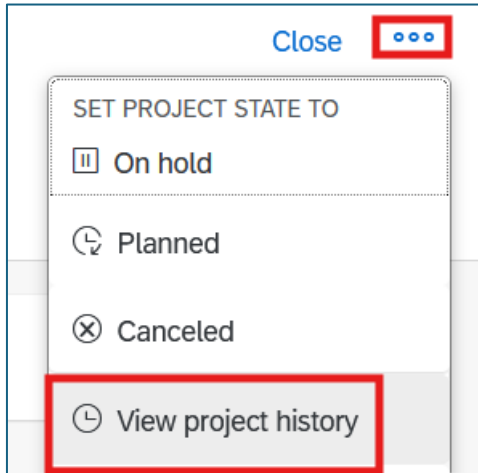
56

This example project is currently Active, to **change the project state**, open the actions menu then click the updated state for the project.



57

Select '**View project history**' to view system-captured detailed history for the project.



58

This example project, we can see the recent creation of the Observer team and the edits made to the Project Owner team.

All entries (9)							
				Search		Show filters	
ID	Timestamp	Real user	Effective User	Type	Title	Details	Description
9694986078628	Aug 19, 2025, 9:06:53 AM	DIRECTOR03	DIRECTOR03	Team	Observers	Created	Observer Team Member was added to Team Roles,...
9683762081703	Aug 18, 2025, 3:56:14 PM	DIRECTOR03	DIRECTOR03	Team	Project Owner	Edited	REQUESTOR 28 was added to Team Members,RE...
9683450672178	Aug 18, 2025, 2:47:55 PM	DIRECTOR03	DIRECTOR03	Task	Approval to Publish Sourcing Event	Created	
9683450672186	Aug 18, 2025, 2:47:55 PM	DIRECTOR03	DIRECTOR03	Workspace	Computer Peripherals and Accessories	Created	
9683450672166	Aug 18, 2025, 2:47:55 PM	DIRECTOR03	DIRECTOR03	Document	Sourcing Event	Created fro...	
9683450672174	Aug 18, 2025, 2:47:55 PM	DIRECTOR03	DIRECTOR03	Team	Project Owner	Created	
9683450672182	Aug 18, 2025, 2:47:55 PM	DIRECTOR03	DIRECTOR03	Task	Approval to Publish Sourcing Event	Created	
9683450672162	Aug 18, 2025, 2:47:55 PM	DIRECTOR03	DIRECTOR03	Phase	Computer Peripherals and Accessories	Created	
9683450672170	Aug 18, 2025, 2:47:55 PM	DIRECTOR03	DIRECTOR03	Team	Adhoc Approver	Created	

## 59

As in other areas of Ariba, text in blue is a link which will provide additional details in a new pop-up window. Click any text in blue to see additional details/records.

All entries (9)						Search
ID	Timestamp	Real user	Effective User	Type	Title	Details
9694986078628	Aug 19, 2025, 9:06:53 AM	<a href="#">DIRECTOR03</a>	<a href="#">DIRECTOR03</a>	Team	Observers	<a href="#">Created</a>
9683762081703	Aug 18, 2025, 3:56:14 PM	<a href="#">DIRECTOR03</a>	<a href="#">DIRECTOR03</a>	Team	Project Owner	<a href="#">Edited</a>
0682450672178	Aug 18, 2025, 2:47:55 PM	<a href="#">DIRECTOR03</a>	<a href="#">DIRECTOR03</a>	Task	Approval to Publish Sourcing Event	<a href="#">Created</a>

## 60

The pop-up window will display additional details for the changes which were made. Click '**Cancel**' in the bottom right to return to the Project History.

Created

Changes:

Observer Team Member was added to Team Roles

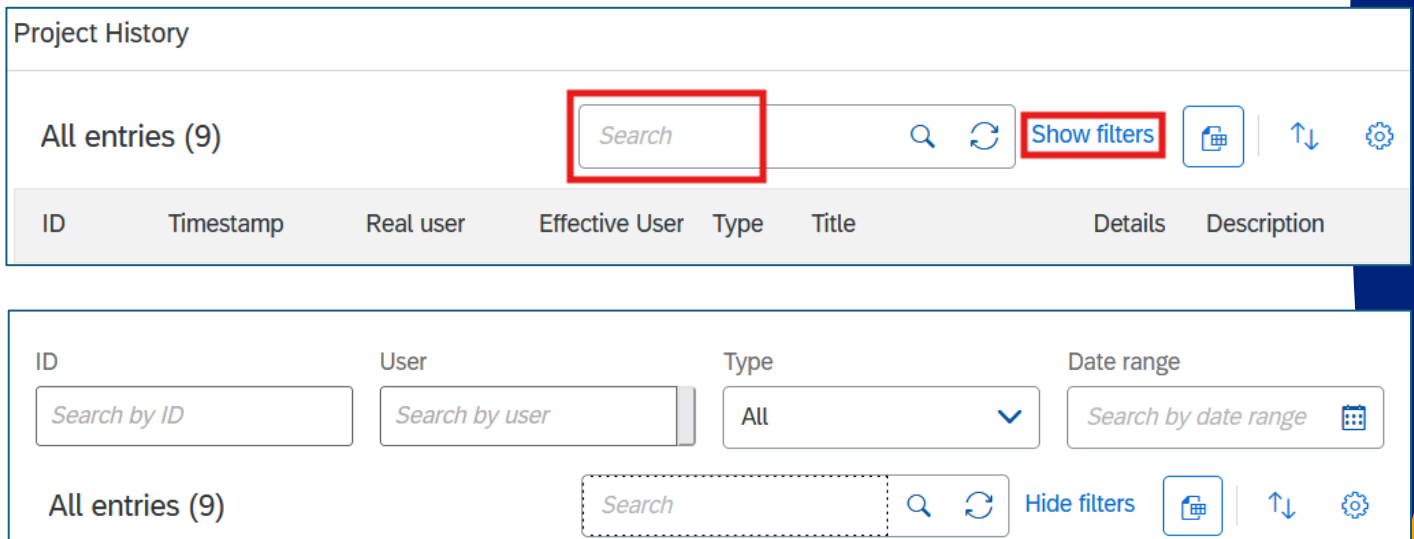
Hannah Caudill was added to Team Members

REQUESTOR01 was added to Team Members

Cancel

## 61

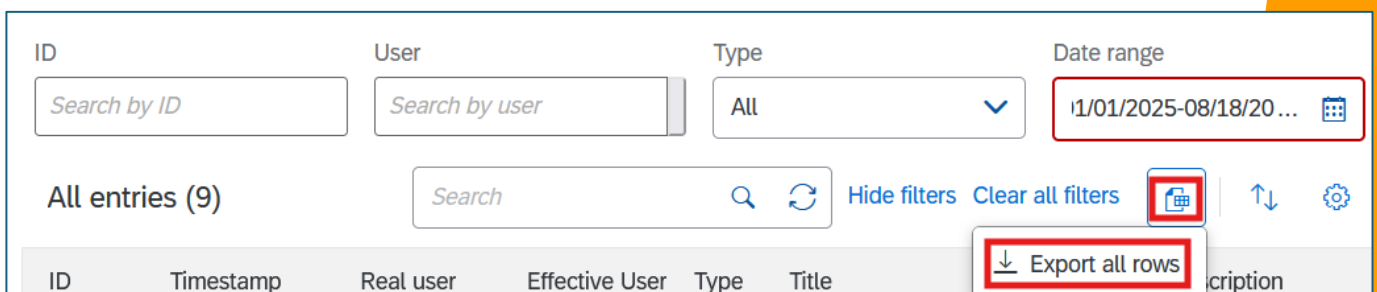
You may **search** the Project History; this includes adding additional search filters by clicking 'Show filters'. This is especially useful later in the project, when the history has more entries.



The screenshot shows the 'Project History' interface. At the top, there's a header 'Project History'. Below it, a summary bar shows 'All entries (9)' and a search bar with a red box around the 'Search' placeholder. To the right of the search bar is a 'Show filters' button, also highlighted with a red box. Below the summary bar is a table with columns: ID, Timestamp, Real user, Effective User, Type, Title, Details, and Description. Below the table, there's a filter section with four filters: ID (Search by ID), User (Search by user), Type (All), and Date range (Search by date range). Below the filter section, there's another summary bar showing 'All entries (9)' and a search bar with a red box around the 'Search' placeholder. To the right of the search bar is a 'Hide filters' button, also highlighted with a red box.

## 62

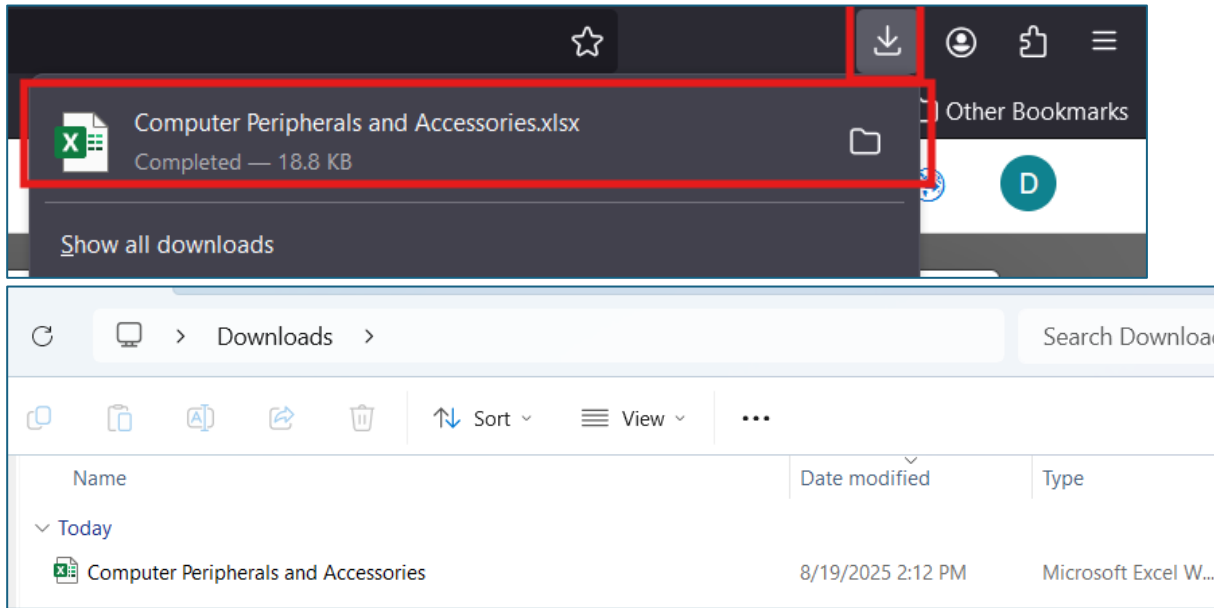
You may download the Project History, with any filters in place, by clicking the icon with the page and table next to the search bar. Next click '**Export all Rows**'.



The screenshot shows the 'Project History' interface with filters applied. The filters are: ID (Search by ID), User (Search by user), Type (All), and Date range (1/01/2025-08/18/20...). Below the filter section, there's a summary bar showing 'All entries (9)' and a search bar. To the right of the search bar are buttons for 'Hide filters' and 'Clear all filters'. Below the summary bar is a table with columns: ID, Timestamp, Real user, Effective User, Type, Title, and Description. In the bottom right corner of the table, there's a button with a download icon and the text 'Export all rows', which is highlighted with a red box.

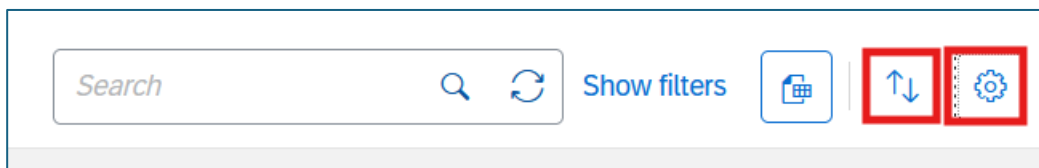
63

The exported file will **download** and be visible from your browser and/or file explorer.



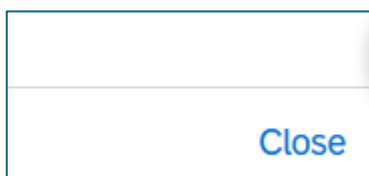
64

Click the arrows icon to **Sort** the Project History. Click the cog icon to change **settings** for which columns should be included.



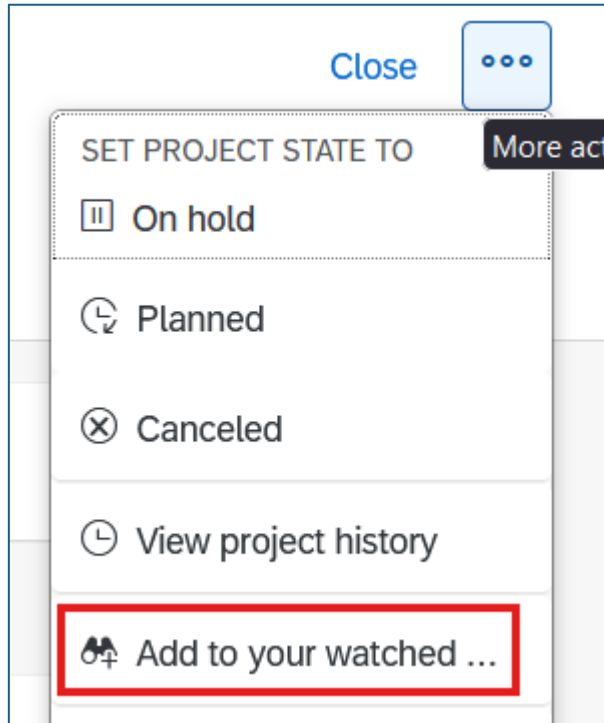
65

Click **Close** at the bottom of the Project History to return to the main Project page.



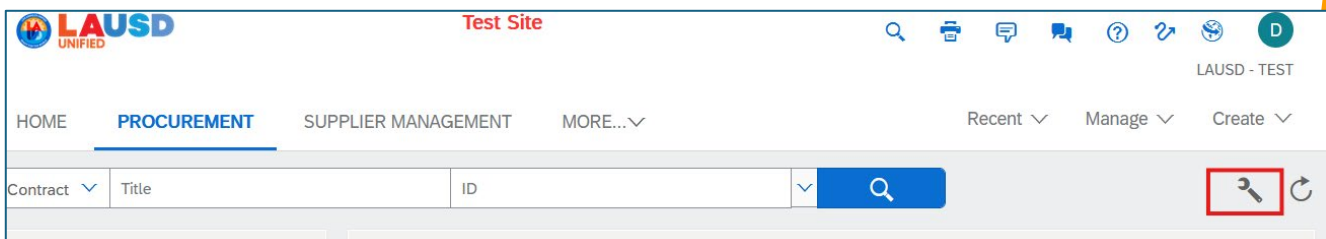
66

From the 'More Actions' menu, you also have the option to add the project to your '**Watched Projects**'



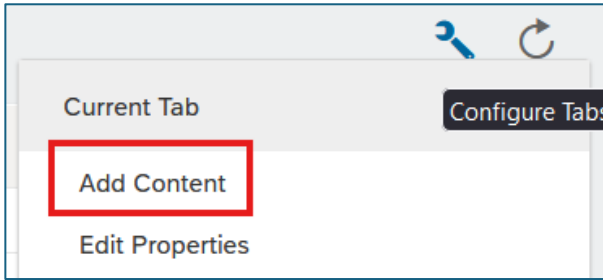
67

You can add a '**Watched Projects**' tab to your P2P Home screen by clicking the wrench icon on the P2P Core dashboard.



68

From the Tab Settings menu, click '**Add Content**'



69

Drag the '**Watched Projects**' option to the area in your Dashboard where you would like it to be displayed. In this example, we'll add it between 'To Do' and 'My Documents'

The dashboard shows a table with the following data:

ID	Date ↓	From	Status	Title
CR1052-V7	8/13/2025	DIRECTOR03	Processed	(CW15388)
PR61936	7/24/2025		Submitted	Plant 4000 C
PR61934	7/24/2025		Submitted	Plant 2000 C
PR61935	7/24/2025		Submitted	Plant 3000 C
PR61933	7/24/2025		Submitted	Plant 1000 C
PR60980	7/18/2025	SUPPCTREQ01	Submitted	Stole/Sash
PR61506-	7/18/2025	King Le	Submitted	Resubmit

The 'Add Content' menu includes the following options:

- Common
  - For You
  - Calendar
  - Announcements
  - Watched Projects**
- General
  - News
- Action Tiles
  - Add
- RSS
- Buyer
  - Saved Search
- SAP Ariba Sourcing
  - Sourcing Requests
  - Notifications
  - Event Status Grid

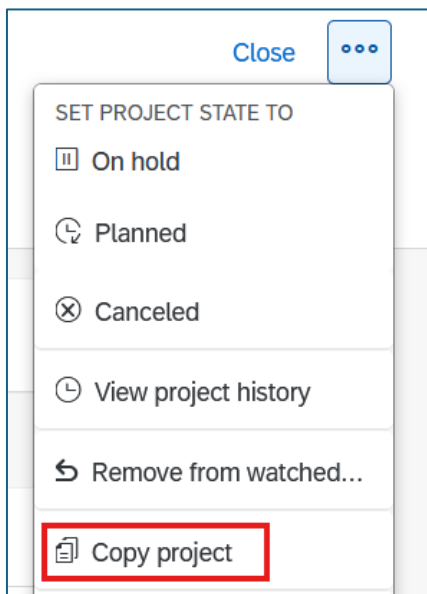
70

A '**Watched Projects**' window is now visible on the P2P Dashboard. Click the project name to open it and continue.

PR61506-	7/10/2025	Kiss L...	Submitted	Description Length Test K...	Approved
View					
Watched Projects					
Name					
Computer Peripherals and Accessories					
My Documents					
ID	Title		Date ↓		Status
CR988-V4	(CW14693) HC Test Contract for Job Aid 05.27		8/21/2025		Proc

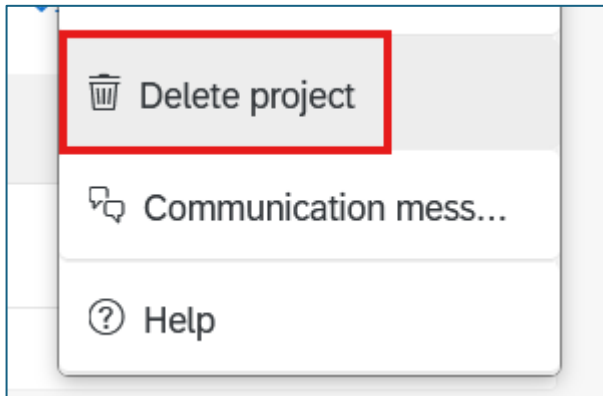
71

From the Project Actions menu, you may also '**Copy project**'. This allows you to create a copy of the current project to help you save time when creating a similar project in the future.



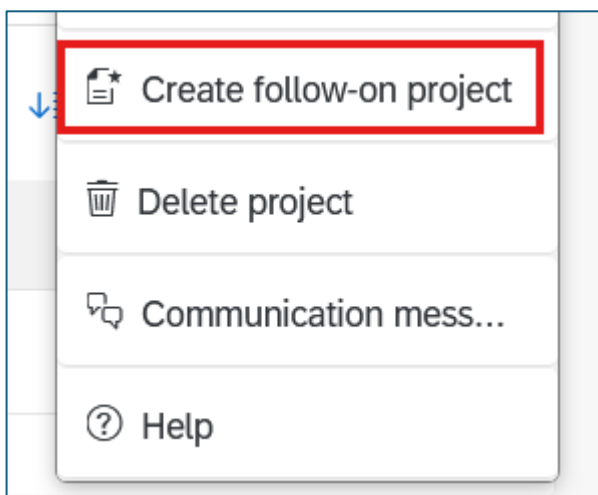
72

From the Project Actions menu, there is also the option to '**Delete Project**'. A project can only be deleted if there has not yet been action taken on its tasks.



73

From the Project Actions menu, you may also '**Create follow-on project**'.



Currently at LAUSD, the only **Follow-on projects** which would be used after an initial sourcing project are **Sourcing project** or **Contract Workspace**.

What do you want to create?

Subprojects

- Sourcing request** ⓘ  
Create a sourcing request to specify information that can be used to create a sourcing subproject.
- Sourcing project** ⓘ  
Create a sourcing subproject to manage a specific aspect of the main project's sourcing process.
- Contract workspace**  
Create a contract workspace to manage the contract creation and execution process.
- Contract request**  
Create a contract request to manage the contract creation and execution process.

Next Cancel

A **Follow-on Sourcing Project** would be created to initiate the second part of a multi-round process.

For example, a Request for Qualification was created as an initial project and following award of it's Sourcing Event, a Follow-on Project is created for the Second Sourcing project and event with the short-listed suppliers.

76

A **Follow-on Contract Workspace** would be created to initiate the creation of the contract which resulted based on the award of this Project's Sourcing Event.

### Contract workspace

Create a contract workspace to manage the contract creation and execution process.

77

The '**Communication Messages**' action displays the messages created in the Teams function. We can see the communication we created previously while reviewing the Project Teams features.

 Delete project

 Communication mess...

 Help

### Messages

*Search messages*

**DIRECTOR03, REQ...+2/3**

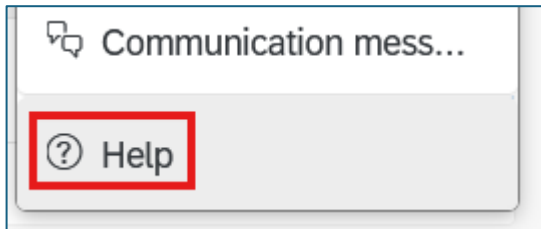
8/19/25 >

D

Computer Peripherals and Accessories  
Welcome to the project, please find a cop...

78

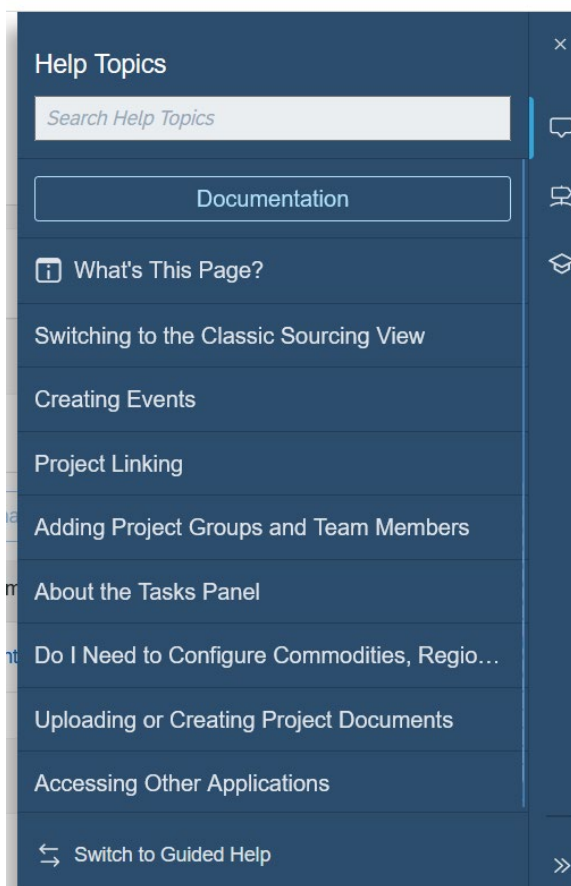
The '**Help**' action is an excellent feature if you need guidance or additional resources.



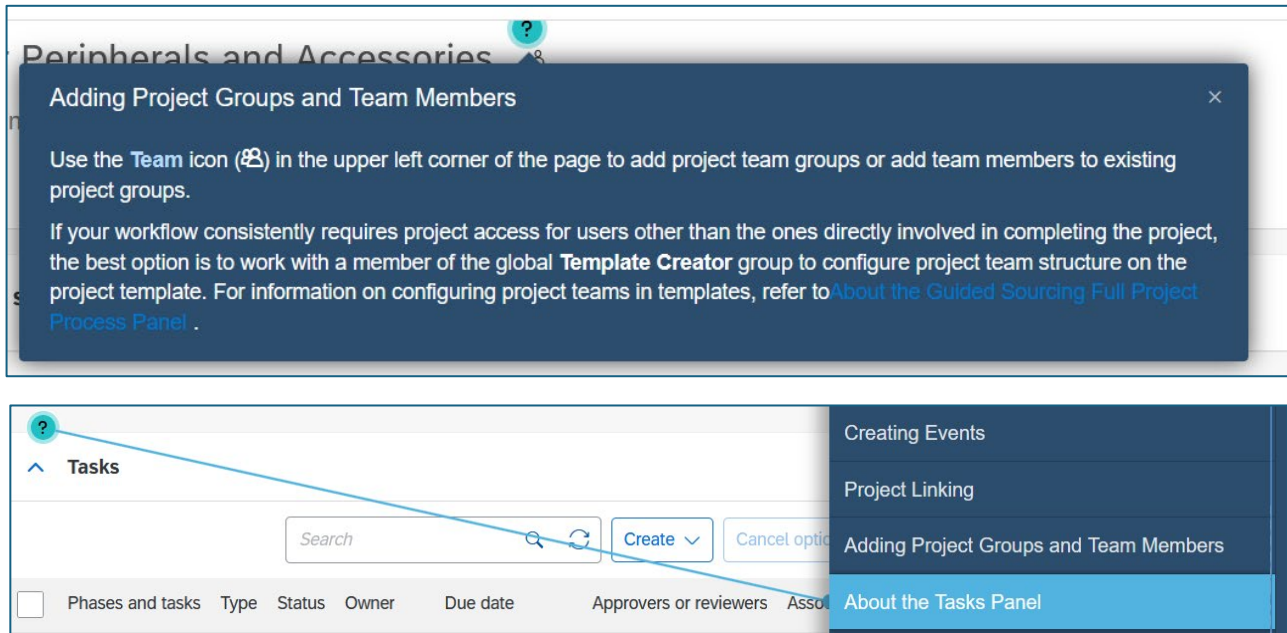
79

After clicking the '**Help**' action, a Help resource library will appear on the right of your screen. You can search topics, and review documentation about Sourcing projects.

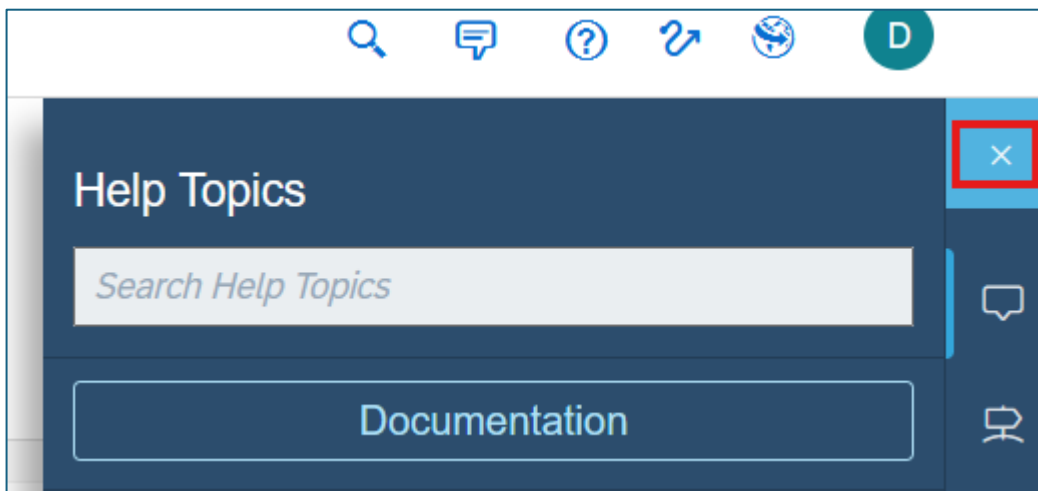
Please note that these resources are generic to SAP, and some functions and features in the system may have been customized for LAUSD.



With the Help menu still open, hover over any areas in the Sourcing Project with (?) to access resources specific to that area. Ex:



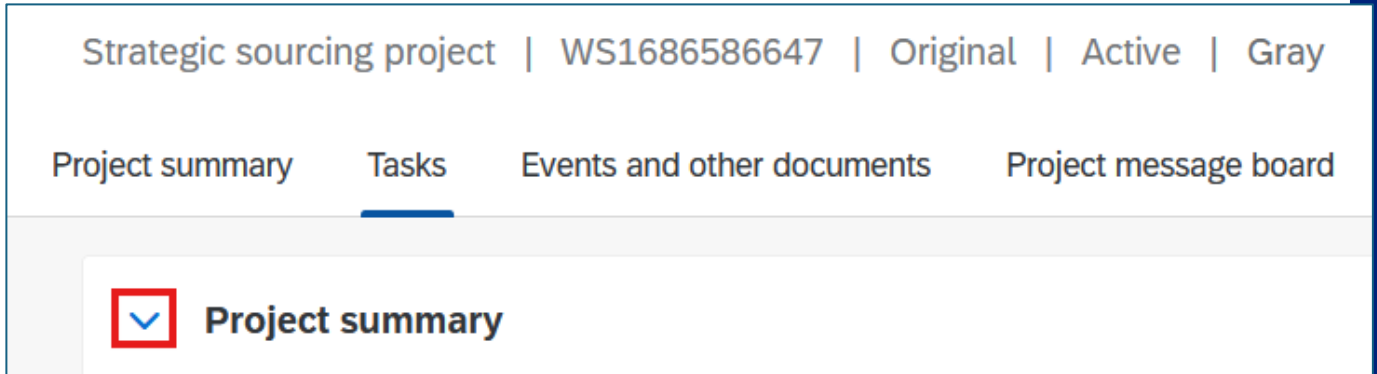
When you are finished. Click the 'x' in the Help ribbon to close.



# Project Summary

82

To view the '**Project Summary**' click the arrow next to the section header to expand the section.



83

This section consists of the entries made during project creation. You may edit this section by clicking '**Edit**' in the top right.

The screenshot displays the 'Project summary' form. At the top, there is a header 'Project summary' with a blue upward-pointing arrow icon to its left. The form is divided into two main sections: 'General information' and 'Project information'. The 'General information' section includes a sub-header 'Name, description, and status' and contains the following fields: 'Description' (with a help icon) containing the text 'IFB for the purchase of Computer Peripherals and Accessories', 'Test project' (with a help icon) containing the text 'No', and 'Template' containing the text 'LAUSD Bid Submittal Template (FULL GUIDED)'. The 'Project information' section contains a table with four columns: 'Version', 'Start Date', 'Owner', and 'Baseline Spend'. The table has one row of data. An 'Edit' button is located in the top right corner of the form, highlighted with a red square.

Version	Start Date	Owner	Baseline Spend
Original	Aug 18, 2025	DIRECTOR03	\$2,000,000 USD

## 84

There is functionality available where you can return to this area after award and update details such as **Actualized Savings** and **Award Justification**.

Currency *	Baseline Spend * ?	Target Savings % ?	Actual Saving
US Dollar	2,000,000 USD		USD
Actual Saving %	Anticipated Contract Effective Date ?	Product Category * ?	Sponsoring Department *
	01/01/2026	3 more Search by name or ID	ITS-CS-CoS IT ... Search...

Award Justification

## 85

When you are finished viewing or editing the Project Summary, you may **minimize** this section by clicking the arrow next to the Section title.

Project summary	Tasks	Events and other documents	Project messages
-----------------	-------	----------------------------	------------------

Project summary

# How to Manage Sourcing Project Tasks

86

In Ariba, a **task** is an action assigned to a user to be completed, such as completing a form or reviewing or approving a document. Tasks can be organized in **phases**, so that a task or group of tasks is activated in a specific order. Tasks can be created manually or be tied to the template used to create the project.

A project can contain the following types of tasks:

- To Do
- Notification
- Document
  - Review tasks
  - Approval tasks
  - Negotiation tasks
  - Publish Document tasks
  - Signature tasks (available only in SAP Ariba Contracts projects)

The Tasks section is located below the Project Summary. At the time of publishing this guide, the only template-generated task is for approval to publish the Sourcing Event.


## Computer Peripherals and Accessories

Strategic sourcing project | WS1686586647 | Original | Active | Gray

[Project summary](#) **[Tasks](#)** [Events and other documents](#) [Project message board](#)

▼ **Project summary**

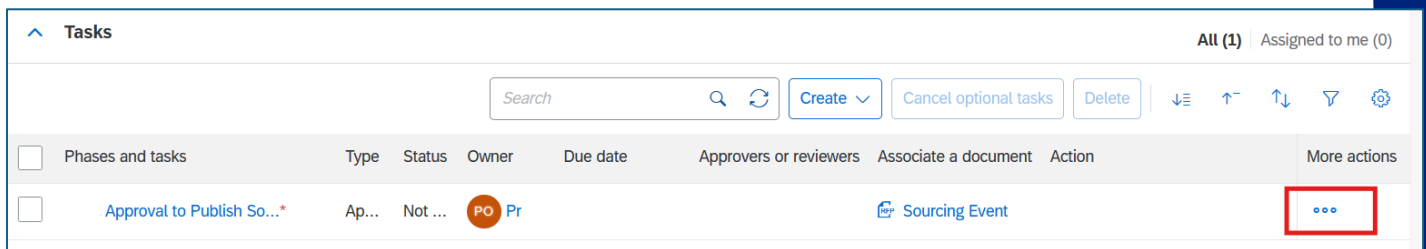
^ **Tasks**

<input type="checkbox"/>	Phases and tasks	Type	Status	Owner
<input type="checkbox"/>	<a href="#">Approval to Publish Sourcing...</a> *	Approval for pu...	Not Star...	 <a href="#">Project O.</a>

88

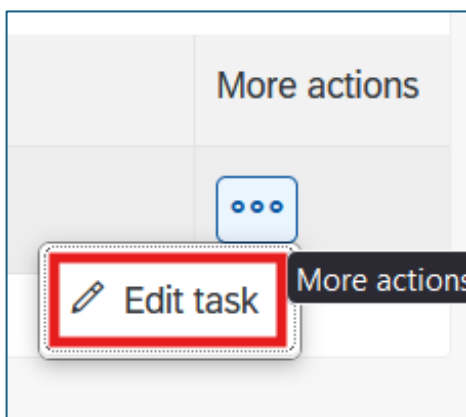
First, we'll review how to add an approver to the existing approval task. Then, we'll cover how to manually add additional tasks.

Click on the ellipses to the right of the approval task to open the '**More actions**' menu.



89

Select '**Edit Task**' from the menu.



This task was generated automatically because it is tied to the Sourcing templates created for LAUSD, but we are still able to make edits. The current **name** is 'Approval to Publish Sourcing Event', we will leave the name as-is, but the option is available to edit.

Approval to Publish Sourcing Event

Approval | Not Started | TSK1686586653

Task details | Associated document | Task type and process | Comments and activity history

Task details

General information

Name \*

Owner \* ?

The '**Owner**' field is automatically set to the project owner. This should remain as-is. As the project owner, you are responsible for the project, its events, and the associated tasks.

The user or group who owns the task.

The owner of a to-do task is also the entity who acts on the task. This user or group sets the to-do task to started and complete.

The owner of a notification task starts the task's notification schedule and may also set the task to complete if it requires manual completion.

The owner of an approval or review task completes key actions like submitting it, withdrawing it (approval tasks only), creating a new task round, or setting the task to complete (review tasks only). The owner is not automatically included in the task's approval flow.

Owner \* ?

92

While the **Due Date** field is optional, if you want reminders to be sent to the approver(s), you need to set the due date.

The date when a task should be completed. A task must have a due date to trigger pending and overdue notifications. You can choose a fixed date or an interval of days after the parent phase starts.

Due date ?

93

If there are predecessor tasks before the task you are editing, you can set the due date by '**duration**' to indicate the number of days for notification after the predecessor task is completed. Otherwise, you can set a specific **date** using the calendar.

Days after parent phase starts ?

Due date ?

It is optional to add additional users as **Observers** for this task. For this example, we'll say our Director needs to approve the task, but our manager wants to see the progress. We will add the manager as an Observer for this task. Click the icon with two squares in the observers field to open the search.

In the '**All users**' tab, you may search for users via name or email. When you find them, click the open checkbox next to their name. You may make multiple selections. When you are finished making selections, click '**Select**'.

Edit observers for Approval to Publish Sourcing Event		
All users Project team (3)		
Manager		
Members	Details	
<input type="checkbox"/> M7	MANAGER 72 Enterprise User	MANAGER72@LAUSD.NET
<input type="checkbox"/> M7	MANAGER 73 Enterprise User	MANAGER73@LAUSD.NET
<input checked="" type="checkbox"/> ME	Manager Eight Enterprise User	MANAGER08@lausd.net
<input type="checkbox"/> ME	Manager Eighteen Enterprise User	MANAGER18@lausd.net
<input type="checkbox"/> ME	Manager Eleven Enterprise User	MANAGER11@lausd.net
<input type="checkbox"/> MF	Manager Fifteen Enterprise User	MANAGER15@lausd.net

Select Cancel

96

From the '**Project team**' tab, you may also select any of the teams tied to your project to add as an Observer for the task. Click Select to submit your selections for Observers and return to the Project.

Edit observers for Approval to Publish Sourcing Event

All users **Project team (3)**

Search

Members	Details
<input type="checkbox"/> <b>PO</b> Project Owner Group	DIRECTOR03, REQUESTOR 28, REQUESTOR 32
<input type="checkbox"/> <b>AA</b> Adhoc Approver Group	
<input checked="" type="checkbox"/> <b>O</b> Observers Group	Hannah Caudill, REQUESTOR01

**Select** Cancel

97

The '**Description**' field is optional but can be used to describe the action requested.

Description

**B** *I* U  $\frac{\pi}{\pi}$  12 pt  Andale Mono  **A** ☐

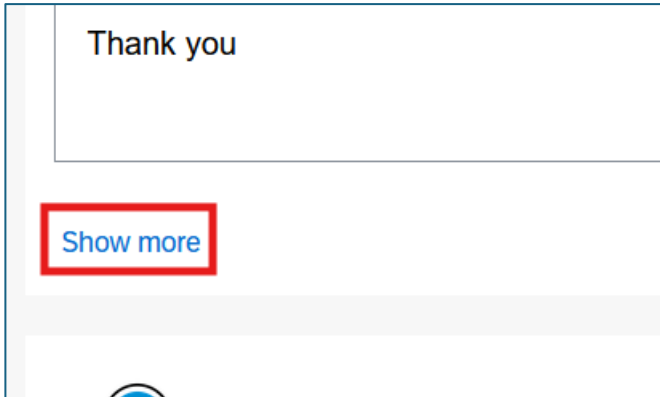
Hello Director,

Please review the sourcing events and bid documents for your approval. Release of bid is pending your approval.

Thank you

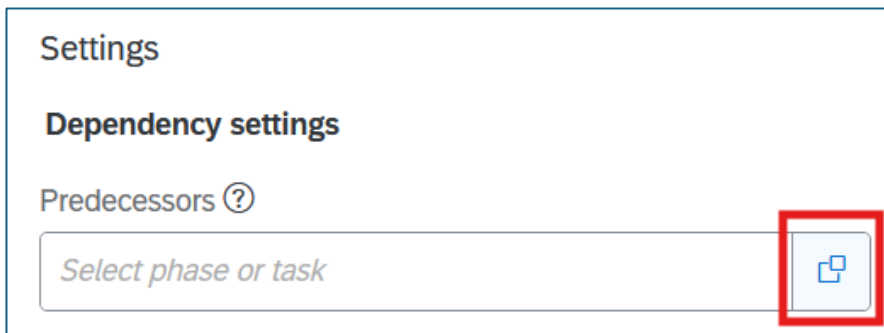
98

There are additional settings available after clicking '**Show more**'.



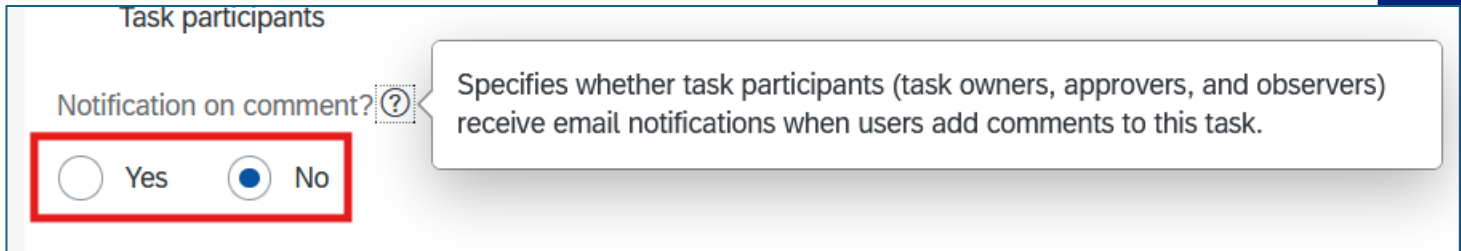
99

Here you can add a **Predecessor** task or phase of tasks which will trigger this task to activate.




100

You may choose whether the users associated with this task will receive a **notification** if a comment is left on this approval task. This may be helpful in case the approver leaves notes in a comment requesting changes prior to approval.



Task participants

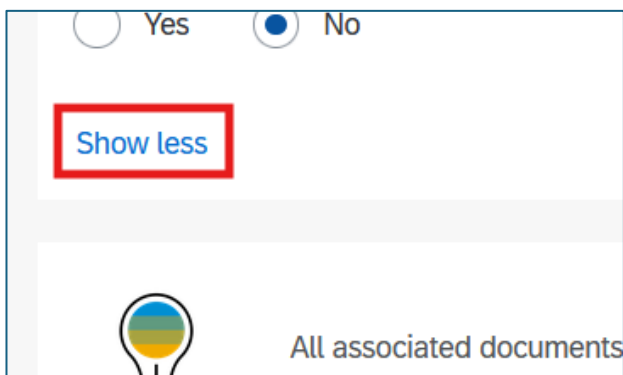
Notification on comment? 

☐ Yes ☒ No

Specifies whether task participants (task owners, approvers, and observers) receive email notifications when users add comments to this task.


101

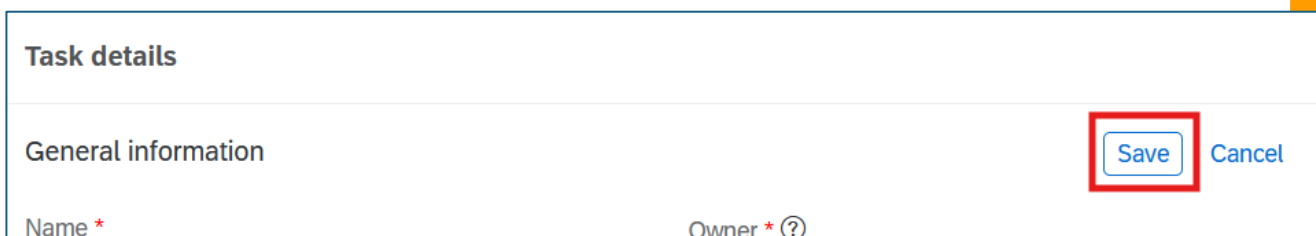
When you are finished updating the additional settings, you can click '**Show Less**' to minimize the menu. Make sure to click '**Save**' to finalize the changes you made to the Task Details.



☐ Yes ☒ No


Show less

 All associated documents



Task details

General information

Name \* Owner \* 

Save Cancel

The '**Associated document**' section references the document tied to the task. In this example, the task is "Approval to Publish Sourcing Event". The Sourcing Event must be created and submitted to trigger this approval task.



All associated documents must be edited or published before you can submit a document task. To submit this task, replace, generate, or publish any associated documents with the **Not Edited** or **Not Generated** status.

#### Associated document



#### Sourcing Event

Doc1686586651, Event, Not Created, v1

The '**Task type and process**' section is used to add approvers to the workflow.

Task details   Associated document   Task type and process   Comments and activity history

#### Task type and process

Task type  
Approval for publish

Compact view



Require internal users to approve an event before the project owner can publish it

Approval flow

[Add a step](#)



Start adding approvers and watchers

To add approvers click "Add a step". To add watchers, click the Watchers field.

104

This task doesn't currently have an approver assigned. We will add the Director as in our example. Start by clicking **'Add a step'**

Task type and process

Task type

Approval for publish

Require internal users to approve an event before the project owner can publish it

Approval flow

Compact view

☒

Add a step

105

You may first select the **'Approver Type'**.

Add approvers

Approver type

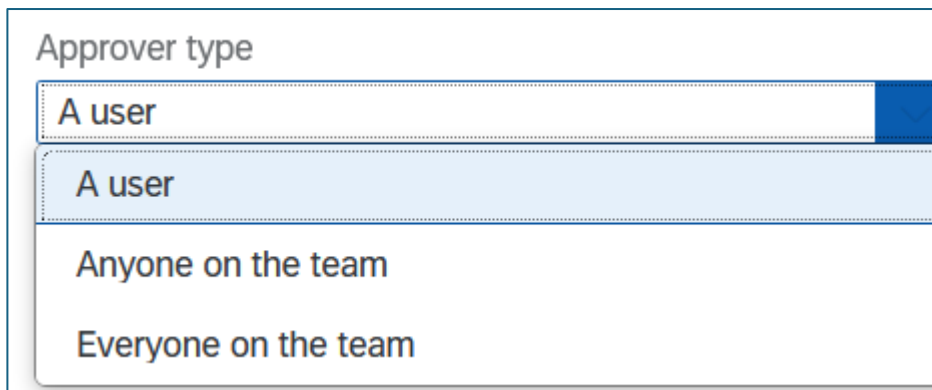
A user

User/Team

Add

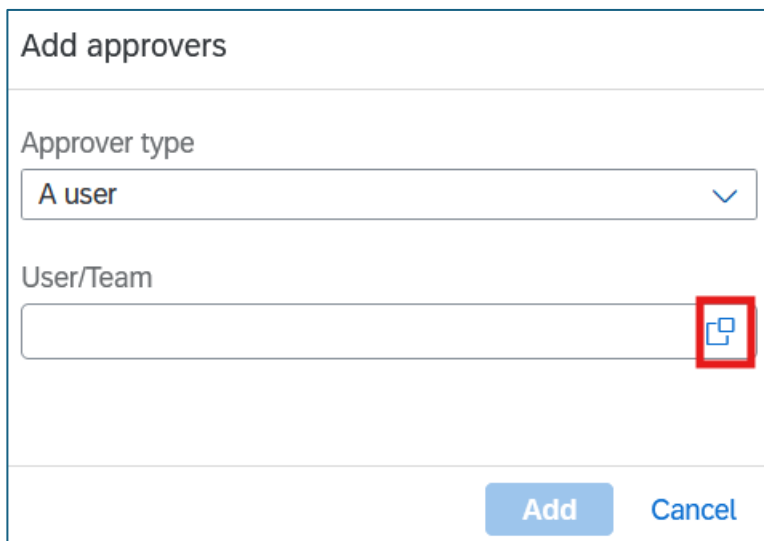
Cancel

Use '**A user**' to search for an individual or group to add as an approver. Use '**Anyone on the team**' to add a team where anyone included in that team can approve the task. Use '**Everyone on the team**' to add a team where each person on the team must approve the task.



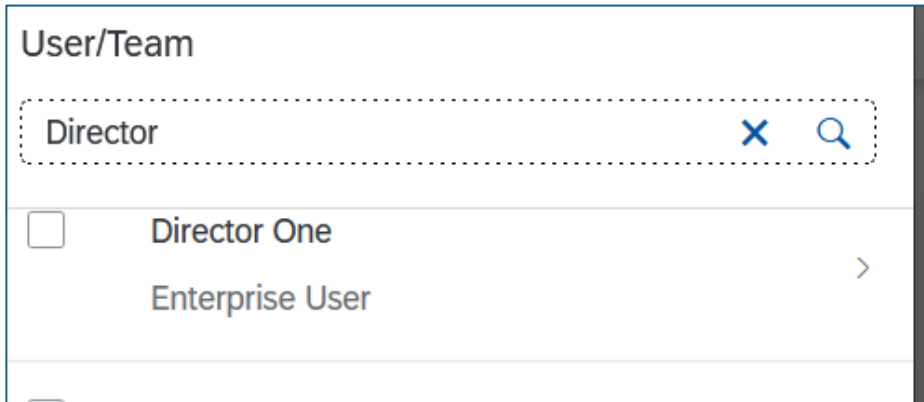
A screenshot of a dropdown menu titled 'Approver type'. The menu is open, showing four options: 'A user', 'A user', 'Anyone on the team', and 'Everyone on the team'. The first 'A user' option is highlighted with a blue background. The dropdown is enclosed in a light blue border.

To add the Director for this example, we'll select 'A user' for the Approver Type and then click the icon with 2 squares in the 'User/Team' field to **search** for them.



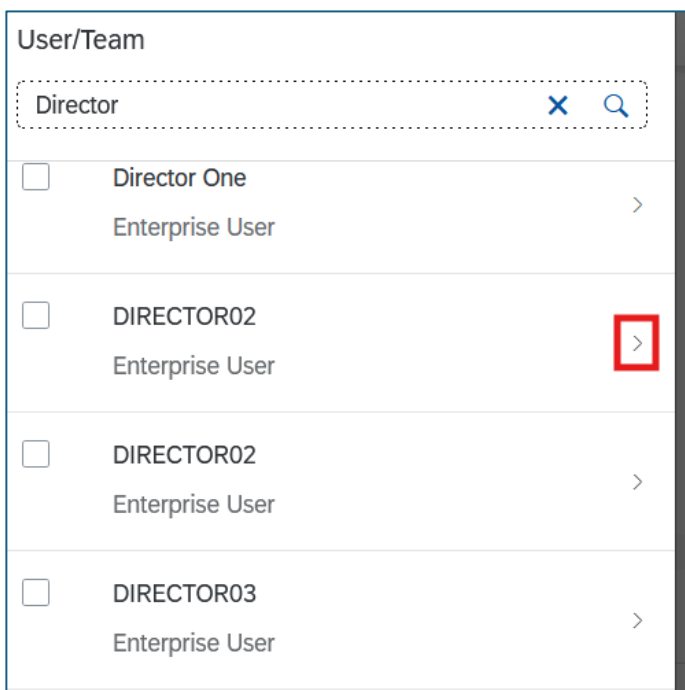
A screenshot of a form titled 'Add approvers'. The form has three main sections: 'Approver type' with a dropdown menu showing 'A user' and a blue checkmark icon; 'User/Team' with a text input field and a red square icon containing two overlapping squares; and a bottom section with two buttons, 'Add' and 'Cancel'.

**Search** for the approver using their name or email address.



A screenshot of a user selection interface. At the top, there is a label "User/Team". Below it is a search input field containing the text "Director". To the right of the input field are two icons: a blue "X" for clearing the search and a blue magnifying glass for searching. Below the search field is a list of results. The first result is "Director One" with "Enterprise User" listed below it. To the left of the name is a small square checkbox, and to the right is a right-pointing chevron ">".

To view additional **details** about the user to ensure you're making the correct selection, click the arrow to the right of their name.



A screenshot of a user selection interface showing multiple results. The search input field at the top contains "Director". Below it, there are four results, each consisting of a name and "Enterprise User" below it. To the left of each name is a small square checkbox, and to the right is a right-pointing chevron ">". The chevron for the second result, "DIRECTOR02", is highlighted with a red square.

110

Click the back arrow or '**Close**' to close the details and return to your search. Click the **checkbox** next to the name(s) of the users and or groups who should be added as the first step for approvals. When you are finished, click '**Select**'.



**Detail**

**DIRECTOR02**  
Enterprise User

**User info**  
 ID: DIRECTOR02@LAUSD.NET  
 Organization: LAUSD - TEST  
 Email: @lausd.net  
 ANID: AN01650823748-T  
 Time Zone ID: America/Los\_Angeles  
 Supervisor: BUYERMGR02

**Close**

**User/Team**

Direct  


<input type="checkbox"/>	Director One Enterprise User	>
<input checked="" type="checkbox"/>	DIRECTOR02 Enterprise User	>



**Select** Cancel

111

Review and confirm your selections, then click '**Add**' to add the to the approval flow.

**Add approvers**

**Approver type**  
A user 

**User/Team**  
DIRECTOR02  

**Add** Cancel

112

You will see a green confirmation that the approver has been added, and you will now see them displayed in the **approval workflow**.

**Task type and process**

Task type  
Approval for publish

Require internal users to approve an event before the project owner can publish

✓ 1 approver has been added [Undo](#)

**Approval flow**

☐ ...

DIRECTOR02  
Enterprise User  
**Not started**

[+](#)

113

Click the ellipses, or check the approval stop checkbox to see additional options for adding **more approvers**.

**Approval flow**

☒ ...

DIRECTOR02  
Enterprise User  
**Not started**

[Menu](#)

- Add approvers before
- Add approvers after
- Add parallel approvers
- Remove

**Approval flow**

☒ ...

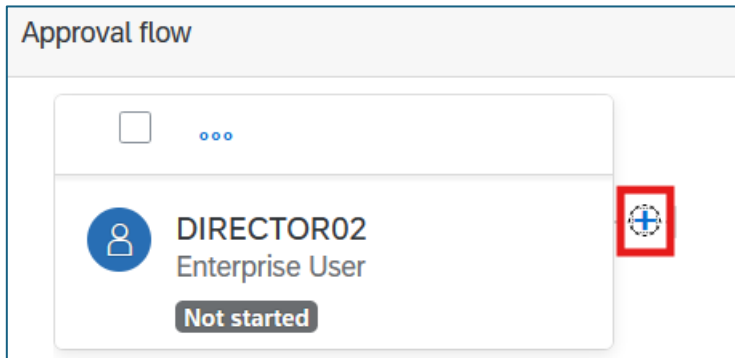
DIRECTOR02  
Enterprise User  
**Not started**

[Add approvers before](#) [Add approvers after](#) [Add parallel approvers](#) [Remove](#)

[Save](#) [Exit](#)

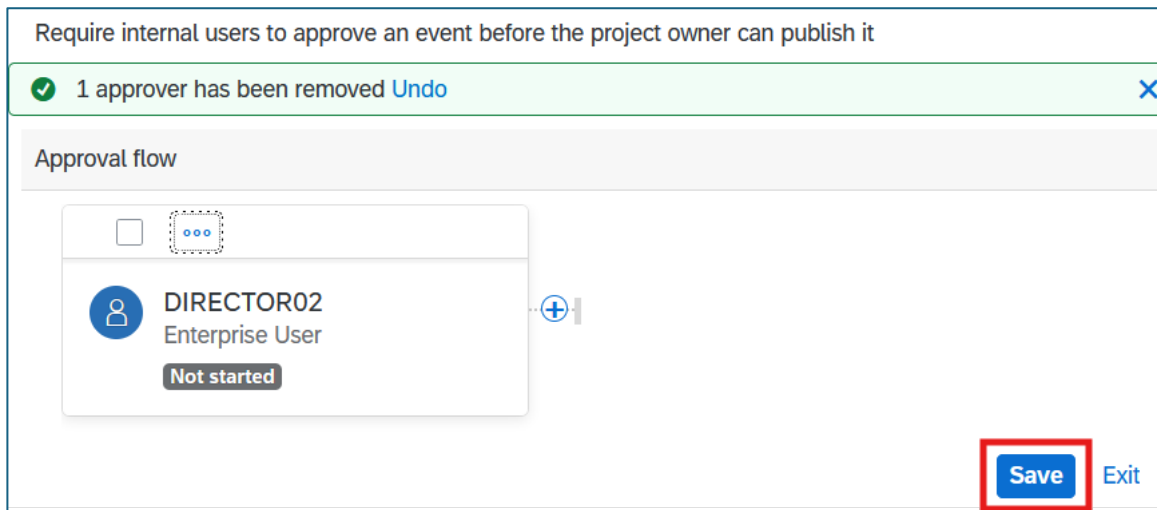
114

You can also add an **additional approver** by clicking the plus sign (+) next to the existing approver.



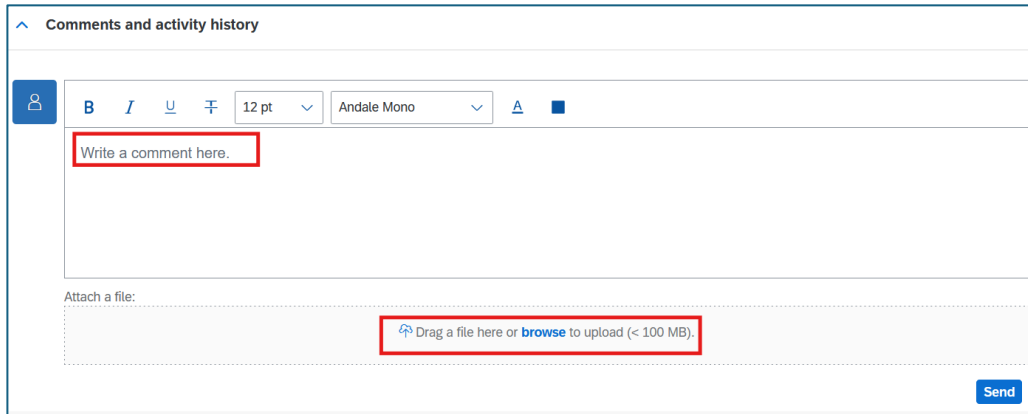
115

When you are finished making changes, click **'Save'**.



116

You may also add **comments** and/or **attachments** to the approval task for users to review.



Comments and activity history

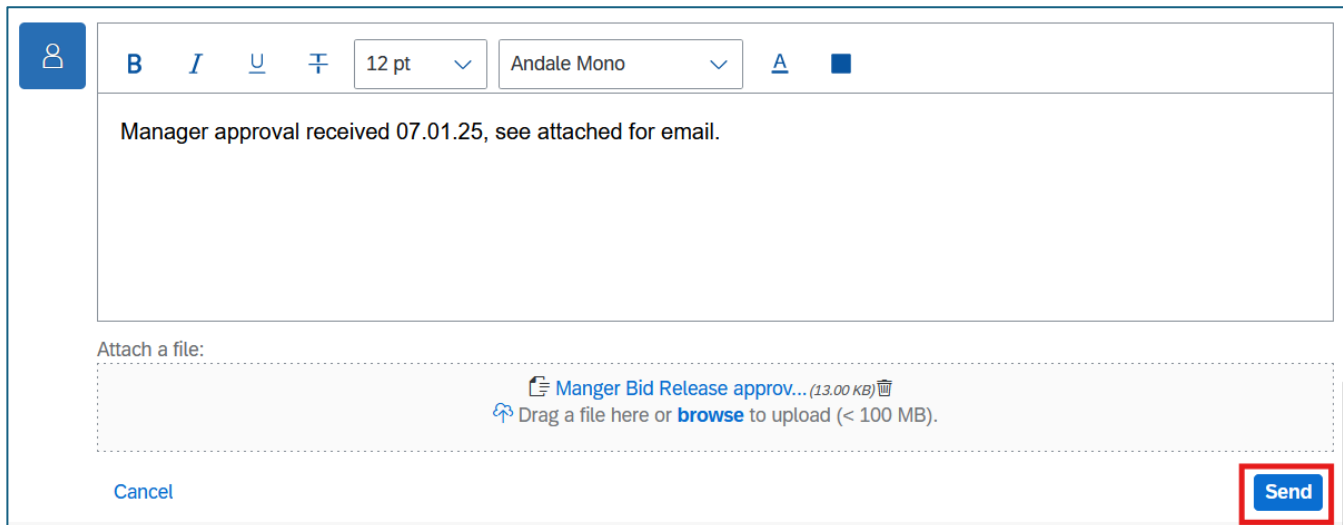
Write a comment here.

Attach a file:  
Drag a file here or [browse](#) to upload (< 100 MB).

Send

117

After adding your message and uploading any attachments, click '**Send**'.



Manager approval received 07.01.25, see attached for email.

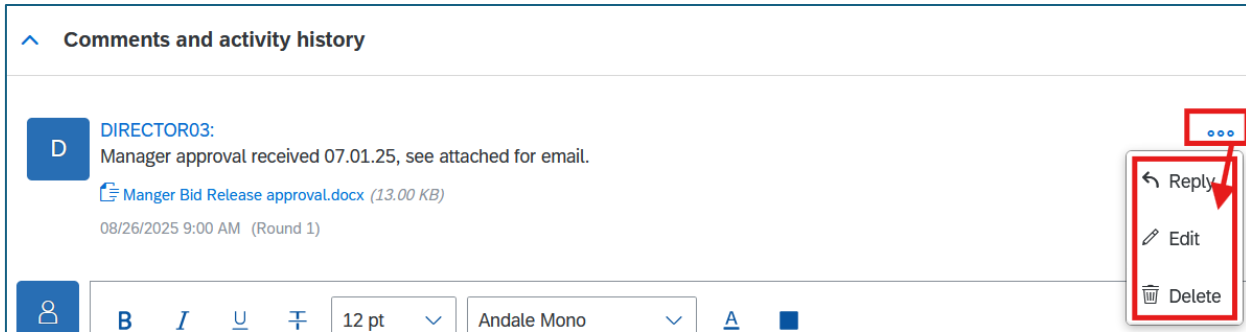
Attach a file:  
[Manger Bid Release approv... \(13.00 KB\)](#)  
Drag a file here or [browse](#) to upload (< 100 MB).

Cancel

Send

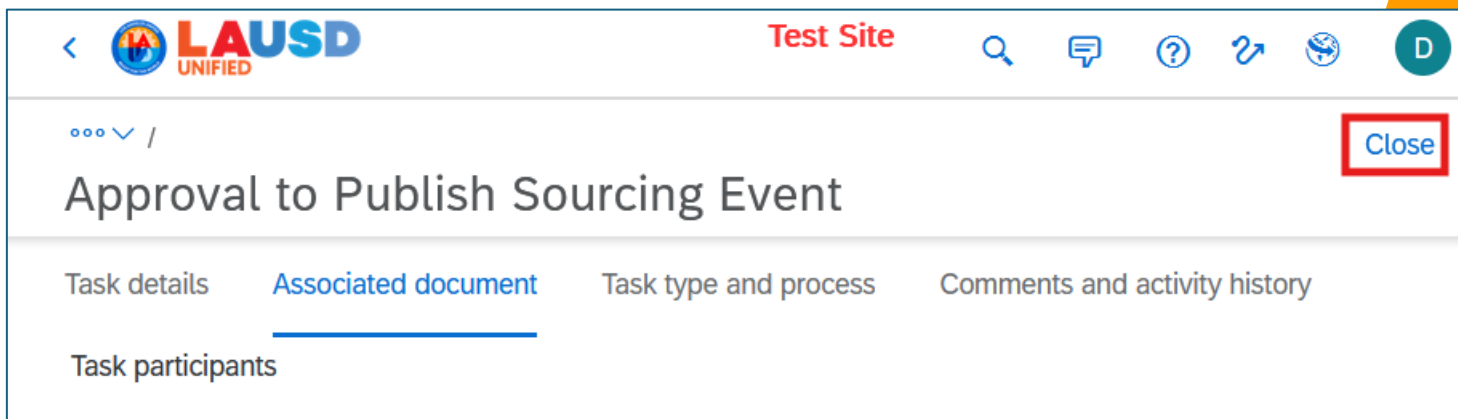
118

You may **Edit** or **Delete** comments you posted. You may **Reply** to your own comments, or those left by others.

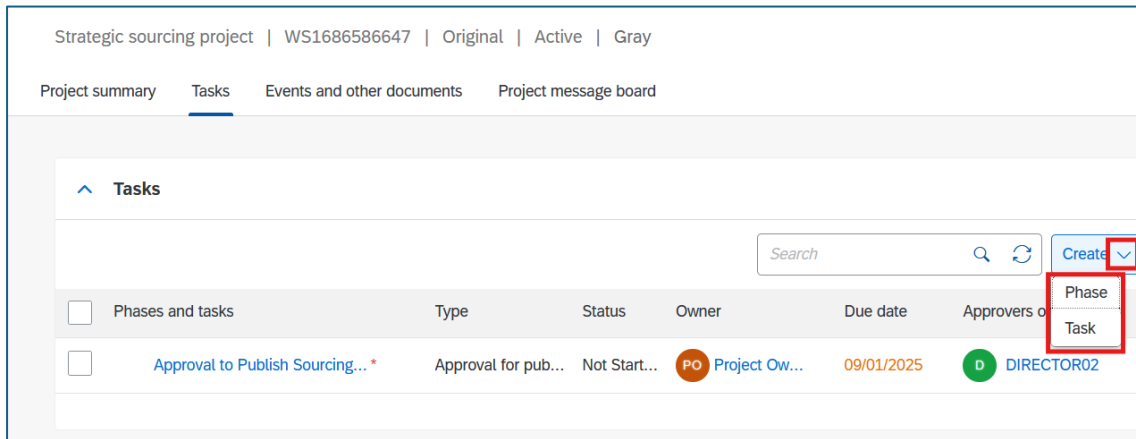


119

When you are finished editing the task, click '**Close**' in the top right to return to your project.



You may **create additional tasks** by selecting the 'Create' menu in the Project's Task section. Next, select whether you'd like to create a phase or a task.



For additional details and documentation regarding tasks in Ariba, please review the following Help page from SAP.

[SAP Help – Strategic Sourcing – Management of Tasks](#)

# Project Message Board

121

At the bottom of the Project page, there is a **Project Message Board** section. A project message board enables users to create and view messages for a project. Messages are grouped into topics. The message board allows the team to develop the solicitation project in the system.

Computer Peripherals and Accessories

Close

Strategic sourcing project | WS1686586647 | Original | Active | Gray

Project summary

Tasks

Events and other documents

Project message board

Project message board

All (1)

Search

Create

Label

Delete

Post via email

Title	Created By	Created On	Labels	Replies	Last Post On	Attachments
Welcome to the project!	DIRECTOR03	08/18/2025	Announcement	0	08/18/2025	

122

Currently, the LAUSD Sourcing templates trigger a **welcome announcement** when the project is created. This announcement is visible in the Project message board section.

Project message board

All (1)

Search

Create

Label

Delete

Post via email

Title	Created By	Created On	Labels	Replies	Last Post On	Attachments
Welcome to the project!	DIRECTOR03	08/18/2025	Announcement	0	08/18/2025	

123

To **Create** a new message, click '**Create**'.

Project message board All (1)

Search

<input type="checkbox"/>	Title	Created By	Created On	Labels	Replies	Last Post On	Attachments
<input type="checkbox"/>	Welcome to the project!	DIRECTOR03	08/18/2025	Announcement	0	08/18/2025	

124

Begin by adding a **Title** for the message or Announcement. This is a required field as indicated by the red asterisk.

Create message

Title \*

125

You may add an **Attachment** to the message by browsing your file explorer or dragging your file into the field.

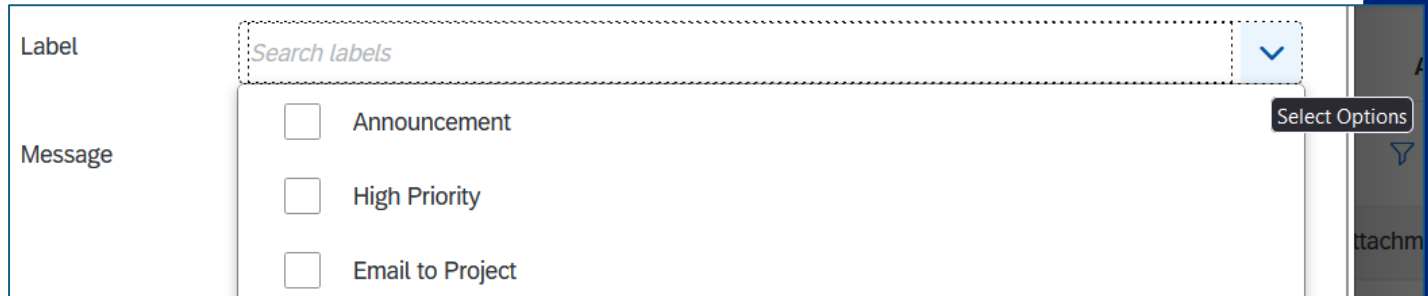
Create message

Title \*

Attachment

126

You may optionally select a **Label** for your message. This may be useful for later in the project to quickly sort through the message board.



Label

Search labels

Message

☐ Announcement

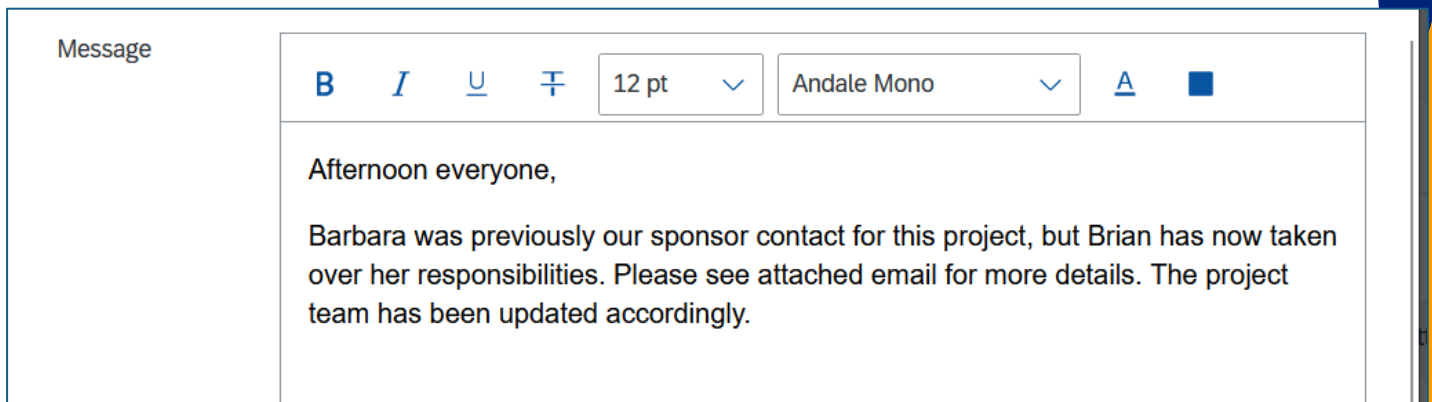
☐ High Priority

☐ Email to Project

Select Options

127

You may add a **Message** in the free-text field.



Message

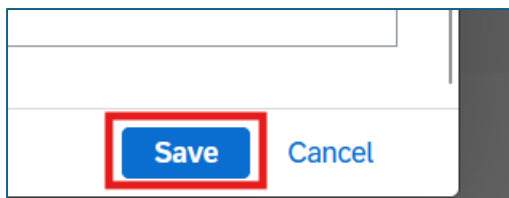
**B** *I* U 🔗 12 pt ▼ Andale Mono ▼ A ■

Afternoon everyone,

Barbara was previously our sponsor contact for this project, but Brian has now taken over her responsibilities. Please see attached email for more details. The project team has been updated accordingly.




128


When you are finished creating your message, click '**Save**'.



Save Cancel

You may **Reply** to a message by clicking its name in blue to pen the message. Once it's open, click 'Reply'.


Project message board			
<input type="text" value="Search"/>		<input type="button" value="Create"/>	
<input type="checkbox"/>	Title	Created By	Created On
<input type="checkbox"/>	Welcome to the project!	 DIRECTOR03	08/18/2025
<input type="checkbox"/>	<a href="#">New Sponsor Contact for Project</a> 	 DIRECTOR03	08/26/2025




**DIRECTOR03** Tue August 26, 2025 10:44 AM GMT-7

Afternoon everyone,

Barbara was previously our sponsor contact for this project, but Br more details. The project team has been updated accordingly.


RE-Computer Peripher...
13.00 KB

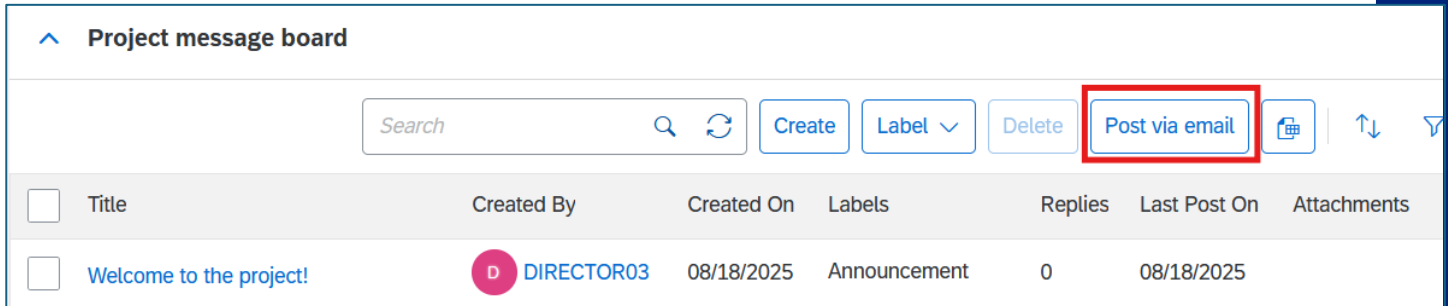
Replies may also include an additional attachment.



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12 pt
Andale Mono
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131

The project message board also has a feature which allows you to **Post via Email**. Each project has a unique email address for this feature. To view this email address, click 'Post via Email' in the project message board section.



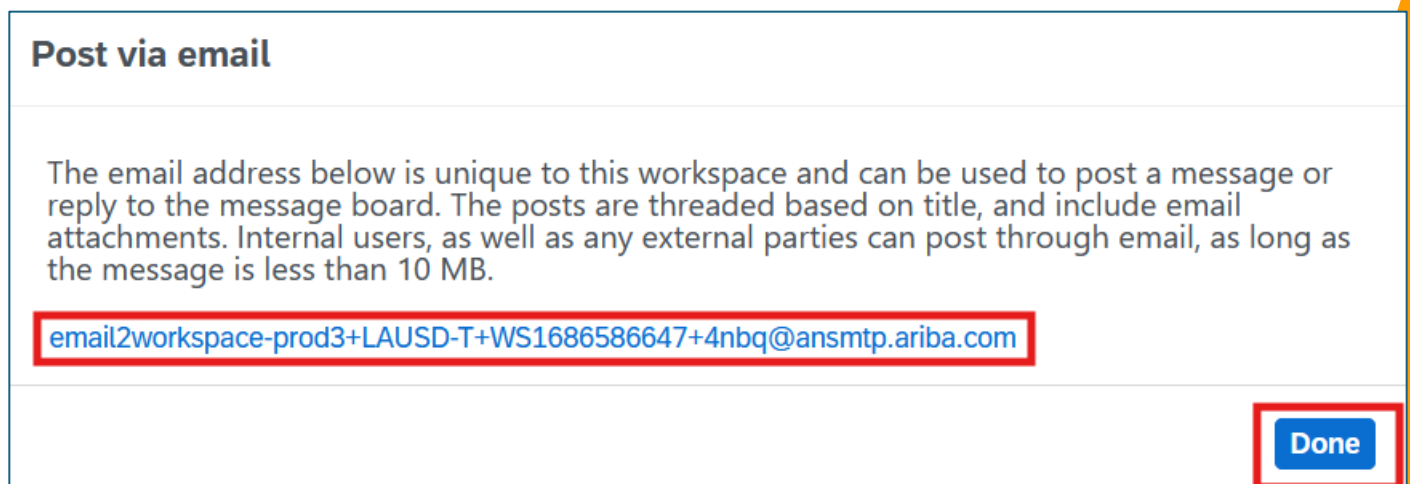
Project message board

Search [magnifying glass icon] [refresh icon] Create Label [dropdown arrow] Delete **Post via email** [grid icon] [up/down arrows icon] [filter icon]

<input type="checkbox"/>	Title	Created By	Created On	Labels	Replies	Last Post On	Attachments
<input type="checkbox"/>	Welcome to the project!	 DIRECTOR03	08/18/2025	Announcement	0	08/18/2025	

132

**Copy** the email address, then click **Close** when you are finished.



**Post via email**

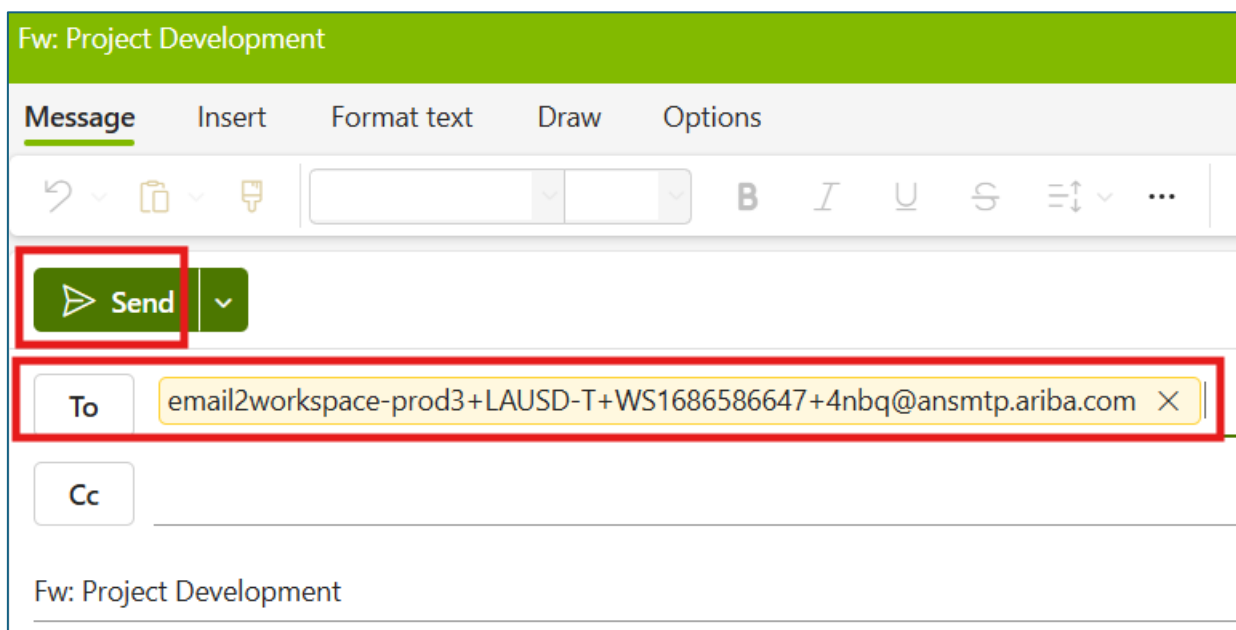
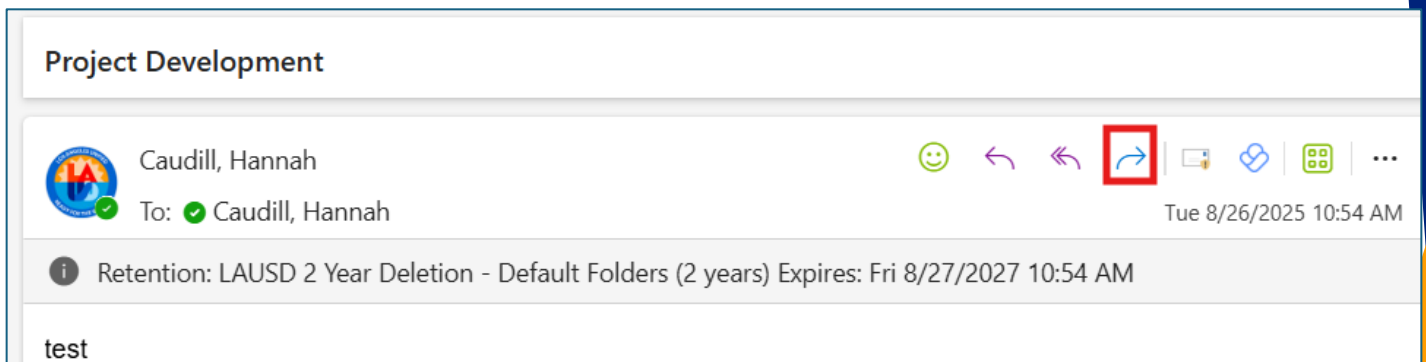
The email address below is unique to this workspace and can be used to post a message or reply to the message board. The posts are threaded based on title, and include email attachments. Internal users, as well as any external parties can post through email, as long as the message is less than 10 MB.

**email2workspace-prod3+LAUSD-T+WS1686586647+4nbq@ansmtp.ariba.com**

**Done**

In this example, let's say there is an email thread which includes the discussion which led to this Sourcing Project. You could print to PDF this conversation then add it as an attachment to the message board, or you can forward the thread directly to the project email.

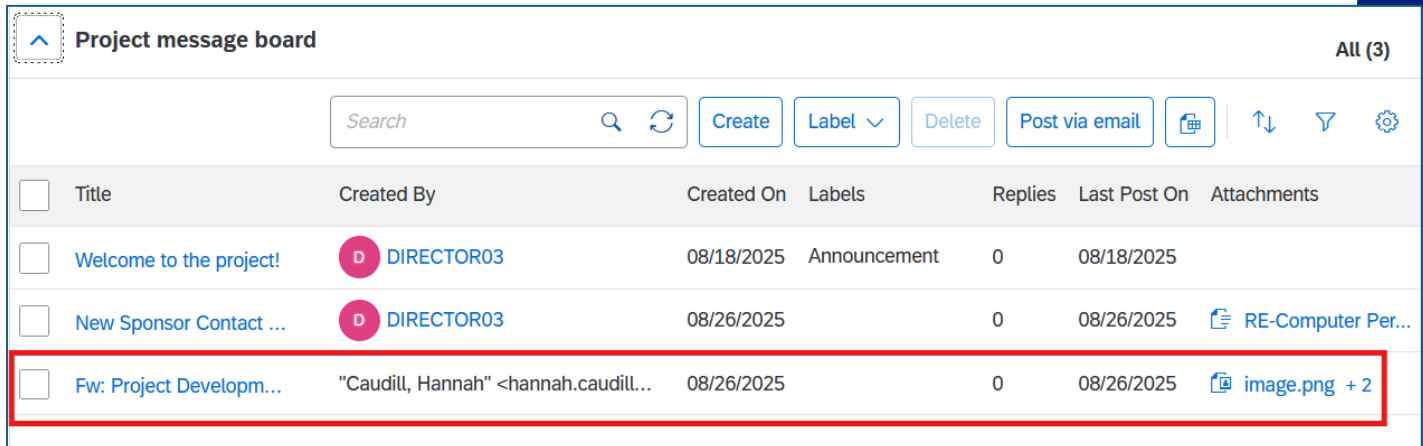
From your email inbox, **forward** the message thread you would like to add to the project message board. Add the project email address as the **recipient** and then **send**.







134

The message will appear in the message board and retains any original attachments

\*note: maximum file size for this feature is 10 megabytes.



<input type="checkbox"/>	Title	Created By	Created On	Labels	Replies	Last Post On	Attachments
<input type="checkbox"/>	Welcome to the project!	 DIRECTOR03	08/18/2025	Announcement	0	08/18/2025	
<input type="checkbox"/>	New Sponsor Contact ...	 DIRECTOR03	08/26/2025		0	08/26/2025	 RE-Computer Per...
<input type="checkbox"/>	Fw: Project Developm...	"Caudill, Hannah" <hannah.caudill...>	08/26/2025		0	08/26/2025	 image.png + 2

135

You may also CC this project email address into any communications outside of Ariba which pertain to the project to link them into the message board for visibility.

For additional details and documentation regarding Project Message Boards in Ariba, please review the following Help page from SAP.

[SAP Help – Strategic Sourcing – Project Message Boards](#)

# Create Sourcing Event

136

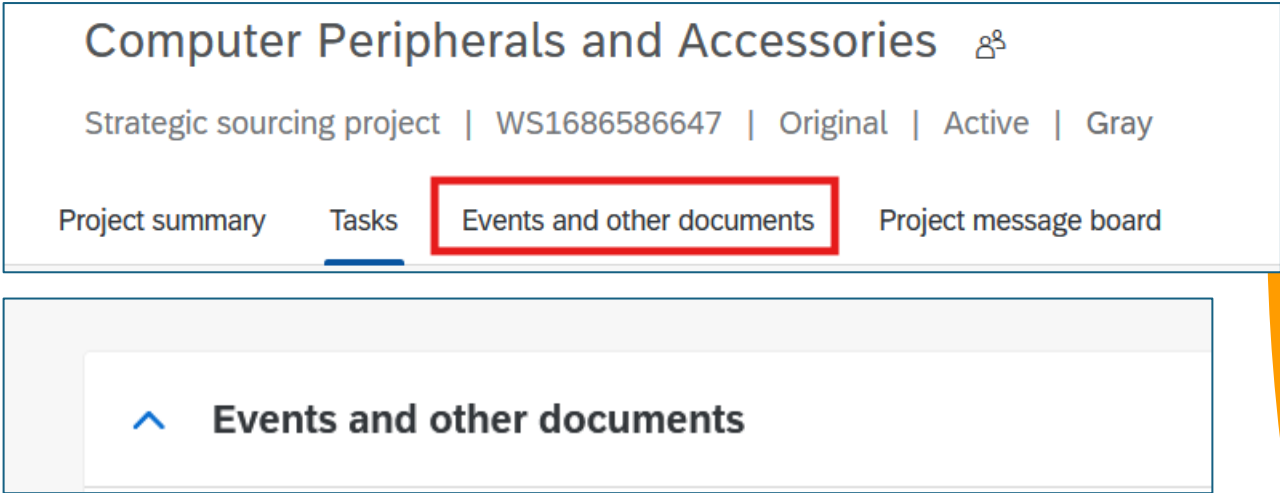
In Ariba, a **Sourcing Event** is the publication of data to suppliers or buyers and their responses to questions, bids on goods and services.

The **Sourcing Event** is the stage in the project where you will post your solicitation (RFP, IFB, RFI, etc.) for Suppliers to review and respond.

The Sourcing Event is visible to suppliers, and they will access it via direct invite from the event, or for public bids, via a public posting on the Discovery Network.

137

The Sourcing Event is automatically generated during Sourcing Project Creation. Click the sub header section '**Events and other documents**' or scroll down to the section.








138


The **Document ID** is a unique number created for this sourcing event. It can be viewed here in the project prior to Event creation.

Some units may use this number as the number for their solicitation.

Events and other documents

Search   Create 







<input type="checkbox"/> Folders and documents	Document Id	Type	Version	Status	Owner
<input type="checkbox"/>  Sourcing Event	Doc1686586651	Event	v1	Not Created	 Project Owner




 Drag a file here or [browse](#) to upload (< 100 MB)


139

From the Sourcing Project page, you may also see the **version** for the Event and its status, who last **modified** the event and when, and any **tasks** associated with the event.

Events and other documents All (1) | Related to

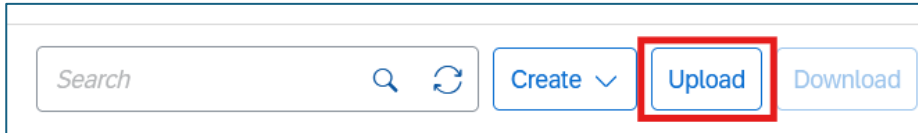
Search   Create  Upload Download Move Copy Delete   

Folders and documents	Document Id	Type	Version	Status	Owner	Last modified on	Last modified by	Associated tasks
 Sourcing Event	Doc1686586651	Event	v1	Not Created	 Project Owner	08/18/2025	 DIRECTOR03	Approval to Publish Sourcing Event

 Drag a file here or [browse](#) to upload (< 100 MB).

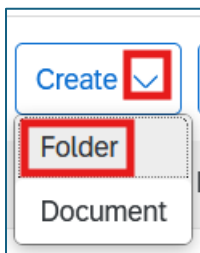
140

The Events and other Documents section can also be used to upload documents related to this project using the **'Upload'** button.



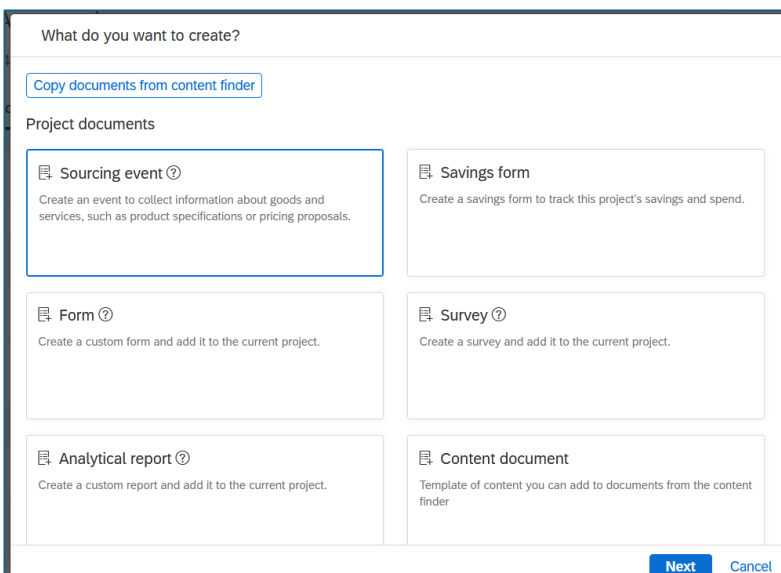
141

From the **'Create'** menu, you can create **Folders** to organize your Events and Documents.



142

From the **'Create'** menu, you may also create **Documents**, such as additional Events or Custom Forms.



143

Click on the Temporary **Title** for the existing Sourcing Event to open it.

Events and other documents	
<input type="checkbox"/>	Folders and documents
<input type="checkbox"/>	<b>Sourcing Event</b>
	Doc1686586651

144

The fields that open must be completed to **create the Sourcing Event**. Many are pre-populated based on entries made while creating the Sourcing Project.

Computer Peripherals and Accessories / Sourcing Event
Create
Cancel

Create guided sourcing project

Name and type

Name \* ?  
Sourcing Event

Description ?  

B I U ¶ 12 pt Andale Mono

A ■

Test project \* ?  
☐ Yes ☒ No

145

The **Name** is a required field. Please note that the Sourcing Event Name will be visible to Suppliers. It's recommended to adhere to any naming conventions established by your unit, and to align naming between the Project and Event.

^ Name and type

Name \* ?

RFP - Computer Peripherals and Accessories

146

The **Description** field is optional and is also visible to Suppliers.

Description ?

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A

The Los Angeles Unified School District, Contracts Administration, is seeking bids for COMPUTER PERIPHERALS AND ACCESSORIES as outlined in the attached. The resultant unit rate requirements contract, if awarded, will be for a 36 month period. The contract will

147

The **Test Project** radio selection is defaulted to '**No**' and should remain as such. Any test projects are to be completed only in the test environment.

Test project \* ?

☐

Yes

☒

No

148

The **Project Details** section will be auto-populated based on the entries you made during Project creation. Make any edits if required.

Project details

Base Language

English

Currency

US Dollar

Commodity

3 more Search by name o...

Regions

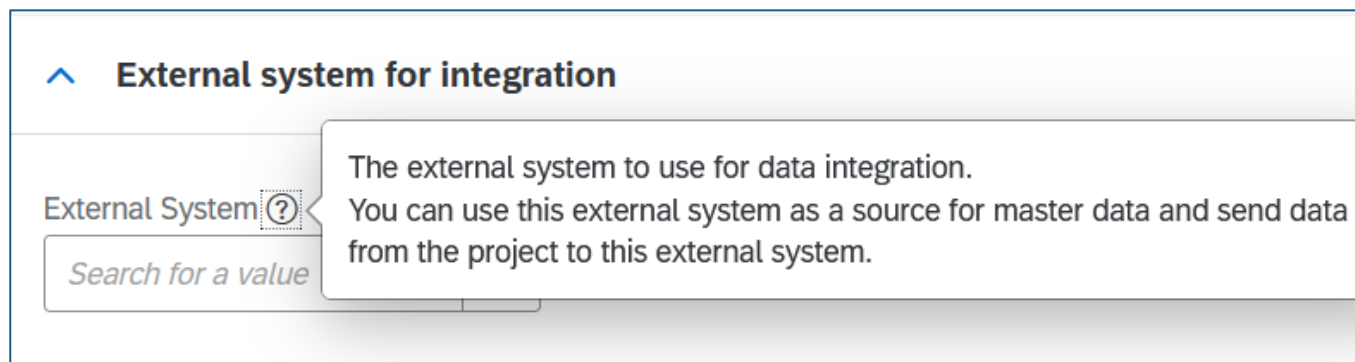
Search by name or ID

Departments

ITS-CS-CoS I... Search...

149

The **External System for Integration** section does not require a selection. Leave this section as-is.



External system for integration

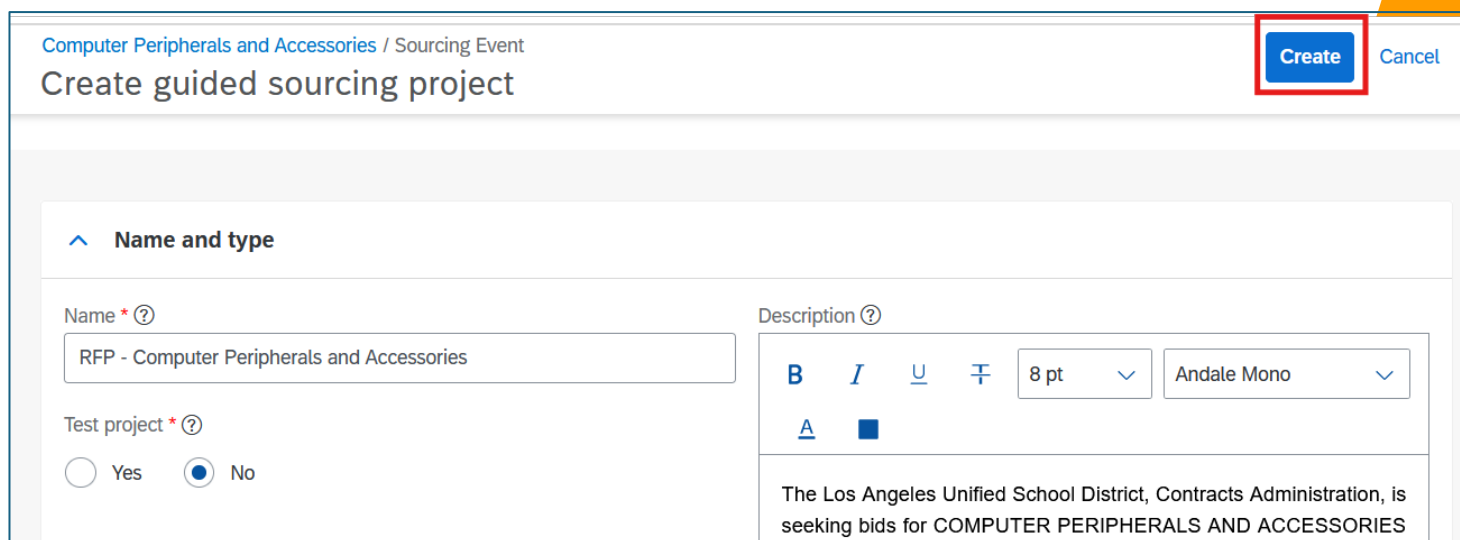
External System ?

Search for a value

The external system to use for data integration. You can use this external system as a source for master data and send data from the project to this external system.

150

Confirm your entries, and when complete, click **'Create'** in the top right to create your Sourcing Event.



Computer Peripherals and Accessories / Sourcing Event

Create guided sourcing project

Create Cancel

Name and type

Name \* ?

RFP - Computer Peripherals and Accessories

Test project \* ?

☐ Yes ☒ No

Description ?

B I U ¶ 8 pt Andale Mono

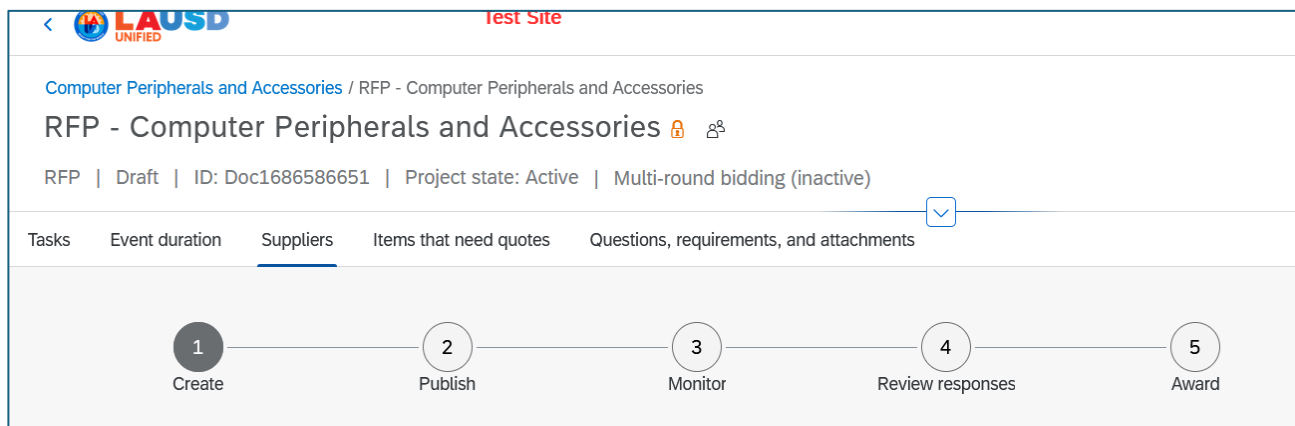
A ■

The Los Angeles Unified School District, Contracts Administration, is seeking bids for COMPUTER PERIPHERALS AND ACCESSORIES

# Sourcing Event Navigation and Features

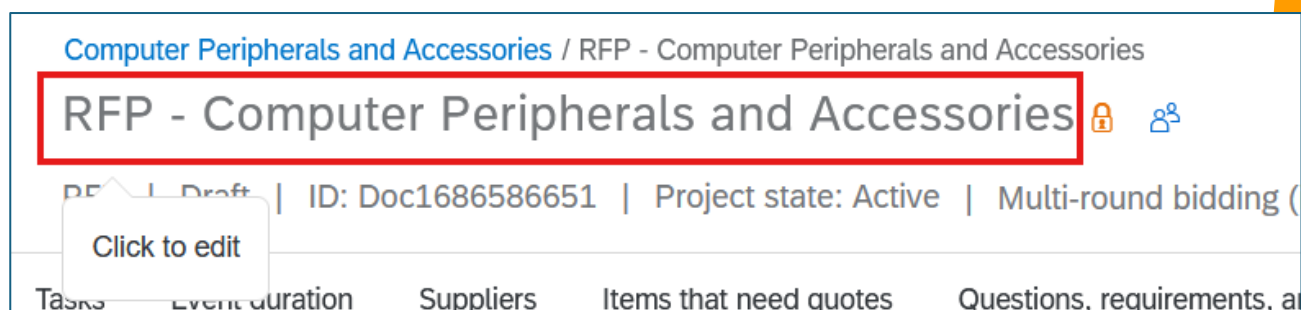
151

Your Sourcing Event has now been created and is in the **'Create'** stage which retains the event in a draft status.



152

You may edit the **Title** of your Event by clicking the title.



153

The **Teams** you created in the project carry over to the associated Event. You may create additional teams for the event if needed using the same method.

[Computer Peripherals and Accessories](#) / RFP - Computer Peripherals and Accessories

RFP - Computer Peripherals and Accessories  

154

You may review and edit the **header details** for the event which were carried over from the Project. To do so, click the downward arrow above the section headers. To edit, click 'edit'.

RFP - Computer Peripherals and Accessories  

RFP | Draft | ID: Doc1686586651 | Project state: Active | Multi-round bidding (inactive)



Tasks   Event duration   Suppliers   Items that need quotes   Questions, requirements, and attachments

RFP - Computer Peripherals and Accessories  

Submit

Save and close

RFP | Draft | ID: Doc1686586651 | Project state: Active | Multi-round bidding (inactive)

#### Event information

Edit

##### Description

The Los Angeles Unified School District, Contracts Administration, is seeking bids for COMPUTER PERIPHERALS AND ACCESSORIES as outlined in the attached. The resultant unit rate requirements contract, if awarded, will be for a 36 month period.

##### Test event

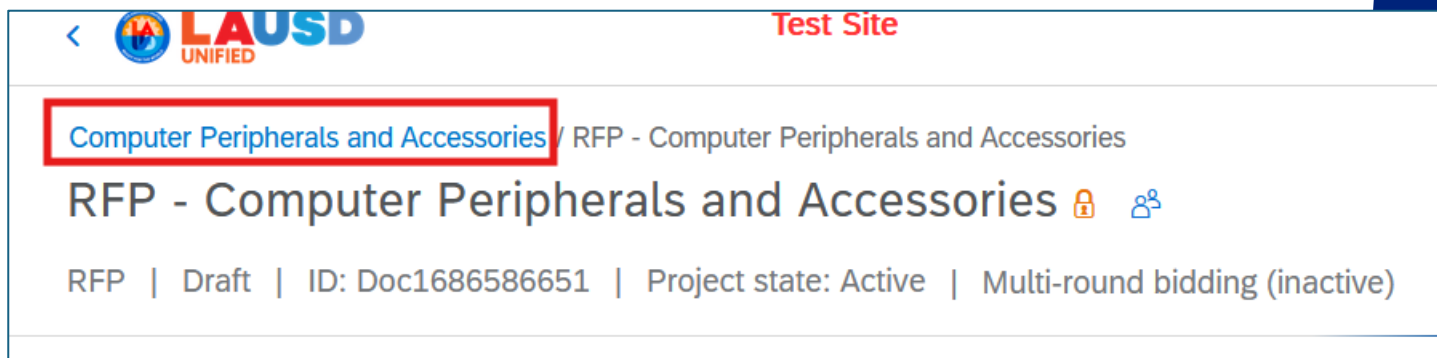
☐ Yes ☒ No

Template

Sourcing Event

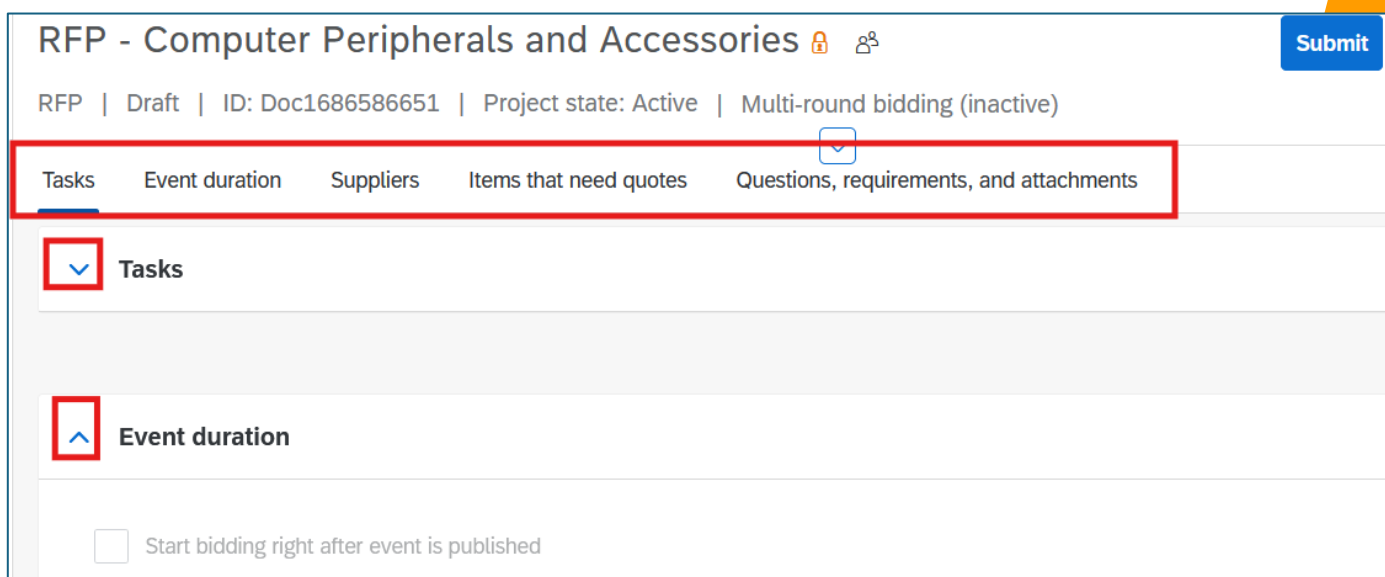
155

To return to your **Sourcing Project**, click its title in blue at the top left of the page.



156

The Sourcing Event is arranged similarly to the Sourcing Project. There is a **Section Header** which can be clicked to jump to the sections, or you can scroll down through them as they are arranged vertically. Sections may be expanded or contracted using the arrow to the left of each section title.



157

You may view the **Tasks** associated with this event in the Tasks section. Edit existing tasks or add new tasks using the same methods from the Sourcing Project.

The screenshot shows the top navigation bar with the breadcrumb 'Computer Peripherals and Accessories / RFP - Computer Peripherals and Accessories'. Below it, the title 'RFP - Computer Peripherals and Accessories' is followed by a lock icon and a share icon. To the right are buttons for 'Submit', 'Save and close', and a menu icon. Below the title, a status bar shows 'RFP | Draft | ID: Doc1686586651 | Project state: Active | Multi-round bidding (inactive)'. A horizontal menu below the status bar includes 'Tasks', 'Event duration', 'Suppliers', 'Items that need quotes', and 'Questions, requirements, and attachments'. The 'Tasks' tab is selected and highlighted with a red box. Below this menu, a sub-header 'Tasks' is also highlighted with a red box. The main content area displays a table with columns: Phases and tasks, Type, Status, Owner, Due date, Approvers or reviewers, Action, and More actions. The first row of data is 'Approval to Publish Sourcing Event\*', 'Approval for publish', 'Not Started', 'PO Project Owner', '09/01/2025', 'D DIRECTOR02', and a three-dot menu icon.

Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Action	More actions
Approval to Publish Sourcing Event*	Approval for publish	Not Started	PO Project Owner	09/01/2025	D DIRECTOR02		...

158

The '**Items that need quotes**' section is used for itemized bidding. At this time, LAUSD is using only bid submittals for solicitations, so this section will not be used or covered in this guide.

The screenshot shows the same top navigation bar and status bar as the previous image. The horizontal menu below the status bar is the same, but the 'Items that need quotes' tab is now selected and highlighted with a red box. Below this menu, a sub-header 'Items that need quotes (0)' is also highlighted with a red box. The main content area is mostly empty, with a search bar and several action buttons: 'Add', 'Move', and 'Copy'.



Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Action	More actions
------------------	------	--------	-------	----------	------------------------	--------	--------------


# Set Event Timing Rules

159

To prepare your Sourcing Event for publishing, you may begin by completing the **Event Duration** section. Either click the header title for the section or scroll down.

[Computer Peripherals and Accessories](#) / RFP - Computer Peripherals and Accessories

RFP - Computer Peripherals and Accessories  

RFP | Draft | ID: Doc1686586651 | Project state: Active | Multi-round bidding (inactive) 


Tasks

Event duration


Suppliers


Items that need quotes

Questions, requirements, and attachments

 Event duration

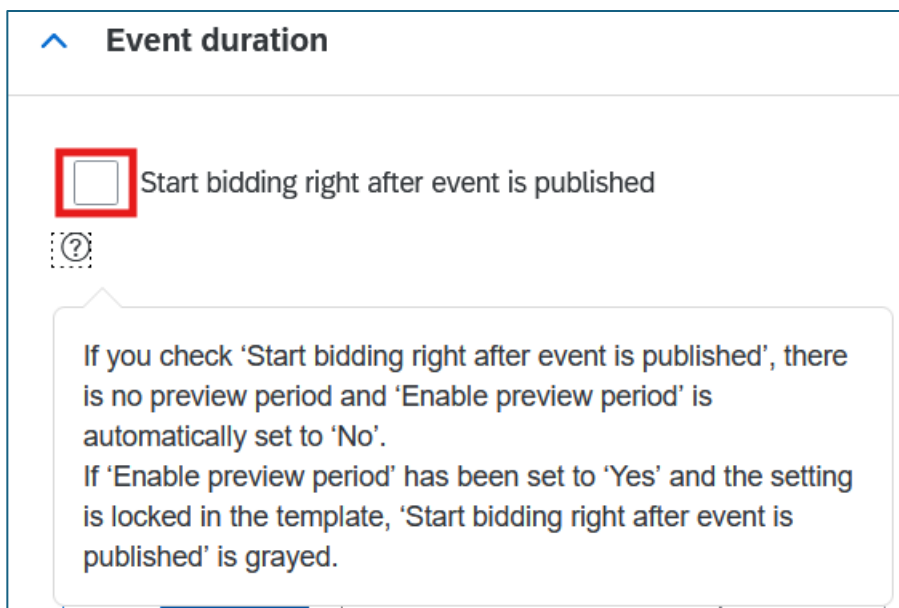
☐ Start bidding right after event is published



Event bidding starts \* 

The first option is the checkbox for '**Start bidding right after event is published**'. If this box is checked, the Sourcing event will open as soon as it's published. Invited suppliers will be notified and will be able to view and respond to the bid.

If you have an approval task before publishing, you won't be able to control the start time, and the event will open as soon as approval is received. If you don't have a required approval task, you as the project creator can publish the event when you are ready for it to open.



Event duration

☐ Start bidding right after event is published

?

If you check 'Start bidding right after event is published', there is no preview period and 'Enable preview period' is automatically set to 'No'.  
If 'Enable preview period' has been set to 'Yes' and the setting is locked in the template, 'Start bidding right after event is published' is grayed.

In this example, we are using an unsealed bid template for an RFP. However, for Sealed Bids Only there is an additional option to include a **Preview Period**. The preview period is optional and creates a window in which suppliers may view the event but not yet respond. This will typically not be used.


Important: Please note that if you set a preview period and publish, you will not be able to edit your event until the event start date you set.

The screenshot displays the configuration options for a 'Sealed Bids Only' event, specifically focusing on the 'Preview Period' settings. The interface includes three main sections with associated labels and help text:

- Enable preview period?** (with a help icon ?): This section contains two radio buttons: 'Yes' (selected) and 'No'. A callout box explains: "During preview, participants review the event and determine how much they will bid when bidding opens."
- Event bidding starts \*** (with a help icon ?): This label is positioned below the radio buttons.
- Start and end time for preview period** (with a help icon ?): This section includes a text input field with the placeholder "Start after publish and end when event starts". A callout box prompts: "Specify how to begin preview start and end time".
- Can participants place bids during preview period?** (with a help icon ?): This section features a dropdown menu. A callout box provides instructions: "Specify whether participants can place prebids or can only review information during the preview period. Participants will not be able to access the event if they do not place a prebid when prebids are required."

If you are not setting the event to start right after the event is published, you will need to set the bidding start date and time. To do so, click the calendar and clock icon in the '**Event Bidding Starts**' field.

Event bidding starts \* (?)



Select a **Date** from the calendar, using the arrows to toggle between months. Set the **Time** for your bid open by selecting the hour, minutes and AM/PM for bid opening using the arrows for each selection. When you are finished, click '**OK**'.

< September 2025 >

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
36	31	1	2	3	4	5	6
37	7	8	9	10	11	12	13
38	14	15	16	17	18	19	20
39	21	22	23	24	25	26	27
40	28	29	30	1	2	3	4

Hrs

Min

Period

^

10

11

12

1

2

0

AM

Ok

Cancel

164

Next, you will set the closing date and time for the event under '**Event Bidding Ends**'.

Event bidding ends ?

Time Duration

After the event end time, participants can no longer submit bids.

165

There are two options for setting the event end. You may set the end date by **duration**. Toggle the parameter and set the number of days after starting for bid close. Please note, this will set the close to the 24<sup>th</sup> hour based on your bid. To indicate a set closing date and time, set your bid end by 'Time'.

Event bidding ends ?

Time Duration

15

Days

Minutes

Hours

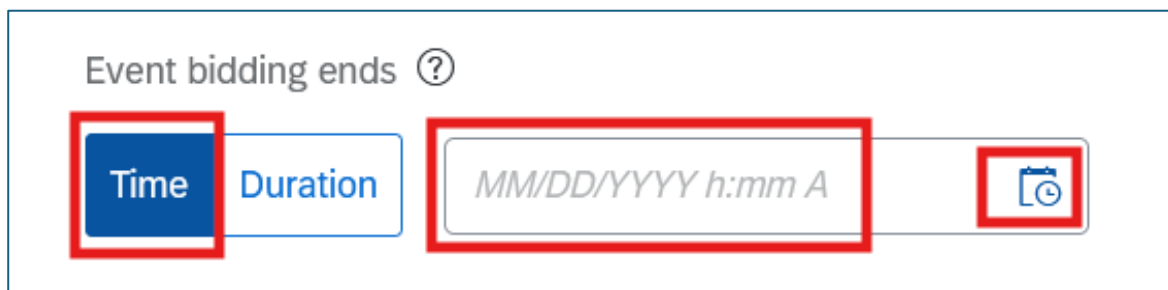
Days

Estimated award date ?

Select a date

You may also set your Event end by Time. To do so, click the '**Time**' option. Next, enter the date and time for your bud end as indicated, or click the calendar and clock icon to select the date and time.

(Format for date and time entry is:  
MM/DD/YYYY h:mm A/P)



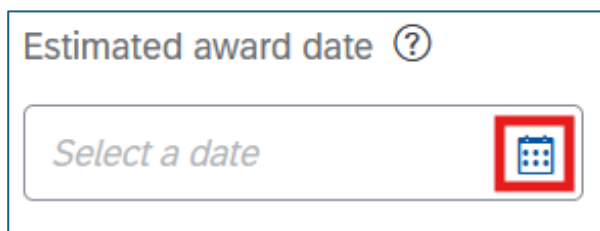
Event bidding ends ?

**Time** Duration

MM/DD/YYYY h:mm A

Calendar and clock icon

The **Estimated Award Date** field is optional, but it's helpful to provide this information to suppliers when available. Click the calendar icon to select the anticipated award date for your event.



Estimated award date ?

Select a date

Calendar icon

You can use the event reminder message feature to configure when and how often reminder email notifications and online messages are sent to event participants and internal users. To use this optional feature, click the checkbox next to '**Send Reminders**'.

Estimated award date ?

12/01/2025

☒ Send reminders

Use the fields to indicate when the first reminder should be sent before the Event end time, if you would like recurring reminders after the initial reminder is sent, set those as well. Finally, indicate when the final reminder should be sent before the event ends.

First reminder before the end time

0

Days

Minutes
Hours
Days

Save
Cancel

Time between recurring reminders

0

Days

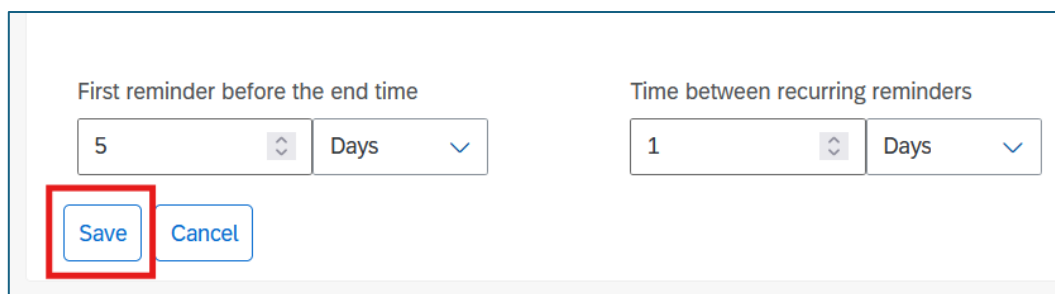
Last reminder before the end time

0

Days

170

Important, be sure to click '**Save**' after setting up your Event Duration.



First reminder before the end time

5 Days

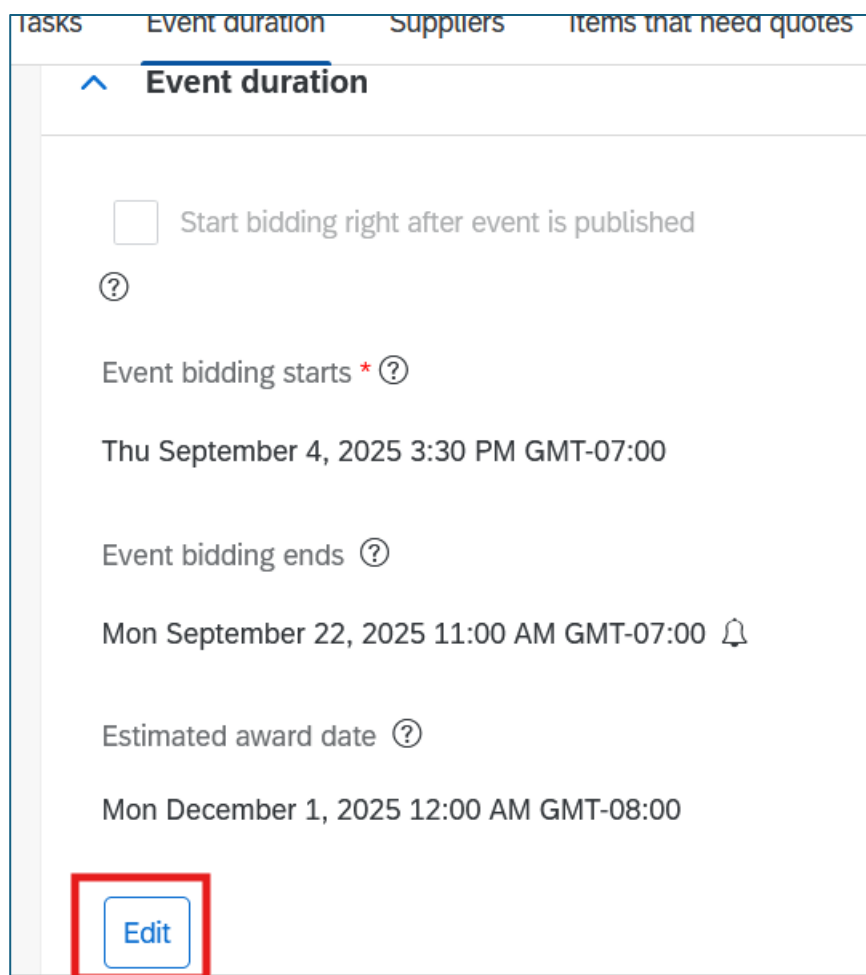
Time between recurring reminders

1 Days

Save Cancel

171

To change the event duration settings before publishing, click '**Edit**' in the Event Duration section.



Tasks Event duration Suppliers Items that need quotes

Event duration

☐ Start bidding right after event is published

Event bidding starts \* ?

Thu September 4, 2025 3:30 PM GMT-07:00

Event bidding ends ?

Mon September 22, 2025 11:00 AM GMT-07:00

Estimated award date ?

Mon December 1, 2025 12:00 AM GMT-08:00

Edit

# Invite Suppliers

172

The next section of the Sourcing Event is the **Suppliers** section. Here you will invite registered suppliers to participate in the event. Please note that to be invited directly via the event, the suppliers should be registered with LAUSD.

RFP - Computer Peripherals and Accessories

RFP | Draft | ID: Doc1686586651 | Project state: Active | Multi-round bidding (inactive)

Tasks | Event duration | **Suppliers** | Items that need quotes | Questions, requirements, and attachments

**Suppliers (0)**

Search **Invite suppliers** **Uninvite**

Organization name	Actions	Contact name	Invited to bid on	Is this an incumbent supplier?	Is this an excluded supplier?
-------------------	---------	--------------	-------------------	--------------------------------	-------------------------------

173

To begin adding suppliers to the event, click **'Invite Suppliers'**.

Search **Invite suppliers** **Uninvite**

Invited to bid on	Is this an incumbent supplier?	Is this an excluded supplier?
-------------------	--------------------------------	-------------------------------

174

Before you begin searching, ensure that the checkbox next to '**Get values from the event**' is unchecked.

If this box is left checked, your search results will be limited to only suppliers who registered with the commodity categories tied to your event.

The screenshot shows a 'FILTERS' panel with a 'Clear all' link and a settings gear icon. Below is a search bar labeled 'Search by any term'. A checkbox labeled 'Get values from the event' with a help icon is checked and highlighted with a red box. Below this are sections for 'Regions (0)' and 'Supplier (0)'. A tooltip points to the checked checkbox, stating: 'Checking this pre-populates filters such as Commodity, Region, and Department with event attribute values.'

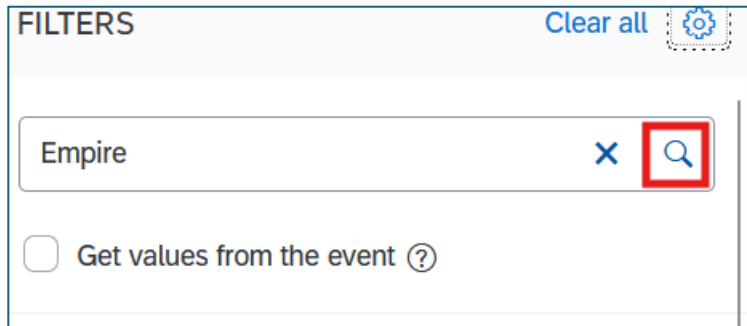
175

Enter the Suppliers name, Vendor ID or other term in the **search box**. You may toggle additional search terms using the settings as needed.

The screenshot shows a search bar labeled 'Search by any term' with a magnifying glass icon. Below it is a 'Search criteria setting' dialog box. The dialog has a settings gear icon in the top left corner, which is highlighted with a red box. The dialog lists five search criteria, each with a checked checkbox: 'Regions', 'Commodity Categories', 'Organization Name', 'Contact First Name', and 'Contact Last Name'. At the bottom of the dialog, there are 'Confirm' and 'Cancel' buttons, with the 'Confirm' button highlighted by a red box.

176

**Search** for the supplier by clicking the magnifying glass icon.



The screenshot shows a 'FILTERS' panel with a 'Clear all' link and a settings gear icon. Below this is a search bar containing the text 'Empire'. To the right of the search bar is a blue 'x' icon and a magnifying glass icon, which is highlighted with a red rectangular box. Below the search bar is a checkbox labeled 'Get values from the event' followed by a help icon.

177

Check the open box next to the Supplier's name to select them. Click their name or contact in blue to view more details and ensure you're making the appropriate selection

Supplier (1)			
<input checked="" type="checkbox"/>	Organization name	ID	Contact name
<input checked="" type="checkbox"/>	EMPIRE STEEL ERECTORS	1000023145	Riley Provider

178

**Search** for the supplier by clicking the magnifying glass icon.

FILTERS

Clear all

×

🔍

☐ Get values from the event ?

179

Check the open box next to the Supplier's name to select them. Click their name or contact in blue to view more details and ensure you're making the appropriate selection

Supplier (1)			
<input checked="" type="checkbox"/>	Organization name	ID	Contact name
<input checked="" type="checkbox"/>	EMPIRE STEEL ERECTORS	1000023145	Riley Provider

E

**EMPIRE STEEL ERECTORS**  
 COVINA, US-CA

Info

Contacts

Sourcing activity

Contracts

Qualifications

Certificates

Linked Risk Projects

📄

Vendor ID

S66793499

📄

Status

Registered

📍

Address

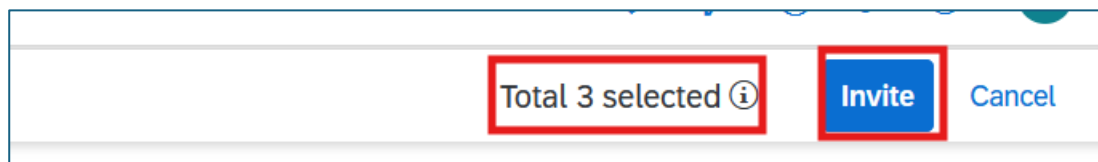
19550 E CIENEGA AVE APT 57  
R11589  
COVINA, US-CA, 91724  
US

📞

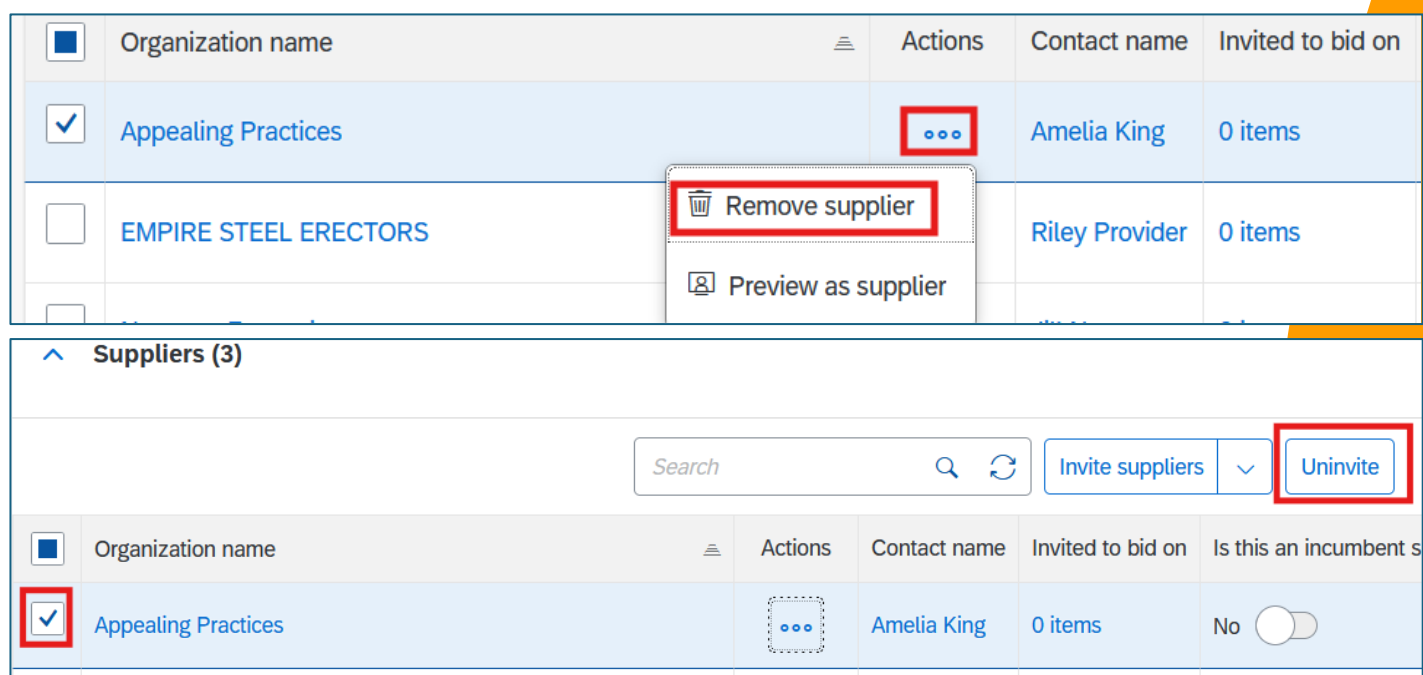
Profile

84% complete

Continue searching for additional Suppliers, checking the box next to their name. In the top right, you will see the total number of selected suppliers. When you are finished selecting Suppliers, click **'Invite'**. You may remove or add additional Suppliers later if needed.



To **remove a supplier**, either click the ellipses next to their name and select 'remove supplier' or check the box next to their name and then click 'uninvite' at the top of the supplier section.





If this is a Follow-On Project, you may also click the dropdown arrow next to 'Invite Suppliers' and select to add Suppliers **'From predecessor project'**. Check the open box next to the Suppliers you would like to add to this event.



The screenshot shows the SAP Business Network Discovery interface. At the top, there is a search bar with a magnifying glass icon and a refresh icon. To the right of the search bar is a button labeled "Invite suppliers" with a dropdown arrow. Below the search bar, a red box highlights the "From predecessor project" option, which is preceded by a folder icon. Below this option, the text "SAP Business Network Discovery" is visible.








Add supplier from predecessor project

Search



Selected: 0



<input type="checkbox"/>	Name	Type	Supplier ID	Contacts	Incumbent
	 Computer Peripherals and Accessories	Sourcing Project			
	 RFP - Computer Peripherals and Accessories	Event			
<input type="checkbox"/>	 Namaste Enterprises	Supplier	ACM_19753062	Jill Namaste,	No
<input type="checkbox"/>	 EMPIRE STEEL ERECTORS	Supplier	ACM_20316418	Riley Provider,	No
<input type="checkbox"/>	 Appealing Practices	Supplier	ACM_20317633	Amelia King,	No

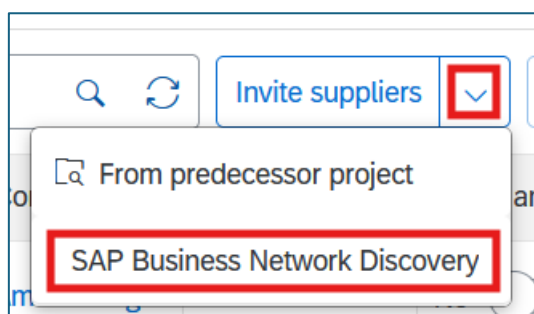
Done

Cancel

At LAUSD, we have several 'Fake Suppliers' in the system. It's recommended to invite one of these Fake Suppliers to your event. This way, if you have any issues reported by outside suppliers, you can login as this Fake Supplier and troubleshoot.

Supplier (4)		
<input checked="" type="checkbox"/>	Organization name	ID
<input type="checkbox"/>	FAKE VENDOR	1000006975
<input checked="" type="checkbox"/>	FACILITIES FAKE VENDOR	1000009078

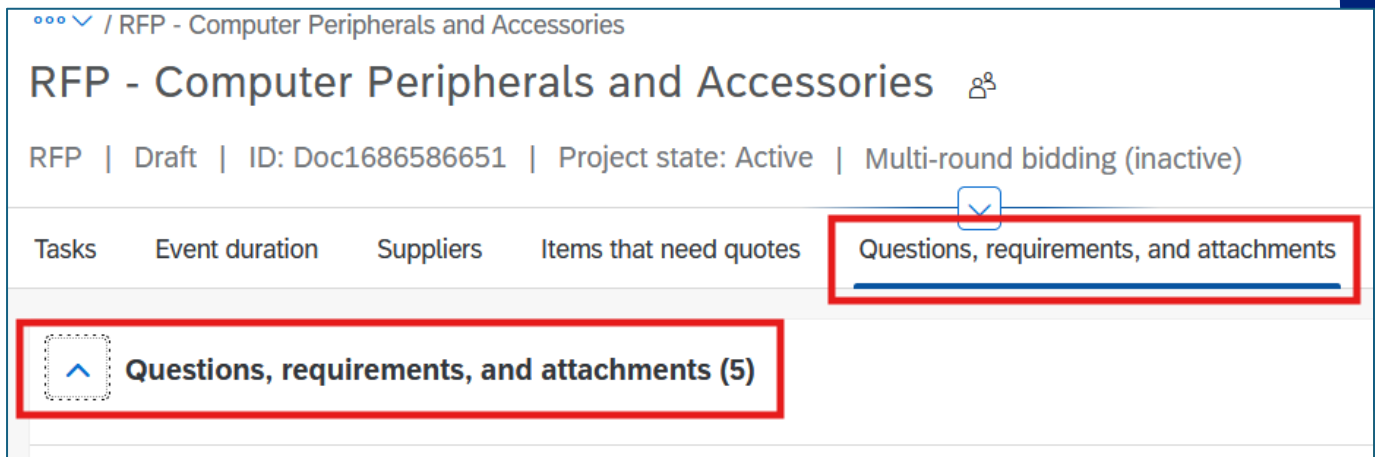
An **SAP Business Network Discovery** posting is created to allow external suppliers to view and access your event. In this example, we are not creating a public posting. The Discovery posting process is covered in a separate training guide.



# Update Event Questions and Content

185

Select the '**Questions, requirements, and attachments**' section header or scroll down to this section.



LAUSD currently uses a Bid Package process to release and receive bids. Based on the template selected during project creation, there will be several automatically generated questions, prerequisites, requirements and attachments. These may be edited, and additional items may be added as needed.

Currently, the only required field for you to complete is uploading your bid package. This is covered in steps 196–203.

At the time of publishing this guide, there are currently 5 standard questions generated by the sourcing template. **Only Item 2.1 Bid Documents requires action** on your part to publish the event since this is the area where you will upload your bid package.



We will review all the questions, how to edit them, and then cover adding additional questions and requirements.

<input type="checkbox"/>	Questions, prerequisites, requirements, and attachments	Actions	Response type
<input type="checkbox"/>	1.0 Greetings Vendors! The Los Angeles Unifie...	...	Requirement
<input type="checkbox"/>	✓ 2.0 Bid Documents <a href="#">Add description</a>	...	[No Title]
<input type="checkbox"/>	2.1 Bid Documents - To download, click o... *	...	Attachment
<input type="checkbox"/>	2.2 I have downloaded and have carefully ...	...	Yes/No
<input type="checkbox"/>	↩ 2.3 Submit Bid Documents: Upload yo...	...	Attachment
<input type="checkbox"/>	↩ 3.0 I hereby:...	...	Text - Single choice

Item 1.0 is currently a **standardized greeting** for the event.

<input type="checkbox"/>	Questions, prerequisites, requirements, and attachments	Actions	Response type
<input type="checkbox"/>	1.0 Greetings Vendors! The Los Angeles Unifie...	...	Requirement

To view and edit the **Name** of an item, hover your mouse over its name and then click the pencil icon that appears. A pop-up window will open to allow you to view and edit the Name for the event. Make any edits and then '**Save**'. To view all editing options for this item, click '**See all options**' from this window.

1.0 Greetings Vendors! The Los Angeles Unifie.. 	...	Requirement
✓ 2.0 Bid Documents 		

Name \*

B

I

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12 pt

Andale Mono

A

■

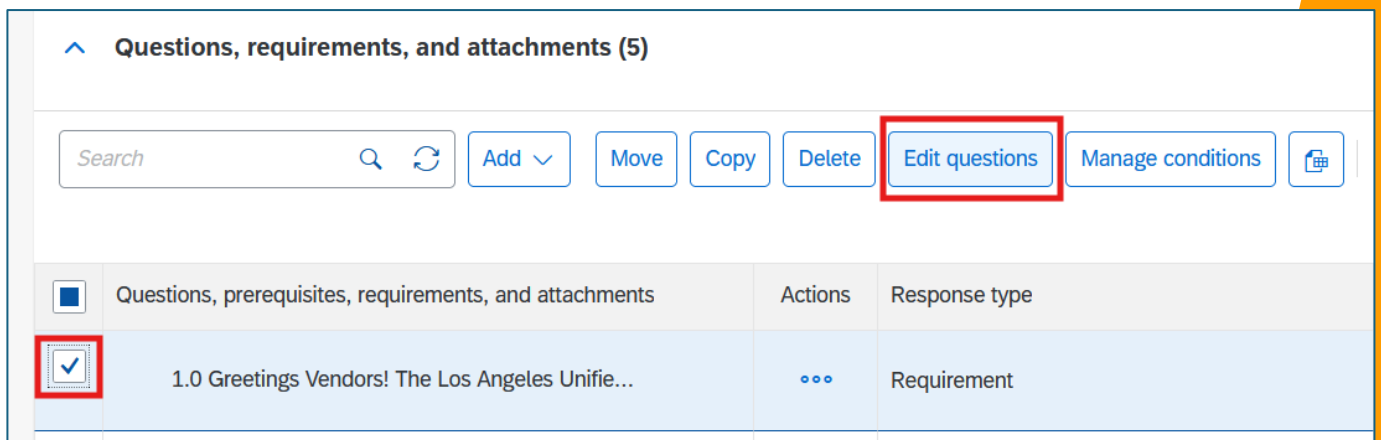
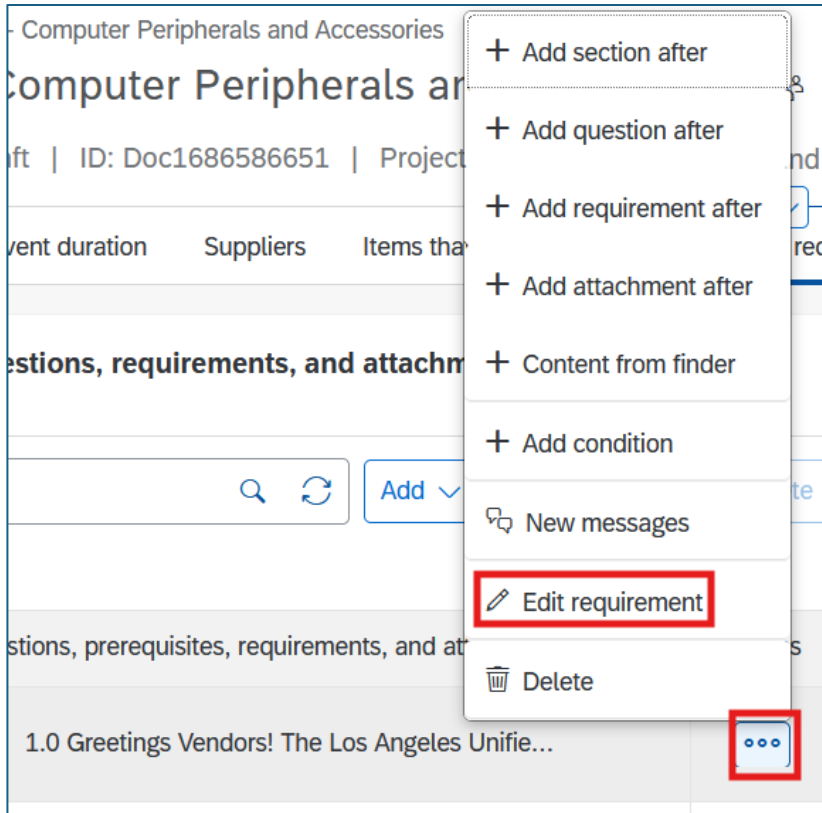
Greetings Vendors! The Los Angeles Unified School District (LAUSD) has implemented an electronic bid submittal process. Bidders or proposers are now required to submit a bid or proposal package electronically. Please download and follow the instructions in the Bid Documents section.

[See all options](#)

Save

Cancel

To **edit a line** and the rules which apply to it, you may either click the Actions ellipses next to the item then select '**Edit Requirement**', or you can check the open box next to the item then select '**Edit questions**' in the toolbar.



In the **Requirement** field, you may edit the standard text which displays in the first line of the event. Changes to this field will apply only to this individual event.

Requirement \*

**B** *I* U  $\pi$  12 pt ▾ Andale Mono ▾ A ■

Greetings Vendors! The Los Angeles Unified School District (LAUSD) has implemented an electronic bid submittal process. Bidders or proposers are now required to submit a bid or proposal package electronically. Please download and follow the instructions in the Bid Documents section.

The '**Can participants see this section?**' selection controls visibility of this item for suppliers. For template-generated items, this generally should not be changed.

Some questions may be designed to only be visible after completing a previous step.

Can participants see this section? (?) < Specify whether participants can always see the content or whether they must clear access gates to see it.

Yes ▾ *Select access control*

Can participants see this section? (?)

Yes ▾

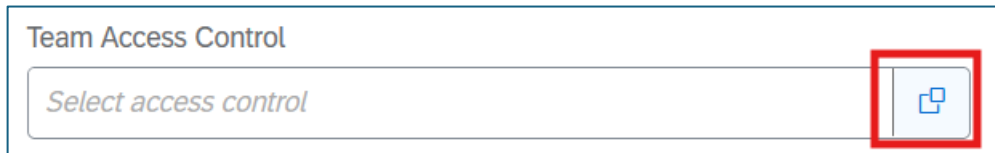
No

**Yes**

Yes, only after participants answer the prerequisite questions

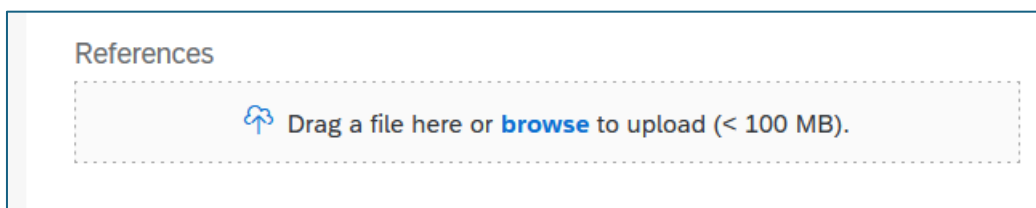
192

The **Team Access Control** allows you to set guidelines for which teams can view this item. For template-generated items, this generally should not be changed.



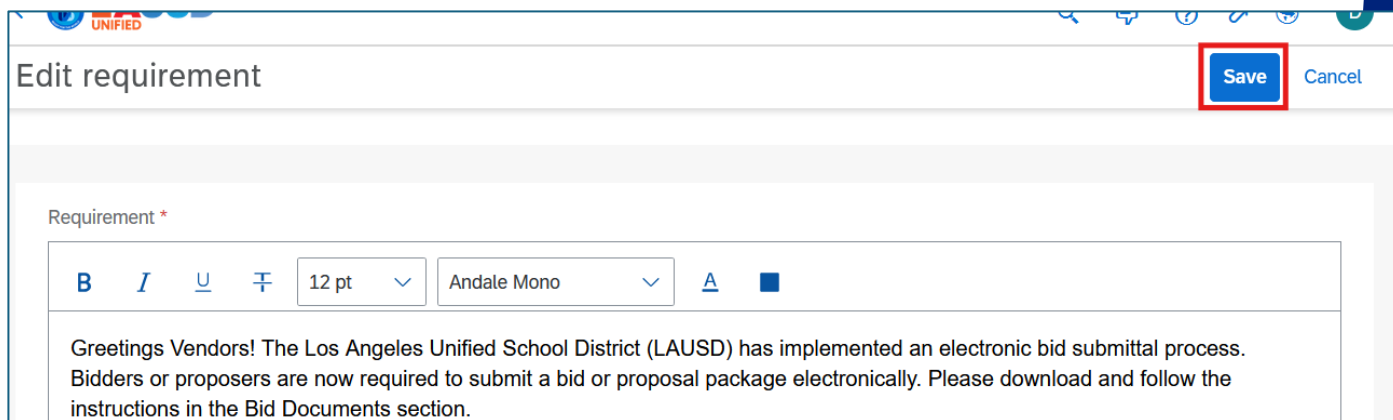
193

You may optionally add any **reference documents** via an upload to any item. For example, for the greeting message, you may choose to add something like the bid notification letter.



194

Click '**Save**' to save any changes or '**Cancel**' to return to the Sourcing Event.



UNIFIED

Edit requirement

Save Cancel

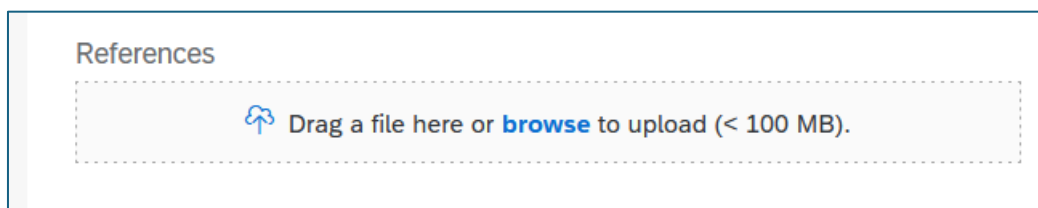
Requirement \*

**B** *I* U  $\pi$  12 pt Andale Mono A ■

Greetings Vendors! The Los Angeles Unified School District (LAUSD) has implemented an electronic bid submittal process. Bidders or proposers are now required to submit a bid or proposal package electronically. Please download and follow the instructions in the Bid Documents section.

195



You may optionally add any **reference documents** via an upload to any item. For example, for the greeting message, you may choose to add something like the bid notification letter.



References

⬆ Drag a file here or [browse](#) to upload (< 100 MB).

Item 2.0 contains the **Bid Documents** for your event. You may have to expand this section by clicking the arrow to the left of the title.

^ Questions, requirements, and attachments (5)			
		Search  	Add
<input type="checkbox"/>	Questions, prerequisites, requirements, and attachments	Actions	Response type
<input type="checkbox"/>	1.0 Greetings Vendors! The Los Angeles Unifie...	...	Requirement
<input type="checkbox"/>	<div> <div>&gt;</div> <div>2.0 Bid Documents</div> <div>Add description</div> </div>	...	
<input type="checkbox"/>	<div> <div>▼ 2.0 Bid Documents</div> <div>Add description</div> </div>	...	
<input type="checkbox"/>	2.1 Bid Documents - To download, click o... *	...	Attachment
<input type="checkbox"/>	2.2 I have downloaded and have carefully ...	...	Yes/No
<input type="checkbox"/>	↶ 2.3 Submit Bid Documents: Upload yo...	...	Attachment

Item 2.1 is required. This is where you will upload the **Bid Package** so Suppliers can view and download it to prepare their response.

Drag your file to the '**Initial Value**' column for 2.1 or click browse to search your device's file explorer.

The screenshot shows a dropdown menu at the top with the text "Yes, an event owner must respond - participants cannot..." and a blue downward arrow. Below it, a dark grey tooltip displays the same text. Underneath is a table with the following structure:

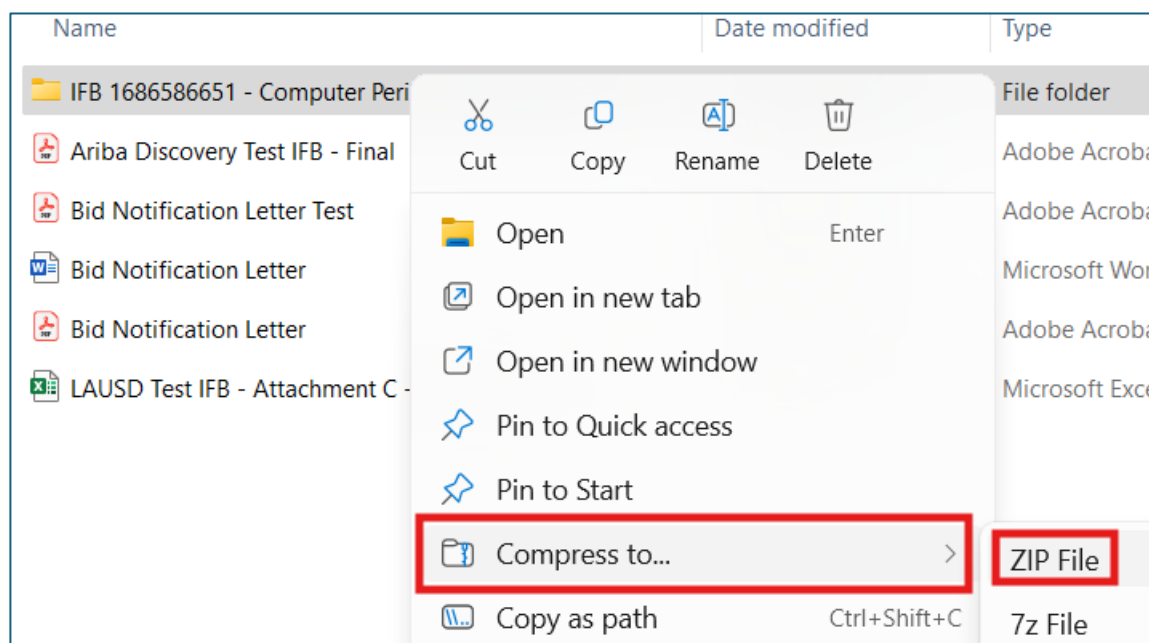
<input type="checkbox"/>	Questions, prerequisites, requirements, and attachments	Actions	Response type	Initial Value
<input type="checkbox"/>	1.0 Greetings Vendors! The Los Angeles Unifie...	...	Requirement	
<input type="checkbox"/>	2.0 Bid Documents <a href="#">Add description</a>	...		
<input type="checkbox"/>	2.1 Bid Documents - To download, click o... *	...	Attachment	<div>  Drag a file here or <a href="#">browse</a> to upload (&lt; 100 MB).         </div>

If you have more than one document, it's recommended to save them in a **Zip file** for upload. The maximum individual file size is 100MB. To zip your documents, begin by creating a folder to hold all of the documents you need to upload. The folder name will be visible to suppliers, so name it accordingly.

The screenshot shows a file explorer window with a header bar labeled "Name". Below the header, a folder icon is next to the text "IFB 1686586651 - Computer Peripherals and Accessories".

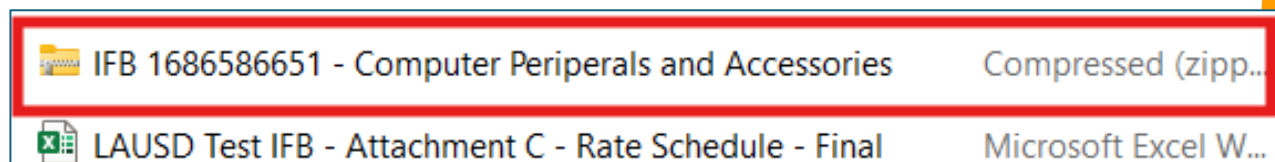
199

Add all the bid documents for upload into this folder (Bid Document, rate schedule, etc.). When you have finished adding the necessary documents to the folder, right click on the folder. From the menu that opens, select '**Compress to**' and then '**ZIP File**'.



200

Your compressed Zip folder containing the bid documents is now ready for uploading to your Sourcing Event.



## 201

If your bid has multiple large files, you may also duplicate item 2.1 so you may upload multiple files. To do so we will **copy** the existing item 2.1. Check the box next to item 2.1.

<input checked="" type="checkbox"/>	Questions, prerequisites, requirements, and attachments	Actions	Response type
<input type="checkbox"/>	1.0 Greetings Vendors! The Los Angeles Unifie...	...	Requirement
<input type="checkbox"/>	✓ 2.0 Bid Documents <a href="#">Add description</a>	...	
<input checked="" type="checkbox"/>	2.1 Bid Documents - To download, click o... *	...	Attachment

## 202

Select '**Copy**' from the toolbar.

quotes
 Questions, requirements, and attachments

We want the additional upload line to come after item 2.1. In the pop-up window, expand the Bid Documents section and Paste the copied line after 2.1.

Select items to copy

Copy selected question

After

2.1 Bid Documents - To download, click on Refere...

Search

	1.0 Greetings Vendors! The Los Angeles Unified School Di...
✓	<b>2.0 Bid Documents</b>
<input type="checkbox"/>	2.1 Bid Documents - To download, click on References...
	2.2 I have downloaded and have carefully read the ab...
	2.3 <b>Submit Bid Documents:</b> Upload your completed ...
	3.0 I hereby:...

We want to keep all the documents Suppliers must review before question 2.2, which requires them to confirm they have reviewed all bid documents.

The new Bid Document line has successfully been added, and the confirmation question has been shifted down accordingly. You may now upload the additional document to the new bid document line.

✓ 2.0 Bid Documents <a href="#">Add description</a>	...	
2.1 Bid Documents - To download, click o... *	...	Attachment
2.2 Bid Documents - To download, click o... *	...	Attachment
2.3 I have downloaded and have carefully ...	...	Yes/No
↶ 2.4 Submit Bid Documents: Upload yo...	...	Attachment

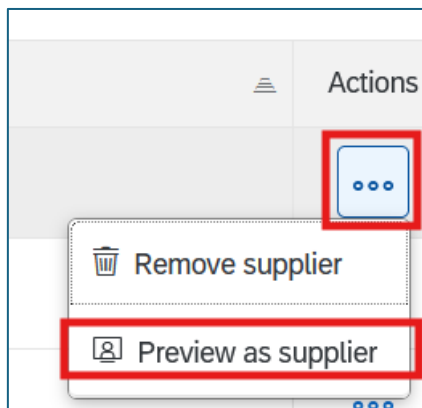
Suppliers must respond to confirm they have downloaded all bid documents (item 2.3) before they can upload and submit their response (item 2.4)

2.3 I have downloaded and have carefully ...	...	Yes/No	Yes, participants must resp
↶ 2.4 Submit Bid Documents: Upload yo...	...	Attachment	Yes, participants must resp

You may **preview** the changes you have made to see how they will appear to suppliers. To do so, return to the Suppliers section. Click the Actions menu ellipses for any of the suppliers.

Suppliers (3)			
<input type="checkbox"/>	Organization name	Actions	Contact name
<input type="checkbox"/>	Appealing Practices	...	Amelia King
<input type="checkbox"/>	EMPIRE STEEL ERECTORS	...	Riley Provider

From the Actions menu, select '**Preview as supplier**'.



The **preview** shows you the event as your invited suppliers will see it.

Console

Doc1686586651 - RFP - Computer Peripherals and Accessories

Draft

Event Messages

Response History

Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

▼ Event Contents

All Content

2 Bid Documents

All Content

Name ↑

1.0 Greetings Vendors! The Los Angeles Unified School District (LAUSD) has implemented an electronic bid submittal process. Bidders or proposers are now required to submit a bid or proposal package electronically. Please download and follow the instructions in the Bid Documents section.

▼ 2.0 Bid Documents

2.1 Bid Documents - To download, click on References and select Download

IFB 1686586651 - Computer Peripherals and Accessories.zip

2.2 Bid Documents - To download, click on References and select Download

Bid Notification Letter.pdf

2.3 I have downloaded and have carefully read the above bid or proposal document(s). I acknowledge receipt of all addenda, if any, and am ready to submit our firm's completed and signed bid or proposal document(s).

\* Unspecified

(\*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

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We can see items 2.1 and 2.2 where we uploaded the bid documents, as well as item 2.3 which is generated by the template and requires the supplier to agree before they can proceed.

All Content

Name ↑

1.0 Greetings Vendors! The Los Angeles Unified School District (LAUSD) has implemented an electronic bid submittal process. Bidders or proposers are now required to submit a bid or proposal package electronically. Please download and follow the instructions in the Bid Documents section.

▼ 2.0 Bid Documents

2.1 Bid Documents - To download, click on References and select Download

IFB 1686586651 - Computer Peripherals and Accessories.zip

2.2 Bid Documents - To download, click on References and select Download

Bid Notification Letter.pdf

2.3 I have downloaded and have carefully read the above bid or proposal document(s). I acknowledge receipt of all addenda, if any, and am ready to submit our firm's completed and signed bid or proposal document(s).

\* Unspecified

(\*) indicates a required field

After the Supplier agrees that they have downloaded and carefully read the bid documents, a new item will appear for them to **Submit Bid Documents**. This is where the supplier will upload their response (item 2.4).

2.3 I have downloaded and have carefully read the above bid or proposal document(s). I acknowledge receipt of all addenda, if any, and am ready to submit our firm's completed and signed bid or proposal document(s).	* Unspecified ▾
(*) indicates a required field	Yes
	No
	Unspecified

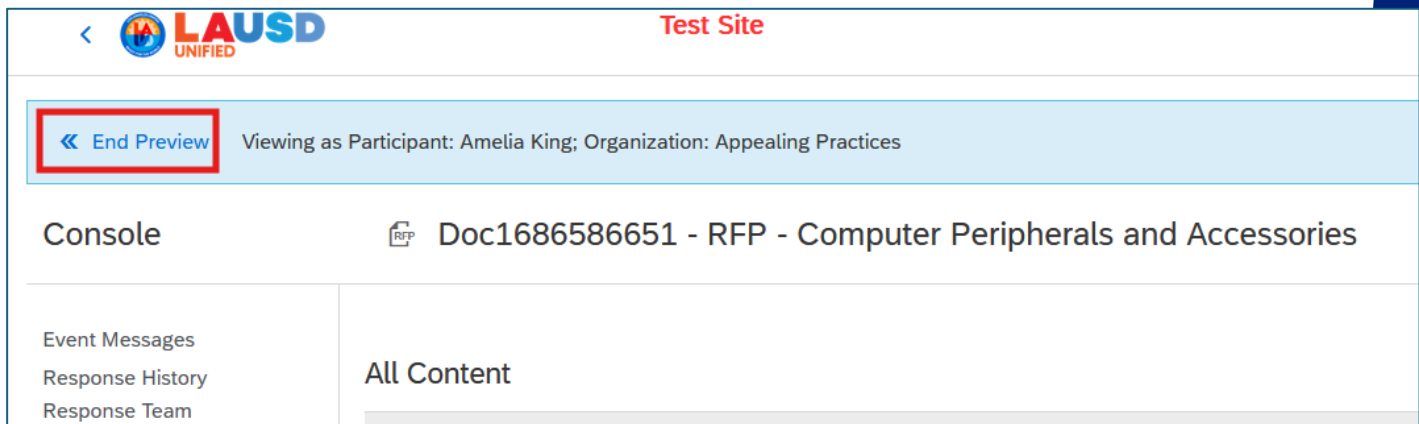
Submit Entire Response | Save draft | Com

2.3 I have downloaded and have carefully read the above bid or proposal document(s). I acknowledge receipt of all addenda, if any, and am ready to submit our firm's completed and signed bid or proposal document(s).	* Yes ▾
2.4 <b>Submit Bid Documents:</b> Upload your completed and signed Bid Documents by clicking on 'Attach a file'.	* Attach a file ▾
(*) indicates a required field	

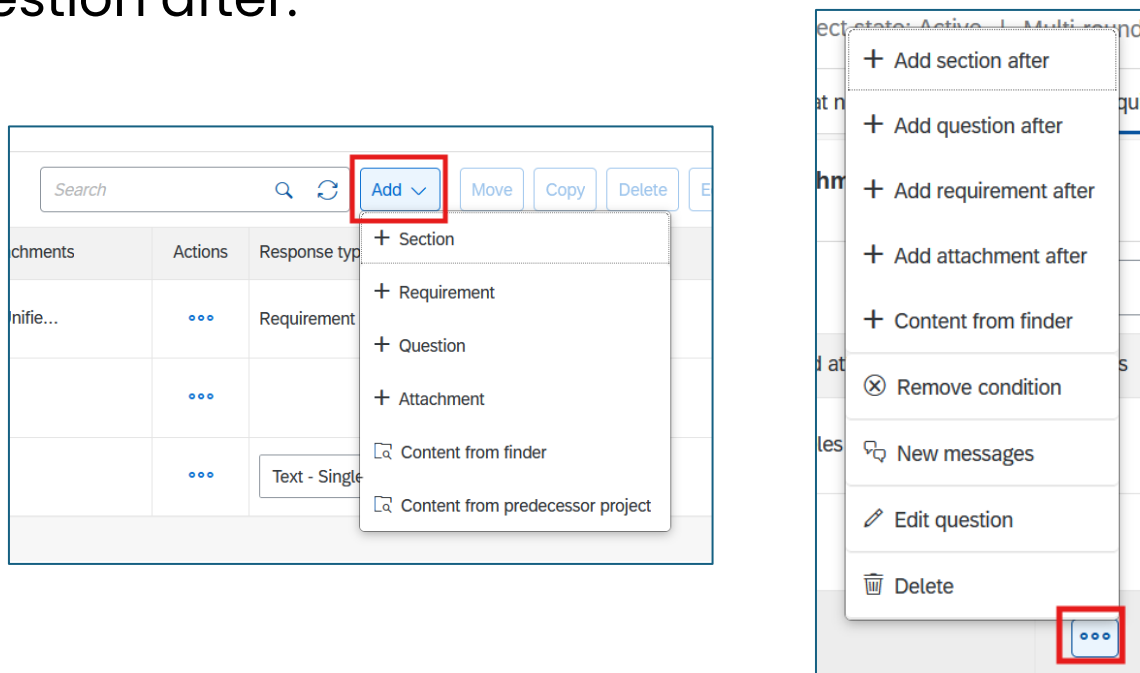
After they upload their completed bid document, they must **certify** their response (item 3.0) before they can submit their response.

All Content	
Name ↑	
<ul style="list-style-type: none"> <li>Acknowledge that a) I have read and understand the contract terms and conditions applicable to this solicitation and included on the bid or proposal documents, and agrees to accept all such terms and conditions unless</li> </ul>	* Unspecified ▾

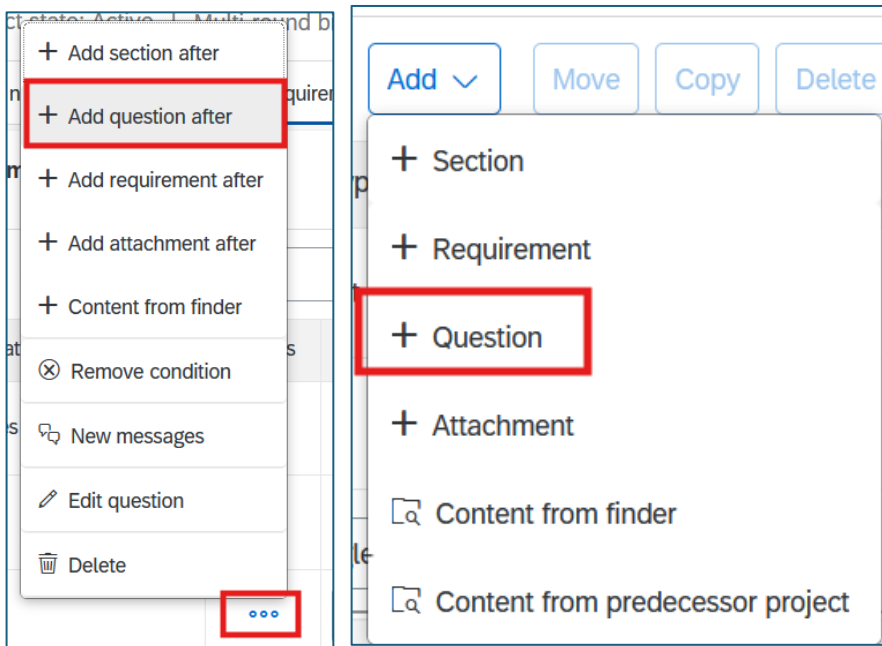
To close the Supplier preview and return to the event, click **'End Preview'** in the top left.



LAUSD's current bid document templates ask questions about the supplier's status as an SBE or VBE business, but as an example, let's create a new question to ask them about their eligibility. Begin by clicking **'Add'** at the top of the section or click the ellipses (...) of the section you'd like to add the question after.



Our new item will be a question, so we want to create a new **'Question'**.



We want to add our question below item 3.0. Since this was the last question, using the add feature at the top will automatically add the new question to the end. If you use the ellipses on item 3.0, select 'Add question after'.

Add Question after - 3.0 I hereby: Certify that a) I am authorized to su...

Name\*

**B** *I* u ¶ 12 pt ▼ Andale Mono ▼

A ■

First, the '**Name**' field is required for our new question. The name field will be the visible question for the supplier.

A screenshot of a form field labeled "Name\*" in red. The field contains a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), and Text Color (A). Below the toolbar are dropdown menus for font size (12 pt) and font family (Andale Mono). The text area below the toolbar is empty. A red error message "Field required" is displayed at the bottom left of the field.

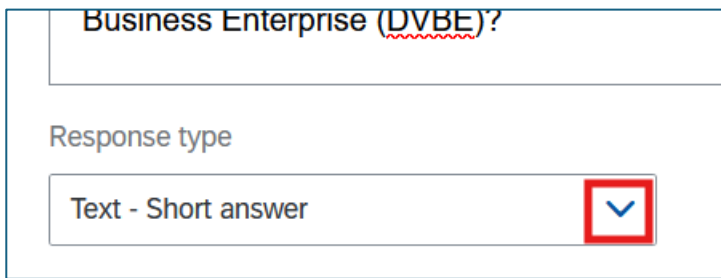
In our example, we want to ask suppliers to identify if they are eligible under specialized supplier programs. We have options for how they can respond. Let's first create a simple Yes/No question and response.

Enter the **question** in the text field and use the formatting tools as needed.

A screenshot of a form field labeled "Name\*" in red. The field contains a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), and Text Color (A). Below the toolbar are dropdown menus for font size (12 pt) and font family (Andale Mono). The text area below the toolbar contains the following text: "Is your firm(s) certified with LAUSD or a reciprocal agency as a Small Business Enterprise (SBE), Micro-business (Micro), Veteran Business Enterprise (VBE), or Disabled Veteran Business Enterprise (DVBE)?". The text is formatted with underlines for the acronyms. A red rectangular box highlights the entire text area.

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Next, we need to set the **Response Type**. This controls the way the supplier will respond to the question. Let's set this to a Yes/No response. Click the downward arrow in the '**Response Type**' field.



Business Enterprise (DVBE)?

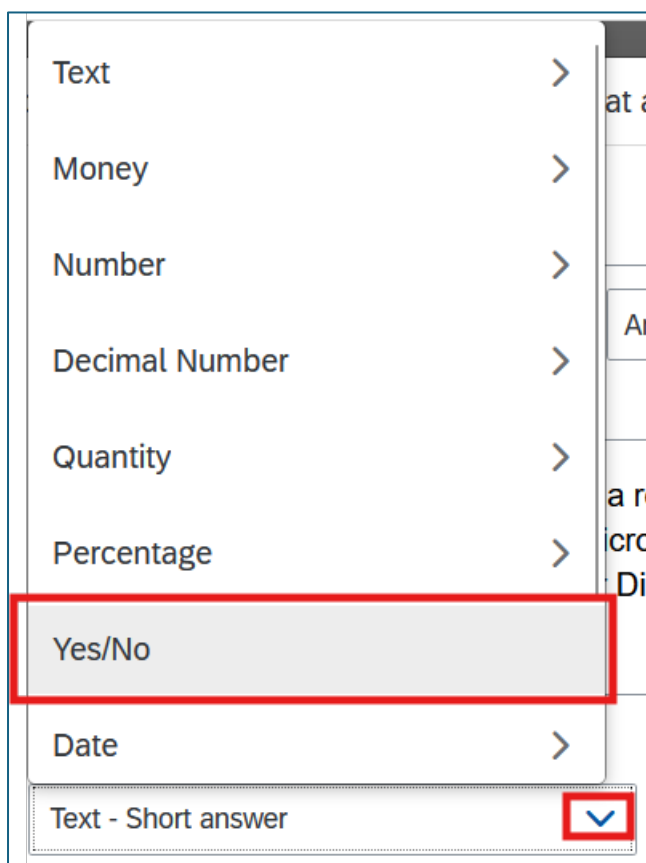
Response type

Text - Short answer

A red box highlights the downward arrow icon in the 'Response type' dropdown menu.

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Select the response type from the dropdown menu. For this example, simply click '**Yes/No**'.



Text

Money

Number

Decimal Number

Quantity

Percentage

**Yes/No**

Date

Text - Short answer

A red box highlights the 'Yes/No' option in the dropdown menu. Another red box highlights the downward arrow icon in the 'Text - Short answer' field below the menu.


The **Initial Value** option allows you to prepopulate an initial selection for the supplier when they open the question. Since this is a Yes/No response question, we can set the initial value to either. We will leave this blank, so the supplier won't forget to change based on their eligibility.

Initial Value

☐ Yes
 ☐ No

Next, we need to determine '**Is a response required?**'. This will also let us set who is required to respond. Click the downward arrow to see the options for response.

Is a response required?

Yes, participants must respond
 

No

Yes, participants must respond

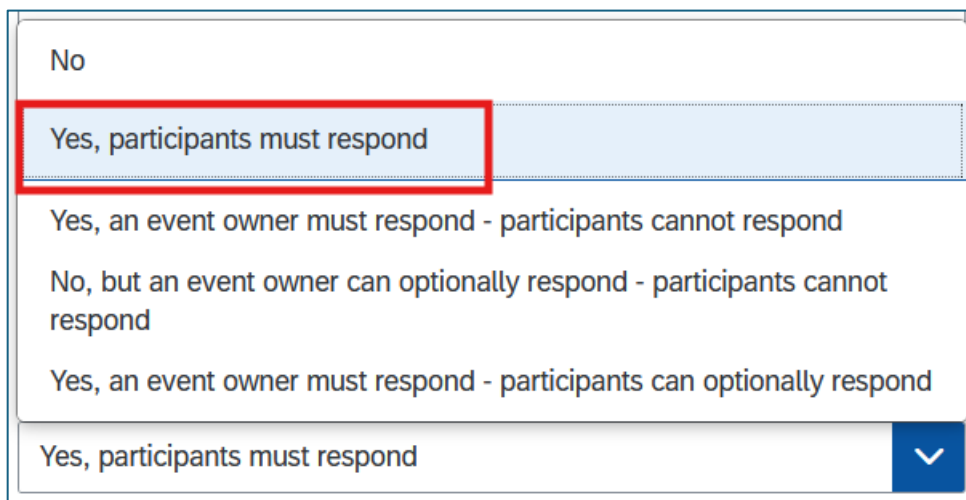
Yes, an event owner must respond - participants cannot respond

No, but an event owner can optionally respond - participants cannot respond

Yes, an event owner must respond - participants can optionally respond

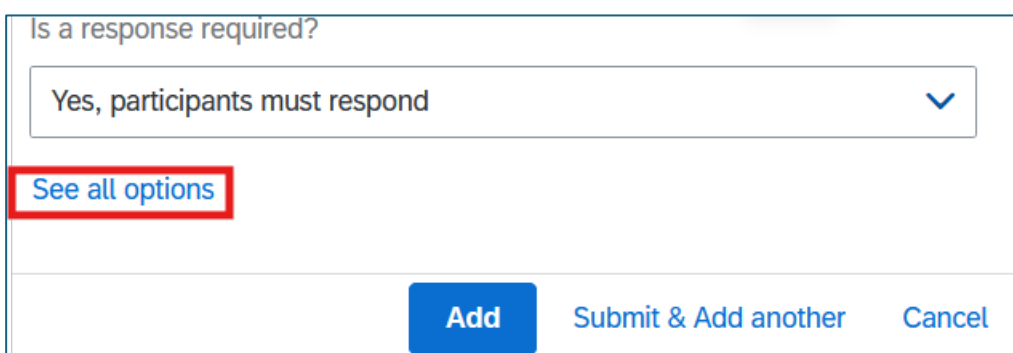
For this use case, we want to set it so the Supplier or 'participant' must reply, and we as Event Owners do not need to respond. We want to capture a response, so it's best to make this required rather than optional. This means suppliers won't be able to submit their response until they answer this question.

Select 'Yes, participants must respond'.



A screenshot of a dropdown menu. The menu is open, showing several options. The first option is 'No'. The second option, 'Yes, participants must respond', is highlighted with a red rectangular box. Below it are three more options: 'Yes, an event owner must respond - participants cannot respond', 'No, but an event owner can optionally respond - participants cannot respond', and 'Yes, an event owner must respond - participants can optionally respond'. At the bottom of the menu, the selected option 'Yes, participants must respond' is displayed next to a blue downward arrow icon.

You may see an expanded view of the question creation options by clicking '**See all options**', but the major fields are available in this view.



A screenshot of a form titled 'Is a response required?'. It features a dropdown menu with 'Yes, participants must respond' selected, indicated by a blue downward arrow. Below the dropdown is a button labeled 'See all options', which is highlighted with a red rectangular box. At the bottom of the form, there are three buttons: 'Add' (in a blue box), 'Submit & Add another', and 'Cancel'.

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If you are finished setting up your question, you may click '**Add**' to add the new question and return to the event. If you want to submit this question and then continue to add another new question after, you may click '**Submit & Add Another**'.

Is a response required?

Yes, participants must respond ▼

[See all options](#)

**Add** **Submit & Add another** Cancel

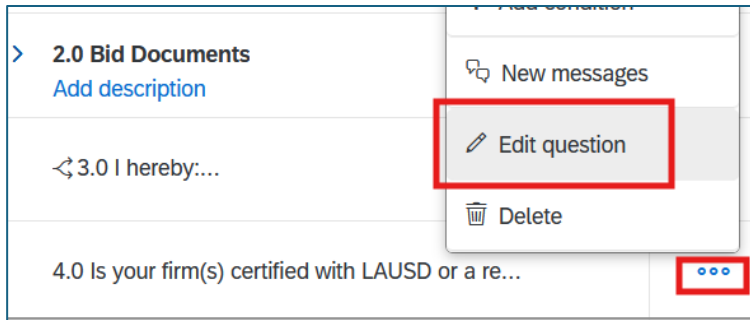
225

Our new question has been added. You may review with the supplier view function covered previously to ensure that it was created properly.

<input type="checkbox"/>	Questions, prerequisites, requirements, and attachments	Actions	Response type	
<input type="checkbox"/>	1.0 Greetings Vendors! The Los Angeles Unifie...	...	Requirement	
<input type="checkbox"/>	> 2.0 Bid Documents <a href="#">Add description</a>	...		
<input type="checkbox"/>	↩ 3.0 I hereby:...	...	Text - Single choice <span>▼</span>	
<input type="checkbox"/>	4.0 Is your firm(s) certified with LAUSD or a re...	...	Yes/No <span>▼</span>	

226

Let's **edit** this new question to update it as a multiple-choice question. Click the ellipses next to the question and then select 'Edit Question'.



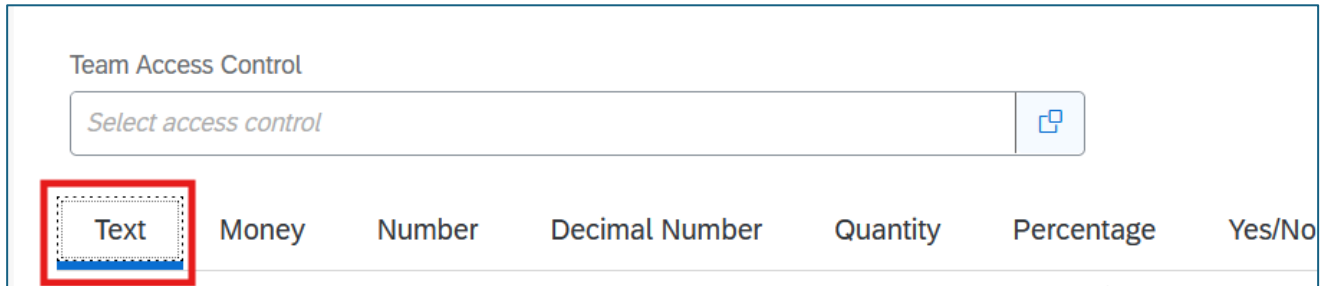
227

Since the way the supplier will respond will change, we need to edit our question to match. The text field is open for edits.

 A screenshot of a question editor interface. At the top, there is a 'Name \*' field. Below it is a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Font Size (12 pt), Font Family (Andale Mono), and a link icon (A). The text area contains the following text: 'Is your firm(s) certified with LAUSD or a reciprocal agency as a Small Business Enterprise (SBE), Micro-business (Micro), Veteran Business Enterprise (VBE), or Disabled Veteran Business Enterprise (DVBE)? Please select all certifications for which your firm(s) qualify. Please be sure to include a copy of your certification with your bid submission.' The text is formatted with red wavy lines under 'LAUSD', 'SBE', 'VBE', and 'DVBE'. The words 'Please' and the entire sentence 'Please select all certifications for which your firm(s) qualify. Please be sure to include a copy of your certification with your bid submission.' are highlighted in yellow.

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Multiple Choice responses are considered a text response, click the **Text response type** to view the options.



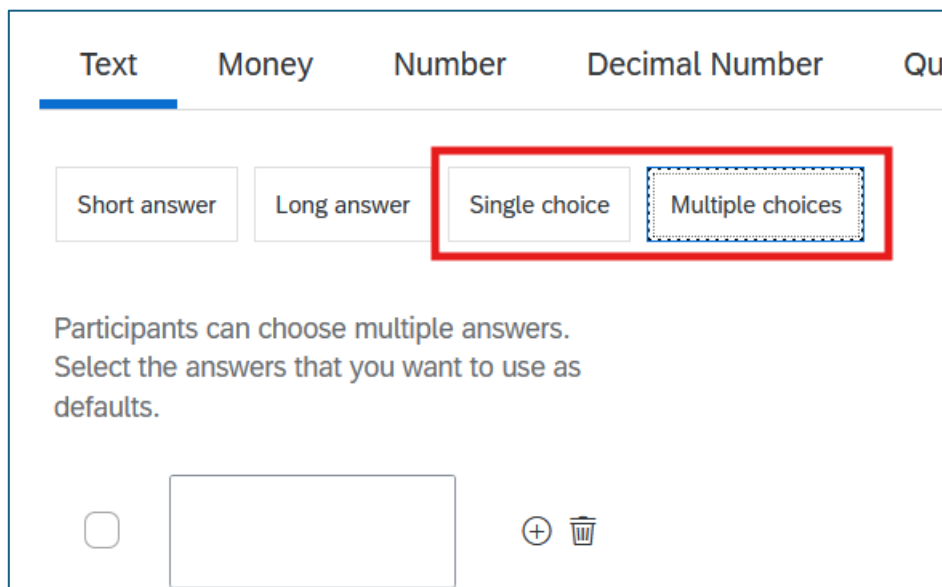
Team Access Control

Select access control

**Text** Money Number Decimal Number Quantity Percentage Yes/No

229

In this case, Suppliers may be eligible for more than one utilization, so we want them to be able to make multiple selections. We'll use '**Multiple Choice**'. If we wanted to create a question where the supplier will only select one option, we would use 'Single Choice'.



Text Money Number Decimal Number Qu

Short answer Long answer **Single choice** **Multiple choices**

Participants can choose multiple answers.  
Select the answers that you want to use as defaults.

☐  +

Next, we'll need to create the responses which the supplier can select. Enter the first response option in the text box.

Short answer Long answer Single choice Multiple choices

Participants can choose multiple answers.  
Select the answers that you want to use as defaults.

☐ Small Business Enterprise (SBE) +

Click the plus sign (+) to add another response field. Then, type out the next response option. Repeat these steps until you've added all response options.

☐ Small Business Enterprise (SBE) +

☐ +

Participants can choose multiple answers.  
Select the answers that you want to use as defaults.

☐ Micro-business (Micro) +


☐ Veteran Business Enterprise (VBE) +

☐ Disabled Veteran +

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The '**References**' field allows you to upload a reference document. For this example, if there were a policy bulletin outlining Supplier eligibility for these qualifications you could attach it here for them to reference as they respond.

References

 Drag a file here or [browse](#) to upload (< 100 MB).

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Continue to select the rules for this question. For this response type, you can also select if you'd like to allow participants (Suppliers) to include additional comments and attachments with their response. For this example, we've asked them to include their certification form, so we will include an upload field for them to attach it.

Is this a prerequisite question?

No, not a prerequisite question

Is a response required?


Yes, participants must respond

Can participants see this question? 

Yes

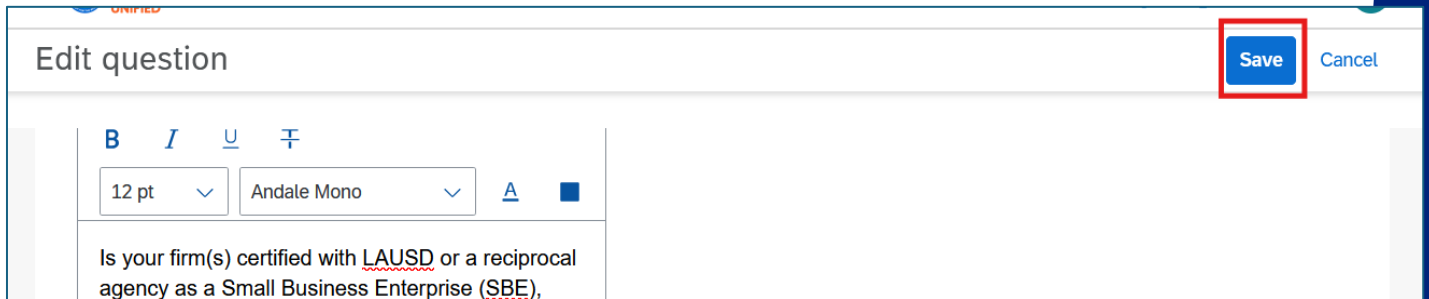
Allow participants to specify other values?

No

Participant can add additional comments and attachments 

Yes

When you are finished editing your question, click **'Save'** at the top right.



The screenshot shows a dialog box titled "Edit question". In the top right corner, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular border. Below the title bar, there is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), and strikethrough (ABC). Below the toolbar, there are two dropdown menus: one for font size (set to "12 pt") and one for font family (set to "Andale Mono"). To the right of these dropdowns are icons for text color (A) and background color (a blue square). The main text area of the dialog contains the question: "Is your firm(s) certified with LAUSD or a reciprocal agency as a Small Business Enterprise (SBE),".

For additional details on adding questions and requirements, please review SAP's documentation covering [Common Event Content Fields](#)


# Publish Event

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The event is now ready to publish. First, it's recommended to review and confirm your selections. To review, we first set our **Event Timing rules**:

RFP | Draft | ID: Doc1686586651 | Project state: Active | Multi-round bidding (inactive)

Tasks **Event duration** Suppliers Items that need quotes Questions, requirements, and attachments



Event duration

☐ Start bidding right after event is published

?

Event bidding starts \* 

?

Tue September 16, 2025 12:00 PM GMT-07:00

Event bidding ends 

?

Tue September 30, 2025 11:00 AM GMT-07:00

Estimated award date 

?

Mon December 1, 2025 12:00 AM GMT-08:00

Next, we invited **Suppliers** to the event.

RFP | Draft | ID: Doc1686586651 | Project state: Active | Multi-round bidding (inactive)

Tasks | Event duration | **Suppliers** | Items that need quotes | Questions, requirements, and attachments

Suppliers (4)

<input type="checkbox"/>	Organization name	Actions	Contact name
<input type="checkbox"/>	Appealing Practices	...	Amelia King
<input type="checkbox"/>	EMPIRE STEEL ERECTORS	...	Riley Provider
<input type="checkbox"/>	FACILITIES FAKE VENDOR	...	Cathryn FacilitiesFakeVendor
<input type="checkbox"/>	Namaste Enterprises	...	Jill Namaste

Finally, we uploaded our Bid Documents in the 'Questions, Requirements, and Attachments' section.

RFP | Draft | ID: Doc1686586651 | Project state: Active | Multi-round bidding (inactive)

Tasks | Event duration | Suppliers | Items that need quotes | **Questions, requirements, and attachments**

Questions, requirements, and attachments (7)

Search

...

Add

Move

Copy

Delete

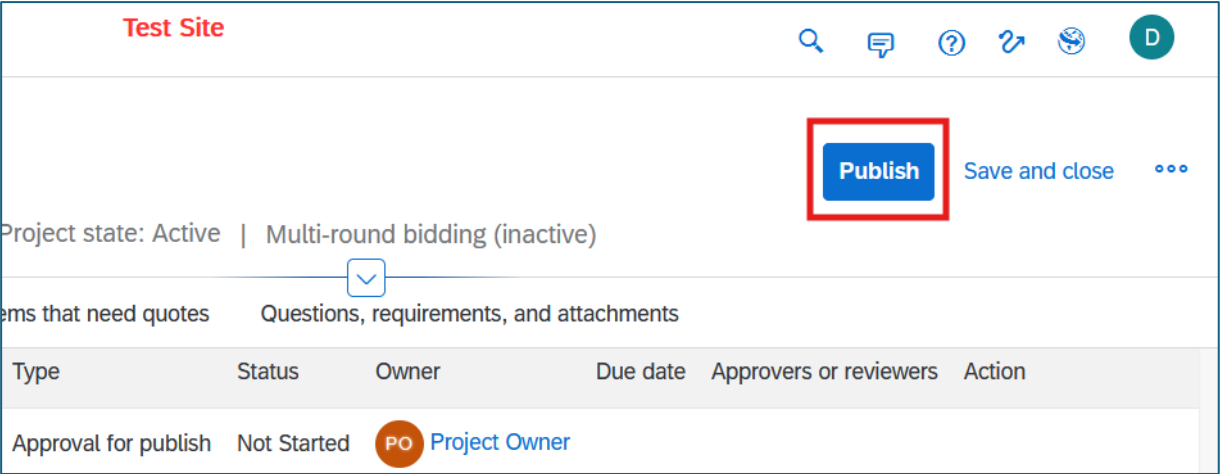
Edit questions

Manage conditions

<input type="checkbox"/>	Questions, prerequisites, requirements, and attachments	Actions	Response type	Initial Value	Reference
<input type="checkbox"/>	<div>2.0 Bid Documents</div> <div>Add description</div>	...			
<input type="checkbox"/>	2.1 Bid Documents - To download, click o... *	...	Attachment	<div>IFB 1686586651 - Computer Peripera... (1.18 MB)</div> <div>Drag a file here or browse to upload (&lt; 100 MB).</div>	
<input type="checkbox"/>	2.2 Bid Documents - To download, click o... *	...	Attachment	<div>Bid Notification Letter.pdf (193.18 KB)</div> <div>Drag a file here or browse to upload (&lt; 100 MB).</div>	
<input type="checkbox"/>	2.3 I have downloaded and have carefully ...	...	Yes/No	Set initial value	

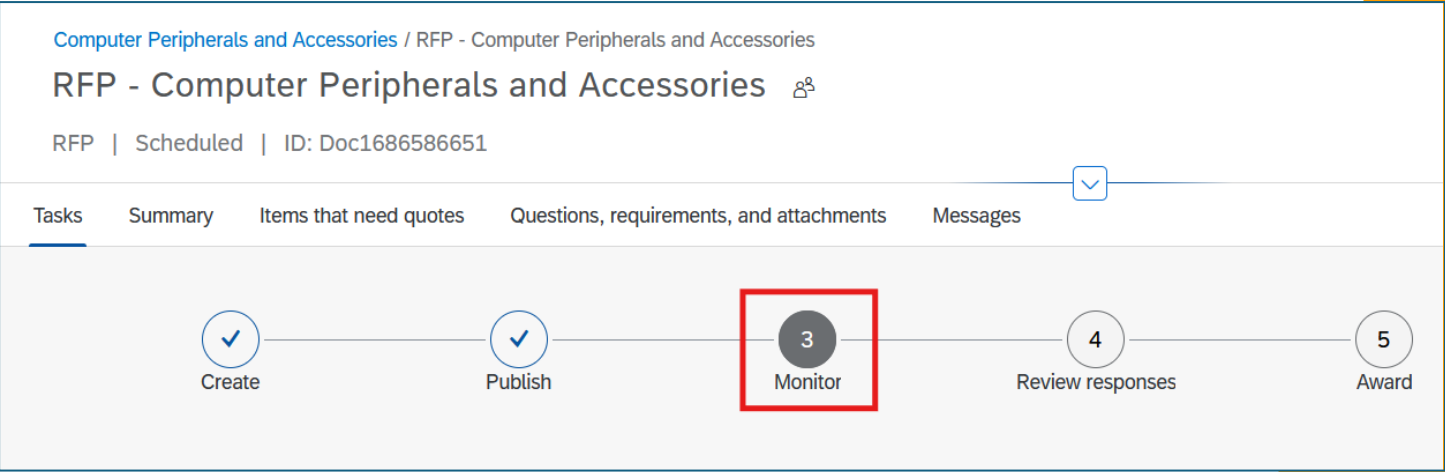
238

When you have confirmed that your event is configured correctly, click **'Publish'** in the top right of the page.

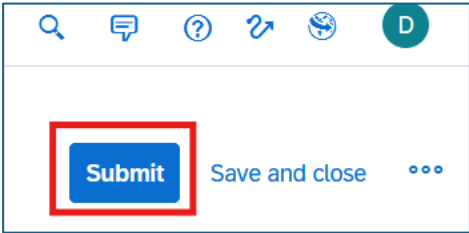


239

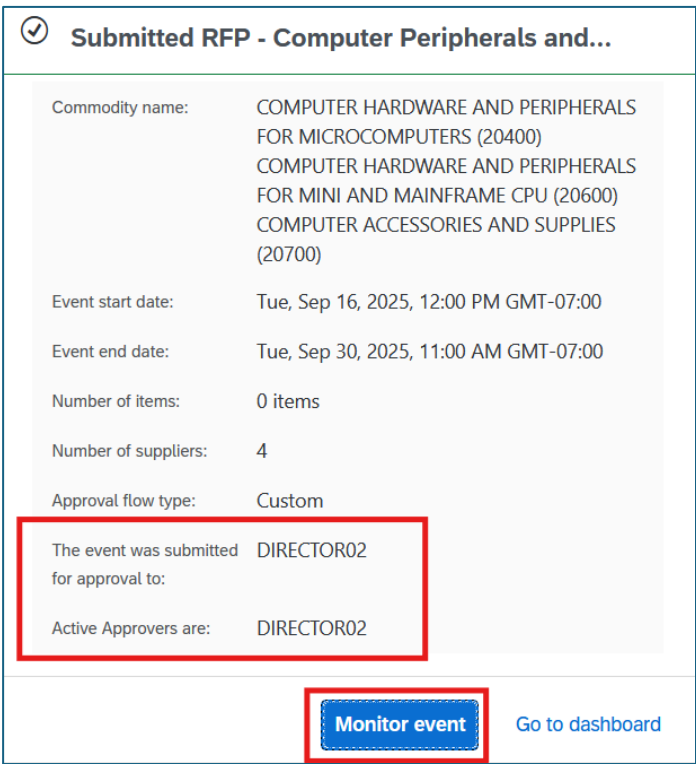
Once your event is published, it will move to the **'Monitor'** phase.



At the time of publishing this guide, LAUSD is not currently using the Tasks for approval for sourcing. This was however covered in this guide. If the approval task is active and assigned, you will see a **'Submit'** button in the top right.



A confirmation will pop-up which also indicates the active approver for your event. If you are using this approval task, it's recommended to submit it some time in advance before the event start date/time to ensure ample time for approval and mitigate delays.




# Monitor your Event

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Once the approval for your task is received, your Event will move to the **Monitor** phase.

Computer Peripherals and Accessories / RFP - Computer Peripherals and Accessories

RFP - Computer Peripherals and Accessories 


RFP | Scheduled | ID: Doc1686586651


Tasks


Summary

Items that need quotes

Questions, requirements, and attachments

Messages 

  
Create

  
Publish

3

Monitor

4

Review responses


5

Award


243

We scheduled the start date/time for our event, so it is currently in '**Scheduled**' status until that time.

If we had checked the box to 'Start bidding right after event is published', then the event would be live and visible to suppliers. Typically, at LAUSD, you will schedule your event to open at a specific date and time.

 Test Site

Computer Peripherals and Accessories / RFP - Computer Peripherals and Accessories

RFP - Computer Peripherals and Accessories 

RFP | 

Scheduled

 | ID: Doc1686586651

Tasks

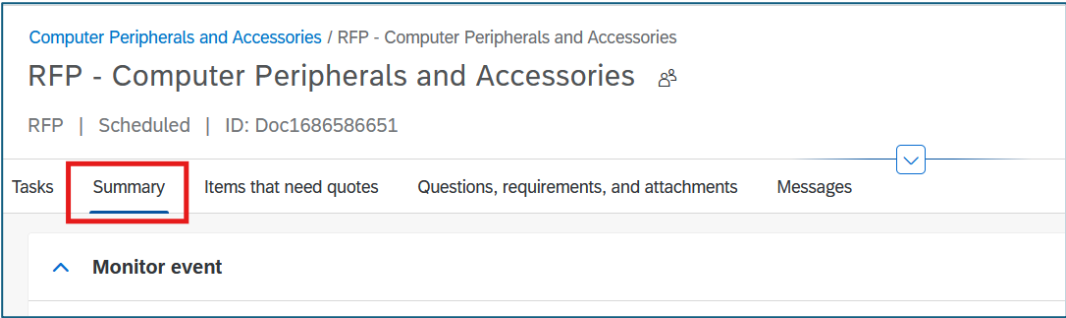
Summary

Items that need quotes

Questions, requirements, and attachments

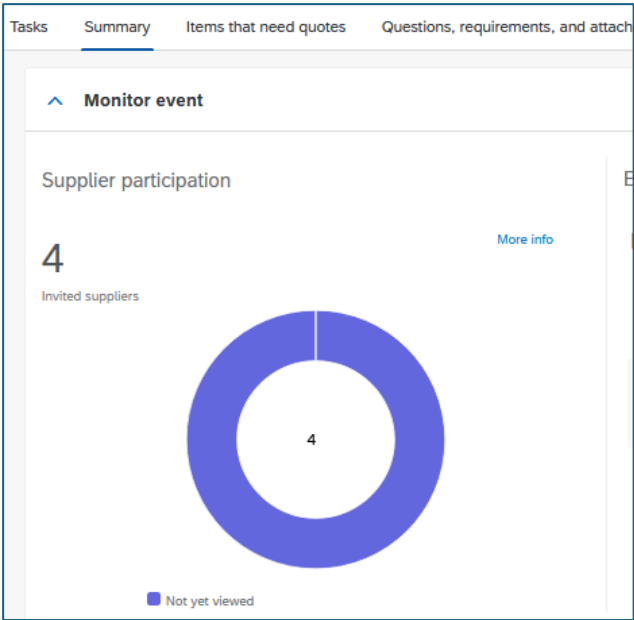
Messages

Now that the event has been submitted for publishing, there is a new tab on the event titled **‘Summary’**. This section provides an overview for the event.

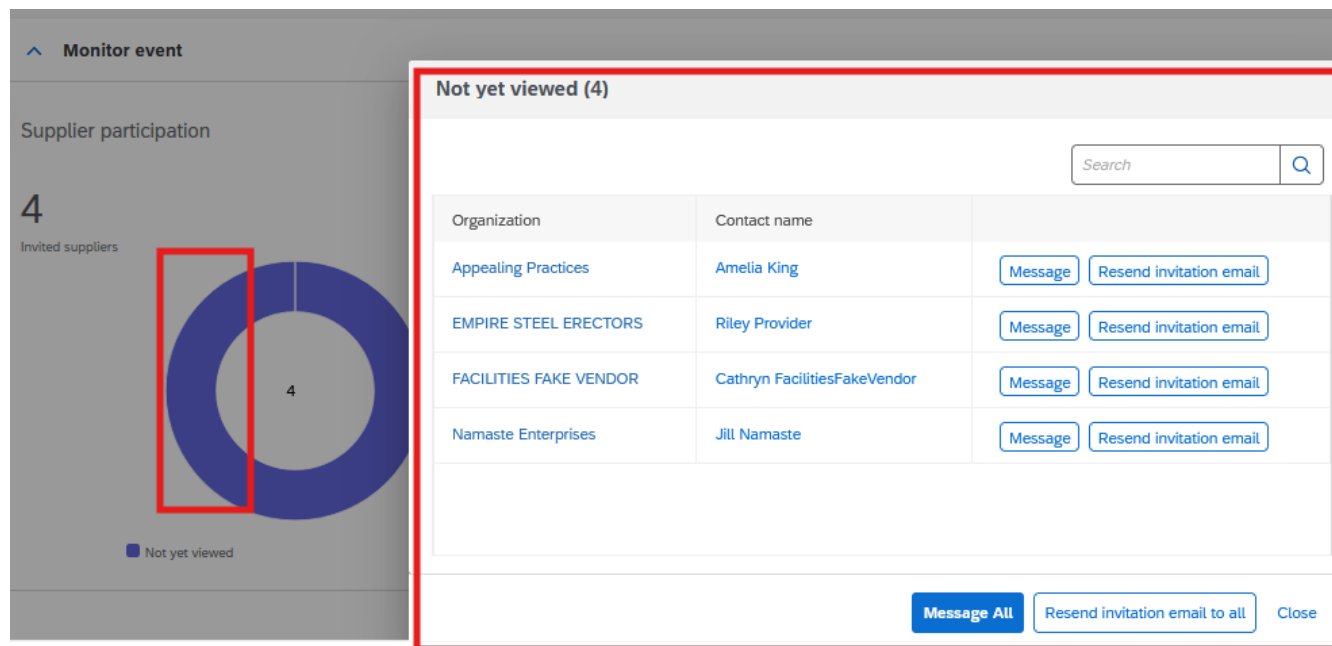


The **‘Monitor Event’** tab in the Summary section allows you to quickly view details for your event. The **‘Supplier participation’** section will reflect the suppliers invited to this event.

If you create a Discovery Public Posting for your event, once suppliers log in and accept the terms for your event, they will display here as well.

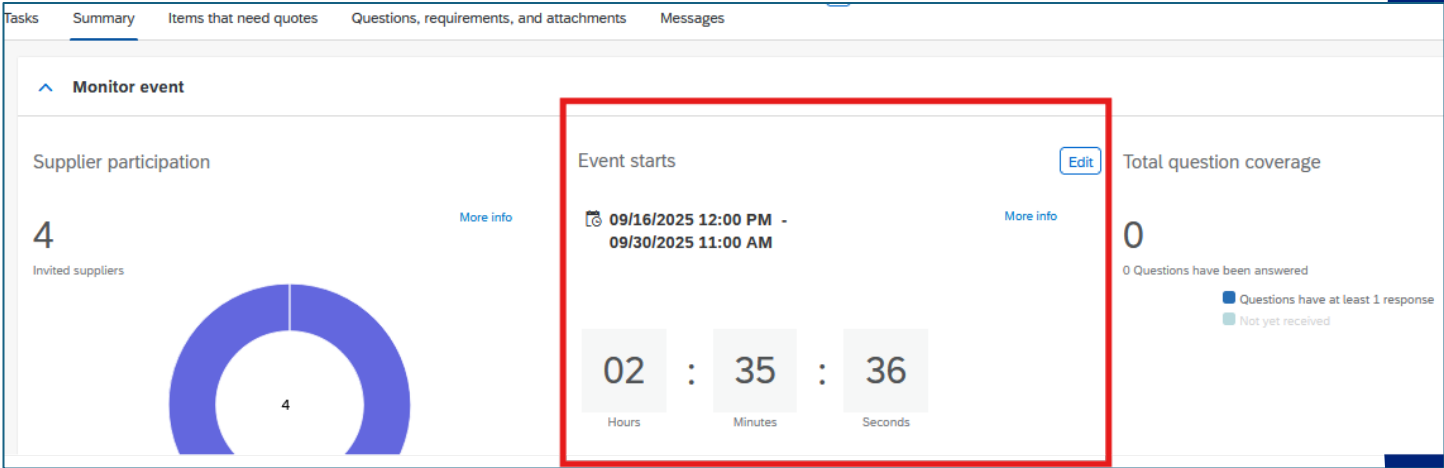


As Suppliers take action on the event (accept the terms, download the bid, submit their response) their status in the chart will change. To view details for the suppliers represented in the chart, click the section of the chart to view its details.

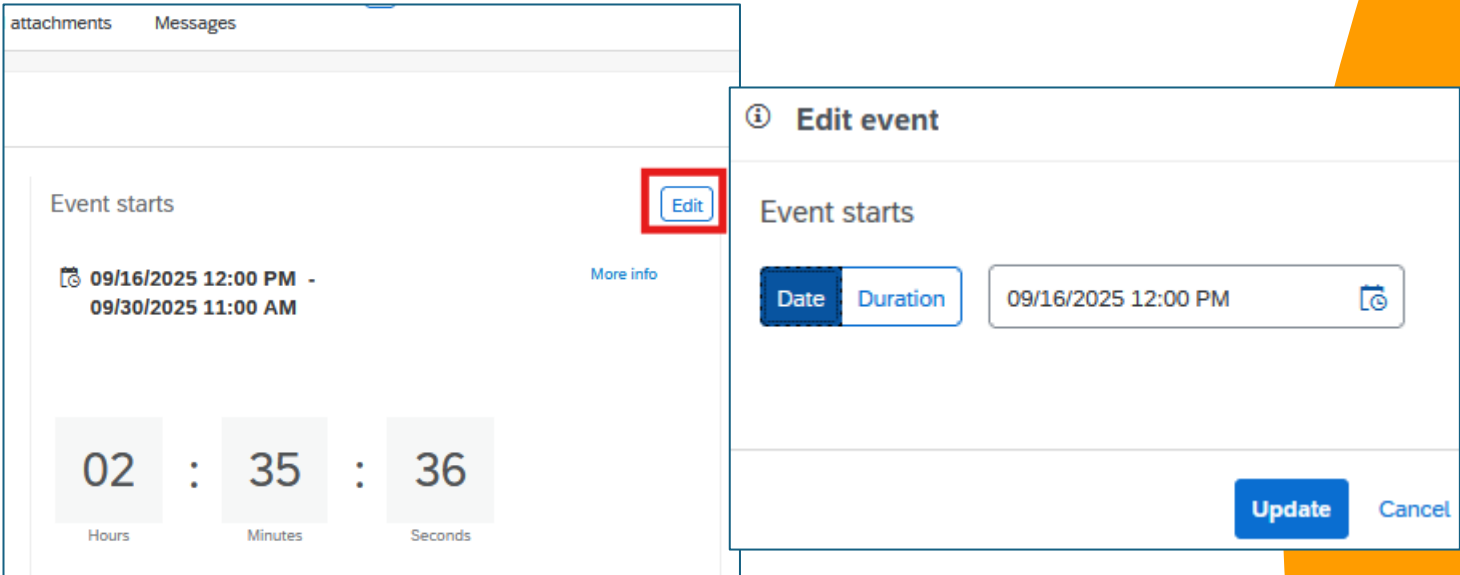


From this detail view, you can click on a Suppliers name to view their **company details**. You may click the Contact Name to see the **contact details** for the person who will receive the invitation to the event once it's published. You may also '**Message All**' or '**Resend invitation email to all**', or individually message or resend the invitation to select suppliers.

The **'Event Starts'** section provides timing details for the event.



You may Edit the start and end times for your event from this section. If you change these dates after publishing, please be sure to adhere to any addendum policies in place.



You may review your Event timing rules by clicking **‘More info’** in this section.

Event starts

09/16/2025 12:00 PM - 09/30/2025 11:00 AM

More info

Edit

Event	Date
Published Time	09/16/2025 12:00 PM
Bidding Start Time	09/16/2025 12:00 PM
Bidding End Time	09/30/2025 11:00 AM
Planned Bidding Start Time	09/16/2025 12:00 PM
Planned Bidding End Time	09/30/2025 11:00 AM

Close

You may **Edit** the start and end times for your event from this section. If you change these dates after publishing, please be sure to adhere to any addendum policies in place.

Event starts

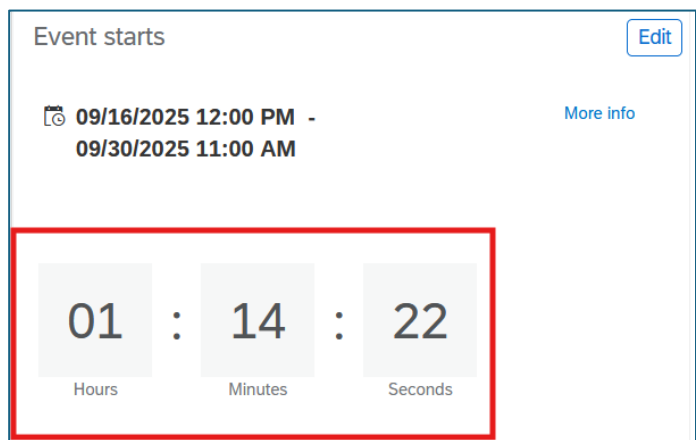
09/16/2025 12:00 PM - 09/30/2025 11:00 AM

More info

Edit

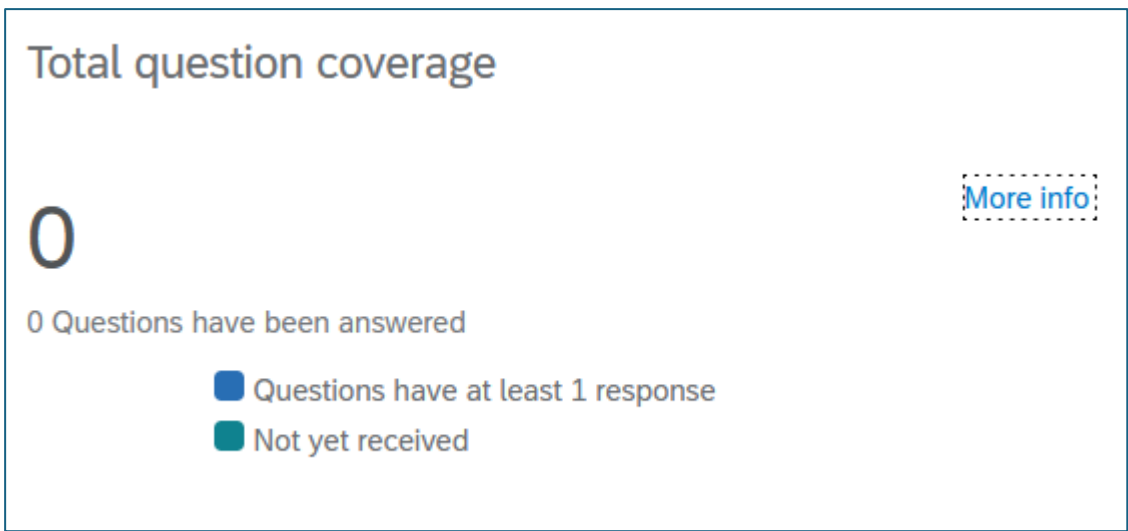
252

Because the event has not yet started, the **countdown** on this screen is showing the time until the Event starts. Once the event is live, the countdown in this area will show the time until it closes.



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Once the event is live, you will be able to see a review of the Question and Answer (Q&A) activity in the '**Total question coverage**' section.



Once the event opens and suppliers begin submitting their bids, the '**Questions, requirements, and attachments**' section will update to reflect their submissions. If you used a Sealed Bid template, you will not be able to download and view their responses until after the Event closes.

Questions, requirements, and attachments				
Showing 4 responses from 4 participants. Filter to change participants shown.				
Questions: 6, Requirements: 1	Appealing Practices	EMPIRE STEEL ERECTORS	FACILITIES FAKE VENDOR	Namaste Enterprises
1.0 Greetings Vendors! The Los Angeles Unified ...				
2.0 Bid Documents		(No Title)		
3.0 I hereby...	No response	No response	No response	No response


The **Messages** section doesn't have any entries yet, but once the event is live it will show the notification emails which were sent to the suppliers to invite them to the event.

Messages (0)					
We couldn't find any records.					

256

Now, the start date and time have passed, and the Event status is now **Open**.

[Computer Peripherals and Accessories](#) / RFP - Computer Peripherals and Accessories

RFP - Computer Peripherals and Accessories 

RFP | Open | ID: Doc1686586651

Tasks

Summary

Items that need quotes

Questions, requirements, and attachments


M

257

The **Event Duration** section now shows the countdown for the end of the event.

Event duration

Edit

 09/16/2025 10:55 AM - 09/30/2025 9:55 AM

[More info](#)

13

:

22

:

58

:

53

Days


Hours

Minutes

Seconds

Now, the start date and time have passed, and the Event status is now **Open**.

Computer Peripherals and Accessories / RFP - Computer Peripherals and Accessories

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The **Messages** section now shows the invite messages which went out to the invited suppliers. You may click the message title in blue to view its details.

Messages (3)

Search





Create


Label




Delete

All







<input type="checkbox"/> Subject	ID	From:	To:	Label	Sent On
<input type="checkbox"/> <a href="#">Event RFP - Computer Peripherals and Accessories has been reduced by 1...</a>	MSG206984988	 DIRECTOR03	Participants(0); Team Members(2)		09/16/2025 10:54 AM
<input type="checkbox"/> <a href="#">Event RFP - Computer Peripherals and Accessories published by DIRECTOR...</a>	MSG206984989	 DIRECTOR03	Participants(0); Team Members(2)		09/16/2025 10:55 AM
<input type="checkbox"/> <a href="#">Invitation to Participate in Event Doc1686586651 RFP - Computer Periph...</a>	MSG206984990	 DIRECTOR03	Participants(3); Team Members(0)		09/16/2025 10:55 AM

We have now successfully **published** our Sourcing Event. The invited suppliers can now view the event, respond to any questions, and download the bid package for completion. Once they have completed their bid package, they can upload it and submit their response.

If your solicitation is not a sealed bid, you will be able to view supplier responses as soon as they are submitted but they are able to edit their response until the event closes. For sealed bids, you will not be able to view the supplier responses until the event ends.