

# How to add New Line Items

As of 4 January 2024



**NUS**  
National University  
of Singapore

National University of Singapore

# How to add New Line Items

## Step 1: Create New Line Item

Ariba Sourcing

< Go back to National University of Singapore - TEST Dashboard

Console Doc16569 [REDACTED]

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

- All Content
- 1 Introduction
- 2 Event Information
- 3 Published Document

You have submitted a response for this event. Thank you for participating.

Revise Response Create Alternative ▼

Primary

All Content

Name ↑

▼ 1 Introduction

1.1 Terms And Conditions Between NUS And Supplier On Use Of SAP Ariba E-Procurement System (EPS).

Please find the attached Terms and Conditions on use of SAP Ariba EPS.

You will need to accept these Terms and Conditions before you can download the event package.

Do you accept these Terms and Conditions?

1.2 NUS Non-Disclosure Agreement (NDA)

Please find the attached NUS Non-Disclosure Agreement.

You need to comply with them before you can download the RFP package.

Do you accept these conditions?

**Ensure you are within the Ariba Sourcing Event. Then, click on '3. Select Lots'/Line Items' of the Checklist**

# How to add New Line Items

## Step 1: Create New Line Item

Ariba Sourcing Company Settings John Teo Help Messages

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Select Lots Doc165655774 Cancel

**Checklist**

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. More

### Event Bidding Currency

Select event bidding currency:  ▼

Use a different currency for different lots

[Select Lots/Line Items](#) [Select Using Excel](#)

A dimmed checkbox indicates one of the following:

- Bidding is required for the lot.
- You've already placed a bid for the lot. You cannot modify your intent to bid for this lot.
- You added the lot to the event. You must submit bid for this lot.

### Lots Available for Bidding

<input type="checkbox"/>	Name	Delete
<input checked="" type="checkbox"/>	5.1 Item A <span>▼</span>	
<input checked="" type="checkbox"/>	[Redacted]	

[Confirm Selected Lots/Line Items](#) [Add New Lot](#) Cancel

**Click on 'Add New Lot'**

# How to add New Line Items

## Step 1: Create New Line Item

The screenshot shows the 'Add Lot' dialog box in the Ariba Sourcing interface. The dialog box is titled 'Add Lot' and contains the following fields and options:

- Name:** A text input field containing 'Optional Accessory - XXXX'.
- Description:** A rich text editor containing 'Compatible with Item line item #1'.
- Is this a group of items or services:** Radio buttons for 'Yes' and 'No' (selected).
- UOM:** A dropdown menu showing 'Quantity: LOT'.
- Buttons:** 'Done' and 'Cancel' buttons at the bottom.

Annotations with yellow callout boxes and red arrows point to the following elements:

- Enter in Line Item 'Name'** points to the Name field.
- Enter in Line Item 'Description' (if required)** points to the Description field.
- Leave as 'No'** points to the 'No' radio button.
- You may change the UOM (e.g. LOT/EA)** points to the UOM dropdown.
- Click on 'Done'** points to the 'Done' button.

# How to add New Line Items

## Step 2: Confirm Selected Lots/Line Items

Ariba Sourcing Company Settings John Teo Help Messages

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Select Lots Doc165655 Cancel

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. [More](#)

### Event Bidding Currency

Select event bidding currency:  ▼

Use a different currency for different lots

[Select Lots/Line Items](#) [Select Using Excel](#)

A dimmed checkbox indicates one of the following:

- Bidding is required for the lot.
- You've already placed a bid for the lot. You cannot modify your intent to bid for this lot.
- You added the lot to the event. You must submit bid for this lot.

### Lots Available for Bidding

<input type="checkbox"/>	Name	Delete
<input checked="" type="checkbox"/>	5.1 Item A ▼	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1 Shipping	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 2 Optional Accessory - XXXX	

Compatible with Item line item #1

[Confirm Selected Lots/Line Items](#) [Add New Lot](#)

The page will reflect the line item you have added in.

To add more new line items, click on 'Add New Lot' and repeat previous step

# How to add New Line Items

## Step 2: Confirm Selected Lots/Line Items

Ariba Sourcing Company Settings John Teo Help Messages

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Select Lots Doc16565 Cancel

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. [More](#)

### Event Bidding Currency

Select event bidding currency:  ▼

Use a different currency for different lots

[Select Lots/Line Items](#) [Select Using Excel](#)

A dimmed checkbox indicates one of the following:

- Bidding is required for the lot.
- You've already placed a bid for the lot. You cannot modify your intent to bid for this lot.
- You added the lot to the event. You must submit bid for this lot.

### Lots Available for Bidding

<input type="checkbox"/>	Name	Delete
<input checked="" type="checkbox"/>	5.1 Item A ▼	
<input checked="" type="checkbox"/>	<input type="checkbox"/> 1 Shipping <input type="text" value=""/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/> 2 Optional Accessory - XXXX <input type="text" value=""/>	<input type="checkbox"/>

Compatible with Item line item #1

[Confirm Selected Lots/Line Items](#) [Add New Lot](#)

Once all the new line item(s) have been added. Click on 'Confirm Selected Lots/Line Items'

# How to add New Line Items

## Step 3: Input New Line Item

Ariba Sourcing

Company Settings | John Teo | Feedback | Help | Messages >>

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Desktop File Sync

Console Doc165 [Redacted]

Time remaining 00:01:59

Event Messages  
Response History  
Response Team

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

Event Contents

- All Content
- 1 Introduction
- 2 Event Information
- 3 Published Document
- 4 Proposal
- 5 Price Schedule

You have submitted a response for this event. Thank you for participating.

Primary

Revise Response

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
We reserve the right not to reply to any enquiry which is received after the enquiry deadline.				
▼ 3 Published Document				
3.1 Please review the attached published documents. <a href="#">References</a> ▾				
▼ 4 Proposal				
4.1 Please upload your proposal and any additional information (if any). <a href="#">[Redacted].pdf</a> ▾				
▼ 5 Price Schedule				
5.1 Item A				
Less... ▾ [Redacted] 1 EACH [Redacted]				
Requested Delivery Date:				
Comment:				

Sync Primary Bid | Compose Message

If you have previously submitted your response, you will have to click on 'Revise Response' under '4. Submit Response' of the Checklist

# How to add New Line Items

## Step 3: Input New Line Item

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Desktop File Sync

Console

Doc16565 [REDACTED]

Time remaining  
00:00:08

Event Messages  
Response History  
Response Team

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

Event Contents

All Content

1 Introduction

2 Event Information

3 Published Document

4 Proposal

5 Price Schedule

Create Alternative ▾

Primary

You will be able to see the line item(s) that you have newly added. Proceed to complete your bid submission with the newly added items.

All Content

Name ↑

4 Proposal

4.1 Please upload your proposal and any additional information (if any).



[REDACTED]

Update file Delete file

5 Price Schedule

5.1 Item A

More... +

[REDACTED]

USD 1 EACH

1	Shipping	More... +	*	<input type="text"/>	USD	*	<input type="text" value="1"/>	LOT
2	Optional Accessory - XXXX	More... +	*	<input type="text"/>	USD	*	<input type="text" value="1"/>	LOT

(\*) indicates a required field

Sync Primary Bid

Submit Entire Response

Update Totals

Reload Last Bid

Save draft

Compose Message

Excel Import

Alternative ▾



**THANK YOU**