How to communicate using Event Message

As of 15 January 2024

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1. When the event is still open
    a) Sending an Event Message
    b) View NUS' Response to your Event Message

2. When the event has closed
    a) Respond to an Event Message sent by NUS

1a) When the event is still open: Sending an Event Message

Ariba Event Messages

1a) Send an Event Message
Step 1: Enter into Event

In the Event, click on '**Compose Message**'

1a) Send an Event Message
Step 2: Compose & Send Message

Ariba Sourcing

Go back to National University of Singapore - TEST Dashboard

Compose New Message

From: ████████████████████

To: Project Team

Subject: Doc179█████████████████████

Attachments: ProductBrochure_Example.pdf Delete
Attach another file

Hi

This is for ITQ for ITEM A.

May I check what is the layout of the facility? Is there any maximum equipment dimensions?

Thanks

Warm Regards
SALES REP NAME

You may edit the auto-generated 'Subject'.

Please ensure the Event# (Doc#) is left within the Subject for ease of reference (E.g. Doc123456 – Clarification on Dimensions)

You may attach file(s) to the Event Message (Note: Do not submit your proposal via Event Message. Your proposal must be submitted as a bid within the Event)

Input your message

1a) Send an Event Message
Step 2: Compose & Send Message

1b) When the event is still open: View NUS' Response to your Event Message

Ariba Event Messages

View NUS' Response to your Event Message

To view an Event Message response you can either:

Option 1: View by Email Notification Hyperlink	Option 2: View by Entering Event

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View NUS' Response to your Event Message
Option 1: View by Email Notification Hyperlink

Doc123456 – Supply, delivery, installation, testing and commissioning of EXAMPLE Inbox ×

████████████ <s4system-prodeu+NUS-T.Doc1571686062@eusmtp.ariba.com> 2:28 PM (5 minutes ago) ☆ ☺

to me ▾

National University of Singapore - TEST

You have received a new message for event "Doc ████████ - Supply, delivery, installation, testing and commissioning ████████████████ ████████'. You must access the event message board to view the message content and reply via the message board.

Click Here to view the message.

You are receiving this em████
as the appropriate contac████
University of Singapore - ████

National University of Sin████
testing and commissionin████

Click Here ←

───────────────

Offices | Data Policy |

Powered by SAP Ariba ◢◣

When NUS replies/sends you an Event Message (E.g. Corrigendum), you may access the Event Message content by clicking on the '**Click Here**' hyperlink. You will then be brought to Ariba Supplier Portal to view the message

View NUS' Response to your Event Message
Option 2: View by entering the Event
Step 1: Enter into Event

Ariba Sourcing

⊞ Company Settings ▾ Butter Butter ▾ Feedback Help ▾ Messages ≫

Go back to National University of Singapore - TEST ashboard

Desktop File Sync

Console   📄 Doc█████████████████████████

🕐 Time remaining
81 days 00:28:03

Event Messages
Response History
Response Team

Enter into the Event. Then, click on '**Event Messages**'

▼ Checklist

Revise Response   **Create Alternative ▾**

1. Review Event Details

2. Review and Accept Prerequisites

Primary   Offer #2 - Model ZZZZ

3. Select Lots/Line Items

4. Submit Response

All Content   ⊞ | ≫

Name ↑	Price	Quantity	Extended Price	Total Cost
▼ 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? 🚪 ✓	Yes			

▼ Event Contents

All Content

1 Introduction

2 Event Information

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View NUS' Response to your Event Message
Option 2: View by entering the Event
Step 2: View Event Message

View NUS' Response to your Event Message
Option 2: View by entering the Event
Step 2: View Event Message

You will be able to view the Event Message here.

To close the message, click on '**Done**'.
To continue corresponding with NUS, click on **'Reply'**

2a) When the event has closed: Respond to an Event Message sent by NUS

Ariba Event Messages

Respond to an Event Message sent by NUS

Doc123456 - Supply, delivery, installation, testing and commissioning of
EXAMPLE Inbox ×

▇▇▇▇▇▇ <s4system-prodeu+NUS-T.Doc1571686062@eusmtp.ariba.com>   2:28 PM (5 minutes ago)   ☆   ☺
to me ▾

National University of Singapore - TEST

You have received a new message for event "D▇▇
delivery, installation, testing and commissioning
▇▇▇▇▇▇'. You must access the event message
content and reply via the message board.

[Click Here] to view the message.

After the Event has closed, NUS may contact you to clarify on your bid via Event Message. Ariba will automatically send an email notification on the Event Message.

You are receiving this em▇▇
as the appropriate contac▇
University of Singapore - ▇

National University of Sin▇
testing and commissionin▇
[Click Here] ◄—

When NUS replies/sends you an Event Message, you may access the Event Message content by clicking on the '**Click Here**' hyperlink.
You will then be brought to Ariba Supplier Portal to view the message

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THANK YOU