

How to communicate using Event Message

As of 15 January 2024



NUS
National University
of Singapore

National University of Singapore

Contents

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

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

Ariba Event Messages

1a) Send an Event Message

Step 1: Enter into Event

Ariba Sourcing

Go back to National University of Singapore - TEST Dashboard

Desktop File Sync

Time remaining 81 days 00:32:29

Console Doc [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
- 4 Proposal
- 5 Critical Criteria

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

Revise Response Create Alternative ▼

Primary Offer #2 - Model ZZZZ

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				
1.2 NUS Non-Disclosure Agreement (NDA)				
Please find the attached NUS Non-Disclosure Agreement.				
Yes				

Sync Primary Bid Compose Message

In the Event, click on 'Compose Message'

1a) Send an Event Message

Step 2: Compose & Send Message

The screenshot shows the 'Ariba Sourcing' interface for composing a new message. The header includes 'Ariba Sourcing', 'Company Settings', 'Butter Butter', 'Help', and 'Messages'. Below the header, there are links to 'Go back to National University of Singapore - TEST' and 'Dashboard'. The main heading is 'Compose New Message'.

The 'From' field is redacted with a black bar. The 'To' field is 'Project Team'. The 'Subject' field contains 'Doc179' followed by a redacted black bar. The 'Attachments' section shows a file named 'ProductBrochure_Example.pdf' with a 'Delete' link and an 'Attach another file' button.

The message body contains the following text:
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

Four yellow callout boxes with red arrows pointing to specific elements in the interface:

- Top right: '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)'
- Middle right: '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)'
- Bottom right: 'Input your message' (pointing to the message body)
- Bottom left: A red box highlights the message body content.

1a) Send an Event Message

Step 2: Compose & Send Message

Ariba Sourcing

Go back to National University of Singapore - TEST
Dashboard

Company Settings ▾ Butter Butter Help ▾ Messages

Desktop File Sync

Compose New Message

Click on 'Send' to send your event message

From: [Redacted]

To: Project Team

Subject: Doc179 [Redacted]

Attachments: [ProductBrochure_Example.pdf](#) Delete
[Attach another file](#)

1 (8 pt) — font —

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

Send Cancel

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

View NUS' Response to your Event Message

Option 1: View by Email Notification Hyperlink

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

[Redacted] <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 [Redacted] - Supply, delivery, installation, testing and commissioning [Redacted] [Redacted]". 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 email as the appropriate contact for National University of Singapore -

National University of Singapore - Supply, delivery, installation, testing and commissioning

[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 dashboard Desktop File Sync

Console Doc [REDACTED] Time remaining 81 days 00:28:03

Event Messages Response History Response Team

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

▼ Checklist

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

▼ Event Contents

- All Content
- 1 Introduction
- 2 Event Information

Revise Response Create Alternative

Primary Offer #2 - Model ZZZZ

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			

View NUS' Response to your Event Message

Option 2: View by entering the Event

Step 2: View Event Message

Ariba Sourcing

Company Settings ▾ Butter Butter ▾ Feedback Help ▾ Messages >>

< Go back to National University of Singapore - TEST Dashboard Desktop File Sync

Event Messages - Supply, Delivery, Installation and Commissioning of [REDACTED] [Back to Console](#)

Time remaining 81 days 00:17:59

Messages

Ensure the appropriate event message is selected

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input checked="" type="radio"/>	No	01/10/2024 03:37 PM	National University of Singapore - TEST	[REDACTED]	[REDACTED]	RE: Doc [REDACTED]
<input type="radio"/>	No	01/10/2024 03:31 PM	[REDACTED]	[REDACTED]	[REDACTED]	Doc1794 [REDACTED]
<input type="radio"/>	Not Applicable	01/04/2024 12:01 PM	National University of Singapore - TEST	[REDACTED]	[REDACTED]	National University of Singapore - TEST has invit

View

Then, click on 'View'

View NUS' Response to your Event Message

Option 2: View by entering the Event

Step 2: View Event Message

Ariba Sourcing Company Settings Butter Butter Help

[Go back to National University of Singapore - TEST Dashboard](#)

View Message

Desktop File Sync

Done **Reply**

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'

Id: MSG206791047.1
From: National University of Singapore - TEST
Sent: 01/10/2024 03:37 PM
To: [REDACTED]
Subject: RE: Do [REDACTED]

Hi SALES REP NAME

For this ITQ, this is meant for a new facility. There is still ample space available.

Based on your product brochure, your equipment is able to fit into our facility.

We look forward to receiving your bid upon the event closure. A gentle reminder that you have to click on 'SUBMIT ENTIRE

Thank you.

Warm Regards
NAME
Central Procurement Office

Id: MSG206791047
Sent: 10/01/2024 15:31
Subject: Doc1794586387 - Supply, Delivery, Installation and Commissioning of Two [2] Unit of Cryogen-free Cryostat and Dedicated Sample Probe

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

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 x

[Redacted] <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
[Redacted]". You must access the event message
content and reply via the message board.

[Click Here](#) to view the message.

You are receiving this email
as the appropriate contact
University of Singapore -

National University of Sin
testing and commissionin

[Click Here](#)

Offices | Data Policy |

Powered by **SAP Ariba** 

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.

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

THANK YOU