

Sourcing Event Manual for Suppliers

gasunie

SAP Ariba 

Date
August 13th, 2026
Document name
Sourcing Event Manual for Suppliers
Version
Version 4.0

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1 General

1.1 Access to the event

To access the tender documents and participate in the event you need to have an SAP Business Network account. An SAP Business Network account is free of charge.

If you want access to the event, please contact the the Procurement Desk. The Procurement Desk will send you an invitation link by e-mail. If you do not have an SAP Business Network account yet, you can register by using the link from the invitation e-mail. If you have an SAP Network account, you can use this to login.

For all Ariba manuals you can visit <https://www.gasunie.nl/leveranciers/werken-met-sap-business-network/toegang-tot-aanbestedingsdocumenten>

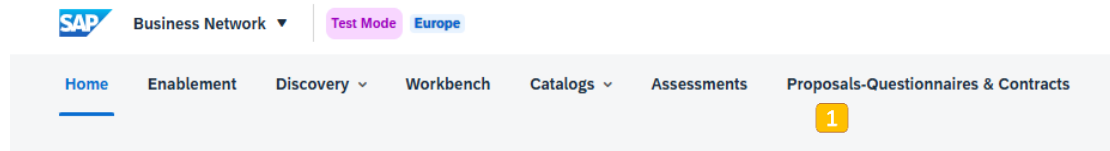
1.2 Closing time of the tender event

Gasunie can only see your answers of the event when the deadline has passed. So when you are invited to the event you can directly start with answering the questions. You can not submit your questions when the deadline is passed. It's best if you start early!

2 Event

2.1 Event status

1. Go to the event by clicking on *Proposals-Questionnaires & Contracts*.



2. Select the event you want to work on *Rfi, RFP* etc..

Events are visible when supplier has given its specific interest (for example after an e-mail sent from Procurement Desk) or after specific SAP supplier invitation for events.

3. The question mark next to your name initials in the top right corner has an extended and clear tutorials and chat support from SAP.

The screenshot shows the 'Proposals and Contracts' page in SAP Ariba. The left sidebar has a 'Customers (1)' section with a search bar and a dropdown menu showing 'Nederlandse Gasunie N.V. - TEST'. The main content area has a 'Welcome to the Gasunie Spend Management site' message. Below this is a 'Proposals and Questionnaires' tab. The 'Events' section is active, displaying a table with the following data:

Title	ID	End Time	Event Type	Participated
▼ Status: Open (1)				
RFP	Doc3262010448	08/17/2026 12:37 PM	RFP	No
▼ Status: Pending Selection (4)				
RFI	Doc3191567453	06/30/2026 06:21 PM	RFI	Yes
RFI Erkenningsregeling	Doc3147796346	06/04/2026 06:04 PM	RFI	Yes
RFP	Doc3136335953	06/02/2026 11:21 AM	RFP	No
RFP	Doc2744650393	02/28/2026 10:32 AM	RFP	No

A yellow circle with the number 2 highlights the first event row (RFP Doc3262010448).

2.2 View RFx

1. Review overall event details
2. If you are interested select the blue buttons
3. Time remaining to complete your event

Event Details

Doc701968922 - Test for Instruction

3 Time remaining
29 days 23:19:43

[Event Messages](#)
[Download Tutorials](#)

▼ Checklist

1 1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

2 [Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.

Event Overview and Timing Rules

Owner: [Liesbeth Imthorn](#) ⓘ

Currency: European Union Euro

Event Type: RFP

Commodity: Personnel recruitment 801117

Publish time: 23/2/2016 13:14

Response start date: 23/2/2016 13:15

Due date: 24/3/2016 13:15

2.3 Prerequisites

1. Supplier must review and accept Gasunie regulations governing tenders before entering an event

Prerequisites

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▼ Checklist 1 1. Review Event Details 2 2. Review and Accept Prerequisites 3. Submit Response

2. Accept the terms of this agreement
3. Click on the OK button

- 2

☒ I accept the terms of this agreement.
- ☐ I do not accept the terms of this agreement.

3

OK

Cancel

4. Submit by clicking on OK

✓

Submit this agreement?

Click OK to submit.

4

OK

Cancel

2.4 Select lots

1. Review event details and view select lots to view possible lots for your bid

Event Details

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Time remaining
29 days 23:06:31

Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

All Content

1 Introduction

2 Commercial Terms

3 Pricing

4 Specifications

Download Content

Review Prerequisites

Select Lots

Print Event Information

1

Introduction

(Section 1 of 4) Next »

Name ↑

1 Introduction

» Next Section: Commercial Terms

Event Overview and Timing Rules

Owner: Liesbeth Imthorn ⓘ

Currency: European Union Euro

Event Type: RFP

Commodity: Personnel recruitment 801117

Publish time: 23/2/2016 13:14

Response start date: 23/2/2016 13:15

Due date: 24/3/2016 13:15

2. Select your lots
Choosing one or more lots is optional.
A grey box means a required lot to participate in the event.
3. You can prepare you bid in Ariba (User Interface) or by using Excel

Select Lots

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Cancel

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots 2

4. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that [More](#)

Select Lots

Select Using Excel 3

Lots Available for Bidding

☒ Name

☒ 3.1 Prijs van het werk

Geef hier uw prijs op inclusief alle toeslagen, belastingen etc excl BTW.

Submit Selected Lots

2.4.1 Using Ariba to elaborate bid

1. A question with * indicates a required field
2. Click Save to keep your work done
3. Compose a message if you have questions
4. Update Totals if you have changed values/prices

Console

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Time remaining
29 days 23:01:46

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

All Content

1 Introduction

2 Commercial Terms

3 Pricing

4 Specifications

All Content

1 Introduction

2 Commercial Terms

3 Pricing

4 Specifications

All Content

Name ↑	Quantity	Total Cost
1 Introduction		
2 Commercial Terms		
▼ 3 Pricing		€0.00 EUR
3.1 Prijs van het werk ▼	Less... - 1 each	€0.00 EUR
Geef hier uw prijs op inclusief alle toeslagen, belastingen etc excl BTW.		
	Price to Work: *	1
		EUR
	per unit	
▼ 4 Specifications	Less... -	

(*) indicates a required field

Submit Entire Response

Update Totals 4

Save 2

Compose Message 3

Excel Import

2.4.2 Use Excel to elaborate/breakdown bid

Option bid elaboration/breakdown in excel.

1. Download content and attachments
2. Edit the Excel sheet and store it on your computer
Within the excel download is a description its usage.
3. Select your Excel file
4. Upload your document

Select Lots

Doc701968922 - Test for Instruction

Cancel

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for [More](#)

Select Lots

Select Using Excel

You are invited to participate in 1 lot(s), and have already signed up for 1 of them. You can change the list of lots you are signed up for. To do so, follow the instructions below.

Step 1. Click **Download Content** to download and review your event in an Excel Spreadsheet.
Click **Download Original Excel Bid Sheets** to download the original offline bid sheet if you need to start over. You can skip this step if you want to import a previously downloaded file.

1

Download Content

Download Attachments

2

Step 2. Edit the Excel spreadsheet using the instructions provided in the spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Bladeren...

3

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

4

Cancel

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2.5 Submit responses

1. Review your bid
2. Click on Submit Entire Response
3. Click on OK to submit your bid

Console Doc701968922 - Test for Instruction Time remaining 29 days 22:57:08

Event Messages
Response History

All Content

1 Name ↑

Price to Work: €100,000.00 EUR

per unit

4 Specifications Less...

Hierbij alle info

4.1 Document 1

5 Ondergetekende
aanpassingen heeft
reeds ingevulde fac

6 Ondergetekende
aanbestedingsstuk
hij deze zorgvuldig

7 Ondergetekende
hoogte heeft gesteld van het werktein en van alle
omstandigheden, die verband houden met het werk.

(*) indicates a required field

Submit this response?
Click OK to submit.

3 OK Cancel

2 Submit Entire Response Update Totals Save Compose Message Excel Import

2.5.1 Response submitted

1. If you have submitted your response you will see this message
2. If you want to revise your response click here

Console

Doc701968922 - Test for Instruction

 Time remaining
29 days 22:55:09

Event Messages
Response History

▼ Checklist

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

▼ Event Contents

All Content

- 1 Introduction
- 2 Commercial Terms
- 3 Pricing
- 4 Specifications

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

2 [Revise Response](#)

All Content

Name ↑	Quantity	Total Cost
▼ 3 Pricing		€100,000.00 EUR
3.1 Prijs van het werk	1 each	€100,000.00 EUR
▼ 4 Specifications		
4.1 Document 1 8.xls		
5 Ondergetekende verklaart dat hij geen aanpassingen heeft verricht in de door Gasunie reeds ingevulde factoren en tarieven.	Yes	
6 Ondergetekende verklaart dat hem de aanbestedingsstukken ter beschikking zijn gesteld en dat hij deze zorgvuldig heeft bestudeerd.	Yes	
7 Ondergetekende verklaart dat hij zich volledig op de hoogte heeft gesteld van het werkterrein en van alle omstandigheden, die verband houden met het ...	Yes	

Compose Message

2.5.2 Response not yet submitted

1. When only the prerequisites are submitted, you see this message.



Your response is not yet submitted for the whole tender just this part!

Prerequisites

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▼ Checklist

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

1 You accepted the prerequisites, which permits you to participate in this event.

The actual bidder agreement content will be shown in the event. Please accept this bidder agreement as a system administrative action without any legal implications.

I accept the terms of this agreement.

Done

2.6 Overview

1. Possibility to ask questions during an event.
2. Possibility to ask questions after submitting your response.

Console

Doc701968922 - Test for Instruction

Time remaining
29 days 22:50:54Event Messages
Response History 1

▼ Checklist

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

▼ Event Contents

All Content

- 1 Introduction
- 2 Commercial Terms
- 3 Pricing
- 4 Specifications

✓ Your revised response has been submitted. Thank you for participating in the event.

Revise Response

All Content

Name ↑	Quantity	Total Cost
2 Commercial Terms		
▼ 3 Pricing		
3.1 Prijs van het werk	1 each	€50,000,000.00 EUR
Geef hier uw prijs op inclusief alle toeslagen, belastingen etc excl BTW.		
	Price to Work:	€50,000,000.00 EUR
▼ 4 Specifications		
4.1 Document 1 8.xls		
5 Ondergetekende verklaart dat hij geen aanpassingen heeft		

Compose Message

2

2.6.1 Messages during event

1. The event messages are the way of communicating during the entire tender process.
From start of event, with extra information and with questions during and after the tender this message board will be leading.
2. Option to go back to console (main screen).

! Do not reply on a message that's in your email inbox, only reply on the Ariba Message board!

Event Messages - Test for Instruction **1**

[Back to Console](#)

 Time remaining
29 days 22:48:22

Messages



	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
☐	MSG30205091	No	23/02/2016 14:26	Librije	Librije Test	Liesbeth Imthorn	Doc701968922 - Test
☐	MSG30204992	Not Applicable	23/02/2016 14:23	Librije	Librije Test	Liesbeth Imthorn	Response (ID=ID507
☐	MSG30204834	Not Applicable	23/02/2016 14:19	Librije	Librije Test	Liesbeth Imthorn	Response (ID=ID507
☐	MSG30202994	No	23/02/2016 13:15	Gasunie - T	Liesbeth Imthorn	Participants (0) Team (0)	Event Test for Instru
☐	MSG30202983	Not Applicable	23/02/2016 13:14	Gasunie - T	Liesbeth Imthorn	Librije Test	Gasunie - T has invit



View

Reply

Compose Message

Download all attachments

2

[Back to Console](#)