SAP Ariba

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Managing Public Procurement Events

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Content

Managing Public Procurement Events

Public procurement is the process by which public authorities such as government departments purchase goods and services from private sector companies. It involves sending and receiving tenders using online procurement platforms.

Read this guide if you are a procurement professional who:

- Enables and configures eTendering
- Configures guided sourcing templates to be used for public sector sourcing
- Associates public procurement notices to events
- Creates the notices and publishes them on public procurement portals
- Configures the public access page

Related Guides

- Managing events with guided sourcing
- Intelligent Configuration Manager parameters reference
- Participating in Sourcing Events
- Common Data Import and Administration Guide for SAP Ariba Strategic Sourcing Solutions and SAP Ariba Supplier Management Solutions

About Public Procurement Events

Public procurement events are the sourcing events (RFx) created by a public entity. For example, buying computers for government offices, laying railway tracks and roads, providing electricity, and so on.

Every country has its own laws and regulations for the public procurement process. It requires the public entity to publish a notice, which includes the entity and the procurement details, to an approved website (portal). Qualified and interested suppliers from the private sector can participate in the event. The public entity evaluates the responses and awards contracts to suppliers that best meet the requirements.

Since the notice published is in electronic form and the whole process uses the online platform, the process is also called electronic tendering or eTendering.

The notices are predominantly of the following types:

- Prior information notices, which collect information about suppliers
- Contract notices, which contain information about the goods and services being purchased
- Contract award notices, which announce the awarding of contract to the selected suppliers
- Change notice, which announce any significant change to the previously published notices

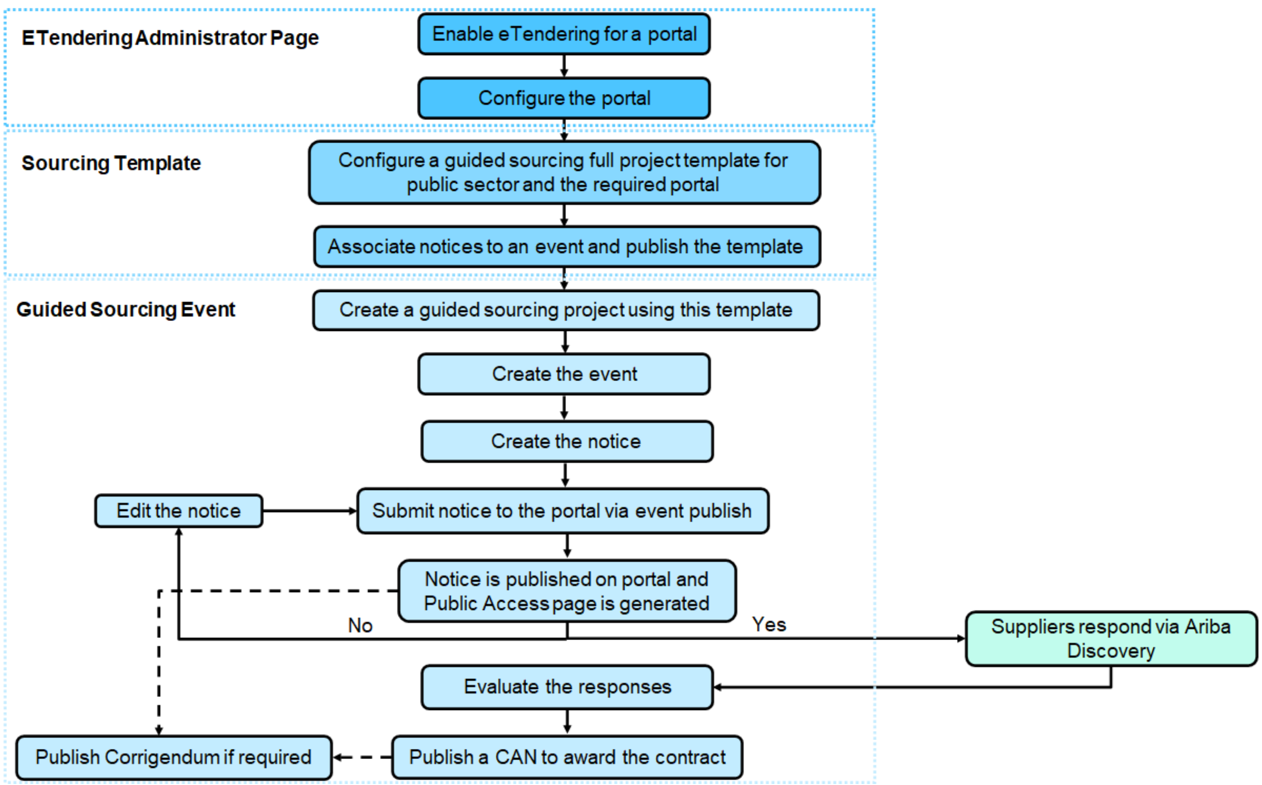
Notices can be associated with all types of sourcing events – RFP, RFI, and Auction – and can be published on the external portal. SAP Integration Suite, managed gateway for spend management and SAP Business Network is used for integration between SAP Ariba Strategic Sourcing Suite and the external portal.

eTendering helps public entities find the best suppliers for their purchases at the right price. It also offers several other benefits, such as higher transparency and speed in the process, better security, easier management of documents, reduced manual errors, cost savings, data-driven decision making, and better relationship with suppliers.

> ⓘ Note
>
> SAP Ariba currently supports public procurement only for the European Union.

Workflow for Public Procurement

The following diagram illustrates the flow for publishing the public notices on the approved external portal:



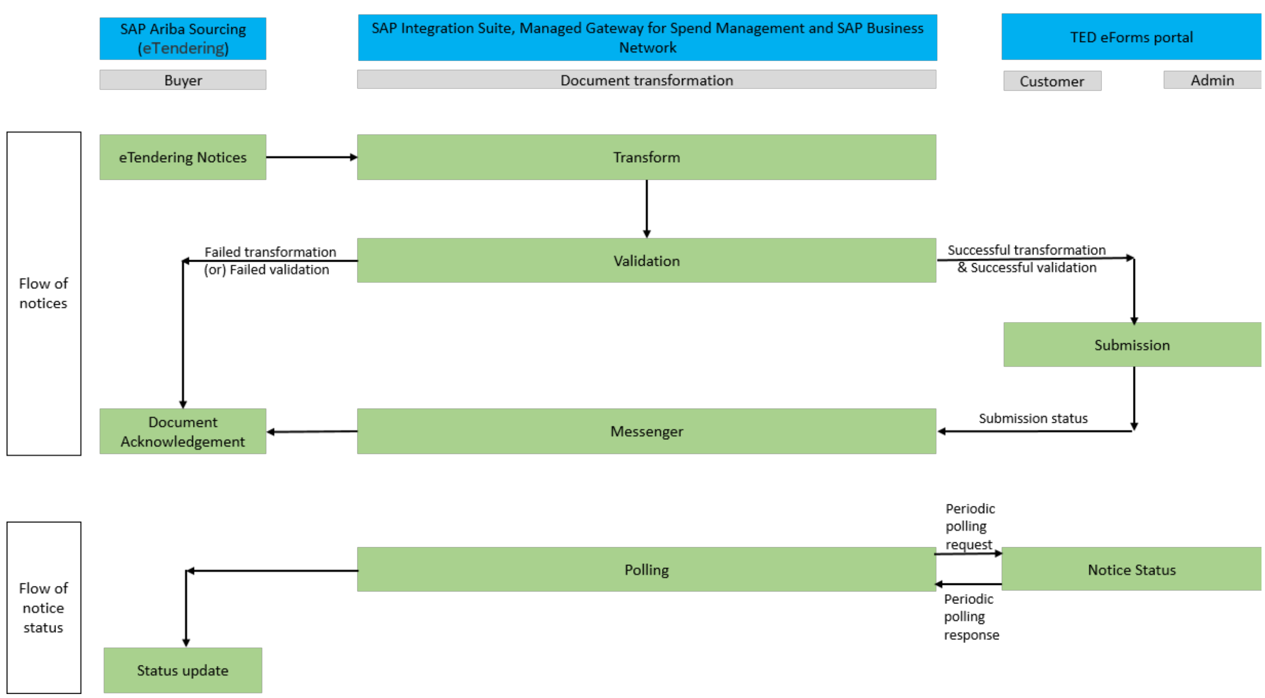
To publish a notice on the public procurement on the external portal you must perform the following steps:

- Enable eTendering for the required portal and configure the portal in the ETendering Administrator page.
- Configure a guided sourcing full project template for public sector and the required portal.
- Associate notices to the event and publish the template.
- Create a guided sourcing full project using this template.
- Create the event, create a notice and publish the notice to the external portal.

- (Optional) If there are any changes to the notice, create and publish a corrigendum.
- If the notice is not published on the portal, edit the notice and republish it.
- If the notice is published, suppliers view the notice on the portal and the project details on the public access page, and respond via the Ariba Discovery.
- Buyers evaluate the responses and publish a Contract award notice.
- (Optional) If there are any changes to the notice, create and publish a corrigendum.

Flow of Information between SAP Ariba Strategic Sourcing Suite, SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network, and TED eForms Portal

The following diagram illustrates the flow of information between SAP Ariba Strategic Sourcing Suite, SAP Integration Suite, managed gateway for spend management and SAP Business Network, and the TED eForms portal.



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Enabling eTendering

On the ETendering Manager administration page, customer administrators can enable and configure eTendering capabilities for their site. When eTendering is enabled, public sector-specific fields are added to the sourcing project template.

On the ETendering Manager administration page, customer administrators can enable and configure eTendering capabilities for their site. When eTendering is enabled, public sector-specific fields are added to the sourcing project template.

When eTendering is enabled, a new group, **ETendering Administrator**, is created; users need to be a member of this group to be able to configure the branding details such as the buyer organization's title, description, and logo for the public access page.

> ⓘ Note
>
> Users are required to be a member of the **ETendering Administrator** group only to perform activities on the **ETendering Manager** administration page.

Enabling eTendering for TED eForms Portal

Follow this procedure to enable eTendering for TED eForms portal. Customer administrators can enable eTendering with a single click.

Prerequisites

You must be a member of the **Customer Administrator** and the **ETendering Administrator** group.

Context

The **Enablement of eTendering** page displays the list of portals supported. You must enable eTendering for a particular portal to trigger configurations and customizations required to use the eTendering solution for that portal. Note that some portals can be incompatible with certain other portals. The portals that are compatible and incompatible with a particular portal are displayed in the **Compatible Portal** and **Incompatible Portal** columns. When a portal is enabled or disabled, the **Last Run** column displays the status as a link. Clicking on the link displays the details of the operation. You can see the latest status by clicking the **Refresh Status** button.

> Note
>
> When a portal is enabled, any portal incompatible to it cannot be enabled.

Procedure

1. On the SAP Ariba Strategic Sourcing Suite dashboard, click **Manage** > **Administration**.
2. On the **Ariba Administrator** page, click **ETendering Manager**, and then click **Enable eTendering**.

   The **Enablement of eTendering** page opens. It displays the list of supported portals in the **Enable Portal** table.
3. In the **Enable Portal** table, click **Enable** for **TED eForms**.

Results

The enable operation results in the following actions:

- eTendering is enabled for TED eForms portal.
- The portal option is added in the project's portal dropdown, which facilitates adding notices to the event.
- Public sector-specific header fields such as **Main CPV Code**, **Additional CPV Code**, **Procedure Type**, and **Procurement ID** are added to the sourcing project.
- The master data specific to the portal is added.

Enabling ETendering for TED Classic Portal

Follow this procedure to enable eTendering for TED Classic portal. Customer administrators can enable eTendering with a single click.

Prerequisites

You must be a member of the **Customer Administrator** group.

Context

The **Enablement of eTendering** page displays the list of portals supported. You must enable eTendering for a particular portal to trigger configurations and customizations required to use the eTendering solution for that portal. Note that some portals can be incompatible with certain other portals. The portals that are compatible and incompatible with a particular portal are displayed in the **Compatible Portal** and **Incompatible Portal** columns. When a portal is enabled or disabled, the **Last Run** column displays the status as a link. Clicking on the link displays the details of the operation. You can see the latest status by clicking the **Refresh Status** button.

> Note
>
> When a portal is enabled, any portal incompatible to it cannot be enabled.

Procedure

1. In SAP Ariba Strategic Sourcing and Supplier Management solutions, on the dashboard, click **Manage** > **Administration**.
2. In Ariba Administrator, click **ETendering Manager**, and then click **Enable eTendering**.

   The **Enablement of eTendering** page opens. It displays the list of supported portals in the **Enable Portal** table.
3. In the **Enable Portal** table, click **Enable** for **TED Classic**.

Results

The enable operation completes the following steps:

- Enables eTendering for the TED Classic portal.
- Creates the **ETendering Manager** user group.
- Runs tasks to add public sector-specific header fields to the sourcing project.
- Creates the infrastructure required for the Public Access page.

About Public Sector Portals

Public sector portals are centralized platforms for government buyer organizations and suppliers to buy and sell goods and services.

The portals provide a secure site for creation and publishing of procurement notices. They use/employ an efficient and transparent process that promotes fair competition by providing equal business opportunities to suppliers. Suppliers can browse for procurement notices by region, business sector, etc. and respond to the opportunity.

Different countries have different approved portals to publish procurement notices.

European Union supports TED classic portal and TED eForms portal.

Configuring the TED eForms Portal

ETendering Administrators can use this procedure to configure the TED eForms portal.

Context

Perform the following steps to configure the TED eForms portal:

Procedure

1. On the SAP Ariba Strategic Sourcing Suitedashboard, click **Manage** > **Administration**.
2. On the Ariba Administrator page, click **ETendering Manager**, and then click **Portal Configuration**.

   The **Portal Configuration** page is displayed.
3. From the dropdown, choose **TED eForms v1.5**.
4. In the **Parameterization** tab, configure the following parameters:

Parameter Name and ID	Description
Endpoint of the public sector portal `(Application.AQS.PublicProcurement.TED_EForms.PortalEndpoint)`	Specifies the endpoint of the TED eForms portal to which the notices are published. To publish the notices to the preview environment, choose **Preview**. To publish the notices directly to the production environment, choose **Production**.

Parameter Name and ID	Description
Maximum number of hours to wait for notice publication (`Application.AQS.PublicProcurement.TED_EForms.MaxPublishWaitInHours`)	Specifies the time (in hours), for which SAP Ariba Sourcing waits from the moment the notice is sent to the portal till it is published on the portal. Enter a value between -1 and 336. The default value of this parameter is 48 hours. The minimum value is -1, which means that SAP Ariba Sourcing waits until the time specified in the parameter `Application.AQS.PublicProcurement.TED_EForms.MaxPollingWaitInDays`. When the value is 0, the system does not wait for the notice to be published. You can use this value in a test environment. The maximum value is 336 hours.
Maximum number of days to poll for notice status (`Application.AQS.PublicProcurement.TED_EForms.MaxPollingWaitInDays`)	Specifies the maximum number of days for which SAP Ariba Sourcing will poll for the status of a notice. If the notice is not yet published at the end of this time, the status of the notice is set to Expired. The event and the notice must be edited and then republished. The default and maximum value is 60 days.
Email address of the author of the notice (`Application.AQS.PublicProcurement.TED_EForms.NoticeAuthorEmail`)	Enter the email of the notice author. All the notifications from the portal for the notices are sent to this email id.
Locales supported for the author of the notice (`Application.AQS.PublicProcurement.TED_EForms.NoticeAuthorLocale`)	Specifies the EU official language in which the buyer wishes to be notified by the Publications Office. Enter one of the following: bg, cs, da, de, el, en, es, et, fi, fr, ga, hr, hu, it, lt, lv, mt, nl, pl, pt, ro, sk, sl, sv. The default value is bg.

5. Click **Apply**.

Results

The TED eForms portal is configured.

Configuring the TED Classic Portal

ETendering Administrators can use this procedure to configure public sector portals for TED Classic notices.

Context

Perform the following steps to configure the TED Classic portal:

Procedure

1. On the SAP Ariba Strategic Sourcing Suitedashboard, click **Manage** > **Administration**.
2. On the Ariba Administrator page, click **ETendering Manager**, and then click **Portal Configuration**.

   The **Portal Configuration** page is displayed.
3. From the dropdown, choose **TED Classic v2.4**.
4. In the **Parameterization** tab, configure the following parameters:

Parameter Name and ID	Description
The identifier of the customer (`Application.AQS.PublicProcurement.TED.CustomerLogin`)	The sign in credentials of the customer.
Country code of the organization publishing notice to TED (`Application.AQS.PublicProcurement.TED.SenderCountryCode`)	Specifies the country code of the organization publishing the notice to TED.
Email address of the organization publishing notice to TED (`Application.AQS.PublicProcurement.TED.SenderEmail`)	Specifies the email address of the organization publishing the notice to TED.
Name of the organization publishing notices to TED (`Application.AQS.PublicProcurement.TED.SenderOrganisation`)	Specifies the name of the organization publishing the notices to TED.
Phone number of the organization publishing notice to TED (`Application.AQS.PublicProcurement.TED.SenderPhone`)	Specifies the phone number of the organization publishing notice to TED.

5. Click **Apply**.

Results

The TED Classic portal is configured.

About Public Access Page and Ariba Discovery Post

The public access page is a page that can be accessed by all suppliers, including those who are not the customers of SAP Ariba.

The page can be accessed from the external portal (currently, TED) and it opens outside the SAP Ariba application. A public access page is created for a public sector sourcing project only if it contains an event with a competitive notice, such as a Prior Information Notice used as a call for competition or Contract Notice. If the project has multiple events (with competitive and non-competitive notices), then the public access page displays the event information and tender documents of the most recently published competitive event. However, the notices listed belong to all the events (with competitive and non-competitive notices).

If an event with a competitive notice is added to the project that already has a public access page, then this event information replaces the event information on the public access page, including the submission deadline, tender documents, and the Ariba Discovery post. But the notice in this event does not replace the list of notices existing on the public access page; it gets appended.

If an event with a non-competitive notice is added to the project that already has a public access page, then this notice is added to the existing notices. However, other event information on the public access page is not updated.

If a sourcing project has a sub-project and both the projects contain competitive events, then each project has its own public access page.

The public access page can be accessed from the notice as well as the sourcing project page. It consists of the following information:

- **Sourcing Project** header area that displays the following details:
  - **Contracting Authority**: The name of the contracting organization
  - **Procurement Status**: The status of the sourcing project
  - **Publication**: The publication date of the last published competitive event
  - **Status for Submissions**: The status of the last published competitive event
  - **Submission Deadline**: Bidding end date of the last published competitive event
  - **Procurement Regime**: Displays whether the procurement is above or below the EU threshold
  - **Awarding Type**: The type of procurement procedure
- **Event Information** tab, which contains the contracting authority details, project description, and project details that includes information about the competitive event that was last published.
- **Public Notices** tab, which lists the notices published by all the events in thet sourcing project.
- **Tender Documents** tab, which lists all the tender documents attached to the last published competitive event.
- **Q & A** tab, which lists the public sector event messages that are tagged with the **Public Q&A** label. The tab displays the subject of the message, the ID, published date, and the number of attachments (if any). Clicking the subject displays the entire message, name of the user who sent the message, the time it was sent, and the attachments (if any). For more information about messages and labels, see Creating New Event Messages in Guided Sourcing

- The **Participate** button, which enables suppliers to participate in the event. This is enabled only when the **Status for Submissions** is **Open for submissions**.
- A preconfigured disclaimer message along with the last event update timestamp. Members of the **ETendering Administrator** group can edit the preconfigured disclaimer message and localize it to match the language of the public access page.
- Event messages: When republishing an edited event, if you choose to enter a message conveying the changes made and include the message in the public access page, the message is displayed on the public access page and the **Show More** link displays the list of all messages published from the project to the public access page.
  If you choose not to include any message when republishing the event but had published messages on the public access page during any of the previous event republishes, the message "**Click More to see the message history**" is displayed. Clicking the **More** link lists all the messages.
  If no messages were sent to the public access page upon event republish, then only the **Last Update** field on the public access page is updated.

The procurement status and submission status are associated with the status of the sourcing project and event status; the following table shows the corresponding status on the public access page:

Status in the Guided Sourcing Project		Status in Public Access Page	
Sourcing Project Status	**Event Status**	**Procurement Status**	**Status for Submissions**
Active	Open	Open	Open for submissions
Active	Pending Selection	Open	Closed for submissions
Completed/Cancelled	Pending Selection/Completed/Cancelled	Closed	Closed for submissions

Adding Branding Details to the Public Access Page

ETendering administrators can use this procedure to configure branding details for the public access page.

Prerequisites

You must be a member of the **ETendering Administrator** group or the **Customer Administrator** group.

Context

The public access page contains the buyer organization and event details. Suppliers can access the public access page from the external portal to see the event details and tender documents. In Ariba Administrator, the **ETendering Administrator** can add the brand details.

Procedure

1. On the dashboard, click **Manage** > **Administration** .
2. On the Ariba Administrator page, click **ETendering Manager**, and then click **Configure branding**.

   The **Configure branding for public access page** page is displayed. The **Text** tab displays current title and secondary description.
3. To edit the text details, do the following:
   a. To change the title or secondary text or both, choose **Title** or **Secondary Text** or both and click **Edit**.

      The **Customize Text** page appears.
   b. In the **Title** field, enter the title of the organization.
   c. (Optional) Click **Translations** to add the title in different languages.
   d. (Optional) Enter the title in the required languages and click **OK**.

      You are directed back to the **Customize Text** page.
   e. In the **Secondary Text** field, enter the description of the organization.
   f. (Optional) Click **Translations** to add the description in different languages.
   g. (Optional) Enter the description in the required languages and click **OK**.

      You are directed back to the **Customize Text** page.
   h. Click **OK**.
4. To edit the logo details, do the following:
   a. Click the **Logo** tab.

      The **Current Logo** and **Import Logo** sections are displayed. If there is a current logo, you can download the logo or delete it.
   b. Click **Choose File** to import an image of the brand logo.

      The supported file types are JPG, GIF, and PNG. The image size can have a maximum width of 128 pixels and maximum height of 64 pixels.
   c. Click **Publish** to upload the file.

Results

The buyer organization title, description, and logo are configured. They are displayed on the public access page.

Configuring Public Sector Rules in a Guided Sourcing Public Sector Template

You can configure when to generate a public access page for a public sector sourcing project.

Prerequisites

The following prerequisites must be met to configure the public sector event rules:

- ETendering must be enabled for a portal in your site.
- To create or edit project templates, you must be a member of the global **Template Creator** group or the Templates project's Template Creators team group.
- The guided sourcing full project template must be marked as a public sector project.

Context

You can configure when a public access page should be created for a public sector sourcing project.

Procedure

1. Navigate to the **Documents** tab of a public sector sourcing project template.
2. From the Actions menu, click **Create** > **Event**

   The **Create New Event** page opens.
3. Enter a title and description for the event.
4. From the **Event Type** dropdown, choose any type of event.
5. For the **Guided Sourcing Template** field, choose **Yes** and click Create.
6. In the **Rules** tab, navigate to **Public Sector Rules**.
7. For the **Generate Public access page** rule, choose the desired option from the dropdown.
   - **With notice publication:** Public access page is generated when any of the notices associated with the event is published on the portal.
   - **With event publication:** Public access page is generated when the event is published.
     When you choose **With event publication**, the rule **Enable self-invite via Public Access Page** appears, which you can set to **Yes** or **No**. When you set it to **Yes**, the Public access page will contain a **Participate** button, through which suppliers can invite themselves to participate in the event. When you set it to **No**, the **Participate** button does not appear on the Public access page.
   - **No:** Public access page is not generated.

Configuring Guided Sourcing Templates for Public Sector Sourcing

You can designate guided sourcing full project templates as Public Sector templates and select the portal to which you want to publish the notices. You can associate public procurement notices to events created from these templates.

Marking a Sourcing Project Template as a Public Sector Template and Selecting the Portal

Follow this procedure to mark a sourcing project template as a public sector template and specify the public sector portal to which you want to publish public procurement notices.

Prerequisites

To create or edit project templates, you must be a member of the global **Template Creator** group or the **Templates** project's **Template Creators** team group.

Context

You can create a public sector event only in a public sector template. You can mark a full sourcing project template as a public sector project template and select the portal to which you want to publish the public procurement notice. Such a template will be available only for public sector guided sourcing projects that are configured for the same portal.

You can either create a new template or edit an existing one. To edit an existing full sourcing project template, follow the procedure from Step 7.

Procedure

1. On the Sourcing dashboard, click **Manage** > **Templates**.
2. From the **Documents** tab on the **Templates** page, click **Actions** on the right.
3. From the **Actions** menu, click **Create** > **Template**.
4. On the **Select Project Type for Template** page, choose **Sourcing Project** and click **OK**.
5. On the **Create New Project Template** page, provide a name and description for the template project.
6. Choose **Full Project** as the **Project Type** and click **OK**.

The template is created.

7. On the **Overview** tab, click **Actions** › **Edit Properties**.
8. For the **Public Sector** field, choose **Yes**.
9. From the **Public Sector Portal** dropdown, select the portal to which you want to publish the public procurement notice.
10. Click **Save**.

Results

The full sourcing project template is marked to be a public sector template and the portal is selected for the notice. Event owners can add notices only for the portal specified in the project template.

Associating a Notice with a Guided Sourcing Event Template

Use this procedure to associate a notice with a guided sourcing event template.

Context

You must associate public procurement notices with a guided sourcing event template as per the notice association rules. You can associate notices only with an event in a full sourcing project template. However, you can create one or more corrigendum notices directly in the event.

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You can either create a new event or edit an existing one. To associate notices with an existing event, follow the procedure from Step 7.

Procedure

1. Navigate to the **Documents** tab of a public sector sourcing project template.
2. From the **Actions** menu, click **Create** › **Event**.

   The **Create New Event** page opens.
3. Enter a title and description for the event.
4. From the **Event Type** dropdown, choose any type of event.
5. For the **Guided Sourcing Template** field, choose **Yes** and click **Create**.
6. Click **Exit** and return to the project template.

7. On the **Documents** tab, click the event.
8. Choose **Associate Public Notice**.

   The **Associate Public Notice** page opens.
9. Choose the notices that you want to associate with the event and click **Done**.

   The notices are listed under the event template on the **Documents** tab.
10. (Optional) For a Contract award notice, choose the **Ad Hoc Creation** condition under the **Conditions** column.
11. (Optional) You can do the following actions for the associated notices:
    a. Click **Open** to open the notice and enter the details. You can only save the notice, but not submit it.
    b. Click **Move** or **Copy** to move or copy the notice to another event template.
    c. Click **Add to Quick Links** to add the the notice to the **Quick Links** area.
    d. Click **Delete** to dissociate the notice from the event template.
12. Publish the template.

Results

The notices are associated with the event template.

Adding Multiple Contract Award Notices to an Event

Use this procedure to add multiple contract award notices to an event.

Context

You can add multiple contract award notices to an event if you enable the ad hoc creation condition for the notice in the template.

Procedure

1. Open the event to which you want to add the notice.
2. Navigate to the **Public Notices** section.
3. Click **Add** and choose **Contract award notice**.

   You can add the contract award notices multiple times.

Results

The notice gets added to the **Public Notice** table with the status set to **Not Created**.

Specifying Event End Date and Time in Guided Sourcing Templates

For eTendering events, it is recommended to select the Time option for the Due Date in event timing rules due to the uncertainty in the time taken to publish the notices on the public procurement portal. Use this procedure to specify the event end date and time in guided sourcing templates.

Context

Template administrators can configure event end time settings in the guided sourcing template.

Procedure

1. Create or open a guided sourcing template. If the status is not **Draft**, create a new version as described in Creating a New Version of a Template and Enabling Editing.
2. Navigate to the **Documents** section.
3. Choose **Action** > **Edit**.
4. In the **Timing Rules** section, **Due date** field, choose **Time**.
5. Specify a date and time.
6. Choose one of the following:
    - **Delegated**: The task of choosing duration or a date time is delegated to the event owner.
    - **Read Only**: Only the chosen option is presented to the event owner in the event. Event owner can edit the value in the event.
    - **Hidden**: Only the chosen option is presented to the event owner in the event. Event owner can edit the value in the event.
7. Click **Exit**.
8. Publish the template.

Results

Event end date and time is set in the guided sourcing template.

About Public Sector Guided Sourcing Projects

Guided sourcing projects can be designated to be used for public sector. These are created using a full sourcing project template marked for public sector.

Marking a Guided Sourcing Full Project as Public Sector Project

Follow this procedure to create a guided sourcing full project for public sector sourcing and select the required portal.

Context

When creating a guided sourcing full project, you can mark it as a public sector project and select the portal to which you want to publish the notice. If you mark the project as a public sector project and select the portal, only public sector templates of the selected portal are made available in the **Template** dropdown. For more information about public sector templates, refer to Marking a Sourcing Project Template as a Public Sector Template and Selecting the Portal [page 17].

Procedure

1. On the SAP Ariba Strategic Sourcing Suite dashboard, click **Create** > **Guided Sourcing Project**.

   The **Create guided sourcing project** page opens.
2. In the **Name and Type** section, choose **Full Project** as the **Project type**.

   The Public Sector field appears.
3. For the **Public Sector** field, choose **Yes**.

   The **Public Sector Portal** dropdown appears.
4. From the **Public Sector Portal** dropdown, select the portal.

   This limits the templates available for the project to only the public sector templates that are configured for the selected portal.
5. From the **Template** dropdown, choose the appropriate template and click **Create**.

Results

The guided sourcing project is marked as a public sector sourcing project and the portal to which it is to be published is selected.

About the Public Notices Section in a Public Sector Project

A guided sourcing full project that is marked as a public sector project displays the **Public Notices** section.

The **Public Notices** section lists the notices associated with the event. You can create the notice, see the status, publishing information, and the portal status.

1	**Name**: Lists the notices. Clicking the (•••) icon displays the **Create <notice name>** option. Click the option to open the notice creation wizard for that notice.
2	**Status**: The status of the notice. Possible statuses are: Not Created, Draft, Ready for Submission, Pending Publish, Published, and Failed to Publish
3	**Published Date**: The date when the notice was published.
4	**Last update**: The date when the notice was last updated.
5	**External portal status**: Indicates the status of the notice in TED. Clicking the **See details** link displays the Public Portal Publication ID, Gazzette Issue ID, Submission ID, and External Portal Status Detail. For more information, refer to About Notice Status [page 39].
6	**External portal:** Clicking the **View details** link displays the link of the external portal.

About TED eForms Notices

eForms is the new notification standard for public procurement procedures in the European Union (EU). During the eTendering process, a public entity must publish notices on the TED portal using the eForms standard. SAP Ariba Sourcing publishes the notices on the portal through SAP Integration Suite, managed gateway for spend management and SAP Business Network. For more information about how the notices are sent to and acknowledgments are received from the TED eForms portal, refer to Flow of Information between SAP Ariba Strategic Sourcing Suite, SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network, and TED eForms Portal [page 6].

SAP Ariba supports publishing the following eForms on the portal:

Form Type	Notice
Planning	Prior information notice used only for information — general directive
	Prior information notice used to shorten time limits for receipt of tenders — general directive
	Periodic indicative notice used only for information — sectoral directive
	Periodic indicative notice used to shorten time limits for receipt of tenders — sectoral directive
Competition	Prior information notice used as a call for competition — general directive, standard regime
	Contract notice — general directive, standard regime
	Periodic indicative notice used as a call for competition — sectoral directive, standard regime
	Contract notice — sectoral directive, standard regime
Result	Contract award notice — general directive, standard regime
	Contract award notice — sectoral directive, standard regime
Change	Corrigendum notice (associated with any of the notices mentioned above)

Portal configuration

Members of the **ETendering Administrator** group can configure the portal details on the **Portal Configuration** page in the **ETendering Manager** administration page. They can select the portal they want to publish to and enter the portal details.

Template configuration

A guided sourcing public sector template dispalys the portals that are enabled. **Template Creators** can select the portal to which the notices are to be published and create an event in the template. They can associate the notices with the event template. Event owners can fill in the tender details in the notices and publish the notice to the TED eForms portal by publishing the guided sourcing event.

Notice rules

When associating notices to events, you must adhere to a set of rules, as described in .

Event participation

A public access page is created when a notice of type Competition is associated with an event in a sourcing project. The public access page contains the event and the sourcing project details, and also the option to participate in the event. The page can be accessed from the notice and the sourcing project page. Suppliers can launch the public access page from the TED portal to see the event details. Suppliers who want to participate in the event can use the **Participate** option, which opens the Ariba Discovery post. They must register themselves on Ariba Discovery to be able to bid. When bidding is completed and the contract is awarded to one or more suppliers, buyers must publish a contract award notice.

Notice status

The eForm transitions through several statuses from the time it is created until it is published. For more information about the notice status, refer to About Notice Status [page 39].

Prerequisites

- This feature is supported only in the guided sourcing user interface. To use this feature in the guided sourcing user interface, your site must have guided sourcing enabled and you must be a member of the **Category Buyer** group.
- Integration between SAP Ariba Strategic Sourcing Suite and the TED portal must be configured in SAP Integration Suite, managed gateway for spend management and SAP Business Network.
- **ETendering Administrators** must have configured the following portal parameters on the **Administration > ETendering Manager > Portal Configuration** page:
  - **Endpoint of the public sector portal**: Specifies the TED eForms environment. The two environments are: **Preview** for testing purposes and **Production** for live scenarios.
  - **Maximum number of hours to wait for notice publication**: Specifies the maximum waiting time (in hours) that SAP Ariba waits for the notice to be published on the TED portal using the eForms standard.
  - **Maximum number of days to poll for notice status**: Specifies the maximum waiting time in days to poll the status of the notice to publish the event. The default value is 14 days.
  - **Email address of the author of the notice**: Specifies the email of the author of the notice.
  - **Locales supported for the author of the notice**: Specifies the locales supported for the notice author.

Publishing a PIN and CN to the TED eForms Portal

Follow this procedure to create a PIN (Prior Information Notice or Periodic Indicative Notice) or a CN (Contract Notice) in a public sector event and publish the notice to the TED portal.

Prerequisites

The following are the prerequisites to publish a PIN or CN to the TED portal:

- The guided sourcing full project must be marked as a public sector project.
- TED eForms must be selected as the public sector portal.
- EForms notice must be associated with the event in the project.

Context

You can create a full sourcing project template, mark it as a public sector project, and associate the required eForms notices with the event in the template. You can then create a full sourcing project using this template, open the event, and enter the notice details. When you publish the event, the notice is submitted to the TED portal to be published. The event itself is published

- after the associated notice (Prior information notice, Periodic indicative notice, or a Contract notice) is published on the TED portal, or

- after the time configured in the parameter `Maximum number of hours to wait for notice publication` has passed.

> ⓘ Note
>
> The notices in SAP Ariba are a replica of the notices in TED. To understand the fields and for any guidance on filling the notices, refer to the TED portal or the European Union public procurement website: https://simap.ted.europa.eu/web/simap .

Procedure

1. On the SAP Ariba Strategic Sourcing Suite dashboard, open the guided sourcing project which is linked to the portal, as explained in Marking a Guided Sourcing Full Project as Public Sector Project [page 21] .
2. Click the event template in the **Events and other documents** section.

   The Create guided sourcing project page opens.
3. Enter a name for the event and click **Create**.

   The event is created. In the **Public Notices** section, you can see the notices that were added to the event template. The status of the notices is **Not Created**.
4. To create a notice, click the more icon (•••) next to the notice that you want to publish and click **Create** *`notice name`* .
   The *`<Notice name>`* **notice** page opens. This page is referred to as the notice settings page.
5. The page displays the following fields. Some of the fields are prepopulated. Enter the other required details:
   - **Notice Type**: The type of the notice, which is prepopulated and read-only.
   - **Name**: The name of the notice, which is prepopulated.
   - **Main Language**: Select the language in which the notice details are entered.
   - **Additional Languages**: These are the languages in which you can translate some portions (as defined in the notice metadata) of the notice. Select one or more languages.
   - **Request Publication**: Specify when you want the notice to be published. Choose **As soon as possible** or a particular date.

   In addition to these fields, the following fields are displayed when you open a notice that is already created:
   - **Notice Identifier**: Displays the ID of the notice.
   - **Notice Version**: Displays the version of the notice.
   - **Submission Date**: Displays the date when the notice was submitted to the portal.
6. Click **Create**.

   The notice creation wizard opens, which consists of the following tabs:

   > ⓘ Note
   >
   > Although the tabs in all notices are the same, Contract Award Notice and Change Notice have additional tabs.

Tabs	Description
Organisations	Provide information such as the official name and ID of the buyer organisation, postal address, URL, email address, contact details, and involvement of the central purchasing body.
Information about contracting party and provider	Provide information such as the buyer details such as its ID, legal type, activity type, and profile. Also includes service provider ID and service type.
Procedure	Provide information such as the legal information of the procurement, scope, classification, and tendering terms.
Lots / Parts	Provide information about procurement object, scope, classification, place, duration, tendering terms, contract type, legislations, review procedures, recurring information, and award criteria. Prior Information Notice used only for information has the **Parts** tab instead of the **Lots** tab.
Groups of lots	Provide information about the lots included in the group, procurement scope, framework agreement, and awarding criteria for groups.
Summary	Displays the summary of the details entered in all the tabs.

7. Enter the information in each tab and click **Next**.

   The notice is pre-populated with information in the prior notice, if any. Otherwise, it is populated with the information in the template, the project header, and the event content. However, if you make any changes in the event, you must manually update it using the **Reset** button. This updates content only on the current tab.

   Some sections have the (⊕) icon at the top right corner. Click the icon to add another section. For example, if there are two lots, add Lot 1 details, and then click the (⊕) icon to add Lot 2 details.

   The option to translate is available for some sections. Click **Translate** at the top right corner of the section. In the popup that is displayed, click ( ). The dropdown lists the main language and the additional languages selected in the notice settings page. Choose one or more languages. The table displays the fields for which translation is required in the eForms specification. By default, the field value is displayed in the main language. Additional columns are added for the chosen languages. Enter the field values and click **OK**. You can see the translated values in the TED portal.
8. On the **Summary** tab, review the notice details and click **Save**.

   In the event, the status of the notice updates to **Ready for Submission**.
9. Click **Submit**. This triggers the Contract Notice or Prior Information Notice to be submitted to the TED portal.

Results

The event stays in **Pending public notices publish** status until the notice is submitted to TED. After it is submitted, the status of the notice changes to **Pending Publish**. SAP Ariba waits for the number of hours as configured in the parameter Maximum number of hours to wait for notice publication, to receive a response from TED. When the notice is published on TED, the status of the notice changes to **Published**, the event gets published and its status changes to **Monitor**. If TED rejects the notice, the notice status in the event changes to **Failed to Publish**.

Publishing a Contract Award Notice to the TED eForms Portal

Follow this procedure to publish a Contract Award Notice (CAN) on the TED eForms portal within 30 days of signing the contract.

Prerequisites

Before you can publish a CAN, ensure that

- the event is in **Pending Selection** or **Completed** state.
- a PIN or a CN is published for the event.
- a CAN is added to the project template. To add multiple CANs in the event, the condition of ad hoc creation must be enabled for the CAN in the template.

Context

You can create and publish a single CAN even if the contract is awarded to multiple suppliers. You can select the award scenarios that you want to include in the CAN. In the CAN, a contract section is created for each item-supplier combination.

Procedure

1. Navigate to the **Public Notices** section of the event.
2. Click the more icon (•••) next to the CAN and click **Create Contract award notice**.

   The **Create Contract award notice** window opens. It displays the main and additional languages as mentioned in the Contract notice, Prior information notice, or a prior CAN published for the event.

   It also displays the awarded award scenarios, the suppliers who have been awarded the contract, the items and lots and their total value, and the information about any contract award notice already published for the same combination of supplier and lot. If the lot has items, then the lot name is displayed as the title for the items.
3. (Optional) Change the main and additional languages.
4. Select when the notice must be published.
5. Select the award scenarios you want to include in the CAN, and then click **Create**.

   The **Contract award notice** opens. Information such as supplier details, lot details, and so on are pre-populated.
6. Enter the contract details in all the tabs and click **Next**.

> **Note**
> The **Lots** and the **Results** pages in the notice contain information about all the items in the lot, and not just the information about the items selected in the award scenario.

7. Click **Reset** to get the latest values from the project header fields and the event into the notice.

   The notice is pre-populated with information in the prior notice, if any. Otherwise, it is pre-populated with information in the template, the project header, and the event content. However, if you make any changes in the event, you must manually update it using the **Reset** button. This updates the content only on the current tab.

   However, if you make any changes in the award scenario, the new award scenario details are synced automatically.
8. Navigate to the **Summary** tab to review the content and click **Save**.

   In the event, the status of the notice is updated to **Ready for Submission**.
9. Click the **Submit** button in the **External Portal Status** column to submit the notice to TED.

Results

The notice is submitted to TED. The status of the notice changes to **Pending Publish**.

Publishing a Change Notice to TED eForms Portal

If there are changes to a notice after it is published, you must use this procedure to publish a corrigendum notice or a change notice to announce the changes.

Prerequisites

Before you publish a corrigendum notice, ensure that

- the notice for which you are publishing a corrigendum notice is already published on TED.
- the event is still active and in the **Monitor** status to publish a corrigendum notice for a PIN or CN.
- the event is in the **Pending Selection** status to publish a corrigendum notice for a contract award notice.
- you are the event owner or have project owner capabilities for the event.

Context

A published notice can have any number of corrigendum notices. The latest corrigendum notice will contain the values from its preceding notice. The event owner can create a corrigendum notice:

- When a Published PIN or CN Is Updated [page 29]

- When the Event End Time Is Changed [page 30]
- When a Published CAN is Updated [page 31]

When a Published PIN or CN Is Updated

Use this procedure to publish a corrigendum notice when a published PIN or CN is updated.

Context

When there is a significant change to the published Prior Information Notice (PIN) or Contract notice (CN), you can create a corrigendum notice for that notice.

Procedure

1. Open the event for which you want to create and publish a corrigendum notice.
2. Click the **More actions** icon •••) in the upper-right corner of the event page and select **Event options** > **Edit event**

   The event status changes to **Draft**.
3. Navigate to the **Public Notices** section of the event.
4. Click the **More actions** icon (•••) next to the notice for which you want to create a corrigendum notice.
5. Click **Add Corrigendum Notice**.

   A corrigendum notice is added under the parent notice. The **Create Corrigendum notice** opens. The tabs are populated with the required information from its parent notice.
6. Choose when the corrigendum notice should be published and click **Create**.

   The **Corrigendum notice** opens.
7. Click **Next** to navigate to the **Changes** tab.
8. In the **Information about the change** section, enter the following information:
   - **Section to which the change applies**: Enter the ID of the section that is being changed.
   - **Description of changes**: Describe the changes made.
   - **The procurement documents were changed?**: Select whether the procurement documents were changed.
   - **Change date of the procurement documents**: For the first corrigendum notice published for a PIN or CN, this is the date on which the PIN or CN was published. For subsequent corrigendums, this is the date on which the previous corrigendum was published.

   You can add more sections by clicking the (⊕) icon on the right.
9. Click **Next** after entering all the changes.

10. Review your changes on the **Summary** tab and click **Save**.

    The status of the notice changes to **Ready for Submission**.
11. Click **Submit** to submit the corrigendum notice to TED.

When the Event End Time Is Changed

Use this procedure to publish a corrigendum notice when the event end time is changed.

Context

When you extend or reduce the end time of a public procurement event, you must publish a corrigendum notice.

Procedure

1. Open the event for which you want to change the end time.
2. In the **Event Duration** panel, click **Edit**.

   The **Edit event** window is displayed.
3. Choose the event end date and time.
4. Click **Continue to Corrigendum Notice**.

   The corrigendum notice opens. It contains the content in its parent notice and cannot be edited.
5. On the **Create Corrigendum** tab, select the notice publishing time, and click **Create**.
6. On the **Lots** tab, the **Deadline for receipt of tenders** field in the **Deadlines** section displays the changed date.

   The changed deadline is displayed for all the lots in the event.
7. Navigate to the **Changes** tab.

   In the **Information about the change** section(s), you can see the information about the sections to which the changes are applicable and the date on which the changes were made.
8. Click **Submit** on the **Summary** tab.

   This updates the event closing time.

When a Published CAN is Updated

Use this procedure to publish a corrigendum notice when a published CAN is updated

Context

When there is a significant change to the published Contract Award Notice (CAN), you can create a corrigendum notice for that notice.

Procedure

1. Open the event for which you want to publish the corrigendum notice.
2. Navigate to the **Public Notices** section.
3. Click the more icon (•••) next to the contract award notice for which you want to create the corrigendum notice.
4. Click **Add Corrigendum Notice**.
   A corrigendum notice is added under the parent notice. The **Corrigendum notice** opens. The tabs are populated with the required information from its parent notice.
5. Click **Next** to navigate to the **Changes** tab.
6. Enter the changes to the original notice. You can add more sections by clicking the (+) icon on the right. Click **Next** after entering all the changes.
7. Review your changes on the **Summary** tab and click **Save**.

   The status of the notice changes to **Ready for Submission**.
8. Click the **Submit** button in the **External Portal Status** column to submit the notice to TED.

Results

The corrigendum notice is published for the contract award notice.

About TED Classic Notices

According to the European Union (EU) public procurement law, during the tendering process, a public entity must publish notices on an approved portal. The notices contain important information, such as the contracting authority, bid items, time frame, eligibility criteria, location, selection criteria, and awarding criteria.

SAP Ariba acts as a broker in onboarding buyers and integrating with TED. It supports publishing the following notices on the TED portal:

- Prior Information Notice (PIN)
- Contract Notice (CN)
- Contract Award Notice (CAN)
- Periodic Indicative Notice - Utilities (PIN- Utilities)
- Contract Notice - Utilities (CN- Utilities)
- Contract Award Notice - Utilities (CAN- Utilities)
- Corrigendum Notice (Change Notice)

Notices can be associated with all types of sourcing events – RFP, RFI, and Auction – and can be published on the external portal. SAP Integration Suite, managed gateway for spend management and SAP Business Network is used for integration between SAP Ariba Strategic Sourcing Suite and TED.

As a buyer, you must mark a full sourcing project template as a public sector project template and create an event in the template. You can associate the notices with the event template. When you create a guided sourcing full project from this template, you can see the associated notices in the event.

You can submit the notice to TED from an event. It takes a maximum of 48 hours for the submitted notice to be published on TED. The event gets published after the notice is published on TED, or 48 hours after the submission of the notice. Therefore, it is recommended that you set the end date of the event to a time that is more than 48 hours from the time of submitting the notice. If a published contract notice or a prior information notice of an active event needs a significant change, you must publish a change notice (corrigendum notice) for that notice.

When the notice is created, a public access page, containing all the event details and the option to participate in the event, is created and referred to in the TED notice. Suppliers can launch the public access page from the TED portal to see the event details. Suppliers who want to participate in the event can use the **Participate** option, which opens the Ariba Discovery post. They must register themselves on Ariba Discovery to be able to bid. When bidding is completed and the contract is awarded to one or more suppliers, you must publish a contract award notice.

The notice transitions through several status from the time it is created until it is published. For more information about the notice status, see About Notice Status [page 39] .

For more information about European public procurement, its codes and nomenclatures, refer to the European Union public procurement website: https://simap.ted.europa.eu/web/simap .

Prerequisites

- Buyer must have a TED account under the master account of SAP. Contact your Designated Support Contact (DSC) to submit a Service Request (SR). An SAP Ariba Support representative will do the following:
  - Create a TED sub-account under the TED eSender master account of SAP.
- This feature is supported only in the guided sourcing user interface. To use this feature in the guided sourcing user interface, your site must have guided sourcing enabled and you must be a member of the **Category Buyer** group.
- The following parameters must be configured on the **Administration > ETendering Manager > Portal Configuration** page by a member belonging to the **Customer Administrator** group:
  - **The identifier of the customer**: Specifies the sign in ID of the customer
  - **Country code of the organization publishing notices to TED**: Specifies the country code of the organisation publishing the notice.
  - **Name of the organization publishing notices to TED**: Specifies the name of the organisation publishing the notice.

- **Phone number of the organization publishing notice to TED**: Specifies the phone number for contacting the organisation which has published the notice.
- **Email address of the organization publishing notice to TED**: Specifies the email address for contacting the organisation which has published the notice.

Publishing a Notice to the TED Portal

Use this procedure to create a notice in a public sector event and publish the notice to the TED portal.

Context

You can create a public sector full sourcing project template and associate the required notices with the event template. You can then create an event using this public sector project template. You can enter the notice details and publish the event. The notice is sent to TED to be published. The event is published only after a PIN or a CN is published on the portal, or 48 hours after submitting the PIN or CN to the portal.

The following are the rules to publish a notice:

- You must publish the notices to TED in the following sequence:
  1. PIN
  2. CN
  3. CAN
- You cannot publish a CN for an event if a PIN of type Call for Competition has been published for that event.
- You can publish a corrigendum notice (change notice) for a notice only if that notice is already published.
- If the contract is awarded to multiple suppliers, you can create a single CAN for the desired award scenarios.

Although the following business rules are not controlled in SAP Ariba, you must consider them when publishing a CAN:

- You can publish a CAN if a contract is signed and only if a PIN or CN has been published for that event.
- You must publish a CAN to the portal within 30 days of signing the contract.

> ⓘ Note
>
> The notices in SAP Ariba are a replica of the notices in TED. To understand the fields and for any guidance on filling the notices, refer to the TED portal or the European Union public procurement website: https://simap.ted.europa.eu/web/simap .

Procedure

1. On the Sourcing dashboard, click **Create** > **Guided Sourcing Project**.

   The **Create guided sourcing project** page opens.

2. Enter a name and description for the project.
3. Choose **Full Project** as the **Project Type**.
4. From the **Template** dropdown, choose the public sector full sourcing project template.
5. Click **Create**.
6. Click the event template in the **Events and other documents** section.

   The **Create guided sourcing project** page opens.
7. Enter a name for the event and click **Create**.

   The event is created. In the **Public Notices** section, you can see the notices that were added in the event template. The status of the notices is **Not Created**.
8. To create the notice, click the more icon (•••) next to the notice and click **Create** *`notice name`* . For example, if the notice is a Contract Notice, click the more icon (•••) and click **Create Contract Notice**.

   The *`Notice name`* **notice** page opens.
9. Click **Sync** to to get the latest values from the project header fields and the event into the notice.

   The notice is pre-populated with information in the template, the project header, and the event content. However, if you make any changes in the event, you must manually update it using the **Sync** button. This updates content only on the current tab.
10. Enter the details on each tab and click **Save**.
11. Click **Next** to move to the next tab.
12. (Optional) Click **Cancel** to abort entering the notice details.

    The notice closes. In the event, the status of the notice updates to **Draft**.
13. (Optional) To resume, click the more icon (•••) next to the notice and click **Edit public notice**.
14. Enter details on all the tabs of the notice.
15. On the **Summary** tab, review the notice details and click **Save**.

    In the event, the status of the notice updates to **Ready for Submission**.
16. Click **Submit**.

    > Note
    >
    > You can click **Submit** only when the status of **Contract notice** or **Prior Information Notice** is **Ready for Submission**.

Results

The event stays in **Pending public notices publish** status until the notice is submitted to TED. After it is submitted, the status of the notice changes to **Pending Publish**. SAP Ariba waits for 48 hours to receive a response from TED. When the notice is published on TED, the status of the notice changes to **Published**, the event gets published and its status changes to **Monitor**. If TED rejects the notice, the notice status in the event changes to **Failed to Publish**.

Publishing a Contract Award Notice

Use this procedure to publish a contract award notice (CAN) on the TED portal within 30 days of signing the contract.

Prerequisites

Ensure that the following conditions are met to publish a CAN:

- The event must be in **Review responses** state.
- A PIN or a CN must be published for the event.
- A CAN must be added to the project template. To add multiple CANs in the event, the condition of ad hoc creation must be enabled for the CAN in the template.

Context

You can create and publish a single CAN even if the contract is awarded to multiple suppliers. You can select the award scenarios that you want to include in the CAN. In the CAN, a contract section is created for each item-supplier combination.

Procedure

1. Navigate to the **Public Notices** section of the event.
2. Click the more icon (•••) next to Contract award notice and click **Create Contract award notice**.

   The **Contract Award Notice** window opens. It displays the award scenarios, the suppliers who have been awarded the contract, the items and lots and their total value, and the information about any contract award notice already published for the same combination of supplier and lot. If the lot has items, then the lot name is displayed as the title for items.
3. Enter a name for the notice.
4. Select the award scenarios you want to include in the CAN, and then click **OK**.

   The **Contract award notice** opens. Information such as supplier details, lot details, and so on are pre-populated.
5. Enter the contract details in all the tabs and click **Next**.

   > ⓘ Note
   >
   > - The **Lots** page in the notice contains information about all the items in the lot, and not just the information about the items selected in the award scenario.
   > - The **Award of Contract** page in the notice contains information about only the items selected in the award scenario. The **Lot No.** in this page is not sequential; it corresponds to the **Lot No:** of that item in

> the **Lots** page. For example, 3rd and 5th items are the selected items, the first item listed in **Award of Contract** page will have **Lot No:** as 3.

6. Click **Sync** to to get the latest values from the project header fields and the event into the notice.

   The notice is pre-populated with information in the template, the project header, and the event content. However, if you make any changes in the event, you must manually update it using the **Sync** button. This updates content only on the current tab. The fields that are updated are marked with the icon. If you select another award scenario to include in the CAN, the new award scenario details are synced automatically.
7. Navigate to the **Summary** tab to review the content and click **Save**.

   In the event, the status of the notice is updated to **Ready for Submission**.
8. Click the **Submit** button in the **External Portal Status** column to submit the notice to TED.

Results

The notice is submitted to TED. The status of the notice changes to **Pending Publish**.

Publishing a Corrigendum Notice (Change Notice)

If there are changes to a notice after it is published, you must use this procedure to publish a corrigendum notice or a change notice to announce the changes.

Prerequisites

The following conditions must be met to publish a corrigendum notice:

- The notice for which you are publishing a corrigendum notice must already be published on TED.
- The event must still be active and in the **Monitor** status to publish a corrigendum notice for a PIN or CN.
- The event must be **Pending Selection** status to publish a corrigendum notice for a contract award notice.
- You must be the event owner or have project owner capabilities for the event.

Context

The event owner can create the Corrigendum notice when:

- When a Published PIN or CN Is Updated [page 37]
- When the Event End Time Is Changed [page 37]
- When a Published CAN Is Updated [page 38]

When a Published PIN or CN Is Updated

Use this procedure to publish a corrigendum notice when a published PIN or CN is updated.

Context

When there is a significant change to the published Prior Information Notice (PIN) or Contract notice (CN), you can create a corrigendum notice for that notice.

Procedure

1. Open the event for which you want to create and publish a corrigendum notice.
2. Click the **More actions** icon •••) in the upper-right corner of the event page and select **Event options** **Edit event**

   The event status changes to **Draft**.
3. Navigate to the **Public Notices** section of the event.
4. Click the more icon (•••) next to the notice for which you want to create a corrigendum notice.
5. Click **Add Corrigendum Notice**.

   A corrigendum notice is added under the parent notice. The **Corrigendum notice** opens. The tabs are populated with the required information from its parent notice.
6. Click **Next** to navigate to the **Changes** tab.
7. Enter the changes to the original notice. You can add more sections by clicking the (+) icon on the right. Click **Next** after entering all the changes.
8. Review your changes on the **Summary** tab and click **Save**.

   The status of the notice changes to **Ready for Submission**.
9. Click **Submit** to submit the corrigendum notice to TED.

When the Event End Time Is Changed

Use this procedure to publish a corrigendum notice when the event end time is changed.

Context

When you extend or reduce the end time of a public procurement event, you must publish a corrigendum notice.

Procedure

1. Open the event for which you want to change the end time.
2. Click the **More actions** icon (•••) in the upper-right corner of the event page and select **Event options** > **Edit event**

   The event status changes to **Draft**.
3. In the **Event Duration** panel, click **Edit**.

   The **Edit event** window is displayed.
4. Choose one of the following to configure the event end time:
   - **Time**: Choose a date and time when the event ends.
   - **Duration**: Enter a value in minutes, hours, or days to specify the length of the event.
5. Click **Continue to Corrigendum Notice**.

   The corrigendum notice opens. It contains the content in its parent notice and cannot be edited.
6. Navigate to the **Changes** tab.

   In the **Text to be corrected in the original notice** section, you can see the original event close time under **Instead of** and the updated time and date under **Read**.
7. Click **Submit** on the **Summary** tab.

   This updates the event closing time.
8. (Optional) To retain the old closing time, click **Cancel**.

Results

The corrigendum notice is added under the CN or the PIN. You can see the new event end time only after the corrigendum notice is published on the portal. Until then, the event duration cannot be edited.

When a Published CAN Is Updated

Use this procedure to publish a corrigendum notice when a published CAN is updated.

Context

When there is a significant change to the published Contract Award Notice (CAN), you can create a corrigendum notice for that notice.

Procedure

1. Open the event for which you want to publish the corrigendum notice.
2. Navigate to the **Public Notices** section.
3. Click the more icon (•••) next to the contract award notice for which you want to create the corrigendum notice.
4. Click **Add Corrigendum Notice**.
   A corrigendum notice is added under the parent notice. The **Corrigendum notice** opens. The tabs are populated with the required information from its parent notice.
5. Click **Next** to navigate to the **Changes** tab.
6. Enter the changes to the original notice. You can add more sections by clicking the (+) icon on the right. Click **Next** after entering all the changes.
7. Review your changes on the **Summary** tab and click **Save**.

   The status of the notice changes to **Ready for Submission**.
8. Click the **Submit** button in the **External Portal Status** column to submit the notice to TED..

Results

The corrigendum notice is published for the contract award notice.

About Notice Status

The notices have an internal status and a status related with the external portal.

You can see the following internal status of a notice in the **Status** column on the **Public Notices** panel:

Status	Description
Not Created	The status of the notice upon creating an event.
Draft	The status of the notice after you create it in the event.
Ready for Submission	The status of the notice after you edit the notice and save it. You can publish an event only when its PIN or CN is in this status.
Pending Publish	The status of the notice after publishing the event and before receiving a response from TED.
Published	The status of the notice after successfully publishing the no-tice on TED.
Failed to Publish	The status of the notice if it does not get published on TED. The notice goes back to the **Draft** status. Buyers can edit the notice and submit it again.

The status of a notice changes from **Not Created** to **Draft** to **Ready for Submission** to **Pending Publish** to **Published**, or **Failed to Publish**. If you edit the event to republish the notice, the notice status changes back to **Draft**.

The external portal status of a notice indicates the status of the notice in TED.

External status for TED eForms notices

For TED eForms notices, the following are the external statuses in the **External portal status** column on the **Public Notices** panel:

Status	Description
Submitted	The notice is submitted to the TED portal to be published.
Published	The notice is successfully published on the TED portal.
Not Published	The notice is not published on the TED portal. Click the See Details link to get more information about the reasons.
Stopped	The buyer has requested through an API to stop a notice from being published.
Validation Failed	Validation errors were found when the notice was submitted to the TED portal.

Notice Submission Status Details

When a notice is submitted to TED, it is routed through SAP Integration Suite, managed gateway for spend management and SAP Business Network. The notice transitions through several status from the time it is submitted to the time it gets sucessfully published on TED. For an eForm notice, you can see the following status details on clicking the **See details** link in the **External portal status** column in the **Public Sector** section of the event:

- **Public Portal Publication ID**: The NoDocOjs of the notice as published on TED website. For example, 2014/S 006-000712, 2016/S 128- 999999.
- **Submission ID**: The Submission ID is the acknowledgement that we receive from TED. This ID can be used to track the notice on the TED website.
- **External Portal Status Detail**: This table displays the following details of messages received from the external portal for the latest notice submission attempt. If the notice is not published, the messages in this table can inform you about the reason of failure.
  - **Valid**: Informs whether a validation was a success or a failure; **Yes** implies a success and **No** implies a failure.
  - **Severity**: If the value in the **Valid** column is **No**, the corresponding cell in this column displays the severity of the error. The severity can be **Error** or **Critical**. If the value in the **Valid** column is **Yes**, the severity is blank.
  - **Message**: The error message. If the message is just an information, the cell is blank.
  - **Detail**: The message details. It provides the success or failure details of a rule validation.
  - **Reference ID**: The unique ID of the message. You can find this ID in the Validation Rules file downloadable from the TED website. If there is an error, you can edit the notice according to the validation rule and re-publish the notice.

External status for TED Classic notices

For TED Classic notices, the following are the external statuses in the **External portal status** column on the **Public Notices** panel:

Status	Description
Received	The notice is received by TED, but not yet published.
In Progress	The notice is being processed by TED.
Reception Error	An error occurred while receiving the notice.
Waiting for Information	TED is awaiting more information about the notice.
Published	The status of the notice when it is successfully published on TED.
Not Published	The status of the notice when it is rejected by TED. When rejected, the internal status is changed to **Draft**.

Notice Submission Status Details

For TED Classic notices, you can see the following status details on clicking the **See details** link in the **External portal status** column in the **Public Sector** section of the event:

- **Public Portal Publication ID**: The NoDocOjs of the notice as published on TED website. For example, 2014/S 006-000712, 2016/S 128- 999999.
- **Gazzette Issue ID**: The OJS number of the notice as published on TED website. For example, 001, 128, 999. You can see the **Public Portal Publication ID** and **Gazzette Issue ID** only after the notice is published on the portal. You can use these IDs to search for the notice on the TED website.
- **Submission ID**: The Submission ID is the acknowledgement that we receive from TED. This ID can be used to track the notice on the TED website.
- **External Portal Status Detail**: This table displays the following details of messages received from the external portal for the latest notice submission attempt. If the notice is not published, the messages in this table can inform you about the reason of failure.
    - **Valid**: Informs whether a validation was a success or a failure; **Yes** implies a success and **No** implies a failure.
    - **Severity**: If the value in the **Valid** column is **No**, the corresponding cell in this column displays the severity of the error. The severity can be **Error** or **Critical**. If the value in the **Valid** column is **Yes**, the severity is blank.
    - **Message**: The error message. If the message is just an information, the cell is blank.
    - **Detail**: The message details. It provides the success or failure details of a rule validation.
    - **Reference ID**: The unique ID of the message. You can find this ID in the Validation Rules file downloadable from the TED website. If there is an error, you can edit the notice according to the validation rule and re-publish the notice.

> ⓘ Note
>
> - Until the notice is published, the event remains in the **Pending public notices publish** status.
> - Until the external status is either **Published** or **Not Published** or **Validation Failed**, the internal status remains to be **Pending Publish**.

Seeing Status Details of a Submitted Public Procurement Notice

Use this procedure to see the status details of a submitted public procurement notice.

Context

From the time the public procurement notice is submitted, untill it is posted on the TED portal through the SAP Integration Suite, managed gateway for spend management and SAP Business Network, it transitions through several status. You can view the status details, messages, and the errors on the **Public Notices** section of the associated event.

Procedure

1. Open the event to which the notice is associated.
2. Navigate to the **Public Notices** section.
3. In the **External portal status** column, click the **See details** link corresponding to the notice.

   The status page of the event is displayed. You can see the different IDs of the notice, status details, and any errors that occurred while posting the notice. For more information about the status details, see About Notice Status [page 39]

   > ⓘ Note
   >
   > The messages displayed in the **External Portal Status Detail** table are relevant only to the latest notice submission attempt.
4. Search for a particular message using text or the reference ID.

   The table has a page size of five. If there are more than five messages, you can navigate by clicking the page number.

Results

You can see the status of the notices you have submitted.

About Audit Log Entries for Public Procurement Events

Audit log entries pertaining to public procurement events are logged on the **Event Audit Log** page.

Audit log entries are generated when

- a notice in an eTendering event is submitted to the public sector portal.
- a status update for an eTendering notice is received from the public sector portal.
- a public access page is created or updated for a public sector guided sourcing full project.
- an Ariba Discovery posting is created or updated for a public sector guided sourcing full project.

An event owner or users having project owner capabilities for the event can view the log entries on the **Event Audit Log** page. This page displays the log entries for actions related to the publishing of notices associated with a public procurement event, creation and updation of Public Access page and Ariba Discovery posting. The logs related to the Public Access page and the Ariba Discovery posting also contain the link to the corresponding page.

About Using European Single Procurement Document (ESPD) in Public Sector Events

Buyers in the European Union (EU) public sector can add the European Single Procurement Document (ESPD) to sourcing events for collecting responses to the ESPD from suppliers participating in public sector sourcing events. Suppliers can provide their responses to the questions in the ESPD.

If eTendering is enabled for your site, a system product questionnaire, ESPD System Template, is made available in your site. The system product questionnaire is read-only. Buyer administrators can duplicate the system product questionnaire to create a new system product questionnaire, customize the new system product questionnaire, and use it in a guided sourcing event.

Workflow for Using ESPD

The end-to-end workflow for using the ESPD in SAP Ariba Sourcing includes the following steps:

1. ETendering Administrators enable ESPD from the **Enablement of ETendering** page of sites that have eTendering enabled.
2. Buyer administrators duplicate the system product questionnaire and edit the duplicate questionnaire to suit their requirements.
3. Buyer administrators associate the duplicate questionnaire to a guided sourcing event in one of the following ways:
    - Create a rule in a question in Category Attribute Manager to automatically attach the duplicate questionnaire to an event that matches the rule.
    - Manually add the questionnaire in the event.
4. Buyer users create and publish a sourcing event that matches the rule.
5. Suppliers respond to the questionnaire and add contractor details.
6. (Optional) Suppliers export the responses in XML format.
7. Buyers review the responses on the **Monitor** page.

Addition of the ESPD in Public Sector Events Using a System Product Questionnaire

A system product questionnaire contains the European Single Procurement Document (ESPD) questions. The system product questionnaire is created using a self-contained questionnaire [page 45]; is read-only and cannot be edited by a buyer administrator or an event owner. However, buyer administrators can duplicate the system product questionnaire to create a new system product questionnaire, customize the new system product questionnaire, and use it in a sourcing event.

When eTendering is enabled for your site, a background task creates the system product questionnaire, **ESPD System Template**, in the Category Attribute Manager. Note that it might take approximately 45 minutes to create the system product questionnaire.

Buyer administrators can duplicate the system product questionnaire and configure the following user permissions in the duplicate questionnaire to control the user actions in a sourcing event:

- Add a question to the questionnaire
- Remove a question from the questionnaire
- Reorder the questions in the questionnaire
- Edit the question in the questionnaire
- Add or remove the product questionnaire in the event

By default, all the permissions are enabled. The options available for users in the event depends on the permissions the administrator provides in the questionnaire. If the administrator:

- disables the **Add Question**, **Remove Question**, and **Reorder Question** permissions, and enables only the **Add / Remove Product Questionnaire** permission, the **Edit** option is not available in the event. Only the **View** and **Remove** options are available.

- enables any or all of the **Add Question**, **Remove Question**, or **Reorder Question** permissions, and disables only the **Add / Remove Product Questionnaire** permission, the **View** and **Edit** options are available in the event. The **Remove** option is not available.

The changes that the user makes to the system product questionnaire in the event are restricted to the event and are not transmitted to the questionnaire in the Category Attribute Manager.

Buyer administrators can add a system product questionnaire to an event in the following ways:

- Associate the system product questionnaire to a question in Category Attribute Manager and create a rule to add the question in the sourcing event. When an event owner creates an event matching the rule, the question, along with the system product questionnaire, is automatically added to the event.
- Manually add the system product questionnaire directly to the event.

Suppliers participating in the public sector event can provide their responses to the questions in the system product questionnaire.

Self-Contained Questionnaires

A self-contained questionnaire acts as a container for ESPD questions. The questions and sections in a self-contained questionnaire are exclusive to the questionnaire. They are not visible in the Category Attribute Manager library and cannot be used in other questionnaires.

Creating a Self-Contained Questionnaire [page 45].

Creating a Self-Contained Questionnaire

Use these steps to create a self-contained questionnaire.

Context

A self-contained questionnaire can contain only the questions and sections created within the questionnaire. You cannot add the questions existing in the Category Attribute Manager library to a self-contained questionnaire.

A self-contained questionnaire also supports conditions. So, when adding answers to questions in a product questionnaire, if a supplier adds an answer to a question that triggers a conditional question, that question becomes visible in the questionnaire. For more information about using conditions to control the visibility of questions in sourcing events, see *Common data import and administration guide for SAP Ariba Strategic Sourcing and Supplier Management solutions*.

Procedure

1. From the SAP Ariba Sourcing UI, select **Manage** > **Administration** > **Category Attribute Manager** > **Category Attribute Management**
2. Click the **Questionnaire** tile.
3. Click the menu on the upper-right corner of the search results table and select **Create Self Contained Questionnaire**.
4. Select the external system to which you want to add the questionnaire and enter a name for the questionnaire.
5. (Optional) To provide translations for the questionnaire name, select **Translations**. Select **Done** when finished.
6. Review the end user permissions for adding, removing, and reordering questions in the questionnaire and for adding or removing the product questionnaire in the event. If you want to remove any of the permissions, uncheck the corresponding check boxes.
7. Select **Add** > **New Question** to create a new question within the self-contained questionnaire.
   A basic question outline is added.
8. Click the question outline to edit it and add basic question details.

   To add more details for a question, select the vertical elipses icon beside a question in the questionnaire table and select **Edit**. For more information about creating category attribute hierarchy questions, see *Common data import and administration guide for SAP Ariba Strategic Sourcing and Supplier Management solutions*.
9. To add the question in a section, enter the section name in the **Section** field. When you start typing a name for the section, if the section does not exist, a check mark appears below the field. Click the check mark to create a new section.
10. To add basic section details, click **Edit** beside the **Section** field.

    The **Create Section** page appears.
11. Add the required section details and click **Update**.
12. Choose **Yes** in the **Exclusion** field if the answer to this question will determine the exclusion of a supplier.
13. Click **Update** to save the question.
14. Select **Add** > **Formula** if you want to create a formula to perform an operation on supplier responses to questions that have a numeric answer type. That is questions of type Money, Decimal or Whole Number. For example, you might have questions like “Value without tax?” and “Tax amount?” and you might want to add a formula to add these values to provide a gross tax amount. Enter the following details for the formula:
    - **Result Type**: Select the output type for the formula result. This can be Money or Decimal. Money indicates that the result will be appended with a currency.
    - **Formula Name**: Enter a name for the formula. For example, "Gross tax amount".
    - **Formula**: Type the question names with an operator between them. Question names are displayed as you type. Select the appropriate question from those displayed. For example, you might create a formula such as `Value without tax? + Tax amount?`. You can use the operators +,-,/,*, and parentheses, and you can also enter numeric constants as part of your formula.
      The formula is displayed in the product questionaire, and the formula name and the calculated result are displayed for the buyer on the sourcing event **Content** page.
15. Click **Save**.

Results

A self-contained questionnaire is created and listed on the **Questionnaire** page.

Enabling ESPD for a Site

ETendering administrators can enable ESPD for their site from the **Enablement of eTendering** page.

Prerequisites

ETendering must be enabled for your site.

Context

Buyers in the European Union (EU) public sector can add the ESPD to sourcing events for collecting responses from suppliers participating in public sector sourcing events. Suppliers can respond to the questions in the ESPD. Follow this procedure to enable ESPD:

Procedure

1. On the SAP Ariba Strategic Sourcing Suitedashboard, click **Manage** > **Administration**.
2. On the Ariba Administrator page, click **ETendering Manager**, and then click **Enable eTendering**.

   The **Enablement of eTendering** page is displayed.
3. In the **Enablement of eTendering features** table, click **Enable** for ESPD.

Results

ESPD is enabled for the site. ESPD, once enabled, cannot be disabled.

Duplicating the System Product Questionnaire

Use these steps to duplicate the system product questionnaire.

Context

The system product questionnaire is read-only. However, you can modify the system product questionnaire by duplicating it and editing the details to suit your requirement.

Procedure

1. From the SAP Ariba Sourcing UI, select **Manage** > **Administration** > **Category Attribute Manager** > **Category Attribute Management**.
2. Click the **Questionnaires** tile.

   The **Questionnaire** page opens.
3. Select the system product questionnaire that you want to duplicate.
4. Click the menu on the upper-right corner of the search results table and select **Duplicate**.

   The **Update Product Questionnaire** page appears.
5. In the **Questionnaire Name** field, enter a new name for the questionnaire.
6. Click **Save**.

Results

A copy of the system product questionnaire is created.

Editing a Duplicate System Product Questionnaire

Use these steps to edit a duplicate system product questionnaire.

Prerequisites

You must have created a duplicate of the system product questionnaire as explained in the Duplicating the System Product Questionnaire [page 48] topic.

Context

The system product questionniare contains all the questions in the ESPD. You can edit the duplicate system product questionniare to modify the end user permissions and the questions as per your requirements. You can also group the questions in a section and create nested sections. The questions and sections that you create in the duplicate system product questionniare are exclusive to the questionnaire.

> ⓘ Note
>
> You can also create nested sections from the **Sections** tile on on the **Category Attribute Management** page, but you can only add them to a product questionnaire and not to a system product questionnaire.

Procedure

1. From the **Category Attribute Manager**, open the duplicate system product questionniare that you want to modify.
2. To modify the end user permissions, uncheck the corresponding checkboxes.
3. Update the questions as required. For more information about how to add questions in a questionnaire, see How to create a product questionnaire.
4. To add sections, select the vertical elipses icon (⋮) beside a question in the questionnaire table and select **Edit**.
5. In the **Section** field, enter the section name. When you start typing a name for the section, if the section does not exist, a check mark appears below the field. Click the check mark to create a new section.
6. To create a nested section, click **Edit** beside the **Section** field.

   The **Create Section** page appears.
7. In the **Parent Section** field, enter a name for the parent section. You can create a hierarchy upto four levels.
8. Click **Update**.
9. If you expect multiple responses for a section, set **Repeatable** as **Yes**.
10. If you want to use conditions to control the visibility of the section to suppliers, select one of the following from the **Visibility Condition** pull-down menu:
    a. To create a new condition, choose **Create Condition**.
    b. To add an existing condition, choose **Select Condition**.

    > ⓘ Note
    >
    > The condition does not work in a repeatable section, as the answer in each response might be different.
11. Click **Update** to save the section.
12. Click **Save** to save the questionnaire.

Associating Duplicated System Product Questionnaire from Category Attribute Management to a Guided Sourcing Event

Use these steps to associate duplicated system product questionnaire from category attribute management to a guided sourcing event.

Prerequisites

The system product questionnaire must be duplicated [page 48] and customized [page 48] as required.

Context

Buyer administrators can associate the duplicate system product questionnaire to a guided sourcing event by adding the duplicate system product questionnaire to a question in the Category Attribute Manager and then associating the question to the event through a rule. This is to ensure that the ESPD questions are automatically attached when a public sector event is created. If a rule is not created, then the buyer user must manually add the duplicate system product questionnaire to the event.

Procedure

1. From the SAP Ariba Sourcing UI, select **Manage** > **Administration** > **Category Attribute Manager** > **Category Attribute Management**.
2. Click the **Questions** tile.
3. Click the menu on the upper-right corner of the **Questions** page and select **Create Question**.

   The **Create Question** page appears.
4. From the **External System** dropdown, select the external system to which you want to add the question.
5. Enter a **Name** for the question.
6. From the **Automatically Add** dropdown, choose **Event Creation/Update**.
   a. From the **Define Content Rule** dropdown, choose **Create Rule**.
   b. On the **Create rule** page, enter a name for the rule in the **Rule Name** field.
   c. From the **Select Field** dropdown, choose a field.
   d. Enter the appropriate value for the selected field and click **Save**.
7. From the **Response Type** dropdown, select **Product Questionnaire**.
8. In the **Initial Value** field, click **select product questionnaire**.

   The **Product Questionnaire Selection** popup appears.
9. Choose the external system.

10. Choose the duplicate system product questionnaire and click **OK**.

Next Steps

Create a sourcing event that matches the rule. The question and the system product questionnaire are automatically added to the event.

Monitoring Public Procurement Notices from SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network

The status of public procurement notices sent to the TED portal and the acknowledgements and messages received from TED can be monitored from SAP Integration Suite, managed gateway for spend management and SAP Business Network.

> **Note**
>
> To be able to monitor the notices, ensure that you have access to the **Transaction Tracker** in SAP Integration Suite, managed gateway for spend management and SAP Business Network.

SAP Integration Suite, managed gateway for spend management and SAP Business Network is used to integrate SAP Ariba Strategic Sourcing Suite and the TED portal. SAP Integration Suite, managed gateway for spend management and SAP Business Network sends the public procurement notices to the TED portal and receives the acknowledgement and validation messages from the TED portal.

You can use the following document types to monitor public procurement notices from the **Transaction Tracker** of SAP Integration Suite, managed gateway for spend management and SAP Business Network:

Notice	Document Type
Prior information notice used only for information — general directive	`PINGeneralDirective`
Periodic indicative notice used only for information — sectoral directive	`PINSectorialDirective`
Prior information notice used to shorten time limits for receipt of tenders — general directive	`PINShortenTimeLimitGeneralDirective`
Periodic indicative notice used to shorten time limits for receipt of tenders — sectoral directive	`PINShortenTimeLimitSectorialDirective`
Prior information notice used as a call for competition — general directive, standard regime	`PINCallForCompetitionGeneralDirective`
Periodic indicative notice used as a call for competition — sectoral directive, standard regime	`PINCallForCompetitionSectorialDirective`
Contract notice — general directive, standard regime	`CNGeneralDirective`

Notice	Document Type
Contract notice — sectoral directive, standard regime	*CNSectorialDirective*
Contract award notice — general directive, standard regime	*CANGeneralDirective*
Contract award notice — sectoral directive, standard regime	*CANSectorialDirective*

> **Note**
>
> The notices will be sent as an input in JSON format and will be transformed to an output in XML format by SAP Integration Suite, managed gateway for spend management and SAP Business Network.

Related Information

Transactions for SAP Ariba Sourcing and SAP Ariba Contracts

Important Disclaimers and Legal Information

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