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# Event Rules Reference Guide

**SAP Ariba Sourcing**  
**SAP Strategic Sourcing Suite**

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# Event Rules Reference Guide

This guide contains information about SAP Ariba Sourcing event rules for SAP Ariba users and administrators who are creating sourcing event templates, or who are creating events from the templates.

Sourcing event rules control how a sourcing event works.

This guide applies to:

- SAP Ariba Sourcing
- SAP Ariba Strategic Sourcing Suite

## Related Guides

[Event Management Guide](#)

[RFQ and Award Integration with SAP Ariba Sourcing](#)

[SAP Ariba Product Sourcing Guide](#)

[Workflow for Setting Up Guided Sourcing](#)

[Managing Events with Guided Sourcing](#)

# About SAP Ariba Sourcing Event Rules

Event rules control how an event works. This topic covers event rules for users who are creating templates and those who are creating events from these templates.

The rules in your project depend on the event type and the template you selected. The templates provide a good starting point, so all you need to do is fill in certain values.

When creating a template, you often have the option to withhold control of a rule from the person who is using the template to create an event, also known as the project owner. The options are:

- **Delegated:** The ability to edit this rule is delegated to project owner. Project owners can see this rule and are allowed to change the setting. Most rules, except the Supplier Eligibility Criteria rules, can be delegated to project owners.
- **Read only:** Project owners can see this rule and setting, but cannot edit it.
- **Hidden:** Project owners cannot see this rule or how it is set.

## Note

If this option is absent, the project owner can control the rule setting. For project owners, this means they may read about rules in this guide that do not appear in the template they are using because the template creator chose **Hidden**. Many of the rules that are Delegated or Read only are also exposed to event participants.

## Prerequisites for Configuring SAP Ariba Sourcing Event Rules

You must be a member of the global Template Creator group or the template project's Templates Creator team to create or edit templates.

## Related Information

[SAP Ariba Sourcing Auction Formats \[page 8\]](#)

[Event Envelope Rules \[page 16\]](#)

[Event Timing Rules \[page 20\]](#)

[Event Bidding Rules \[page 33\]](#)

[Event Currency Rules \[page 57\]](#)

[Event Project Owner Rules \[page 58\]](#)

[Event Market Feedback Rules \[page 67\]](#)

[Event Message Board Rules \[page 78\]](#)

[Event Bid Agreement Rules \[page 83\]](#)

# SAP Ariba Sourcing Auction Formats

These rules only appear when you create an event template. Keep in mind that some of the event formats such as RFI events are non-competitive events for which there is no bidding.

## English Bidding Format

In an English auction, the participants submit bids that beat their competitors, who gradually drop out of the bidding until only one participant remains.

## Dutch Bidding Format

As the project owner of a Dutch auction, set the starting price as follows:

- For a reverse Dutch auction, set it just below the absolute lowest price for which you anticipate the seller is willing to sell it. Do not start at \$0.00 if the price adjustment is a percentage, or the price adjustment and the price will remain at \$0.00.
- For a forward Dutch auction, set it just above the absolute highest price for which you anticipate the buyer is willing to buy it.

At specified intervals, also set by the project owner, SAP Ariba Sourcing automatically changes the price until one of the participants accepts the price, at which time the specified goods are sold, or the ceiling is reached. For more information on Dutch auctions, see [About Dutch Auctions](#).

### Note

Items in transformational Dutch auctions with a bid adjustment interval set to **Percentage** and an adder or subtractor cost term, can cause the bid value you see to differ from the bid value displayed to participants. SAP Ariba Sourcing will display a warning message if you attempt to publish an auction with these settings.

## Japanese Bidding Format

Japanese auctions require suppliers to accept pricing at various pricing levels in an orderly, automatic, declining price event. If a supplier does not accept a price level, they are dropped from the event and unable to accept any further price levels. When the number of suppliers drops to the value you specify, or the minimum or maximum price is reached, the item moves to pending selection. A Japanese auction is a serial event, so you can include multiple line items.



## Related Information

[Event Envelope Rules \[page 16\]](#)

# Template Format

## Create a guided sourcing event

If set to **Yes**, only users creating an event from the guided sourcing user interface can select this template (this is a guided sourcing template). Users must access (edit and view) the contents of events created from this template using the guided sourcing user interface.

To make configuration easier, only a subset of event rules can be modified in guided sourcing templates. Refer to [Setting Up Guided Sourcing](#) for a list of event rules you can modify in guided sourcing templates.

# Supplier Eligibility Criteria

## About Supplier Eligibility Criteria

Supplier eligibility criteria are available in event templates in sites that include SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture). In those sites, supplier or category managers register suppliers. In SAP Ariba Supplier Lifecycle and Performance only, they also qualify suppliers and designate which suppliers are preferred. Qualification and preferred supplier status are granted for specific combinations of commodity and region.

Supplier eligibility criteria are set in event templates; they can be shown in individual events, but cannot be edited there.

By specifying eligibility criteria, template creators can align a company's sourcing events with their supplier management process to ensure that the suppliers invited to or awarded events are at some point in the registration or qualification process, or to ensure that preferred suppliers are automatically invited.

Minimum supplier status criteria can have the following settings, which range from the lowest and least restrictive status (**Not Invited**) to the highest and most restrictive (**Qualified**):

Status	Description
<b>Not Invited</b>	The supplier request has been approved and the supplier has been created in your site, but registration has not started.  Supplier requests typically contain only basic information about the supplier.
<b>Invited</b>	The supplier has been invited to register, and your company has sent them a registration questionnaire to solicit detailed information, but the registration has not yet been reviewed and approved.
<b>Registered</b>	The supplier registration questionnaire has been reviewed and approved.
<b>Qualification Not Started</b>	No qualifications have been started for the supplier in the event's commodities and regions, or the supplier has been disqualified for the event's commodities and regions.
<b>Qualification Started</b>	A qualification has been started for the supplier in the event's commodities and regions, but it has not been reviewed and approved.
<b>Pending Qualification Approval</b>	A qualification has been started for the supplier in the event's commodities and regions, and is in the review/approval process.

Status	Description
Qualified	The supplier has been qualified in the event's commodities and regions.

Note that qualification settings apply only in sites that include SAP Ariba Supplier Lifecycle and Performance.

#### 📘 Note

If your site includes SAP Ariba Supplier Lifecycle and Performance and you use process projects for supplier qualification, refer to [About Supplier Qualification and SAP Ariba Sourcing Events](#).

Qualification and preferred statuses are tied to specific commodity and region combinations, and qualified or preferred suppliers are matched to events based on the event's commodities and regions. These statuses are hierarchical, and apply to all commodities and regions below the preferred or qualified commodity and region in the hierarchy. This means that a supplier who is preferred in the United States is automatically preferred in Texas, but a supplier who is preferred in Texas is not automatically approved in the United States.

Qualified suppliers can subsequently be disqualified, and when they are, they automatically lose their preferred status for the disqualified commodities and regions.

## Minimum supplier status for event participation

Suppliers must have at least the specified status to participate in the event. Participants with lower status are not invited to the event. This setting determines whether the supplier is available to select when the event manager is inviting participants to the event.

The site configuration parameter `Application.SM.MinimumRegistrationStatusForEventAccess`, determines the registration status that the supplier must have in order to access the event after being invited. Its settings act as follow-on requirements for the **Not Invited** and **Invited** options for this eligibility rule. If the parameter is set to:

- **Not Invited**, and you allow **Not Invited** suppliers to be invited to events, they can participate.
- **Invited**, and you allow **Not Invited** suppliers to be invited to events, they are automatically invited to register and can participate in the events to which they are invited.
- **Pending Approval**, and you allow **Not Invited** suppliers to be invited to events, they are automatically invited to register. Whether you allow **Not Invited** or **Invited** suppliers to be invited to events, they must complete and submit the registration questionnaire before they can participate in events to which they are invited.
- **Registered**, whether you allow **Not Invited** or **Invited** suppliers to be invited to events, they must complete and submit the registration questionnaire, and the registration must be approved, before they can participate in events to which they are invited.

If you set this eligibility rule to **Registered** or higher status, the parameter settings don't apply, since suppliers without approved registrations cannot be invited to events in the first place.

## Minimum supplier status for award eligibility

Suppliers must have at least the specified status to be awarded the event. Participants with lower status cannot be awarded.

## Supplier qualification level

This setting applies the minimum supplier status for participation and award eligibility settings at either the event or the item level.

## Automatically invite preferred suppliers

If you choose **Invite to Event**, suppliers with preferred status for an event's commodities and regions are automatically invited.

If you choose **Invite to Item**, suppliers with preferred status for the item's commodities and regions are automatically invited to the event for that item.

If you choose **No**, the preferred suppliers are not automatically invited.

### Note

Your **Supplier qualification level** choice determines the choices for **Automatically invite preferred suppliers**.

If a preferred supplier is automatically invited to an event, and disqualified after the invitation is issued, they are not automatically removed from the event.

# Event Capacity Type

## Capacity type for the event

The **Capacity Type** area and **Capacity type for the event** setting are visible only in RFP templates. The available capacity types are **Standard**, **Simple**, and **Large**. The default capacity type is **Standard**.

For more information about simple-capacity type events, refer to [Simple RFX Events for Materials](#).

If you select **Large**:

- Large-capacity RFPs are created from this template, which are non-competitive RFPs that can contain up to 10,000 line items. Contents for large-capacity RFPs are accessed using Excel spreadsheets and are not directly visible in the user interface. For more information about large-capacity RFPs, see [About Large-Capacity RFPs](#).
- Competitive bidding is not supported. The bidding rule **Must participants improve their bids** is set to **No** and is not visible (the bidding rule cannot be viewed or modified in events created from this template).
- Envelope bidding is not supported. You cannot create envelopes. The **Envelope Rules** section is not visible.
- Custom formulas are not supported. The rule **Can project owner create formulas** is set to **No** and is not visible.
- Participants cannot select bidding currency and must submit bids in the currency selected by the event manager. Event **Currency Rules** are not visible and cannot be set (the **Allow participants to select bidding currency** is set to **No** and you cannot select exchange rates).

Events created from a large-capacity event template have the following additional restrictions:

- The values for calculated terms are shown on the **Pricing** worksheet, but the formulas for calculated terms are not shown on the **Pricing** worksheet. The formulas are shown only on the **Terms** worksheet.
- Matrix terms are not supported. Values are not summed up (rolled up) for matrix terms.
- Buyers cannot configure initial bids for participants. You cannot set the **Initial Bid** option for participants and the **Set Participant-Specific Values** option is not available.
- Grading and scoring is not supported. You cannot assign scoring points or grade suppliers.
- Conditional event content is not supported. You cannot create event conditions or set visibility conditions for content.
- Reserve prices are not supported.
- Information about individual line items is not sent to analysis for reporting. For large-capacity events, a summary of the items is sent to analysis.

# Public Sector Rules

The public sector rules are visible only in public sector event templates.

The **Generate Public access page** rule has the following options:

- **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 this option, 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.

# Event Envelope Rules

**Envelope bidding**, or sealed-envelope bidding, enables you to enclose the content of events in different envelopes (for example, technical and commercial). Participant responses to items in an envelope are not visible until the envelope is opened and envelopes must be opened in sequence (an envelope cannot be opened until all its predecessor envelopes have been opened). This behavior makes envelope bidding useful when regulations require that buyers view event sections that contain supplier responses in sequence. You can also use envelope bidding to eliminate participants based on certain criteria, such as technical responses, before viewing other criteria, such as price.

## ⓘ Note

By default, envelope bidding is supported only for non-competitive events (events with the rules **Must participants improve their bids** and **Show lead bid to all participants** both set to **No**, which are the default values in RFI and RFP event templates). However, administrators can [enable envelopes for competitive events](#).

Envelope bidding is not supported for large-capacity events.

For envelope bidding, you specify the maximum number of envelopes you can use in this event. You can add sections to an envelope. Participants' responses within sections associated with an envelope are not visible to the project team until the envelope is opened during the Pending Selection period.

For example, if the first section contains questions about technical specifications, this event can enforce that participants be qualified or disqualified before the buyer can see the second section, containing their price quotes.

Envelopes work as follows:

- When you create a section, you specify whether it belongs to an envelope, and if so, which one.
- An envelope can contain more than one section.
- An envelope contains responses for all event participants for that section.
- Buyers can see only responses in envelopes that are open.
- They can only open envelopes in sequence.
- When the buyer discontinues a participant, all of the participant's responses (opened or not) are deleted, unless the **Keep the Rejected Envelope Bids** and **Discard Bids for Event Updating** rules are configured.

In guided sourcing events, you can also:

- Enclose item terms in envelopes.
- Restrict project team members from opening the last envelope until previous envelopes are graded and consensus grades are submitted for previous envelopes.

## Number of Envelopes

Specify the maximum number of envelopes in the event. By default, this is set to **No Envelopes** and envelope bidding is disabled.



## Allow terms of an item to be in separate envelopes

This rule only applies to guided sourcing events. This rule allows you to enclose an item term in an envelope that is different from the envelope of the item or from the envelopes of other terms. Supplier responses to a term are not revealed until the envelope where the term resides is opened.

If you enable this rule, each term in a guided sourcing event must be included in one and only one envelope. If you also enable the grading and scoring feature, you are not allowed to set weight for content in the last envelope, which means that the last envelope cannot be graded.

This rule appears only when the ICM parameter **Enable envelope for item terms** (`Application.ACM.EnableEnvelopeForItemTerms`) is set to **Yes** and the **Number of Envelopes** event rule is set to an integer ranging from 1 to 9.

## Authorize Teams to Open Envelopes

You can assign the ability to open envelopes to project groups. This allows you to assign a specific subset of team members with the ability to open an envelope. You can create project teams for each envelope and include or exclude team members as needed. You can also choose to authorize multiple project teams to open a single envelope.

SAP Ariba notifies project group members when an envelope is ready to be opened. SAP Ariba notifies the event owner and active observers when envelopes have been opened. SAP Ariba sends notifications during envelope bidding when the following events occur:

- An envelope is ready to be opened. SAP Ariba sends an email to project team members authorized to open an envelope when an envelope is ready to be opened.
- An envelope has been opened. SAP Ariba sends an email to the event owner and active observers when an envelope has been opened.

If you do not want to authorize a specific project team to open an envelope, leave the **Team** field blank in the **Authorize Teams to Open Envelopes** section.

## Will teams control envelope access?

This rule controls how envelopes are opened and how participants are selected. If **Will teams control envelope access?** is set to **Yes**, authorized group members first open envelopes, then select the participants who will advance to the next envelope opening.

The default value for **Will teams control envelope access?** is **No** (authorized group members select participants to advance, then open only the envelopes of the selected participants). In most cases, we recommend that you set this rule to **Yes**, so that you allow the authorized group to see responses **before** selecting participants to advance to the next envelope opening. See the envelope access workflow in the [Event Management Guide](#) for more information.

## Keep the Rejected Envelope Bids

Select **Yes** to retain the opened portions of rejected envelope bids in the system. If you select **No**, the rejected bids and all their previous versions are deleted from the system.

## Allow rejected envelope bids to be opened

This rule only appears when **Keep the Rejected Envelope Bids** is set to **Yes**. Select **Yes** to allow envelope bids to be opened after they are rejected.

A modified envelope bidding agreement alerts suppliers that rejected envelopes may be recovered during the event. Suppliers must accept the agreement before they can participate in the event. The event audit logs are updated when suppliers accept the agreement and when rejected envelopes are opened.

## Discard Bids for Event Updating

When you update an event, you can choose to keep or discard envelope bids. Select **Always Discard** to discard the bids regardless of what type of edit you make to the event. Select **Keep the Bids** to retain envelope bids after you edit and update an event.

## Send Notification to Envelope Openers

Select **Yes** to have SAP Ariba notify project team members when they can open their assigned envelope.

## Enable envelopes in competitive events

To use envelope bidding in competitive events, set [the self-service parameter Enable envelope for competitive event](#) to **Yes**. The default is **No**.

### Note

“Competitive events” in the context of envelope bidding means events in which either of the event rules **Must participants improve their bids** or **Show lead bid to all participants** has a setting other than **No**, or events in which both of these rules have a setting other than **No**.

When you use envelope bidding in competitive events,

- the **Bid Console** tab doesn't appear until the buyer has opened all envelopes in an event.
- after the buyer opens a supplier's envelope, the buyer sees both the supplier's response and bid rank.
- if a buyer opens rejected envelopes in an event, SAP Ariba Sourcing recalculates the bid ranks.

## Prevent opening the last envelope until consensus grades are submitted for previous envelopes

This rule only applies to guided sourcing events. This rule requires that the last envelope in a guided sourcing event be opened after consensus grades are submitted for previous envelopes in the system.

This rule appears only when the following conditions are met:

- The two ICM parameters **Enable envelope for item terms** (`Application.ACM.EnableEnvelopeForItemTerms`) and **Enable grading-based item award** (`Application.ACM.EnableGradingBasedItemAward`) are both set to **Yes**.
- The **Number of Envelopes** event rule is set to an integer ranging from 1 to 9.
- The **Enable scoring on participant responses** event rule is set to **Yes**.

# Event Timing Rules

[About Event Timing Rules \[page 20\]](#)

[Enable preview period before bidding opens \[page 21\]](#)

[Specify how lot bidding will begin and end \[page 22\]](#)

[Event Start and End Times \[page 26\]](#)

[Event Reminder Messages \[page 27\]](#)

[Set a review period after lot closes \[page 30\]](#)

[Allow bidding overtime \[page 31\]](#)

[End bidding when the number of active participants reaches this value \[page 32\]](#)

## About Event Timing Rules

These rules control event timing, bidding periods, preview periods, and review periods.

### Note

In guided sourcing events, you set event timing rule values by setting options in the **Event duration** panel.

These are some usage considerations for timing rules:

Request for Information (RFIs) do not collect pricing information or involve as much time pressure as an auction. You generally set one to open as soon as you publish it. If an RFI is published to Preview status, participants cannot respond until you open it. You can leave it open however long you think is necessary for all your suppliers to log in, conduct their own internal research as needed, and submit their responses.

Request for Proposal (RFPs) can collect pricing information. You generally start allowing responses as soon as the event is published, unless you think it likely that you will need to edit the event as a result of supplier feedback.

You can either end the bidding time after some specific duration, or at a specific time. Specify the date by which you expect to make your awarding decision so that participants can accurately bid in case the pricing of their bids depends on their supply of a certain good or on their planned workload at that time.

Auctions involve real-time supplier interaction. For an event to be successful, schedule it when all invited suppliers can log into SAP Ariba Sourcing and bid at the same time. Suppliers who receive information about competitors during bidding will frequently update their bids in response. You can create a preview period (or qualifying round) and allow suppliers to submit prebids. You can configure how overtime works, and set up the amount of time between staggered lot closings.

## Related Information

[Enable preview period before bidding opens \[page 21\]](#)

[Specify how lot bidding will begin and end \[page 22\]](#)

[Event Start and End Times \[page 26\]](#)

[Event Reminder Messages \[page 27\]](#)

[Bid adjustment interval \[page 26\]](#)

[Set a review period after lot closes \[page 30\]](#)

[Allow bidding overtime \[page 31\]](#)

## Enable preview period before bidding opens

The time between when you publish the event and the bidding start time is called the preview period. During the preview period, participants can view the event, plan their bidding strategy, ask questions about confusing points, and submit prebids or responses during that period, if you allow them. There is no market feedback during the preview period for competitive events. Template administrators can configure non-competitive events to allow market feedback.

The preview period starts when the event is published (or the specified start time) and ends when the bidding starts. It provides time for participants to review the event and decide how to respond. SAP Ariba recommends providing anywhere from a few days to several weeks for the preview period, depending on how complex the event is. By default, there is no preview period and control is delegated to the project owner.

Template administrators can configure preview periods for non-competitive events in event templates. To do this, open an event template and set **Enable preview period before bidding opens** to **Yes** while **Must participants improve their bids** is set to **No**.

### Can participants place bids during preview period

This rule is only available when you enable a preview period. Bids placed during the preview period are called prebids. When a supplier submits a prebid, it becomes their initial bid when bidding opens. The default is **Do not allow Prebids**. The other choices are to either allow or require prebids.

If prebids are required, and a supplier does not submit one, SAP Ariba Sourcing automatically locks them out of the event when bidding starts.

During the prebid period, the system only enforces the bidding rules for whether tie bids are allowed and meeting the ceiling price. For more information about tie bids and meeting the ceiling price, see [Event Management Guide](#). Participants can revise their bids as much as they like during this period.

### Start time

This rule is available only when you enable a preview period (**Enable preview period before bidding opens** is **Yes**). It establishes the start time of the event, which starts with the preview period. The preview period can begin when

the project owner publishes the event or scheduled to start on a specific date and time. The preview period ends when the bidding period starts (**Response start date**), unless the Prebid End Time rule is set to an earlier time.

The options for this rule are:

- **When I Click the Publish button on the Summary page** – If there is no **Approval for Publish** task for the event, SAP Ariba Sourcing immediately publishes the event when you click **Publish** on the **Summary** page; if there is an **Approval for Publish** task, SAP Ariba Sourcing publishes the event when the task is approved.
- **Schedule For the Future** – You can enter the date and time you want SAP Ariba Sourcing to publish your event. You can leave the date and time fields blank in the template if you delegate this rule to project owners. For more information about scheduling events, see [Event Management Guide](#).

## Response start date

This rule establishes the start time of the bidding period. Some users refer to this as the "start time" when there is no preview period (**Enable preview period before bidding opens** is **No**).

## Bidding end time not automatically adjusted if you extend time in preview period

If you choose **Parallel** for the timing rule **Specify how lot bidding will begin and end** and **Fixed time** for **Response end time**, and if you extend the time in the preview period, then the bidding end time is not automatically extended.

To force the bidding end time to be automatically extended, under **Timing Rules** **Response end time**, choose **Duration** instead of **Fixed time**.

## Prebid end time

This rule is only available when you allow prebids. When you allow prebids, you can specify a Prebid End Time. It cannot be after the bidding start time. If it is earlier than the bidding start time, it creates a prebid review period. This is a time period before bidding begins when participants cannot submit prebids. You use this prebid review period to evaluate participants' prebids and optionally disqualify them from participating.

This is not a required rule. If left blank, there is no Prebid Review Time. That is, the preview period ends when the bidding begins. If, during the preview period, you extend the duration of the period, SAP Ariba Sourcing allows you to adjust the bidding start time to preserve the duration of the prebid review period.

# Specify how lot bidding will begin and end

This rule enables you to select the sequence of when bidding opens and closes for different lots.

- **Parallel** means that the bidding start time is the same for all lots and the end time is the same for all lots. This is the only choice available for an RFI.

- Staggered means all lots start bidding at the same time but close sequentially. Staggered is often preferred. It allows participants to concentrate on the item that is closing and also allows participants that are only bidding on a few lots to leave after they are done. If you are bidding on one lot of a 20-lot event, you have to wait the full parallel period just in case something happens to your one lot at the last minute. For suppliers bidding on all 20 lots, they have to manage 20 data points at once.
- Serial means that bidding for one lot ends before bidding for the next one begins. Only one line is open for bidding at one time.

## Parallel Bidding

In parallel bidding, all lots open simultaneously and close at the same time. Parallel bidding advances your event by allowing participants to bid on all items at the same time. This type of bidding is useful if you want to get as many bids on the lots as quickly as possible. Parallel bidding is required for participant-specified bundles (supplier bundles) to operate.

### Note

When a supplier is bidding on one line item in a parallel event, and they click **Submit** for that item, a bid is submitted for only that item, not for all items.

You can specify a bidding end time for the parallel bidding period, when all bidding stops, in the Timing Rules section. The timing behavior of parallel bids is simpler than serial or staggered bidding. SAP Ariba Sourcing does not support stopping an item or reducing the timing of an item in parallel bidding. All line items go through Preview, Open, Review, and Pending Selection states simultaneously.

With all lots open in parallel, you can compare the bidding activity on various lots as the bids come in. You use parallel bidding for RFIs or non-competitive RFPs of any size. You can use it for auctions or competitive RFPs, but keep the number of line items small so participants can monitor all the item bids at once, especially in the closing moments of the bidding period. Auctions of any size generally use staggered or serial bidding.

## Staggered Bidding

A summary of staggered bidding:

- All lots open at the same time.
- The lots close in a staggered fashion, one after another.
- The first lot remains open for the length of time configured in the rule Running time for the first lot.
- The amount of time between subsequent lot closings is 10 minutes.

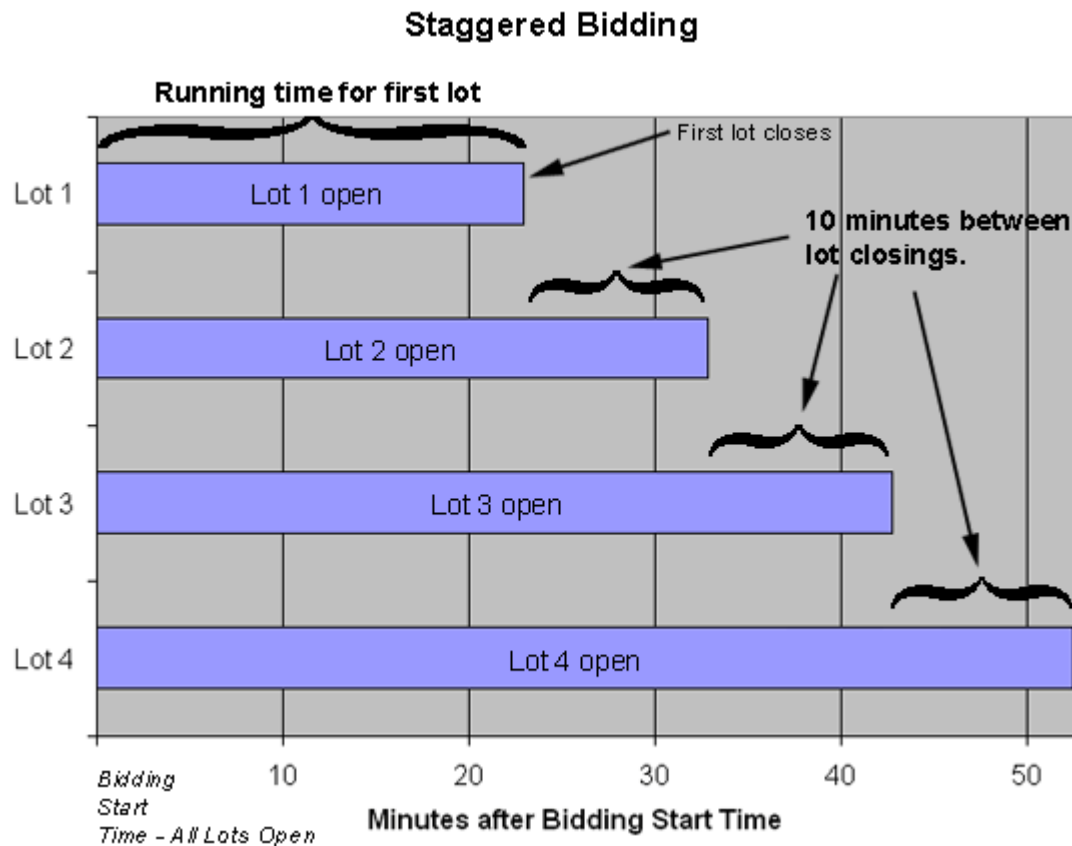
In staggered bidding all lots open simultaneously, but close one at a time in succession. Staggered bidding helps to create a period of excitement and competition as each lot's closing time approaches.

Staggered bidding allows bidders to focus on a single line item as it closes without losing the opportunity to compete on, and therefore not having to worry about, other items. The time between line item closings in this type of bidding is usually short.

Suppose that you have three lots in your auction. When bidding starts, all the lots open simultaneously and participants can place bids in any lot. However, all the lots do not close simultaneously. The first lot closes after

the amount of time specified in the rule Running time for the first lot (you always have the option to extend or reduce the running time of a lot, or overtime can trigger and extend the running time). The amount of time between subsequent lot closings is 10 minutes in this example. It is set in the template with the “Time between lot closing” rule and the template can delegate changing it to the project owner.

When bidding begins, SAP Ariba Sourcing opens all the lots. Assuming there are no overtime periods, lot 1 closes after 15 minutes, then lot 2 closes ten minutes later (open for a total of 25 minutes), then lot 3 closes when another 10 minutes have passed (open for a total of 35 minutes) and so on, as illustrated by the following graphic:



## Serial Bidding

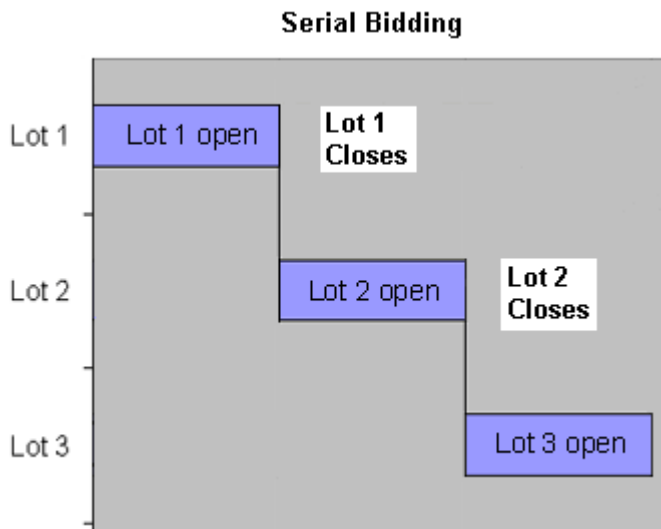
Summary of timing for serial bids:

- If an item in Open state goes into Pending Selection or Review state the next scheduled item goes into Open with its start time being the current time.
- At this point, if an item in Pending Selection or Review is reopened, that item is positioned after the current open item.
- Reducing the timing of an Open item, modifies the timing of all the items in Scheduled status so that they will open sooner.
- If an Open state goes into overtime, it pushes out the starting times of all the remaining lots.

In serial bidding all lots open at different intervals and close one at a time in sequence, so that only one lot is open at a time. When the auction begins, only one lot is open for bidding. After the first lot closes, the second lot opens, and so on.



Serial bidding the most restrictive pattern of bidding. The supplier can bid on only one lot at a time. This allows you to control the bidding and see what is bid on a lot before the next one opens. As the event advances, you might decide to close it at any time, for a lot, or for the entire event.



In Serial events there is no overlap of the open bidding time between any two items. Initially all the line items are in Preview state. After the preview period ends, the first item to be bid on goes into Open state and the rest go into Scheduled state. Once the open bidding time of the first item is over, this item goes into Pending Selection status and the next item goes into Open status until all items have been open for bid.

The following tables show an example of the timing behavior when items in Open state are stopped during serial bidding.

Item	Start Time	End Time	State
Item 1	9:00 AM	10:00 AM	Open
Item 2	10:00 AM	11:00 AM	Scheduled
Item 3	11:00 AM	12:00 AM	Scheduled

Stop Item 1, Item 2 is the next item to go into Open state. In cases like this, the buyer closed item 1 at 9:30 and moved up the starting time for the other bidding periods.

Item	Start Time	End Time	State
Item 1	9:00 AM	9:30 AM	Pending Selection
Item 2	9:30 AM	10:30 AM	Open
Item 3	10:30 AM	11:30 AM	Scheduled

Stop Item 2 as well, and Item 3 goes into Open state starting from the current time.

Item	Start Time	End Time	State
Item 1	9:00	9:30	Pending Selection
Item 2	9:30	Current Time	Pending Selection
Item 3	Current Time	Current Time + Open Bidding Period	Open

## Running time for first lot

This rule is available when you select staggered or serial lot bidding. It is the time during which the first lot is open for bidding. You can specify minutes, hours or days.

## Time between lot closing

This rule is available when you select staggered or serial lot bidding. It is the interval between the closing of each bidding period. You can specify minutes, hours or days.

## Bid adjustment interval

This rule is available only in Dutch and Japanese auctions.

This rule specifies the interval at which the bids change by the amount specified in the **Improve bid amount by** bidding rule. You can enter intervals of 30 seconds or longer.

Set an interval that allows enough time for participants to consider whether they will submit a bid (accept a price level). In Dutch auctions, it favors you when participants accept a price in a given interval instead of the next one; in Japanese auctions, it favors you when participants continue to accept price levels, so we recommend that you give participants ample time to bid.

## Event Start and End Times

### Start time

The planned start time is when bidding begins. For RFIs and RFPs, it is when participants may begin to respond. To the extent allowed by the Market Feedback rules, participants can see whether they have the lead, or what the lead bid is.

This bidding period is different than the prebid period, in which participants get no feedback on any competitor bid. If any bid improvement rules are specified for this event they go into effect at the bidding start time and a bid graph displays the progress of the event.

The start time can be set in the template to begin when the event is published. If this option is delegated to the project owner or if there is a preview period that starts when the event is published, the rule allows you to select a date and a time. You can enter these values free form, but it is better to select a date from the calendar or time list to ensure that the value is valid, in the future, and in the correct format.

## Bidding end time

When creating the template, you can set the bidding duration in minutes, hours, or days, but the project owner can change the duration or set the end of the bidding period to a specific date and time. For a date and time, you can enter these values free form, but it is better to select a date from the calendar and a time from the list to ensure that the values are a valid date and time, in the correct format, and in the future. You do not need a bidding end time when using a lot bidding mechanism that specifies a specific bidding time for each lot.

## Due date

For a Survey, RFI, or an RFP, set the duration when the participant response is due. In guided sourcing templates, you can choose to set the duration or set a date and time. You can also choose to delegate the due date configuration to the event owners, or mark it as hidden or read-only. If delegated, the ability to set the rule is transferred to the event owner. Both **Duration** and **Time** options for the event end date are displayed in the event. The event owner can choose one of the options and set the value. If set to **Read Only** or **Hidden**, then only the option selected in the template is presented to the event owner in the event. Event owner can edit the value in the event.

## Estimated Award Date

This is the date on which you estimate you will announce who won the bidding. This date communicates your time line to participants, who need this information to accurately bid in case the pricing of their bids depends on their supply of certain goods or on their planned workload at that time.

# Event Reminder Messages

Event participants who have not submitted a response do not always know when an event is ending and getting internal users to respond to surveys about suppliers can be difficult. You can use the event reminder message feature to configure when and how often reminder email notifications and online messages are sent to event participants and internal users. Event reminder messages remind event participants about the state of an event and remind internal users to respond to surveys.

You can configure event reminder messages in templates and events for prebid end time, bidding start time, and due date. The content of event reminder messages is determined by an email template. You can modify the email templates for a single user in an event, for all users in an event, and for all events.

You cannot customize the event level email template from the **Reminder Edit** screen. If you want to customize email messages for each participant, you have to edit the email templates on the **Edit Templates** page, which you can access from the **Rules** page or **Summary** page.

## Event Reminder Message Examples

Although the frequency and length of time that event reminder messages are sent automatically change as the state of the event changes, messages may not be sent in certain scenarios. The following examples show how event reminder messages are impacted as you change the status of an event:

The following examples are based on an event with these details:

- Bidding is scheduled to start (the **Response start date**) at 5:00 PM, Pacific Standard Time.
- The first bidding (response) start time reminder is scheduled to be sent 5 hours before the **Response start date**.
- Bidding start time reminders are scheduled to be sent every 1 hour thereafter.

## Event Response Start Reminder Example

SAP Ariba Sourcing sends the following event reminder messages:

- Bidding start reminder is sent at 12:00 PM, PST
- Bidding start reminder is sent at 1:00 PM, PST
- Bidding start reminder is sent at 2:00 PM, PST
- Bidding start reminder is sent at 3:00 PM, PST
- Bidding start reminder is sent at 4:00 PM, PST

### Note

Depending on the exact minute and second the event was published, the final bidding start reminder may not be sent at 5:00 PM, PST.

## Reduce Event Time Example

SAP Ariba Sourcing sends the following event reminder messages:

- Bidding start reminder is sent at 12:00 PM, PST
- Bidding start reminder is sent at 1:00 PM, PST

At 1:30 PM, PST, the event owner reduces the event start time by two hours. The event is now scheduled to start at 3:00 PM, PST.

SAP Ariba Sourcing sends one more bidding start reminder at 2:00 PM, PST.

### Note

Depending on the exact minute and second the event start time was reduced, the final bidding start reminder may not be sent at 3:00 PM, PST.

## Extend Event Time Example

SAP Ariba Sourcing sends the following event reminder messages:

- Bidding start reminder is sent at 12:00 PM, PST
- Bidding start reminder is sent at 1:00 PM, PST

At 1:30 PM, PST, the event owner extends the event start time by two hours. The event is now scheduled to start at 7:00 PM, PST.

- Bidding start reminder is sent at 2:00 PM, PST
- Bidding start reminder is sent at 3:00 PM, PST
- Bidding start reminder is sent at 4:00 PM, PST
- Bidding start reminder is sent at 5:00 PM, PST
- Bidding start reminder is sent at 6:00 PM, PST

### Note

Depending on the exact minute and second the event start time was reduced, the final bidding start reminder may not be sent at 7:00 PM, PST.

## Event Reminder Notification Messages

In addition to being sent to each recipient's regular email address, event reminder messages display in the participant's browser window and are archived in the **My Messages** or **Message** tab screen. SAP Ariba Sourcing also adds an entry to the event's audit log on the **Log** tab screen each time an event reminder message is sent.

Event reminder messages use the time zone and language, if translations exist for that locale, of the recipient.

The following table describes who each of the event reminder messages are sent to:

Event Reminder Message	Event Reminder Messages Are Sent To...
Prebid End Time	All participants that have not submitted a bid.
Bidding Start Time	All participants, whether they have submitted a prebid or not.
Event Due Date	All participants who have not submitted a bid.

## When an Event State Changes

If you extend or reduce the time of an event, the configuration of event reminder messages automatically change. For example, if you configure reminder messages to be sent every hour and then extend the time of an event, additional reminder messages will be sent.

When an event state changes, event reminder messages change in the following ways:

Event State	Impact on Event Reminder Messages
Cancelled	Event reminder messages are not sent.
UnDoCancel	Event reminder messages are not sent. If the event is reopened, event reminder messages will resume based on how they are configured.
Close	Event reminder messages are not sent.
Stop	Event reminder messages are not sent.
ReOpen	Event reminder messages resume based on how they were configured. Messages are sent to all participants who have not submitted a bid.
Pause	Event reminder messages are not sent. When the event resumes, messages will resume based on how they are configured.
Extend/Reduce	Event reminder messages automatically adjust accordingly when the Prebid, Bidding, and Due Date times are extended or reduced. If you reduce the time of an event, the Event Due Date reminder message might not be sent. For example, if the Event Due Date is configured to be sent 7 days before the event ends and you reduce the time of the event to 3 days, the Event Due Date reminder message will not be sent.

#### 📘 Note

Event reminder message functionality does not have any impact on SAP Ariba Spend Analysis. SAP Ariba Sourcing does not send information about reminder messages to SAP Ariba Spend Analysis for reporting.

## Set a review period after lot closes

When this rule is enabled, the lot status changes from Open to Review when the bidding ends. During this period, you can reopen the bidding. A review period enables the project owner to review the bidding results. SAP Ariba recommends that participants remain signed in, in case you reopen the bidding. When the review period ends, the lot status changes to Pending Selection.

#### 📘 Note

In Dutch auction events, once the supplier accepts the bid at the current price, the event stops, and the option to reopen the event will no longer be available.

## Review time period

This rule is available when a review period is specified. This rule specifies the duration of the review period in minutes, hours, or days.

# Allow bidding overtime

When overtime is enabled, any bid received too close to the end of the bidding period extends the bidding period. Overtime gives participants additional time to respond to late bids of other participants. It benefits the buyer to allow other participants to further improve their bids. The project owner can specify how close the bid has to be to the end and how long the overtime period lasts. When overtime is enabled, there can be an unlimited number of overtime periods.

## Bid rank that triggers overtime

This rule is available when overtime is enabled. Bids have to be at least this rank to trigger an overtime. That is, if the rank is set to 1, then only a new lead bid can trigger overtime. If it is set to 2, then a new bid ranked first or second can trigger overtime. If set to 3, then a new third, second, or first-place bid triggers an over time (and so on). Higher ranks are allowed.

There are two situations where this rule applies:

- Someone who was not in first, second, or third place places a bid good enough to move them into first, second, or third place.
- One of the bidders currently in first, second, or third place places a new bid. This bid need not result in the bidder changing place.

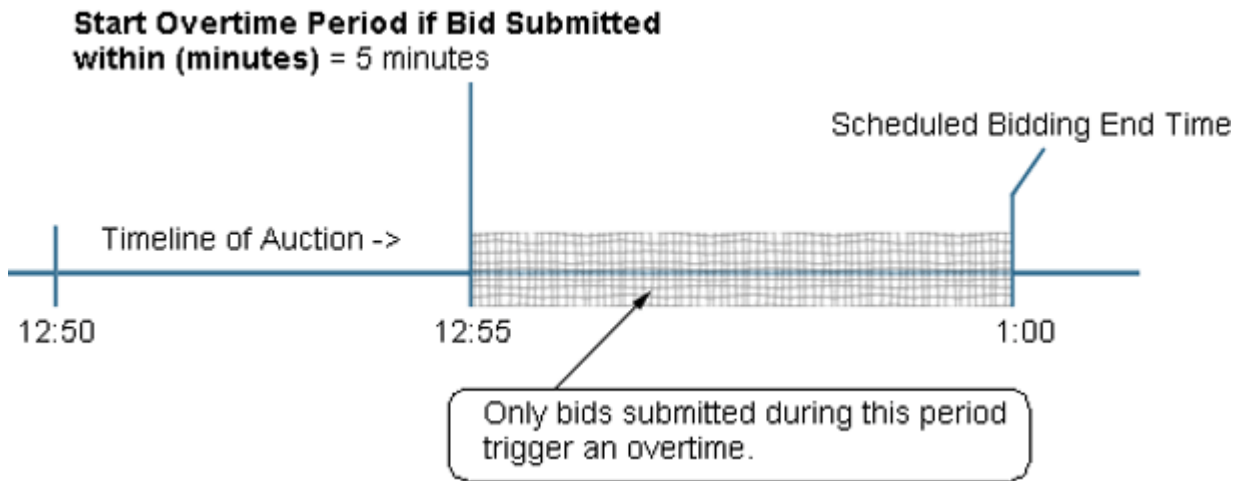
By setting the rank requirement, you can avoid starting an overtime for bids that are so far off the lead that there is no need to give other participants additional time to respond.

The recommended settings to trigger overtime are:

- Rank 1 for open events where participants can see the lead bid and there is no guesswork needed to find first place.
- Rank 3 for RFPs where participants have no market feedback and need more time to “find” first place.

## Start overtime period if bid submitted within (minutes)

This rule is available only if overtime is enabled. If a bid of the specified rank or better arrives within this number of minutes of the end of the bidding period, it triggers overtime. For example, if you set this to 5, then a qualifying bid submitted within five minutes of closing time triggers overtime. See the following time line:



## Overtime period (minutes)

This rule is available only if overtime is allowed. If overtime is triggered, this rule specifies how long it lasts. When a participant submits a bid that triggers overtime, the remaining time in the event is reset to the value of the overtime period. This number cannot be lower than the number specified in “Start overtime period if bid submitted within (minutes).”

For example, suppose the overtime period is 10 minutes and **Start overtime period if bid submitted within (minutes)** is set to 5 minutes. If a lot is scheduled to close at 10:05, and someone places an overtime triggering bid at 10:02 (within five minutes of the end), then the system adds 10 minutes to 10:02 and sets the new lot closing time to be 10:12. If a bid came in after 10:07, another overtime period starts.

## End bidding when the number of active participants reaches this value

This rule is available only in Japanese auctions.

When the number of active participants accepting the current price level meets or is lower than this value, the lot or line item moves to **Pending Selection**. By default, the value for this rule is set to 0.

In addition to **End bidding when the number of active participants reaches this value**, the rule **Bid Adjustment Interval** needs to be configured to determine how line items and lots are closed.



# Event Bidding Rules

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[Prevent awarding items that don't meet the grading threshold \[page 56\]](#)

[Disable scoring override \[page 56\]](#)

# About Event Bidding Rules

Bidding rules are essentially bid-improvement rules: participants are bound by their bids and can only revise them by improving them. With these bidding rules, SAP Ariba Sourcing gives you additional power to determine exactly how participants in your events must improve their bids. It is common to specify a common set of bidding rules for all lines and lots in an event with line-item-specific price decrements. However, if desired you can configure lot- or line-item-specific bidding rules.

## Related Information

[Use transformation bidding format \[page 35\]](#)  
[Bid guardian percentage \[page 36\]](#)  
[Allow owner to change bid improvement rules at the lot or item level \[page 36\]](#)  
[Enable scoring on participant responses \[page 36\]](#)  
[Enable custom offline responses \[page 37\]](#)  
[Can participants create alternative responses \[page 39\]](#)  
[Must participants improve their bids \[page 41\]](#)  
[Can participants submit tie bids \[page 44\]](#)  
[Can participants submit tie bids during preview \[page 44\]](#)  
[Require surrogate bid justification \[page 46\]](#)

## Allow participants to decline participation in events after accepting agreement

You can configure the guided sourcing event templates so that participants can decline participation in guided sourcing events after accepting the agreement.

By default, the rule is set to **No**, and participants cannot decline participation in guided sourcing events after accepting the agreement. After participants accept the agreement, the **Decline to Respond** button disappears for the guided sourcing event.

When set to **Yes**, participants can decline participation in guided sourcing events after accepting the agreement. After participants accept the agreement, the **Decline to Respond** button still appears for the guided sourcing event. When a participant places a bid and later chooses to decline to respond, all the bids placed earlier are deleted from the system. The deleted bids are not considered while awarding and do not appear in guided sourcing event reports and the user interface.

If the **Allow surrogate bids when event is closed** rule is set to **No** and the **Allow participants to decline participation in events after accepting agreement** rule is set to **Yes**, participants can place a bid or choose to decline participation in guided sourcing events, after accepting the agreement, in the monitor phase only.

If the **Allow surrogate bids when event is closed** and the **Allow participants to decline participation in events after accepting agreement** rules are set to **Yes**, participants can place a bid or choose to decline participation in guided sourcing events, after accepting the agreement, in the monitor and the review responses phases.

## Enable traffic light bidding

Choose **Yes** to enable traffic light bidding. Traffic light auctions are a type of English reverse auction, where suppliers submit decreasing bids and receive feedback about whether their bid will be considered in the form of green, yellow, and red traffic light icons. Traffic light bidding provides suppliers with a quick and easy way to view their position in an auction. Traffic light bidding is typically used to filter suppliers in multi-stage sourcing events.

You can configure the values at which each of the traffic light icons display for a lot or item in the event. For example, if the start price for an item is \$500 USD, you can configure the green traffic light icon to display for bids \$400 USD and lower. In the same event, you can configure the yellow traffic light icon to display for bids \$450 and lower. The red traffic light icon would display for bids \$450 USD and higher. You can also choose to only show the green traffic light icon to the supplier with the best bid.

Suppliers see the value ranges you defined for green, yellow, and red in the bid console. This provides suppliers with immediate feedback and enables them to improve their bids and ensure their bid is considered during the selection process.

Traffic light bidding is supported for the following auction formats:

- Reverse auction
- Extended reverse auction
- Reverse auction with bid transformation
- Total cost auction

## Use transformation bidding format

Transformation bidding enables you to compare bids that are not the same, such as bids with different quality levels or transportation costs.

This rule appears only for template creators. When set to **Yes**, it allows the buyer to specify different adders and multipliers to different suppliers. You use this when you have a transformation that you perform on each bid to arrive at your total cost.

Suppose, for example, that to compute your total cost, A's bids are increased by a \$100 switching cost (but no import duty) and B's by a 10% import duty (but no switching cost).

1. If participant B bids \$500, your cost is \$550.
2. The bid that participant A sees is \$450. This is the total cost of B's bid with A's transformation applied in reverse. Participant A needs to bid lower than \$450 for your total cost to be lower than \$550, the current best bid.
3. If A bids \$430, the transformation for A adds \$100, which means your cost is \$530.
4. B now sees a competing bid of \$480. If B bids \$450, your cost is \$500.

Bid transformation enables SAP Ariba Sourcing to transform the displayed bids for each participant in this way.

## Bid guardian percentage

Bid guardian percentage helps prevent suppliers from entering erroneous bids which can be very disruptive to other suppliers competing in an auction. This rule helps prevent bid mistakes by providing a warning to suppliers who attempt to submit a bid that is either a certain percentage lower than the ceiling price, the lead bid, or their own previous bid.

The **Bid Guardian Percentage** rule is set by the project owner. The default is 10%. If triggered, the system displays a warning message.

Participants can ignore this warning and submit their bid anyway. However, it is recommended that participants always double check their bid when this warning appears, in case they bid the price for an item instead of a lot, misplaced the decimal point, or made some other typographical error.

## Allow owner to change bid improvement rules at the lot or item level

Improvement values are the amount by which a bid must be improved. When set to **Yes**, this rule allows the owner to have different bid improvement rules for different lots. The project owner sets this bid improvement rule when creating individual items or lots for the event. Specifying **Yes** for this rule means the project owner can change the improvement rules for items or lots when creating the content of this event.

Setting this rule to **No** prevents owners from changing the bid improvement rules at the item level. For example, if the **Improve bid amount by** rule is set for percentage at the global level, and this rule is set to **No**, all items must improve by percentage.

## Enable scoring on participant responses

You can more easily compare bids on different options by enabling scoring for your events.

In events created using the classic SAP Ariba Sourcing user interface, scoring enables you to assign a weight and level of importance to participant responses. If you allow scoring on participant responses, the Scoring display option appears when entering content, which allows you to assign a numerical level of importance to different lots, items, or questions.

Select **Yes** to show the Scoring display option when you enter content. Select **No** to hide the Scoring display option when you enter content.

In events created using the guided sourcing user interface, scoring enables you to assign **Weight** points to participant responses. If you allow scoring on participant responses, the **Set weight** button appears in the **Items that need quotes** and the **Questions, requirements, and attachments** panels after you enter event content. The

**Set weight** button allows you to open the **Set grading weight** page and assign **Weight** points to each piece of content.

You can also set up team grading, in which you assign team members to the team grader group to provide their scores on the participants' responses.

If you allow scoring, you can add external graders to your event in addition to the team graders. You can specify if the external graders can see the participant identity or profile during the grading process, or if this participant information is hidden to increase the level of objectivity and remove bias when scoring participants (blind grading).

To anonymize participant names when scores are viewed by external graders, set **Enable blind grading on participant responses** to **Yes**.

## Enable custom offline responses

If this rule is set to **Yes**, participants can use your custom response Microsoft Excel spreadsheet with offline content to submit responses.

Custom offline response sheets enable you to create your own customized version of the SAP Ariba Sourcing offline bid sheet. You have complete control over the customized offline response sheets you create. You can utilize all the functionality available in Microsoft Excel when creating your customized offline response sheets, you only have to map cell values from your custom offline response sheet into the standard SAP Ariba Sourcing offline bid sheet. You can control what content is customized at the content row level, for example, you can determine which questions can be customized in Excel and which questions can be answered in the SAP Ariba Sourcing user interface. Participants can only respond to the content you customize using the custom offline response sheet. Participants can respond to non-customized content using the user interface.

### Note

When you enable custom offline responses, participants cannot respond to non-customized content using the customized offline response spreadsheet. Participants must respond to non-customized content using the user interface.

## Allow participants to use preferred locale for custom offline responses

This rule is only available when you enable custom offline responses. This rule allows participants to use their preferred user locale when responding to your custom offline response spreadsheets.

## Related Information

[Validate custom offline responses](#)

# Turn on Bonus/Penalty

Event owners can use the bonus-penalty feature to allow designated individuals to assign bonuses or penalties to participant responses. These bonuses and penalties impact bonus-penalty bid ranks. The event owner determines the following:

- whether bonus-penalty is enabled for an event
- whether bonus-penalty values are entered by graders or by the event owner
- whether the bonus or penalty must be specified as a percentage or as an absolute monetary amount

## Enabling This Feature

This feature is disabled by default. To enable this feature, please have your Designated Support Contact log a service request and an SAP Ariba Customer Support representative will follow up to complete the request.

### ⓘ Note

This feature is available only if product sourcing features of SAP Ariba Strategic Sourcing Suite are enabled.

## Set bonus/penalty type

Select one of the following values:

- **Percentage** to make the bonus or penalty a percentage of the competitive term.
- **Amount** to make the bonus or penalty a set monetary amount to be added to or subtracted from the competitive term.

### ⓘ Note

The competitive term usually is the extended price, but alternatively, it can be set to other terms. For bonus-penalty, however, the competitive term must have the type **money**.

## Allow team grader to enter a value in bonus/penalty

Choose **Yes** to allow a team grader to enter amounts for bonuses and penalties.

## Choose if a bonus is represented by a negative value

This rule enables project owners to choose whether they want team graders to enter either positive or negative bonus values. When team graders enter a negative bonus value, the supplier's bid is reduced based on the amount specified. By default, this rule is set to **No** and team graders enter positive bonus values to reduce supplier bids.

## Can participants create alternative responses

This rule appears only if the **Specify how lot bidding will begin and end** timing rule is set to **Parallel**. Choose **Yes** if you want to allow participants to submit alternative bids. Additional alternative bidding rules appear after you choose **Yes**.

### Note

If you enabled the rule **Can Participants Create Bundles** in templates prior to SAP Ariba Sourcing 10s2, SAP Ariba Sourcing will automatically set the rule **Can participants create alternative responses?** to **Yes** in corresponding templates.

Participants must submit a primary bid before they can create a supplier bundle, which is now part of an alternative bid.

Supplier bundles created as part of an alternative bid will display in their own alternative bid tab. The name of the alternative bid tab is created by the participant when they prepare their alternative bid.

The following alternative bidding rules appear after you choose **Yes** for **Can participants create alternative responses?**:

- Can participants create alternative pricing?
- Can participants create bundles?
- Can participants create tiers?

## Can participants create alternative pricing?

You must choose **Yes** for **Can participants create alternative responses?** for this rule to appear.

The options for this rule are:

**No** – SAP Ariba Sourcing does not allow participants to create alternative pricing in their alternative bids.

**Yes** – Participants can create alternative pricing in their alternative responses.

## Can participants create bundles?

You must choose **Yes** for **Can participants create alternative responses?** for this rule to appear. The options for this rule are:

**No** – SAP Ariba Sourcing does not allow participants to create bundles in their alternative bids.

**Yes** – Participants can create bundles in their alternative responses.

This rule enables participants to create bundles and add line items to them so they can offer discount prices for these items when you buy the whole bundle, as opposed to buying the line items separately.

Bundle lots and supplier bundles are independent of each other. Bundle lots are buyer-created bundles in which the lot type is “Bid discounted value at item level, compete at lot level (collect item pricing during bidding).”

When suppliers submit bids using supplier bundles, certain limits are enforced. For competitive events, the maximum number of items that suppliers can submit in supplier bundles is 100. For non-competitive events, the limit is 1,000 in SAP Ariba Sourcing Professional and 100 in SAP Ariba Sourcing Basic. However, suppliers can revise their bid and resubmit additional bundles. During optimization and awarding of bids, all supplier bundles are evaluated.

## Can participants create tiers?

You must choose **Yes** for **Can participants create alternative responses?** for this rule to appear. The options for this rule are:

**No** – SAP Ariba Sourcing does not allow participants to create tiers in their alternative bids.

**Yes** – Participants can create tiers in their alternative responses.

## Should questions be visible in alternatives

Set this to **Yes** to allow event questions to be visible to suppliers when adding alternative responses.

## Should there be a limit on number of alternatives

Set this to **Yes** to enforce a limit to the number of alternative responses that a supplier can provide. Enter the limit maximum value in the **Alternative limit value** field.

If a maximum value is set for the number of alternative responses allowed, when a supplier tries to add an alternative response beyond the limit, a message is displayed to indicate that they have exceeded the limit.



# Include alternative pricing bids when bids are ranked

Buyers can include alternative bids (bids that include alternative pricing) together with primary (standard) bids in bid ranking, making it easier to compare bids when an event includes alternative bids.

To include alternative bids in bid ranking, set this rule to **Yes**. The default is **No**.

If the rule **Include alternative pricing bids when bids are ranked** is set to **Yes**, alternative bids are ranked together with regular bids in these places:

- On these event tabs: **Content**, **Scenario**, and **Report**
- On the **Consensus Grading** page
- In the event **Bid Graph** on the **Bid Console** tab
- In downloaded files on the event **Report** and **Award** tabs

## ⚠ Restriction

- This feature doesn't support bundles or volume tier pricing.
- This feature isn't available for events in which participants see the lead bid, their rank, or other participants' ranks.
- This feature isn't supported with events that allow tie bids.
- This feature isn't available in analytical reports.

To set **Include alternative pricing bids when bids are ranked** to **Yes**, event rules must be configured as follows:

- The following event bidding rules must be set to **Yes**:
  - **Can participants create alternative responses**
  - **Can participants create alternative pricing**
- The following event bidding rules must be set to **No**:
  - **Allow Bidding Overtime**
  - **Enable Traffic Light Bidding**
- The event bidding rule **Can participants submit tie bids** must be set to one of the following values:
  - **Break tie bids by submit time**
  - **Allow tie bids for all ranks**
- If **Must participants improve their bids** is set to **Yes**, the following market feedback rules must be set to **No**:
  - **Show lead bid to all participants**
  - **Can participants see ranks**

# Must participants improve their bids

If set to **Yes**, the system validates bids based on the bid improvement rules. It rejects bids that do not meet the requirements of the improvement rules.

## 📌 Note

If the setting **Capacity type for the event** is **Large**, this rule is set to **No** and is hidden.

#### 📘 Note

To use envelope bidding in competitive events, either or both of the event rules **Must participants improve their bids** and **Show lead bid to all participants** must not be set to **No**.

#### 📘 Note

Template administrators can configure preview periods for non-competitive events in event templates. To do this, open an event template and set **Enable preview period before bidding opens** to **Yes** while **Must participants improve their bids** is set to **No**.

## Related Information

[Enable envelope for competitive event](#)  
[Enabling Envelopes in Competitive Events](#)  
[Show lead bid to all participants \[page 70\]](#)

## Must participants beat lead bid

This rule is available only if participants must improve their bids. If you select **Yes**, bids have to satisfy the bid improvement amount and have to be better than the current, indicated rank. For example, if you select **Yes, rank 2**, bids have to be better than the current second-ranked bid. When you enable this rule, tie bids are not allowed. If no bid to beat is selected and **Must Participants Improve Their Bids** is set to **Yes**, suppliers must beat their own best bid.

## Create a buffer to protect lead bid

This rule is available only if participants must improve their bids. The lead bid protection buffer allows you to control how much the lead bid must improve and how close behind it another bid can get. That is, the buffer extends both in front of and behind the lead bid.

When set to **Yes**, a buffer requires participants, in order to become the lead bidder, to improve the existing lead bid by an amount greater than the buffer amount. A buffer ensures that no participant can take the lead by bidding just a penny better than the lead bid, for example.

The bid decrement rule (in the Content section of the event) is different. It forces participants to improve their own bids, but it does not force them to improve the lead bid. Suppose that the bid decrement is set at \$50. If the lead bidder is at \$510 and another bidder is at \$550. The bidder at \$550 can improve that bid by the minimum amount necessary, \$50, and become the lead bidder at \$500. In cases like this, the lead bid only improves by \$10.

With a lead bid buffer of \$50, the second-place bidder is blocked from bidding only \$500. In order to become the lead bidder, a bid that is \$50 better than the lead (\$460) is required.

# Improve bid amount by or Adjust bid amount by

The **Improve bid amount by** rule is available if participants must improve their bids. The **Adjust bid amount by** is available only for Dutch auctions and Japanese auctions.

The **Improve bid amount by** rule specifies if lot- and line-item-specific bidding rules are entered in nominal amount or percentage values.

The **Adjust bid amount by** rule specifies whether the price adjustments that the system makes at the specified intervals for Dutch and Japanese auctions are adjusted by a percentage of the current price or by an amount. The amount of each price adjustment is set in the **Bid adjustment** item bidding rule for each item.

Percentage decrements are useful for avoiding the need to specify nominal decrements for many line items. For example, decrements for lower cost items (say screws that are \$1 for a pack of 20) tend to be small (Perhaps \$0.005). For higher-cost items such as tractors that cost \$50,000, decrements tend to be larger (perhaps \$250). If you have a 50-line event with a variety of small and high priced items, you can either specify nominal decrements line by line or decide to use decrements of 0.5% for all items which automatically make the decrements proportional to the unit price of the item.

Having the bid decrement in amounts is simple and easy for suppliers to understand. However, having the bid decrement in percentages is more flexible. If you are unsure how many bids participants are likely to submit, then choose percentage.

## Note

If you use a percentage, do not start a Dutch reverse auction with \$0.00 or the amount will never increase.

## Allow owner to require improvement on non-competitive terms

This rule is available only if participants must improve their bids. An example of a non-competitive term is when the event ranks participants based on the total cost, the prices of items, and shipping, support, or other costs are just components of the total cost and as such are “non-competitive” terms. There can be only one competitive term per line item.

For example, a participant in a reverse auction might want to reduce total cost by raising the cost of one of these non-competitive items and lowering the cost of others.

If the template creator sets this rule to **Yes**, it allows the project owner control whether participants may worsen bids on selected non-competitive cost components.

This rule requires two settings in the project content to be set a certain way:

- This rule can only affect terms where the answer type is numerical or is text that is mapped to a number.
- To require bid improvement on this term, “Will participants compete on this term,” must specify **Yes, Downward bidding** if improving the bid means lowering it or **Yes, Upward bidding** if improving the bid means raising it.

In the line item definition, select one term from the list to be the competitive term. The other items on this list are non-competitive terms and subject to this rule.

When participants bid, they must either leave their bid as is or improve it on all the non-competitive (unselected) terms. If they make the bid any worse with the idea of making up for it by improving some other term by a greater amount, they get an error message.

For example, if you want to allow a reverse auction participant to reduce total cost by raising the cost of one non-competitive item and lowering the cost of others, you can set that up as follows:

- Set this rule to **Yes**. For the term on which you want to require bid improvement, set “Will participants compete on this term” to one of the **Yes** options.
- For any term on which you do not care about bid improvement, set “Will participants compete on this term” to **No**.

If you do not care about bid improvement on any non-competitive terms, set the “Allow owner to require improvement on non-competitive terms” rule to **No**.

## Can participants submit tie bids

If you choose **No tie bids**, keep in mind that a tie bid is for exactly the same amount. A bid for \$10,000,000 and a bid for \$10,000,001 are close, but not tied. To prevent bids that are that close, configure the more meaningful rule “Create buffer to protect lead bid” in the Rules section.

The **Can participants submit tie bids** rule does not apply to the preview period. However, if you select the **No tie bids** option, the “Can participants submit tie bids during preview” rule appears, which allows you to set the preview period differently.

If you select one of the options for **No tie bid for rank n (or better)**, the preview period works exactly the same way and the “Can participants submit tie bids during preview” rule does not appear.

The bidding rule **Break tie bids by submit time** works for 200 or fewer lots or line items. If you have more than 200 lots or line items, either choose to allow tie bids or choose **No tie bid for rank 1**.

## Can participants submit tie bids during preview

This rule appears only if the “Can participants submit tie bids” rule is set to one of the **No tie bid** options. No standard templates are set that way, so if you want this rule to appear you must copy and edit one of the standard templates or create a new one.

**No tie bids** means that tie bids are not allowed during the preview period.

**Yes, allow tie bids** means that if a tie bid exists when the preview period ends, it remains a tied when regular bidding opens. If tie bids are not allowed during regular bidding preview-period ties remain, but no new tied bids are allowed.

**Allow tie bids and break by earliest bid time** means that if a tie bid exists when the preview period ends, the tie is broken by giving the tie to the bid received earliest.

**Allow tie bids and break randomly** means that if a tie bid exists when the preview period ends, the SAP Ariba Sourcing system breaks the tie by random selection.

### 📘 Note

If the competitive term in an event is hidden from the participants, bidding rules are not enforced on that competitive term (total cost or any other parameter). However, the project owner can choose to enforce no ties using the **Break tie bids by submit time** option.

## Allow supplier-added items only in alternative bids

If the **Allow supplier to add items** and **Can participants create alternative responses?** event rules are set to **Yes**, then you can also use the **Allow supplier-added items only in alternative bids** rule to restrict participants from bidding on supplier-added items in primary bids.

A template author (user with Template Creator capabilities) sets or delegates the **Allow supplier-added items only in alternative bids** rule. The default is **No**.

## Allow supplier to add items

In some cases, suppliers may have additional items to provide to the buyer which the buyer did not account for. The **Allow supplier to add items** rule enables suppliers to add line items and lots to an event.

Buyers must create **Supplier Line Item** and **Supplier Item with Child Items or Service Hierarchy** definition prototypes. If the **Supplier Line Item** prototype does not exist in the event template, supplier-added items use buyer-added line item definitions. If the **Supplier Item with Child Items or Service Hierarchy** prototype does not exist in the event template, suppliers are restricted from setting the **Is this a group of items or services** option to **Yes**, which is required for creating supplier-added lots.

A template author (user with Template Creator capabilities) sets or delegates the **Allow supplier to add items** rule. The default is **No**.

If set to **Yes**, the **Maximum supplier-added items for each supplier** and **Allow supplier-added items only in alternative bids** rules become available.

## Allow surrogate bids when event is closed

When this rule is set to **Yes**, surrogate bids can be placed when the event is in **Pending Selection**.

### 📘 Note

Supplier bids must be visible to surrogate bid in envelope and sealed bid events.

# Require surrogate bid justification

When set to **Yes**, this rule requires a message or comment when placing surrogate bids. An optional attachment can be included with the message.

When you create an RFP event, the **Require surrogate bid justification** rule is in the Bidding Rules section of the **Rules** tab of the Event details page.

## Note

This option is available only when you create a full sourcing project.

### Bidding Rules

Allow participants to submit bids by email: ☐ Yes ☒ No ⓘ

Enable scoring on participant responses: ☐ Yes ☒ No ⓘ

Must participants improve their bids: ☒ Yes ☐ No ⓘ


Must participants beat lead bid:  ⓘ

Create a buffer to protect lead bid: ☐ Yes ☒ No ⓘ

Improve bid amount by:  ⓘ

Can participants submit tie bids:  ⓘ

Allow owner to require improvement on non-competitive terms: ☐ Yes ☒ No ⓘ

 Require surrogate bid justification: ☒ Yes ☐ No ⓘ

Allow Pricing Conditions: ☐ Yes ☒ No ⓘ

When set to **yes**, users must enter a justification before they can submit surrogate bids.

When you set **Require surrogate bid justification** rule to **Yes**, a pop-up window prompts you to enter a justification before submitting a surrogate bid.

**Submit this response?**

Please provide a reason for submitting this surrogate bid. Click OK to submit the surrogate bid on behalf of the supplier.

To:

☐ Participant
☒ All Team Members
☐ Selected Team Members


Subject:




Attachments:

[Attach a file](#)

OK

Cancel

After the bid is submitted, the **Surrogate bid justification** icon () appears below the bid amount in the **Items that need quotes** panel of the **Monitor** event page.

Items that need quotes <span>?</span>			
<div>Search</div>			
1 item and 3 terms	ServerTech Inc. <span>...</span> <b>\$500,000 USD</b> 	Papyrus Corporation <span>...</span> <b>\$10,000 USD</b> 	Druid Business Co... <span>...</span> <b>\$100,000 USD</b> 
✓ 1.0 my item Price <span>...</span>	<div> <div>Surrogate bid:</div> <div>  Placed bid for \$5,000 USD on behalf of participant. </div> </div> <div>           \$5,000 USD            Rank 4 4,900.0% </div>	<div>           Rank 1 Lowest </div>	<div>           Rank 3 900.0% </div>
Is this an incumbent supplier? <span>...</span>	No	No	No
Quantity	100 each	100 each	100 each
Extended Price <i>fx</i> <span>...</span>	\$500,000 USD	\$10,000 USD	\$100,000 USD
<a href="#">Expand all</a> <a href="#">Collapse all</a>			

# Allow participants to submit bids by email

Email bidding enables participants to submit responses to event content through email.

If this rule is set to **Yes**, participants can respond to events through email (email bidding). SAP Ariba supports the following methods for email bidding:

- Email bidding using Excel  
Participants receive an event invitation with an Excel file to use as a participant bid sheet. Participants can submit their bid sheets through email and without signing in to SAP Ariba.  
Email bidding using Excel is available when all the following conditions are met:
  - The ICM parameter **Enable email bidding with standard Excel bid sheet** (`Application.ACM.EmailBiddingWithStandardExcel`) is set to **Yes** (the default value)
  - The event rule **Allow participants to submit bids by email** is set to **Yes**
  - The event is an RFQ or RFIEmail bidding allows suppliers to respond to events via email, whether they are Preferred, Registered, or Unregistered.  
You can use this method with the guided buying capability in SAP Ariba Buying and allow unregistered suppliers to submit email bids.
- Email bidding for single-item events  
Participants receive an event invitation with a button that generates an email response in which they enter their response.  
Email bidding for single-item events is available when all the following conditions are met:
  - The ICM parameter **Enable email bidding with standard Excel bid sheet** (`Application.ACM.EmailBiddingWithStandardExcel`) is set to **No** (the default value is **Yes**)
  - The event rule **Allow participants to submit bids by email** is set to **Yes**
  - The event is an RFQ or RFI with 1 item
  - The feature toggle **Email response to RFQ** must be set to **Yes**. To set this feature toggle to **Yes**, have your designated support contact log a service request.Because each email bidding method requires a different value for the **Enable email bidding with standard Excel bid sheet** parameter, a site can have only one method enabled.

## Email Bidding Using Excel

When you publish an Excel file-based email bidding event, invited participants receive an event invitation email that contains:

- Links labeled **Email response**, **Decline**, and **See event**
- Bidding start and end times.
- The **Region**, **Commodity**, **Currency**, and **Description** event header fields.
- The bid sheet in Excel format. Now, an additional sheet, **Pricing Conditions**, is also included in the Excel.
- The bidder agreement as a read-only Word document attachment

Suppliers can download the bid sheet Excel file, add their responses in the Excel file, and save the file.



## 📌 Note

If the Excel file has item terms or questions whose answer type is **Attachment**, suppliers can specify the exact file names of the attachments in the corresponding fields and add the attachments to a .zip file. These files can be of types such as text, image, PowerPoint, PDF, and so on.

In the response email, suppliers must attach the updated Excel file and the .zip file containing attachments and submit their bid.

If the bid is successfully submitted, SAP Ariba Sourcing sends a success message to the supplier with a copy of the bid attached as an Excel file and a .zip file containing files attached with their bid response. The email contains a **Revise response** link to help the supplier revise and resubmit the bid.

If the bid submission fails, the supplier receives a failure notification. The supplier can use the **Email response** link in the event invitation email to resubmit the bid.

If a buyer modifies an event after a bid is submitted, the supplier receives an email with the updated bid sheet Excel file and a **Revise response** link to help the supplier revise and resubmit the bid.

## 📌 Note

The event invitation includes a statement similar to the following:

"By clicking Email response and responding through email, you accept the bidder agreement (attached with the invitation email) and consent to processing your name and email address by *(your site name)* for the purpose of a business relationship between *(your site name)* and your organization and agree to the storage, transfer and processing of your personal data by SAP according to the Terms of Use and Data Processing Agreement applicable to the SAP Ariba Sourcing solution."

To summarize, when a supplier clicks **Email response** or **Revise response** and submits a response through email, the supplier:

- Accepts the bidder agreement attached to the event invite email as a read-only word document.
- Consents to processing their name and email address by the buyer organization for the purpose of a business relationship between the buyer organization and their (supplier) organization.
- Agrees to the storage, transfer, and processing of their personal data by SAP in accordance with the supplier terms of agreement applicable to the SAP Ariba Sourcing solution.

## 📌 Note

When email bidding is used, the bidder agreement is provided to the supplier as a read-only Word document attachment to the event invitation email. By submitting a response to the event, the supplier agrees to and accepts the terms specified in the attached bidder agreement.

If a term has **Visible to Participants** set to **Yes, after access gate is cleared**, the term is not shown in the invitation. Terms that allow responses with **Visible to Participants** set to **Yes, after access gate is cleared** are shown in the response email but without any initial values for the term.

If your site has the parameter `Application.AQS.RFX.HideContentUntilAgreementAccepted` enabled, the bid will be visible to the supplier. To hide the bid from the supplier, disable the parameter and set **Visible to Participants** setting to **Yes, after access gate is cleared**.

## → Tip

When creating Excel-based email bidding events, you might want to provide instructions with the response format requirements specific to email bidding. Consider creating a question that does not require a response and enter the instructions in the **Name** field.

When an invite is generated for an email bidding event, documents such as questions, requirements, and item description documents that you uploaded to the event are compressed into a .zip package and added as an attachment to the event invite email along with the bid sheet as an Excel spreadsheet and the bidder agreement as a Word document. By default, the maximum permissible file size for all the attachments together is 10 MB. You can increase the size of the attachment to a maximum of 25 MB by configuring the ICM parameter `Application.AQS.EmailBidAttachmentSizeLimit`.

## Email Bidding for Single-Item Events

When you publish a single-item event with email bidding enabled, SAP Ariba sends an invitation email to participants similar to the following:

### My event

Please review the RFQ and submit your quote by email or visit the event page.  
For any questions, contact [buyer@example.com](mailto:buyer@example.com)

Email response

Decline

See event

By clicking Email response and responding through email, you consent to processing of my name and email address by Company ABC for the purpose of a business relationship between the Company ABC and your organization and agree to the storage, transfer and processing of your personal data by SAP according to the [Terms of Use and Data Processing Agreement](#) applicable to the SAP Ariba Sourcing solution.



Event ends Monday, October 13, 2024 at 3:30 PM, Pacific Standard Time

Bidding start date

Monday, September 1, 2024 at 3:30 PM, Pacific Standard Time

Region

US

Currency

USD

Description

Commodity

Computer Accessories

### Questions

Is your product FCC compliant?

### Items for pricing

USB cable, 2 meters

Price

Alternate billing address

Quantity

10,000 each

Earliest possible delivery date

The invitation includes:

- Links labeled **Email response**, **Decline**, and **See event**
- Bidding start and end times.

- The **Region**, **Commodity**, **Currency**, and **Description** event header fields.
- Questions from the event content.
- The item name and **Quantity**, and any additional item terms that are configured to be visible to participants.

The event invitation includes a statement similar to the following:

"By clicking Email response and responding through email, you accept the bidder agreement (attached with the invitation email) and consent to processing your name and email address by *(your site name)* for the purpose of a business relationship between *(your site name)* and your organization and agree to the storage, transfer and processing of your personal data by SAP according to the Terms of Use and Data Processing Agreement applicable to the SAP Ariba Sourcing solution."

Recipients can:

- Submit a response by clicking **Email response**. A draft email message opens, with the destination email address and subject line already populated. The message body contains questions and terms for which the recipient can provide responses. Required responses are indicated with an asterisk (\*).

For example:

```
Is your product FCC compliant?*:
    1. Price*:
    2. Alternate address: Street|City|State|Postal Code|
CountryRegion Name(Country Code))
    3. Earliest possible delivery date: MM/dd/yyyy
```

- Decline to participate by clicking **Decline**. A draft email message opens, with the destination email address and subject line already populated. The supplier can type a reason for declining to participate and send the response. The supplier's response is shown in the **Messages** tab for the event and the event owner's notifications.
- Open the event in SAP Ariba Sourcing by clicking **See event**. The recipient must be a registered supplier and sign in to SAP Ariba Sourcing.

## → Tip

When you create email bidding events, you might want to provide instructions with the response format requirements specific to email bidding. Consider creating a question that does not require a response and enter the instructions in the **Name** field.

If you are creating single-item events, alternatively, you can upload a document with instructions and include the document as an attachment.

If you want participants of single-item events to include an attachment in the response, consider creating a question as follows:

- In the **Name** field, include text that tells participants to attach a document in the response. For example, **You must attach a document with tax codes.**
- In the **Answer Type** field, select **Attachment**.
- In the **Response Required** field, select **Yes, Participant Required**.
- If you want to include a document for participants to use as a template for their response, upload a document in the **Initial Value** field.

## Email Bidding Limitations and Restrictions

- The following restrictions apply to both email bidding using Excel and email bidding for single-item events:
  - Participants can submit only one response; the response is sent using a one-time token. Event features that use multiple participant requests, such as alternate pricing and traffic light auctions, are not supported. Suppliers can revise the response by clicking the **Revise response** link in the confirmation mail they receive when a response is successfully submitted.
  - Event features that use complex content formats, such as matrix pricing, large-capacity events, and custom offline response sheets, are not supported.
  - The type of currency for **Price** and any other money terms is determined by the **Currency** field in the event header. Participants cannot select the bidding currency and currencies are not converted. SAP Ariba discards any text to indicate a currency type or any other non-numeric characters in responses for money terms.
  - You cannot customize notifications for email bidding.
- The following restrictions apply to Excel file-based email bidding:
  - Excel file-based email bidding is available for only the RFI and RFP sourcing event types.
  - Excel file-based email bidding is available for only sourcing events with standard-capacity line items.
  - Excel file-based email bidding does not support multi-currency. Bids are assumed to be submitted in the currency of the sourcing event.
  - Excel file-based email bidding does not support events that have alternative bidding enabled; events that contain conditional questions and conditional content; events with large-capacity line items; and competitive events.
- The following restrictions apply to email bidding for single-item events:
  - A single-item event cannot contain more than one line item.
  - Questions and responses cannot contain a colon (:). Colons are used to indicate the start of a participant's response.
  - Only one question or term can require a response that is an attachment.
  - Attachments added as **Reference Documents** are not sent to participants. To include an attachment in the notification sent to participants, add a question with the **Answer Type** set to **Attachment** and upload the attachment in the **Initial Value** field.
  - Questions and terms cannot have **Certificate** for the response type. Responses in email bids cannot be certificates.

## Enable multi-round bidding event

This rule only applies to guided sourcing events. Choose **Yes** or **Delegated** to refine pricing and other information by creating additional bidding rounds in a single event.

You create each new bidding round in sequence, after a round closes. When you create a new bidding round, you can eliminate participants and items. You can also add participants and add or edit items by editing the event.

# Allow pricing conditions

The pricing conditions feature is available only on sites that have SAP Ariba Strategic Sourcing Suite enabled.

Choose **Yes** to allow event creators to configure validity periods. This rule must be enabled to use price by volume functionality in RFP sourcing events and contract line item documents. Select **No** to disable validity periods. The following rules appear when **Allow Pricing Conditions** is enabled:

- **Disable line level overriding:** When set to **Yes**, you cannot edit the line-item-pricing-condition rules. When this rule is set to **No**, you can edit the line-item-pricing-condition rules. In guided sourcing events, pricing condition rules set at event level are inherited to existing and new line items whereas in classic sourcing, pricing condition rules set at event level are inherited only to new line items.
- **Can edit pricing condition terms in alternatives:** This rule allows you to create sourcing events that support alternative bids based on pricing conditions.
- **Validity Period Type:** This field is required. This rule determines the type of period for which you want to collect pricing. The following options are available for this rule:
  - **Monthly:** Choose this value to collect volume pricing in monthly increments. For example, if you want the validity period duration to last 8 months, choose **Month** in this field and enter **8** in the **Validity Period Duration** field.
  - **Quarterly:** Choose this value to collect volume pricing in quarterly increments.
  - **Annually:** Choose this value to collect volume pricing in yearly increments.
  - **Buyer Defined:** Choose this value to enable event owners to define the **Validity Period Type** rule when they create events.
    - **Date Range:** This field displays when you choose **Buyer Defined**. Enter the date ranges for which you want the validity periods to apply.
  - **Perpetual:** Choose this value to collect volume pricing with no end date.
    - **End Date:** This read-only field appears when you choose **Perpetual**. This field indicates the date on which the validity for the pricing conditions end.
  - **Supplier Defined:** Choose this value to enable suppliers to define the validity period type when they submit their event responses.
    - **End Date:** This field appears when you choose **Supplier Defined**. Enter the date on which you want the validity period for the pricing conditions to end.
    - **VolumeThreshold:** This field appears when you choose **Supplier Defined**. Enter the volume amount that suppliers must exceed when submitting their responses.
- **Start Date:** Date on which the validity pricing conditions begin. The validity period automatically ends after the duration time expires.
- **Number of Periods:** The duration that the validity period lasts. For example, if you want the validity period duration to last 6 months, choose **Month** for the **Validity Period Type** field and enter **6** in this field. **Number of Periods** is displayed as **Recurrence** in guided sourcing
- **Scale Type:** Choose **From** or **To** scale type to define the various volume scales for which you want to collect pricing. You can set a predefined value for the **From** scale by defining a value for the `Application.ACM.PricingConditionsFirstVolumeScaleValue` parameter in the SAP Ariba Administrator page. **Scale Type** is displayed as **Volume Scale Type** in guided sourcing. Contact SAP Ariba support to set the parameter value.
- **Scales:** Enter the volume tiers for which you want to collect pricing. For example, if you want to collect pricing for items at the 500, 1000, and 1500 volume tiers, you enter **500**, **1000**, and **1500**. You can add additional volume tiers as needed.

- **Enable period quantity:** Choose **Yes** to display the period quantity field on the pricing condition page.
- **Suppliers can view period quantity:** This rule appears when you choose **Yes** for the **Enable period quantity** rule. Choose **Yes** to show suppliers the period quantity field. The period quantity field appears as a non-editable field for suppliers.
- **Can supplier override volume scales:** This rule allows suppliers to override volume scales.

#### ⚠ Restriction

The Pricing condition functionality is not available for Out-of-the-Box (OOTB) terms, and the **Add Term to Pricing Conditions** rule does not display for these terms.

For example, OOTB terms such as **Total Cost**, **Unit Cost**, **Best Extended Price**, **Best Price**, and certain formula-based **Money** answer type terms cannot be used as pricing conditions. To configure item terms with pricing conditions, create a new term and select **Yes** in the **Add Term to Pricing Conditions** option.

## Allow Cost Groups to capture detailed Cost Breakdowns

When this rule is set to **Yes**, the **Cost group** term data type is available in the **Answer Type** field on the **Add Terms** and **Edit Term** pages.

You can create cost group terms in sourcing event line items. Cost group terms have a display name, unique ID, and can have a formula for calculating the rolled up cost. You can then add cost terms to the cost groups. Cost groups are a collection of cost term definitions and corresponding cost term values. Cost term values are entered by suppliers during the sourcing event. The supplier provided prices are then rolled up to the total cost group term. Cost group terms can also be used in custom formulas.

#### 📌 Note

- The Allow Price Breakup bidding rule in the **Bidding Rules** section of RFP event templates is renamed to **Allow Cost Groups to capture detailed Cost Breakdowns** bidding rule.
- Cost group functionality is only available in SAP Ariba Sourcing RFP events and in SAP Ariba Contracts.

## Eliminate participant who misses this number of consecutive rounds

With this Japanese auction rule, buyers can allow suppliers to continue to participate in the event even though they've missed one or more consecutive rounds. Zero is the default value for the number of consecutive rounds a supplier can miss. If the buyer doesn't change the default value, Japanese auctions operate as they did before this template rule was created, meaning that suppliers must participate in each round.

The buyer also has the option of changing the default value to two or more. If suppliers fail to bid for the specified number of consecutive rounds, they can no longer participate in the event. If you want suppliers to be able to miss

one round and still be able to participate, set this rule to **2**. If you set the rule to **1**, it's the same as setting it to **0**. Suppliers will have to participate in all rounds to be able to continue participating in the event.

This feature requires Japanese auction templates. To have Japanese auction templates installed, have your Designated Support Contact log a service request. An SAP Ariba Customer Support representative will follow up to complete the request.

The buyer can't change the number of missed rounds by using a runtime edit after a supplier has already missed the specified number of rounds and can't participate in the event.

## Require supplier to give a reason for declining to bid on items or lots

With the template rule **Require participant to give a reason for declining to bid** rule is on, suppliers who are not bidding must choose one reason from a pre-defined list of reasons.

When a supplier declines to bid and provides a reason for doing so, this information is available:

- As a message from the supplier in the event message board
- On the monitoring and awarding page where the bid for that supplier would be

The default list of reasons for not bidding is the following:

- **We don't carry a compatible part/material**
- **We don't supply at the requested quantity**
- **Discontinued Item**
- **We are at full capacity currently**
- **Missing/Lack of information provided**
- **Other**

Buyers who want to customize the reasons in the list can do so if they have administrative privileges or by contacting someone who has administrative privileges for their site. For more information, see [Customizing Supplier Reasons for Declining to Bid](#).

### Restrictions

- Analytical reports do not show the reasons for declining to bid.
- The reasons are not exported when you use SOAP web services to export content from an event.

## Allow overrides only in alternative bids

This rule appears only when the following rules are set to **Yes**:

- Can participants create alternative responses
- Can participants create alternative pricing
- Allow Pricing Conditions
- Can edit pricing condition terms in alternatives
- Can supplier override volume scales

Choose **Yes** to limit volume scale overrides by suppliers only to alternative bids.

## Must owner submit consensus grades before awarding items?

This rule only applies to guided sourcing events. This rule determines whether project owners need to submit consensus grades on event items before they award the items. If you select **Yes**, project owners must submit consensus grades first before they can award the items.

This rule appears only when the ICM parameter **Enable grading-based item award** (`Application.ACM.EnableGradingBasedItemAward`) and the **Enable scoring on participant responses** event rule are both set to **Yes**.

## Prevent awarding items that don't meet the grading threshold

This rule only applies to guided sourcing events. This rule prevents buyers from awarding items that don't meet the grading threshold. Buyers preset the grading threshold (**Target grade**) when they create a guided sourcing event. After graders complete their grading work, guided sourcing compares the **Total grade** that an item received from the graders with the preset **Target grade**. If the **Total grade** is lower than the **Target grade**, the item is not awardable.

This rule appears only when the ICM parameter **Enable grading-based item award** (`Application.ACM.EnableGradingBasedItemAward`) and the **Enable scoring on participant responses** event rule are both set to **Yes**.

## Disable scoring override

This rule only applies to guided sourcing events. In events with consensus grading enabled, this rule prevents users with owner capabilities in an event from override scores set by team graders. This rule has no effect in events that do not have consensus grading enabled.



# Event Currency Rules

You can allow participants to select the currency in which they place their bids and you can choose to allow participants select the bidding currency.

## Allow participants to select bidding currency

In classic sourcing, when the rule **Allow participants to select bidding currency** is set to **Yes** and **System Currency Conversion Rates** is the only exchange rate available for the site, **System Currency Conversion Rates** is set as the default value.

When set to **Yes**, participants can select the currency in which they place their bids from a list of currencies associated with the event. Participants can only select the currency for lots and line items.

### Note

If the setting **Capacity type for the event** is **Large**, this rule is set to **No** and is hidden.

Participants can also select a bidding currency for each lot or line item when submitting alternative bids if **Allow participants to select bidding currency** is set to **Yes** and:

- The "Multiple currencies in alternative bids" feature is enabled for your site.
- The following event rules are set to **Yes**:
  - **Can participants create alternative responses?**
  - **Can participants create alternative pricing?**
- The terms for which you want to allow participants to select bidding currencies in alternative bids (such as the **Price** term) have the field **Is term editable in alternatives** set to **Editable By Owner and Participants**.

### Note

When

`Application.AQS.RFX.EnableIsTermEditableInAlternativesToEditableByOwnerAndParticipant` parameter is enabled, the default value for **Is term editable in alternatives** is set to **Editable by Owner and Participant** and suppliers can edit the questions added at the event level in the alternative responses. Contact SAP Ariba Support to enable this parameter.

## Show currency exchange rates to participants

This rule appears only if you chose to allow participants to select the bidding currency. If you select **Yes**, a currency exchange rate table appears on the **Event Details** page.

# Event Project Owner Rules

You can set rules to determine what actions the project owner can take.

- [Prevent project owners from discarding supplier responses while updating events in Guided Sourcing \[page 58\]](#)
- [Disable supplier invitation \[page 59\]](#)
- [Can project owner create formulas \[page 59\]](#)
- [Can project owner create response team by default \[page 60\]](#)
- [Enable document URL terms \[page 61\]](#)
- [Allow users to accept a supplier's price as \[page 61\]](#)
- [Anonymize suppliers \[page 62\]](#)

## Disable event publishing in guided sourcing

You can choose to disable the **Publish** button for guided sourcing events.

When the **Disable event publishing in guided sourcing** rule is set to **Yes** in the guided sourcing event template, the **Publish** button is disabled in guided sourcing events created from the template, and users cannot publish events by using the user interface.

### 📌 Note

You can publish an event by using the Event Management API regardless of the event publishing configurations in the template. For more information, refer to [Creating and Publishing an Event with the Event Management API](#).

By default, this rule is set to **No**, and users can publish events by using the guided sourcing user interface and by using an API.

## Prevent project owners from discarding supplier responses while updating events in Guided Sourcing

This rule prevents project owners from inadvertently or otherwise discarding existing supplier bids while updating guided sourcing events. You can set this rule to **Yes** in the guided sourcing event template so that the project owners are prevented from discarding supplier bids while updating guided sourcing events.

By default, this rule is set to **No**, and project owners can discard supplier bids when updating events in guided sourcing.

Set the rule to **Yes** to prevent project owners from discarding supplier bids while updating events in guided sourcing.

When you set the rule to **Yes**, the following user interface elements are hidden in the **Update Event** popup for events created from the guided sourcing event template:

- The **Do you want to keep the bids?** section and the **Yes, keep the bids** and **No, delete the bids** options

## Disable supplier invitation

You can choose to disable supplier invitations in a guided sourcing event template. When supplier invitation is disabled in the guided sourcing event template, buyer users can neither invite nor remove suppliers in guided sourcing events created from the template by using the user interface. By default, this rule is set to **No**, and users can invite and remove (uninvite) suppliers from events by using the guided sourcing user interface (manually or by importing an Excel document) or by using an API.

Set the rule to **Yes** to disable supplier invitation capability at the guided sourcing event level by using the UI. If you set the rule to **Yes**, users cannot invite, uninvite, or remove suppliers in events created from the template using the guided sourcing user interface.

### Note

You can add (invite) or remove suppliers from an event by using the Event Management API regardless of the supplier invitation configurations in the template. For more information, refer to [About Adding \(Inviting\) Suppliers to Events with the Event Management API](#).

When you set the **Disable supplier invitation** rule to **Yes**, the following UI elements become unavailable in events created from the template:

- The **Invite suppliers** and **Uninvite** buttons in the **Suppliers** panel are disabled.
- The **Participants** checkbox in the **Choose import method and upload file** popup, which opens when you click the **More** icon (...) and select **Import options** > **Import content from a spreadsheet**.
- The **Remove supplier** is hidden from the menu that opens when you click the **More** icon (...) next to a supplier name in the **Suppliers** panel.

## Can project owner create formulas

Some formulas can be created as part of the template and others can be created by the project owner (who is the event initiator). Formulas are created in the Content area of the template or event.

### Note

If the setting **Capacity type for the event** is **Large**, this rule is set to **No** and is hidden.

This rule has five options:

- **Yes:** The project owner can create any custom formula as necessary. This enables the formula options in the Content section when the project owner is creating the event.
- **No, but enable cost components:** The project owner cannot create formulas, but can create terms that can be used as adders, subtracters, multipliers, and percent discount. These terms are automatically applied to the standard Total Cost term that is available for use when creating terms in the content section.
- **No, but enable cost components in template:** The project owner cannot create formulas. The template creator can add terms that are adders, subtracters, multipliers, or percent discount to the basic formula, but the project owner cannot change them.
- **No, but enable cost components and price breakdown:** The project owner can create terms as adders, subtracters, multipliers, and percent discount, and can also stipulate that the price consist of a series of adders, which is a cost breakdown.
- **No:** The project owner cannot create a formula or edit the basic formula that the template creator put in the template. Terms cannot be set as adders, subtracters, multipliers or % discount to automatically contribute to total cost.

If the template does not allow you to create formulas, you can still use a mechanism called cost components. Cost components enable you to do some basic calculations to arrive at a total cost. This mechanism is turned on here if you select one of the **No** options that enables cost components.

If you specify **Yes** to enable formulas, you can still use the TotalCost function within a formula to enable terms that are adders, subtracters, multipliers or % discount to be applied to total cost.

#### 📌 Note

The value options **Yes** and **No, but enable cost components and price breakdown** for the **Can project owner create formulas** rule are incompatible with the bid transformation format. To make sure that events created from a bid transformation auction template function as expected, you must set the **Can project owner create formulas** rule to either of the following options if you set the **Use transformation bidding format** rule to **Yes** in an auction template:

- **No, but enable cost components**
- **No, but enable cost components in template**

If you set both the **Use transformation bidding format** and **Can project owner create formulas** rules to **Yes**, the SAP Ariba Sourcing solution displays the following warning message and does not allow you to publish the template:

`This event uses bid transformation and custom formulas. This configuration is not supported and will result in incorrect data being shown to suppliers.`

If you set the **Use transformation bidding format** rule to **Yes** and the **Can project owner create formulas** rule to **No, but enable cost components and price breakdown**, incorrect information, such as incorrectly calculated formula values, might appear for you or your suppliers.

## Can project owner create response team by default

In classic sourcing, you can choose to automatically add suppliers to the response team when you add suppliers to your event. Choose **Yes** to have supplier contacts from the same organization be added to the response team. If

you choose **No**, supplier contacts from the same organization will not be assigned to a response team and will be added as individual suppliers.

Enabling this rule can help ensure that project owners create events with suppliers automatically assigned to the response team.

#### Note

In guided sourcing, if you set the rule **Can project owner create response team by default** to **Yes**, then all contacts of a supplier are always grouped under the Supplier. You cannot see the contacts in separate rows. You also cannot ungroup the contacts without setting the rule to **No**.

If the rule is set to **No**, each supplier contact, including those from the same organization, will have its own row. For example, if you add two supplier contacts from the same organization, then two rows are created for each.

## Enable document URL terms

The **Enable document URL terms** rule is available in classic and guided sourcing RFI and RFP templates for SAP Ariba Strategic Sourcing Suite. This rule controls the behavior for **Document URL** terms. The purpose of a **Document URL** term is to provide a link (**URL**) that suppliers can click to obtain documents from your site about the item with a **Description**.

If **Enable document URL terms** is set to **Yes** and an event includes items with the **Document URL** term, the event cannot be published unless your site has implemented the `DocumentURLOutBound` web service and the web service can successfully retrieve values for the **Document URL** terms. Your site must also implement the `DocumentStatusChangeNotification` web service to accept status information about events. If the value for a **Document URL** term is manually entered, the value is overwritten by the web service. This is true even if the rule is set to **Yes** with **Delegated**. You must set the rule to **No** if you want the URL not to be overwritten.

If **Enable document URL terms** is set to **No**, RFI and RFP items can contain **Document URL** terms, but the values must be manually set.

## Allow users to accept a supplier's price as

You can choose to accept the supplier pricing as either contracted price or estimated price. If you have selected the supplier price as contracted price, then you can also choose to create a purchase information record (PIR). You can optionally allow the project owners to change the configuration by setting this rule to **Delegated**.

This rule allows the buyers to view the pricing trend of the various suppliers. This enables the buyers to select optimal suppliers based on their pricing trends.

# Anonymize suppliers

You can choose to anonymize supplier information in guided sourcing events. To ensure that the supplier information is anonymized in guided sourcing events, you must set the **Anonymize suppliers** rule to **Yes** and define the scope for the anonymization in the guided sourcing event template. If you enable the **Anonymize suppliers** rule, supplier information is anonymized in all pages, popups, dialog boxes, and reports for the published RFPs, RFIs, and auctions until the events are closed for bidding. Attachments in the events are not accessible to buyers during bidding to protect bidders' identities.

When supplier information is anonymized, you could notice any of the following:

- Real-time supplier data is hidden from the guided sourcing interface
- Real-time supplier data is replaced with generic data  
For example, the supplier name could appear as **Company 1** to protect the bidder's identity.

## ⚠ Restriction

Supplier anonymization is not supported in bid analysis and optimization scenarios.

If you set the **Anonymize suppliers** rule to **No**, supplier information will not be anonymized, and real-time supplier information will be displayed in all pages, popups, dialog boxes, and reports for the events.

## 📘 Note

The anonymize supplier information functionality applies only to guided sourcing events. Hence, even if the **Anonymize suppliers** rule is available in a classic sourcing template, and you set it to **Yes**, the functionality does not work in classic sourcing events.

When you select the **Anonymize suppliers** rule as **Yes**, the **Stop anonymization when** dropdown appears that enables you to define the scope for anonymizing supplier information by selecting appropriate options. The **Stop anonymization when** dropdown has the following options:

- **Manual Intervention:** If you select this option, the **Stop supplier anonymization** menu option appears when you click the [More](#) menu (...) in the upper-right of a guided sourcing event page. You can manually stop the anonymization by selecting the **Stop supplier anonymization** menu option.  
For more information, refer to [Stopping Supplier Anonymization for Guided Sourcing Events](#).
- **External API:** If you select this option, you can manually stop the anonymization by using the Event Management API. For more information, refer to [Stopping Supplier Anonymization with the Event Management API](#).
- **Reviewing Responses:** If you select this option, anonymization is stopped automatically when the event reaches the review responses stage.
- **Status Complete:** If you select this option and do not select **Reviewing Responses**, anonymization is stopped automatically when the event reaches the completed stage. If you select both **Status Complete** and **Reviewing Responses** options, anonymization is stopped automatically when the event reaches the review responses stage.

## 📘 Note

- To automatically stop the anonymization when the event moves to the review responses or the completed stage, you must select at least one of the following options in the **Stop anonymization when** dropdown in the template:

- **Reviewing Responses**
- **Status Complete**
- The **Reviewing Responses** option takes precedence over the **Status Complete** option. Hence, if you select both **Status Complete** and **Reviewing Responses**, anonymization is automatically stopped when the event reaches the review responses stage. However, if you have selected **Manual Intervention** or **External API**, you can override this manually or by using the API and end the anonymization.

# Special Rules

You can set rules to prevent unauthorized users from editing questions and viewing responses in guided sourcing events.

- [Prevent editing questions and viewing responses \[page 64\]](#)

## Prevent editing questions and viewing responses

This rule prevents unauthorized users from editing questions and viewing responses in guided sourcing events.

By default, this rule is set to **No**, and users can edit any question and view responses in guided sourcing events.

You can set this rule to **Yes** in the guided sourcing event template so that unauthorized users are prevented from editing questions and viewing responses in guided sourcing events. When you set this rule to **Yes**, the **Restricted Question** rule appears in the **Add Question** page in the guided sourcing event template.



# Event Price Acceptance and Integration Actions Rules

You can set rules to determine if you want to send follow-on documents to external systems.

- [Allow external system integration \[page 65\]](#)
- [Allow integration types \[page 65\]](#)

## Allow external system integration

You can choose to integrate quotes with external system. If the **Allow external system integration** is set to **Yes**, you can create a follow-on document.

- When the **Allow external system integration** rule is set to **No** in a guided sourcing event template and user chooses that template while creating a guided sourcing event, then the following warning message is displayed:
  - **The external system integration rule is disabled in this template. You can't send follow-on documents to the external system.**
- When the **Allow external system integration** rule is set to **Yes** but no values are chosen from the **Allow integration types** drop-down in a guided sourcing event template and user chooses that template while creating a guided sourcing event, then the following warning message is displayed:
  - **There is no integration type set in this template. You can't send follow-on documents to the external system.**

## Allow integration types

You can create different types of follow-on documents using this rule. The various documents are:

- Purchase Order (NB)
- Framework Order (FO)
- Value Contract (WK)
- Quantity Contract (MK)
- Scheduling Agr. w/o release doc. (LP)
- Scheduling Agr. with release doc. (LPA)
- Purchase Information Record

This rule is enabled only if the **Allow external system integration** rule is set to **Yes**.

When the **Allow external system integration** rule is set to **Yes** but no values are chosen from the **Allow integration types** drop-down in a guided sourcing event template and user chooses that template while creating a guided sourcing event, then the following warning message is displayed:

- **There is no integration type set in this template. You can't send follow-on documents to the external system.**

An administrator for your site can configure custom document types for integration. For more information, see [Specify the mapping between the custom integration types, document types, and document categories](#).

# Event Market Feedback Rules

You can change the setting of these rules to expose more or less information about the participants in your event and their pricing. The following table shows some example settings in effect during open bidding:

Information Exposed	Description	Rules Settings
Maximum	Before bidding, participants see: <ul style="list-style-type: none"> <li>Bid history (all bids submitted by all participants)</li> <li>Bid graph showing all bids</li> <li>Their own rank</li> <li>Leading bid</li> <li>Number of participants</li> </ul>	Specify how participants view market information: <b>Do not enable a starting gate</b> Show participant responses to other suppliers: <b>Yes</b> Hide the number of bidders by using the same participant alias: <b>No—unique aliases</b> Show bid graph to all participants: <b>Yes</b>
	After submitting a bid, participants see: <ul style="list-style-type: none"> <li>Bid history (all bids submitted by all participants)</li> <li>Bid graph showing all bids</li> <li>Their own rank</li> <li>Leading bid</li> <li>Number of participants</li> </ul>	Specify how participants view market information: <b>Enable a starting gate</b> Show participant responses to other participants: <b>Yes</b> Hide the number of bidders by using the same participant alias: <b>No—unique aliases</b> Show bid graph to all participants: <b>Yes</b>
Medium	After submitting a bid, participants see: <ul style="list-style-type: none"> <li>Their own rank</li> <li>Leading bid</li> <li>Bid graph</li> <li>Bid history</li> </ul>	Specify how participants view market information: <b>Enable a starting gate</b> Show participant responses to other suppliers: <b>Yes - After Supplier's first response is accepted</b> Hide the number of bidders by using the same participant alias: <b>Yes—generic aliases</b> Show bid graph to all participants: <b>Yes</b>
	After submitting a bid, participants can see: <ul style="list-style-type: none"> <li>Their own rank</li> <li>Leading bid</li> </ul>	Specify how participants view market information: <b>Enable a starting gate</b> Show participant responses to other participants: <b>No</b> Show lead bid to all participants: <b>After supplier's first response is accepted</b>
Minimum	Even after a bid, participants just see their own rank	Specify how participants view market information: <b>Enable a starting gate</b> Show participant responses to other participants: <b>No</b> Show lead bid to all participants: <b>No</b>

Information Exposed	Description	Rules Settings
	Even after submitting a bid, participants see no information about bids from other participants	Specify how participants view market information: <b>Enable a starting gate</b>  Show participant responses to other participants: <b>No</b>  Can participants see ranks: <b>No</b>

### Note

RFI and RFP participants are never shown information about responses from other participants, regardless of the values for the following rules:

- **Show participant responses to other participants**
- **Show lead bid to all participants**
- **Can participants see ranks?**
- **Show Line Item level rank in Lot**
- **Show bid graph to all participants**

### Note

If event rules are configured to hide the lead bid from participants (**Show participant responses to other participants** and **Show lead bid to all participants** are set to **No**) and a buffer is set for lead bids in an item (**Create a buffer to protect lead bid** is set to **Yes**), a participant might place a bid within the buffer and, not knowing the lead bid, have to keep submitting bids until they exceed the buffer and their bid is accepted.

## Controlling Information Shown to Event Owners

SAP Ariba also provides the rules [Can owner see responses before event closes \[page 73\]](#) and [Allow owner to see the following information before event closes \[page 73\]](#) to control the information visible to event owners while an event is open.

You can also use [Event Envelope Rules \[page 16\]](#) to implement **envelope bidding**, or sealed-envelope bidding. Envelope bidding enables you to enclose the content of events in different envelopes (for example, technical and commercial); participant responses to items in an envelope are not visible until the envelope is opened.

## Specify how participants view market information

You enable a starting gate to hide all market information from participants until they have successfully submitted one bid. The bid must satisfy the starting gate criteria. The information is hidden on the bidding console, **Event Details** page, and the **Lot Details** page. This information includes the bid graph, the lead bid, and the Bid History table.

- **Do not enable a starting gate:** All participants can always see market information during open bidding.

- **Enable a starting gate for each lot:** There is a starting gate for each lot, which means participants cannot see the hidden information mentioned above until they enter a qualifying starting bid on the lot.
- **Enable a starting gate for the entire event:** There is one starting gate for the whole auction including all lots. Participants cannot see the hidden information mentioned above until they enter a qualifying starting bid, and they can see this information equally for all lots without having to enter a qualifying starting bid for each.

You use this feature in combination with the ceiling price in order to restrict the display of market information to competitive participants. You set the ceiling price during lot and line item creation. The ceiling price is the highest price that participants can bid. Trying to place a bid higher than the ceiling price results in an error.

## Show participant responses to other participants

If the rule **Specify how participants view market information** is set to **Do not enable a starting gate**, the only choices here are **Yes** or **No**. To control this for individual content elements, set this to **Yes**, and use the rule **Hide participants' responses from each other**, which appears when you create a question or line item.

If the rule **Specify how participants view market information** is set to one of the choices that enables a starting gate, the choices here are **After participant's first response is accepted** or **No**. This respects the requirements of the starting gate.

Choose **Yes** or **After participant's first response is accepted** to display the Bid History table. Choose **No** to hide the Bid History table.

Displaying the Bid History table exposes a great deal of information to participants. The Bid History table displays all the competing bids, their submission times, and makes it very clear how each participant compares to the market.

This rule setting affects the options that are available for the **Can participants see ranks?** rule.

### Note

RFI and RFP participants are never shown information about responses from other participants. RFI and RFP behave as if the response to this rule is **No**, regardless of the user value.

## Related Information

[Hide the number of bidders by using the same participant alias \[page 70\]](#)

[Hiding line item terms when revealing bids \[page 70\]](#)

[Show lead bid to all participants \[page 70\]](#)

## Hide the number of bidders by using the same participant alias

This rule is available when **Show participant responses to other participants** is set to **Yes**. Choose **Yes—generic aliases** to alias the names of all companies other than the participant's own company as **Company** so that participants cannot determine how many competitors you have invited to the auction.

If you choose **No—unique aliases**, SAP Ariba Sourcing creates indexed aliases (Company 1, Company 2, etc.). Indexed aliases provide information about the number of participants invited to the event. For example, if a bid is shown for Company 9, participants can assume that at least 9 participants are invited to the event. The index numbers identify only the unique aliases for those bidding on a specific lot. There might be more bidders with other numbers who did not bid on a given lot. To figure out how many other bidders there are, participants must find the highest number among all lots.

Participants can perhaps guess at the identity of other companies by observing their bidding patterns.

## Hiding line item terms when revealing bids

When the rule **Hide the number of bidders by using the same participant alias** is set to **No - Unique aliases**, then when event owners add terms to their event or edit existing terms, they can decide on term level to hide or display participants' responses.

The rule **Show participant responses to other participants** must be set to either **Yes**, or **After participant's first response is accepted** to enable this rule. Selecting this rule also enables the attribute Hide participants's responses from each other on the **Add/Edit Term** page. The event owner can now decide which terms to reveal and which terms to hide.

## Show lead bid to all participants

This rule is available when **Show participant responses to other participants** is set to **No**. This rule allows an exception for the lead bid. Set this to **Yes** if you want participants to view lead bid information, the bid graph, bid history, and the **Take Lead** button. Specify **No** if you do not want the **Take Lead** button to appear.

If **Show how participants view market information** is set to **Do not enable a starting gate**, the only choices here are **Yes** or **No**.

If **Specify how participants view market information** is set to one of the choices that enables a starting gate, the choices here are **After participant's first response is accepted** or **No**.

Choose **Yes** or **After participant's first response is accepted** to display the lead bid to participants. SAP Ariba Sourcing displays the lead bid on the bid console, to the right of the ceiling and reserve value information.

### Note

To use envelope bidding in competitive events, either or both of the event rules **Show lead bid to all participants** and **Must participants improve their bids** must not be set to **No**.

## Related Information

[Enable envelope for competitive event](#)

[Enabling Envelopes in Competitive Events](#)

[Must participants improve their bids \[page 41\]](#)

# Show reserve price to all participants

The reserve price is the price you set in the content at which you might consider awarding the business to a participant.

Valid values:

- **Yes:** Allow all participants to see the reserve price by clicking the action arrow (▼) next to the item name. All participants can see the reserve price after they have submitted a response.
- **After the participant has met the reserve value:** Only participants who have met the reserve value can see the reserve price.
- **No:** Participants can never see the reserve price.

# Can participants see ranks?

The options for this rule are:

- **No** – Participants cannot see any ranks, even their own.
- **Their own rank when leading** – The supplier user interface shows when the participant is in the lead, but there is no rank indication at all if they are not in the lead.
- **Their own rank** – Participants can always see their own rank, but no one else's. This option is not available or reverts to **Their own rank when leading** when:
  - The rule **Show participant responses to other participants** is set to **Yes** or **After participants first response is accepted**, and
  - The rule **Hide the number of bidders by using the same participant alias** is set to **Yes - generic aliases**.
- **All participants' ranks** – Participants can always see the rank for every bidder. This option is not available or reverts to **Their own rank when leading** when:
  - The rule **Show participant responses to other participants** is set to **Yes** or **After participants first response is accepted**, and the rule **Hide the number of bidders by using the same participant alias** is set to **Yes - generic aliases**, or
  - The rule **Show participant responses to other participants** is set to **No**.

## Note

- RFI and RFP participants are never shown information about responses from other participants, including ranks, regardless of the value for this rule.
- If the **Can participants see ranks?** template rule is set to a value other than **No**, the event becomes competitive.

In such cases, you can add only up to 200 top-level items to an event.

## Show line item level rank in lot

Line item ranking can help you make a more informed decision when awarding. You can also configure SAP Ariba Sourcing to allow participants to view their own and other competitor rankings. Allowing participants to view line item rank can help encourage competition on all items, resulting in a better overall lot price. Participants that want to improve their lot rank can also see which items require improved bids.

Line item ranking is for informational purposes only, no bid improvement rules or constraints are associated with line item ranks.

The rule **Show Line Item level rank in Lot** must be configured to enable line item ranking in biddable lots. Once configured, line item ranking in biddable lots can be imported and exported as part of your event data. Data that you can import and export includes content such as event rules, lots, and line items, supplier invitations, attachments, exchange rates, pre-grades, questions, and terms.

The options for this rule are:

- **No** – SAP Ariba Sourcing does not display the line item level rank to you or the participants.
- **Yes, to Buyers only** – You can view the participant's line item level rank, but participants cannot.
- **Yes, to Buyers and Participants** – You can view the line item level rank. Based on how you configure the rule, **Can participants see ranks?**, participants can view their and other competitors' line item level rank.

The Bids Report, which lists all of the supplier responses (and the scores for those responses), includes line item level ranks. You can use this report to export all supplier bids to Microsoft Excel.

### ⓘ Note

You must set the rule, **Show Line Item level rank in Lot**, to **Yes, to Buyers only** or **Yes, to Buyers and Participants**, for the Bids Report to include line item ranks.

### ⓘ Note

RFI and RFP participants are never shown information about responses from other participants, regardless of the value for this rule.

## Show calculated value of competitive term before participant submits bid

Choose **No** to prevent participants from determining the formula for a competitive value until after they have submitted a bid.

### ⓘ Note

This rule is not compatible with bid transformation events.



## Show formulas to all participants

Choose **Yes** to show the formulas used to calculate values, such as `Price * Quantity` to calculate extended price. Choose **No** to hide them all.

## Can owner see responses before event closes

Set this to **No** if the type of event requires that the project owner cannot see any participant responses until the bidding is closed. This rule appears when **Show lead bid to all participants** and **Can participants see ranks** are both set to **No**.

## Allow owner to see the following information before event closes

Buyers can see the participation status and certain log entries for suppliers during an open event. Buyers cannot see the actual supplier submitted response, only that they did submit a response.

The options for this rule are:

- **Log entries when suppliers access and exit events**
- **Log entries when suppliers download attachments**
- **Log entries when suppliers submit responses**
- **Participation status on the Supplier tab**

### Note

This rule only appears when **Can owner see responses before event closes**, **Show lead bid to all participants**, and **Can participants see ranks?** are set to **No**.

## Allow participants to see scoring weights

If scoring is enabled for an event, you can control if participants can see the overall weight you assigned to each response. On the one hand, by showing your scoring setup to suppliers, you communicate to them how they can improve their bids. On the other hand, by hiding your scoring setup, you can learn about your suppliers' strengths and weaknesses as they submit their most natural bids.

When you enable the scoring display, an additional column appears in the suppliers' bidding console that shows the overall weight **%** of your event's content.

## Show bid graph to all participants

Choose **Yes** to show the bid graph to all participants. You might want to hide the bid graph if you are concerned that it will discourage participants who can more easily see how the price they are bidding for this event is getting worse over time (decreasing for a reverse auction, increasing for a forward auction).

### ⓘ Note

RFI and RFP participants are never shown bid graphs or other information about responses from other participants, regardless of the value of this rule.

## Indicate to participants that participant-specific initial values have been specified

Choose **Yes** to tell participants (through the lot rules) that different participants have been assigned different initial values. An initial value is the floor for forward auctions and the ceiling for reverse auctions.

## Show ceiling price to all participants

This rule available only in Dutch and Japanese auctions.

Choose **Yes** to display the target price to all participants. The target price is typically the last price before the auction closes. In addition, Dutch auctions can be configured to close based on time and Japanese auctions can be configured to close based on the number of active participants.

The target price depends on the type of auction.

In this type of auction...	The target price is the:
Reverse Dutch	Ceiling (highest) price that participants can accept (the highest price you are willing to pay).
Forward Dutch	Floor (lowest) price that participants can accept (the lowest price at which you are willing to sell).
Reverse Japanese	Floor (lowest) price that participants can accept.
Forward Japanese	Ceiling (highest) price that participants can accept.

### → Tip

Choosing **No** hides the target price from participants and can induce participants to bid in a more competitive manner. For example, in Dutch auctions, hiding the target price can induce participants to accept the price as soon as it is tolerable instead of waiting for the price to reach the target price.

## Show number of active participants

This rule is available only for Japanese auctions.

This rule appears in the **Market Feedback** section in templates. This rule controls whether the number of active participants is displayed to other participants. Participants are active if they have accepted the price level for all bidding rounds, including the current round or if the number of rounds for which they have not accepted the price level does not exceed the number specified in the event bidding rule **Number of consecutive rounds can a participant miss** (the default number is 0).

The number of active participants displays for buyers in the **Current No. Active** column on the the bid console. The number of active participants displays for suppliers in the **No. Active** column in the **Bid History** section. By default, this rule is set to **Do not show at all**. This rule has the following options:

- **All participants**- Choose this value to show both inactive and active participants the number of participants who have accepted the current price level.
- **All active participants**- Choose this value to only show active participants the number of participants who have accepted the current price level.
- **Do not show at all**- Choose this value to not show the number of active participants to any participants.

## Show number of participants who are inactive

This rule is available only for Japanese auctions.

This rule appears in the **Market Feedback** section in templates. Choose whether you want to show participants the number of participants who are inactive for an item. Participants become inactive when they do not accept the price level for the number of rounds specified in the event bidding rule **Number of consecutive rounds can a participant miss** (the default number is 0). Inactive participants for an item can no longer accept price levels for the item.

The number of inactive participants who are inactive displays for buyers in the **Current No. Inactive** column in the bid console. The number of active participants who have dropped-out displays for suppliers in the **No. Inactive** column in the **Bid History** section. By default, this rule is set to **Do not show at all**. This rule has the following options:

- **All participants**- Choose this value to show both inactive and active participants the number of inactive participants.
- **All active participants**- Choose this value to only show active participants the number of inactive participants.
- **Do not show at all**- Choose this value to not show the number of inactive participants to any participants.

## Can users extend bid time or reveal bids in sealed-bid events

This rule appears when the following rules are set to **No**:

- **Show participant responses to other participants**
- **Show lead bid to all participants**
- **Can owner see responses before event closes**

Set the **Can users extend bid time or reveal bids in sealed-bid events** rule to **Yes** if you want to choose between revealing bids and extending event duration for sealed bid events in guided sourcing when a sealed bid event reaches the review responses phase. Set this rule to **No** if you do not want to manage sealed bid event timing manually.

## Related Information

[Revealing Sealed Bids for Guided Sourcing Events](#)

[Extending Event Time for Sealed Bid Events in Guided Sourcing](#)

[Revealing Sealed Bids with the Event Management API](#)

[Extending Event Time for Sealed Bid Events with the Event Management API](#)

## Hide award info from participants

Use the **Hide award info from participants** event rule to suppress RFX award information and emails.

When the **Hide award info from participants** rule is enabled for an RFX event:

- The **View Awards** and **Download Award Summary** tabs are not visible to participants (suppliers). These tabs can contain award details that you do not want to disclose to participants, such as the percentage of the total spend awarded to the participant.
- Participants do not receive award notifications. The **Send Emails to Awarded Participants**, **Send Emails to Non-Awarded Participants**, and **Customize Award Emails** options are not visible to event administrators.

## Hide countdown clock from participants

If the **Hide countdown clock from participants** event rule is set to **Yes**, it hides the countdown clock which prevents bidders in Dutch auctions from calculating minimum (or maximum) prices. This rule is only present for Dutch auctions.

## Hide winning message from participants

This rule is present only for Japanese auctions.

If this rule is set to **Yes**, participants who submit the best price acceptance (bid) receive a neutral message that does not indicate that their bid is the best bid.

If this rule is set to **No**, participants who submit the best price acceptance receive one of the following messages after submitting their last price acceptance for an item.

- If the last price accepted by the participant is the best bid, the participant receives the following message:  
**The price acceptance you submitted in the last round is the best bid in this auction.**
- If the last price accepted by the participant is the best bid but multiple participants also accepted that price, the participant receives the following message:  
**Multiple participants accepted pricing in the last round of this auction and it has ended in a tie. Ties are resolved according to the bidding rules communicated to you by the buyer, or the buyer will contact you with further information.**

Regardless of the value for the **Hide winning message from participants** rule, if a participant does not submit the best bid (bidding continued after the participant's last price acceptance and other participants accepted subsequent price levels ), the participant receives the following message:

**You haven't accepted the current price level. Bidding is now closed. You have been eliminated from participating at the next price level.**

Default value: **No**.

# Event Message Board Rules

You and the project team members can access the message board from the **Messages** tab in the event monitoring interface, participants can access it from the **Event Messages** page. The message board page enables participants and team members to compose and read messages pertaining to the event.

## Email address of the sponsor to which participants can reply

The **Reply-To** fields in email message headers are disabled (excluded) in the following emails sent by SAP Ariba:

Table 1: Emails with Reply-To Header Field

Solution Areas	Emails Sent with Reply-To Header Field by Default	Reply-To Address
SAP Ariba Sourcing	<ul style="list-style-type: none"><li>Event notifications, including notifications sent to buyers and suppliers (participants)</li><li>Messages sent using the event message board, including messages sent to buyers and suppliers (participants)</li></ul>	Specified by the event rule <b>Email address of the sponsor to which participants can reply</b> . The default value for this rule is the event owner's address. <div><b>Note</b> The event rule was earlier called <b>Email address used for the 'From' and 'Reply To' fields in emails to participants</b>.</div>
SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Life-cycle and Performance	Questionnaire invitations and reminders that are defined as event messages	By default, the sender's email address. May also be specified by the rule <b>Email address of the sponsor to which participants can reply</b> or configured by the registration manager. For more information, see <a href="#">Using a Custom Sender Name for Registration Invitations</a> .
SAP Ariba Contracts	Review and negotiation task notifications sent to external reviewers.	The task owner's address.

When a user attempts to send a reply by clicking the **Reply** button in their mail application (as mentioned in the above table), the reply is undeliverable. The user may or may not receive a non-delivery notification, depending on their organization's email configuration. When replying to messages, use the SAP Ariba Sourcing user interface rather than your email client.

Note that the address configured for the event rule **Email address of the sponsor to which participants can reply** is not used for the **From** field. However, the configured address is still used for the variable `SPONSOR_EMAIL` in event email templates.

# Allow participants to send messages to project team

When set to **Yes**, participants can click the **Compose Message** button on their console to create messages. There is also a **Compose Message** and a **Reply** button and a on message board accessed by the **Event Messages** link. When this rule is set to **Yes**, these buttons are enabled.

When set to **No**, the message board is still enabled, but participants cannot compose a new a message or reply to an existing one.

This rule does not affect the **Messages** tab on the project owner's event monitoring interface.

When set to **Yes**, the following two rules appear:

- Message board opening time
- Message board closing time

## Related Information

[Message board opening time \[page 79\]](#)

[Message board closing time \[page 79\]](#)

## Message board opening time

This sets the time when the **Compose Message** and **Reply** buttons are enabled for participants. This only appears when **Allow Participants to Send Messages to Project Team** is set to **Yes**.

When the event type is Auction or Forward Auction, and there is a preview period during which prebidding is allowed, the default value for this rule is **Prebidding start**. In any other case the default is **Preview start**. The other options for opening are **Open**, **Prebidding end**, **Bidding Start**, **Pending Selection start**, **Completed**, and **Specify a time**.

## Message board closing time

This sets the time when the **Compose Message** and **Reply** buttons are disabled for participants. This only appears when **Allow Participants to Send Messages to Project Team** is set to **Yes**.

The default setting is **Completed**. The other options for closing are **Prebidding end**, **Bidding start**, **Pending Selection start**, and **Specify a time**.

If you specify a time for either opening or closing, you can select a date from the calendar, which inserts the date and sets the hour to 12:00 AM by default. You can edit the hour and minute. The To and From times are validated against these rules:

- Neither the From nor the To times can be in the past.

- The To time must be after the From time.

## Remove user created message details from notifications

You can choose to not include user created message details in notifications sent to participants and team members. When you choose to not include message details, a URL is displayed in the notification, linking to the message details in SAP Ariba Sourcing.

The template rule, **Choose who must access the event message board to view user created messages**, controls whether user created message details are displayed in the notification, or if a URL is displayed. The template rule also enables you to control whether message details are displayed in emails sent to team members, participants, both, or none of them. The users you choose for this rule receive message notifications that do not display user-created message content. Instead, the message notification contains a link to access the user-created content directly on the event message board.

### Note

This is for just user generated messages, not messages generated by the system.

In addition to **None**, you can also choose the following values for the template rule:

- **Participants.** Choose this option to not display user-created email details in notifications sent to the participants.
- **Team.** Choose this option to not display user-created email details in notifications sent to the team members.
- **Both.** Choose this option to not display user-created email details in notifications sent to both participants and team members.

## Disable the ability to overwrite original messages

You can choose to disable the ability for users to overwrite original event message text. When the parameter, `Application.AQS.RFX.AppendReadOnlyOriginalMessage`, is enabled, users cannot edit the original or previous event message text when responding to a event message.

In the default configuration, this parameter is set to **No** and users can edit the original or previous message text when responding to a message.

To enable this feature, please have your Designated Support Contact log a service request and an SAP Ariba Customer Support representative will follow up to complete the request.



# Choose the default recipients for emails sent to team members

This rule determines the default behavior of the **To** field when composing messages to team members. By default, emails composed on the event message board are sent to all team members. You can also disable the ability for users to send messages all team members.

This rule appears only when the **Application.AQS.EnablePrivateMessaging** parameter is set to **Yes**. For more information about this parameter, see [Allow messages to be sent to specific participants, rather than all participants](#).

## ⓘ Note

The default behavior of the **To** field only applies to new messages. When team members and participants reply to messages, the system defaults the sender of the initial messages in the **To** field.

The options available for this rules are:

- **All** - Choose this option to set the default behavior of the **To** field to send messages to all team members when users compose new messages on the event message board.
- **Selected** - Choose this option to set the default behavior of the **To** field to send messages to selected team members when users compose new messages on the event message board.
- **None** - Choose this option to set the default behavior of the **To** field to not preselect any team members when users compose new messages on the event message board. Users must select recipients in the **To** before they can send a message.
- **Disable All** - Choose this option to disable the ability for users to send messages all team members.

# Choose the default recipients for emails sent to participants

**Choose the default recipients for emails sent to participants** - This rule determines the default behavior of the **To** field when composing messages to participants. By default, emails composed on the event message board are sent to all participants. You can also disable the ability for users to send messages all participants.

## ⓘ Note

The default behavior of the **To** field only applies to new messages. When team members reply to messages, the system defaults the sender of the initial messages in the **To** field.

The options available for this rules are:

- **All** - Choose this option to set the default behavior of the **To** field to send messages to all participants when users compose new messages on the event message board.
- **Selected** - Choose this option to set the default behavior of the **To** field to send messages to selected participants when users compose new messages on the event message board.

- **None** - Choose this option to set the default behavior of the **To** field to not preselect any participants when users compose new messages on the event message board. Users must select recipients in the **To** before they can send a message.
- **Disable All** - Choose this option to disable the ability for users to send messages all participants.

## Allow newly added suppliers to view previously exchanged event messages

You can configure the guided sourcing event templates so that the suppliers who are added later to the event can view previously exchanged event messages in guided sourcing.

By default, the rule is set to **No**, and the suppliers who are added later to the event cannot view previously exchanged event messages in guided sourcing.

When set to **Yes**, the suppliers who are added later to the event can view all previously exchanged event messages in guided sourcing except for the messages that were sent privately to another supplier.

## Allow buyers to forward messages to team members

You can configure the guided sourcing event templates so that the buyer users can forward event messages to team members participants in guided sourcing.

By default, the rule is set to **No**, and the buyer users cannot forward event messages to team members in guided sourcing.

When set to **Yes**, the buyer users can forward event messages to team members in guided sourcing.

## Disable system notifications for participants who have submitted responses

**Disable system notifications for participants who have submitted responses** - This rule enables you to disable automatic system and event reminder notifications for participants who have submitted responses or declined to participate. By default, this rule is set to **No**.

Choose **Yes** to disable automatic system and event reminder notifications for participants who have submitted responses or declined to participate.

# Event Bid Agreement Rules

The **Include Bidder Agreement** rules section contains one rule to control whether the bid agreement is displayed to participants.

## Include bid agreement

If **Would you like to include the bidder agreement as a prerequisite?** is set to **Yes**, then the bid agreement is included as a prerequisite, which is the default. If you set this rule to **No**, then no bid agreement is included in the event.

# Event Content Order Rules

**Event content order** rules specify the order of panels shown to editors and suppliers (participants) for guided sourcing events.

**Event content order** rules are visible only in guided sourcing event templates (templates with the rule **Create a guided sourcing event** set to **Yes**) and are not visible in events created from the template.

## Project owner view; Choose the order of event content for project owners to edit

Select the order of the contents, or panels, shown to buyer users when editing events.

The default order is:

1. **Items that need quotes**
2. **Invited suppliers (Suppliers panel)**
3. **Questions, requirements, and attachments**

Templates created prior to the 2402 (February 2024) release had the following default order: **Invited Suppliers, Items that need quotes, Questions, requirements, and attachments.**

## Supplier view; Choose the order of event content for suppliers

Select the order of the contents, or panels, shown to suppliers (participants) when viewing events.

The default order is:



1. **Items that need quotes**
2. **Questions, requirements, and attachments**

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U.S. Patent Nos. 6,199,050, 6,216,114, 6,223,167, 6,230,146, 6,230,147, 6,285,989, 6,408,283, 6,499,018, 6,564,192, 6,584,451, 6,606,603, 6,714,939, 6,871,191, 6,952,682, 7,010,511, 7,047,318, 7,072,061, 7,084,998; 7,117,165; 7,225,145; 7,324,936; 7,536,362; 8,364,577; and 8,392,317. Patents pending.

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