



## Revise Bids

# Revise Bids

To revise response, please click on "respond to posting" on Ariba discovery and after you will be redirected to the posting detail page:

1. Please click on "Revise Response" in order to revise the submitted bids.
2. Click "OK" to start revising the response.

The screenshot shows the Ariba Sourcing interface for a sourcing event. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'NTU Light Account', and 'Help Center'. Below the navigation, there is a breadcrumb trail: 'Go back to Nanyang Technological University - TEST Dashboard'. The main header shows 'Console' and 'Doc2989034745 - Test Sourcing Event'. A 'Time remaining' indicator shows '8 days 19:32:00'. The main content area displays a message: 'You have submitted a response for this event. Thank you for participating.' Below this message, there are three buttons: 'Revise Response' (highlighted with a yellow box labeled '1'), 'Create Alternative', and a dropdown arrow. A dialog box titled 'Revise Response?' is open, containing the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' The dialog has two buttons: 'OK' (highlighted with a yellow box labeled '2') and 'Cancel'. The background interface is dimmed, showing a sidebar with 'Event Messages', 'Response History', 'Checklist', and 'Event Contents'.

# Revise Bids

3. Make the necessary amendments and click on "Submit Entire Response"

Note: You will only be allowed to revise before the event closed. If the event closed, you are not allowed to do any amendments.

[Create Alternative ▾](#)

**Primary**

All Content ☰ | ⌵

Name ↑	Price	Quantity	Extended Price
▼ 3 Requirement Specifications and Evaluation Criteria			
▼ 3.1 Requirement specification			
3.1.1 Please refer to the attached requirement specification: Do you comply? <a href="#">References</a>	* Yes ▾		
3.2 Please refer to the evaluation criteria <a href="#">Placeholder-Replace with actual Evaluation criteria.pdf</a>			
▼ 4 Pricing Schedule <span style="float: right;">More... +</span>			\$5.00 SGD
4.1 Item 1	* \$5.00 SGD	1 each	\$5.00 SGD
5. Please indicate Lead Time: <input type="text" value="5 days"/>			

(\*) indicates a required field

**3**

[Sync Primary Bid](#) [Submit Entire Response](#) [Update Totals](#) [Reload Last Bid](#) [Save](#) | [Compose Message](#) [Excel Import](#)

[Alternative ▾](#)



# Alternative Bidding

# Alternative Bidding

Alternative bidding gives suppliers the ability to submit alternate bids after they have submitted a primary bid. For example, the buyer may want to offer two or three other proposals.

There are three types of alternative bids:

- *Supplier Bundles* - Allows participants to submit discounted pricing based on bundles of items they create.
- *Volume Tiers* - Allows participants to create volume tier structures with pricing at each of the volume tier levels thereby eliminating the need for re-negotiation at a new quantity.
- *Alternative Pricing* - Allows participants to submit different values for the terms included in an item and adjust their price accordingly. Alternative pricing allows participants to respond to what the buyer is looking for and also provide alternative responses.

The screenshot displays a procurement system interface for a sourcing event titled "Doc2989034745 - Test Sourcing Event". A yellow notification bar states, "You have submitted a response for this event. Thank you for participating." Below this, there is a "Revise Response" button and a "Create Alternative" dropdown menu. The dropdown menu is open, showing options: "Create", "Pricing Alternative", "Bundle Alternative", "Tier Alternative", "Delete", and "Alternative". The "Primary" bid is highlighted. Below the menu, the "All Content" section shows a table with one entry: "1 Invitation Letter". The invitation letter text reads: "Nanyang Technological University invites you to quote for the items specified herein this invitation. Please contact the following persons for any query in regards to this invitation:- <Name of staff-in-charge> at Telephone : (65) 6790-XXXX".

# Alternative Bidding

1. Please select the alternative that best suits your criteria.

Note: You may delete the alternative before you submit the response.

The screenshot displays the Ariba Sourcing interface for a sourcing event. The top navigation bar includes the Ariba Sourcing logo, user account information (Company Settings, NTU Light Account, Help Center), and a desktop file sync status. The main header shows the event name 'Doc2989034745 - Test Sourcing Event' and a timer indicating 8 days 19:30:06 remaining. A yellow notification banner states, 'You have submitted a response for this event. Thank you for participating.' Below this, a 'Checklist' on the left lists '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. The 'Event Contents' section on the left shows '1 Invitation Letter' and '2 NTU Terms and Condit...'. The main content area features a 'Primary' tab, a 'Revise Response' button, and a 'Create Alternative' dropdown menu. The dropdown menu is open, showing options: 'Create', 'Pricing Alternative', 'Bundle Alternative', 'Tier Alternative', 'Delete', and 'Alternative'. A yellow box with the number '1' is overlaid on the 'Create Alternative' button. Below the menu, a table titled 'All Content' is visible, with columns for 'Name', 'Price', 'Quantity', and 'Extended Price'. The table contains one row for '1 Invitation Letter' with a 'Less...' button and a minus sign.

# Alternative Bidding

2. Input the alternative name for your bids.
3. Check all the items and click "OK"

Note: You may delete the alternative before you submit the response.

Ariba Sourcing TEST MODE Company Settings NTU Light Account Help Center

Go back to Nanyang Technological University - TEST Dashboard Desktop File Sync

### Select Alternative Items

Enter a name for the alternative response, select the items you want to include, and click OK to add the items to the alternative response. An Alternative Pricing quote allows for pricing based on differing term responses.

Alternative Name:  **2**

**3**  **Items**

- Name
- ▼ 1 Invitation Letter
  - 1.1 Site Briefing / Site Showround:
- 2 NTU Terms and Conditions
- ▼ 3 Requirement Specifications and Evaluation Criteria
  - 3.1 Requirement specification
- ▼ 4 Pricing Schedule
  - 4.1 Item 1
- 7 Quotation Validity

# Alternative Bidding

3. After you have created your alternative, the alternative will appear beside the primary tab.
4. Kindly remember to click on "Submit Entire Response" to submit the alternate bids.
5. You may delete the alternative by clicking on "Delete > Alternative"

Note: You cannot delete an alternative response if it is already submitted

Doc1720490835 - Demo Time remaining 3649 days 00

3

Create Alternative ▾

- Create
- Pricing Alternative
- Bundle Alternative
- Tier Alternative
- Delete
- Alternative ← 5

Primary **test**

All Content

Name ↑	Price	Quantity	Extended Price
<b>▼ 1 Invitation Letter</b>			
Nanyang Technological University invites you to quote for the items specified herein this invitation.			
Please contact the following persons for any query in regards to this Invitation:-			
i.	<Name of staff-in-charge>	at Telephone : (65) 6790-XXXX	
ii.	<Name of staff-in-charge>	at Telephone : (65) 6790-XXXX	
<b>1.1 Site Briefing / Site Showround:</b> <span style="float: right;">Less... [-]</span>			
Date & Time: xxxx			
Venue: xxxxxx			
(*) indicates a required field			

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Pricing ▾ Sync Primary Bid Submit Entire Response Update Totals Reload Last Bid Save | Compose Message