

## Submitting an Additional (Alternative) Response to a Sourcing Event

# Submitting an Additional (Alternative) Response to a Sourcing Event

*A step by step guide*

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**SAP Ariba  
Tutorial**

[Alternative Bidding \(5:00\)](#) for more information about submitting alternative bids



In certain events, the City of Edmonton allows suppliers to provide multiple responses to one sourcing event. This allows suppliers to submit an alternate response in a way that they feel best meets the needs of the City of Edmonton, in addition to their primary bid. SAP Ariba supports three types of alternative bids:

- *Alternative Pricing* - Allows you to submit different values for the terms included in an item and adjust your price accordingly.
- *Supplier Bundles* - Allows you to submit discounted pricing based on bundles of items you create.
- *Volume Tiers* - Allows you to create volume tier structures with pricing at each of the volume tier levels.



**Tip** Although SAP Ariba supports the three types of alternative bids, not every event will allow all three types to be utilized. The dropdown field under **Create Alternative** will indicate what types are supported.

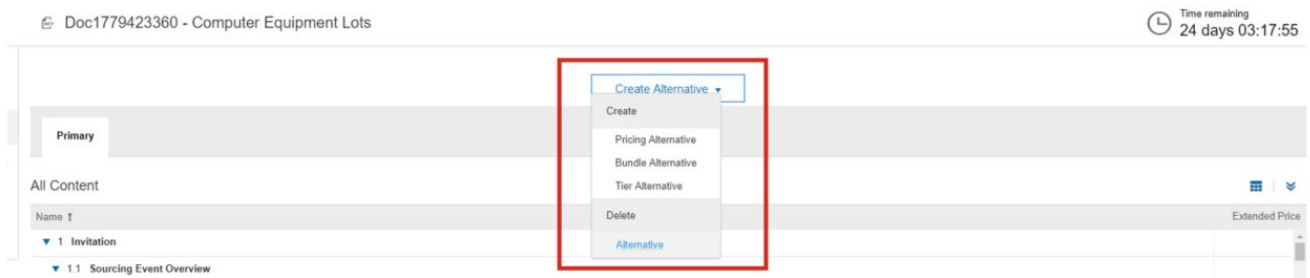
To submit an alternative bid:

## Step 1: Submit Primary Bid

Submit your primary bid following the standard process. You will need to submit this primary bid in order to submit an alternative bid.

## Step 2: Create and Submit your Alternative Bid

Select **Revise Response**. Open the event and click the **Create Alternative** button at the top of the Sourcing Event and select the **Pricing Alternative**, **Bundle Alternative** or **Tier Alternative**.



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You can delete alternative bids at anytime before you submit your response, however you cannot delete an alternative response after it has been submitted.

### Pricing Alternative

- I. Select the item for which you would like to create a Pricing Alternative and select **OK**.

#### Select Alternative Items

Enter a name for the alternative response, select the [More](#)

Alternative Name :

Items ☰

<input type="checkbox"/>	Name
	▶ 1 Invitation
	▶ 2 Instructions
	▶ 3 Evaluation Process
	▶ 4 Bid Preparation and Submission
	▼ 5 Financial Criteria
<input type="checkbox"/>	5.1 Computer Monitor
<input checked="" type="checkbox"/>	5.2 Computer Keyboard
<input type="checkbox"/>	5.3 Computer Mouse
<input type="checkbox"/>	5.4 Computer Tower

**OK**

Cancel

- II. Select the Tab for your newly created alternative at the top of the Sourcing Event.

Primary    Monitor Alternative    **Keyboard Pricing Alternative**

---

All Content

Name 1

▼ 1 Invitation

▼ 1.1 Sourcing Event Overview



III. Fill in your proposed alternative pricing and select **Submit Entire Response** to submit your alternative bid and select **OK**.

### Bundle Alternative

I. Select the items for which you would like to create a Bundle Alternative and select **OK**.

II. Select the Tab for your newly created alternative at the top of the Sourcing Event.

III. Fill in your proposed bundled pricing and select **Submit Entire Response** to submit your alternative bid.



5 Financial Criteria						\$4,000.00 CAD
5.1 Computer Mouse & Keyboard						
5.2 Computer Keyboard		\$25.00	CAD		\$2,500.00 CAD	* 100 Each
5.3 Computer Mouse		\$15.00	CAD		\$1,500.00 CAD	* 100 Each

(\*) indicates a required field

### Tiered Bundle

- I. Selecting the item for which you would like to create tiered pricing under the **Items (A)** section, and then enter the tiers under the **Tier (B)** section. Select **Apply (C)**

**Edit Tier**

Enter a name for the alternative and for the tier structure, select the items you want to include in the tier structure, and enter [More](#)

Alternative Name:  **B**

**Items**

<input type="checkbox"/>	Name	Quantity
<input type="checkbox"/>	1 Invitation	
<input type="checkbox"/>	2 Instructions	
<input type="checkbox"/>	3 Evaluation Process	
<input type="checkbox"/>	4 Bid Preparation and Submission	
<input type="checkbox"/>	5 Financial Criteria	
<input checked="" type="checkbox"/>	5.1 Computer Monitor	100 Each
<input type="checkbox"/>	5.2 Computer Keyboard	100 Each
<input type="checkbox"/>	5.3 Computer Mouse	100 Each
<input type="checkbox"/>	5.4 Computer Tower	100 Each

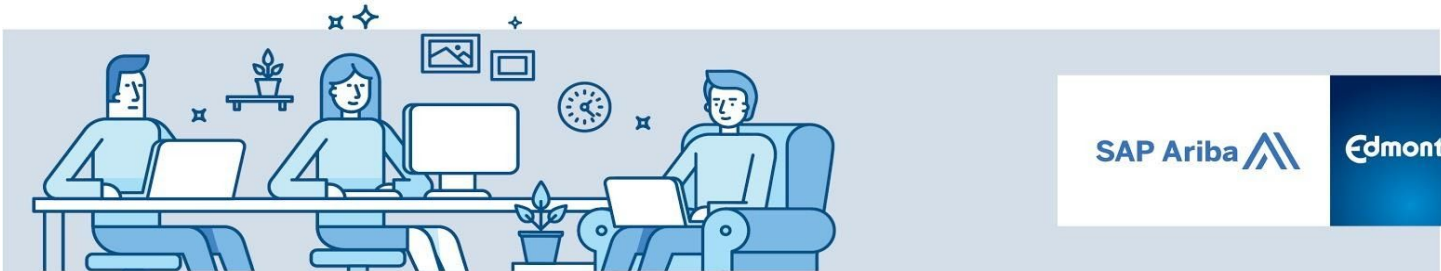
**A**

**Tiers**

	Min Quantity	Max Quantity
<input type="radio"/>	<input type="text" value="0"/>	<input type="text" value="25"/>
<input type="radio"/>	<input type="text" value="26"/>	<input type="text" value="75"/>
<input type="radio"/>	<input type="text" value="76"/>	<input type="text" value="100"/>

**C**

- II. Select the Tab for your newly created alternative at the top of the Sourcing Event.



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Primary
Monitor Alternative

All Content

Name ↑

▼ 1 Invitation

III. Fill in your proposed tiered pricing and select **Submit Entire Response** to submit your alternative bid.

5.1 [0-25]	Computer Monitor	\$450.00	CAD	\$45,000.00 CAD	100	Each
5.1 [26-75]	Computer Monitor	\$375.00	CAD	\$37,500.00 CAD	100	Each
5.1 [76-100]	Computer Monitor	\$350.00	CAD	\$35,000.00 CAD	100	Each