What is the Ariba Sourcing?

Ariba Sourcing is a project management application designed specifically for online competitive bidding. Buyers at the University of Washington who create Sourcing Projects schedule events and invite individuals from campus to participate as evaluators.

This is a step-by-step guide that demonstrates how you access Ariba Sourcing when you receive an email notification that you have been invited to participate as an evaluator in an Ariba Sourcing Event.



You will receive an email notification from the Ariba Administrator that you have been assigned to the sourcing project team. The email contains the name of the project. The example below has a project name of "October 11th Training":

From: To:	Ariba Administrator <no-reply@ansmtp.ariba.com> Heather Nicholson</no-reply@ansmtp.ariba.com>	Sent: F
Cc: Subject:	You have been added to project WS303655257 - October 11th Training in the following group: Eva	aluation Team
You ha Evalua You ha Current	ive been added to project WS303655257 - October 11th Training in the following group: ition Team we been assigned to the project team for the following project: October 11th Training t project status: Active t description:	Ariba Sourcing Project Name
This em System	ail originated from the Ariba system used by University of Washington and was originally sent to: <u>hinichol@</u>	u.washington.edu

- 1. Open a browser window, and enter the University of Washington (UW) home page url: <u>www.washington.edu</u>
- 2. On the UW Home page, enter eProcurement into the search field and click GO:



2. On the Search the UW page, click the <u>eProcurement Home Page | eCommerce</u> link:



3. On the eProcurement Home page, click on the eProcurement icon:

PROCUREME UNIVERSITY of Finance & Facilit	INT SERVICES WASHINGTON ies	UW Finance & Facilit	ies • eProcurement Search UW Directories (Calenda
UW > Finance & Placemes > Financial M	anagement » eProcutement » eProcutement Home Page		Nows
eProcurement Create Order Home Procurement Services Home	Supplier Information Creat > Life Sciences > Information Technology > Office Supplies > Office Supplies > Office Interiors > Classroom Technology > Appliances and Electronics > UW Managed Print Services	Access	expand all topics Mass Edit for Tax-Exempt Machine and Equipment Update to Task-Option- Project Code Visibility
	Click or	eProcurement icon	

4. When you see the UW security dialog, enter your UW NetId and Password:

UW Net	Troubleshooting Need a UW NetID? Forget your password?		
The resource you required to the resource you required to the resource you not the result of the resource you have the resource you			
hlnichol	Enter your UW	NetID	I Information
Password:	and Passwo	ord	ut "weblogin"
			di neologiti

5. eProcurement displays the Home page. Click the <u>Strategic Sourcing</u> link under Manage:

I

ARIBA SPER	ND MANAGEMENT		Home	≥ Help ▼ Logout
Home Procurement	T&E Invoicing Reimbursement		Welcome HEAT	THER L. NICHOLSON
Create Search Manage	Recent Preferences			
ocurement Dashboard			🔛 Configure Tabs 👌	Refresh Content
Common Actions	Search			88
Create	Catalog	Title:		
Requisition	Requisition	Order ID:	Sea	rch
Card Limit Increase	Purchase Order	9		
Reimbursement	Travel Profile			
More	Invoice			
Manage	User Profile			
Receive	More			
	(Conserved to Conserve			

- •
- 6. Ariba displays the Ariba Privacy Statement. Click on the **checkbox** to acknowledge you have read and accepted the terms and then click **OK**:

iba Privacy Statement	
Ariba cares about your privacy, and wants you not require you to enter any personally identifi You or your company may choose, in your sol Ariba is a global organization serving any mu (SSL) and is processed and stored or Ververs company's product data may be processed in it Ariba treats all user data confidentially, and ha before indicating below your acknowledgemen not be able to access the Ariba Site.	to know how your data is processed and where it is stored. With your privacy in mind, the Ariba Site does able information (such as your name, email address, phone number, etc also known as "Contact Data") e discretion, to enter Contact Data into the Ariba Site. ultinational customers. Data entered into the Ariba Site is sent over the internet using a secure connection in the U.S.A. If your company has purchased and is using the Ariba Spend Visibility offering, some of you India. andles the data only as described in the Ariba Privacy Statement. Please read the Ariba Privacy Statement t of receiving it and your acceptance of those provisions that apply to your Contact Data. Otherwise, you v
1 have read and accept the terms of the Ariba Priv	2 Click OK

7. Ariba displays the Ariba Dashboard.

- a. Make sure the **Sourcing** tab is highlighted (you can click on it to make sure).
- b. In the search area, ensure **Sourcing Project** is highlighted (you can click on it to make sure).
- c. Enter the title of the project into the **Title** field and click **Search**.

Sour	Home Sourcing Control Create Search Manage F cong Dashboard	accont Preferences Con	1. Ensure Sour Project	cing t ar	g tab and So u e selected	urcing	Home I - Univers I Not	Help * Logout ity of Washington ifications 🖨 fresh Content
II Con	imon Actions	:: Search	B	X	: Event Status (Last	12 months)	
1	Create	Sourcing Project	ID:			RFI RFP	Auction	Forward Auction
	Knowledge Project	Knowledge Project	Title: October 11th Training		Draft	1 6	0	0
	Analytica		Keywords:				0	0
	Compou 2 Entor tho	project title	Search		2. Click	(-	0	0
	Contract Z. EIILEI LITE (Procure	project title.			Search		<u>v</u>	<u>o</u>
			My Active Projects		Jearen		<u>0</u>	<u>U</u>
	Manage	Compound Report	Active Projects where		Completed	<u>0</u> <u>2</u>	<u>0</u>	<u>0</u>
	Sourcing Library	Compound Report	on					
	Supplier Knowledge	More		(ii To Do			
	Prepackaged Reports				Date ↓	Status	Title	
	More	i My Documents	Ξ			No items		
		Title	Date ↓ Status					
<u> </u>								

W UNIVERSITY of WASHINGTON

Ariba Sourcing Event Evaluator Getting Started Guide

8. Ariba displays the search results. Click on the view the project:

icon that is next to the project title to open and

🕞 Create Search	Manage Recent Preferences Communi	ty		Notifications
Search	Project Type: Sourcing Project	•	Vault	Knowledge Areas
Sourcing Project	By default, Title search queries are perform	ned using whole word match. Using whole words can gr	eatly increase the speed of y	our ¥
Recently Viewed	Search Filter			Search Options
	Title: October 11th Training	1 Permissions:	Projects I can view	-
 My Saved Searches (None) 	Whole word search (faster)	RFX Complexity Type:	No Choice	
	Vartial word search Keywords:	1		
	 Search only attribute fields (faster)		
	\odot Search attribute fields and d	ocument contents		
			Search Reset	Save Search
	Search Result	1 project(s) found		🔲 List
Click on the	Title ↑ Owner	Commodity	Project Id Target Sav	ings Event Type
RFP icon	October 11th Training JOHN B WHITH	NEY Farming and Fishing and F, Forestry 70150000	WS303655257 10%	0

IMPORTANT: If you receive the following **Desktop File Sync** dialog, click **Ignore**:

RFP	remplate <u>Project Owner</u>
	! Desktop File Sync
	You do not currently have Desktop File Sync (DFS) enabled on this machine. DFS is used to make opening and updating files automatic. If you do not know what DFS is, or have never enabled it, click the Help link for more information.
	Enable DFS Ignore Check here to disable this warning message permanently for this machine. You can re-enable this warning in Preferences.

9. Ariba displays the **Sourcing Project Overview** page. To see the details of the RFP, click on the **Documents** tab:



10. On the Documents tab, click on the arrow next to RFP Template to expand:

🖿 Create Search	Manage Recent Preferences Community	🖂 Notifications
Related Knowledge Expand Projects All Knowledge Areas	October 11th Training Sourcing Project	Welcome HEATHER L. NICHOLSON - University of Washington Tasks: <u>Incomplete Tasks: 11</u> Current Phase: Source Next Milestone:
Search Knowledge	Overview Documents Tasks Team Message Board History	
N	Click arrow to expand	Show Details Actions
	RFP Template Project	: Owner

11. Click on the **P** icon to open the RFP:

TAT		Home Help 🕇 Logout
Home Sourcing Contracts Suppliers	Welcome HEATH	ER L. NICHOLSON - University of Washington
🖬 Create Search Manage Recent Preferences Community		🖂 Notifications 🛛 🖨
Related Knowledge Ctober 11th Training Expand Projects Sourcing Project All Knowledge Areas Overview Search Knowledge Overview		ID: WS303046949 Tasks: I Incomplete Tasks: 18 Current Phase: Identify Opportunity Next Milestone:
October 11th Training Click icon to Name View RFP Image: Click icon to View RFP	Owner Proiect Owner JOHN B WHITNEY	Show Details Actions

12. If the time for the event has expired, you will see that the status is **Pending Selection**, and you can view the vendor responses by downloading the respective attachments:

<complex-block></complex-block>	🖃 Create Search Manage Recent Preferences Community		🖂 Notifications	
Current Current Current of the squares and conductors of a nonputation for cash discovering speed on a square data and on the square data and on a square data and on the square data and the square data an	🖹 Doc303687883 - October 11th Training		< <back pending="" selection<="" td=""><td></td></back>	
All Content [filter] Initial CONE Widgets UW Training Services, INC TEST Totals Control	Overview Content Suppliers Report Messages Log Scenario Award		Actions -	
Initial ACME: Widgets UW Training Services, INC TEST I Totals Were issuing this RPT to solici bids from interested vendors. 2 Commutations 2 Commutations 2 Internated Questions perfaming to the bidding process, places see stacked PDF on how to access documentation and tutoriels. For any technical questions perfaming to the bidding process, places see stacked PDF on how to access documentation and tutoriels. For any technical questions perfaming to the bidding process, places see stacked PDF on how to access documentation and tutoriels. For more help in the United States and Canada call (tolif-reg): 1:865-2185 2.1.1 Anhabsourcing/elp-Tutorials Click on file name to download and review response 5.1.1 ehyaphes Subject to all other payment, and the period of computation for cash discount will not commence, until the UW receives a properly completed invoice or receives and accepts invoiced fram, whichever is later. T. Eu Wideling or maximum of 15 per moneth on the onder ourceute (EW SP-SOL). Payment is ansature of reason or instrumed of the north onthe onder ourceute (EW SP-SOL). Solution that in the two properies on the fold and the properies invoice or payment, in any environs of or sourceut for payment and to an elever on the fold on runxition of the	All Content [filter]		Display: Responses 🔻 🋄	
ame t Totals		Initial	ACME Widgets UW Training Services, INC TEST	
 Totals Indexisting this RPP to solicit bids from interested vendors. 2 Communications	lame 1			
1 Introduction We're issuing this RPP to solicit bids from interested vendors. 2 Communications Valuation For any technical questions pertaining to the bidding process, please see attached PDF on how to access documentation and tutorials. For more help in the United States and Canada call (toll-free): 1-866-218-2155 2.1.1 AnhaSourcingHelp-Tutorials AnhaSourcingHelp-Tutorials Constrained Questions Image: Constrained Questions Tor any general questions pertaining to the RPP, Please only use the message board to ask the sourcing event manager any questions. Emails will not be answered. 3 BFX Document 3.1 RPP UW-1134 Image: Constrained Questions Click on file name to download and review response 1.1 Please submit proposal here. 5.10 Payment 5.1.1 Payables The UW shall not process invoices for payment, and the period of computation for cash discourt will not commence, until the UW receives a properly completed invoice or receives and accepts invoiced fire payment in payment in messagery due to damage or dissued, will not be answered (RCW 33.76.101). Payment tabel and the origination of stores insucides frammeting approach on issued within the time specified, or, if no terms are specified, within 30 days from date of receives and accepts invoiced fire payment and/or an electronic transmital notice for a insued within the time specified, or, if no terms are specified, within 30 days from date of received as a single of main and/or an electronic transmital notice for a insued within the time specified, or, if no terms are specified, within 30 days from date of received and payment is approved in the information adout the elexysches process can be found at <a href="html:html:html:html</td"><td>▼ Totals</td><td></td><td></td><td></td>	▼ Totals			
We're issuing this BFP to solicit bids from interested vendors. * Communications * Communications * Communications * Communications * Communications For any technical questions pertaining to the bidding process, please see attached PDF on how to access documentation and tutorials. For more help in the United States and Canada call (toll-free): 1-866-218-2185 Canada Canada call (toll-free): 1-866-218-2185 Canada Canada Canada Canada call (toll-free): 1-866-218-2185 Canada Canada Canada Canada call (toll-free): 1-866-218-2185 Canada Ca	1 Introduction Les	ss 🖯		
 * 2 Communications * 2.1 Technical Questions Less For any technical questions pertaining to the bidding process, please see attached PDF on how to access documentation and tutorials. For more help in the United States and Canada call (toll-free): 1-866-218-2155 2.1.1 Arba5ourcing/elep-Tutorials Arba5ourcing/elep-Tutorials Arba5ourcing/elep-Tutorials Arba5ourcing/elep-Tutorials Arba5ourcing/elep-Tutorials Arba5ourcing/elep-Tutorials Arba5ourcing/elep-Tutorials Arba5ourcing/elep-Tutorials Click on file name to download and review response Sta Payment Sta Bayment and/or an electronic transmitial notice has been made or issued within the time specified, or, if no terms are specified, within 30 days from date of receive and accepts considered late if payment and/or an electronic transmittal notice has been made or issued within the time specified, or, if no terms are specified, within 30 days from date of receive of a properly considered late if payment and/or an electronic transmittal notice has been made or issued within the time specified, or, if no terms are specified, within 30 days from date of receively of a properly considered late if payment tand/or an electronic transmittal notice has been made or issued within the time specified, or, if no terms are specified, within 30 days from date of receively of a properly considered late if payment and/or an electronic transmittal not cords nor as sight of and the basis. Subject to al other payment terms, payment shells no basi	We're issuing this RFP to solicit bids from interested vendors.			
Vendor responses For any technical questions pertaining to the bidding process, please see attached PDF on how to access documentation and tutorials. For more help in the United States and Canada call (full-free): 1:866-218-2155 1.1.1 ArbbSourcingHelp-Tutorials Or any general questions pertaining to the RPP, Please only use the message board to ask the sourcing event manager any questions. Emails will not be answered. 7 a general questions pertaining to the RPP, Please only use the message board to ask the sourcing event manager any questions. Emails will not be answered. 7 a MEX Document 3.1 RPP UW-1134 REX-ATTACHMENT.doc Vision of the RPP Please only use the message board to ask the sourcing event manager any questions. Emails will not be answered. 7 a Woreneral Terms and Conditions 7 5 UW General Terms and Conditions 7 5 Li Peayables The UW shall not process invoices for payment, and the period of computation for cash discourt will not commence, until the UW receives a property completed invoice or receives and accepts invoiced items, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discourt period shall commence on the date final approval for payment is autorized. If Purchaser fails to make a timely payment, vendor may invoice for a minimum of 15 per month on the amount overdue (RCW 33.76.011). Payment shall not be completed invoice or goods, whichever is later. The UW shall not hone or drafts nor accept goods on a sight draft basis. Subject to all other payment add/or and electronic transmittal not to has been made or issued within the time specified, within 30 days from date of receipt of a property completed invoice or goods, whichever is later. The UW shall not hone or drafts nor accept goods on a sight draft basis. Subject to all other payment add/or and electronic transmittal not be has been made or issued within the time specified, within 30 days from da	V 2 Communications			
For any technical questions pertaining to the bidding process, please see attached PDF on how to access documentation and tutorials. For more help in the United States and Canada call (toil-free): 1-866-218-2155 2.1.1 AribaSourcingtelep-Tutorials 2.3 General Questions pertaining to the RFP, Please only use the message board to ask the sourcing event manager any questions. Emails will not be answered. 3. RFP UW-1134 3. RFP UW-1134 3. RFP UW-1134 Click on file name to download and process here. 4. Submittal of Response 5.11 Payment 5.11 Payment 5.1.1 ePayables Download this attachment ServicesResponse.do: Control of a payment, and the period of computation for cash discourt period shall commence on the date final approxal for payment is authorized. If Purchaser fails to make a tenky payment, wondor may invoice for a minimum of \$1 or maximum of	V 2.1 Technical Questions	s 🖯	vendor respons	ses
For more help in the United States and Canada call (tull-free): 1-866-218-215 2.11 AribaSourcingHelp-Tutorials Add 2.2 General Questions pertaining to the RFP, Please only use the message board to ask the sourcing event manager any questions. Emails will not be answered. 3.1 RFP UW-113 REX-ATTACHMENT.doc 4.1 Please submit proposal here. 5 UW General Terms and Conditions 5.11 ePayables The UW shall not process invoices for payment, and the period of computation for cash discount will not commence, until the UW receives a properly completed invoice or receives and accepts invoiced for a minimum of \$1 or maximum of \$1% per month on the amount overdue (RCW 39.76.011). Payment shall not be compared in the payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is authorized. If Purchaser fails to make a timely payment, vendor may invoice for a minimum of \$1 or maximum of \$1% per month on the amount overdue (RCW 39.76.011). Payment shall not be completed invoice or goods, whichever is later. The UW shall not hor order to ask been made or issued within the time specified, or, if no terms are specified, within 30 days from date of receipt of a properly completed invoice or goods, whichever is later. The UW shall not hor order to ask been made or issued within the time specified, or, if no terms are specified, within 30 days from date of receipt of a properly completed invoice or goods, whichever is later. The UW shall not hor order to ask been made or issued protein the fillowing basis: Net 30 The University utilizes a Bank of America ePayables payment method for purchase order transactions. Supplier will be expected to accept payment via this method. More information about the ePayables process can be found at <u>http://f.w.wstinton.adu/fm/or/seawables</u> .	For any technical questions pertaining to the bidding process, please see attached PDF	F on how to acc	ess documentation and tutorials.	
2.1.1 AribaSourcingHelp-Tutorials 2.1.1 AribaSourcingHelp-Tutorials Image: Control of the Second and th	For more help in the United States and Canada call (toll-free): 1-866-218-2155			
2.2 General Questions Less Image: Compared questions pertaining to the RFP, Please only use the message board to ask the sourcing event manager any questions. Emails will not be answered. * 3 RFX Document 3.1 RFP UW-1134 RFX-ATTACHMENT.doc * 4 Submittal of Response Click on file name to download and review response. Download this attachment * 5 UW General Terms and Conditions Every exponse. Download this attachment ServicesResponse.doc Image: Click on file name to download and review response. * 5.1 Payment Source Response Download this attachment ServicesResponse.doc Image: Click on file name to download and review response * 5.11 ePayables The UW shall not process invoices for payment, and the period of computation for cash discount will not commence, until the UW receives a properly completed invoice or receives and accepts invoiced items, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is authorized. If Purchaser fails to make a timely payment, vendor may invoice for a minimum of 1% per month on the amount overdue (RCW 39.76.011). Payment shall not be considered late if payment and/or an electronic transmittal notice has been made or issued within the time specified, or, if no terms are specified, within 30 days from date of receipt of a properly completed invoice or goods, whichever is later. The UW shall not honor drafts nor accept goods on a sight draft basis. Subject to all other payment shall be made by the University to the Supplier on the follow	2.1.1 AribaSourcingHelp-Tutorials 🔂 <u>AribaSourcingHelp-Tutorials.pdf</u>			
For any general questions pertaining to the RFP, Please only use the message board to ask the sourcing event manager any questions. Emails will not be answered. Image: Strate in the strate in the rest of the RFP, Please only use the message board to ask the sourcing event manager any questions. Emails will not be answered. Image: Strate in the rest of the RFP, Please only use the message board to ask the sourcing event manager any questions. Emails will not be answered. Image: Strate in the RFP, Please only use the message board to ask the sourcing event manager any questions. Emails will not be answered. Image: Strate in the rest of the RFP, Please only use the message board to ask the sourcing event manager any questions. Emails will not be answered. Image: Strate in the rest of the RFP, Please only use the message board to ask the sourcing event manager any questions. Emails will not be answered. Image: Strate in the rest of the RFP, Please only use the message board to ask the sourcing event manager any questions. Emails will not be answered. Image: Strate in the rest of the RFP, Please only use the message board to ask the sourcing event manager any questions. Emails will not be answered. Image: Strate in the rest of the RFP, Please only use the message board to ask the source on the source of the source on the source of the sourc	2.2 General Questions Les	ss 🖯		
 3 RFX Document 3.1 RFP UW-1134 Response 4 Submittal of Response 4.1 Please submit proposal here. 5 UW General Terms and Conditions 5.1 Payment 5.1.1 ePayables The UW shall not process invoices for payment, and the period of computation for cash discount will not commence, until the UW receives a properly completed invoice or receives and accepts invoiced items, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is untorized. If Purchaser fails to make a time in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is considered late if payment and/or an electronic transmittal notice has been made or issued within the time specified, or, if no terms are specified, within 30 days from date of receipt of a properly completed invoice or goods, whichever is later. The UW shall not nonor drafts nor accept goods on a sight draft basis. Subject to all other payment terms, payment shall be made by the University to the Supplier on the following basis: Nt 30 The University utilizes a Bank of America ePayables payment method for purchase order transactions. Supplier will be expected to accept payment via this method. More information about the ePayables process can be found at http://liveashington.ndu/Im/ps/espayables.com	For any general questions pertaining to the RFP, Please only use the message board t	o ask the source	ing event manager any questions. Emails will not be answered.	
 3.1 RPP UW-1134 Response 4 Submittal of Response 4.1 Please submit proposal here. 5 UW General Terms and Conditions 5 Japarment 5.1.1 ePayables The UW shall not process invoices for payment, and the period of computation for cash discount will not commence, until the UW receives a properly completed invoice or receives and accepts invoiced items, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is considered late if payment and/or an electronic transmittal notice has been made or issued within the time specified, or, if no terms are specified, within 30 days from date of receipt of a properly completed invoice or goods, whichever is later. The UW shall not nonor drafts nor accept goods on a sight draft basis. Subject to all other payment terms, payment shall be made by the University to the Supplier on the following basis: Nt 30 The University utilizes a Bank of America ePayables payment method for purchase order transactions. Supplier will be expected to accept payment via this method. More information about the ePayables process can be found at http://t2.washington.edu/Im/ps/epayables.com 	V 3 RFX Document			
 4 Submittal of Response 4.1 Please submit proposal here. 5 UW General Terms and Conditions 5.11 Payment 5.1.1 Payment 5.1.1 Payment 5.1.1 Payment is necessary due to damage or dispute, the cash discount will not commence, until the UW receives a properly completed invoice or receives and accepts invoiced items, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is authorized. If Purchaser fails to make a timely payment, vendor may invoice for a minimum of \$1 or maximum of 1% per month on the amount overdue (RCW 39.76.011). Payment shall not be considered late if payment and/or an electronic transmittal notice has been made or issued within the time specified, or, if no terms are specified, within 30 days from date of receipt of a properly completed invoice or goods, whichever is later. The UW shall not hord or drafts nor accept goods on a sight draft basis. Subject to all other payment terms, payment shall be made by the University to the Supplier on the following basis: Net 30 The University utilizes a Bank of America ePayables payment method for purchase order transactions. Supplier will be expected to accept payment via this method. More information about the ePayables process can be found at http://f2.washindton.edu/fm/ps/epayables. 	3.1 RFP UW-1134 REX-ATTACHMENT.doc Click on file na	me		
4.1 Please submit proposal here. to download and mericity widgetResponse. The widgetResponse of the statement servicesResponse.doc ▼ 5 UW General Terms and Conditions to download and nevice response ▼ 5.1 Payment ServicesResponse.doc 5.1.1 ePayables the UW shall not process invoices for payment, and the period of computation for cash discount will not commence, until the UW receives a properly completed invoice or receives and accepts autorized. If Purchaser fails to make a timely payment, rendor may invoice for a minimum of \$1 or maximum of 1% per month on the amount overdue (RCW 39.76.011). Payment shall not be considered late if payment and/or an electronic transmittal notice has been made or issued within the time specified, or, if no terms are specified, within 30 days from date of receipt of a properly completed invoice or goods, whichever is later. The UW shall not nor drafts nor accept goods on a sight draft basis. Subject to all other payment terms, payment shall be made by the University to the Supplier on the following basis: Net 30 The University utilizes a Bank of America ePayables payment method for purchase order transactions. Supplier will be expected to accept payment via this method. More information about the ePayables process can be found at <a epayables"="" href="http://twosindinge-cord/times-c</td><td>V 4 Submittal of Response</td><td>·</td><td></td><td></td></tr><tr><td> S UW General Terms and Conditions F 5.1 Payment F.1 Payment F.1.1 ePayables The UW shall not process invoices for payment, and the period of computation for cash discount will not commence, until the UW receives a properly completed invoice or receives and accepts invoiced items, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is authorized. If Purchaser fails to make a timely payment, vendor may invoice for a minimum of \$1 or maximum of 1% per month on the amount overdue (RCW 39.76.011). Payment shall not be considered late if payment and/or an electronic transmittal notice has been made or issued within the time specified, or, if no terms are specified, within 30 days from date of receipt of a properly completed invoice or goods, whichever is later. The UW shall not nor drafts nor accept goods on a sight draft basis. Subject to all other payment terms, payment shall be made by the University to the Supplier on the following basis: Net 30 The University utilizes a Bank of America ePayables payment method for purchase order transactions. Supplier will be expected to accept payment via this method. More information about the ePayables process can be found at http://lite.washington.edu/im/tos/epayables .	4.1 Please submit proposal here. to download a	and	widgetResponse.c Download this attachment ServicesResponse.doc	
	▼ 5 UW General Terms and Conditions		C'r	
5.1.1 ePayables The UW shall not process invoices for payment, and the period of computation for cash discount will not commence, until the UW receives a properly completed invoice or receives and accepts invoiced items, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is authorized. If Purchaser fails to make a timely payment, sendor may invoice for a minimum of 1% per month on the amount overdue (RCW 39.76.011). Payment shall not be considered late if payment and/or an electronic transmittal notice has been made or issued within the time specified, or, if no terms are specified, within 30 days from date of receipt of a properly completed invoice or goods, whichever is later. The UW shall not honor drafts nor accept goods on a sight draft basis. Subject to all other payment terms, payment shall be made by the University to the Supplier on the following basis: Net 30 The University utilizes a Bank of America ePayables payment method for purchase order transactions. Supplier will be expected to accept payment via this method. More information about the ePayables process can be found at http://litu.washington.edu/fm/ps/epayables . S12 Attachment A Two-meental-terms-and-conditions-Cor(2012) and f	▼ 5.1 Payment review respon	ise		
The UW shall not process invoices for payment, and the period of computation for cash discount will not commence, until the UW receives a properly completed invoice or receives and accepts invoiced items, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is authorized. If Purchaser fails to make a time payment, vendor may invoice for a minimum of 51 or maximum of 1% per month on the amount overdue (RCW 39.76.01). Payment shall not be considered late if payment and/or an electronic transmittal notice has been made or issued within the time specified, or, if no terms are specified, within 30 days from date of receipt of a properly completed invoice or goods, whichever is later. The UW shall not honor drafts nor accept goods on a sight draft basis. Subject to all other payment terms, payment shall be made by the University to the Supplier on the following basis: Net 30 The University utilizes a Bank of America ePayables payment method for purchase order transactions. Supplier will be expected to accept payment via this method. More information about the ePayables process can be found at http://litexashingto.neu/it/ps/sepayables .	5.1.1 ePayables			
52 Attachment A 📑 uw-neneral-terms-and-conditions-Oct2012 ndf	The UW shall not process invoices for payment, and the period of computation for c invoiced items, whichever is later. If an adjustment in payment is necessary due to authorized. If Purchaser fails to make a timely payment, vendor may invoice for a r considered late if payment and/or an electronic transmittal notice has been made or completed invoice or goods, whichever is later. The UW shall not honor drafts nor a Subject to all other payment terms, payment shall be made by the University to the The University utilizes a Bank of America ePayables payment method for purchase ePayables process can be found at <u>http://f2.washington.edu/fm/bs/epayables</u> .	ash discount w damage or dis minimum of \$1 r issued within ccept goods on e Supplier on th order transacti	ill not commence, until the UW receives a properly completed invoice or receives and accepts pute, the cash discount period shall commence on the date final approval for payment is or maximum of 1% per month on the amount overdue (RCW 39.76.011). Payment shall not be the time specified, or, if no terms are specified, within 30 days from date of receipt of a properly a sight draft basis. e following basis: Net 30 ons. Supplier will be expected to accept payment via this method. More information about the	
	5.2 Attachment A T uw-general-terms-and-conditions-Oct2012.ndf			

13. <u>Alternatively</u>, instead of downloading each supplier response one at a time, you can click on Actions and select **Download All Supplier Attachments** to download all responses:



14. Select participants and RFP sections and attachments:

Create Search Manage Recent Community		3. Click Down	load Attachments
Download Attachments Choose participants and items for which you need to download the attach	ments. The amount of time it takes to downloa	d is proportional to the total number ar	d total size of the ts.
Selected Attachments Summary Total Size (MB): 0.35 Max Size (MB): 0.17 Total Number: 2	1. Click checkbo particij	ox to select all pants	Download Attachments
Selected Particio			
Participant	Contact	Number of	Attachments Max Size (MB) Total Size (MB)
ACME Widgets	Virginia Morris	1	0.17 0.17
		•	0.17
Selected Items Image: Triple Image: Totals Image: Introduction	2. Click checkbox sections and a	k to select all ttachments) î
2 Communications			
2.1 Technical Ouestions			
2.1.1 AribaSourcingHelp-Tutorials			
2.2 General Questions			
3 RFX Document			
☑ 3.1 RFP UW-1134			
4 Submittal of Response			
4.1 Please submit proposal here.			
Image: 5 UW General Terms and Conditions			

W UNIVERSITY of WASHINGTON

Ariba Sourcing Event Evaluator Getting Started Guide

		Save as	
Do you want to open or save Doc303687883.zip from s1.a	iba.com?	Open Save Savyand open	
		Click Save and choose Sav	e a
16. Choose an existing directory or	create a new one and cli	ck Save:	_
ζ,			
👌 Music	^ Name		
Pictures			
Videos	No items match yo	ur search.	
Computer			
A Local Disk (C)			
bomes (\morriv homedir nebula washington ed)	u) (H)		
uw (\\nebula2.washington.edu) (I:)			
👊 Network	E		
A.			
\mu SourcingDemo			
	▼		
File name: Doc303687883			
Save as type: Compressed (zipped) Folder			



18. After reviewing the vendor responses, you can either contact the project owner with your evaluation through MS Outlook, or create a message through the **Sourcing Messages** tab. To use the Sourcing Messages tab, click on the **Messages** tab to highlight it:

[Create Search	n Manage	Recent Preferences	Community			🖂 Notifications 🗧		
Ov	Doc303687883 - O	ctober 11th	Training Report Messages Lo	g Scenario Award	Click or	the Messages	< <back pending="" selection<="" th=""></back>		
						lab.			
	Id	Reply Sent	Sent Date ↓	From	Contact Name	То	Subject		
0	MSG14701006	Not Applicable	10/14/2013 03:38 PM	ACME Widgets	<u>Virginia Morris</u>	Participants (0) Team (2)	Response (ID=ID299923023) in event		
0	MSG14700991	Not Applicable	10/14/2013 03:32 PM	<u>UW Training Services, INC TEST</u>	TIama Supplier	Participants (0) Team (2)	Response (ID=ID299923020) in event		
0	MSG14700958	Not Applicable	10/14/2013 03:26 PM	UW Training Services, INC TEST	TIama Supplier	Participants (0) Team (2)	Response (ID=ID299923015) in event		
0	MSG14700909	Not Applicable	10/14/2013 03:19 PM	ACME Widgets	<u>Virginia Morris</u>	Participants (0) Team (2)	Response (ID=ID299819951) in event		
0	MSG14700892	Not Applicable	10/14/2013 03:18 PM	Best Business	Vir		event		
0	MSG14699509	Not Applicable	10/14/2013 01:39 PM	University of Washington	VI	Click Compose N	lessage blished		
٠ [•		
L	View Reply Delete Compose Nessage Demotionant attractments								
			Compose a new messag	ie l					

19. IMPORTANT: Ensure **All Participants is De-selected**. To deselect it, click on the **Selected Participants** radio button. Do not select any participants. Then, you can either send the message to all team members or select specific individuals. The example demonstrates sending a message to specific team members:



W UNIVERSITY of WASHINGTON

Ariba Sourcing Event Evaluator Getting Started Guide

20. When you are finished, you can click **Logout** in the upper right hand corner to end your session:

Home Sourcing Contracts Suppliers	Click Logout	Home Help V Lonout
Doc303687883 - October 11th Training	< <back< td=""><td>Pending Selection</td></back<>	Pending Selection
Overview Content Suppliers Report Messages Log Scenario	Award	Actions 🔻
Id Reply Sent Sent Date ↓ From	Contact Na	me To

