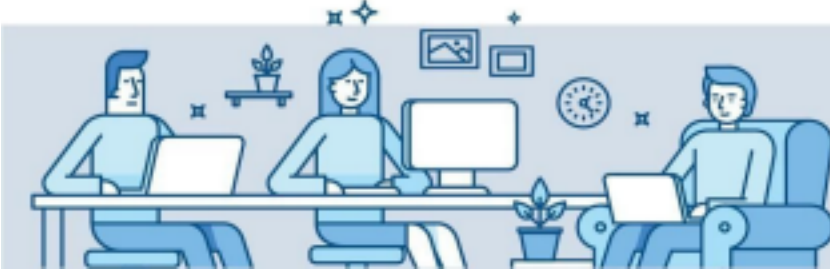




# Submitting an Additional (Alternative) Response to a Sourcing Event

*A step by step guide*

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

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.

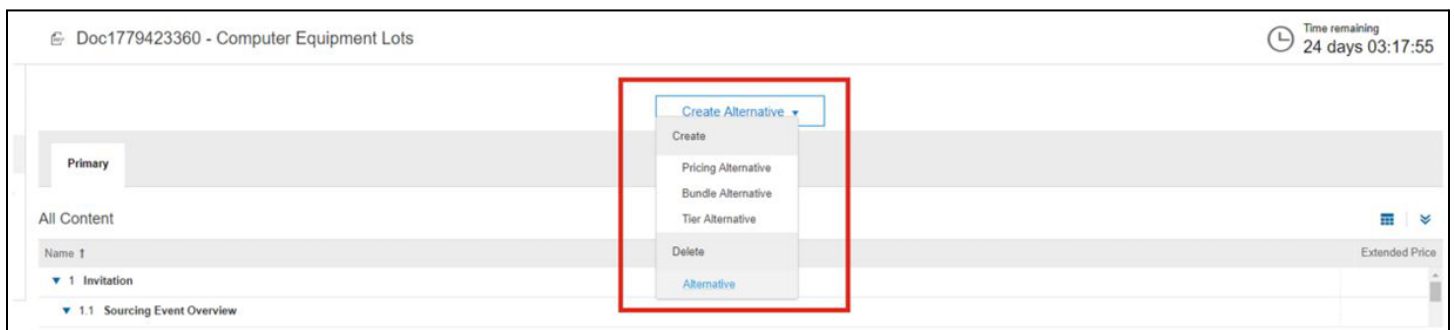
To submit an alternative bid:

## 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. Refer to the [Respond to a Sourcing Event Guide](#) for detailed instructions.

## 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**.



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



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### 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
<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 checked="" type="checkbox"/>	▼ 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

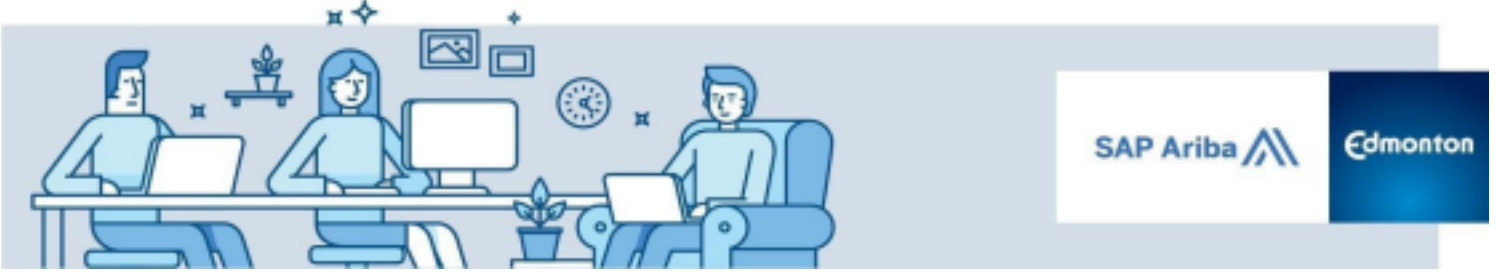
II. Select the Tab for your newly created alternative at the top of the Sourcing Event.

Primary   Monitor Alternative   **Keyboard Pricing Alternative**

All Content

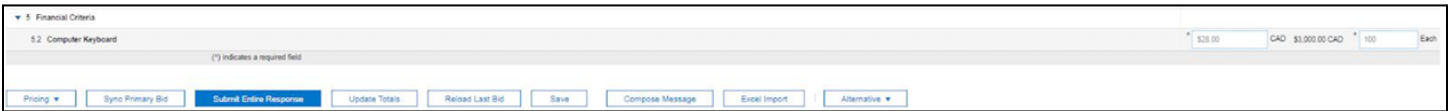
Name ↑

- ▼ 1 Invitation
  - ▼ 1.1 Sourcing Event Overview



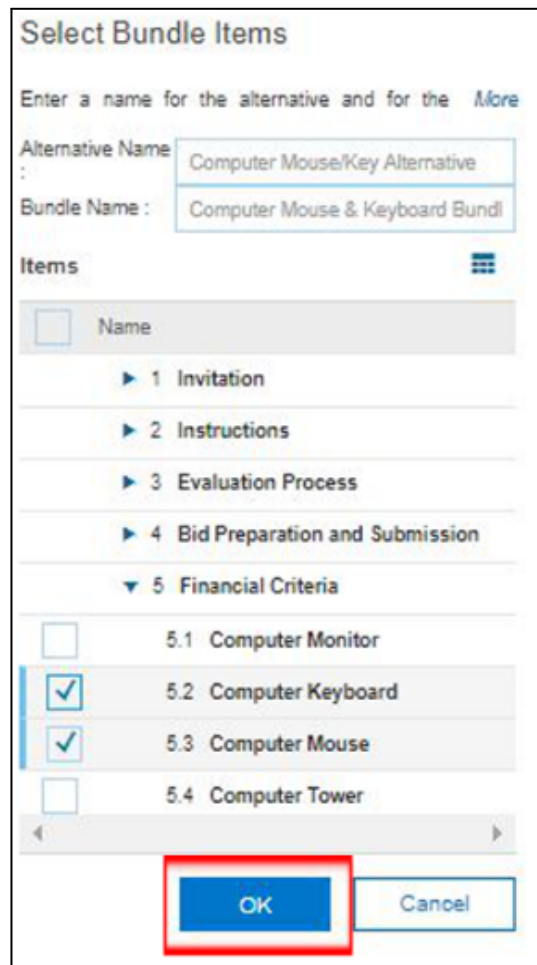
## Guide - Submitting an Additional (Alternative) Response to a Sourcing Event

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.



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

Primary    Monitor Alternative    Keyboard Pricing Alternative    **Computer Mouse/Key Alternative**

All Content

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

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

(\*) indicates a required field

## Tiered Bundle

I. Select 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 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

**Tiers**

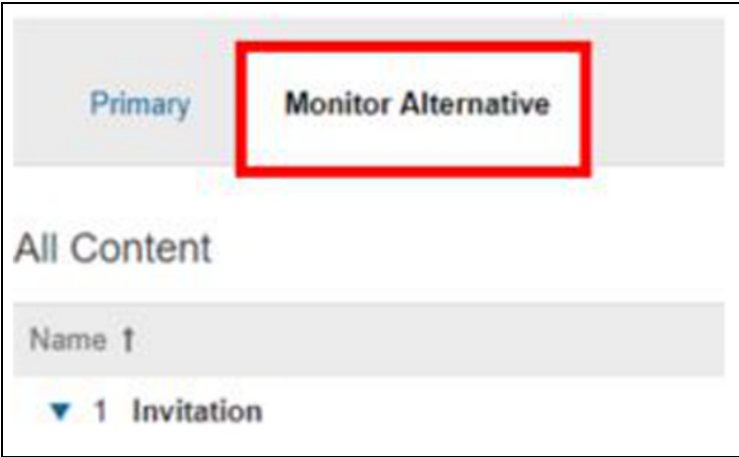
	Min Quantity	Max Quantity
<input type="radio"/>	0	25
<input type="radio"/>	26	75
<input type="radio"/>	76	100

**Apply (C)**



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



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