

A photograph of two workers in orange safety gear (hard hats and high-visibility vests) standing on an offshore oil platform. The worker on the right is holding a tablet and looking at it, while the worker on the left is looking towards him. In the background, the complex structure of the offshore platform is visible, with a yellow sign reading "AB 00".

Participating in an Elia Group sourcing event

25.07.2025 | Elia Procurement Excellence

Agenda

1. Participating in an Elia Group Sourcing Event
2. Submit your response
3. Change your (submitted) response
4. Communicate with the Elia Group buyer

Participating in an Elia Group sourcing event

Supplier Information Guide

Elia Group uses the tool “Ariba Sourcing” to organize sourcing events such as “Request for Information” & “Requests for Proposal”.

When you want to participate in a sourcing event you submit your offer in Ariba. This guide walks you through the steps to participate in an Elia Group sourcing event after you have registered on the Ariba platform.

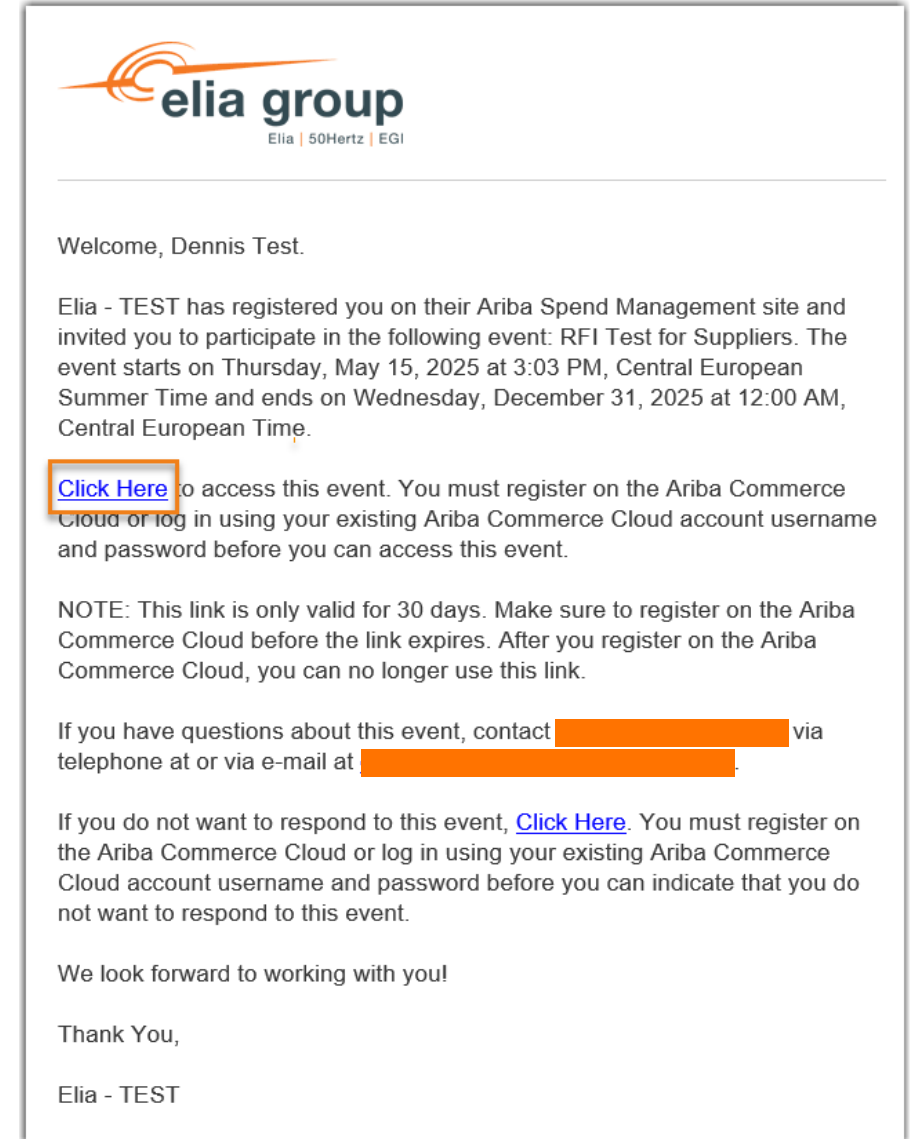



1. Participating in an Elia Group sourcing event

Before you can participate in an Elia Group sourcing event, you have to register on the Ariba Sourcing Platform as an Elia supplier. You can find more information in the Supplier Information Guide 'Registering as an Elia supplier'.

Once you have an Ariba account, you can login to your Ariba profile and view the events you have been invited to. This allows you to participate (or not) in a given event.

Click on “Click Here” to access the login page.




Elia | 50Hertz | EGI

Welcome, Dennis Test.

Elia - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFI Test for Suppliers. The event starts on Thursday, May 15, 2025 at 3:03 PM, Central European Summer Time and ends on Wednesday, December 31, 2025 at 12:00 AM, Central European Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact [redacted] via telephone at or via e-mail at [redacted].

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

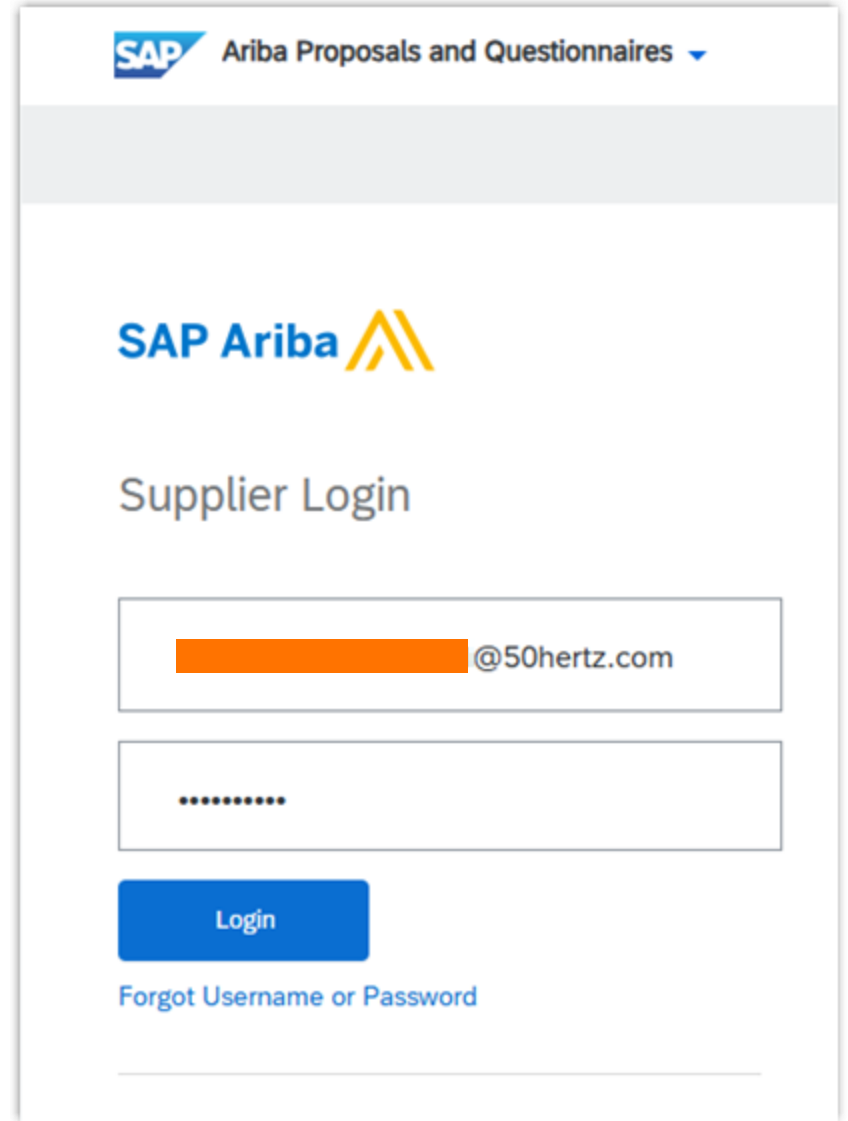
We look forward to working with you!

Thank You,

Elia - TEST

1.1 Accessing an Elia Group sourcing event

You can now login to Ariba - **Enter your username and password then click Login.**

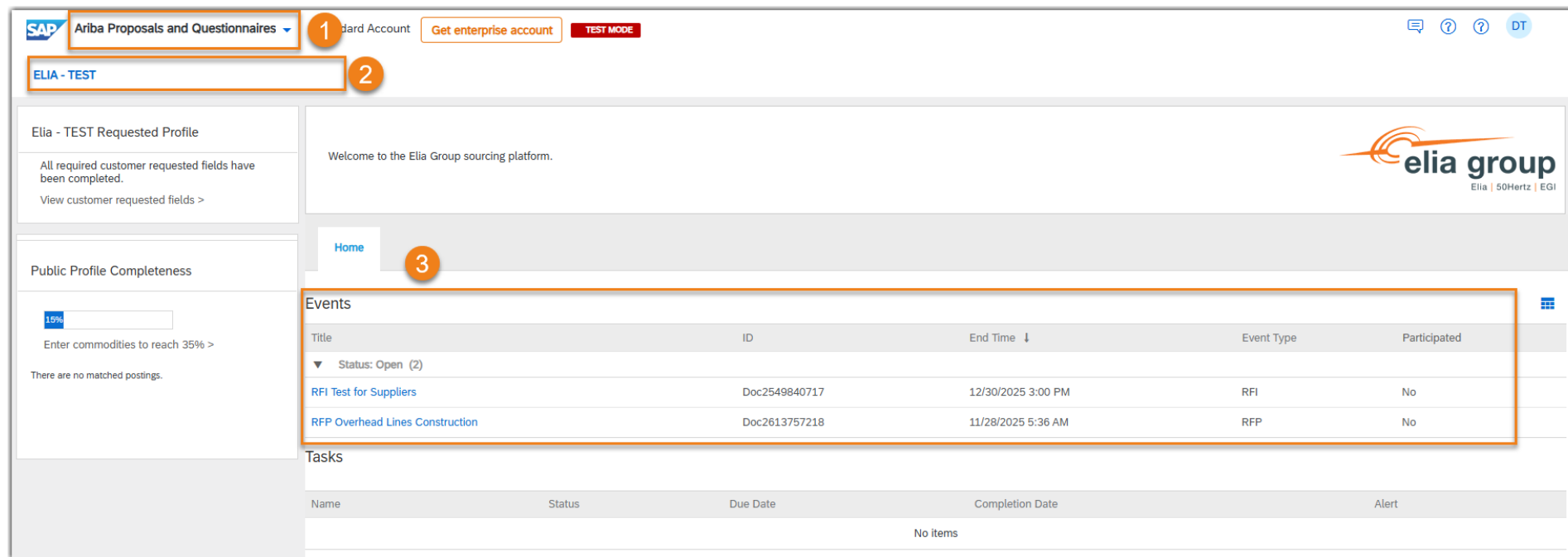


The screenshot shows the SAP Ariba Supplier Login interface. At the top, there is a header with the SAP logo and the text "Ariba Proposals and Questionnaires" with a dropdown arrow. Below this is a light gray horizontal bar. The main content area features the "SAP Ariba" logo, followed by the text "Supplier Login". There are two input fields: the first for the username, which contains an orange redacted box followed by "@50hertz.com", and the second for the password, which contains a series of dots. Below the password field is a blue "Login" button. At the bottom, there is a link that says "Forgot Username or Password" with a horizontal line underneath it.

1.1 Accessing an Elia Group sourcing event

If you are logging in without following a specific invitation link, you will see the Ariba Sourcing Dashboard. This page contains the following information:

1. Select “**Ariba Proposals and Questionnaires**” from the dropdown menu to see the Sourcing part of the SAP Business Network.
2. If you have established relationships with multiple companies, **make sure to select Elia**.
3. All the different Elia Events you are invited to are listed in this section. **Click on the one you want to work on.**



The screenshot shows the Ariba Sourcing Dashboard interface. At the top, there is a navigation bar with the SAP logo, a dropdown menu labeled 'Ariba Proposals and Questionnaires' (annotated with a red circle 1), and buttons for 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below the navigation bar, there is a search bar labeled 'ELIA - TEST' (annotated with a red circle 2). The main content area is divided into several sections. On the left, there is a 'Public Profile Completeness' section showing a progress bar at 15% and a message 'There are no matched postings.' In the center, there is a 'Welcome to the Elia Group sourcing platform.' message. On the right, there is a table titled 'Events' (annotated with a red circle 3) listing two events: 'RFI Test for Suppliers' and 'RFP Overhead Lines Construction'. Below the 'Events' table, there is a 'Tasks' section showing a table with columns for Name, Status, Due Date, Completion Date, and Alert, and a message 'No items'.

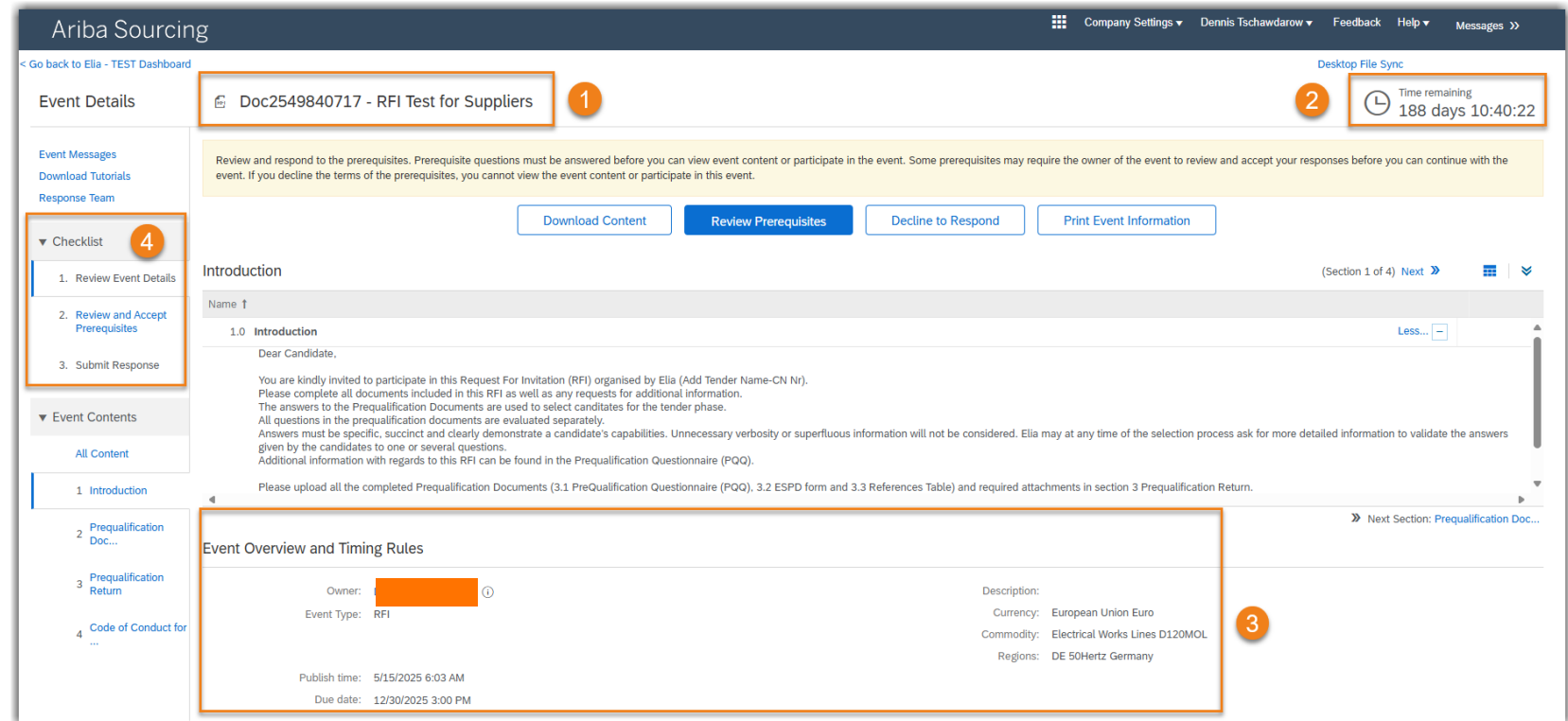
Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (2)				
RFI Test for Suppliers	Doc2549840717	12/30/2025 3:00 PM	RFI	No
RFP Overhead Lines Construction	Doc2613757218	11/28/2025 5:36 AM	RFP	No

Name	Status	Due Date	Completion Date	Alert
No items				

1.1 Accessing an Elia Group sourcing event

If you are following a specific invitation link or have clicked on one of the events from your event list, you will see the event overview. This page contains the following information:

1. The **unique number** and the title of the event. **Note:** The unique number can be useful when you need support from the Ariba customer support.
2. The **time** it remains open. As long as the event is open, you can submit or change your response.
3. The **Event Overview and Timing Rules** contains basic information about the event.
4. The **Checklist** helps you to double check before you submit your response that all the necessary information has been provided. **Note:** Before you access these steps, you should indicate whether or not you are interested in participating in the event.



Ariba Sourcing

Company Settings | Dennis Tschawdarow | Feedback | Help | Messages

Desktop File Sync

Time remaining: 188 days 10:40:22

Event Details

Doc2549840717 - RFI Test for Suppliers

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content | Review Prerequisites | Decline to Respond | Print Event Information

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Event Contents

All Content

1 Introduction

2 Prequalification Doc...

3 Prequalification Return

4 Code of Conduct for ...

Introduction

Name ↑

1.0 Introduction

Dear Candidate,

You are kindly invited to participate in this Request For Invitation (RFI) organised by Elia (Add Tender Name-CN Nr). Please complete all documents included in this RFI as well as any requests for additional information. The answers to the Prequalification Documents are used to select candidates for the tender phase. All questions in the prequalification documents are evaluated separately. Answers must be specific, succinct and clearly demonstrate a candidate's capabilities. Unnecessary verbosity or superfluous information will not be considered. Elia may at any time of the selection process ask for more detailed information to validate the answers given by the candidates to one or several questions. Additional information with regards to this RFI can be found in the Prequalification Questionnaire (PQQ).

Please upload all the completed Prequalification Documents (3.1 PreQualification Questionnaire (PQQ), 3.2 ESPD form and 3.3 References Table) and required attachments in section 3 Prequalification Return.

Event Overview and Timing Rules

Owner: [Redacted]	Description:
Event Type: RFI	Currency: European Union Euro
	Commodity: Electrical Works Lines D120MOL
	Regions: DE 50Hertz Germany
Publish time: 5/15/2025 6:03 AM	
Due date: 12/30/2025 3:00 PM	

Next Section: Prequalification Doc...


1.2 Intend or decline to participate


If you are interested in the event, you express your intent to participate. You do that by reviewing and accepting the general prerequisites. To check them, click on the button “**Review Prerequisites**” that is highlighted in blue. Then accept the agreement and submit it.

1. Click **Review Prerequisites** when you want to continue or click **Decline to Respond** when you do not want to take part in the event

2. Then accept the agreement and submit it

Note: It is always possible at a later stage to change your mind. As long as you have not submitted a final offer or that the due date has not expired, you can still choose to participate in the event or to decline.


Doc2549840717 - RFI Test for Suppliers


Time remaining
188 days 10:13:59

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content
Review Prerequisites
Decline to Respond
Print Event Information

Prerequisites
Doc2613757218 - RFP Overhead Lines Construction

▼ Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Submit Response

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by the company sponsoring this On-Line Event ("Sponsor") on the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Bidder Agreement"):

- Bids.** If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
- Price Quotes.** Except to the extent Sponsor qualification, except for data entry errors.
- Procedures and Rules.** Participant agrees to follow all rules and procedures established by the Site and Sponsor.
- Confidentiality.** Participant agrees to keep all information provided by You or another participating organization confidential, including but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
- Bids through Site only.** Participant agrees to submit all bids through the On-Line Events are legally valid quotations without exception.
- Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
- Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.
- Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

☒ I accept the terms of this agreement.
 ☐ I do not accept the terms of this agreement.

OK
Cancel

1.3 Review the event details

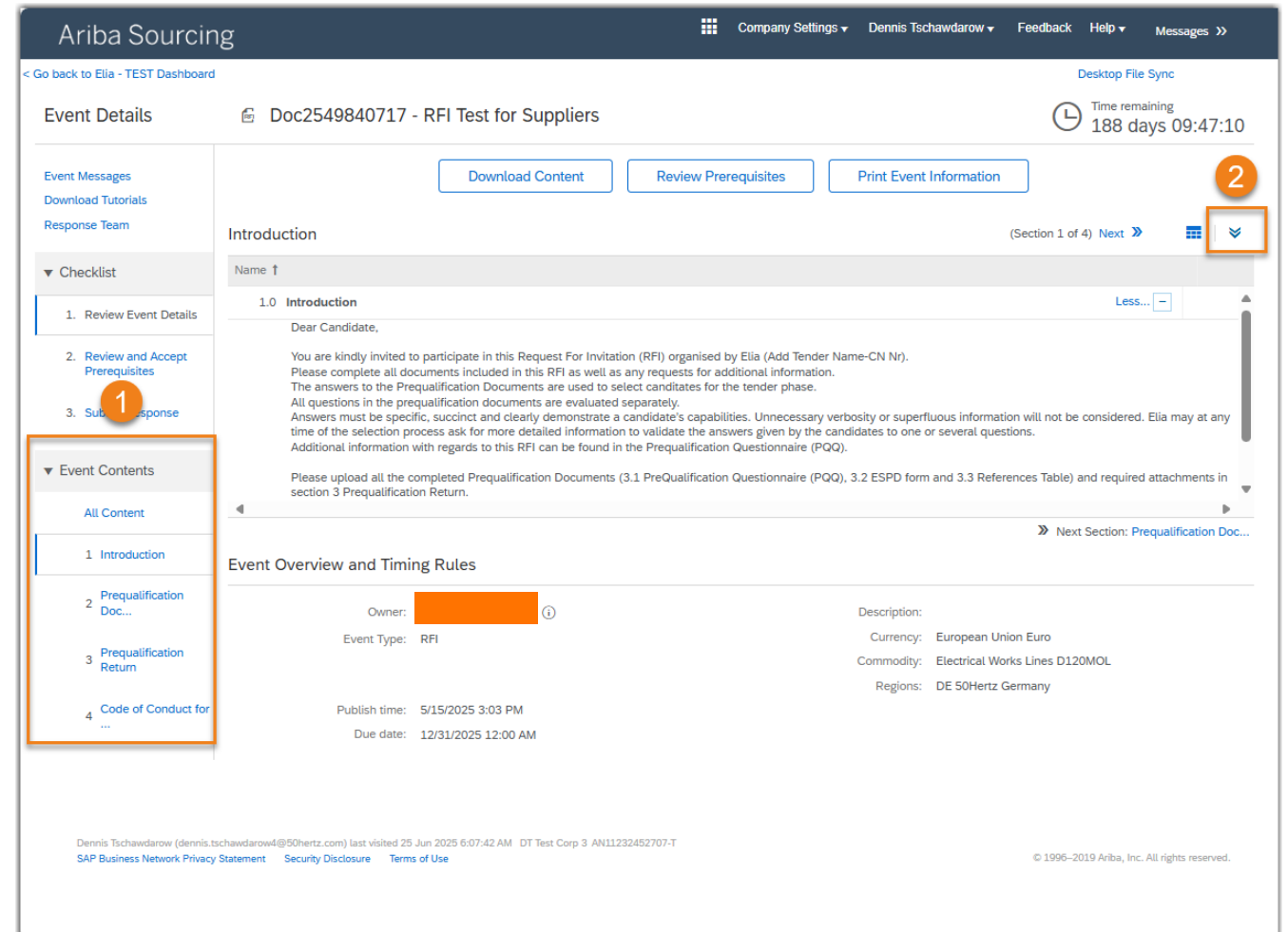
When you decide to participate, you see the details of the sourcing event.

The event consists of different sections in which you can find information about how to respond to this event, the requirements, templates to be used, etc.

1. Navigate through the **Event Contents** by clicking the section that you want to display in the Event Contents table. Click **All Content** to display all sections.

2. Click  to maximize the table.

Note: We recommend going through all sections and downloading the documents attached.



Ariba Sourcing

< Go back to Elia - TEST Dashboard Desktop File Sync

Event Details Doc2549840717 - RFI Test for Suppliers Time remaining 188 days 09:47:10

Download Content Review Prerequisites Print Event Information

Introduction (Section 1 of 4) Next >> [maximize icon]

1.0 Introduction Less...

Dear Candidate,

You are kindly invited to participate in this Request For Invitation (RFI) organised by Elia (Add Tender Name-CN Nr). Please complete all documents included in this RFI as well as any requests for additional information. The answers to the Prequalification Documents are used to select candidates for the tender phase. All questions in the prequalification documents are evaluated separately. Answers must be specific, succinct and clearly demonstrate a candidate's capabilities. Unnecessary verbosity or superfluous information will not be considered. Elia may at any time of the selection process ask for more detailed information to validate the answers given by the candidates to one or several questions. Additional information with regards to this RFI can be found in the Prequalification Questionnaire (PQQ).

Please upload all the completed Prequalification Documents (3.1 PreQualification Questionnaire (PQQ), 3.2 ESPD form and 3.3 References Table) and required attachments in section 3 Prequalification Return.

Next Section: Prequalification Doc...

Event Overview and Timing Rules

Owner: [redacted] Description:

Event Type: RFI Currency: European Union Euro

Commodity: Electrical Works Lines D120MOL

Regions: DE 50Hertz Germany

Publish time: 5/15/2025 3:03 PM

Due date: 12/31/2025 12:00 AM

Dennis Tschawdarow (dennis.tschawdarow4@50hertz.com) last visited 25 Jun 2025 6:07:42 AM DT Test Corp 3 AN11232452707-T

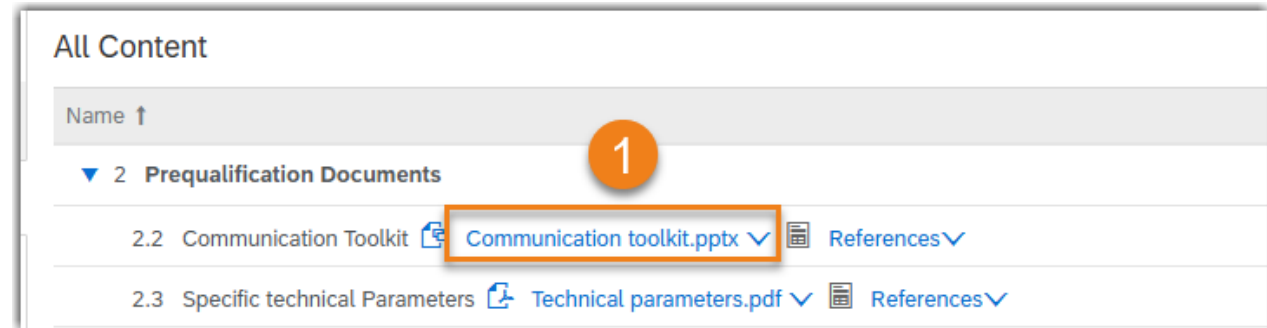
SAP Business Network Privacy Statement Security Disclosure Terms of Use

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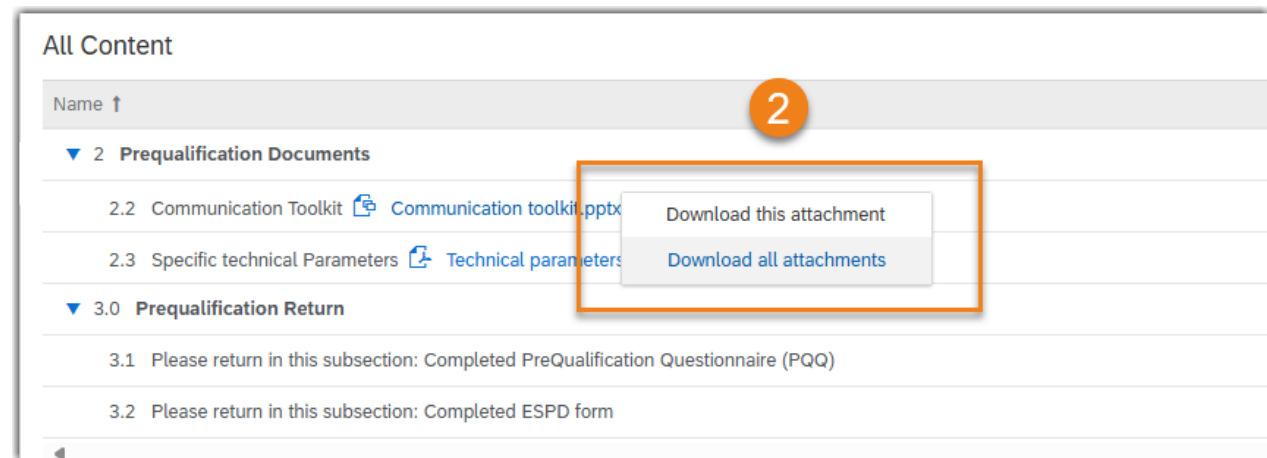
1.4 Download the attachments

When you have navigated to a section that contains documents, you can download all the attachments for the event at once.

1. Click one of the **attached documents**.



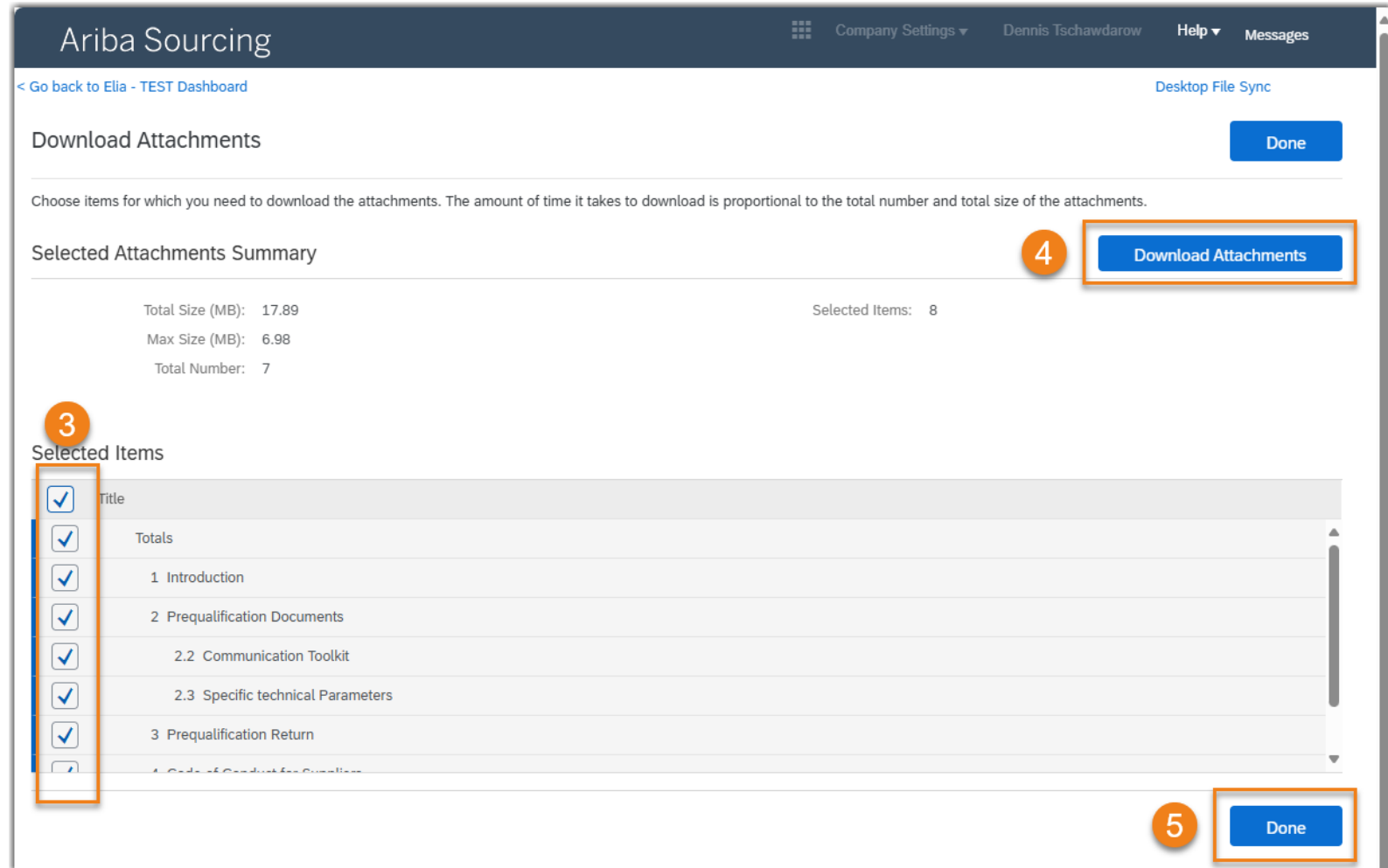
2. In the menu, click the second option
Download all attachments.



1.4 Download the attachments

When you have navigated to a section that contains documents, you can download all the attachments for the event at once..

3. In the screen "Selected Items", tick the box in front of **Title** in order to select all sections and to download all attachments at once.
4. Click **Download Attachments** and save the generated zip file to your computer. This zip contains the attachments of the entire event.
5. Click **Done** to return to the event.



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< Go back to Elia - TEST Dashboard

Desktop File Sync

Company Settings ▾ Dennis Tschawdarow Help ▾ Messages

Download Attachments

Done

Choose items for which you need to download the attachments. The amount of time it takes to download is proportional to the total number and total size of the attachments.

Selected Attachments Summary

4 Download Attachments

Total Size (MB): 17.89 Selected Items: 8
Max Size (MB): 6.98
Total Number: 7

Selected Items

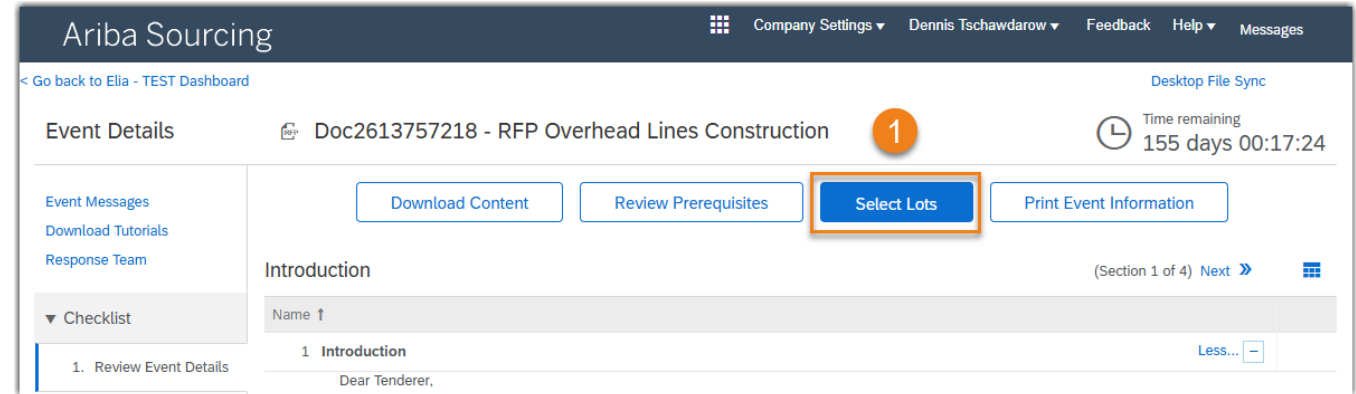
<input checked="" type="checkbox"/>	Title
<input checked="" type="checkbox"/>	Totals
<input checked="" type="checkbox"/>	1 Introduction
<input checked="" type="checkbox"/>	2 Prequalification Documents
<input checked="" type="checkbox"/>	2.2 Communication Toolkit
<input checked="" type="checkbox"/>	2.3 Specific technical Parameters
<input checked="" type="checkbox"/>	3 Prequalification Return
<input checked="" type="checkbox"/>	4 Code of Conduct for Suppliers

5 Done

1.5 Select lots

For certain types of RFP's you need to select the lot(s) for which you want to compete. Once you have selected them, you can answer to all the questions and upload all the requested information.

1. Click **Select Lots** to display the lots.



Ariba Sourcing

< Go back to Elia - TEST Dashboard

Desktop File Sync

Event Details

Doc2613757218 - RFP Overhead Lines Construction

Time remaining 155 days 00:17:24

Download Content Review Prerequisites **Select Lots** Print Event Information

Event Messages
Download Tutorials
Response Team

▼ Checklist

1. Review Event Details

Introduction

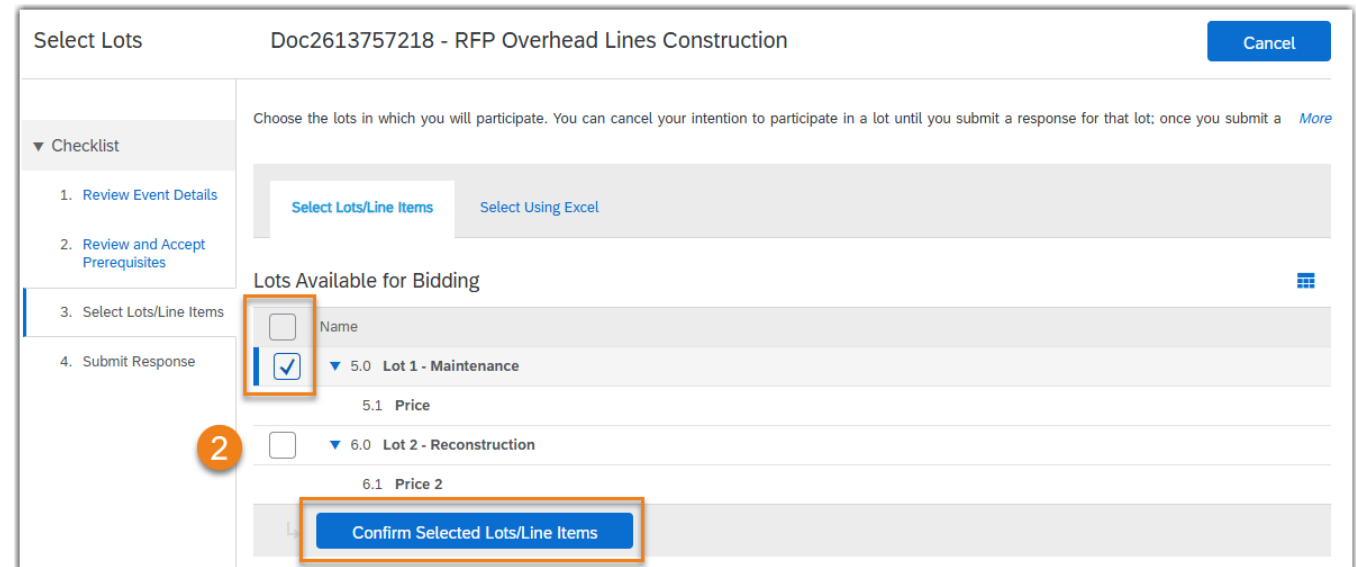
(Section 1 of 4) Next >

Name ↑

1 Introduction

Dear Tenderer,

2. A new screen opens. Select one or more lots.
Click **Confirm Selected Lots/Line Items** to continue.



Select Lots

Doc2613757218 - RFP Overhead Lines Construction

Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response, you cannot cancel your intention to participate in that lot. [More](#)

Select Lots/Line Items Select Using Excel

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

Lots Available for Bidding

☐ Name

☒ 5.0 Lot 1 - Maintenance

5.1 Price

☐ 6.0 Lot 2 - Reconstruction

6.1 Price 2

Confirm Selected Lots/Line Items

2. Submit your response

You can submit your answer when you have answered all mandatory questions and when you have uploaded the required documents.

Save your response

You can save your response in order to complete it at a later time, by clicking on the **Save draft** button.

Do not forget to submit your response later on!

Ariba Sourcing

< Go back to Elia - TEST Dashboard

Console

Doc2549840717 - RFI Test for Suppliers

Event Messages

Response History

Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

▼ Event Contents

All Content

1 Introduction

2 Prequalification Doc...

3 Prequalification Return

All Content

Name ↑

1.0 Introduction

Dear Candidate,

You are kindly invited to participate in this Request For Invitation (RFI) organised by Elia (Add Tender Name-CN Nr). Please complete all documents included in this RFI as well as any requests for additional information. The answers to the Prequalification Documents are used to select candidates for the tender phase. All questions in the prequalification documents are evaluated separately. Answers must be specific, succinct and clearly demonstrate a candidate's capabilities. Unnecessary verbosity or superfluous information will not be considered by the candidates to one or several questions. Additional information with regards to this RFI can be found in the Prequalification Questionnaire (PQQ).

Please upload all the completed Prequalification Documents (3.1 PreQualification Questionnaire (PQQ), 3.2 ESPD form and 3.3 References Table) and require In order to submit your entire response, please click 'Submit Entire Response'. Communication (e.g. in case of questions) with the responsible Elia Buyer should be done via the communication toolkit.

Thank you for your cooperation!

▼ 2.0 Prequalification Documents

2.1 Communication Toolkit Communication toolkit.pptx References

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

2.1 Answer all questions

In order to submit your offer, you need to answer all mandatory questions. Answers need to be specific, to the point and should show the capabilities and/or added value of your company for the particular project. Irrelevant information is not taken into account when evaluating the offer.

1. Go to the section you want to display in the Event Contents table. Click **All Content** to display all sections.

2. Click on the double arrow to maximize the table.



- 3. Click on the “Less” or “More” buttons** to display less or more information.

Ariba Sourcing
Company Settings ▾ Dennis Tschawdarow ▾ Feedback Help ▾ Messages >>

[Go back to Elia - TEST Dashboard](#)
[Desktop File Sync](#)

Console

- [Event Messages](#)
- [Response History](#)
- [Response Team](#)
- ▼ Checklist
- 1. [Review Event Details](#)
- 2. [Review and Accept Prerequisites](#)
- 3. [Select Lots/Line Items](#)
- 4. [Submit Response](#)
- ▼ Event Contents
- All Content
- 1 Introduction
- 2 Invitation to Tender
- 3 Tender Return
- 4 LOT 1

Doc2613757218 - RFP Overhead Lines Construction

Time remaining
155 days 00:08:47

All Content

Name ↑	Price	Quantity	Extended Price
1.0 Introduction Dear Tenderer, You are kindly invited to participate to this Request For Proposal (RFP) organised by Elia Group for overhead lines construction. Document Invitation to Tender (ITT) included in this RFP contains all the detailed information about this RFP. Please complete the following steps to submit your offer: -Answer all questions; -Upload all requested documents including attachments; -Submit your response by clicking "Submit Entire Response" Please acknowledge receipt of this RFP via the Ariba Message Board. Thank you for your cooperation.	Less... [v]		
▼ 2.0 Invitation to Tender Documents forming the ITT are included under this section.	Less... [v]		

(*) indicates a required field

1

2

3

Submit Entire Response

Update Totals

Save draft

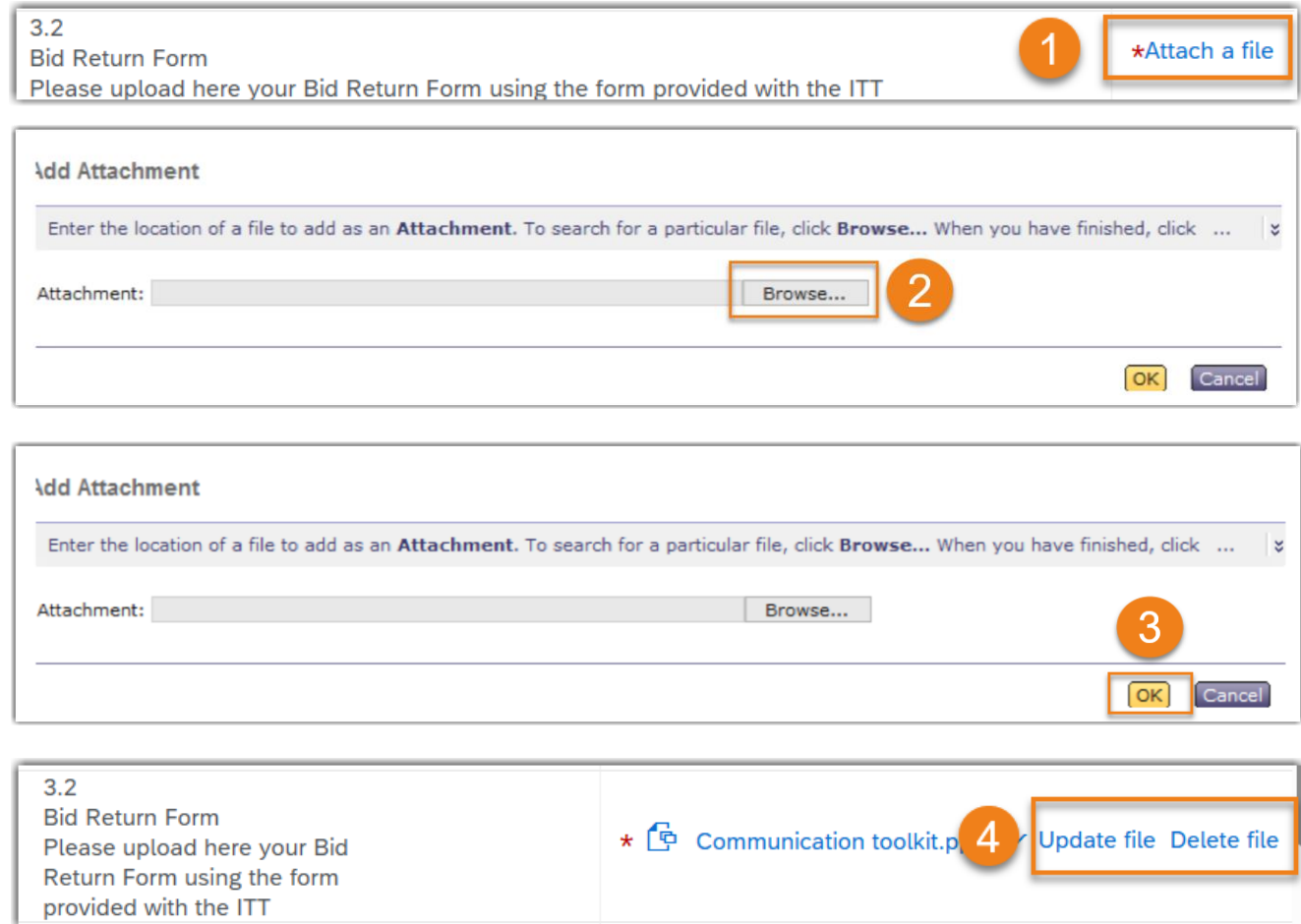
Compose Message

Excel Import

2.2 Attach your documents

For certain types of RFP's you need to select the lot(s) for which you want to compete. Once you have selected them, you can answer to all the questions and upload all the requested information. Tip: If you want to upload multiple files, we suggest you use a compressed file type such as .zip or .rar.

1. Click **Attach a file** to add an attachment.
2. Click **Browse** and navigate to the file you would like to upload. Your file is displayed in the Attachment field.
3. Click **OK** to continue.
4. Your file appears on the content page. If necessary, you can replace or delete your file by clicking **Update file** or **Delete file**.



3.2
Bid Return Form
Please upload here your Bid Return Form using the form provided with the ITT

1 ***Attach a file**

Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click ...

Attachment: **Browse...** 2

OK Cancel


Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click ...

Attachment: **Browse...** 3

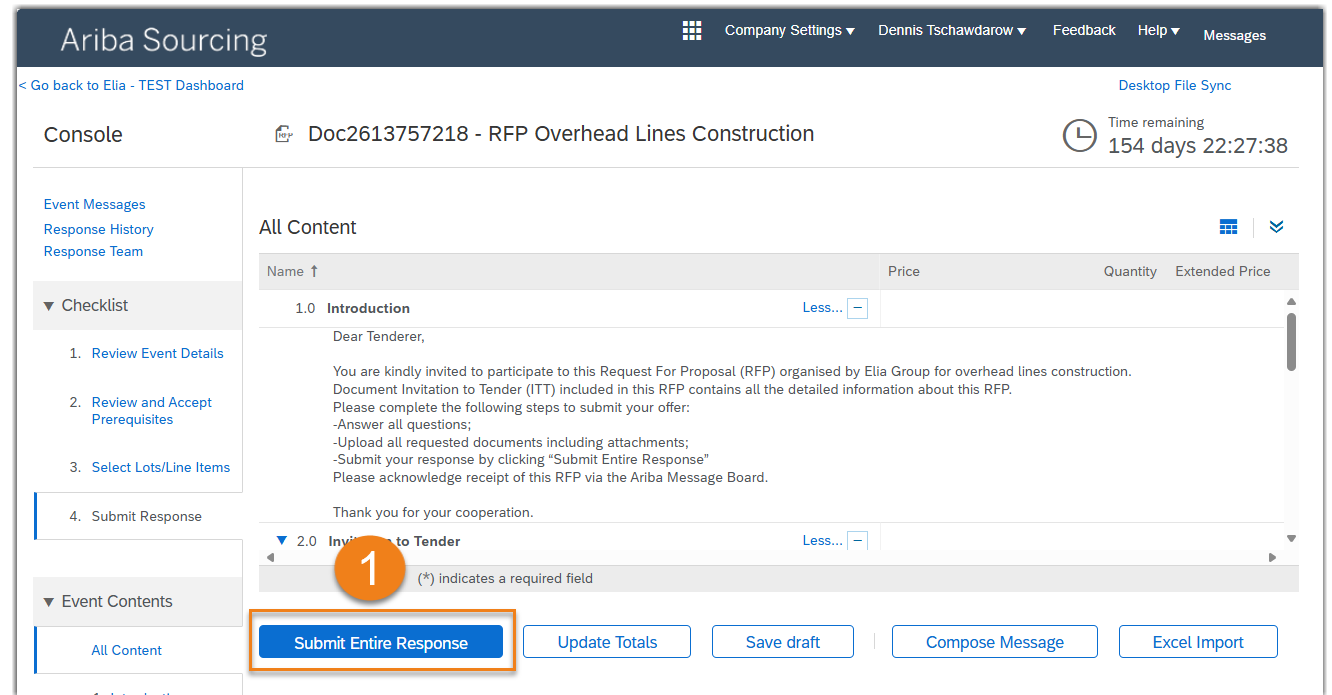
OK Cancel

3.2
Bid Return Form
Please upload here your Bid Return Form using the form provided with the ITT

*  Communication toolkit.p 4 **Update file Delete file**

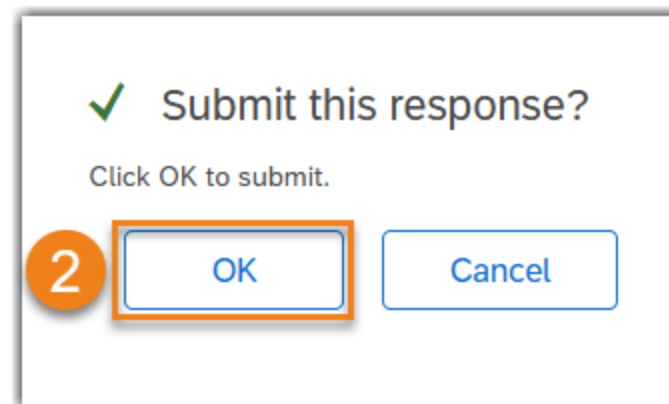
2.3 Submit your entire response

1. Click **Submit Entire Response** to send your response to Elia.



The screenshot shows the Ariba Sourcing interface for a Request for Proposal (RFP) titled "Doc2613757218 - RFP Overhead Lines Construction". The interface includes a sidebar with navigation links like "Event Messages", "Response History", and "Response Team". The main content area displays the "All Content" section, which contains a table with columns for "Name", "Price", "Quantity", and "Extended Price". The table lists two items: "1.0 Introduction" and "2.0 Invitation to Tender". The "1.0 Introduction" item is expanded, showing a detailed description of the RFP and instructions for submission. A red circle with the number 1 is placed over the "Submit Entire Response" button at the bottom of the interface.

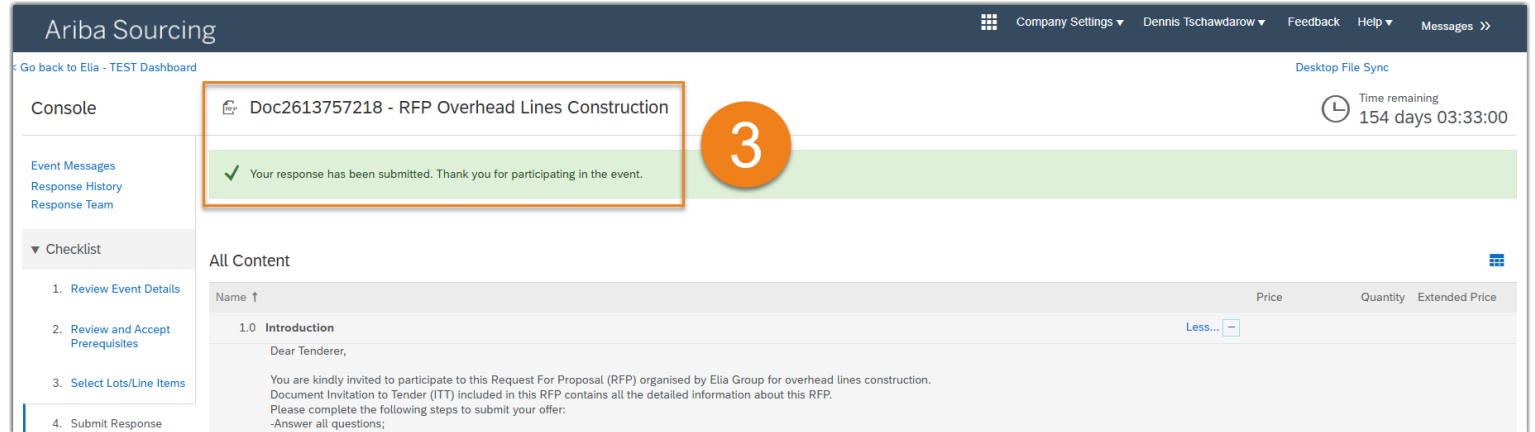
2. Click **OK** to submit your response.



The screenshot shows a confirmation dialog box with the title "Submit this response?". Below the title, it says "Click OK to submit." There are two buttons: "OK" and "Cancel". A red circle with the number 2 is placed over the "OK" button, which is also highlighted with a red box.

2.4 Submit your entire response

3. Confirmation message appears.

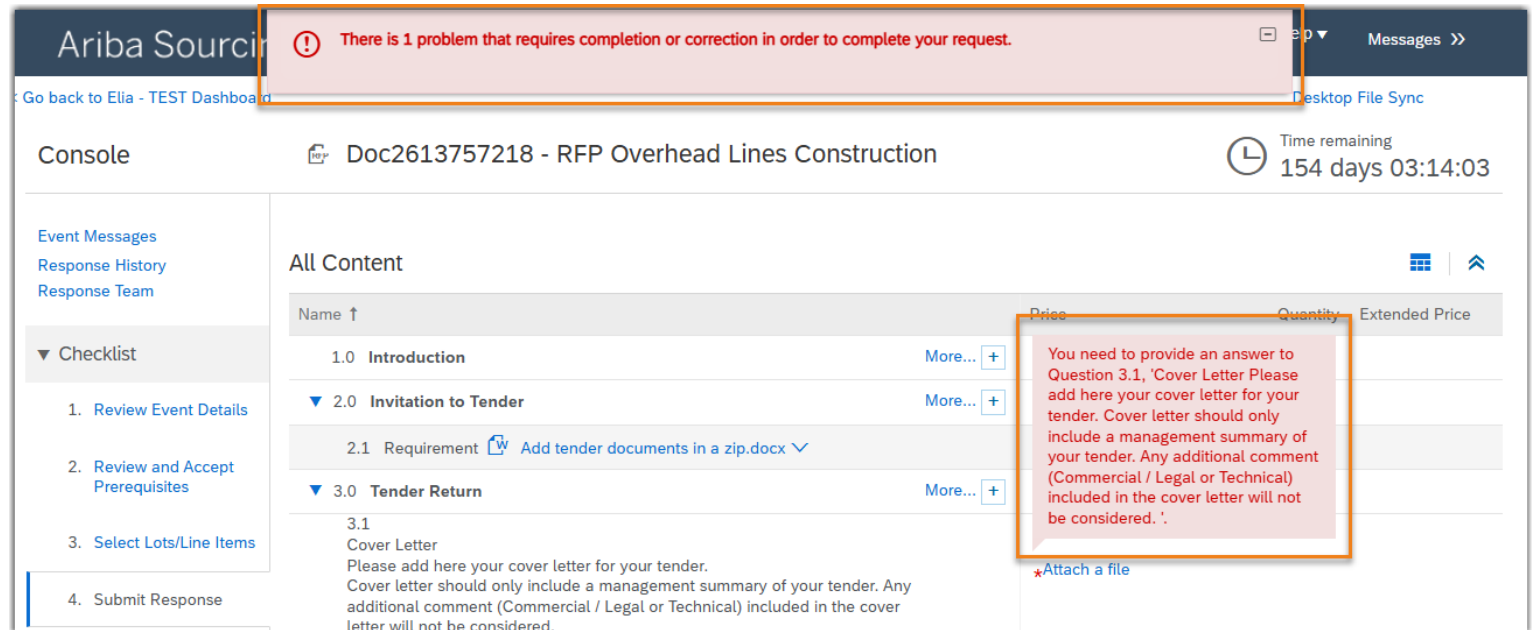


The screenshot shows the Ariba Sourcing interface for a tender titled "Doc2613757218 - RFP Overhead Lines Construction". A green confirmation banner at the top states: "Your response has been submitted. Thank you for participating in the event." A large orange circle with the number "3" is overlaid on the banner. The left sidebar contains a checklist with four items: "Review Event Details", "Review and Accept Prerequisites", "Select Lots/Line Items", and "Submit Response". The main content area shows the "All Content" section with a table header: "Name", "Price", "Quantity", and "Extended Price". The first row is "1.0 Introduction" with a "Less..." link.

Important

If you do not answer all required questions (indicated with *) you cannot submit your response.

Ariba indicates what you still need to complete

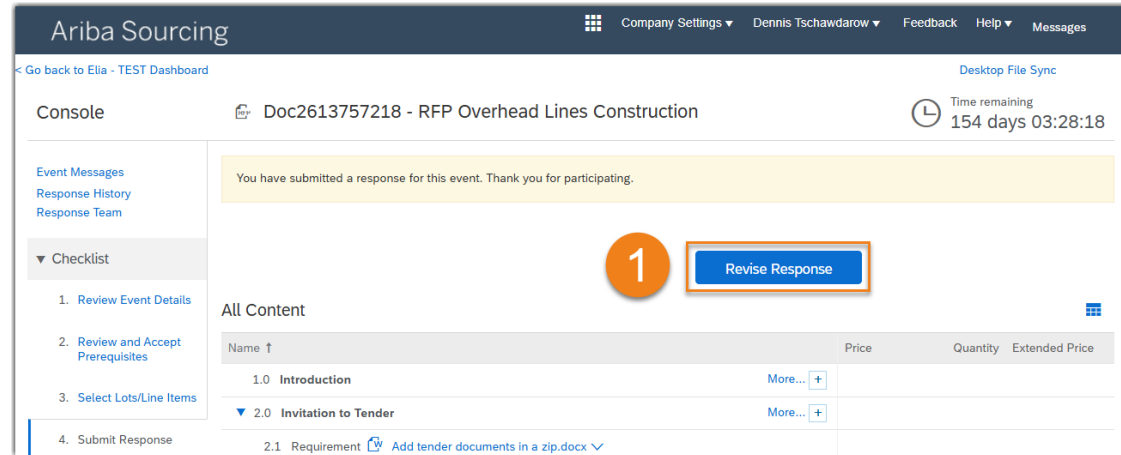


The screenshot shows the Ariba Sourcing interface for the same tender. A red banner at the top states: "There is 1 problem that requires completion or correction in order to complete your request." The left sidebar checklist is the same. The main content area shows the "All Content" section with a table header: "Name", "Price", "Quantity", and "Extended Price". The first row is "1.0 Introduction" with a "More..." link. The second row is "2.0 Invitation to Tender" with a "More..." link. The third row is "2.1 Requirement" with a link to "Add tender documents in a zip.docx". The fourth row is "3.0 Tender Return" with a "More..." link. The fifth row is "3.1 Cover Letter" with a detailed instruction: "Please add here your cover letter for your tender. Cover letter should only include a management summary of your tender. Any additional comment (Commercial / Legal or Technical) included in the cover letter will not be considered." A red box highlights this instruction and a "Attach a file" link.

3. Change your (submitted) response

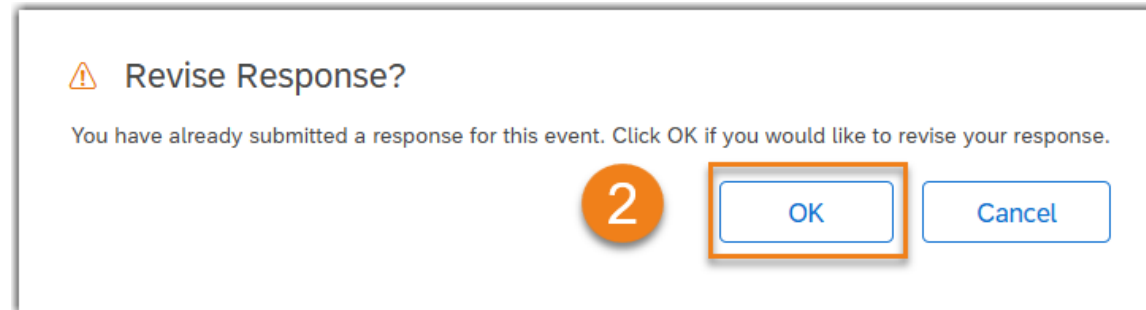
You can still change your offer after you have submitted your answer. You can make changes before the due date of the event.

1. Open the event. Click **Revise/Alternative Response** in order to update your answers.



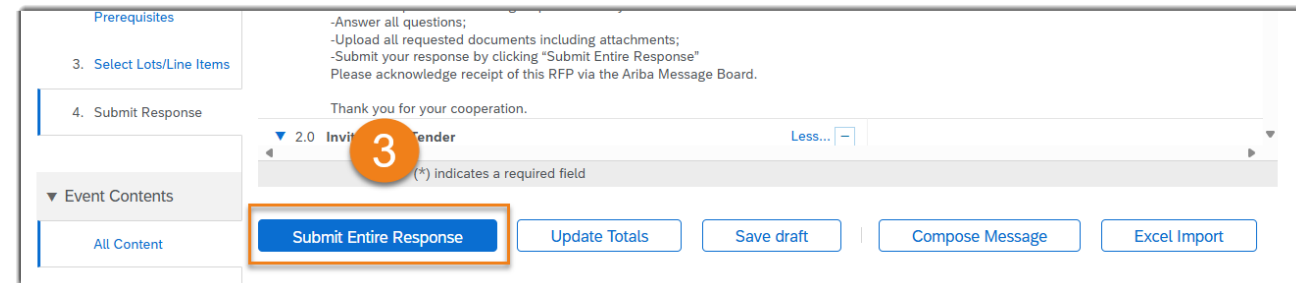
The screenshot shows the Ariba Sourcing interface for a specific event. The header includes 'Ariba Sourcing' and navigation links like 'Company Settings', 'Dennis Tschawdarow', 'Feedback', 'Help', and 'Messages'. The main content area displays a message: 'You have submitted a response for this event. Thank you for participating.' Below this message, a red circle with the number '1' highlights a red-bordered button labeled 'Revise Response'. The left sidebar contains a 'Checklist' with items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response'. The main table shows 'All Content' with columns for Name, Price, Quantity, and Extended Price. The first row is '1.0 Introduction' and the second is '2.0 Invitation to Tender'.

2. Click **OK** to modify your answers.



The screenshot shows a dialog box titled 'Revise Response?' with a warning icon. The text inside says: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' At the bottom right, a red circle with the number '2' highlights a red-bordered button labeled 'OK'. Next to it is a button labeled 'Cancel'.

3. Click **Submit Entire Response** after your changes are done.



The screenshot shows the Ariba Sourcing interface with the 'Submit Entire Response' button highlighted by a red box and a red circle with the number '3'. The interface includes a 'Prerequisites' section on the left with items: '3. Select Lots/Line Items' and '4. Submit Response'. The main content area displays instructions: '-Answer all questions;', '-Upload all requested documents including attachments;', '-Submit your response by clicking "Submit Entire Response"'. Below this, a red circle with the number '3' highlights a red-bordered button labeled 'Submit Entire Response'. Other buttons visible are 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'.

4. Communicate with the Elia Group buyer

In case you want to communicate with the Elia buyer you can send a message over the Ariba platform. You have two options: Compose a message or contact via event messages.

4.1 Send Message via “Compose Message”

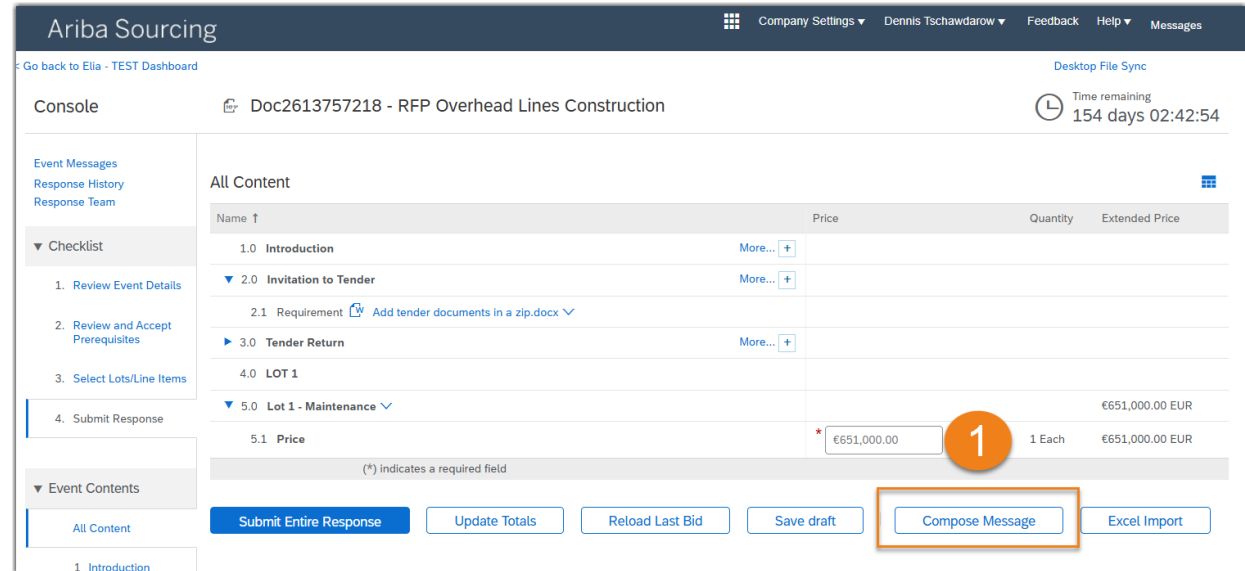
1. Click on **Compose Message**.

2. Add the subject of your message.

3. If necessary, you can add an attachment.

4. Write your message.

5. Click **Send**.



Ariba Sourcing

Go back to Elia - TEST Dashboard

Desktop File Sync

Console Doc2613757218 - RFP Overhead Lines Construction Time remaining 154 days 02:42:54

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

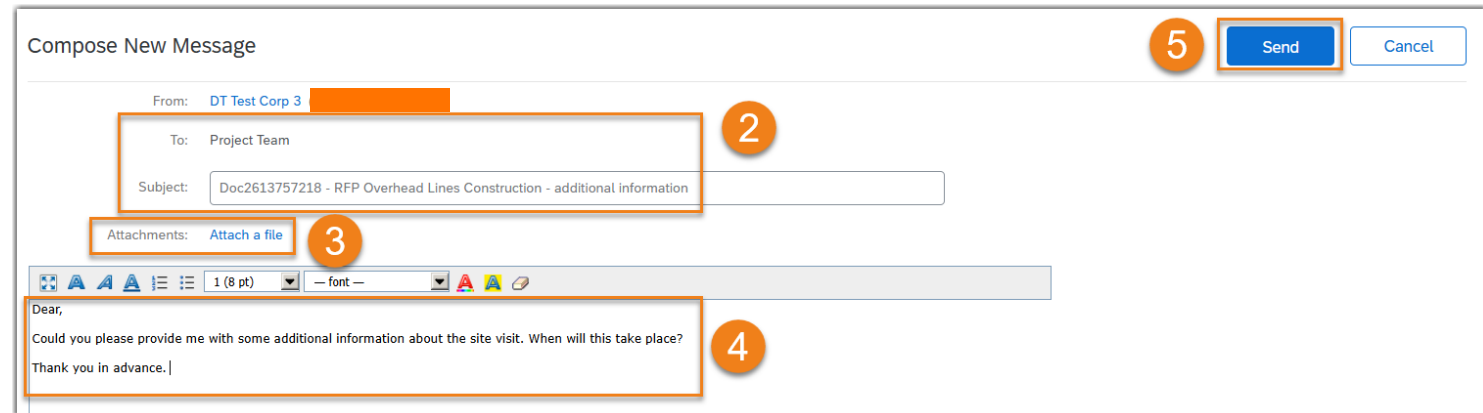
▼ Event Contents

All Content

Name ↑	Price	Quantity	Extended Price
1.0 Introduction	More... +		
▼ 2.0 Invitation to Tender	More... +		
2.1 Requirement Add tender documents in a zip.docx ✓			
▶ 3.0 Tender Return	More... +		
4.0 LOT 1			
▼ 5.0 Lot 1 - Maintenance ✓			€651,000.00 EUR
5.1 Price	* €651,000.00	1 Each	€651,000.00 EUR

(*) indicates a required field

Submit Entire Response Update Totals Reload Last Bid Save draft **Compose Message** Excel Import



Compose New Message

From: DT Test Corp 3

To: Project Team

Subject: Doc2613757218 - RFP Overhead Lines Construction - additional information

Attachments: [Attach a file](#)

Dear,

Could you please provide me with some additional information about the site visit. When will this take place?

Thank you in advance.

Send Cancel

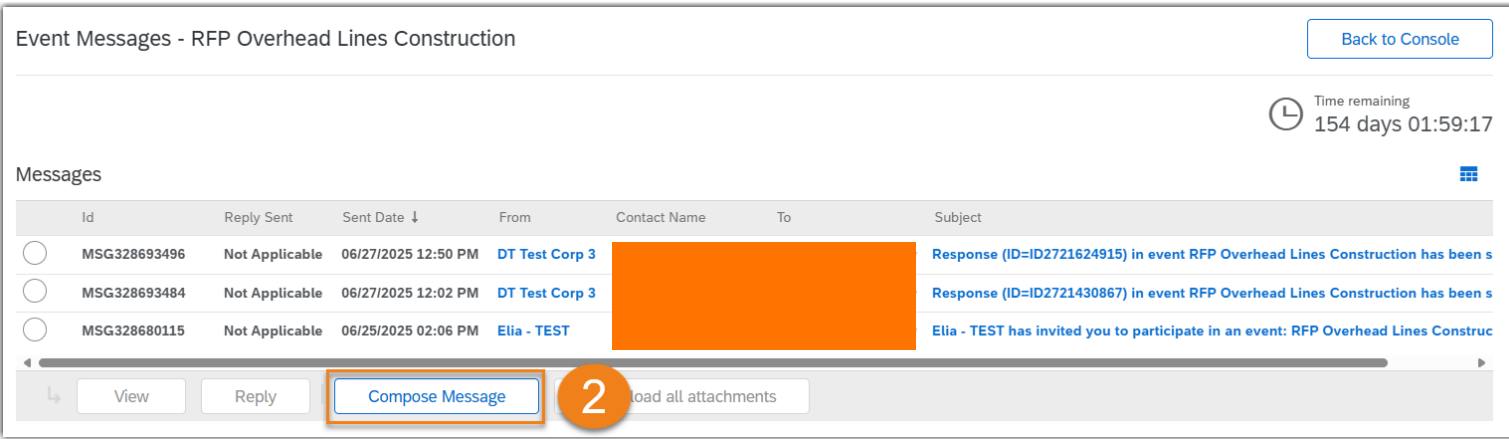
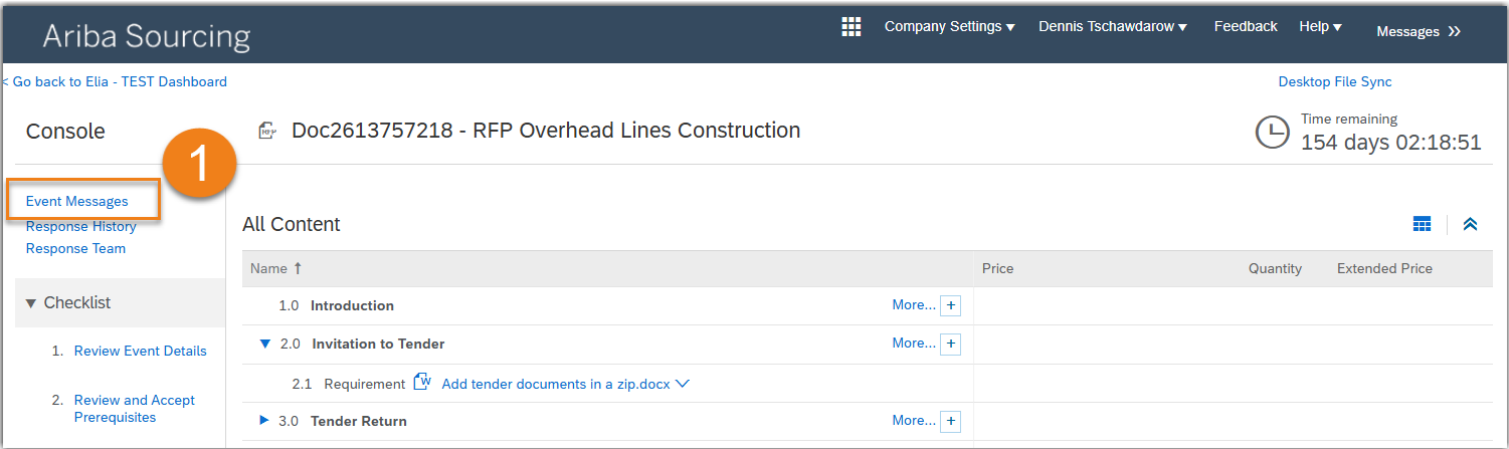
4. Communicate with the Elia Group buyer



In case you want to communicate with the Elia Group buyer you can send a message over the Ariba platform. You have two options: Compose a message or contact via event messages.

4.2 Send Message via “Event Messages”

- 1. Click on **Event Messages**.
- 2. Click **Compose Message**.
- 3. You can send your message as described above.

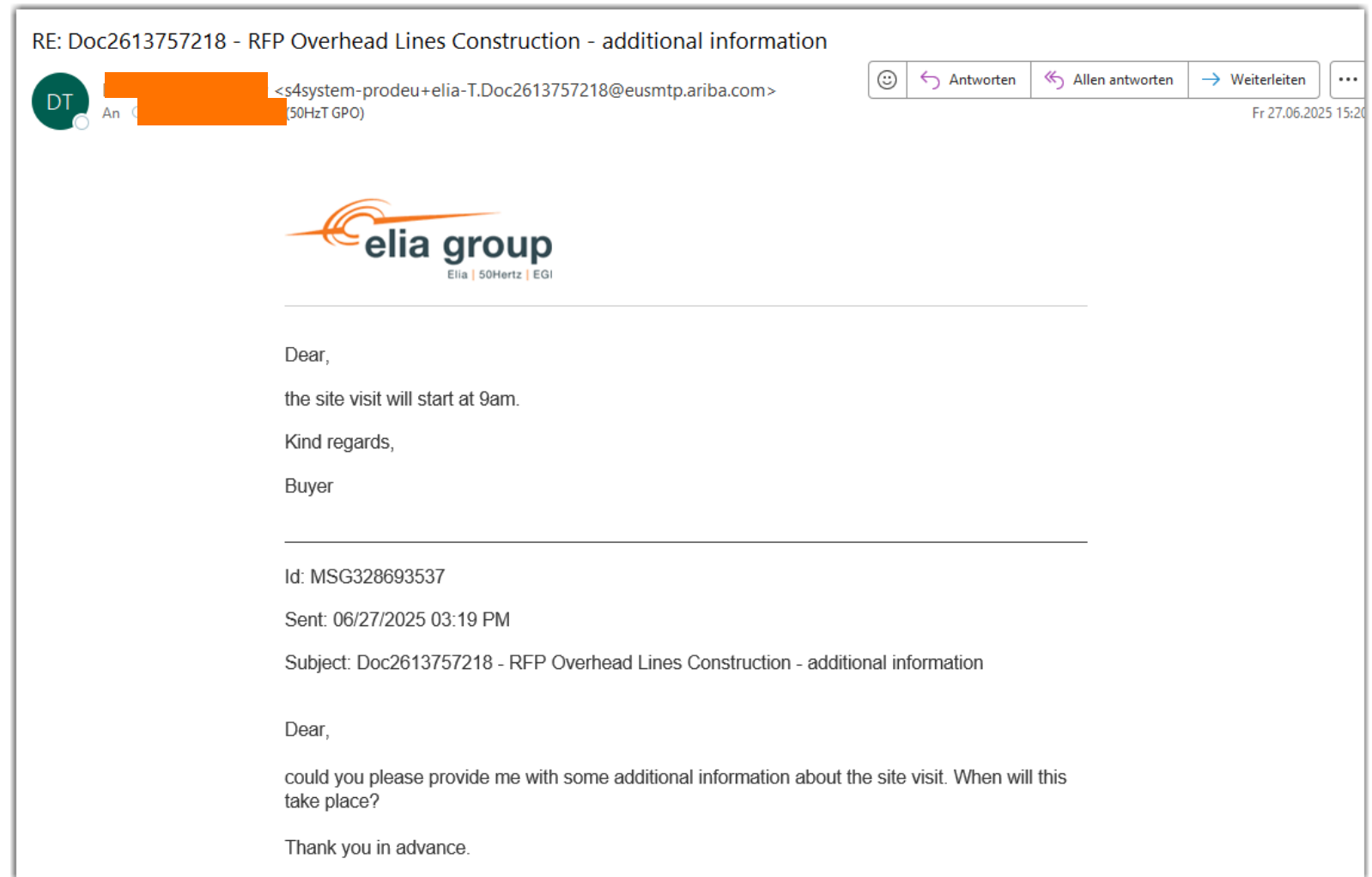


4. Communicate with the Elia Group buyer

4.3 Receive Messages

When the buyer sends you a message, you are informed by an e-mail.

Do not reply directly to this email, as this is only a notification email sent from the Ariba system. If you reply to this mailbox, nobody will receive your email.



4. Communicate with the Elia Group buyer



4.3 Receive Messages

On the Ariba platform, you find all the messages under Event Messages

1. Click on **Event Messages**.

Ariba Sourcing

Company Settings | Dennis Tschawdarow | Feedback | Help | Messages >>

Go back to Elia - TEST Dashboard

Desktop File Sync

Console

Doc2613757218 - RFP Overhead Lines Construction

Time remaining 154 days 02:18:51

Event Messages

Response History

Response Team

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

All Content

Name ↑	Price	Quantity	Extended Price
1.0 Introduction	More...		
2.0 Invitation to Tender	More...		
2.1 Requirement	Add tender documents in a zip.docx		
3.0 Tender Return	More...		

2. Click on the subject of the message you want to read.

Event Messages - RFP Overhead Lines Construction

Back to Console

Time remaining 154 days 00:13:25

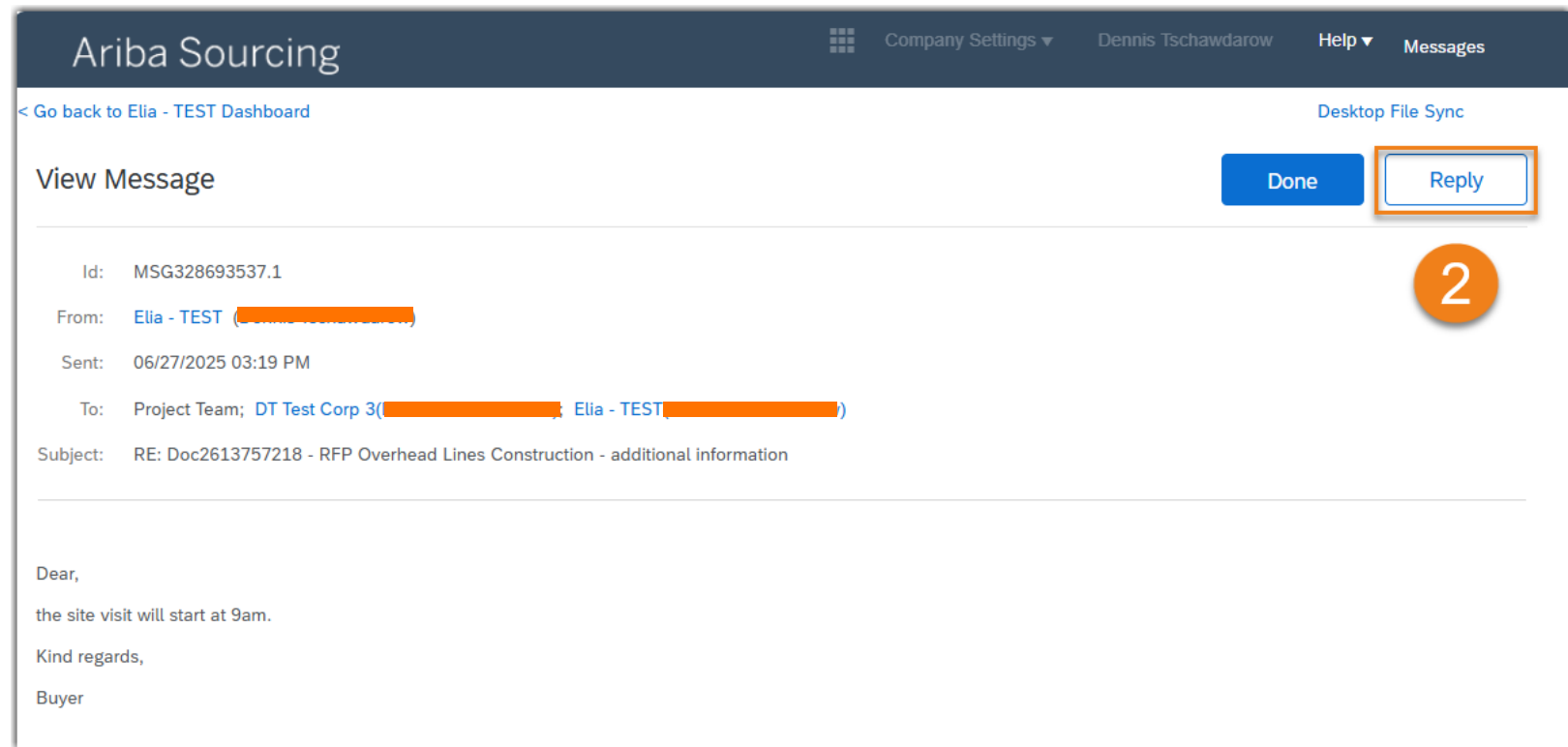
Messages

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG328693537.1	No	06/27/2025 03:19 PM	Elia - TEST		Participants (1) Team (1)	RE: Doc2613757218 - RFP Overhead Lines Construction - additional informat

4. Communicate with the Elia Group buyer

4.4 Reply to a message

1. Go to the message sent by the buyer.
2. Click **Reply** and proceed by composing a message.



Thank you!

