

# 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.



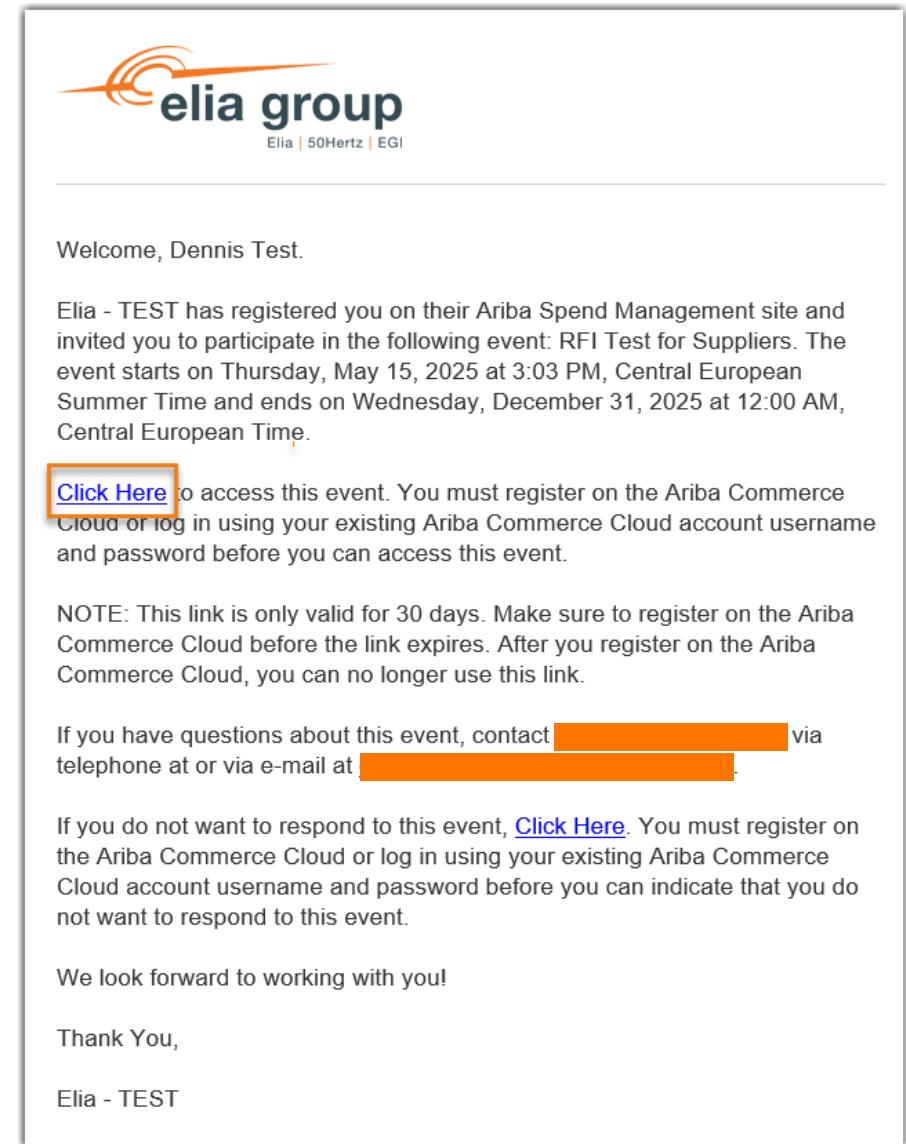
# 1. Participating in an Elia Group sourcing event



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.

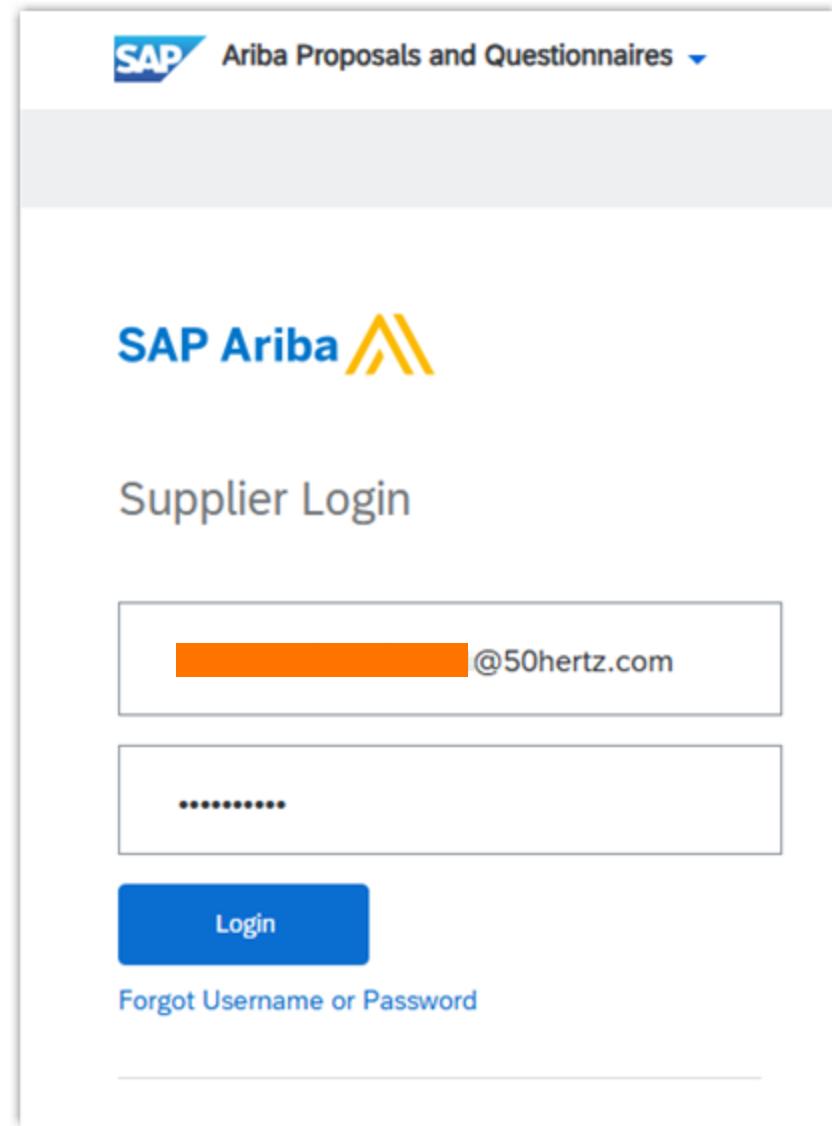
**Click on "Click Here" to access the login page.**



The image shows a snippet of a web page from the Ariba Sourcing Platform. At the top, the elia group logo is displayed with the subtext 'Elia | 50Hertz | EGI'. Below this, a welcome message reads 'Welcome, Dennis Test.' A text block informs the user that Elia - TEST has registered them on their Ariba Spend Management site and invited them to participate in an event: 'RFI Test for Suppliers'. The event details are provided: it 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. A blue link 'Click Here' is highlighted with a red box, followed by instructions: '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.' A note below states: '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.' Further down, it says: 'If you have questions about this event, contact [REDACTED] via telephone at [REDACTED] or via e-mail at [REDACTED].' Another note indicates: '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.' The page concludes with a message: 'We look forward to working with you!' and a signature block: '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.**

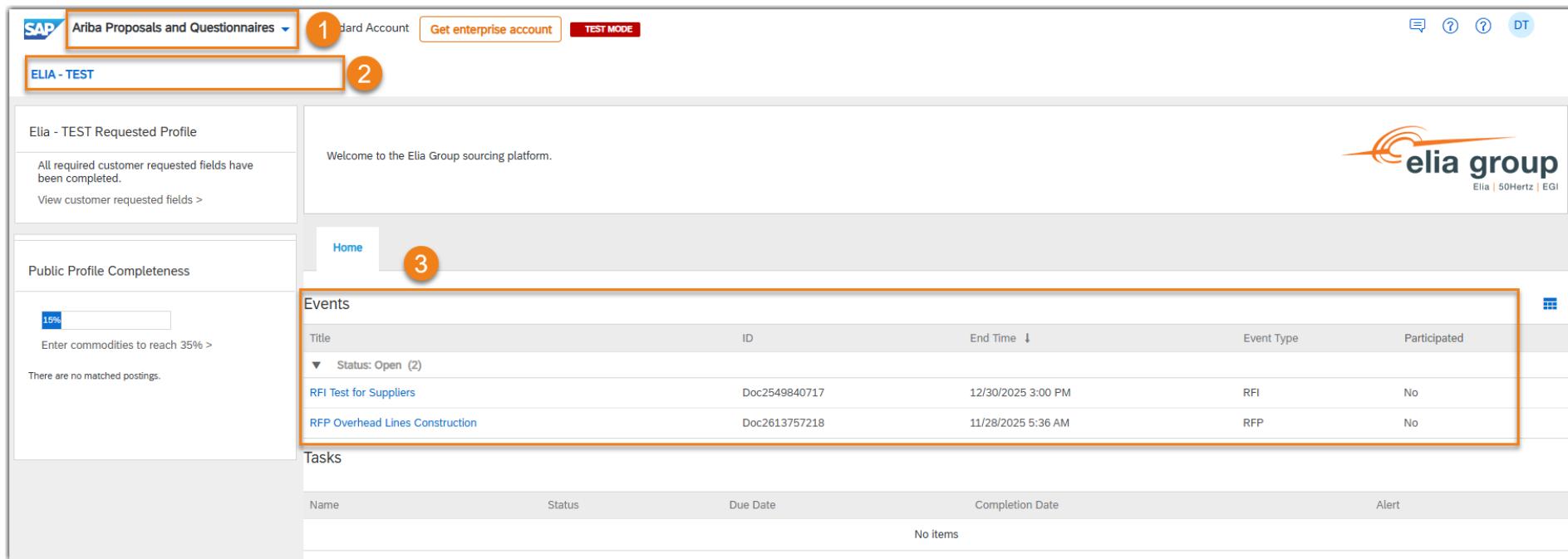


The image shows the SAP Ariba Supplier Login page. At the top, there is a SAP logo and the text "Ariba Proposals and Questionnaires". Below this is a large SAP Ariba logo. The main heading is "Supplier Login". There are two input fields: the top one is for "Email" and the bottom one is for "Password", both containing placeholder text. A blue "Login" button is centered below the fields. At the bottom, there is a link "Forgot Username or Password".

# 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 with the following interface elements:

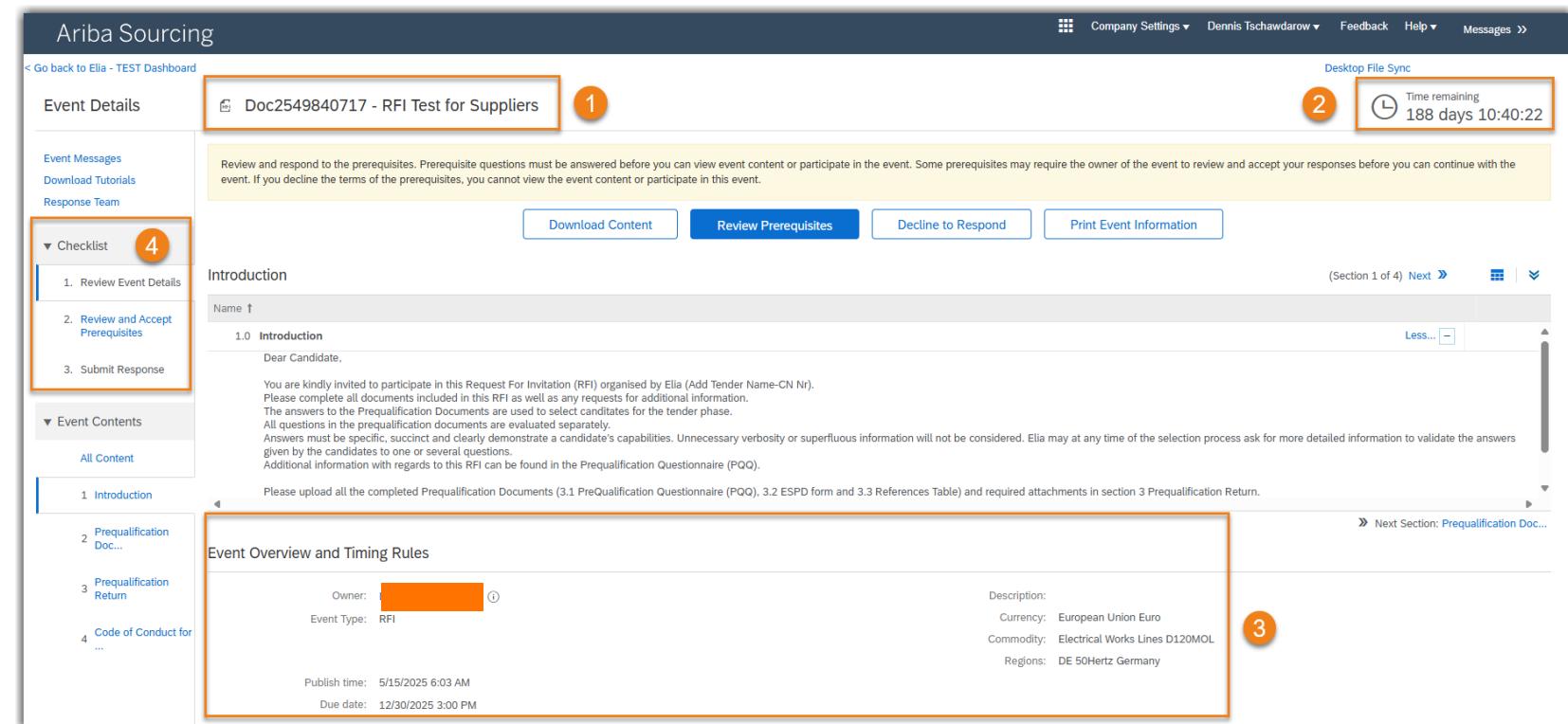
- Header:** SAP logo, "Ariba Proposals and Questionnaires" dropdown (highlighted with orange circle 1), "Standard Account" button, "Get enterprise account" button, "TEST MODE" button, and help icons.
- Top Bar:** "ELIA - TEST" (highlighted with orange circle 2).
- Left Sidebar:** "Elia - TEST Requested Profile" (status: All required customer requested fields have been completed), "View customer requested fields >".
- Public Profile Completeness:** "10%" progress bar, "Enter commodities to reach 35% >".
- Home Content:** "Welcome to the Elia Group sourcing platform." and the "elia group" logo.
- Events Section (highlighted with orange box and circle 3):**

| 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           |
- Tasks Section:** "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

Event Details

1 Doc2549840717 - RFI Test for Suppliers

2 Time remaining 188 days 10:40:22

3 Event Overview and Timing Rules

4 Checklist

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

Introduction

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

## 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.

1

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").

1. **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.

2. **Price Quotes.** Except to the extent Sponsor requires otherwise, Participant agrees to provide a price quote for the products or services offered in your bid. Submits through the On-Line Events are legally valid quotations without modification.

3. **Procedures and Rules.** Participant agrees to follow the procedures and rules established by the Site and Sponsor.

4. **Confidentiality.** Participant agrees to keep all information provided by You or another participating organization confidential. Submits through the On-Line Events are legally valid quotations without modification.

5. **Bids through Site only.** Participant agrees to submit bids through the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.

6. **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.

7. **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.

8. **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

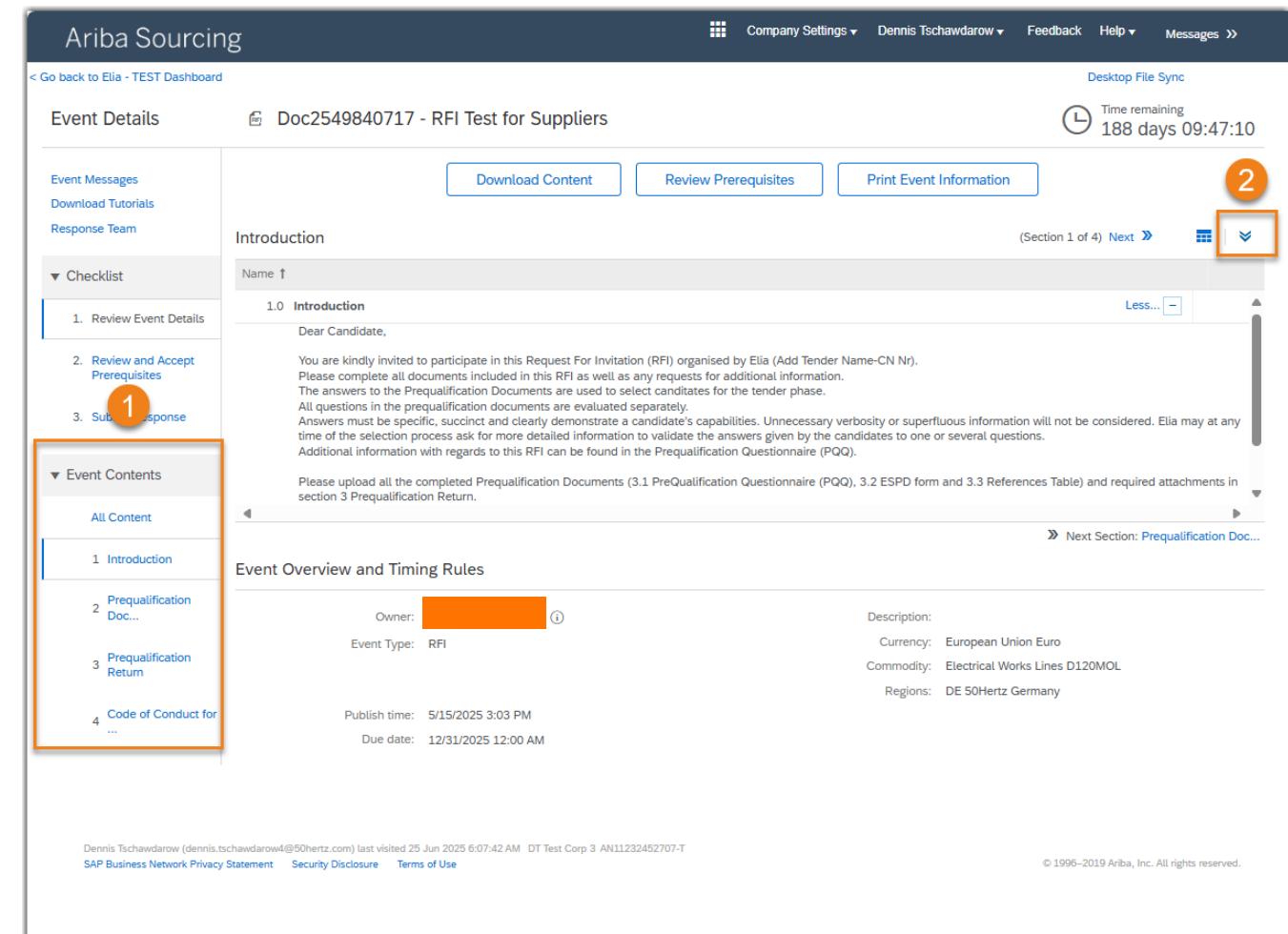
When you decide to participate, you see the details of the sourcing event.

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  able.

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



Ariba Sourcing

Event Details Doc2549840717 - RFI Test for Suppliers

Event Messages Download Tutorials 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
- 4 Code of Conduct for ...

Introduction

1.0 Introduction

Name ↑

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.

Download Content Review Prerequisites Print Event Information

Time remaining 188 days 09:47:10

(Section 1 of 4) Next ▶

Less... ▾

Next Section: Prequalification Doc...

Owner: [REDACTED] ⓘ Event Type: RFI Description: European Union Euro 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 AN1123452707-T

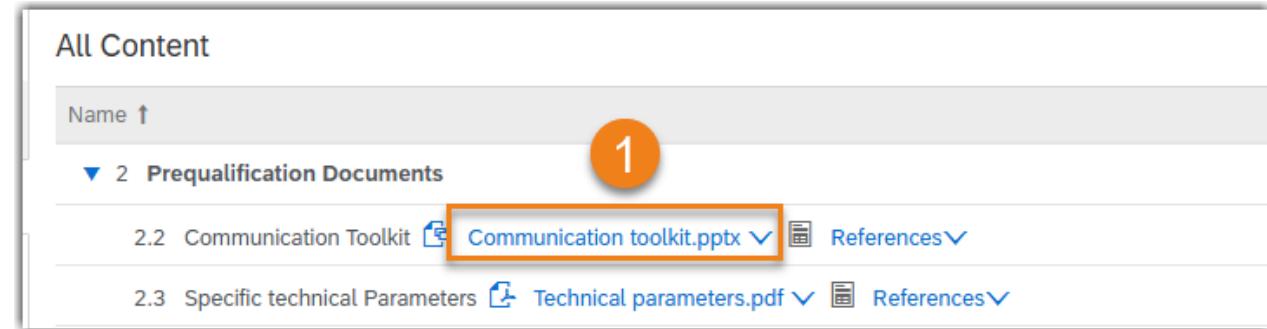
SAP Business Network Privacy Statement Security Disclosure Terms of Use

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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**.



All Content

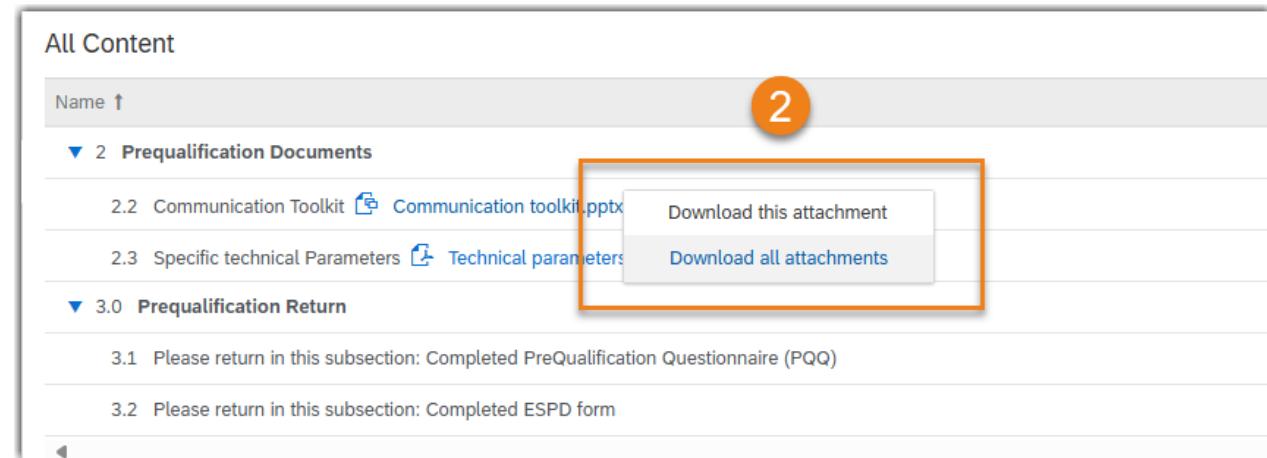
Name ↑

▼ 2 Prequalification Documents

2.2 Communication Toolkit **Communication toolkit.pptx** References

2.3 Specific technical Parameters **Technical parameters.pdf** References

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



All Content

Name ↑

▼ 2 Prequalification Documents

2.2 Communication Toolkit **Communication toolkit.pptx** Download this attachment Download all attachments

2.3 Specific technical Parameters **Technical parameters.pdf**

▼ 3.0 Prequalification Return

3.1 Please return in this subsection: Completed PreQualification Questionnaire (PQQ)

3.2 Please return in this subsection: Completed ESPD form

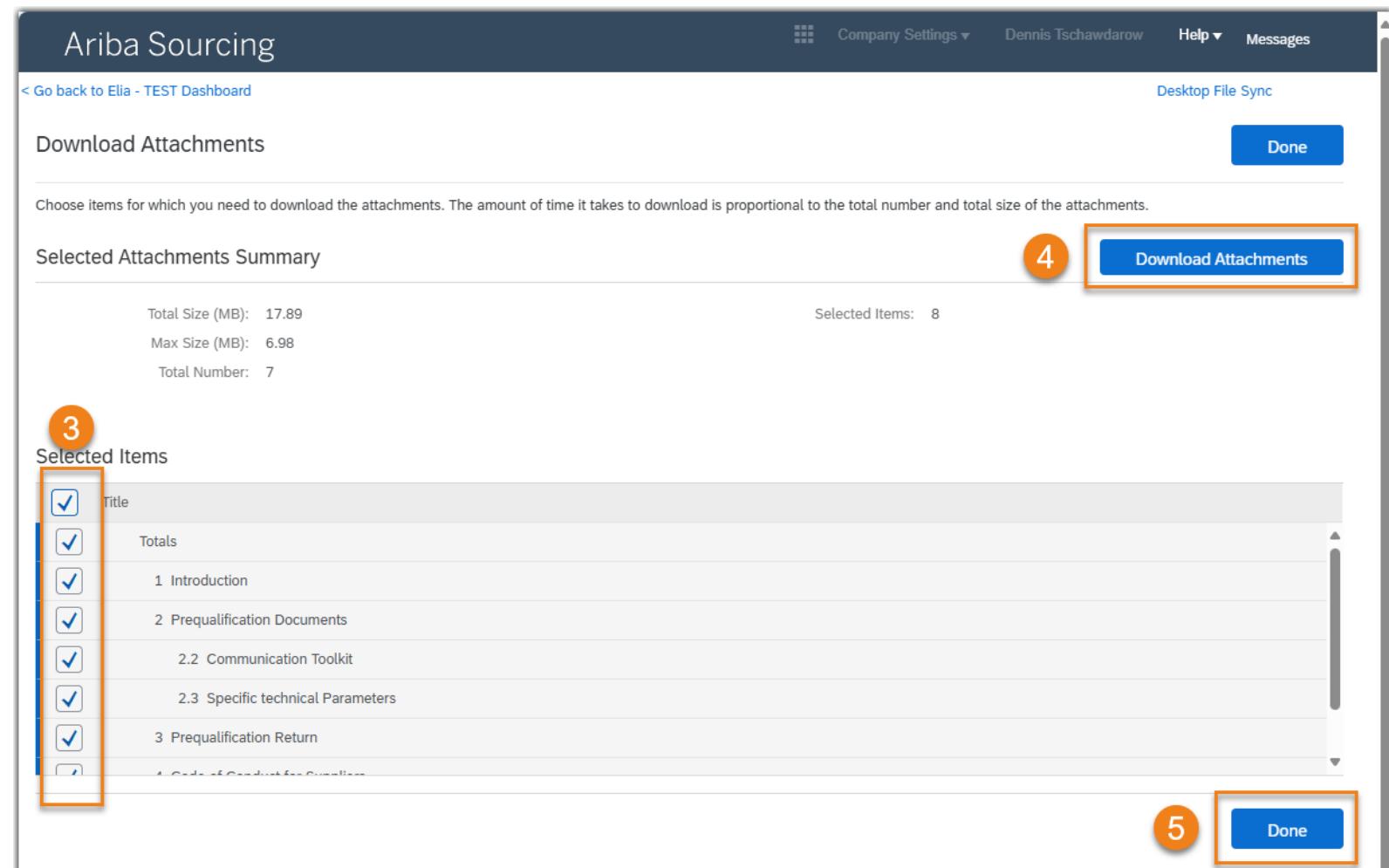
# 1.4 Download the attachments

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.

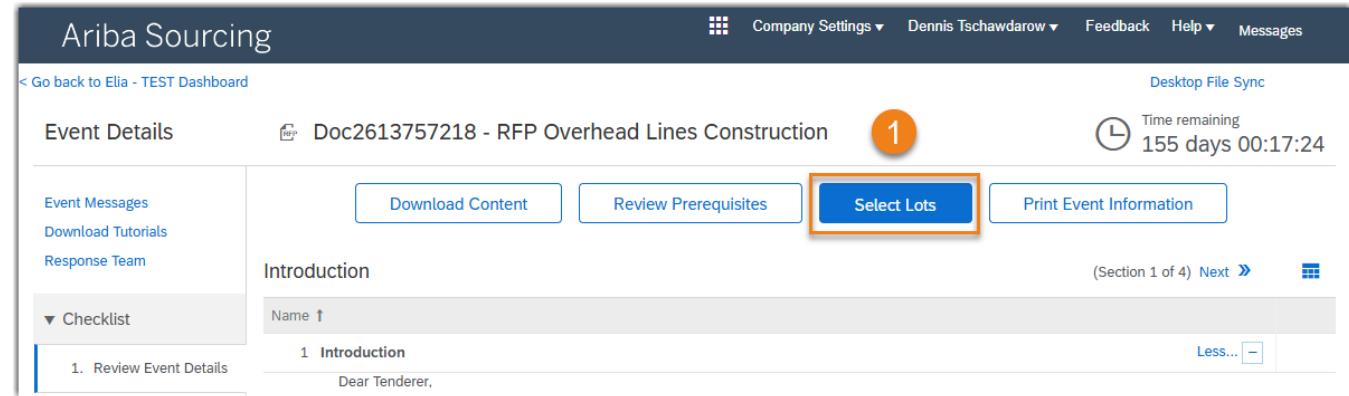
5. Click **Done** to return to the event.



# 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

Event Details Doc2613757218 - RFP Overhead Lines Construction

Event Messages Download Content Review Prerequisites Select Lots Print Event Information

Introduction

Name ↑

1 Introduction

Dear Tenderer, Less... -

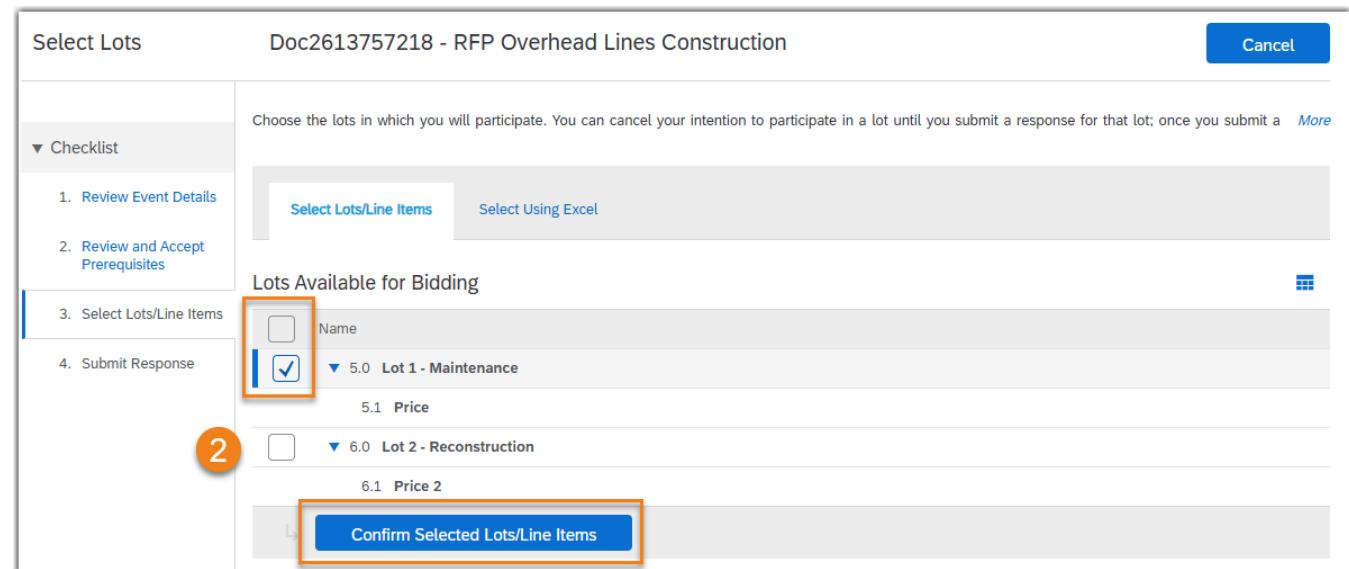
Checklist

1. Review Event Details

Time remaining 155 days 00:17:24

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

Checklist

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

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

| Name  |
|---|
| <input checked="" type="checkbox"/> 5.0 Lot 1 - Maintenance |
| <input type="checkbox"/> 6.0 Lot 2 - Reconstruction         |

Confirm Selected Lots/Line Items

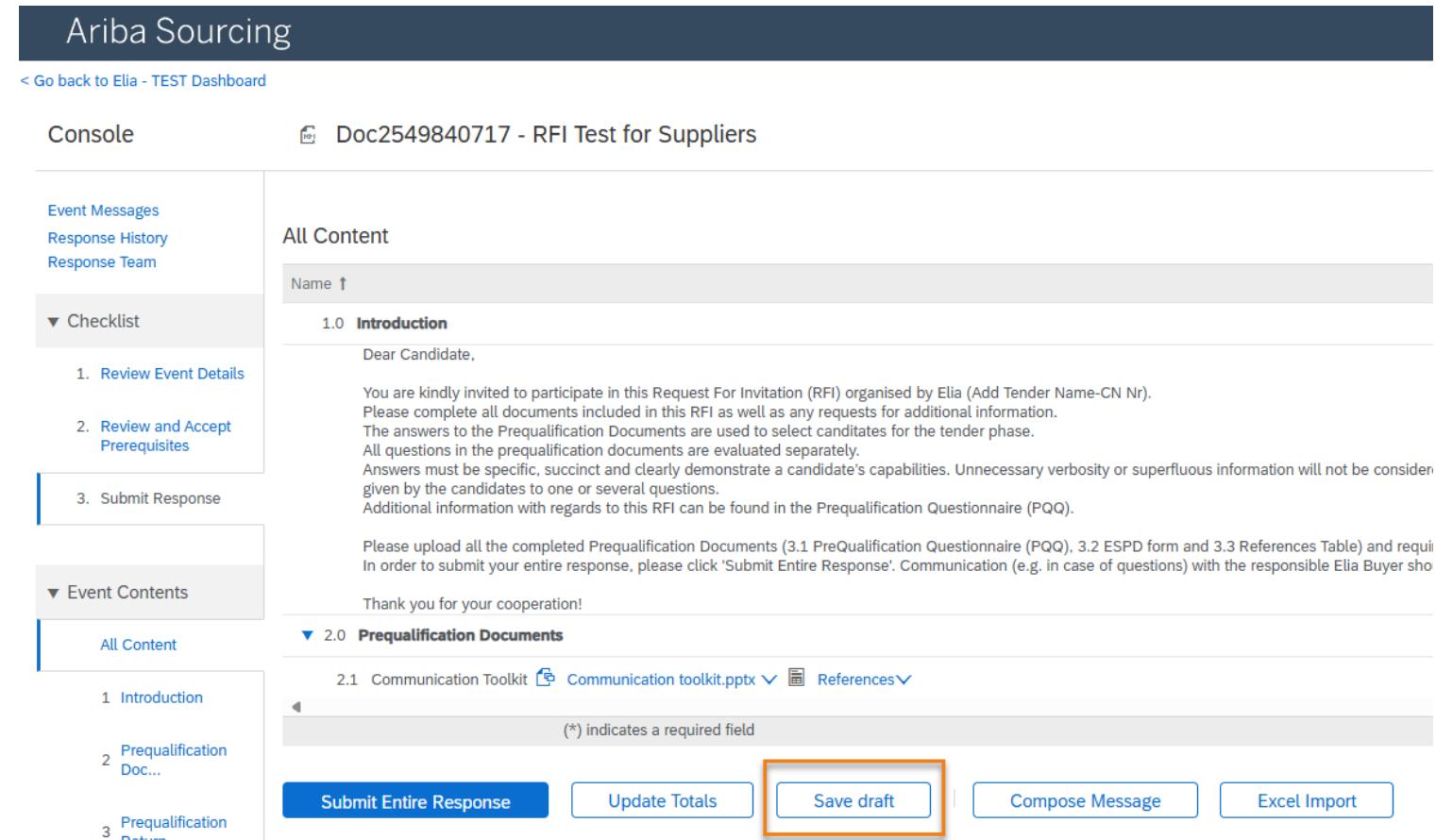
## 2. Submit your response

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!**



The screenshot shows the Ariba Sourcing interface for a document titled "Doc2549840717 - RFI Test for Suppliers". The left sidebar contains navigation links: "Console", "Event Messages", "Response History", "Response Team", "Checklist" (with sub-options 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Submit Response), and "Event Contents" (with sub-options 1. Introduction, 2. Prequalification Doc..., 3. Prequalification Return). The main content area is titled "All Content" and contains sections for "1.0 Introduction" and "2.0 Prequalification Documents". The "1.0 Introduction" section includes a message to candidates and instructions for uploading prequalification documents. The "2.0 Prequalification Documents" section lists a communication toolkit file. At the bottom of the main content area are several buttons: "Submit Entire Response", "Update Totals", "Save draft" (which is highlighted with an orange box), "Compose Message", and "Excel Import".

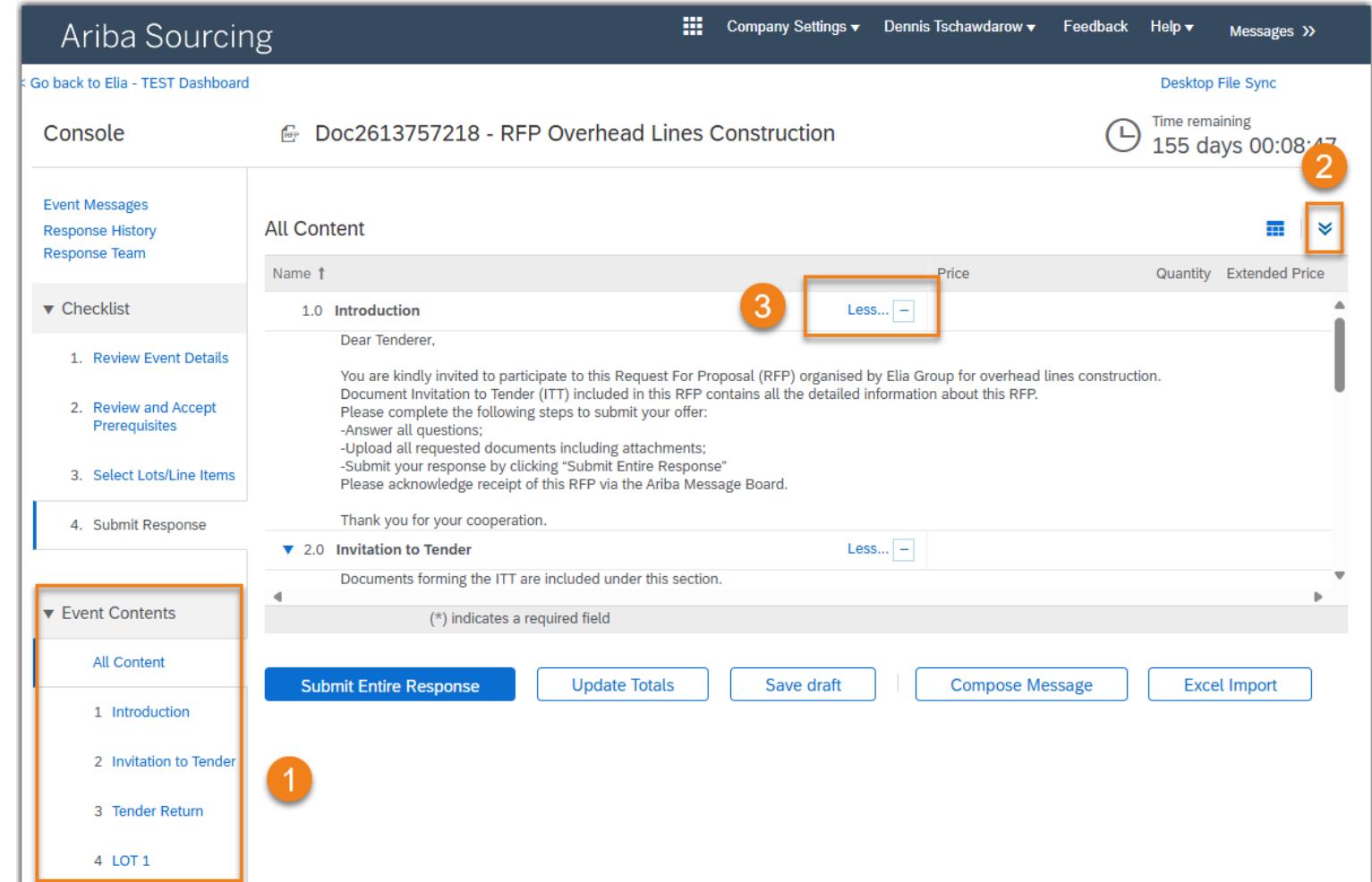
## 2.1 Answer all questions

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.



Ariba Sourcing

Company Settings ▾ Dennis Tschawdarow ▾ Feedback Help ▾ Messages ▾

Go back to Elia - TEST Dashboard

Desktop File Sync

Time remaining 155 days 00:08:17

Console Doc2613757218 - RFP Overhead Lines Construction

All Content

| Name ↑                   | Price     | Quantity | Extended Price |
|--------------------------|-----------|----------|----------------|
| 1.0 Introduction         | Less... - |          |                |
| 2.0 Invitation to Tender | Less... - |          |                |

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.

▼ 2.0 Invitation to Tender

Documents forming the ITT are included under this section.

(\*) indicates a required field

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

1

3

2

1

Event Contents

- All Content
- 1. Introduction
- 2. Invitation to Tender
- 3. Tender Return
- 4. LOT 1

## 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.

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

1 **\*Attach a file**

2. Click **Browse** and navigate to the file you would like to upload. Your file is displayed in the Attachment field.

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**

3. Click **OK** to continue.

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**

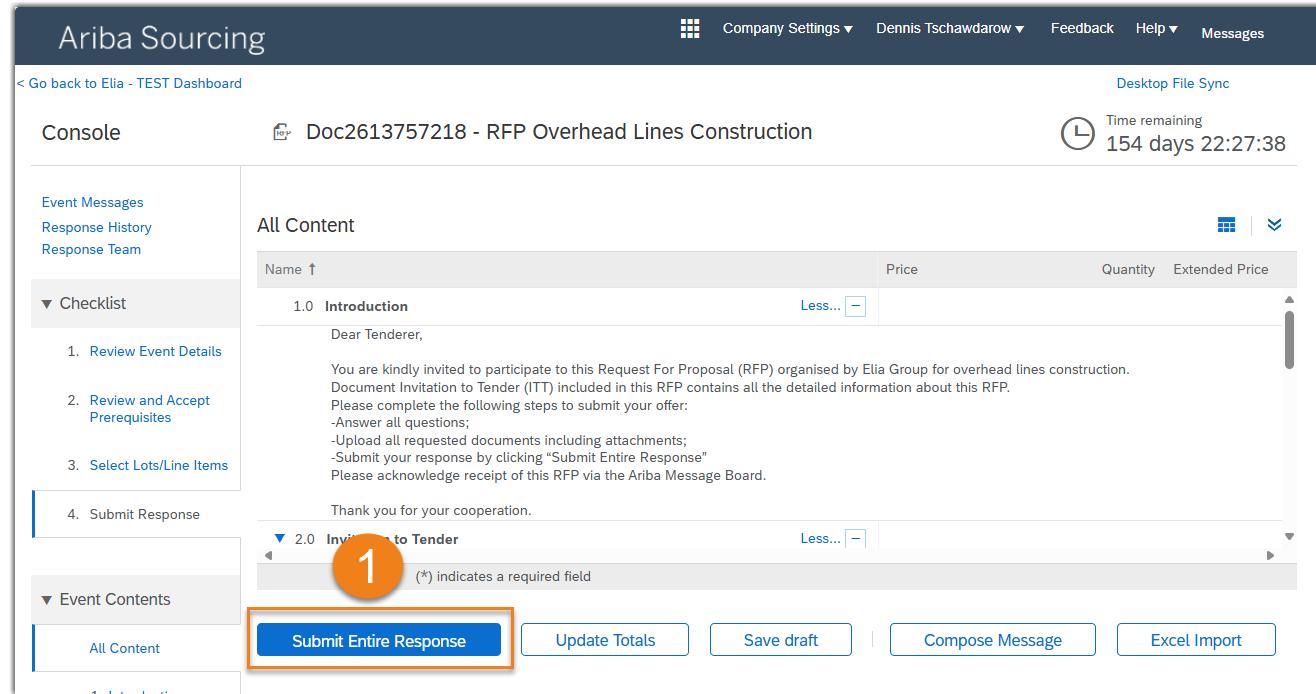
4. Your file appears on the content page. If necessary, you can replace or delete your file by clicking **Update file** or **Delete file**.

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

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

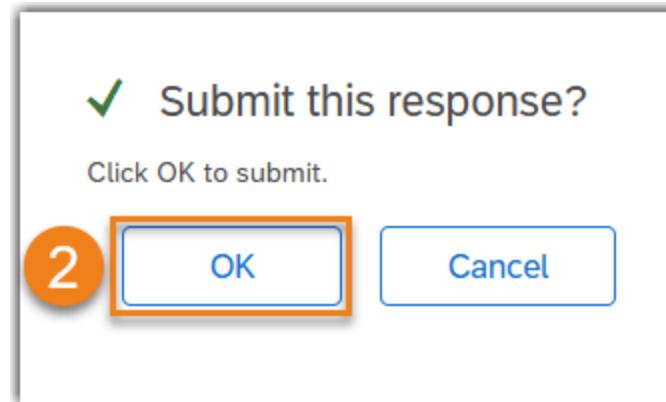
## 2.3 Submit your entire response

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



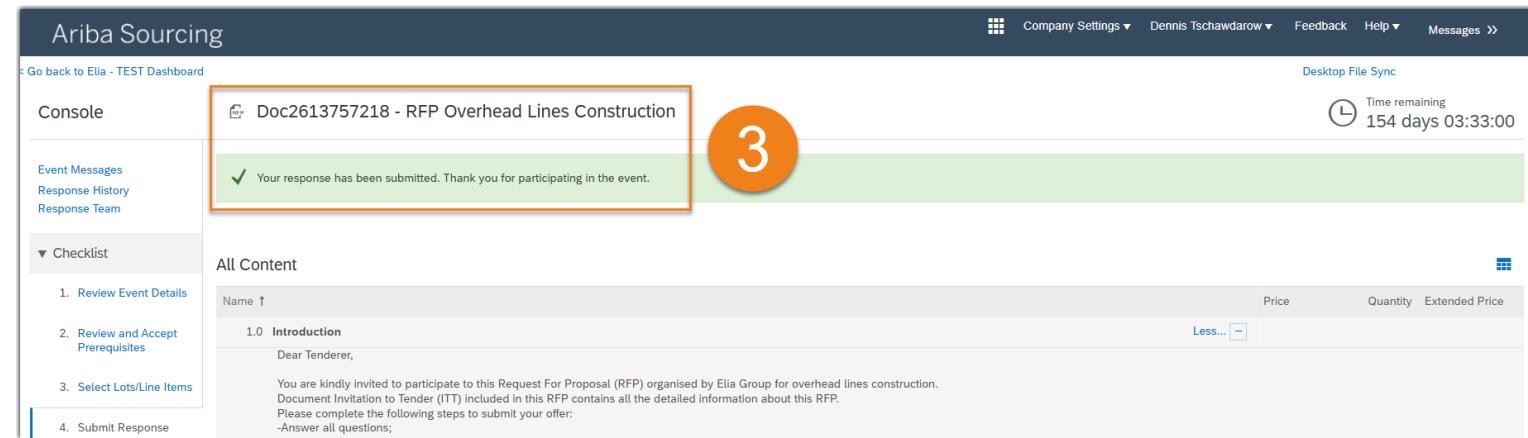
The screenshot shows the Ariba Sourcing interface. The top navigation bar includes 'Company Settings', 'Dennis Tschawdarow', 'Feedback', 'Help', and 'Messages'. Below the navigation is a 'Desktop File Sync' button and a 'Time remaining' indicator showing '154 days 22:27:38'. The main content area is titled 'Doc2613757218 - RFP Overhead Lines Construction'. On the left, a sidebar lists 'Event Messages', 'Response History', 'Response Team', 'Checklist' (with steps 1-3 listed), and 'Submit Response'. The 'Submit Response' step is highlighted with a red circle labeled '1'. The main content area shows an 'All Content' table with columns for 'Name', 'Price', 'Quantity', and 'Extended Price'. Below the table, the 'Introduction' section contains a message to the tenderer, followed by the 'Invitation to Tender' section. The 'Submit Entire Response' button is highlighted with a red circle labeled '1'.

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



## 2.4 Submit your entire response

3. Confirmation message appears.

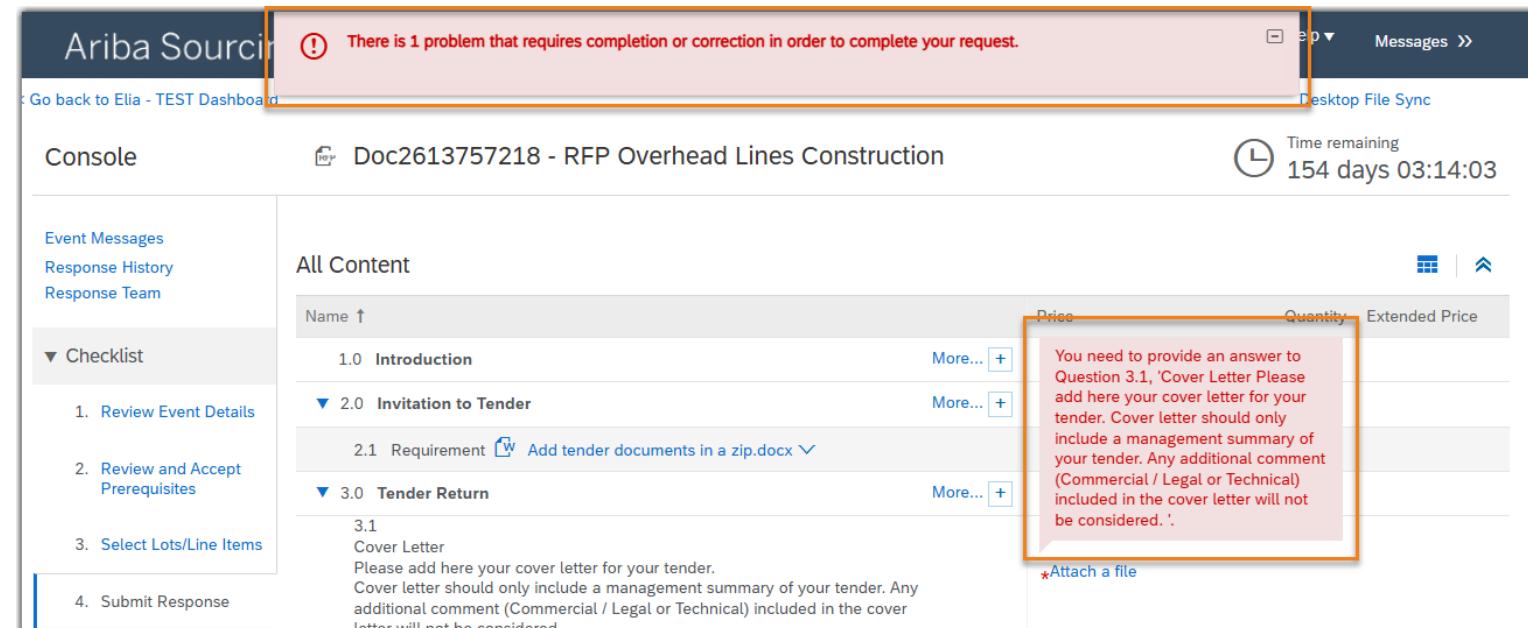


The screenshot shows the Ariba Sourcing interface. In the center, a green box contains the message: "Your response has been submitted. Thank you for participating in the event." An orange circle with the number "3" is overlaid on the right side of the message box. The top right corner of the screen shows a timer: "154 days 03:33:00".

### Important

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

Ariba indicates what you still need to complete

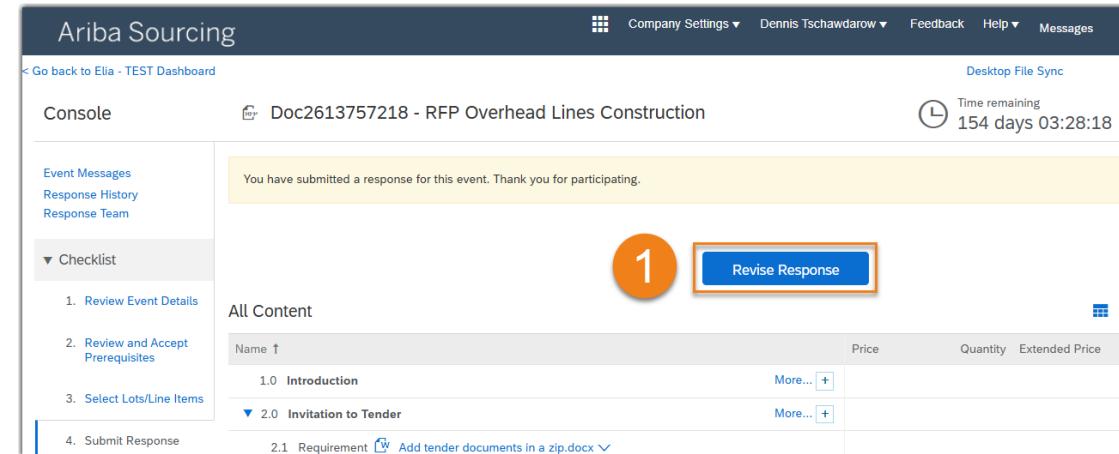


The screenshot shows the Ariba Sourcing interface. A red box at the top right says: "There is 1 problem that requires completion or correction in order to complete your request." The main content area shows a table with columns: Name, Price, Quantity, and Extended Price. A red box highlights a row for "2.1 Requirement" with the sub-instruction: "You need to provide an answer to Question 3.1, 'Cover Letter 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.'".

### 3. Change your (submitted) response

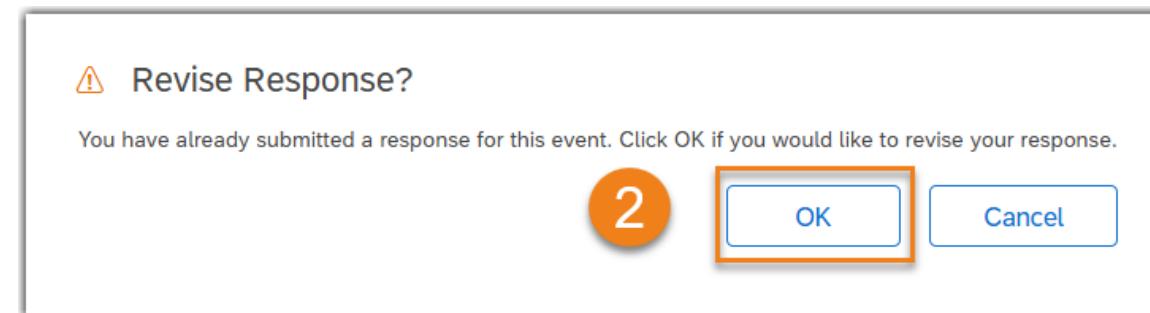
You can still change your offer after you have submitted your answer. You can make changes before the due date of the event.

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



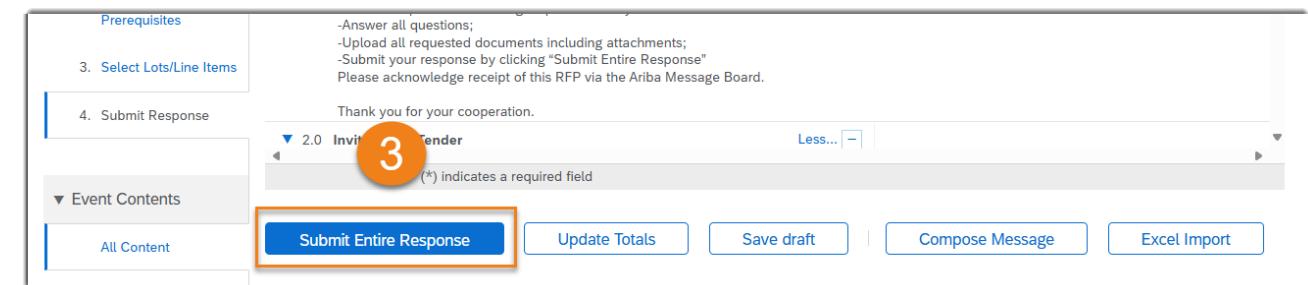
Ariba Sourcing interface showing the 'Revise Response' button highlighted with a blue box and orange circle 1.

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



⚠ Revise Response?  
You have already submitted a response for this event. Click OK if you would like to revise your response.

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



Prerequisites  
3. Select Lots/Line Items  
4. Submit Response

Event Contents  
All Content

2.0 Invitation to Tender  
(\* indicates a required field)

Submit Entire Response

## 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**.

The screenshot shows the Ariba Sourcing interface. On the left, there's a sidebar with sections like 'Event Messages', 'Response History', 'Response Team', 'Checklist' (which is expanded to show '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response'), and 'Event Contents' (which is expanded to show 'All Content' and '1. Introduction'). The main content area is titled 'Doc2613757218 - RFP Overhead Lines Construction'. It shows a table with several rows, the last of which is highlighted with a red box and circled '1'. The table columns are 'Name', 'Price', 'Quantity', and 'Extended Price'. At the bottom of the main area, there are buttons for 'Submit Entire Response', 'Update Totals', 'Reload Last Bid', 'Save draft', 'Compose Message' (which is highlighted with a red box and circled '1'), and 'Excel Import'.

The screenshot shows the 'Compose New Message' dialog box. It has fields for 'From' (set to 'DT Test Corp 3'), 'To' (set to 'Project Team'), and 'Subject' (set to 'Doc2613757218 - RFP Overhead Lines Construction - additional information'). The 'Attachments' section has a 'Attach a file' button. The message body contains the text 'Dear, Could you please provide me with some additional information about the site visit. When will this take place? Thank you in advance.' The message body is highlighted with a red box and circled '4'. At the bottom right of the dialog box, there are 'Send' and 'Cancel' buttons, both of which are highlighted with a red box and circled '5'.

## 4. Communicate with the Elia Group buyer



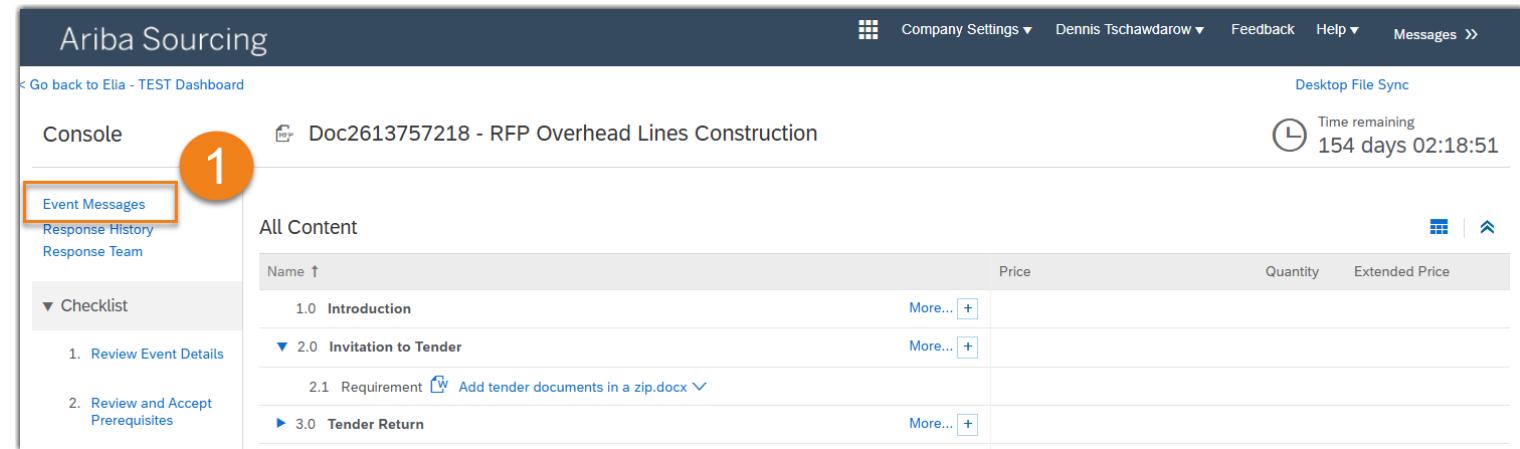
In case you want to communicate with the Elia Group buyer you can send a message over the Ariba platform. You have two options: Compose a message or contact via event messages.

### 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.



Ariba Sourcing

Console

Event Messages (highlighted with a red circle 1)

Response History

Response Team

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

Doc2613757218 - RFP Overhead Lines Construction

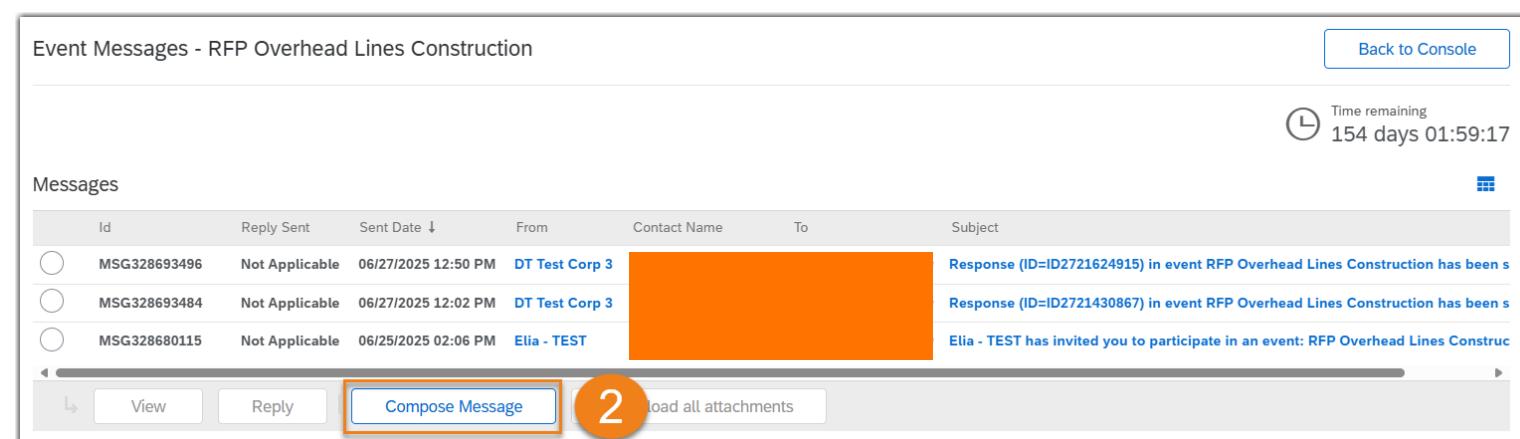
All Content

| Name ↑   | Price   | Quantity | Extended Price |
|--|---------|----------|----------------|
| 1.0 Introduction   | More... | +        |                |
| 2.0 Invitation to Tender   | More... | +        |                |
| 2.1 Requirement <a href="#">Add tender documents in a zip.docx</a> |         |          |                |
| 3.0 Tender Return  | More... | +        |                |

Desktop File Sync

Company Settings ▾ Dennis Tschawdarow ▾ Feedback Help ▾ Messages ▾

Time remaining 154 days 02:18:51



Event Messages - RFP Overhead Lines Construction

Back to Console

Time remaining 154 days 01:59:17

Messages

| ID           | Reply Sent     | Sent Date ↓         | From           | Contact Name | To | Subject   |
|--------------|----------------|---------------------|----------------|--------------|----|---|
| MSG328693496 | Not Applicable | 06/27/2025 12:50 PM | DT Test Corp 3 |              |    | Response (ID=ID2721624915) in event RFP Overhead Lines Construction has been s      |
| MSG328693484 | Not Applicable | 06/27/2025 12:02 PM | DT Test Corp 3 |              |    | Response (ID=ID2721430867) in event RFP Overhead Lines Construction has been s      |
| MSG328680115 | Not Applicable | 06/25/2025 02:06 PM | Elia - TEST    |              |    | Elia - TEST has invited you to participate in an event: RFP Overhead Lines Construc |

View Reply Compose Message (highlighted with a red circle 2)

load all attachments

## 4. Communicate with the Elia Group buyer

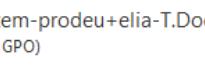


### 4.3 Receive Messages

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.

RE: Doc2613757218 - RFP Overhead Lines Construction - additional information

DT   <s4system-prodeu+elia-T.Doc2613757218@eusmtp.ariba.com>  
An  50HzT GPO

  
Fr 27.06.2025 15:20

Dear,

the site visit will start at 9am.

Kind regards,

Buyer

---

Id: MSG328693537

Sent: 06/27/2025 03:19 PM

Subject: Doc2613757218 - RFP Overhead Lines Construction - additional information

Dear,

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

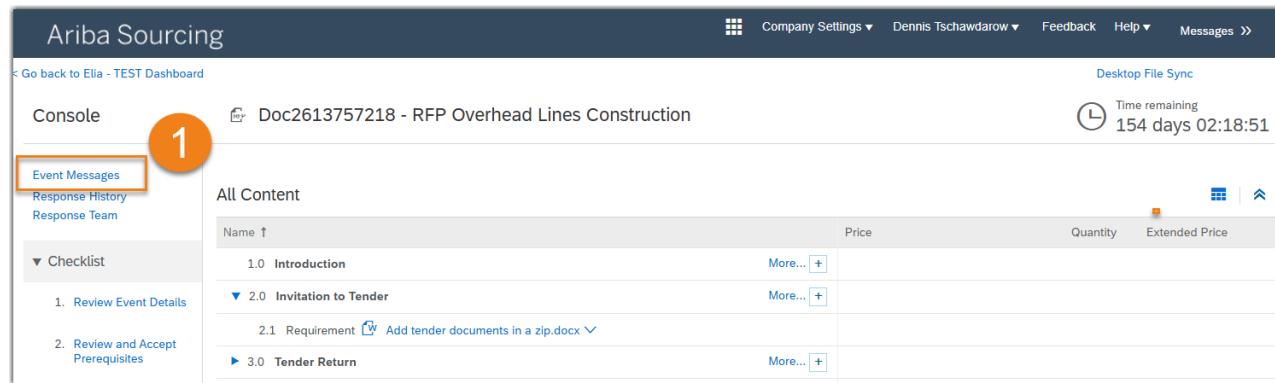
Thank you in advance.

## 4. Communicate with the Elia Group buyer

### 4.3 Receive Messages

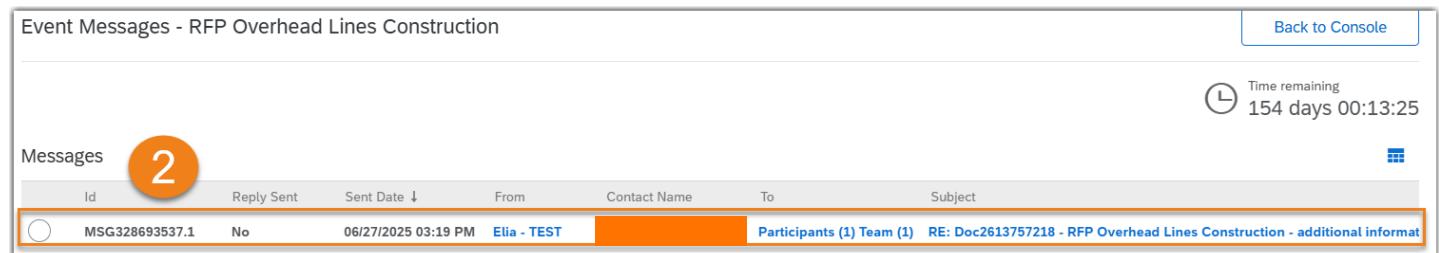
On the Ariba platform, you find all the messages under Event Messages

1. Click on Event Messages.



The screenshot shows the Ariba Sourcing console. The top navigation bar includes 'Company Settings', 'Dennis Tschawdarow', 'Feedback', 'Help', and 'Messages'. The main title is 'Doc2613757218 - RFP Overhead Lines Construction'. On the left, a sidebar has 'Event Messages' highlighted with a red box and circled '1'. Other sidebar options include 'Response History' and 'Response Team'. Below the sidebar is a 'Checklist' section with two items: '1. Review Event Details' and '2. Review and Accept Prerequisites'. The main content area is titled 'All Content' and lists several items: '1.0 Introduction', '2.0 Invitation to Tender', '2.1 Requirement (Add tender documents in a zip.docx)', and '3.0 Tender Return'. Each item has a 'More...' button.

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



The screenshot shows the 'Event Messages - RFP Overhead Lines Construction' page. The top right has a 'Back to Console' link and a 'Time remaining' of '154 days 00:13:25'. The main area is titled 'Messages' and shows a table with one row. The table columns are: Id, Reply Sent, Sent Date, From, Contact Name, To, and Subject. The row contains: 'MSG328693537.1', 'No', '06/27/2025 03:19 PM', 'Elia - TEST', 'Participants (1) Team (1)', and 'RE: Doc2613757218 - RFP Overhead Lines Construction - additional informat'. A circled '2' is placed over the 'Subject' column.

## 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.

The screenshot shows the Ariba Sourcing interface with the following details:

**Ariba Sourcing** (Header)

Company Settings ▾ Dennis Tschawdarow Help ▾ Messages Desktop File Sync

< Go back to Elia - TEST Dashboard

**View Message**

**Done** **Reply** (The 'Reply' button is highlighted with an orange border and a large orange circle with the number 2 is positioned to its right.)

**Message Details:**

- Id:** MSG328693537.1
- From:** Elia - TEST (redacted)
- Sent:** 06/27/2025 03:19 PM
- To:** Project Team; DT Test Corp 3 (redacted); Elia - TEST (redacted)
- Subject:** RE: Doc2613757218 - RFP Overhead Lines Construction - additional information

**Message Content:**

Dear,  
the site visit will start at 9am.  
Kind regards,  
Buyer

**Thank you!**

