1. Log into Ariba using your username and password
   a. Link: https://supplier.ariba.com/
   b. Enter Username and Password
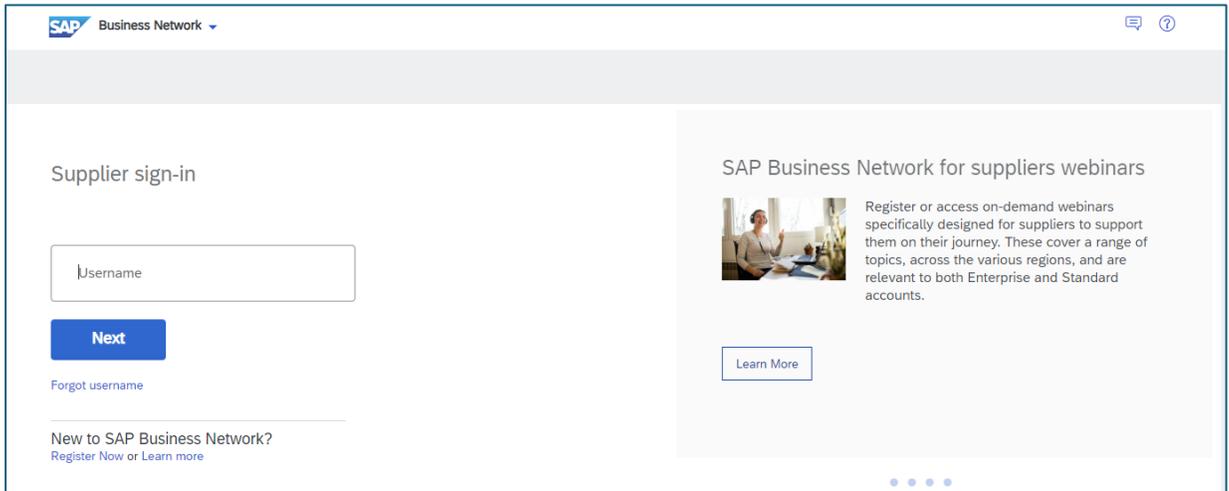
2. Click **Business Network** next to the SAP logo in the top left corner
   a. Select **Ariba Proposals & Questionnaires**
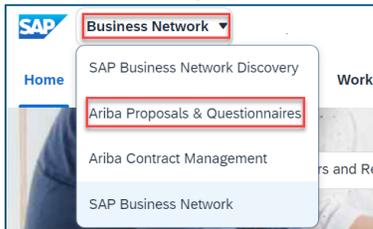
3. Within the Events section, locate the relevant Event within the **Status: Open** folder
   a. Click on hyperlink to open the Event