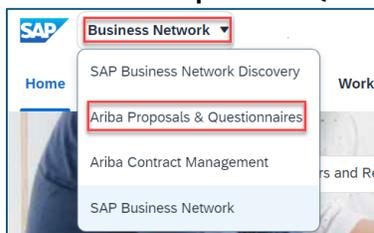


## DECLINE INTENT TO BID

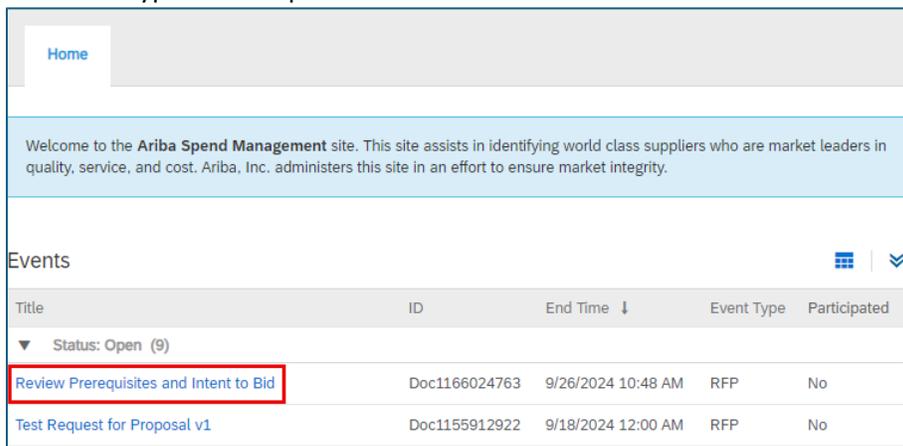
Following an initial assessment of the content of a Request for Proposal (RFP), the Supplier may have previously indicated their intention to bid. However, upon further examination of the Event Details, the Supplier may decide not to participate in the Event. As a result, the Supplier should formally withdraw their Intent to Bid.

### Navigate to Event Checklist

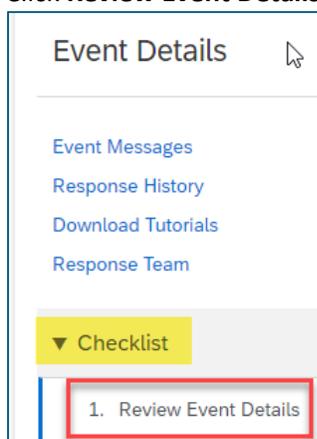
1. Click **Business Network** next to the SAP logo in the top left corner
  - a. Select **Ariba Proposals & Questionnaires**



2. Within the Events section, locate the Event within the **Status: Open** folder
  - a. Click blue hyperlink to open the Event



3. Click **Review Event Details** within Checklist Panel



## DECLINE INTENT TO BID

1. Click **Select Lots** on the Review Event Details page

2. Uncheck **Line Item(s)** within the Lots Available for Bidding section

3. Click **chevron** in the Reason for not bidding field

4. Select most appropriate **Reason**

5. Click **Confirm Selected Lots/Line Items**

# Supplier Guide: Decline Intent to Bid after prior Acceptance

Quick Reference Guide

6. Warning Message will display
  - a. Click **Use Selected Lots**

Doc1334888751 - Review Prerequisites and Confirm Intent to Bid

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 withdraw it.

Select Lots/Line Items    Select Using Excel

Lots Available for Bidding

Name

11.1 Service Line

Confirm Selected Lots/Line Items

**Warning:** You have not selected all lots

You have selected to participate in **only 0 of the 1 available lots.**

*Note: You can return and select additional lots at a later time.*

Use Selected Lots
Cancel

7. The Event Audit Log will be updated on the Ariba Buyer Network to reflect the change.

Event Audit Log					
Search by keyword <input type="text"/>					Show filters
					Changes and Activities (7)
Date created	Real user	On behalf of	Action	Scope	Details
Oct 30, 2024, 11:15:24 AM	aribasystem	TEST AGEE	System process: Decline intend to bid		TEST AGEE has declined his/her intent to bid.
Oct 29, 2024, 4:53:24 PM	aribasystem	TEST AGEE	System process: Submit intend to bid		TEST AGEE has indicated his/her intent to bid.