

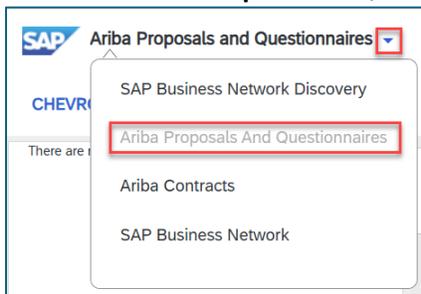
DOWNLOAD OR PRINT EVENT CONTENT

When a Supplier is invited to participate in an Event, there may be instances when the Event Content needs to be printed or downloaded for review.

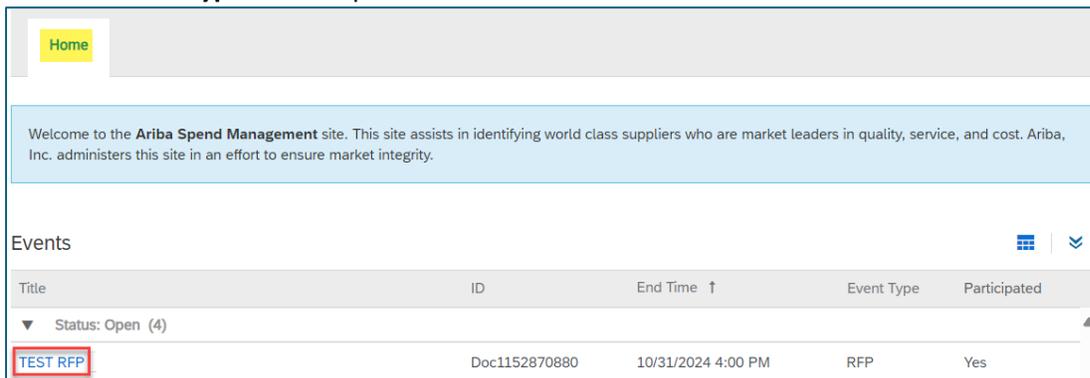
The Event Content, including all questions and sections, are available in a Word or Excel format. In addition, the Supplier can download the Event attachments.

Navigate to Review Event Details

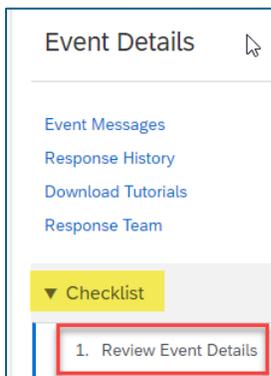
1. Click on **Business Network** next to the SAP logo in the top left corner
 - a. Select **Ariba Proposals & Questionnaires**



2. Within the Event section, locate Event on the Home page
 - a. Click **blue hyperlink** to open the Event



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

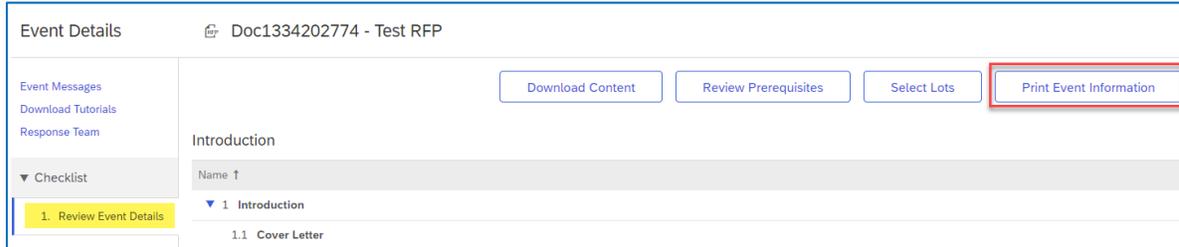


Supplier Guide: Download Bid Proposal Content

Quick Reference Guide

4. To print the Event Information in Word format,

a. Click **Print Event Information**

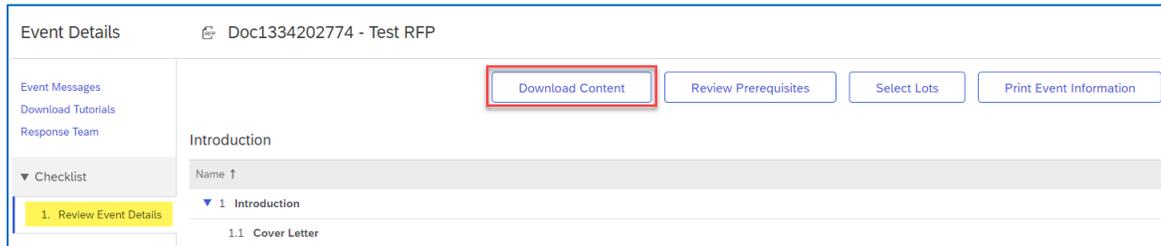


b. **Word document** is available in your Internet Browser Download folder

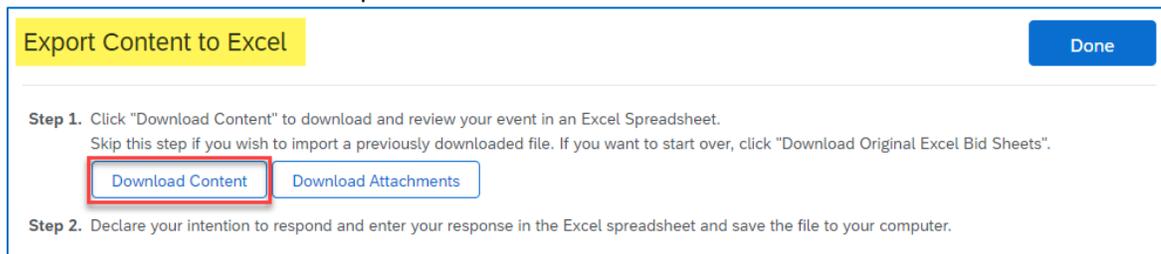
c. Open Word document to print Event Information

5. To download the Event details to Excel or download Event attachments,

a. Click **Download Content**

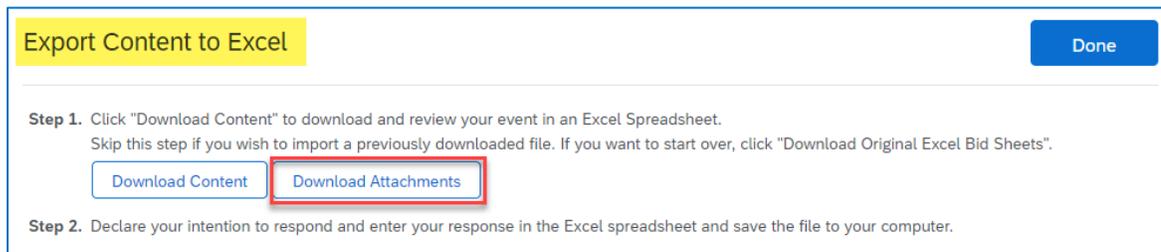


b. Click **Download Content** to export Content to Excel



i. **Excel document** is available in your Internet Browser Download folder

c. Click **Download Attachments** to download Attachments included in the Event Content



Supplier Guide: Download Bid Proposal Content

Quick Reference Guide

From the Download Attachments page,

- i. **Check box** next to Title
- ii. Click **Download Attachments**
- iii. Attachments are available in your Internet Browser Download folder as a **.ZIP file**
- iv. Click **Done** to return to Export Content to Excel page

More'. A 'Selected Attachments Summary' section shows: 'Total Size (MB): 0.05', 'Max Size (MB): 0.05', 'Total Number: 1', and 'Selected Items: 14'. A 'Download Attachments' button is highlighted with a red box. Below this is a 'Selected Items' table with a scrollable list. The first row, 'Title', has a checked checkbox highlighted with a red box. Other rows include 'Totals', '1 Introduction', '1.1 Cover Letter', and '1.2 CPChem: Company Background', all with checked checkboxes."/>

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 [More](#)

Selected Attachments Summary Download Attachments

Total Size (MB): 0.05 Selected Items: 14
Max Size (MB): 0.05
Total Number: 1

Selected Items

<input checked="" type="checkbox"/>	Title
<input checked="" type="checkbox"/>	Totals
<input checked="" type="checkbox"/>	1 Introduction
<input checked="" type="checkbox"/>	1.1 Cover Letter
<input checked="" type="checkbox"/>	1.2 CPChem: Company Background

- d. Click **Done** on the Export Content to Excel page to return to Event Home page

Export Content to Excel Done

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content](#) [Download Attachments](#)

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.