

QUICK REFERENCE GUIDE

Responding to a WesTrac Sourcing Event

Supplier

Westrac-TEST has invited you to participate in Chemical Lubricants RFP sourcing event Inbox x **Email Notification:** <s4svstem-prod+westrac-T.Doc231372716... Mon, Mar 16, 3:36 PM (19 hours ago) You will receive an email notification from WesTrac inviting you to WesTrac CAT participate in a RFx 1 The email contains a link to access the event, click Click Here to be Welcome, Harry Westrac-TEST has invited you to participate in their Chemical Lubricants RFP sourcing event. The event starts on Sunday, 12 July 2020 at 13:45, Australian Western Standard Time and ends on Tuesday, 11 August 2020 at 13:45, Australian Western Standard Time. taken to the event within the Ariba Network and log in If you do not have an Ariba Network account, please create a free account to access the event ou must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you ca access this event. Please us Click Here to access this event. Accessing the Event: Select the relevant event that you wish to 2 respond to by clicking on the Event · You can see whether you have participate already, the status of the events, and any other Events End Time 1 events you have participated in with WesTrac Status: Open (2) nical Lubricants REP Doc2321203856 **Review Prerequisites:** hat you must answer before you in gate that restricts you from sub To participate in the event, you will need to click Review Prerequisites nse unless vou have res · To be able to participate you need to accept both prerequisites to be uld you like to accept the Bidder Agreem able to continue. The content of the RFx will be made available after you I accept the terms of this agreement 3 I do not accept the terms of this agre accept in full WesTrac's Condition of Quotation. To view the Conditions of Quotations document click on References to download Prerequisites Event Details 🖻 Doc2321203856 - Chemical Lubricants RFP Time remaining 29 days 23:58:26 Name 1 1 WesTrac Conditions of Quotation 1.1 To participate in this Request for Propos WesTrac's 'Conditions of Quotation' is manda be unable to participate in this tender. Please Quotation' policy. Download Tutorials Checklist Download Content Decline to Respond Print Event Information Do you accept in full WesTrac's 'Cor 1. Review Event Details WesTrac Conditions of Quotation 2. Review and Accept Prerequisites

Responding to the Event:

- Once you have submitted the prerequisites you will be able to see the content of the RFx
- Please answer all questions to the RFx and once you are respond to submit your responses to WesTrac click Submit Entire Response
- You may also click Save Draft to continue working on this event at a later date and it will save any responses made
- To contact WesTrac with any questions about the event, please click Compose Message



Event Outcome:

 WesTrac will notify you if you are successful or not, once the event is complete

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