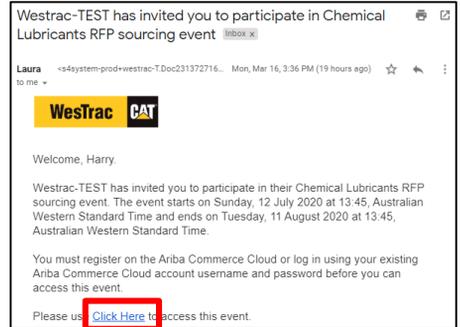


Responding to a WesTrac Sourcing Event

Supplier

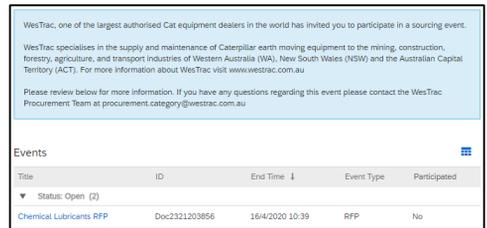
Email Notification:

- You will receive an email notification from WesTrac inviting you to participate in a RFX
- The email contains a link to access the event, click **Click Here** to be 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



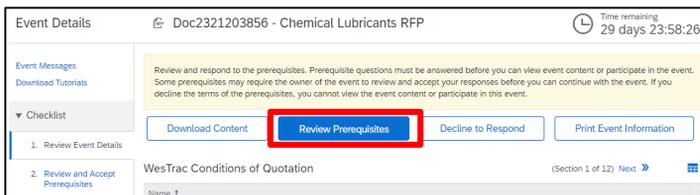
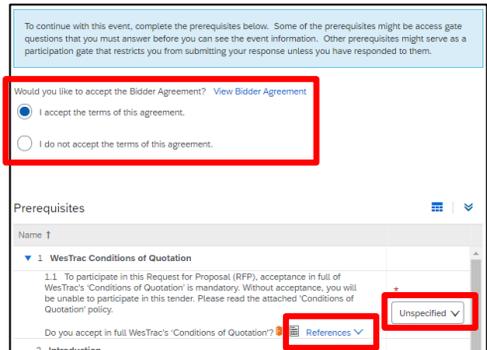
Accessing the Event:

- Select the relevant event that you wish to respond to by clicking on the Event
- You can see whether you have participate already, the status of the events, and any other events you have participated in with WesTrac



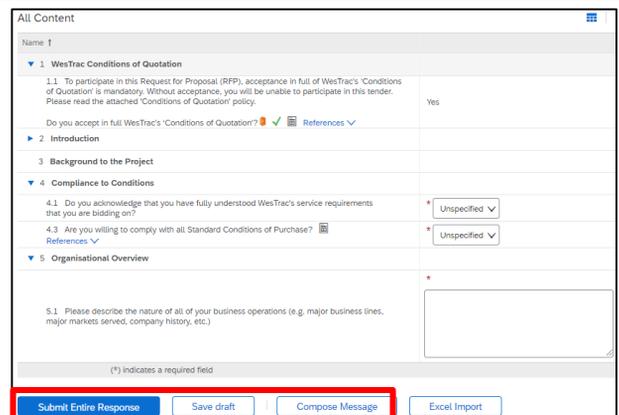
Review Prerequisites:

- To participate in the event, you will need to click **Review Prerequisites**
- To be able to participate you need to accept both prerequisites to be able to continue. The content of the RFX will be made available after you accept in full WesTrac's Condition of Quotation. To view the Conditions of Quotations document click on **References** to download



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