



SAP Ariba Implementation Project

Department of Shared Administrative Services

Office of State Procurement

Sourcing in SAP Ariba: Manually Creating Sourcing Event Content

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Manually Creating Sourcing Event Content Overview



This QRG will cover Manual Creation of Event Content, which is one of 5 available sources for Event Content:

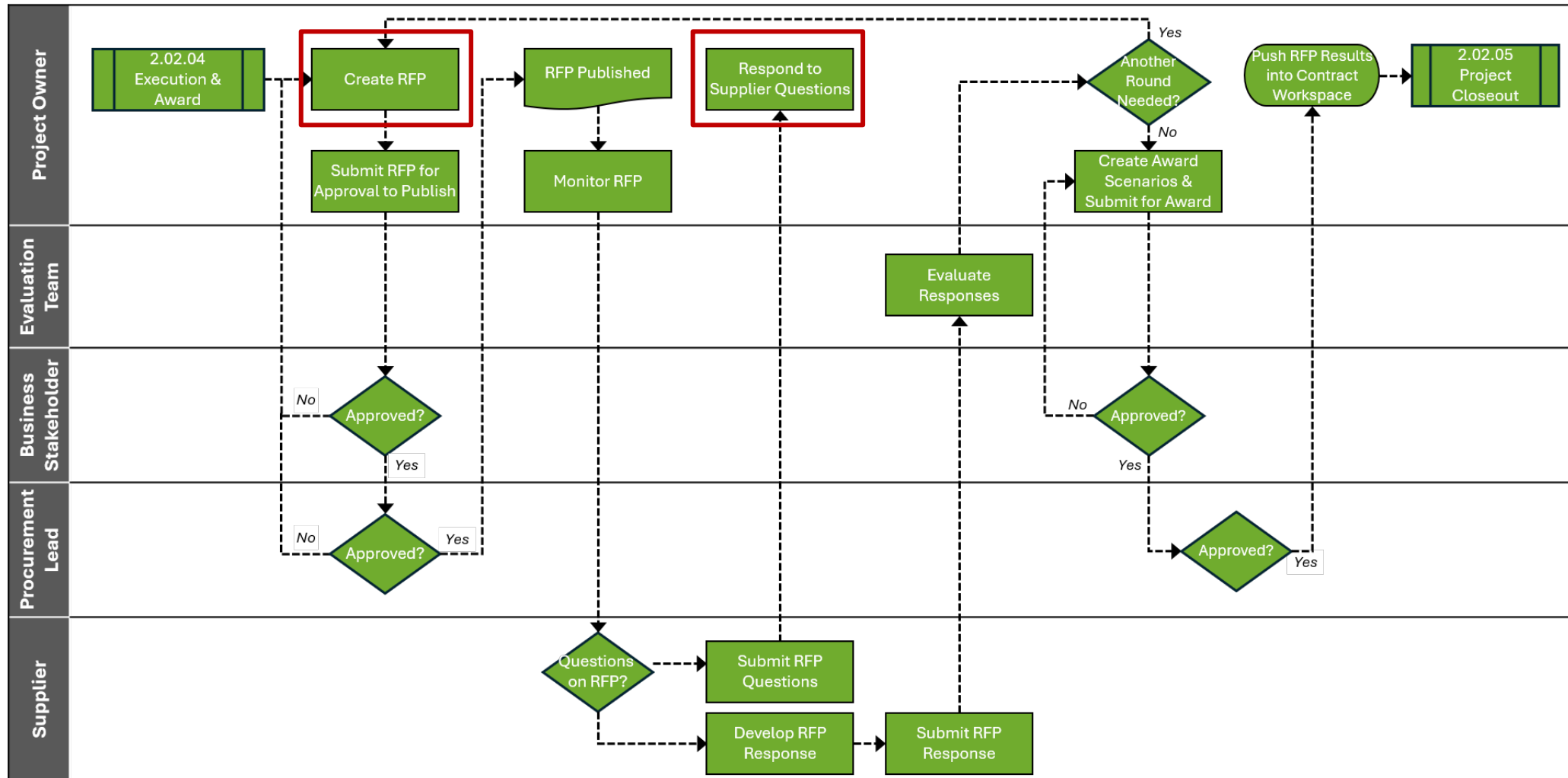
1. **PR Content from S/4HANA:** Content is defined in S/4HANA and pushed into the Ariba Sourcing Request. This includes Header Field meta data and Line-Items, which are passed along to the RFx.
2. **Event Template:** The Template provides a standard structure and content included in most RFx's.
3. **Manual Creation of Content:** You are able to manually create Line Items, Requirements and Questions.
4. **Past Projects:** You can pull in any content (Line Items, Requirements and Questions) from Past Projects to avoid having to create them from scratch.
5. **Sourcing Library:** Once you have saved content to the Sourcing Library you are able to easily pull in that content. This method is pre-configured for the State to create the State's response to questions document along with a required acknowledgement from the Supplier.

Two Steps Where Sourcing Event Content Creation Is Performed



Target Audience: Procurement Lead and Buyer

Purpose: Sourcing Event Content Creation. Update event to Respond to Supplier Questions. **NOTE:** RFP is shown but all other sourcing events follow the same process steps for many Sourcing Events.



Key Terminology (1 of 2)



- **Sourcing Event (a.k.a., RFX):** A structured, system-managed process to collect supplier responses and select a supplier for a defined requirement—typically through a solicitation.
- **Sourcing Award:** The decision and system step where the buyer selects the winning supplier(s) and allocates business (quantities, lanes, or lots) based on supplier responses to a solicitation.
- **Request for Information (RFI):** A sourcing event type used to collect non-binding information from suppliers before you run a competitive bid (like an RFP or IFB). It's typically used to understand the market, qualify suppliers, and shape requirements—not to award business on price.
- **Request for Proposal (RFP):** A sourcing event type used to solicit sealed supplier proposals—typically combining solution/approach-and pricing—so you can evaluate suppliers against defined criteria and make an award recommendation.
- **Request for Qualification (RFQ):** A sourcing event type used to select vendors based primarily on qualifications/specialized expertise (often price is secondary/later); in AR it's the required method for certain professional services (e.g., architecture/engineering, legal, financial advisory, construction management).
- **Invitation for Bid (IFB):** A sourcing event type used to solicit formal competitive sealed bids, when requirements are clearly defined and the award is usually based primarily on lowest priced, compliant ("responsive and responsible") bid—common in public sector and highly governed procurement.

Key Terminology (2 of 2)



- **Qualified Vendor List (QVL):** A pre-approved set of suppliers solicited through an RFQ that are allowed (or preferred) to be invited to certain sourcing events or for contracting because they've already met qualification criteria through the RFQ process.
- **Competitive Bid (CB):** A sourcing event type used to solicit competitive bids from at least three (3) suppliers when requirements are clearly defined and the award is based on lowest priced, compliant ("responsive and responsible") bid.
- **Formal Bid Submission (FBS):** A sourcing event type use to solicit competitive bids from vendors on a QVL.

Task Description: Create Sourcing Event



- 1. Draft requirements and specifications using the appropriate solicitation template document, sourcing library content, or both**
- 2. Add draft contract to appropriate location in RFx content (available on Documents tab)**
- 3. Set event rule that controls whether RFx will be posted to Ariba Discovery:**
 - For CB and FBS events: If Event is to be limited to a specific group of Suppliers set event rule "Is event a Public Sector" to = "No"
 - For RFP, IFB, and RFQ events: If Event is to be open to all Suppliers, set event rule "Is event a Public Sector" is to = "Yes"
 - If Event is to be open to all suppliers, set event rule "Is event a Public Sector" is to = "Yes"
- 4. Identify additional sources of supply if necessary**
- 5. Perform quality check of RFx**
- 6. Add due date for Supplier questions and Message Board closing**
- 7. Schedule date of public bid opening**

Manually Creating Sourcing Event Content

Manually Add Line Item (1 of 7)



Action: Add Line Item

Role: Buyer

Step	Action Taken
1	Navigate to the Items that need quotes section.
2	Select the Add button and select Items from material master from the drop-down menu.

The screenshot shows the SAP Ariba Sourcing Event interface for 'IFB-OPU-UPLOAD TEST'. The 'Items that need quotes' section is active, showing a table with one line item: '1.0 LINE ITEMS'. The 'Add' button is highlighted with a red box labeled '1', and the 'Items from material master' option in the dropdown menu is highlighted with a red box labeled '2'.

Manually Add Line Item (2 of 7)



Action: Add Line Item

Role: Buyer

Step	Action Taken
3	In the Plant search bar, click on the 2 small square icon to search for plant.
4	Enter plant number in search bar, select the plant , and click Done .
5	Search for item, select that item, and click Add to event .

The screenshot illustrates the steps to manually add a line item in SAP Ariba. It shows three main components: a 'Choose Materials' dialog, a 'Plants' search results table, and an 'Envelope' material selection screen.

Choose Materials Dialog:

- Filters:** Clear all.
- Plants:** 1 plant selected.
- Recent Searches:** Reference Plant (9999).
- Materials:** 500 materials listed, including GOATS, LIVE CARP, and LIVE PALOMETA FISH OR MYLOSSOMA AUREUM.

Plants Search Results Table:

Name	ID
Reference Plant	9999

Envelope Material Selection Screen:

- Search Bar:** Envelope
- Materials:** 7 materials listed, including CATALOG OR CLASP ENVELOPES, TUBE ENVELOPES OR BLANKS, SPECIALTY ENVELOPES, STANDARD ENVELOPES, and TEA BAG ENVELOPE.
- Selection:** SPECIALTY ENVELOPES is selected (checked).
- Buttons:** Done, Cancel, Add to event.

Numbered Callouts:

- 3: Click on the 2 small square icon in the Plants search bar.
- 4: Enter plant number (9999) in search bar, select the plant, and click Done.
- 5: Search for item, select that item, and click Add to event.

Role: Buyer

IFB-OPU-UPLOAD TEST

RFP | Draft | ID: Doc2320346863 | Project state: Active | Multi-round bidding (inactive)

Tasks Event duration **Items that need quotes** Questions, requirements, and attachments Suppliers

Items that need quotes (1)

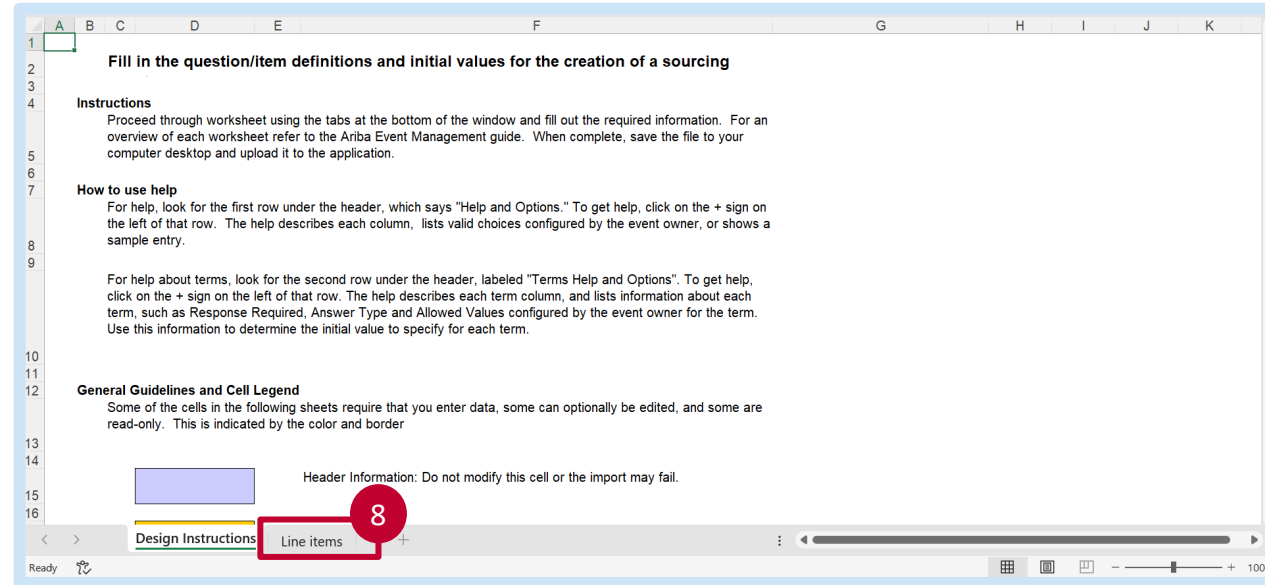
Items	Actions	Price	Extended Price
1.0 LINE ITEMS Add description	...		
2.0 SPECIALTY ENVELOPES SPECIALTY ENVELOPES	...	Set initial value	0 each

Manually Add Line Item (4 of 7)

Action: Add Line Item

Role: Buyer

Step	Action Taken
8	Open the file and select the Line items tab. NOTE: <i>Be sure to enable editing as needed.</i>
9	Using the same format, add the desired line items in the file by filling in all the required information: Type, Number, Item Name, Description, Commodity, Quantity, Unit of Measure, Material Group, Material Number, Plant, etc. NOTE: <i>Do not add or delete anything in Column A. Leave the System Id column as is.</i>
10	Save the file.



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
System Id	* Type	* Number	* Item Name	Description	Commodity	Delete	Item ID	ERP System ID	Price	Historic.Pr ice	Reserve.P rice	* Quantity	* UOM.Quan tity	Order Price Unit	Material Group	Material Number	Material Type	Item Category	Extended Price	Plant
Help And Options. Click on the + sign on the left for more information to fill out the cells																				
Terms Help And Options. Click on the + sign on the left for more information to fill out the terms cells																				
14039789 65	Section	1.0	LINE ITEMS																	
14044349 73	Line Item	1.1	SPECIALTY ENVELOPES	SPECIALTY ENVELOPES	44121506		0000004412150 50000	S4QCLNT200				10	EA	EA	44121500	00000044 12150500	GDSV	Standard	Fx	9999
	Line Item	1.2	STANDARD ENVELOPES	STANDARD ENVELOPES	32141105		0000004412150 60000	S4QCLNT200				20	EA	EA	44121500	00000044 12150600	GDSV	Standard	Fx	9999

Role: Buyer

IFB-OPU-UPLOAD TEST

RFP | Draft | ID: Doc2320346863 | Project state: Active | Multi-round bidding (inactive)

Tasks Event duration **Items that need quotes** Questions, requirements, and attachments Suppliers

Items that need quotes (1)

Items	Actions	Price	Extended Price
1.0 LINE ITEMS Add description	...		
2.0 SPECIALTY ENVELOPES SPECIALTY ENVELOPES	...	Set initial value	0 each

Questions, requirements, and attachments (10)

Manually Add Line Item (6 of 7)



Action: Add Line Item

Role: Buyer

Step	Action Taken
12	In the Choose import method and upload file pop-up window, select SAP Ariba Simplified format > Line items and Replace event content .
13	Locate the edited spreadsheet for upload.
14	Click the Import button.

Choose import method and upload file

What format is your Excel document?

☐ My own format (use smart import)

☒ SAP Ariba Simplified format (items/questions only)

☒ Line items ☐ Questions, requirements

☐ SAP Ariba Standard format (items/questions/participants)

Do you want to add or replace event content?

☐ Add or Edit event content

☒ Replace event content

The imported content will be added only to the **Items that need quotes** section.

Drag and drop a "Simplified" format Spreadsheet or click to browse

You can [download](#) the SAP Ariba spreadsheet (.xls) here

Import Cancel

Manually Add Line Item (7 of 7)



Action: Add Line Item

Role: Buyer

Step	Action Taken
15	In the Items that need quotes section, expand the 1.0 LINE ITEMS section.
16	Verify all line item information successfully uploaded.

Test OPU-UPLOAD / IFB-OPU-UPLOAD TEST

IFB-OPU-UPLOAD TEST

RFP | Draft | ID: Doc2320346863 | Project state: Active | Multi-round bidding (inactive)

Items imported successfully in the Event: IFB-OPU-UPLOAD TEST

TasksEvent durationItems that need quotesQuestions, requirements, and attachmentsSuppliers

Items that need quotes (2)

SearchAdd

Items	Actions	Price	Quantity	Extended Price
1.0 LINE ITEMS Add description	...			
1.1 SPECIALTY ENVELOPES SPECIALTY ENVELOPES	...	Set initial value	10 each	fx
1.2 STANDARD ENVELOPES STANDARD ENVELOPES	...	Set initial value	20 each	fx

Move Line Items into Line Items Section

Action: Move Line Items into Line Items Section
Role: Buyer

Step	Action Taken
1	In the Items that need quotes area, click the box to left of all items to select them.
2	Click Move .
3	On the pop-up click the drop-down and select Inside .
4	Click the box to left of Section Title .
5	Click Move .

Items that need quotes (2)

Search

Items	Actions	Price	Quantity
☒ 1.0 ABSORPTION FILTERS ABSORPTION FILTERS	...	Set initial value	100 each
☒ 2.0 COMMERCIAL FISHING OPERATIONS COMMERCIAL FISHING OPERATIONS	...	Set initial value	1 each
☐ 3.0 LINE ITEMS Add description	...		

Move selected 2 items

After

Search

1.0 ABSORPTION FILTERS
2.0 COMMERCIAL FISHING OPERATIONS
3.0 LINE ITEMS

Move selected 2 items

Inside

3.0 LINE ITEMS

Search

3.0 LINE ITEMS

Items that need quotes (2)

Search

Items	Actions	Price	Quantity
☒ 1.0 LINE ITEMS Add description	...		
☐ 1.1 ABSORPTION FILTERS ABSORPTION FILTERS	...	Set initial value	100 each
☐ 1.2 COMMERCIAL FISHING OPERATIONS COMMERCIAL FISHING OPERATIONS	...	Set initial value	1 each

Remove Excess Line



Action: Remove Excess Line

Role: Buyer

Step	Action Taken
1	Go to the Questions, requirements, and attachments area, click the box to left of “ 1.0 Contact ”.
2	Click Delete . NOTE: <i>This removes an integration artifact we hope to remove in the future.</i>
3	Click the arrow to left of GENERAL INTRODUCTION to open the section.

Questions, requirements, and attachments (11)

☐	Questions, prerequisites, requirements, and attachments	Actions	Response type	
☒	1.0 Contact *	...	Text - Long answer	Name:100 Po
☐	> 2.0 GENERAL INTRODUCTION Add description	...		
☐	> 3.0 RFP SOLICITATION DOCUMENT Services proposed by Prospective Contractors must meet or exceed the Requirements specified in the Solicitation Document.	...		
☐	> 4.0 PROPOSAL RESPONSE DOCUMENTS Add description	...		

Download Draft Contract and Solicitation Document

Action: Download Draft Contract and Solicitation Document

Role: Buyer

Step	Action Taken
1	Navigate to the Strategic sourcing project .
2	Go to the Events and other documents section.
3	Select the Draft Contract and Solicitation Document by checking the boxes.
4	Click Download button and save to your desktop. NOTE: <i>These have been provided for your convenience and will be kept updated to ensure you have the latest versions.</i>

KT-6-01-Sourcing Project Create Sourcing Event Content

Strategic sourcing project
2241153052 | v1 (editing) | Active | Gray

Project summary | Process | Tasks | Events and other documents | Project message board

Events and other documents

Search
Create
Upload
Download

☐	Documents and documents	Document Id	Type	Version
☒	Standard Commodities Contract Template 081825.docx	Doc2241153065	Document	v1
☒	ARIBA RFP Solicitation Template OSP 120325 - CLEAN COPY (1).docx	Doc2241153066	Document	v1
☐	KT-6-01-Create Sourcing Event Content	Doc2241201165	Event	v1 (editing)

Update Content Text to be Project-Specific (1 of 2)



Action: Update Content Text to be Project-Specific
Role: Buyer

Step	Action Taken
1	Mouse over Requirement 1.1 and click the Edit Pencil .
2	Click the See all options button.

Questions, requirements, and attachments (10)

Search

☐ Questions, prerequisites, requirements, and attachments

☐ **1.0 GENERAL INTRODUCTION**
[Add description](#)

☐ **1.1 Solicitation Information** This Request for Proposal (RFP) is issued by the (department name) Department to obtain pricing and a contract(s) for: (short description) Contract(s) will be awarded to the Prospective Contractor(s) determined to have submitted the proposal that is the most advantageous to the State. Direct all questions, comments, or concerns regarding this solicitation to the Procurement Contact, not the Department.

Name *

12 pt

Solicitation Information This Request for Proposal (RFP) is issued by the (department name) Department to obtain pricing and a contract(s) for: (short description) Contract(s) will be awarded to the Prospective Contractor(s) determined to have submitted the proposal that is the most advantageous to the State. Direct all

Update Content Text to be Project-Specific (2 of 2)

Action: Update Content Text to be Project-Specific
Role: Buyer

Step	Action Taken
1	Replace all red text with project-specific information and edit the information as needed.
2	If you need to add a reference document, click the browse link and add the document.
3	Click Save .
4	Review all template content and update as appropriate.
5	For requirements with red text at top, remove excess spaces to bring black text to top so it can be seen better.

Save

Cancel

Edit requirement

1.1 **Solicitation Information** This Request for Proposal (RFP) is issued by the (department name) Department to obtain pricing and a contract(s) for: (short description) Contract(s) will be awarded to the Prospective Contractor(s) determined to have submitted the proposal that is the most advantageous to the State. Direct all questions, comments, or concerns regarding this solicitation to the Procurement Contact, not the Department.

Requirement *

B

I

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12 pt

Andale Mono

A

■

1

1

Clear format

Solicitation Information This Request for Proposal (RFP) is issued by the (department name) Department to obtain pricing and a contract(s) for (short description) Contract(s) will be awarded to the Prospective Contractor(s) determined to have submitted the proposal that is the most advantageous to the State. Direct all questions, comments, or concerns regarding this solicitation to the Procurement Contact, not the Department.

Can participants see this section? ?

Yes

Team Access Control

Select access control

References

Drag a file here or browse to upload (< 100 MB).

2

1.2 Proposal Deadline Information

4

Proposal Due Date & Time: (time and date)

Live Proposal Opening Information: (meeting information)

1.3 Procurement Contact Information

4

Name: (contact name)

Email: (contact email address)

Requirement *

B

U

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12 pt

Andale Mono

A

■

5

Upload final version of the RFP Solicitation document here then delete this red text.

Download the RFP Solicitation Document here.

Upload Approved Solicitation Document and Draft Contract



Action: Upload Approved Solicitation Document and Draft Contract

Role: Buyer

Step	Action Taken
1	Remove all red text from 2.1.
2	Upload the Approved Solicitation Document at 2.1 by clicking the browse link and adding the document.
3	Remove all red text from 2.2.
4	Upload the Draft Contract at 2.2 by clicking the browse link and adding the document.

Requirement *

1 B U 12 pt Andale Mono

Upload final version of the RFP Solicitation document here then delete this red text.

Download the RFP Solicitation Document here.

Questions, requirements, and attachments (11)

Search Add Move Copy Delete Edit questions Set weight Manage conditions

	Questions, prerequisites, requirements, and attachments	Actions	Response type	Initial Value	References
☒	2.0 RFP SOLICITATION DOCUMENT Services proposed by Prospective Contractors must meet or exceed the Requirements specified in the Solicitation Document.	...			
☐	2.1 Upload final version of the RFP Solicitation document here then delete this red text. Download the RFP Solicitation Document here.	...	Requirement		Drag file here or browse to upload (<100 MB).
☐	2.2 Upload draft contract here then delete this red text. This RFP incorporates all terms of the Draft Contract uploaded here. The Draft Contract is attached to the Solicitation as a sample for reference only. A Prospective Contractor's proposal may be rejected if a Prospective Contractor takes exception to any terms, conditions, or Requirements in this RFP.	...	Requirement		Drag file here or browse to upload (<100 MB).

Add Sections



Action: Adding Sections

Role: Buyer

Step	Action Taken
1	Click the Add button at top center of section and select Section .
2	Enter the Name of the Section and click Add button.
3	The new Section will appear at the <u>bottom</u> of the Questions, requirements, and attachments area.

Questions, requirements, and attachments (10)

☐	Questions, prerequisites, requirements, and attachments	Actions	Response type
☐	> 1.0 GENERAL INTRODUCTION Add description	...	
☐	> 2.0 RFP SOLICITATION DOCUMENT Services proposed by Prospective Contractors must meet or exceed the Requirements specified in the Solicitation Document.	...	

+ Section
+ Requirement
+ Question
+ Attachment
Content from finder
+ Content from sourcing request
Content from predecessor project

Add Section after - 3.0 PROPOSAL RESPONSE DOCUMENTS

Name* ?

Description Clear format

B I U ☐ 12 pt Andale Mono

☐	> 3.0 PROPOSAL RESPONSE DOCUMENTS Add description	...
☐	4.0 Additional Requirements and Questions Add description	...

Add Requirements



Action: Adding Requirements

Role: Buyer

Step	Action Taken
1	Select the location for the requirement to be created. NOTE: <i>If you do not select a location the system will locate it at the bottom of the Questions, requirements, and attachments area.</i>
2	Click the Add button at top center of section and select Requirement .
3	Enter the text for the Requirement and click Add button.

Questions, requirements, and attachments (10)

	Questions, prerequisites, requirements, and attachments	Actions	Response type
☐	3.0 PROPOSAL RESPONSE DOCUMENTS Add description		
☒	4.0 Additional Requirements and Questions Add description		

- + Section
- + Requirement
- + Question
- + Attachment
- Content from finder
- + Content from sourcing request
- Content from predecessor project

Add Requirement inside section - 2.0 RFP SOLICITATION DOCUMENT

Name* [Clear format](#)

Supplier will be required to adhere to the State's ethics policy.

References

[See all options](#)

☐	> 3.0 PROPOSAL RESPONSE DOCUMENTS Add description	...	
☐	> 4.0 Additional Requirements and Questions Add description	...	
☐	4.1 Supplier will be required to adhere to the State's ethics policy.	...	Requirement

Add Questions (1 of 4)



Action: Adding Text Questions

Role: Buyer

Step	Action Taken
1	Select location for the question. NOTE: <i>If you do not select a location the system will locate it at the bottom.</i>
2	Click the Add button at top center of section and select Question .
3	Enter the text for the Question and click See all options .
4	Select Text , Short answer and click Add .

Questions, requirements, and attachments (10)

Search

	Questions, prerequisites, requirements, and attachments	Actions	Response type
☐	3.0 PROPOSAL RESPONSE DOCUMENTS Add description		
☒	4.0 Additional Requirements and Questions Add description		

+ Section

+ Requirement

+ Question

+ Attachment

Content from finder

+ Content from sourcing request

Content from predecessor project

Add Question inside section - 4.0 Additional Requirements and Questions

Name* [Clear format](#)

B *I* U 12 pt Andale Mono

What city and state are your headquarters located?

Response type
Text - Short answer

Initial Value

Is a response required?
Yes, participants must respond

[See all options](#)

Add [Submit & Add another](#) [Cancel](#)

Add question

Add [Submit and add another](#)

Name* [Clear format](#)

B *I* U 12 pt Andale Mono

What city and state are your headquarters located?

Team Access Control
[Select access control](#)

Text Money Number Decimal Number Quantity Percentage Yes/No Date Address Attachment

Short answer Long answer Single choice Multiple choices

Is this a prerequisite question?
No, not a prerequisite question

Add Questions (2 of 4)

Action: Adding other types of Questions and their answer types

Role: Buyer

Step	Action Taken
1	Text field can be Short answer , Long answer , Single choice or Multiple choices .
2	Money field can be Any amount , Within a range , Single choice or Multiple choices .
3	Number field can be Any value , Within a range , Single choice or Multiple choices .
4	Decimal Number field can be Any value , Within a range , Single choice or Multiple choices .

NOTE: Always try to control the available Supplier answers using Pick Lists (versus free text) to make evaluation and comparison of responses easier.

Text

1

Money

Number

Decimal Number

Short answer

Long answer

Single choice

Multiple choices

Text

Money

2

Number

Decimal Number

Any amount

Within a range

Single choice

Multiple choices

Text

Money

Number

3

Decimal Number

Any value

Within a range

Single choice

Multiple choices

Text

Money

Number

Decimal Number

4

Any value

Within a range

Single choice

Multiple choices

Add Questions (3 of 4)



Action: Adding other types of Questions

Role: Buyer

Step	Action Taken
1	Quantity field can be used to set the quantity as well as the Unit of Measure.
2	Percentage field can be Any amount, Within a range, Single choice or Multiple choices.
3	Yes/No field can be Yes or No.

TextMoneyNumberDecimal NumberQuantityPercentageYes/NoDateAddressAttachment

Any valueWithin a range

Initial value

References

each

acreACR
actual ton26
ampereAMP
ampere hourAMH
ampere per meterAE
ampere-turn per centimeter73

Is this a prerequisite question?

No, not a prerequisite question

Is a response required?

Yes, participants must respond

Can participants see this question?

Yes

Participant can add additional comments and attachments

No

TextMoneyNumberDecimal NumberQuantityPercentageYes/NoDateAddressAttachment

Any valueWithin a rangeSingle choiceMultiple choices

Is this a prerequisite question?

No, not a prerequisite question

TextMoneyNumberDecimal NumberQuantityPercentageYes/NoDateAddressAttachment

Initial value

YesNo

Is this a prerequisite question?

No, not a prerequisite question

Add Questions (4 of 4)



Action: Adding other types of Questions
Role: Buyer

Step	Action Taken
1	Date field can be Any date , Within a range , Single choice or Multiple choices .
2	Address field includes 5 fields, including: Country/Region , Street Address , City , State/Province and Postal Code . NOTE: <i>This is a great field which allows you to collect all 5 parts of an address with one question.</i>
3	Attachment question can be any Attachment. NOTE: <i>Although you can force a Supplier to provide an attachment, you cannot control the type of attachment they upload.</i>

Text Money Number Decimal Number Quantity Percentage Yes/No **Date** 1 Address Attachment

Any date Within a range Single choice Multiple choices

Is this a prerequisite question?

No, not a prerequisite question

Text Money Number Decimal Number Quantity Percentage Yes/No Date **Address** 2 Attachment

Initial value

Country/Region

Street Address

City

State/Province

Postal Code

Is this a prerequisite question?

No, not a prerequisite question

Is a response required?

Yes, participants must respond

Can participants see this question? ?

Yes

Text Money Number Decimal Number Quantity Percentage Yes/No Date Add 3 **Attachment**

Initial value

Drag a file here or [browse](#) to upload (< 100 MB).

References

Drag a file here or [browse](#) to upload (< 100 MB).

Is this a prerequisite question?

No, not a prerequisite question

Is a response required?

Yes, participants must respond