



## How to submit a Bid to Tenders



## Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Now to SAP Business Network?

[Register Now](#) or [Learn More](#)

Supplier [Login](#) or [Register](#) in the Ariba account:

To login: fill the user name with your Email then fill out the password

To Register: Click on "Register Now"

Supplier [Register](#) in the Ariba account :

Supplier fills the Ariba questionnaire and click on " Create Account"

SAP Business Network

Create a free company account to connect with your customers on SAP Business Network

Company information ⓘ

Company (legal) name \*

Enter company legal name

Country/Region \*

United States [ USA ]

Address line 1 \*

Address line 2

Address line 3

City \*

State \*

Choose a state

Zip \*

Create account

Process Steps

Register in Ariba Network

Bid Invitation

Event Details

Accept Prerequisites

Select Lots/Line Items

Submit Response





Elm - TEST has invited you to participate in the following event: Testing outsourcing template. The event is set to begin on Sunday, October 30, 2022 at 3:53 AM, Pacific Daylight Time.

Use the following username to log in to Elm - TEST events:  
[autak@elmentest@gmail.com](mailto:autak@elmentest@gmail.com).

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact [redacted] via telephone at [redacted] or via e-mail at [redacted]@elm.sa.

We look forward to working with you!

Thank You,

Elm - TEST

### Supplier Receives E-mail Notification:

- Click the Hyper link, then log in with the same email Id you received the invitation at.

The screenshot shows the SAP Business Network portal interface. A red box highlights the 'Business Network' menu item in the top navigation bar. Below the navigation bar, there is a table of events. One event, 'SEM Network - Cisco', is highlighted with a red box. The table columns include Title, ID, End Time, Event Type, and Participated.

Title	ID	End Time	Event Type	Participated
SEM Network - Cisco	Doc70367192	10/17/2022 2:30 PM	RFP	Yes
Qualys Renewal for 2023 PR213 UPDATED	Doc57057694	8/18/2022 5:30 PM	RFP	Yes
PR212 - MIC Cabling RFQ	Doc56667437	10/20/2022 12:17 PM	RFP	Yes

### Supplier Receives Bid invitation through the portal:

- Supplier Click on Business network then navigate to Ariba proposals and questionnaires.
- Under Events, Click the Hyper link of the bid.



1. Supplier clicks “Review Event Details”
2. Supplier clicks “Review Prerequisites”: To review all the bid details



The screenshot displays the Ariba interface for reviewing event prerequisites. On the left, a 'Checklist' sidebar lists the following steps:

1. Review Event Details (highlighted with a red box and a circled '1')
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

The main content area features a yellow warning banner with the text: "Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event." Below the banner are four buttons: "Download Content", "Review Prerequisites" (highlighted with a red box and a circled '2'), "Decline to Respond", and "Print Event Information". The interface also shows a "Primary" section and a "Technical Section" with a "Next" button and a grid icon.

Process Steps



1. Supplier accepts Terms and Conditions
2. Then Click on "OK"



**5. Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.

**6. Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.

**7. Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

\*\*\*\*

BA v1.1 19Aug05

①

- I accept the terms of this agreement.
- I do not accept the terms of this agreement.

②

OK

Cancel

Process Steps

Register in Ariba  
Network

Bid Invitation

Event Details

Accept  
Prerequisites

Select  
Lots/Line  
Items

Submit  
Response

## Supplier Selects the lots:

Select all the Lots to participate in the Tender and click on “Confirm Selected Lots”.



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 [More](#)

[Select Lots](#) [Select Using Excel](#)

### Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	2.1 PILLOW FOR J/C (12 PCS = 01 CNT) PILLOW FOR J/C (12 PCS = 01 CNT)	
<input type="checkbox"/>	2.2 PILLOW FOR J/C (12 PCS = 01 CNT) PILLOW FOR J/C (12 PCS = 01 CNT)	(no value) (no value) We don't carry a compatible part/material We don't supply at the requested quantity Discontinued Item

[Confirm Selected Lots](#)

1

2

Process Steps



## Supplier answers Technical questions and inserts prices

Respond to the Tender “Questions” And enter your proposed price in the items price field. Attach your Proposal and BOQ as applicable and then click on “Submit Entire Response”.



Console Doc67057684 - Qualys Renewal for 2023 PR2313 UPDATED Pending Selection

The bid shown is your last successfully submitted bid.

**All Content**

Name ↑

- The Scope of Work & Appendixes References ▾
- Technical Envelope**
  - Please attach the Technical Proposal here
  - Attach additional documents here if applicable
  - Attach additional documents here if applicable
- Commercial envelope**
  - Please attach the Commercial Proposal here
  - Attach additional documents here if applicable
  - Attach additional documents here if applicable
  - Qualys Licenses ▾

[Compose Message](#)

Price	Quantity	Extended Price
Qualys+renewal+BoQ+2022-2023 (1).xlsx ▾		
العرض الفني (Qualy).pdf ▾		
العرض المالي (Qualy).pdf ▾		4,855,130.43 SAR
4,855,130.43 SAR	1 each	4,855,130.43 SAR

[Submit Entire Response](#) [Update Totals](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

Process Steps

