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SAP Ariba Network

How a Supplier can view a Sourcing Event

Introduction

This document will guide Suppliers through the steps to view a Sourcing Event that has been posted in Ariba Discovery. A Sourcing Event is an RFP, RFQ, IFB, or Sole Source.

Suppliers can view PASSHE Sourcing Events through the [PASSHE Ariba Discovery Page](#).

1 View all Sourcing Events.

PASSHE Buyer Profile

Scroll down to view all open Sourcing Events

Click to open details on desired Sourcing Event

2 Supplier will view the Discovery posting.

🏛 This is a public sector / buyer funded posting and you can respond for free ⓘ

Laundry Vending Services

Pennsylvania State System of Higher Education 🎗

Posted On: 20 Apr 2021
Open for bidding on: 20 Apr 2021
Response Deadline: 19 May 2021 9:59 PM PDT

Click **Respond to Posting**

Respond to Posting | ⭐ Add to Watchlist | Not Interested ▼ | Share: f t in ✉

Opportunity Amount: $50K to $100K USD
Response Deadline: 19 May 2021 9:59 PM PDT
(Buyers can close postings early)

Posting ID: 10206350(Doc196708295)
Posting Type: Request for Information
Public Posting: http://discovery.ariba.com/rfx/10206350

Copy the **Public Posting Link** to your notes to make sure you can always find your way back to the posting.

🛑 **STOP** New Suppliers proceed to step 3
Ariba Registered Suppliers go to Step 8

3 Supplier will proceed to access the Ariba Network.

Suppliers already registered on the Ariba Network will log in with their existing credentials. Then skip to Step 8 of this guide.

Suppliers new to the Ariba Network will click Register Now. Then proceed to Step 4 of this guide.

New suppliers click **Register Now**

Log In Register Now!

Ariba members:
Use your Ariba user ID and password.

Enter Username

Enter Password

Login   Forgot Username
         Forgot Password

⚠ This process will allow the supplier to register only for the Ariba Network, which is needed to access the Sourcing Event. If the supplier is selected for award, then a university representative will invite the supplier to complete PASSHE Supplier Registration, which is needed to transact POs and Invoices.

Sign in to **Ariba Network Account** using existing credentials.
For any assistance needed reach out to the Ariba Enablement Team.

3 continued.

New user? Register here for FREE!

Join the network of companies that already depend on Ariba to help establish new business relationships!

Register as a **Buyer** and enjoy these privileges:

▶ **Automated distribution** of your Discovery Posting to qualified suppliers

▶ **Receive and manage** supplier responses with an online dashboard

▶ **Search and discover** new suppliers in over 12,000 categories

Register as a **Supplier** and enjoy these privileges:

▶ **Search and automatically receive** new business opportunities

▶ **Gain visibility** to new potential customers and markets worldwide

▶ **Build your reputation** among a community of leading purchasing organizations

Register as Buyer

Register as Supplier

Click **Register as Supplier**

4 Suppler will complete all fields within the Ariba Network registration form.

Click **Register**

5 Supplier confirms email address.

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link in the activation email sent to firat.karsu@sap.com.

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

[Resend]

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

[firat.karsu@sap.com] [   ] [Send]

Confirm Email

Click Send

Email will be sent to supplier to activate their Ariba Network account.

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6 Supplier receives activation email and proceeds to activate their Ariba Network account.

Action Required: Activate your account

AC Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To ⊙ Karsu, Firat

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba

Dear F Karsu,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Discovery.

Click here to activate your Ariba account.

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

https://service.ariba.com/Authenticator.aw/ad/confirmEmail?
key=3I3Nv5ZQatpfNevQjl1KaFzkKsm9GoJC&anp=Ariba&app=Discovery

After your registration process is complete, use the following URL to log in to your account:
http://discovery.ariba.com

Click to activate your Ariba account

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7 Supplier will be shown the Welcome to Ariba page. Click "Complete my Company Profile" later to proceed to the Sourcing Event.

SAP Ariba Discovery ▾   Standard Account [Upgrade]   ⓘ FK

Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company from your address to your business policies, to better help buying organizations find your company.

✔ Your email address firat.karsu@sap.com has been verified.
✔ Your Ariba username discovery.supplier@sap.com has been activated.

Complete Your Company Profile Now

[35%]

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

Click to Complete Company Profile later

[Complete my Company Profile later] [Go to my Company Profile]

8 Supplier can now see the Sourcing Event.

Supplier will use the Checklist on the left to navigate through the Sourcing Event.

9 If supplier is not directed to the Event Details, they will need to access the Sourcing Event content through the Ariba Network / SAP Business Network homepage.

Click **Business Network drop down**

Click **Ariba Proposals and Questionnaires**

Click the **Sourcing Event** that you wish to view

10 Supplier will agree to the terms of the Sourcing Event.

Go back to Leads   Desktop File Sync

Event Details   📄 Doc196708295 - Laundry Vending Services   🕐 Time remaining
                                                                                                                                                    26 days 03:14:58

Event Messages
Download Tutorials   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
Response Team   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.

▾ Checklist
                                    [Download Content]   [Review Prerequisites]   [Decline to Respond]   [Print Event Information]

    1. Review Event Details
                                    Laundry Vending Services   (Section 1 of 5) Next »   ▦
    2. Review and Accept
        Prerequisites   Name ↑
                                     1 **Laundry Vending Services**   Less... [−]
    3. Submit Response

                                          RFP for Laundry Vending Services for Indiana University of Pennsylvania (IUP)
▾ Event Contents
                                                                                                                                      » Next Section: RFP document
    All Content
                                  Event Overview and Timing Rules
    1 Laundry Vending
       Serv...
                                        Event Type: RFP   Currency: US Dollar
    2 RFP document
                                       Publish time: 4/28/2021 11:33 AM   Commodity: Service Industry Machinery and Equipment and Supplies 48
    3 Technical proposal
                                         Due date: 5/19/2021 11:00 AM

Callout: Supplier has ability to Download Content and Review Prerequisites

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Prerequisites   📄 Doc196708295 - Laundry Vending Services

▾ Checklist   Prerequisites must be completed prior to participation in the event. You must accept the modified envelope bidding event
                            agreement to continue.
    1. Review Event Details

    2. Review and Accept   In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the
        Prerequisites   organization sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'),
                                your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):
    3. Submit Response
                                1. Bids. If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw
                                this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid
                                does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a
                                bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is
                                not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's
                                bid.

                                2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the
                                On-Line Events are legally valid quotations without qualification, except for data entry errors.

                                3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site
                                and Sponsor.

                                4. Confidentiality. Participant shall keep all user names and passwords, the Online Event content, other confidential
                                materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in
                                confidence and shall not disclose the foregoing to any third party.

                                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 or otherwise violate applicable procurement or ethics laws of the Commonwealth of Pennsylvania. 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.

                                * * * *
                                PASSHE March 19, 2021, based on BA v1.1 19Aug05

                                ⦿ I accept the terms of this agreement.   *Callout: Select "I accept the terms of this agreement."*

                                ○ I do not accept the terms of this agreement.

                                                                      [OK]   [Cancel]

                                                                                                        Callout: Click OK

11 Supplier now see the full Sourcing Event content and submit a bid response.

For questions, comments, or concerns please reach out to the **PASSHE Supplier Enablement Team** (supplierhelp@passhe.edu).