



SAP Ariba Proposals and Questionnaires

How to Respond to a Questionnaire

Sourcing Invitation



Dear, Jen Williams.

Transport NSW S1 - TEST has invited you to participate in the following event **Doc2599560705 - Test RFx Team Access**. The procurement event is set to begin on **Tuesday, 8 September 2020 at 14:29, Australian Eastern Standard Time (New South Wales)** and ends on **Tuesday, 6 October 2020 at 15:29, Australian Eastern Daylight Time (New South Wales)**.

Please [Click Here](#) to log in or register on the Ariba Commerce Cloud to access this procurement event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days.

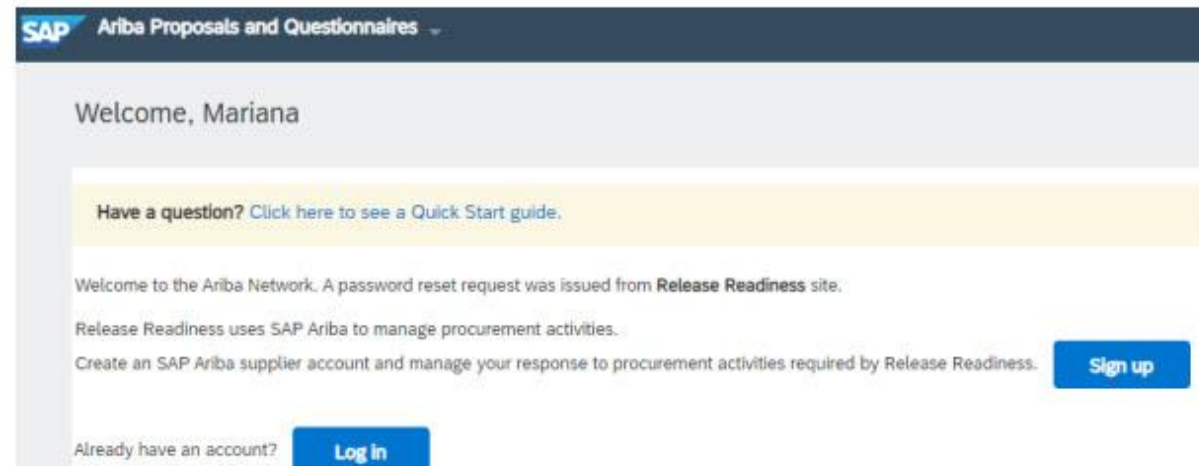
If you have questions regarding access to this procurement event or how to participate, please email tss.bidder@transport.nsw.gov.au or call the procurement help desk on 133 877. If you have any other questions regarding the RFx content, please submit your query through the relevant Ariba event message board.

Yours sincerely,
Transport NSW S1 - TEST

- ❖ Always open the invitation from within the invitation
- ❖ Invitations sent directly to a specific person cannot be forwarded to a different person
- ❖ Only the person with the invitation will have the correct approvals to open the invitation
- ❖ This is also the case with events
- ❖ Only Register a new account if you perform and respond to Sourcing events
- ❖ Use an existing Username and Password if you are already on the SAP Business Network
- ❖ Transacting Accounts are used for receiving Purchase Orders, Invoices and Services
- ❖ Sourcing accounts through Proposals and Questionnaires is for obtaining Request for Information, Request for Proposal or Request for Quote
- ❖ Only users who have the correct permissions should have access to RFx's
- ❖ In a Sourcing Account users can be added to perform bidding processes by the Proposals and Questionnaires System Administrator
- ❖ TfNSW creates Events for supplier to respond to
- ❖ Confirm that there is not an existing Sourcing account prior to creating a new account
- ❖ There is no charge associated with a Sourcing account

Logging in or Signing Up

Sign-in options from the Welcome Page



- **Log in**

If you already have an account, click Log in to add the buyer to your existing SAP Ariba account.

Remember you can connect with multiple buyers from the same SAP Ariba account.

When choosing this option the system will ask for your **username** and **password**.

- **Sign up**

If you don't already have an account, click Sign up. You will register a free, standard account.

Enter your User account information, such as: name, email, username, password and language.


Read and agree the **Terms of Use** and the **Privacy Statement** before clicking on Submit.

Access the Questionnaire

To Access a questionnaire, you can do so from the invitation email sent by your client or if you are already linked to the buyer, you can access the Ariba Proposals & Questionnaire website:

<https://proposals.seller.ariba.com>

From your buyer’s dashboard, click on the questionnaire title to access it.

Registration Questionnaires 			
Title	ID	End Time ↓	Status
▼ Status: Open (2)			
Registration questionnaire (Quick)	Doc3361867760	2/9/2022 2:46 PM	Invited
Registration questionnaire (Full)	Doc3361867759	2/9/2022 2:46 PM	Invited

Responding to a Questionnaire

How to respond Registration Questionnaires (continued)

You will now have access to the queries of the questionnaire. All questions marked with a red asterisk means it's a mandatory question. Remember to use the button **Save draft** every few times to record your response without sending it to the buyer. This allows you to log off and have your work saved.

Console Doc2347870324 - Supplier registration questionnaire Time remaining 342 days 02:57:54

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

All Content

Q	Answer
1. Supplier Name *	<input type="text"/>
2. Address *	<input type="text"/>
3. Supplier International Name *	<input type="text"/>
4. City *	<input type="text"/>
5. District *	<input type="text"/>

(* indicates a required field)

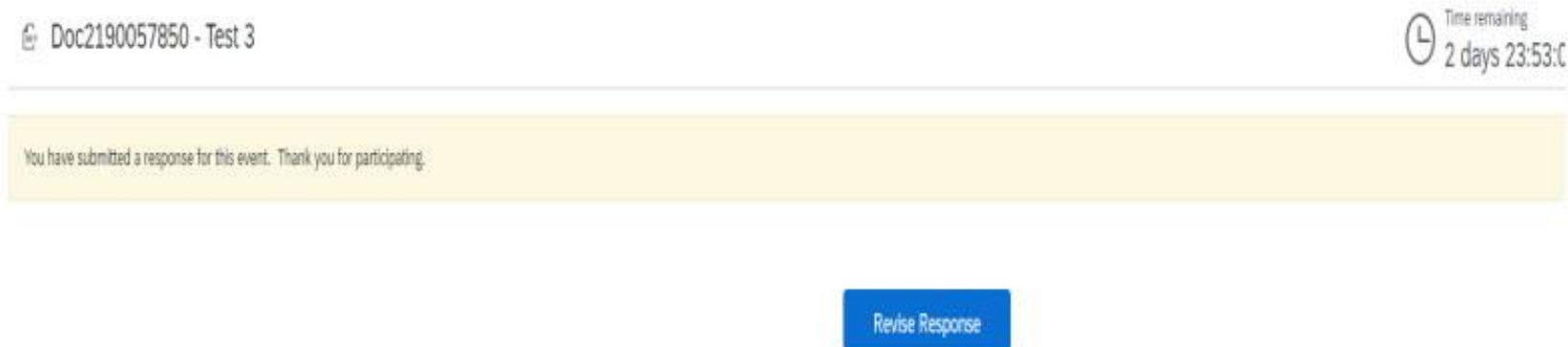
Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Once you have responded all questions, please click on **Submit Entire Response**. A confirmation message displays at the top of the screen: *Your response has been submitted. Thank you for participating in the event.*

Editing Responses

How to edit my questionnaire response

After submitting your response, a new button called "Revise response" will be enabled. This button will be available only while the questionnaire is Open for responses.



This option allows you to review your answer or edit it if required.

Or if your buyer requests to correct an information from your original response, he should request it through Ariba Proposals & Questionnaires. You should receive a notification email informing your questionnaire response needs to be resubmit it.

The questionnaire will show the status Pending resubmit. Access the event and click on Revise Response.

Questionnaire Status

Status	Description
Invited	Your buyer has invited you to fill the questionnaire. No response has been submitted yet.
Pending Approval	Your response was submitted and it's pending approval by buyer.
Pending Resubmit	Your buyer requested to correct some information in the questionnaire. Access the event and click on Revise Response to edit your response.
Registered	Your registration process has been completed.
Rejected	Buyer has declined your registration.