

How to access a tender for suppliers - RFQ

Step 1 of 7 - Receiving the tender invite

Metro Trains Melbourne Pty Ltd - TEST has invited you to participate in an event: RFP Tem...



Metro Trains Melbourne Pty Ltd - TEST

Welcome, JC.

Metro Trains Melbourne Pty Ltd - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFP Template. The event starts on Понеделник, 15 Януари 2024 г., 15:16 ч., Australian Eastern Daylight Time (Victoria) and ends on Сряда, 14 Февруари 2024 г., 15:16 ч., Australian Eastern Daylight Time (Victoria).

[Click Here](#) to access this 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.

1

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact ... via telephone at +61 396 103 791 or via e-mail ...

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.

2

- 1 You will receive an email from a Metro Representative that is running the tender. To access the event, click onto the hyperlink that states 'Click Here'

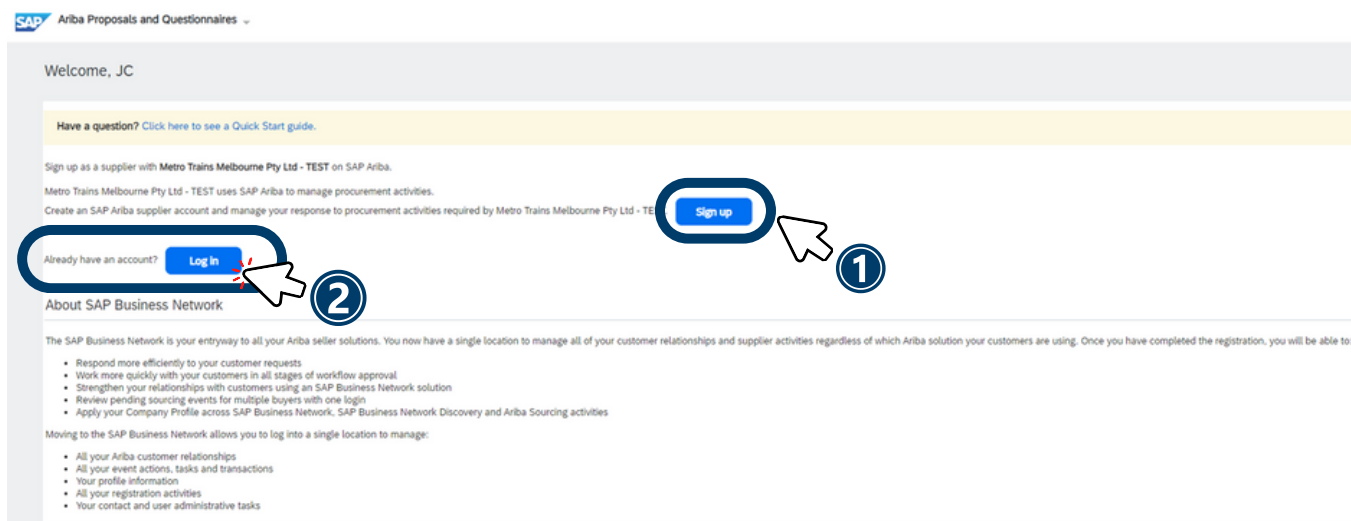
- 2 If you do not wish to respond or participate in the event, click on the hyperlink 'Click Here' at the bottom of the email instead.



Access [this link](https://forms.office.com/r/fsQai3Ckfn) to rate this guide <https://forms.office.com/r/fsQai3Ckfn>

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Step 2 of 7 - Accessing your account or signing up



1 If you have never used Ariba before, click onto the 'Sign up' option. A Metro Representative has created a user profile for you on their end.

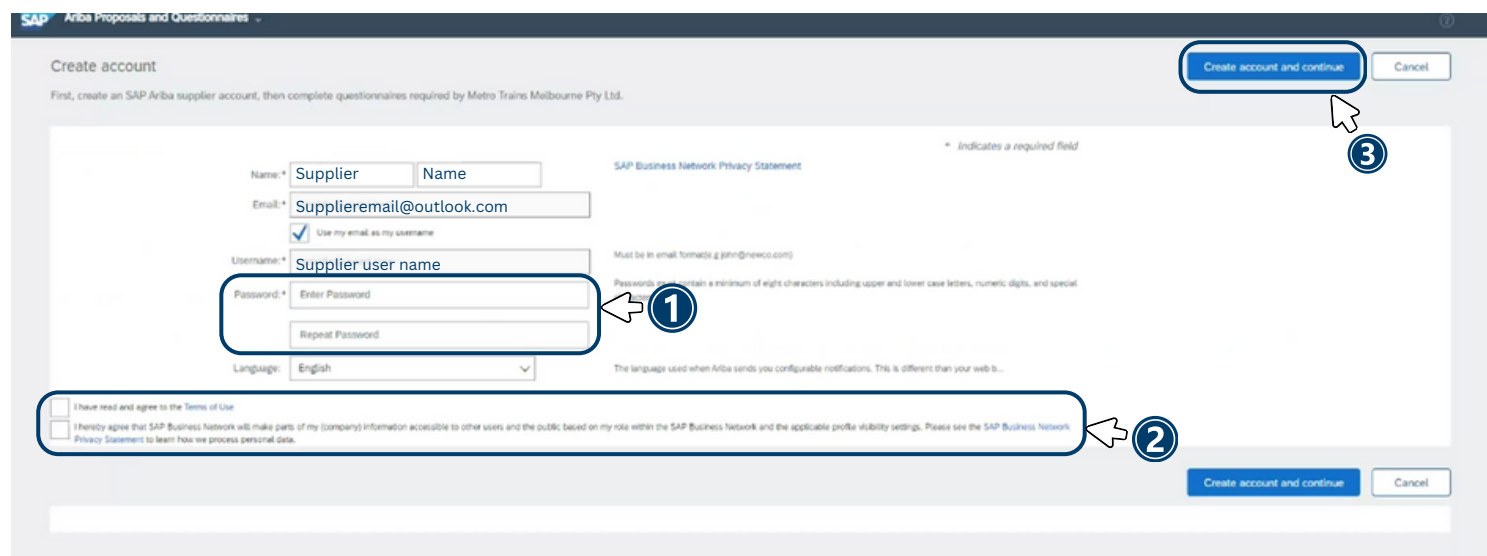
2 If you have previously used Ariba before or have an existing Ariba account, click onto the 'Log In' button and it will take you to the login page of Ariba.



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Step 3 of 7 - New Ariba Account



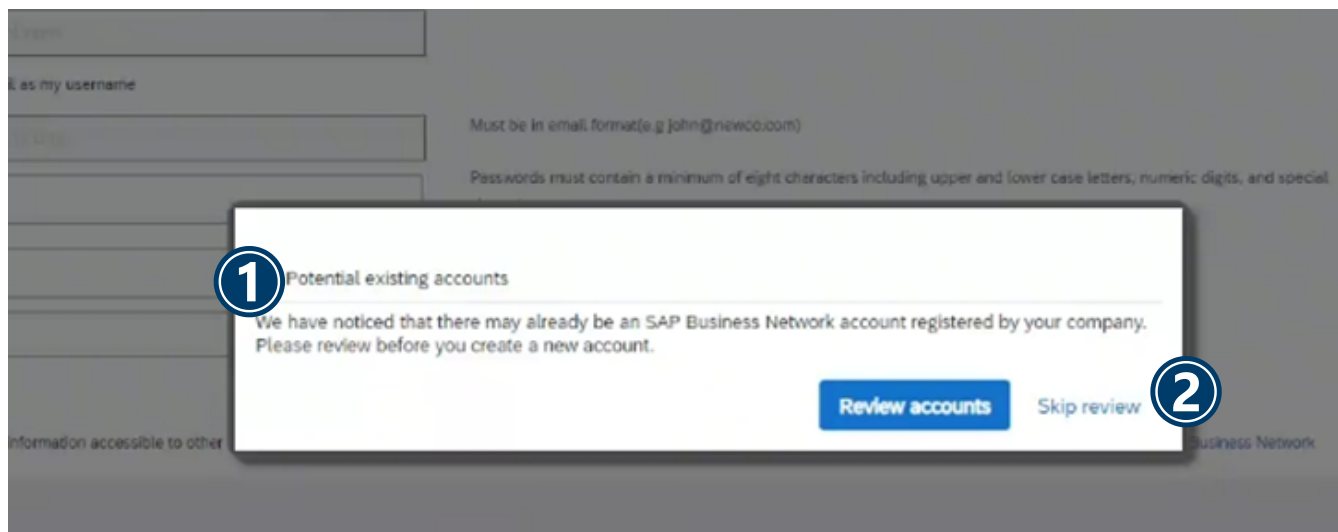
- ① Majority of information will be prepopulated as a Metro Representative has created the account for you. You will only need to enter in a password for the account. Check and ensure all details are correct and if not, get in touch with the Metro Representative to update the details before creating a password.
- ② You will need to read the 'Terms of Use' and tick the boxes below to continue.
- ③ Once you have entered a password and tick the boxes, click onto 'Create account and continue'



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Step 4 of 7 - Potential existing accounts



1 You may come across this message if it's been identified that you could potentially have more than 1 account in Ariba. If this message appears, you can click 'Review accounts' to see what other accounts there may be.

2 If you do not wish to review existing accounts and continue to make a new account, then click 'Skip review' and it will allow you to continue you through to the account creation process.



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Step 5 of 7 - Potential existing accounts

[< Back](#) help

Review matched accounts 

Your company may already have an account. Please review the accounts in the table below.

Search Criteria

Company Name	E-mail address	Country
TEST Account	test@email.com	MEX

Search results (7) **Bold text:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action 
TEST Account	No	Mexico	Nuevo León		Contact administrator 1
Test Account	No	Taiwan	高雄		Contact administrator
Test Account	No	Taiwan	高雄		Contact administrator
Test Account - Covestro	No	China	Liaoning Sheng		Contact administrator
Test Account - Covestro	No	China	Liaoning Sheng		Contact administrator
Test Account - Covestro	No	China	Liaoning Sheng		Contact administrator
Test Account - Covestro	No	China	Liaoning Sheng		Contact administrator

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1 If you find an existing account that you want to use, click 'Contact administrator' to send a message to the account administrator requesting access.

2 Then click 'Send'

Once the administrator of the existing account adds you as a user, you will be able to log in through the invitation using that account.

Contact administrator X

To obtain a user account, please provide the requested information below:

Your name * Your company name *

Your email * Your phone number

Your message *

Hello,

I recently attempted to create an account on Ariba Network. During the account creation process, SAP Ariba returned your account as a match.

Please contact me to determine if I should use this account.

Thank you.

☐ I'm not a robot 

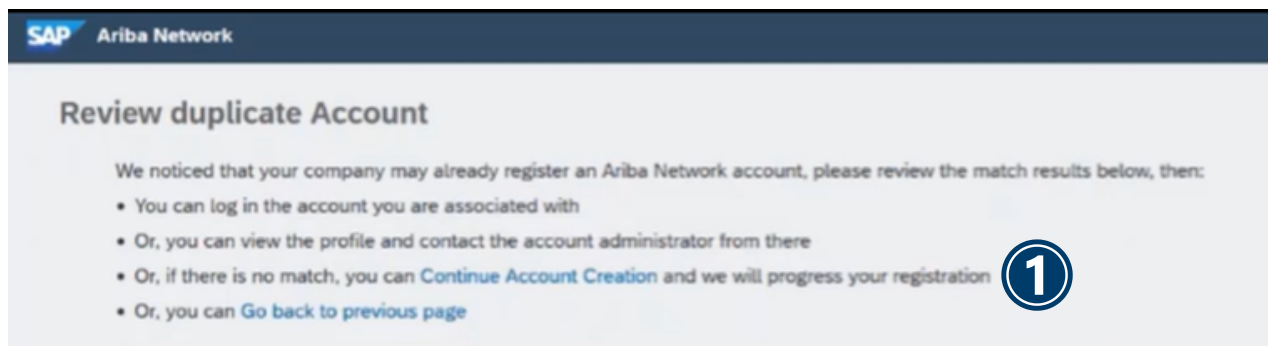
2 [Send](#) [Cancel](#)



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Step 6 of 7 - Potential existing accounts



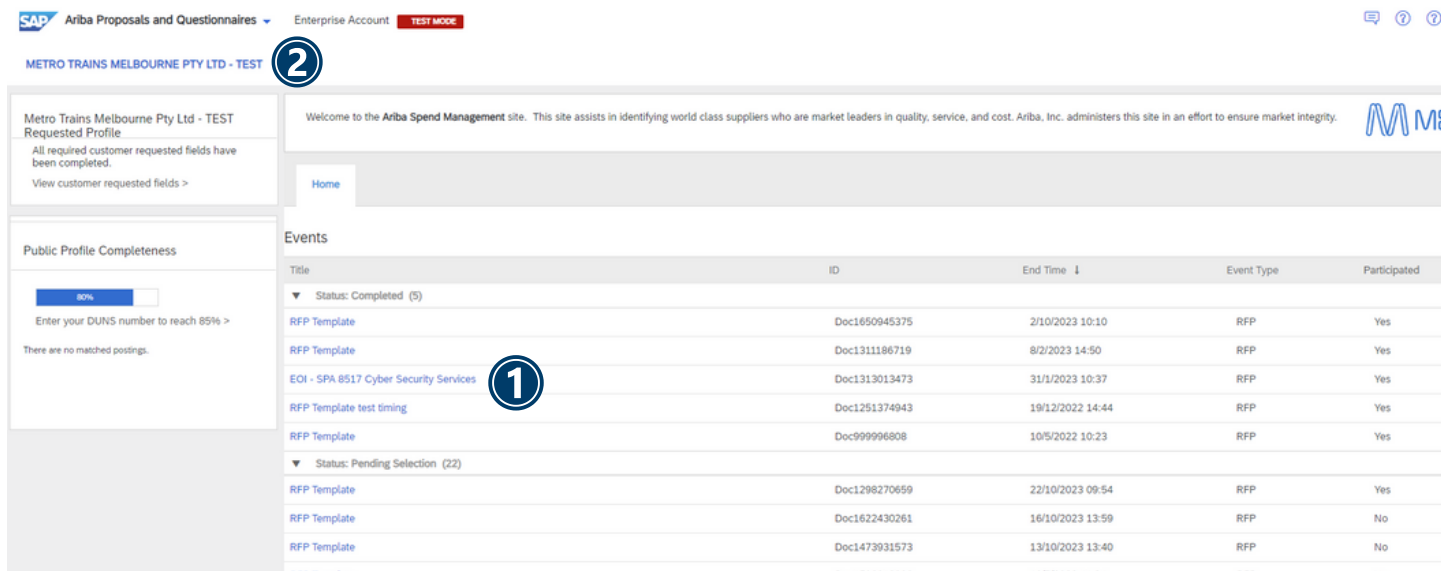
- ① If none of the displayed accounts are relevant, click 'Continue account creation' to create a new account. Once the account is created and you have signed in, you will be linked to the buyer and any documents / events they have sent you.



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Step 7 of 7 - Navigating the Ariba Proposals and Questionnaires page



2 METRO TRAINS MELBOURNE PTY LTD - TEST

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time	Event Type	Participated
▼ Status: Completed (5)				
RFP Template	Doc1650945375	2/10/2023 10:10	RFP	Yes
RFP Template	Doc1311186719	8/2/2023 14:50	RFP	Yes
EOI - SPA 8517 Cyber Security Services	Doc1313013473	31/1/2023 10:37	RFP	Yes
RFP Template test timing	Doc1251374943	19/12/2022 14:44	RFP	Yes
RFP Template	Doc999996808	10/5/2022 10:23	RFP	Yes
▼ Status: Pending Selection (22)				
RFP Template	Doc1298270659	22/10/2023 09:54	RFP	Yes
RFP Template	Doc1622430261	16/10/2023 13:59	RFP	No
RFP Template	Doc1473931573	13/10/2023 13:40	RFP	No
EOI - SPA 8517 Cyber Security Services	Doc1313013473	31/1/2023 10:37	RFP	Yes

- 1** To access any event, you will be able to click onto the hyperlink.
- 2** Above will be the suppliers you are connected with on your account, Metro Trains Melbourne should be visible in order to see the events. If it is NOT, that means you are not connect with Metro Trains Melbourne and the event may have been sent to another account.



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