



Planning &
Environment

Supplier Handbook

Responding to a Request for Quote via the Ariba Network

January 2020

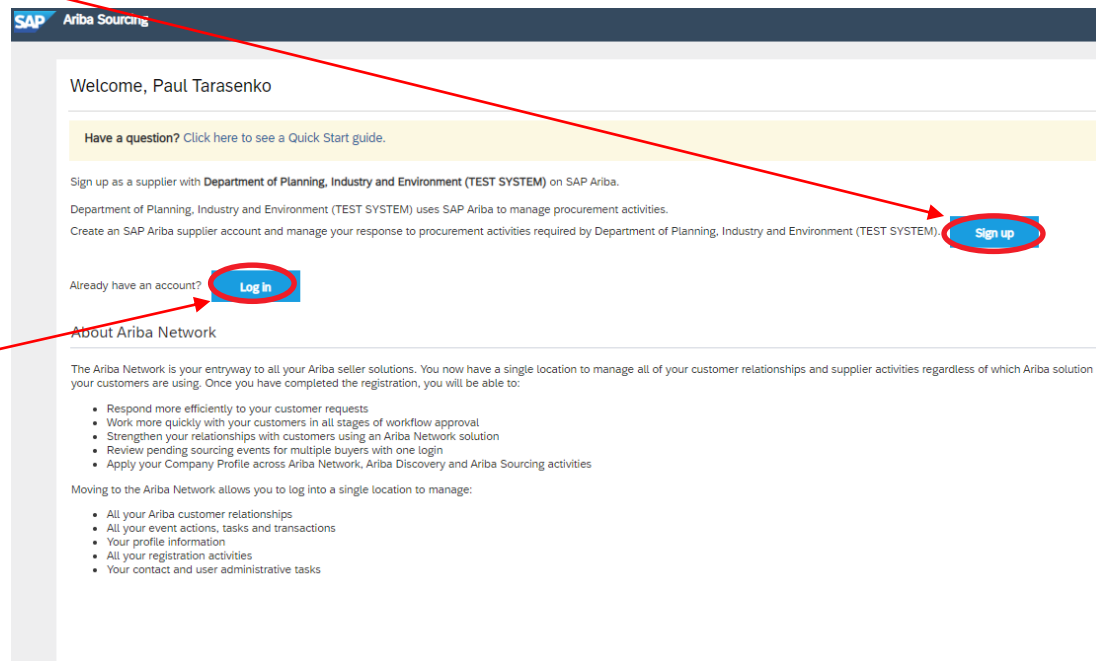
Step 2

The Welcome page

Select **Sign up** if this is the first time your organisation has created an Ariba account.

Important Note: If you are unsure if your company is already on Ariba Network, contact our support team (see **Help and Support** slide at the end)

If there is an existing Ariba Network account for your organisation, select **Log in**



SAP Ariba Sourcing

Welcome, Paul Tarasenko

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **Department of Planning, Industry and Environment (TEST SYSTEM)** on SAP Ariba.
Department of Planning, Industry and Environment (TEST SYSTEM) uses SAP Ariba to manage procurement activities.
Create an SAP Ariba supplier account and manage your response to procurement activities required by Department of Planning, Industry and Environment (TEST SYSTEM).

Already have an account? **Log in**

Sign up

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Step 3

The Sign up page

- Complete the fields under
 - **Company information**
 - **User account information**
- Take note of your **Username** and **Password** to use the next time you login to your Ariba network account
- Expand and fill in the **Tell us more about your business** fields by selecting the triangle icon ▾
- Read and accept the **Terms of Use** and **SAP Ariba Privacy Statement**
- Select **Create account and continue**

Ariba Sourcing

Create account Create account and continue

First, create an SAP Ariba supplier account, then complete questionnaires required by Department of Planning, Industry and Environment (TEST SYSTEM).

Company information

* Indicates a required field

Company Name:

Country: If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:

City:

State:

Postal Code:

User account information

* Indicates a required field

Name:

Email: SAP Ariba Privacy Statement

Use my email as my username

Username: Use in email format (first/last name). Must contain a minimum of 8 characters including letters and numbers.

Password: Use in email format (first/last name). Must contain a minimum of 8 characters including letters and numbers.

Language:

Email orders to: Customers may send you orders through Ariba Network. To send orders to multiple contacts in your

Tell us more about your business

Product and Service Categories: -or- Browse

Ship-to or Service Locations: -or- Browse

ABN Number: Enter your 11 digit Australian Business Number (ABN).

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing in the Russian Federation, You also expressly confirm that any of your personal data entered or modified in this system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

Create account and continue



RFQ Event Overview

- After signing-up from the invitation email, you will be taken directly to the specific RFQ event page
- The checklist on the right-hand side of the pages lists out the 3 different parts of an RFQ event. The highlighted tab shows you were you currently are

< Go back to Department of Planning, Industry, and Environment Dashboard

Desktop File Sync

Event Details Doc2101145418 - RFQ1000599-TEST

Time remaining 07:49:26

You must decide whether or not you intend to participate in this event.

Intend to Participate Decline to Participate Print Event Information

Event Overview and Timing Rules

Owner: aribasystem
Event Type: RFP
Publish time: 11/19/2019 3:37 PM
Due date: 11/21/2019 9:02 PM
Currency: Australian Dollar
Commodity: Management advisory services 8010
Regions: AUS Australia

Event Messages
Download Tutorials
Response Team
Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

Step 4

The Event Details page

- If you wish to submit a response, select **Intend to Participate**
- If you do not wish to submit a response, select **Decline to Participate**
- You will also see basic information regarding the RFQ

< Go back to Department of Planning, Industry, and Environment Dashboard Desktop File Sync

Event Details Doc2101145418 - RFQ1000599-TEST Time remaining 07:49:26

Event Messages
Download Tutorials
Response Team

▼ Checklist

1. Review Event Details
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Publish time: 11/19/2019 3:37 PM	Regions: AUS Australia
Due date: 11/21/2019 9:02 PM	

Step 5

Selecting and submitting Lots

Lots are parts of the **Event** which are available for a response. There may be multiple lots within an Event.

- Click on **Select Lots**
- Tick the **Lot** checkbox for the items you wish to respond for, and select **Submit Selected Lots**

Event Details Doc2101145418 - RFQ1000599-TEST

Download Content **Select Lots** Print Event Information

All Content

Name	Quantity
1 REQUEST FOR QUOTATION	
1.1 PART A - CONDITIONS OF QUOTATION	
1.1.1 I have read and accepted the Conditions of Quotation	
1.2 PART B - CONTRACT TERMS	
1.2.1 I have read and accepted the Contract Terms	
1.3 PART C - QUOTATION RESPONSE SCHEDULE	

Select Lots Doc2101145418 - RFQ1000599-TEST

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.

Select Lots Select Using Excel


Lots Available for Bidding

✓	Name
<input checked="" type="checkbox"/>	5.1 General or Performance and Management Services Scheme v6 General or Performance and Management Services Scheme v6 320 Pitt Street SYDNEY, NSW, 2000 Australia

Confirm Selected Lots

Step 6

Submit Response tab - Part 1

- Select the chevron icon  on the top right side to expand the contents
- Click on **Refences** to bring up drop down menu with options to either download file related to a specific part or to download all attachments
- We recommend to download attachments individually

< Go back to Department of Planning, Industry, and Environment Dashboard

Desktop File Sync

Time remaining 06:51:25

Console Doc2101145418 - RFQ1000599-TEST

Event Messages
Response History
Response Team


▼ Checklist

1. Review Event Details

2. Select Lots

3. Submit Response

All Content

Name ↑	Quantity
▼ 1 REQUEST FOR QUOTATION	
▼ 1.1 PART A - CONDITIONS OF QUOTATION	
1.1.1 I have read and accepted the Conditions of Quotation 	* Unspecified ▼
▼ 1.2 Reference Documents	
1.2.1 RFQ Part A - Conditions of Quotation.pdf	* Unspecified ▼
▼ 1.2.2 Download all attachments	

- However, if you choose **Download all attachments** you will be prompted to another page, tick the top-level box to select all items or tick individual boxes to select specific items and then click **Download Attachments**

< Go back to Department of Planning, Industry, and Environment Dashboard

Desktop File Sync

Download Attachments Done

Choose items for which you need to download the attachments. The amount of time it takes to download is proportional to the total number and total size of the attachments.

Selected Attachments Summary Download Attachments

Total Size (MB): 0.84
Max Size (MB): 0.35
Total Number: 5
Selected Items: 12

Selected Items

<input checked="" type="checkbox"/>	Title
<input checked="" type="checkbox"/>	Totals
<input checked="" type="checkbox"/>	1 REQUEST FOR QUOTATION
<input checked="" type="checkbox"/>	1.1 PART A - CONDITIONS OF QUOTATION
<input checked="" type="checkbox"/>	1.1.1 I have read and accepted the Conditions of Quotation
<input checked="" type="checkbox"/>	1.2 PART B - CONTRACT TERMS

Step 7

Submit Response tab - Part 2

- Mandatory questions to be answered are marked with *
- Fill in the required information, including attaching files which are to be submitted as part of your response.

Note: You can only add 1 file for attachment line (max 100mb each) If you have multiple attachments, compress it to a zip folder before uploading.

< Go back to Department of Planning, Industry, and Environment Dashboard Desktop File Sync

Console Doc2101145418 - RFQ1000599-TEST Time remaining 07:43:28

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

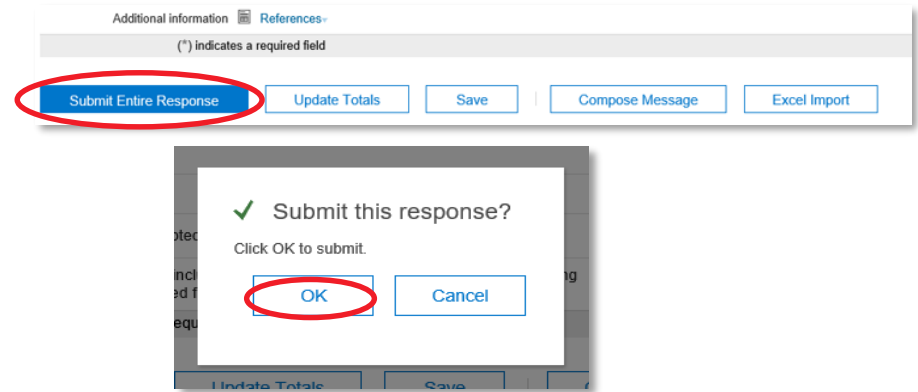
All Content

Name ↑	Quantity
▼ 1 REQUEST FOR QUOTATION	
▼ 1.1 PART A - CONDITIONS OF QUOTATION	
1.1.1 I have read and accepted the Conditions of Quotation * Unspecified ▼	
References▶	
▼ 1.2 PART B - CONTRACT TERMS	
1.2.1 I have read and accepted the Contract Terms * Unspecified ▼	
References▶	
▼ 1.3 PART C - QUOTATION RESPONSE SCHEDULE	
1.3.1 Your response must include all Quotation Response Schedule and supporting documentation. Attach a zipped folder for multiple documents or use the additional attachment line items below. * Attach a file	
Attachment 1 (100MB): References▶	
1.3.2 Attachment 2 (100MB):	Attach a file
1.3.3 Attachment 3 (100MB):	Attach a file
1.3.4 Attachment 4 (100MB):	Attach a file
1.3.5 Attachment 5 (100MB):	Attach a file
1.4 PART D - STATEMENT OF REQUIREMENTS More... +	
► 4 Terms	
5.1 General or Performance and Management Services Scheme v6 ▶ Less... -	1 each
General or Performance and Management Services Scheme v6	
Price (Excl. GST): * [] AUD	
Contact Number: 0211112222	
Principal / Agency: Department of Planning, Industry and Environment (ABN: 20 770 707)	

Step 8

Submitting your response

- Once you are ready to submit your response, select **Submit Entire Response**
- Select **OK** to confirm
- Confirmation message will appear



< Go back to Department of Planning, Industry and Environment - TEST Dashboard

Desktop File Sync

Console

Doc2098438156 - RFQ1000274-Test RFQ

Time remaining
1 day 17:00:23

Event Messages
Response History
Response Team

✓ Your response has been submitted. Thank you for participating in the event.

Step 9

Saving your response

- If you want to save your response and come back to it later, select **Save**
- A confirmation message will appear

Note: Saving your response will NOT submit it yet.

< Go back to Department of Planning, Industry, and Environment Dashboard Desktop File Sync

Console Doc2101145418 - RFQ1000599-TEST ⌚ Time remaining 07:38:51

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

All Content

Name ↑	Quantity
Is there a likelihood of the organisation sustaining negative publicity or damage to the organisation's reputation?:	No
Project Completion Date:	01/01/2021
Insurance Required: Other Insurances:	Not required
Insurance Required: Professional Indemnity Insurance Coverage Amount:	Not required
Project Description:	TEST
Email Address:	Paul.tarasenko@planning.nsw.gov.au

Additional Information References -

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

< Go back to Department of Planning, Industry, and Environment Dashboard Desktop File Sync

Console Doc2101145418 - RFQ1000599-TEST ⌚ Time remaining 07:36:43

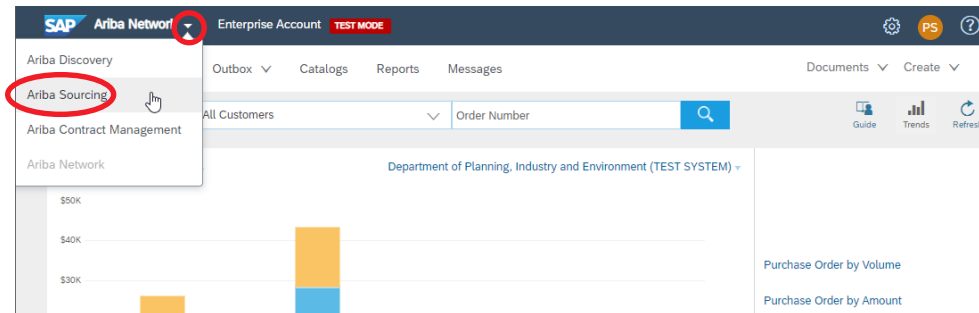
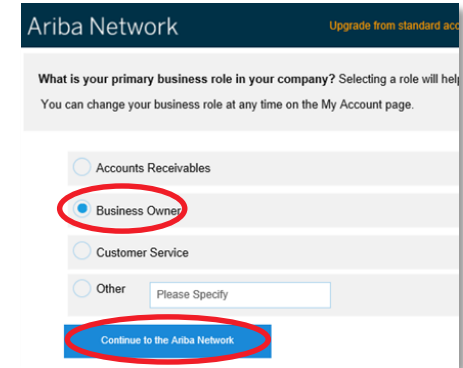
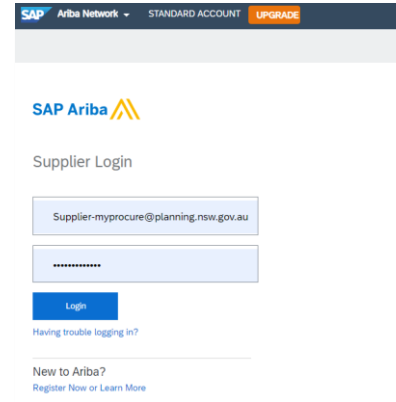
Event Messages
Response History
Response Team

✓ Your entries have been saved but have not yet been submitted to the event owner. Continue working on your response and submit it when you are finished.

Step 10

Returning to your saved response

- Login to the Ariba Supplier network with the username and password you previously created
<https://service.ariba.com/Supplier.aw>
- If prompted, answer the profile questions and select **Continue to the Ariba Network**
- Click the drop down arrow ▼ at the top right corner and select **Ariba Sourcing**. If Ariba Sourcing is greyed-out, that means that you are already there.



Step 10 - Returning to your saved response

The Proposals page

- Click **More** to ensure Department of Planning, Industry and Environment tab is selected
- Select the relevant proposal under **Events Status: Open**
- Follow previous Steps 4 to 8 in this guide to continue building and submitting your response

SAP Ariba Sourcing Standard Account Upgrade

MORE

✓ Department of Planning, Industry, and Environment

Department of Planning, Industry, and Environment Requested Profile

Your customer has requested that you complete 16 additional profile fields.

Enter Now >

There are no matched postings.

Events

Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
RFQ1000599-TEST	Doc2101145418	11/21/2019 9:02 PM	RFP

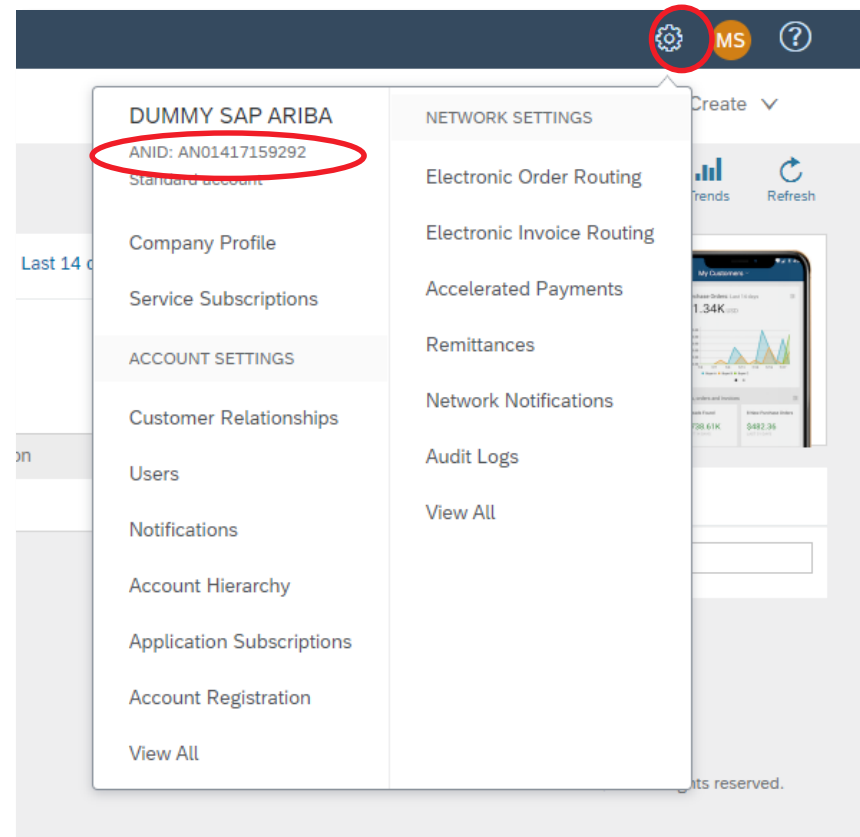
Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

Your Ariba Network (AN) ID

Your Company will be allocated an **Ariba Network ID (AN ID)**. Take note of this number, as it will be your unique identifier if we need to establish a trading relationship with your organisation in the future.

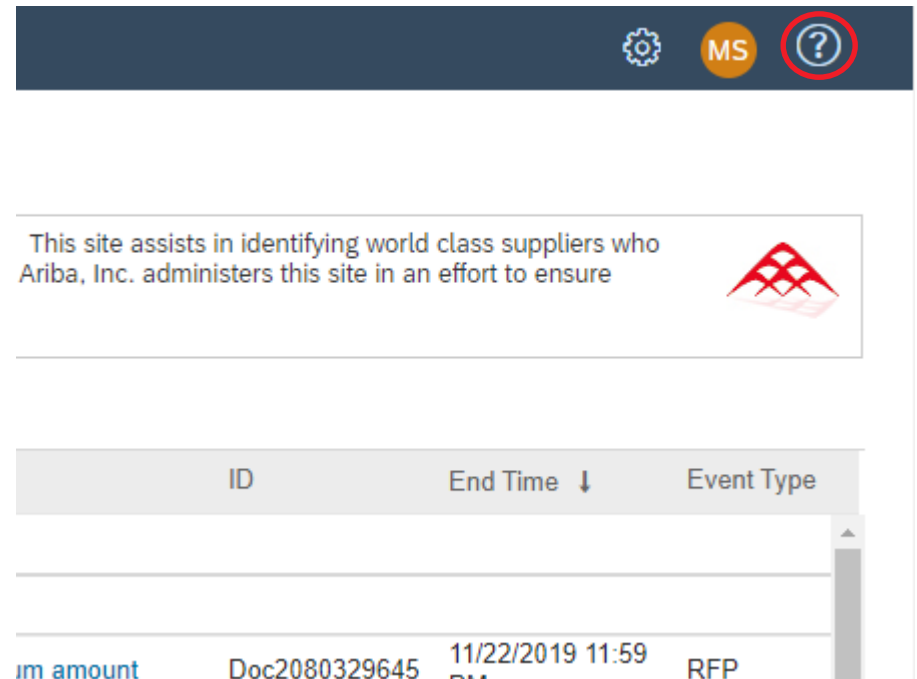
- To find your AN ID, login to the Ariba Supplier network with the username and password you previously created <https://service.ariba.com/Supplier.aw>
- At the top right corner select **Gear-looking** button and your AN ID will be displayed



Help and Support

There are many support options for your Ariba Network Supplier Account:

- **Video instructions by Ariba**
<https://uex.ariba.com/auc/node/99965>
- **Go to the Ariba Network Help Center** (after logging in to Ariba Supplier) or go to <https://support.ariba.com/help>. This is keyword responsive and will filter answers based on the activity you are operating in.
- **Go to Ariba User Community and Learning Centre**
<https://uex.ariba.com/auc/front> for tutorials and FAQs
- **For technical support** request a call with the Ariba Support Centre and they will call you back
<https://uex.ariba.com/auc/support-center/email-webform?channel=callme>
- **For level one functional support** on the Ariba Network or questions about Planning & Environment's purchasing and payment processes, please email MyProcure@planning.nsw.gov.au or call 02 9274 6232 during business hours.



The screenshot shows the Ariba Network interface. At the top, there is a dark blue header with a gear icon, a yellow circle with 'MS', and a red circle with a question mark. Below the header, there is a white box with the text: "This site assists in identifying world class suppliers who Ariba, Inc. administers this site in an effort to ensure". To the right of this text is the Ariba logo. Below this is a table with the following columns: ID, End Time ↓, and Event Type. The table has one row of data:

ID	End Time ↓	Event Type
im amount Doc2080329645	11/22/2019 11:59 AM	RFP



MyProcure Support Team

MyProcure@planning.nsw.gov.au

