SAP Ariba Sourcing Professional

Suppliers' Guide

Contents

Supplier Registration Process

Supplier Registration Process

1. From 14 May 2016 users will not be able to access SAP Ariba using Microsoft Internet Explorer versions 6, 7 and 8 (IE6/7/8).

   Supported browsers and plugins:

> Browser/Plug-in Support
> **Supported Browsers**
> - Microsoft Edge 32-bit
> - Microsoft Internet Explorer 11 32-bit
> - Microsoft Internet Explorer 10 32-bit
> - Microsoft Internet Explorer 9 32-bit
> - Chrome 47+
> - Firefox 43+
> - Safari 4+
>
> **Supported Plug-ins**
> - Adobe Flash Player 11
> - Adobe Flash Player 10
> - Adobe Flash Player 9
> - Adobe Flash Player 8
> - Adobe Flash Player 7
>
> **Depreciation Schedule**
> - Safari 4 through 8 (effective December 31, 2016)
> - Microsoft Internet Explorer 9 and 10 (effective December 31, 2016)

2. HMRC manages the inclusion of all suppliers to procurement events regardless of whether or not they have an existing SAP Ariba account. The steps laid out below assume a supplier doesn't have an existing account.

   Please note that: HMRC SAP Ariba best practice is that, unless absolutely required, organisations should only have 1 supplier account, there is the functionality for suppliers to add additional/alternative users to their existing primary account. Suppliers will need to contact their account owner to request additions (HMRC can help identify who this is, alternatively Ariba Customer Support can direct you to the Administrator of the Account) and once the changes have been made they will need to notify the contact detailed within the contract notice to confirm which participants should be invited to the event.

3. To register for an Ariba account please fill out the registration form on the following link:

   http://hmrc.supplier-eu.ariba.com/ad/register/SSOActions?type=full

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4. The following log in screen will appear to enable the supplier to register, **please note**: only the fields marked with the asterisk are compulsory:
   If an existing SAP Ariba supplier has not registered with HMRC SAP Ariba, then they will need to click on the Login box at the top of the screen.
   For all new HMRC

5. An onscreen prompt appears stating what action you need to take

6. Supplier receives an account validation/activation e-mail to the address provided at point of registration.

Dear Michelle Morris,

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 and complete all required profile fields of your company profile as specified by HMRC - TEST.

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=0huSEoDOyfzRzqQF5cHmSljvDlNfOhAP&anp=Ariba&app=Sourcing

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

Sincerely,
The Ariba Team
https://discovery.ariba.com

7. Clicking on the above activation link displays the below account activation screen

Your Ariba Commerce Cloud account is now active.
HMRC requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the additional profile information before you can access and participate in HMRC events.
HMRC Requested Profile
* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

| Save as Draft | Submit |

There is no buyer specific information requested by buyer: HMRC.

| Save as Draft | Submit |

8. The supplier also receives an account welcome e-mail with username and unique company identifier (this is the ANID identifier, the supplier can communicate this number to HMRC)


rce Cloud

Your registration process on the Ariba Commerce Cloud for The Bottle Company is now complete.

Your organization's account ID:
Your username:

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

9. The Supplier receives an email from Ariba Systems confirming their organisation has been approved and they are now authorised to participate in activities with HMRC on Ariba Sourcing.
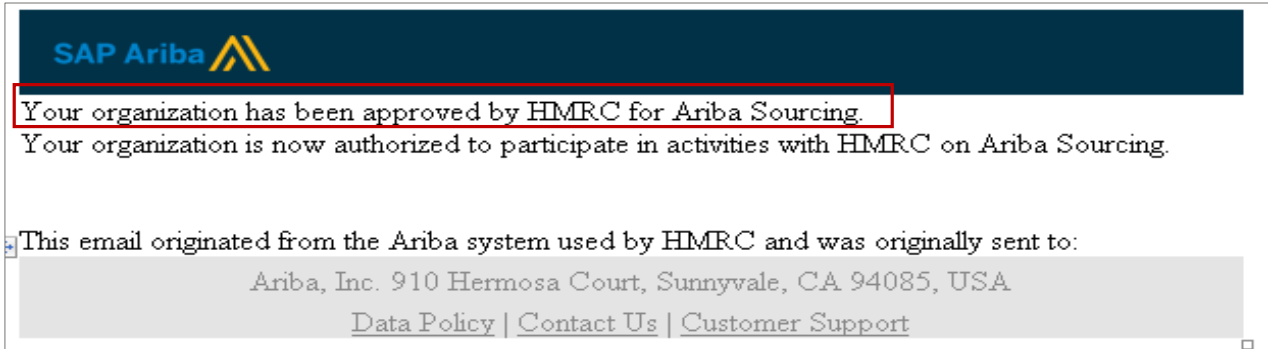
10. The supplier can then log into their account using the details they originally registered with.
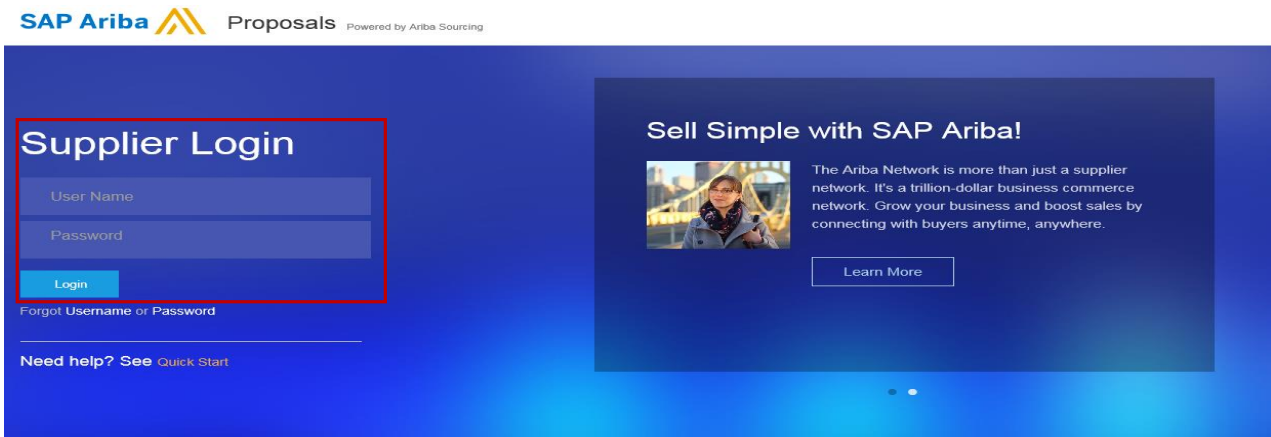
11. Once a supplier has validates/activates their account they are taken through the SAP Ariba Commerce Cloud dashboard page.

12. On the left hand side of the landing page there is an area highlighting to the supplier how much of their public profile i.e. the compulsory detail provided at registration is complete and provides the opportunity to provide further detail and gain 100% completeness. (Please note it is not compulsory to have a 100% complete "public" profile to be able to participate in HMRC tenders. To find out more about what the Public Profile is for, please visit: http://www.ariba.com/suppliers/ariba-discovery-for-sellers).
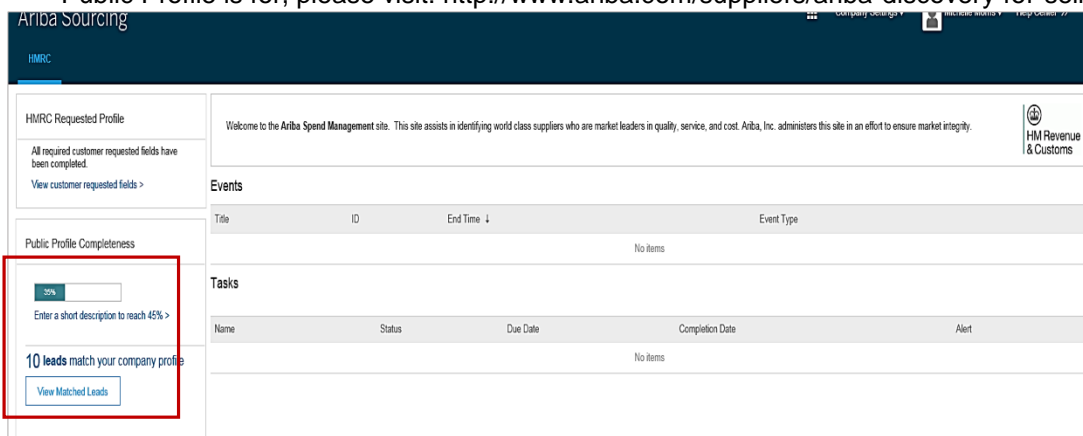
Adding Additional Users to a Suppliers account

Only your company's account administrator can add users to your account. If you are the account administrator, you can add users with the following steps:

To add users to the account, you must first create at least one role. You can assign multiple users to the same role or create a separate role for each user.

To create a role:

1. Click **Company Account Settings** in the upper right corner of the **Home** page.
2. Select **Users** under Account Settings.
3. Click **Create Role**.
4. Enter a **Name** for the role.
5. Select the appropriate permissions using the check boxes.
6. Click **Save**.

To create a user:

1. Click **Company Account Settings** in the upper right corner of the **Home** page.
2. Select **Users** under Account Settings.
3. Click **Create User**.
4. Enter the user's information (**Username**, **Email Address**, **First Name**, **Last Name** and **Phone**).
5. Assign the user a role in the **Role Assignment** section.
6. Click **Save**.

After you create the user, the user receives an email with the username and a temporary password. The user must access the account and change the password when logging in for the first time.

Supplier Response/Proposal Process

1. When the supplier has registered and been approved on HMRC SAP Ariba, the supplier will need to contact the relevant HMRC Buyer (the buyer can be found on the Contract Notice) requesting to be added onto the event

2. Once HMRC Buyers have added a supplier to an event, the supplier will receive an email inviting them to the event

SAP Ariba

HMRC has invited you to participate in the following event: 161006 Test For Supplier Guidance - RFP. The event is set to begin on Thursday, October 6, 2016 at 6:50 AM, Pacific Daylight Time.

Use the following username to log in to HMRC events:

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 Dave Phipps via telephone at 03000 587 778 or via e-mail at dave.phipps@hmrc.gsi.gov.uk.

We look forward to working with you!

Thank You,

HMRC

3. Within the SAP Ariba Proposals page suppliers will be able to see within the 'Events' field which procurement events they are currently invited to participate in. To view procurements the supplier must click the hyperlink within the 'Events' field

Welcome to HMRC's Ariba Sourcing solution. Any queries should be forwarded to the Commercial Directorate Governance & Assurance Team at e.procurement@hmrc.gsi.gov.uk

HM Revenue & Customs

Events

Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
151102 Test for Supplier Guidance	Doc17843181	25/2/2017 13:37	RFP

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				
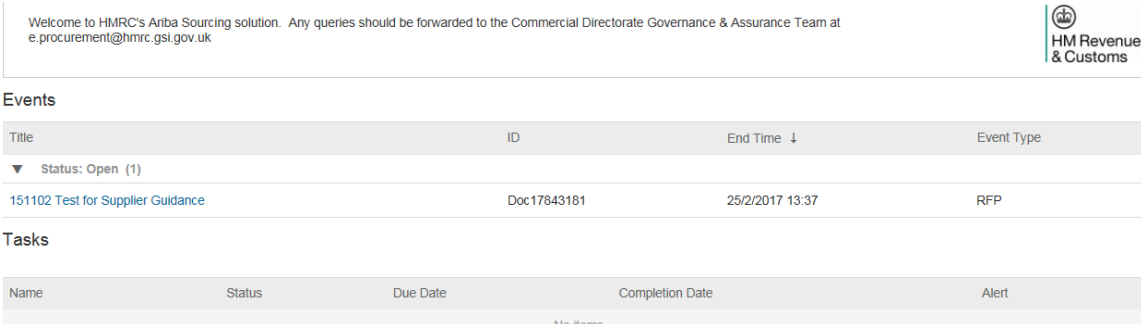
4. Please note that should suppliers wish to participate/decline the event they must review and accept/decline the prerequisites field accordingly.

Ariba Sourcing

Go back to HMRC Dashboard

Company Settings ▾   Help Center ≫

Desktop File Sync

Event Details   Doc42263008 - 161006 Test For Supplier Guidance - RFP

Time remaining
6 days 23:38:35

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 buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, 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

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

Attachments   (Section 1 of 3) Next ≫

Name ↑

1 Attachments   Less... −

Event Attachments uploaded by the HMRC Buyer

≫ Next Section: Selection Questionna...

Event Overview and Timing Rules

5.   Suppliers are able to review the procurement by accessing the relevant sections on the 'Events Content' field.

6.   In order to see questionnaire and individual question weightings a supplier must open the 'Table Option Menu' within the top right hand corner of an event.

7.   Select/filter participants and select the overall weight option.

_____

8. A tender response can either be done online or offline by saving and completing an Excel spreadsheet.

Online - To complete a tender response online suppliers must take the following steps:

1. Enter the 'Select Lots' field
2. Enter the 'Select Lots' tab and mark which lots the supplier intends to bid for. Please note that suppliers will be notified if it is mandatory to complete all lots. <u>Please note that no bid is submitted at this stage: only the intention to participate.</u>
3. Select the 'Submit Selected Lots'

4. For ease of navigation to each section select "Table Options Menu" and then "Collapse All".

5. Drill down into each question and complete all the relevant sections, note that (*) indicates a required field

6. Select "Save" as they progress as the entries will not be submitted to the event owner and can still be amended until the supplier selects "Submit Entire Response".

7. Once the supplier finishes completing all the sections they will then select the "Submit Entire Response" and submit their response.

8. Once a successfully response has been submitted a message will be displayed advising the supplier and thanking them for participating.

Offline – To complete a tender response offline, suppliers must take the following steps:

1. Enter the 'Select Lots' field
2. Enter the 'Select Lots' tab and mark which lots the supplier intends to bid for. Please note that suppliers will be notified if it is mandatory to complete all lots. <u>Please note that no bid is submitted at this stage: only the intention to participate.</u>

3. Select the 'Submit Selected Lots'

4. Step 1 - Select "Excel Import"

5. Select "Download Content" to download the relevant lot and all of the procurement questioning into Excel format and save to local drive

6. Select Save then open folder.

Open the saved Excel spreadsheet and complete the yellow shaded cells in the "Selection Questionnaire" tab and "Award Questionnaire" tab

7. Once a supplier has completed all of the detail offline within Excel, return to the 'Select Lots' field, enter the 'Select Lots Excel' tab and complete Steps 3 and 4 of the instructions contained within it.

8. The "Import Successful" notice will appear

Submit Supplier Responses

1. To submit a response the supplier must select the "Submit Entire Response"

2. If there are any mandatory fields that are blank the supplier will receive an error message on screen stating how many errors there are

3. When there are no errors the following additional confirmation will appear

4. When the response has been submitted a confirmation message is shown

Revised Response

1. A supplier can change their response at any time up until the event closes – the time remaining for an event is displayed at the right hand corner of the screen.

2. To revise a proposal select the "Review Response" and select ok.

3. The suppler can amend the details and resubmit following the instructions for online/offline process shown above and then select "Submit Entire Response". The supplier will then see a message advising them that a revised response has been submitted.

Supplier Communication

Should a supplier wish to communicate with the procurement project, in writing, they must use the 'Compose Message' field within SAP Ariba and type the message.
Please note copying and pasting your message from another system into Ariba will distort the message.

Supplier Support

Suppliers can use the in-situ guides (accessible on the right hand side of the screen), or can contact Customer Support via phone, tickets (Service Requests), or chat. They can also schedule to be

contacted back at a time convenient for them. All these options are available from Help > Help Center > Support Center.