



SAP Ariba Sourcing Professional

Suppliers' Guide





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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





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

Ariba Sourcing				
Enter Your Ariba Commerce Clou	d Information		HM Revenue & Customs	Continue Cancel
To do business with HMRC - TEST on Arba, you need an Arba Con	merce Cloud account. What is the Ariba Commerce Cloud?		& Customs	
If you already have an Ariba Commence Cloud, Ariba Disc	overy or Ariba Network account, click here to log in:	Login		
Enter basic company information				
				* indicates a required field
Company Name:*				
Country*	United Kingdom [GBR]	 If your company has more than one office, enter the main office address. You o address, billing address or other addresses later in your company profile. 	can enter more addresse :	such as your shipping
Address*	Line 1			
	Line 2			
	Line 3			
	Line 4			
City* State				
State Postal Code*				
Product and Service Categories:*	Enter Product and Service Categories	Add -or- Browse		
Ship to or Service Locations.*	Enter Ship-to or Service Location	Add -or- Browse		
Tax ID	Optional	Enter your Company Tax ID number.		
Vat ID	Optional	Enter your company's five to twelve-digit value added tax identification number. Do n	not enter dashes.	
DUNS Number	Octional	Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is	s appended with "-T" in tet	account. (i)
Enter user account information				
		Ariba Privacy Statement		Indicates a required field
Name	First Name Last Name			
Cita	Use my email as my usemame			
Usemane		Must be in email format(e.g john@newco.com)		
Password	* Enter Password	Must contain a minimum 8 characters including letters and numbers. $\textcircled{\ensuremath{\mathbb S}}$		
	Repeat Password			
Secret Question	* In what city was your mother born?	The answer to your secret question must be atleast 5 characters.		
	Your Answer			
	Repeat Your Answer			
	English v	The language used when Ariba sends you configurable notifications. This is	20	
Language	Lighter V	Her senguage used when Anda senas you computable nothcations. This is one of the senated of t	unerent man your web b	

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

Confirm Your Email Address					
ACTION REQUIRED					
Check your email inbox for a message from Ariba. An email has been sent to Yourmail@wherever.com					
Click on Activate link in the email to activate account	Click on Activate link in the email to activate account and complete the HMRC requested profile.				
If you do not receive an activation email:	If you do not receive an activation email:				
Check your junk mail folder or email filter setting:	s to verify that autor	nated 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.					
Yourmail@wherever.com	Send				





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

	HM Revenue & Customs
Dear Michelle Morris,	
Thank you for registering your Ariba account. To complete the registration proc to verify your email address. Please click on the following link to confirm your a complete all required profile fields of your company profile as specified by HMR	ddress and
<u>Click here to activate your Ariba account.</u>	
If you are unable to launch a browser using this link, copy the link and paste in address bar of any of the supported Web browsers to form a single-line URL.	: into the
https://service.ariba.com/Authenticator.aw/ad/confirmEmail? key=0huSEoDOyfzRzgQF5cHmSIivDINf0hAP&anp=Ariba&app=Sourcing	
After your registration process is complete, use the following URL to log in to yo http://proposals.seller.ariba.com	ur account:
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 HMRC Requested Profile * Indicates a required field	ı as part of their Supplier Profile Q	uestionnaire. You must	st complete and submit the additional profile information before you can access and	J participate in HMRC events.
Your customer has specifically requested that you complete the foi information, click Submit . You can click Save as Draft to save an customer.	01	and the second		
There is no buyer specific information requested by buyer: HMR	Save as Draft	Submit		
	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).

HMRC					_	
HMRC Requested Profile All required customer requested fields have been completed.	Welcome to the Ariba S	Spend Management site. This site assist	s 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.	HM Revenue & Customs
View customer requested fields >	Events					
	Title	ID	End Time ↓	Event Type		
Public Profile Completeness				No items		
35% Enter a short description to reach 45% >	Tasks					
Enter a short description to reach 40.0 ×	Name	Status	Due Date	Completion Date	Alert	
10 leads match your company profi				No items		
View Matched Leads						





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 <u>appropriate permissions</u> 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



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

e.procurement@hmrc.gsi.gov.uk				HM Revenue & Customs	
Events					
Title			ID	End Time ↓	Event Type
▼ Status: Open (1)					
151102 Test for Supplier G	Guidance		Doc17843181	25/2/2017 13:37	RFP
Tasks					
Name	Status	Due Date	Com	pletion 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 Sourcin	ng 🗮 Comp	pany Settings 🔹 🔒	Help Cent	er »
So back to HMRC Dashboard		Desktop File	Sync	
Event Details	🗁 Doc42263008 - 161006 Test For Supplier Guidance - RFP		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 re the terms of the prerequisite, you cannot view the event content or participate in this event.	sponses before you can continu	e with the event. If you de	cline
▼ Checklist	Download Content Review Prerequisites Decline to Respond Print Event Information			
1. Review Event Details	Attachments	(Se	ction 1 of 3) Next 🔉	
2. Review and Accept Prerequisites	Name 1			
3. Select Lots	1 Attachments		Less	
	Event Attachments uploaded by the HMRC Buyer			
Submit Response		≫ Ne	ext Section: Selection Que	stionna
▼ Event Contents	Event Overview and Timing Rules			





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

g		Company Settings v	Help Center >>
			Desktop File Sync
E Doc42263008 - 161006 Test For Supplier Guidance - RFP			B Time remaining 6 days 23:48:29
Review and respond to the prerequisites. Prerequisite questions must be answered before you ca the terms of the prerequisite, you cannot view the event content or participate in this event.	n view event content or participate in the event. Some prerequisites may require the buyer to review	and accept your responses before	ou can continue with the event. If you decline
Download Cor	tent Review Prerequisites Decline to Respond Print Event Information]	
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			
Owner: Dave Phipps 🛈	Currency: British Pound		
Event Type: RFP		4	
Publish time; 6/10/2016 14:50	Consatt Elective Date: 211 Mazoro		
Due date: 13/10/2016 14:50			
	Review and respond to the prerequisite: Prerequisite questions must be answered before you can the terms of the prerequisite, you cannot view the event content or participate in this event. Download Core Attachments I Attachments Event Attachments uploaded by the HMRC Buyer Event Attachments uploaded by the HMRC Buyer Event Overview and Timing Rules Over: Dave Phipps ① Event Type: RFP Publish time: 6/10/2016 14:50	Correct: Brink Pound Correct: Brink P	

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.

Ariba Sourcir	g	🗰 Company Settings 🕶 🙎 Help Center
< Go back to HMRC Dashboard		Desktop File Sync
Event Details	E Doc42263008 - 161006 Test For Supplier Guidance - RFP	D Time remaining 6 days 23:28:40
Event Messages Download Tutorials	Review and respond to the prerequisites. Prerequisite questions must be asswered before you can view event content or participate in the event. Some prerequisites may require the buyer the terms of the prerequisite, you cannot view the event content or participate in this event.	vergiev and accept your responses before you can continue with the event. If you decline
▼ Checklist	Download Content Review Prerequisites Decline to Respond Print Event Infor	nation
1. Review Event Details	Attachments	(Section 1 of 3) Next »
2. Review and Accept Prerequisites	Name 1	Table Options M
3. Select Lots	1 Attachments	Less
	Event Attachments uploaded by the HMRC Buyer	

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

	1 1	
Select / Filter		
Participants		Quint (character Dentisia ente
Pivot Table Layout		Select Values for Participants
✓ Show Detail Rows		
Expand All Detail Rows		
Collapse All Detail Rows		Select values.
Show / Hide Columns		
✓ Weight		Participants
✓ Description		
✓ Requirements		Overall Weight
✓ Attachments		V My Response
Outline Expansion		
Expand All		
Collapse All		OK Cancel
Export to Excel		
Export all Rows		
Export Current Page		





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. Please note that no bid is submitted at this stage: only the intention to participate.
- 3. Select the 'Submit Selected Lots'

Select Lots	Doc42263008 - 161006 Test For Supplier Guidance - RFP	Cancel
▼ Checklist	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, once you submit a response you cannot withdraw it.	
Review Event Details Review and Accept	Select Using Excel	
Prerequisites 3. Select Lots	A dim ned check box indicates lots for which bidding is required, or for which you have already placed a bid. You cannot modify your intent to bid on these lots.	
4. Submit Response	Lots valiable for Bidding	=
	Name 36.21 Line Item 1 36.22 Line Item 2	
	L Submit Selected Lots	
		Cancel

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

Console	E Doc42263008 - 161006 Test For Supplier Guidance - RFP			B Time rem 3 days	naining s 04:38:03
Event Messages Response History	All Content				
▼ Checklist	Name †	Price per unit	Quantity	Total Price	
1. Review Event Details	Event Attachments uploaded by the HMRC Buyer				^
	▼ 2 Selection Questionnaires				
 Review and Accept Prerequisites 	▼ 2.1 Organisation Details, Tendering Instructions, Conditions of Tender				
3. Select Lots	2.1.1 ORGANISATION DETAILS				





Console	🔄 Doc42263008 - 161006 Test For Supplier Guidance - RFP			Participants
				Pivot Table Layout
Event Messages Response History	All Content			✓ Show Detail Rows Expand All Detail Rows
▼ Checklist	Name 1	Price per unit	Quantity	Collapse All Detail Rows
1. Review Event Details	Event Attachments uploaded by the HMRC Buyer			Show / Hide Columns
2. Review and Accept	▼ 2 Selection Questionnaires			✓ Price per unit
Prerequisites	▼ 2.1 Organisation Details, Tendering Instructions, Conditions of Tender			✓ Quantity
3. Select Lots	2.1.1 ORGANISATION DETAILS			✓ Total Price
4. Submit Response	2.1.2 Please provide full name of organisation tendering (or of the organisation acting as the lead where a consortium bid is being submitted)	×	*	✓ Weight ✓ Description ✓ Requirements ✓ Attachments
▼ Event Contents	(*) indicates a required field			
All Content	Submit Entire Response Update Totals Save Compose Message Excel Import			Outline Expansion
1 Attachments	Oconnic Linne (Kespurise Oppaale Yolas Sanc) Compose message Exect import			Expand All Collapse All Export to Excel
2 Selection Questionna				Export to Excer
3 Award Questionnaires				Export Current Page

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

Console	B Doc42263008 - 161006 Test For Supplier Guidance - RFP		Time remaining 3 days 04:26:43
Event Messages Response History	All Content		Π
▼ Checklist	Name †	Price per unit	Quantity Total Price
4 Darian Frant Databa	1 Attachments	More +	
 Review Event Details 	2 Selection Questionnaires		
 Review and Accept Prerequisites 	▶ 3 Award Questionnaires		
	(*) indicates a required field		
3. Select Lots			
4. Submit Response	Submit Entire Response Update Totals Save Compose M	lessage Excel Import	





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".

Console	Doc42263008 - 161006 Test For Supplier Guidance - RFP		B Ime remaining 3 days 03:02:29
Event Messages Response History	Vour entries have been saved but have not yet been submitted to the event owner. Continue working on your response and submit it wh	en you are finished.	
▼ Checklist	All Content		
1. Review Event Details	Name †	Price per unit Quantity	Total Price
2. Review and Accept Prerequisites	be applicable.		,
3. Select Lots	2.1.19 CONDITIONS OF TENDER		
4. Submit Response	2.1.20 As referred to in the Tendering Instructions, to promote Information Sharing in Government, please confirm that you agree that HMRC may disclose the Candidate's/Tenderer's information/documentation submitted during this procurement more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.	* Yes, we agree that the HMRC may disclos	se the information/documentation. \checkmark
	2.1.2.1 Using a selection from the list provided, Please confirm that no person from within your organisation has canvassed, nor will canvass, any members of the Board of HMRC, any employee of HMRC or any person acting on	* We confirm that no person from within our	organisation has, nor will, canvass 🗸 🗸
▼ Event Contents	behalf of HMRC in the conduct of the procurement procedure or may influence the outcome of the procurement? 2.1.22 Please confirm that you will comply with HMRC's mandatory Purchase Order policy and that you will only	¢.	
All Content	2.1.22 Trades commit that you will comply with ThimKC's manuatory Functiage Order pointy and that you will only process purchase orders forwarded to you electronically via the automated ERP system detailed in the Supplying to HMRC Guide referred to in the Tendering Instructions (*) indicates a required field	* Yes v F *	v
1 Attachments 2 Selection Questionna	Submit Entire Response Update Totals Save Compose Message Excel Import		

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

Console	🔄 Doc42263008 - 161006 Test For Supplier Guidance - RFP			B Time remaining 3 days 02:30:18
Event Messages Response History	All Content			
▼ Checklist	Name †	Price per unit	Quantity	Total Price
4. Denime Frank Dataile	1 Attachments Less			
1. Review Event Details	Event Attachments uploaded by the HMRC Buyer			
 Review and Accept Prerequisites 	2 Selection Questionnaires			
	≥ 3 Award Questionnaires			£5,400,000.00 GBP
3. Select Lots	(*) indicates a required field			
4. Submit Response	Submit Entire Response Update Totals Save Compose Message Excel Impo	rt		





Console	🗁 Doc42263008 - 161006 Test For Supplier Guidance - RFP			(b) 3 days 02:19:42
Event Messages Response History	All Content			 ×
▼ Checklist	Name 1	Price per unit	Quantity	Total Price
1. Review Event Details	▼ 3.6 Award Criteria - Schedule J Cost Effectiveness			£3,400,000.00 GBP
Review and Accept Prerequisites Select Lots	3.6.1 Please confirm you have completed the bid section for this is completed as this will be the basis of the commercial evaluation of during the tender process will be included in Schedule J (Pricing S successful tenderers. There will be no protocult for directly negotiation of your proposed costs then please do so in the tender protocult of the section of the please do so in the tender protocult of the section of the please do so in the tender protocult of the section of the please do so in the tender protocult of the section of the please do so in the tender protocult of the section of the please do so in the tender protocult of the section of the please do so in the tender protocult of the section of the please do so in the tender please do so in the tender please do so in the tender plane pla	* Yes 🗸 🗣		
	▼ 3.6.2 Bid Section			£3,400,000.00 GBP
4. Submit Response	3.6.2.1 Line Item 1	£3,000.00 GBP	1,000 Each	£3,000,000.00 GBP Fx+
	3.6.2.2 Line Item 2	* £40.00 GBP	10,000 Each	£400,000.00 GBP Fx+
Event Contents	(*) indicates a required field			
All Content	Submit Entire Response Updale Totals Reload Last Bid Save Compose Message	Excel Import		
1 Attachments				

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

Console	Doc42263008 - 161006 Test For Supplier Guidance - RFP	B Time remaining 3 days 02:16:16
Event Messages Response History	You have submitted a response for this event. Thank you for participating.	
▼ Checklist	Revise Response	
1. Review Event Details	All Content	■ ×
2. Review and Accept Prerequisites	Name † Price per	unit Quantity Total Price

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'

Select Lots	Doc42263008 - 161006 Test For Supplier Guidance - RFP	Cancel
▼ Checklist	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; once you submit a response you cannot withdraw it.	
 Review Event Details Review and Accept 	Select Lots Select Using Excel	
2. Novembrid and recept Prerequisites 3. Select Lots	A dimmed check box indicates lots for which bidding is required, or for which you have already placed a bid. You cannot modify your intent to bid on these lots.	
4. Submit Response	Lots Available for Bidding	
	Vane	
	√ 3.621 Line Item 1 √ 3.622 Line Item 2	
	Submit Selected Lots	
		Cancel

4. Step 1 - Select "Excel Import"

Console	E Doc42263008 - 161006 Test For Supplier Guidance - RFP		B Ime remaining 3 days 03:02:29
Event Messages Response History	Vour 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.	
▼ Checklist	All Content		
1. Review Event Details	Name 1	Price per unit Quantity	Total Price
2. Review and Accept Prerequisites	be applicable.	**	^
3. Select Lots	2.1.19 CONDITIONS OF TENDER		
4. Submit Response	2.120 As referred to in the Tendering Instructions, to promote Information Sharing in Government, please confirm that you agree that HMRC may disclose the Candidate's Tenderer's information/documentation submitted during this procurement more widely within Government for the purpose of ensuring effective cross-Government procurement procureses, including value for money and related purposes.	* Yes, we agree that the HMRC may disclose the information of the second	tion/documentation. V
	2.1.21 Using a selection from the list provided, Please confirm that no person from within your organisation has canvassed, nor will canvass, any members of the Board of HMRC, any employee of HMRC or any person acting on	* We confirm that no person from within our organisation	has, nor will, canvass 🗸 🗸
▼ Event Contents	behalf of HMRC in the conduct of the procurement procedure or may influence the outcome of the procurement?	ș [±]	
All Content	2.1.22 Please confirm that you will comply with HMRC's mandatory Purchase Order policy and that you will only process purchase orders forwarded to you electronically via the automated ERP system detailed in the Supplying to HMRC Guide referred to in the Tendering Instructions	* Yes v 🕫	~
1 Attachments	(*) indicates a required field		
2 Selection Questionna	Submit Entre Response Update Totals Save Compose Message 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

Select Lots	Doc42263008 - 161006 Test For Supplier Guidance - RFP				
▼ Checklist	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, once you submit a response you cannot withdraw it.				
 Review Event Details Review and Accept 	Select Lots Select Using Excel				
Prerequisites 3. Select Lots	You are invited to participate in 2 lot(s) and are required to select 2 of them. You currently have selected 2 lot(s). To change your intent to bid, follow the instructions below.				
 Submit Response 	Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet. se Stip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets". Download Content Download Content Download Content Download Content Step 2. Declare your milention to respond and enter your response in the Excel spreadsheet and save the file to your computer.				
	Step 3. Locale the saved Excel file on your computer using the Browse button. Browse				
	Step 4. Click Upload to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response. Upload				

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

lumber	Name	Table Section	Answer						1				
2.1	Organisation	 Column											
	Details,												
	Tendering			Number	Name	Description	Table Section	n Answer	Intend To	Currency	Unit of	* Price per	Quantity
	Instructions,						Column		Respond		Measure	unit	
	Conditions of			3.1	Award Criteria								
	Tender				Social, Environmental								
2.1.1	ORGANISATION				and innovative								
	DETAILS				Characteristics								
2.1.2	Please provide		The Bottle	3.1.1	For further								
	full name of		Company		information in								
	organisation		company		relation to the								
	tendering (or of				questions in this questionnaire								
	the organisation				please refer to								
					the Tendering								
	acting as the				Instructions,								
	lead where a				Section 16,								
	consortium bid				Requirements								
	is being			3.1.2	Tendering Instructions								
2.1.3	submitted) Please provide		The Bottle	 3.1.3	Please confirm			Yes					
c. 1. o	contact details				that prior to			100					
			Company 1990 April Christel		providing a								
	for enquiries		123 Any Street		response to any								
	about this		Any Town		of the award								
	response which		Manchester		criteria								
	should include:		M1 2SQ		questionnaires/								
	Organisation				questions, you have read and								
	name,				taken into								
	Organisation full				account all of								
	correspondenc				the information								
	e address with				contained in the								
	post code.				Tendering								
	Primary				Instructions								
	Contact's Name,				document attached to this								
	Primary				event, and in								
	Contact's Phone				the case of an								
	Numbers,				incumbent								
	Primary				provider that								
	Contact's e-mail.				special attention								
	Secondary				has been paid to Section 3,								
	Contact's Name,				Conditions of								
	Secondary			3.1.4				24					
	Contact's Phone			3.1.4	As per the Tendering			Yes					
	Numbers,				Instructions,								
	Secondary				Section 10,								
	Contact's e-mail				Publication of								
	(as referred to				Contract								
	above you must				Award, please				-				
	inform us of any												
	changes to the												
	contact at any												





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.

Select Lots	Doc42263008 - 161006 Test For Supplier Guidance - RFP Carce
▼ Checklist	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, once you submit a response you cannot withdraw it.
 Review Event Details Review and Accept 	Select Lots Select Using Excel
3. Select Lots	You are invited to participate in 2 lot(s) and are required to select 2 of them. You currently have selected 2 lot(s). To change your intent to bid, follow the instructions below.
4. Submit Response	Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step 1 you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets". Download Content Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
	Stap 3. Locate the saved Excel file on your computer using the Browse by Browse
	Step 4. Click Upload to import the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response. Upload

8. The "Import Successful" notice will appear

Console	Doc42263008 - 161006 Test For	Supplier Guidance - RFP			emaining Iys 01:41:37
Event Messages Response History	You have submitted a response for this event. Thank	ou for participaling			
+ Checklist		Revise Response			
1. Review Event Details	All Content	✓ Import Successful			m∣×
 Review and Accept Prerequisites 	Name †	Your response has been imported successfully. Citck the Revise Response button, and then click the Submit Entire Response		Price per unit Quantity	Total Price
3. Selections	1 Attachments	button.	Less		,
	Event Attachments uploaded by the HMRC I	ок			
4. Submit Response	▼ 2 Selection Questionnaires				
	¥ 2.1 Organisation Details, Tendering Instruction	ns, Conditions of Tender			
Event Contents	2.1.1 ORGANISATION DETAILS				
All Content	2.1.2 Please provide full name of organisation tendering (or of the organisation acting as the lead where a consortium bid is being submitted)		The Bottle Company		
1 Attachments	2.1.3 Please provide contact details for expuries about this response which should include:		The Bottle Company 123 Any Street Any Tream		

Submit Supplier Responses

1. To submit a response the supplier must select the "Submit Entire Response" $_{\mbox{\sc All Content}}$







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

√ s	Submit thi	s r	esponse?
Click O	K to submit.		
	ОК		Cancel

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

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

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.

Console	Doc42263008 - 161006 Test For Supplier Guidance - RFP		(⊕ ^{Time n} 3 da	^{emaining} ys 01:31	:58
Event Messages Response History	You have submitted a response for this event. Thank you for participaling.					
▼ Checklist	Revise Response					
1. Review Event Details	All Content				Π	×
 Review and Accept Prerequisites 	Name †	Pri	ce per unit	Quantity	Total Price	•
3. Select Lots	1 Attachments	Less				^
	Event Attachments uploaded by the HMRC Buyer					
 Submit Response 	▼ 2 Selection Questionnaires					





Console	🔄 Doc42263008 - 161006 Te	st For Supplier Guidance - RFP		G Time remaining 3 days 01:28:03
Event Messages Response History	You have submitted a response for this event.	Thank you for participating.		
▼ Checklist		Revise Response		
1. Review Event Details	All Content	▲ Revise Response?		■ >
2. Review and Accept Prerequisites	Name †	You have already submitted a response for this event. Click OK if you would like to revise your response.		Price per unit Quantity Total Price
Select Lots	1 Attachments		Less –	^
5. 500012013	Event Attachments uploaded by the	OK Cancel		
 Submit Response 	▼ 2 Selection Questionnaires			
	▼ 2.1 Organisation Details, Tendering In	structions, Conditions of Tender		
▼ Event Contents	2.1.1 ORGANISATION DETAILS			
All Co	ontent			
Name	t			

▼ 1 F	DRM A: Organisation Details, Tendering Instructions, Conditions of Tender
▼ 1.1	A1 ORGANISATION DETAILS
	1.1.1 A1.1 Please provide full name of organisation tendering (or of the organisation acting as the lead where a consortium bid is being submitted)
	1.1.2 A.1.2 Piease provide contact details for enguines about this response which should include: Organisation name. Organisation full correspondence address with post code. Pinnary Contact's Name, Pinnary Contact's e mail.
	(*) indicates a required field
Submit	Entire Response Update Totals Save Compose Message Excel Import

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.

Console	Doc42263008 - 161006 Test For Supplier Guidance - RFP			C Time remaining 3 days 01:24:05
Event Messages Response History	\checkmark Your revised response has been submitted. Thank you for participating in the event.			
▼ Checklist	All Content			
1. Review Event Details	Name †	Price per unit	Quantity	Total Price
2. Review and Accept Prerequisites	2.1.15 The Public Contracts Regulations 2015, Regulation 56, General Principles in Awarding Contracts describes the need for the Tender to comely with the remvirements, conditions and criteria set out in the contract notice and in the			^





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.

All Conten	All Content			
Name †				
T 1 FOR	NA: Organisation Details, Tendering Instructions, Conditions of Tender			
V 1.1 A1 ORGANISATION DETAILS				
1.1.1 A1.1 Please provide full name of organisation tendering (or of the organisation acting as the lead where a consortium bid is being submitted)				
O O Pi Pi	1.2 A1.2 Please provide contact details for enquiries about this response which should include: rganisation name, rganisation full correspondence address with post code. imary Contact's Name, imary Contact's Phone Numbers, imary Contact's e-mail.			
-	(*) indicates a required field			
Submit En	tire Response Update Totals Save Compose Message Excel Import			
Console	Doc42263008 - 161006 Test For Supplier Guidance - RFP G 3 days 00.30			
Event Messages Response History	You have submitted a response for this event. Thank you for participating.			
 Checklist 	Revice Response			
1. Review Event Details	All Content			
 Review and Accept Prerequisites 	Name † Price per unit Quantity Total Price			
3. Select Lots	1 Attachments Less			
4. Submit Response	Event Atlachments uploaded by the HMRC Bayer 2 Selection Questionnaires			
	Award Questionnaires Saward Questionnaires Saward Questionnaires			
▼ Event Contents				
All Content	Compose Message			
Ariba Sourcing	tti Company Settings + Michele Morris - Melle Center 30 Desitagi Feli Sync			
Compose New Message				
	The Bielde Company (Michele Morm)			
	Project Team Doce5203001-191000 Team For Supplier Coaler ex- HPP			
Atlachmonts				
B I I I E E Have	N Lene X A A O			

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.