

Sourcing Event Participation Guidance for Suppliers - Transport for London

Version 1.3

This document reflects ongoing work and discussions within TfL on options for the future of TfL/LU. It is not intended to reflect or represent any formal TfL/LU views or policy. Its subject matter may relate to issues which would be subject to consultation. Its contents are confidential and should not be disclosed to any unauthorised persons



TfL uses SAP Ariba

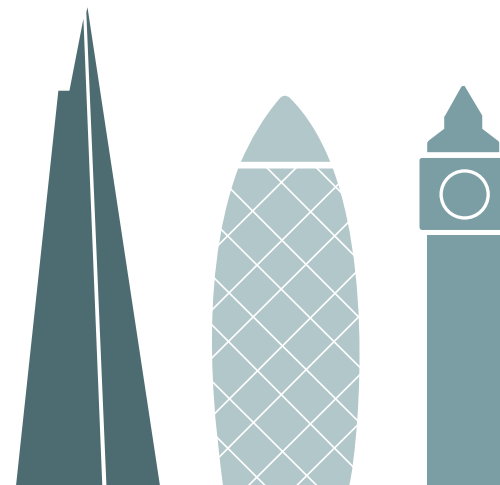
TfL uses e-sourcing tool **SAP Ariba** to digitise and manage our sourcing and supplier collaboration.

Supplier benefits of e-sourcing

- Online collaboration
- Opportunity to bid on TfL business
- Transparent bidding process with clear requirements
- Structured, recognisable format
- Faster evaluation and feedback
- Improved certificate, contract (incl. electronic signatures) and audit management



What do I need to do to
participate in TfL sourcing events?



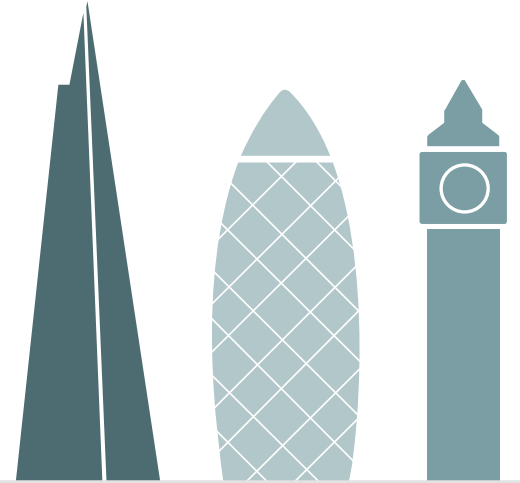
Event preparation

To participate in TfL sourcing events, complete the following steps:

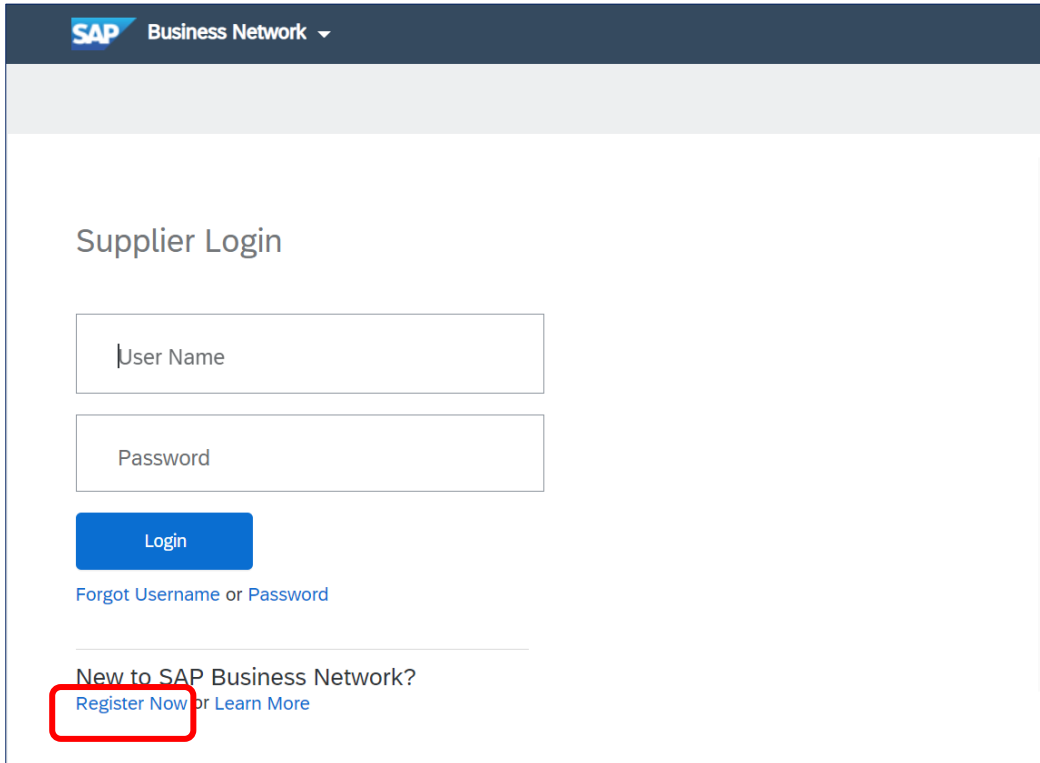
1. **Express Interest** in the event by contacting the TfL commercial contact (sourcing event owner) shown on [Find a Tender](#) / [Contracts Finder](#) posting.
2. **Submit the TfL supplier request form** at the following [link](#), if you have never done business with TfL before, and are not registered with TfL as a supplier. This will create a supplier record for your company in the internal TfL sourcing system, allowing TfL commercial team to invite your company to sourcing events.
3. **Create your Ariba Network (SAP Business Network) account** at <https://supplier.ariba.com>, if you don't have one yet – and add to the account your sourcing event [Users](#) – to access TfL sourcing events when invited.



How do I create an Ariba Network
(SAP Business Network) account?



Create an Ariba Network (SAP Business Network) account



SAP Business Network

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?

[Register Now](#) or [Learn More](#)

- Visit <https://supplier.ariba.com>
- Click '**Register Now**'

Note:

There are two types of Ariba Network (SAP Business Network) accounts:

Free Standard account and paid Enterprise account. TfL only requires the use of a free **Standard** account.

By clicking '**Register Now**', you will create a **fee-free Standard account**.



Create an Ariba Network (SAP Business Network) account

What to expect when you create an account:

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)



Create a free company account to connect with your customers on SAP Business Network

Company information ?

Company (legal) name *

Country/Region *

United Kingdom [GBR]

Address line 1 *

Address line 2

Address line 3

Fill out company information



Create an Ariba Network (SAP Business Network) account

Administrator account information [?](#)

First name * Last name *

Email *

☒ Use my email as my username

Password * [?](#) Repeat password * [?](#)

Business role *
 [?](#)

☐ I have read and agree with the [Terms of Use](#).

☐ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

[Create account](#)



Fill out user account information.

These will be your **Administrator** account details.

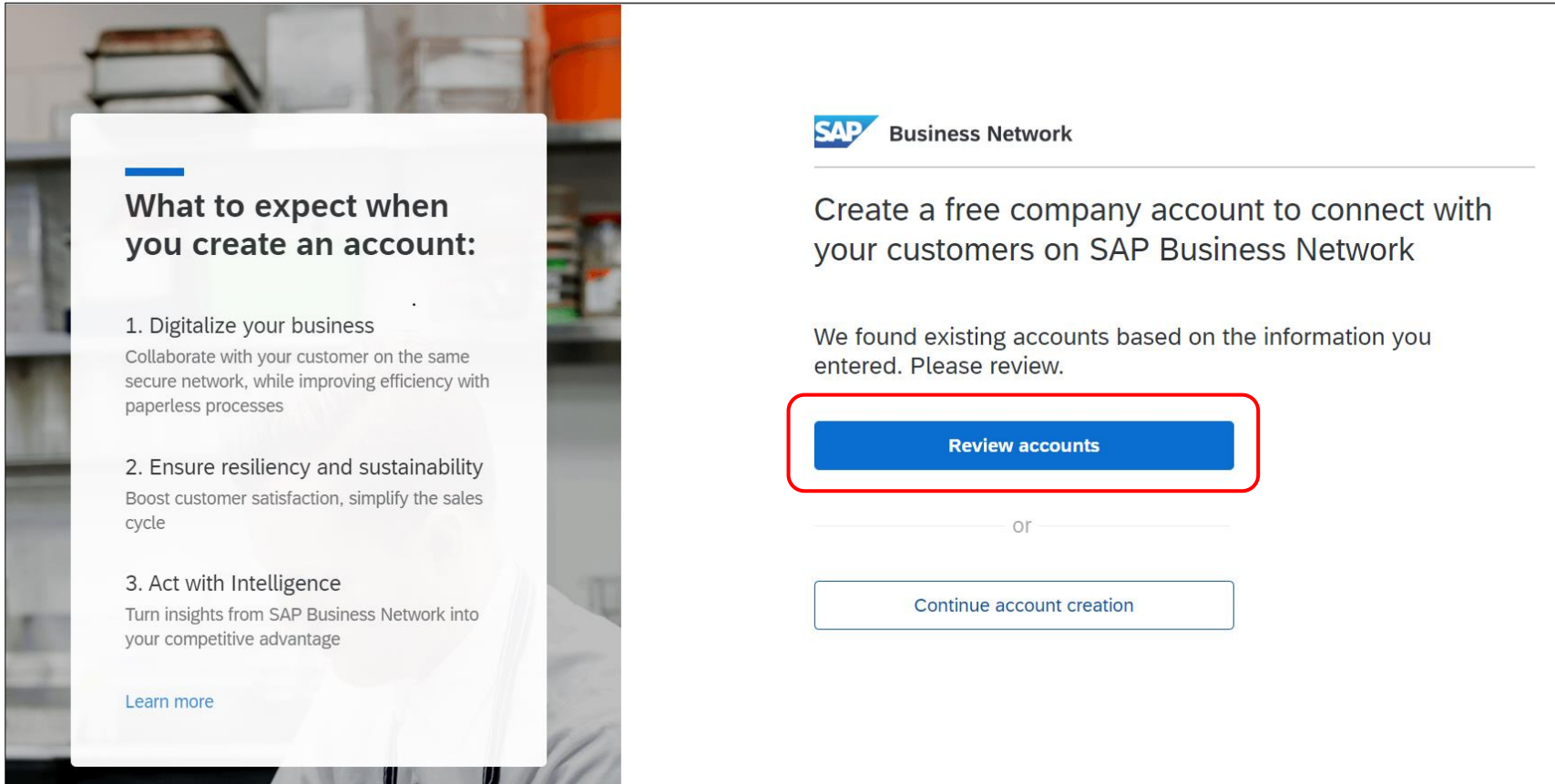
The account Administrator can later add further **Users** to the account, following this [guide](#).

Important:

- **Add** to your Ariba account all **Users** who will participate in Tfl sourcing events.
- **Inform** the Tfl sourcing event owner, which User (email) should be invited to the given sourcing event.



Check Duplicates



The screenshot shows the SAP Business Network account creation interface. On the left, a white box titled 'What to expect when you create an account:' lists three benefits: digitalizing business, ensuring resiliency and sustainability, and acting with intelligence. The main content area features the SAP Business Network logo and a heading 'Create a free company account to connect with your customers on SAP Business Network'. Below this, a message states: 'We found existing accounts based on the information you entered. Please review.' A blue button labeled 'Review accounts' is highlighted with a red rectangle. Below the button is the word 'or' and a button labeled 'Continue account creation'.

What to expect when you create an account:

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)

SAP Business Network

Create a free company account to connect with your customers on SAP Business Network

We found existing accounts based on the information you entered. Please review.

Review accounts

or

Continue account creation

You may get a warning about suspected duplicate accounts for your company.

Please check them to ensure your legal entity does not already have an Ariba Network (SAP Business Network) account.

Click '**Review accounts**' to see the accounts matching your company details or email address.



Check Duplicates

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

hotmail.com

GBR

Search results (3)

Bold font: Matched values

Company name	Email domain matched	Country	State	DUNS number	Action ?
	No	United Kingdom	Liverpool		Contact administrator
	No	India	Gujarat		Contact administrator
	No	United Kingdom			Contact administrator

Ariba accounts that are a match to the information you have entered on the previous screen will be displayed.

Click **‘Contact Administrator’** of the account that matches your company profile (if any).

Check Duplicates

Contact administrator

×

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

Your name *	Your company name *
Your email *	Your phone number
hotmail.com	Enter your 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.

Send

Cancel

You can **Send** a request to the Administrator of a matched account and request them to contact you or grant you access to the account, with your own Username and Password.

You will not see the Administrator's email you're messaging, and you will need to wait for their reply to come to your mailbox.

Note:

You can choose to ignore the matched accounts, and create a new Ariba Network (SAP Business Network) account for access to Tfl sourcing events. In that case, click 'Cancel' and select '**Continue account creation**' on the previous page:

Continue account creation

You will then be able to register a new Ariba Network (SAP Business Network) account with your preferred email address.

If your email is already registered on the Network with another account, you can still register a new account with the same email, but with a **different Username**.



Confirm Email

Please confirm your email address

Check your email at [redacted]@hotmail.com and follow the steps in the email to confirm your email address in the next **72 hours**.

> If you did not receive the email:

To complete the account creation, go to the inbox of the email you stated on the account registration page and click '**Confirm Email**'.

Action Required: Confirm your email

 **Business Network**

Confirm your email

Dear [redacted]

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

Link expires: Sunday, Oct 30, 2022, 03:32 AM PDT

If the link expired, login to supplier.ariba.com and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=FmiSwgJLtPJcviGrCNqd5fOjtdjpjX9m&anp=Ariba&app=Supplier>



Complete Registration

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

or [Browse](#)

Ship-to or Service Locations

or [Browse](#)

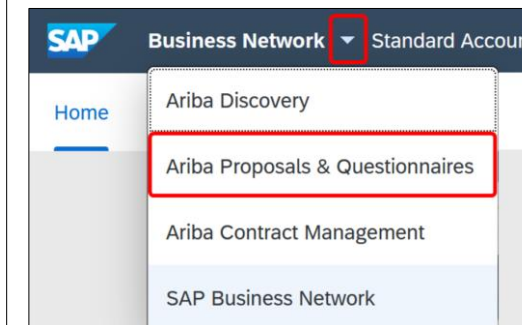
[Don't show this to me again](#)

Optional step:

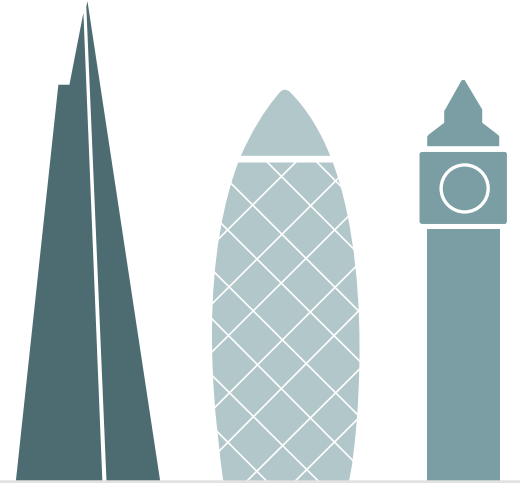
Add to your Ariba account profile the type of goods or services you supply.

You may also be prompted to enter other additional company details. These details will enhance your company profile on Ariba Network (SAP Business Network), but they will **not** update your company details in the TfL internal sourcing system.

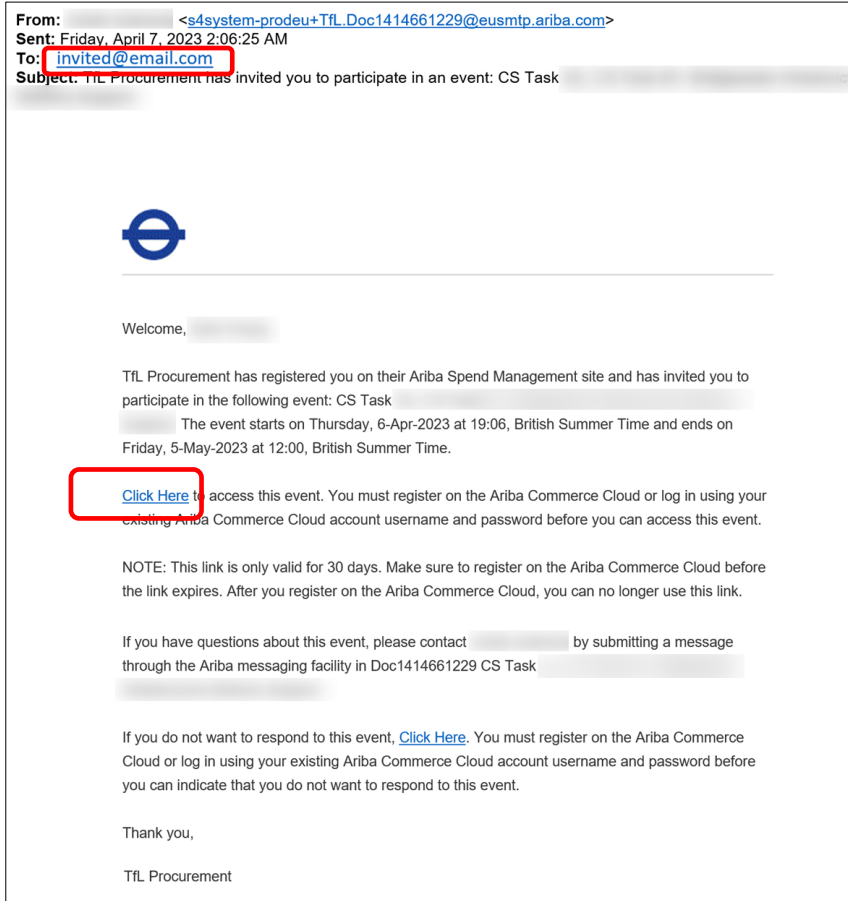
To update your supplier details with TfL, use the **'TfL supplier registration questionnaire'** within the **Ariba Proposals & Questionnaires** section of your Ariba Network account (available there if you submitted it before), or contact Ariba_Supplier_Enablement@tfl.gov.uk.



How will I receive the sourcing
event details?



Event Invite



Once the event has been launched, you will receive an email inviting you to participate. The email will be sent to the User (email) you indicated to the sourcing event owner ahead of the event.

The invite email will come from the sourcing event owner, with sender's email address in the domain @eusmtp.ariba.com (please add this domain to your safe senders list).

The invitation email will contain general event information. To view the detailed event document, **Click** on the invite link and  to your Ariba Network (SAP Business Network) account, using Username and Password previously created.

Important:

To view the event, you must Log In with the same email (or the associated Username) the invite was sent to.

If your company has an Ariba Network (SAP Business Network) account, but the invited email is not a User of the account yet, ask the Administrator of your Ariba account to add the invited email as a User to the account, following this [guide](#), before proceeding with the event invite link.

Alternatively, you can ask the TfL sourcing event owner to re-send the invite to another email, which is already registered as a User of your Ariba Network (SAP Business Network) account.

If – at the time of receiving the sourcing event invite – you have not created an Ariba Network (SAP Business Network) account yet, or you are not able to contact your Ariba account Administrator to add the invited email as a User to your Ariba account, you can still access the event, by using the  button in the next step.

Note: You will not be able to be invited, unless:

- You have **expressed interest** to participate in the given sourcing event, via email to the owner of the given sourcing event, as specified in the published event notice.
- TfL has your correct **contact email** in your company's supplier record within the internal TfL sourcing system.



Event Invite

To view the event, you must **Log In** with the same email (or the associated Username) the invite was sent to.

From: <s4system-prodeu+Tfl_Doc1414661229@eusmtp.ariba.com>
Sent: Friday, April 7, 2023 2:06:25 AM
To: invited@email.com
Subject: Tfl Procurement has invited you to participate in an event: CS Task



Welcome, [redacted]

TfL Procurement has registered you on their Ariba Spend Management site and has invited you to participate in the following event: CS Task

The event starts on Thursday, 6-Apr-2023 at 19:06, British Summer Time and ends on Friday, 5-May-2023 at 12:00, British Summer Time.

[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.

NOTE: This link is only valid for 30 days. Please ensure 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, please contact [redacted] by submitting a message through the Ariba messaging facility in Doc1414661229 CS Task

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.

Thank you,

TfL Procurement

SAP Ariba Proposals and Questionnaires

Supplier Login

Login

[Forgot Username or Password](#)

Sign up as a supplier with **Transport for London** on SAP Ariba.

Transport for London uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Transport for London.

Sign up

Already have an account?

Log in



Event Invite

If the invited email is not registered on Ariba Network (SAP Business Network) yet, click **Sign Up**.

From: <s4system-prodeu+Tfl_Doc1414661229@eusmtpl.ariba.com>

Sent: Friday, April 7, 2023 2:06:25 AM

To: invited@email.com

Subject: Tfl Procurement has invited you to participate in an event: CS Task



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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.

Thank you,

Tfl Procurement

User account information

First name *

Last name *

invited@email.com

☒ Use my email as my username

Password *

Repeat password *

Sign up as a supplier with **Transport for London** on SAP Ariba.

Transport for London uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Transport for London.

Already have an account?

Log in

Sign up



Event Invite

If you see any of the below error messages, when Signing Up from a sourcing event invite link: **Untick ‘Use my email as my username’** and create a **different Username**. You will need to use the new **Username** for this and all future TfL sourcing events sent to this email.

From: <s4system-prodeu+Tfl_Doc1414661229@eusmtp.ariba.com>
Sent: Friday, April 7, 2023 2:06:25 AM
To: **invited@email.com**
Subject: TfL Procurement has invited you to participate in an event: CS Task



Welcome, [redacted]

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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, please contact [redacted] by submitting a message through the Ariba messaging facility in Doc1414661229 CS Task

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.

Thank you,

TfL Procurement

Error:

Your company has already connected with this buyer company using a different account and Ariba Network ID (ANID)

Error:

The username and password entered has already merged to another Ariba Sourcing user account

Error:

User already exists. Please enter a different username.

User account information

First name * Last name *

Email *

☐ Use my email as my username

Username *

Password * Repeat password *

Sign up as a supplier with **Transport for London** on SAP Ariba.

Transport for London uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Transport for London.

Already have an account? [Log in](#)

[Sign up](#)



Forgotten Username or Password

If needed, use the Forgot Username / Password links – a reset email will be sent to your registered email address.

 Ariba Proposals and Questionnaires 

Enter Your Account Information

* Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username:*

Password:*

[Forgot Username](#)

[Forgot Password](#)

Continue

Cancel



Troubleshooting Log In / Sign Up errors

If you see any of the below error messages when trying to access an event, follow the links for detailed descriptions and resolutions

Error: **The username and password entered has already merged to another Ariba Sourcing user account**

Resolution: <https://support.ariba.com/item/view/154274>

Error: **Your company has already connected with this buyer company using a different account and Ariba Network ID (ANID)**

Resolution: <https://support.ariba.com/item/view/139440>

Error: **User already exists. Please enter a different username.**

Resolution: <https://support.ariba.com/item/view/138965>



Viewing event details

SAP

Ariba Proposals and Questionnaires

Standard Account

Get enterprise account

TEST MODE

PS

TFL PROCUREMENT - TEST

There are no matched postings.

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: Open (1)				
Competition For ABC Services	Doc1187123541	24/10/2022 12:37	RFP	No

View the event on the **Ariba Proposal and Questionnaires** page of your Ariba Network account

To view the event details, click on event title



Participation

Click **Intend to Participate**

Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details

2. Submit Response

▼ Event Contents

All Content

1 RfP Content

2 RfP Response

Doc1187123541 - Competition For ABC Services

Time remaining
4 days 19:19:21

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

Download Content

Intend to Participate

Decline to Participate

Print Event Information

RfP Content

Name ↑

▼ 1 RfP Content

Please see the attached reference documents in relation to this RfP.

1.1 Reference document 1 Test document.docx ✓

1.2 Reference document 2 Test document.docx ✓

1.3 Reference document 3 Test document.docx ✓

Event Overview and Timing Rules

Owner: Chris Clark ⓘ

Currency: British Pound

Commodity: CORPORATE SERVICES 105000000

Publ: RFP

Publish time: 19/10/2022 12:37

Due date: 24/10/2022 12:37

Begin and end: Parallel ⓘ

Estimated Award Date: 28/10/2022 ⓘ

Review Event Messages and Tutorials

Number of days left to participate

Click on 'Intend to Participate' to inform the TfL sourcing event owner of your intention.

Note:

It is important that you click 'Intend to Participate' to ensure you receive all event-relevant communications.

EVERY JOURNEY MATTERS

22

Message Functionality

You can view messages sent by TfL and compose your own messages, to request information or ask the TfL contact questions

Ariba Sourcing

< Go back to TfL Procurement - TEST Dashboard

Desktop File Sync

Event Messages - Competition For ABC Services

Done

Time remaining
4 days 19:15:30

Messages

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
	MSG128839270	Not Applicable	19/10/2022 12:37	TfL Procurement - TEST	Proteus Supplier	TfL Procurement - TEST	TfL Procurement - TEST has invited you to participate in an event: Competition For ABC Services.
	View	Reply	Compose Message	Download all attachments			

Ariba Sourcing

< Go back to TfL Procurement - TEST Dashboard

Desktop File Sync

Compose New Message

SendCancel

From: NTERNAL01 (Proteus Supplier)

To: Project Team

Subject: Doc1187123541 - Competition For ABC Services

Attachments: Attach a file

B

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font

Hello,

Can we arrange a site visit for 2nd week in November



Messages on Ariba Network & Email

You will receive notification of a response to your message via email as well as in the portal, in the Event Messages section of the event

Ariba Sourcing

Company Settings

Proteus Supplier

Feedback

Help

Messages

< Go back to TfL Procurement - TEST Dashboard

Desktop File Sync

Event Messages - Competition For ABC Services

Done

Time remaining
4 days 18:58:17

Messages

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
☐	MSG128935131.1	No	19/10/2022 17:37	TfL Procurement - TEST		Participants (1) Team (1)	RE: Doc1187123541 - Competition For ABC Services
☐	MSG128839270	Not Applicable	19/10/2022 12:37	TfL Procurement - TEST		Proteus Supplier	TfL Procurement - TEST has invited you to participate in an event: Competition For ABC Services.

View

Reply

Compose Message

Download all attachments

Search in emails

1-30 of 30

☐

Primary

☐

Promotions

☐

Social

☐

★ Chris

RE: Doc1187123541 - Competition For ABC Services - Hello, We will not be running sit...

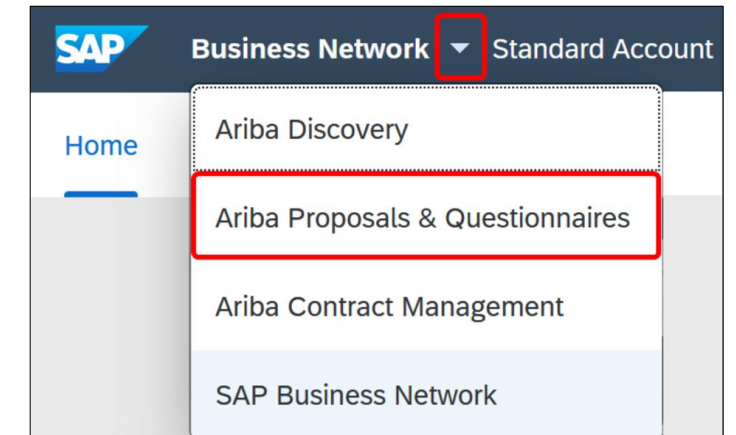
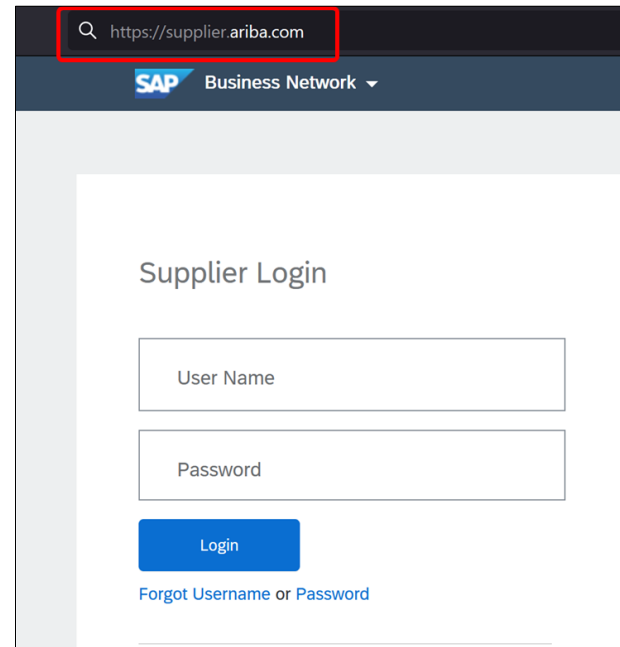


Returning to an event

Once you've accessed a sourcing event via the **link** in the TfL invite email, you can later return to it directly from within your Ariba Network (SAP Business Network) account:

1. Go to: <https://supplier.ariba.com>
2. Log In with the email (Username) **invited** to the event
3. Switch your view to: **Ariba Proposals & Questionnaires**

Your TfL sourcing events will be listed under **TfL Procurement**.

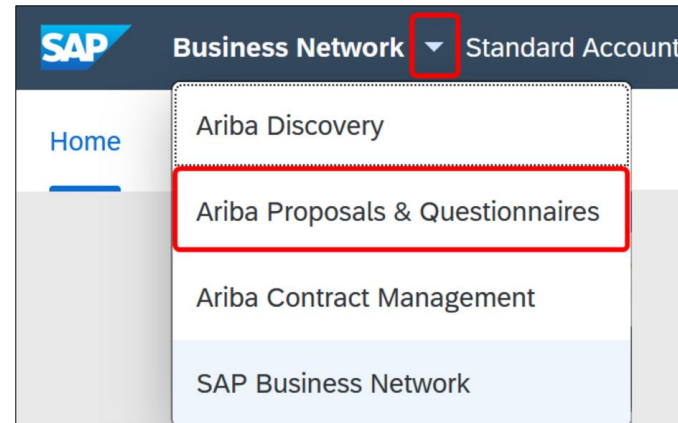
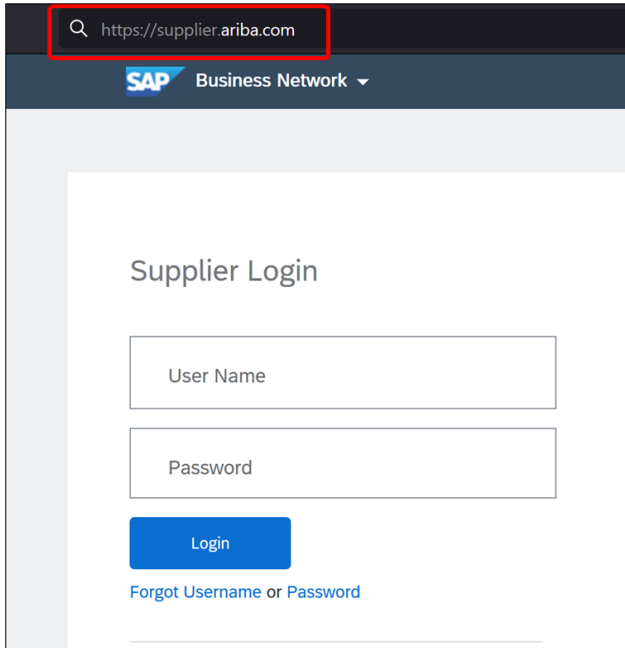


Note:

After accessing your **first** TfL sourcing event in your Ariba account, using particular **email (Username)**, you can view subsequent TfL sourcing events, to which your email has been invited, directly at <https://supplier.ariba.com> (**Ariba Proposals & Questionnaires**), without having to follow the invite links received via email.



Returning to an event



Once you've accessed a sourcing event **once**, via the **link** in the TfL invite email, you can later return to it directly from within your Ariba Network (SAP Business Network) account:

1. Go to: <https://supplier.ariba.com>
2. Log In with the email (Username) **invited** to the event
3. Switch your view to: **Ariba Proposals & Questionnaires**

Your TfL sourcing events will be listed under **TfL Procurement**.

Note:

After accessing your **first** TfL sourcing event in your Ariba account, Subsequent TfL sourcing events



Questions

If you have any queries regarding your Ariba Network (SAP Business Network) registration or accessing TfL sourcing events, please email: Ariba_Supplier_Enablement@tfl.gov.uk

