

1. Purpose

The purpose of this document is to provide step by step instructions on how to respond to a tender (or sourcing event) in SAP Ariba.

Note:

- SAP Ariba has renamed 'Ariba Network' to 'Business Network'
- At TAFE NSW, 'SAP Ariba' is referred to as 'TAFE Checkout'

2. Important Notes

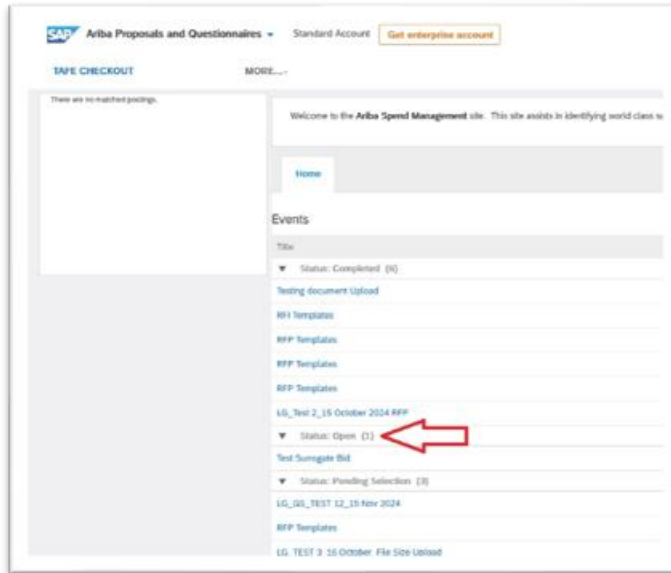
- It is important to note that you **must** have a Business Network Account
- You must have access to Ariba Proposals & Questionnaires in the Business Network Account
- It is important to review and accept the Prerequisites. This must be completed before you can access the tender documents. By accepting the Prerequisites, you can receive any additional event information, such as Addendums that may occur while the event is open.
- Once you have accessed the tender/event, you should communicate with the event sponsor via the Message Board within the event.
- If you do not wish to respond after viewing the event, select the relevant button to decline.

3. Steps

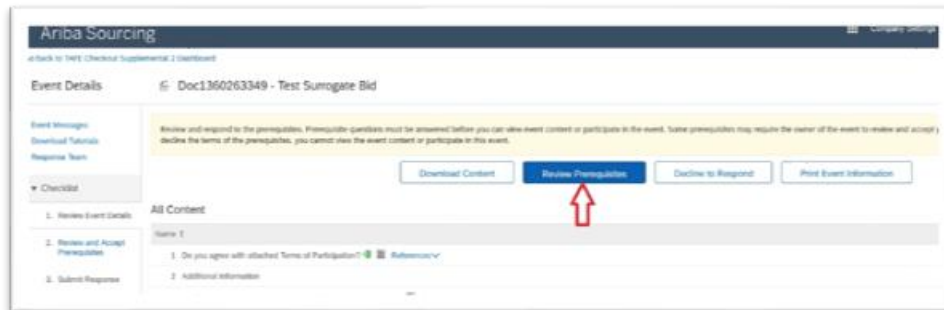
- Log in to your Business Network Account
- From the Home Page, select 'Ariba Proposals & Questionnaires'



- The Tender Title will be in the Events under the Status: Open Section



- Click on the tender you wish to respond to, and Details of the tender will be displayed. Once you have read the details, click on the Review Prerequisites button

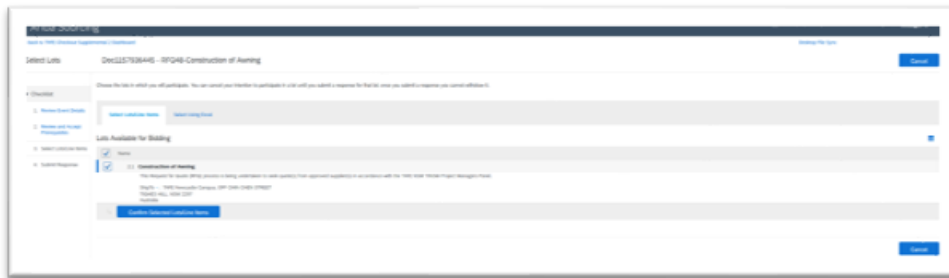


- Review the Terms of Participation and select from the drop-down list that you agree. Select the radio button next to 'I accept the terms of this agreement' and Click ok

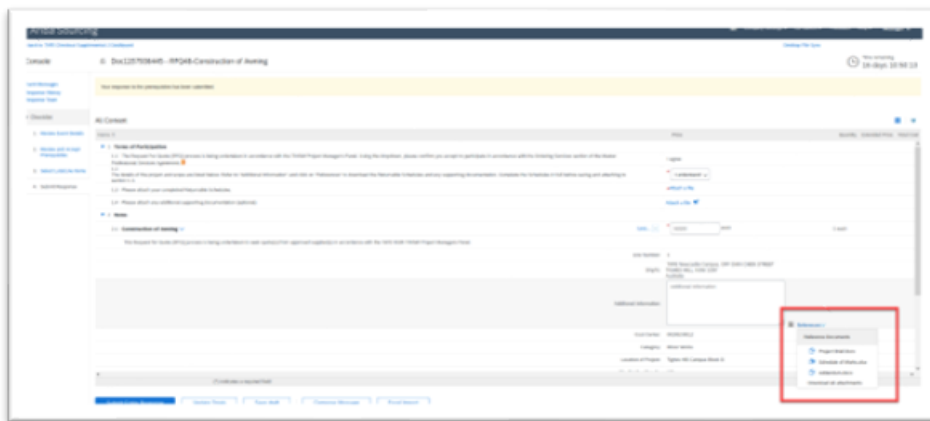


A pop up will appear to confirm you wish to submit. Click Ok.

- The next screen is where you will submit your response and attach your supporting documentation including any pricing requirements



Navigate to 'References' to download all attachments

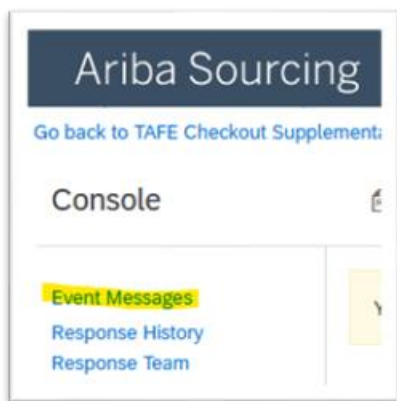


NOTE: If you have multiple documents you wish to upload, please consider creating a zip file.

- Accessing and Responding to Addendum
You will receive an email notification if an Addendum has been issued. There may be two methods responding to the Addenda. Either way you will receive an email notification.

a) Via Messages

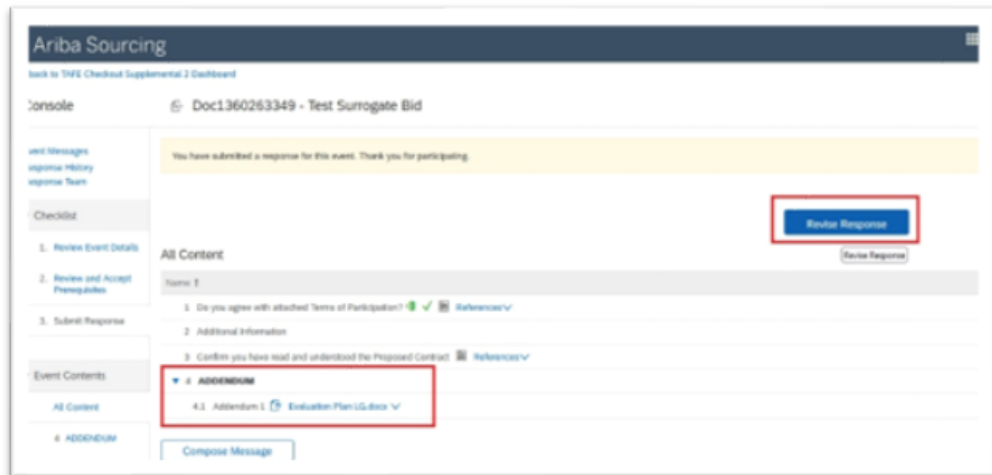
- On the left-hand side, click 'Event Messages'



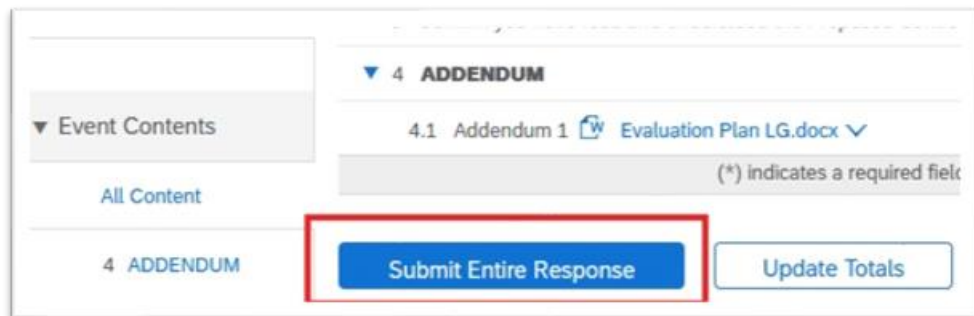
- Open the Addenda message and respond.

b) Via Revised Response

- If you have already responded, click the Revise Response button.
- You will be asked to confirm that you want to continue. Click OK.
- Scroll down the content till you see the 'Addendum'. There will be a short description of what the changes are.



- To attach additional supporting documentation, you will be required to delete the attachment and upload a new zip file.
- Once you have completed the revised response, click the 'Submit Entire Response' button.



4. Additional Sourcing Support Channels

- Email suppliers@tafensw.edu.au.

- **TAFE NSW Sourcing Manager**

You can also email the TAFE NSW Sourcing Manager who has invited you to participate in the event / tender. Their email address is found in the invitation email:

