



SAP Ariba Network

How a Supplier can view a Sourcing Event

Introduction

This document will guide Suppliers through the steps to view a Sourcing Event that has been posted in Ariba Discovery. A Sourcing Event is an RFP, RFQ, IFB, or Sole Source.



Suppliers can view PASSHE Sourcing Events through the [PASSHE Ariba Discovery Page](#).

1

View all Sourcing Events.

PASSHE Buyer Profile

Scroll down to view all open Sourcing Events

Buyer Profile
Public Profile: <http://discovery.ariba.com/profile/passhe> | Last Update: 15 Apr 2021

Buyer Profile
Harrisburg, PA
United States
Corporate Web Site

Description
Pennsylvania's State System of Higher Education was established on July 1, 1983, although the 14 universities that comprise the State System have a much longer history. The mission of the System is as relevant today as it was at its founding: to increase educational attainment in the Commonwealth; to prepare students at the undergraduate and graduate levels for professional and personal success in their lives; and to contribute to the economic, social, and cultural development of Pennsylvania's communities, the Commonwealth, and the nation.

Year Founded: 1983
Employees: Not Specified
Revenue: Not Specified

Stock Ticker: Not Specified
Legal Name: Not Specified
Type of Organization: Non-Profit Organization

State of Incorporation: Pennsylvania

Details

Territories	Commodities	Industries
<ul style="list-style-type: none"> New York (United States) Ohio (United States) Harrisburg-Carlisle - Pennsylvania (United States) Maryland (United States) Pennsylvania (United States) 	<ul style="list-style-type: none"> Infant or child daycare services Project administration or planning Building cleaning services Educational advisory services Plumbing system construction 	<ul style="list-style-type: none"> Higher Education & Research

Postings
Search Results 1 - 10 of 285
Sort by: Relevance

Event Title	Posted	Closes	Estimate
RFI - International Recruitment Services ITQ for Pennsylvania's State System of Higher Education	11 Oct 2021	11 Oct 2026 1:00 PM PDT	\$10K to \$50K USD (Est.)
RFI - IT HELP DESK AND MANAGEMENT SOLUTION RFP	26 Oct 2021	8 Dec 2021 7:00 AM PST	\$500K to \$1M USD (Est.)
RFI - Videography Services	8 Nov 2021	29 Nov 2021 11:00 AM PST	\$10K to \$50K USD (Est.)
RFI - Cisco Core Switch Replacement - IFB 2021-IT-RLG-41	18 Nov 2021	10 Dec 2021 11:00 AM PST	\$10K to \$50K USD (Est.)
RFI - Printing Services - Alumni Herald Magazine	22 Nov 2021	15 Dec 2021 12:00 PM PST	\$10K to \$50K USD (Est.)
RFI - Sole Source Olympus Vanta Handheld XRF Analyzer	23 Nov 2021	2 Dec 2021 8:33 AM PST	\$10K to \$50K USD (Est.)

Click to open details on desired Sourcing Event

continued on next page



Viewing the Discovery Posting by a Supplier not yet registered with the Ariba Network

2 Supplier will view the Discovery posting.

This is a public sector / buyer funded posting and you can respond for free

Laundry Vending Services

Pennsylvania State System of Higher Education

Posted On: 20 Apr 2021
Open for bidding on: 20 Apr 2021
Response Deadline: 19 May 2021 9:59 PM PDT

Click Respond to Posting

Respond to Posting | Add to Watchlist | Not Interested | Share: [Facebook] [Twitter] [LinkedIn] [Email]

Opportunity Amount: **\$50K to \$100K USD**
Response Deadline: 19 May 2021 9:59 PM PDT
(Buyers can close postings early)
Posting ID: 10206350(Doc196708295)
Posting Type: Request for Information
Public Posting: <http://discovery.ariba.com/rfx/10206350>

Copy the Public Posting Link to your notes to make sure you can always find your way back to the posting.



New Suppliers proceed to step 3
Ariba Registered Suppliers go to Step 8

3 Supplier will proceed to access the Ariba Network.

Suppliers already registered on the Ariba Network will log in with their existing credentials. Then skip to Step 8 of this guide.

Suppliers new to the Ariba Network will click Register Now. Then proceed to Step 4 of this guide.

Log In Register Now!

Ariba members:
Use your Ariba user ID and password.

Enter Username
Enter Password

Login Forgot Username
Forgot Password

New suppliers click **Register Now**



This process will allow the supplier to register only for the Ariba Network, which is needed to access the Sourcing Event. If the supplier is selected for award, then a university representative will invite the supplier to complete PASSHE Supplier Registration, which is needed to transact POs and Invoices.

Sign in to **Ariba Network Account** using existing credentials.
For any assistance needed reach out to the [Ariba Enablement Team](#).

continued on next page



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continued.

New user? Register here for FREE!

Join the network of companies that already depend on Ariba to help establish new business relationships!

Register as a **Buyer** and enjoy these privileges:

- ▶ Automated distribution of your Discovery Posting to qualified suppliers
- ▶ Receive and manage supplier responses with an online dashboard
- ▶ Search and discover new suppliers in over 12,000 categories

Register as Buyer

Register as a **Supplier** and enjoy these privileges:

- ▶ Search and automatically receive new business opportunities
- ▶ Gain visibility to new potential customers and markets worldwide
- ▶ Build your reputation among a community of leading purchasing organizations

Register as Supplier

Click **Register as Supplier**

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Supplier will complete all fields within the Ariba Network registration form.

Register [Register] [Cancel]

Company information

Company Name: * indicates a required field

Country/Region: * 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 additional sites in your company profile.

Address:

City:

State: * indicates a required field

Zip:

User account information

Name: SAP Ariba Privacy Statement

Email: * indicates a required field

Use this email as my primary

Username:

Password:

Language:

Email alerts to:

Tell us more about your business

Product and Service Categories:

Ship to or Service Location:

Tax ID: Enter your (country) Company Tax ID Number.

DUNS Number: Enter the nine digit number issued by Dun & Bradstreet.

Ariba will create your company profile, which includes the basic company information, available to the business community in other companies. It is available to other users in your company profile, you can set an account by setting the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be accessible outside the Business Network. Business Network or other conditions where you are subject to Ariba and the various systems or 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 clicking the Ariba application within your organization or linked, Inc. This consent that be affected that the network has been granted and that you consent to your organization to Ariba. If you are a Business client setting up with the Business Network, this user maintains control that any of your sensitive data entered or modified in the system has previously been submitted by your organization to the Business Data Network. [Viewing the Supplier Information](#)

I have read and agree to the Terms of Use
 I have read and agree to the SAP Ariba Privacy Statement

Ariba Network standard account is Free

Already have an account?
[Login](#)

Strengthen relationships
 Collaborate with your customer on the same secure network.

Connect faster
 Exchange documents electronically and streamline communications.

Reach more customers worldwide
 Sign up with Ariba Discovery and increase sales leads.
[Learn more](#)

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

[Register] [Cancel]

Click Register

5 Supplier confirms email address.

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link [Confirm Email](#) in the message from [firat.karsu@sap.com](#).

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

- 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.



Email will be sent to supplier to activate their Ariba Network account.

6 Supplier receives activation email and proceeds to activate their Ariba Network account.

Action Required: Activate your account

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To:  Karsu, Firat

 If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba

Dear F Karsu,

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. This link will take you directly to your account where you can start using Ariba Discovery.

[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=3I3Nv5ZQatpfNevQj1KaFzkKsm9GoJC&anp=Ariba&app=Discovery>

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

Click to activate your Ariba account

7 Supplier will be shown the Welcome to Ariba page. Click "Complete my Company Profile" later to proceed to the Sourcing Event.

SAP Ariba Discovery Standard Account [Upgrade](#)  

Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company from your address to your business policies, to better help buying organizations find your company.

- ✓ Your email address [firat.karsu@sap.com](#) has been verified.
- ✓ Your Ariba username [discovery.supplier@sap.com](#) has been activated.

Complete Your Company Profile Now

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

Click to Complete Company Profile later

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Supplier can now see the Sourcing Event.

Company Settings F Karsu

Go back to Leads Desktop File Sync

Event Details Doc196708295 - Laundry Vending Services Time remaining 26 days 03:14:58

Event Messages
Download Tutorials
Response Team

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Event Contents

- All Content
- 1 Laundry Vending Serv...
- 2 RFP document
- 3 Technical proposal

Laundry Vending Services (Section 1 of 5) Next

Name ↑

1	Laundry Vending Services	Less...
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RFP for Laundry Vending Services for Indiana University of Pennsylvania (IUP)

Next Section: RFP document

Event Overview and Timing Rules

Owner: Kathy Lucas
Event Type: RFP
Publish time: 4/20/2021 11:33 AM
Due date: 5/19/2021 11:00 AM

Currency: US Dollar
Commodity: Service Industry Machinery and Equipment and Supplies 48

Supplier will use the Checklist on the left to navigate through the Sourcing Event.

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If supplier is not directed to the Event Details, they will need to access the Sourcing Event content through the Ariba Network / SAP Business Network homepage.

Seller Dashboard mu.ariba.com/seller-portal-dashboard/home

Click Business Network drop down

Business Network Standard Account Upgrade Back to classic view

Home Ariba Discovery Ariba Proposals & Questionnaires Ariba Contract Management Overview SAP Business Network

Click Ariba Proposals and Questionnaires

My widgets Customize

Company profile My leads 35%

Ariba Sourcing service.ariba.com/Sourcing.aw/124991007/aw?awh=r&awssk=0vOmoZdD&dard=1

Click the Sourcing Event that you wish to view

Ariba Proposals and Questionnaires Standard Account Upgrade

PASSHE

Welcome to SourcePoint, the source-to-pay solution for the Pennsylvania State System of Higher Education

Events

Title	ID	End Time ↓	Event Type	Participated
Status: Pending Selection (1)				
Doc196708295 - Laundry Vending Services			RFP	No

Registration Questionnaires

Title	ID	End Time ↓	Status
No items			

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

continued on next page



Supplier will agree to the terms of the Sourcing Event.

Company Settings ▼ F Karsu ▼

Go back to Leads Desktop File Sync

Event Details Doc196708295 - Laundry Vending Services Time remaining 26 days 03:14:58

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 owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content Review Prerequisites Decline to Respond Print Event Information

Event Messages
Download Tutorials
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

▼ Event Contents

All Content

1 Laundry Vending Serv...
2 RFP document
3 Technical proposal

Laundry Vending Services (Section 1 of 5) Next »

Name ↑

1 Laundry Vending Services Less... -

RFP for Laundry Vending Services for Indiana University of Pennsylvania (IUP)

Event Prerequisites and Timing Rules

Next Section: RFP document

Currency: US Dollar
Commodity: Service Industry Machinery and Equipment and Supplies 48

Event Type: RFP
Publish time: 4/20/2021 11:33 AM
Due date: 5/19/2021 11:00 AM

Supplier has ability to Download Content and Review Prerequisites

Prerequisites Doc196708295 - Laundry Vending Services

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Prerequisites must be completed prior to participation in the event. You must accept the modified envelope bidding event agreement to continue.

In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by the organization sponsoring this On-Line Event ("Sponsor") on the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Bidder Agreement"):

1. Bids. If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
4. Confidentiality. Participant shall keep all user names and passwords, the Online Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event or otherwise violate applicable procurement or ethics laws of the Commonwealth of Pennsylvania. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

PASSHE March 19, 2021, based on BA v1.1 19Aug05

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK Cancel

Select "I accept the terms of this agreement."

Click OK

SAP Ariba

Steve Gottschalk (sgottschalk@passhe.edu) last visit 12/10/2021 4:19 PM | PASSHE | C24_U14
Security Disclosure SAP Ariba Privacy Statement Cookie Statement Participant Terms

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The screenshot shows a web interface for a sourcing event. At the top right, there are links for 'Company Settings' and 'F Karsu'. Below that, 'Go back to Leads' and 'Desktop File Sync' are visible. The main header includes 'Event Details' and 'Doc196708295 - Laundry Vending Services'. A clock icon indicates 'Time remaining: 26 days 03:14:58'. A yellow warning box states: '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 owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.' Below this are buttons for 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. The main content area is titled 'Laundry Vending Services' and shows a list of items, with the first item being '1 Laundry Vending Services' with a 'Less...' dropdown. Below the list, it says 'RFP for Laundry Vending Services for Indiana University of Pennsylvania (IUP)' and 'Next Section: RFP document'. A sidebar on the left has a 'Checklist' with three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response' (highlighted with a blue box). Below the sidebar is an 'Event Contents' section with 'All Content' and a list of items: '1 Laundry Vending Serv...', '2 RFP document', and '3 Technical proposal'. A blue callout box points to the '3. Submit Response' item in the sidebar and contains the text: 'Content available at Submit Response. Work thru the content following the instructions until you receive a message saying the response is successfully received.' At the bottom of the main content area, there is metadata: 'Owner: Kathy Lucas', 'Event Type: RFP', 'Publish time: 4/20/2021 11:33 AM', 'Due date: 5/19/2021 11:00 AM', 'Currency: US Dollar', and 'Commodity: Service Industry Machinery and Equipment and Supplies 48'.

Content available at Submit Response. Work thru the content following the instructions until you receive a message saying the response is successfully received.



FAQs

For questions, comments, or concerns please reach out to the **PASSHE Supplier Enablement Team** (supplierhelp@passhe.edu).