Guide
- Registering on the Ariba Network
- Bids: Access, Response, Confirmation
Registering on the Ariba Network 1/2

• Go to http://seller.ariba.com and click Register Now
• Enter all relevant information. Required information is marked with an asterisk *
• Click the Register button
• A confirmation email is sent to your email address

For further help registering on the Ariba Network, use the Ariba Supplier Enablement Team webform to get support:
https://connectsupport.ariba.com/sites/Company?ANID=AN0152538575NA M&h=f4RxeYOxEfCakvaxmV1FQ#Enabl ement-Inquiry
Registering on the Ariba Network 2/2

• Open the confirmation email in your inbox.
• Click the activation link.
• A browser window will open with the Welcome page. This completes your Ariba Network registration.
  • Ariba Discovery may send you notifications about upcoming postings, based on the Categories and Service Areas you selected.

For further help registering on the Ariba Network, use the Ariba Supplier Enablement Team webform to get support:
https://connectsupport.ariba.com/sites/Company?ANID=AN01525385575NAM&h=f4RxeYOxEfCakvaxmV1FQ#Enablement-Inquiry
Finding Bids

• To view available PASSHE postings, please visit our PASSHE Buyer Profile on Ariba Discovery: http://discovery.ariba.com/profile/passhe

• Scroll to the bottom of the page to see postings by recency.

• Click on a relevant Posting
Accessing Bids

• Click the yellow Respond to Posting button
• Log in with your existing Ariba Network username and password
• If needed, use the Forgot Username and Forgot Password links
• If you do not yet have an account yet click Register Now! and see the previous slides on Registering on the Ariba Network

For further help with Ariba Network login, use the Ariba Supplier Enablement Team webform to get support.
https://connectsupport.ariba.com/sites/Company?ANID=AN0152538575NAM&amp;h=t4RxeYOxEfCakvaxmV1FQ#Enablement-Inquiry
Responding to Bids 1/3

- Navigate the bid using the Checklist on the left
- Step 1 is Review Event Details, which are listed at the bottom of the page, such as Owner (PASSHE Issuing Officer) and Due Date
- The Time Remaining is always shown in the upper right corner
Responding to Bids 2/3

- Step 2 is **Review and Accept Prerequisites**, which contains basic terms of using this bidding platform
- Select “**I accept**” and click **OK**
Responding to Bids 3/3

- Step 3 is Submit Response
- Read thru the Content of the bid and follow the instructions
- Download bid documents from the References links and update them on your computer
- Use the Attach a file link to upload your updated bid documents
  - Document size is limited to 100MB per document
- Click Submit Entire Response
- Click OK on the confirmation box
Confirming Response and Revising Response

• A green message will appear at the top of the page to confirm your response has been submitted

• Changes can be made while there is still time remaining – use the Revise Response button to reopen the form to make changes

• After revising your response, previous responses can be checked using the Response History link in the upper left
Send Messages to the Buyer

• You can ask questions of the buyer during the bid
• Click the **Compose Message** button at the bottom of the bid page
• Type your question in the text box and click **Send**
• You can access responses and previous messages using the **Event Messages** link in the upper left of the bid page
• Responses will also be forwarded to your email, as well as event notifications
Thank You.