

SourcePoint Training Guide

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 SAP Business Network Discovery. A Sourcing Event is an RFP, RFQ, IFB, or Sole Source.



Pennsylvania State System of Higher Education Posted: 23 Nov 2021 Closes: 2 Dec 2021 8:33 AM PST

Product and Service Categories: Electromagnetic geophysical instruments

Ship-to or Service Locations: Pennsylvania

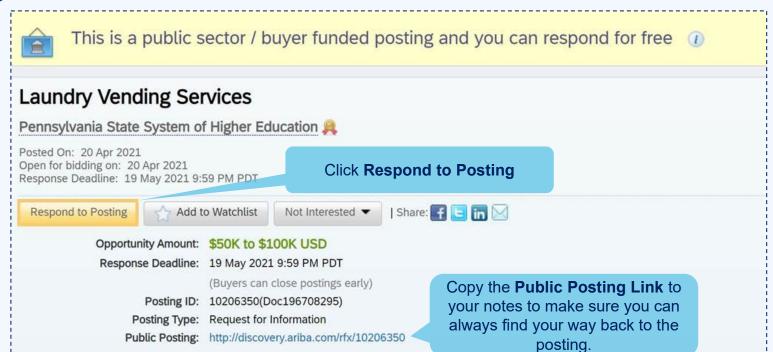
Suppliers can view PASSHE Sourcing Events through the <u>PASSHE SAP</u> Business Network Discovery Page.

View all Sourcing Events. I'm Buving V I'm Selling PASSHE Buyer Share: 📑 🛅 in 🖂 **Profile** Pennsylvania State System of Higher Education Pennsyl Scroll down to view all open Sourcing **Events** Search Results 1 - 10 of 285 < 1 2 3 ... > Pennsylvania State System of Higher Education Posted: 11 Oct 2021 Closes: 11 Oct 2026 1:00 PM PDT Product and Service Categories: Sales promotion services Pennsylvania State System of Higher Education Posted: 26 Oct 2021 Closes: 8 Dec 2021 7:00 AM PST Click to open details Product and Service Categories: Helpdesk or call center software on desired Sourcing Event Pennsylvania State System of Higher Education Posted: 8 Nov 2021 Closes: 29 Nov 2021 11:00 AM PST Product and Service Categories: Studio photography services or still photographs, Video production s \$10K to \$50K USD (Est.) Pennsylvania State System of Higher Education Posted: 18 Nov 2021 Closes: 10 Dec 2021 11:00 AM PST Product and Service Categories: Computer hardware maintenance or support, Computer or network or internet securit Pennsylvania State System of Higher Education Posted: 22 Nov 2021 Closes: 15 Dec 2021 12:00 PM PST Product and Service Categories: Publication printing, Promotional or advertising printing, Stationery or business form printing, Letterpress or screen printing \$10K to \$50K USD (Est.)

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

2

Supplier will view the Discovery posting.





New Suppliers proceed to step 3 SAP Business Network Registered Suppliers go to Step 8

Supplier will proceed to access the SAP Business Network.

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

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



Sign in to **SAP Business Network Account** using existing credentials.
For any assistance needed reach out to the Ariba Enablement Team.

New suppliers click Register Now



This process will allow the supplier to register only for the SAP Business 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.

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

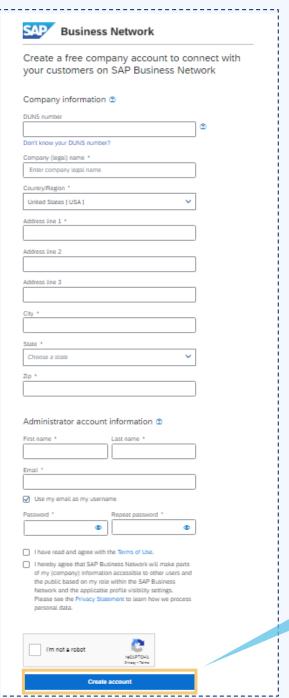
Register as a Supplier and enjoy these privileges:

- 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

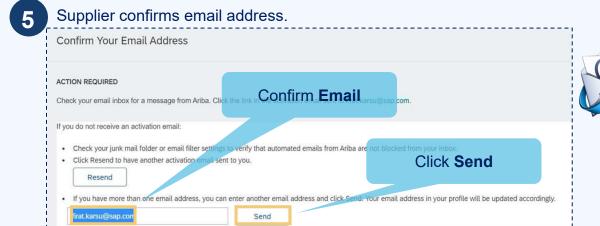
Click Register as

Register as Supplier

Suppler will complete all fields within the SAP Business Network registration form.

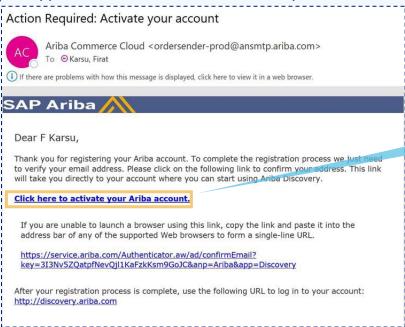


Click Create
Account



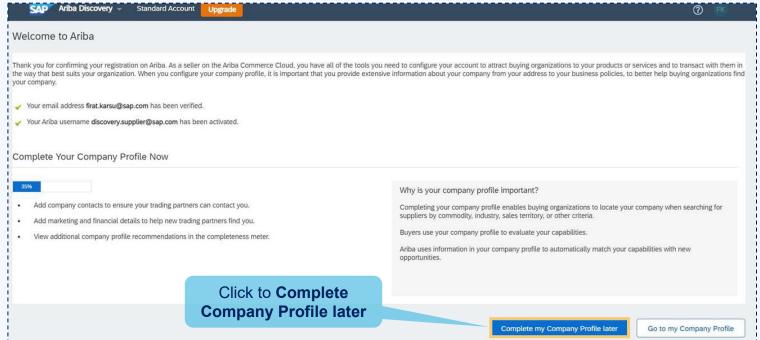
Email will be sent to supplier to activate their SAP Business Network account.

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

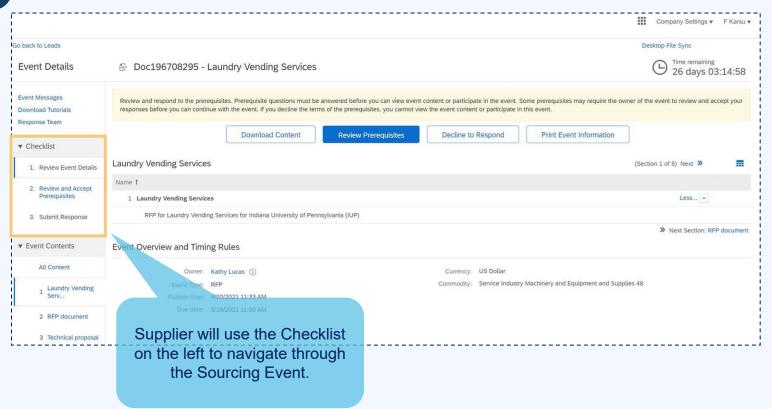


Click to activate your SAP
Business Network account

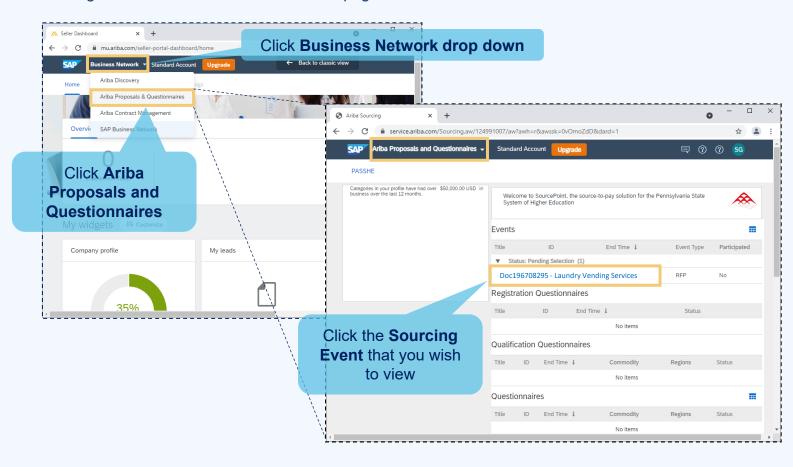
Supplier will be shown the Welcome to Ariba page. Click "Complete my Company Profile" later to proceed to the Sourcing Event.



Supplier can now see the Sourcing Event.

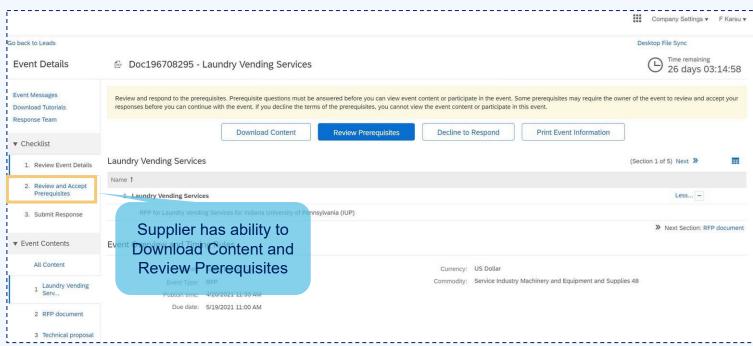


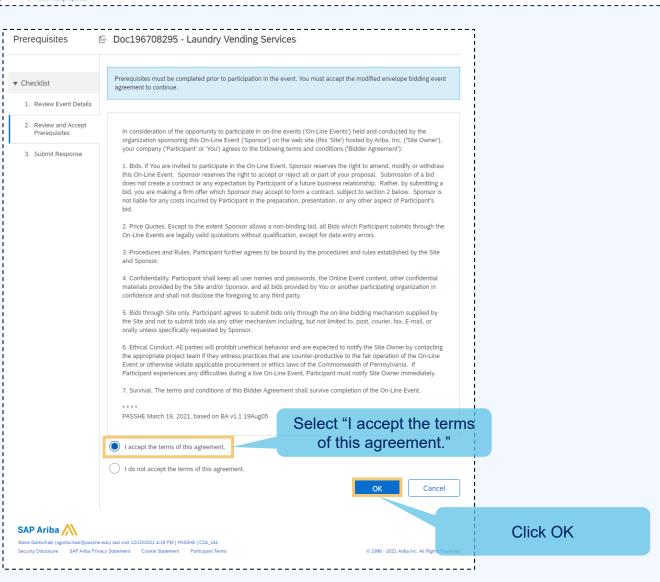
If supplier is not directed to the Event Details, they will need to access the Sourcing Event content through the SAP Business Network homepage.





Supplier will agree to the terms of the Sourcing Event.







Supplier now see the full Sourcing Event content and submit a bid response.

