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.

View all Sourcing Events.

PASSHE Buyer Profile

Scroll down to view all open Sourcing Events

Click to open details on desired Sourcing Event

continued on next page
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: 20 Apr 2021
- Response Deadline: 19 May 2021 9:59 PM PDT

Opportunity Amount: $50K to $100K USD
Response Deadline: 19 May 2021 9:59 PM PDT
(Buyers can close postings early)
Posting ID: 10206350(Doc196706295)
Posting Type: Request for Information
Public Posting: http://discovery.ariba.com/rfx/10206350

Click Respond to Posting

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.

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

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.

continued on next page
3 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 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 Supplier**

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

Click **Register**

continued on next page
5 Supplier confirms email address.

Confirm Your Email Address

**ACTION REQUIRED**
Check your email inbox for a message from Ariba. Click the link to confirm your email address.

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- If you have more than one email address, you can enter another email address and click Save. Your email address in your profile will be updated accordingly.

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

Confirm Email

Click Send

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

Action Required: Activate your account

Ariba Commerce Cloud <ordersender-prod@anssmtp.ariba.com>
To: F Karsu, Finet

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

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.ay/ad/confirmEmail?key=3133h5ZQatpPnueVQj1KaFtKswr9G0Q3C&amp;App=Ariba&amp;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.

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 fikarsu@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

Complete my Company Profile later

Go to my Company Profile

continued on next page
Supplier can now see the Sourcing Event.

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

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.
Supplier will agree to the terms of the Sourcing Event.

Supplier has ability to Download Content and Review Prerequisites

Select "I accept the terms of this agreement."

Click OK

continued on next page
Supplier now see the full Sourcing Event content and submit a bid response.

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).