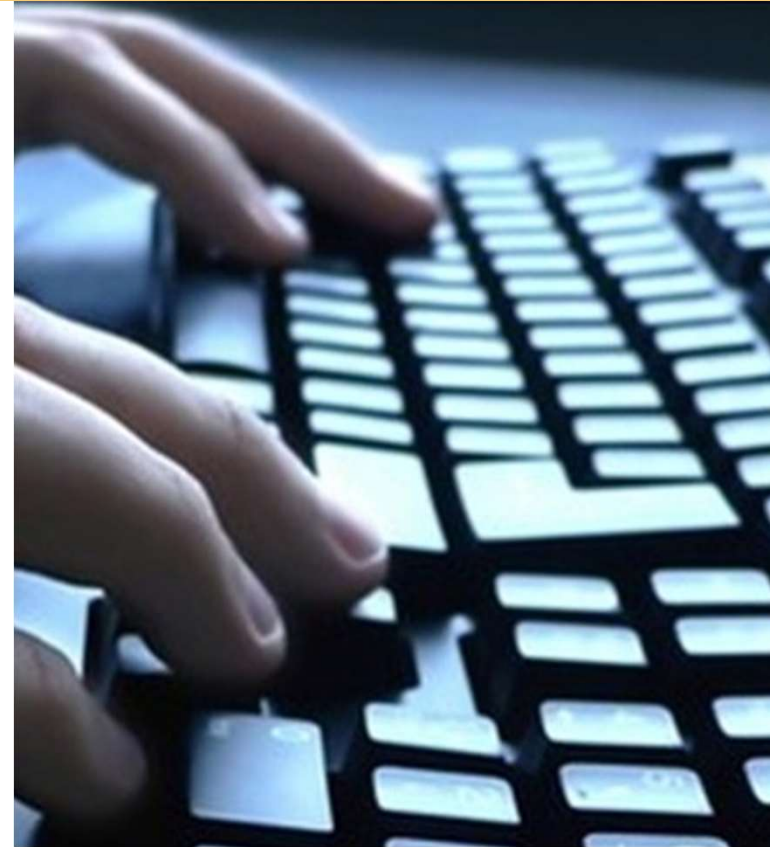


Bid Guide

- Registering on the SAP Business Network
- Bids: Access, Response, Confirmation



Register for an SAP Business Network account to respond to bids

- Go to the SAP Business Network [sign-in page](#) to register.
- 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 assistance registering on the SAP Business Network, please reach out to SAP at 800-974-4899

Supplier sign-in

Username

Next

[Forgot username](#)

New to SAP Business Network?
[Register Now](#) or [Learn more](#)

Register

Cancel

Company information

* Indicates a required field

Company Name:*

Country/Region:* United States [USA]

Address:* Line 1
Line 2
Line 3

City:*

State:* Alabama [US-AL]

Zip:*

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 addresses later in your company profile.

Ariba Network standard account is Free

Already have an account?
[Login](#)

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

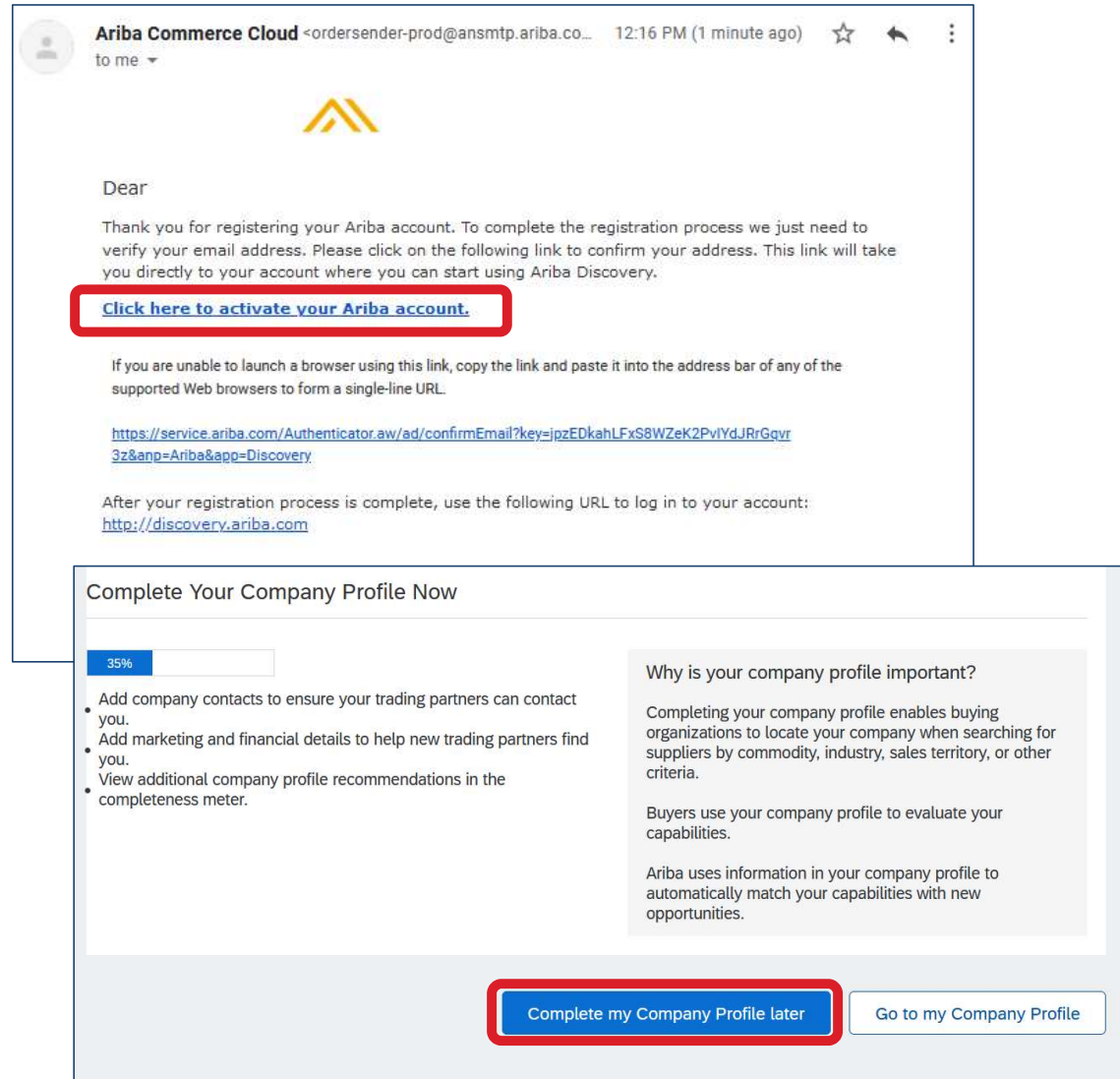
Connect faster
 Exchange

After registering for an SAP Business Network account

- You will receive a confirmation email
- Find and open the confirmation email.
- Click the activation link.
- A browser window will open with the Welcome page. This completes your SAP Business Network registration.

SAP Business Network Discovery may send you notifications about upcoming bid postings, based on the Categories and Service Areas you selected.

For assistance registering on the SAP Business Network, please reach out to SAP at 800-974-4899



The image shows a screenshot of an email from Ariba Commerce Cloud and a subsequent web page for completing a company profile.

Email Content:

- From:** Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.co...> 12:16 PM (1 minute ago)
- To:** me
- Subject:** (Not explicitly stated, but the content is a confirmation/activation email)
- Body:**
 - Dear
 - 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.](#) (This link is highlighted with a red box in the original image)
 - 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=jpzEDkahLFxS8WZeK2PviYdJrGqvr3z&app=Ariba&app=Discovery>
 - After your registration process is complete, use the following URL to log in to your account:
<http://discovery.ariba.com>

Web Page Content (Complete Your Company Profile Now):

- Progress Bar:** 35%
- 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.
- Benefits of Completing Profile:**
 - 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.
- Buttons:**
 - [Complete my Company Profile later](#) (This button is highlighted with a red box in the original image)
 - [Go to my Company Profile](#)

Finding Bids

To view available PASSHE bid postings, please visit the [PASSHE Discovery Profile on SAP Business Network Discovery](http://discovery.ariba.com/profile/passhe)

SAP Ariba Discovery

I'm Buying ▾ I'm Selling ▾

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

Pennsylvania's STATE SYSTEM of Higher Education
Harrisburg, PA
United States
[Corporate Web Site](#)

Pennsylvania State System of Higher Education
Pennsylvania's State System of Higher Education is a critical part of Pennsylvania's future.

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
Stock Ticker: Not Specified
Legal Name: Not Specified
State of Incorporation: Pennsylvania

Recent Activity
Total Ariba Discovery Postings: 121
Open Ariba Discovery Postings: 39

Postings
Search Results 1 - 10 of 125
Sort by: Relevance ▾

Star	RFI - RFP - Energy Management System Preventative Maintenance Program and Project Work	\$500K to \$1M USD (Est.)
☆	<p>Pennsylvania State System of Higher Education Posted: 17 Jun 2021 Closes: 22 Jul 2021 11:00 AM PDT</p> <p>Product and Service Categories: Air conditioning installation or maintenance or repair services, Heating systems installation repair or maintenance</p> <p>Ship-to or Service Locations: Pennsylvania</p>	
☆	<p>RFI - Athletics Team Travel</p> <p>Pennsylvania State System of Higher Education Posted: 18 Jun 2021 Closes: 19 Jul 2021 12:00 PM PDT</p> <p>Product and Service Categories: Chartered bus services, Scheduled bus services</p> <p>Ship-to or Service Locations: Pennsylvania</p>	\$100K to \$500K USD (Est.)
☆	<p>RFI - Psychiatrist Services RFP Shippensburg University</p> <p>Pennsylvania State System of Higher Education Posted: 20 Jun 2021 Closes: 2 Aug 2021 11:00 AM PDT</p>	\$100K to \$500K USD (Est.)

Accessing Bids

- Click the **Respond** button to access bid information.
- Log in with your existing SAP Business Network username and password.
- If needed, use the **Forgot Username** and **Forgot Password** links.
- If you do not have an SAP Business Network account, refer to page two on how to register for an account.

If you need assistance with your SAP Business Network account or help with registering for an account, please reach out to SAP at 800-974-4899.

[Lead Details](#)

Respond

Save Lead

Not Interested

Lead Detail

Q&A

IFB Pickup Truck IUP

Pennsylvania State System of Higher Education

Procurement Customer

Richa Sharma

Aug 13, 2025

ID: 23374517

Sourcing

Doc1680886726

Lead Type

Request for Information (RFI)

Opportunity Amount

25,000.00 - 30,000.00 USD

Contract Length

-

Respond By

Aug 27, 2025, 01:00 PM GMT-04:00

Decision Deadline

-

Humanitarian Aid

-

Sector

Public

Visibility

Public

SAP Business Network Discovery Log In

Trading Partners: Use your SAP Business Network user ID and password

Enter Username

Enter Password

Log In

[Forgot Username](#)
[Forgot Password](#)

Ariba: Disc

New functionality

Learn

New user? Register here for FREE!

Join the network of companies that already depend on SAP Business Network to help est.

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

Responding to Bids - step 1 of 3

- Navigate the bid using the **checklist** on the left navigation bar.
- Step 1 is **Review Event Details** which are listed at the bottom of the page. This includes owner (PASSHE Issuing Officer/Purchasing Agent) and due date.
- The **Time Remaining** to respond to bid is shown in the upper right corner.

Event Details

Doc236399952 - Kitchen Hood and Duct Cleaning

Time remaining
9 days 22:09:15

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

Kitchen Hood and Duct Cleaning (Section 1 of 3) Next

Name ↑

1 Kitchen Hood and Duct Cleaning Less...

Kitchen Hood and Duct Cleaning IFB for East Stroudsburg University

Next Section: Bid Documents

Event Overview and Timing Rules

Owner: Jesus Serrano

Event Type: RFP

Publish time: 7/2/2021 12:00 PM

Due date: 8/2/2021 12:00 PM

Currency: US Dollar

Commodity: Institutional food services equipment 4810, Building construction and support and maintenance and repair services 7210, Heating and ventilation and air circulation 4010

Event Messages

Download Tutorials

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Submit Response

Event Contents

All Content

- Kitchen Hood and Duc...
- Bid Documents
- Bid Proposal (Response)

Responding to Bids - step 2 of 3

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

Prerequisites

Doc236399952 - Kitchen Hood and Duct Cleaning

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Prerequisites must be completed prior to participation in the event.

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

Responding to Bids - step 3 of 3

Step 3 is **Submit Response**

- Read through 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

Console Doc236399952 - Kitchen Hood and Duct Cleaning Time remaining 9 days 21:54:01

Event Messages
Response History

▼ Checklist

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

▼ Event Contents

All Content

1 Kitchen Hood and Duct Cleaning Less...

Kitchen Hood and Duct Cleaning IFB for East Stroudsburg University

▼ 2 Bid Documents Less...

Bid Documents Include

- Scope of Work
- Bid Worksheet

2.1 Please refer to the Bid Document that includes Scope of Work and Bid Worksheet References

2.2 Please refer to the Specification sheet

2.3 Please refer to the Cost Template

▼ 3 Bid Proposal (Response)

3.1 Please attach the Bid Documents ★ Attach a file

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

S G (srgottschalk@gmail.com) last visited 23 Jul 2021 1:48:07 PM SG Test AN01719873083
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SAP Ariba Privacy Statement Security Disclosure Terms of Use

✓ Submit this response?
Click OK to submit.

OK Cancel

Confirming and/or 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.

The screenshot displays the SAP Business Network interface for a document titled "Doc236399952 - Kitchen Hood and Duct Cleaning". At the top right, a clock icon indicates "Time remaining 9 days 21:40:30". A green message bar at the top states: "✓ Your response has been submitted. Thank you for participating in the event." In the left sidebar, the "Response History" link is highlighted with a red box. Below it, a "Checklist" section lists three steps: "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Response". The "Event Contents" section shows a list of items: "1. Kitchen Hood and Duct...", "2. Bid Documents", and "3. Bid Proposal (Response)". In the main content area, the "All Content" section lists the document details, including "Kitchen Hood and Duct Cleaning IFB for East Stroudsburg University". A "Revise Response" button is highlighted with a red box. At the bottom, there is a "Compose Message" button and a link to "Access to Ariba Connect.docx".

Send Messages to the issuing officer

- You can ask the issuing officer/purchasing agent questions 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 will any event notifications.

The screenshot displays the SAP Business Network interface. On the left, a sidebar titled 'Console' contains a link for 'Event Messages' (highlighted with a red box) and a checklist with three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. Below the checklist, there is a section for 'Event Contents' with a list of items: '1. Kitchen Hood and Duct...', '2. Bid Documents', and '3. Bid Proposal (Response)'. The main area shows a 'Compose New Message' dialog box (highlighted with a red box) with the following details: 'From: Company', 'To: Project Team', 'Subject: Doc236399952 - Kitchen Hood and Duct Cleaning', and 'Attachments: Attach a file'. The dialog has a large text input area (highlighted with a red box) and 'Send' and 'Cancel' buttons (both highlighted with red boxes). At the bottom of the main area, a 'Compose Message' button is also highlighted with a red box.

Thank You.