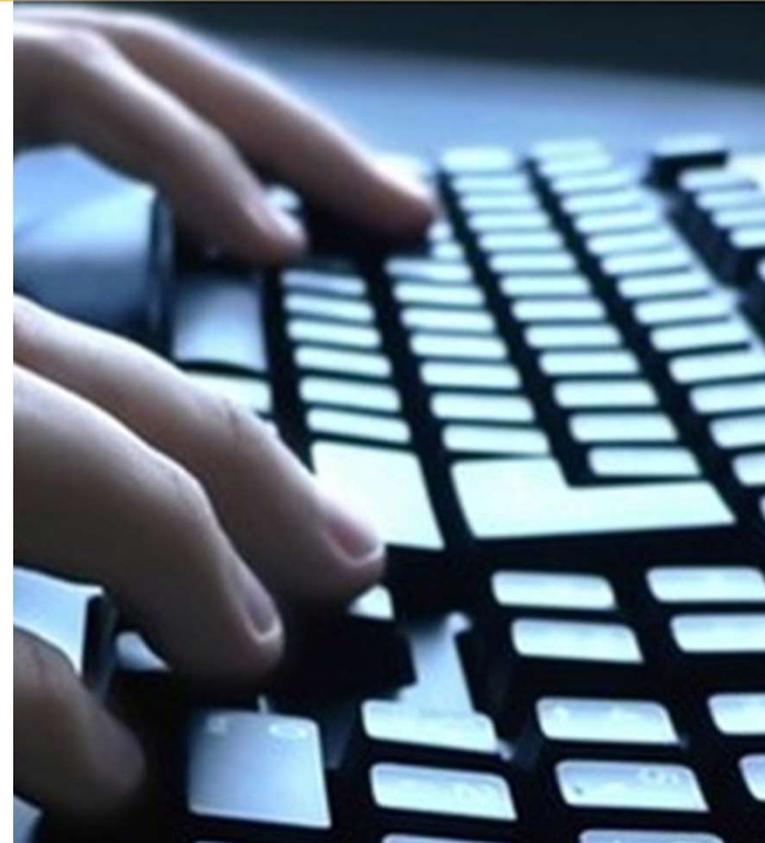


Guide

- Registering on the Ariba Network
- Bids: Access, Response, Confirmation

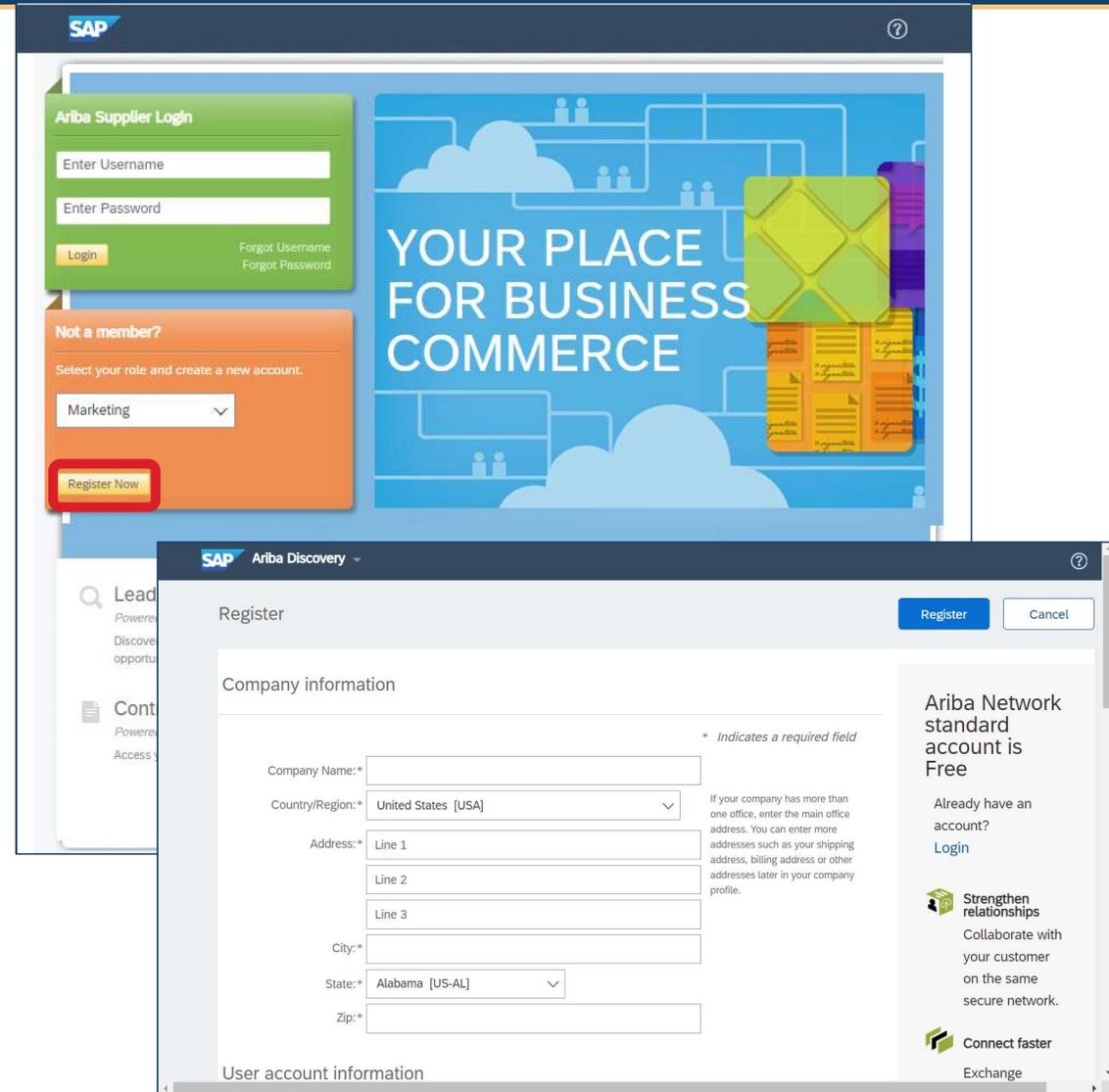


Registering on the Ariba Network 1/2

- 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=AN01525385575NAM&h=f4RxeYOxEfCakvaxmV1FQ#Enablement-Inquiry>



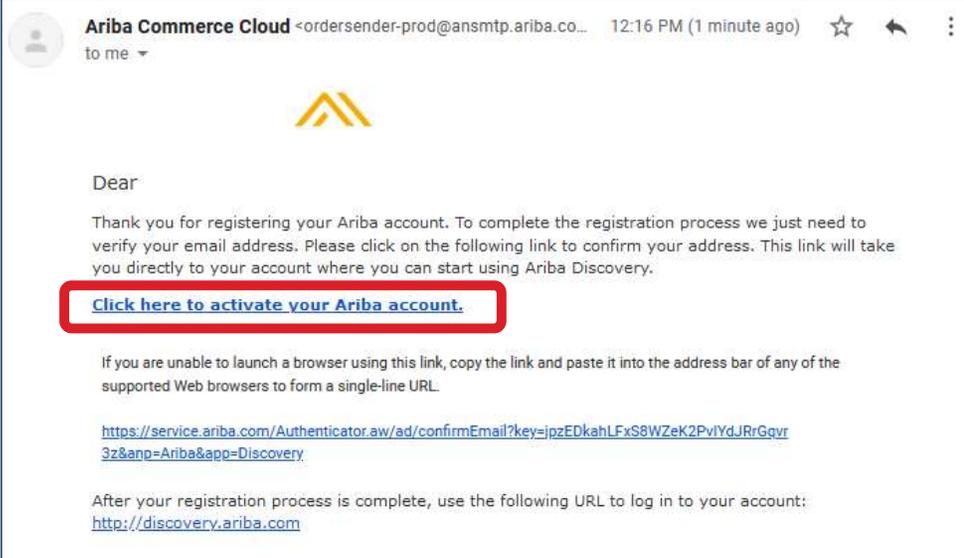
The image shows two overlapping screenshots from the SAP Ariba website. The top screenshot is the 'Ariba Supplier Login' page, featuring a green header with the SAP logo and a navigation menu. The main content area has a blue background with the text 'YOUR PLACE FOR BUSINESS COMMERCE' and a graphic of a network diagram. On the left, there is a 'Ariba Supplier Login' form with fields for 'Enter Username' and 'Enter Password', a 'Login' button, and links for 'Forgot Username' and 'Forgot Password'. Below this is a 'Not a member?' section with a dropdown menu set to 'Marketing' and a 'Register Now' button highlighted with a red box. The bottom screenshot is the 'Ariba Discovery' 'Register' page. It has a dark blue header with the SAP logo and 'Ariba Discovery'. The main content area is titled 'Register' and contains a 'Company information' section with the following fields: 'Company Name:*', 'Country/Region:*' (set to 'United States [USA]'), 'Address:*' (with three lines: 'Line 1', 'Line 2', 'Line 3'), 'City:*', 'State:*' (set to 'Alabama [US-AL]'), and 'Zip:*'. A note on the right side of the form states: '* Indicates a required field' and '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.' Below the company information is a 'User account information' section. On the right side of the registration page, there is a sidebar with the text 'Ariba Network standard account is Free', 'Already have an account? Login', 'Strengthen relationships Collaborate with your customer on the same secure network.', and 'Connect faster Exchange'.

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>



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.co... 12:16 PM (1 minute ago) ☆ ↶ ⋮
to me ▾



Dear

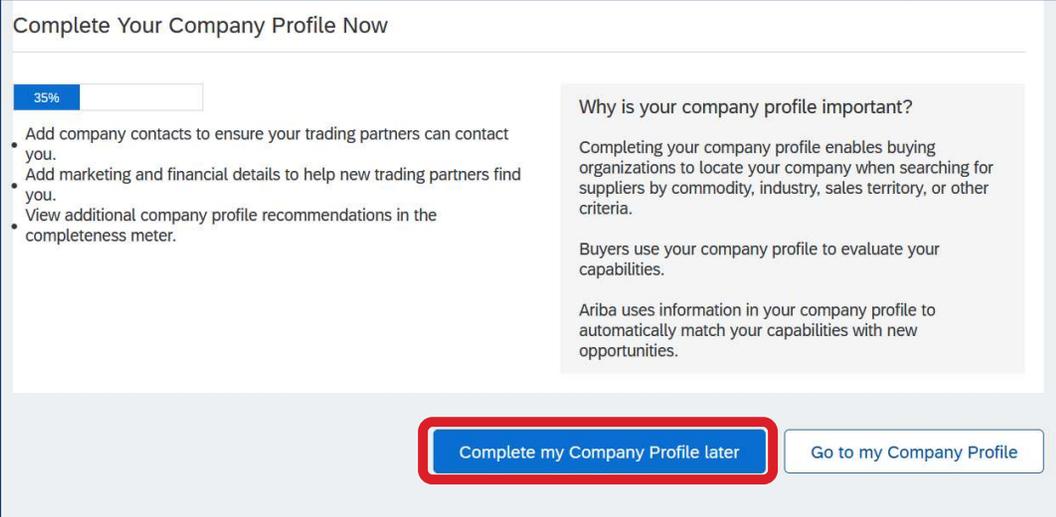
Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Discovery.

[Click here to activate your Ariba account.](#)

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=jpzEDkahLFxS8WZeK2PviYdJRrGqvr3z&app=Ariba&app=Discovery>

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



Complete Your Company Profile Now

35%

- 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.

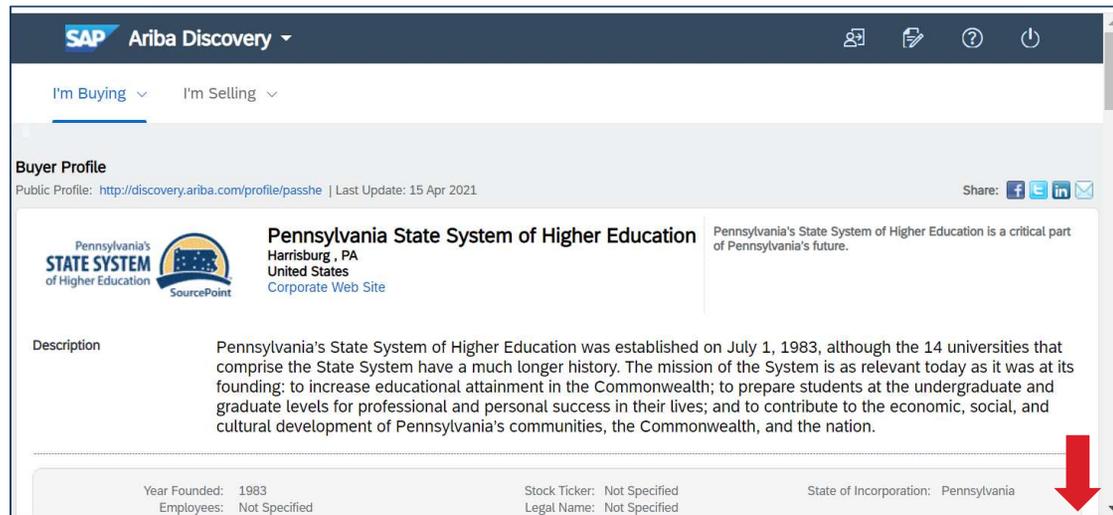
Buyers use your company profile to evaluate your capabilities.

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

[Complete my Company Profile later](#) [Go to my Company Profile](#)

Finding Bids

- To view available PASSHE postings, please visit our [PASSHE Buyer Profile on Ariba Discovery](http://discovery.ariba.com/profile/passhe): <http://discovery.ariba.com/profile/passhe>
- Scroll to the bottom of the page to see postings by recency.
- Click on a relevant Posting



The screenshot shows the 'Buyer Profile' for the Pennsylvania State System of Higher Education. The page includes a header with the SAP Ariba Discovery logo and navigation options. Below the header, there are tabs for 'I'm Buying' and 'I'm Selling'. The main content area features the buyer's logo, name, location (Harrisburg, PA, United States), and a brief description. A red arrow points to the bottom of the profile section, indicating the scroll direction to view recent activity.

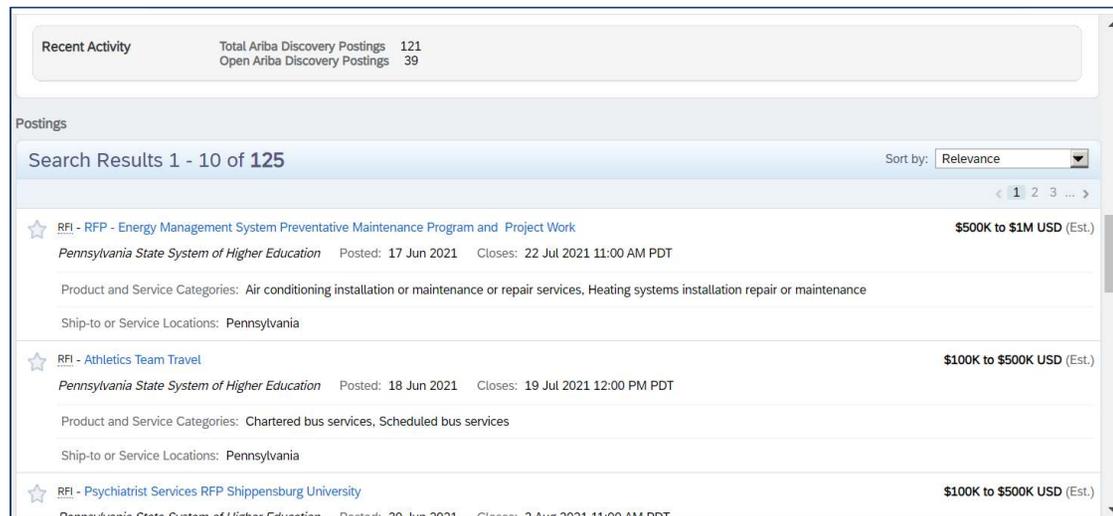
Buyer Profile
Public Profile: <http://discovery.ariba.com/profile/passhe> | Last Update: 15 Apr 2021

Pennsylvania State System of Higher Education
Harrisburg, PA
United States
Corporate Web Site

Year Founded: 1983
Employees: Not Specified

Stock Ticker: Not Specified
Legal Name: Not Specified

State of Incorporation: Pennsylvania



The screenshot shows the 'Recent Activity' and 'Postings' sections of the SAP Ariba Discovery interface. The 'Recent Activity' section displays the total number of Ariba Discovery Postings (121) and Open Ariba Discovery Postings (39). The 'Postings' section shows search results for the Pennsylvania State System of Higher Education, sorted by Relevance. The results list three RFPs with their respective titles, posted dates, closing dates, and estimated values.

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

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

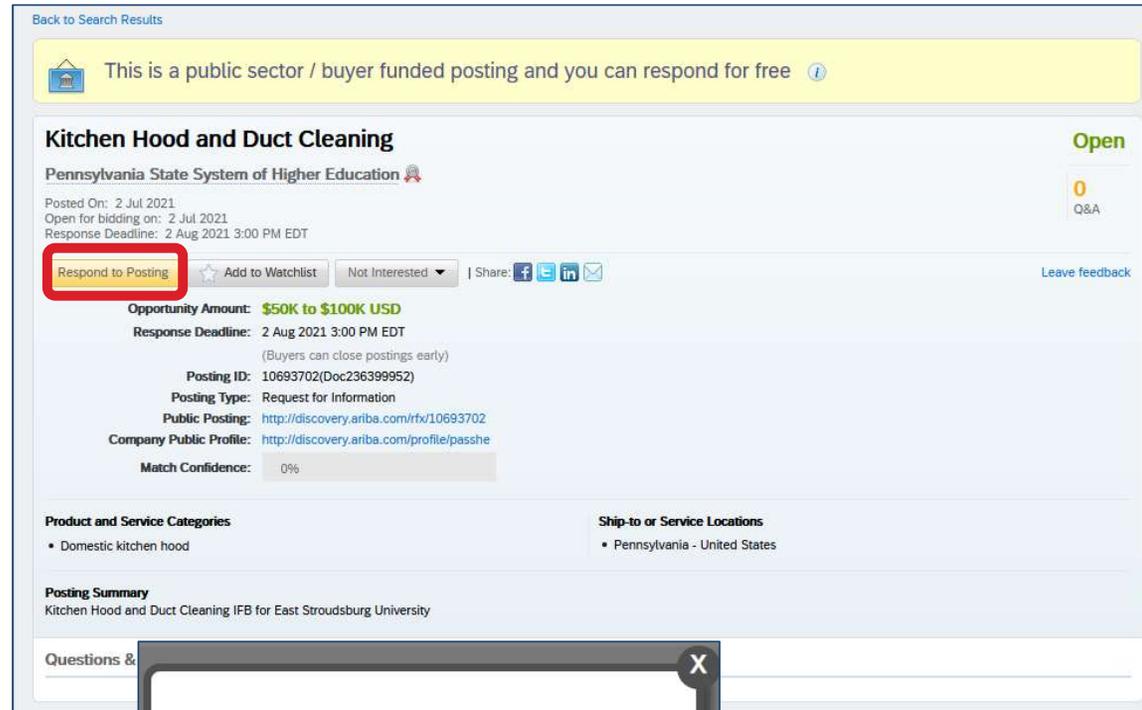
RFP Title	Posted	Closes	Est. Value
RFP - RFP - Energy Management System Preventative Maintenance Program and Project Work	17 Jun 2021	22 Jul 2021 11:00 AM PDT	\$500K to \$1M USD (Est.)
RFP - Athletics Team Travel	18 Jun 2021	19 Jul 2021 12:00 PM PDT	\$100K to \$500K USD (Est.)
RFP - Psychiatrist Services RFP Shippensburg University	20 Jun 2021	3 Aug 2021 11:00 AM PDT	\$100K to \$500K USD (Est.)

Accessing Bids

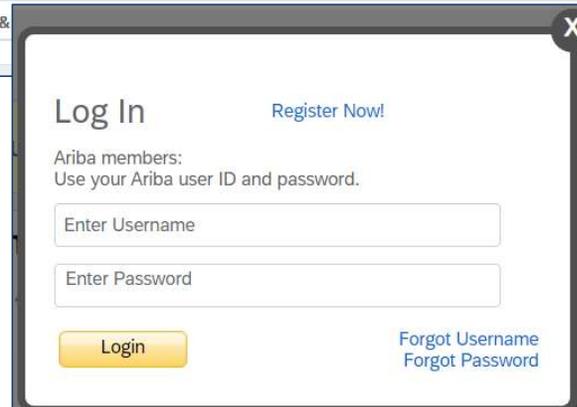
- Click the yellow **Respond to Posting** button
- Log in with your existing Ariba Network username and password
- If needed, use the **Forgot Username** and **Forgot Password** links
- If you do not yet have an account yet click **Register Now!** and see the pervious slides on **Registering on the Ariba 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=AN01525385575NAM&h=f4RxeYOxEfCakvaxmV1FQ#Enablement-Inquiry>



The screenshot shows a public sector posting on the Ariba Network. At the top, a yellow banner states: "This is a public sector / buyer funded posting and you can respond for free". The main heading is "Kitchen Hood and Duct Cleaning" with a status of "Open". The posting is from the "Pennsylvania State System of Higher Education". Key details include: Posted On: 2 Jul 2021; Open for bidding on: 2 Jul 2021; Response Deadline: 2 Aug 2021 3:00 PM EDT. A red box highlights the "Respond to Posting" button. Other buttons include "Add to Watchlist", "Not Interested", and social media share options. The opportunity amount is "\$50K to \$100K USD". The response deadline is "2 Aug 2021 3:00 PM EDT". The posting ID is "10693702(Doc236399952)". The posting type is "Request for information". The public posting URL is "http://discovery.ariba.com/rfx/10693702". The company public profile URL is "http://discovery.ariba.com/profile/pashe". The match confidence is "0%". The product and service categories are "Domestic kitchen hood". The ship-to or service locations are "Pennsylvania - United States". The posting summary is "Kitchen Hood and Duct Cleaning IFB for East Stroudsburg University".



The screenshot shows the Ariba Network login form. It has a "Log In" heading and a "Register Now!" link. Below the heading, it says "Ariba members: Use your Ariba user ID and password." There are two input fields: "Enter Username" and "Enter Password". A yellow "Login" button is at the bottom left. To the right of the button are links for "Forgot Username" and "Forgot Password".

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

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](#)  Currency: US Dollar
Event Type: RFP Commodity: Institutional food services equipment and maintenance and repair services 4810, Building construction and support and maintenance and repair services 7210, Heating and ventilation and air circulation 4010
Publish time: 7/2/2021 12:00 PM
Due date: 8/2/2021 12:00 PM

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**

Prerequisites

Doc236399952 - Kitchen Hood and Duct Cleaning

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 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

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

Kitchen Hood and Duct Cleaning IFB for East Stroudsburg University

▼ 2 Bid Documents

Bid Documents Include

- Scope of Work
- Bid Worksheet

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

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
© 1996–2019 Ariba, Inc. All rights reserved.

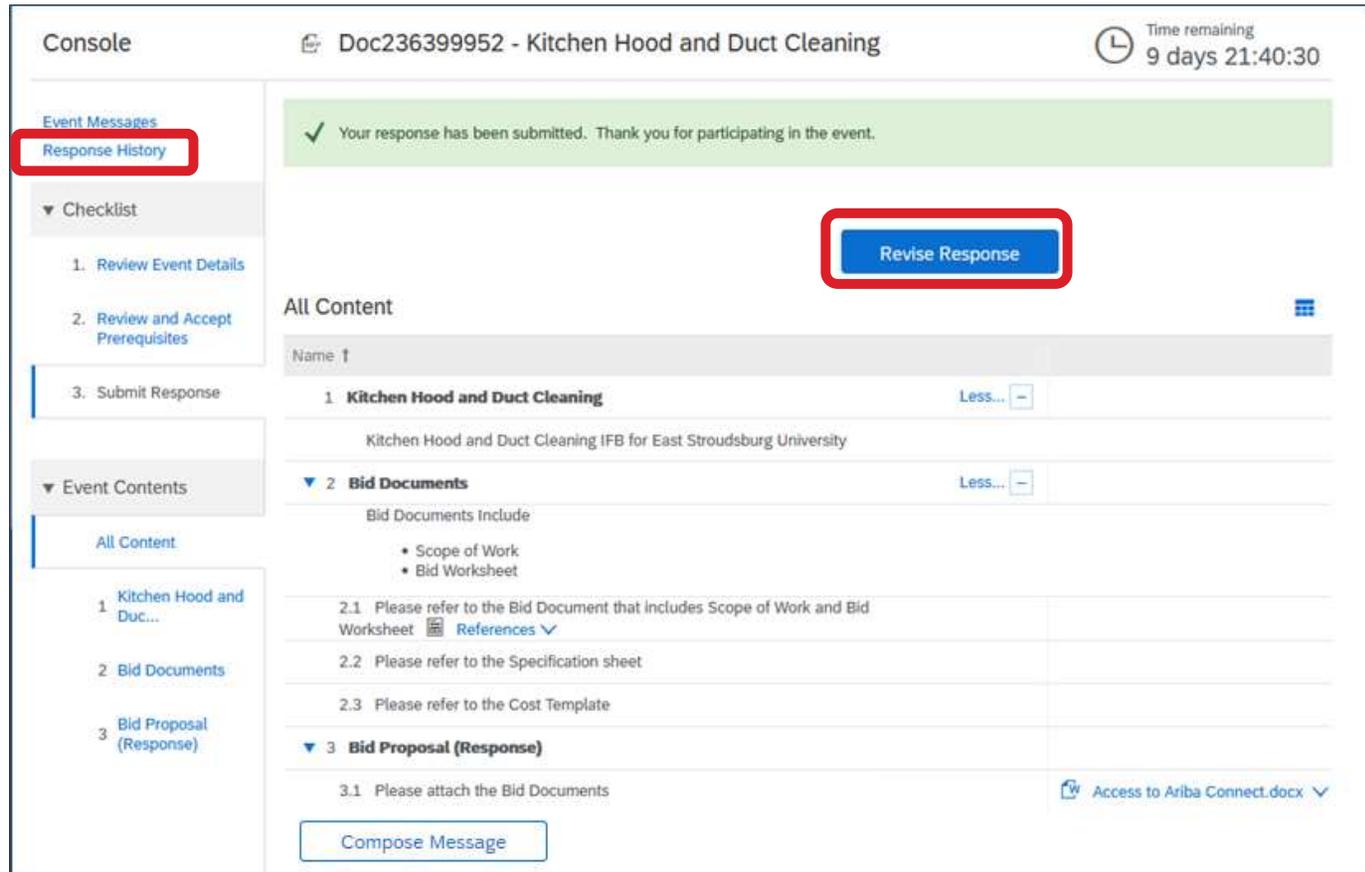
SAP Ariba Privacy Statement Security Disclosure Terms of Use

✓ **Submit this response?**

Click OK to submit.

Confirming Response and Revising Response

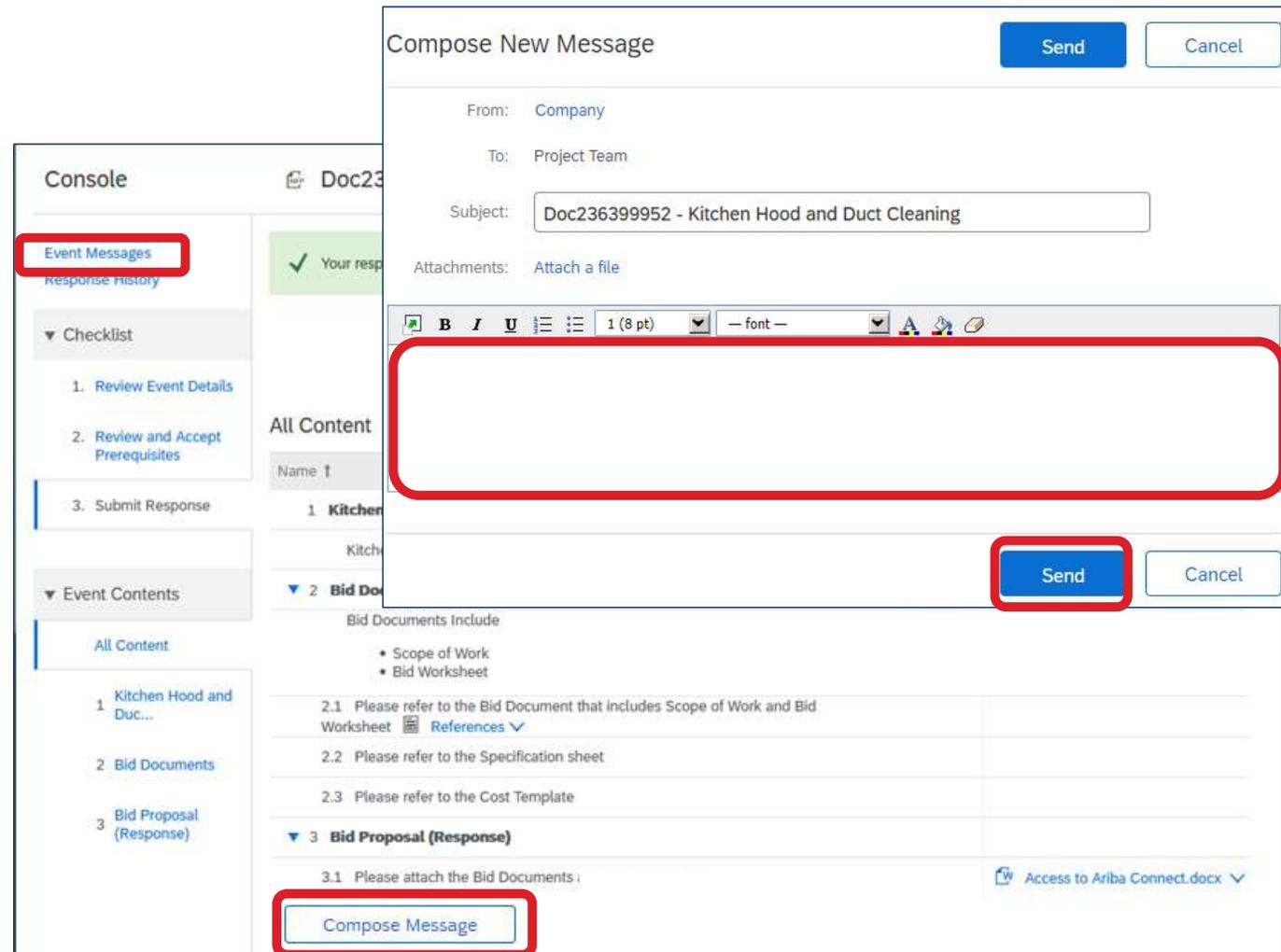
- A green message will appear at the top of the page to confirm your response has been submitted
- Changes can be made while there is still time remaining – use the **Revise Response** button to reopen the form to make changes
- After revising your response, previous responses can be checked using the **Response History** link in the upper left



The screenshot displays the SAP Ariba console interface for a bid event titled "Doc236399952 - Kitchen Hood and Duct Cleaning". The top right corner shows a clock icon and "Time remaining 9 days 21:40:30". A green notification banner at the top states: "Your response has been submitted. Thank you for participating in the event." Below this, a blue button labeled "Revise Response" is highlighted with a red box. The left sidebar contains a "Response History" link, also highlighted with a red box, and a checklist with three items: "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Response". The main content area shows "All Content" with a table listing bid items: "1 Kitchen Hood and Duct Cleaning" and "2 Bid Documents". The "Bid Documents" section includes a list of documents: "2.1 Please refer to the Bid Document that includes Scope of Work and Bid Worksheet", "2.2 Please refer to the Specification sheet", and "2.3 Please refer to the Cost Template". A "Compose Message" button is visible at the bottom of the content area.

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



The screenshot displays the SAP Ariba interface. On the left, the 'Console' sidebar shows the 'Event Messages' link highlighted with a red box. The main content area shows a 'Compose New Message' dialog box with the following details:

- From:** Company
- To:** Project Team
- Subject:** Doc236399952 - Kitchen Hood and Duct Cleaning
- Attachments:** Attach a file

The dialog box features a rich text editor with a large text input area highlighted by a red box. At the bottom right of the dialog, the 'Send' button is highlighted with a red box. Below the dialog, the 'Compose Message' button in the main interface is also highlighted with a red box.

Thank You.