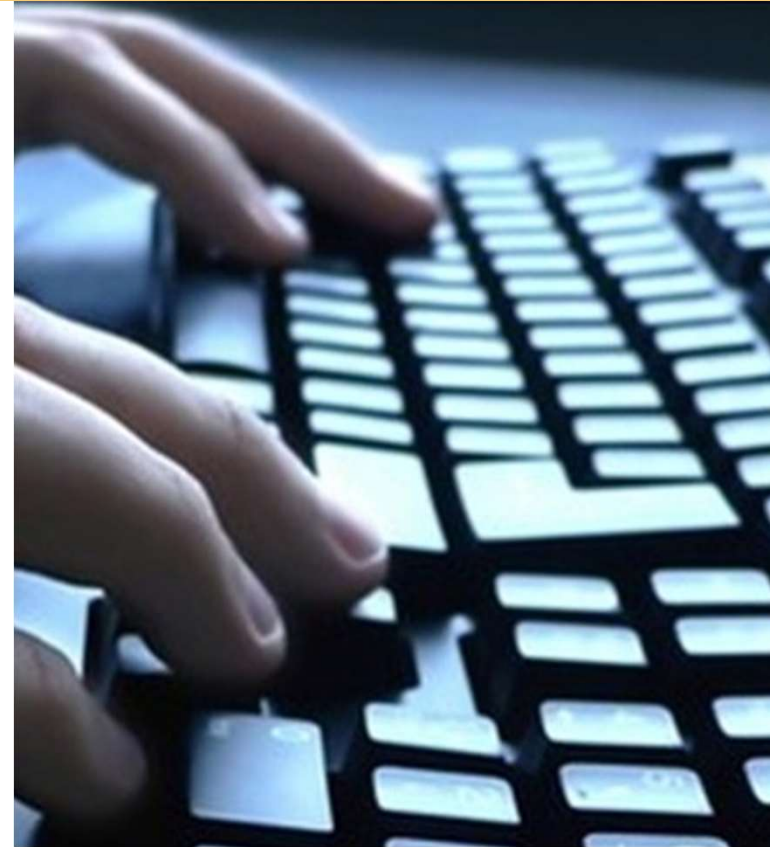


## Guide

- 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

The image displays two screenshots of the SAP Business Network registration interface.

The top screenshot shows the 'Ariba Supplier Login' section with fields for 'Enter Username' and 'Enter Password', and a 'Login' button. Below this is the 'Not a member?' section with a 'Select your role and create a new account.' dropdown menu showing 'Marketing'. A red box highlights the 'Register Now' button. The background features a large graphic with the text 'YOUR PLACE FOR BUSINESS COMMERCE'.

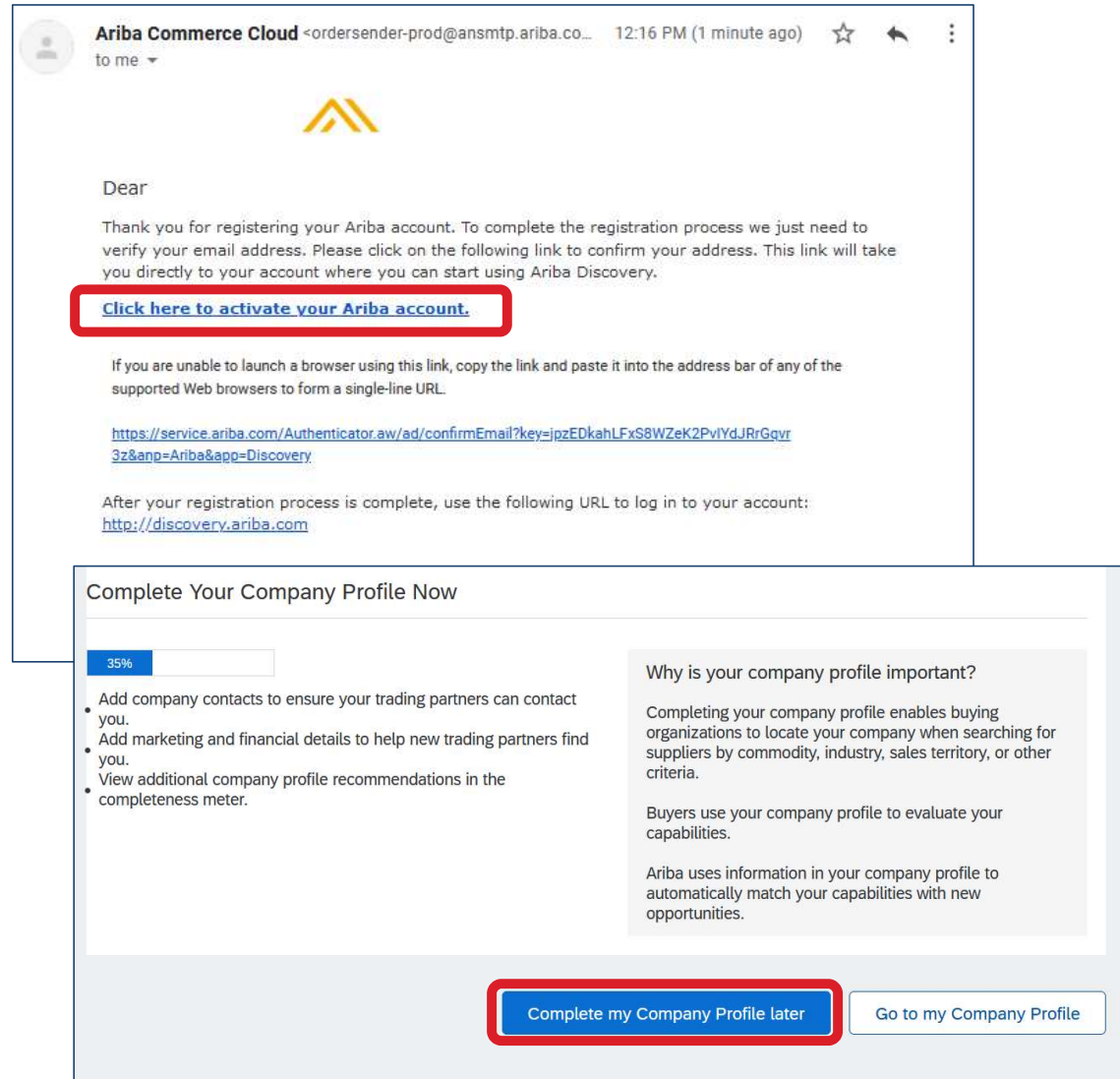
The bottom screenshot shows the 'Register' form. The 'Company information' section includes fields for 'Company Name:\*', 'Country/Region:\*' (set to 'United States [USA]'), 'Address:\*' (with lines 1, 2, and 3), 'City:\*', 'State:\*' (set to 'Alabama [US-AL]'), and 'Zip:\*'. A note states: '\* Indicates a required field'. A side note explains: '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.' The 'User account information' section is partially visible at the bottom. On the right, there is a sidebar with the text 'Ariba Network standard account is Free', 'Already have an account? Login', and 'Strengthen relationships Collaborate with your customer on the same secure network.' and '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 Ariba Network registration.

- SAP Business Network Discovery may send you notifications about upcoming 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 about account activation)
- 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.
- Tasks:**
  - 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 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

Share: [f](#) [t](#) [in](#) [e](#)

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

**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 ▾

< 1 2 3 ... >

★ [RFI - RFP - Energy Management System Preventative Maintenance Program and Project Work](#) **\$500K to \$1M USD (Est.)**  
Pennsylvania State System of Higher Education Posted: 17 Jun 2021 Closes: 22 Jul 2021 11:00 AM PDT  
Product and Service Categories: Air conditioning installation or maintenance or repair services, Heating systems installation repair or maintenance  
Ship-to or Service Locations: Pennsylvania

★ [RFI - Athletics Team Travel](#) **\$100K to \$500K USD (Est.)**  
Pennsylvania State System of Higher Education Posted: 18 Jun 2021 Closes: 19 Jul 2021 12:00 PM PDT  
Product and Service Categories: Chartered bus services, Scheduled bus services  
Ship-to or Service Locations: Pennsylvania

★ [RFI - Psychiatrist Services RFP Shippensburg University](#) **\$100K to \$500K USD (Est.)**  
Pennsylvania State System of Higher Education Posted: 20 Jun 2021 Closes: 2 Aug 2021 11:00 AM PDT

## 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 for an SAP Business Network**

For further help with your SAP Business Network login, please reach out to SAP at 800-974-4899

Back to Search Results

This is a public sector / buyer funded posting and you can respond for free ⓘ

### Kitchen Hood and Duct Cleaning

Pennsylvania State System of Higher Education ⓘ

Posted On: 2 Jul 2021  
Open for bidding on: 2 Jul 2021  
Response Deadline: 2 Aug 2021 3:00 PM EDT

**Respond to Posting** ☆ Add to Watchlist Not Interested ▾ | Share: [f](#) [t](#) [in](#) [e](#)

Leave feedback

Opportunity Amount: **\$50K to \$100K USD**  
Response Deadline: 2 Aug 2021 3:00 PM EDT  
(Buyers can close postings early)  
Posting ID: 10693702(Doc236399952)  
Posting Type: Request for Information  
Public Posting: <http://discovery.ariba.com/rfx/10693702>  
Company Public Profile: <http://discovery.ariba.com/profile/pashe>  
Match Confidence: 0%

**Product and Service Categories**  
• Domestic kitchen hood

**Ship-to or Service Locations**  
• Pennsylvania - United States

**Posting Summary**  
Kitchen Hood and Duct Cleaning IFB for East Stroudsburg University

Questions & Answers

**Log In** [Register Now!](#)


Ariba members:  
Use your Ariba user ID and password.

Enter Username

Enter Password

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

Pennsylvania's  
**STATE SYSTEM**  
of Higher Education





## 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

Event Messages

Download Tutorials

▼ Checklist

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

▼ Event Contents

All Content

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

RFP 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

▼ 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 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 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 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

**Console** Doc236399952 - Kitchen Hood and Duct Cleaning Time remaining 9 days 21:40:30

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...
  - 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
- 2 Bid Documents
  - 3.1 Please attach the Bid Documents [Access to Ariba Connect.docx](#) ✓

**Revise Response**

[Compose Message](#)

## 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 Business Network interface. On the left, a sidebar contains a 'Console' section with a red box highlighting the 'Event Messages' link. Below it is a 'Checklist' with three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. Further down is an 'Event Contents' section with a list of items: '1. Kitchen Hood and Duc...', '2. Bid Documents', and '3. Bid Proposal (Response)'. The main area shows a 'Compose New Message' dialog box with the following details: 'From: Company', 'To: Project Team', 'Subject: Doc236399952 - Kitchen Hood and Duct Cleaning', and 'Attachments: Attach a file'. A large red box highlights the text input area within the dialog. At the bottom of the dialog, a red box highlights the 'Send' button. In the background, the 'Compose Message' button at the bottom of the bid page is also highlighted with a red box.

**Thank You.**