

Dedicated to a better Brisbane

Brisbane City Council Responding to Council Requests

This document provides a step-by-step guide on how to respond to Council RFQ/sourcing events via SAP Ariba.

May 2024

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Council requests in SAP Ariba

Council tender notices are advertised in <u>Current/Upcoming Tenders</u> on Council's website.

Suppliers who have registered with Council through SAP Ariba can view, register their interest, and respond to Council tenders, proposals, and Requests for Quotations (RFQ) through their SAP Ariba Business Network account.

An email notification will be sent to you with an invitation to participate in an RFQ or sourcing event initiated by Council.

Routine and strategic tenders and sourcing events – tender and sourcing requests inviting suppliers to register their interest or participate in a sourcing event (also known as a RFx). These events can typically result in a contract, which is then electronically signed.

New RFQ and sourcing events can also be found on your SAP Ariba account dashboard.

You will need to have a registered SAP Ariba Business Network account to receive an invitation to bid and respond to Council requests.

Invitation to participate in a RFx

An email notification, inviting you to participate in an event, will be sent to the nominated SAP Ariba registered email account. The email registered with SAP Ariba should be regularly monitored to ensure you don't miss out on sourcing invitations.

Note it is recommended that you use a generic email address for your company to ensure that tender notifications are not missed. Your SAP Business Network account administrator can add users and grant users' accessibility permissions.

The email notification will contain the following information:

- the type of event you are invited to (RFI, RFP, RFQ)
- your SAP Ariba username
- a link to log into SAP Ariba to access the event
- a link to instructions in case you have forgotten your SAP Ariba username or password.

Following is an example of the email notification inviting you to participate in an event.

📕 Brisbane City Council
This is to notify that Brisbane City Council has invited you to participate in the following event. RFQ Event.
Use the following username to log in to Brisbane City Council events:
<u>Click Here</u> to access this event.
When you click this link, log in with your username and password. You will then have the option to register your buyer- specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.
If you do not want to respond to this event. Click Here. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.
If you have forgotten your username or password and are unable to log in, Click Here.
NOTE: The "Forgot password" link is only valid for 24 hours. After this link expires, click "Forgot Password" on the Ariba Login page to reset your password.
If you have questions about this event, contact or via e-mail at
We look forward to working with you!
Kind regards
Brisbane City Council

Viewing Council requests/sourcing events

You can either access the event:

- through the 'Click Here' link in the email message, or
- log into SAP Ariba at <u>https://supplier.ariba.com</u> and review any events under the Ariba Proposals and Questionnaires menu option.

If logging directly into SAP Ariba (instead of via the email link), the screen will typically default to the SAP Business Network menu option. The event can be found in Ariba Proposals and Questionnaires located in the top header.

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are na matched postings.	Welcome to d	he Ariba Spend Manag	ernerit site. This site assists in identifying world class su	pplers who are m	arket leaders in quality, service,	and cost. Ariba, Inc. administers	this site in an effort to ensure	nafot integity.	
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A list of current and past events will be displayed in the first column categorised by status.

Each event goes through three main stages during its lifecycle:

- 1. Open the event is currently open for viewing or bidding.
- 2. Pending selection the event is finished, but Council is yet to finalise the outcome.
- 3. Completed the event is finished, and a supplier has been awarded the work.

Email notifications are sent to both successful and unsuccessful participants in each request.

Event details including the ID, End Time, Event Type and Participation status are shown to the right of the Event Title.

Note the ID column displays the unique ID that SAP Ariba sourcing assigns to every project. It will be helpful to have this ID on hand if you need to contact SAP Ariba Customer Support.

The End Time column displays the date and time the event will end.

The Event Type displays the type of sourcing event – RFP, RFQ or RFI.

Click on the event you have been invited to attend in the Events table to view Event Details and follow the process for event participation.

Note each event triggered by Council will be made up of different templates and content to respond to, such as questions, requirements, and characteristics, depending on the event scope and requirements.

Event participation

Responding to sourcing events

The following sections of this document apply to suppliers who will participate in sourcing events initiated by Council. These will potentially convert to Contracts that can be referenced during the operational procurement process.

If logging in via the email link, the screen will display the specific sourcing event, made up of the following characteristics:

- an expiry time in the top right-hand corner
- an opportunity to decline to respond to an invitation
- a checklist to step through down the left-hand side
- the type of sourcing event.

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Go back to Britibane City Council-	5 Danhissend	Desktop File Sunc
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Event Messages Download Tutorials	Review and sepond to the presequities. Preneguides questions must be assumed before you can view event content or participate in the event. Some pre event, if you decline the terms of the prenequities, you cannot view the event content or participate in this event.	requisites may require the owner of the event to review and accept your responses before you can continue with the
• Checklist	Review Prerequisites Decline to Respond	Print Event Information
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3. Submit Response	Publish time: 69/2023 09:43 Due date: 50/0/2023 17:53	
	Project Owner Actions	
	Ananymize suppliers: No 🕥	
0 1996-2019 Arites, tric. All rights in	served.	SAP Business Network Privacy Samement Security Disclosure. Terms of Use

Review prerequisites or decline to respond

To enable you to view the content of the event, you will need to select Review Prerequisites.

Follow the steps in the dropdown checklist to review event details, review and accept prerequisites and submit a response. Note that an additional step 'Select lots/line items' will be added to the checklist after accepting the terms of the agreement prior to participating in the event as required in step 2.

Decline to respond

If you choose to Decline to Respond, you will be asked to provide a reason for declining. You will also receive a message in SAP Ariba advising that you have declined to respond and will be presented with an option to select 'Intend to Respond' if you are intending to participate in the event.

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Go back to Brisbane City Council	- 7EST Dashboard							Depitop His Sync	
Event Details	⊖ Doc49718505 - R	FP Event - First Aid						Round: 1	() Time remaining 01:05:05
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2. Review and Accept Pronophilas	Event Type	NPP CO			Contract Norths (Initial Terri)	Australian Dollar Emergeise Services ES 12			
3. Submit Response	Publish time Due fails	25/3/2024 10:14 25/3/2024 12:19 26/55/2024 12:19							
		successive (D)							

Important - It is noted that you will no longer have access to information about the event and will not receive any further notifications if you decline to participate in the event.

1. Review Event Details

Review Event Details provides an overview and timing rules for the event as well as the contact at Council. In this section:

- review the content of the event
- check the Event Overview and Timing Rules
- check the Bidding Rules
- if you don't want to participate in the event, select 'Decline to Respond'. You will be prompted to provide a reason for declining to participate, click ok.
- if you want to participate in the event, select 'Review Prerequisites' (no addenda will be received if you are not participating in the event).

To download the content of the event and review it in an excel spreadsheet, click on the Download Content button.

2. Review and accept prerequisites

The prerequisites section of an event shows the prerequisites that must be accepted before participating in the event.

Click the Review Prerequisites button to review the prerequisites and select either accept or not accept the terms of the agreement and click Done.

Following acceptance of the terms of the agreement, you will have access to the Events Content menu and an additional step Select Lots/Line Items.

Event contents menu

Depending on the rules set in the event, you may be presented with a list of questions to respond to or list of items (or lots) to bid against.

The Event Contents section will provide the RFP Particulars, RFP Conditions and RFP Deliverables.

View all the contents of the Event Contents section which contains instructions and any documents that you should download and review. If documents have been attached, click the document title to download the file.

RFP particulars

RFP particulars provides specific information relating to the event, such as contract type, contract term, insurance requirements etc. Scroll down through the section to review the event particulars and click next to move to the next section.

RFP conditions

If there are any conditions relating to the event, they will be provided in this section.

RFP deliverables

RFP deliverables provides a list of deliverables for the event.

You will not be able to provide a response to any RFP deliverables in this section until you have selected the lots/line items that you will be bidding for.

RFx documents and/or reference documents that form part of the RFx can be viewed or downloaded by clicking on the dropdown option beside the link.

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	5.0 How many years have you been in b	ushes				
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3. Select lots/line items (select lots)

You will be presented with two options – either Select Lots/Line Items to complete online or Select Using Excel.

Select the Lots/Line Items that your company will participate in from the Lots Available for Bidding list by clicking in the box beside the lot/s. Provide a reason for not bidding against non-selected items by clicking on the dropdown arrow to expand reason for not bidding options.

Once you have selected the lots available for bidding, Confirm Selected Lots/Line Items.

If you are not selecting all available lots for bidding, you will be presented with a warning message advising they have not selected all lots and will be provided with the option to either Use Selected Lots or Cancel to return to the selection screen.

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· Golberti to Brisbane City Council	I - TEST Deal-femand		Denking Alle Syre.
Select Lots	Doc49718505 - RFP Event - First Aid		Cancel
* Checklist	Choose the lots in which you will participate. You can cancel your intention to participate in a	lot will you submit a response for that lot, once you submit a response you cannot withdraw it.	
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2. Review and Accept Prerequisities	Lots Available for Bidding		
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4. Subrit Regime	0.0 BANDAGE TRIANGULAR 1110	Vea dont cany a compatible partinaterial 🛹	
	SED DRESSING BURN NON-STICK 100		
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	Confirm Selected Lots/Line Rems		
	b		Cancel

Option to select using Excel

You will be provided with the option to Select Lots/Line Items using excel. To use this option, click on the Select Using Excel tab.

Follow the instructions displayed to download content, declare your intention to respond and provide responses, and upload to import the contents of the excel file to the event.

Note the RFx responses provided in the Excel document will be prepopulated into the SAP Ariba response fields, and override responses entered in the online version.

Downloaded content they will be presented in an excel workbook with worksheets specific to the tender i.e. Intend to Respond Instructions, Submit Response Instructions, 1 RFP Particulars, 3 RFP Deliverables and Other Content.

Click through the worksheet tabs located at the bottom of the excel workbook to view and respond using Excel.

RFP Deliverables in Excel worksheet

Responses to the RFP Deliverables in excel are completed here. Toogle over the answers field to see notes relating to each question.

Once responses have been completed, you will need to upload the file. The responses provided in the excel worksheet will be prepopulate into the SAP Ariba system.

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Go back to Bitsbare City Courc	t - TEST Durbhund	Desitop File Sync
Select Lots	Doc49718505 - RFP Event - First Aid	Cancel
* Checklist	Onesse the last in which you will participate. You can cannot your internation to participate in a list unit you submit a regionse for that list, unity you submit a response you cannot withdraw P,	
L. Review Event Details	Select Lists/Line Terrs Select Using Decel	
Prerequisites 3. Select Lots/Line Items	This are holded to participate in 2 holds), and have already signed up for 2 of them, this can change the list of intry on, are signed up for the to do sit. Notice the intervenues below.	
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	Step 2. Declare your intention to respond and enter your response in the Excel spreadtheet and save the file to your computer.	
	Shep 1. Local De mode Scott file on pair compatible using the Browne botton. [Chance Reg. In P. Lover. InterAction Sch doog Reference	
	Skep 4. Click Updated to report the connects of the lices (in some reset).	
		Cancel

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Once the file has been uploaded successfully, you will receive a notification advising the upload was completed successfully. Click Use Selected Lots to import the responses into SAP Ariba.

Once you have successfully imported your responses, you will receive a notification advising Import Successful and next steps to Submit Entire Response.

Note that responses that have not been provided in Excel will need to be completed in SAP Ariba, including any documents that are required to be uploaded.

4. Submit response

Complete the list of mandatory questions, denoted with an asterisk and Submit Entire Response before the event expires.

Click on the dropdown arrow located beside the items to view bidding rules relating to the item.

- Select Save draft to save responses to complete later, taking note of the expiry date/time
 of the event.
- Select Excel Import if you prefer to complete the event offline in Excel and are now ready to upload back into SAP Ariba.
- Sourcing events allow you to raise queries with the Council representative. Select the Compose Message to open the SAP Ariba messaging service.

Once you have completed your responses, select Submit Response.

Your will be alerted to any problems/errors with submitting a response in SAP Ariba. After these have been corrected, you will be prompted to Submit this response again.

Tip – if errors are received, check that you have recorded a non-price response where required and a price response where required.

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Console	≦ Doc35112839 - RFI Event						D Time remaining 2 days 02:	55:01
Event Messages Response History	All Content							=
regorie reari	Name 1	Calegory		Price		Quantility	Extended Price	
* Checklist	10 Rem 1 🗸			\$10,00	AUD	1 each	\$30.00 AUD	
1. Review Event Details	2.0 Ren 2 🗸			* \$20.00	AUD	1 each	\$20.00 AUD	
2. Review and Accept Prerequisites	3.0 Ren 3 V			\$25.00	AUD	1 each	\$25.00 AUD	
3. Select LotyLine Items	4.0 Question 1 - Yes/No	* Yes 🗸						
4. Submit Response	5.0 Question 2 - Enter a %	* 60%						
	6.0 Question 3 - Enter a date	* Sun, 31 Dec, 2023						
* Event Contents	(*) indicates a rec	paired Reld						
All Content	Submit Entire Response Update To	stals Save draft Compose M	essage Excel Import					
		10						
to 1999-2012 rolls, Nr. All rights	when yord.				544	Business Network Privacy Statement	 Security Displosure 	Serms of Use

Once the response has been submitted, you will receive a notification in SAP Ariba advising your response has been submitted and thanking you for participating in the event.

Ariba Sourcir	ng	Company Settings •	Feedback He	lp≠ Messages 35
Go back to Brisbane City Council	L - TEST Dashboard		Desktop File Sync	
Console	⊕ Doc49718505 - RFP Event - First Aid		Round: 1	O 1:07:51
Event Messages Response History Response Team	✓ Your response has been submitted. Thank you for participating in the event.			

Revise/alternative response

You will have the opportunity to Revise/Alternative Response in SAP Ariba up until the expiry of the RFx event.

To Revise response – log into your SAP Ariba account, navigate to Ariba Proposals and Questionnaires dashboard to your Events menu.

- click on the RFx event
- select Revise/Alternative Response

Ariba Sourcir	ng		 Company Settings +	Feedback Help
Go back to Brisbane City Council	- TEST Dashboard	Desktop File Sync		
Console	Doc50499220 - First Aid Supplies		Round: 1	D Time remaining 23:29:39
Event Messages Response History	You have submitted a response for this event. Thank you for participating.			
Response Team				
▼ Checklist		Revise/Alternative Response		
1. Review Event Details				

You will presented with a pop up advising that you have already submitted a response for this event. Click ok if you would like to review your response.

• update your response/s and click Submit Entire Response

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S. Sheri costine terris	Name 1	You have already submitted a response for this event. Click OK if you would like to revise your response.	Price Ci	uantity Extended I	Price			
4. Submit Response	▼ 1.0 RFP Particulars	OK Cancel			÷			
	▼ 1.1 This Opportunity							
▼ Event Contents	1.1.1 Overview		test					

Additional SAP Ariba support materials are found in SAP Help portal – Participating in Sourcing Events (<u>https://support.ariba.com/help</u>)

Notifications of outcomes of sourcing events

Council will send email notifications via SAP Ariba advising you of the following:

- when the event has closed and is no longer accepting responds
- if you have been successful in winning any component of the event
- if you have been unsuccessful in winning the event

Signing contracts

If you are successfully awarded a tender/sourcing event and a subsequent contract is set up, you will receive an email, via Adobe Acrobat Sign (adobesign@adobesign.com), requesting your review and e-signature.

Access the document under Review and Sign. The document can be downloaded if required. Once the agreement has been executed by Council, Adobe Acrobat Sign will email you a fully signed copy of the final agreement for your records.

You don't need an Adobe account to electronically sign and submit contracts.

Responding to supplier questionnaires

Occasionally Council may seek additional information from you. If this is the case, Council will send you an email with a link to complete a modular questionnaire in SAP Ariba.

After logging into SAP Ariba, navigate to Ariba Proposals and Questionnaires, select the document to be reviewed and updated under Questionnaires.

Review and update the requested additional information in the Questionnaire.

Submit the document once completed.

SAP	Ariba Proposals and Questionnaires 👻	
BRISBA	Ariba Discovery	Questionnaires
There are	Ariba Proposals And Questionnaires	Title
	Ariba Contracts	▼ Status: Open (1)
	SAP Business Network	Modular Questionnaire for Certificates

Help and support

System configuration

Refer to the following SAP Ariba support documentation to ensure your internet browser is set up appropriately. This will ensure you can view and respond to potential tenders on the SAP Ariba Business Network.

- Supported browsers
- <u>Cookie settings</u>

More Information

If you are having systems or technical issues, please refer to SAP Ariba help by accessing the Help Centre under the Help option or **?** mark in the top right corner of the header line.

0 🔊	
Help Center Contact Administrator	Feedback Help ▼

Under the Home tab, enter a question and review the suggested answers.

SAP Help	Center Home					
Home	ng Contact us					
Need expedited a	isistance for an open event	ending within 60 minutes? Learn more				
				How can we	help you?	
			Search knowledge b	pase articles, documentation, and tuto	rials	٩
			Try	"cancel order", "email notifica	ations", "user authorization"	

If a suitable response cannot be found, select Contact us link.

SAP Help Center Contact us						
Home Learning Contact us						
1. Start here to find your answer.						
	How can we help you?	٩				

If you still cannot find a suitable response, you will be provided with an option to Create a Case located at the bottom of the screen. Complete the online form which will be sent to the SAP Ariba support team.

Can't find who	it you're looking for?		Create a Case
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If you have any questions about becoming a Supplier for Council, that cannot be answered on Council's website, contact Council's Business Hotline on 133 BNE (133 263).

If you would like to enquire about a current or upcoming sourcing event, please contact Council's sourcing lead listed under <u>Current/Upcoming tenders</u> on Council's website.