

Responding to Events in Ariba

Supplier Guide



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About the Ariba Network

- Ariba is a business commerce network that allows buyers to store contracts; submit and evaluate tenders; and transact with suppliers online.
- Western Power utilises the Ariba Network to submit tender events and some RFQs out to market. Events are sent by invitation only.
- As a respondent to a Western Power tender or RFQ event, you will be asked to register for the Ariba Network to be able to submit your tender response via Ariba, and any prerequisite questionnaires. The Ariba Network is a website that allows you to submit your tender responses online.
- Creating an Ariba login to respond to a tender or any required supporting questionnaires is free of charge.



Event Invitation Email

When you are invited to a tender event with Western Power, you will receive an invitation email.

Click on the link to access the event and log in with your existing Ariba login details – **please ensure you access the event via the link in this email**, not by logging into your Ariba account directly and then searching for the event.

If you would like to access the event under a different login, please contact the Western Power Sourcing Specialist who sent the email invitation, who will invite the additional user.

to participate in an event: FS_WS123456_Request for Proposal.



Western Power - T has invited you to participate in the following event: FS_WS123456_Request for Proposal. The event is set to begin on Friday, September 6, 2019 at 10:34 PM, Pacific Daylight Time.

Use the following username to log in to Western Power - T events:

JS@westernpower.com.au.

[Click Here](#) 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.

Logging in to Ariba

You will be taken to a login page (supplier.ariba.com) where you can enter your username and password.

Ensure your username matches the username on the invitation email – if you log in using another user ID you will not be able to access the event.

If you have forgotten your password click on “forgot username or password” and follow the prompts.

SAP Business Network

Supplier Login

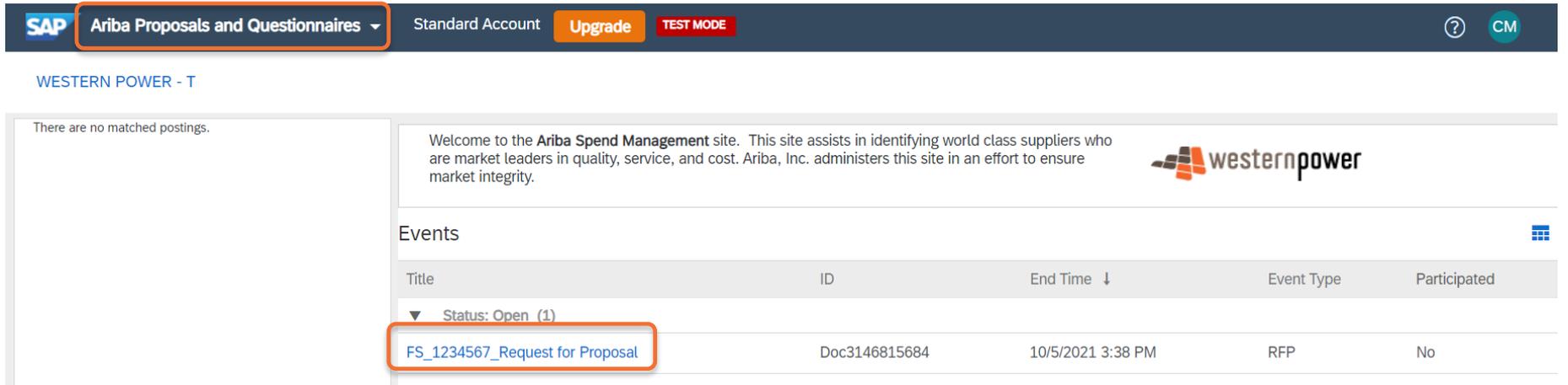
[Forgot Username or Password](#)

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

Viewing the Event

Once you have logged in to Ariba you can then click on the link to open the event.

If you cannot see this screen, click on the drop-down arrow and navigate to the **Proposals & Questionnaires** tab.



The screenshot shows the SAP Ariba Spend Management interface. The top navigation bar includes the SAP logo, a dropdown menu for 'Ariba Proposals and Questionnaires', and buttons for 'Standard Account', 'Upgrade', and 'TEST MODE'. On the right, there are help and user profile icons. Below the navigation bar, the page title is 'WESTERN POWER - T'. A message on the left states 'There are no matched postings.' The main content area features a welcome message and the Western Power logo. Below this is an 'Events' section with a table listing available events. The table has columns for Title, ID, End Time, Event Type, and Participated. A dropdown filter for 'Status: Open (1)' is visible above the table. The first event listed is 'FS_1234567_Request for Proposal' with ID 'Doc3146815684', scheduled for '10/5/2021 3:38 PM', of type 'RFP', and the user has not participated.

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
FS_1234567_Request for Proposal	Doc3146815684	10/5/2021 3:38 PM	RFP	No

Marking Intention to Participate

In the event, under **Review Event Details**, you can review the content of the event, and then you can either mark your **intention to participate**, or **decline to participate**. You cannot submit a response to the event until you have selected “Intend to Participate”.

The screenshot displays a web interface for an event. At the top, the event title is 'Doc3146815684 - FS_1234567_Request for Proposal' and the time remaining is '27 days 23:53:24'. A yellow banner contains the instruction: 'You must decide whether or not you intend to participate in this event.' Below this banner are four buttons: 'Download Content', 'Intend to Participate' (highlighted with a blue border and a dark blue background), 'Decline to Participate' (highlighted with a red border), and 'Print Event Information'. The left sidebar shows a checklist with '1. Review Event Details' highlighted. The main content area is titled 'SECTION A - ACKNOWLEDGEMENT & INTENTION TO PARTICIPATE IN RFP' and contains text regarding participation requirements and a link to a PDF document.

Event Details Doc3146815684 - FS_1234567_Request for Proposal Time remaining 27 days 23:53:24

Event Messages
Download Tutorials
Response Team

▼ Checklist

- 1. Review Event Details
- 2. Submit Response

▼ Event Contents

- All Content
- 1 SECTION A - ACKNOWLEDGE...
- 2 SECTION B - GENERAL ...

You must decide whether or not you intend to participate in this event.

Download Content Intend to Participate Decline to Participate Print Event Information

SECTION A - ACKNOWLEDGEMENT & INTENTION TO PARTICIPATE IN RFP (Section 1 of 4) Next »

Name ↑

▼ 1 SECTION A - ACKNOWLEDGEMENT & INTENTION TO PARTICIPATE IN RFP

1.1 (a) Potential Vendors must indicate whether or not they intend to participate in this RFP using the buttons provided above on or before the day which is seven (7) calendar days prior to the closing date of this RFP.

(b) Instructions on how to access and use ARIBA can be found within Western Power's website, available at:
<https://westernpower.com.au/media/3451/all-you-need-to-know-about-western-powers-ariba-e-procurement-system-10284162.pdf>

(c) Glossary - In this RFP, except where the context otherwise requires, the defined terms in column 1 of the Glossary (at the end of Section B – General Conditions for Submission of Proposal) have the respective meanings in column 2 the Glossary (at the end of Section B – General Conditions for Submission of Proposal). In addition, where a term is not defined in the Glossary (at the end of Section B – General Conditions for Submission of Proposal) but is defined in the Standing Offer, the definition in the Standing Offer will apply to that term in this RFP.

» Next Section: SECTION B - GENERAL ...

Review Event Details

In the **Review Event Details** section you can also select **Download Content** to download all questions and/or attachments from the event, or select individual attachments to download.

Ensure you are in **All Content** in order to see the entire event content.

Event Details

Doc3146815684 - FS_1234567_Request for Proposal

Time remaining
27 days 23:47:15

Event Messages
Download Tutorials
Response Team

▼ Checklist

1. Review Event Details
2. Submit Response

▼ Event Contents

All Content

1 SECTION A -
ACKNOWLEDGEMENT

SECTION B -

You must decide whether or not you intend to participate in this event.

Download Content

Intend to Participate

Decline to Participate

Print Event Information

All Content

Name 1

(f) All relevant insurance questionnaires

▼ 2 SECTION B - GENERAL CONDITIONS FOR SUBMISSION OF PROPOSAL

2.1 Please review the attached document. [Section B - General Conditions for Submission of Proposal.docx](#)

Download this attachment

▼ 3 SECTION C - CONTRACTUAL DOCUMENTS

Download all attachments

▼ 3.1 CONTRACT TERMS & CONDITIONS

3.1.1 Please review the attached document

NOTE: Any Departures from the Contract must be noted in Ariba section 4.2.1 [Upload your document in place of this blank document.pdf](#)

Event Content - Overview

After selecting **Intend to Participate**, you will be taken to the **Submit Response** pages, where you can start drafting your response. Use the **Save Draft** button to save your event regularly.

Use the **Compose Message** feature to send any queries to Western Power about the event content.

[< Go back to Western Power - T Dashboard](#)

[Desktop File Sync](#)

Console

Doc3146815684 - FS_1234567_Request for Proposal

 Time remaining
27 days 23:43:48

[Event Messages](#)
[Response History](#)
[Response Team](#)

▼ Checklist

- [1. Review Event Details](#)
- [2. Submit Response](#)

▼ Event Contents

All Content

- SECTION A - ACKNOWLEDE...
- SECTION B - GENERAL ...

All Content

Name ↑

▼ 1 SECTION A - ACKNOWLEDGEMENT & INTENTION TO PARTICIPATE IN RFP

1.1 (a) Potential Vendors must indicate whether or not they intend to participate in this RFP using the buttons provided above on or before the day which is seven (7) calendar days prior to the closing date of this RFP.

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<https://westernpower.com.au/media/3451/all-you-need-to-know-about-western-powers-ariba-e-procurement-system-10284162.pdf>

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(*) indicates a required field

[Submit Entire Response](#)

[Update Totals](#)

[Save draft](#)

[Compose Message](#)

[Excel Import](#)

Event Content - Overview

When you are ready to submit your complete response to Western Power, select **Submit Entire Response**.

Note the clock in the top right corner indicating how long the event is open for – **you must submit your response before the event closes**. If you submit your response and any mandatory question responses are missing, an error message will appear. Ensure you leave enough time to resolve any issues.

[< Go back to Western Power - T Dashboard](#)

Console Doc3146815684 - FS_1234567_Request for Proposal Desktop File Sync

Time remaining
27 days 23:43:48

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Submit Response

▼ Event Contents

All Content

1 SECTION A - ACKNOWLEDGEMENT & INTENTION TO PARTICIPATE IN RFP

1.1 (a) Potential Vendors must indicate whether or not they intend to participate in this RFP using the buttons provided above on or before the day which is seven (7) calendar days prior to the closing date of this RFP.

(b) Instructions on how to access and use ARIBA can be found within Western Power's website, available at:
<https://westernpower.com.au/media/3451/all-you-need-to-know-about-western-powers-ariba-e-procurement-system-10284162.pdf>

(c) Glossary - In this RFP, except where the context otherwise requires, the defined terms in column 1 of the Glossary (at the end of Section B – General Conditions for Submission of Proposal) have the respective meanings in column 2 the Glossary (at the end of Section B – General Conditions for Submission of Proposal). In addition, where a term is not defined in the Glossary (at the end of Section B – General Conditions for Submission of Proposal) but is defined in the Standing Offer, the definition in the Standing Offer will apply to that term in this RFP

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Event Content – Useful Tips

Desktop File Sync

⌚ Time remaining
27 days 23:51:15

Use the **double arrows** to expand the screen you are viewing.



Pivot Table Layout

- ✓ Show Detail Rows
- Expand All Detail Rows
- Collapse All Detail Rows

Use the **Collapse** or **Expand** features to hide or display certain sections of the event content.

Show / Hide Columns

- ✓ Description
- ✓ Requirements
- ✓ [Attachments](#)

Outline Expansion

- Expand All
- Collapse All

Export to Excel

- Export all Rows
- Export Current Page

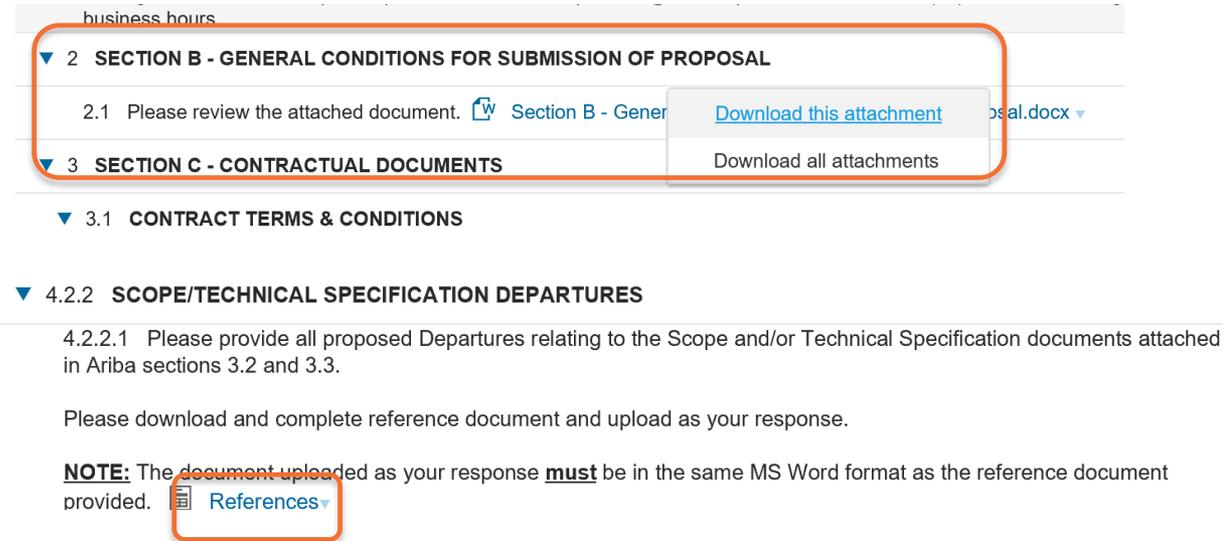
Use the “**Export to Excel**” feature to export the tender content out to Excel.



Answering Event Questions

An event will have different types of questions/sections, including the following:

- A **section** where you must download and read an attachment
- A **question** where you must read the attached Reference documents, and attach a file in response. If you need to attach multiple documents, zip them first and attach as a zip file.



business hours

▼ 2 SECTION B - GENERAL CONDITIONS FOR SUBMISSION OF PROPOSAL

2.1 Please review the attached document.  Section B - General Conditions for Submission of Proposal.docx [Download this attachment](#)

▼ 3 SECTION C - CONTRACTUAL DOCUMENTS

Download all attachments

▼ 3.1 CONTRACT TERMS & CONDITIONS

▼ 4.2.2 SCOPE/TECHNICAL SPECIFICATION DEPARTURES

4.2.2.1 Please provide all proposed Departures relating to the Scope and/or Technical Specification documents attached in Ariba sections 3.2 and 3.3.

Please download and complete reference document and upload as your response.

NOTE: The document uploaded as your response **must** be in the same MS Word format as the reference document provided.  [References](#)

*Attach a file



Answering Event Questions

A question may require you to select from a **drop-down list**, or ask for a **free-text answer**.

NOTE: some questions are mandatory to respond to (marked by an asterisk). Ensure you have responded to all mandatory questions as you will not be able to submit your response unless they have all been answered.

Some questions will contain **References** – click on these to download individual documents relating to the event question.

3.3.2 Please confirm that you have downloaded and reviewed the Contract attached in Ariba section 3.3.1

4 SECTION D - PROPOSAL SCHEDULES

▼ 4.1 PROPOSAL SCHEDULE 1 - FORM OF PROPOSAL

4.1.1 Please download and complete reference document and upload as your response  [References](#)

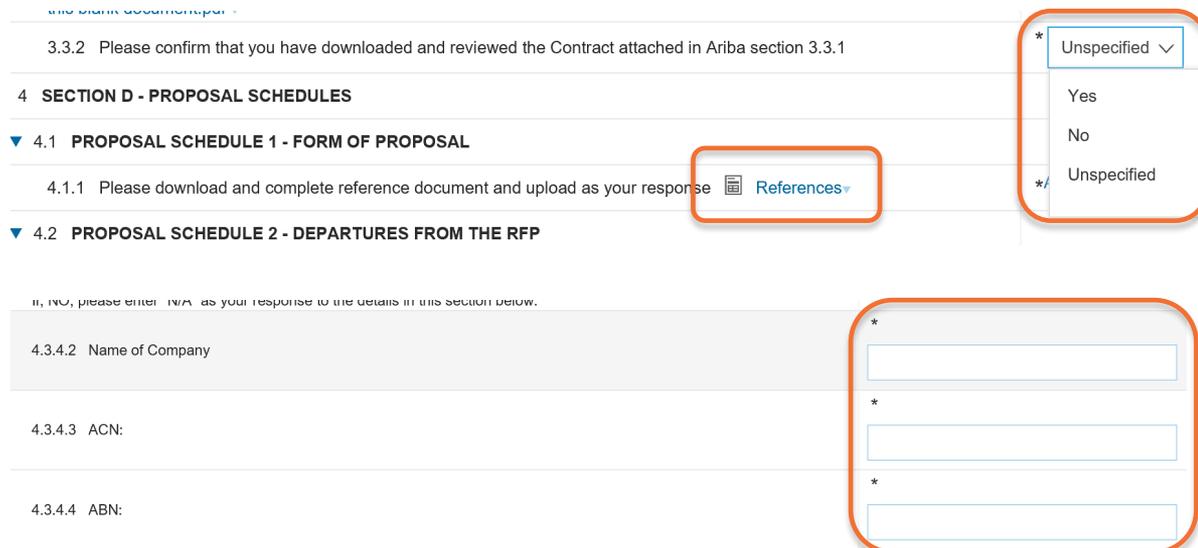
▼ 4.2 PROPOSAL SCHEDULE 2 - DEPARTURES FROM THE RFP

If, N/A, please enter "N/A" as your response to the details in this section below.

4.3.4.2 Name of Company

4.3.4.3 ACN:

4.3.4.4 ABN:



The image shows a screenshot of a web form with several elements highlighted with orange boxes. At the top right, a dropdown menu is open, showing the selected option 'Unspecified' and other options: 'Yes', 'No', and 'Unspecified'. The dropdown is marked with an asterisk (*). In the middle section, a link labeled 'References' with a document icon is highlighted. Below this, there are three text input fields, each marked with an asterisk (*), corresponding to the labels '4.3.4.2 Name of Company', '4.3.4.3 ACN:', and '4.3.4.4 ABN:'. A decorative graphic of a thick, curved line in shades of green and yellow is visible in the bottom right corner.

Event Messages

In the **Event Messages** section you can review previous messages sent and received, and compose a new message to Western Power.

Please use the **Compose Message** feature to ask questions of the owner of the event, rather than sending an email outside of Ariba. It is Western Power's preference that all communications relating to an event are tracked in Ariba.

Ariba Sourcing

[Go back to Western Power - T Dashboard](#)

Console Doc3146815684 - FS_1234567_Request for Proposal

Event Messages
Response History
Response Team

▼ Checklist

- Review Event Details
- Submit Response

All Content

Name ↑

▼ 1 SECTION A - ACKNOWLEDGEMENT & INTENTION TO PARTICIPATE IN RFP

1.1 (a) Potential Vendors must indicate whether or not they intend to participate in this RFP.

(b) Instructions on how to access and use ARIBA can be found within Western Power

<https://westernpower.com.au/media/3451/all-you-need-to-know-about-western-power>



Ariba Sourcing

[Go back to Western Power - T Dashboard](#)

Event Messages - FS_1234567_Request for Proposal

Messages

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG191892412	Not Applicable	09/07/2021 03:38 PM	Western Power - T	JULIE SMITH	C M5	Western Power

View Reply **Compose Message** Download all attachments



Revising Response

After submitting your response, if the event has not yet closed, you will have an opportunity to revise your response if required.

You can also view your response history on the Console.

Ariba Sourcing
Go back to Western Power - T Dash

Console

- Event Messages
- Response History**
- Response Team

Doc1954599144 - FS_WS123456_Request for Proposal Time remaining 27 days 21:08:39

✓ Your response has been submitted. Thank you for participating in the event.

All Content ☰

[Revise Response](#)



Support

For any questions about the content of the event, please use the **Compose Message** feature.

When logged in to Ariba, view the **Help** section on the right side of the page for useful FAQs.

For any technical queries regarding responding to the event, please contact:

- Ariba via a service call: <https://www.westernpower.com.au/media/5085/raising-an-ariba-service-call-supplier-guide-20210723.pdf>
- Western Power Ariba technical support via ariba.specialist@westernpower.com.au. For urgent queries call 08 9326 6691.





Head office

363 Wellington Street
Perth, WA 6000

westernpower.com.au

