



# SourcePoint Training Guide

## How a Supplier can view a Sourcing Event

### Introduction

This document will guide Suppliers through the steps to view a Sourcing Event that has been posted in SAP Business Network Discovery. A Sourcing Event is an RFP, RFQ, IFB, or Sole Source.



Suppliers can view PASSHE Sourcing Events through the [PASSHE SAP Business Network Discovery Page](#).

1

### View all Sourcing Events.

PASSHE Buyer Profile

Scroll down to view all open Sourcing Events

The screenshot shows the 'Buyer Profile' page for the Pennsylvania State System of Higher Education. It includes a public profile link, a description of the organization, and various details such as year founded (1983), employee count, and stock ticker. Below the profile, there is a 'Postings' section with search results for various sourcing events, including recruitment services, IT helpdesk, videography, and switch replacement. A blue callout box points to one of the events with the text 'Click to open details on desired Sourcing Event'.



**2** Supplier will view the Discovery posting.

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

### Laundry Vending Services

Pennsylvania State System of Higher Education

Posted On: 20 Apr 2021  
Open for bidding on: 20 Apr 2021  
Response Deadline: 19 May 2021 9:59 PM PDT

**Click Respond to Posting**

Respond to Posting | Add to Watchlist | Not Interested | Share: [Facebook] [Twitter] [LinkedIn] [Email]

Opportunity Amount: **\$50K to \$100K USD**  
Response Deadline: 19 May 2021 9:59 PM PDT  
(Buyers can close postings early)  
Posting ID: 10206350(Doc196708295)  
Posting Type: Request for Information  
Public Posting: <http://discovery.ariba.com/rfx/10206350>

**Copy the Public Posting Link to your notes to make sure you can always find your way back to the posting.**

**STOP** New Suppliers proceed to step 3  
SAP Business Network Registered Suppliers go to Step 8

**3** Supplier will proceed to access the SAP Business Network.

Suppliers already registered on the SAP Business Network will log in with their existing credentials. Then skip to Step 8 of this guide.

Suppliers new to the SAP Business Network will click Register Now. Then proceed to Step 4 of this guide.

Log In | Register Now!

Ariba members:  
Use your Ariba user ID and password.

Enter Username  
Enter Password  
Login | Forgot Username | Forgot Password

**New suppliers click Register Now**

**Warning:** This process will allow the supplier to register only for the SAP Business Network, which is needed to access the Sourcing Event. If the supplier is selected for award, then a university representative will invite the supplier to complete PASSHE Supplier Registration, which is needed to transact POs and Invoices.

Sign in to **SAP Business Network Account** using existing credentials. For any assistance needed reach out to the [Ariba Enablement Team](#).

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continued.

### New user? Register here for FREE!

Join the network of companies that already depend on Ariba to help establish new business relationships!

Register as a **Buyer** and enjoy these privileges:

- ▶ **Automated distribution** of your Discovery Posting to qualified suppliers
- ▶ **Receive and manage** supplier responses with an online dashboard
- ▶ **Search and discover** new suppliers in over 12,000 categories

Register as Buyer

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

Click **Register as Supplier**

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Supplier will complete all fields within the SAP Business Network registration form.

Click **Create Account**

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### Supplier confirms email address.

Confirm Your Email Address

**ACTION REQUIRED**

Check your email inbox for a message from Ariba. Click the link [Confirm Email](#) in the message from [firat.karsu@sap.com](#).

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

- If you have more than one email address, you can enter another email address and click **Send**. Your email address in your profile will be updated accordingly.



Email will be sent to supplier to activate their SAP Business Network account.

Confirm Email

Click Send

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### Supplier receives activation email and proceeds to activate their SAP Business Network account.

Action Required: Activate your account

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>  
To: Karsu, Firat

*If there are problems with how this message is displayed, click here to view it in a web browser.*

**SAP Ariba**

Dear F Karsu,

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=3I3Nv5ZQatpfNevQj1KaFzkKsm9GoJC&app=Ariba&app=Discovery>

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

Click to activate your SAP Business Network account

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### Supplier will be shown the Welcome to Ariba page. Click "Complete my Company Profile" later to proceed to the Sourcing Event.

**SAP** Ariba Discovery Standard Account

Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company from your address to your business policies, to better help buying organizations find your company.

- ✓ Your email address [firat.karsu@sap.com](#) has been verified.
- ✓ Your Ariba username [discovery.supplier@sap.com](#) has been activated.

Complete Your Company Profile Now

- 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.

Click to Complete Company Profile later

## 8 Supplier can now see the Sourcing Event.

The screenshot shows the 'Event Details' page for 'Doc196708295 - Laundry Vending Services'. At the top right, it indicates 'Time remaining 26 days 03:14:58'. A yellow banner at the top contains instructions: '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.' Below this are buttons for 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. On the left, a 'Checklist' sidebar is highlighted with a blue box, containing three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. Below the checklist is the 'Event Contents' section with 'All Content' and a list of items: '1 Laundry Vending Serv...', '2 RFP document', and '3 Technical proposal'. The main content area shows 'Laundry Vending Services' (Section 1 of 5) with a table listing the event details: '1 Laundry Vending Services' (RFP for Laundry Vending Services for Indiana University of Pennsylvania (IUP)). Below this is the 'Event Overview and Timing Rules' section, showing 'Owner: Kathy Lucas', 'Event Type: RFP', 'Publish time: 4/20/2021 11:33 AM', and 'Due date: 5/19/2021 11:00 AM'. Other details include 'Currency: US Dollar' and 'Commodity: Service Industry Machinery and Equipment and Supplies 48'.

Supplier will use the Checklist on the left to navigate through the Sourcing Event.

## 9 If supplier is not directed to the Event Details, they will need to access the Sourcing Event content through the SAP Business Network homepage.

The screenshot shows the SAP Business Network homepage on the left and the Ariba Sourcing event details page on the right. On the homepage, the 'Business Network' dropdown menu is highlighted with a blue box, and the 'Ariba Proposals & Questionnaires' option is selected. A blue callout box points to this option with the text 'Click Ariba Proposals and Questionnaires'. On the right, the 'Ariba Sourcing' page is shown, with the 'Ariba Proposals and Questionnaires' dropdown menu highlighted. A blue callout box points to the 'Doc196708295 - Laundry Vending Services' event in the 'Events' table, with the text 'Click the Sourcing Event that you wish to view'. The 'Events' table has the following data:

Title	ID	End Time	Event Type	Participated
▼ Status: Pending Selection (1)				
Doc196708295 - Laundry Vending Services			RFP	No

The 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires' sections below the table all show 'No items'.

# Supplier will agree to the terms of the Sourcing Event.

Company Settings | F Karsu

Go back to Leads | Desktop File Sync

Event Details | Doc196708295 - Laundry Vending Services | Time remaining: 26 days 03:14:58

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

Event Messages | Download Tutorials | Response Team

▼ Checklist

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

▼ Event Contents

All Content

1 Laundry Vending Serv...

2 RFP document

3 Technical proposal

Laundry Vending Services (Section 1 of 5) Next

Name ↑

1 Laundry Vending Services

RFP for Laundry Vending Services for Indiana University of Pennsylvania (IUP)

Event Description and Timing Rules

Event Type: RFP

Publish time: 4/20/2021 11:33 AM

Due date: 5/19/2021 11:00 AM

Currency: US Dollar

Commodity: Service Industry Machinery and Equipment and Supplies 48

Next Section: RFP document

**Supplier has ability to Download Content and Review Prerequisites**

Prerequisites | Doc196708295 - Laundry Vending Services

▼ Checklist

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

Prerequisites must be completed prior to participation in the event. You must accept the modified envelope bidding event agreement to continue.

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

**Select "I accept the terms of this agreement."**

**Click OK**

SAP Ariba

Steve Gottschalk (sgottschalk@passhe.edu) last visit: 12/10/2021 4:19 PM | PASSHE | C24\_U4

Security Disclosure | SAP Ariba Privacy Statement | Cookie Statement | Participant Terms

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# 11 Supplier now see the full Sourcing Event content and submit a bid response.

The screenshot shows a web interface for a sourcing event. At the top right, there are links for 'Company Settings' and 'F Karsu'. Below that, 'Go back to Leads' and 'Desktop File Sync' are visible. The main header includes 'Event Details' and the event ID 'Doc196708295 - Laundry Vending Services'. A clock icon indicates 'Time remaining: 26 days 03:14:58'. A yellow warning box states: '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.' Below this are buttons for 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. The left sidebar has a 'Checklist' with three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response' (highlighted with an orange box). Below the sidebar, the event title 'Laundry Vending Services' is shown with a 'Name ↑' dropdown. A list item '1 Laundry Vending Services' is visible with a 'Less...' dropdown. Below that, the event description 'RFP for Laundry Vending Services for Indiana University of Pennsylvania (IUP)' is shown with a 'Next Section: RFP document' link. The 'Event Overview and Timing Rules' section includes: 'Owner: Kathy Lucas', 'Event Type: RFP', 'Publish time: 4/20/2021 11:33 AM', 'Due date: 5/19/2021 11:00 AM', 'Currency: US Dollar', and 'Commodity: Service Industry Machinery and Equipment and Supplies 48'. A blue callout box points to the 'Submit Response' step in the checklist.

Content available at Submit Response. Work thru the content following the instructions until you receive a message saying the response is successfully received.



Want more information? Please see the [Doing Business with the State System](#) for questions, comments, or concerns please reach out to the Supplier Support Team @ [SupplierHelp@passhe.edu](mailto:SupplierHelp@passhe.edu).