



# SAP ARIBA Suppliers' Registration Guide

Pakistan State Oil







# Introduction

# What is E-Bidding?

A process for suppliers to submit electronic bids to open and/or invitational competitions. The supporting tool acts as a central repository for storing all tendering events and documents.

# **E-bidding System**

E-bidding is a process in which Participants submit electronic bids to open and/or invitational competitions. The supporting tool acts as a central repository for storing all tendering events and documents. SAP Ariba is the PSO procurement technology solution used for procuring of goods, services and construction.

# **Benefits to Suppliers**

- SAP Ariba is a cloud-based solution, accessible anywhere the internet is available.
- E-bidding will save time and money by eliminating the need to drop off a paper copies to the Procurement Office.
- SAP Ariba allows you to build your submission from the time of posting to the time of closing by providing you with a workspace to save your work.
- SAP Ariba has a robust notification function. Once you have identified your intention to participate in an event, notifications will be sent automatically when addendums are issued, competitions are extended or cancelled and for other related information.
- You will have a consolidated view of all opportunities which you are intending to participate in or in which you have already participated.
- You will gain access to other procurement opportunities within the Ariba Discovery Network. This is a global network that allows you to search opportunities from Ariba's other customer organizations.

You can tailor your supplier profile to notify you of upcoming opportunities in categories of interest (e.g. construction supplies, agriculture suppliers, etc.)





## What does this mean for you?

The implementation of the E-bidding will affect suppliers in the following ways:

- **Open Competition and select Invitational** opportunities will be posted electronically;
- All notices will continue to be posted on the PSO tender site with a link to the sourcing event (or tender opportunity);
- Suppliers must register with SAP Ariba Discovery to participate in these opportunities;
- Invitational and Open Competition opportunity **questions can only be posed and responded to using the E-bidding system;** and

All bids, expect when identified otherwise, must be submitted electronically.





# The intent of this guide is to provide information on:







# **1** Registering with SAP Ariba

You can gain access to the community of active buyers by registering on SAP Ariba Discovery and creating your supplier profile/account:

## Go to discovery.ariba.com

Ariba Discovery				Join Ariba Disc	covery   Feedback   Help   Log Ir
I'M BUYING I'M SELLING					Welcome to Ariba Discove
Home Sellers Custom	ers About				
	Preview Suppliers	Find the Right Sel			
	Computer Hardware, Software	The right set	IEIS. I OI AIIY I I	ojeci.	
	Construction & Maintenance S	Access over 1.5M tro	ading partners worldwide.		
	Construction Materials				
	Creative Services				
	Distribution & Conditioning	Enter Product and Service Category	Enter Location	It's Freel	
	Electrical Systems & Lighting	Ener Houser and service earlegely	Ener Locaton	Start Now	
	Manufacturing Components & S				
	Material Handling, Condition				
	Professional & Administrativ	Quick & Easy - Post y	our project in only 5 minutes		
	Technology & Engineering Ser	Fast Results – Get multiple responses within 24 hours			
	More				
	All Categories		siness posted every month		
			siness posied every mornin		
		Request a Demo Learn More			
	How Ariba Disc	overy Works		View Demo Learn More	
	1. CREATE A POSTING Describe what you are looking for and v match you with high-quality sellers.	2. REVIEW PROPOSALS We will Matched sellers will respond to you secured through Discovery.	3. MAKE SELECTION Quickly compare qualifie a shortlist or award busine		

Click the 'I'm Selling" tab in the top-left hand corner (under Ariba Discovery name)







A new screen will open (see screenshot below).

Ariba Discovery	Help Center
I'M BUYING I'M SELLING	
Home Leads Subscriptions About	
Discover new business relationships. Today. • Reach over 50% of the Global 2000 companies • Access \$5B USD of potential new business per year • 17M leads sent per year	Register Now ×   Enter company Name ×   (e.g. ACME Company) ×   Inter company Name ×   (e.g. ACME Company) ×   (e.g. ACME Company) ×   Inter company Company ×   (e.g. ACME Company) ×   Inter company ×   (e.g. ACME Company) ×   Inter company
How Ariba Discovery Works	View Demo Learn More
<b>1. REGISTER 2. RECEIVE LEADS</b> Your free registration allows Ariba to match you with ready-to-purchase buyers. Get notified automatically of opportunities matching your capabilities.	3. DISCOVER NEW RELATIONSHIPS Respond to your matches, build new relationships, grow your business.

Add the required information (Company Name and Email Address), once added, **Click** Register Now







## Enter your Company information. An \* (asterisk) indicates a required field

# Company information

		* Indicates a required field
Company Name:*	Test Supplier	]
Country*	United States [USA]	If your company has more than one office, enter the main office
Address*	Line 1	address. You can enter more addresses
	Line 2	such as your shipping address, billing address or other
	Line 3	addresses later in your company profile.
City*		]
State*	Alabama 🗸	_
Zip*		

### Enter user account information.

### User account information

				* Indicates a required field
	Name:*	Test	Supplier	Ariba Privacy Statement
	Email:*	GNSUAT001@gmail	.com	
The		Vse my email as	my username	
The username and password created is what you will need to	Username:*			Must be in email format(e.g john@newco.com)
access (or sign in) to your Ariba Discovery account	Password:*	••••••		(i) Must contain a minimum 8 characters
				including letters and numbers, ①
	Language:	English	×	The language used when Ariba sends you configurable
	congougo.	-igusii	·	notifications. This is different than your web b
	Email orders to: *	GNSUAT001@gmail	.com	Customers may send you orders through Ariba Network. To send





Scroll down and identify the product and/or service categories and ship-to or service locations you provide.

**Note:** SAP Ariba Discovery postings will be matched to the product and service categories you select. Choose categories rather than the exact products or services by name to ensure you gain exposure to broader opportunities. If your products or services can be classified in multiple ways, select all possible categories to ensure better matches.

Tell us more about your business

Product and Service Categories:*	Enter Product and Service Categories		Add	-or- Browse	
	Naptha hydrotreater ×				
Ship-to or Service Locations:*	Enter Ship-to or Service Location		Add	-or- Browse	
	Canada X				
Tax ID:	Optional	Enter y	our Company Tax	ID number.	
DUNS Number:	Optional	Enter the nine-digit number issued by Dun & Br			

**Product and Service Categories:** Type in keywords to classify your products or services, or click the **Browse** link to review the list and make appropriate selections.



**Ship-to or service locations**: Lets buyers view all geographic areas your company serves. Include your ship-to location(s) and click the **Add** button, or click the **Browse** link to scroll through the list and make appropriate selections.



- Click
- You will arrive to the Welcome to Ariba screen.

You will be requested to complete your company profile. You can choose to provide the additional details now or at later date.





#### Complete Your Company Profile Now

#### Why is your company profile important? Add company contacts to ensure your trading partners can contact Completing your company profile enables buying VOU. organizations to locate your company when searching for Add marketing and financial details to help new trading partners find suppliers by commodity, industry, sales territory, or other you. criteria. View additional company profile recommendations in the completeness meter. 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

## ADDITIONAL INFORMATION 🕕

### **Enhancing and Managing Your Profile**

You can choose to enhance your profile with business, marketing, and certification related information.

Home	Leads	Messages	Profile	Reports	Subscriptions	About
_			Edit Profile			
Matche 0	s	Watchlist 0	View Profile Ratings			
Match confiden	ce indicates in p	ercentage how closely	References	atches th	e buyer's requirements.	

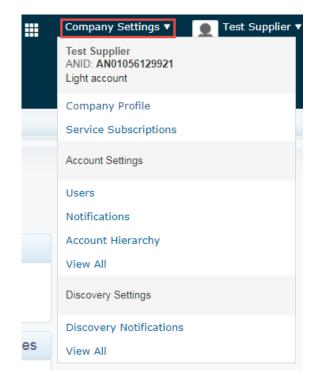
• Proceed to the applicable tab and provide the applicable information.

Basic (3)   Business (2)   Marketing (3)   Contacts   Certifications (1)   Additional Document	ments
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• To manage your account, click on the **Company Settings** link in the top right corner, you will be able to quickly access and update information such as your company profile, users, notifications, account hierarchy, and settings in SAP Ariba Discovery.







• When a supplier is registered on Ariba Discovery or Ariba Network, they are assigned a unique ANID (Ariba Network ID). Your ANID number acts as your company's account number in the Ariba system. It is used for a variety of tasks, including:

- Helping Ariba Customer Support locate your account
- Establishing trading relationships with buyers
- Merging/logging into private accounts
- Linking accounts

### Note:

Once supplier is registered on Ariba Discovery, Ariba Network account is automatically generated. Suppliers can login to Ariba Network via same username and password by following below screenshot:

