A Supplier's Guide to E-Bidding

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

SAP Ariba is the Province's procurement technology solution used for procuring of goods, services and construction. The Province has been using various modules of this technology since September 2015.

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. **Note: there may be costs to respond to opportunities with other organizations on this network.**
- You can tailor your supplier profile to notify you of upcoming opportunities in categories of interest (e.g. construction supplies, agriculture suppliers, etc.)

E-Bidding will not apply to:

- Bid Express (BidEx) opportunities
- Group Purchasing Organization opportunities
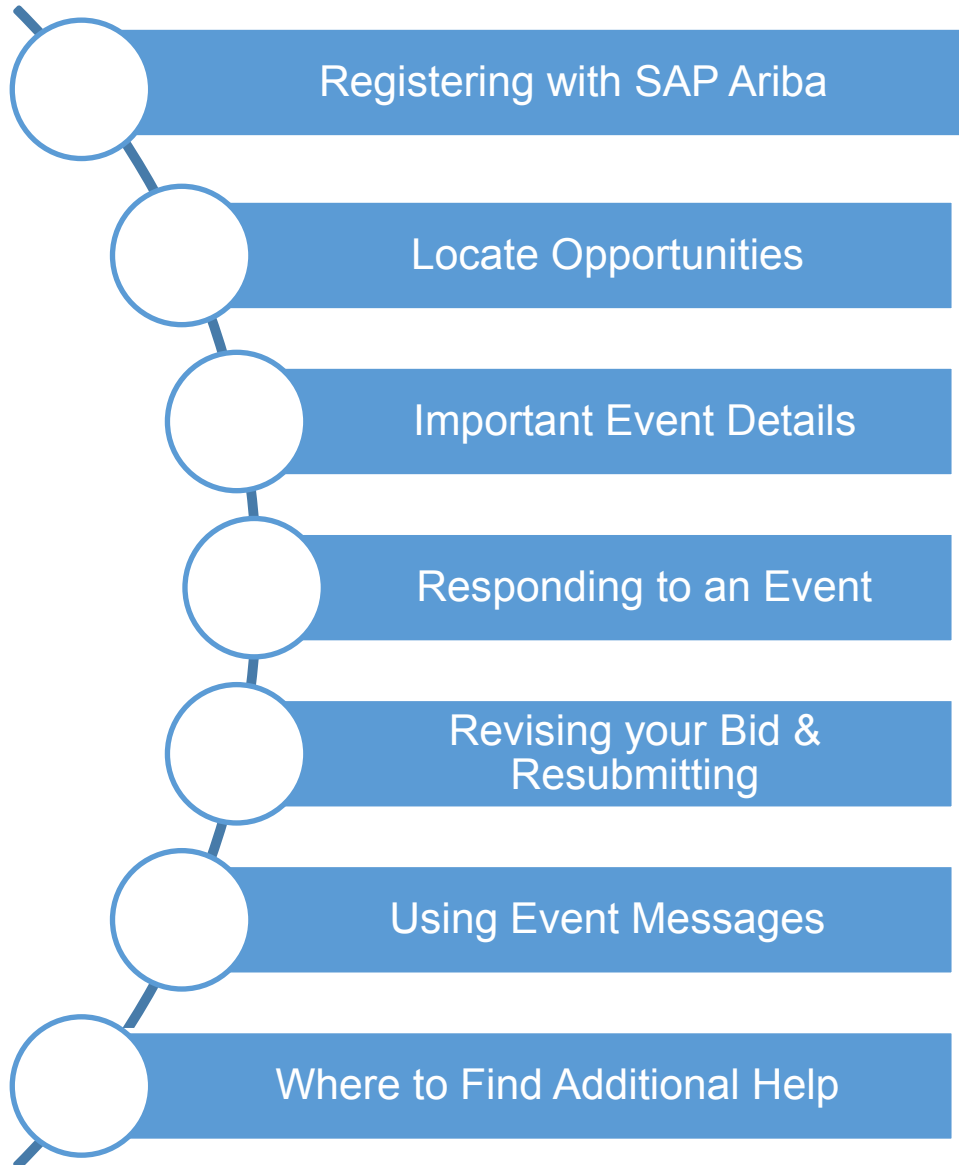- Low Value Purchases

Organizations or individuals interested in these opportunities will continue to use the current process.

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 Nova Scotia's 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:

Registering with SAP Ariba

Locate Opportunities

Important Event Details

Responding to an Event

Revising your Bid & Resubmitting

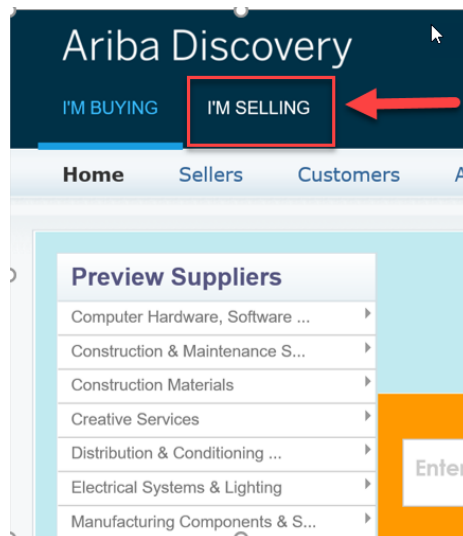Using Event Messages

Where to Find Additional Help

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:
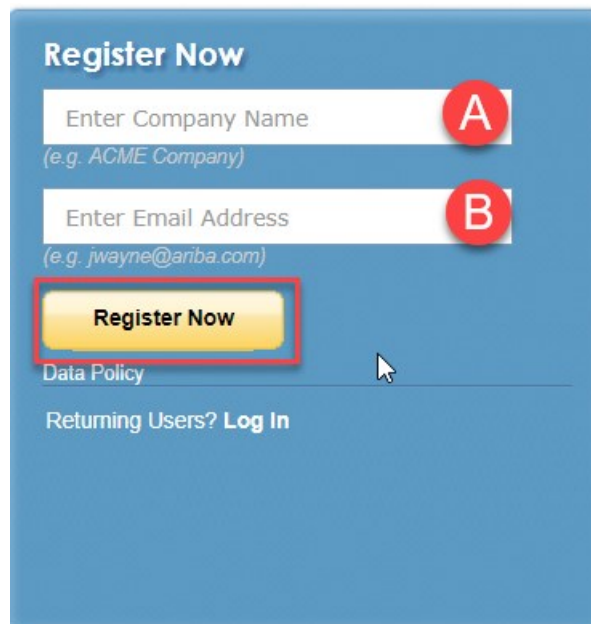
Go to discovery.ariba.com
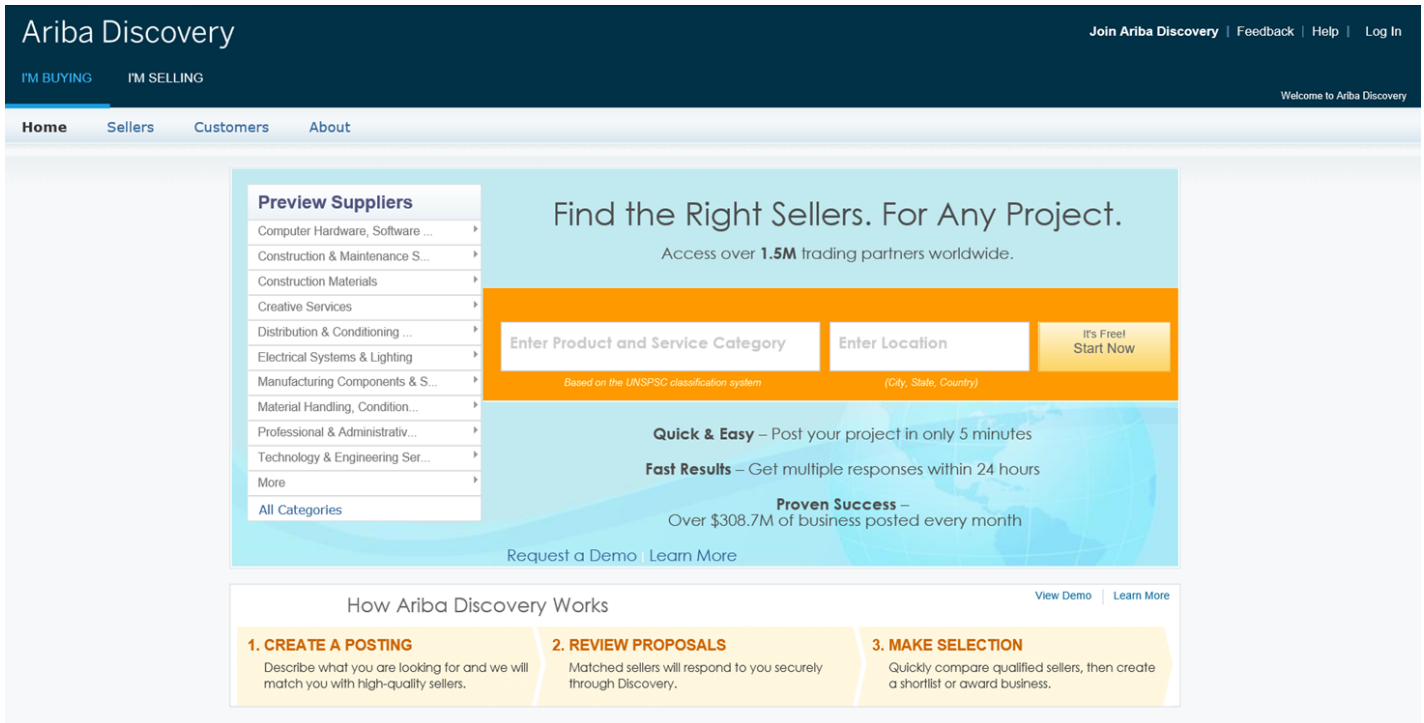
Click the 'I'm Selling" tab in the top-left hand corner (under Ariba Discovery name)

A new screen will open (see screenshot below).

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] ∨
Address*	Line 1
	Line 2
	Line 3
City*	
State*	Alabama ∨
Zip*	

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.

Enter user account information.

User account information

Indicates a required field

Ariba Privacy Statement

Name:*	Test	Supplier
Email:*	GNSUAT001@gmail.com	
	✓ Use my email as my username	
Username:*	GNSUAT001@gmail.com	
Password:*	●●●●●●●●	
	●●●●●●●●	
Language:	English ∨	
Email orders to:*	GNSUAT001@gmail.com	

The username and password created is what you will need to access (or sign in) to your Ariba Discovery account

Must be in email format(e.g john@newco.com) ⓘ

Must contain a minimum 8 characters including letters and numbers. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

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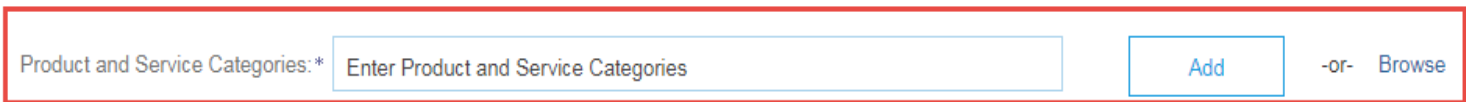
Product and Service Categories: Type in keywords to classify your products or services, or click the **Browse** link to review the list and make appropriate selections.

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 **Register**.

- 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

35%

- 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.

[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
View Profile
Ratings
References

Matches 0
Watchlist 0

Match confidence indicates in percentage how closely...atches the buyer's requirements.
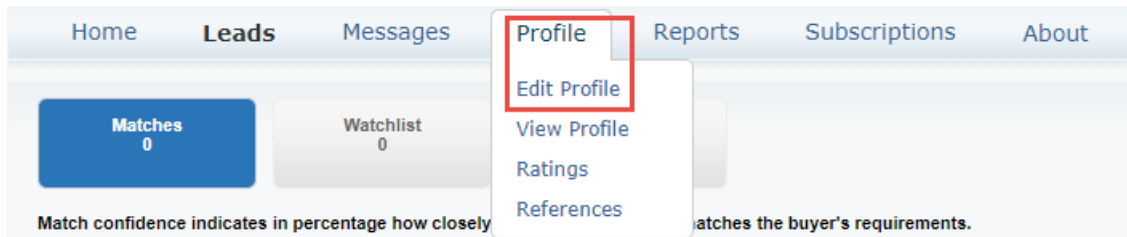
- Proceed to the applicable tab and provide the applicable information.

| Basic (3) | Business (2) | Marketing (3) | Contacts | Certifications (1) | Additional Documents |

- 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.

Company Settings ▼   Test Supplier ▼

Test Supplier
ANID: **AN01056129921**
Light account

Company Profile
Service Subscriptions

Account Settings

Users
Notifications
Account Hierarchy
View All

Discovery Settings

Discovery Notifications
View All
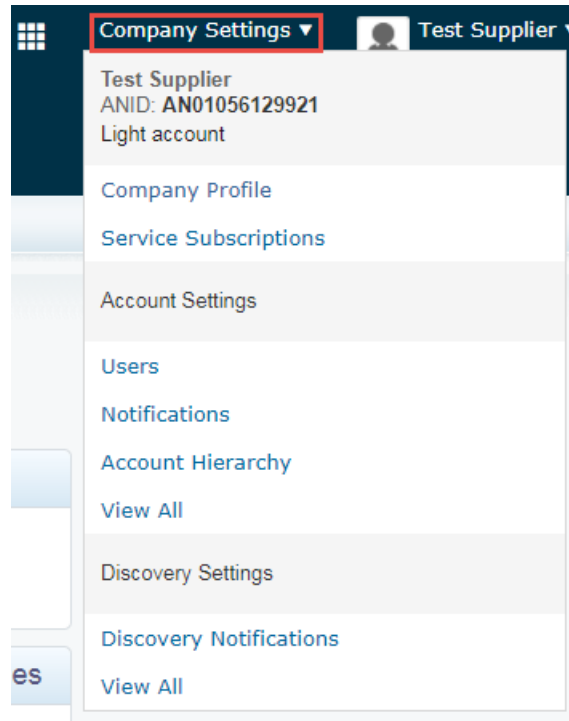
2 Locating Opportunities

There will be a difference in the way certain tender opportunities are issued. For the purposes of this guide, we have separated out those competitions to explain how you will locate them.

Note. There is no fee to respond to a posting / event from the Province of Nova Scotia. SAP Ariba, however, does charge a fee for other organizations buying goods and services through SAP Ariba Discovery.

ACCESSING OPEN COMPETITION OPPORTUNITIES

There are a few ways to locate Open Competition Opportunities. Each of these ways have been described in the following section.

- Nova Scotia Tenders Website (Recommended)
- Supplier Dashboard
- Matched Leads and All Leads

NOVA SCOTIA TENDERS WEBSITE

Go to the Province's tender notices website http://novascotia.ca/tenders/tenders/ns-tenders.aspx

Search /filter results for opportunities of interest. Once you have identified an opportunity you would like to learn more about or respond to, click on the **Tender ID** (e.g. Doc123456778)

Note: The NS Procurement site includes postings for all public-sector entities in Nova Scotia, however, only those available through Ariba e-bidding will have a link to Ariba Discovery.

Tender ID	Description	Issued Date	Close Date
ariba20170810-4 *Agriculture*	ariba test event 21	10 August 2017	31 August 2017
bidx20170810-3 *Agriculture*	kirby bidx test	10 August 2017	19 September 2017
paper20170810-5 *Agriculture*	paper test kirby	10 August 2017	25 August 2017
bidxtest20170726-1 *Agriculture*	kirbytest	25 July 2017	31 August 2017

The **Tender Details** page will open. High-level information regarding the opportunity is provided. To respond and to access all information on the opportunity, **click** on the link provided (as shown below).

Tender Details

Tender ID	WS95781748
Description	**SRC2-UAT_006**
Tender Docs Location	Tender and addendum documents for this posting are only available via Ariba Discovery. http://discovery.ariba.com/rfx/4917643
Tender Document	
Addendum Document	
Department / Agency Name	Environment
Closing	**Closing on** Monday, October 30, 2017 at 02:00 PM Atlantic Time. **Location:** discovery.ariba.com
Opening	**Opening on** Monday, October 30, 2017 at 02:00 PM Atlantic Time. **Location:** Procurement - Department of Internal Services, 1660 Hollis St. Suite 502. Halifax, Nova Scotia B3J 1V7
Posted	07 October 2017
Trade Agreement	Atlantic Procurement Agreement
Category	**Goods:** Y	**Services:** N	**Construction:** N
Pickup Fee	N/A

The Supplier Research Posting will open (see screenshot below).

If you are interested in responding to the tender opportunity, **click** on 'Respond to Posting'

> **NOTE**: Please ensure you **read the title of the posting**. This will reflect the type of solicitation document to which you are responding. Please **ignore the "Posting Type"** field on the Supplier Research Posting.

A Log In screen will open. Enter your Ariba Discovery Username and Password. The username and password are related to the information you set up when originally registering.

NOTE: If you've forgotten your username or password –

Click one of the following ~~Forgot Username / Forgot Password~~ and further instructions will be provided. You can also contact the SAP Ariba Help Desk at **1-866-218-2155**

Invitational Competition Opportunities

An invitational Competition is a simplified method for procuring lower dollar value purchases. This method of procuring reduces the administrative burden compared to running an Open Competition and allows client departments to obtain their procured items in a timelier manner by inviting at least 3 suppliers.

If you have been invited to bid on an Invitational Competition, you will receive an email (like the one shown below). This email is sent to the email address you set up in your company profile/account.

If you are interested in accessing the event – click on 'Click Here' in the message.

Supplier Dashboard

1. Log into SAP Ariba Discovery (supplier.ariba.com)

2. On your home page, click on the ▦ symbol in the top right corner.

3. From the drop-down, select **PROPOSALS.**
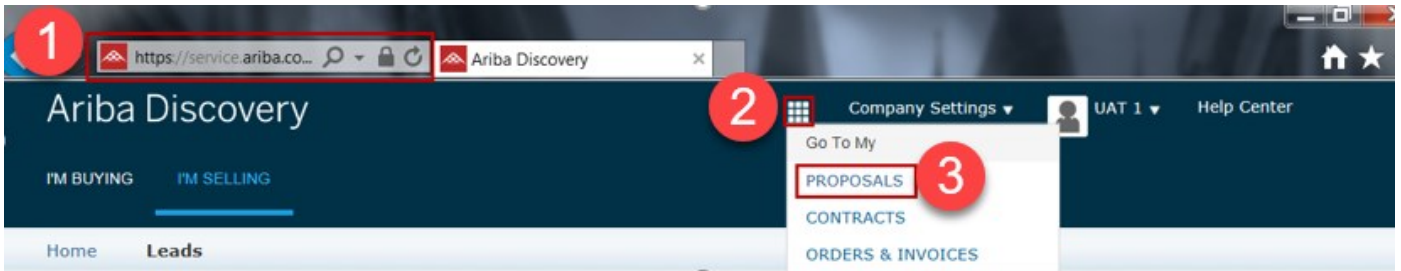
You will see a list of events which you are involved in (in **Open, Pending Selection and Closed** status).

- **OPEN**: tender opportunities that you are interested in and intent to respond to; or where you have submitted a bid, but it has not yet pending or closed
- **PENDING**: tender opportunities that have closed and are being evaluated
- **CLOSED:** tender opportunities that have been awarded and are closed.

4. Click OPEN tender opportunities on the appropriate event to begin your response.

   *Note: Each opportunity has a unique document ID for reference (e.g. Doc86959969).*

Searching Ariba Discovery for Matched Leads and All Leads

When a business opportunity on SAP Ariba Discovery matches the product and services categories you provide and ship-to or service locations you serve, it appears in your **Leads Dashboard** (click **Leads > Matched Leads).**
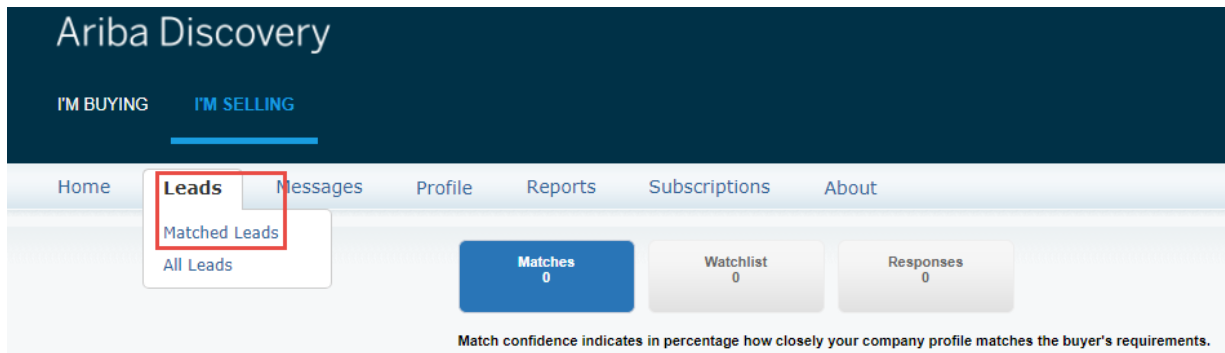
- You can also view business opportunities that do not match the product and service categories and ship-to or service locations you list in your company profile by clicking **Leads > All Leads**.

- **Note.** You can refine the search results using the criteria on the left, or you can search using keywords (or **Advanced Search)** for more specific postings.
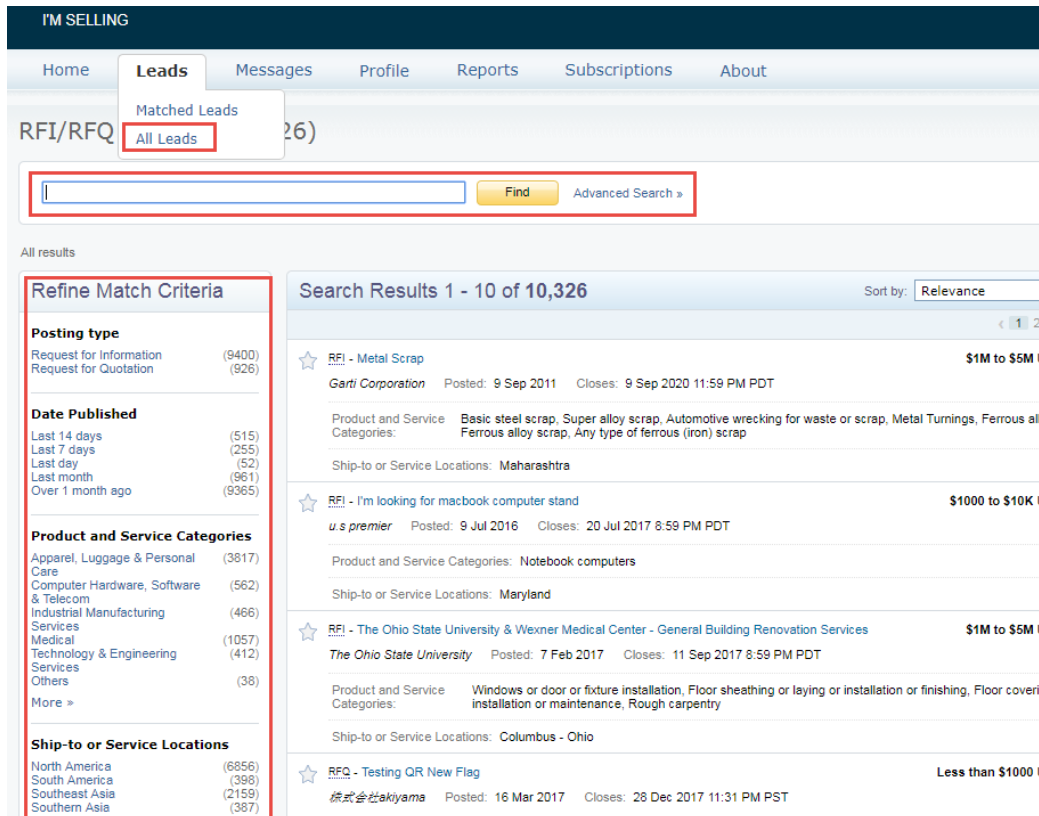
- Select an appropriate posting. Once you've clicked into it you will be able review the relevant details (i.e. opportunity amount, deadline, etc.) which have been shared and choose to **Respond to Posting, Add to Watchlist,** or indicate that you are **Not Interested.**

- **Note.** You can scroll down the page to the **Questions & Answers** free-text field to request additional details before you determine your level of interest.

3 Event Details

There are event details that we would like to highlight:

A Represents the days, hours, minutes and seconds remaining on a current tender opportunity.

B The checklist details the different dashboards in the event.

C This section allows you to click on the various sections within the RFx (or event content). You can view the requirements, evaluation criteria, etc. prior to bidding.

      The event content can be display by section – **Click the section (E.g Addendum)** and the information will display

D If you prefer to print and read the event content, **click – Download Content**. *Note: content will be downloaded in an Excel format*

4 Responding to an Event

1. Once you have clicked on respond to posting, the event details will open. Take note of the notification at the top of the screen prompting you to review and respond to the prerequisites. **Note**: You can review the time remaining in the opportunity in the top-right corner.

2. Click the Review Prerequisites button. Alternatively, you can also click **Decline to Respond** if you do not want to respond to a specific opportunity. **Note.** The intend to participate options can be clicked as necessary within the course of the active event.

3. The **Review and Accept Prerequisites** tab will open under **Checklist**.

4. You will see a notification at the top stating *"Prerequisites must be completed prior to participation in the event."*

5. You will be required to review the on-screen disclaimer.

6. Indicate if you accept the terms of the agreement or not. **Note.** To be permitted to participate in the opportunity, you must accept the prerequisites.

7. Click **OK.**

8. A confirmation screen will appear. Click **OK.**

9. If the opportunity contains lots (the price of a lot is the combined total of all the items in the lot), you will be directed to the **Select Lots** tab. It will be indicated at the top how many lots you have been invited to bid on.

   a. On the **Select Using Excel**, select lots and submit bids using an Excel file.
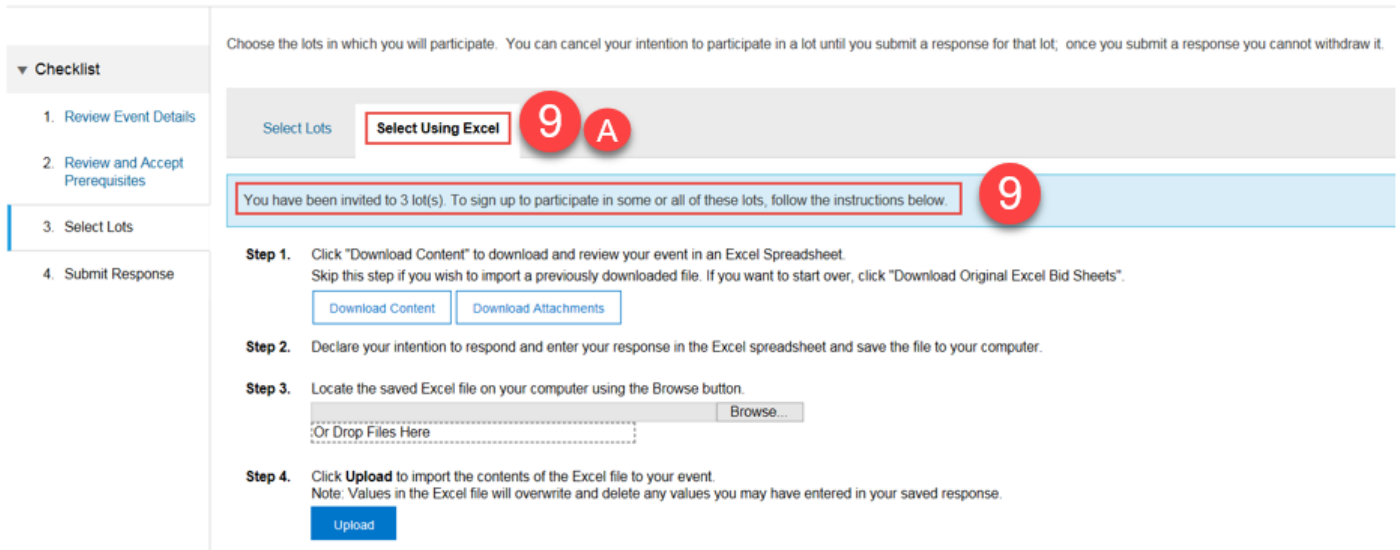
b. Alternatively, a simpler approach to select the lots you want select is to click on the **Select Lot** tab.

c. Select the check boxes for the lots (or items) in which you want to participate.

d. Go to the bottom of the list of lots and click **Submit Selected Lots**.
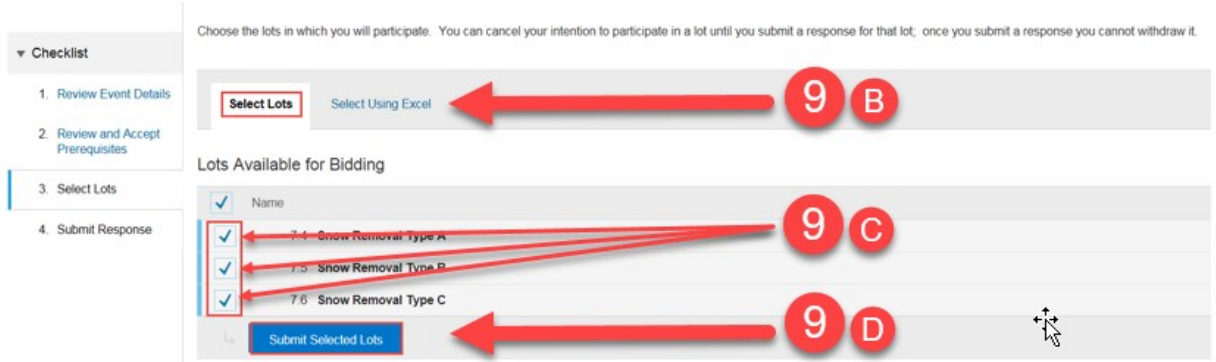
e. SAP Ariba shows the event content, including the lots you selected.

10. The **Submit Response** tab will open on the left side of the screen. You can choose to view all event content at once or click on a section to just view the content of that section.

11. Review applicable event details and respond appropriately throughout the sections. For more information about the types of question response types, refer to Responding to SAP Ariba Sourcing Questions: Types of Answers. **Note:** Questions denoted by an asterisk (*) are mandatory questions and must be answered to be able to submit a response.
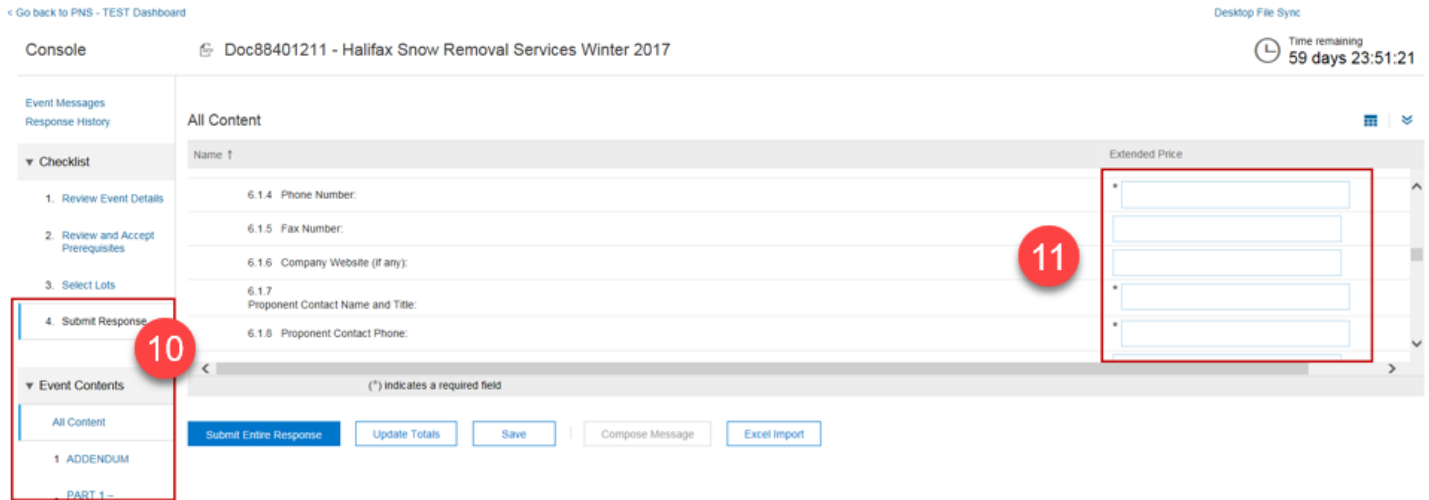
12. If necessary, you can click **Excel Import** to export/import event content and to support your bid submission.

13. Click **Save** to save your progress. You can return later (before time remaining expires) to complete and/or submit your response.

14. Click **Update Totals** to calculate extended prices or change values before submitting your response.

15. When you have completed your response, click **Submit Entire Response**.

16. If there are no errors or issues, a screen will pop up to confirm your submission. Click OK to finalize the submission.

17. You will receive the following confirmation notice: "*Your response has been submitted. Thank you for participating in the event*."

Identifying and Correcting Errors

If there is an error when trying to submit, SAP Ariba Sourcing will notify you with a prompt at the top of the screen and with a note flagged on the area in question (see below). To successfully submit your response, you will need to return to this area, and answer the question in the requested format.

Responding to SAP Ariba Sourcing Questions: Types of Answers

You may be asked to provide responses in various formats within a tender response.

The table and examples below highlight the different types of answers in SAP Ariba Sourcing that Participants may be requested to provide:

Answer Type	Description
Text (single line limited)	The answer field accepts a single line of text (numerical and alphabetic characters). There is no ability to click Enter. It is limited to 256 characters.
Text (single line)	The answer field accepts a single line of text (numerical and alphabetic characters). There is no character limit.
Text (multiple lines)	The answer can be multiple lines of text. There is no character limit.
Whole Number	A whole number, for example, 3, 27, 936.
Decimal Number	A decimal number, for example, 18.1, or 5.43. The default value is two decimal places.
Date	A formatted date, for example: Fri., 19 May, 2017.
Money	A decimal number plus currency symbol. The default value is two decimal places.
Yes/No	The input field will contain a drop-down menu with **Yes** or **No** for selection.
Attachment	Participants may be provided with an attachment (e.g. an informational read-only attachment that can be downloaded)
Certificate	Certificates allow Participants to add attachments with certificate numbers and effective and expiration dates.
Percentage	The answer field will appear as a percentage. For example: 22%, 86%, 300%. The default value is two decimal places.
Quantity	The answer field will contain a quantity.
Lot Item	The price of a lot is the combined total of all the items in the lot.
Line Item	Used for pricing, the answer field will allow for numerical entry. A line item is the smallest unit that Participants compete on. It is an individual part or service that has an associated price. A line item always has an associated quantity, for example, 50 items, 10 lbs., or 8 hours. Line item terms may roll up to the lot level and show as a sum.

Examples of the above answer types are below:

	1 Background Information		
	1.1 Name of Primary Business Contact		Text (single line limited)
	1.2 Supplier Goods / Services Description		Text (single line)
	1.3 Description of Goods / Services previously provided to the Government of Nova Scotia		Text (multiple lines)
	1.4 What is the size of your organization (# of staff / employees)?		Whole Number
	1.5 Number of years providing goods/services to the Government of Nova Scotia		Decimal Number
	1.6 Project Availability Start Date		Date
	1.7 What was the Government of Nova Scotia's 2016 (YTD) spend with you and/or your organization?	CAD	Money
	1.8 Are you currently providing goods and/or services to the Government of Nova Scotia?	Unspecified	Yes/No
	1.9 Please use the attached and provide relevant, required information about the roles you are proposing for this scope of work.	Test Excel File.xlsx ▾ Update file▾ Delete file	Attachment
	1.10 Please attach your Certificate of Insurance.	Unspecified	Certificate
	1.11 What is your organization's legal address?	Street: / City: / State/Province/Region: / Postal Code: / Country: (no value)	Address
	1.12 What percentage (%) discount can you provide for early payment?		Percentage
	1.13 What is the average number of Government of Nova Scotia projects per year (each) you have supported over the last 5 years?	each	Quantity
	2 Pricing - Machine Type ABC Lot Item		Fx▾
	2.1 Part A	CAD *1 each	Line Item Fx▾
	2.2 Part B	CAD *1 each	Line Item Fx▾
	2.3 Part C	CAD *1 each	Line Item Fx▾

Note: These questions are for illustrative purposes only and may not be reflective of questions asked during a real Invitational or Open Competition.

Viewing Addenda

The Province may issue addenda to an Invitational or Open Competition opportunity of which you are a Participant. This could be to update the requested event content for response (e.g. questions), revise the due date, provide additional information, etc.

If the Province does issue an addendum, you will receive an email update such as the below:

You can view the updated content, in the **Addendum Section** of the event in SAP Ariba Sourcing.

Name ↑	
▼ 1 **ADDENDUM**	
1.1 RFP Due Date Extension: The due date for submission for this RFP has been extended by 30 days to July 3, 2017, 2:00pm AST.	
1.2 Updated tender requesting pricing and commercial information. Please refer to Section 3.	

ADDENDUM (Section 1 of 3) Next »

» Next Section: Background Information

Note.

- You can view all updates / messages within the **Event Messages** link in the specific opportunity.

Revising Responses

If you have already submitted your response, you can revise it before the time remaining in the opportunity expires.

1. Open the event and click **Revise Response**.
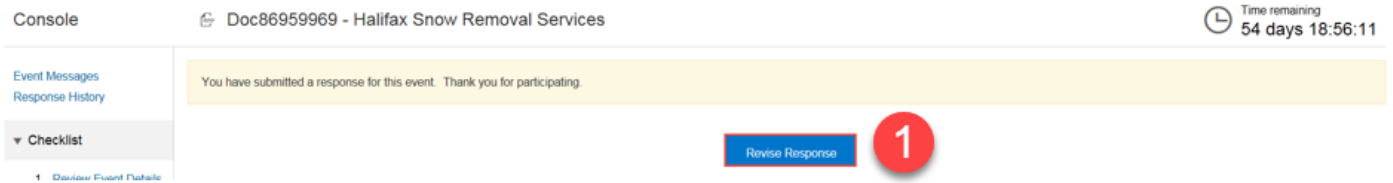
2. A pop-up will appear requesting you to confirm that you want to revise your response Click **OK.**
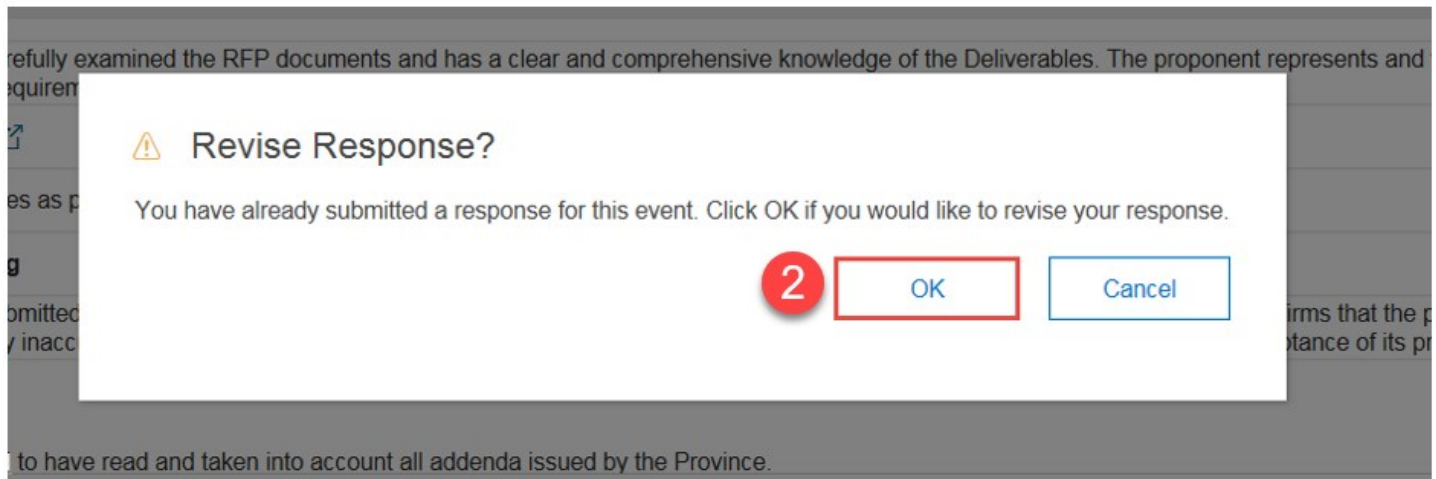
3. Revise your responses as necessary and click *Submit Entire Response*. A green box will pop up, indicating: *your bid has been revised*.

Note: If the event ends while you are revising your response, the last submitted response will be submitted for evaluation. You must have re-submitted your response prior to the event expiry for your changes to take effect.

5 Event Messages

Using the Event Message Board

Once you have accessed the opportunity and are ready to respond, you can communicate with the Province's Procurement representative as necessary.

1. To review any notifications or messages, or to communicate with the Province (i.e. the Procurement representative identified within the Solicitation Document), click **Event Messages** in the Sourcing Event homepage.
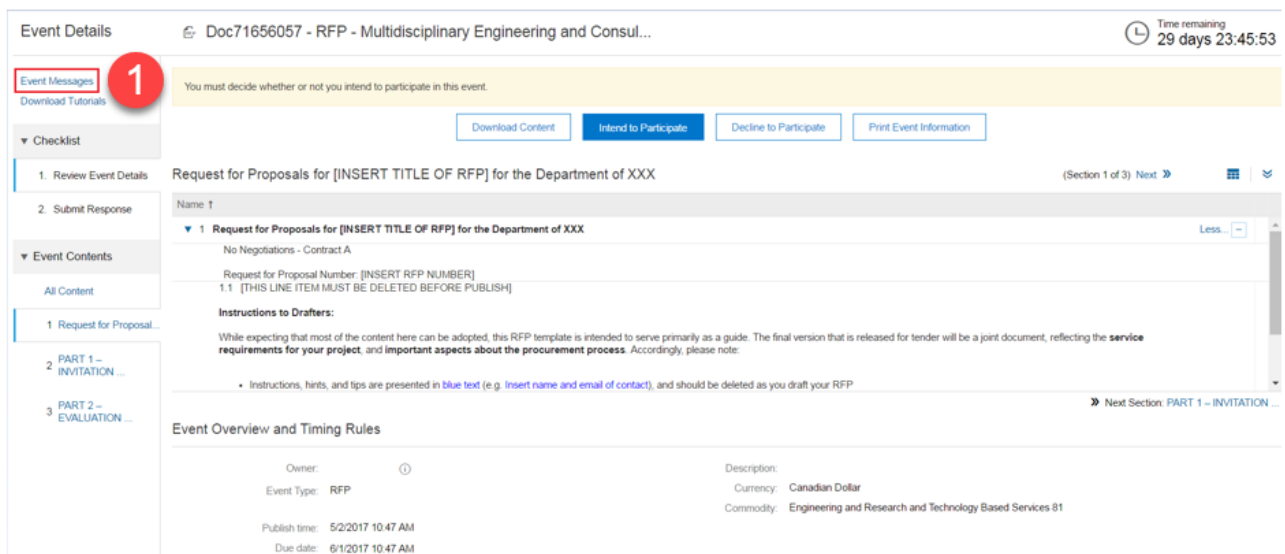
2. Specific messages can be reviewed or responded to (click on the button beside the message you would to view/reply to and then select **View** or **Reply** from below). You can also choose to create a message (click **Compose Message**) or to download attachments as applicable (click **Download all attachments). Note**. If you send a message to the Province, it cannot be viewed by other Participants that have responded or intend to respond to the opportunity. It is a private message between both parties.

   a. Click **Back to Console** as necessary to return to the details of the event.
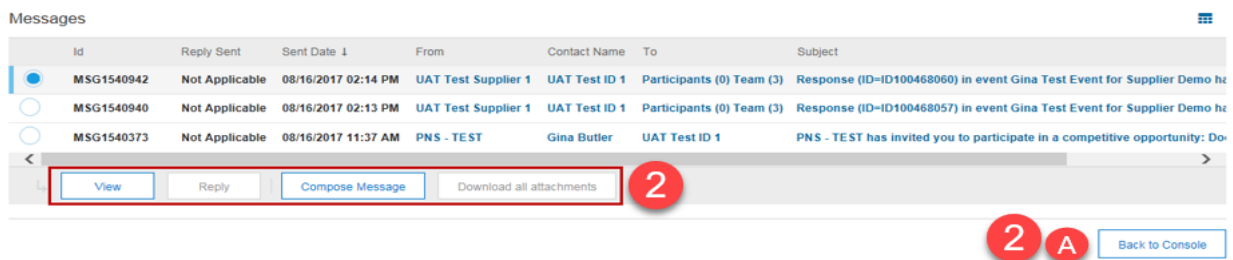
3. When composing your message to the Province, you can revise the subject header, insert your message, and attach files as necessary.
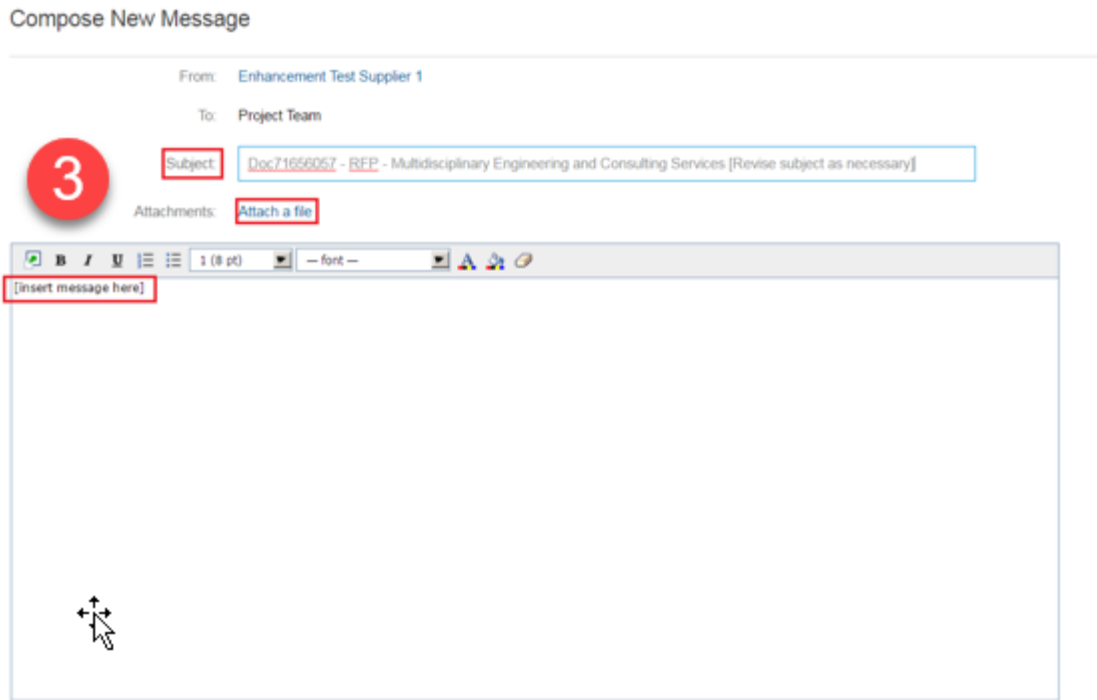
4. Click **Send** to send the composed message to the Province.
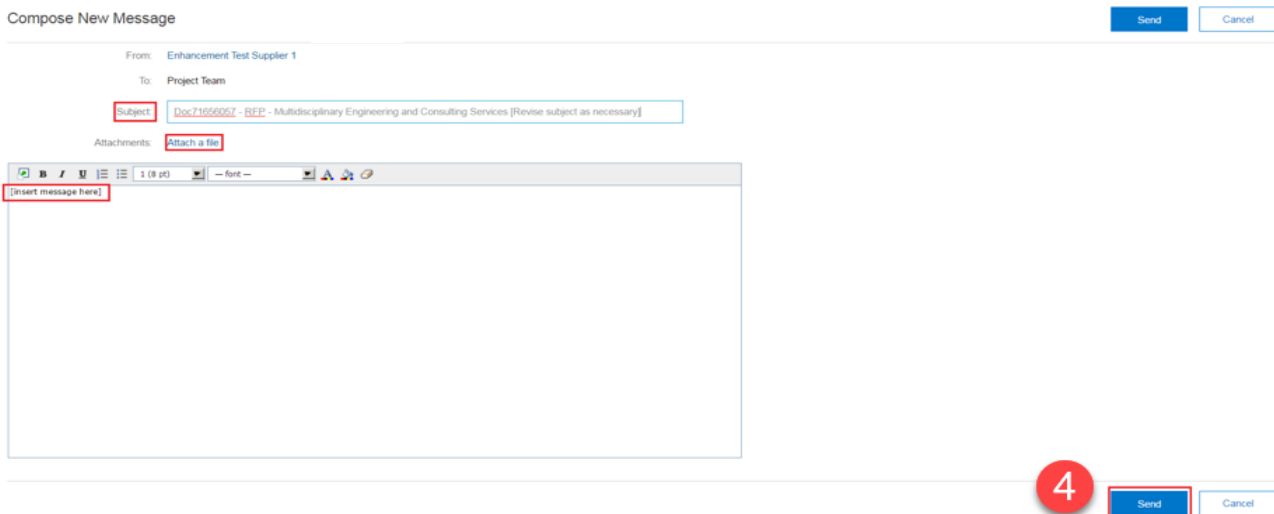
6 Additional Help

For opportunity / event content specific questions, contact the Province's Procurement representative through the SAP Ariba Event Message Board.

For any technical support or guidance using SAP Ariba, you may:

- Call the Ariba Help Desk at **1-866-218-2155** (24 hours support Monday – Friday); or
- Visit the SAP Ariba Sourcing or SAP Ariba Discovery **Help Center**.

6.1 Accessing the SAP Ariba Sourcing Help Center

1. Click **Help Center** located in the top right corner of SAP Ariba Sourcing.

2. The **Help Center** will pop out. You can open the **Help Center** in a new window/tab by clicking the ⬓ symbol.

3. Click the **Home** tab to review popular topics, access the **Learning Center** and **Support Center**, obtain **Additional Resources**, and review **Popular Tags**.

4. Click the **Learning** tab to review common **Product Documentation**, watch a series of **Tutorials**, and search for a specific question / topic.

5. Click the **Support** tab to search for a specific question / topic or select from communication preferences.

Glossary of Terms

Reference	Description
Bid	A submission in response to a Solicitation Document.
Bidder	A Supplier that submits a Bid (SAP Ariba Sourcing uses the word Participant).
Competitive Process	A process for soliciting competitive Bids from Participants and includes an Open Competition, an Invitational Competition and a Limited Competition.
Construction	Construction, reconstruction, demolition, repair or renovation of a building, structure, road or other engineering or architectural work, but does not include professional consulting services related to the Construction contract, unless they are included in the procurement.
Department	A department, office or agency created by or pursuant to the Public Service Act.
E-bidding	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. Evaluation of submitted bids are easily completed in a centralized location. The tool will also offer automation of some evaluation criteria.
GNS	Government of Nova Scotia
Goods	Materials, furniture, merchandise, equipment, stationery and other supplies required by a Public-Sector Entity for the transaction of its business and affairs, and includes Services that are incidental to the provision of such supplies.
Invitational Competition	A Competitive Process in which an invitation to submit Bids is issued to at least three Participants.
Nova Scotia Procurement Web Portal	The websites maintained and operated to facilitate the procurement process www.novascota.ca/tenders, http://iweb.gov.ns.ca/procure/.
NSHA	Nova Scotia Health Authority
Open Competition	The solicitation of Bids through a publicly posted Solicitation Document.
Participant	A prospective Supplier that is submitting an electronic bid through SAP Ariba Sourcing in response to an Invitation or Open Competition opportunity.
Province	The Province of Nova Scotia.
Public Sector Entity	A Department, Crown Corporation, Health Authority or any other entity designated in the regulations under the Shared Services Act as a Public-Sector Entity.
SAP Ariba Discovery	Ariba Discovery is a tool where buyers can broadcast their requirements/needs and have Participants response/propose solutions to meet your requirements/needs.
SAP Ariba Sourcing	The Province's E-bidding tool used to procure Goods, Services, and Construction.
Services	Services required by a Public-Sector Entity for the transaction of its business and affairs, including professional consulting Services, but does not include

	Services provided by an employee of a Public-Sector Entity through Personal Services Contract.
Solicitation Document	The document used to solicit Bids from Bidders.
Sourcing Dashboard	The opening screen shown when a user clicks on the Sourcing tab in SAP Ariba Sourcing.
Supplier	A person carrying on the business of providing Goods, Services or Construction.
Supplier Research Posting	A Supplier Research Posting is a broadcast to all potential Suppliers on Ariba Discovery that match the commodity code/service and region specified on the posting by the user. This posting is published on Ariba Discovery and allows Ariba Sourcing users to reach the vast number of Suppliers on the Ariba Network. The Supplier Research Posting is utilized in the Open tender solution to allow Participants to access the Ariba Sourcing Event (see below) content without having to be directly invited. Fields that are required to post a Supplier Research Posting are: Start date, end date, commodity code/service, project amount, contract length and territory.