



## Accessing supplier questionnaires and sourcing opportunities



Follow this guide:

- If you have previously submitted a response to a Sydney Water supplier questionnaire / sourcing opportunity (e.g., Prequalification, Registration, Sourcing Event, Onboarding, excluding Expression of Interest/Supplier Self-Registration Request).
- If your organisation has already linked their SAP Ariba account with Sydney Water.

Related **Sydney Water** guide:

To respond to your **first** Sydney Water supplier questionnaire / sourcing opportunity, do so **via email invitation** and follow [Logging in or signing up to SAP Ariba](#) instead.

Related **SAP** video tutorial:

Disclaimer: Please be aware that not all features demonstrated in the video may be enabled or available for Sydney Water.

[Creating Users \(3:47 Mins\)](#)

### Minimum requirements

To access our supplier questionnaires / sourcing opportunities:

1. You must be created as a user of the Ariba account your organisation has linked with Sydney Water for sourcing and supplier management with permission **Access Proposals and Contracts**.
  - a. Email [businessconnect@sydneywater.com.au](mailto:businessconnect@sydneywater.com.au) if you need to confirm the Ariba Network ID (ANID) your organisation has linked with us.
  - b. [Contact your Ariba account administrator](#) to understand the roles and permissions that have been assigned to you.

Refer to [SAP documentation](#) for creating users and [Permissions you can assign to users](#) for the full list of Ariba permissions. Creating users and allocating permissions on your Ariba account is the responsibility of your administrator, not Sydney Water.


2. When you are added as a new user of the ANID your organisation has linked with us, notify [businessconnect@sydneywater.com.au](mailto:businessconnect@sydneywater.com.au) so you are approved as a contact in our supplier management system.
3. Access to our supplier questionnaires / sourcing opportunities is provided at the supplier contact level, not organisation level. If you do not see the supplier questionnaire / sourcing opportunity:

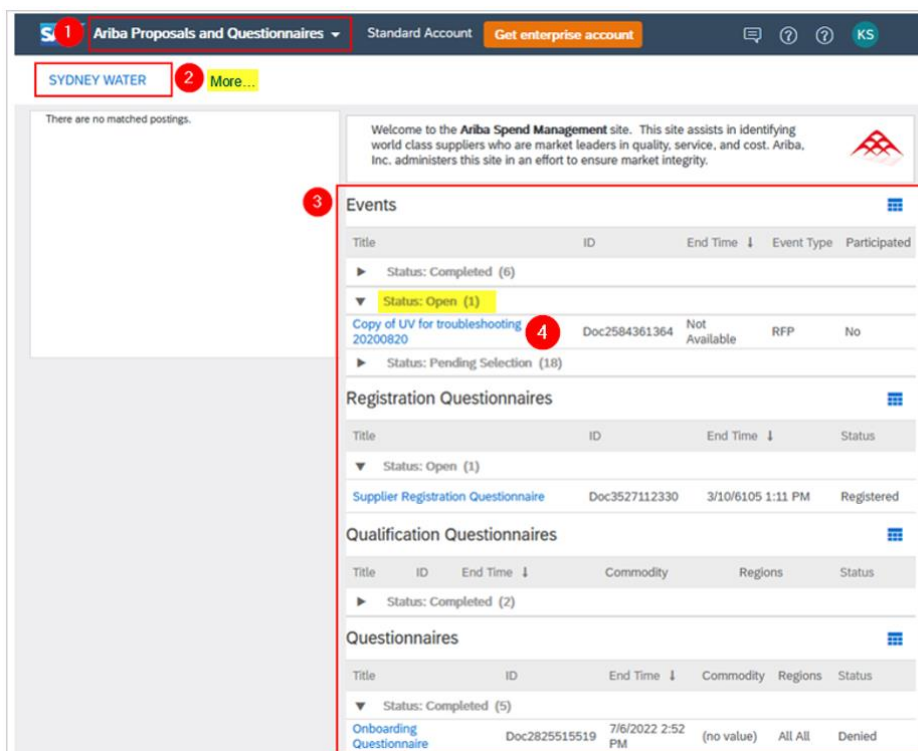
- a. Email [businessconnect@sydneywater.com.au](mailto:businessconnect@sydneywater.com.au) for supplier questionnaires or the contact for the Sydney Water sourcing opportunity so we can confirm who in your organisation the supplier questionnaire / sourcing opportunity was sent to.
- b. Once identified, you must contact the original recipient and request that you be added as a member of the **Response Team** for the relevant supplier questionnaire / sourcing opportunity. To learn more about **Response Team** functionality, refer to [Responding to supplier questionnaires and sourcing opportunities](#) in section **Add a colleague as member of response team**.
- c. If the original recipient is no longer with your organisation, request [businessconnect@sydneywater.com.au](mailto:businessconnect@sydneywater.com.au) to escalate your issue to Sydney Water Procurement Systems.

## 1. Log in

Log in to <https://proposals.seller.ariba.com>.

## 2. Understand Proposals and Questionnaires main screen

- 1. Ensure you are in **Ariba Proposals and Questionnaires** by clicking the dropdown  on the upper-left corner of the application. If you are not able to select this option, it means you are already in Ariba Proposals & Questionnaires section.
- 2. Ensure **Sydney Water** is selected. If **Sydney Water** does not show up, click **More...**
- 3. Ensure you can see the table headings **Title**, **ID**, and **Time**.
- 4. Click on the relevant document link to open the proposal / questionnaire to provide / revise and submit response. Note that the document must be in status **Open**.



**Important information:**

If you see a grey area instead of a table on the middle right of the page, disable pop-up and ad-blockers.

### 3. Understand proposal / questionnaire structure

**Document ID and title. Always quote this when seeking support.** Doc3584040563 - Ariba-390 UAT 20220718 RFP

**Absolute time remaining the event/questionnaire is open** Time remaining 27 days 23:05:55

**Quick options:**  
 Event Messages - to send messages to project team  
 Download Tutorials - for quick guides  
 Response Team - to add teammates who can respond to the proposal/questionnaire

**Action buttons. Depending on the screen, action buttons can be at the bottom of the content.**

Download Content | **Review Prerequisites** | Decline to Respond | Print Event Information

Review the terms of the prerequisites and accept or decline them.

Name	Extended Price	Price	Quantity
<b>1 Header Freight for PO</b>			
1.1 Total Freight Cost	\$0.00 AUD		
1.2 Freight Cost per Unit	\$0.00 AUD		
<b>2 Service line</b>			1 one
Ship To: 20 William Holmes Potts Hill, NSW 2143			

**Checklist and Event Contents**  
 Go through the items in sequential order and select/fill-out appropriate options in the main content section. Ex. Review Prerequisites and Select Lots must be done before a response can be submitted.

**Event Overview and Timing Rules** Event contents. This changes depending on what is selected on the Checklist and Event Contents.

Owner: Kristine Limlingan - UAT | Currency: Australian Dollar  
 Event Type: RFP | Commodity: Building and Construction Machinery and Accessories 22000000

### 4. Support

	Did not find what you're looking for? Access all Sydney Water supplier support resources <a href="#">here</a> .
	To get assistance specific to your situation, contact us at <a href="mailto:businessconnect@sydneywater.com.au">businessconnect@sydneywater.com.au</a> .
	For SAP product documentation and supplier support, visit the <a href="#">SAP Help Centre</a> .