Quick reference guide

for suppliers

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, <u>excluding</u> 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 <u>first</u> 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 <u>businessconnect@sydneywater.com.au</u> if you need to confirm the Ariba Network ID (ANID) your organisation has linked with us.
 - b. <u>Contact your Ariba account administrator</u> to understand the roles and permissions that have been assigned to you.

Refer to <u>SAP documentation</u> for creating users and <u>Permissions you can assign to users</u> 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.

- When you are added as a new user of the ANID your organisation has linked with us, notify <u>businessconnect@sydneywater.com.au</u> 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:

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- a. Email <u>businessconnect@sydneywater.com.au</u> 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 <u>Responding to supplier questionnaires and sourcing</u> <u>opportunities</u> in section **Add a colleague as member of response team**.
- c. If the original recipient is no longer with your organisation, request <u>businessconnect@sydneywater.com.au</u> 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**.

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SYDNEY WATER 2 More						
There are no matched postings.	Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.					
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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		_		Absolute time	Timo ro	maining	
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2. Review and Accept Prerequisites	Primary All Content						*
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4. Submit Response	▼ 1 Header Freight for PO						^
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	1.2 Freight Cost per Unit			\$0.00 AUD			
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Review Prerequisites and Select Lots must be done before a response can be submitted.	Event Type:	RFP		Commodity: Build Acces	ing and Constructio ssories 22000000	n Machinery a	ind

4. Support

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