
Responding to Tenders

SAP Ariba

INTRODUCTION

Once you have logged on to SAP Ariba via Discovery, or from an invitation link, you will go directly into the event tender.

This document will help you understand the options you have in responding to the event.

RESPONDING TO NHS SBS TENDERS



Shared Business Services

Home Page

On the opening page of the event, you will see four options boxes across the middle top.

1. Click *Review Prerequisites* to review and respond to questions. These must be answered before you can view or participate in event content
2. Accept the SAP Ariba T&C's and any supplementary prerequisite questions that NHS SBS has created
3. Time remaining to respond to NHS SBS tenders is shown in the top right corner.

The screenshot displays the Ariba Sourcing interface for a tender titled "Doc1140847955 - Test - Supplier Registration Options". The interface includes a top navigation bar with "Company Settings", "SopraTest SteriaTest", "Feedback", "Help", and "Messages". A "Desktop File Sync" button is visible in the top right. The main content area features a yellow warning banner with a red "1" indicating a prerequisite step. Below the banner are four buttons: "Download Content", "Review Prerequisites" (highlighted with a red "1"), "Decline to Respond", and "Print Event Information". A sidebar on the left contains a "Checklist" with three items: "1. Review Event Details", "2. Review and Accept Prerequisites" (highlighted with a red "2"), and "3. Submit Response". Below the checklist is an "Event Contents" section with "All Content" and two items: "1 Section One - SQ" (highlighted with a red "2") and "2 Section 2 - AQ". The main content area shows "Section One - SQ" with a red "2" and a list of questions: "1.1 Exclusion questions" (1.1.1: "Have you ever been involved in a terrorist organisation?") and "1.2 SQ Qualitative questions" (1.2.1: "Please tell me why you are interested in this tender?", 1.2.2: "Tell me about previous work you have carried out in this area"). A "Next Section: Section 2 - AQ" link is at the bottom right. The "Event Overview and Timing Rules" section at the bottom shows "Owner: Catherine Stockley" and "Event Type: RFP". The top right corner displays a timer: "Time remaining 2 days 23:39:31" with a red "3" next to it.

RESPONDING TO NHS SBS TENDERS



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Prerequisites

After clicking on *Review Prerequisites* you should read all the terms and ensure *accept* is chosen. If you wish to proceed. Any further questions will appear below this. Once all questions answered, click the *OK* button. This will indicate to NHS SBS that you wish to proceed and take part in the Procurement.

1. Click on *Accept* to take part, or *Do not Accept* to decline
2. Click to view Bidder Agreement details
3. Choose the answer to the prerequisite question
4. Click *OK* to continue.

Please note: there isn't always a pre-requisite question.

Ariba Sourcing

< Go back to NHS SBS Dashboard

Desktop File Sync

Company Settings Cath Stockley Help Messages

Prerequisites Doc1287335962 - Test Only

▼ Checklist

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

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Prerequisites

Name ↑	
1 Test Prerequisite Question	* Unspecified
Do you accept this?	
▶ 2 ATTACHMENTS	
▶ 3 SELECTION QUESTIONNAIRE (SQ)	

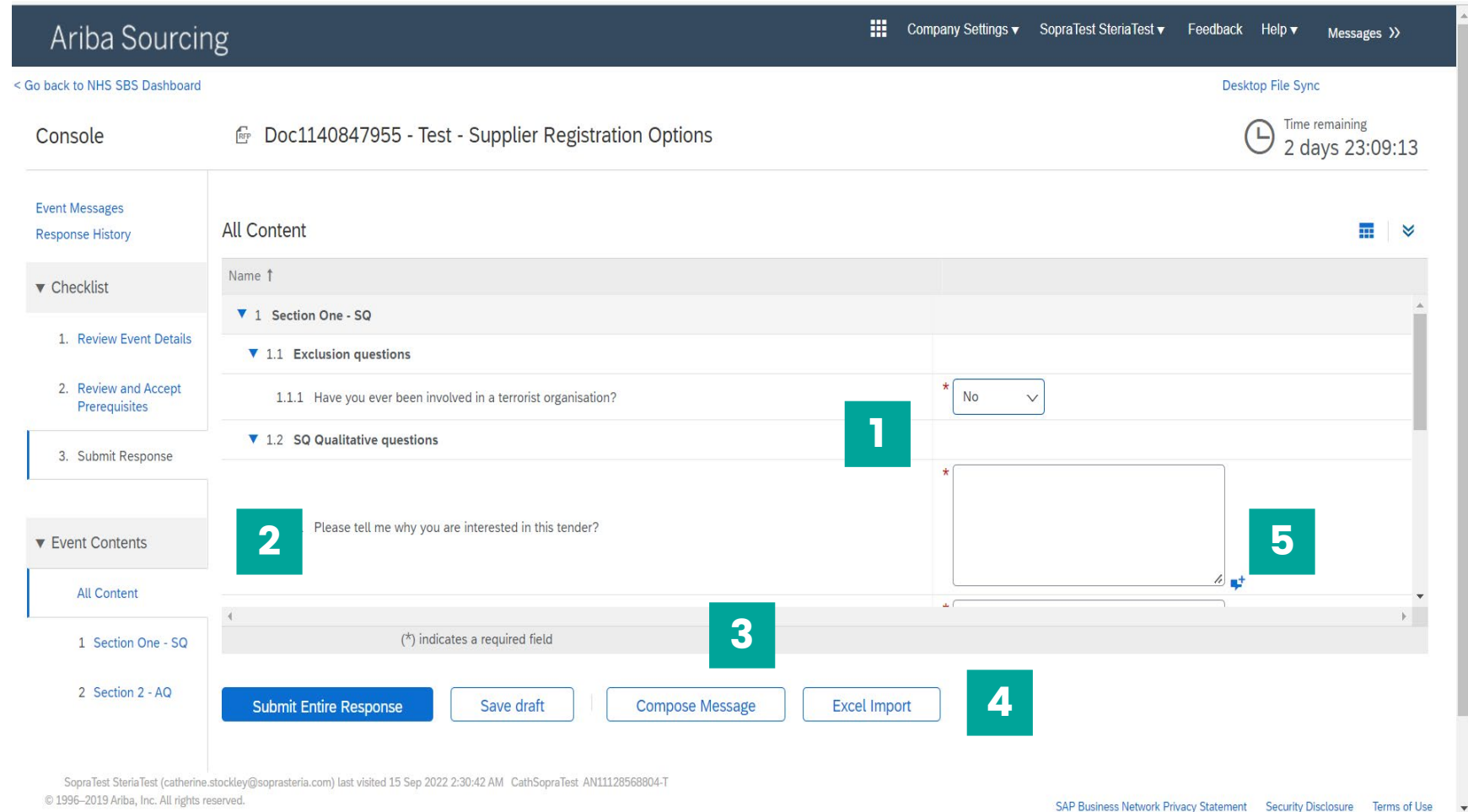
OK Cancel

RESPONDING TO NHS SBS TENDERS

Page Layout

When entering your responses online, it is recommended that you click on individual sections rather than *All Content* for a more efficient experience.

1. Use these boxes to respond to questions if answering online
2. Click on *All Content* in the *Event Contents* section to see one continuous page of questions, or click on individual sections
3. Compose a message to the project team. This is the only way you should communicate with them
4. Use this option to download the procurement
5. Click to add a comment or attachment.



Ariba Sourcing

< Go back to NHS SBS Dashboard

Desktop File Sync

Company Settings ▾ SopraTest SteriaTest ▾ Feedback Help ▾ Messages >>

Console Doc1140847955 - Test - Supplier Registration Options Time remaining 2 days 23:09:13

Event Messages
Response History

▼ Checklist

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

▼ Event Contents

All Content

1 Section One - SQ

1.1 Exclusion questions

1.1.1 Have you ever been involved in a terrorist organisation? * No ▾

1.2 SQ Qualitative questions

2 Please tell me why you are interested in this tender? *

3 (*) indicates a required field

4 Submit Entire Response Save draft Compose Message Excel Import

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SopraTest SteriaTest (catherine.stockley@soprasteria.com) last visited 15 Sep 2022 2:30:42 AM CathSopraTest AN11128568804-T
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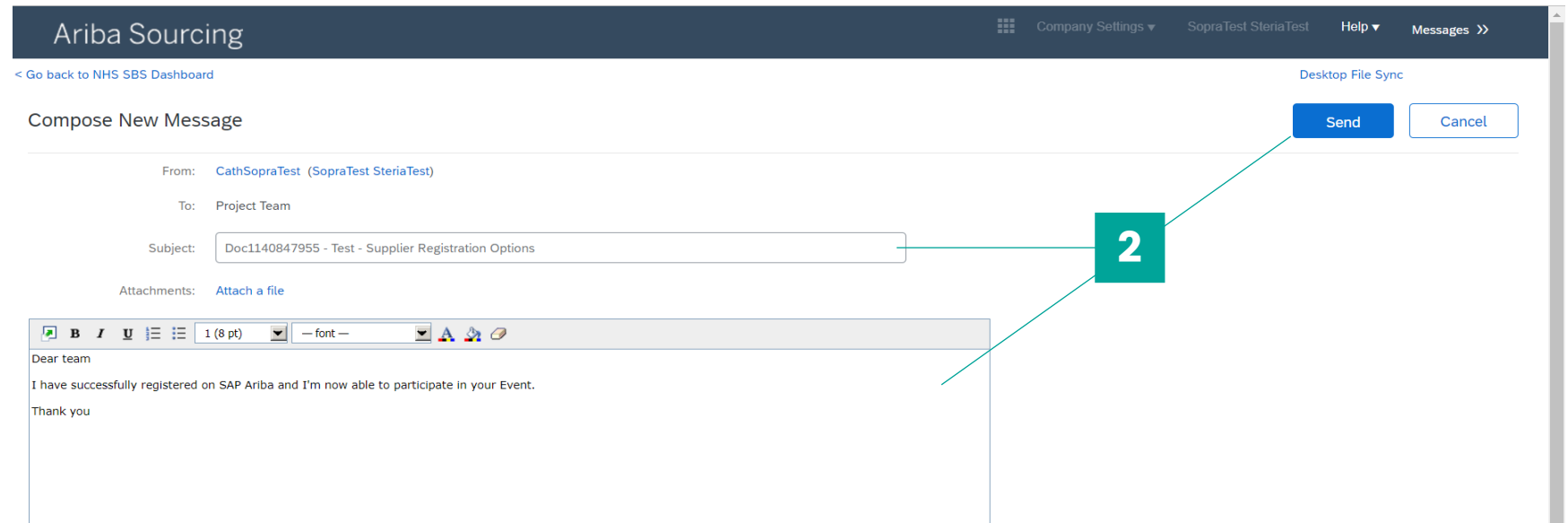
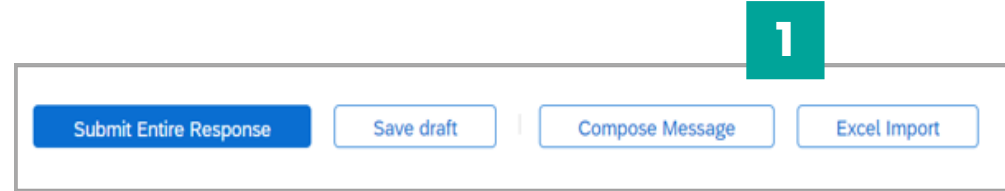
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RESPONDING TO NHS SBS TENDERS

Composing a Message to the Project Team

1. These options are located at the bottom of each page. Click on *Compose Message*
2. When a new window opens, write the message in the space provided, changing the subject if required. Click *Send*.

Messages are received by the Project Team in the SAP Ariba messaging system, the team will respond via the same system.

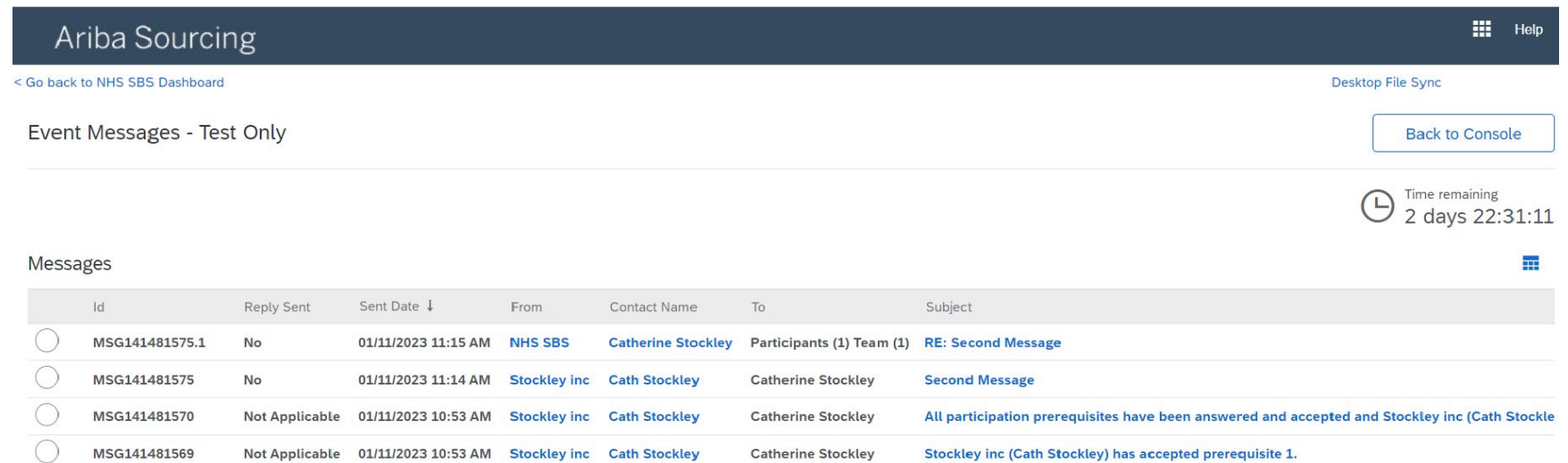
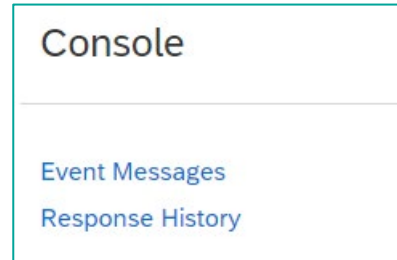


RESPONDING TO NHS SBS TENDERS

Reading Messages sent from the Project Team

At the top of the Home Page, click on *Event Messages*.

On this screen, you will see all message sent from the project team and from the system. This confirms when your bid has been submitted. Click on each *Subject* to read.



The screenshot shows the 'Ariba Sourcing' interface. At the top, there's a dark blue header with 'Ariba Sourcing' and a 'Help' icon. Below the header, there's a navigation bar with '< Go back to NHS SBS Dashboard' and 'Desktop File Sync'. The main content area is titled 'Event Messages - Test Only' and has a 'Back to Console' button. A clock icon indicates 'Time remaining 2 days 22:31:11'. Below this is a 'Messages' section with a table of message details.

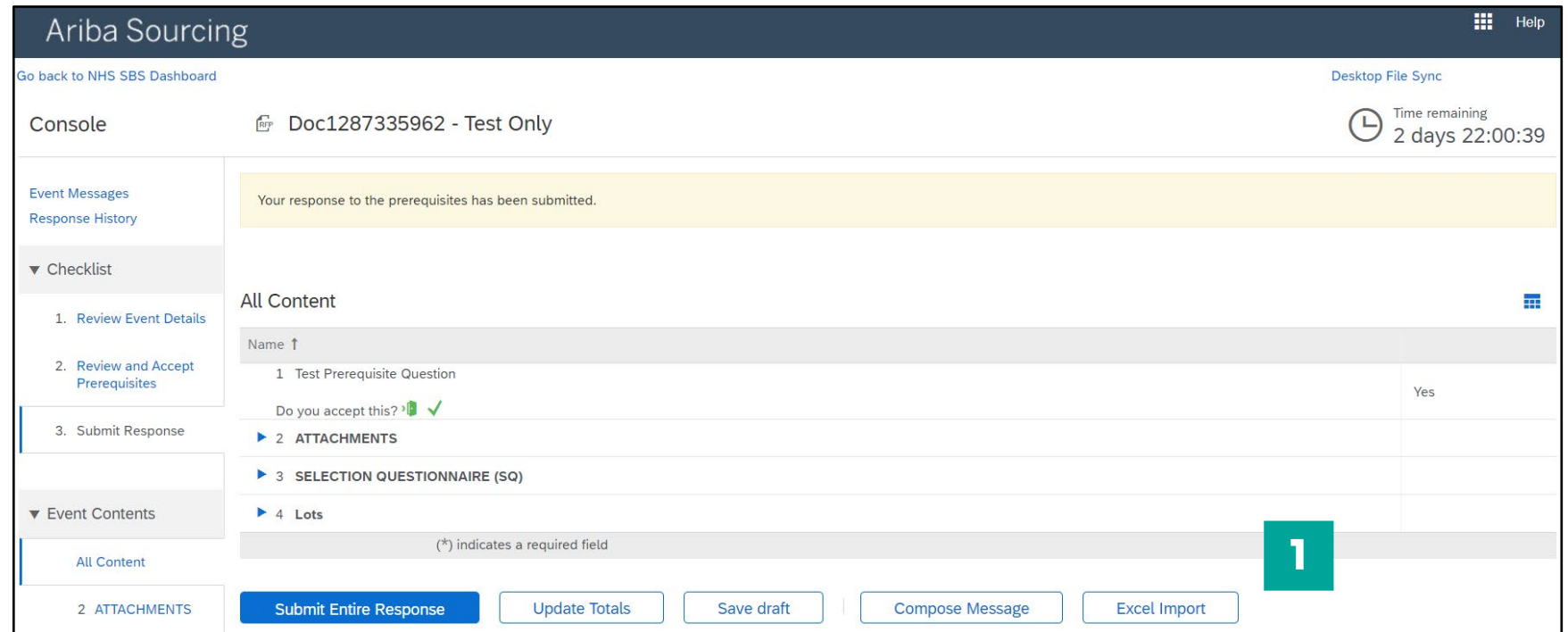
Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input type="radio"/> MSG141481575.1	No	01/11/2023 11:15 AM	NHS SBS	Catherine Stockley	Participants (1) Team (1)	RE: Second Message
<input type="radio"/> MSG141481575	No	01/11/2023 11:14 AM	Stockley inc	Cath Stockley	Catherine Stockley	Second Message
<input type="radio"/> MSG141481570	Not Applicable	01/11/2023 10:53 AM	Stockley inc	Cath Stockley	Catherine Stockley	All participation prerequisites have been answered and accepted and Stockley inc (Cath Stockle
<input type="radio"/> MSG141481569	Not Applicable	01/11/2023 10:53 AM	Stockley inc	Cath Stockley	Catherine Stockley	Stockley inc (Cath Stockley) has accepted prerequisite 1.

RESPONDING TO NHS SBS TENDERS

Downloading the Tender Questions

1. Click on *Excel Import*. Using this button takes you to the screen where you can both download and upload all documents including the Tender itself.

It is possible to download all of the Procurement, compose most of the answers offline and upload them. Once uploaded the online answer boxes will be automatically populated.



Ariba Sourcing

Go back to NHS SBS Dashboard Desktop File Sync

Console Doc1287335962 - Test Only Time remaining 2 days 22:00:39

Event Messages
Response History

▼ Checklist


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

▼ Event Contents

All Content

Your response to the prerequisites has been submitted.

All Content

Name ↑	
1 Test Prerequisite Question	
Do you accept this? 	Yes
▶ 2 ATTACHMENTS	
▶ 3 SELECTION QUESTIONNAIRE (SQ)	
▶ 4 Lots	

(*) indicates a required field

2 ATTACHMENTS

Submit Entire Response Update Totals Save draft Compose Message Excel Import

1

RESPONDING TO NHS SBS TENDERS

Downloading the Tender Questions

- It is possible to download either the questions (content), the attachments or both simply by clicking on the relevant button. To download the questions, click on *Download Content*, this will be in the form of an Excel spreadsheet. Click *Done* once finished
- To upload supporting documents, click *Choose File* and then *Upload*.

RESPONDING TO NHS SBS TENDERS

Entering question responses into the downloaded Excel document

- The first page of the Excel document gives you the guidelines you will need to enter your responses into the correct part of the spreadsheet.
- Each section of the Tender appears on a separate tab of the spreadsheet.

Required Action

Submit the answers to the questions.






Instructions

Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information. When complete, save the file to your computer desktop and upload it to the application.

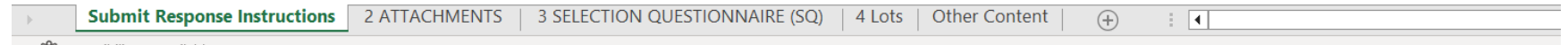
General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

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	Header and System ID Information: Do not modify this cell or the import may fail.
	Help Information. Do not modify this cell or the import may fail.
	Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.
	Optional data
	Without the border, read only data

Text Format Help: Please prefix an apostrophe (') if you want to format data in a cell as text rather than a number or a date. For example, if you want to enter 50000000 as text then you need to enter '50000000 in the cell. Another workaround is to first change the cell format type to 'Text' within Excel and then enter the values.



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RESPONDING TO NHS SBS TENDERS

Upload your completed response

1. Click *Choose File*
2. Choose the correct document and click *Open*.

Import Response from Excel

This page allows you to export and import event content and submit bids.

- Step 1.** Click "Download Content" to download and review your event. Skip this step if you wish to import a previously downloaded file.

[Download Content](#)

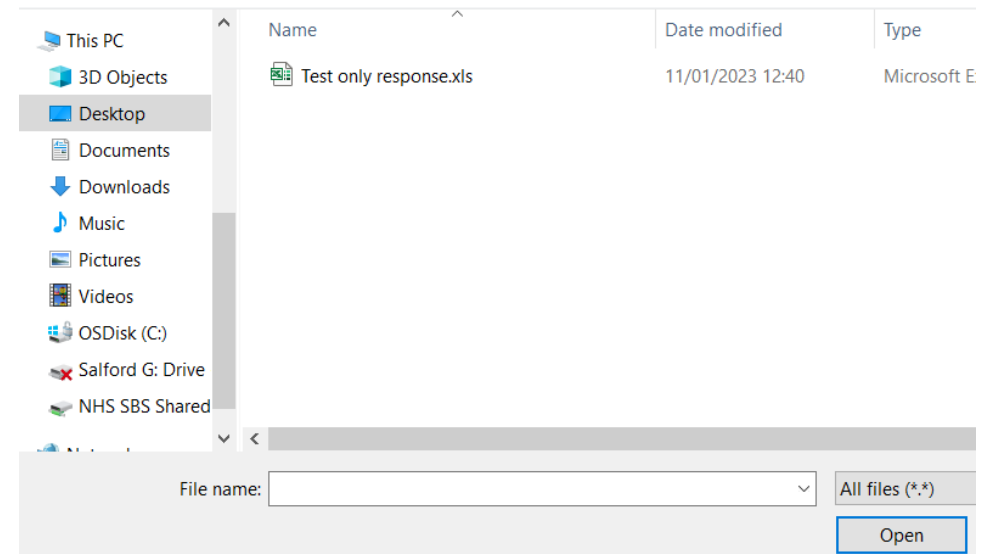
[Download Attachments](#)

- Step 2.** Declare your intention to respond and enter your response in the response box.

- Step 3.** Locate the saved Excel file on your computer using the Browse for files dialog.

No file chosen

Or drop file here



2

RESPONDING TO NHS SBS TENDERS

Upload your completed response

3. You have successfully pulled the correct document, when you can see it here, click *Upload*
4. You get notification that your upload is successful, or you will be told where any errors are.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Test only response.xls
Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may

3

✓ Import Successful

Your response has been imported successfully.
Click the **Submit Entire Response** button, as soon as it appears on the page.

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RESPONDING TO NHS SBS TENDERS

Upload your completed response

If you answer any questions incorrectly, you will get an error message when attempting to upload.

5. Detail of which row on the spreadsheet
6. Detail of which tab on the spreadsheet
7. Detail of what the error is.


Ariba Sourcing

 Company Settings

[Go back to NHS SBS Dashboard](#)

Error

This request contains errors or warnings. You must correct the errors before continuing.

 Error while processing the cell on row 12 and column 'Answer' on the sheet '3 SELECTION QUESTIONNAIRE (SQ)': 'Test' is not a valid date

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RESPONDING TO NHS SBS TENDERS



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Complete your response online

If you have uploaded a response you will still need to answer some questions online. Once all questions are answered you can submit your response. After responding directly or using the *Export Import* method, you can then *Submit Entire Response*.

The screenshot shows the Ariba Sourcing interface for a tender titled "Doc1140847955 - Test - Supplier Registration Options". The top navigation bar includes "Ariba Sourcing", "Company Settings", "SopraTest SteriaTest", "Feedback", "Help", and "Messages". A "Desktop File Sync" button is also visible. The main content area is divided into a left sidebar and a main panel. The sidebar contains "Event Messages", "Response History", a "Checklist" with three items: "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Response", and "Event Contents" with "All Content" selected. The main panel shows "All Content" with a table of questions. Question 1.1.1 asks "Have you ever been involved in a terrorist organisation?" with a dropdown menu set to "Yes". Question 1.1.2 asks for a full explanation if "Yes" was selected. Question 1.2 asks for "SQ Qualitative questions". A legend indicates that an asterisk (*) denotes a required field. At the bottom of the main panel are four buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".

Shared vision.
Better together



Shared Business Services

NHS Shared Business Services Limited

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NHS Shared Business Services was created in 2004 by the Department of Health and Social Care to deliver the most cost effective and highest quality corporate services to the NHS. A unique joint venture with Sopra Steria, a European leader in digital services and software development, we make life easier for NHS employees, patients and suppliers, and deliver value for money to the taxpayer.

Proud members of the NHS family, we provide finance & accounting, procurement, workforce, digital and expert advisory services to more than half the NHS in England. Committed to being a force for good, we are dedicated to acting responsibly and sustainably at organisational, team and individual level. Sharing common values and unity of purpose with the rest of the NHS family, our solutions are underpinned by cutting-edge technologies and our teams' expertise, in-depth understanding of the NHS, and commitment to service excellence.

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