

SAP Ariba Discovery

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Shared Business Services

Discovery is a tool that SAP Ariba provide which allows businesses to advertise their upcoming/current Tenders.

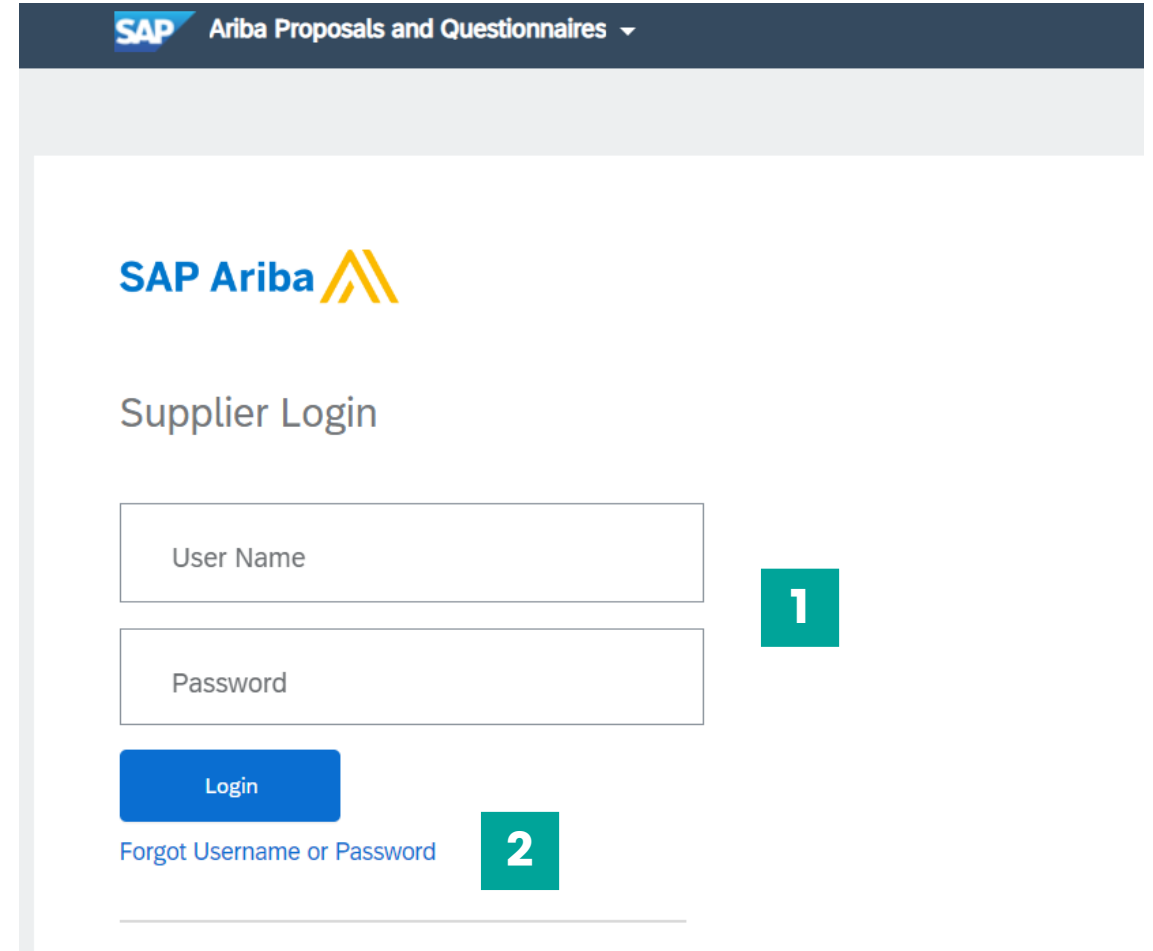
For the Public Sector, this does not replace Find a Tender, but does allow a further opportunity for suppliers to locate our new Tenders.

As a supplier it can automatically suggest Tenders which may be of interest.



First Log into your SAP Ariba Account

1. Enter your username and password
2. Click *Forgot Username or Password* if you have forgotten any of your details.



The screenshot shows the SAP Ariba Supplier Login interface. At the top, there is a dark blue header with the SAP logo and the text 'Ariba Proposals and Questionnaires'. Below this is a light gray bar. The main content area is white and features the 'SAP Ariba' logo. The title 'Supplier Login' is centered. There are two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the 'Password' field. To the right of the 'User Name' field is a green square with the number '1'. Below the 'Login' button is a link that says 'Forgot Username or Password', with a green square containing the number '2' to its right.

SAP Ariba

Supplier Login

User Name

Password

Login

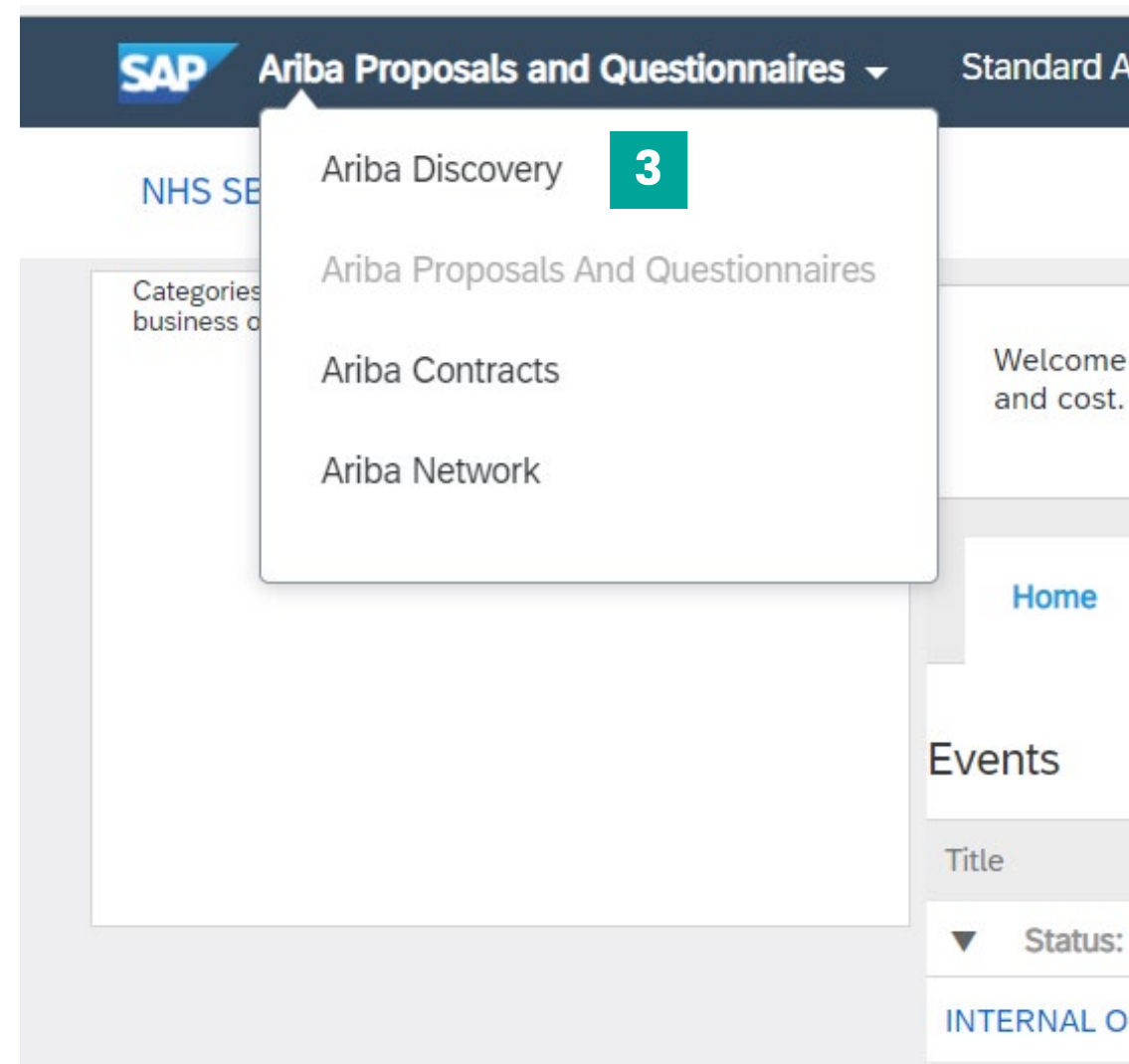
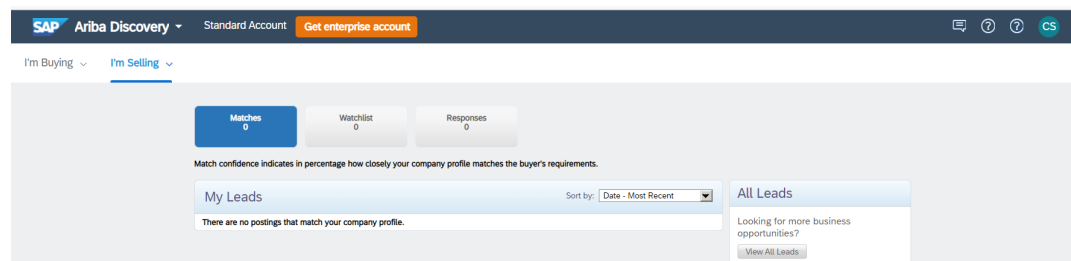
[Forgot Username or Password](#)

SAP Ariba Discovery

From the Home Page

3. Click on the dropdown menu, then choose *Ariba Discovery*.

The *Ariba Discovery* Home Page will appear as this:



1

- My Account
- Link User IDs
- Contact Administrator
- Project Team Test Ltd
- ANID: AN11134815414
- Standard account
- Company Profile
- Service Subscriptions
- Settings
- Logout

Project Team Test Ltd
ANID: AN11134815414
Standard account

2

3

- Service Subscriptions
- Settings
- Logout

Enter Ship-to or Service Location

Add

-or- Browse

United Kingdom X

Hounslow - United Kingdom X

1. Click on your initials
2. From the dropdown menu, choose *Company Profile* (pictured below)
3. Complete as much information as possible, in particular the sections covering categories and ship to locations. These categories will enable Discovery to match and automatically suggest available tenders to you.

Suggested Matched

If there are any Tenders which match to your profile they will appear at the top of the screen. You don't need to be in the Discovery page to see your matches. Matches appear here under *lead matches your company profile*.

 Ariba Proposals and Questionnaires ▾ Standard Account [Get enterprise account](#)

NHS SBS

1 lead matches your company profile

[View Matched Leads](#)

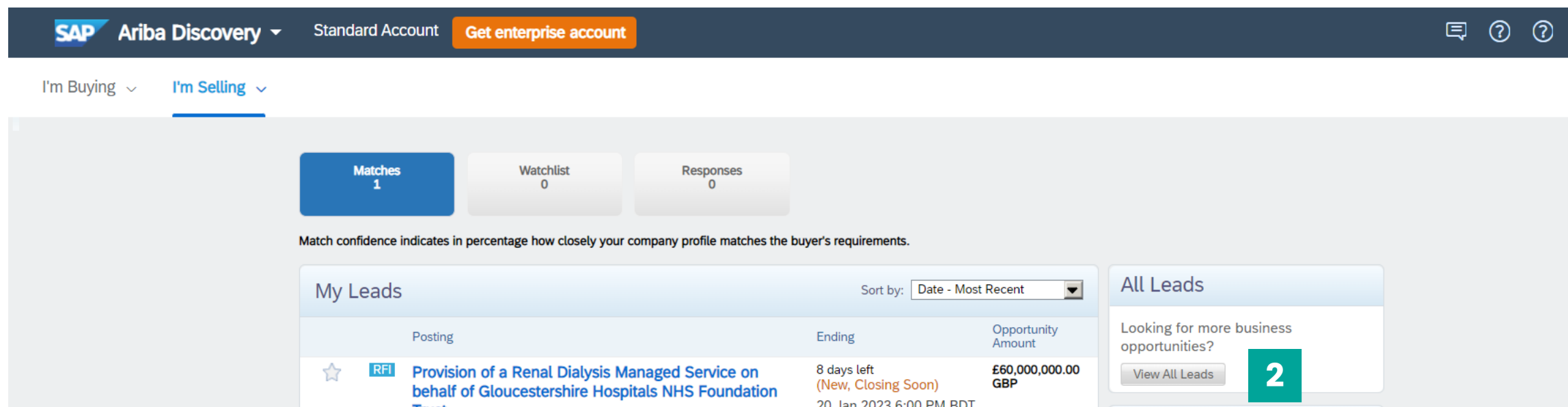
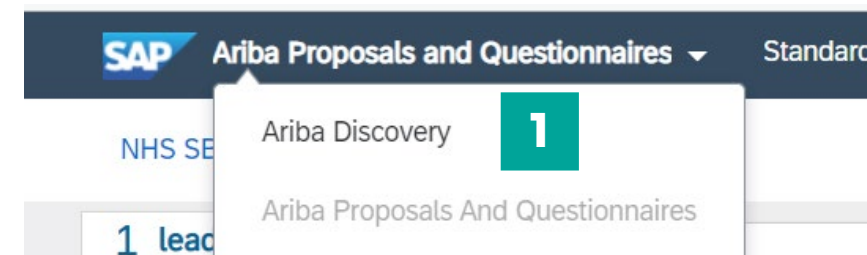
Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.


Shared Business Services

[Home](#)

Searching for Available Tenders

1. You can use Discovery to search for Tenders. Click on *Ariba Discovery* from the dropdown at the top of the page (right)
2. Choose View All Leads to start the search.



SAP Ariba Discovery Standard Account [Get enterprise account](#)

I'm Buying **I'm Selling**

Matches **1** Watchlist **0** Responses **0**

Match confidence indicates in percentage how closely your company profile matches the buyer's requirements.

My Leads		Sort by: Date - Most Recent
Posting	Ending	Opportunity Amount
★ RFI Provision of a Renal Dialysis Managed Service on behalf of Gloucestershire Hospitals NHS Foundation Trust	8 days left (New, Closing Soon) 20 Jan 2023 6:00 PM BDT	£60,000,000.00 GBP

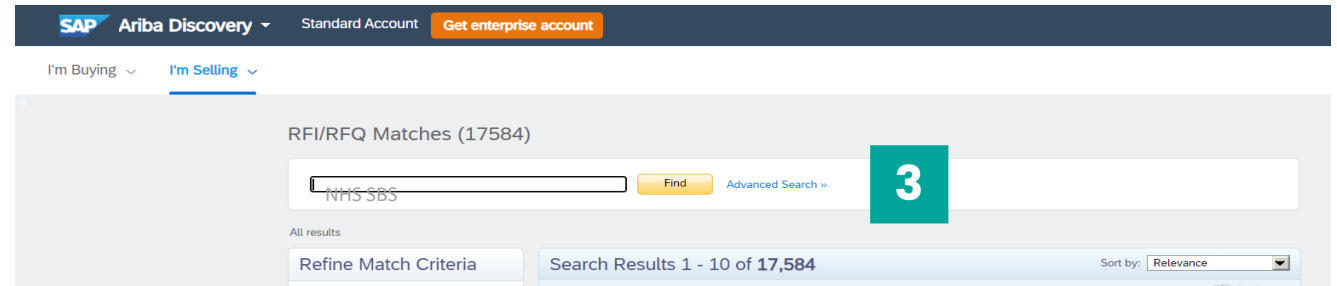
All Leads

Looking for more business opportunities?

[View All Leads](#) **2**

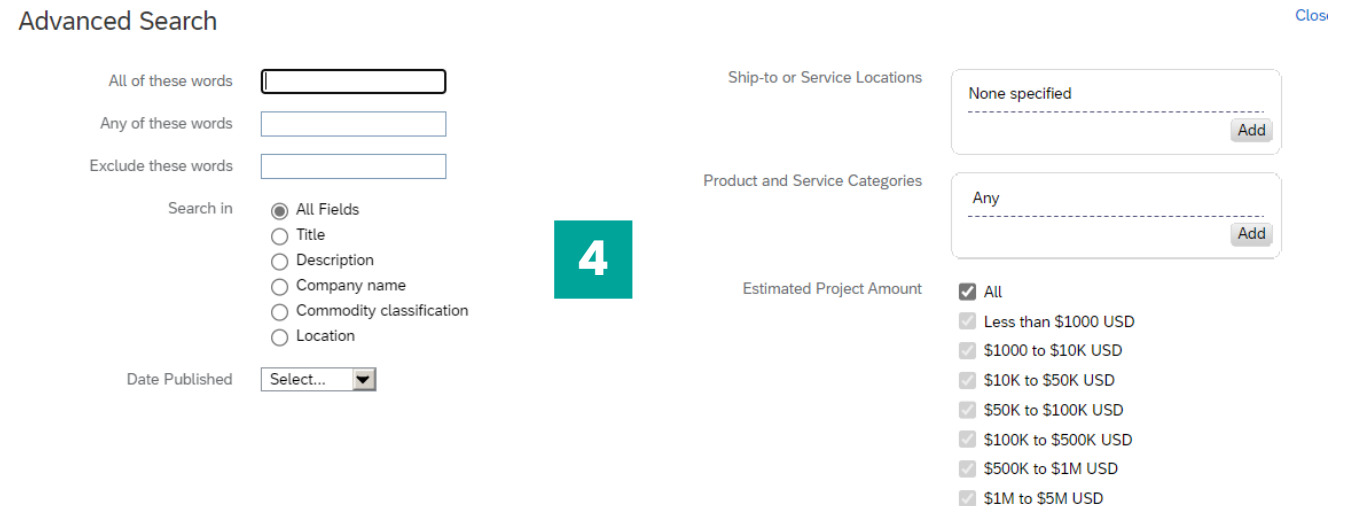
Searching for Available Tenders

3. Enter search criteria or click on *Advanced Search*
4. Advanced Search allows you to use more specific criteria.



The screenshot shows the SAP Ariba Discovery interface. At the top, there's a navigation bar with the SAP logo, 'Ariba Discovery', 'Standard Account', and a 'Get enterprise account' button. Below this, there are tabs for 'I'm Buying' and 'I'm Selling'. The main content area displays 'RFI/RFQ Matches (17584)'. A search bar contains the text 'NHS SBS'. To the right of the search bar is a green square with the number '3'. Below the search bar, there are buttons for 'Find', 'Advanced Search', and 'Refine Match Criteria'. A status bar at the bottom indicates 'Search Results 1 - 10 of 17,584' and a 'Sort by: Relevance' dropdown.

Advanced Search



The screenshot shows the 'Advanced Search' modal. It has a 'Close' button in the top right corner. The modal is divided into several sections:

- Search Criteria:** Three input fields for 'All of these words', 'Any of these words', and 'Exclude these words'.
- Search in:** A section with radio buttons for 'All Fields', 'Title', 'Description', 'Company name', 'Commodity classification', and 'Location'. A green square with the number '4' is placed next to this section.
- Date Published:** A dropdown menu labeled 'Select...'.
- Ship-to or Service Locations:** A text input field with 'None specified' and an 'Add' button.
- Product and Service Categories:** A text input field with 'Any' and an 'Add' button.
- Estimated Project Amount:** A section with a list of checkboxes for various amount ranges: 'All', 'Less than \$1000 USD', '\$1000 to \$10K USD', '\$10K to \$50K USD', '\$50K to \$100K USD', '\$100K to \$500K USD', '\$500K to \$1M USD', and '\$1M to \$5M USD'.

List of Matched Leads based on your search

1. Simply click on the Tender title to proceed.

SAP Ariba Discovery

Standard Account

Get enterprise account

CS

Find

[Advanced Search »](#)

All results > NHS SBS

Refine Match Criteria

Humanitarian Relief

No items

Posting type

No items

Date Started

[Last 14 days](#) (1)
 [Last month](#) (1)
 [Over 1 month ago](#) (13)

Date Closed

[After 7 days](#) (2)

Product and Service Categories

[Computer Hardware, Software & Telecom](#) (2)
 [Drugs & Pharmaceuticals](#) (2)

Search Results for NHS SBS 1 - 10 of 14

Sort by: Relevance

< 1 2 >

★

RFI - [NHS SBS Healthcare Planning, Construction Consultancy and Ancillary Services \(HPCCAS\) SBS 10190](#)

\$1M to \$5M USD (Est.)

NHS Shared Business Services Limited

Posted: 19 Aug 2022

Closes: 16 Sep 2022 5:02 PM BDT

Product and Service Categories: Property management

Ship-to or Service Locations: United Kingdom

1

★

RFI - [Patient Discharge Services - SBS10230](#)

\$5M USD or more (Est.)

NHS Shared Business Services Limited

Posted: 5 Dec 2022

Closes: 27 Jan 2023 6:00 PM BDT

Product and Service Categories: Health service planning

Ship-to or Service Locations: United Kingdom

★

RFI - [Drugs of Abuse and Point of Care Testing \(10241\)](#)

\$5M USD or more (Est.)

NHS Shared Business Services Limited

Posted: 28 Oct 2022

Closes: 7 Dec 2022 6:00 PM BDT

Product and Service Categories: Drug or alcohol screening

Shared vision.
Better together



Shared Business Services

NHS Shared Business Services Limited

Registered in England, Registered No. 5280446
Registered address: Three Cherry Trees Lane,
Hemel Hempstead, Hertfordshire, HP2 7AH

www.sbs.nhs.uk

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.

For more information, please visit www.sbs.nhs.uk