



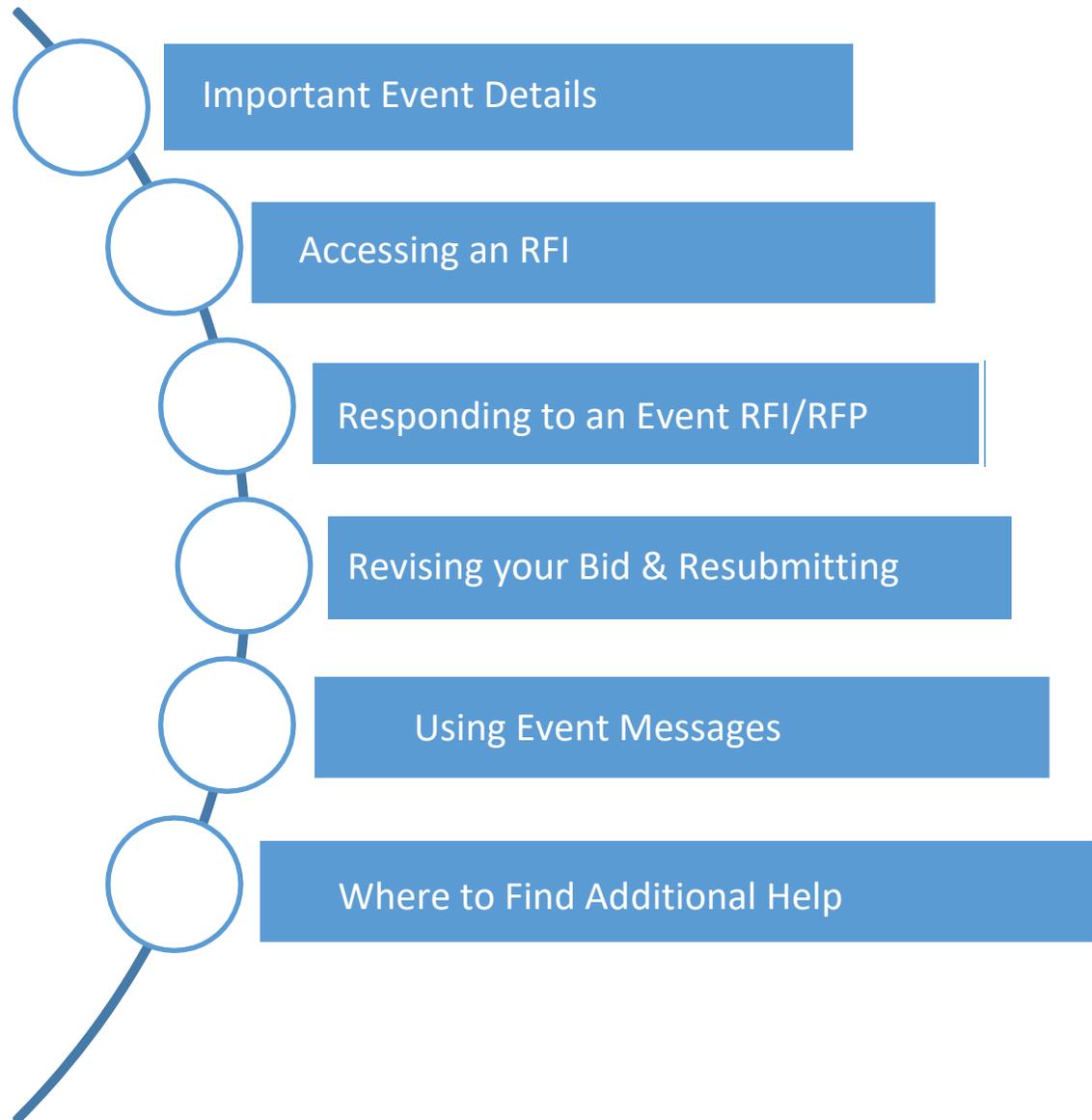
SAP ARIBA Responding to Events Supplier's Guide



PAKISTAN TELECOMMUNICATION COMPANY LIMITED

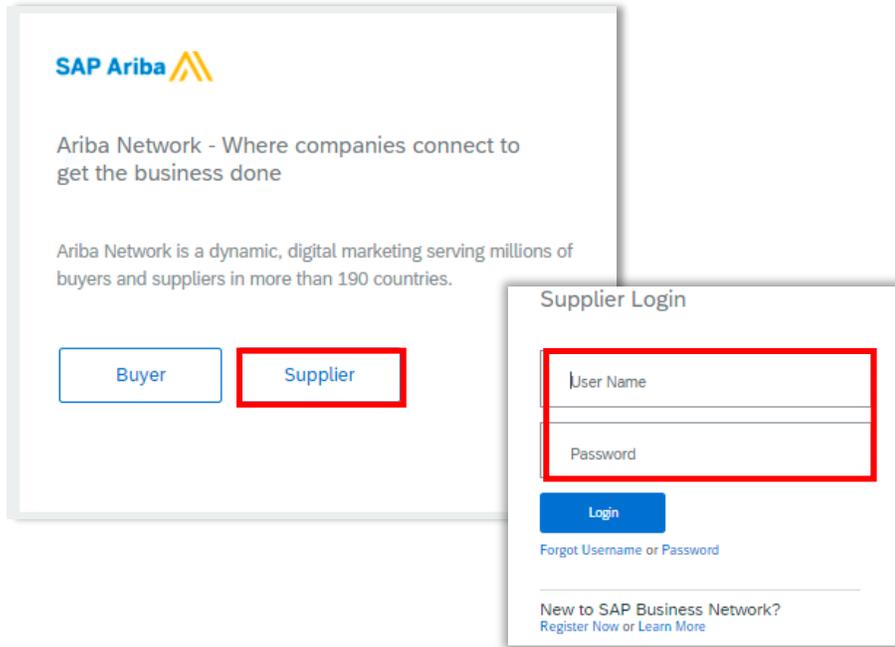


The intent of this guide is to provide information on:

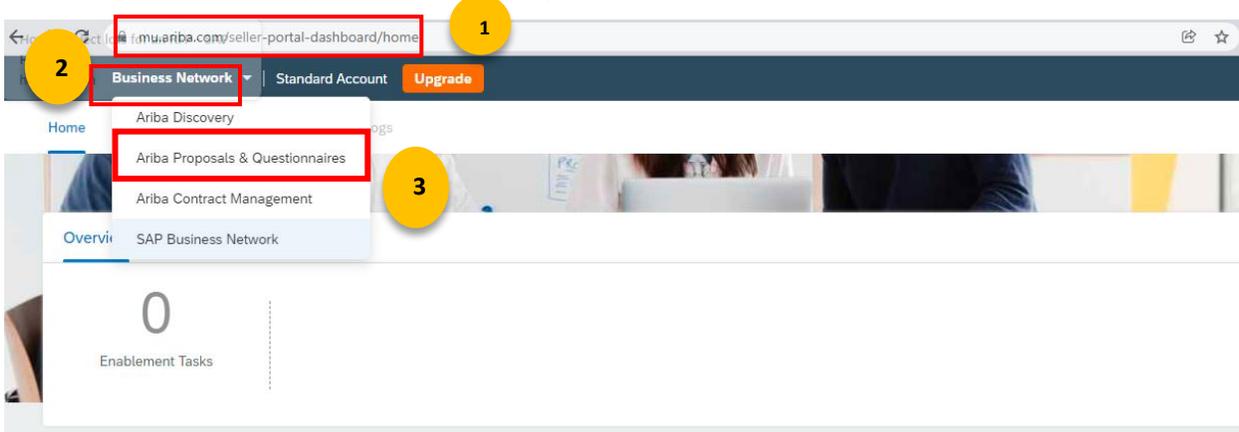


Supplier Dashboard:

1. Log into SAP Ariba Network(service.ariba.com)



2. On your home page, click on the drop-down list symbol in the top left corner.
3. From the drop-down, select **Proposals and Questionnaires**



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 already submitted a bid
- **PENDING:** tender opportunities that have closed and are being evaluated
- **CLOSED:** tender opportunities that have been awarded and are closed.

- 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).

Events				
Title	ID	End Time - 1	Event Type	
▼ Status: Completed (3)				
Gina Test for Grading Event	Doc84458095	8/2/2017 12:52 PM	RFP	
Evaluation - Parallel Reviewer Test	Doc83784562	7/28/2017 12:17 PM	RFP	
Grading and Scoring - Process Test Event	Doc83151694	7/24/2017 10:04 PM	RFP	
▼ Status: Open (3)				
Multidisciplinary Engineering and Consulting Services Invitational Opportunity	Doc82256165	11/20/2017 2:15 PM	RFP	
Halifax Snow Removal Services	Doc86959969	10/22/2017 9:06 AM	RFP	
Gina Test Event for Supplier Demo	Doc86082973	8/31/2017 11:37 AM	RFP	
▼ Status: Pending Selection (7)				
4 Supplier responses - Evaluation	Doc83880579	7/28/2017 3:50 PM	RFP	



Submitting Response/bid

1. You will receive email invitation to submit bids to tender posted by PTCL. Click the [Click Here](#) link.

Pakistan Telecommunication Company - TEST has invited you to participate in the following event: RFP 3. The event is set to begin on Monday, January 17, 2022 at 11:49 PM, Pakistan Time.

Use the following username to log in to Pakistan Telecommunication Company - TEST events: waqas6143@gmail.com.

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact waqas ali via telephone at or via e-mail at waqas.ali@exdnow.com.

2. On the landing page, click [Log in](#).

Welcome, Global

Have a question? [Click here to see a Quick Start guide.](#)

Welcome to the Ariba Network. A password reset request was issued from **Pakistan Telecommunication Company - TEST** site.

Pakistan Telecommunication Company - TEST uses SAP Ariba to manage procurement activities.

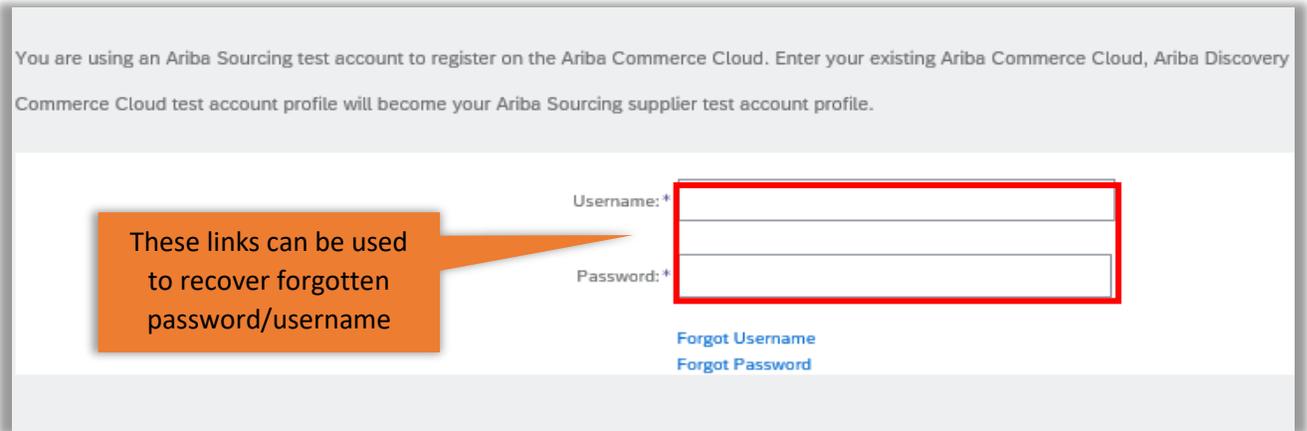
Create an SAP Ariba supplier account and manage your response to procurement activities required by Pakistan Telecommunication Company - TEST.

[Sign up](#)

Log in to access your account.

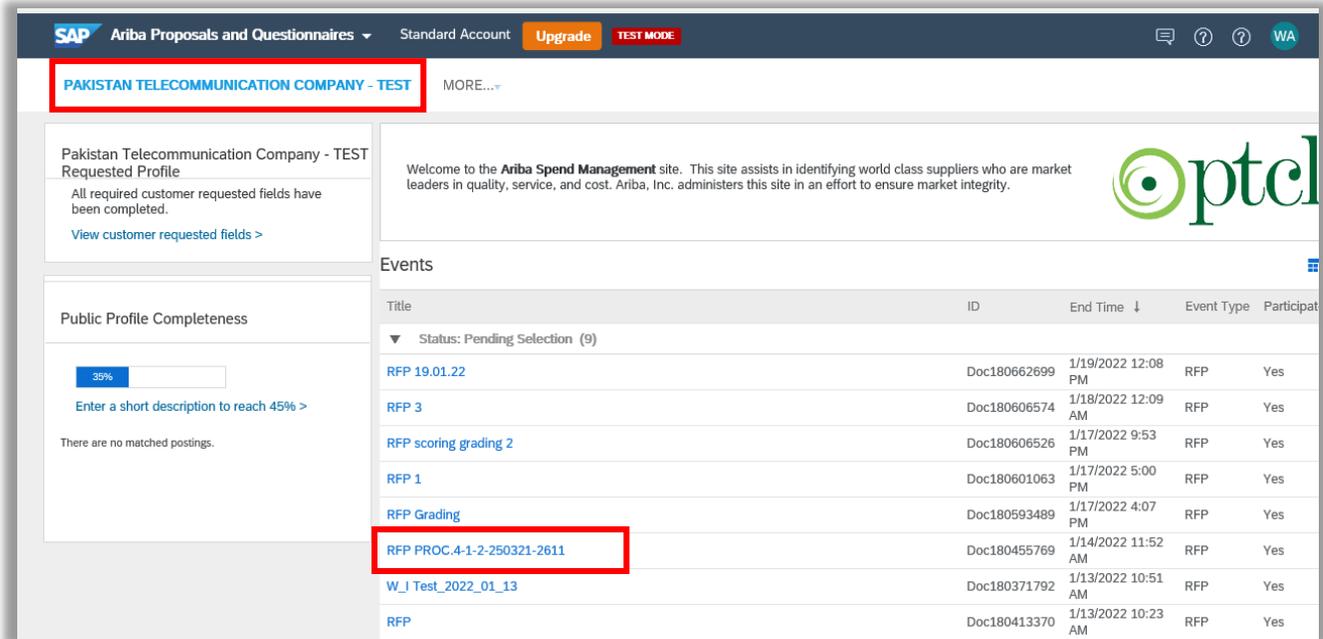
[Log in](#)

- On the next screen, fill in your username and password.



The next page that opens is displayed below. The appearance of PTCL title on the page below indicates successful onboarding on PTCL Ariba site.

Click on any event title to enter the bidding page.



The bidding page is shown below. The various functions associated with action points are highlighted in text boxes.

The screenshot shows the SAP ARIBA bidding interface for event Doc180681111. Key elements and callouts include:

- Event Messages:** A callout box states, "Post messages to establish correspondence with PTCL via Ariba".
- Time Remaining:** A callout box indicates, "The time remaining in days, hours, minutes, seconds for submitting bid".
- Prerequisites:** A red-bordered box highlights a warning: "Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event." Below this are buttons for "Download Content", "Review Prerequisites", "Decline to Respond", and "Print Event Information".
- Checklist:** A callout box labeled "Participation Checklist" points to a list of four steps: "1. Review Event Details", "2. Review and Accept Prerequisites", "3. Select Lots/Line Items", and "4. Submit Response".
- All Content:** A callout box labeled "Download Tender information in excel file" points to the "Download Content" button.
- Table:** A table titled "All Content" lists sections: "2 DEFINITIONS", "3 INSTRUCTIONS FOR BIDDING", "4 DOCUMENTS TO BE SUBMITTED", "5 DUTIES AND RESPONSIBILITIES", and "6 TERMINATION OF CONTRACT". A callout box points to the expand/collapse arrow on the right of the table.
- Maximize Window:** A callout box points to the maximize window icon in the top right corner.
- Expand Section:** A callout box points to the expand/collapse arrow on the right of the "All Content" section header.
- Open Sections:** A callout box points to the "All Content" link at the bottom left, stating, "Click to open all sections within a tender e.g. Requirements, compliance, pre-qualification etc".

Submitting bids to PTCL RFI/RFP Events:

Bids can be submitted by following 4 stage process as displayed in the participation checklist.

1. Review event details:

This is the default screen that appears when an RFI/RFP is opened. At this stage, the supplier can do the following.

- View all tender information including tender title, event overview, time remaining in bidding (view only, submitting bids at a later stage).
- Download event content in an excel file
- Decline to bid on event. If configured in event, the supplier may need to state a reason for declining.

2. Review and Accept Prerequisites:

- At this stage, you required to submit responses to any pre-requisite questionnaire to event.
- The event may be configured so that supplier must answer pre-requisite question before they can view/participate in tender.
- You are required to accept the bidder agreement.

Prerequisites

Doc180681111 - RFP PROC. 4-1-2-250321-2611 Contract for Supply, Installation, Testing and Commissioning of Hybrid Solar Power System on Turnkey Basis

▼ Checklist

1. Review Event Details
- 2. Review and Accept Prerequisites**
3. Select Lots/Line Items
4. Submit Response

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-Line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agree to the following terms and conditions ('Bidder Agreement'):

1. Bids. If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK Cancel

3. Select Lots/Line Items:

Choose the line items / lots on which you intend to bid. Please note that line items detail e.g. quantity is not viewable here. For line items details, go to the 1st stage by clicking [Review Event Details](#).

Some line items/lots may be mandatory to bid. These will be grayed out.

Click [confirm selected lots](#) to proceed to next stage.

Choose the lots in which you will participate. You can cancel your intention

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
- 3. Select Lots/Line Items**
4. Submit Response

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

<input type="checkbox"/>	Name
<input type="checkbox"/>	17.1 1600 watts Solar Power System
<input type="checkbox"/>	17.2 1800 watts Solar Power System
<input type="checkbox"/>	17.3 3000 watts Solar Power System
<input type="checkbox"/>	17.4 5000 watts Solar Power System

Confirm Selected Lots/Line Items

4. Submit Responses:

Console Doc180681111 - RFP PROC. 4-1-2-250321-2611 Contract for Sup... Time remaining
1 day 17:10:59

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

- All Content
- More...
- 5 DUTIES AND RESPONSIB...
- 6 TERMINATION OF CONTRACT
- 7 BID FORM
- 8 CONDITIONS OF CONTRACT

Technical Proposal

(Section 16 of 17) ◀ Prev. | Next ▶

Name ↑	More... +
▼ 16 Technical Proposal	
▼ 16.1 Compliance specifications and SoW	
16.1.1 Please download the Compliance Statement of Annexure-A-Scope of Work , and submit response References ▼	★ Attach a file
16.1.2 Please download the reference Compliance Statement of Annexure-C- Civil Works Specifications , and submit response References ▼	★ Attach a file
16.1.3 Please Download the reference Compliance of Annexure-D-Approved Brand , and submit response References ▼	★ Attach a file
16.1.4 Please download the Compliance Statement of Annexure-E-Elevated Structure Design for MSAG , and submit response References ▼	★ Attach a file
16.1.5 Please download the reference Compliance Statement of Annexure-F-PS-12 Solar Power system , and submit response References ▼	★ Attach a file
16.1.6 Please download the Compliance Statement of Annexure-G-Supplier Code of Conduct , and submit response References ▼	★ Attach a file
▶ 16.2 Past history of supplying similar equipment to Telecom industry— List of previous works and letters of satisfaction from the client	
▶ 16.3 Past history in PTCL	
▶ 16.4 Competency of vendor staff	
▶ 16.5 After sale/service support facilities in Pakistan	

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Click to submit your final response

Click here to save a draft of your response

Click here to send a message to buyer via Ariba.

Review all content items and submit responses accordingly. 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.

1. Click **Save** to save your progress. You can return later (before time remaining expires) to complete and/or submit your response.
2. Click **Update Totals** to calculate extended prices or change values before

- submitting your response.
3. When you have completed your response, click **Submit Entire Response**
 4. If there are no errors or issues, a screen will pop up to confirm your submission. Click OK to finalize the submission.
 5. You will receive the following confirmation notice: *“Your response has been submitted. Thank you for participating in the event”*

Identifying and Correcting Errors:

The screenshot shows the SAP Ariba interface for a technical proposal. At the top, a red banner indicates: "There are 14 problems that require completion or correction in order to complete your request." Below this, a console shows the document ID: "Doc180681111 - RFP PROC. 4-1-2-250321-2611 Contract for Sup...". The main area displays a "Technical Proposal" with a checklist on the left. The checklist includes: "1. Review Event Details", "2. Review and Accept Prerequisites", "3. Select Lots/Line Items", and "4. Submit Response". The proposal details show a list of items with instructions to download and submit responses. A red callout box highlights an error for item 16.1.1: "You need to provide an answer to Question 16.1.1. Please download the Compliance Statement of Annexure-A-Scope of Work, and submit response:". The table below shows the list of items:

Item ID	Description	Action
16.1.1	Please download the Compliance Statement of Annexure-A-Scope of Work , and submit response	+Attach a file
16.1.2	Please download the reference Compliance Statement of Annexure-C- Civil Works Specifications , and submit response	+Attach a file
16.1.3	Please Download the reference Compliance of Annexure-D-Approved Brand , and submit response	+Attach a file
16.1.4	Please download the Compliance Statement of Annexure-E-Elevated Structure Design for MSAG , and submit response	+Attach a file
16.1.5	Please download the reference Compliance Statement of Annexure-F-PS-12 Solar Power system , and submit response	+Attach a file
16.1.6	Please download the Compliance Statement of Annexure-G-Supplier Code of Conduct , and submit response	+Attach a file
16.2	Past history of supplying similar equipment to Telecom industry— List of previous works and letters of satisfaction from the client	

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, 2020.
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 are required to upload an attachment as a response.
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.

Examples of the above answer types are below:

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

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

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**.

The screenshot shows the SAP ARIBA Supplier's Guide interface. At the top, it says "Acting as: Global" and "Stop". The console shows "Doc180681111 - RFP PROC. 4-1-2-250321-2611 Contract for Sup...". A timer indicates "Time remaining 1 day 06:36:08". A message states "You have submitted a response for this event. Thank you for participating." A blue button labeled "Revise Response" is highlighted with a red box. Below this, the "All Content" section is visible, showing a table with columns "Name", "Price", "Quantity", and "Extended Price". The table contains two rows: "1 INTRODUCTION" and "2 DEFINITIONS". Under "2 DEFINITIONS", there is a sub-section "2.1 The following terms and meanings shall be interpreted as indicated:" followed by "Terms:" and two paragraphs of text defining "Acceptance Test(s)" and "Acceptance Test Procedures". A "Compose Message" button is visible at the bottom left of the content area.

Revise your responses as necessary and click **Submit Entire Response**. A green box will pop up, indicating: *your bid has been revised*.

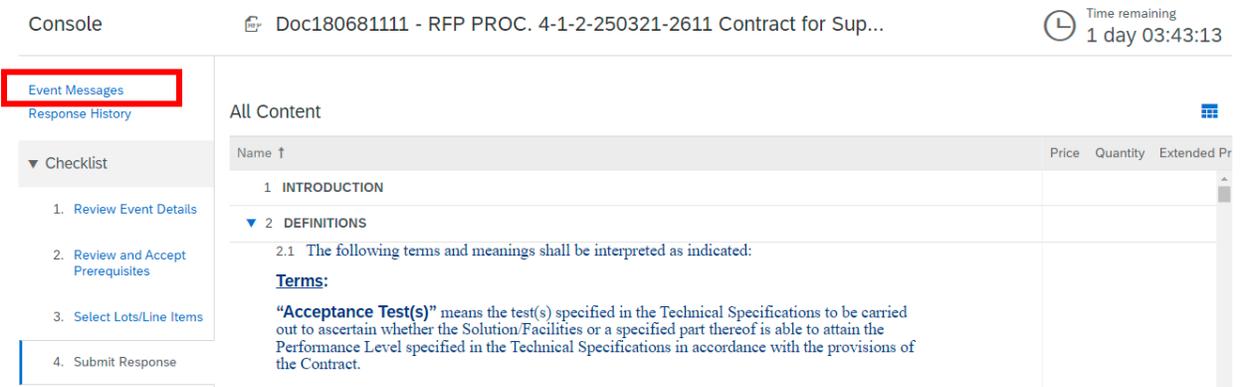
Note: If the event ends while you are revising your response, the last submitted response will be submitted for evaluation. You must have re-submitted your response prior to the event expiry for your changes to take effect.

Event Messages:

Using the Event Message Board:

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

To review any notifications or messages, or to communicate with the PTCL (i.e. the Procurement representative identified within the Tender Document), click **Event Messages** in the Sourcing Event homepage.



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 PTCL, 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.

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input type="radio"/>	MSG13289086	No	01/21/2022 03:27 PM	Xiph technologies	Global	waqas ali	Doc180681111 - RFP PROC. 4-1-2-250321-21
<input type="radio"/>	MSG13288053	No	01/20/2022 07:05 PM	Pakistan Telecommunication Company - TEST	waqas ali	Global	Event RFP PROC. 4-1-2-250321-2611 Contra
<input type="radio"/>	MSG13288043	No	01/19/2022 12:59 PM	Pakistan Telecommunication Company - TEST	waqas ali	Global	Event RFP PROC. 4-1-2-250321-2611 Contra
<input type="radio"/>	MSG13289055	Not Applicable	01/19/2022 12:59 PM	Xiph technologies	Global	waqas ali	Response (ID=ID188715103) in event RFP P
<input type="radio"/>	MSG13288042	Not Applicable	01/19/2022 12:56 PM	Pakistan Telecommunication Company - TEST	waqas ali	Global	Pakistan Telecommunication Company - TE

Click to send a private message to PTCL

Click here to return to the event

Compose New Message

From: Xiph technologies (Global)
 To: Project Team
 Subject: Doc180681111 - RFP PROC. 4-1-2-250321-2611 Contract for Supply, Installation, Testing and Commissioning of Hybrid
 Attachments: Attach a file

You can revise subject header, attach files and type your message here

Additional Help:

For opportunity / event content specific questions, contact the PTCL'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.

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