

Responding to Events SAP ARIBA Supplier's Guide

Pakistan State Oil




Responding to Events SAP ARIBA Supplier's Guide

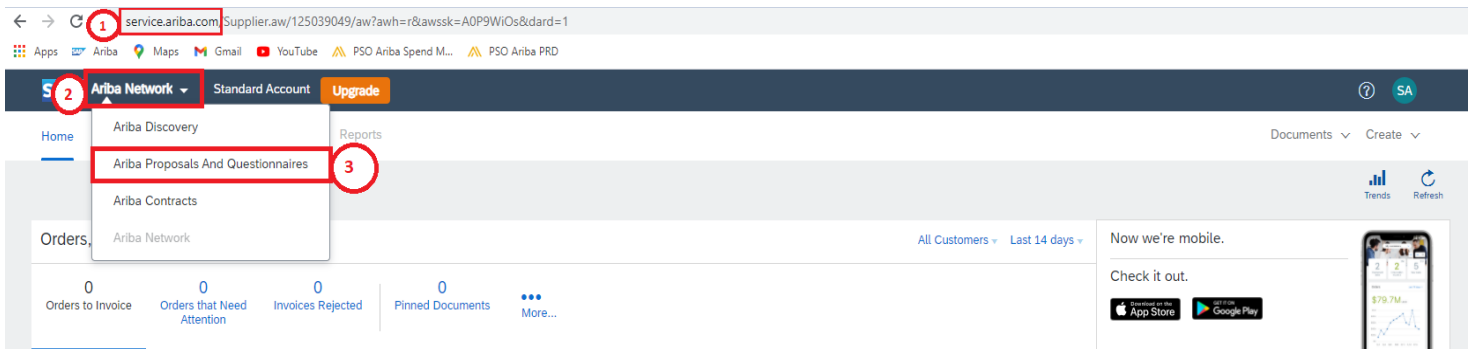
The intent of this guide is to provide information on:



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Supplier Dashboard

1. Log into SAP Ariba Discovery (supplier.ariba.com)
2. On your home page, click on the  symbol in the top right corner.
3. From the drop-down, select **PROPOSALS**.



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 submitted a bid, but it has not yet pending or closed
- **PENDING:** tender opportunities that have closed and are being evaluated
- **CLOSED:** tender opportunities that have been awarded and are closed.

4. 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).

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Events

Title	ID	End Time ↓	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

1 Event Details

There are event details that we would like to highlight:

A Represents the days, hours, minutes and seconds remaining on a current tender opportunity. **B** The checklist details the different dashboards in the event.

C This section allows you to click on the various sections within the RfX (or event content). You can view the requirements, evaluation criteria, etc. prior to bidding.

The event content can be display by section – **Click the section (E.g Addendum)** and the information will display



D If you prefer to print and read the event content, **click – Download Content**. *Note: content will be downloaded in an Excel format*

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Ariba Sourcing
Test Mode
Company Settings
LIAT 1
Help Center

Go back to PNS - TEST Dashboard

Event Details
Doc88401211 - Halifax Snow Removal Services Winter 2017
Desktop File Sync
Time remaining 59 days 23:57:35

Event Messages
Download Tutorials

Checklist
1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

Event Contents
All Content
1. ADDENDUM
2. PART 1 - INVITATION

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.

Download Content
Review Prerequisites
Decline to Respond
Print Event Information

ADDENDUM
(Section 1 of 10) Next

Name
1.1 No addendum has been issued at this time

Event Overview and Timing Rules

Owner
Event Type: RFP
Publish time: 8/28/2017 4:13 PM
Due date: 10/27/2017 4:13 PM

Description:
Currency: Canadian Dollar
Commodity: Project management 801016

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2 Accessing an RFI

Once the supplier have searched the RFI posting on SAP Ariba Discovery (refer to “SAP Ariba Discovery Suppliers’ Guide” page#9). Follow the below steps to submit Interest response.

The screenshot shows the SAP Ariba Discovery interface for a specific RFI posting. The top navigation bar has 'I'm Buying' and 'I'm Selling' tabs. The main content area is titled 'PSO MOGAS 92 IMPORTS - 187 2021(05)' and includes the following details:

- Posted On:** 25 Jan 2021
- Open for bidding on:** 25 Jan 2021
- Response Deadline:** 10 Mar 2021 12:59 PM PKT
- Opportunity Amount:** \$500.00 to \$501.00 USD
- Response Deadline:** 10 Mar 2021 12:59 PM PKT
- Posting ID:** 9656013(Doc163946434)
- Posting Type:** Request for Information
- Public Posting:** <http://discovery.ariba.com/rfx/9656013>
- Company Public Profile:** <http://discovery.ariba.com/profile/AN01578415493>
- Match Confidence:** 100%
- Product and Service Categories:** Gasoline or petrol
- Ship-to or Service Locations:** Karachi - Sind, Sind - Pakistan
- Posting Summary:** Supply of Mogas 92 RON on CFR Basis During 16 - 26 April 2021
- MOGAS 3rd Period - April 2021** (Link to Press Ad 24... - 3rd P.pdf)
- Questions & Answers** section with a text input field for asking a question.

1. Questions and queries before responding to any event can be sent from Questions & Answers option visible in the screenshot above.
2. Press Advertisement of the Tender is attached.
3. Click on **Respond to Posting** to send PSO an Interest so that PSO invites you to the RFI.

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SAP Ariba Discovery

Respond to Posting **1 Provide Details** (2) Review and Submit

Buyer
Company: Pakistan State Oil Company Ltd
Name: Osama Sabir

Supplier Profile
Company: xyz supplier company (view profile)
Name: Shakir Arfeen
Email: shakir.arfeen@exdnw.com
Phone: Country: PAK 92 Area: 345 Number: 2431437 Extension:
☒ Include phone number with my response.

Details
Enter your response and then click Review and Submit. An asterisk indicates a required field. You can return to this page to make changes before you submit your response.

1 Response:

Attachments:

2

PSO MOGAS 92 IMPORTS - 187 2021(05)

Request For Information
A Request For Information (RFI) is a real buying opportunity posted by a buyer looking to gather information from potential sellers in preparation for seller selection. Respond to this RFI for an opportunity to win new business.

Important Tip
Explain why you are qualified for this opportunity. This is your chance to distinguish yourself from the competition and showcase your qualifications. The buyer uses your response to determine if you should be shortlisted or awarded business.
[View Samples](#)
[Download QuickStart Guide](#)

1. Enter your comments regarding intension to participate.
2. **Review and Submit** this Interest response.

Responding to Events SAP Ariba Supplier's Guide

SAP Ariba Discovery

Respond to Posting 1 Provide Details 2 Review and Submit

Review your response and click Submit. To make changes, click Previous. After you respond to a posting, you can view its status on the Matched Leads page.

Buyer

Company: Pakistan State Oil Company Ltd
Name: Osama Sabir

Supplier Profile

Company: xyz supplier company (view profile)
Name: Shakir Arfeen
Email: shakir.arfeen@exdnow.com
Phone: +92 (345) 2431437

Details

Response: I intend to participate in RFI.

Previous Cancel **Submit**

What Happens Next?

The buyer will contact you before the posting response deadline if they have any questions. After the posting closes, the buyer will contact you if you have been shortlisted or awarded business. Buyers receive many responses, and it is often difficult for them to provide individual responses to sellers that were not selected.

Ariba Discovery notifies sellers that were not shortlisted or awarded two weeks after the posting deadline ends.

Alert!

References

Buyers prefer suppliers with three or more references. References help enhance your credibility by highlighting customer testimonials in your profile summary.

You have 0 approved references and 0 invited References.

[Invite References »](#)

Important Tip

Explain why you are qualified for this opportunity. This is your opportunity to distinguish yourself from the competition and showcase your qualifications. The buyer uses your response to determine if you should be shortlisted or awarded business.

[View Samples»](#)
[Download QuickStart Guide»](#)

PSO MOGAS 92 IMPORTS - 187 2021(05)

Company: Pakistan State Oil Company Ltd Opportunity Amount: **\$500.00 to \$501.00 USD**

Posting type: Request for Information Attachments: Press Ad 24.1.2021 POL April - 3rd Period (508k)
ID: 9656013(Doc163946434) Download
Response Deadline: 10 Mar 2021 12:59 PM PKT MOGAS 3rd Period - April 2021
(Buyers can close postings early)

Award Date: 30 Jan 2021

Product and Service Categories	Ship-to or Service Locations
Gasoline or petrol	<ul style="list-style-type: none"> Sind - Pakistan (1) Karachi - Sind Pakistan (1) Sind - Pakistan

1. After review, Click **Submit**.

Note: Once PSO receive supplier's Interest response, PSO will invite the supplier explicitly to respond in RFI. The supplier will receive an email to access RFI directly and respond. Content of the email can be seen in the screenshot below for your reference. Responding to RFI/RFP steps are described in next section.

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Pakistan State Oil Company Ltd.

Pakistan State Oil Company Ltd. has invited you to participate in the following event: RFI MOGAS92 - IMPORTS - 185 - 2021 (04). The event is set to begin on Monday, January 25, 2021 at 9:00 AM, Pakistan Time.

Use the following username to log in to Pakistan State Oil Company Ltd. events: [REDACTED].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 Osama Sabir via telephone at +92345-2744908 or via e-mail at osama.sabir@psopk.com.

We look forward to working with you!

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3 Responding to an Event RFI/RFP

1. Once you have clicked on respond to posting, the event details will open. Take note of the notification at the top of the screen prompting you to review and respond to the prerequisites. **Note:** You can review the time remaining in the opportunity in the top-right corner.
2. Click the Review Prerequisites button. Alternatively, you can also click **Decline to Respond** if you do not want to respond to a specific opportunity. **Note.** The intend to participate options can be clicked as necessary within the course of the active event.

3. The **Review and Accept Prerequisites** tab will open under **Checklist**.
4. You will see a notification at the top stating *"Prerequisites must be completed prior to participation in the event."*
5. You will be required to review the on-screen disclaimer.
6. Indicate if you accept the terms of the agreement or not. **Note.** To be permitted to participate in the opportunity, you must accept the prerequisites.
7. Click **OK**.

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Prerequisites Doc88401211 - Halifax Snow Removal Services Winter 2017

3 Checklist

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

4 Prerequisites must be completed prior to participation in the event.

5

The Participant acknowledges by proceeding with an on-line event, registration or other related activity that the Government of Nova Scotia has entered into a service agreement with SAP Canada for the provision of sourcing and contract management software solutions and related services and may enter into service agreements with other providers of comparable services. The Participant irrevocably agrees that the Government of Nova Scotia is authorized to disclose all Participant provided information to SAP Canada and to any other provider of comparable services to the Government of Nova Scotia, solely to enable SAP Canada, and where applicable such other service provider, to fulfill its obligations under its service agreement with the Government of Nova Scotia and for no other purpose whatsoever. The Participant further agrees that any information entered or submitted will be stored on SAP servers outside of Canada.

6

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

7

OK **Cancel**

8. A confirmation screen will appear. Click **OK**.

obligations under its service agreement with the Government of Nova Scotia and for no other purpose whatsoever. The Participant further agrees that any information entered or submitted will be stored on SAP servers outside of Canada.

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

8

Submit this agreement?

Click OK to submit.

OK **Cancel**

OK **Cancel**

9. If the opportunity contains lots (the price of a lot is the combined total of all the items in the lot), you will be directed to the **Select Lots** tab. It will be indicated at the top how many lots you have been invited to bid on.

- a. On the **Select Using Excel**, select lots and submit bids using an Excel file.

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- b. Alternatively, a simpler approach to select the lots you want select is to click on the **Select Lot** tab.
- c. Select the check boxes for the lots (or items) in which you want to participate.
- d. Go to the bottom of the list of lots and click **Submit Selected Lots**.

- e. SAP Ariba shows the event content, including the lots you selected.

10. The **Submit Response** tab will open on the left side of the screen. You can choose to view all event content at once or click on a section to just view the content of that section.
11. Review applicable event details and respond appropriately throughout the sections. 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.

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< Go back to PNS - TEST Dashboard Desktop File Sync

Console Doc88401211 - Halifax Snow Removal Services Winter 2017 Time remaining 59 days 23:51:21

Event Messages
Response History

▼ Checklist

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

▼ Event Contents

All Content

1 ADDENDUM

PART 1 -

All Content

Name: 1

6.1.4 Phone Number:	
6.1.5 Fax Number:	
6.1.6 Company Website (if any):	
6.1.7 Proponent Contact Name and Title:	
6.1.8 Proponent Contact Phone:	

(*) indicates a required field

Submit Entire Response Update Totals Save Compose Message Excel Import

12. If necessary, you can click **Excel Import** to export/import event content and to support your bid submission.
13. Click **Save** to save your progress. You can return later (before time remaining expires) to complete and/or submit your response.
14. Click **Update Totals** to calculate extended prices or change values before submitting your response.
15. When you have completed your response, click **Submit Entire Response**.

15

Submit Entire Response

14

Update Totals

13

Save

12

Excel Import

16. If there are no errors or issues, a screen will pop up to confirm your submission. Click OK to finalize the submission.

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The screenshot shows the 'APPENDIX B – SUBMISSION FORM' in SAP ARIBA. A modal dialog box is displayed in the center with the text: 'Submit this response? Click OK to submit.' Below the text are 'OK' and 'Cancel' buttons. A red circle with the number '16' is overlaid on the 'OK' button. The background form shows various sections like 'Acknowledgment of Non-binding Procurement Process', 'Ability to Provide Deliverables', 'Mandatory Forms', 'Non-binding Pricing', 'Addenda', 'No Prohibited Conduct', and 'Conflict of Interest'.

17. You will receive the following confirmation notice: *“Your response has been submitted. Thank you for participating in the event.”*

Console

Doc88401211 - Halifax Snow Removal Services Winter 2017

Event Messages

Response History

✓ Your response has been submitted. Thank you for participating in the event. 17

Identifying and Correcting Errors

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.

The screenshot shows the SAP ARIBA Submission Form for 'Doc71656057 - RFP - Multidisciplinary Engineering and Consul...'. A red banner at the top states: 'There is 1 problem that requires completion or correction in order to complete your request.' Below this, a red box highlights a required field for 'Question 1, Name of Primary Business Contact'. The form also shows a checklist on the left with '1. Review Event Details' and '2. Submit Response'. The 'Event Contents' section is expanded, showing 'All Content'. The form includes fields for 'Name of Primary Business Contact', 'Supplier Goods / Services Description', 'Description of Goods / Services previously provided to the Government of Nova Scotia', and 'What is the size of your organization (# of staff / employees?)'. A red circle with the number '17' is overlaid on the 'Submit Entire Response' button.

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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 may be provided with an attachment (e.g. an informational read-only attachment that can be downloaded)
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.
Lot Item	The price of a lot is the combined total of all the items in the lot.

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Line Item	Used for pricing, the answer field will allow for numerical entry. A line item is the smallest unit that Participants compete on. It is an individual part or service that has an associated price. A line item always has an associated quantity, for example, 50 items, 10 lbs., or 8 hours. Line item terms may roll up to the lot level and show as a sum.
-----------	--

Examples of the above answer types are below:

☐ ▼ 1 Background Information

☐ 1.1 Name of Primary Business Contact+ Text (single line limited)

☐ 1.2 Supplier Goods / Services Description+ Text (single line)

☐ 1.3 Description of Goods / Services previously provided to the Government of Nova Scotia+ Text (multiple lines)

☐ 1.4 What is the size of your organization (# of staff / employees)?+ Whole Number

☐ 1.5 Number of years providing goods/services to the Government of Nova Scotia+ Decimal Number

☐ 1.6 Project Availability Start Date+ Date

☐ 1.7 What was the Government of Nova Scotia's 2016 (YTD) spend with you and/or your organization?+ CAD Money

☐ 1.8 Are you currently providing goods and/or services to the Government of Nova Scotia?+ Unspecified ▼ Yes/No Attachment

☐ 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

☐ 1.10 Please attach your Certificate of Insurance + Unspecified ▼ Certificate

Street:
 City:
 State/Province/Region:
 Postal Code:
 Country: (no value) ▼

 Address

☐ 1.11 What is your organization's legal address?+

State/Province/Region:
 Postal Code:
 Country: (no value) ▼

 Address

☐ 1.12 What percentage (%) discount can you provide for early payment?+ Percentage

☐ 1.13 What is the average number of Government of Nova Scotia projects per year (each) you have supported over the last 5 years?+ each Quantity

☐ ▼ 2 Pricing - Machine Type ABC+ Lot Item

☐ 2.1 Part A+ CAD * 1 each Line Item FX+

☐ 2.2 Part B+ CAD * 1 each Line Item FX+

☐ 2.3 Part C+ CAD * 1 each Line Item FX+

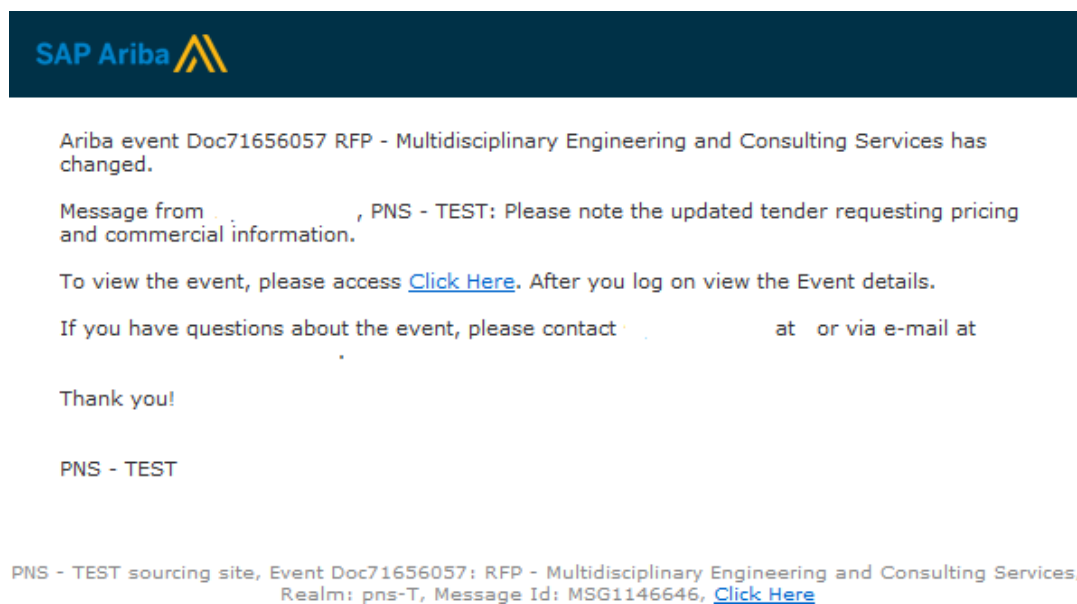
Note: These questions are for illustrative purposes only and may not be reflective of questions asked during a real Invitational or Open Competition.

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Viewing Addenda

The PSO may issue addenda to an Invitational or Open Competition opportunity of which you are a Participant. This could be to update the requested event content for response (e.g. questions), revise the due date, provide additional information, etc.

If the PSO does issue an addendum, you will receive an email update such as the below:



You can view the updated content, in the **Addendum Section** of the event in SAP Ariba Sourcing.

ADDENDUM	(Section 1 of 3) Next »
Name ↑	
▼ 1 ADDENDUM	
1.1 RFP Due Date Extension: The due date for submission for this RFP has been extended by 30 days to July 3, 2017, 2:00pm AST.	
1.2 Updated tender requesting pricing and commercial information. Please refer to Section 3.	
» Next Section: Background Information	

Note.

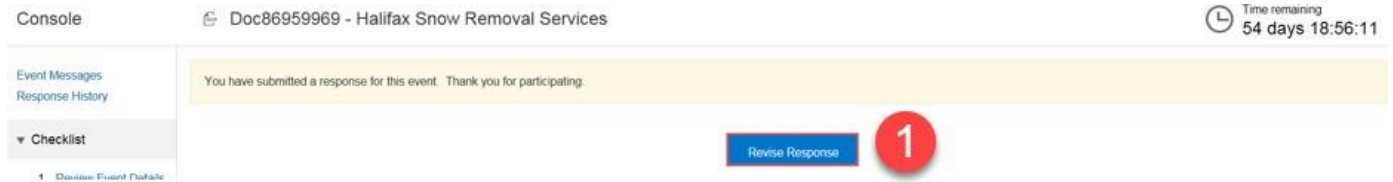
- You can view all updates / messages within the **Event Messages** link in the specific opportunity.

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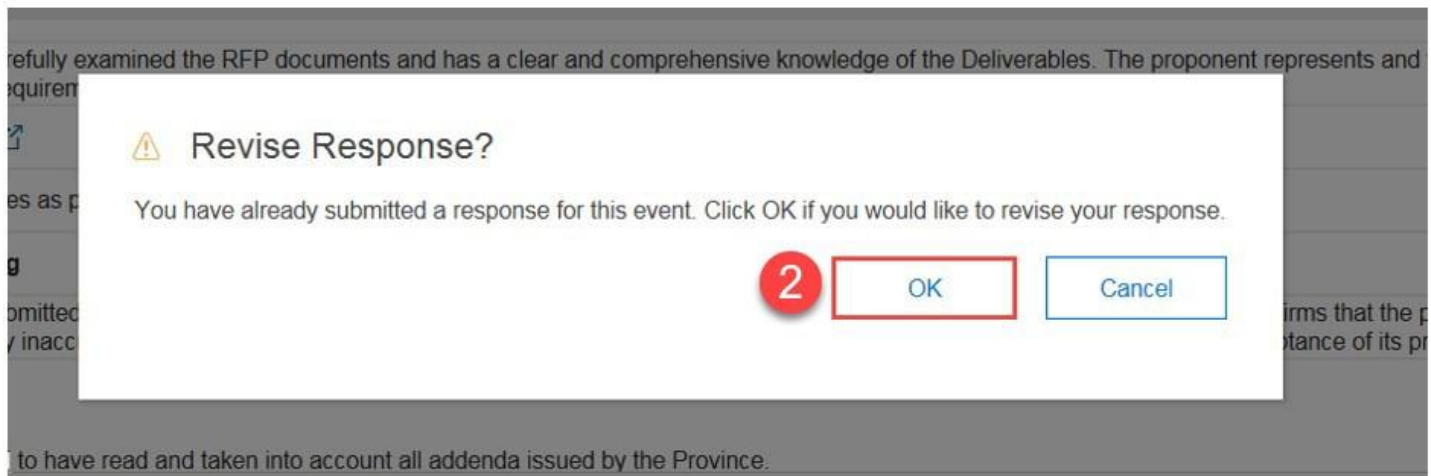
Revising Responses

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**.



2. A pop-up will appear requesting you to confirm that you want to revise your response Click **OK**.



3. 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.

4 Event Messages

Using the Event Message Board

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

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

The screenshot shows the SAP ARIBA Sourcing Event homepage. The top navigation bar includes 'Event Details', 'Doc71656057 - RFP - Multidisciplinary Engineering and Consul...', and a 'Time remaining' clock showing '29 days 23:45:53'. On the left sidebar, the 'Event Messages' link is highlighted with a red circle and the number 1. Below it are 'Download Tutorials', 'Checklist', and 'Event Contents'. The main content area displays a 'Request for Proposals for [INSERT TITLE OF RFP] for the Department of XXX'. It includes a 'Name 1' field, a 'Request for Proposals for [INSERT TITLE OF RFP] for the Department of XXX' section, and a 'Request for Proposal Number [INSERT RFP NUMBER]' field. Below this is a section titled 'Instructions to Drafters' with a note about the RFP template. At the bottom, there is an 'Event Overview and Timing Rules' section with fields for 'Owner', 'Event Type', 'Publish time', 'Due date', 'Description', 'Currency', and 'Commodity'.

2. Specific messages can be reviewed or responded to (click on the button beside the message you would like 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 PSO, 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.

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Messages

	Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
<input checked="" type="radio"/>	MSG1540942	Not Applicable	08/16/2017 02:14 PM	UAT Test Supplier 1	UAT Test ID 1	Participants (0) Team (3)	Response (ID=ID100468060) in event Gina Test Event for Supplier Demo h
<input type="radio"/>	MSG1540940	Not Applicable	08/16/2017 02:13 PM	UAT Test Supplier 1	UAT Test ID 1	Participants (0) Team (3)	Response (ID=ID100468057) in event Gina Test Event for Supplier Demo h
<input type="radio"/>	MSG1540373	Not Applicable	08/16/2017 11:37 AM	PNS - TEST	Gina Butler	UAT Test ID 1	PNS - TEST has invited you to participate in a competitive opportunity: Do

2

2
A

a. Click **Back to Console** as necessary to return to the details of the event.

3. When composing your message to the PSO, you can revise the subject header, insert your message, and attach files as necessary.

Compose New Message

Compose New Message

From: Enhancement Test Supplier 1

To: Project Team

Subject: Doc 7105500Z - BFP - Multidisciplinary Engineering and Consulting Services [Revise subject as necessary]

Attachments: Attach a file

[Insert message here]

4

4. Click **Send** to send the composed message to the PSO.

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5 /Additional Help

For opportunity / event content specific questions, contact the PSO'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.
5. Click the **Support** tab to search for a specific question / topic or select from communication preferences.

Glossary of Terms

Reference	Description
Bid	A submission in response to a Solicitation Document.
Bidder	A Supplier that submits a Bid (SAP Ariba Sourcing uses the word Participant).
Competitive Process	A process for soliciting competitive Bids from Participants and includes an Open Competition, an Invitational Competition and a Limited Competition.
Construction	Construction, reconstruction, demolition, repair or renovation of a building, structure, road or other engineering or architectural work, but does not include professional consulting services related to the Construction contract, unless they are included in the procurement.
Department	A department, office or agency created by or pursuant to the Public Service Act.
E-bidding	E-bidding is a process in which Participants submit electronic bids to open and/or invitational competitions. The supporting tool acts as a central repository for storing all tendering events and documents. Evaluation of submitted bids are easily completed in a centralized location. The tool will also offer automation of some evaluation criteria.
GOP	Government of Pakistan
Goods	Materials, furniture, merchandise, equipment, stationery and other supplies required by a Public-Sector Entity for the transaction of its business and affairs, and includes Services that are incidental to the provision of such supplies.
Invitational Competition	A Competitive Process in which an invitation to submit Bids is issued to at least three Participants.
Open Competition	The solicitation of Bids through a publicly posted Solicitation Document.
Participant	A prospective Supplier that is submitting an electronic bid through SAP Ariba Sourcing in response to an Invitation or Open Competition opportunity.
Public Sector Entity	A Department, Corporation, Health Authority or any other entity designated in the regulations under the Shared Services Act as a Public- Sector Entity.
SAP Ariba Discovery	Ariba Discovery is a tool where buyers can broadcast their requirements/needs and have Participants response/propose solutions to meet your requirements/needs.
SAP Ariba Sourcing	The E-bidding tool used to procure Goods, Services, and Construction.
Services	Services required by a Public-Sector Entity for the transaction of its business and affairs, including professional consulting Services, but does not include

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	Services provided by an employee of a Public-Sector Entity through Personal Services Contract.
Solicitation Document	The document used to solicit Bids from Bidders.
Sourcing Dashboard	The opening screen shown when a user clicks on the Sourcing tab in SAP Ariba Sourcing.
Supplier	A person carrying on the business of providing Goods, Services or Construction.
Supplier Research Posting	A Supplier Research Posting is a broadcast to all potential Suppliers on Ariba Discovery that match the commodity code/service and region specified on the posting by the user. This posting is published on Ariba Discovery and allows Ariba Sourcing users to reach the vast number of Suppliers on the Ariba Network. The Supplier Research Posting is utilized in the Open tender solution to allow Participants to access the Ariba Sourcing Event (see below) content without having to be directly invited. Fields that are required to post a Supplier Research Posting are: Start date, end date, commodity code/service, project amount, contract length and territory.