

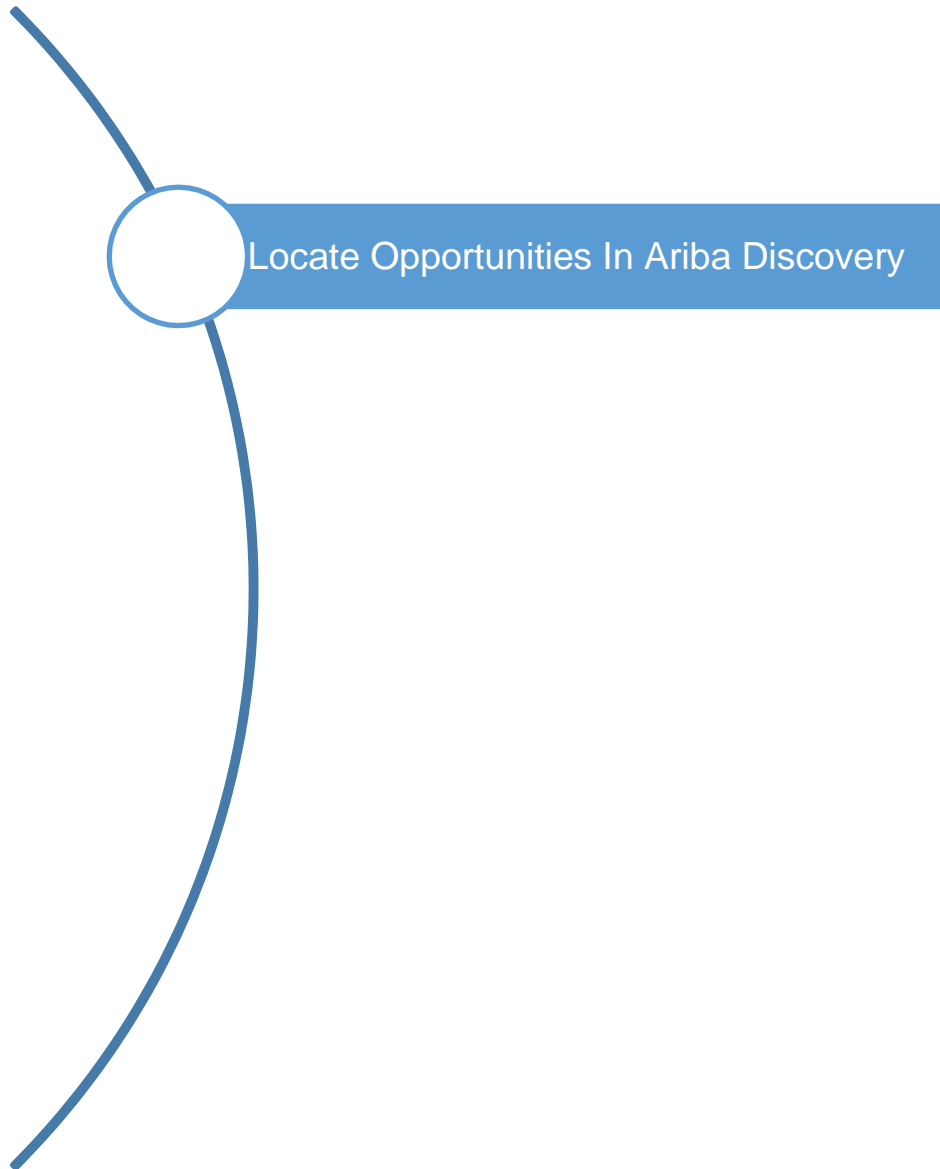
SAP ARIBA Discovery Suppliers' Guide

Pakistan State Oil



Technology . Outsourcing . Optimization

The intent of this guide is to provide information on:



1 Locating Opportunities

There will be a difference in the way certain tender opportunities are issued. For the purposes of this guide, we have separated out those competitions to explain how you will locate them.

Note. There is no fee to respond to a posting / event from SAP Ariba, however, PSO charges fee for buying PSO Bid Document.

ACCESSING OPEN COMPETITION OPPORTUNITIES

There are a few ways to locate Open Competition Opportunities. Each of these ways have been described in the following section.

- ❑ PSO Tenders Website (Recommended)
- ❑ SAP Ariba Supplier Dashboard
- ❑ Matched Leads and All Leads (SAP Ariba Discovery)
- ❑ PPRA Website (www.ppra.org.pk)

Note: First way to locate Open Competition Opportunities (i.e. PSO Tenders Website) is defined below, suppliers can also access by logging in to Ariba Network and search for PSO tenders.

PSO TENDER WEBSITE

Go to the PSO's tender notices website <https://tenderpsocom.pk:8022/TenderNotices.aspx>



ABOUT P&S
GENERAL INFORMATION / NOTICES
PRE-QUALIFICATION NOTICES
ACTIVE TENDERS
TENDERS HISTORY
PROCUREMENT PLAN (20-21)
BLACK LISTED FIRMS
GRIEVANCE REDRESSAL COMMITTEE

Tenders

[PSO HSE Manual](#) is a part of tender which is for information and compliance while executing any job with PSO.

Tender Ad	Tender #	Publishing Date	Collection Date	Closing Date	Opening Date	Tender Extended	Type Of Tender	Tender
Supply of POL Products	POL/PROC/DEC/- 2020/2nd FN	27/9/2020	28/9/2020	4/11/2020	5/11/2020		Open to All	Download
Supply of POL Products	POL/PROC/DEC/- 2020/3rd FN	27/9/2020	7/10/2020	11/11/2020	12/11/2020		Open to All	Download
Supply of POL Products	POL/PROC/DEC/- 2020/4th	27/9/2020	7/10/2020	20/11/2020	23/11/2020		Open to All	Download

Search /filter results for opportunities of interest. Once you have identified an opportunity you would like to learn more about or respond to, click on the **Tender link** (e.g. www.discovery.ariba.com/rfx/1987823)

Note: The PSO Procurement site includes postings for all public-sector entities, however, only those available through Ariba e-bidding will have a link to Ariba Discovery.

Tender ID	Description	Issued Date	Close Date
ariba20170810-4 <i>Agriculture</i>	ariba test event 21	10 August 2017	31 August 2017
bidx20170810-3 <i>Agriculture</i>	kirby bidx test	10 August 2017	19 September 2017
paper20170810-5 <i>Agriculture</i>	paper test kirby	10 August 2017	25 August 2017
bidxtest20170726-1 <i>Agriculture</i>	kirbytest	25 July 2017	31 August 2017

The **Tender Details** page will open. High-level information regarding the opportunity is provided. To respond and to access all information on the opportunity, **click** on the link provided (as shown below).

Tender Details	
Tender ID	WS95781748
Description	SRC2-UAT_006
Tender Docs Location	Tender and addendum documents for this posting are only available via Ariba Discovery. http://discovery.ariba.com/rfx/4917643
Tender Document	
Addendum Document	
Department / Agency Name	Environment
Closing	Closing on Monday, October 30, 2017 at 02:00 PM Atlantic Time. Location: discovery.ariba.com
Opening	Opening on Monday, October 30, 2017 at 02:00 PM Atlantic Time. Location: Procurement - Department of Internal Services, 1660 Hollis St. Suite 502. Halifax, Nova Scotia B3J 1V7
Posted	07 October 2017
Trade Agreement	Atlantic Procurement Agreement
Category	Goods: Y Services: N Construction: N
Pickup Fee	N/A

The Supplier Research Posting will open (see screenshot below).

If you are interested in responding to the tender opportunity, **click** on 'Respond to Posting'

NOTE: Please ensure you **read the title of the posting**. This will reflect the type of solicitation document to which you are responding. Please **ignore the "Posting Type"** field on the Supplier Research Posting.

This is a Public Sector posting and you can respond for free. ⓘ

RFP - Request for Proposal for Office Supplies

Government of Nova Scotia - New Prospect

Posted On: 5 Oct 2017
 Open for bidding on: 5 Oct 2017
 Response Deadline: 19 Oct 2017 7:59 PM PDT

Respond to Posting ☆ Add to Watchlist Not Interested ▾ | Share: [f](#) [t](#) [in](#) [✉](#)

Opportunity Amount: \$10,000.00 to \$30,000.00 CAD
Response Deadline: 19 Oct 2017 7:59 PM PDT
 (Buyers can close postings early)

Posting ID: 4917643(Doc95781783)
Posting Type: Request for Information
Public Posting: <http://discovery.ariba.com/rfx/4917643>

Product and Service Categories	Ship-to or Service Locations
<ul style="list-style-type: none"> Naptha hydrotreater 	<ul style="list-style-type: none"> Antarctica

Posting Summary
 TEST EVENT ONLY - PLEASE DISREGARD

A Log In screen will open. Enter your Ariba Discovery Username and Password.

The username and password are related to the information you set up when originally registering.

NOTE: If you've forgotten your username or password –

[Forgot Username](#)
[Forgot Password](#)

Click one of the following [Forgot Username](#) and [Forgot Password](#) further instructions will be provided. You can also contact the SAP Ariba Help Desk at **1-866-218-2155**

Invitational Competition Opportunities

An invitational Competition is a simplified method for procuring lower value purchases. This method of procuring reduces the administrative burden compared to running an Open Competition and allows client departments to obtain their procured items in a timelier manner by inviting at least 3 suppliers.

If you have been invited to bid on an Invitational Competition, you will receive an email (like the one shown below). This email is sent to the email address you set up in your company profile/account.



PNS - TEST has invited you to participate in the following event: RFP - Multidisciplinary Engineering and Consulting Services. The event is set to begin on Tuesday, 2-May-2017 at 13:47, Atlantic Daylight Time.

Use the following username to log in to PNS - TEST events:

[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 [redacted] via telephone at [redacted] or via e-mail at [redacted].

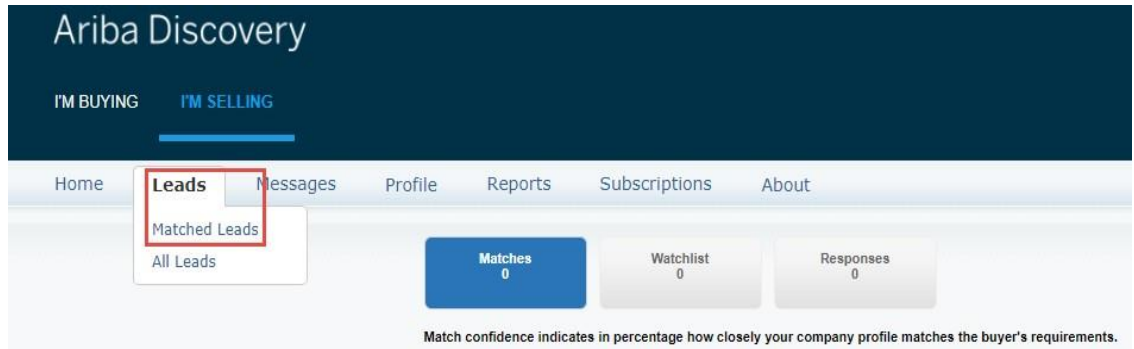
We look forward to working with you!

If you are interested in accessing the event – click on ‘Click Here’ in the message.

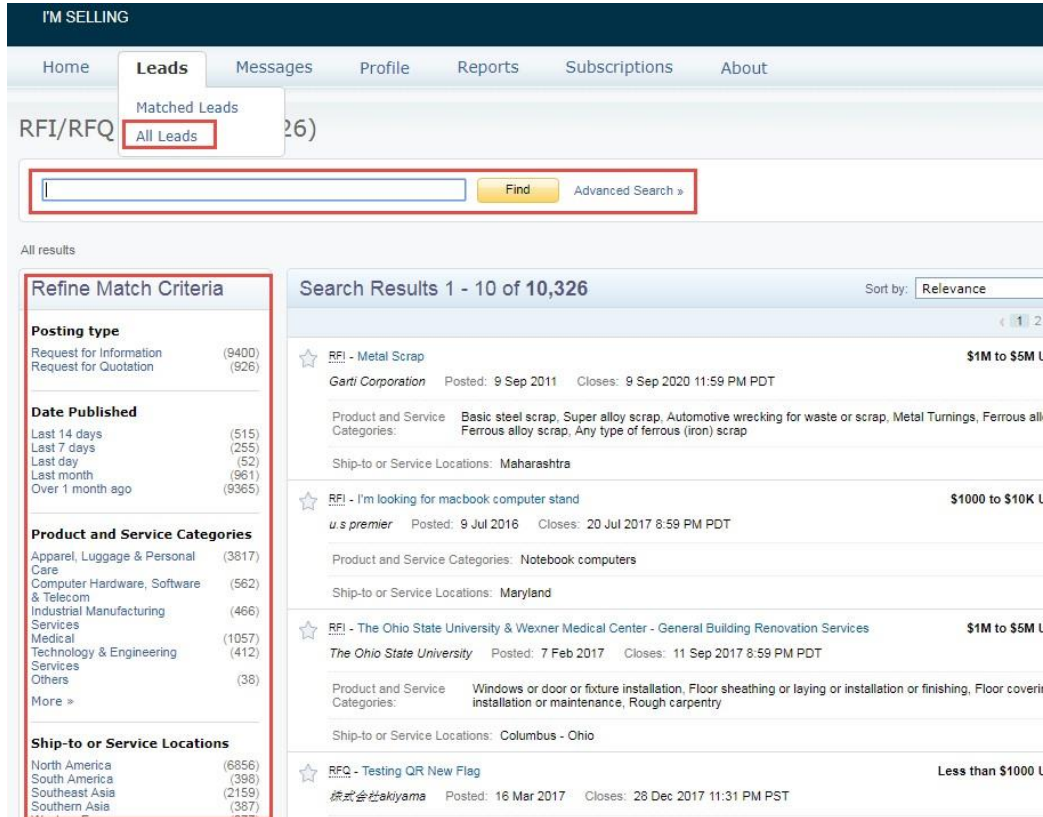
[Click Here](#) to access this event.

Searching Ariba Discovery for Matched Leads and All Leads

When a business opportunity on SAP Ariba Discovery matches the product and services categories you provide and ship-to or service locations you serve, it appears in your **Leads Dashboard** (click **Leads > Matched Leads**).



- You can also view business opportunities that do not match the product and service categories and ship-to or service locations you list in your company profile by clicking **Leads > All Leads**.
- **Note.** You can refine the search results using the criteria on the left, or you can search using keywords (or **Advanced Search**) for more specific postings.



The screenshot shows the 'I'M SELLING' section of the SAP ARIBA Discovery Suppliers' Guide. The navigation menu includes Home, Leads, Messages, Profile, Reports, Subscriptions, and About. The 'Leads' menu is expanded, showing 'Matched Leads' and 'All Leads' (highlighted with a red box). Below the navigation is a search bar with a 'Find' button and an 'Advanced Search' link. The search results are displayed in a table with columns for 'Refine Match Criteria', 'Search Results 1 - 10 of 10,326', and 'Sort by: Relevance'. The search results table lists several RFI/RFQ postings, including 'RFI - Metal Scrap' by Garti Corporation, 'RFI - I'm looking for macbook computer stand' by u.s premier, 'RFI - The Ohio State University & Wexner Medical Center - General Building Renovation Services' by The Ohio State University, and 'RFQ - Testing QR New Flag' by 株式会社akiyama. The 'Refine Match Criteria' sidebar on the left includes sections for Posting type, Date Published, Product and Service Categories, and Ship-to or Service Locations.

- Select an appropriate posting. Once you've clicked into it you will be able to review the relevant details (i.e. opportunity amount, deadline, etc.) which have been shared and choose to **Respond to Posting**, **Add to Watchlist**, or indicate that you are **Not Interested**.
- **Note.** You can scroll down the page to the **Questions & Answers** free-text field to request additional details before you determine your level of interest.

This is a Public Sector posting and you can respond for free.

NAPTHA TEST EVENT

Open

POC Site 6 - New Prospect

0
Q&A

Posted On: 17 Jul 2017
Open for bidding on: 17 Jul 2017
Response Deadline: 26 Jul 2017 11:59 PM PDT

Respond to Posting | Add to Watchlist | Not Interested | Share: | [Leave feedback](#)

Opportunity Amount: **Less than \$1000 USD**
Response Deadline: 26 Jul 2017 11:59 PM PDT
(Buyers can close postings early)
Posting ID: 4761943(Doc:1072064991)
Posting Type: Request for Information
Public Posting: <http://discovery.ariba.com/rfx/4761943>
Company Public Profile: <http://discovery.ariba.com/profile/AND1009487348>
Match Confidence: **100.0%**

Product and Service Categories

- Naptha hydrotreater

Ship-to or Service Locations

- Antarctica

Posting Summary

TEST
THIS IS A TEST EVENT

***DO NO REPLY

Questions & Answers

Ask Buyer a question...