



NAB Ariba Network RFX Response Guide

SUPPLIER VIEW

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1. INTRO AND PURPOSE

NAB is using SAP Ariba to invite suppliers to participate in sourcing events. (e.g. RFI, RFP, RFQ), process agreement renewals, and amendments or change orders.

The purpose of this guide is to provide a step by step guide on how you as a supplier can respond to an RFx (RFI, RFP, RFQ) in the Ariba Network.

2. GETTING STARTED

From Email invitation

Dear Supplier.

We, National Australia Bank, invite you to participate in a sourcing event RFP via Ariba Network. The event starts on Thursday, 24 September 2020 at 22:55, Pacific Daylight Time and ends on Thursday, 19 November 2020 at 22:00, Pacific Standard Time.

To participate in or decline the event, you must either register your organisation onto the National Australia Bank Limited Ariba network or log in using your existing Ariba account with your username and password via this event link [Click Here](#).

NOTE: This link is only valid for 30 days. If you're new to Ariba, please make sure to register before the link expires. After you've registered you can no longer use this link.

For any enquires about the event, the registration process or to retrigger the event link, please contact John Smith, Sourcing Partner, via the following e-mail John.Smitt@NAB.COM.AU.

We look forward to working with you!

Thanks,
National Australia Bank

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NAB buyers invite you to the sourcing event. You will then receive an email from SAP Ariba including a link to the sourcing event. Click on the link to access the event in the system after logging to your Ariba account

2. GETTING STARTED

Supplier Login Options

The screenshot shows the Ariba Sourcing interface. At the top, it says 'Ariba Sourcing' and 'Welcome, Fname15 Lname15'. Below this is a yellow banner with the text 'Have a question? Click here to see a Quick Start guide.' The main content area contains the following text: 'Sign up as a supplier with National Australia Bank Limited - TEST on SAP Ariba.', 'National Australia Bank Limited - TEST uses SAP Ariba to manage procurement activities.', and 'Create an SAP Ariba supplier account and manage your response to procurement activities required by National Australia Bank Limited - TEST.' There are two buttons: 'Log in' and 'Sign up'. The 'Log in' button is annotated with a red circle containing the number '1' and a callout box that says 'Supplier having existing Ariba Network Account'. The 'Sign up' button is annotated with a red circle containing the number '2' and a callout box that says 'Supplier Signing up for a new Ariba Network account'. Below the buttons, there is a list of features and a list of tasks to manage.

1 If you already signed up with SAP Ariba through another client, click Log in and use existing Ariba Network ID (ANID).

2 If this is the very first time you are signing up with SAP Ariba, you should click Sign up.

Supplier having existing Ariba Network Account

Supplier Signing up for a new Ariba Network account

Log in

Sign up

Already have an account?

Welcome, Fname15 Lname15

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with National Australia Bank Limited - TEST on SAP Ariba.

National Australia Bank Limited - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by National Australia Bank Limited - TEST.

All your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of what systems you are using. Once you have completed the registration, you will be able to:

- Manage customer requests
- Manage customers in all stages of workflow approval
- Manage relationships with customers using an Ariba Network solution
- Manage relationships for multiple buyers with one login
- Manage relationships across Ariba Network, Ariba Discovery and Ariba Sourcing activities

You can now log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

2. GETTING STARTED (CONT.)

From Ariba Supplier Portal

2 Make sure to select Ariba Proposals and Questionnaire from top left corner

1 Once logged in to your Ariba account you will be able to access all sourcing events.
The URL to access Ariba supplier is: sourceline.supplier.ariba.com

The screenshot shows the SAP Ariba Supplier Portal interface. At the top, there is a navigation bar with the SAP logo, 'Ariba Proposals and Questionnaires' (with a dropdown arrow), 'Standard Account', an 'Upgrade' button, and a 'TEST MODE' button. A dropdown menu is open under 'Ariba Proposals and Questionnaires', listing 'Ariba Discovery', 'Ariba Proposals And Questionnaires' (highlighted with a red box), 'Ariba Contracts', and 'Ariba Network'. Below the navigation bar, there is a welcome message: 'Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers on this site in an effort to ensure market integrity.' Below this is a section titled 'Events' with a table. The table has two columns: 'Title' and 'ID'. The rows are: 'Conflict of Interest declaration' (ID: Doc1921493232), 'Annual Risk Survey (Jul 2020)' (ID: Doc1893880369), 'Request for Proposal' (ID: Doc1777693264), a collapsed row 'Status: Pending Selection (16)', 'RFP TEST' (ID: Doc2508157355), 'Request for Proposal' (ID: Doc2423245843, highlighted with a red box), and 'Request for Quotation' (ID: Doc2333719704). An arrow points from a callout box to the 'Request for Proposal' row in the table.

Title	ID
Conflict of Interest declaration	Doc1921493232
Annual Risk Survey (Jul 2020)	Doc1893880369
Request for Proposal	Doc1777693264
▼ Status: Pending Selection (16)	
RFP TEST	Doc2508157355
Request for Proposal	Doc2423245843
Request for Quotation	Doc2333719704

3 Click on the sourcing event (RFx)



3. REVIEW PREREQUISITES OR DECLINE TO RESPOND

Start your response on the RFX

Ariba Sourcing

Go back to Sourceline - TEST Dashboard

Desktop File Sync

Time remaining 03:18:27

Event Details Doc1885145696 - RFX TEST For Supplier Instructions

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

Introduction (Section 1 of 2) Next

1 Introduction

1.1 Instructions

Supplier will submit its financial proposal via this form. Pricing should be completed for the comprehensive Services as described in the attached Statement of Work (SoW). Supplier must provide pricing in AUD. National Australia Bank will not assume any cost adjustments related to foreign exchange resulting from international transaction. Additionally, Supplier should NOT include any costs associated with Cost of Living Adjustments for the duration of the proposed solution pricing. Supplier must provide pricing that includes all of the required Services described in the RFP documents and any attachments of this RFP. Supplier may document any relevant assumptions by uploading a file at 1.1.2. Supplier must upload CVs for each Resource offered to NAB to review.

Next Section: Time & Materials Res...

1

Note the clock counting down. That's how long the RFX is open. You need to submit your response before the event time expires.

2

If you intend to respond to the event, click Review Prerequisites to view and accept the Terms and Conditions NAB has specified for this event.

If you do not intend to respond, click Decline to Respond.

3

If you click Decline to Respond, you need to enter a reason as to why

Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

OK Cancel

4. RESPOND TO PREREQUISITES

Accept/Decline RFX terms

1

If you intend to respond to the event, click “I accept...”

If you don’t intend to respond to the event, click “I do not ...”

4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.

5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.

6. Ethical Conduct. All participants agree to notify the Site Owner by contacting the appropriate project team if they witness practice during a live On-Line Event.

7. Survival. The terms and conditions of this agreement shall survive the completion of the On-Line Event.

BA v1.1 19Aug05

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK Cancel

✓ Submit this agreement?
Click OK to submit.

OK Cancel

OK

2

Click OK

5. CHOOSE LOTS TO BID ON

Confirm the Lots you will bid on

Select Lots Doc1885145696 - RFx TEST For Supplier Instructions Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once [More](#)

Select Lots [Select Using Excel](#)

Checklist

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

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	2.1.6 Time & Materials Daily Fee
<input checked="" type="checkbox"/>	2.2.6 Time & Materials Daily Fee

Submit Selected Lots Cancel

1 Tick the header box to select all the Lots, or choose the individual ones you will bid on

2 Click Submit Selected Lots

6. SUBMIT RESPONSE

Enter the details of your Response

1

The RfX is designed with fields for you to either enter text, enter numerals, choose an option or upload a document. NAB will often include documents that you can download as well.

The screenshot displays the 'All Content' section of the RfX submission interface. It is organized into a tree view with the following sections:

- 1 Introduction**
 - 1.1 Instructions**
 - Supplier will submit its financial proposal via this form. Pricing should be completed for the comprehensive Services as described in the attached Statement of Work (SoW). Supplier must provide pricing in AUD. National Australia Bank will not assume any cost adjustments related to foreign exchange resulting from international transaction. Additionally, Supplier should NOT include any costs associated with Cost of Living Adjustments for the duration of the proposed solution pricing. Supplier must provide pricing that includes all of the required Services described in the RFP documents and any attachments of this RFP. Supplier may document any relevant assumptions by uploading a file at 1.1.2. Supplier must upload CVs for each Resource offered to NAB to review. Supplier may choose to provide alternative pricing proposals for the full scope of services. Alternative pricing proposals without complete documentation, including potential implications of a different technical solution and comprehensive pricing assumptions, will not be considered. Alternative pricing proposals are to be clearly labeled attachment uploaded at 1.1.2. Supplier may upload an edited version of the Statement of Work (SoW) at 1.1.3.
 - 1.1.1 Download and refer to the attached Statement of Work to understand the project background and Deliverables: [PSR9721 SOW EXD Bid - Senior UX Designer - Wealth.docx](#)
 - 1.1.2 Supplier may attach assumptions, alternative pricing proposals and any other supporting documents: [Attach a file](#)
 - 1.1.3 Supplier may upload an edited SoW here: [Attach a file](#)
 - 1.2 National Australia Bank standard RFP provisions**
 - 1.2.1 Proposals must be written in the form of an unequivocal offer to contract and must remain in effect for a minimum period of 180 days from the RFP closing date, including extension (if any).
 - 1.2.2 Supplier agrees to hold firm the Rate Card specified within the Solution Pricing for the duration of the Project. All hourly rates specified herein will remain constant for this Project and any other projects awarded to Supplier during the course of this Project.
 - 1.2.3 Supplier and National Australia Bank may agree to a milestone based payment structure for all Project-related fees and Pass-through costs. Milestone payments will be based on Suppliers Project schedule according to agreed upon Deliverables. A milestone payment chart will be agreed upon in the contract with all payments and at-risk amounts clearly identified.
 - 1.2.4 National Australia Bank may terminate Supplier's work order for convenience without penalty upon ten (10) days prior written notice to Supplier or upon such other notice period stated in the Project SoW.
 - 1.3 Role Description**
 - Refer to role description attachment for any clarification related to role type.
 - 1.3.1 Download and refer to this attachment for P1 - P8 role descriptions: [TESTRoleDescriptions.docx](#)
- 2 Time & Materials Resource Names, Employment Status, P-Level Designation and Daily Rate**
 - 2.1 Resource 01**
 - 2.1.1 Full Legal Name: *
 - 2.1.2 Please upload the CV for this person: [Attach a file](#)
 - 2.1.3 Employment Status: * (Dropdown menu: Unspecified)
 - 2.1.4 P-Level Designation: * (Dropdown menu: Unspecified)
 - 2.1.5 Role Title: *
 - 2.1.6 Time & Materials Daily Fee: * (AUD 1 day)
 - 2.2 Resource 02**

2

- Download any files the NAB has provided
- Enter a response for all questions that has an asterix next to the answer field
- Upload files at all 'Attach' points

3

When you are finished, click Submit Entire Response

6. SUBMIT RESPONSE (CONT.)

The system will ensure your response is complete

⚠ There are 8 problems that require completion or correction in order to complete your request. Entity Extended Price
Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed. [< Previous](#) | [Next >](#)

role descriptions TESTRoleDescriptions.docx

2 Time & Materials Resource Names, Employment Status, P-Level Designation and Daily Rate

2.1 Resource 01

2.1.1 Full Legal Name: *

2.1.2 Please upload the CV for this person: * [Attach a file](#)

2.1.3 Employment Status *

2.1.4 P-Level Designation *

2.1.5 Role Title: *

2.1.6 Time & Materials Daily Fee * AUD 1 day

2.2 Resource 02

2.2.1 Full Legal Name: *

2.2.2 Please upload the CV for this person: * [Attach a file](#)

2.2.3 Employment Status *

1

If any mandatory answers or documents have not been attached, System will highlight what needs to be completed before you can Submit Entire Response.

7. REVISE RESPONSE

RFP Doc1885145696 - RFx TEST For Supplier Instructions

Time remaining
02:45:23

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

Revise Response

All Content

Name ↑	Price	Quantity	Extended Price
▼ 1.3 Role Description Less... -			
Refer to role description attachment for any clarification related to role type.			
1.3.1 Download and refer to this attachment for P1 - P8 role descriptions TESTRoleDescriptions.docx			
▼ 2 Time & Materials Resource Names, Employment Status, P-Level Designation and Daily Rate			\$4,000.00 AUD
▼ 2.1 Resource 01			\$2,000.00 AUD
2.1.1 Full Legal Name:	Heero Yuy		
2.1.2 Please upload the CV for this person:	TEST_CV_1.docx		
2.1.3 Employment Status	Employee		
2.1.4 P-Level Designation	P8		
2.1.5 Role Title:	Gundam 01		

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Until the time has run out you can go back and make changes to your response.

Get into the event in Ariba via the link in the invitation, or through 'Ariba Proposals & Questionnaires' from the Ariba web page. Then click Revise Response

8. SUPPORT

NAB Support

Query	Action
For further self-help on SAP Ariba network	Visit the NAB SAP Ariba Supplier Education Materials portal https://support.ariba.com/item/view/182042 where you can access information directly relating on how to transact with NAB and useful 'how to' videos.
For any queries or issues regarding supplier registration process. <ul style="list-style-type: none">• S2C & P2P registration process issues.• User access issues to registration questionnaires.	Send a request to supplier.enablement.team@nab.com.au
For general queries on SAP Ariba. <ul style="list-style-type: none">• Invoicing issues (e.g. Can't submit invoices on SAP Ariba)• Responding to sourcing events issues (e.g. responding to RFx)• Ariba systems issues (e.g. system timeout , exceptions)	Send a request to Sourceline.Support@nab.com.au
For any support with orders or paying invoices <ul style="list-style-type: none">• Invoice payment queries.• Purchase order queries.	Send a request to p2p@nab.com.au Or call P2P Help Desk on 1300 880 359

8. SUPPORT

Ariba Support

- Contact [Ariba Support](#)
- Australia phone – 1800 081 923 (toll-free) , Australia, New Zealand and Asia: +65 6311 4745
- Australia/NZ chat - <https://support.sap.com/en/contact-us/phone.html>
- For overseas suppliers – <https://support.sap.com/en/contact-us/phone.html>
- Ariba for suppliers material - <https://www.ariba.com/ariba-network/ariba-network-for-suppliers>
- Ariba Supplier Enablement inquiry form - [Supplier Enablement Inquiry](#)

The screenshot displays the SAP Ariba Network Help Center interface. The top navigation bar includes the SAP logo, 'Ariba Network', and a 'Help Center' link. The main content area is divided into sections: 'Supplier Login' with input fields for 'User Name' and 'Password', and a 'Login' button; 'Frequently asked questions' with a list of common queries; and 'Help Videos' featuring a video titled 'Video: Enhance your profile' with a 'Learn More' button. A search bar is located at the top right of the content area. Callout boxes with red arrows point to the 'Help Center' link, the 'Frequently asked questions' section, the 'Help Videos' section, and the 'Can't log in? Let us help you!' link at the bottom right.

The Help Centre is available without a login

Frequently asked questions

Help Videos

Video: Enhance your profile

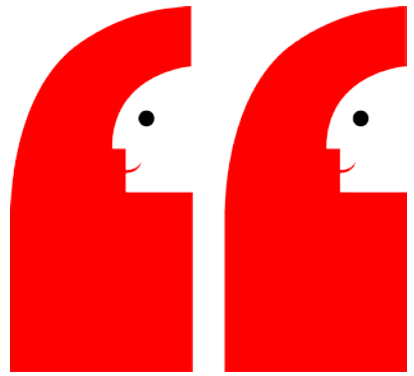
Keeping your Ariba Network updated and completed ensures that customers and prospects can find you. A robust profile is an opportunity to showcase your company on Ariba Network. Learn more about supplier profile in this short video.

Learn More

Can't log in? Let us help you!

9. FAQ

Query	Action
I can't log into Ariba, what do I do? How do I get an Ariba user account?	Contact the 'Ariba Administrator' at your company and ask them to create an account for you. This is the person that originally set up your Ariba account. Review How to contact Administrator . & How to create user .
I can log into Ariba, but I cannot see NAB's RFX	Check that top-left of screen says 'SAP Ariba Proposals & Questionnaires' and that you are inside the 'National Australia Bank Limited' section. Still nothing? Ask your NAB contact to confirm who the RFX invitation was emailed to.
How do I set up other User accounts in Ariba for my colleagues?	Your Ariba Administrator can do this. This is the person that originally set up your Ariba account. How to create user .
How do I submit an invoice against a PO?	From the Ariba Dashboard page, open the 'Inbox > Orders & Releases' page. Select the PO to charge against and click [Create Invoice], enter information in the mandatory fields, then submit. More details here .
How do I submit an invoice against a Contract?	From the Ariba Dashboard page, click [create] on the right-side of screen. Select the Contract to be invoiced and click [Create Invoice], enter information in the mandatory fields, then submit. More details here
When I click the link to Register as a Supplier or Sign up, the system wants me to review potential duplicate accounts. What should I do?	Firstly confirm you can log into Ariba directly (without the Registration link), and that you can access to the account you want to use with NAB. Then click the Registration link, and when the window pops-up, simply close it by clicking the [X] in the top-right corner, then proceed with the Registration.



THANK YOU

