

## Bidder Instructions on Ariba Registration and for Obtaining Bidding Documents

When invited to participate in a Bidding Event, the following Ariba generated email is distributed which contains a link to access the Ariba site for required registration. There is no cost participate in a Bidding Event conducted through Ariba with the PUD.

Welcome, Tania Cornwell.

Public Utility District No. 1 of Snohomish County - TEST has registered you as a user on their Ariba Spend Management site. Before you can access Public Utility District No. 1 of Snohomish County - TEST's events, you must register on the Ariba Commerce Cloud.

[Click Here](#) to register on the Ariba Commerce Cloud and access your account.

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

[http://SnoPUD-T.supplier.ariba.com?awssso\\_tkn=33BPLQeef5783efb6ffffffd86d6f6aa](http://SnoPUD-T.supplier.ariba.com?awssso_tkn=33BPLQeef5783efb6ffffffd86d6f6aa)

**NOTE: This URL is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.**

Thank you,  
Ariba, Inc. Administrator

Ariba, Inc. 910 Hermosa Court, Sunnyvale, CA 94085, USA

[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

The **Welcome** page that will display after clicking the URL to access the Bidding Event explains that the PUD has set an account up for you, and that you will need to click **CONTINUE** to complete your account **OR** if you already have an account you can link your existing one.

## Welcome, Vendor Here

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

Welcome to the Ariba Commerce Cloud. A password reset request was issued from Public Utility District No. 1 of Snohomish County - TEST site. Before you can log in to your user account, you must register on the Ariba Commerce Cloud.

Click **Continue** to complete your Ariba Commerce Cloud user account registration. Note: If you click **Continue** and you already have an existing user account on the Ariba Commerce Cloud, Ariba Discovery or Ariba Network you will be creating a duplicate user account.

[Click here if you already have an Ariba Commerce Cloud , Ariba Discovery or Ariba Network account](#)

[Continue](#)

### About Ariba Commerce Cloud

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The Ariba Commerce Cloud is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

When creating your Ariba Network account, basic company information and account information will be required.

### Enter basic company information

\* Indicates a required field

Company Name:\*

Country\*  ▼ If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address\*

City\*

State\*  ▼

Zip\*

Product and Service Categories:\*   -or- Browse

Ship-to or Service Locations:\*   -or- Browse

Tax ID:  Enter your nine-digit Company Tax ID number.

### Enter user account information

\* Indicates a required field

Name:\*   [Ariba Privacy Statement](#)

Email:\*   
 Use my email as my username

Username:\*  Must be in email format(e.g john@newco.com) ⓘ

Password:\*   
 Must contain a minimum 8 characters including letters and numbers. ⓘ

Secret Question:\*  ▼ The answer to your secret question must be atleast 5 characters.

Language:  ▼ The language used when Ariba sends you configurable notifications. This is different than your web b...

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Submit button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

After completing the basic company information and selecting your password, the next page will show any open Bidding Events.

To respond to an open Bidding Event, click on the title of the Event to open.

The screenshot shows the Ariba Spend Management dashboard. At the top, there are navigation links for 'Company Settings', 'Dana Letendre', and 'Help Center'. Below this, there are several sections: 'Public Utility District No. 1 of Snohomish County Requested Profile', 'Public Profile Completeness' (36%), and '4 leads match your company profile'. The main content area is titled 'Events' and contains a table with the following data:

Title	ID	End Time	Event Type
▼ Status: Open (1)			
SWR RFP	Doc725096219	3/31/2016 4:00 PM	RFP

Below the events table is a 'Tasks' section with columns for Name, Status, Due Date, Completion Date, and Alert. It currently shows 'No items'.

Then click the **Review Prerequisites** button.

The screenshot shows the Ariba event details page for 'Doc725096219 - SWR RFP'. The page includes a navigation menu on the left with options like 'Event Messages', 'Download Tutorials', 'Checklist', and 'Event Contents'. The main content area has a yellow warning banner that reads: 'Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in the event.' Below this banner are four buttons: 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. The 'Review Prerequisites' button is highlighted with a red box. A callout bubble points to this button with the following text:

Please note that if "Download Content" is only used to obtain the documents, the Ariba system does not recognize your organization as an interested party. Therefore, you will not receive notification of any addenda and it will be the responsibility of the supplier to periodically check their Ariba account for any addenda.

## Review and Accept Prerequisites.

The screenshot shows the ARIBA Sourcing interface for a bid titled "Doc725096219 - SWR RFP". On the left is a "Prerequisites" sidebar with a checklist containing four items: "1. Review Event Details", "2. Review and Accept Prerequisites", "3. Select Lots", and "4. Submit Response". The main content area features a yellow warning banner stating "Prerequisites must be completed prior to participation in the event." Below this is a "Bidder Agreement" section with the following text:

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') agrees 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 preparation, presentation, or any other aspect of Participant's bid.
- 2. Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
- 3. Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- 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 parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
- 7. Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

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BA v1.1 19Aug05

At the bottom right, there are two radio buttons: "I accept the terms of this agreement." (unselected) and "I do not accept the terms of this agreement." (selected).

## Check the Select Lot

The screenshot shows the ARIBA Sourcing interface for the same bid, "Doc725096219 - SWR RFP". The left sidebar now highlights "3. Select Lots". The main content area has a yellow banner with the instruction: "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 you submit a response you cannot withdraw it." Below this is a "Select Lots" section with a "Select Using Excel" button. A table titled "Lots Available for Bidding" is shown with the following content:

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	3.1 SubTotal

Below the table is a "Submit Selected Lots" button. At the bottom of the page, there are links for "Data Policy", "Security Disclosure", and "Terms of Use", followed by the copyright notice "© 1996-2016 Ariba, Inc. All rights reserved." and a "Cancel" button.

1. Documents will be attached as a zip file for your review.
2. Your proposed price will need to be entered.
3. The hard copy submittal reflecting the proposed price will need to be attached.
4. Click **Submit Entire Response** to submit a Proposal.

All Content ☰

Name ↑	Price	Quantity	Extended Price
<b>▼ 1 Introduction</b>			
<p><b>1.1 Bidders:</b> <span style="float: right;">Less... ▾</span></p> <p>Snohomish County Public Utility District No. 1 is sending you a link to the electronic bid package for Request for Proposal No. 1234 for SWR - ABC.</p> <p>To respond to the RFP, download the attached zip file (RFP Packet) to access all pertinent documents. Print and complete the Proposal, and upload into the Pricing Section.</p> <p>Responses must be received by 2:00p.m., Pacific Time, Wednesday, April 1, 2015.</p> <p>For Quick Reference Guide on submitting a Proposal to an Event, visit <a href="http://www.snopud.com">www.snopud.com</a> and click on the BIDS tab to download a copy. You may also contact the Ariba Support Line at 1-866-218-2155.</p> <p>Thank you.</p> <p>Contracts and Purchasing Department (425) 783-5500</p>			
<b>▼ 2 Proposal</b>			
2.1 Subtotal before tax	* <input style="width: 80px;" type="text"/>	USD	1 Lump Sum
2.2 RFP documents	<input type="file" value="RFP1573_Packet.zip"/>		
2.3 Attach Proposal here.	* <input type="file"/>		
(*) Indicates a required field			
<span style="margin-right: 20px;"><b>Submit Entire Response</b></span> <span style="margin-right: 20px;">Update Totals</span> <span style="margin-right: 20px;">Save</span> <span style="margin-right: 20px;">Compose Message</span> <span>Excel Import</span>			

PLEASE NOTE: Once registered with Ariba, please retain the Welcome to Ariba email. This email contains your organizations account ID. This number will be needed when calling Ariba Support for help or questions.

### **Welcome to the Ariba Commerce Cloud**

Your registration process on the Ariba Commerce Cloud for Dana's Lodge is now complete.

Your organization's account ID: **AN01038352698**

Your username: [danalodge@snopud.com](mailto:danalodge@snopud.com)

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

#### **Good to Know:**

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions: