

# HOW TO PARTICIPATE IN TENDERS

A guide to how suppliers can use the SAP Ariba platform to tender for work with Severn Trent.

## Managing your tender

You'll need to register for a **SAP Ariba account** before you can become a Severn Trent supplier and start tendering for work.

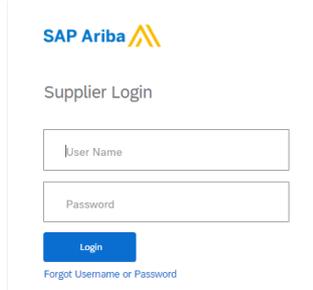
Once you've registered as a supplier, you can manage your tender application through our SAP Ariba supplier platform.

You can submit responses to tenders using SAP Ariba, so there's no need to send external proposals by email or post.

You can contact the tender team through the event message centre on SAP Ariba.

<https://www.severntrent.com/help-and-contact/procurement/>

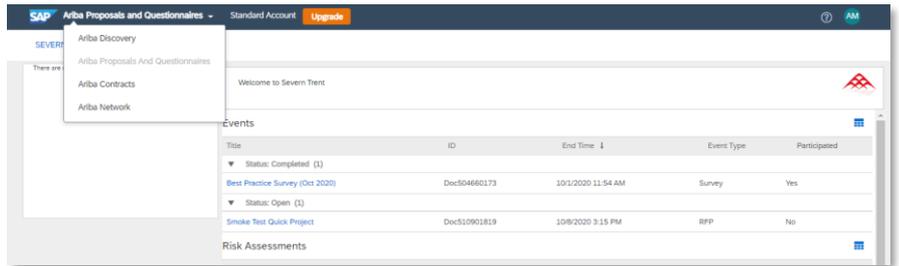
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### Step 1 | Log in to your SAP Ariba account

First, you should log in to your SAP Ariba account via <https://service.ariba.com>

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Title	ID	End Time	Event Type	Participated
▼ Status: Completed (1)				
Best Practice Survey (Oct 2020)	Doc504660173	10/1/2020 11:54 AM	Survey	Yes
▼ Status: Open (1)				
Smoke Test Quick Project	Doc510901819	10/8/2020 3:15 PM	RFP	No

### Step 2 | Select the work you'd like to tender for

Once you've logged in, you'll need to select the work you want to tender for. You'll find this in the Arriba Proposals and Questionnaires section on your account dashboard.

This will show you all the projects and events that you've been invited to and display their current status. Select the work you'd like to submit a tender for.

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Arriba Sourcing  
Company Settings ▾ Anthony.mckennell ▾  
Go back to Severn Trent Dashboard Desktop File Sync  
Event Details Doc510901819 - Smoke Test Quick Project Time remaining 00:03:47

Event Messages  
Download Tutorial

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.

Review Prerequisites Decline to Respond Print Event Information

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

Event Overview and Timing Rules

Owner: Pranod Maysandra  
Event Type: RFP  
Description: British Pound  
Currency: British Pound  
Community: Facilities Goods & Services - Other 010019  
Region: All Global

Publish time: 10/8/2020 3:06 PM  
Response start date: 10/8/2020 3:00 PM  
Due date: 10/8/2020 3:15 PM

## Step 3 | Accepting the prerequisites

Next, you'll need to accept the prerequisites for bidding for work with us. These prerequisites include the bidder agreement and the terms and conditions.

You must read the information in the bidder agreement and terms and conditions thoroughly and accept them before you can submit your tender.

Once you have read these documents, you can choose whether you want to accept the agreement and terms and conditions or not.

You will only be able to proceed with your tender application if you accept the bidder agreement and terms and conditions.

I accept the terms of this agreement.  
 I do not accept the terms of this agreement.

OK Cancel

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Name: 1 Price Extended Price Quantity

1.1 Please confirm that you have an MSA with STW or any of its subsidiary companies \* Yes

2.1 Test Question for Text response \* Yes  
good to go

3 Test Line Item \* £9900 GBP £10,000.00 GBP 10 each

(\*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

## Step 4 | Submitting your tender proposal

Once you have accepted the prerequisites, you will be able to upload your tender documents and submit your application.

Select **Submit response** to enter the details of your tender and upload your supporting documents.

You can save your tender and come back to it later if you're unable to complete it at that time.

If you select **Compose message** you'll be able to write a covering letter to us for your tender. You can also upload corresponding documents to support your tender proposal with relevant data.

Once you have checked you are happy with your proposal, select **Submit Entire Response** to complete your tender.

## Changing your proposal after you have submitted it

Once you have submitted your tender proposal, you can make further changes to it up until the closing date for submissions.

## Contact the team

If you have any questions or need any help with SAP Ariba, email our team at [supplierenablement@severntrent.co.uk](mailto:supplierenablement@severntrent.co.uk).