ARIBA SUPPLIER GUIDE

RESPONDING TO CBH'S RFx EVENTS

1. INTRODUCTION

This procedure will demonstrate how to respond to CBH's RFx Event(s) via the CBH Ariba Network site. https://service.ariba.com/Sourcing.aw/

An RFx event refers to information, quotations, proposals, tenders, services, and other competitive testing mechanisms.

2. INVITATION TO AN RFX EVENT

2.1. If CBH has invited you to participate in an RFx Event, then you will receive an email notification. The email will look like the email provided below. Click on the **'Click Here'** link to access the RFx Event.

If you are experiencing issues, email CBH Ariba Support at: aribasupport@cbh.com.au.
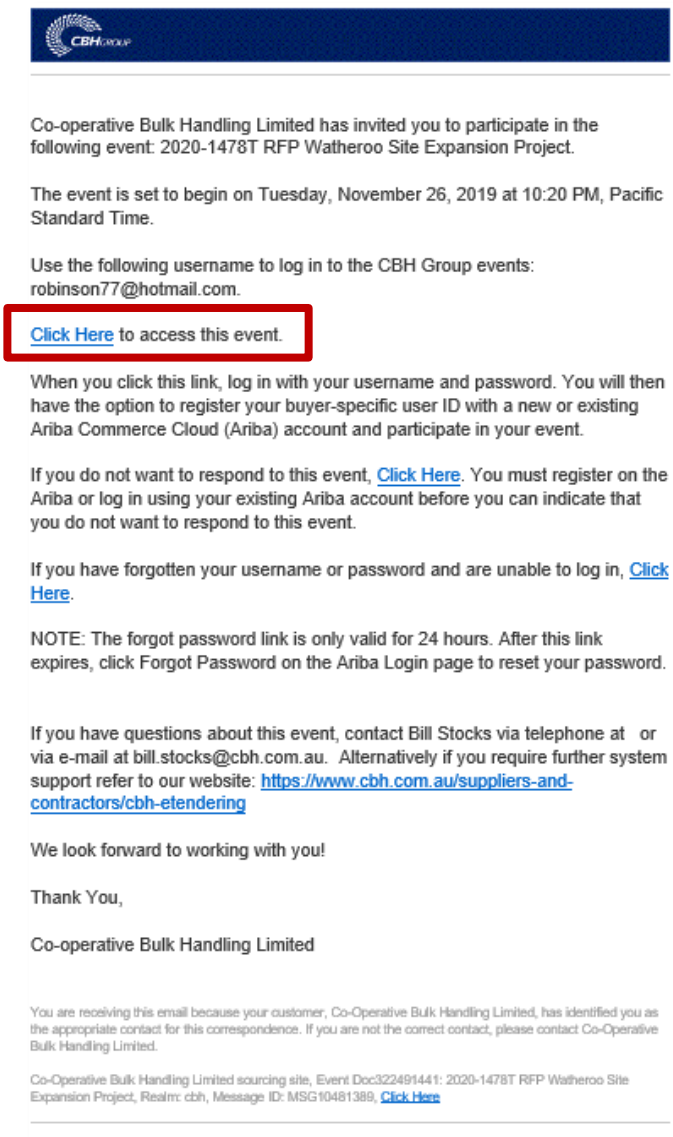
|	• If you are using the system for the first time, refer to the **CBH Ariba Supplier Registration Guide.**
	• Once you are logged in and can see the dashboard, open the RFx Event.

3. OPENING AN RFX EVENT

3.1. Click **Review Prerequisites** to review and respond to the pre-requisite questions. These questions must be answered before you can view the content of the RFx event or participate in the RFx event. Please note: One of the prerequisites is approving CBH's Bidder Agreement.

3.2. Review the sections under **Review Event Details** available on the left-hand side of the screen. The checklist takes you through the steps required for participating in the event.

3.3. To view the **CBH Bidder Agreement** available on our corporate website follow the 'link': https://www.cbh.com.au/suppliers-and-contractors/cbh-etendering.
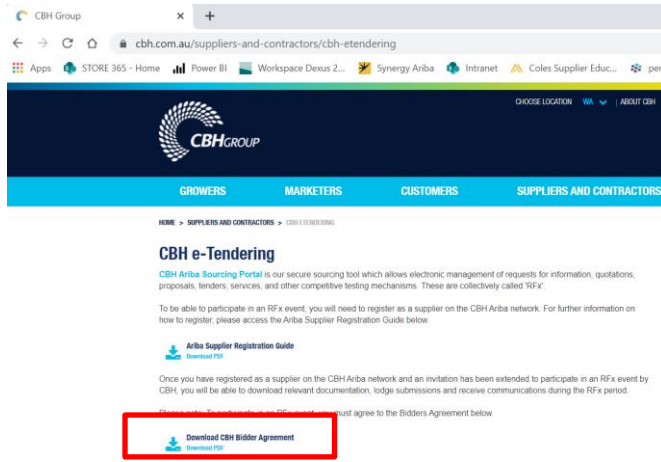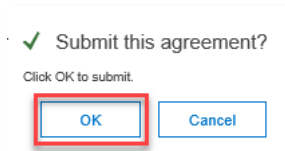

3.4. If you agree to the Bidder Agreement Terms and Conditions, click the radio button for **I accept the terms of this agreement.**
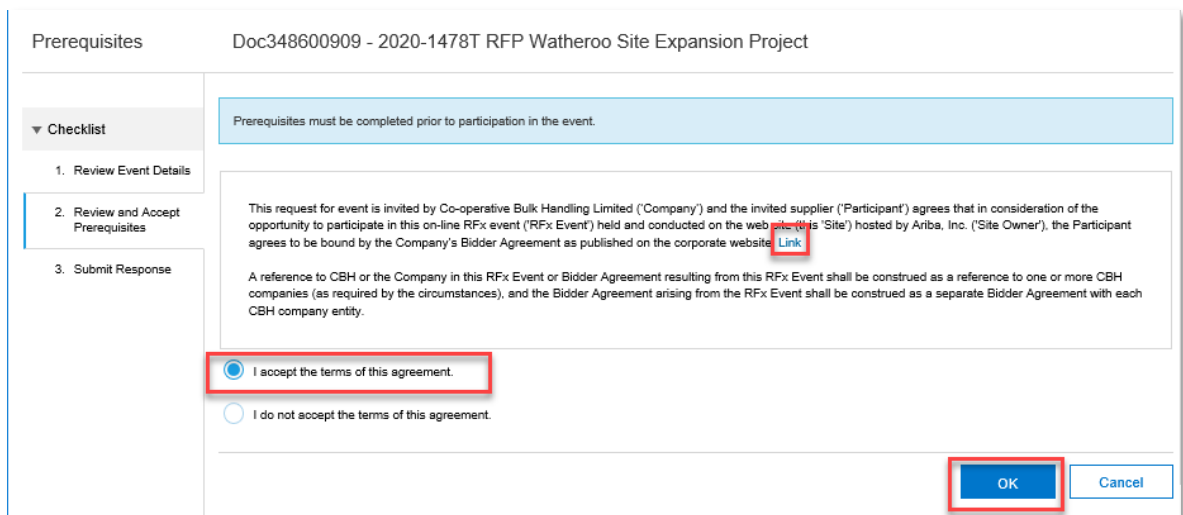

3.5. Then click on **OK** button at the bottom right hand side of the screen.

3.6. A pop up screen will then be displayed. Click **OK** to submit this agreement.

3.7. If you wish to download the RFx Event content, then click onto the **Download Content** button. This will also allow you to review all of the RFx Event content, distribute and upload the response via an Excel spreadsheet. Click **Done**.
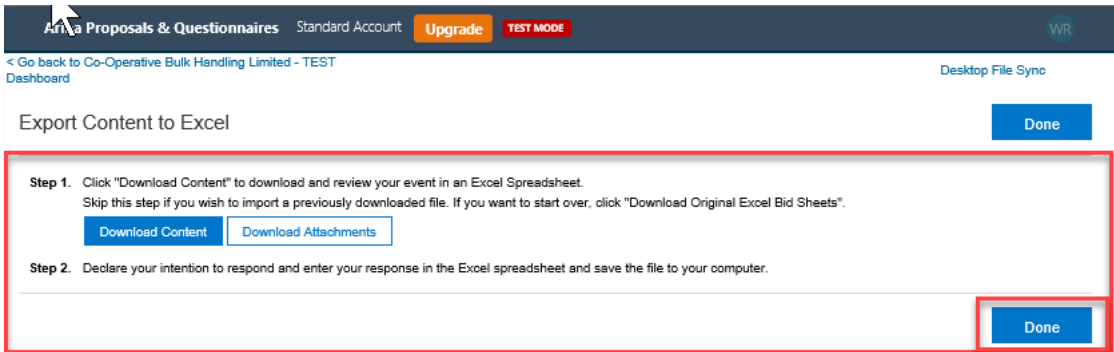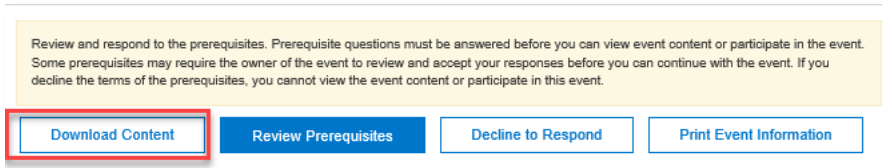
> - **Tip**: Use the **down arrow** ▼ button to collapse a section once you have finished those sections and or questions.
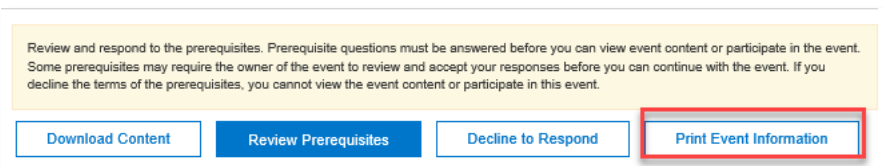
Decline to Response button:

To decline an RFx Event click the **Decline to Respond** button. Participants are requested to provide a reason why they cannot participant.
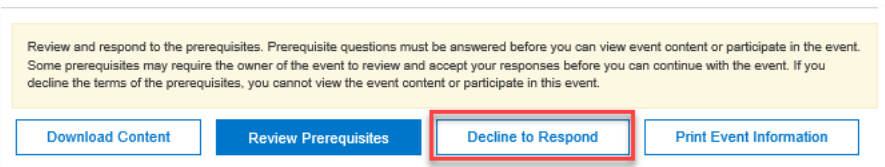
Print Event Information button:

This button enables the Participant to print off all the RFx Event content and attachments to avoid singularly downloading the content.

4. RFX EVENT FORMAT

4.1. Once access is granted, the system will show the Event Contents by navigating down the right hand side of the Console.

Click on the sections to view the required Event Contents, for example:

- Section 1 – Introduction to CBH and the layout of the RFx Event
- Section 2 – RFx Event Bidder Agreement
- Section 3 – Scope of Work ('Requirement')
- Section 4 – Information to be supplied by the Participant
- Section 5 – Contract Line Items or Lots
- Attachments to the Sections as required.

Please note: CBH may follow this format, however, reserves the right to amend this format depending on the RFx Event Requirement. All images shown are for illustration purposes only.

A RFx Event may be a combination of online content in which the Participant must respond, and documentation for downloading.

Note: If you're unable to access the **Event Content** or download any documents, then you may not have accepted the prerequisites requirements under Section 3.1. **Please ensure you accept the Bidder Agreement or advise CBH of any concerns.**
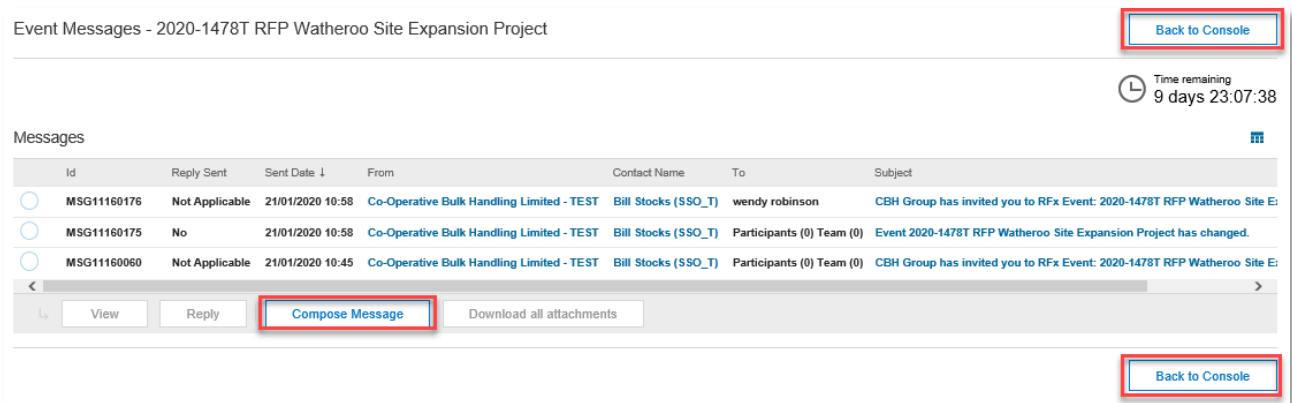
5. RFX EVENT MESSAGES AND CLARIFICATIONS DURNG OPEN RFX EVENT PERIOD

5.1. All RFx Event messages are located in the **Event Messages** area under the left side of the **Console** section.
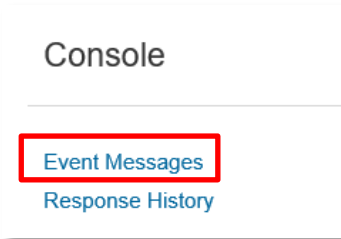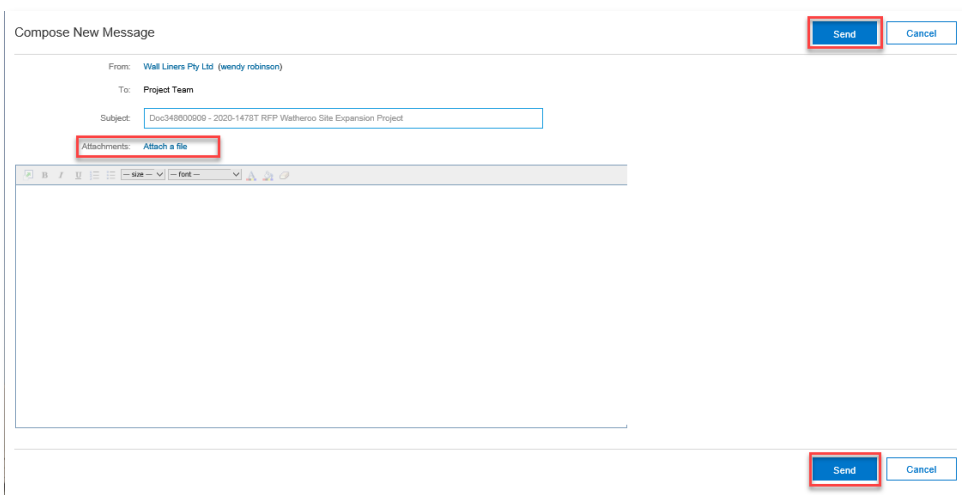

5.2. To respond or to compose an Event messages, simply click on **Event Messages**.
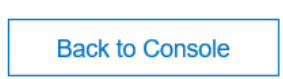
5.3. Click onto the **Compose Message** button to create a message.

5.4. Compose the message and click **Send**.

5.5. To go back the RFx Event click onto Back to **Console**

6.   RESPONDING TO RFX EVENT AND SUBMITTING A RFX RESPONSE

6.1.   Once access is provided, the RFx Event under All Content will become available.

6.2.   An RFx Event may have been configured to include online questions. If this is the case, please respond to the questions within the appropriate boxes, attach the requested documentation, and/or select the appropriate response from the drop down list. If you are unsure, or can not respond to an online question within the respond format provided, then seek clarification by sending a message to the nominated CBH Event Owner.

6.2.1.   To **Add an Attachment**, simply click onto the hyperlink and follow the prompts.

6.2.2.   Click on **Browse.** Locate your relevant files click on **OK**.

6.3.   Once you have finalised your response, click on **Submit Entire Response.**

Once you have submitted your RFx Response and green message will apply at the top of the screen and you will be able to view your **RFx Response** via **Console Response History** area.

Note: if you haven't completed the RFx Event correctly you will be prompted to complete any outstanding online questions or tasks before you can submit a RFx Response.


- You have now completed your RFx Response.

- The system will direct you back to your dashboard.

7.   REVISING A RFX RESPONSE

Participants may update and revise any submitted RFx Response provided it occurs before the RFx Event end date.

Revised Response button:

Participants may update their RFx Response by using the Revise Response functionality. Simply follow the prompts and upload a new RFx Response. The same can be done for Online Content i.e. questions, they can edit their response on the screen directly.
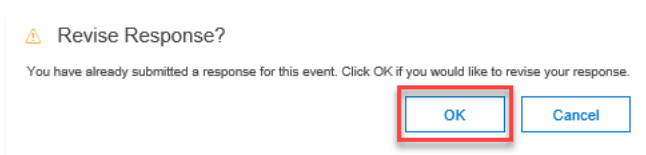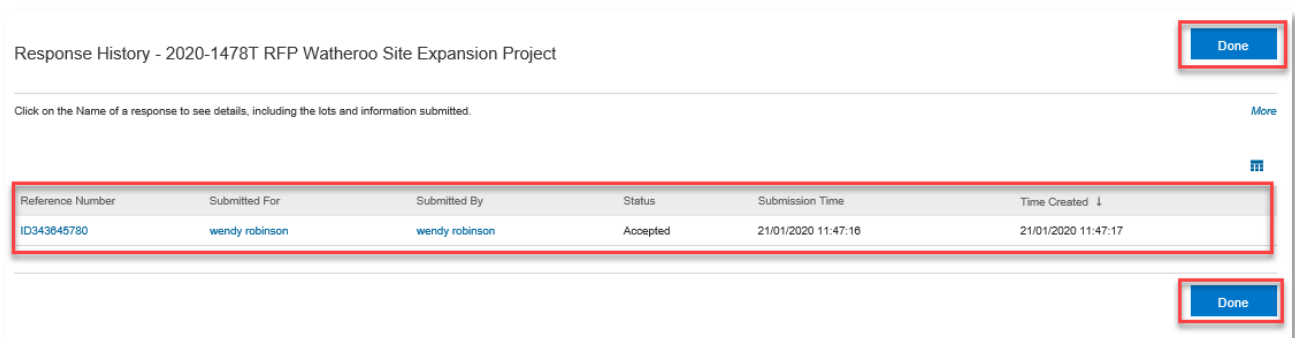

Response History:

Participants may view their **Response History** by navigating to the **Console** and clicking onto Response History:
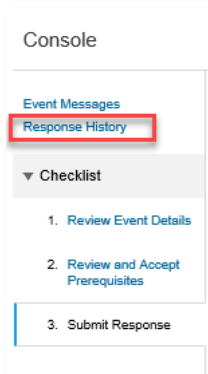
The last RFx Response is pre-populated, however, the Participant can edit the RFx Response and click **Submit Entire Response** to resubmit an updated response.

Excel Import button:

Participants may utilise the **Excel Import** functionality if they have downloaded the RFx content in Excel and used the file to record their Submission. They can then upload their response using the same format.

	• Click on the **Minimise/Maximise table** ⌄ button to expand the screen content.
	• Review and respond to the RFx Event content as required.
	• Use the section headings on the left to move between the sections.

ANNEXURE A – LIST OF SUPPORTING DOCUMENTS

CBH Ariba e-Tendering Portal is our secure sourcing tool which allows electronic management of requests for information, quotations, proposals, tenders, services, and other competitive testing mechanisms. These are collectively called 'RFx'.

https://www.cbh.com.au/suppliers-and-contractors/cbh-etendering

Ariba Supplier Registration Guide

Download CBH Bidder Agreement

Access SAP Ariba Training Videos

How to request a call from the Ariba helpdesk
Read how to request a call back from Ariba

Contact us
For any enquiries please contact:

E | **aribasupport@cbh.com.au**

ANNEXURE B – LIST OF SYSTEM NOTIFICATIONS

Notification Description	Intent
Invitation: Register to become a supplier with CBH Group	To kick off the supplier registration process so that a free Ariba account is created so that the supplier can participate in a RFx Event.
Welcome to the Ariba Commerce Cloud	When you register (create new account) as a supplier on SAP Ariba network. (link provided in the registration mail from CBH earlier).
CBH Group has invited you to RFx Event: CBH Questionnaire (Supplier Commercial Request)	Invitation to participate in the following RFx Event: CBH Questionnaire (Supplier Commercial Request).
Invitation to RFx Event email titled: CBH Group has invited you to RFx Event: <Event Name>	Invitation to a specific RFx sourcing event, i.e. tender.