



ARIBA SUPPLIER GUIDE

RESPONDING TO CBH'S RFX EVENTS

1. INTRODUCTION

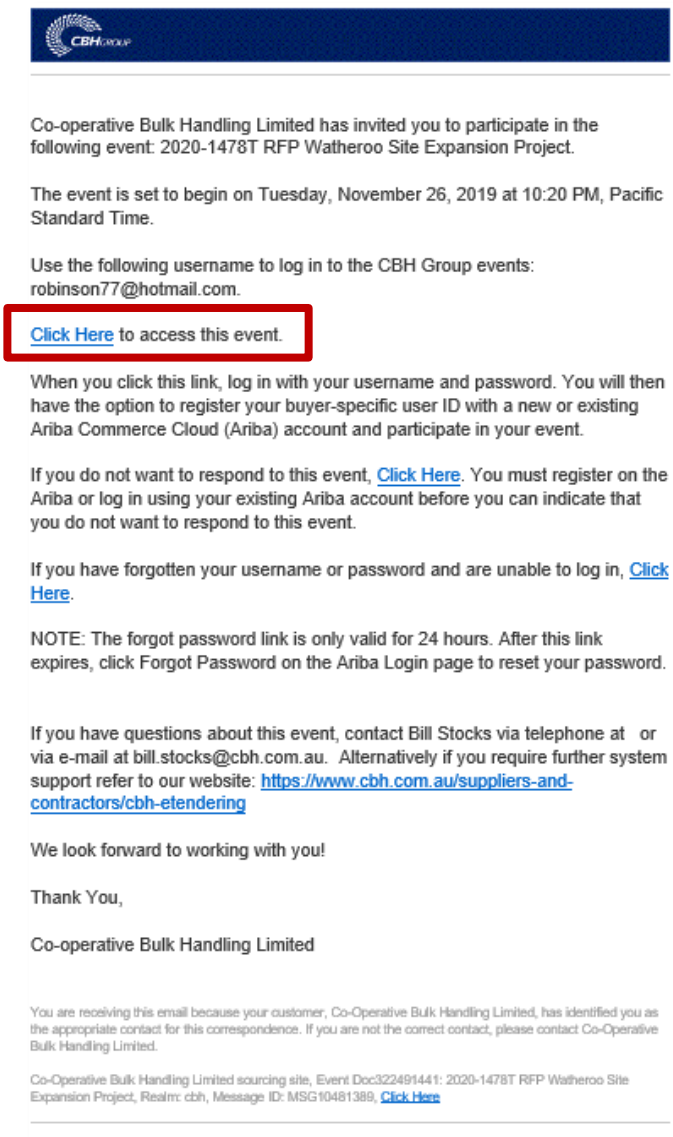
This procedure will demonstrate how to respond to CBH's RFX Event(s) via the CBH Ariba Network site. <https://service.ariba.com/Sourcing.aw/>

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.





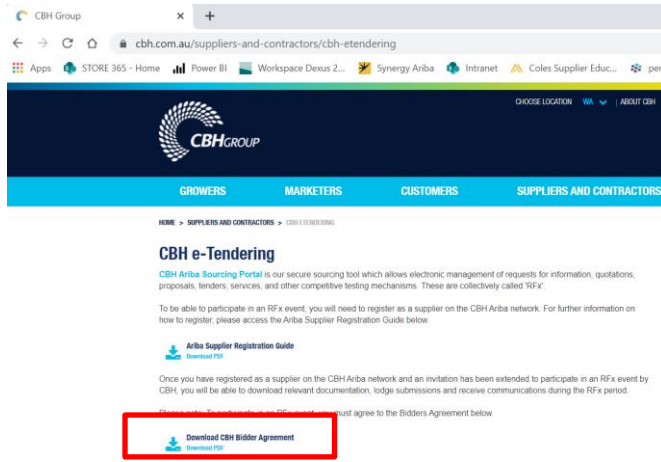
- If you are using the system for the first time, refer to the [CBH Ariba Supplier Registration Guide](#).
- Once you are logged in and can see the dashboard, open the RFX Event.

3. OPENING AN RFX EVENT

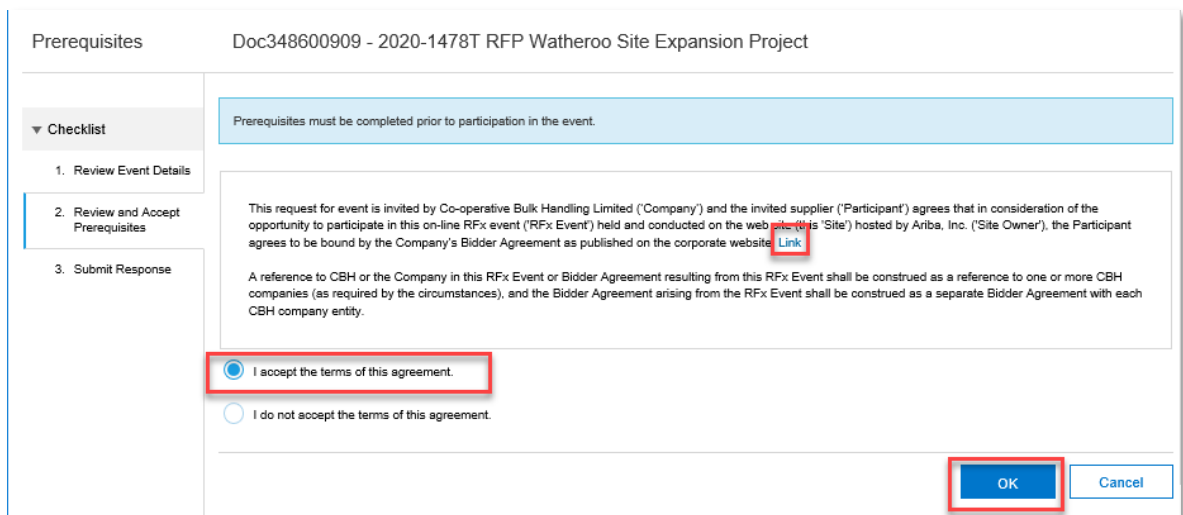
3.1. Click **Review Prerequisites** to review and respond to the pre-requisite questions. These questions must be answered before you can view the content of the RFX event or participate in the RFX event. Please note: One of the prerequisites is approving CBH's Bidder Agreement.

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>.

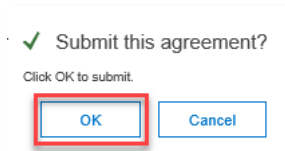


- 3.4. If you agree to the Bidder Agreement Terms and Conditions, click the radio button for **I accept the terms of this agreement**.

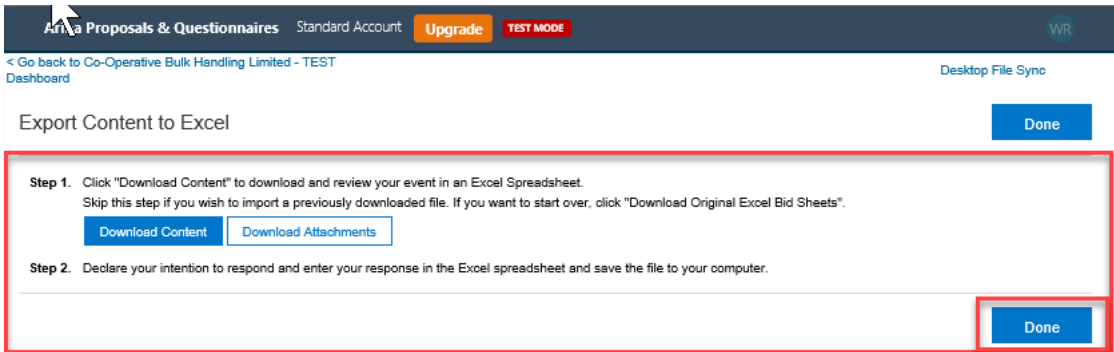
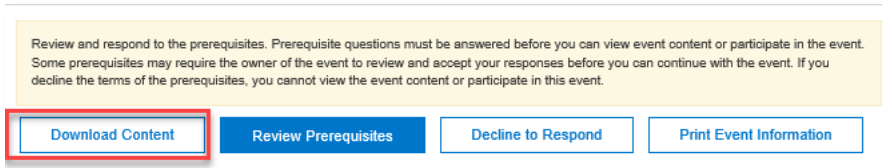




- 3.5. Then click on **OK** button at the bottom right hand side of the screen.

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



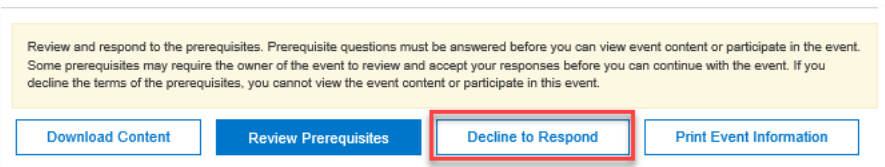
3.7. If you wish to download the RFX Event content, then click onto the **Download Content** button. This will also allow you to review all of the RFX Event content, distribute and upload the response via an Excel spreadsheet. Click **Done**.



 • **Tip:** Use the **down arrow**  button to collapse a section once you have finished those sections and or questions.

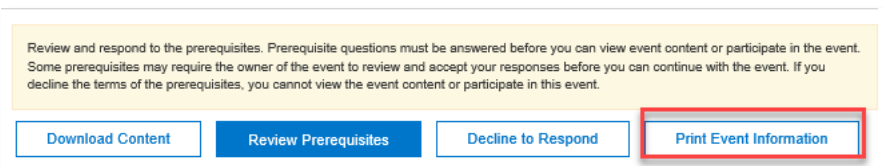
Decline to Response button:

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.

The screenshot shows the 'All Content' section of the RFX Event Console. The interface includes a sidebar with a checklist and event contents, a main content area with sections 3, 4, and 4.1, and a bottom navigation bar with buttons like 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A red box highlights the 'Submit Entire Response' button, and another red box highlights the 'Attach a file' button.

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.

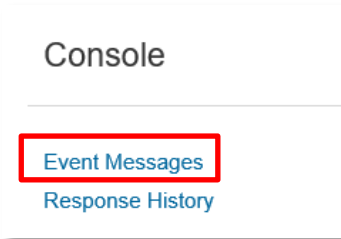
Please note: CBH may follow this format, however, reserves the right to amend this format depending on the RFX Event Requirement. All images shown are for illustration purposes only.

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.**

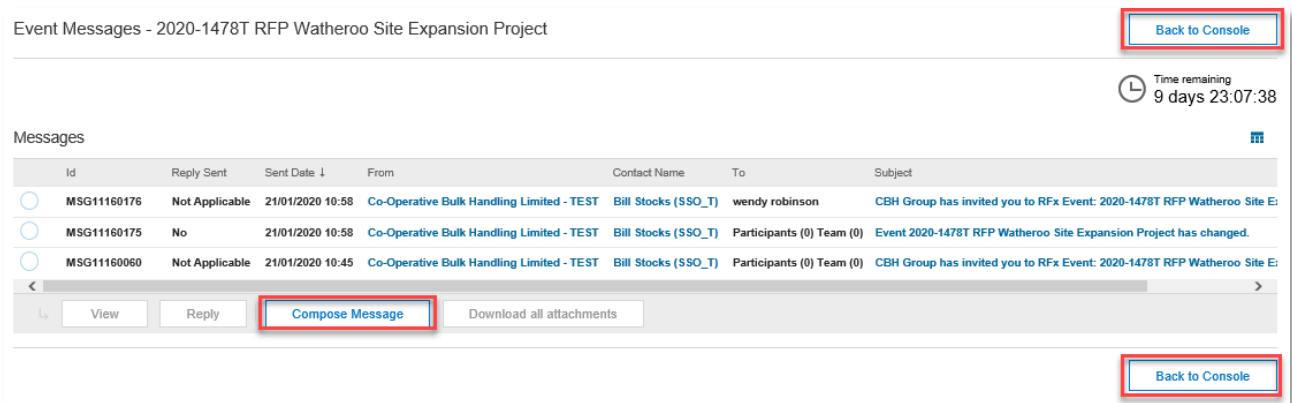
5. RFX EVENT MESSAGES AND CLARIFICATIONS DURING OPEN RFX EVENT PERIOD

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

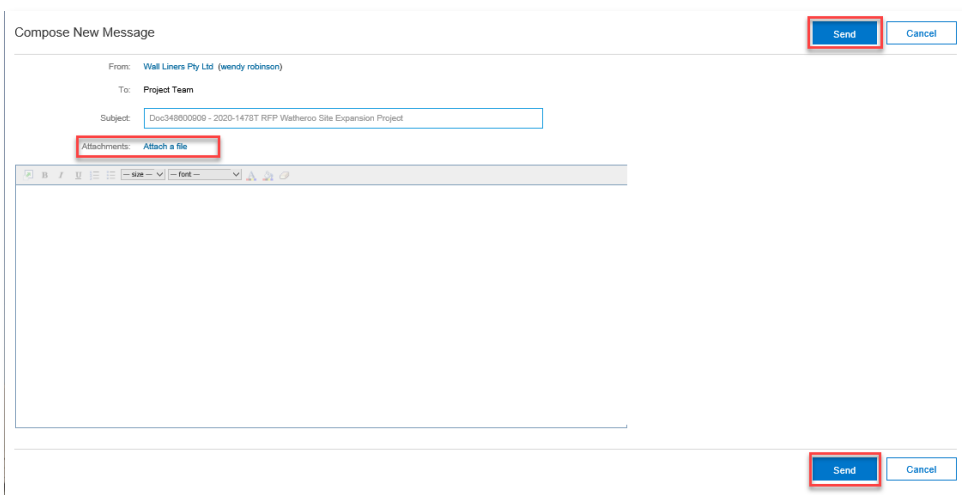


5.2. To respond or to compose an Event messages, simply click on **Event Messages**.

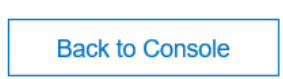
5.3. Click onto the **Compose Message** button to create a message.



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.

Console Doc322491441 - 2020-1478T RFP Watheroo Site Expansion Project Time remaining 17 days 02:40:39

Event Messages
Response History

Checklist

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

Event Contents

All Content

Name 1

1. REQUEST FOR PROPOSAL (RFP) DOCUMENTS

1.1 Participant to update Section 4 of the RFP document and attach.

Ensure all required information is included (as further attachments if appropriate). [References](#)

*Attach a file

1.2 Participant to confirm by 2PM Monday 02 December 2019 names and contact details for proposed attendees at Tenderers' Site Visit scheduled as below:

- Time: 11AM
- Date: 05 December 2019 (Thursday)
- Location: CBH Site - Watheroo
- Duration: 3 hours maximum

* [Text input field]

1.3 Participant to confirm that all Project specific HSE information has been included.

* Unspecified

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.

Console Doc348600909 - 2020-1478T RFP Watheroo Site Expansion Project Time remaining 9 days 23:10:31

Event Messages
Response History

Checklist

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

Event Contents

All Content

Name 1

4.1.3 Participant to provide details of any agency arrangements pertaining to the supply of the Requirement.

* [Text input field]

4.1.4 Participant to provide details of any merger or takeover that may affect the ability of the Participant to supply the Requirement.

* [Text input field]

4.1.5 Participant to provide copies of the past 5 years financial records

*Attach a file

4.2 Quality

4.2.1 Do you have a quality manual? If Yes, please upload it here.

Attach a file

4.2.2 Do you have any external accreditations? Attach evidence to this question.

* [Text input field]

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Submit Entire Response Save draft Compose Message Excel Import

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

Go back to Co-Operative Bulk Handling Limited Dashboard Desktop File Sync

Add Attachment OK Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment. More

Attachment: [Text input field] Browse...
Or drop file here: [Text input field]

OK Cancel

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

Add Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: Browse...

Or drop file here

OK Cancel

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.

Console Doc348600909 - 2020-1478T RFP Watheroo Site Expansion Project Time remaining 9 days 22:57:35

Event Messages
Response History

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Submit Response

Event Contents

- All Content
- SECTION 1 - INTRODU...
- SECTION 2 - INSTRUCT...
- SECTION 3 - THE REQU...
- SECTION 4 - INFORMAT...
- SECTION 5 - LINE ITEMS

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

Revise Response

All Content

Name	
d) clarify if any data is hosted by a third party and if so confirm if the third party agreements (if any) include sufficient provisions to protect the Company's data security;	
c) clarify if regular audits and penetration testing (including the frequency) is performed, that standard of auditing applied and by whom; and	
d) provide any other information the Participant feels may support their Proposal with respect to security measures taken to protect any data.	
4.4 Pricing Schedule	
4.4.1 Participant to complete the Pricing Schedule	
4.5 Safety Requirements	
4.5.1 Insert any Safety Requirements	
4.6 Draft Agreement	
4.6.1 Insurance	
4.6.1.1 The Participant's insurance requirements are detailed in the Agreement. NOTE: The Company recommends the Participant seek independent insurance advice with respect to the endorsement requirements. The Participant should provide their insurance provider with a copy of the Agreement endorsement wording.	

Compose Message

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.

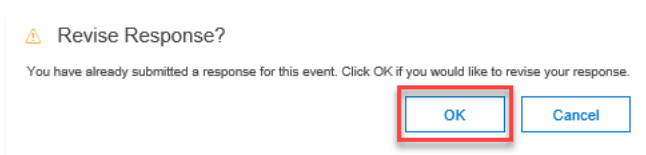
- You have now completed your RFX Response.
- The system will direct you back to your dashboard.

7. REVISING A RFX RESPONSE

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

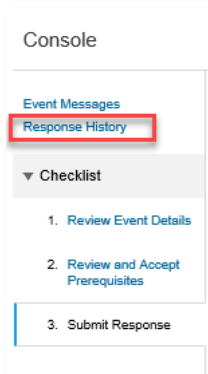
Revised Response button:

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.

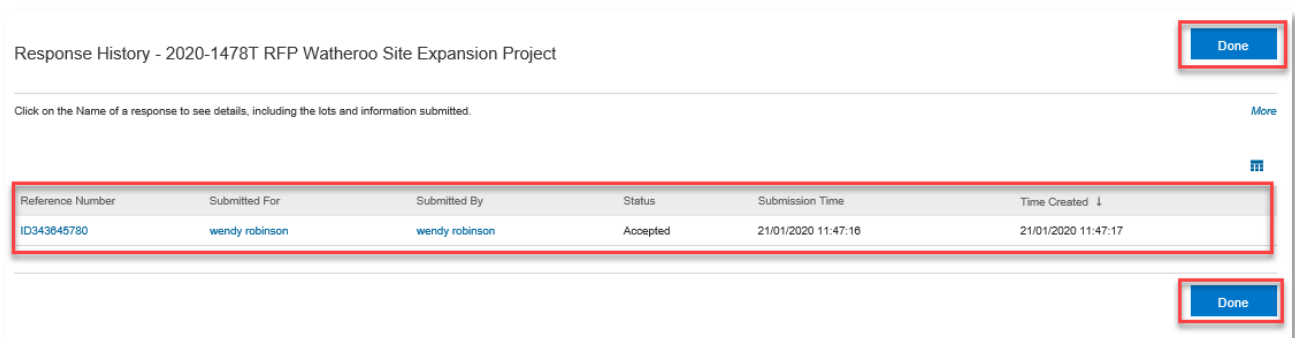


Response History:

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.



Console Doc348600909 - 2020-1478T RFP Watheroo Site Expansion Project Time remaining 9 days 22:55:04

Event Messages

Response History

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Submit Response

▼ Event Contents

All Content

- SECTION 1 - INTRODU...
- SECTION 2 - INSTRUCT...
- SECTION 3 - THE REQU...
- SECTION 4 - INFORMAT...
- SECTION 5 - LINE

All Content

Name	
4.1.4	Participant to provide details of any merger or takeover that may affect the ability of the Participant to supply the Requirement.
4.1.5	Participant to provide copies of the past 5 years financial records
▼ 4.2 Quality	
4.2.1	Do you have a quality manual? If Yes, please upload it here.
4.2.2	Do you have any external accreditations? Attach evidence to this question.
▼ 4.3 Security/ Data Protection	
4.3.1 The Participant is required to provide information on their security/data protection policy and procedures and how they demonstrate compliance with the confidentiality, privacy and security (if any) obligations under the draft Agreement. As part of the Participants' Response the following must be provided:	
a) a copy of any relevant policies and procedures; b) clarify if any data is hosted by a third party and if so confirm if the third party agreements (if any) include sufficient provisions to protect the Company's data security; c) clarify if regular audits and penetration testing (including the frequency) is performed, that standard of auditing applied and by whom; and d) provide any other information the Participant feels may support their Proposal with respect to security measures taken to protect any data.	
(*) indicates a required field	

Submit Entire Response
Reload Last Bid
Save draft
Compose Message
Excel Import

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.

(*) indicates a required field

Submit Entire Response
Reload Last Bid
Save draft
Compose Message
Excel Import

Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content
Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Or drop file here

Browse...

Step 4. Click Upload to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

Done

- 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.