

Responding to supplier questionnaires and sourcing opportunities



As member of your organisation's proposals and questionnaires response team, follow this guide to understand the general functionality available to suppliers to be able to provide responses to supplier questionnaires (e.g., registration, prequalification, onboarding) and sourcing opportunities. More specific information about each questionnaire can be found [here](#).

Related **SAP** video tutorials:

Disclaimer: Please be aware that not all features demonstrated in the video may be enabled or available for Sydney Water.

[Participating in Events \(4:53 Mins\)](#)

[Responding to RFIs \(2:51 Mins\)](#)

[Responding to RFPs \(3:46 Mins\)](#)

Minimum requirements

You must receive a Sydney Water supplier questionnaire / sourcing opportunity invitation email or meet the minimum requirements outlined in [Accessing supplier questionnaires and sourcing opportunities](#).

1. Locate the proposal / questionnaire

From the **Ariba Proposals and Questionnaires** main screen, click the title of the supplier questionnaire / sourcing opportunity for which a response need to be provided.

- RFX can be found in the **Events** section. The event status corresponds to the stage in the event process.
 - **Open:** RFX events open for responses. Click the event to submit a response.
 - **Pending Selection:** RFX events that are closed and are being evaluated.
 - **Completed:** RFX events that are awarded and closed.
- Registration questionnaire can be found in the **Registration Questionnaires** section.
- All other questionnaires such as Prequalification, Onboarding, and other ad-hoc questionnaires we send on a need basis can be found in the **Questionnaires** section.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. At the top, there is a navigation bar with the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', and a button to 'Get enterprise account'. The user's name 'KS' is visible in the top right corner. Below the navigation bar, the page title is 'SYDNEY WATER'. A message on the left states 'There are no matched postings.' The main content area features a welcome message from Ariba Spend Management. Below this, there are two sections: 'Events' and 'Registration Questionnaires'. The 'Events' section has a table with columns: Title, ID, End Time, Event Type, and Participated. It lists 'Status: Completed (6)', 'Status: Open (1)', and 'Status: Pending Selection (18)'. The 'Open' status is expanded to show one event: 'Copy of UV for troubleshooting 20200820' with ID 'Doc2584361364', 'Not Available' end time, 'RFP' event type, and 'No' participation. The 'Registration Questionnaires' section has a table with columns: Title, ID, End Time, and Status. It lists 'Status: Open (1)', which is expanded to show 'Supplier Registration Questionnaire' with ID 'Doc3527112330', end time '3/10/6105 1:11 PM', and 'Registered' status. Red boxes highlight the event and questionnaire titles in the original image.

2. Review prerequisites and accept bidder agreement

If the event is set-up with prerequisites, you must review and accept these before you can participate. Click **Review Prerequisites**.

The screenshot shows the 'Event Details' page for 'Doc3584040563 - Ariba-390 UAT 20220718 RFP'. The top right shows a clock icon and 'Time remaining 27 days 23:05:55'. On the left, there are links for 'Event Messages', 'Download Tutorials', and 'Response Team'. Below these is a 'Checklist' with two items: '1. Review Event Details' and '2. Review and Accept Prerequisites'. The main content area contains a yellow warning box with text: '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.' Below the warning box are four buttons: 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. The 'Review Prerequisites' button is highlighted with a red box and a mouse cursor. A tooltip below it says 'Review the terms of the prerequisites and accept or decline them.' Below the buttons is a 'Primary' label.

Select **I accept the terms of this agreement**. Click **OK**. If you have issues with the terms of the bidding agreement, contact the person managing the supplier questionnaire / sourcing opportunity.

Prerequisites Doc3584040563 - Ariba-390 UAT 20220718 RFP

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

Prerequisites must be completed prior to participation in the event.

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. Export Control. All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.

8. Survival. The terms and conditions of this Bidder Agreement shall survive 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

Important information:

- If **Response Team** option is not available, contact the person managing the supplier questionnaire / sourcing opportunity.
- If the person you are trying to add is not available for selection, it means that they are not created as a user in the Ariba account you linked with us for sourcing and supplier management. [Contact your Ariba account administrator](#) to get them created as a user with role **Access Proposals and Contracts**. Once added, contact the person managing the supplier questionnaire / sourcing opportunity so the new supplier user gets approved in our supplier management system.

See [Minimum Requirements](#) on who to contact for supplier questionnaires / sourcing opportunities.

3. Select lots / line items

If prompted to select lots / line items, you must select the line you intend to submit a response to. Then click **Confirm Selected Lots/Line Items**.

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Document uncontrolled when printed

Page: 3 of 16
Issue date: 10/11/2023

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

Name Reason for not bidding

5 PR more than 500K
PR more than 500K

5.1 HDD&Mic-Project Engineer Inh L3
HDD&Mic-Project Engineer Inh L3

5.2 HDD&Mic-Excavator WH 20T Ripper
HDD&Mic-Excavator WH 20T Ripper

5.3 HDD&Mic-Estimator Sub L4
HDD&Mic-Estimator Sub L4

6 MISCELLANEOUS COST
MISCELLANEOUS COST

7 Disbursement Cost
Disbursement Cost

Confirm Selected Lots/Line Items

4. Understand the Submit Response screen

Once all prerequisites have been accepted, you will be able to submit a response to a supplier questionnaire / sourcing opportunity. The **Event Contents** on the left-hand menu summarises the high-level structure of the event comprising general information and returnable schedules. **Note that the event structure may differ for each sourcing event.**

Go back to Sydney Water - TEST Dashboard Desktop File Sync

Console Doc4146594826 - Quick Sourcing Project TM Response must be provided via Ariba by closing date and time Time remaining: 27 days 19:03:35

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

Name ↑	Extended Price	Price	Quantity	Total Cost
▼ 1 General Reference for Suppliers				
1.1 Provide your response based on the attached Scope of Services. For system instructions on how to submit a response, refer to: https://www.sydneywater.com.au/content/dam/sydneywater/documents/responding-to-supplier-questionnaires-and-sourcing-opportunities.pdf References ✓				
▼ 2 Detailed Qualitative Response				
2.1 Based on the Scope of Services, provide your qualitative response against the attached criteria. References ✓				★Attach a file
▼ 3 Detailed Quantitative Response				
3.2 If you are subcontracting a scope, attach relevant evidence (e.g. quotation of				

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Summarised below are examples of returnable schedules that you may encounter in our events. **Note that the event structure may differ for each sourcing event.**

4.1 General Reference for Suppliers

Provides information on **scope of services** and **system instructions** on how to submit a response.

4.2 Detailed Qualitative Response

This is a **returnable schedule** related to **qualitative/non-price criteria** (e.g., Safety, Environment, Quality).

4.3 Detailed Quantitative Response

This is a **returnable schedule** related to **additional quantitative/price criteria**.

Depending on the event, the following questions **may** be asked:

1. Quotation of subcontractor if some services are going to be subcontracted.
2. Details of any disbursement or miscellaneous costs.
 - If applicable, select **Yes** on questions **Does your quote include DISBURSEMENT COST** and/or **Does your quote include MISCELLANEOUS COST?** Then:
 - Provide an attachment detailing the cost breakdown through the **Attach a file** button.
 - Provide the total cost (excluding GST) in the relevant pricing fields.
 - If the pricing for **Miscellaneous Cost/ Disbursement Cost** includes discount, provide the **discount amount/ discount percentage** in the related fields, and select the other discount field as 0.00.

▼ 3 Detailed Quantitative Response							
3.3	If you are subcontracting a service, attach relevant evidence (e.g., quotation of subcontractor) so mark-up can be verified by Sydney Water.	Attach a file					
3.4	Does your quote include DISBURSEMENT COST?	* Yes					Attachment with cost breakup must be provided
3.5	Provide the cost of items (e.g., travel etc.) which shall be disbursed based on actuals as an attachment.	* Attach a file					Attachment with cost breakup must be provided
3.6	Does your quote include MISCELLANEOUS COST?	* Yes					Attachment with cost breakup must be provided
3.7	Provide breakup of MISCELLANEOUS costs (e.g., materials/services) as an attachment. DO NOT include lines issued as part of this RFQ.	* Attach a file					
6	MISCELLANEOUS COST	Less... [-]	\$5,600.00 AUD	* \$7,000.00	AUD	1	one \$5,600.00 AUD
	Discount Amount:	*	\$0.00		AUD		
	Discount Percentage:	*	20%				
7	Disbursement Cost	Less... [-]	\$6,400.00 AUD	* \$8,000.00	AUD	1	one \$6,400.00 AUD
	Discount Amount:	*	\$0.00		AUD		
	Discount Percentage:	*	20%				

- If **not** applicable, select **No** on questions **Does your quote include DISBURSEMENT COST** and/or **Does your quote include MISCELLANEOUS COST?** Then:
 - Enter '0' in the relevant pricing and discount fields then press enter.

3 Detailed Quantitative Response	
3.3 If you are subcontracting a service, attach relevant evidence (e.g., quotation of subcontractor) so mark-up can be verified by Sydney Water.	Attach a file
3.4 Does your quote include DISBURSEMENT COST ?	* No
3.6 Does your quote include MISCELLANEOUS COST ?	* No
6 MISCELLANEOUS COST	Less... \$0.00 AUD * \$0.00 AUD 1 one \$0.00 AUD Discount Amount: * \$0.00 AUD Discount Percentage: * 0%
7 Disbursement Cost	Less... \$0.00 AUD * \$0.00 AUD 1 one \$0.00 AUD Discount Amount: * \$0.00 AUD Discount Percentage: * 0%

Important information:

- **Do not** provide information in both **Discount Amount** and **Discount Percentage** fields. **Providing values in both fields** will apply the discount amount first and then apply the discount percentage on the remaining amount.

4.4 Main lines on the Request for Quotation (RFQ)

This is a **returnable schedule** related to the **primary quantitative/price criteria**.

Quotes can be provided directly in the **Event Details screen** or via **excel upload**.

4.4.1 Responding via the **Event Details** screen

Generally, RFQs configured for online quoting relate to services. RFQs for services can be identified as having a hierarchical structure. A parent service line can be identified using the unit of measure (UOM) of **1 one**. A parent service line will have **at least one** child service line underneath it.

When providing online quotes for services:

1. The pricing response must be based on the **Quote Type** specified on the event.
2. The **price** of the **parent service line** must be **\$1.00**. The price of the parent service line will be updated based on the total price provided in the service child lines, including the overall discount provided (if any).
 The price of each **child service line** must be entered accordingly. If an overall discount has been applied on the parent service line, this will be applied to each child service line on a prorated basis in the resulting purchase order (PO) for the successful supplier.

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5 PR more than 500K	Parent service line	Less... -	\$1,209,600.00 AUD	* \$1.00	AUD	1 one	\$1,209,600.00 AUD
PR more than 500K							
Discount Amount:			* \$0.00	AUD			
Discount Percentage:			* 20%				
Quote Type:			Time & Material				
Ship To:			1 Smith St Parramatta, NSW 2150 Australia				
TrackingNumber:			CW2260703				
Child service line							
5.1 HDD&Mic-Project Engineer Inh L3	More... +	\$40,000.00 AUD	* \$4,000.00	AUD	10	hour	\$40,000.00 AUD
5.2 HDD&Mic-Excavator WH 20T Ripper	More... +	\$72,000.00 AUD	* \$8,000.00	AUD	9	day	\$72,000.00 AUD
5.3 HDD&Mic-Estimator Sub L4	More... +	\$1,400,000.00 AUD	* \$70,000.00	AUD	20	hour	\$1,400,000.00 AUD

3. Click **Save draft** to store responses in the system.

4. Upon completion, click **Submit Entire Response**.

Discount Percentage:	* 20%			
Ship To:	1 Smith St Parramatta, NSW 2150 Australia			
(*) indicates a required field				
Submit Entire Response	Update Totals	Save draft	Compose Message	Excel Import

4.4.1 Responding via excel upload

Excel functionality can be used to respond to events with large amount of data.

1. Click **Excel Import**.

Event Contents	5 PR more than 500K	Less... -	* []	AUD	1 one
All Content	PR more than 500K				
1 General Reference fo...	Discount Amount: * [] AUD				
2 Detailed Qualitative...	Discount Percentage: * []				
3 Detailed Quantitativ...	Quote Type: Time & Material				
Ship To: 1 Smith St Parramatta, NSW 2150 Australia					
TrackingNumber: CW2260703					
5.1 HDD&Mic-Project Engineer Inh L3	More... +	* []	AUD	1	hour
5.2 HDD&Mic-Excavator WH 20T Ripper	More... +	* []	AUD	1	day
5.3 HDD&Mic-Estimator Sub L4	More... +	* []	AUD	1	hour
6 MISCELLANEOUS COST	More... +	\$0.00 AUD	* []	AUD	[] one \$0.00 AUD
7 Disbursement Cost	More... +	\$0.00 AUD	* []	AUD	1 one \$0.00 AUD
(*) indicates a required field					
Submit Entire Response	Update Totals	Save draft	Compose Message	Excel Import	

2. Click **Download Content**.

< Go back to Sydney Water - TEST Dashboard Desktop File Sync

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.

Choose File No file chosen
 Or drop file here

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

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3. Follow the instructions provided in the first tab of the excel to submit the responses.

	A	B	C	D	E	F	G	H	I										
1																			
2	Required Action																		
3	Submit the answers to the questions.																		
4																			
5	Instructions																		
6	Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information. When complete, save the file to your computer desktop and upload it to the application.																		
7																			
8																			
9	General Guidelines and Cell Legend																		
10	Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border																		
11																			
12	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: 1px solid #ccc; background-color: #D9E1F2;"></td> <td>Header and System ID Information: Do not modify this cell or the import may fail.</td> </tr> <tr> <td style="border: 1px solid #ccc; background-color: #FFF2CC;"></td> <td>Help Information. Do not modify this cell or the import may fail.</td> </tr> <tr> <td style="border: 1px solid #ccc; background-color: #FFF2CC;"></td> <td>Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.</td> </tr> <tr> <td style="border: 1px solid #ccc;"></td> <td>Optional data</td> </tr> <tr> <td style="border: none;"></td> <td>Without the border, read only data</td> </tr> </table>										Header and System ID Information: Do not modify this cell or the import may fail.		Help Information. Do not modify this cell or the import may fail.		Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.		Optional data		Without the border, read only data
	Header and System ID Information: Do not modify this cell or the import may fail.																		
	Help Information. Do not modify this cell or the import may fail.																		
	Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.																		
	Optional data																		
	Without the border, read only data																		
13																			
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20																			
21																			
22	Text Format Help: Please prefix an apostrophe (') if you want to format data in a cell as text rather than a number or a date. For example, if you want to enter 50000000 as text then you need to enter '50000000 in the cell. Another workaround is to first change the cell format type to 'Text' within Excel and then enter the values.																		
23																			
24																			
25																			

Submit Response Instructions | 1 General Reference for Supp... | 2 Detailed Qualitative Response | 3 Detailed Quantit ...

4. **Do not** modify predefined format of the excel spreadsheet. Pricing information must be provided in **Other Content** tab.

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Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Currency	Unit of Measure	Price	Quantity	Discount Amount	Discount Percentage	Quote Type	Ship To
Help And Options. Click on the + sign on the left for more information to fill out the cells													
5	PR more than 500K				PR more than 500K	AUD	one	1	1	0	20.00%	Time & Matenal	1 Smith St Parramatta NSW 2150 Australia (AU)
5.1	HDD&Mic-Project Engineer Inh L3				HDD&Mic-Project Engineer Inh L3	AUD	hour	4000	10				
5.2	HDD&Mic-Excavator WH 20T Ripper				HDD&Mic-Excavator WH 20T Ripper	AUD	day	8000	9				
5.3	HDD&Mic-Estimator Sub L4				HDD&Mic-Estimator Sub L4	AUD	hour	70000	20				
6	MISCELLANEOUS COST				MISCELLANEOUS COST	AUD	one	8000	1	0	20.00%		1 Smith St Parramatta NSW 2150 Australia (AU)
7	Disbursement Cost				Disbursement Cost	AUD	one	8000	1	0	20.00%		1 Smith St Parramatta NSW 2150 Australia (AU)
10													
11													
12													
13													
14													
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18													
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23													
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25													

5. Enter your response and save the file in your local drive.
6. **Choose file.**
7. Click **Upload** to import the contents of the excel file.

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".

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.

Sourcing Pr...00000143.xls
Or drop file here

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.

Done

8. Once the excel is uploaded, the system issues a success message. Click **OK**.

Doc4146594826 - Quick Sourcing Project TM Time remaining 27 days 19:08:51

Primary

All Content

Name ↑

- 2 Detailed Qualitative Response
 - 2.1 Based on the Scope of Services, provide your qualitative response against the attached criteria. [References](#) ✓
- 3 Detailed Quantitative Response
 - 3.3 If you are subcontracting a service, attach relevant evidence (e.g., quotation of subcontractor) so mark-up can be verified by Sydney Water. [Attach a file](#)
 - 3.4 Does your quote include **DISBURSEMENT COST**? *
 - 3.5 Provide the cost of items (e.g., travel etc.) which shall be disbursed based on actuals as an attachment. [*Attach a file](#)
 - 3.6 Does your quote include **MISCELLANEOUS COST**? *

(*) indicates a required field

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

9. Click **Submit Entire Response** to finalise and submit the response.

Doc4146594826 - Quick Sourcing Project TM Time remaining 27 days 19:07:23

Primary

All Content

Name ↑

Name ↑	Extended Price	Price	Quantity	Total Cost
2 Detailed Qualitative Response				
2.1 Based on the Scope of Services, provide your qualitative response against the attached criteria. References ✓	*Attach a file			
3 Detailed Quantitative Response				
3.3 If you are subcontracting a service, attach relevant evidence (e.g., quotation of subcontractor) so mark-up can be verified by Sydney Water.	Attach a file			
3.4 Does your quote include DISBURSEMENT COST ?	<input type="text" value="Yes"/> *			
3.5 Provide the cost of items (e.g., travel etc.) which shall be disbursed based on actuals as an attachment.	*Attach a file			
3.6 Does your quote include MISCELLANEOUS COST ?	<input type="text" value="Yes"/> *			

(*) indicates a required field

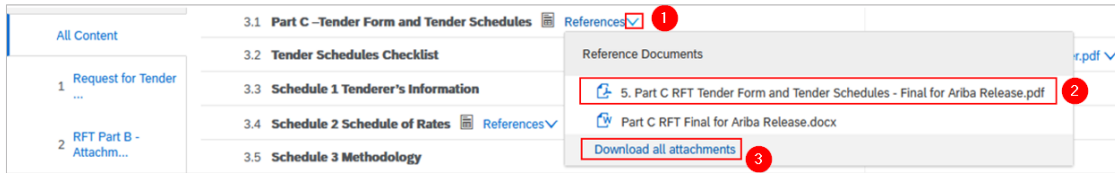
Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

Refer to section [Understand common answer types](#) to know more about common answer types we use in supplier questionnaires / sourcing opportunities.

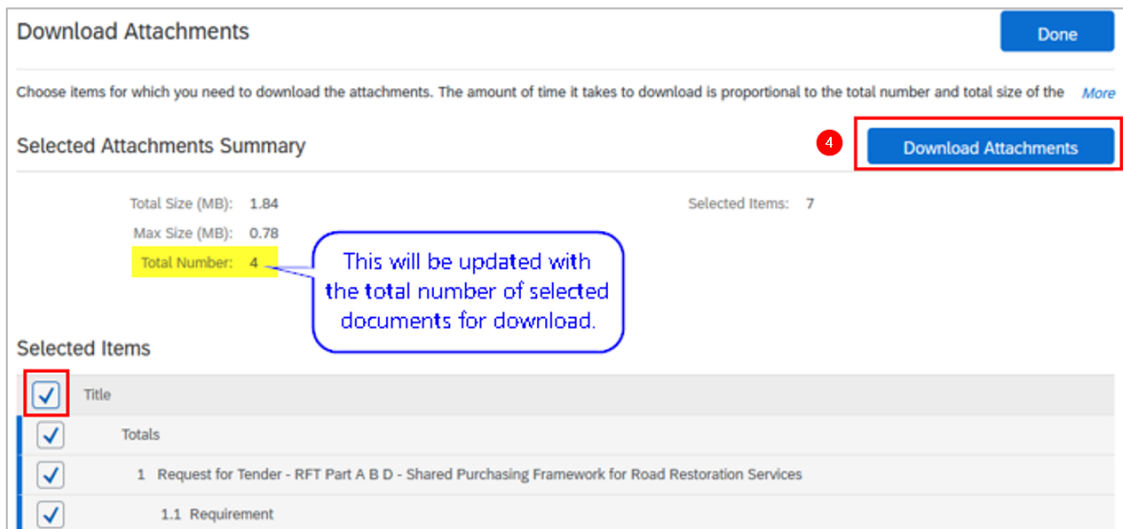
5. Download attachments

Questions appended with [References](#) ✓ are further elaborated through reference document/s.

1. Click the dropdown icon.
2. Click the individual file name to download a specific file, or
3. Click **Download all attachments**.



4. In the next screen, click the box beside **Title** to proceed with downloading all attachments. Click **Download Attachments** to download the attachments into a zip file that will be saved in your default folder for downloads.



6. Add a colleague as member of response team

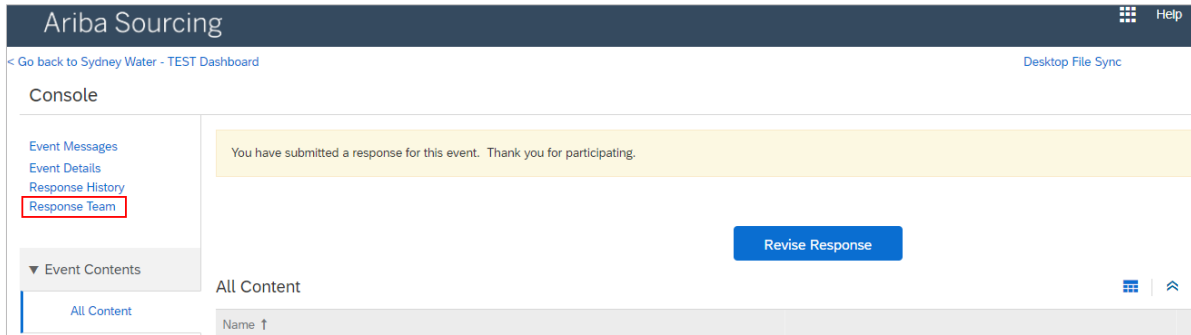
If the event is set-up to receive responses from a response team, the **Response Team** functionality can be used to collaborate with colleagues to provide us a single response.

Important information:

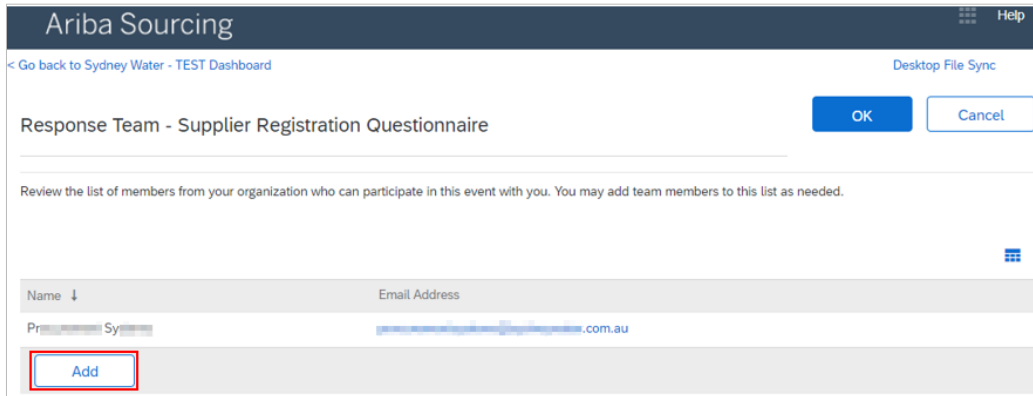
- If **Response Team** option is not available, contact the person managing the supplier questionnaire / sourcing opportunity.
- If the person you are trying to add is not available for selection, it means that they are not created as a user in the Ariba account you linked with us for sourcing and supplier management. [Contact your Ariba account administrator](#) to get them created as a user with role **Access Proposals and Contracts**. Once added, contact the person managing the proposal / questionnaire so the new supplier user gets approved in our supplier management system.

See [Minimum Requirements](#) on who to contact for supplier questionnaires / sourcing opportunities.

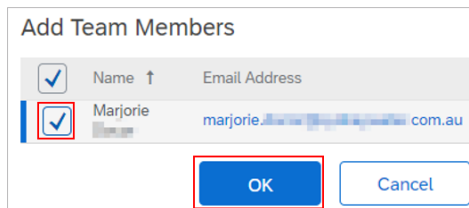
To proceed with adding a colleague to the response team, click **Response Team**.



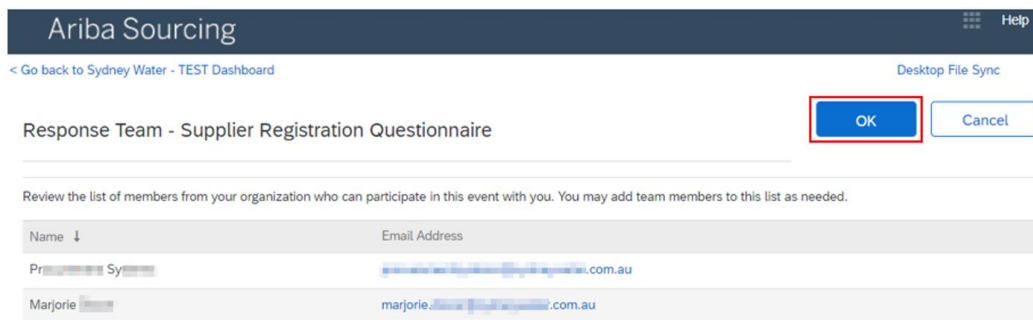
Click **Add**.



Tick the box beside the name of the relevant user. Click **OK**.



Click **OK** in the Response Team window.



7. Use message board

Important information:

- Use message board **only for RFx**.
- For any correspondence relating to supplier prequalification, registration, onboarding, and other questionnaires, send to businessconnect@sydneywater.com.au.

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Use the **Compose Message** functionality to send communications to our sourcing project team. This ensures all messages relevant to the RFX are timestamped and contained within the project.

In the sourcing opportunity you need something communicating with us, click **Compose Message**.

The screenshot shows a 'Console' interface for document 'Doc2584361359 - Copy of kristine test'. The 'All Content' section is expanded, showing a list of items: 1. Schedule A - Conditions of Tender (with sub-item 1.1 Part A document attached), 2. Information Provided by Sydney Water (with sub-item 2.1 Technical Requirements and Scope), 3. Tender Form and Tender Schedules, 4. Sydney Water Contract (with sub-item 4.1 See attached contract - additional attachment test), and 5. Supplier Response (with sub-item 5.1 Sample returnable schedule). A red box highlights the 'Compose Message' button at the bottom of the interface.

Complete your message details as if sending an email.

- Subject
- Description
- Attachments, if required

Click **Send**.

The screenshot shows the 'Compose New Message' dialog box. The 'From' field is 'Procurement Effectiveness - D&E test supplier (Kristine test SLP Supplier 1 SLP)', the 'To' field is 'Project Team', and the 'Subject' field is 'Clarification needed for item 2.1'. There is an attachment 'test Scope of Works - Copy.docx'. A red box highlights the 'Send' button.

To manage past messages, click **Event Messages**.

The screenshot shows the 'Console' interface for document 'Doc2584361359 - Copy of kristine test'. The 'Event Messages' button in the left sidebar is highlighted with a red box. The 'All Content' section is also visible, showing item 1.1 Part A document attached.

8. Understand common answer types

Questions marked with an asterisk (*) are mandatory. Some questions may be conditional, i.e., questions that become visible based on the answer to the previous question.

8.1 Attachment Answer Type

This appears when mandatory attachment is required.

Only one (1) file is allowed. If you need to attach multiple documents, compress them into a zip file with a **maximum of 100mb per file**.

1. Click **Attach a file**.

Please provide documentation *Attach a file

2. In the **Add Attachment** screen, click **Choose File** then select the file from your computer. You can also drag and drop the file into the broken line box labelled with **Or drop file here**. You should see the file name of the attached file. Click **OK**.

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.

Attachment: Choose File PLEASE RE...ple letter.pdf Once selected, the file name will appear here

Or drop file here

3. There are three possible options for the attached file.
 - a. Click the **dropdown icon** to download the uploaded file.
 - b. Click **Update file** to change / replace the file.
 - c. Click **Delete file** to remove the file.

Please provide documentation * PLEASE REPLACE Sample letter.pdf 1 2 3

8.2 Certificate Answer Type

This appears when we need to collect insurance and other certificates, e.g., Worker's Compensation, Public Liability, ISO, etc.

Only one (1) file is allowed. If you need to attach multiple documents, compress them into a zip file with a **maximum of 100mb per file**.

1. Answer **Yes** to any certificate question and the **Details** link will appear.
2. Click **Details** to open the **Certificate Details** screen.

Does your company have Workers Compensation insurance? * Yes Details

3. Provide mandatory information.
 - a. Use the date picker to select dates ensuring **Expiration Date** is in the future.

b. Click **Choose File** to attach a copy of the certificate and enter a description.

4. Click **OK** once done.

8.3 Money Answer Type

Prices to be quoted are usually excluding GST, unless otherwise specified. The price should correspond to the quantity unit of measure, if provided.


Name	Extended Price	Price	Quantity
2.1 Prof Svcs BP-Bus Proc Map-Analyst	\$0.00 AUD	AUD	day
2.2 Prof Svcs BP-Bus Proc Map-Cons	\$0.00 AUD	AUD	day

Refer to [SAP Ariba sourcing answer types](#) for more detailed documentation about this topic.

For further assistance or clarification with regards to a specific RFX, use the [Message Board](#) functionality.

9. Provide additional comment / information

Questions may be set-up in such a way that optional additional comments or attachments can be provided as indicated by the speech bubble icon. As this is only optional, **do not** use this in place of an existing [Attachment](#) or [Certificate](#) answer type, both of which are mandatory. To provide optional additional comments or attachments:

1. Click on the speech bubble  beside the answer field.






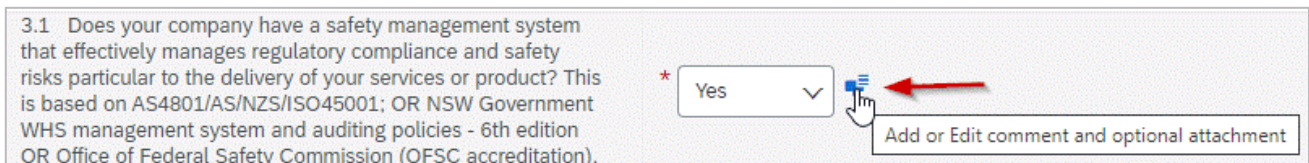
2. In the **Add/Edit Comment** screen

- a. Provide comment in the **Comment** box.
- b. Click **Attach a file**.






c. In the **Add attachment** screen, follow the steps as in [Attachment Answer Type](#)

Once a comment / attachment is added, the speech bubble icon will change from  to . Click  to add more, review or edit.



10. Support

	Did not find what you're looking for? Access all Sydney Water supplier support resources here .
	To get assistance specific to your situation, contact us at businessconnect@sydneywater.com.au .
	For SAP product documentation and supplier support, visit the SAP Help Centre .