



SAP Ariba Implementation Project

Department of Shared Administrative Services

Office of State Procurement

Sourcing in SAP Ariba for Suppliers

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Introduction to SAP Ariba

Introduction to SAP Ariba (1 of 2)

The **State of Arkansas** is focused on providing suppliers with a modern, efficient, and transparent procurement solution that simplifies the process of offering goods and services.

Our **mission** is to support suppliers by leveraging **innovative technology**, **standardized processes**, and **data-driven decision-making** that promotes compliance, and fair value for both suppliers and taxpayers.



SAP Ariba Strategic Sourcing Suite

A modern, integrated platform designed to simplify and enhance your experience as a supplier to the State of Arkansas.

The **Strategic Sourcing Suite** includes:

- **Supplier Lifecycle and Performance (SLP):** Efficiently register and manage your profile, qualifications, and performance.
- **Sourcing:** Discover and participate in sourcing events and opportunities with a standardized process.
- **Contracts:** Easily review, negotiate, and manage contracts digitally.



MODULE 1: Supplier Lifecycle and Performance Management (SLP) – streamlines supplier management from onboarding to offboarding.

- Uses a strategic, data-driven approach to ensure compliance and minimize risk.
- Promotes ongoing improvement by tracking performance and supporting supplier development.

MODULE 2: Sourcing – equips teams to manage sourcing requests and competitive bidding efficiently.

- Enables invitations to multiple suppliers for participation in sourcing events and solicitations (RFx).
- Built-in analytics to assess supplier proposals based on cost, quality, sustainability, and other key criteria.



MODULE 3: Contracts – provides a centralized platform for managing supplier agreements, from creation to renewal.

- Automates contract authoring with standardized templates and clause libraries, ensuring consistency and compliance.
- Features built-in workflows and electronic signatures to streamline contract cycles and reduce administrative tasks.



**Ariba
Contracts**

SAP Business Network: Home Dashboard



SAP Business Network is used *for all supplier Sourcing activities* and features a homepage with a variety of sections that cater to different user needs.

The screenshot displays the SAP Business Network Home Dashboard. The top navigation bar includes the SAP logo, 'Business Network' dropdown, and tabs for Home, Enablement, Store, Discovery (highlighted with a red dashed box), Workbench, Catalogs, Assessments, and More. The 'More' dropdown shows 'Insights' and 'Proposals-Questionnaires & Contracts' (highlighted with a red dashed box). The main header area features a 'Welcome to SAP Business Network' banner with a 'Leads' dropdown and 'By Product' filter. Below this is an 'Overview' section with four cards: 'Open postings Standard' (0), 'Enablement Tasks Standard' (0), 'Matched Leads Standard' (0), and 'Invited Leads Standard' (0). A 'Search Bar' (highlighted with a red dashed box) is located to the right of the 'Invited Leads' card. The 'Setup Actions' section at the bottom contains five buttons: 'Confirm email for orders', 'Configure payment preferences', 'Configure notifications', 'Add roles and users', and 'Add product and service categories' (highlighted with a red dashed box). The right sidebar contains a 'Profile Settings' section (highlighted with a red dashed box) with fields for 'AN' and 'BNO', and a list of links: 'Company Profile', 'Settings', 'Service Subscriptions', 'Switch Account', 'Contact Administrator', and 'Sign Out'. A 'Feedback' button is located at the bottom of the sidebar. Numbered callouts 1 through 6 provide detailed descriptions of these features.

- Discovery Tab**
Participate in public-sector / government sourcing events.
- Proposals-Questionnaires & Contracts Tab**
Complete initial supplier registration, respond to competitive solicitations, and review, negotiate, and sign contracts.
- Announcements, Notifications, Messages, and Help Center**
- Profile Settings**
Select user initials to open the profile settings menu and view your **Ariba Network ID (ANID)** and **Business Network Organization ID (BNO)**.
- Search Bar**
Search for purchase orders, invoices, remittances, leads.
- Setup Actions**
Quick links to common settings, such as configure payment preferences and add roles and users.

SAP Business Network: Help Center



The SAP Business Network dashboard features a variety of sections that cater to different user needs.

2

Contact Support
Open and manage a support case/ticket directly with SAP.

3

Documentation
This section offers product documentation, release updates, tutorials, and other resources.

SAP Help Center

Home

Search

Get Support

Contact Support

Documentation

News

Cloud Status

Legal

1

Search Bar
Search the SAP knowledge base to find the answers to your questions.

Welcome to Help Center

Search our knowledge base to get the answers you need

Search

News from SAP

Features in Focus Webinar - Onboarding Shippers to SAP Business Network for Logistics

Jun 29, 2026

See More

Topics we recommend for you

What are the main feature...

[SBN on BTP] How do I a...

Why is my email crashing ...

See More

Billing and subscriptions

[SBN on BTP] How do I a...

Why is my purchase order...

How do I find the related ...

See More

Managing purchase orders

Why is my email crashing ...

Why is my purchase order...

Why do I receive "Order c...

See More

Sourcing in SAP Ariba for Suppliers

July 2026

7

Key Terminology (1 of 2)



Core Workspace and Participation Terms

- **Sourcing Project:** Overall workspace that may contain one or more sourcing events, documents, tasks, and related information
- **Sourcing Event:** A specific solicitation suppliers are invited to respond to
- **Participant:** Supplier contact who is invited to access and respond to a sourcing event
- **Invitation:** Notification sent to a supplier to participate in a sourcing event

Event Types

- **Request for Information (RFI):** Event used to gather non-binding supplier information before a competitive event
- **Request for Qualification (RFQ):** Event that focuses on supplier qualifications and specialized expertise, with pricing typically addressed later
- **Request for Proposal (RFP):** Event used to solicit sealed supplier proposals – typically combining solution/approach and pricing – that can be evaluated against defined criteria and used to make an award recommendation
- **Invitation for Bid (IFB):** Event used to solicit formal competitive sealed bids, when requirements are clearly defined and the award is usually based primarily on lowest priced, compliant (“responsive and responsible”) bid
- **Qualified Vendor List (QVL):** List of pre-approved suppliers solicited through an RFQ that are allowed (or preferred) to be invited to certain sourcing events or for contracting because they’ve already met qualification criteria through the RFQ process
- **Competitive Bid (CB):** Event type used to solicit competitive bids from at least three (3) suppliers when requirements are clearly defined and the award is based on lowest priced, compliant (“responsive and responsible”)
- **Formal Bid Submission (FBS):** Event type use to solicit competitive bids from vendors on a QVL

Response and Bidding Terms

- **Proposal / Response:** Supplier's full submission, including answers, pricing, and attachments
- **Bid:** Supplier's offer, typically with pricing submitted in a pricing-based RFx
- **Mandatory Field:** Required field or question that must be completed before submission
- **Attachment / Supporting Document:** Files uploaded to support the response, such as certifications, specifications, or pricing sheets
- **Open Event:** Event status indicating the supplier can still work on or update the response
- **Revise Response:** Ability to edit and resubmit a response before the event closes

Related Downstream and Support Terms

- **Contract Workspace:** SAP Ariba workspace used to create, store, and manage contracts after sourcing activities
- **Ariba Proposals and Questionnaires:** Area where suppliers access sourcing invitations, questionnaires, and responses
- **Help Center / Support Case:** SAP Ariba support resources used for troubleshooting access, submission, or technical issues

Receive Notification & Access Sourcing Event

Receive Notification & Access Sourcing Event (1 of 3)



Action: Receive Sourcing Event Notification

Step	Action Taken
1	NOTE: Upon successful registration of your organization with the State of Arkansas, you may receive invitations to participate in sourcing events, as shown. Review the contents of the sourcing event notification .
2	Click the Click Here link to access the event. NOTE: You will be prompted to log-in to the SAP Business Network.



1

State of Arkansas-TEST has invited you to participate in the following event: RFP Templates. The event is set to begin on Thursday, February 26, 2026 at 8:36 AM, Central Standard Time.

Use the following user name to sign in to State of Arkansas-TEST events:
johnnyrocket16546257@gmail.com.

Click Here to access this event.

2

When you click this link, sign in with your user name and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or sign in using your existing Ariba Commerce Cloud account user name and password before you can indicate that you do not want to respond to this event.

If you have forgotten your user name or password and are unable to sign in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Sign In page to reset your password.

If you have questions about this event, contact Kshma Tomar via telephone at [REDACTED] or via e-mail at [REDACTED]

We look forward to working with you!

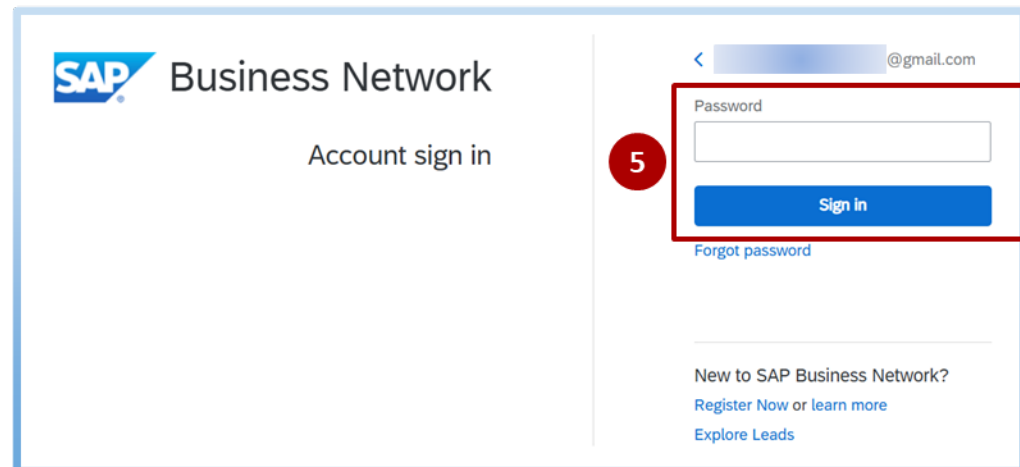
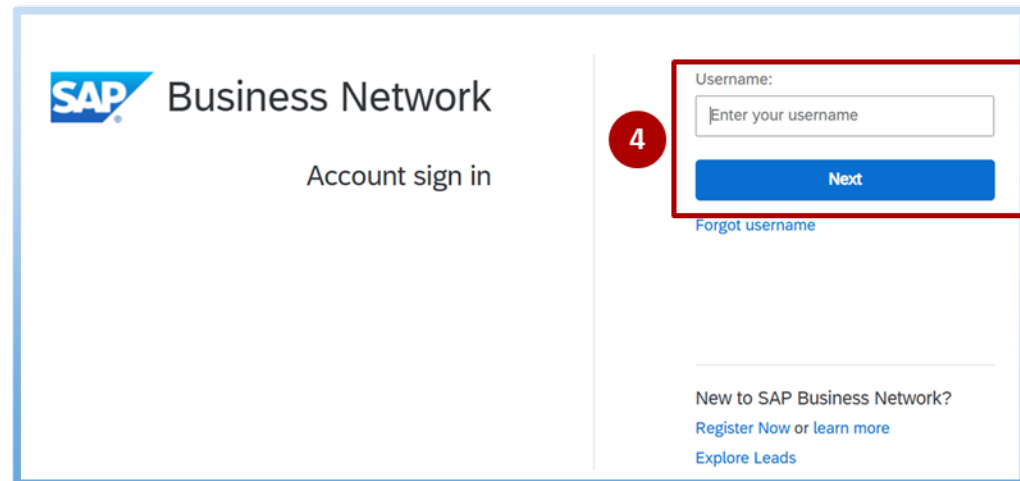
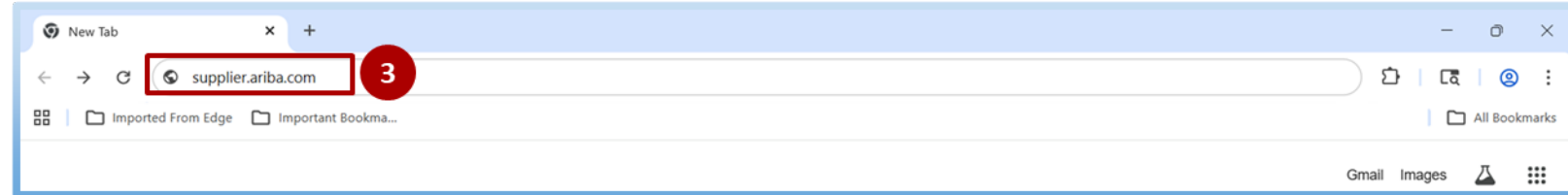
Thank You,

Receive Notification & Access Sourcing Event (2 of 3)



Action: Access SAP Business Network

Step	Action Taken
3	If needed, enter supplier.ariba.com into your preferred browser and press Enter .
4	Enter your Username and click Next . NOTE: <i>This was established during supplier registration process.</i>
5	Enter your Password and click Sign In . NOTE: <i>This was established during supplier registration process.</i>



Receive Notification & Access Sourcing Event (3 of 3)



Action: Access Ariba Proposals and Questionnaires

Step	Action Taken
6	On the SAP Business Network homepage, go to the Dashboard menu and click Ariba Proposals & Questionnaires .
7	Navigate to the Events section.
8	Go to the Status Open category and click the down arrow to expand it. NOTE: Other categories can be collapsed using the down arrow to help with navigation, as needed.
9	Click the appropriate RFX to open the sourcing event.

Review Sourcing Event Details & Requirements

Review Sourcing Event Details & Requirements (1 of 3)



Action: Review Sourcing Event Details & Requirements

Step	Action Taken
1	In the left navigation panel, click General Introduction .
2	Review the information shown in the General Introduction section. NOTE: <i>Information shown may vary based on the type of sourcing event, but will typically show Solicitation Information, Proposal Deadline Information, and Procurement Contact Information.</i>
3	Review information shown in the Event Overview and Timing Rule section.
4	Click Next Section: RFP Solicitation Document . NOTE: <i>Naming here may vary based on type of sourcing event.</i>

Event Details Doc2083585035 - DHS Fresh Fruit Purees RFP Time remaining 34 days 07:09:01

You must decide whether or not you intend to participate in this event.

[Download Content](#) [Intend to Participate](#) [Decline to Participate](#) [Print Event Information](#)

GENERAL INTRODUCTION

(Section 1 of 7) Next »

Name ↑

2.0 GENERAL INTRODUCTION

2.1 Solicitation Information

This Request for Proposal (RFP) is issued by the (department name) Department to obtain pricing and a contract(s) for: (short description)

Contract(s) will be awarded to the Prospective Contractor(s) determined to have submitted the proposal that is the most advantageous to the State. Direct all questions, comments, or concerns regarding this solicitation to the Procurement Contact, not the Department.

2.2 Proposal Deadline Information

Proposal Due Date & Time: (time and date)

Live Proposal Opening Information: (meeting information)

2.3 Procurement Contact Information

» Next Section: RFP SOLICITATION DOC...

Event Overview and Timing Rules

Owner: Kshma Tomar ⓘ	Description:
Event Type: RFP	Currency: US Dollar
Anticipated Contract Effective Date: 05/01/2026 ⓘ	Commodity: Fresh fruit purees 5038
Publish time: 3/24/2026 3:28 PM	
Due date: 5/1/2026 12:00 AM	

Review Sourcing Event Details & Requirements (2 of 3)



Action: Review Sourcing Event Details & Requirements

Step	Action Taken
5	In the left navigation panel, click RFP Solicitation Document .
6	Review the information shown in the RFP Solicitation Document section. NOTE: Click the References link(s) to open/view the following documents: • RFP Solicitation Document • RFP Draft Contract

Event Details

Doc2083585035 - DHS Fresh Fruit Purees RFP

Time remaining
34 days 07:09:01

Event Messages

Download Tutorials

Response Team

▼ Checklist

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

▼ Event Contents

All Content

2. ACTION

3. RFP SOLICITATION DOC...

4. PROPOSAL RESPONSE DO...

5. LINE ITEMS

6. General Questions

7. Questions and Answer...

8. Line Item

You must decide whether or not you intend to participate in this event.

Download Content

Intend to Participate

Decline to Participate

Print Event Information

RFP SOLICITATION DOCUMENT

(Section 2 of 7) << Prev. | Next >>

Name ↑

▼ 3.0 RFP SOLICITATION DOCUMENT

3.1

Download the RFP Solicitation Document here.

References

3.2 This RFP incorporates all terms of the Draft Contract uploaded here. The Draft Contract is attached to the Solicitation as a sample for reference only. A Prospective Contractor's proposal may be rejected if a Prospective Contractor takes exception to any terms, conditions, or Requirements in this RFP. References

Next Section: PROPOSAL RESPONSE DO...

Event Overview and Timing Rules

Owner: Kshma Tomar

Event Type: RFP

Anticipated Contract Effective Date: 05/01/2026

Publish time: 3/24/2026 3:28 PM

Due date: 5/1/2026 12:00 AM

Description:

Currency: US Dollar

Commodity: Fresh fruit purees 5038

Review Sourcing Event Details & Requirements (3 of 3)



Action: Review Sourcing Event Details & Requirements

NOTE: This section is shown now for reference purposes only; typically, it will NOT exist until all supplier questions have been submitted and the State has issued a collective response.

Step	Action Taken
7	In the left navigation panel, click Questions and Answers Response Summary .
8	Review the information shown in the Questions and Answers Response Summary section.
9	Click the References link to open, view, and/or download the Questions and Answers Response Summary document, if available. NOTE: Repeat for this process for other questions, as appropriate. NOTE: Alternatively, to download Questions and Answers Response Summary and other information related to this RFP sourcing event, click Download Content in the top menu.

Event Details Doc2083585035 - DHS Fresh Fruit Purees RFP Time remaining 34 days 07:09:01

You must decide whether or not you intend to participate in this event.

Download Content Intend to Participate Decline to Participate Print Event Information

8

Questions and Answers Response Summary (Section 6 of 7) Prev. | Next

Name ↑

7.0 Questions and Answers Response Summary

7.1 Please download the State Response to Questions here References

9

Event Overview and Timing Rules

Owner: Kshma Tomar Event Type: RFP Description: Currency: US Dollar Commodity: Fresh fruit purees 5038

Anticipated Contract Effective Date: 05/01/2026 Publish time: 3/24/2026 3:28 PM Due date: 5/1/2026 12:00 AM

7

7 Questions and Answers Response Summary

8 Line Item

Build & Submit Response to Sourcing Event

Build & Submit Response to Sourcing Event, Option 1 (1 of 9)



Action: Build & Submit Response to Sourcing Event (RFx)

Step	Action Taken
1	On the Event Details page, click Intend to Participate at the top of the page. NOTE: <i>The Select Lots page displays.</i>
2	Navigate to the Select Lots/Line Items tab and click the checkbox next to the appropriate Lots/Line Items .
3	Click Confirm Selected Lots/Line Items . NOTE: <i>The Event Details page redisplay.</i>

Build & Submit Response to Sourcing Event, Option 1 (2 of 9)



Action: Build & Submit Response to Sourcing Event (RFx)

NOTE: *Option 1 for submitting sourcing event response (using MS Excel template and SAP Business Network).*

Step	Action Taken
4	On the Event Details page, click the Excel Import button in the lower right of the page. NOTE: <i>The Import Response from Excel page displays.</i>
5	Got to Step 1 and Click Download Content button to download the RFx content (MS Excel spreadsheet file).
6	Click the Open File link to open the RFx content (MS Excel spreadsheet file).

< Go back to State of Arkansas-TEST Dashboard Desktop File Sync

Console Doc2083585035 - DHS Fresh Fruit Purees RFP Time remaining 34 days 06:57:20

Event Messages
Response History
Response Team

All Content

Name 1 Price Quantity Extended Price

▼ Checklist

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

▼ Event Contents

All Content

2. GENERAL INTRODUCTION

3. RFP SOLICITATION DOCUMENT

4. PROPOSAL RESPONSE DOCUMENT

Submit Entire Response Update Totals 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. Some questions may not appear in the exported event content due to visibility conditions.

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".

5 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

Downloads

DHS Fresh Fruit Purees RFP.xls
Open file

See more

Build & Submit Response to Sourcing Event, Option 1 (3 of 9)



Action: Build & Submit Response to Sourcing Event (RFx)

Step	Action Taken
7	In the RFx content (MS Excel spreadsheet file), click Enable Editing .
8	Review the instruction, general guidelines, and cell legend information on the Submit Response Instructions tab within the spreadsheet.

7

File Home Insert Draw Page Layout Formulas Data Review View Automate Deloitte Tools Help Acrobat Power Pivot

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

A1

Required Action

Submit the answers to the questions.

8

Instructions

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.

General Guidelines and Cell Legend

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

- 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

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.

Submit Response Instructions 2 GENERAL INTRODUCTION 3 RFP SOLICITATION DOCUMENT

Build & Submit Response to Sourcing Event, Option 1 (4 of 9)



Action: Build & Submit Response to Sourcing Event (RFx)

Step	Action Taken
9	Click the Proposal Response Documents tab.
10	Review each item in the Name column.
11	Enter your response to required questions in the Answer column. NOTE: <i>Cells highlighted in yellow are required.</i>
12	Click the right arrow at the bottom of the page to move to the next tab in the spreadsheet (6 General Questions).

10

Number	Name	Answer
4.1	Technical Proposal Packet: Prospective Contractors shall download the Technical Proposal Packet referenced, complete it as instructed in the Technical Proposal Packet, and upload with the response.	
4.2	Experience: Did you complete the Experience subsection of the Technical Proposal Packet and upload it in Section 3.1 as instructed? Evaluators will enter scores for the content submitted in the Experience subsection of the Prospective Contractor's proposal here.	Yes
4.3	Solution: Did you complete the Solution subsection of the Technical Proposal Packet and upload it in Section 3.1 as instructed? Evaluators will enter scores for the content submitted in the Solution subsection of the Prospective Contractor's proposal here.	Yes
4.4	Risk: Did you complete the Risk subsection of the Technical Proposal Packet and upload it in Section 3.1 as instructed? Evaluators will enter scores for the content submitted in the Risk subsection of the Prospective Contractor's proposal here.	Yes

9

10

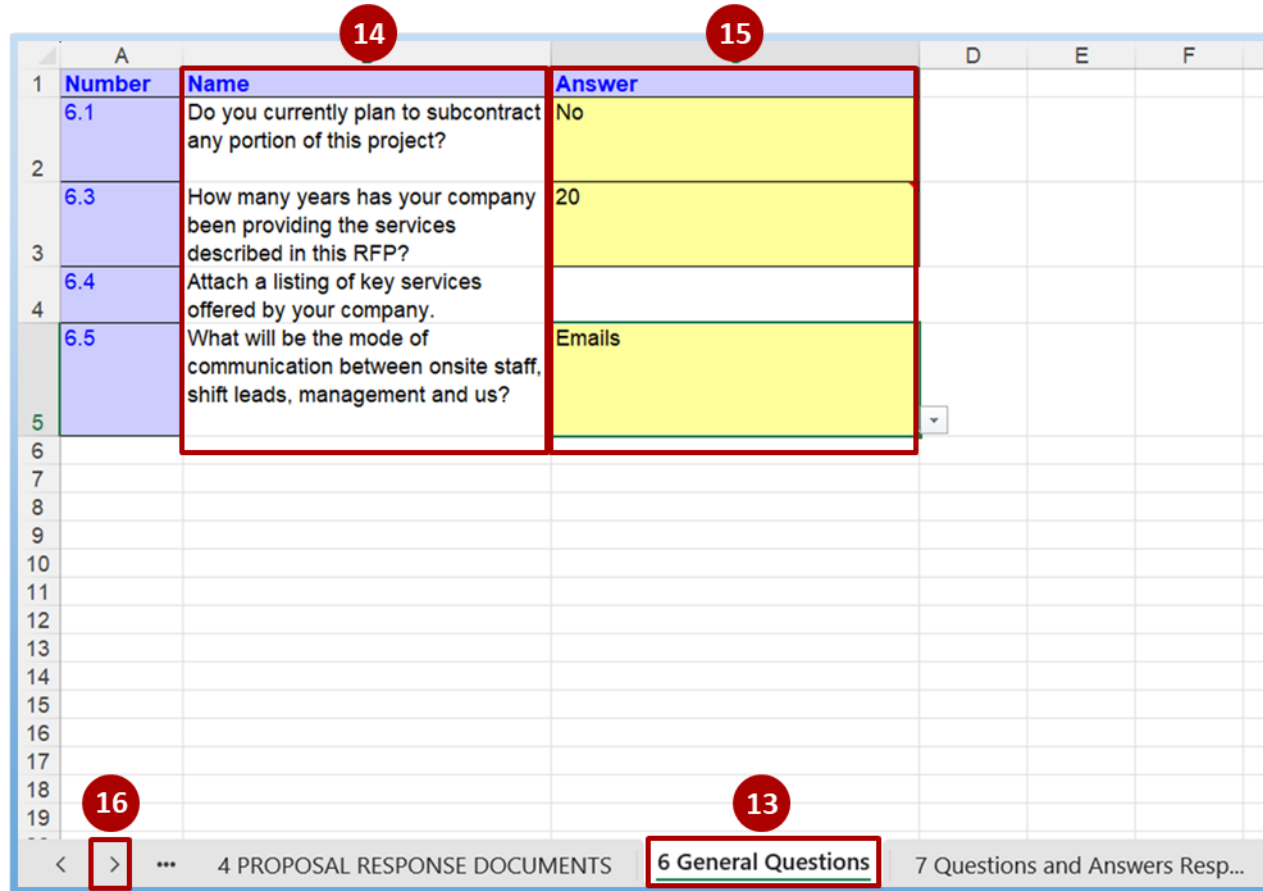
4.5	Interview: Will you attend an interview if invited? Evaluators will enter scores for the Prospective Contractor's interview here.	Yes
4.6	Equal Opportunity Policy Pursuant to Arkansas Code Annotated § 19-60-104, OSP requires a Prospective Contractor bidding on a state contract to submit a copy of the Prospective Contractor's Equal Opportunity (EO) Policy. Prospective Contractors not required by law to have an EO Policy must submit a written statement to that effect. Upload a copy of Prospective Contractor's Equal Opportunity Policy or written statement here.	
4.7	EO 98-04: Contract and Grand Disclosure Form Download a copy of the attached EO 98-04: Contract and Grant Disclosure Form, completed it, and upload the completed form with the Prospective Contractor's response.	
4.8	*OPTIONAL* Redacted Technical Proposal Packet A redacted copy of the Technical Proposal Packet: One (1) redacted (marked Redacted) copy of the Prospective Contractor's proposal response (see Proprietary Information), if applicable.	

12

Build & Submit Response to Sourcing Event, Option 1 (5 of 9)

Action: Build & Submit Response to Sourcing Event (RFx)

Step	Action Taken
13	Click the General Questions tab.
14	Review each item in the Name column.
15	Enter your response to required questions in the Answer column. NOTE: <i>Cells highlighted in yellow are required.</i>
16	Click the right arrow at the bottom of the page to move to the last tab in the spreadsheet (8 Line Item).



Number	Name	Answer
6.1	Do you currently plan to subcontract any portion of this project?	No
6.3	How many years has your company been providing the services described in this RFP?	20
6.4	Attach a listing of key services offered by your company.	
6.5	What will be the mode of communication between onsite staff, shift leads, management and us?	Emails
6.6	What will be the mode of communication between onsite staff, shift leads, management and us?	

4 PROPOSAL RESPONSE DOCUMENTS **6 General Questions** 7 Questions and Answers Resp...

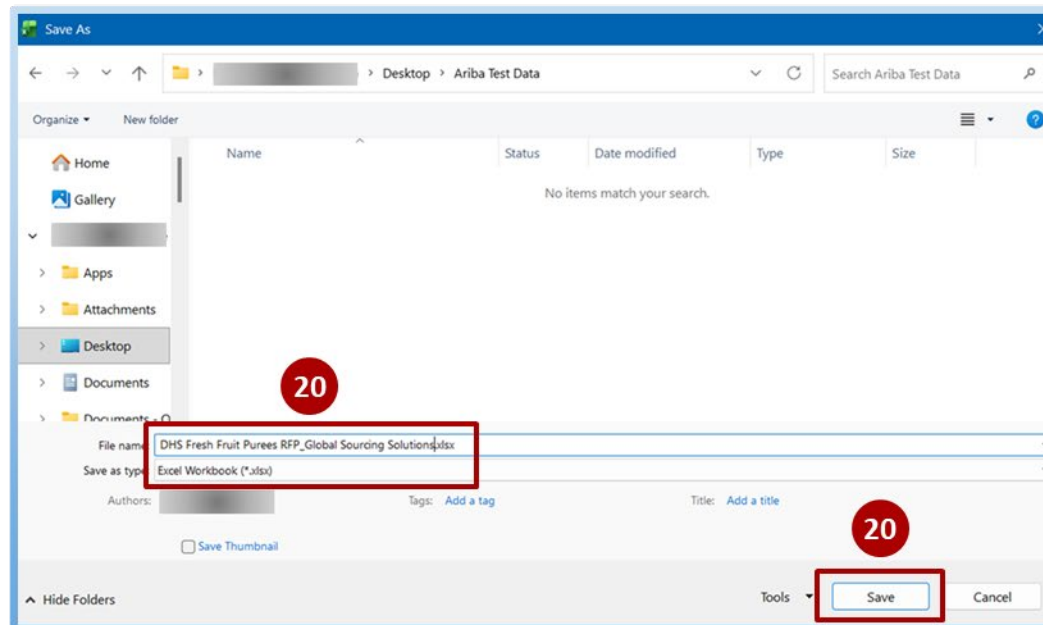
Build & Submit Response to Sourcing Event, Option 1 (6 of 9)



Action: Build & Submit Response to Sourcing Event (RFx)

Step	Action Taken
17	Click the Line Item tab and review the listed line items.
18	Enter your response to required questions in the Price column. NOTE: <i>Cells highlighted in yellow are required.</i>
19	OPTIONAL: Enter comments or notes in the Note from Supplier column, as needed.
20	Once done with your review and entry of responses to all required questions, name and save the spreadsheet (MS Excel file) to your desktop or local drive. NOTE: <i>Add your company name to the file name, as shown (e.g., RFx Name_Company Name.xlsx)</i>

	B	C	D	E	F	G	H	I	J	K
	Name	Description	Currency	Unit of Measure	Price	Quantity	Requested Delivery Date	If required, attach a supporting file to your response	Note from Supplier	Item Classification
1										
2	ANGELENO PLUM PUREES	ANGELENO PLUM PUREES	USD	each	\$200.00	100	3/31/2026 3:55			Material
3										
4										
5										
6										
7										
8										
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22										
23										



Build & Submit Response to Sourcing Event, Option 1 (7 of 9)



Action: Build & Submit Response to Sourcing Event (RFx)

Step	Action Taken
21	Return to the Event Details page and click the Excel Import button in the lower right of the page. NOTE: <i>The Import Response from Excel page displays.</i>
22	Go to Step 3 and click Choose File to select a file to upload. NOTE: <i>Select the RFx file you just named and saved to your desktop or local drive. Once selected, the file will display next to Choose File.</i>
23	Go to Step 4 and click Upload . NOTE: <i>If there are no errors with the upload, a message displays indicating that your RFx response has successfully been imported into SAP Ariba. If there are errors with the upload, resolve and re-upload.</i>
24	Click OK on the Import Successful pop-up box.

< Go back to State of Arkansas-TEST Dashboard

Desktop File Sync

Console Doc2083585035 - DHS Fresh Fruit Purees RFP

Time remaining 34 days 06:57:20

Event Messages
Response History
Response Team

Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

Event Contents

All Content

2.0 GENERAL INTRODUCTION

2.1 Solicitation Information

This Request for Proposal (RFP) is issued by the (department name) Department to obtain pricing and a contract(s) for: (short description)

Contract(s) will be awarded to the Prospective Contractor(s) determined to have submitted the proposal that is the most advantageous to the State. Direct all questions, comments, or concerns regarding this solicitation to the Procurement Contact, not the Department.

2.2 Proposal Deadline Information

Proposal Due Date & Time: (time and date)

Live Proposal Opening Information: (meeting information)

2.3 Procurement Contact Information

Name: (contact name)

Email: (contact email address)

3.0 RFP SOLICITATION DOCUMENT

3.1

Download the RFP Solicitation Document here.

(*) indicates a required field

Submit Entire Response Update Totals 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. Some questions may not appear in the exported event content due to visibility conditions.

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 DHS Fresh F...olutions.xlsx

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

Import Successful

Your response has been imported successfully. Click the **Submit Entire Response** button, as soon as it appears on the page.

OK

Build & Submit Response to Sourcing Event, Option 1 (8 of 9)



Action: Build & Submit Response to Sourcing Event (RFx)

Step	Action Taken
25	On the Event Details page, click Proposal Response Documents in the left navigation panel.
26	Review the following items and attach the required documentation . NOTE: Items from the spreadsheet (MS Excel file) you uploaded are pre-populated. Other Items marked with a red asterisk (*) are required for submission. - Technical Proposal Packet - Equal Opportunity Policy - EO 98-04: Contract and Grand Disclosure Form - Redacted Technical Proposal Packet (OPTIONAL)
27	Click General Questions in the left navigation panel.

Console

Doc2083585035 - DHS Fresh Fruit Purees RFP

Time remaining
33 days 13:34:38

Event Messages

Response History

Response Team

▼ Checklist

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

▼ Event Contents

All Content

2 GENERAL INTRODUCTION

3 RFP SOLICITATION DOC...

4 PROPOSAL RESPONSE DO...

5 LINE ITEMS

6 General Questions

PROPOSAL RESPONSE DOCUMENTS

(Section 3 of 7) ◀ Prev. | Next ▶

▼ 4.0 PROPOSAL RESPONSE DOCUMENTS

4.1 Technical Proposal Packet: Prospective Contractors shall download the Technical Proposal Packet referenced, complete it as instructed in the Technical Proposal Packet, and upload with the response. [References](#)

4.2 Experience: Did you complete the Experience subsection of the Technical Proposal Packet and upload it in Section 3.1 as instructed? Evaluators will enter scores for the content submitted in the Experience subsection of the Prospective Contractor's proposal here.

4.3 Solution: Did you complete the Solution subsection of the Technical Proposal Packet and upload it in Section 3.1 as instructed? Evaluators will enter scores for the content submitted in the Solution subsection of the Prospective Contractor's proposal here.

4.4 Risk: Did you complete the Risk subsection of the Technical Proposal Packet and upload it in Section 3.1 as instructed? Evaluators will enter scores for the content submitted in the Risk subsection of the Prospective Contractor's proposal here.

4.5 Interview: Will you attend an interview if invited? Evaluators will enter scores for the Prospective Contractor's interview here.

4.6 Equal Opportunity Policy Pursuant to Arkansas Code Annotated § 19-60-104, OSP requires a Prospective Contractor bidding on a state contract to submit a copy of the Prospective Contractor's Equal Opportunity (EO) Policy. Prospective Contractors not required by law to have an EO Policy must submit a written statement to that effect. Upload a copy of Prospective Contractor's Equal Opportunity Policy or written statement here.

4.7 EO 98-04: Contract and Grand Disclosure Form Download a copy of the attached EO 98-04: Contract and Grant Disclosure Form, completed it, and upload the completed form with the Prospective Contractor's response. [References](#)

4.8 *OPTIONAL* Redacted Technical Proposal Packet A redacted copy of the Technical Proposal Packet: One (1) redacted (marked Redacted) copy of the Prospective Contractor's proposal response (see Proprietary Information), if applicable.

26 Attach a file

Yes

Yes

Yes

Yes

26 Attach a file

Attach a file

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

37

Build & Submit Response to Sourcing Event, Option 1 (9 of 9)



Action: Build & Submit Response to Sourcing Event (RFx)

Step	Action Taken
28	Review the following items and attach the required documentation . NOTE: <i>Again, items from the spreadsheet (MS Excel file) you uploaded are pre-populated. Other Items marked with a red asterisk (*) are required for submission.</i> Listing of Key Services Offered
29	Once all files have been attached, click Submit Entire Response .
30	Click OK on the Submit This Response? pop-up box.
31	Note the successful submission message that displays. NOTE: <i>NOTE: If errors exist with the submission, a message will display. Resolve and re-submit.</i>
32	If needed, click Revise Response to submit a revised response to the RFx event. NOTE: <i>Revised responses can be submitted until the posted deadline for the sourcing event (see the countdown timer in the top right section of Event Details screen).</i>

The screenshot displays the SAP Ariba Sourcing Event Response Submission interface for Doc2083585035 - DHS Fresh Fruit Purees RFP. The interface includes a console on the left with a checklist and a main area for General Questions. A pop-up dialog box asks 'Submit this response?' with 'OK' and 'Cancel' buttons. A success message states 'Your response has been submitted. Thank you for participating in the event.' A 'Revise Response' button is visible at the bottom right.

Build & Submit Response to Sourcing Event, Option 2 (1 of 3)



Action: Build & Submit Response to Sourcing Event (RFx)

Step	Action Taken
1	On the Event Details page, click Intend to Participate at the top of the page. NOTE: The <i>Select Lots</i> page displays.
2	Navigate to the Select Lots/Line Items tab and click the checkbox next to the appropriate Lots/Line Items .
3	Click Confirm Selected Lots/Line Items . NOTE: The <i>Event Details</i> page redisplay.

Build & Submit Response to Sourcing Event, Option 2 (2 of 3)



Action: Build & Submit Response to Sourcing Event (RFx)

NOTE: *Option 2 for submitting sourcing event response (using SAP Business Network only).*

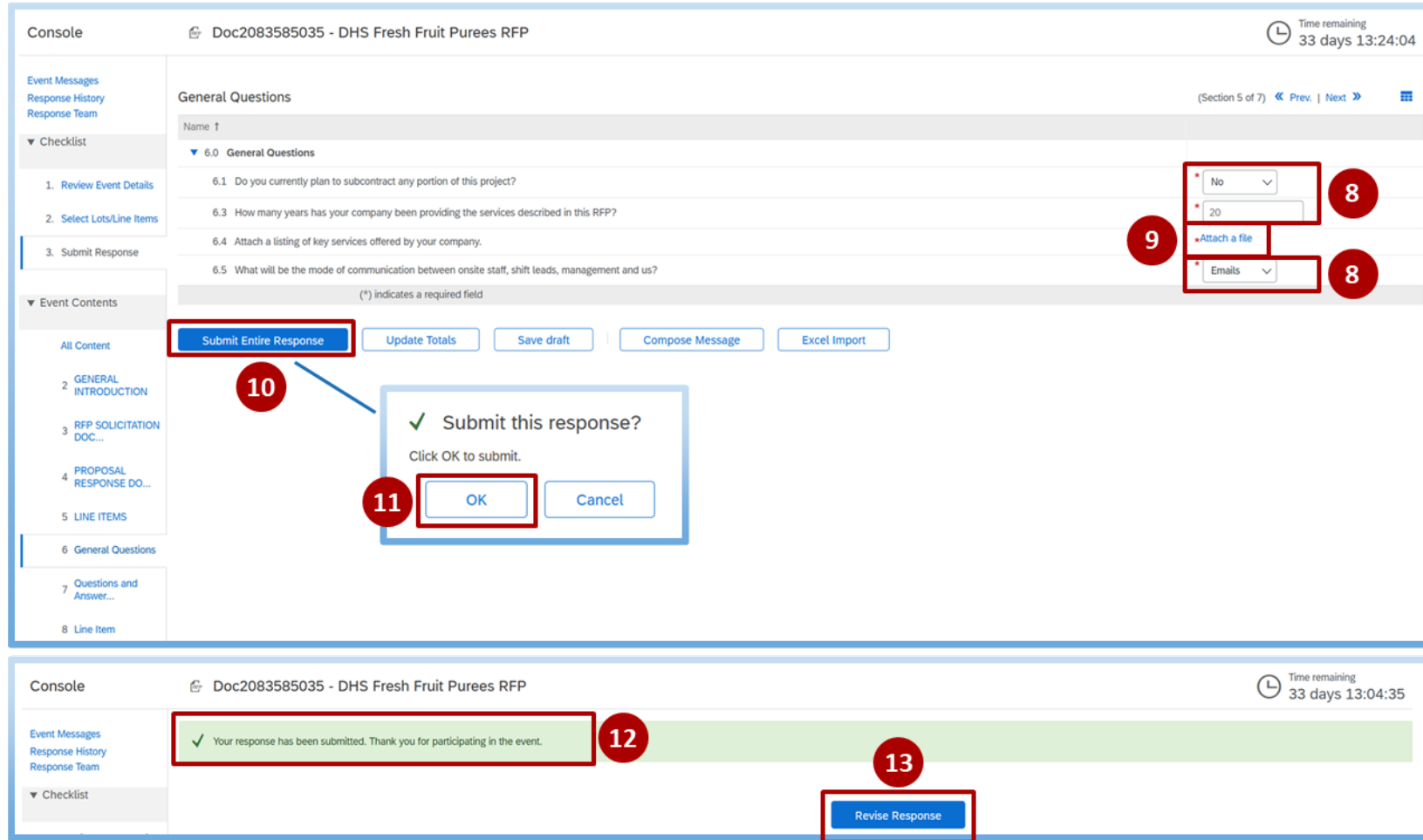
Step	Action Taken
4	On the Event Details page, click Proposal Response Documents in the left navigation panel.
5	Answer the required questions using the drop-down lists. NOTE: <i>Items marked with a red asterisk (*) are required for submission.</i> • Experience • Solution • Risk • Interview
6	Attach the required documentation . NOTE: <i>Items marked with a red asterisk (*) are required for submission.</i> • Technical Proposal Packet • Equal Opportunity Policy • EO 98-04: Contract and Grand Disclosure Form • Redacted Technical Proposal Packet (OPTIONAL)
7	Click General Questions in the left navigation panel.

The screenshot displays the 'PROPOSAL RESPONSE DOCUMENTS' page for a sourcing event. The left navigation panel shows a checklist with steps 1-3, and a section for 'Event Contents' with items like 'All Content', 'GENERAL INTRODUCTION', 'RFP SOLICITATION DOC...', 'PROPOSAL RESPONSE DO...', 'LINE ITEMS', and 'General Questions'. The main area contains a list of questions (4.1-4.8) with 'Attach a file' buttons. Red circles and boxes highlight specific elements: 4 (Checklist), 5 (Question 4.2), 6 (Attach file buttons), and 7 (General Questions in the left panel).

Build & Submit Response to Sourcing Event, Option 2 (3 of 3)

Action: Submit Response to Sourcing Event (RFx)

Step	Action Taken
8	Answer the required questions using the drop-down lists and/or direct text entry. NOTE: <i>Items marked with a red asterisk (*) are required for submission.</i> • Use of Subcontractors • Years Providing Service • Mode of Communication
9	Attach the required documentation. NOTE: <i>Items marked with a red asterisk (*) are required for submission.</i> • Listing of Key Services Offered
10	Once all files have been attached, click Submit Entire Response .
11	Click OK on the Submit This Response? pop-up box.
12	Note the successful submission message that displays. NOTE: <i>If errors exist with submission, a message will display. Resolve and re-submit.</i>
13	If needed, click Revise Response to submit a revised response to the RFx event. NOTE: <i>Revised responses can be submitted until the posted deadline for the sourcing event (see the countdown timer in the top right section of Event Details screen).</i>



The screenshot displays the 'Console' for 'Doc2083585035 - DHS Fresh Fruit Purees RFP'. The top right shows a 'Time remaining' of 33 days 13:24:04. The left sidebar contains a 'Checklist' with items: 1. Review Event Details, 2. Select Lots/Line Items, 3. Submit Response, 4. GENERAL INTRODUCTION, 5. RFP SOLICITATION DOC..., 6. PROPOSAL RESPONSE DO..., 7. LINE ITEMS, 8. General Questions, 9. Questions and Answer..., 10. Line Item. The main area shows 'General Questions' with a 'Name' field and a 'Checklist' section. Questions 6.1 through 6.5 are listed, with 6.1, 6.3, and 6.5 marked as required with red asterisks. Red circles 8, 9, and 10 highlight the required questions, the 'Attach a file' button, and the 'Submit Entire Response' button respectively. A pop-up box 'Submit this response?' with 'OK' and 'Cancel' buttons is shown, with a red circle 11 highlighting the 'OK' button. Below the main area, a green message bar states 'Your response has been submitted. Thank you for participating in the event.' with a red circle 12 highlighting the message. A 'Revise Response' button is shown at the bottom right with a red circle 13 highlighting it.

Submit Questions & Clarifications

Submit Questions & Clarifications (1 of 2)



Action: Submit Questions & Clarifications

NOTE: As part of the **Build & Submit Response to Sourcing Event (RFx)** steps above, suppliers can submit questions and clarifications, as shown in the steps below. Submissions should be made by the due date specified in the solicitation document.

Step	Action Taken
1	In the left navigation panel, click Questions and Answers Response Summary .
2	Navigate to Please download the State Response to Questions here statement.
3	Click the References link to open, view, and/or download the Written Questions Template document, if available. NOTE:
4	Click Download All Attachments .
5	Open the file (MS Excel) and enter questions , noting the specific reference location in the solicitation document. NOTE: <i>Save the spreadsheet to your desktop or local drive for future upload.</i>
6	Click Compose Message . NOTE: <i>The Compose New Message page displays.</i>

Console Doc2083585035 - DHS Fresh Fruit Purees RFP

Time remaining: 33 days 13:24:04

Questions and Answers Response Summary

Name: 1

7.0 Questions and Answers Response Summary

7.1 Please download the State Response to Questions here. **References**

Reference Documents

Attachment A - Written Questions Template.xlsx

Download all attachments

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

(*) indicates a required field

Next Section: Line Item

Attachment A: Written Questions		
Instructions		
Prospective Contractors must use this template to submit questions about the Solicitation by the due date identified in the Solicitation. All questions should include information in each column. Prospective Contractors should ask multipart questions on separate lines and may add as many lines as needed. The State encourages Prospective Contractors to use the Clarification of Solicitation period to confirm assumptions or caveats to requirements, terms, and pricing.		
#	Reference (section number, item)	Question
Example	2.1.A.2.	Can the State provide a definition for End-users?
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Submit Questions & Clarifications (2 of 2)



Action: Submit Questions & Clarifications

Step	Action Taken
7	Click Attach File to upload your questions and clarifications document.
8	Confirm your questions and clarifications document was added.
9	Enter a message to accompany your questions and clarifications document.
10	Click Send to send your message and questions and clarifications document to the Procurement Contact for this sourcing event. NOTE: Responses to supplier questions and clarifications will be summarized and posted in the 7.0 Questions and Answers Response Summary section.

The screenshot shows the 'Compose New Message' interface. The 'From' field is 'GLOBAL SOURCING SOLUTIONS (Johnny Appleseed)', 'To' is 'Project Team', and 'Subject' is 'Doc2083585035 - DHS Fresh Fruit Purees RFP'. The 'Attachments' section shows a file named 'RFP Questions_Global Sourcing Solutions.docx' with a red box and number 8 highlighting the 'Attach another file' link. The email body contains a message: 'Please see attached questions for further clarification related to this RFP. Thanks!' followed by contact information for J Appleseed. A red box and number 9 highlight the message body. The 'Send' button is highlighted with a red box and number 10.

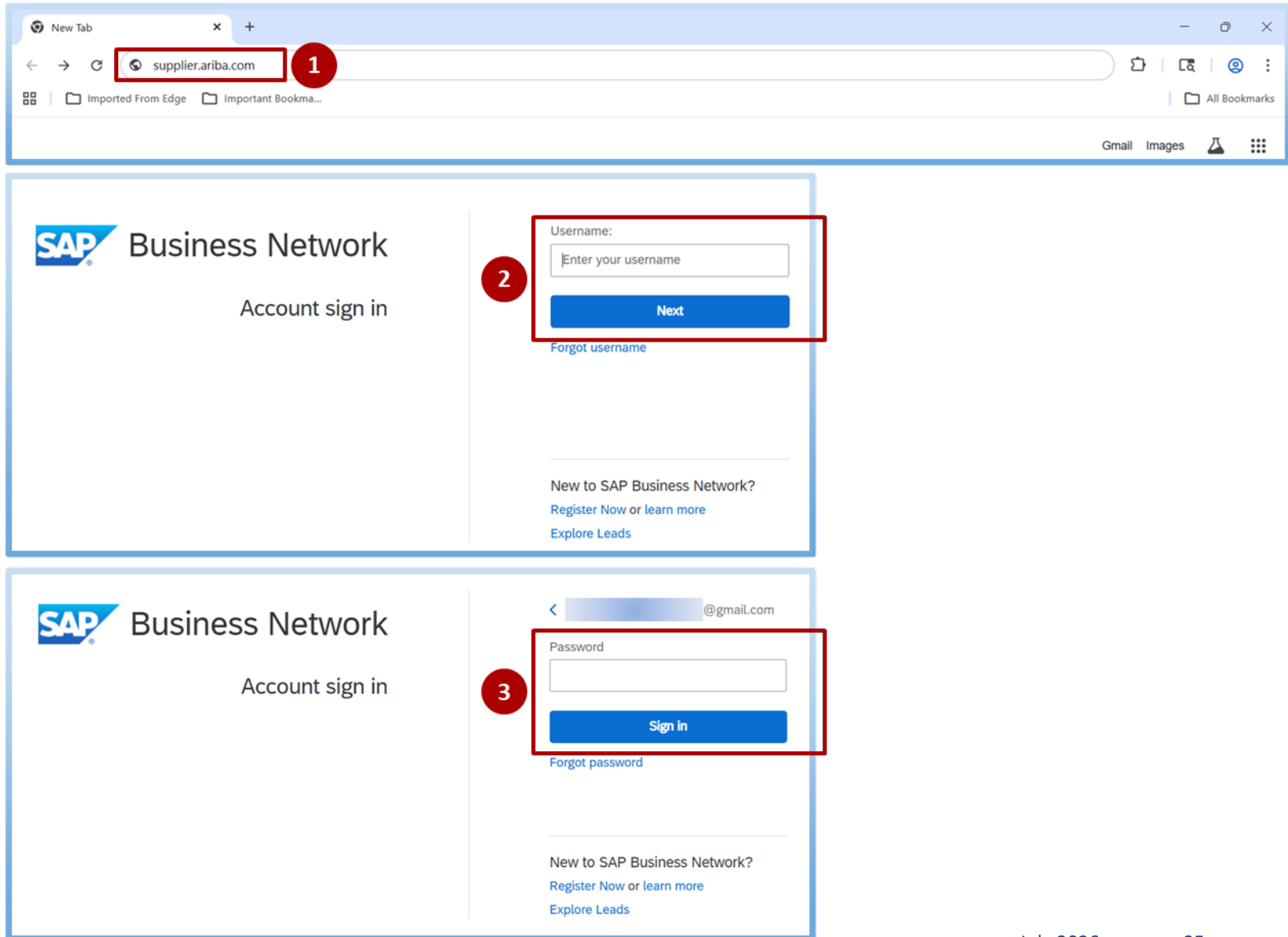
Identify & Respond to Discovery Posting

Identify & Respond to Discovery Posting (1 of 3)

Action: Identify & Respond to Discovery Posting

Step	Action Taken
1	Enter supplier.ariba.com into your preferred browser and press Enter .
2	Enter your Username and click Next . NOTE: <i>This was established during supplier registration process.</i>
3	Enter your Password and click Sign In . NOTE: <i>This was established during supplier registration process.</i>

NOTE: If you have completed registration for **Discovery** in the **SAP Business Network**, you will be notified when a Discovery opportunity matches the **Commodity**, **Region** and **Total Cost** parameters you have subscribed for; otherwise, no other notifications will be distributed to Discovery Suppliers.



The screenshot illustrates the login process for SAP Business Network. It is divided into three numbered steps:

- Step 1:** The browser address bar shows supplier.ariba.com.
- Step 2:** The 'Account sign in' page shows the 'Username' field with the placeholder 'Enter your username' and a 'Next' button.
- Step 3:** The 'Account sign in' page shows the 'Password' field and a 'Sign in' button.

Below the login fields, there are links for 'Forgot username', 'Forgot password', and 'New to SAP Business Network? Register Now or learn more Explore Leads'.

Identify & Respond to Discovery Posting (2 of 3)



Action: Identify & Respond to Discovery Posting

Step	Action Taken
4	On the SAP Business Network homepage, click on the Discovery tab.
5	Select Matched and Invited RFIs .
6	Click on Invited Leads tile.
7	Navigate to the Leads section and identify the appropriate RFP event .
8	Click the small arrow at the far right of the RFP event.

The screenshot shows the SAP Business Network interface. The top navigation bar includes tabs for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. The Discovery tab is selected, and a dropdown menu shows 'Matched and Invited RFIs' as the selected option. Below this, there are three tiles: 'Matched Leads' (0), 'Invited Leads' (0), and 'Enablement Tasks' (0). The 'Invited Leads' tile is highlighted with a red box and a red circle with the number 6. Below the tiles, there are search filters for Title, Lead ID, Product ID, Type, Customers, Open Date, Status, and Product and Service Category. The 'Leads (5)' section is visible, showing a table of leads. The table has columns for Save, Source, Type, Lead ID, Title, Max Opportunity Am..., Response Deadline, Customer Name, Open Date, Decision Deadline, and Contact Name. The last row of the table is highlighted with a red box and a red circle with the number 7. The table data is as follows:

Save	Source	Type	Lead ID	Title	Max Opportunity Am...	Response Deadline	Customer Name	Open Date	Decision Deadline	Contact Name
	Guided Sourcing	RFI	1110004213	RFP KT Feb 2026	5,000	Mar 5, 2026, 9:29:51AM	State of Arkansas	Feb 3, 2026, 9:29:53AM		
	Guided Sourcing	RFI	1110004224	RFP-Discovery -E2	20,000	Mar 5, 2026, 11:15:35AM	State of Arkansas	Feb 3, 2026, 11:15:53AM		
	Guided Sourcing	RFI	1110005015	Test Discovery Der	5,000	Mar 13, 2026, 5:21:40PM	State of Arkansas	Feb 11, 2026, 4:21:44PM		
	Guided Sourcing	RFI	1110005376	Discovery RFP 2-1	2,000	Mar 18, 2026, 3:21:25PM	State of Arkansas	Feb 16, 2026, 2:21:29PM		
	Guided Sourcing	RFI	1110008791	RFP Discovery 3-3	20,000	Apr 25, 2026, 10:44:32AM	State of Arkansas	Mar 26, 2026, 10:44:36AM		

The last row of the table is highlighted with a red box and a red circle with the number 7. A red circle with the number 8 is located at the bottom right of the screenshot, near the 'Adapt Filters (1)' button.

Identify & Respond to Discovery Posting (3 of 3)



Action: Identify & Respond to Discovery Posting

Step	Action Taken
9	Confirm the Event Details page displays and follow the previously outlined steps: Review Sourcing Event Details & Requirements Build & Submit Response to Sourcing Event
10	To submit questions and/or clarifications related to the sourcing event, follow the previously outlined steps: Submit Questions & Clarifications

9

Event Details

Doc2083585035 - DHS Fresh Fruit Purees RFP

Time remaining: 34 days 07:09:11

[Event Messages](#)
[Download Tutorials](#)
[Response Team](#)

Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

Event Contents

All Content
2. GENERAL INTRODUCTION
3. RFP SOLICITATION DOCUMENT
4. PROPOSAL RESPONSE DOCUMENT
5. LINE ITEMS
6. General Questions
7. Questions and Answer...
8. Line Item

You must decide whether or not you intend to participate in this event.

[Download Content](#)
[Intend to Participate](#)
[Decline to Participate](#)
[Print Event Information](#)

(Section 1 of 7) [Next](#)

GENERAL INTRODUCTION

Name 1

2.0 GENERAL INTRODUCTION

2.1 Solicitation Information

This Request for Proposal (RFP) is issued by the (department name) Department to obtain pricing and a contract(s) for: (short description)

Contract(s) will be awarded to the Prospective Contractor(s) determined to have submitted the proposal that is the most advantageous to the State. Direct all questions, comments, or concerns regarding this solicitation to the Procurement Contact, not the Department.

2.2 Proposal Deadline Information

Proposal Due Date & Time: (time and date)
Live Proposal Opening Information: (meeting information)

2.3 Procurement Contact Information

Name: (contact name)
Email: (contact email address)

Next Section: [RFP SOLICITATION DOCUMENT](#)

Event Overview and Timing Rules

Owner: Kshma Tomar	Description:
Event Type: RFP	Currency: US Dollar
Anticipated Contract Effective Date: 05/01/2026	Commodity: Fresh fruit purees 5038
Publish time: 3/24/2026 3:28 PM	
Due date: 5/1/2026 12:00 AM	

10

Console

Doc2083585035 - DHS Fresh Fruit Purees RFP

Time remaining: 33 days 12:28:56

[Event Messages](#)
[Response History](#)
[Response Team](#)

Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

Event Contents

RFP SOLICITATION DOCUMENT

3.1
Download the RFP Solicitation Document here.
[References](#)

3.2 This RFP incorporates all terms of the Draft Contract uploaded here. The Draft Contract is attached to the Solicitation as a sample for reference only. A Prospective Contractor's proposal may be rejected if a Prospective Contractor takes exception to any terms, conditions, or Requirements in this RFP. [References](#)

(*) indicates a required field

[Submit Entire Response](#)
[Update Totals](#)
[Reload Last Bid](#)
[Save draft](#)
[Compose Message](#)
[Excel Import](#)

Important Sourcing-Related Supplier Notifications

Important Sourcing-Related Supplier Notifications (1 of 4)

Suppliers may see the following *common notifications* from SAP Ariba throughout the Sourcing process with the State of Arkansas:

Invitation to Participate

Event is *Published* and now accepting responses/bids



State of Arkansas-TEST has invited you to participate in the following event: RFP Templates. The event is set to begin on Thursday, February 26, 2026 at 8:36 AM, Central Standard Time.

Use the following user name to sign in to State of Arkansas-TEST events:
johnnyrocket16546257@gmail.com.

[Click Here](#) to access this event.

When you click this link, sign in with your user name and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or sign in using your existing Ariba Commerce Cloud account user name and password before you can indicate that you do not want to respond to this event.

If you have forgotten your user name or password and are unable to sign in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Sign In page to reset your password.

If you have questions about this event, contact Kshma Tomar via telephone at or via e-mail at 

We look forward to working with you!

Thank You,

Event Closed

Event is now *Pending Selection* and no longer accepting responses/bids



Thank you for participating in the Ariba event Doc2042547551 Test CM_02.

The event Test CM_02 is now in Pending Selection and is no longer accepting responses. We will analyze the responses and notify you of the outcome of the event.

For details about this event, please visit the State of Arkansas-TEST Ariba site [Click Here](#).

If you have any questions about the event, please contact KT USER at or via e-mail at 

Thank you,

State of Arkansas-TEST

Important Sourcing-Related Supplier Notifications (2 of 4)

Suppliers may see the following *common notifications* from SAP Ariba throughout the Sourcing process with the State of Arkansas:

Event Duration Changed

Event closing time is now earlier or later than originally planned



Ariba event Doc2041996428 RFP Templates has been reduced by 31 days 22 minutes.

The start time is Thursday, February 26, 2026 at 8:36 AM, Central Standard Time.

The end time is Thursday, February 26, 2026 at 10:14 AM, Central Standard Time.

To view the changes, please access [Click Here](#). After you sign in, you will see the updated close time.

If you have any questions about the event, please contact Kshma Tomar at or via e-mail at



Thank you,

State of Arkansas-TEST

Event Republished

Event has been edited/updated and republished with changes



Ariba event Doc2041996428 RFP Templates has changed.

To view the event, please access [Click Here](#). After you sign in view the Event details.

If you have questions about the event, please contact Kshma Tomar at or via e-mail at



Thank you!

State of Arkansas-TEST

Important Sourcing-Related Supplier Notifications (3 of 4)

Suppliers may see the following *common notifications* from SAP Ariba throughout the Sourcing process with the State of Arkansas:

Event Reopened

Closed event has been reopened and is now accepting responses/bids



Ariba event Doc2041996428 RFP Templates has been reopened.
The new end time is Thursday, February 26, 2026 at 10:01 AM, Central Standard Time. The close time(s) of subsequent lot(s) may also be affected.

To view the changes, please access [Click Here](#). After you sign in, you will see the updated close time.

If you have any questions about the event, please contact Kshma Tomar at or via e-mail at [REDACTED]

Thank you,

Event Cancelled

Event has been cancelled and bidding/responding is not available



On Thursday, February 26, 2026 at 10:03 AM, Central Standard Time, the State of Arkansas-TEST Event Doc2041996428 RFP Templates was cancelled. The event is no longer available.

If you have questions, please contact Kshma Tomar at or via e-mail at [REDACTED]

Thank you,

State of Arkansas-TEST

Important Sourcing-Related Supplier Notifications (4 of 4)



Suppliers may see the following *common notifications* from SAP Ariba throughout the Sourcing process with the State of Arkansas:

Event Restored

Access to active event is granted to participant who has been locked-out



Your access to the event Doc2041996428 RFP Templates has been restored.

For details, please visit the State of Arkansas-TEST Ariba site [Click Here](#).

Please contact Kshma Tomar at or via e-mail at [REDACTED] for details.

Thank You,

State of Arkansas-TEST

SAP Business Network Notifications

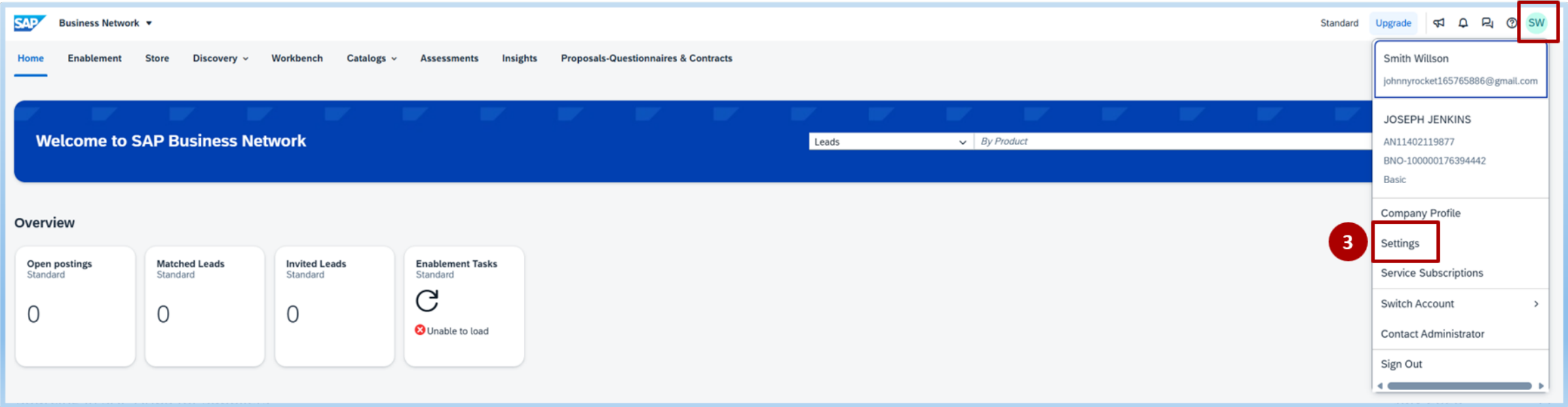
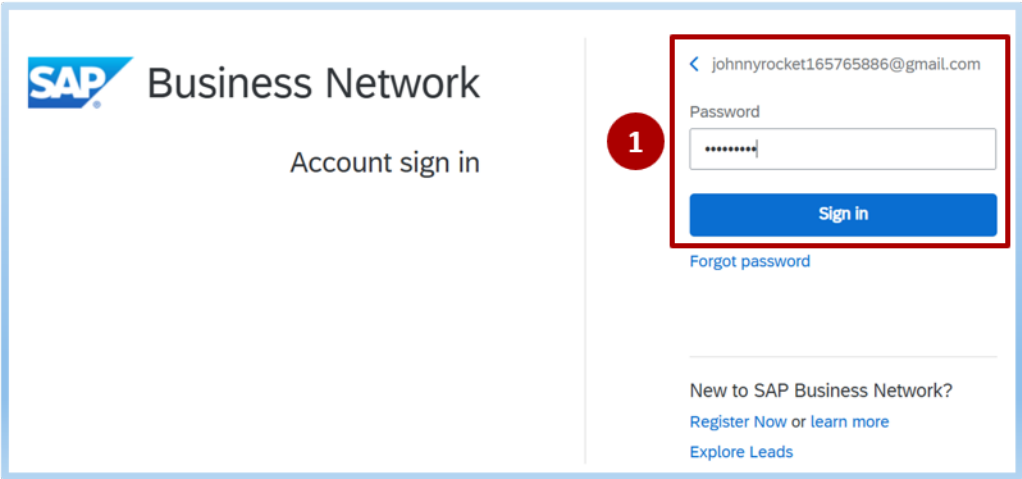
SAP Business Network Notifications (1 of 4)



Action: Enable Discovery Notifications in SAP Business Network

NOTE: You can configure SAP Business Network Discovery notifications in your account settings to receive daily digests, individual event alerts, and other relevant updates.

Step	Action Taken
1	Sign in to your SAP Business Network account.
2	In the upper-right corner, click your user initials .
3	Select Settings from the drop-down list.



SAP Business Network Notifications (2 of 4)



Action: Enable Discovery Notifications in SAP Business Network

Step	Action Taken
4	In the User Preferences section, click User Notifications & Preferences .
5	In the Notifications menu, click the Discovery drop-down list.
6	Select Leads . Select Leads . NOTE: <i>Discovery notifications provide visibility into various supplier invitations and business opportunities.</i>

SAP Business Network Notifications (3 of 4)



Action: Enable Discovery Notifications in SAP Business Network

Step	Action Taken
7	Enable the notification types you want to receive by checking the relevant Discovery > Lead notification boxes . NOTE: <i>Refer to the listing of settings and associated descriptions provided at the right.</i>
8	In the fields provided, enter the email address where you want these notifications sent. NOTE: <i>You can add multiple addresses separated by commas (no spaces).</i>
9	Scroll to the bottom and click Save .

NOTE: Refer to the **next slide** for a visual related to the above steps.

Discovery Setting	Description
Invited to a New Lead	Send notification when invited to a new lead
Receive Daily Digest of All Matched Leads	Send notification for leads matched to your company profile, including products, services, and locations. When enabled, matches are consolidated into one daily email; otherwise, each matching lead generates its own real-time email.
Receive Individual Notification About Each Lead	Send notification for leads matched to your company profile, including products, services, and locations. When enabled, each matching lead generates its own real-time email; otherwise, matches are consolidated into one daily email.
Buyer Reads My Response to a Lead	Send notification when a buyer opens and reviews your submitted response or proposal to a lead
Response is Awarded	Send notification when the buyer selects your response and awards the opportunity to your company
A Lead is Updated with New Information	Send notification when a lead that I was invited to or responded to is updated with new information
Matched to a New Lead	Send notification when matched to a new lead
A Buyer Sends a Message	Send notification a buyer contacts you
Response is Shortlisted / Imported	Send a notification when a response is shortlisted or imported
Response is Not Shortlisted / Imported	Send a notification when a response is not shortlisted or imported
A Lead is Terminated	Send a notification when a lead I have been invited to or responded to is terminated
A Lead is Closed	Send a notification when a lead I have been invited to or responded to is closed

SAP Business Network Notifications (4 of 4)



Action: Enable Discovery Notifications in SAP Business Network

Notifications

Draft

Legacy View

Discovery

Sourcing and Contracts

7

8

8

9

Leads

Send a notification when invited to a new lead:

☒

Invited Me To A New Lead

Send a notification to me when invited to a new lead:

☒

Notification Preferences

Send a notification to me when matched to a new lead:

☒

☐ Receive a digest of all matched leads in one day

☒ Receive an individual notification about each lead

A Buyer Reads My Response to a Lead

Send a notification when a buyer reads my response to a lead:

☒

Response is Awarded

Send a notification when a response is awarded:

☒

A Lead is Updated with New Information

Send a notification when a lead that I was invited to or responded to is updated with new information:

☒

Send a notification when matched to a new lead:

☒

A Buyer Sends a Message

Send a notification when a buyer sends a message:

☒

Response is Shortlisted / Imported

Send a notification when a response is shortlisted or imported:

☒

Response is Not Shortlisted / Awarded

Send a notification when a response is not shortlisted or awarded:

☒

A Lead is Terminated

Send a notification when a lead I have been invited to or responded to is terminated:

☒

A Lead is Closed

Send a notification when a lead I have been invited to or responded to is closed:

☒

Save

Discard Draft

SAP Business Network Notifications Resources



For additional reference and guidance on SAP Business Network Notifications, use the following resources from SAP:

- [SAP Help Center KB0399923: How do I configure my email notification preferences as a supplier in SAP Business Network?](#)
- [SAP Help Portal | User Guide: How to change SAP Business Network Discovery notification settings](#)
- [SAP Help Center | Tutorial – Account Overview](#) (see 10:00 min timestamp for guidance on setting notifications)

For a listing of current solicitations, please also visit the *Office of State Procurement website* under the *Bid Opportunities*:

- [Bid Opportunities - Arkansas Department of Shared Administrative Services](#)

Frequently Asked Questions (FAQs)

Frequently Asked Questions (FAQs) (1 of 2)



1. How do I find new sourcing events I've been invited to?

Log in to SAP Business Network, then follow the steps outlined in these sections of this document

- [Receive Notification & Access Sourcing Event](#)
- [Identify & Respond to Discovery Posting](#)

2. I received an invitation email, but I can't access the event—what should I do?

Confirm you're logging into the same ABN account where the invitation was sent and that your user has permission for Sourcing events. If it still doesn't appear, contact the buyer to verify the right Ariba Network ID was used and to re-invite you using the correct account/email, if needed.

3. What's the difference between "Acknowledging" an invitation and "Submitting" a response?

Acknowledging confirms receipt/intent to participate. Submitting is the official bid/response (pricing, attachments, questionnaires) and is what the buyer evaluates.

4. Can I decline an event, and will the buyer see why?

Yes – use Decline and select/enter a reason if prompted. The buyer typically sees your decline status and may see your reason depending on event settings.

5. Where do I enter pricing, and why are some fields locked?

Pricing is usually entered in the Pricing/Lots/Line Items section (or via the downloadable sourcing spreadsheet). Fields may be locked because the buyer configured them as read-only, because the event is in a preview/acknowledge stage, or because you're viewing a prior round.

6. How do I upload required documents (e.g., certifications, proposals, insurance)?

Attachments may be requested at the event header, lot, line, or questionnaire level. Use the Attach/Add Attachment option in the specific section to ensure the document is uploaded to the correction section and evaluated accordingly.

CONTACT: Arkansas Office of State Procurement @ 501-324-9316

Frequently Asked Questions (FAQs) (2 of 2)



7. How do I ask the buyer a question, and are my questions visible to other suppliers?

Use the *Compose Message* functionality in the sourcing event. Questions will be sent privately to the buyer and cannot be changed by the buyer.

8. Can I edit my response after I submit?

It depends on event rules. Some events allow revise/resubmit until the deadline; others lock after submission. If you can edit, look for the *Revise Response* button (on the *Event Details* page) and resubmit before the close time.

9. What happens if I miss the deadline or my submission fails?

Most events stop accepting responses at the close time (sometimes to the minute). If you suspect a technical issue, take screenshots and contact the buyer immediately; acceptance after deadline is typically controlled by buyer policy/event settings.

10. Why don't I see the award decision or next steps in ABN?

Publication of awards does not occur through Sourcing in SAP Business Network. You may receive results via message, email, or follow-on documents (e.g., contract). If you need confirmation, check the event Messages/Status and follow-up with the buyer contact.

CONTACT: Arkansas Office of State Procurement @ 501-324-9316

Common Sourcing Issues

Common Sourcing Issues (1 of 1)



1. **Event invitation not visible / access denied**

Common causes: wrong Ariba Network ID (ANID) invited, user logged into a different account, missing sourcing permissions/role.

2. **Cannot submit response (button disabled / validation errors)**

Common causes: required questions unanswered, mandatory attachments missing, pricing fields incomplete, acceptance of terms not completed.

3. **Attachment upload problems**

Common causes: file size/type restrictions, blocked pop-ups/browser settings, attaching at the wrong level (header vs line/lot), network timeouts.

4. **Pricing entry confusion or locked fields**

Common causes: lot/line structure misunderstanding, currency/UoM (unit of measure) mismatches, buyer-configured read-only fields, entering values in the wrong round/section.

5. **Where do I enter pricing, and why are some fields locked?**

Pricing is usually entered in the Pricing/Lots/Line Items section (or via the downloadable sourcing spreadsheet). Fields may be locked because the buyer configured them as read-only, because the event is in a preview/acknowledge stage, or because you're viewing a prior round.

6. **Edits not allowed after submission / cannot revise**

Common causes: event rule doesn't allow resubmission, deadline passed (including time zone), event moved to next phase/round, buyer closed bidding early per settings.

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