



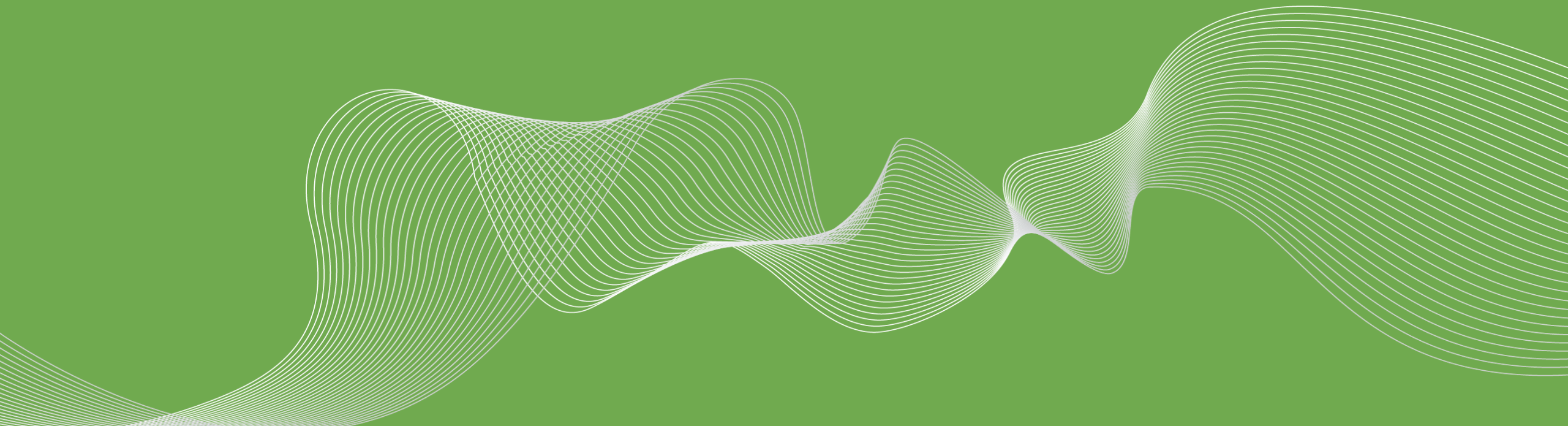
SAP Ariba Supplier Awareness Session 2:

Department of Shared Administrative Services (SAS)
Office of State Procurement (OSP)

SAP Ariba Implementation

July 2026

Welcome



Agenda

TOPICS

Welcome

- Meeting Logistics

Discussion Topics

- Project Overview & Timeline
- SAP Ariba Sourcing for Suppliers
- SAP Ariba Contracts for Suppliers

Next Steps and Q&A



Meeting Logistics



This session will be **recorded and shared** in case you want to rewatch the session and for those who were not able to make it today



During the session, please **type your questions/comments in the chat**; dedicated Q&A will be provided at identified points throughout the session



Today's discussion is high-level and focused on awareness.



Introductions



Carol Hartman
AR OCM/Training Lead



Jessica Patterson
AR Project Executive

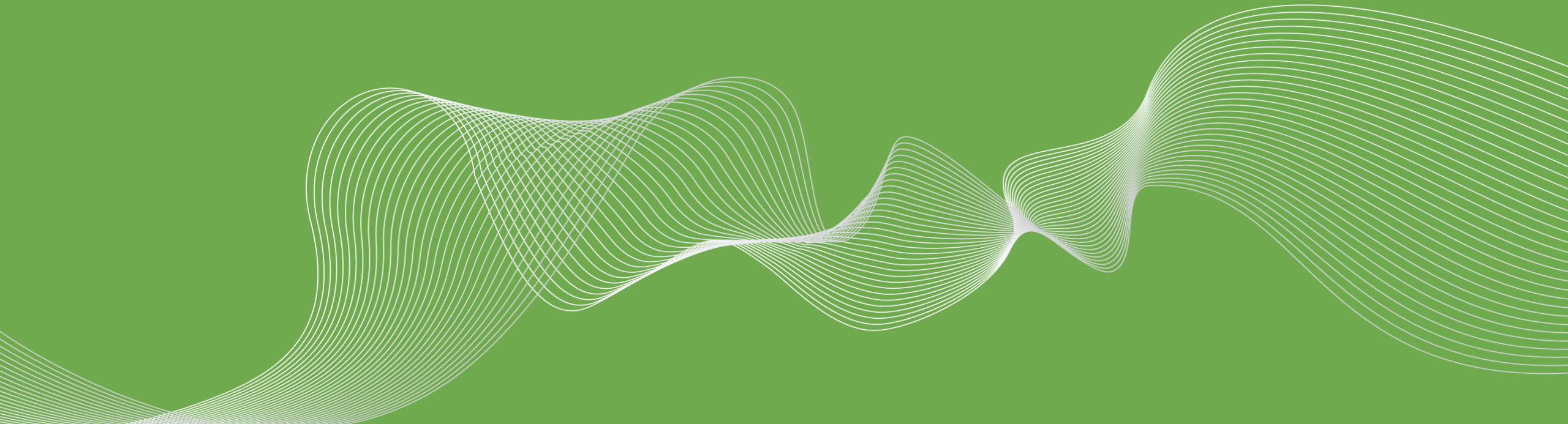


Tanya Freeman
AR Project Lead



Brandi Schroeder
AR Process SME

Project Overview and Timeline



SAP Ariba Project: Overview

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.

SAP Ariba Project: Scope



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.



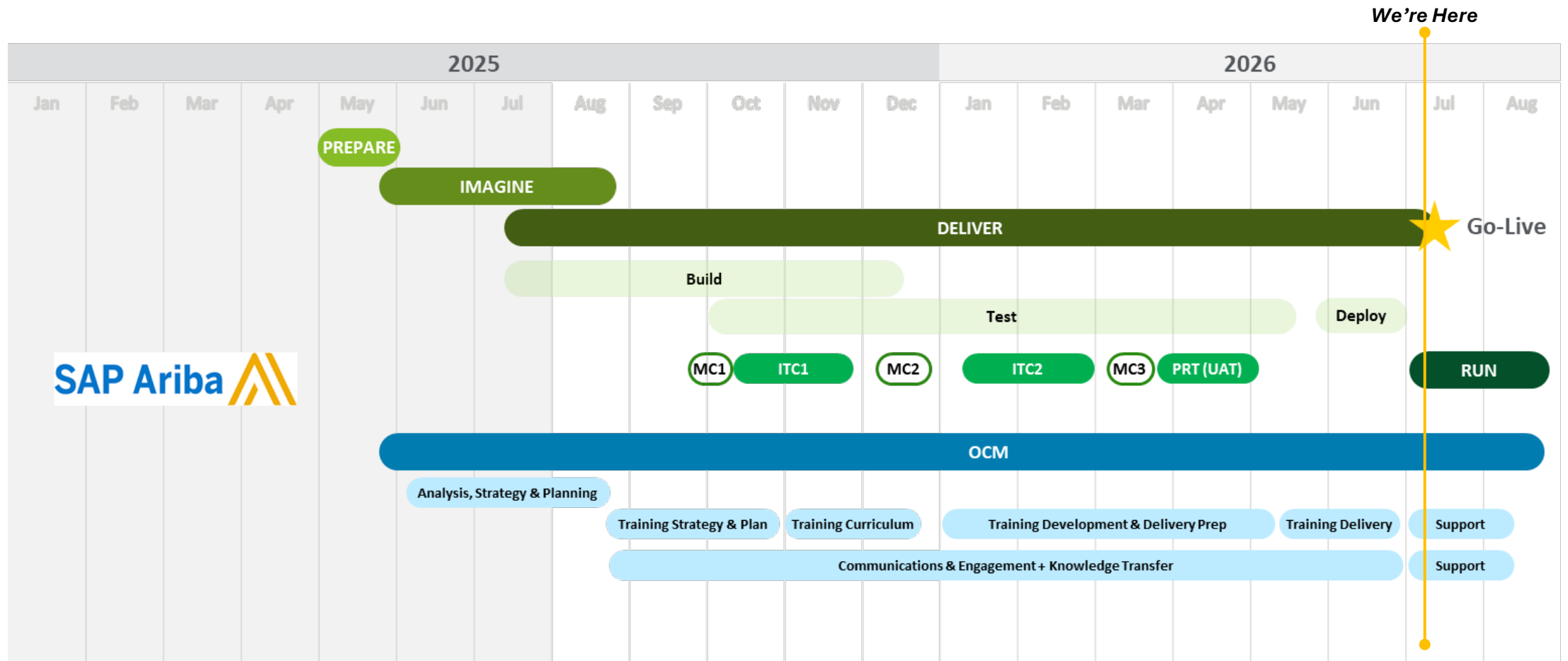
**Ariba
Contracts**

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.

Legend

ITC – Integration Test Cycle	PRT – Production Readiness Testing (UAT)	★ Go-Live
MC – Mock Cutover		



SAP Ariba Project: Path Forward for Suppliers



NEAR-TERM ACTIONS *(at Go-Live and shortly thereafter)*

1

Create SAP Business Network Account

Connect with customers, streamline collaboration, and manage transactions in one secure platform

2

Register as Supplier with State of AR

Get set-up for onboarding, bid opportunities, and future transactions with the state



LONGER-TERM ACTIONS *(after Go-Live)*

1

Participate in Sourcing Events

Directly connect to and/or efficiently discover opportunities, respond to sourcing events, and manage bids in one centralized platform

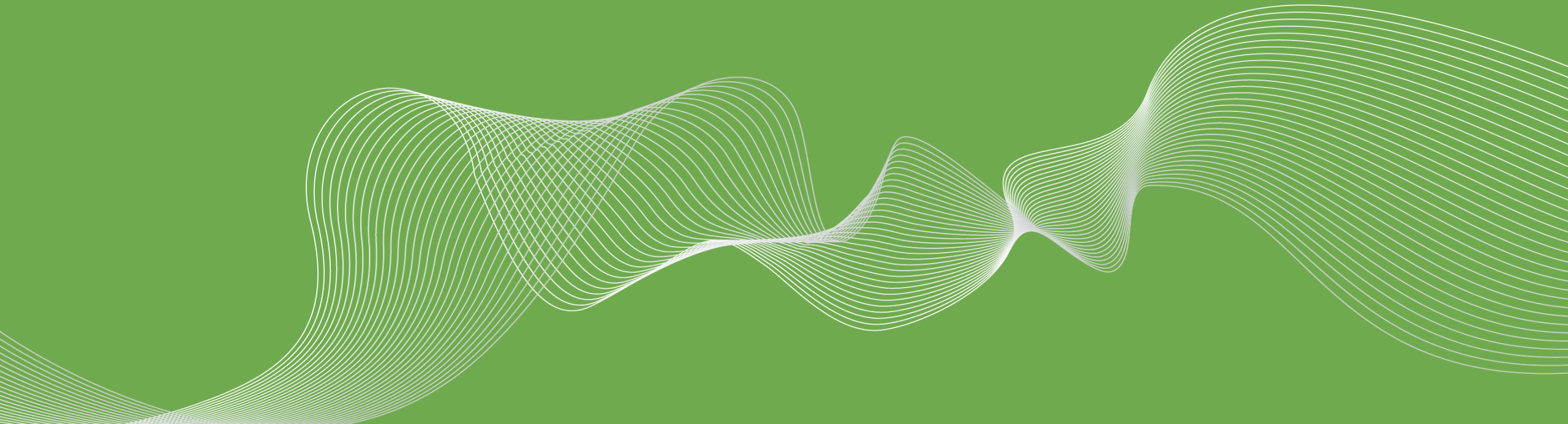
2

Participate in Contracting *(for Awarded Business)*

Manage contract-related activities and collaborate with the State of Arkansas through a centralized digital process

Focus of today's discussion

SAP Ariba Sourcing for Suppliers

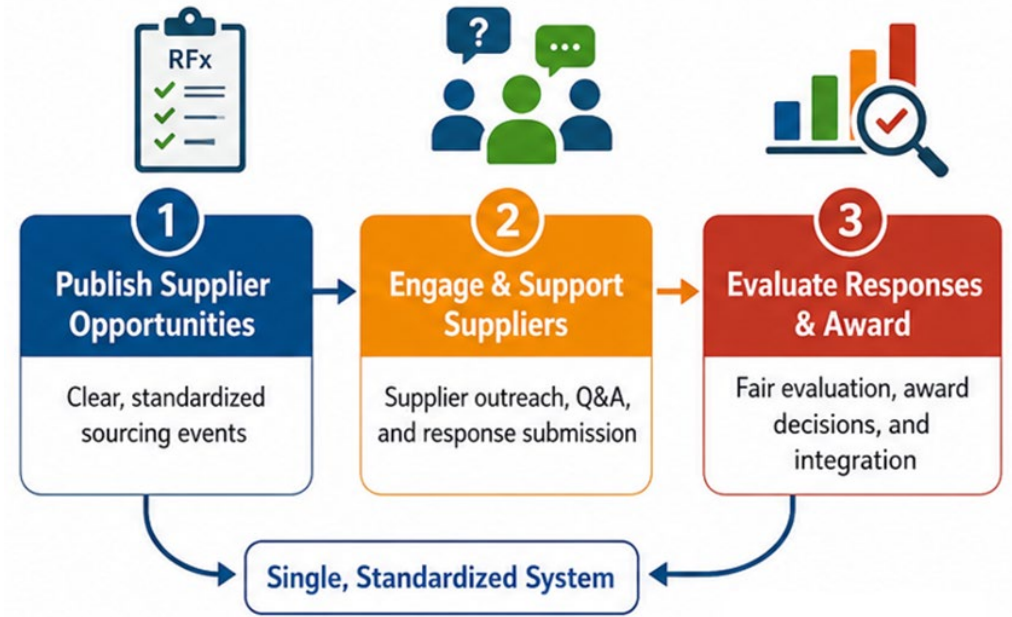


Sourcing: Introduction

DEFINITION

Sourcing is a cloud-based solution that enables the state and suppliers with a more *streamlined, transparent procurement process*—from bid opportunities and supplier communications to response submission, evaluation, and award decisions—all *within a single, standardized system*.

- ✓ Create and manage RFX events using *standardized templates and workflows* for better consistency and transparency
- ✓ Make it easier for suppliers to *find opportunities, receive solicitations, ask questions, and submit responses electronically*
- ✓ Support fair, consistent evaluation of supplier bids, streamline award decisions, and integrate with contracts



BENEFITS



Supplier Access & Transparency

Improves supplier visibility into sourcing opportunities, timelines, requirements, and event status



Simplified Supplier Participation

Makes it easier for supplier to receive invitations, asks questions, and submit complete responses electronically

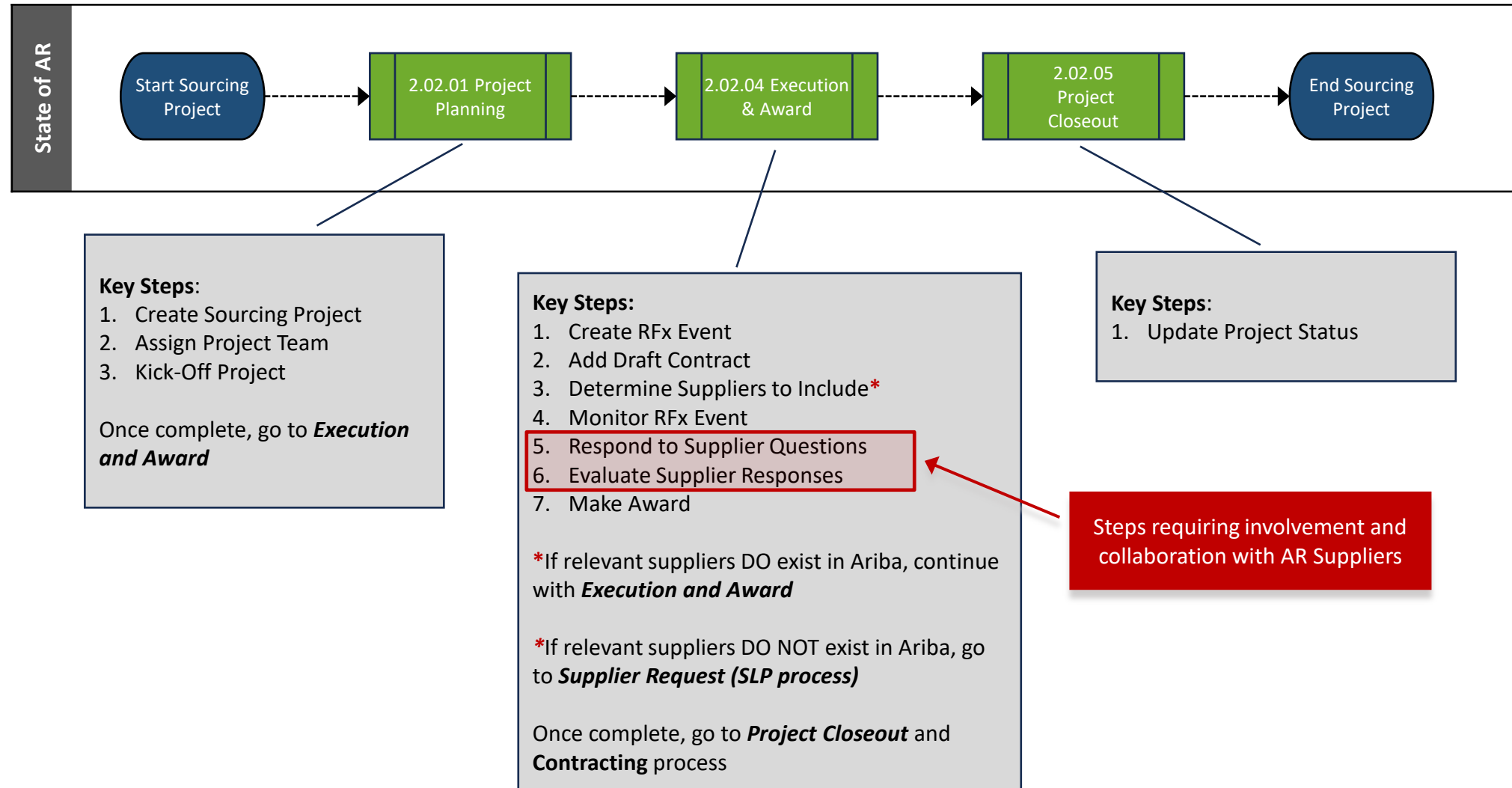


Consistent Collaboration & Outcomes

Supports clear communication, standardized processes, and documented decisions across the supplier lifecycle

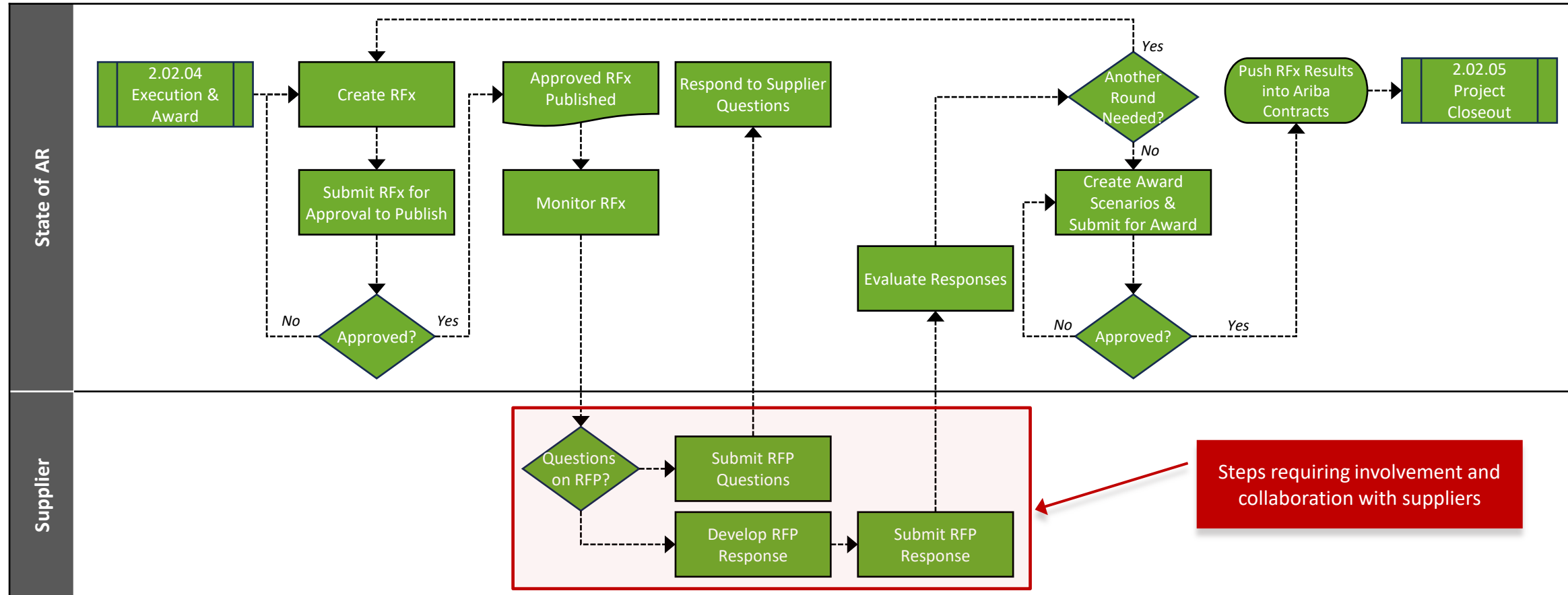
Sourcing: Process Flow (1 of 2)

The process below outlines the high-level **Sourcing Project** process.



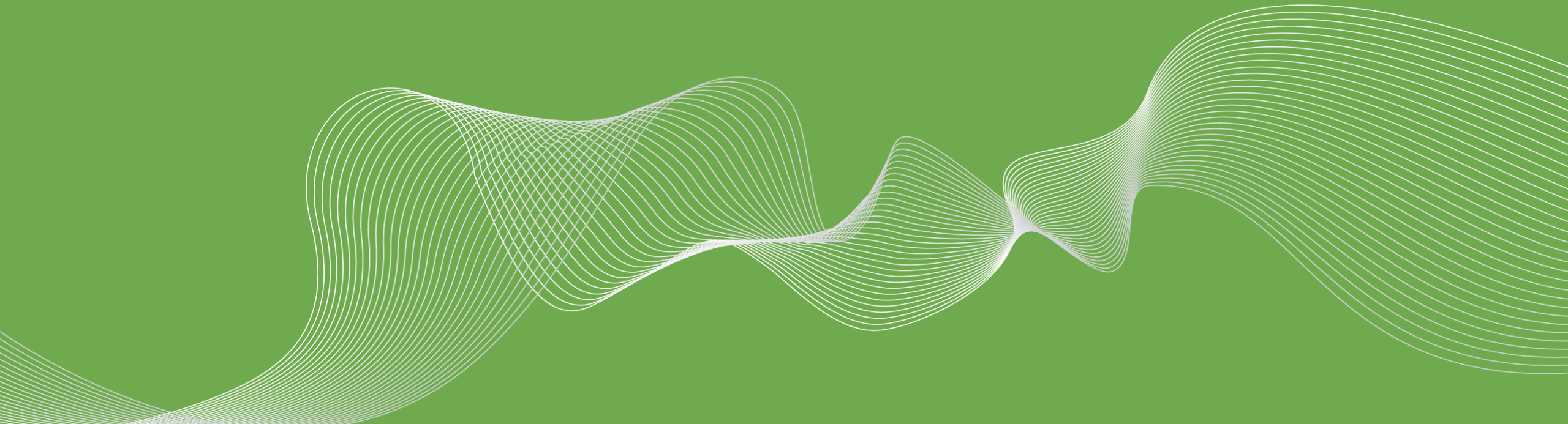
Sourcing: Process Flow (2 of 2)

The process below outlines the high-level Execution & Award process.



DEMO:
Supplier Actions
in Ariba Sourcing (via SAP Business Network)

SAP Ariba Contracts for Suppliers



Contracts: Introduction

DEFINITION

SAP Ariba Contracts is a *centralized, cloud-based solution* that helps suppliers create, review, and manage contracts with agencies throughout the *full contract lifecycle*.

- ✓ Provides a *single repository* for supplier agreements, improving visibility, version control, and access across agencies
- ✓ Uses *standardized templates and clause libraries* to help suppliers prepare consistent, compliant contracts
- ✓ Supports *built-in approvals, electronic signatures, and contract monitoring* to reduce administrative effort and speed execution



BENEFITS



Greater Visibility & Access

Centralized access to contracts in one system makes it easier for suppliers to find agreements, track versions, and stay informed on contract status across agencies



Faster, More Consistent Contract Processing

Standard templates, clause libraries, and automated workflows reduce manual effort, shorten cycle times, and help suppliers submit complete, compliant contracts

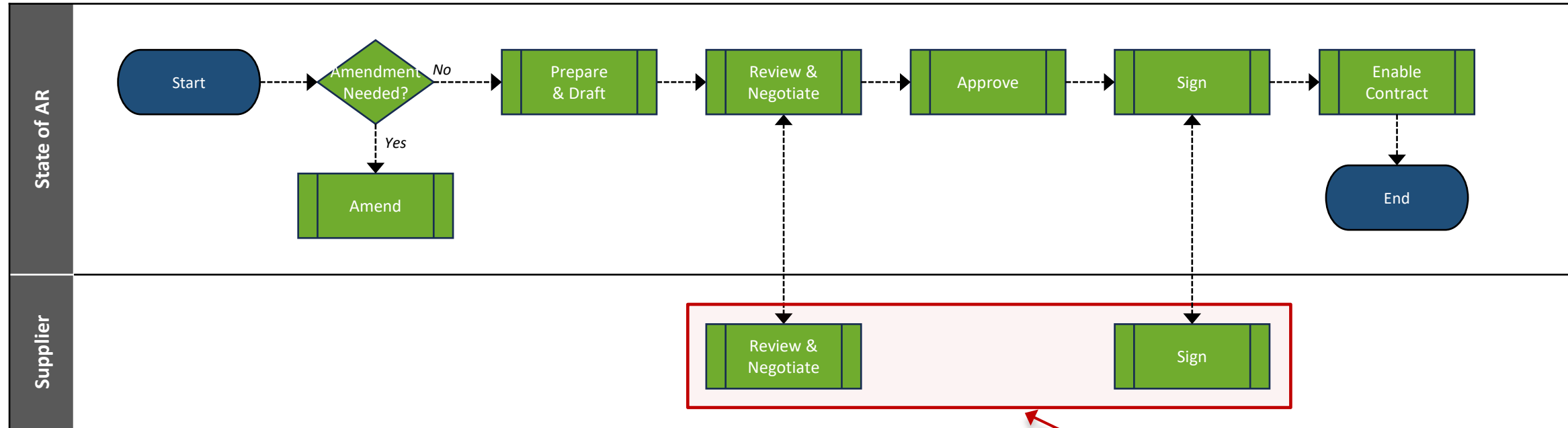


Stronger Compliance & Obligation Management

Built-in reviews, approval routing, and contract monitoring help suppliers stay aligned to requirements, reduce risk, and avoid missed renewals or key obligations

Contracts: Process Flow

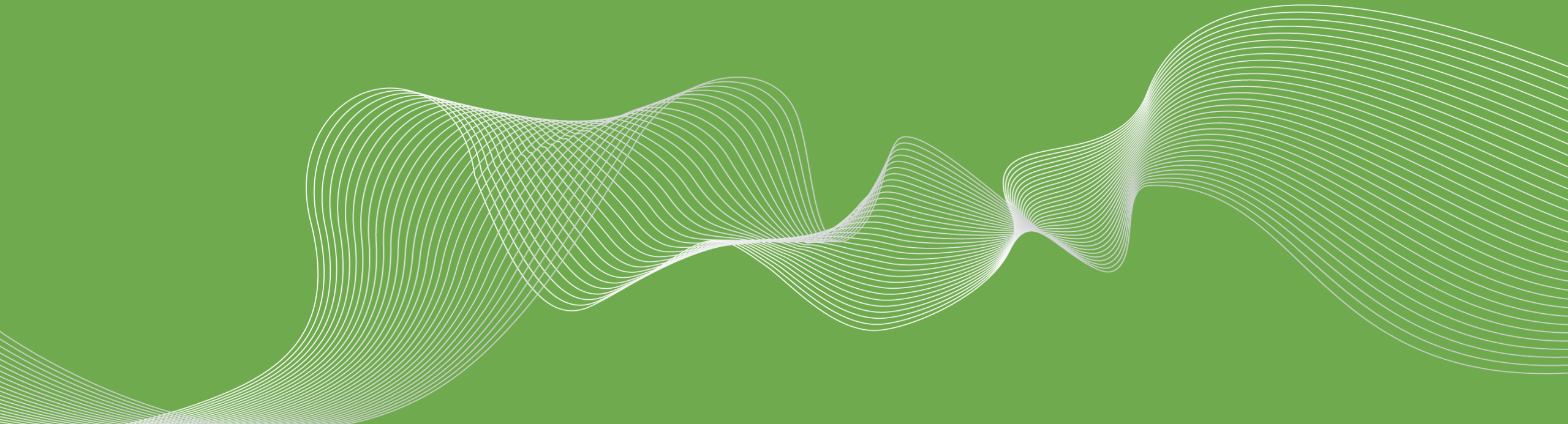
The process below outlines the high-level **Contracts** process.



Steps requiring involvement and collaboration with suppliers

DEMO:
Supplier Actions
in Ariba Contracts (via SAP Business Network)

Support Resources



Quick Reference Guides (QRGs)

Suppliers can use SAP Ariba **Quick Reference Guides (QRGs)** available on the OSP website and attend **post-Go Live Office Hours sessions** to get help with navigating onboarding, sourcing, and contracts activities in SAP Ariba.

SLP in Ariba for Suppliers

- Supplier **guide to onboarding** in SAP Ariba
- Step-by-step **registration** and approval flow
- SAP Business Network **account setup** and profile completion
- **FAQs, Relish, and common issue** troubleshooting

[QRG: SLP in Ariba for Suppliers](#)

Sourcing in Ariba for Suppliers

- Supplier **guide to sourcing** in SAP Ariba
- Find **events**, review **requirements**, and identify key **deadlines** in SAP Business Network
- Build and submit **responses** in SAP Business Network
- **FAQs, notifications, and common issue** troubleshooting

[QRG: Sourcing in Ariba for Suppliers](#)

Contracts in Ariba for Suppliers

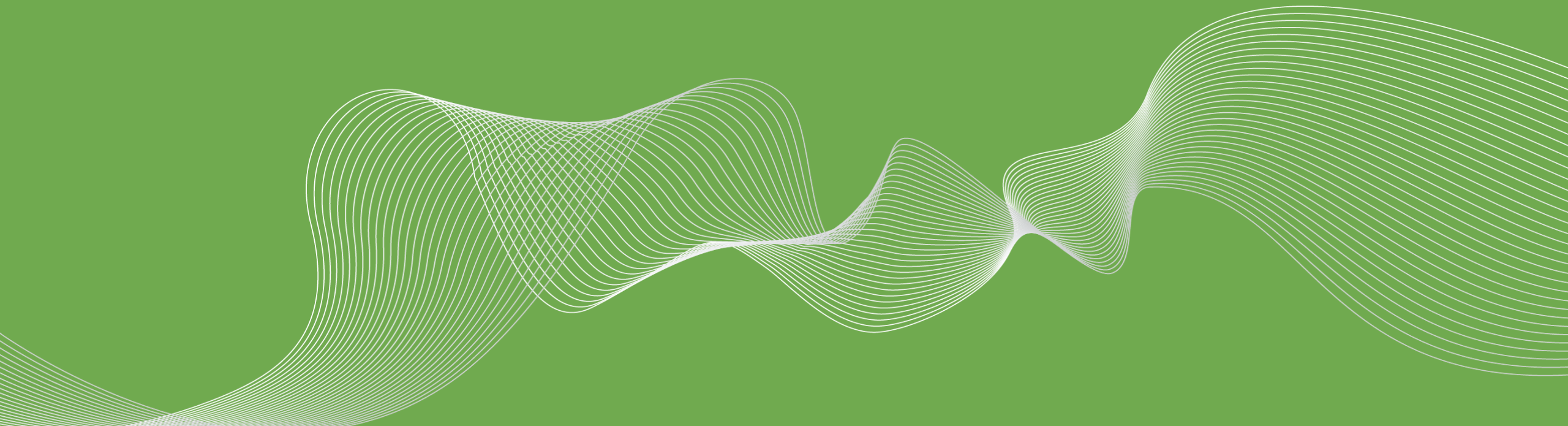
- Supplier **guide to contracts** in SAP Ariba
- Step-by-step **contract review** in SAP Business Network
- Accept, counter, update, and track **contract changes** in SAP Business Network
- **FAQs and common issue** troubleshooting

[QRG: Contracts in Ariba for Suppliers](#)

Supplier Post-Go Live “Office Hours”

Wed, July 15 @ 10-11 AM CT & 2-3 PM CT
Wed, July 22 @ @ 10-11 AM CT & 2-3 PM CT

Next Steps



Next Steps



Attend other **Supplier Awareness Sessions**, as needed



Complete profile set-up in **SAP Business Network** AND expect a notification shortly from OSP to register in **SAP Ariba**



Look for notifications about **Quick Reference Guides (QRGs)** to be posted at Go-Live on OSP website



Watch for **Go-Live communications**, including information about **post-Go-Live support** sessions



Contact the Ariba OCM team at ariba.ocm@arkansas.gov or **(501) 324-9316** with questions and/or additional support needs

Q&A

Type your question in the chat



Appendix

Sourcing Screenshots

The screenshot displays the Business Network Sourcing interface. At the top, the header includes 'Business Network', 'Standard Account', a 'Get enterprise account' button, and a 'TEST MODE' badge. The navigation bar features several tabs: 'Enablement', 'Discovery', 'Workbench', 'Catalogs', 'Assessments', and 'Proposals-Questionnaires & Contracts', which is currently selected and highlighted with a red border. To the right of the navigation bar are icons for search, notifications, and a user profile labeled 'WS'. Below the navigation bar, a search bar contains the text 'Leads' and a dropdown menu set to 'By Product'. The main content area features a large white card with three metrics: '0 Matched Leads (Last 90 days)', '0 Invited Leads (Last 90 days)', and '0 Enablement Tasks'. Below this card, the 'My widgets' section is visible, with a 'Customize' button. The widgets include 'Supplier Success Hub' (with a message about an upgraded user interface and AI innovations), 'Company profile' (with a green progress indicator), 'Shipment tracking' (with a 'Purchase order number' input field), and 'My leads'.

Business Network ▾ Standard Account [Get enterprise account](#) TEST MODE

Enablement Discovery ▾ Workbench Catalogs ▾ Assessments **Proposals-Questionnaires & Contracts** Create ▾ ⋮

Leads ▾ By Product 🔍

Overview Getting started

0 Matched Leads
Last 90 days

0 Invited Leads
Last 90 days

0 Enablement Tasks

My widgets [Customize](#)

Supplier Success Hub
See what's new: Upgraded user interface plus AI innovations

Company profile

Shipment tracking
Purchase order number.

My leads

Sourcing Screenshots

Welcome to the **Ariba Spend Management**

site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

[Proposals and Questionnaires](#)

[Contracts](#)

[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (105)				
▼ Status: Open (4)				
Design Professional Sourcing Event Test	Doc2291227921	07/29/2026 06:44 PM	RFP	No
SP-26-001-IFB Statewide Copy Paper	Doc2292748241	07/07/2026 06:00 PM	RFP	No
SP-26-100-IFB	Doc2291270001	07/07/2026 04:00 PM	RFP	No
Test Event KT-4-21-2026	Doc2154147577	Not Available	RFP	Yes
▶ Status: Pending Selection (10)				

Registration Questionnaires

Title	ID	End Time ↓	Status
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Sourcing Screenshots

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

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

IFB SOLICITATION DOCUMENT (Section 1 of 3) Next »

Name ↑

▼ 1.0 IFB SOLICITATION DOCUMENT

1.1

Download Content

- Download the content in an excel spreadsheet
- Download all event attachments into a zip file

Intend to Participate

- Must be clicked to submit questions or a response

Decline to Participate

- Choose to no longer be invited this event

Print Event Information

- Print the text of the event in Word format

Sourcing Screenshots

Event Messages

Response History

Response Team

▼ Checklist

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

▼ Event Contents

All Content

1 IFB SOLICITATION DOC...

2 BID RESPONSE DOCUMENTS

3 LINE ITEMS

All Content

Name ↑

Price

Quantity

Extended Price

References

2.3 **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.

2.4 **EO 98-04: Contract and Grant Disclosure:** Prospective Contractors should download the referenced EO 98-04, complete, and submit with their response.

2.5 **Redacted Copy:** *OPTIONAL* Upload a redacted copy of your company's bid response, if applicable (see the Redacted Copy section of the Solicitation Document for more information).

▼ 3.0 LINE ITEMS

3.1 8x10 Standard Copy Paper

250 sheets per pack; 6 packs per case

Less... -

* USD 200 case Fx

Order Price Unit: Unspecified

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

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

Revise Response

✓ Submit this response?

Click OK to submit.

OK

Cancel

Compose Message

Excel Import