Registration and Additional Information

The Awarding Authority (HMRC) use an HMRC instance of SAP Ariba Sourcing Pro (thereafter referred to as HMRC’s SAP Ariba) and this must be used to express an interest and/or bid for the opportunity. (Further information about HMRC’s SAP Ariba is available on the HMRC website: www.hmrc.gov.uk/about/supplying.htm) Economic operators who have used HMRC’s SAP Ariba previously will be registered as part of the HMRC Ariba Supplier Network and you should access the system to obtain your account ID number. Contact details on the system should be checked and, where necessary, additional users added to help avoid multiple registrations for the same organisation. Previously registered users having difficulty recovering their account ID number or identifying users within their organisation should email for assistance sapariba.hmrcsupport@hmrc.gsi.gov.uk Economic operators using HMRC’s SAP Ariba for the first time, including suppliers who are already registered on the wider SAP Ariba supplier network, will need to register at http://hmrc.supplier-eu.ariba.com/ad/register/SSOActions?type=full. (You must ensure that you are directed to the registration page for HMRC’s SAP Ariba, identified with the HMRC logo at the top of the page, and to do this you may need to cut and paste the web address directly into your web browser). You will receive a system generated email asking you to activate your SAP Ariba supplier account by verifying your email address. Once you have completed the activation process you will receive a further email confirming the ‘registration process is now complete’ and providing you with ‘your organisation’s account ID’ number. If an email response from HMRC is not received within one working day of your request, please re-contact sapariba.hmrcsupport@hmrc.gsi.gov.uk (after first checking your spam in-box) notifying non-receipt and confirming when your registration request was first made.  
Once you have obtained ‘your account ID’ number, please email e.procurement@hmrc.gsi.gov.uk no later than 12:00 on 08/08/16 with the following information as confirmation that you wish to express an interest and/or bid for the opportunity.   
The contract reference shown in Section IV.3.1 of this Contract Notice  
Your HMRC SAP Ariba account ID: AN  
Your organisation’s name:  
Your name:  
Your email address:  
Your telephone number:  
Economic operators who have complied with the foregoing will receive an e-mail confirming access the online questionnaires. If access is not provided within one working day, please contact e.procurement@hmrc.gsi.gov.uk (after first checking your spam in-box) notifying non-receipt and confirming when your request for access to the online questionnaires was first made.  
Online questionnaires must be fully completed (and any associated hard-copy documents received by HMRC) no later than 12:00 on 15/08/16. The deadline for clarification questions is 04/08/16 with responses provided by the 08/08/16 which will allow the required 6 days for the information to be considered by Tenderers. Expressions of interest not submitted in the required form (or containing the requested information) may be rejected. (When requesting access to the online questionnaires, please notify HMRC if you have any accessibility issues (disabilities) which may prevent you from providing a high quality response using the online format. This will then allow HMRC to agree with you an appropriate format for you to view and respond to the requirements).   
HMRC does not bind itself to accept any tender and reserves the right to accept any part of the tender unless the tenderer expressly stipulates to the contrary.