## Accessing the Tender

* 1. HM Revenue & Customs (HMRC) uses web-based eSourcing Portal, provided by SAP Ariba to routinely manage its Competitive Procurement Exercises.
	2. The eSourcing Portal allows all Candidates/Tenderers to prepare Tenders in a standardised format, with the aim of ensuring a simpler, more consistent approach to tendering, removing some of the barriers which make it difficult for businesses, in particular SME’s, to access public sector contracts.
	3. The eSourcing Portal allows HMRC to:
1. invite a Candidate/Tenderer to take part in a Competitive Procurement Exercise, referred to as an eSourcing Event, across a secure web link;
2. use the eSourcing Event to provide a Candidate/Tenderer with access to Contract documents;
3. request a Candidate/Tenderer to answer a series of questions contained in questionnaires within the eSourcing Event to obtain a standardised e-format Tender;
4. evaluate Tenders using inbuilt scoring functionality; and
5. optionally conduct electronic reverse e-auctions as part of the evaluation process.
	1. The eSourcing Portal will not be used to process purchase orders and pay invoices, this will be done using the separate HMRC ERP system.

**Accessing a HMRC eSourcing Event**

* 1. Prior to being given access to an eSourcing Event the Candidate/Tenderer will have to obtain an Ariba Supplier Network registration number by accessing the following HMRC registration home page accessed using the following link:

<http://hmrc.supplier-eu.ariba.com/ad/register/SSOActions?type=full>

* 1. The Tenderer/Candidate will only be able to be provided with access to the eSourcing Event once registration has been completed.
	2. When accessing an eSourcing Event for the first time the Tenderer/ Candidate will need to accept the conditions in the bidder agreement a copy of which is attached to the event.
	3. Once the Tenderer/Candidate the eSourcing portal home page can be accessed using the following link:

<http://seller.ariba.com>

## Purpose of this Document

* 1. This document provides further information about the format of Competitive Procurement Exercises used by HMRC and clarifies matters relating to the submission and evaluation of a Tender using the eSourcing Portal.
	2. These instructions should therefore be read, along with all other documents attached within the eSourcing Event, before attempting to complete any on-line questionnaires in relation to a Competitive Procurement Exercise.

## Further Sources of Information

* 1. Once logged onto the system technical guidance relating to the use of the eSourcing Portal can be found in the Help Centre that is accessed via the help tab at the top of the screen.
	2. General information for suppliers wanting to sell their products and services to HMRC can also be found on the suppliers guide on the HMRC website using the following link:

<https://www.gov.uk/government/organisations/hm-revenue-customs/about/procurement#supplying-to-hmrc>

 which includes a link to the SAP Ariba Sourcing Professional Supplier’s Guide

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/528355/SAP_Ariba_Sourcing_Professional_Supplier_s_Guide_-_June_2016.pdf>

* 1. Before attempting to use the eSourcing Portal all Candidates/Tenderers must ensure that they read SAP Ariba Sourcing Professional Supplier’s Guide