

Registering for this Rfl Opportunity on HMRC SAP Ariba

The Authority (HMRC) use an HMRC instance of SAP Ariba Sourcing Pro (referred as HMRC's SAP Ariba), this must be used by Economic Operators to express an interest and/or bid for the opportunity. (Information about HMRC's SAP Ariba is at: 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, 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.hmrctsupport@hmrc.gsi.gov.uk. If using HMRC's SAP Ariba for the first time, including suppliers who are 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 identified with the HMRC logo at the top of the page, you may need to copy the web address directly into your browser).

A system generated email will ask you to activate your SAP Ariba supplier account by verifying your email address. Upon completion of the activation process a further email will be sent to you confirming 'registration process is now complete' and provide you with 'your organisation's account ID' number. If an email response from HMRC is not received within one working day of your request, re-contact sapariba.hmrctsupport@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 and it is approved, email Nicholas.Crowe@hmrc.gsi.gov.uk no later than [12 noon] on 10/03/17 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 organization's HMRC SAP Ariba account ID: AN...; Your organisation's name; Your name; Your email address; Your telephone number:

Economic operators who have complied will receive e-mail confirmation to access the online questionnaires. If access is not provided within one working day, contact services.professional@hmrc.gsi.gov.uk notifying non-receipt and confirming when your request for access to the online questionnaires was first made.

When requesting access to the online questionnaires, notify HMRC if you have accessibility issues (disabilities) which may prevent you from providing a quality response using HMRC's SAP Ariba. This will then allow HMRC to agree with you an appropriate format for you to view and respond.