



Shared Business Services

Supplier Support – New to NHS SBS

INTRODUCTION



Shared Business Services

NHS Shared Business Service (SBS) is a provider of a wide variety of procurement services to the NHS and other public sector organisations. As such our processes ensure that we adhere to the current Public Contracts Regulations 2015

All our tender opportunities are advertised in [Find A Tender](#), [Contracts Finder](#) and via our e-procurement platform Sap Ariba, using the [Discovery tool](#).



WELCOME TO NHS SBS PROCUREMENT

- Hello and welcome to NHS SBS, as you will have seen in the introduction, we are now using an e-procurement system called SAP Ariba to run all of our procurement tenders.
- If you have never used SAP Ariba before, or if you have used SAP Ariba but not with us, then you have come to the right place.
- In either of these situations, the simplest and most direct way of engaging with us on a specific procurement tender is to follow the link that will be provided on all our Find a Tender and Contracts Finder Notices.
- Once you use either of those links you will be taken into SAP Ariba Discovery – which is the SAP Ariba tool where you can discover all of the advertised tenders, not just with NHS SBS
- Alternatively you may be responding to an email invitation to a mini competition or other follow on event linked to an existing framework.
- If you are not yet a SAP Ariba user, you will need to register for a SAP Ariba account, if you are then you will simply need to log in in order to access the specific procurement that you are interested in. The next few pages will help with both of these situations.

- NB – emails sent directly to you from the SAP Ariba system may be viewed as Junk by your email system. Please ensure you check your Junk Mail regularly, also please ensure you request that your IT Team add SAP Ariba to their 'Allowed' list.

USING SAP ARIBA FOR THE FIRST TIME



Shared Business Services

Following a link from Find a Tender or Contracts Finder

Will take you to SAP Ariba Discovery and the posting for your chosen Tender

 This is a public sector / buyer funded posting and you can respond for free 

INTELLIGENT AUTOMATION (10137)

Open

NHS Shared Business Services Limited 

3 Q&A

Posted On: 9 Jan 2023
Open for bidding on: 9 Jan 2023
Response Deadline: 22 Feb 2023 4:00 AM PST

Leave feedback

[Respond to Posting](#) [Add to Watchlist](#) [Not Interested](#) | Share: [f](#) [t](#) [in](#) [e](#)

Leave feedback

Click Here - to view Tender

Opportunity Amount: £250,000,000.00 GBP
Response Deadline: 22 Feb 2023 4:00 AM PST
(Buyers can close postings early)
Posting ID: 15074814(Doc1280384364)
Posting Type: Request for Information
Public Posting: <http://discovery.ariba.com/rfx/15074814>

Tender Details

Product and Service Categories

- Expert system software

Ship-to or Service Locations

- United Kingdom

Posting Summary

NHS Shared Business Services Limited (NHS SBS) intends to put in place a Framework Agreement that allows NHS organisations and other public sector bodies to purchase Intelligent Automation. The Intelligent Automation Framework intends to provide a contractual vehicle to support the adoption, implementation and on-going development of Intelligent Automation across Approved Organisations, offering access to services and software that will address a wide range of Intelligent Automation solutions. Intelligent Automation (IA) is a developing technology due to its capacity to increase efficiency, reduce costs, and improve quality.

The deadline is 22/02/2023 12:00pm

Please see the link to the Intelligent Automation Bidder Webinar.

<https://www.gotostage.com/channel/8506e3316edc450d80d59c7f31d5fdbf/recording/02778e026cc04a8ab0323f0dda12341f/watch>

 SAP ARIBA SUPPLIER SUPPORT
Supplier Sup...p Center.pdf

 Intelligent Automation Bidder Webinar 13012023 Slides
Intelligent ...13012022.pdf

USING SAP ARIBA FOR THE FIRST TIME

Following a link from Find a Tender or Contracts Finder



Shared Business Services

Back

This is a public sector / buyer funded posting and you can respond for free

INTELLIGENT AUTOMATION (101

NHS Shared Business Services Limited

Posted On: 9 Jan 2023
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Respond to Posting Add to Watchlist Not Inter

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Posting ID: 15074814(Doc1280384
Posting Type: Request for Information
Public Posting: http://discovery.ariba.com/rfx/15074814

Log In

[Register Now!](#)

Ariba members:
Use your Ariba user ID and password.

 [Forgot Username](#) [Forgot Password](#)

If you are new to SAP Ariba, click here to Register for an Account

If you already have a SAP Ariba account – enter your Username & Password

NOW GO TO PAGE 8

USING SAP ARIBA FOR THE FIRST TIME

Following a link from an Invitation Email



Shared Business Services

NHS SBS has invited you to participate in an event **Test - Supplier Registration Options.**

Catherine Stockley <s4system-prodeu+NHS-SBS-T.Doc1140847955@eusmtp.ariba.com> to me
Thu, 15 Sept, 11:04 (23 hours ago)

NHS SBS

Welcome, Cath Arnold.

NHS SBS has registered you on their Ariba Spend Management site and invited you to participate in the following event: Test - Supplier Registration Options. The event starts on Thursday, 15-Sep-2022 at 01:46, Pacific Daylight Time and ends on Sunday, 18-Sep-2022 at 01:46, Pacific Daylight Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

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

We look forward to working with you!

Thank You,
NHS SBS

Use this link to go to SAP Ariba registration

The link is only valid for 30 days

RFx/Event/Tender Title

RFx/Event/Tender Overview

NB – NEVER FORWARD THESE INVITATIONS TO ANYONE ELSE.

If you believe that someone else in your company should be contacted instead – please message the project team via the message centre (See 'Responding to SAP Ariba Tender Events' support document for support in doing this

USING SAP ARIBA FOR THE FIRST TIME

Following a link from an Invitation Email

SAP Arriba Proposals and Questionnaires

Welcome, Cath Arnold

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **NHS Shared Business Services Limited - TEST** on SAP Ariba.

NHS Shared Business Services Limited - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by NHS Shared Business Services Limited - TEST.

Already have an account? [Log in](#)

This is for those who already have an Arriba account

[Sign up](#)

Click here to sign up for a SAP Ariba Account

About Arriba Network

The Arriba Network is your entryway to all your Arriba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Arriba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Arriba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Arriba Network, Arriba Discovery and Arriba Sourcing activities

Moving to the Arriba Network allows you to log into a single location to manage:

- All your Arriba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

CREATE THE NEW ACCOUNT

If you already have a SAP Ariba account go to the last page in this document


Create account
First, create an SAP Ariba supplier account, then complete questionnaires required by NHS Shared Business Services Limited - TEST.

Company information

Company Name:* CathA's Test
Country/Region:* United States [USA] v
Address:*
Line 1
Line 2
Line 3
City:*
State:* Alabama [US-AL] v
Zip:*

Completing the form:

- If your company has more than one address, put the main one here, any others can be added later in your 'Account'
- You can use your own email as your login User ID or make up a new one as long as it is in 'email format'
- Ensure all mandatory fields (*) are completed
- When finished, click 'Create account and continue'

User
Name:* Cath Arnold
Email:* cath.arnold@gmail.com
 Use my email as my username
Username:* test-cath.arnold@gmail.com
Password:* Enter Password
Repeat Password
Language: English v
Email orders to: *

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories -or-
Ship-to or Service Locations:* Enter Ship-to or Service Location -or-
Tax ID: Optional Enter your nine-digit Company Tax ID number.
 Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS
 I have read and agree to the
 I hereby agree that SAP Business
visibility settings. Please see

NB – once you have created your account, it is really important that you do not change your user name/user ID, as this will create issues in logging in.

CREATE THE NEW ACCOUNT

If Ariba suggests your company already holds an account

Ariba Proposals and Questionnaires

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by NHS Shared Business Services Limited - TEST.

Company information

SAP Ariba may recognise the company name in your email address – if so this box will appear

* Indicates a required field

Company Name: * CathSopraTest

Country/Region: * United Kingdom [GB]

Address: * Any Street

Line 2

Line 3

City: * W

State: * Lancashire [GB-LAN]

Postal Code: * WN1 2DC

Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Review accounts Skip review

If you choose to look at the Ariba suggested accounts, click here

If you choose not to review the accounts click here – you will still be able to create your account

Create account and continue Cancel

CREATE THE NEW ACCOUNT

Reviewing Ariba suggested company accounts



Shared Business Services

AP Ariba Proposals and Questionnaires

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
CathSopraTest	catherine.stockley@soprasteria.com			Any Street Wigan Lancashire, United Kingdom WN1 2DC

The suggested matches are based on the information you entered in the previous screen

To review the information of any of the suggested matches, click on the three dots to view the profile

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID
Sopra Steria Limited	GBR	City of London	-	AN01014617781
SOPRA STERIA	GBR	-	-	AN01021215410

View profile
Please view profile and contact admin if you need to.

CREATE THE NEW ACCOUNT

Reviewing Ariba suggested company accounts



Shared Business Services

Ariba Network Supplier - Work - Microsoft Edge
https://service.ariba.com/Supplier.aw/ad/reviewCompany?anId=AN01014617781&requesterName=SopraTest%20SteriaTest&requesterCompany=CathSopraTest&requesterEmail=catherine.stockley@soprasteria.com

SAP Business Network

Supplier profile

Last Updated: 13 Jan 2022

If the details match your company and you wish to be associated with this account – you need to contact the administrator of the account to be verify that you should be added

Contact Admin

Cancel

Sopra Steria Limited

Sopra Steria Limited
London
City of London
United Kingdom

Overall: ★★★★★
Communication: ★★★★★
Credibility: ★★★★★
Reliability: ★★★★★
Quality: ★★★★★
Transacting Relationships 1 ⓘ

Basic Information

References (0)

Year Founded: 1980
Employees: 35000
Revenue: Over \$1B USD
Stock Ticker: Not Specified
Legal Name: Not Specified
Type of Organization: Corporation
State of Incorporation: Not Specified

You don't have to be connected to the company in this way, if you wish, you can cancel from here and simply create a new account as shown on page 7

Details

Sales Territories

- United Kingdom

Commodities

- Computer programmers
- Systems integration design
- Application programming services
- Application implementation services

Industries

Not Specified

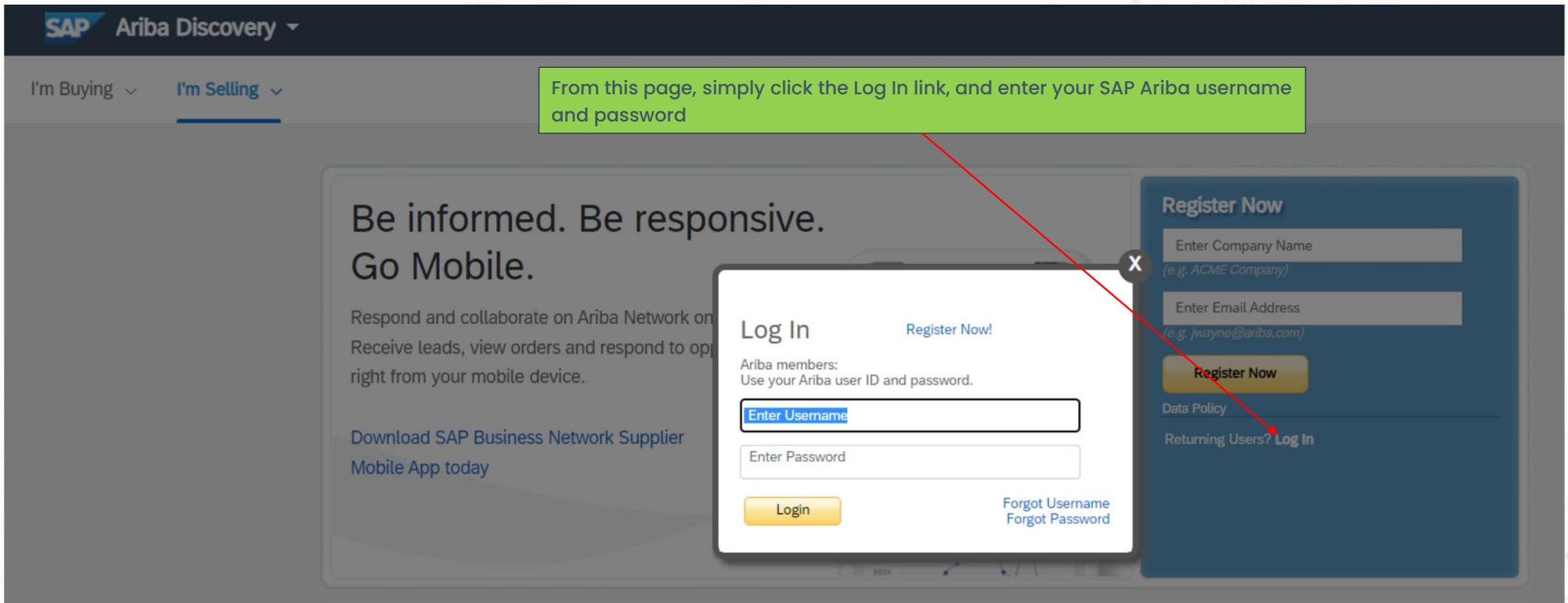
Classifications

Business Type

Diversity and Green Initiatives

CURRENT ARIBA ACCOUNT HOLDER

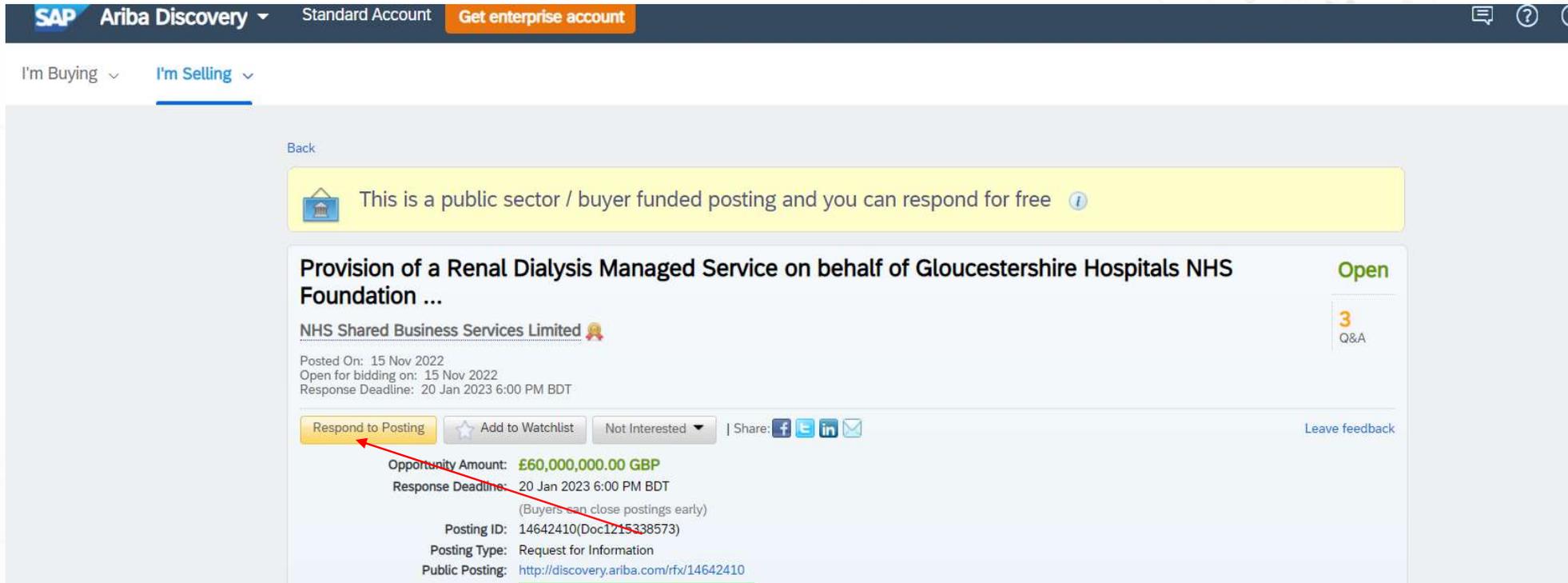
Using Discovery for the first time from the Find a Tender/Contracts Finder link



The screenshot shows the SAP Ariba Discovery website interface. At the top, there is a navigation bar with 'SAP Ariba Discovery' and dropdown menus for 'I'm Buying' and 'I'm Selling'. A green callout box contains the text: 'From this page, simply click the Log In link, and enter your SAP Ariba username and password'. A modal window titled 'Log In' is open, featuring a 'Register Now!' link, instructions for Ariba members, and input fields for 'Enter Username' and 'Enter Password'. A yellow 'Login' button and links for 'Forgot Username' and 'Forgot Password' are also present. In the background, a 'Register Now' form is visible with fields for 'Enter Company Name' and 'Enter Email Address', a 'Register Now' button, and a 'Log In' link for returning users.

SAP ARIBA DISCOVERY POSTING

Once you have logged in or signed up after following Find a Tender



The screenshot shows the SAP Ariba Discovery interface. At the top, there is a navigation bar with 'SAP Ariba Discovery', 'Standard Account', and a 'Get enterprise account' button. Below this, there are tabs for 'I'm Buying' and 'I'm Selling'. The main content area displays a tender posting for 'Provision of a Renal Dialysis Managed Service on behalf of Gloucestershire Hospitals NHS Foundation ...' by 'NHS Shared Business Services Limited'. The posting is marked as 'Open' and has '3 Q&A'. The posting details include: 'Posted On: 15 Nov 2022', 'Open for bidding on: 15 Nov 2022', and 'Response Deadline: 20 Jan 2023 6:00 PM BDT'. The opportunity amount is £60,000,000.00 GBP. The response deadline is 20 Jan 2023 6:00 PM BDT. The posting ID is 14642410(Doc1215338573). The posting type is Request for Information. The public posting URL is http://discovery.ariba.com/rfx/14642410. A red arrow points to the 'Respond to Posting' button.

Click on Respond to Posting to enter the Event

To see further information on participating in SAP Ariba events – please see the document “Responding to SAP Ariba Tender Events”

To see further detailed information about the Discovery tool, see the document “SAP Ariba Discover”