NHS
Shared Business Services

Supplier Support

New to NHS SBS

Shared vision. **Better together** | April 2023

INTRODUCTION

NHS Shared Business Service (NHS SBS) is a provider 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

1 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.

2 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.

3 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 of our Find a Tender and Contracts Finder Notices.

4 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.

5 Alternatively you may be responding to an email invitation to a mini competition or to another link to an existing framework.

6 If you are not yet a SAP Ariba user, you will need to register for a SAP Ariba account, in which case you will 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.

7 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 'approved list.'

USING SAP ARIBA FOR THE FIRST TIME

Following a link from Find a Tender or Contracts Finder

This will take you to SAP Ariba Discovery and the posting for your chosen tender.

1. Click *Respond to Posting* to view tender

2. Tender details are displayed.

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

INTELLIGENT AUTOMATION (10137)

NHS Shared Business Services Limited 🎗️

Open

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

3
Q&A

1

| Respond to Posting | ⭐ Add to Watchlist | Not Interested ▼ | | Share: | Leave feedback

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

2

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   📎 Intelligent Automation Bidder Webinar 13012023 Slides
Supplier Sup...p Center.pdf   Intelligent ...13012022.pdf

USING SAP ARIBA FOR THE FIRST TIME

Following a link from Find a Tender or Contracts Finder

3. If you are new to SAP Ariba, click to register for an account

4. If you already have a SAP Ariba account – enter your username & password.

Now proceed to page 8.
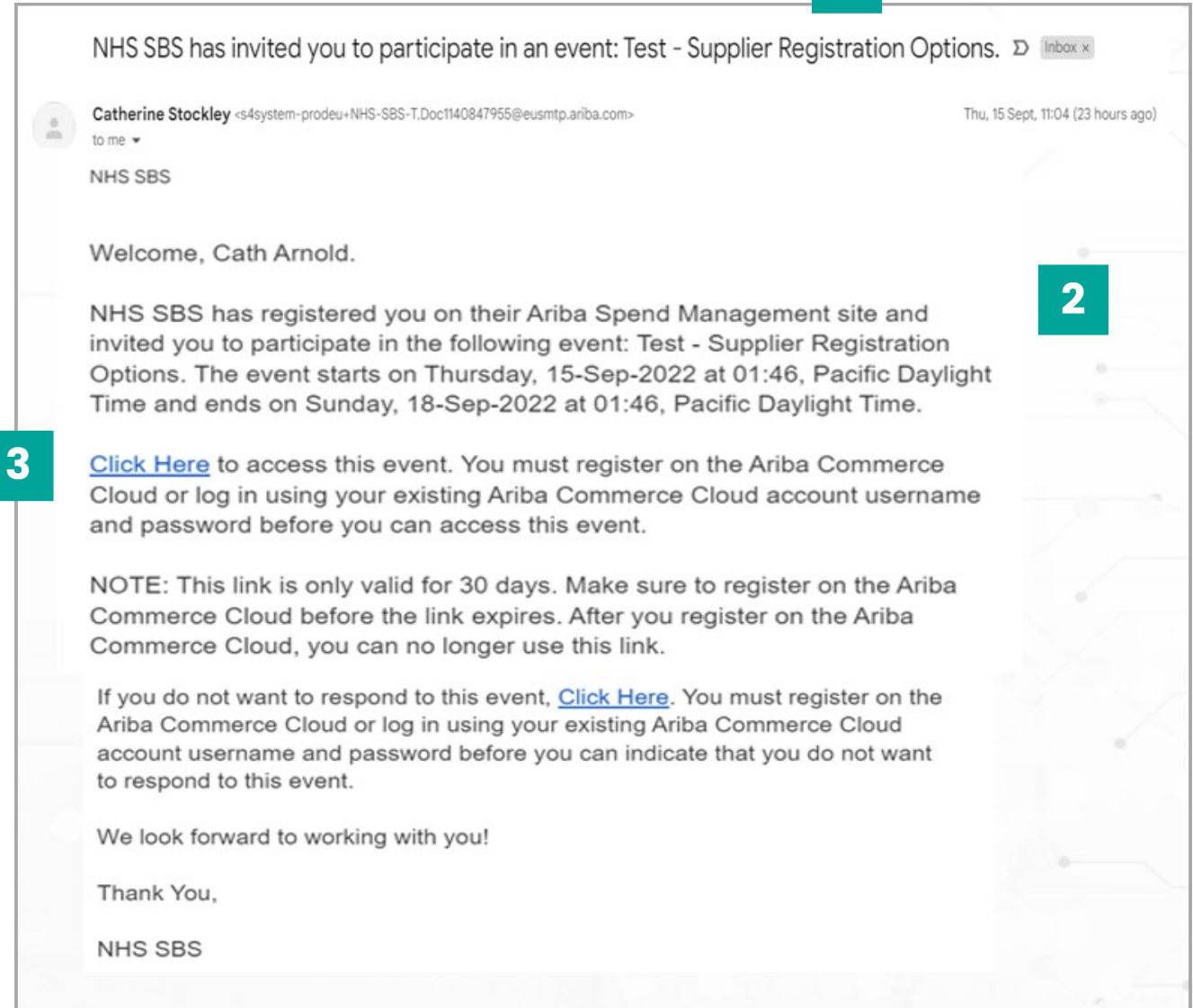
USING SAP ARIBA FOR THE FIRST TIME

Following a link from an Invitation Email

1. You can find the reference, event and tender title here

2. Reference to the event and tender overview can be found here

3. Use this link to go to SAP Ariba registration.

The link is only valid for **30 days.**

You should never forward an invitation like this to anyone else. These are personal to you.

If you believe that someone else in your organisation 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).

1

NHS SBS has invited you to participate in an event: Test - Supplier Registration Options. ⅀ [Inbox ×]

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

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.

2

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.

3

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

USING SAP ARIBA FOR THE FIRST TIME

NHS
Shared Business Services

Following a link from an Invitation Email

4. If you are new to SAP Ariba, click to sign up for an account

5. If you already have a SAP Ariba account – enter your username & password.

SAP | Ariba 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.   [Sign up]   **4**

Already have an account?   [Log in]   **5**

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba 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 Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

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

- All your Ariba 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

Completing a Company Information form

- If your company has more than one address, enter the main one in the address field. Any others can be added later in *Your Account*

- You can use your own email as your login User ID or create a new one as long as it is in email format

- Ensure all mandatory fields (*) are completed

- When finished, click *Create account and continue.*

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

CREATE THE NEW ACCOUNT

NHS
Shared Business Services

Completing a Company Information form

SAP Ariba may recognise the company name in your email address. If it does, a *Potential existing accounts* box will display in the centre of your screen.

If you choose to look at the Ariba suggested accounts, click the *Review accounts* option.

If you choose not to review the accounts, click the *Skip review* option. You will still be able to create your account.

CREATE THE NEW ACCOUNT

Reviewing Ariba suggested company accounts

The suggested matches are based on the information you entered in the previous screen and will appear in the search results at the bottom of the screen.

1. To review the information of any of the suggested matches, click on the three dots (ellipsis) to view the profile and contact admin if you need to.

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

20 search results found

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

1

CREATE THE NEW ACCOUNT

NHS
Shared Business Services

Reviewing Ariba suggested company accounts

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

3. 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.

CURRENT ARIBA ACCOUNT HOLDER

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

1. From this page, simply click the *Log In link*, and enter your SAP Ariba username and password.
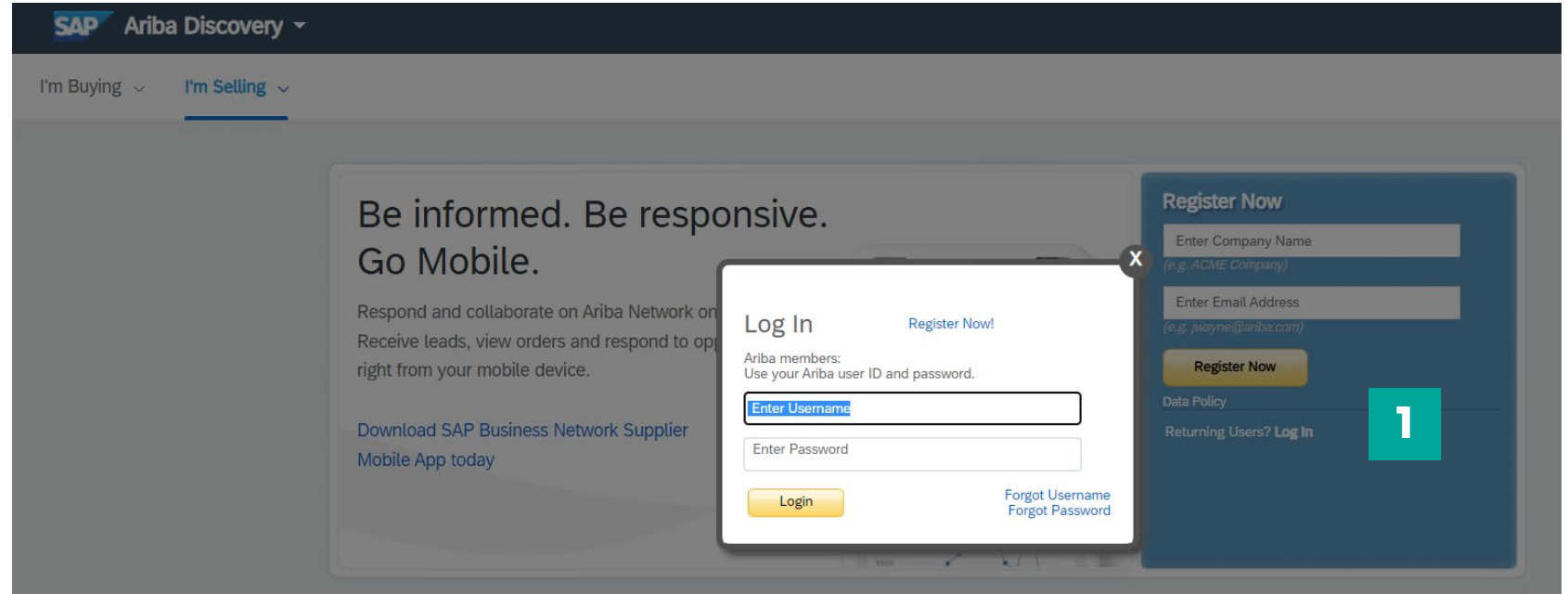
SAP ARIBA DISCOVERY POSTING

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

1. 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 Discovery.*

Shared vision.
Better together

NHS Shared Business Services was created in 2004 by the Department of Health and Social Care to deliver the most cost effective and highest quality corporate services to the NHS. A unique joint venture with Sopra Steria, a European leader in digital services and software development, we make life easier for NHS employees, patients and suppliers, and deliver value for money to the taxpayer.

Proud members of the NHS family, we provide finance & accounting, procurement, workforce, digital and expert advisory services to more than half the NHS in England. Committed to being a force for good, we are dedicated to acting responsibly and sustainably at organisational, team and individual level. Sharing common values and unity of purpose with the rest of the NHS family, our solutions are underpinned by cutting-edge technologies and our teams' expertise, in-depth understanding of the NHS, and commitment to service excellence.

For more information, please visit www.sbs.nhs.uk