
Supplier Support

New to NHS SBS



INTRODUCTION



Shared Business Services

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



Shared Business Services

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.

The screenshot shows a tender listing on SAP Ariba Discovery. At the top, a yellow banner states: "This is a public sector / buyer funded posting and you can respond for free". The tender title is "INTELLIGENT AUTOMATION (10137)" by "NHS Shared Business Services Limited". A green box with the number "1" highlights the "Respond to Posting" button. Below this, the tender details are displayed: Opportunity Amount: £250,000,000.00 GBP; Response Deadline: 22 Feb 2023 4:00 AM PST; Posting ID: 15074814(Doc1280384364); Posting Type: Request for Information; Public Posting: <http://discovery.ariba.com/rfx/15074814>. A green box with the number "2" highlights the "Public Posting" link. Below the details, there are sections for "Product and Service Categories" (Expert system software) and "Ship-to or Service Locations" (United Kingdom). A "Posting Summary" section provides a description of the Intelligent Automation Framework. At the bottom, there are links to "SAP ARIBA SUPPLIER SUPPORT" and "Intelligent Automation Bidder Webinar 13012023 Slides". A green box with the number "3" highlights the "3 Q&A" link on the right side of the page.

1 Respond to Posting

2 <http://discovery.ariba.com/rfx/15074814>

3 Q&A

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.

The screenshot shows a SAP Ariba interface for a public sector posting. A modal window is overlaid on the page, titled "Log In" with a "Register Now!" link. The modal contains a "Log In" header, a "Register Now!" link, and a "3" in a green box. Below this, it says "Ariba members: Use your Ariba user ID and password." There are two input fields: "Enter Username" (with a "4" in a green box) and "Enter Password". A yellow "Login" button is at the bottom left, and "Forgot Username" and "Forgot Password" links are at the bottom right. The background shows a posting for "INTELLIGENT AUTOMATION (101)" by "NHS Shared Business Services Limited".

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

Respond to Posting Add to Watchlist Not Interested

Opportunity Amount: £250,000,000.00 G
Response Deadline: 22 Feb 2023 4:00 AM PST
(Buyers can close posting)

Posting ID: 15074814(Doc1280384)

Posting Type: Request for Information
Public Posting: <http://discovery.ariba.com/rfx/15074814>

Log In Register Now! 3

Ariba members:
Use your Ariba user ID and password.

Enter Username 4

Enter Password

Login Forgot Username
Forgot Password

Open
3
Q&A
Leave feedback

USING SAP ARIBA FOR THE FIRST TIME

Following a link from an Invitation Email

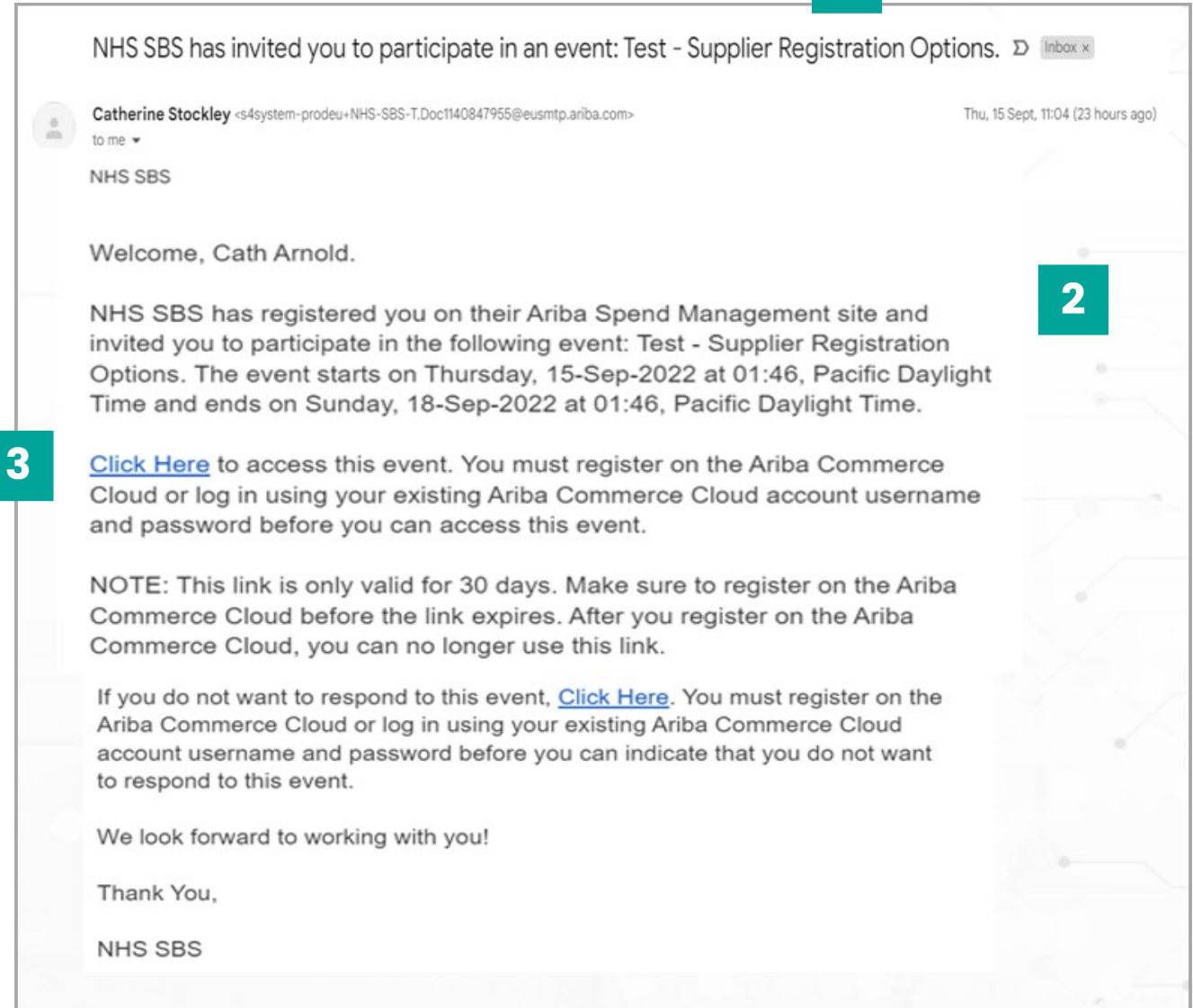
1. You can find the reference, event and tender title here
2. Reference to the event and tender overview can be found here
3. Use this link to go to SAP Ariba registration.

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



3

2

USING SAP Ariba FOR THE FIRST TIME

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.

SAP Ariba Proposals and Questionnaires

Create account

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

Create account and continue **Cancel**

Company information

Company Name:* CathA's Test

Country/Region:* United States [USA]

Address:* Line 1
Line 2
Line 3

City:*

State:* Alabama [US-AL]

Zip:*

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

Email orders to: *

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories **Add** -or- **Browse**

Ship-to or Service Locations:* Enter Ship-to or Service Location **Add** -or- **Browse**

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-1" in test account.

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

CREATE THE NEW ACCOUNT

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.

The screenshot shows the 'Create account' page in the SAP Ariba system. The page title is 'Ariba Proposals and Questionnaires'. The main heading is 'Create account', with a 'Create account and continue' button and a 'Cancel' button. Below this, a message states: 'First, create an SAP Ariba supplier account, then complete questionnaires required by NHS Shared Business Services Limited - TEST.' The 'Company information' section contains several input fields: 'Company Name:*' (CathSopraTest), 'Country/Region:*' (United Kingdom [GB]), 'Address:*' (Any Street, Line 2, Line 3, Line 4), 'City:*' (Wigan), 'State:*' (Lancashire [GB-LAN]), and 'Postal Code:*' (WN1 2DC). A dialog box titled 'Potential existing accounts' is overlaid on the form, containing the text: 'We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.' The dialog box has two buttons: 'Review accounts' and 'Skip review'. A legend indicates that an asterisk (*) denotes a required field.

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.

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	...
SOPRA STERIA	GBR	-	-	AN01021215410	...

CREATE THE NEW ACCOUNT

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.

The screenshot shows the Ariba Network Supplier profile for Sopra Steria Limited. The page is titled "Supplier profile" and includes a "Contact Admin" button (marked with a green '2') and a "Cancel" button (marked with a green '3'). The profile details include:

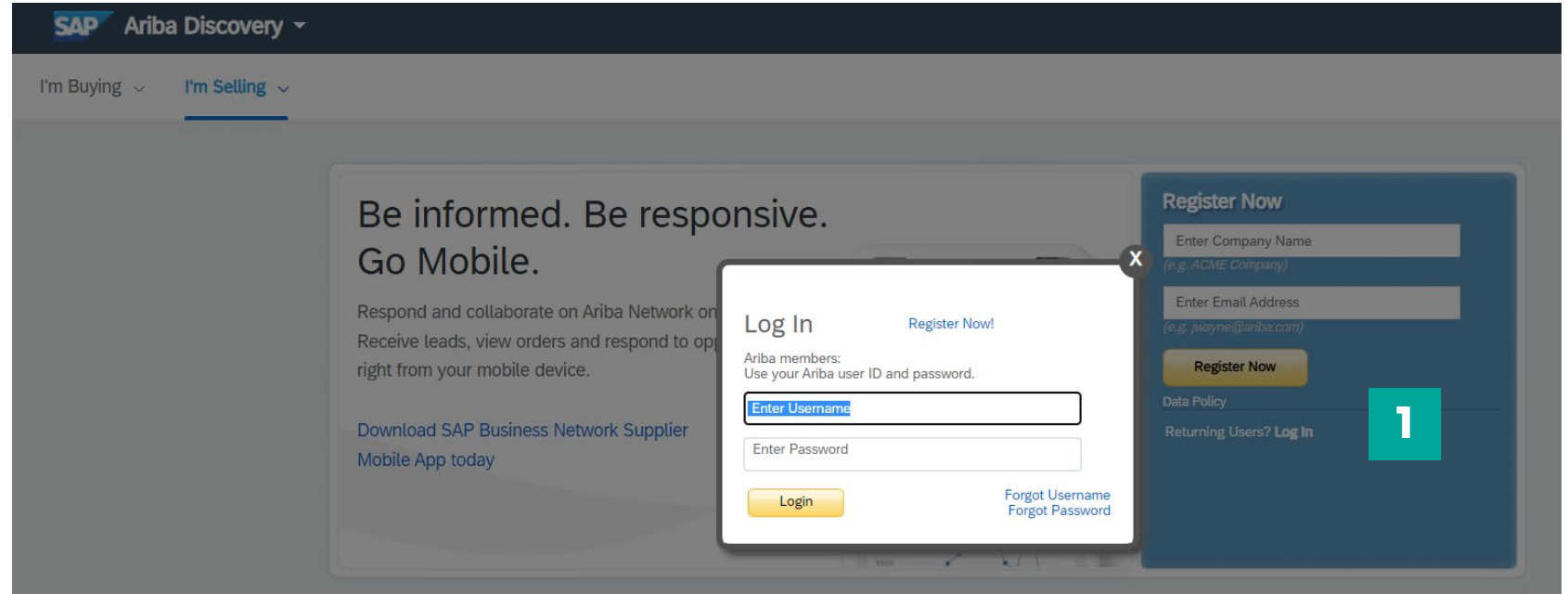
- Company Name:** Sopra Steria Limited
- Address:** Sopra Steria Limited, London, City of London, United Kingdom
- Year Founded:** 1980
- Employees:** 35000
- Revenue:** Over \$1B USD
- Stock Ticker:** Not Specified
- Legal Name:** Not Specified
- Type of Organization:** Corporation
- State of Incorporation:** Not Specified

The page also displays ratings for Overall, Communication, Credibility, Reliability, and Quality, all of which are 5 stars. There is one transacting relationship listed. The "Details" section shows Sales Territories (United Kingdom), Commodities (Computer programmers, Systems integration design, Application programming services, Application implementation services), and Industries (Not Specified).

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*.

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 features a yellow banner stating 'This is a public sector / buyer funded posting and you can respond for free'. The posting title is 'Provision of a Renal Dialysis Managed Service on behalf of Gloucestershire Hospitals NHS Foundation ...' with an 'Open' status. The provider is 'NHS Shared Business Services Limited'. Key details include: Posted On: 15 Nov 2022, Open for bidding on: 15 Nov 2022, and Response Deadline: 20 Jan 2023 6:00 PM BDT. A '1' in a green box is overlaid on the left side of the page. Action buttons include 'Respond to Posting', 'Add to Watchlist', and 'Not Interested'. Social sharing icons and a 'Leave feedback' link are also present. The opportunity amount is £60,000,000.00 GBP, and the response deadline is 20 Jan 2023 6:00 PM BDT. The posting ID is 14642410(Doc1215338573) and the posting type is Request for Information. The public posting URL is http://discovery.ariba.com/rfx/14642410.

Shared vision.
Better together



Shared Business Services

NHS Shared Business Services Limited

Registered in England, Registered No. 5280446
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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