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# SAP Ariba Discovery



# SAP Ariba Discovery



Shared Business Services

Discovery is a tool that SAP Ariba provide which allows businesses to advertise their upcoming/current Tenders.

For the Public Sector, this does not replace Find a Tender, but does allow a further opportunity for suppliers to locate our new Tenders.

As a supplier it can automatically suggest Tenders which may be of interest.

# SAP ARIBA DISCOVERY

## First Log into your SAP Ariba Account

1. Enter your username and password
2. Click *Forgot Username or Password* if you have forgotten any of your details.

SAP Ariba Proposals and Questionnaires ▾

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

1

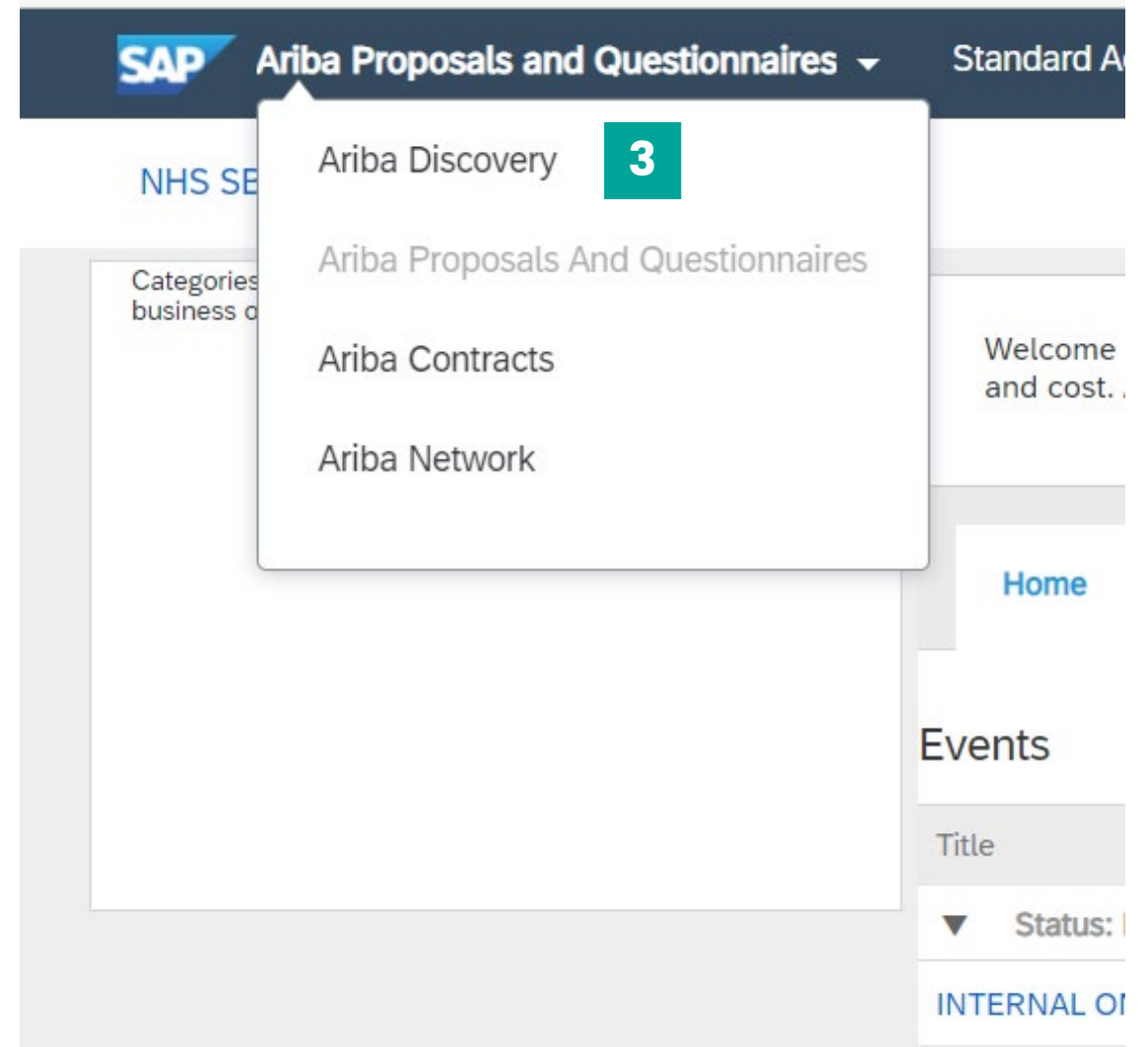
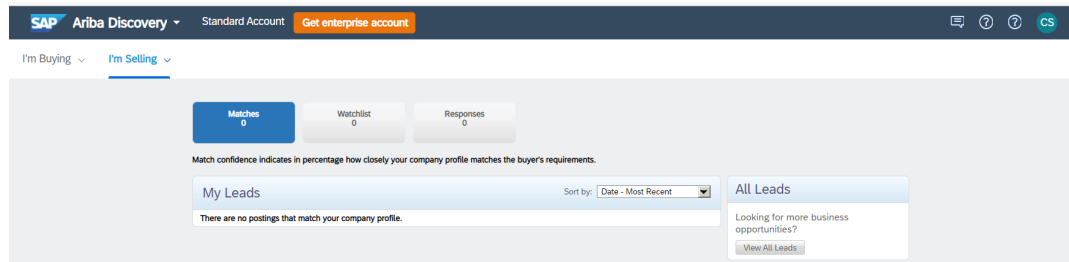
2

# SAP ARIBA DISCOVERY

## From the Home Page

3. Click on the dropdown menu, then choose *Ariba Discovery*.

The *Ariba Discovery* Home Page will appear as this:



SAP Ariba Discovery Standard Account [Get enterprise account](#) CS **1**

## Product and Service Categories, Ship-to or Service Locations, and Industries

### Product and Service Categories\*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Enter Product and Service Categories  -or- [Browse](#)

Dummy loads X Public health administration X Traditional healthcare services X Information technology consult... X

### Ship-to or Service Locations\*

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse might only serve the US, but a goods manufacturer may ship globally.

Enter Ship-to or Service Location  -or- [Browse](#)

United Kingdom X Hounslow - United Kingdom X

My Account

Link User IDs

Contact Administrator

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Project Team Test Ltd

ANID: AN11134815414

Standard account

**Company Profile**

Service Subscriptions

Settings >

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Logout

**3**

**2**

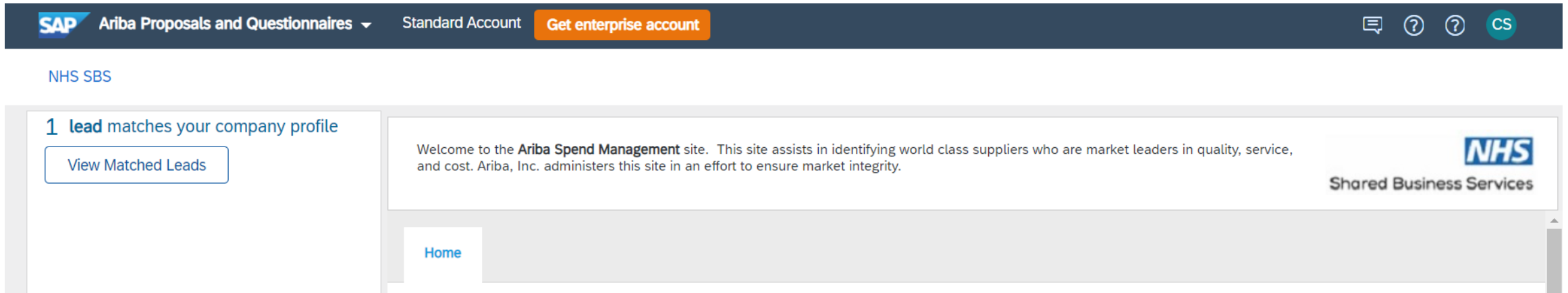
## Complete your Profile

1. Click on your initials
2. From the dropdown menu, choose *Company Profile* (pictured below)
3. Complete as much information as possible, in particular the sections covering categories and ship to locations. These categories will enable Discovery to match and automatically suggest available tenders to you.

# SAP ARIBA DISCOVERY

## Suggested Matched

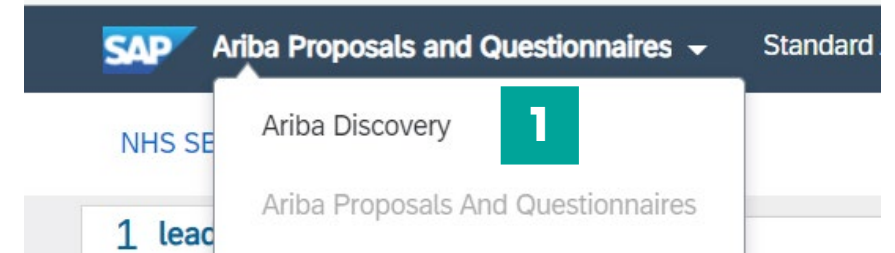
If there are any Tenders which match to your profile they will appear at the top of the screen. You don't need to be in the Discovery page to see your matches. Matches appear here under *lead matches your company profile*.



The screenshot displays the SAP Ariba Spend Management interface. At the top, a dark navigation bar contains the SAP logo, 'Ariba Proposals and Questionnaires' with a dropdown arrow, 'Standard Account', and an orange 'Get enterprise account' button. On the right side of the bar are icons for chat, help, and a user profile labeled 'CS'. Below the navigation bar, the text 'NHS SBS' is visible. The main content area features a notification box with the heading '1 lead matches your company profile' and a 'View Matched Leads' button. To the right of this notification is a welcome message: 'Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.' The NHS Shared Business Services logo is positioned in the bottom right corner of the main content area. A 'Home' button is located at the bottom left of the main content area.

## Searching for Available Tenders

1. You can use Discovery to search for Tenders. Click on *Ariba Discovery* from the dropdown at the top of the page (right)
2. Choose View All Leads to start the search.



I'm Buying ∨ **I'm Selling** ∨

Matches **1**    Watchlist **0**    Responses **0**

Match confidence indicates in percentage how closely your company profile matches the buyer's requirements.

My Leads		Sort by: <span>Date - Most Recent</span>	
	Posting	Ending	Opportunity Amount
☆	<b>RFI</b> Provision of a Renal Dialysis Managed Service on behalf of Gloucestershire Hospitals NHS Foundation Trust	8 days left (New, Closing Soon) 20 Jan 2023 6:00 PM BDT	£60,000,000.00 GBP

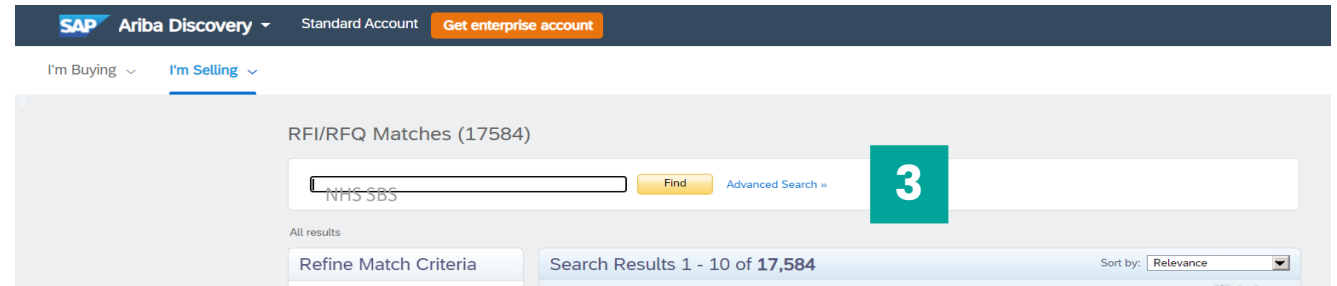
All Leads

Looking for more business opportunities?

[View All Leads](#) **2**

## Searching for Available Tenders

3. Enter search criteria or click on *Advanced Search*
4. Advanced Search allows you to use more specific criteria.



### Advanced Search

Close

Advanced Search form with the following fields:

- All of these words:
- Any of these words:
- Exclude these words:
- Search in:
  - All Fields
  - Title
  - Description
  - Company name
  - Commodity classification
  - Location
- Date Published:
- Ship-to or Service Locations:
- Product and Service Categories:
- Estimated Project Amount:
  - All
  - Less than \$1000 USD
  - \$1000 to \$10K USD
  - \$10K to \$50K USD
  - \$50K to \$100K USD
  - \$100K to \$500K USD
  - \$500K to \$1M USD
  - \$1M to \$5M USD

A green box with the number '4' highlights the 'Search in' radio button options.



# SAP ARIBA DISCOVERY



Shared Business Services

## List of Matched Leads based on your search

1. Simply click on the Tender title to proceed.

The screenshot shows the SAP Ariba Discovery interface. At the top, there's a search bar with 'NHS SBS' entered and a 'Find' button. Below the search bar, the results are displayed in a list format. The first result is 'RFI - NHS SBS Healthcare Planning, Construction Consultancy and Ancillary Services (HPCCAS) SBS' with an estimated value of '\$1M to \$5M USD'. The second result is 'RFI - Patient Discharge Services - SBS10230' with an estimated value of '\$5M USD or more'. The third result is 'RFI - Drugs of Abuse and Point of Care Testing (10241)' with an estimated value of '\$5M USD or more'. On the left side, there are filters for 'Refine Match Criteria' including 'Humanitarian Relief', 'Posting type', 'Date Started', 'Date Closed', and 'Product and Service Categories'. A green box with the number '1' is overlaid on the first result.

Standard Account [Get enterprise account](#)

NHS SBS  [Advanced Search »](#)

All results > NHS SBS x

Refine Match Criteria

- Humanitarian Relief  
No items
- Posting type  
No items
- Date Started  
[Last 14 days](#) (1)  
[Last month](#) (1)  
[Over 1 month ago](#) (13)
- Date Closed  
[After 7 days](#) (2)
- Product and Service Categories  
[Computer Hardware, Software & Telecom](#) (2)  
[Drugs & Pharmaceuticals](#) (2)

Search Results for NHS SBS 1 - 10 of 14 Sort by: Relevance

< 1 2 >

- ★ [RFI - NHS SBS Healthcare Planning, Construction Consultancy and Ancillary Services \(HPCCAS\) SBS](#) **\$1M to \$5M USD (Est.)**  
*NHS Shared Business Services Limited* Posted: 19 Aug 2022 Closes: 16 Sep 2022 5:02 PM BDT  
Product and Service Categories: Property management  
Ship-to or Service Locations: United Kingdom
- ★ [RFI - Patient Discharge Services - SBS10230](#) **\$5M USD or more (Est.)**  
*NHS Shared Business Services Limited* Posted: 5 Dec 2022 Closes: 27 Jan 2023 6:00 PM BDT  
Product and Service Categories: Health service planning  
Ship-to or Service Locations: United Kingdom
- ★ [RFI - Drugs of Abuse and Point of Care Testing \(10241\)](#) **\$5M USD or more (Est.)**  
*NHS Shared Business Services Limited* Posted: 28 Oct 2022 Closes: 7 Dec 2022 6:00 PM BDT  
Product and Service Categories: Drug or alcohol screening

Shared vision.  
**Better together**



Shared Business Services

**NHS Shared Business Services Limited**

Registered in England, Registered No. 5280446  
Registered address: Three Cherry Trees Lane,  
Hemel Hempstead, Hertfordshire, HP2 7AH

**[www.sbs.nhs.uk](http://www.sbs.nhs.uk)**

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](http://www.sbs.nhs.uk)