

## ACCESSING TENDER EVENT DOCUMENTS

To access Ariba Event tender document(s) and submit a bid, follow these steps:

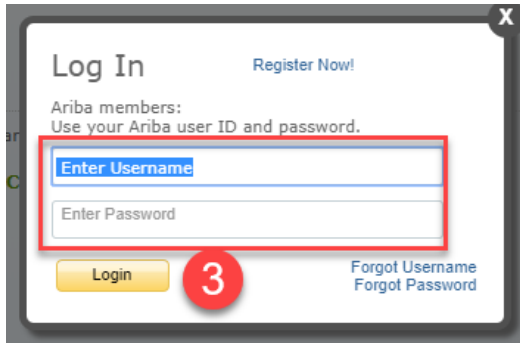
1. Click on the Ariba tender link.

The screenshot shows the 'Tender Details' page for tender ID DOC113325117. The description is 'RFP - Collaborative Case Management Solution For the Department of Community Services'. The 'Tender Docs Location' is highlighted with a red box and a red circle containing the number '1', with the URL <http://discovery.ariba.com/rfx/5129307>. Other details include the closing date of February 21, 2018, and an addendum note stating 'Addendum 1 has been issued. Please log into Ariba for the tender update.'

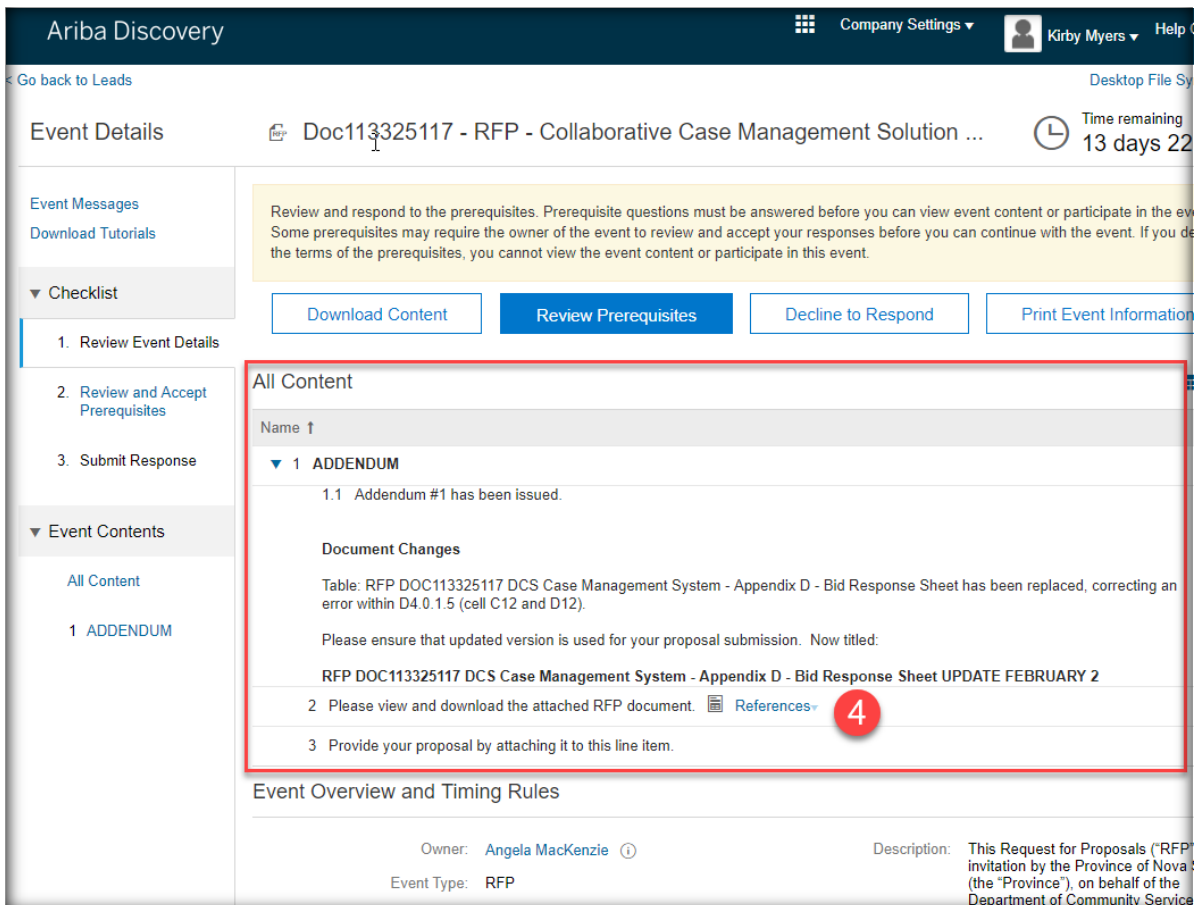
2. Click the Respond to Posting button.

The screenshot shows the Ariba Discovery interface. The 'Respond to Posting' button is highlighted with a red box and a red circle containing the number '2'. The tender details shown include the title 'RFP - Collaborative Case Management Solution For the Department of Community Services', the opportunity amount of \$2,000.00, and the response deadline of 21 Feb 2018 7:59 PM PST.

- You will be prompted for your Ariba Discovery credentials, click Login.  
**\*\* If you haven't already registered for a free account, click on Register Now!**



- You will now be taken to the Event Content screen. This is where you can view the content for the tender and can proceed to answer the required questions.  
**\*\* In some cases you must click to download tender details as in 'References' below.**



For more detailed instructions on bidding on an Ariba e-bidding tender, please see the full Supplier E-bidding Guide at <https://novascotia.ca/tenders/supplier-development/e-bidding.aspx>.

For assistance using Ariba Discovery (logging in, submitting bids, etc.), call their 24-hour Mon-Fri support line at 1-866-218-2155 or visit <https://www.ariba.com/support/supplier-support/>.