SAP ARIBA Sourcing

Supplier Responses Guide

prasa
PASSENGER RAIL AGENCY OF SOUTH AFRICA

SAP Ariba

Agenda

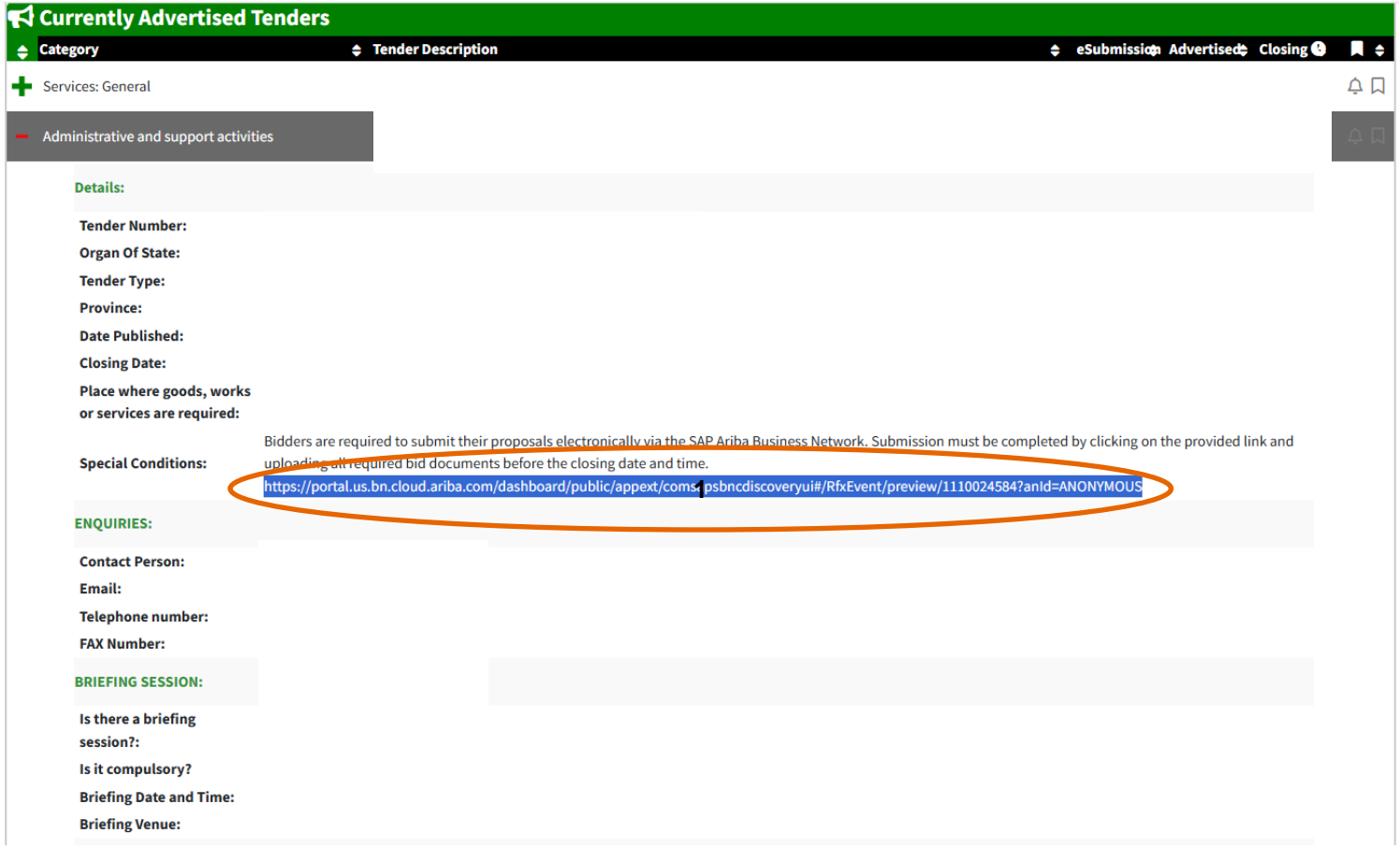
Supplier Registration	Explanation of the Registration Processes
Respond to Treasury E-Tender advertisement	The supplier can find the SAP Business Network post/advert on the SAP Business Network or by following the link from Treasury E-Tender.
Supplier Registration – Supplier Registers on SAP Business Network	The Supplier can create a free account on SAP Business Network
Respond to RFP	The supplier will login into SAP Business Network to respond to the RFP.
Message Board	The Message Board enables real-time communication between Suppliers and the PRASA Buyers/Sourcing Specialists during an RFP/RFQ event
Supplier - View and Reply Message	The supplier will be able to view and reply to a message sent by a Buyer / Sourcing Specialist
Supplier - Create Message	The supplier will be able to create and send a message to the Buyer / Sourcing Specialist

Supplier Registration

- The Supplier would either create a new SAP Business Network (SNB) account (if registering afresh on SAP Ariba Network), or link their existing SAP Business Network account to PRASA (if they already have an SAP Ariba Network account).
- Once a Supplier has created an account on SAP Business Network, they will be able to respond to any of PRASA's RFQ's/RFP's.
- Once a Supplier has registered with PRASA, they will be able to manage and update their Supplier data as required by PRASA's processes.

Respond to Treasury E-Tender advertisement

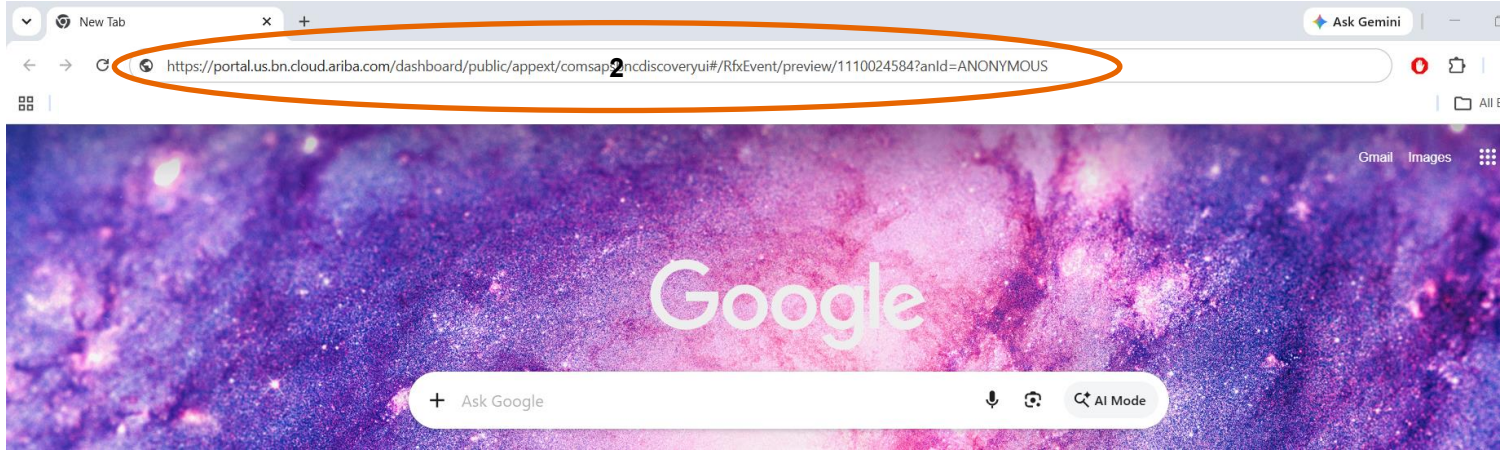
Respond to E-Tender advertisement



Browse the Treasure E-Tender website and find the RFQ or RFP advertisement

1. Highlight and copy the **https link** in Special conditions

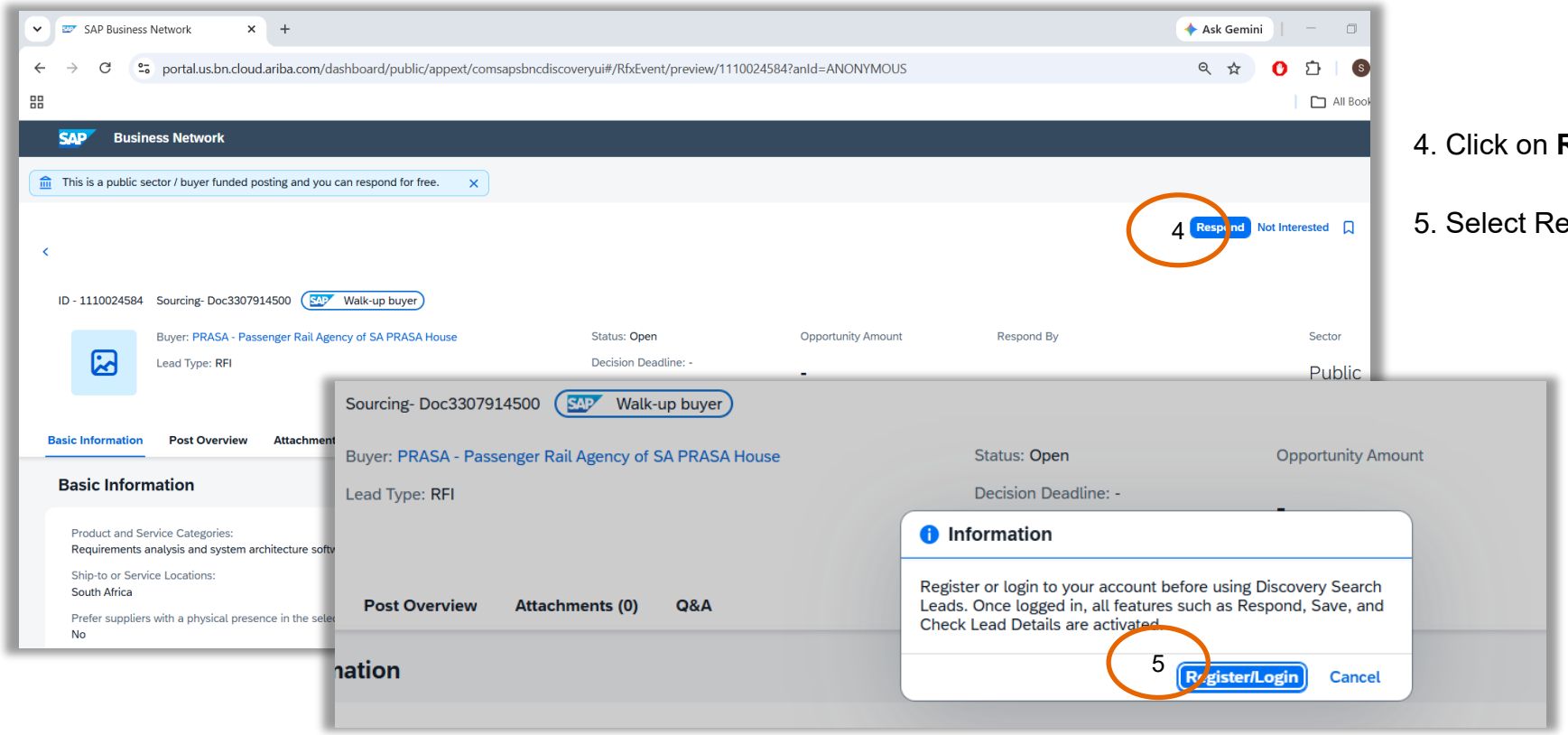
Respond to E-Tender advertisement



2. Paste the https link in the browser

3. Press enter for the page to open

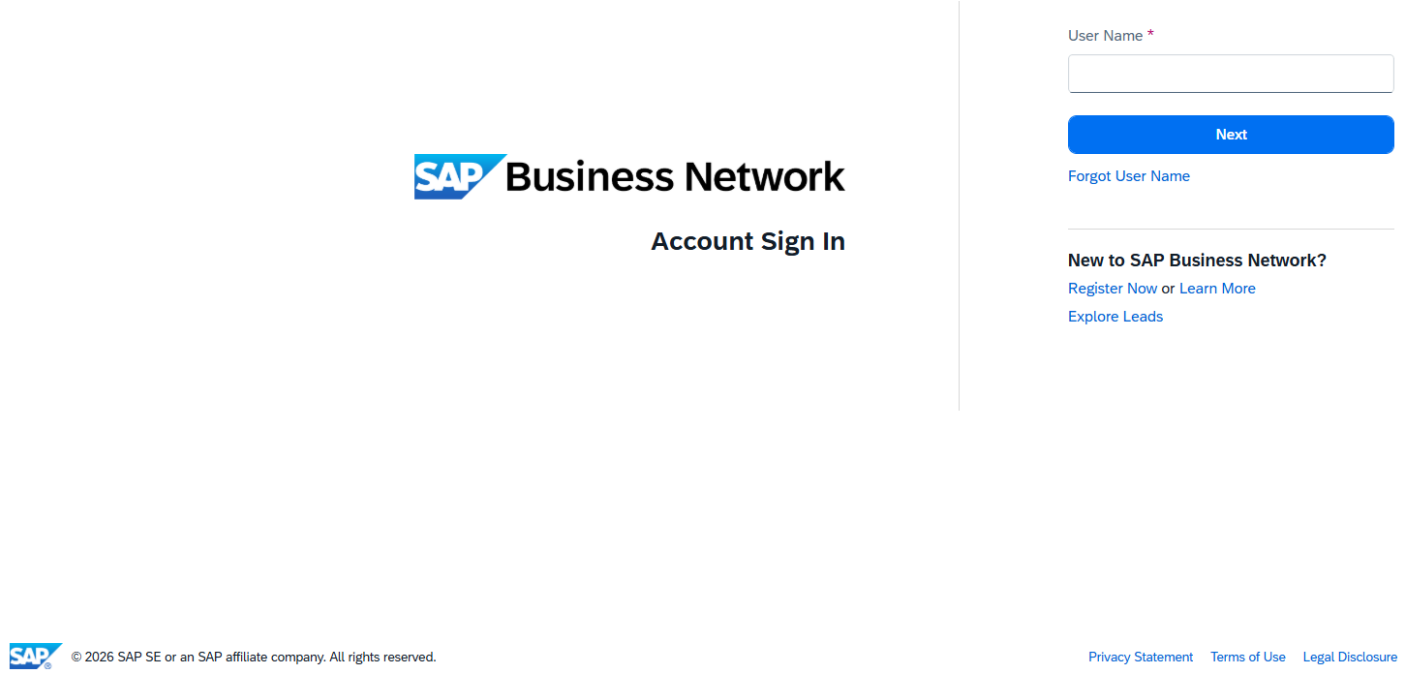
Respond to E-Tender advertisement



4. Click on **Respond**

5. Select Register/Login

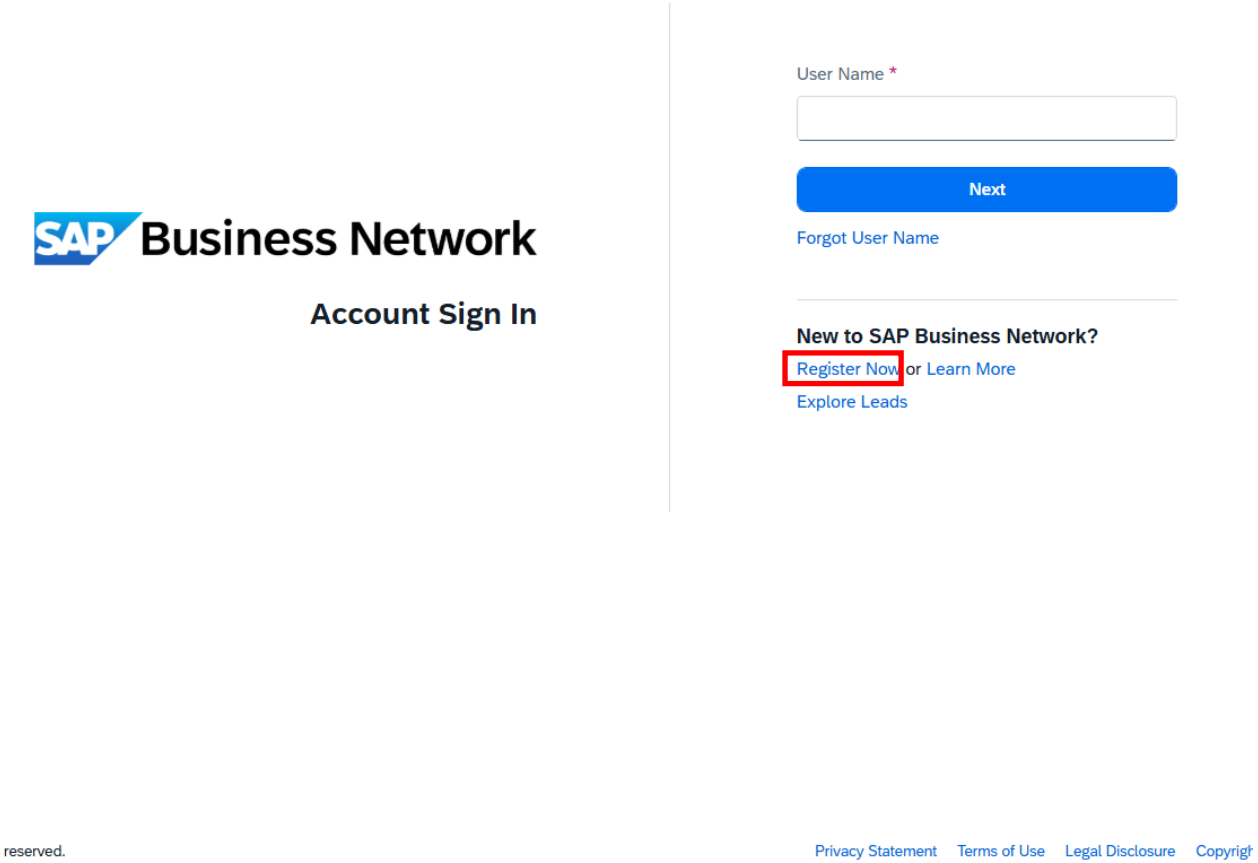
Respond to E-Tender advertisement - Log in to SAP Business Network



6. Log in with existing account or Register new account

Supplier Registration – Supplier creates an account on SAP Business Network

Supplier Registration – Supplier Registers on SAP Business Network



Log in using existing account

Where a Supplier currently has SAP Business Network login details and would like to link their existing account with the PRASA account, enter on **Username**. This will prompt for the Password

Create account

If the Supplier requires to create a new account or does not have SAP Ariba Network login details, they click on **Register Now** to create a new profile

Supplier Registration – Supplier Registers on SAP Business Network

Please provide your email address

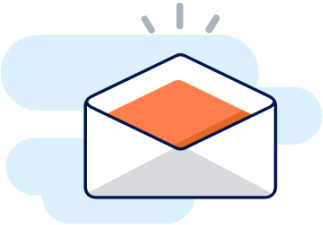
To register for SAP Business Network, enter your email below.

Email: *

Email Address

User consents to store this email ID

Continue

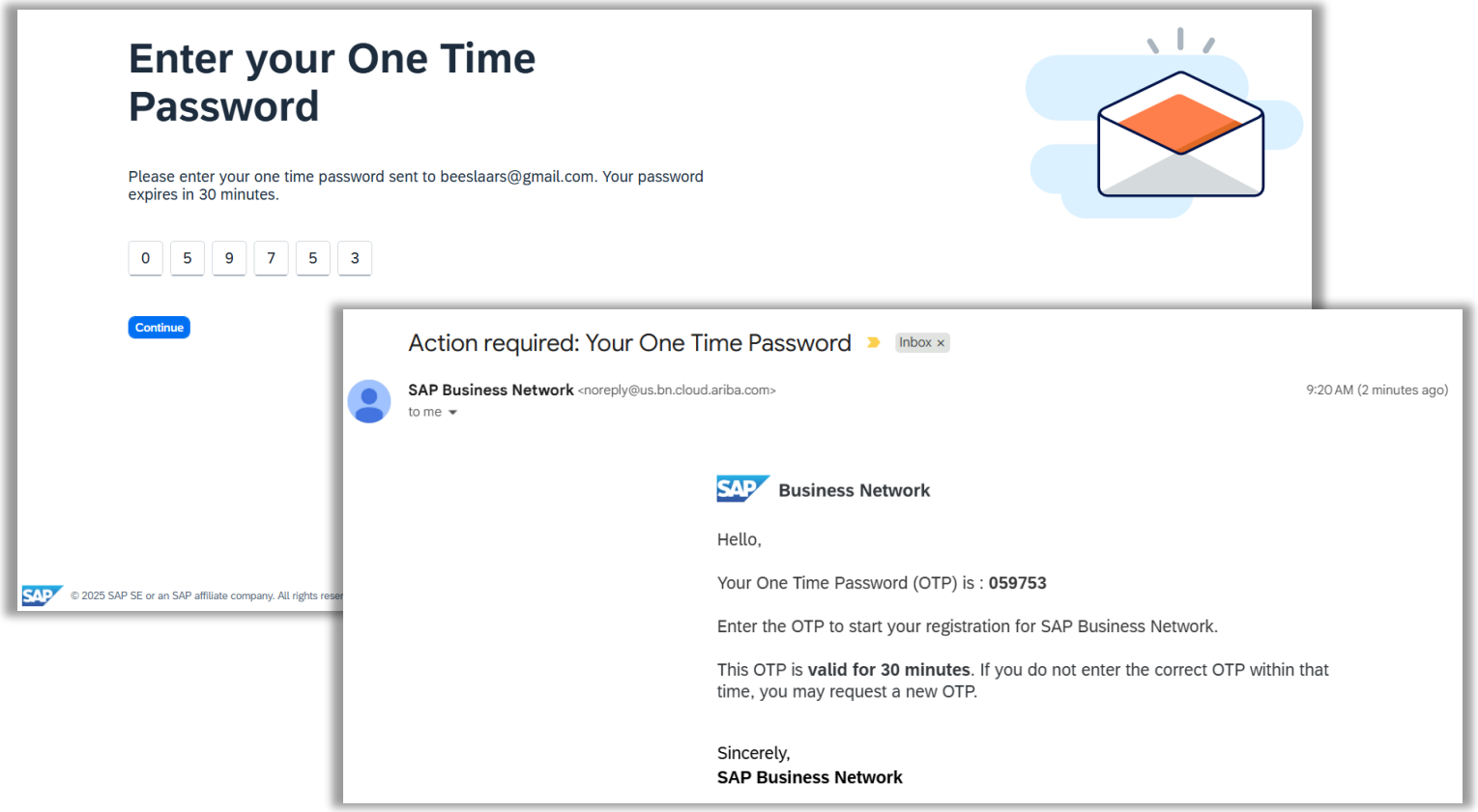


2. Enter email address
3. Select “User consents to store this email ID”

© 2025 SAP SE or an SAP affiliate company. All rights reserved.

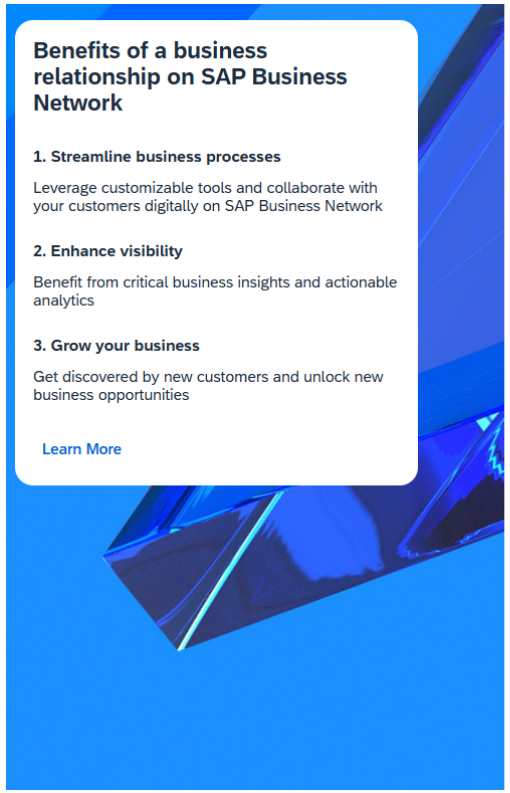
Privacy Statement Terms of Use Legal Disclosure Copyrig

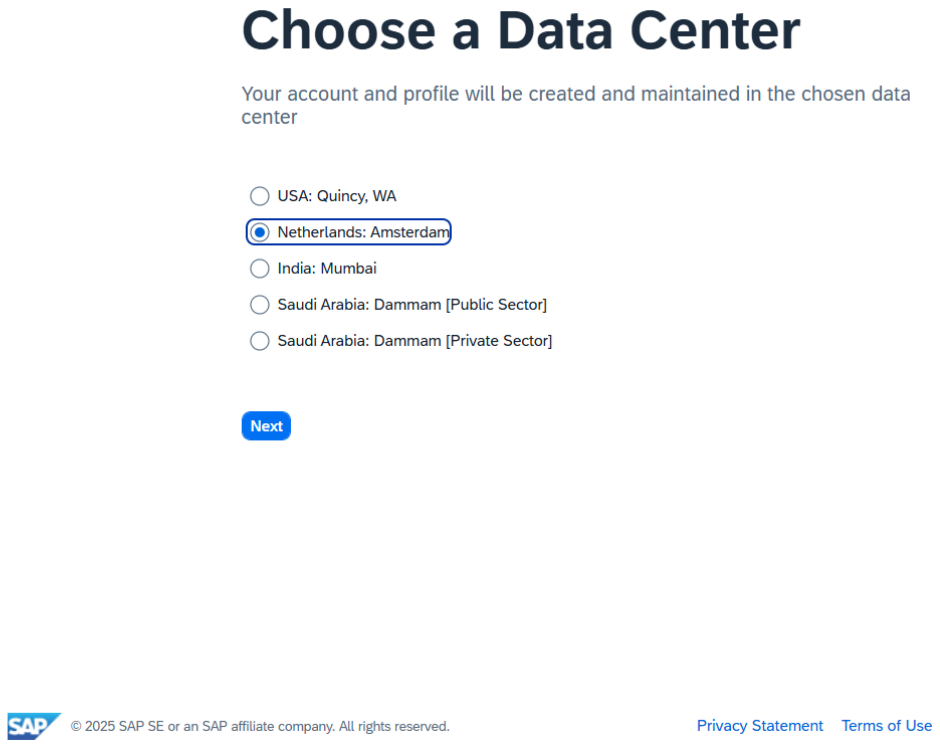
Supplier Registration – Supplier Registers on SAP Business Network



4. Enter the One Time Password sent to the email address

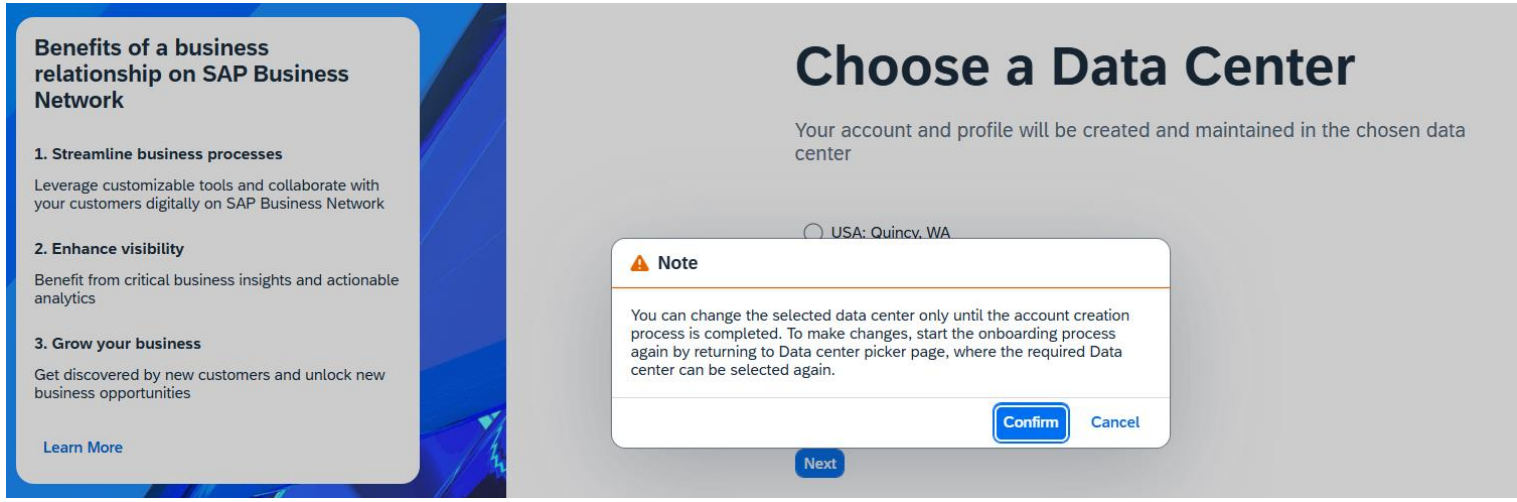
Supplier Registration – Supplier Registers on SAP Business Network





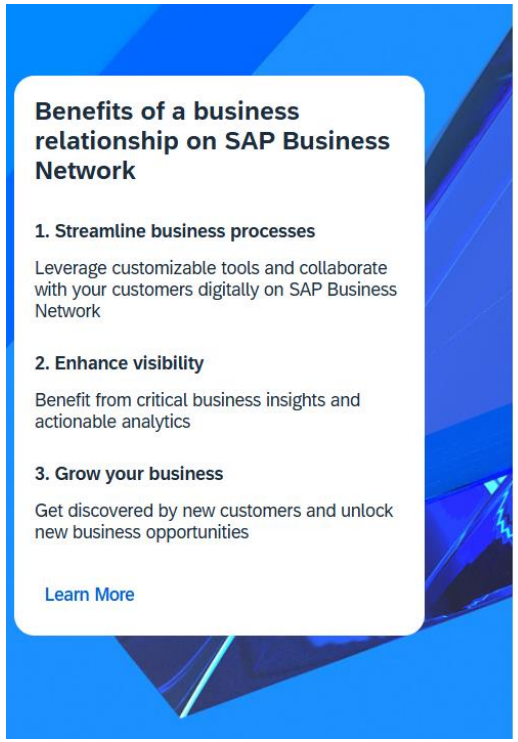
5. Select “**Netherlands: Amsterdam**” as closest data center
6. Click on Next

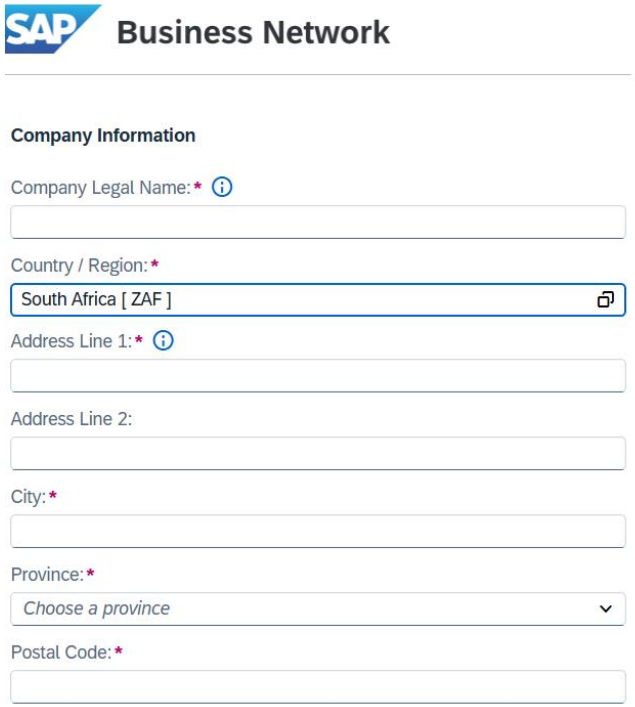
Supplier Registration – Supplier Registers on SAP Business Network



7. Click on **Confirm**

Supplier Registration – Supplier Registers on SAP Business Network

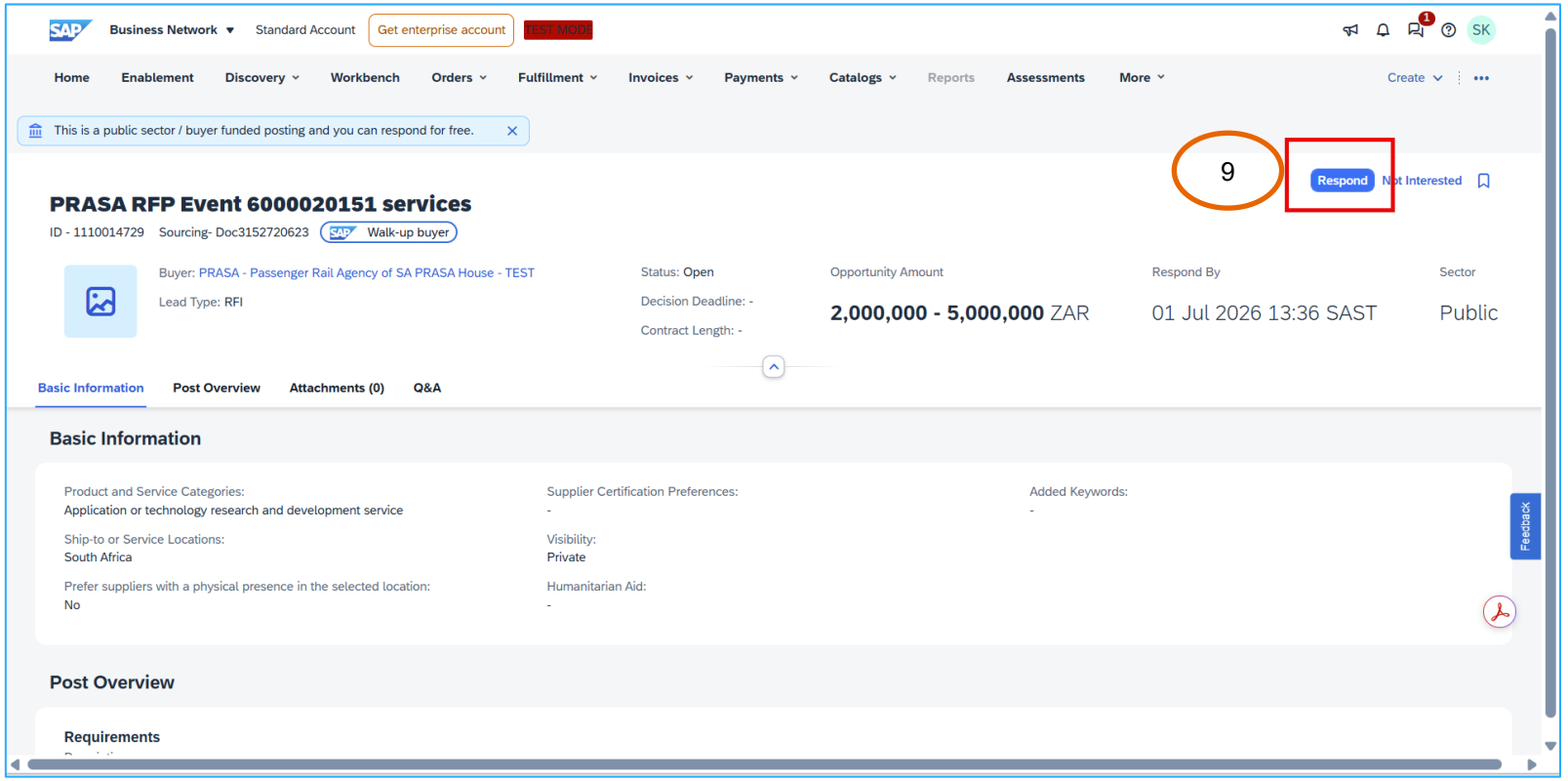




8. Enter Company information and follow the registration process

Respond to open RFQ or RFP

Respond to open RFP



9. Click Respond to respond to the RFP.

Respond to open RFP

Ariba Discovery

Company Settings ▾ Siya Kolisi ▾ Feedback Help ▾

< Go back to Leads

Desktop File Sync

Event Details

Doc3152720623 - PRASA RFP Event 6000020151 services

Time remaining
28 days 18:17:20

10

Event Messages
Download Tutorials
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

All Content
2 SBD 1
3 Compulsory Site Insp...
4 Notice to Bidders
5 Disclaimer
6 SBD 6.1 Preference P...

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content | Review Prerequisites | Decline to Respond | Print Event Information

All Content

Name ↑	Price	Extended Price	Quantity
1.0 **Invitation to Bid** You are hereby invited to submit a bid to meet the requirements of the Passenger Rail Agency of South Africa. Responses to this RFP [hereinafter referred to as a Bid or a Proposal] are requested from persons, companies, close corporations, or enterprises [hereinafter referred to as an entity, Bidder].			
▼ 2.0 **SBD 1**			
▼ 2.1 **Bidding Procedure Enquiries May Be Directed To** More... +			
2.1.1 Contact Person	Smita Singh		
2.1.2 Telephone Number	+27812321234		

Event Overview and Timing Rules

Owner: Smita Singh
Event Type: RFP

Publish time: 6/1/2026 5:58 AM
Due date: 7/1/2026 5:58 AM

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids. If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.

2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.

3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.

4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.

5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.

6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.

7. Export Control. All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.

8. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

* * * *
BA v1.1 19Aug05

11

I accept the terms of this agreement.
I do not accept the terms of this agreement.

12

OK | Cancel

10. Click Review Prerequisites

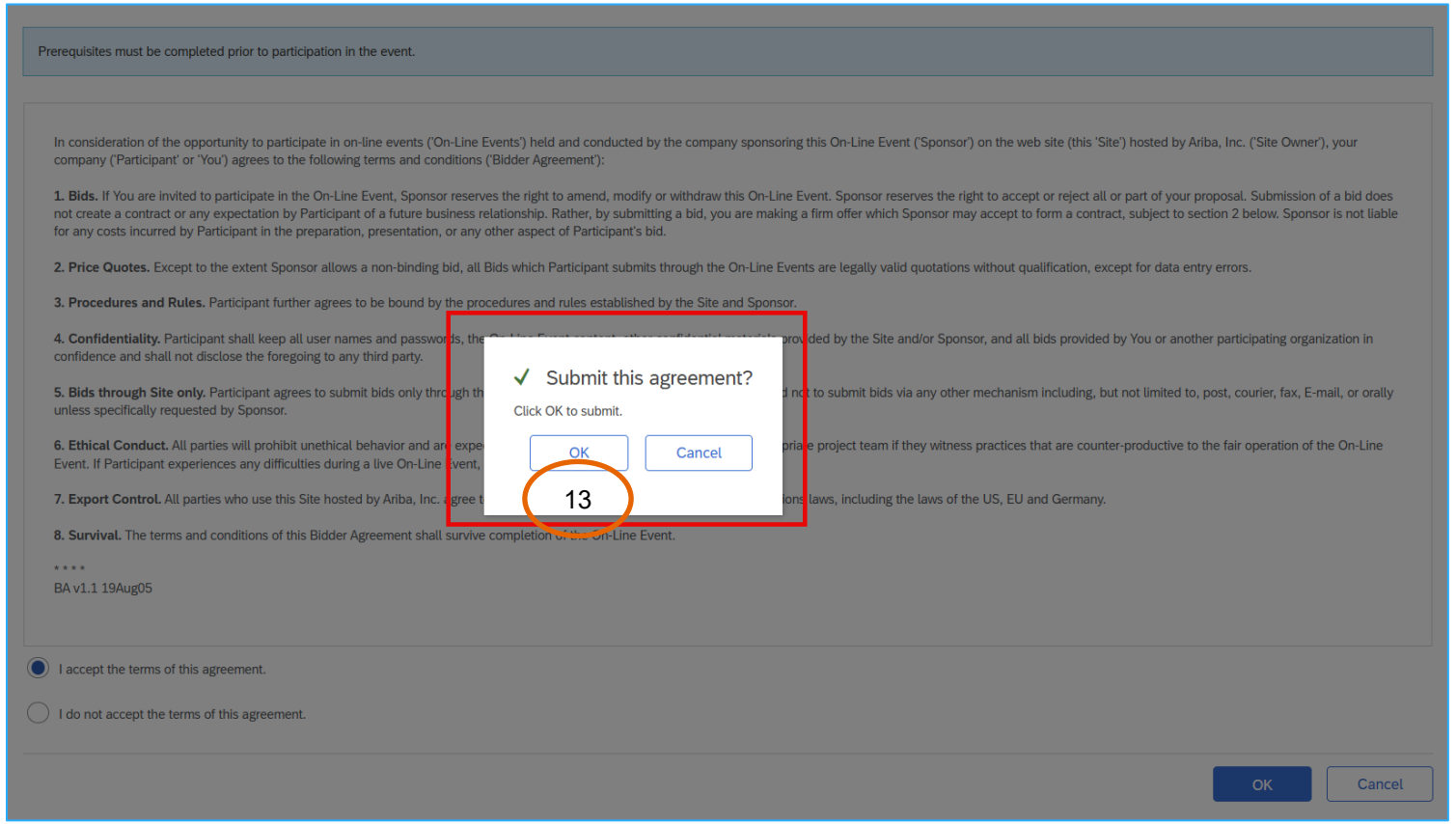
11. Supplier has an option to Review Prerequisites – Accept to Respond the RFP event.

12. Click OK button to submit

prasa PASSENGER RAIL AGENCY OF SOUTH AFRICA

SAP Ariba

Respond to open RFP

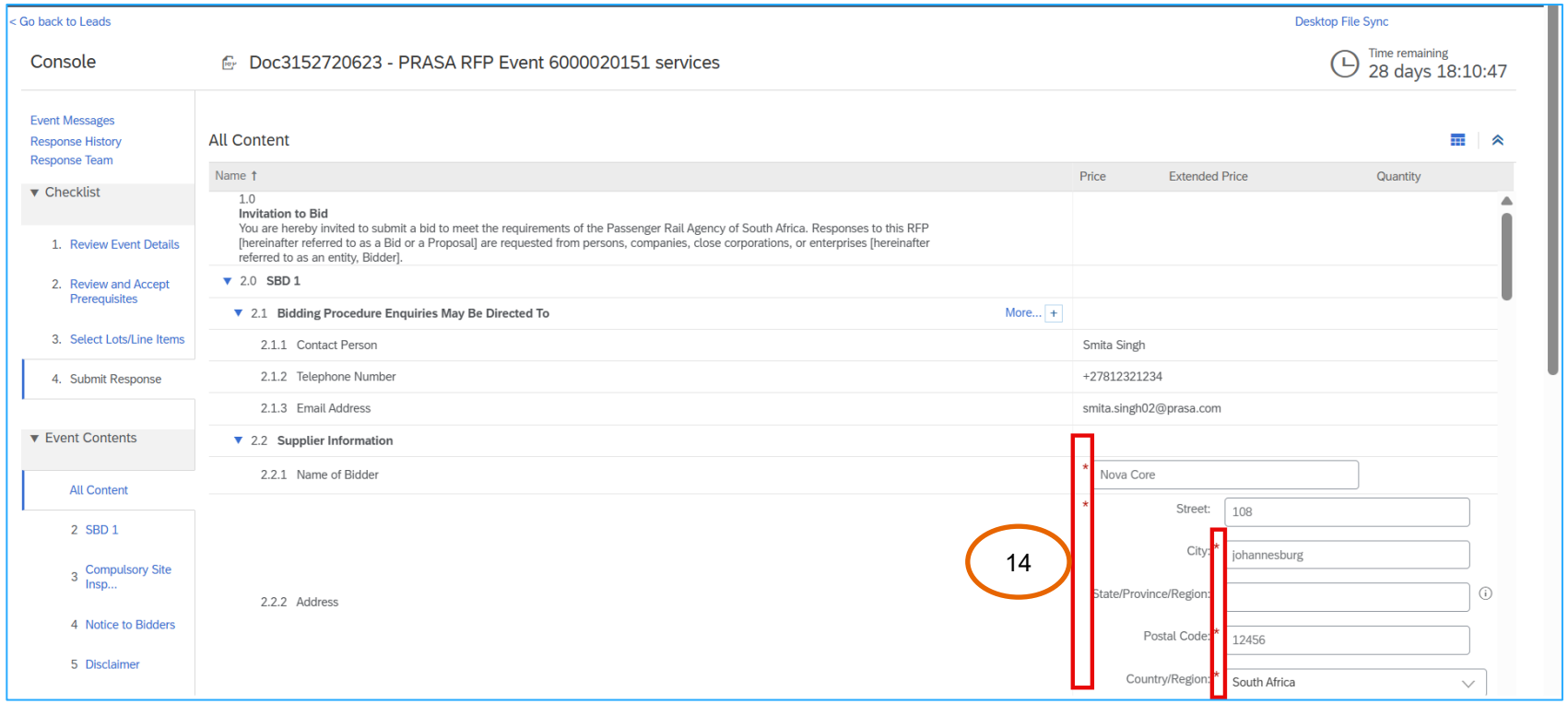


Agree to submitting the agreement.

13. Click OK

Respond to open RFP

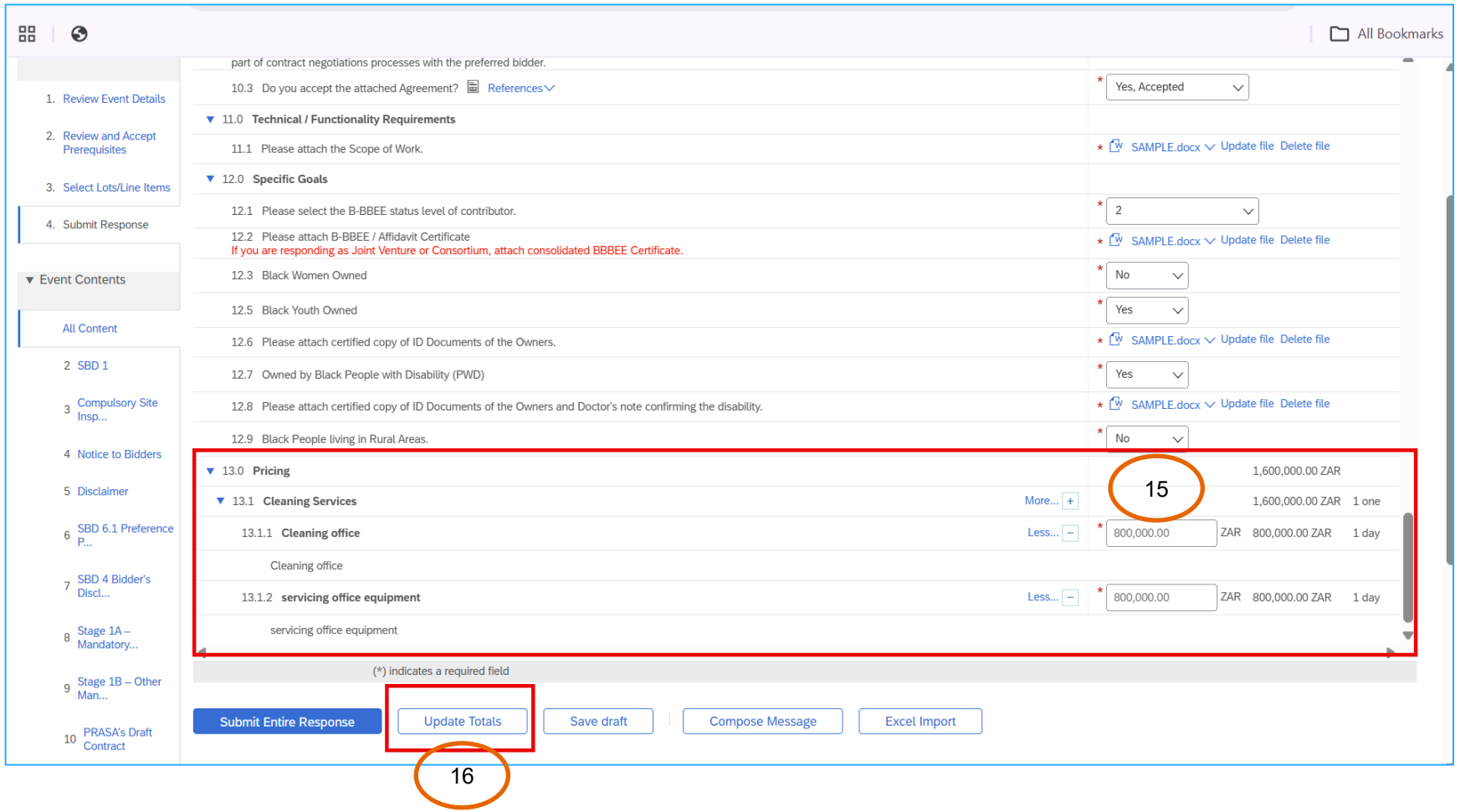
Respond to all questions, especially all the **Mandatory Questions**.



Respond to all questions and enter information and attachments

14. Ensure to respond to all the mandatory questions with Asterix (*)

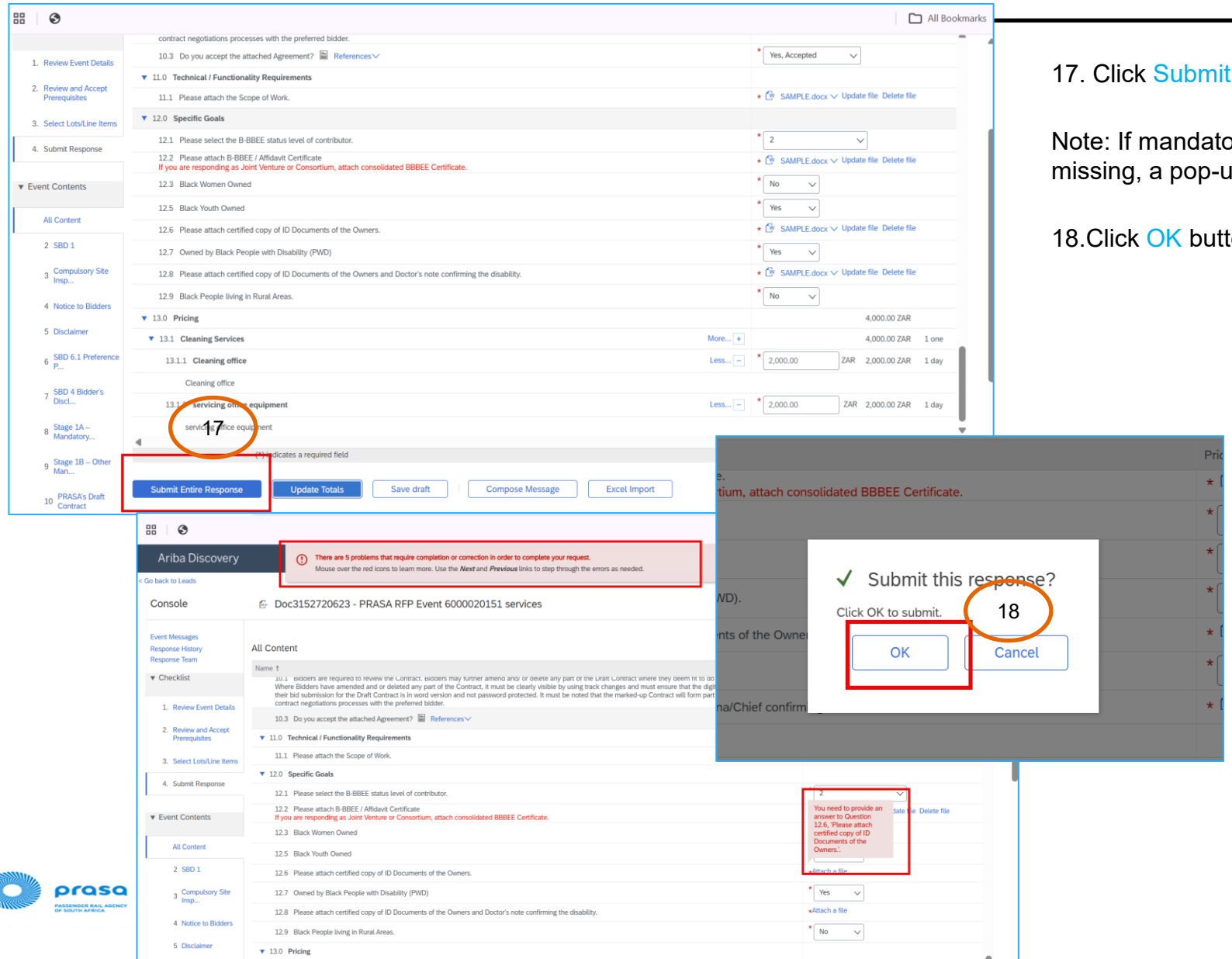
Respond to open RFP



15. Maintain pricing for specific line items

16. Click Update totals to update the overall total price

Respond to open RFP



17. Click Submit Entire Response to submit the response

Note: If mandatory questions are not completed or required information is missing, a pop-up message will display the relevant section number.

18.Click OK button.

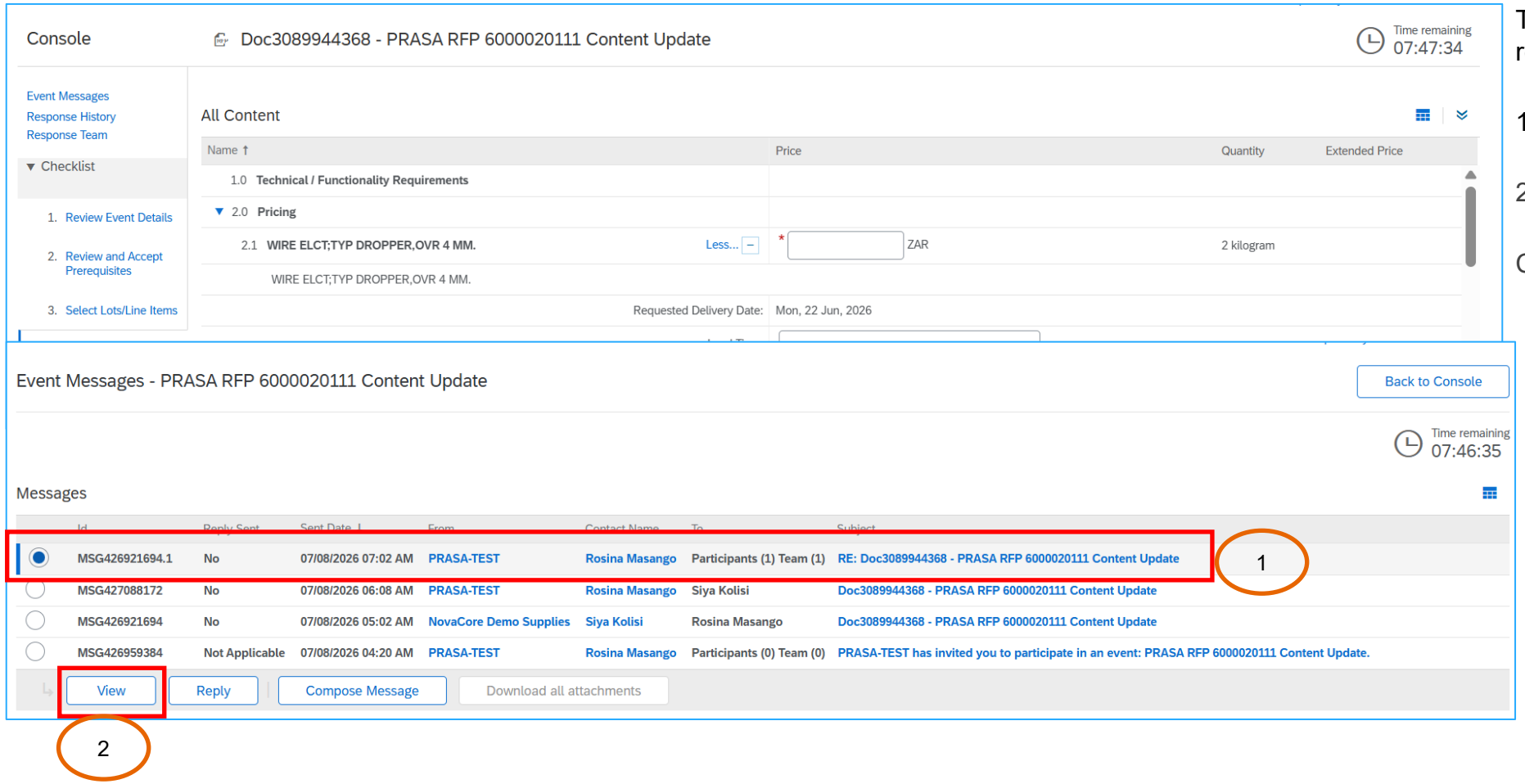
Message Board

The Message Board enables real-time communication between Suppliers and the PRASA Buyers/Sourcing Specialists during an RFP/RFQ event.

All RFP / RFQ communications must be conducted through message board.

Supplier - View and Reply to Message

Supplier - View and Reply Message



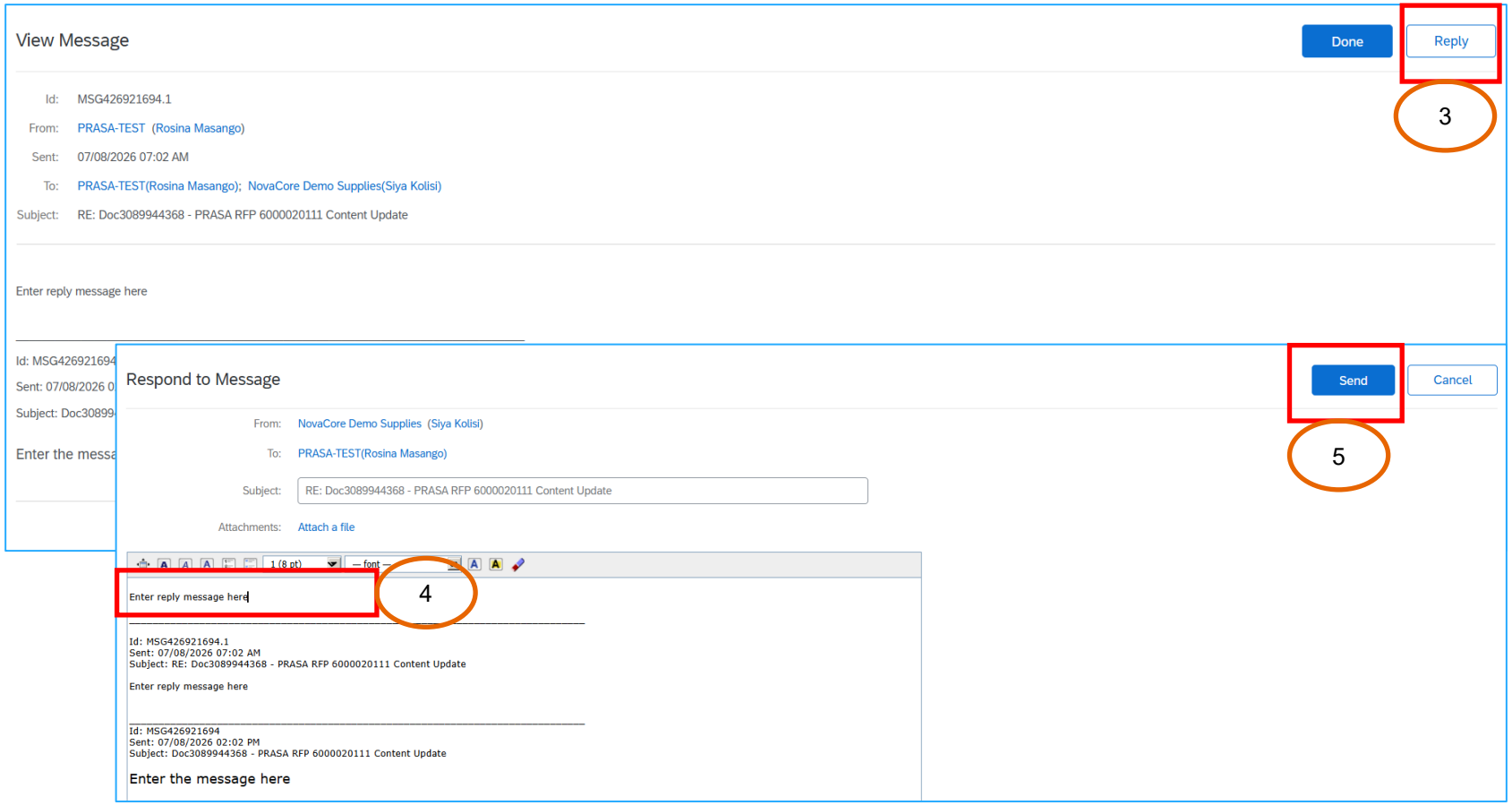
The supplier will follow the below steps to review and reply message

1. Click event message

2. Tick radio button next to message

Click View button to review the message

Supplier - View and Reply Message



View Message pop up screen will appear

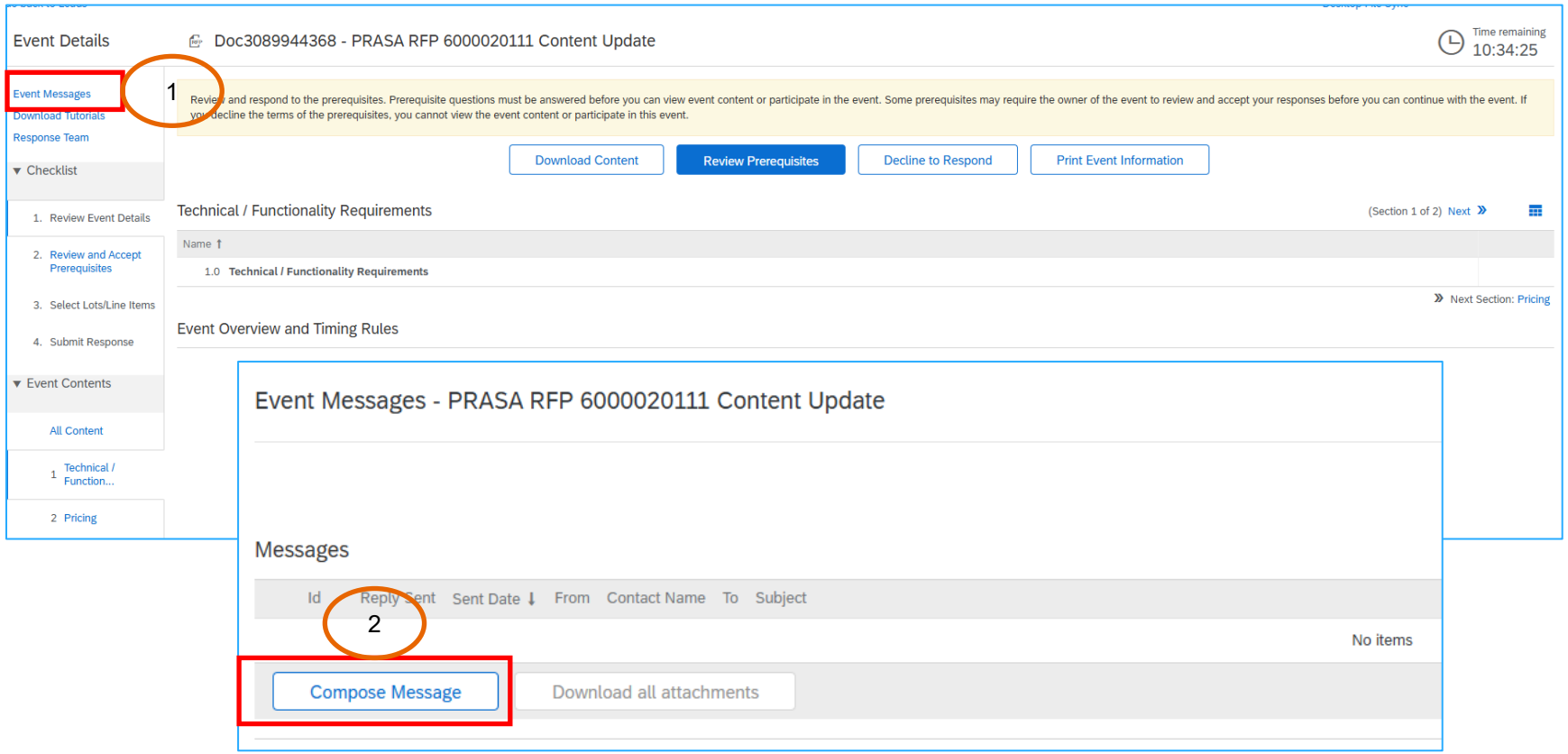
3. Click Reply

4. Enter message

5. Click Send

Supplier - Create Message

Supplier - Create Message



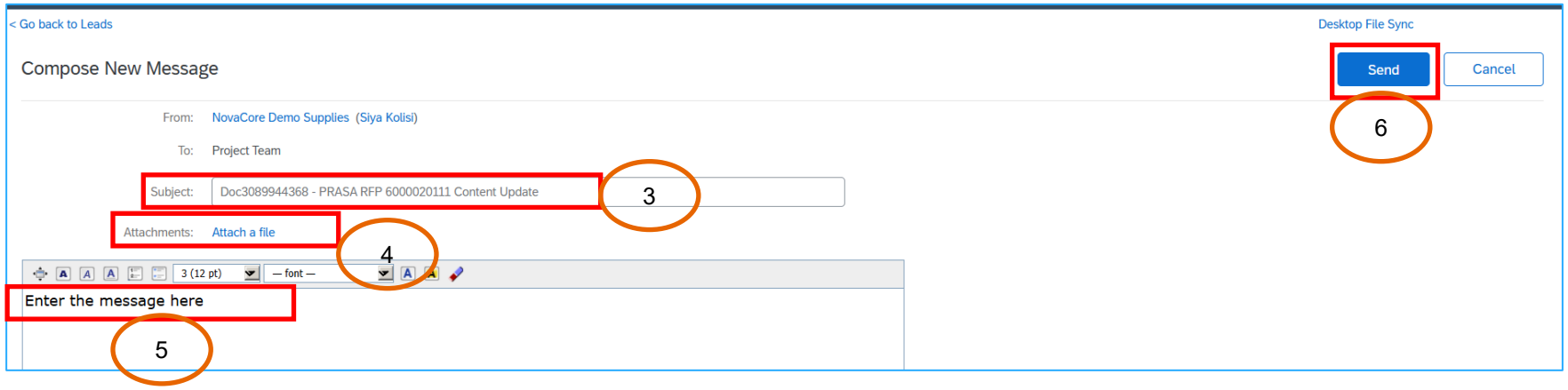
Suppliers will use the Message Board to communicate directly with the Buyer/Sourcing Specialist during an RFP/RFQ event.

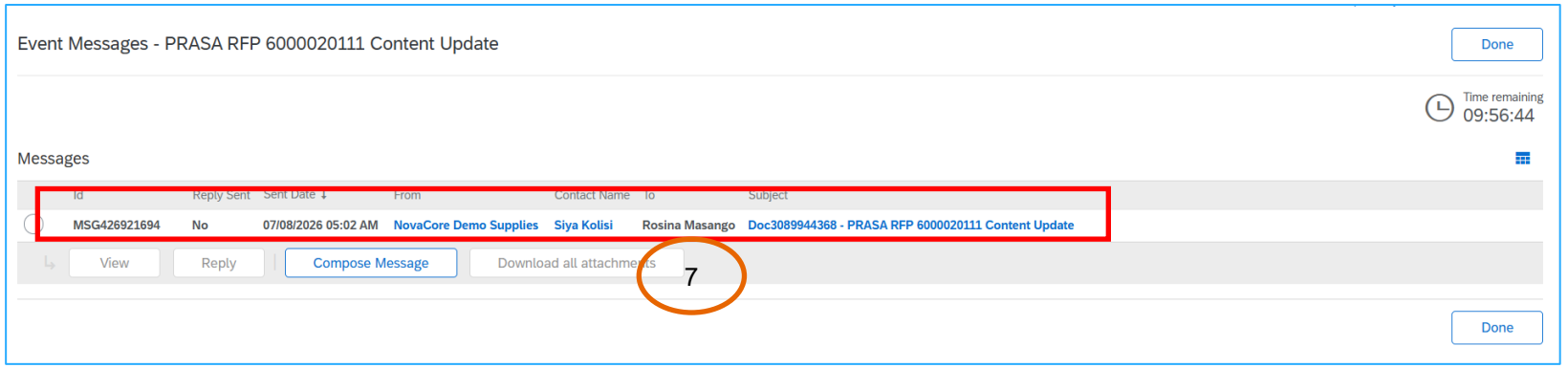
1. Click Event Messages

Event Messages screen will appear

2. Click Compose Message

Supplier - Create Message





Compose New Message screen will appear

3. This is optional : Edit Subject - Message auto-defaults from RFP / RFQ title

4. This is optional : Click Attach a file to upload Attachments

5. Enter Message Text

6. Click Send

7. The message will be send to Buyer / Sourcing Specialist .

The End