

OVERVIEW Audience: External Suppliers

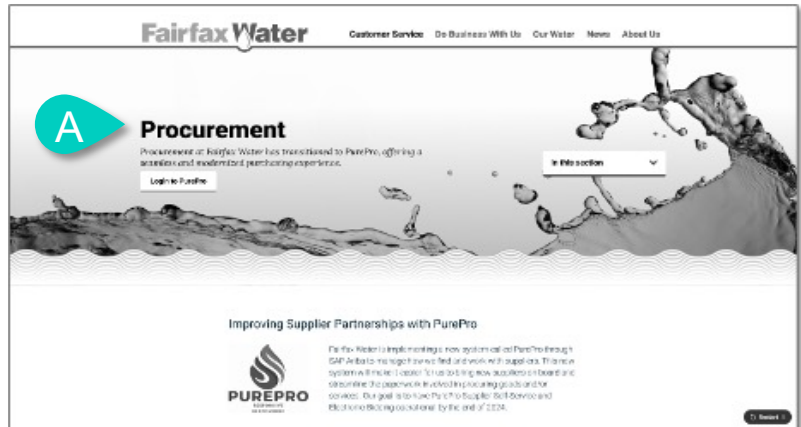
- Fairfax Water uses SAP Ariba to collaborate and transact with suppliers for sourcing, supplier information management, accounts payable processes. The purpose of this Quick Reference Guide (QRG) is to demonstrate how to find and respond to business opportunities with Fairfax Water. *Some steps may vary slightly depending on the type of sourcing event type.*

Quick Steps

- Respond to Business Opportunities with Fairfax Water
 - from our Website (preferred)
 - from an Email Invitation
 - from the SAP Business Network (SBN)
- Event Navigation (Varies on Event Type)
- Enter and Submit Responses

Step 1.1: Respond to Business Opportunities from our Website

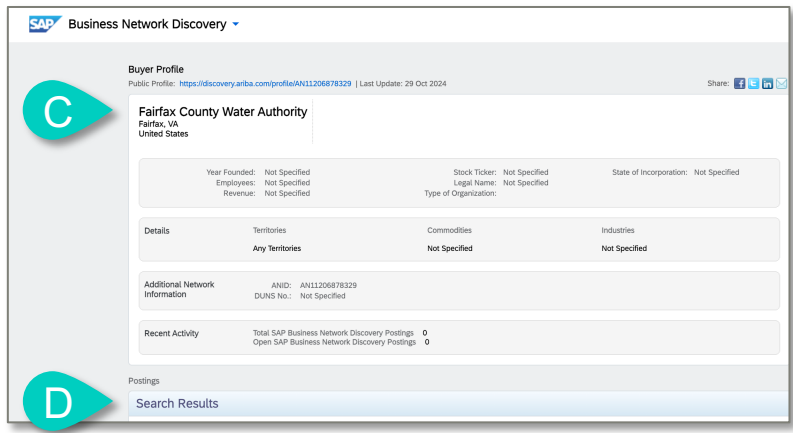
- Open your web browser and navigate to <https://www.fairfaxwater.org/procurement>
- Locate and Click on the Business Opportunity Listing Link
- This should direct you to the Fairfax Water Ariba Discovery Buyer Profile.
- The Buyer Profile will show list all Business Opportunity Listings (searchable) at the bottom of the page.



Business Opportunity Listing

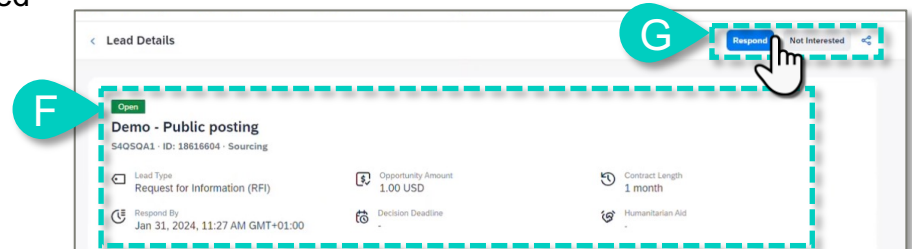
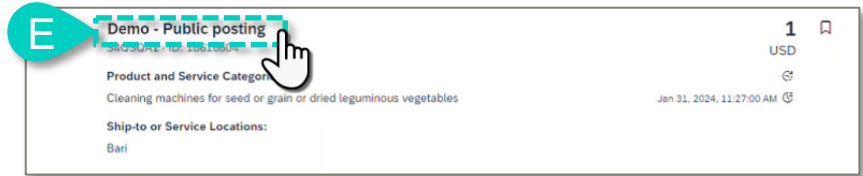
Explore current opportunities through your updated Ariba Discovery Buyer Profile.

B Solicitation Opportunities



Step 1.1: Respond to Business Opportunities from our Website Continued

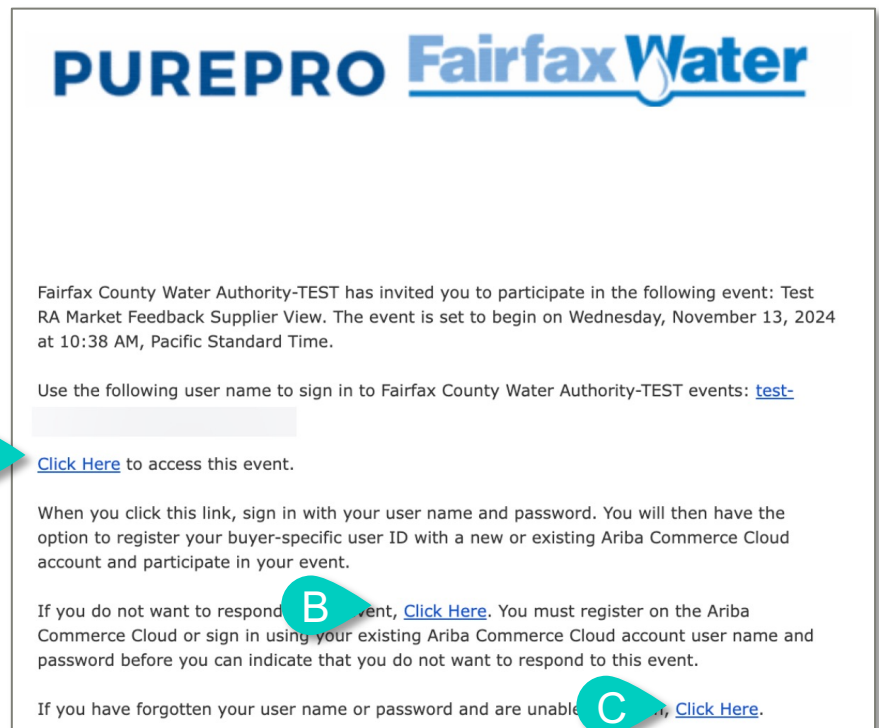
- E. Click on the name of the Business opportunity to see more information.
- F. Reviewed the content of the Business Opportunity
- G. Click on 'respond' button or 'not interested' button in the right-hand corner of the screen if wish to accept or decline the opportunity.



Step 1.2: Respond to Business Opportunities from an Email

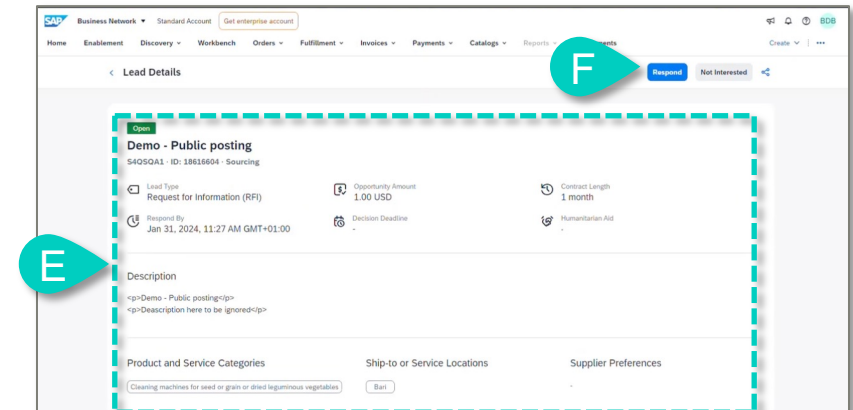
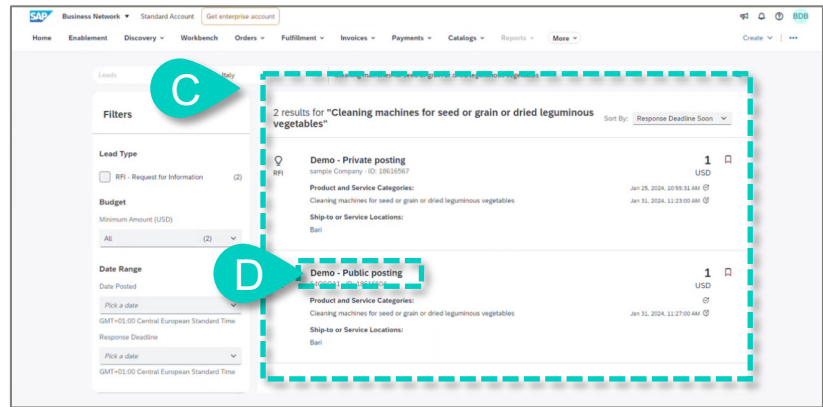
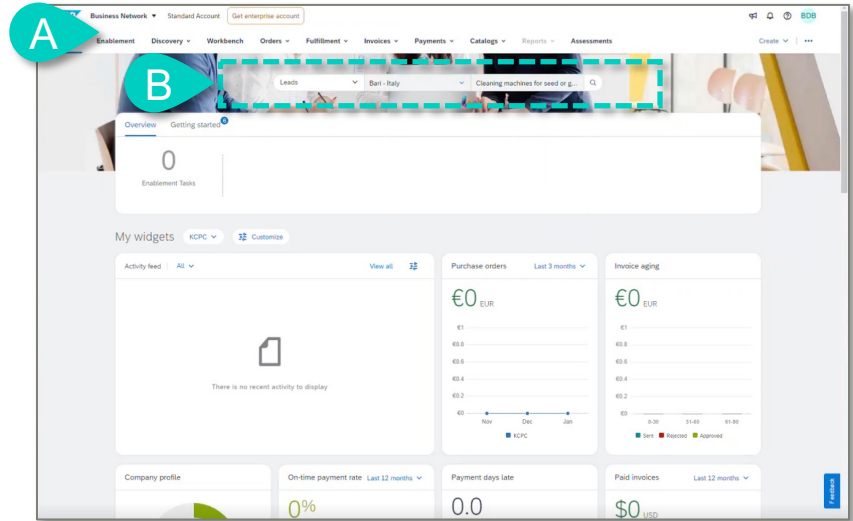
When invited by Fairfax Water to participate in a Sourcing Event, Suppliers will **receive an automated email notification** with links to access and participate in the online event.

- A. Click here to Access the Event
- B. If you do not want to decline the event, click here, an SAP Business Network account is needed to indicate you do not want to decline participation in the event
- C. If you have forgotten your SAP Business Network Username and password or unable to sign into your SBN Account, use the link to assist with that process.



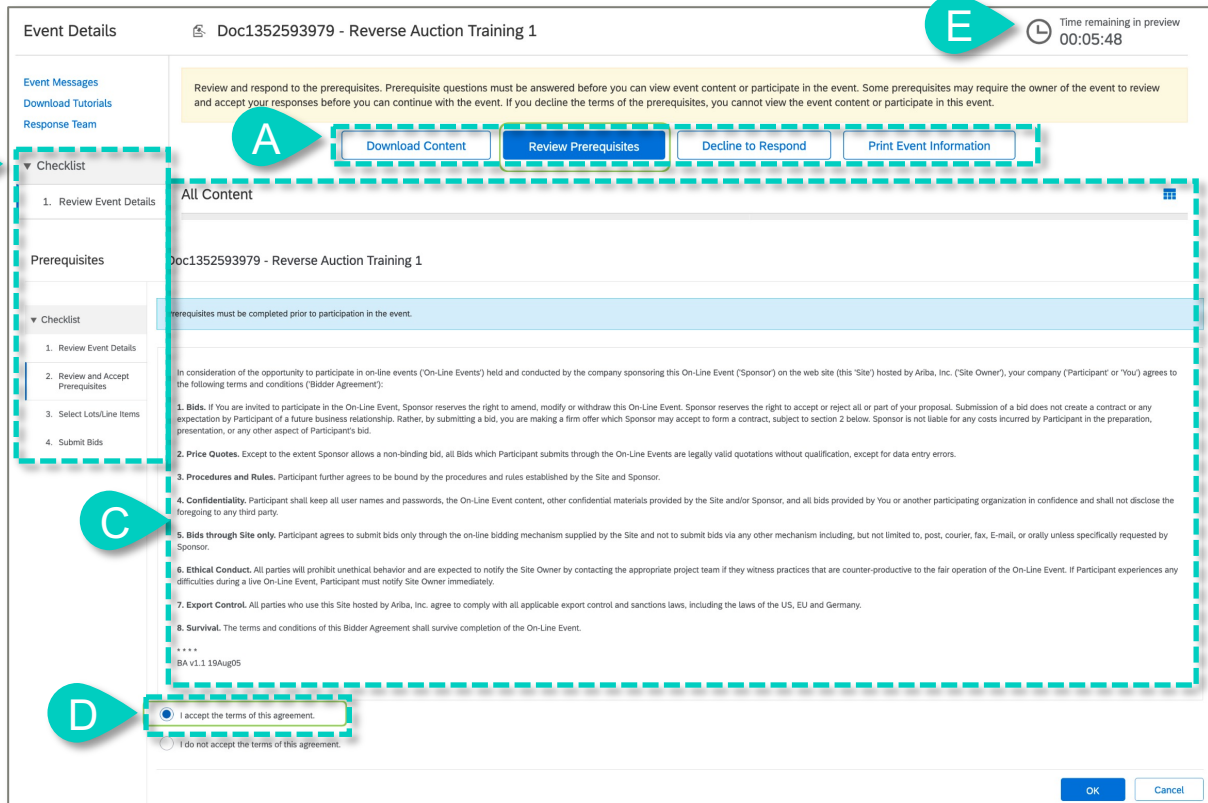
Step 1.3: Respond to Business Opportunities from the SBN

- A. Open your web browser and navigate to the [SAP Business Network \(SBN\) platform](#), log in or create your SBN account.
- B. Use the search bar at the top of the page to search for Leads by country and/or region, or by name.
- C. Review search results or refine search.
- D. Click on the opportunity name you wish to expand or respond to.
- E. Look through opportunity details
- F. Click Respond to engage with the business opportunity.



Step 2: Event Navigation (Varies based on Event Type)

Upon logging-in and opening the event in Ariba, Suppliers can view **all details associated with the event** before taking the actions needed to respond.



A. Action Buttons to:

- **Download Content:** Allows the supplier to download any relevant documents or attachments associated with the event.
- **Review Prerequisites:** This button directs the supplier to review and accept any prerequisites or agreements necessary to participate in the event. These might include Non-Disclosure Agreements (NDAs), Supplier Code of Conduct, Other legal or contractual requirements.
- **Decline to Respond:** Allows the supplier to formally decline the invitation to participate in the event, sending a notification to the Fairfax Water
- **Print Event Information:** Provides the supplier with the option to print a hard copy of the event details, including any attachments or documents, for reference or further review.

B. Navigate the Event Checklists from the Sidebar.

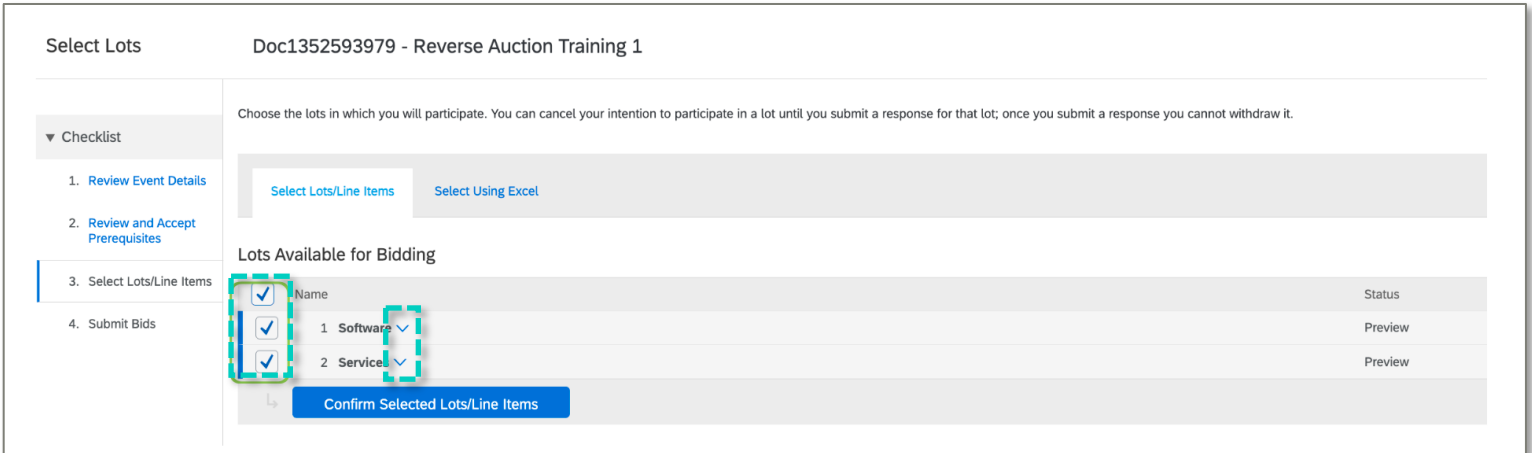
C. Review Event Prerequisites/ Event Details

D. Accept the Terms and Conditions of the Event

E. Countdown to keep track of the time remaining before the event closes for bid submissions.

Step 3: Enter and Submit Responses – Lot and Line Items

The "Select Lots/Line Items" feature allows you to specify which specific products or services you are interested in bidding on. This is particularly useful for large-scale RFPs or RFQs where the requirements are broken down the into smaller, more manageable components.



Select Lots Doc1352593979 - Reverse Auction Training 1

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Bids

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

| <input checked="" type="checkbox"/> | Name | Status |
|-------------------------------------|------------|---------|
| <input checked="" type="checkbox"/> | 1 Software | Preview |
| <input checked="" type="checkbox"/> | 2 Service | Preview |

Confirm Selected Lots/Line Items

A. Lot and Line-Item Selection:

- **Lots:** These are groups of related line items, often used to bundle products or services with similar characteristics.
- **Line Items:** These are individual items or services within a lot. They can represent specific products, services, or even tasks.

- Review the detailed descriptions of each lot and line item and select the specific lots or line items they are interested in bidding on.
- This selection process can be done individually or by using filters to quickly identify relevant items.
- Once the desired lots and line items are selected, confirms trigger the next step in the response process, which typically involves providing pricing, delivery terms, and other relevant information.

Step 3: Enter and Submit Responses – Pricing and Requirements

After accepting the prerequisites and selecting lots, the Supplier will be **ready to begin reviewing the event contents and entering the bid / response details.**

Console Doc1352593979 - Reverse Auction Training 1

The event owner has requested that you submit a prebid before the end of the preview period. You have not yet submitted a prebid.

All Content

| Name ↑ | Price | Quantity |
|--------------------|--------------|----------|
| 1 Software ↓ | * 140000 USD | 1 each |
| 2 Services ↓ | * 40000 USD | 1 each |
| 3 Introduction | | |
| 4 Commercial Terms | | |
| 5 Pricing | | |

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

A. Provide Pricing per Lot and Line Item Selected.

B. Key Buttons/Functions for Suppliers:

- **Submit Entire Response once information is complete**
- **Save draft:** Allows Sto save response progress and return to finish later before submitting to Fairfax Water within the due date.
- **Compose Message:** Allows you to communicate with Fairfax Water throughout the event as needed. All correspondences will be logged in the 'Event Messages' section of the event.
- **Excel Import:** Allows you to review & answer event content offline in Excel, then import back. Detailed Instructions appear upon clicking.

C. Respond to any Questions/ Requirements for the event, including attachments

Response team

All Content

| Name ↑ | Price | Quantity | Extended Price | Total Cost |
|---|--|----------|----------------|------------|
| 5.2 Cost | | | | |
| 5.2.1 Will not charge overtime bill rates, unless under unique circumstances and pre-approved by Site Management | * Yes | | | |
| 5.2.2 All costs associated with standard drug tests, background checks or screening checks will be included in the bill rates | * Yes | | | |
| 5.2.3 How do you provide centralized visibility into all costs, pay rates & bill rates? | * Bill rates agreed and locked per term of agreement. Unless statutory or legal requirements change to impact bill rate, all rates will remain fixed per agreement term. | | | |
| 5.3 Innovation | | | | |

Step 3: Enter and Submit Responses – Event Status

All events Suppliers have responded to will appear on their **Ariba Proposals and Questionnaires homepage dashboard** for viewing and reference as needed.

The **status of events** Suppliers have participated in can be monitored from the 'Events' section of their homepage.

Event Status Definitions for Suppliers:

- **Completed:** Fairfax Water has awarded the business.
- **Open:** Event is actively accepting responses up until the end time.
- **Pending Status:** Event and response(s) submitted can be viewed, but responses can no longer be submitted to Fairfax Water.
- **Preview:** Event can be viewed, but responses cannot yet be submitted to Fairfax Water.

This concludes the Quick Reference Guide for Find and Respond to Sourcing Events with Fairfax Water