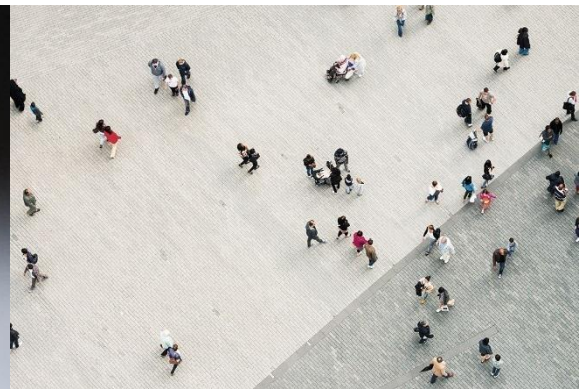


A Suppliers Guide to SAP Ariba Onboarding & Sourcing Activities

Reference Guide for Cadent Suppliers



What's in this guide?

This guide has been produced to cover the Cadent processes supported by SAP Ariba technology.

The guide will demonstrate the processes and requirements of suppliers to ensure the processes run efficiently and ultimately, enables Cadent to pay for goods and services on time.

You will find useful hints, tips and information on what happens after you have submitted information to Cadent via Ariba within this guide.

Each section of the guide can be accessed via the quick links on the right hand side of the page



Points of Contact:

Invoice Query Team	AskFinance@cadentgas.com
Purchase Order & Master Data Support	ProcurementServices@cadentgas.com
Ariba Customer Support	https://www.ariba.com/contact-us
Cadent Supplier Information & Ariba Transacting Guidance	https://cadentgas.com/suppliers



All screenshots in this guide are taken from the Ariba test site. References may differ to those configured in our production system.

What's in this guide?

Subject	Pages
Your Ariba Network Account How to navigate the Ariba Network, how to change notification settings, how to find your Ariba Network ID (ANID)	5 - 13
Supplier Onboarding An overview of the supplier onboarding process including all steps to complete the setup to enable us to place an order and pay	15
Supplier Registration How to set complete the Cadent Supplier Registration process	17 - 20
Supplier Qualification How to complete the Cadent Supplier Qualification process	22 - 23
Completion of Bank Details How to complete the bank details questionnaire with SAP Ariba to enable Cadent to pay you for goods or services provided in a timely manner	25 - 26
Sourcing Activities How to create a ship notice for a material order, this process is required for our Logistics / Inventory Management process	28 - 36

Your Ariba Network Account

Your Ariba Network Account

Account Type

SAP Ariba offers two types of account; **Standard** (provided free of charge) or **Enterprise** (provided at a cost to the supplier).

The **Enterprise** account gives suppliers the ability to manage transactions using the inbox/outbox feature within the portal and to run reports. Please note the fees are charged on two levels:

- annual subscription fee
- transaction fees (% of the value of purchase orders or invoices within the invoice period – capped at £15,500 per annum).

Cadent is not liable for any fees incurred by the supplier for the use of the Ariba Network. The agreement is firmly between the supplier and SAP Ariba, to whom any fees must be paid.

For further information on the Ariba Network accounts and pricing structure, please visit <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing>

Legacy Suppliers (Pre September 2020)

If you are a legacy supplier (pre-September 2020), when a purchase order is created in Ariba, it is mapped to a temporary ANID (Ariba Network ID), which is automatically configured as a standard account. You can choose to process the order using the temporary ID or by signing in with an existing account.

Note: If accepting a purchase order with an existing ANID, and this account is an enterprise account, you will be charged for the use of the service if the volume and value of transactions pass the required thresholds.

Ariba Suppliers (from September 2020)

If you are a supplier who has been onboarded via Ariba (Supplier Registration/ Qualification as explained later in this guide), when your account is created in Ariba, it is created as a standard account.

Any purchase orders created are automatically sent to your Ariba Network ID (ANID), which was created during the registration process.

Do We Need an Enterprise Account?

The **Standard** account allows you to transact free of charge and flip a purchase order into an invoice using the interactive email shown in the managing purchase orders and invoices section of this guide. There are no volume restrictions.

Suppliers who receive more than 100 purchase orders from Cadent per year may benefit from system integration, whereby your company's sales system is integrated with SAP Ariba and you simply manage the transactions from your own system. If you think this may benefit you, please contact us at MyProcurementServices@cadentgas.com.

Your Ariba Network Account

How Do I Know What Type of Account We Hold?

1. You can see the account type at the top of your screen.



Can I Upgrade?

2. Yes, you can upgrade at any time by selecting the Upgrade button at the top of the Ariba screen and following the upgrade steps. Please remember to check the Ariba Network Fees before you upgrade and ensure you understand and agree to the fees that will be charged to you.

Can I Downgrade?

Yes, If you have upgraded to an enterprise account and wish to return to a standard account, you must firstly clear your account balance. Contact SAP via the help portal and request that the account type is changed.

Who Can I Contact For Help?

You can find additional support and guidance through the Ariba Help Portal.

3. To access the portal, go to <https://service.ariba.com/> and select the 'Supplier' button.

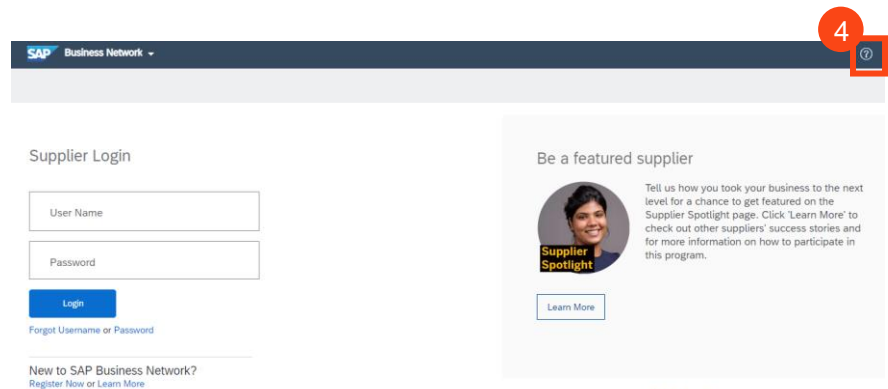


Ariba Network - Where companies connect to get the business done

Ariba Network is a dynamic, digital marketing serving millions of buyers and suppliers in more than 190 countries.



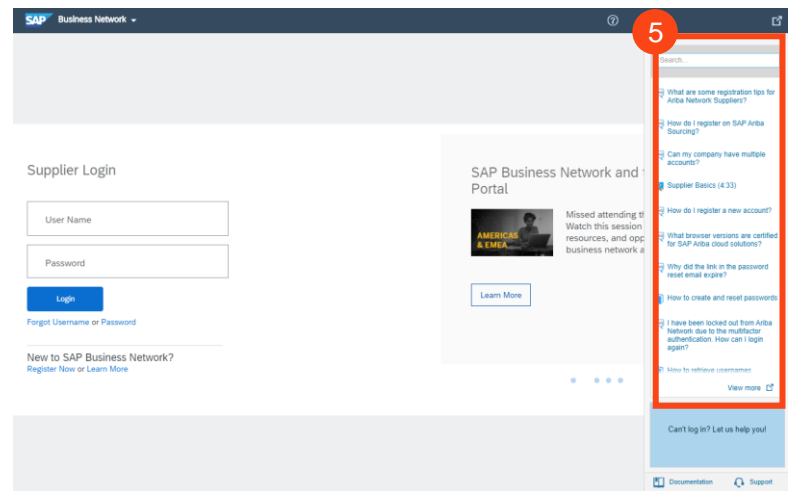
4. This takes you to the login screen. To access the help portal, select the ? icon at the top of the Ariba Network screen.



Your Ariba Network Account

5. A menu appears on the right hand side of the screen.

- Common questions are answered via FAQ and videos
- Use the search bar to search the library by key word, results are shown in this window
- Documentation opens the full Ariba library in a new window
- Support enables you to search the Ariba knowledge base by a key word, providing links to FAQ's and videos relating to the search and an option to get help by phone or join a webinar

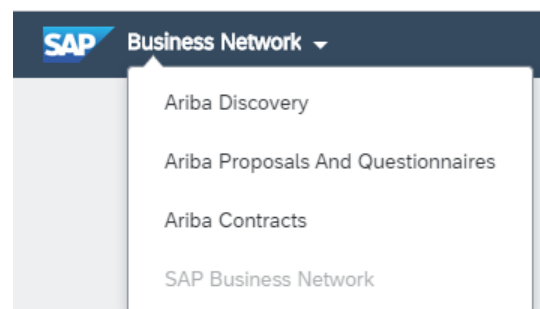


One Stop Shop

Your Ariba Network account gives you access to all documents (purchase orders, questionnaires etc) in one place for all of your customers who are connected to the network.

Use the menu at the top of the screen to flip between:

- **Ariba Discovery** – can be used to market your business to other Ariba customers, visit <https://my.ariba.com/Discovery> for more information (fees may apply)
- **Ariba Proposals And Questionnaires** – where you will find the registration, qualification and bank details questionnaires completed through the SLP process
- **Ariba Contracts** – can be used to negotiate customer contracts (fees may apply)
- **SAP Business Network (Ariba Network)** – where you can manage your purchase orders, invoices and payments (please note for the standard account you can only see the last 200 documents here)



Your Ariba Network Account

Ariba Proposals and Questionnaires

The Ariba Proposals and Questionnaires area is where you will find any questionnaires relating to your onboarding and sourcing activities, which are outlined step by step in this guide.

You can access the Proposals and Questionnaires area from the Ariba Network, please ensure you select 'Cadent Gas Limited' as the customer before selecting this option as each of your customers will have their own portal.

The events (sourcing proposals) and questionnaires can be re-visited at any time by selecting the blue text. Questionnaires will remain available to re-submit, should your organisation have any changes for 365 days from the date the request was sent to you.

These changes include:

- Company Name Change
- Postal or eMail Address Change
- Bank Details Change

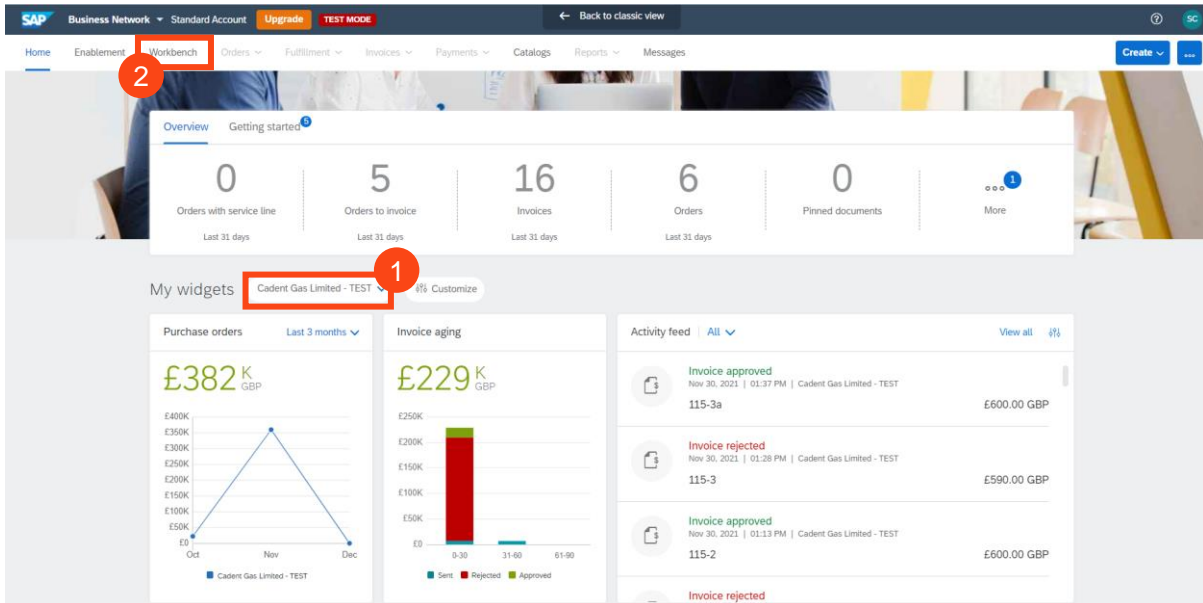
Please note if your company registration or VAT registration numbers change we must create a new vendor record for the new identity, In this instance, please contact MyProcurementServices@cadentgas.com.

Your Ariba Network Account

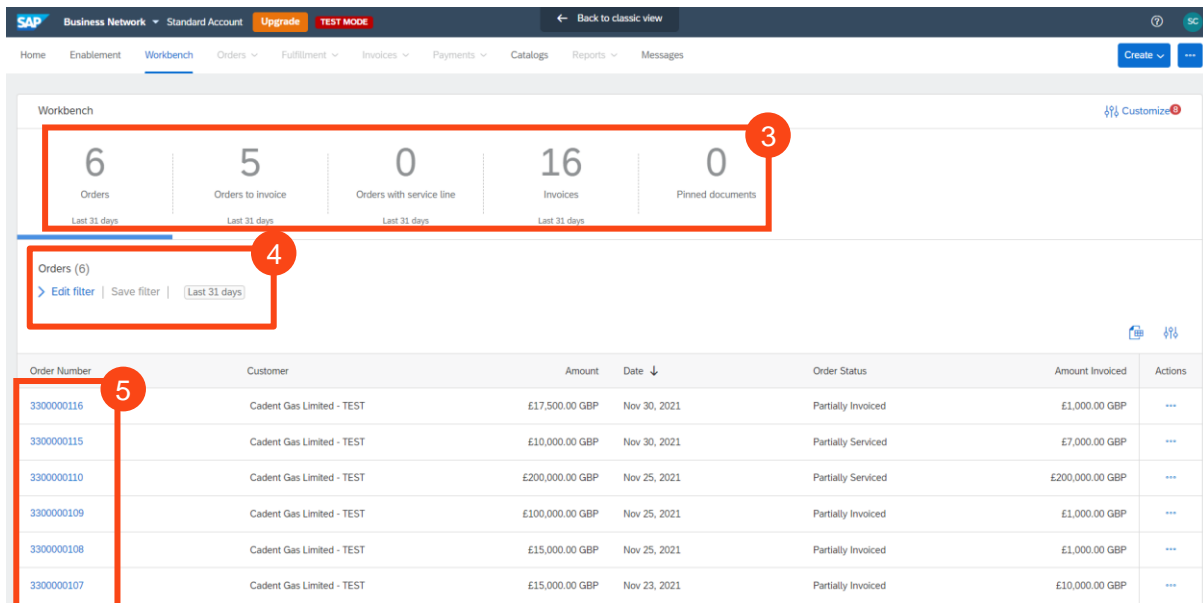
Ariba / SAP Business Network

The Business Network is where you will find your Ariba Purchase Orders and Invoices. The home page provides an overview of your transactions. Some options are greyed out in the standard account. You can still view transactions within the workbench.

- 1 You can select which customers transactions you see by selecting them from the drop down



- 2 Select the Workbench to view your transactions



- 3 Use the tiles to toggle between orders and invoices
- 4 The filter is restricted to 31 days – use the edit filter to view PO's up to 365 days old
- 5 You can now open the purchase order directly in the network

Your Ariba Network Account

Ariba Network

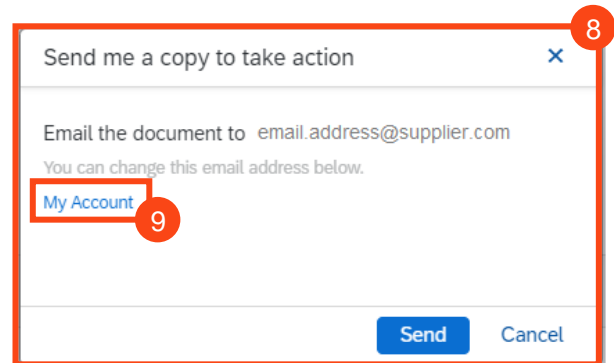
- 6 If you need a copy of the Purchase Order via email, select the '...' under 'Actions'
- 7 Then select 'Send me a copy to take action'

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3300000116	Cadent Gas Limited - TEST	£17,500.00 GBP	Nov 30, 2021	Partially Invoiced		<ul style="list-style-type: none"> 7 Send me a copy to take... 6 Confirm entire order Update line items Reject entire order Create ship notice Create service sheet Standard invoice
3300000115	Cadent Gas Limited - TEST	£10,000.00 GBP	Nov 30, 2021	Partially Serviced		...
3300000110	Cadent Gas Limited - TEST	£200,000.00 GBP	Nov 25, 2021	Partially Serviced		...
3300000109	Cadent Gas Limited - TEST	£100,000.00 GBP	Nov 25, 2021	Partially Invoiced		...
3300000108	Cadent Gas Limited - TEST	£15,000.00 GBP	Nov 25, 2021	Partially Invoiced		...
3300000107	Cadent Gas Limited - TEST	£15,000.00 GBP	Nov 23, 2021	Partially Invoiced		...

Please note Cadent requires its suppliers to transact electronically via the network, the choice of a Standard or Enterprise account is your preference. If you choose to upgrade, please ensure you understand the fees that will be incurred by your organisation for the use of the Enterprise account.

Please note, an Enterprise account is required for suppliers who wish to integrate their own back office sales system with Ariba, all other suppliers can transact successfully with a free of charge Standard account.

- 8 A pop-up appears confirming the email address the copy will be sent to
- 9 You can change the contact details by selecting 'My Account' and updating the email address, if it changes



Hints & Tips:

You may need to set up the tiles in your workbench. You will see a tile with a + symbol, click this then select the tiles you wish to add to your workbench, then click apply.

You can change the tiles at any point in time by selecting customize at the top right of the workbench.

If you can't see the + tile, please contact the administrator of your company account as they may need to change your user profile.



Your Ariba Network Account

Frequently Asked Questions

To complete the connection between our organisations in the network, please email your Ariba Network ID (ANID) to MyProcurementServices@cadentgas.com.

? How Do I find my ANID?

Log into your Ariba Network account – go to service.ariba.com and select 'Supplier'



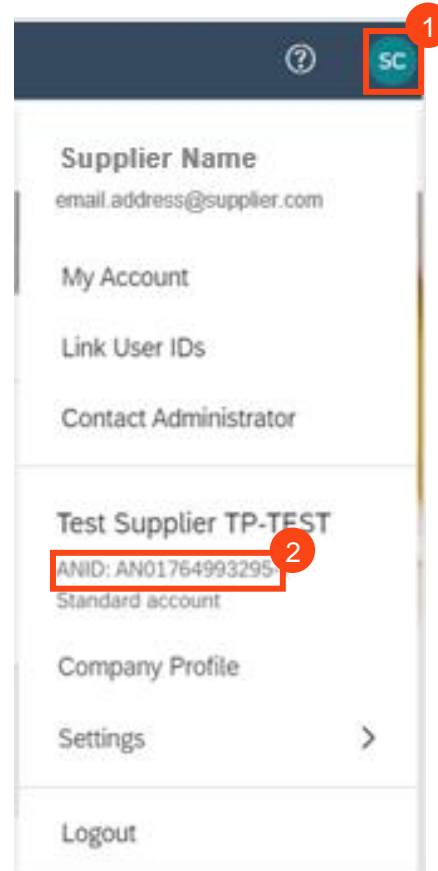
Ariba Network - Where companies connect to get the business done

Ariba Network is a dynamic, digital marketing serving millions of buyers and suppliers in more than 190 countries.



1 Click on the icon at the top right of the page

2 Your ANID is found here

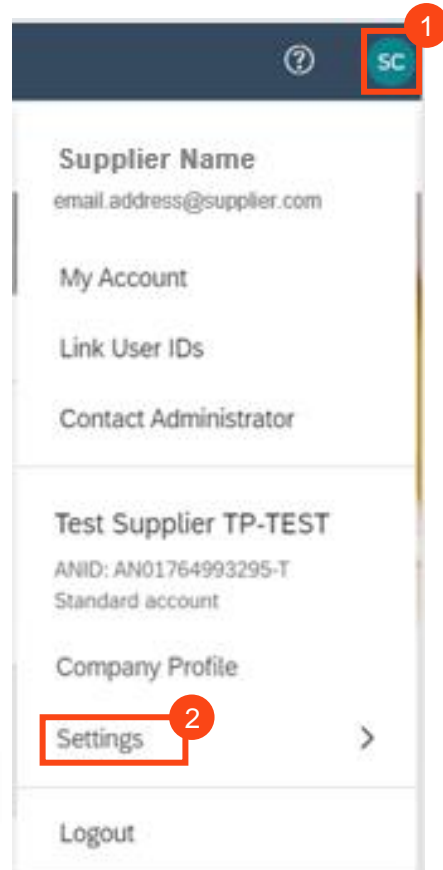


Your Ariba Network Account

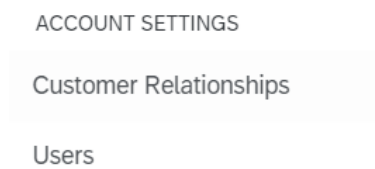
Frequently Asked Questions

? How do I manage email notifications?

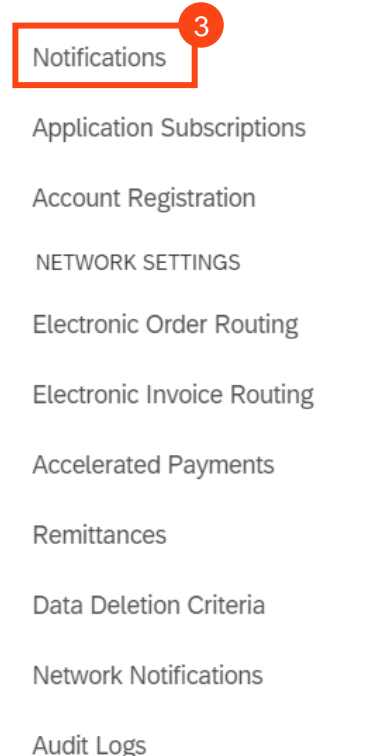
1 From your Ariba Network account, click on the icon at the top right of the page



2 Click 'Settings'



3 Click 'Notifications'



Your Ariba Network Account

Frequently Asked Questions

You can select which notifications are sent via email and enter the address or addresses of the recipients.

The screenshot shows the 'Account Settings' page in SAP Business Network. The 'Network' sub-area is selected, and the 'Messaging' tab is active. The 'Electronic Order Routing' section contains a table with notification preferences for different transaction types.

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* email.address@supplier.com
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	* email.address@supplier.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* email.address@supplier.com
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* email.address@supplier.com



Hints & Tips:

Go to the 'Network' sub-area to choose your notification method for purchase orders.

Information entered here will apply to all customer accounts.

Where your customer can only assign one email address in your vendor record, you can enter multiple email addresses in the network. Simply use a comma to separate the addresses.

When you have updated the information, click 'Save'.

Supplier Onboarding

Supplier Onboarding

Supplier Lifecycle Performance (SLP)

Cadent have enabled Ariba SLP, which is a new way of creating and managing our supplier data. SLP enables Cadent to control its vendor database, by connecting with suppliers who meet a minimum standard.

All activities within the process are completed in Ariba, the process flow below demonstrates the process steps.



Suppliers are expected to complete up to three questionnaires within Ariba. All suppliers must complete the registration stage, with suppliers who are to be created as vendors in Cadent’s back office system required to also complete the qualification and modular questionnaires as outlined in the table below:

Process	Requirement	Required for Sourcing	Required for Transacting
Supplier Registration	Tell us about your organisation and whether you agree to Cadent Policies, Terms & Conditions. Suppliers must complete the registration phase to take part in tender events.	✓	✓
Supplier Qualification	Commodity driven technical questions relating to the goods or services requested, all new suppliers are to be created as a vendor in Cadent’s purchase to pay system must complete Supplier Qualification.	✗	✓
Modular Questionnaire - Collection of Bank Details	Enter your bank details and provide a PDF (non-editable) version on company letterhead to enable us to complete your vendor set up. This process is triggered following successful qualification.	✗	✓

[Go To Supplier Registration Guidance](#)

[Go To Supplier Qualification Guidance](#)

[Go To Modular Questionnaire \(Bank Details\) Guidance](#)

Supplier Onboarding

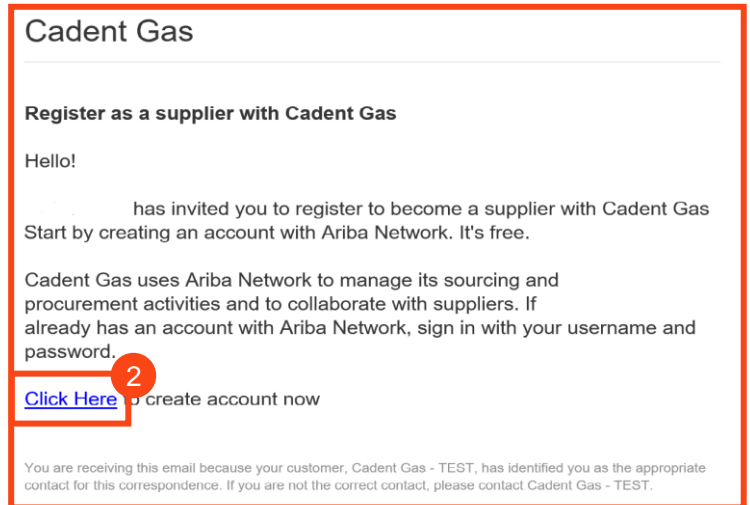
Supplier Registration

Supplier Onboarding

Supplier Registration

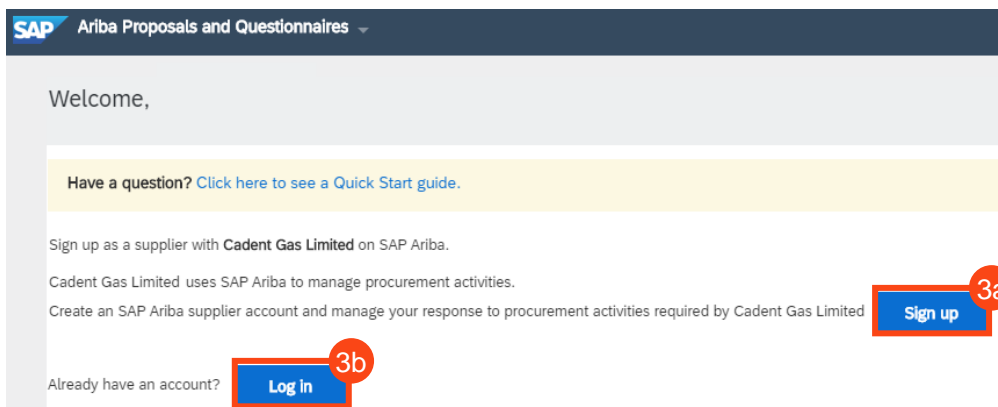
1. You will receive an email from Cadent asking you to 'register as a supplier with Cadent Gas'. This will be sent from the individual in Cadent's buying team who has triggered the registration process.

2. Click on the link in the email



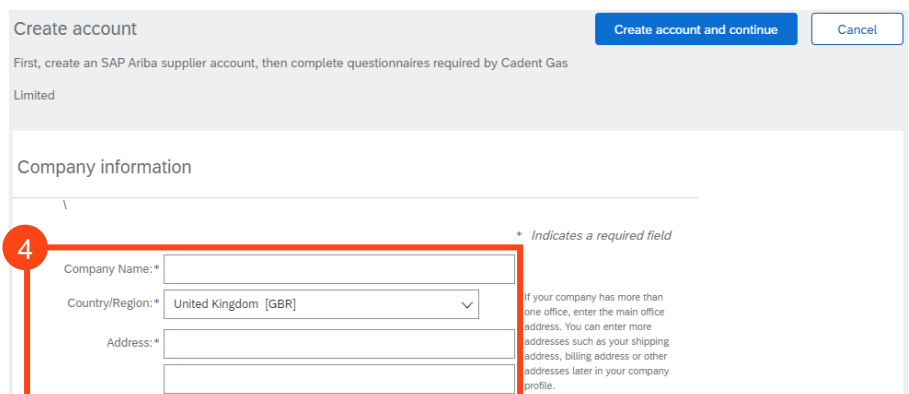
3a. If you're new to the Ariba Network, click on the 'Sign up' button

3b. If you're already a member of the Ariba Network, sign in as normal by clicking the 'Log in' button and go to step 12



4. Complete the information in the proforma to create your Ariba account. The form is split into three sections:

- **Company Information**
Company Name & Address
- **User Account Information**
Create your username and password
- **More about your business**
Select the commodities your business provides and the locations you service, note the Product and Service Categories are based on the United Nations Standard Product & Service Classification (UNSPSC) taxonomy structure



Note: you will find some information is pre-populated from the initial supplier request form that was created by the Cadent requestor

Supplier Onboarding

Supplier Registration

5. Once complete, scroll to the bottom of the page. You must tick that you have read and agreed to the 'Terms of Use' and 'SAP Ariba Privacy Policy Statement' to continue

6. Click on the 'Create account and continue' button

7. The Ariba system will complete a search of existing records. If a potential duplicate record exists, you will see this pop-up. Click 'Review accounts'

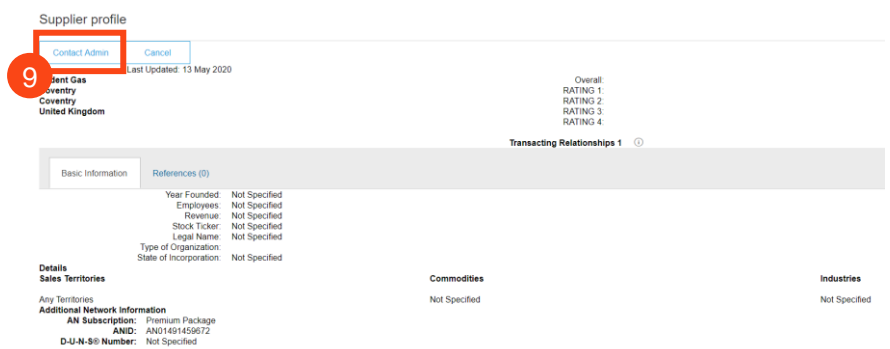
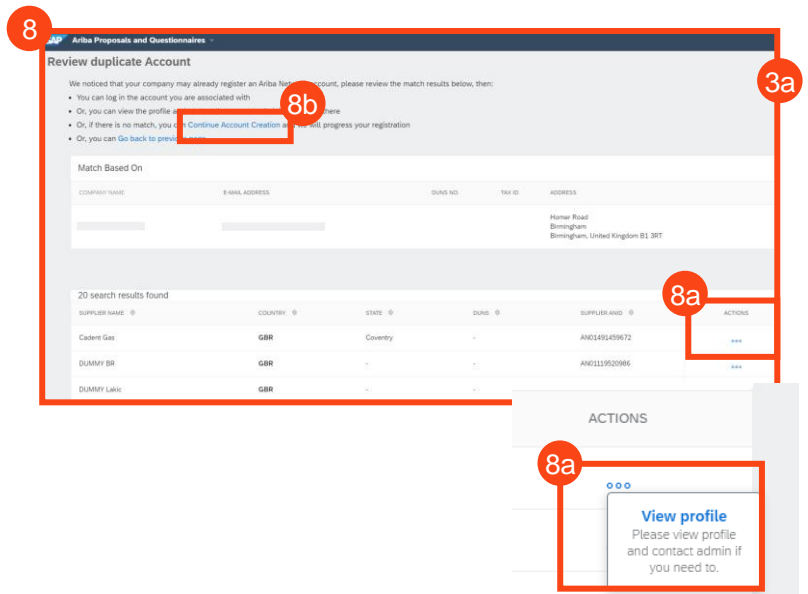
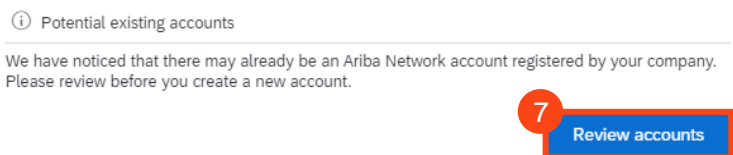
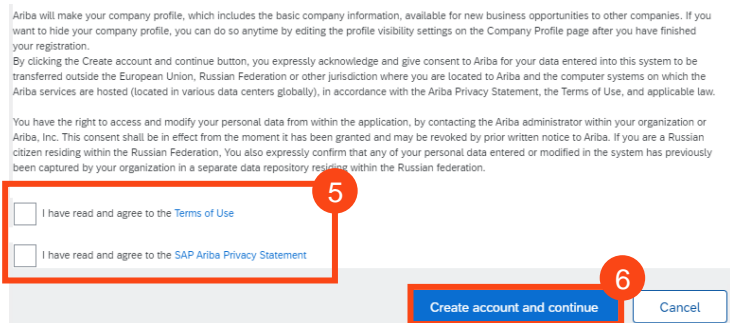
If this popup does not appear, go to step 11

8. Any potential matches are displayed.

8a. If one looks to be for your company, you can view the profile by clicking '...' under actions, then select 'View profile'

8b. If none of these relate to your company or you want to create a new account, click 'Continue Account Creation'

9. The supplier profile is displayed in a new window, this screen gives you the option to Contact Admin of the account, if you wish.

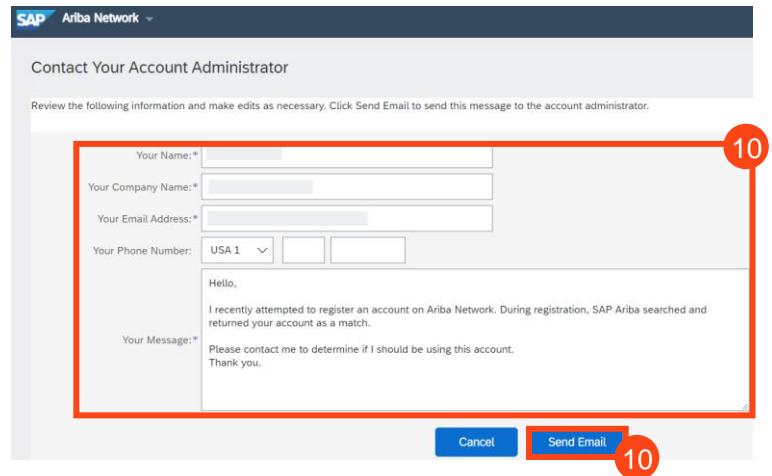


Supplier Onboarding

Supplier Registration

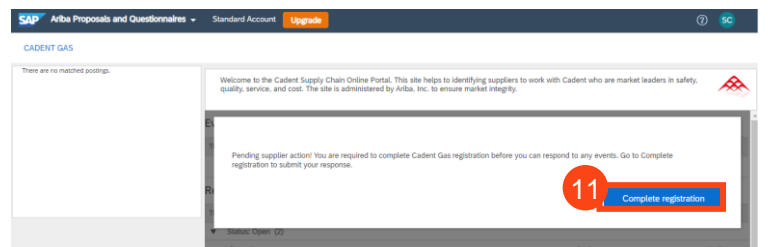
10. If you have selected contact admin, complete the template, then click 'Send Email'

Close this window.



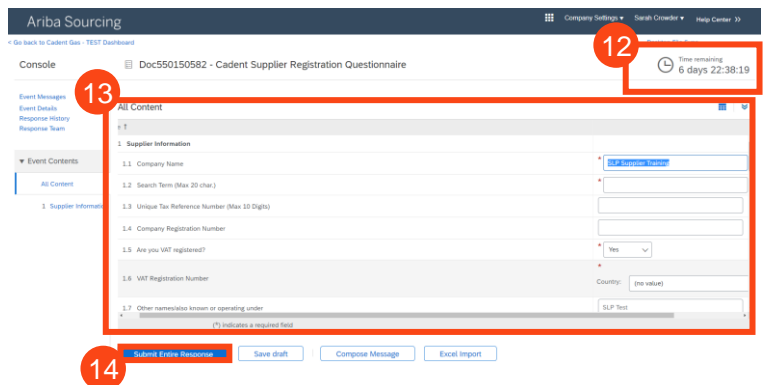
11. If no duplicates were identified, click the 'Complete registration' button

The questionnaire is now open:



12. The event clock is displayed – note registration is open for 7 calendar days

3a



13. The questionnaire is split into three sections:

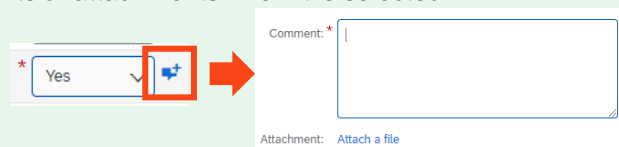
- Supplier Information
- Working within the Gas Industry
- Working with Cadent

Complete each section of the questionnaire.

14. Once completed, click 'Submit Entire Response'

Hints & Tips for Completion:

- Mandatory questions are marked with a *
- Maximum character length for company name is 40
- Some questions are triggered by your response to others, i.e. VAT questions only appear if you select 'yes' to VAT registered
- Where this symbol is seen, you can add comments or attachments when it is selected



Supplier Onboarding

Supplier Registration

15. Click 'OK' when the popup appears

Your response is now submitted.

✓ Submit this response?

Click OK to submit.

15

OK

Cancel



What Happens Next?

The Cadent buyer will review your submission

If you are taking part in a tender event, once approved, you will be able to access the event and submit a bid

If your company is being set up as a vendor, when approved you will receive an invitation to complete the qualification template

Supplier Onboarding

Supplier Qualification

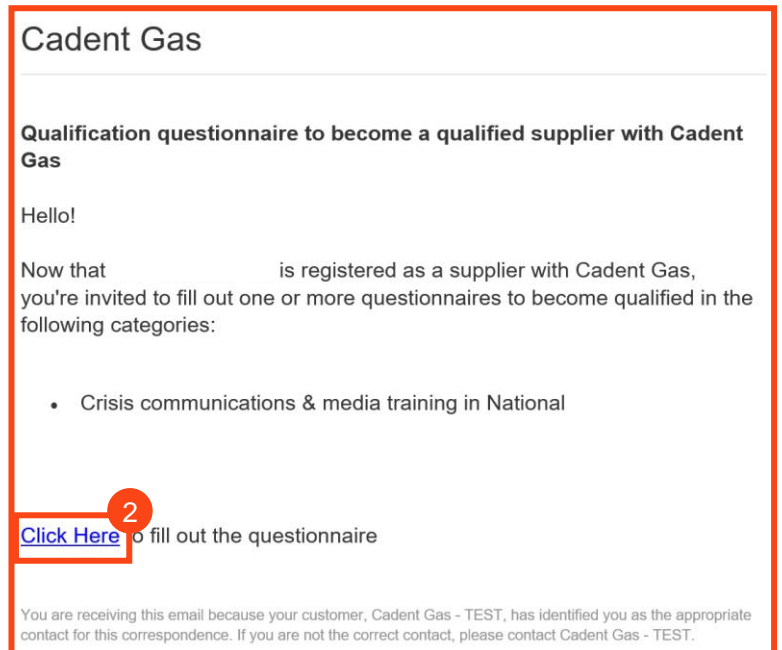
Supplier Onboarding

Supplier Qualification

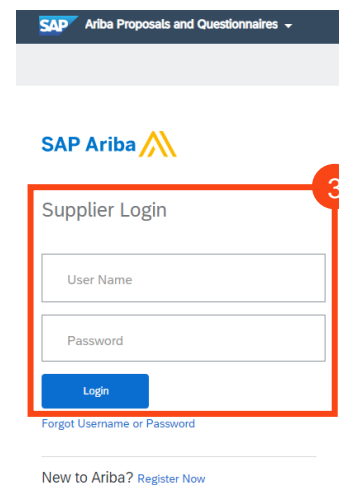
1. You will receive an email from Cadent asking you to 'become a qualified supplier with Cadent Gas'.

The email includes the commodity that the buyer is qualifying your company for.

2. Click on the link



3. Log into the Ariba portal using the username and password you previously created



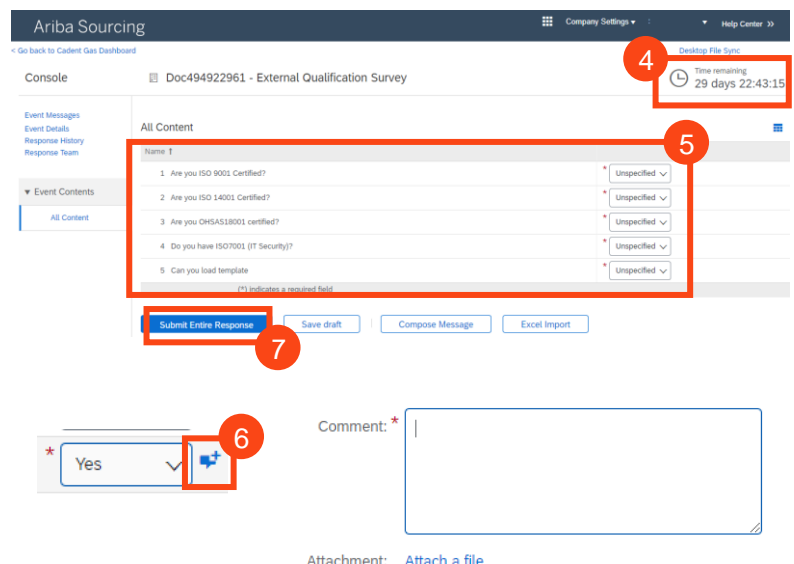
The questionnaire is now open:

4. The event clock is displayed

5. Complete the questionnaire

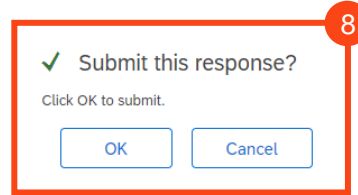
6. Where this symbol is seen, you can add comments or attachments when it is selected

7. When complete, select the 'Submit Entire Response' button

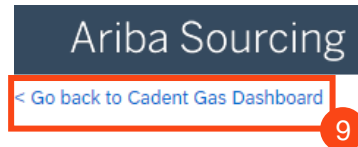


Supplier Onboarding Supplier Qualification

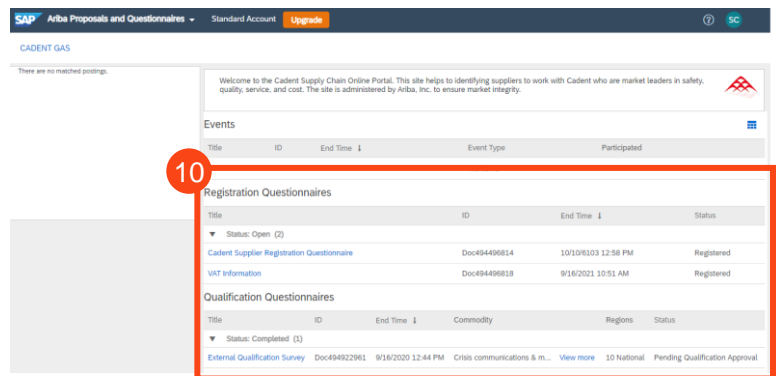
8. Click 'OK' to submit the response



9. Click 'Go back to Cadent Dashboard' at the top of the screen



10. The status is now updated. You can click on any of the questionnaires and revise your response during the event (time remaining is displayed on the event clock)



The Cadent Buyer will review your submission. If approved, you will receive an final questionnaire which requests your bank details



What Happens Next?

The Cadent buyer will review your submission.

Once approved, your company information will be synced with our back office system. At this point you will be set up with a vendor number, this will allow the requestor to create a purchase requisition / purchase order.

You will receive one final questionnaire, which captures your company bank details. In order to process your details efficiently and in a controlled manner, please ensure you also attach the details in non-editable format (PDF), on your company letter head and signed by your FD or equivalent.

This document is to mitigate any risk of fraud and will be used by our Accounts Payable team to confirm the request is valid and the correct information has been input into the questionnaire.

If you change your company data, including bank details in the future, you can revise the questionnaire response and re-submit via Ariba.

Supplier Onboarding

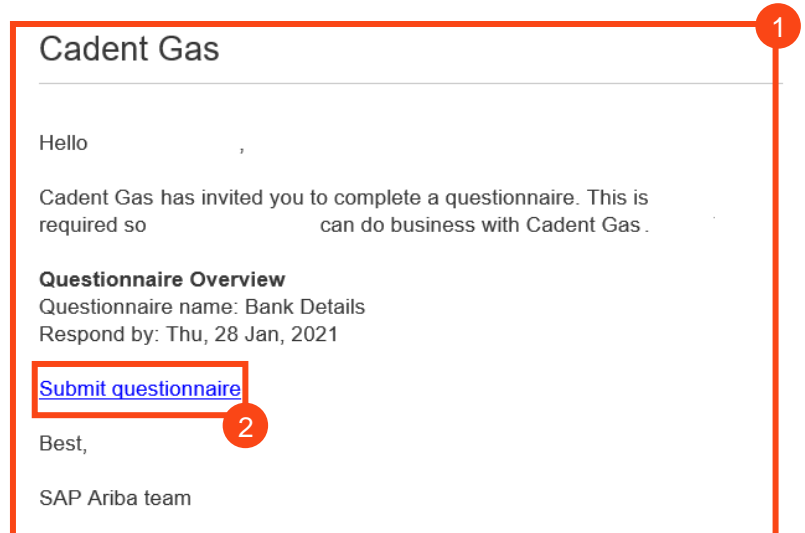
Collection of Bank Details

Supplier Onboarding

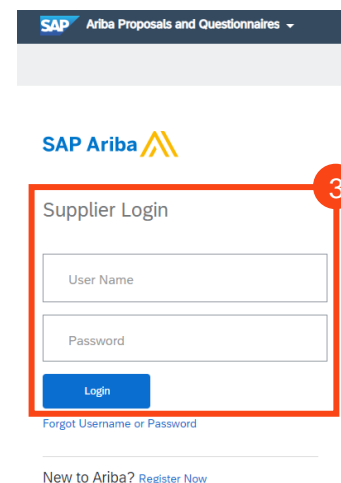
Modular Questionnaire – Collection of Bank Details

The final stage to creating your vendor account is the collection of bank details. This is important as it enables Cadent to pay you on time.

1. You will receive an email from Cadent asking you to complete the bank details questionnaire
2. Click on the link

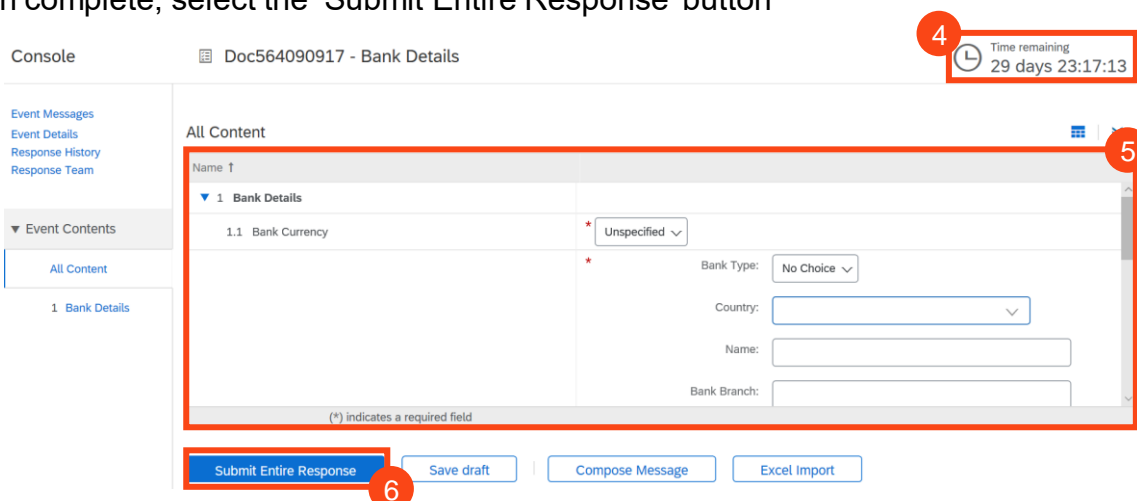


3. Log into the Ariba portal using the username and password you previously created



The questionnaire is now open:

4. The event clock is displayed
5. Complete the questionnaire
6. When complete, select the 'Submit Entire Response' button





Supplier Onboarding

Modular Questionnaire – Collection of Bank Details

Hints & Tips for Completion:

Section 1 – Bank Details

1.1 Bank Currency

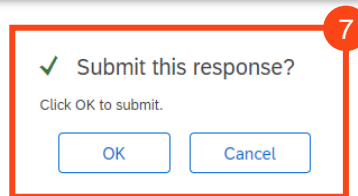
- Currencies available are GBP, EUR, USD. If another currency is required, please email our team on MyProcurementServices@cadentgas.com as soon as possible

1.2 Bank Account Information

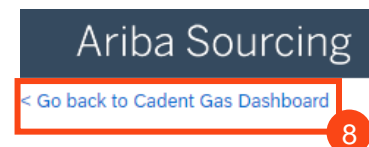
- Type - select 'Domestic' for UK or 'Foreign' for non-UK banking. Bank ID should be '0000'
- Select the Country
- Enter the name of the bank, branch name and address where the account is held
- Enter the account holder name, as it appears on your statement
- If a UK bank enter the 6 digit sort code with no spaces or '-' in the Bank Key field and enter your 8 digit account number in the Account Number Field
- If a Foreign bank enter the Routing Number (ABA), IBAN (International Bank Account Number), SWIFT (Society for Worldwide Interbank Financial Telecommunication) code as provided by your bank

Section 2 – Attach a PDF of your bank details. This must be on letter headed paper or an invoice template and signed by your FD or equivalent. Cadent requires this to meet with internal Financial controls, which aim to protect both Cadent and our suppliers from fraudulent activity.

7. Click 'OK' to submit the response



8. Click 'Go back to Cadent Dashboard' at the top of the screen



9. The status is now updated. You can click on any of the questionnaires and revise your response during the event (time remaining is displayed on the event clock)

Registration Questionnaires						
Title	ID	End Time ↓	Commodity	Regions	Status	
▼ Status: Completed (1)						
VAT Information	Doc531953528	10/11/2020 13:35	(no value)	10 National	Registered	
▼ Status: Open (1)						
Cadent Supplier Registration Questionnaire	Doc531953523	10/10/6103 12:58	(no value)	10 National	Registered	
Qualification Questionnaires						
Title	ID	End Time ↓	Commodity	Regions	Status	
▼ Status: Completed (1)						
External Qualification Survey	Doc494922961	16/9/2020 12:44	Crisis communications & m...	10 National	Qualified	View more
Questionnaires						
Title	ID	End Time ↓	Commodity	Regions	Status	
▼ Status: Completed (1)						
Bank Details	Doc564090917	29/12/2020 13:17	(no value)	10 National	Pending Approval	



What Happens Next?

A representative of Cadent's Accounts Payable team will review your submission.

To complete our controls testing, they will telephone your company via an independently searched telephone number and will ask a representative of your credit control team to confirm the bank account details entered in the questionnaire.

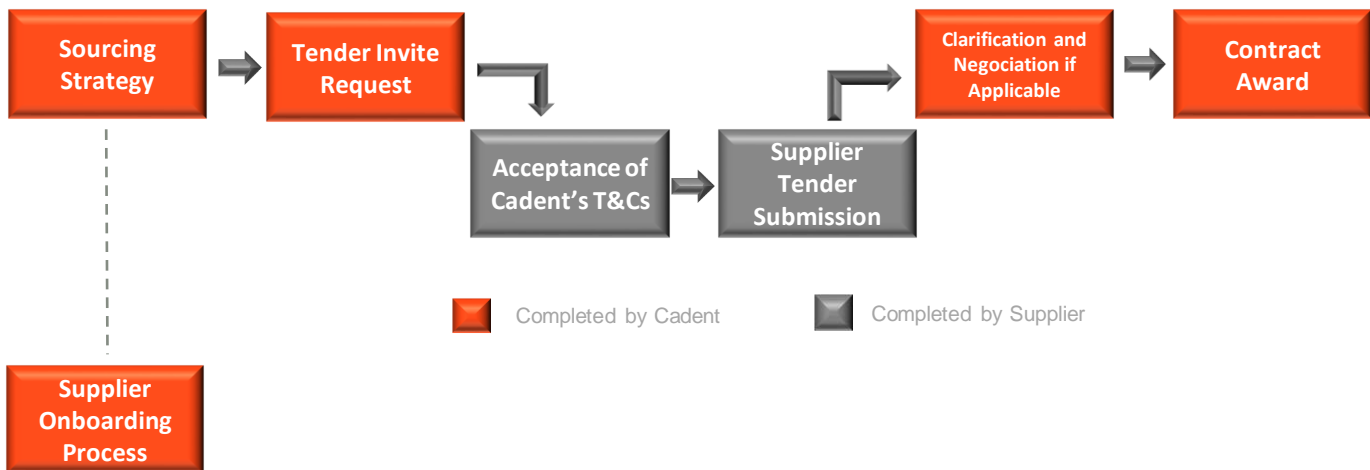
Once approved, your bank account details will be synced with our back office system, enabling us to pay you by BACS once your invoice is matched and due for payment.

Sourcing Activities

Sourcing Activities

As a utility in the UK, Cadent has to abide by Utility Contract Regulations (UCR 2016).

On the first of January each year, the thresholds for Goods, Works and Services are reset and can be viewed at <https://www.ojeu.eu>



To manage this Cadent operates the process above:

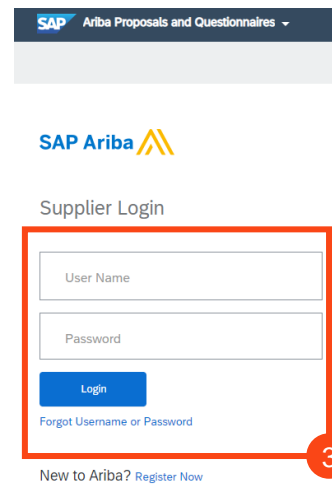
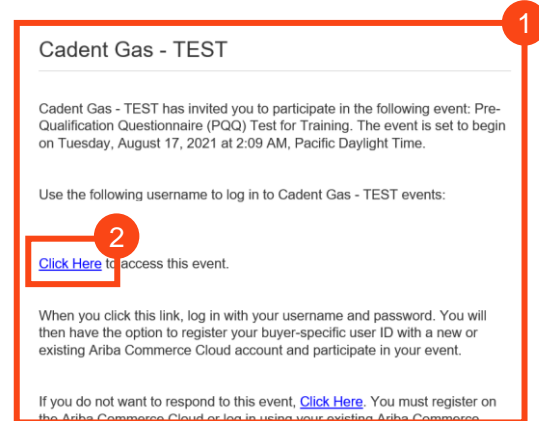
- Our buying teams will create a sourcing strategy outlining the market place, how we buy today and with the support of key stakeholders understand future forecasting requirements.
- Using tools such as Achilles, Utility Vendor Database (UVDB), Constructionline for DPS (Dynamic Purchasing System) and SAP Ariba, our buying teams will construct an RFx/ITT.
- Suppliers participating in Sourcing events, need to complete the Ariba Registration process (see Supplier Onboarding Process).
- Ariba is Cadent's chosen procurement system and is used it for our sourcing activity, depending on the sourcing strategy you may also receive an invitation via Achilles, Constructionline or directly from a buyer.
- Suppliers are expected to review the sourcing documentation as soon as possible, understanding the timescales around the event and abide by the bidding rules.
- Suppliers are expected to ensure all documentation being submitted to Cadent are submitted by an authorised individual.
- Cadent will share within the ITT (Invitation to Tender) documentation the split between the Technical and Commercial requirements.
- Under the Utilities Contract Regulations 2016, Cadent will adhere to the 10 Calendar Day Standstill Period at the point of Contract award, where applicable.
- Suppliers who are awarded a Contract must transact with Cadent electronically via the Ariba Network.

Sourcing Activities

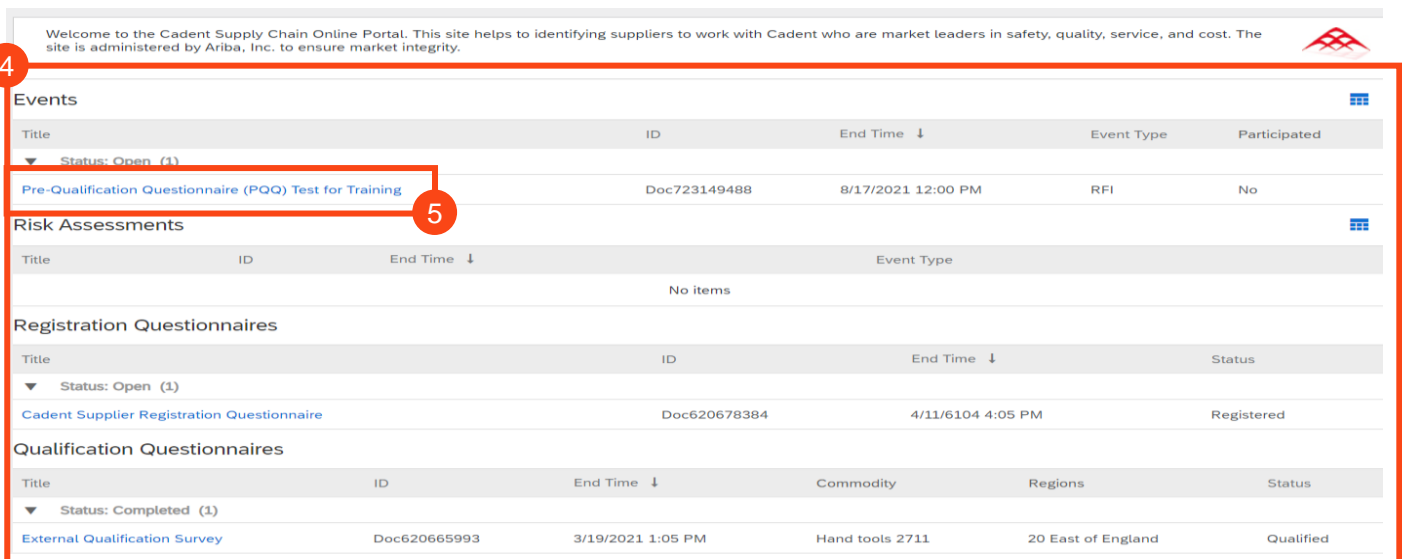
1. You will receive an email from Cadent asking you to participate in an event.

2. Click on the link to access the event

3. Log into the Ariba portal using your Ariba credentials that would have been created as part of Supplier Registration



4. The dashboard is now open, any sourcing events or questionnaires are displayed



5. Click on the event to open it

Sourcing Activities

6. Once in the event, click 'Review Prerequisites'

Event Details Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test fo... Time remaining 01:00:55

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.**

6

7

Event Overview and Timing Rules

Owner: Jessica Porter	Description: Pre-Qualification Questionnaire (PQQ) Test for Training
Event Type: RFI	Currency: British Pound
	Commodity: Minor Gas Works, IP HP 72141127
	Regions: 10 National
	Contract Months: 12
	Contract Effective Date: 08/10/2021
Publish time: 8/17/2021 10:09 AM	
Due date: 8/17/2021 12:00 PM	

7. If you elect not to participate, select 'Decline to Respond'

Please note: If you select 'Decline to Respond' you will not be able to view the event details, respond to the event or send messages through the message board

8. Review the prerequisites and confirm whether you accept or do not accept the terms of the agreement

Prerequisites Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test for Training

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 ('Site') hosted by Arriba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

- 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.
- 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.
- Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- 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.
- 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.
- 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.
- Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

I accept the terms of this agreement.

I do not accept the terms of this agreement.

8

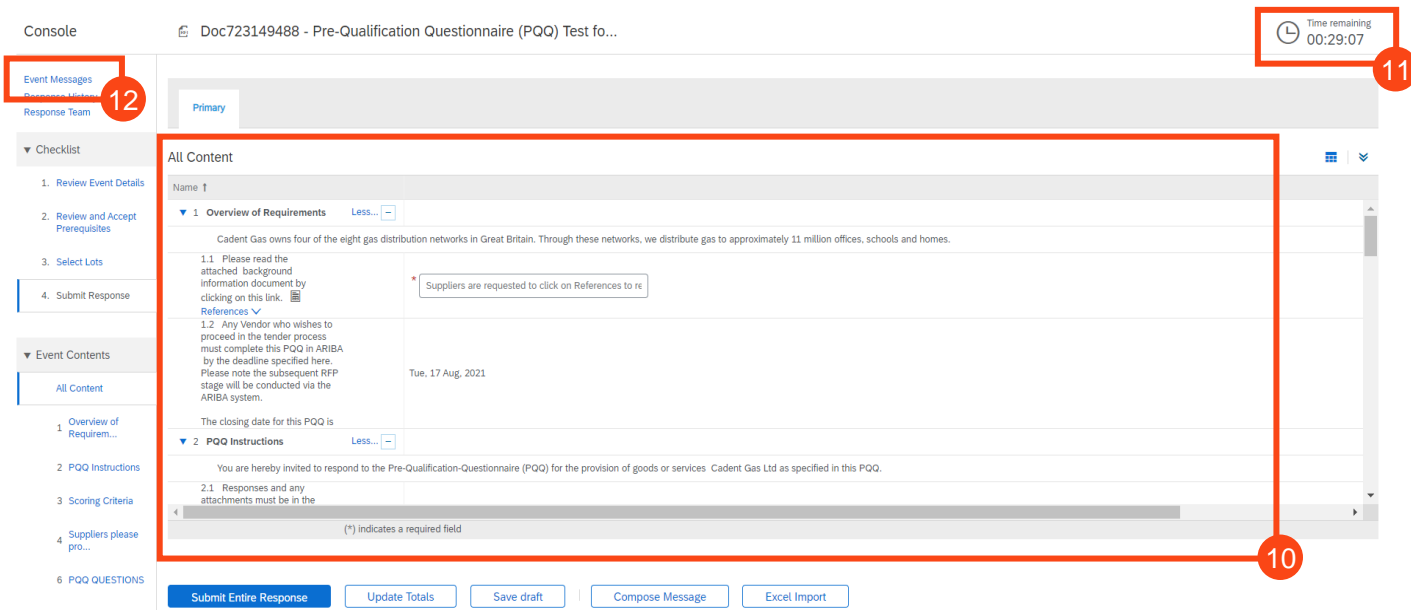
9

9. Click 'OK'

Please note: If you select 'I do not accept the terms of this agreement' you will not be able to proceed further into the event

Sourcing Activities

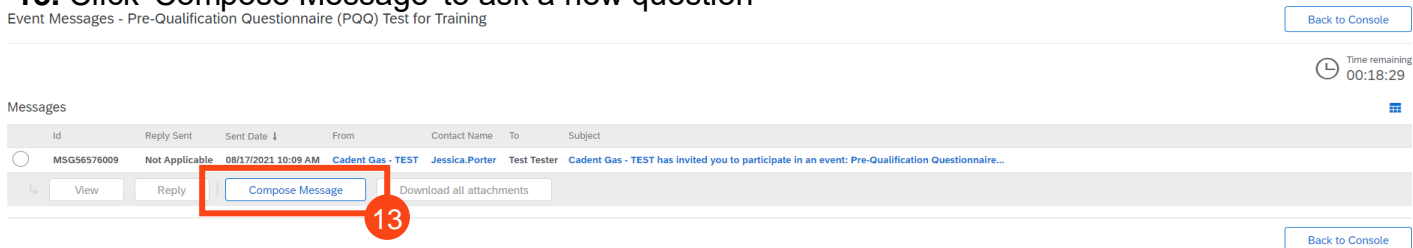
10. If you accepted the terms of the agreement, you can now respond to the event



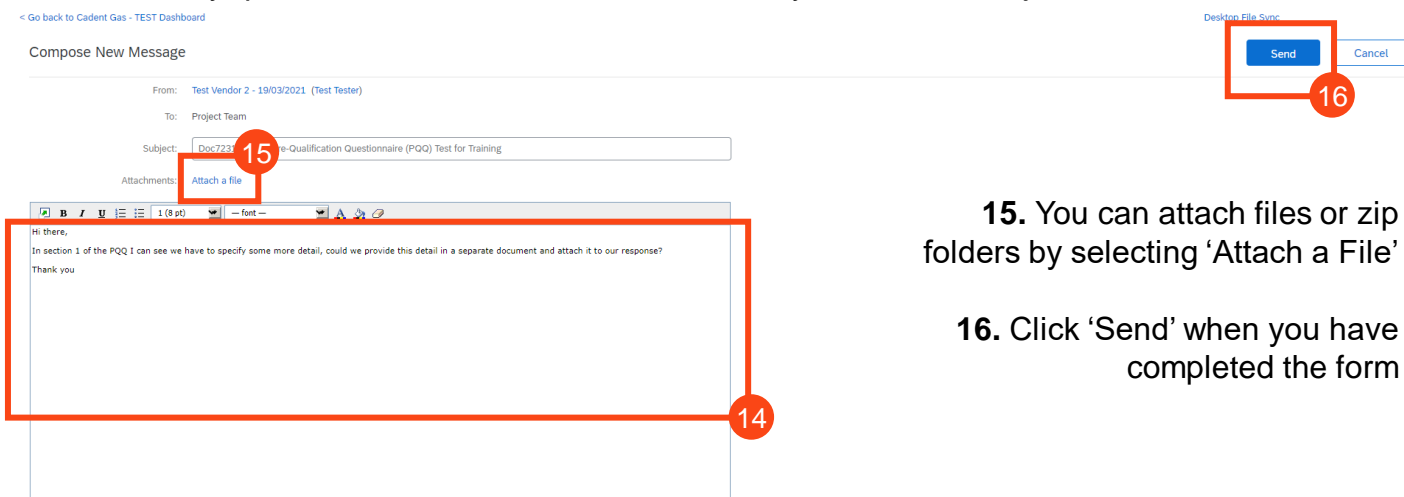
11. The event countdown is displayed at the top of the screen

12. You can review previous messages and ask questions during the event in the Event Messages

13. Click 'Compose Message' to ask a new question



14. Enter any questions or text, Ariba will automatically default the subject, this can be amended



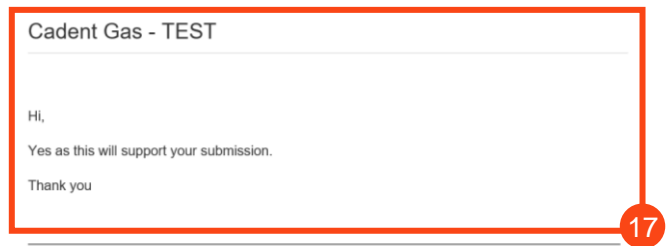
15. You can attach files or zip folders by selecting 'Attach a File'

16. Click 'Send' when you have completed the form

Sourcing Activities

Please note: The Cadent Buyer will have visibility of who has submitted the question, please do not enter any company identifiers in your question as it may be shared with other participants

17. When Cadent respond, you should receive an email similar to the one shown here



18. To view this in Ariba, log in and click on the event

Events				
Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
Pre-Qualification Questionnaire (PQQ) Test for Training	Doc723149488	8/18/2021 12:00 PM	RFI	No

Risk Assessments				
Title	ID	End Time ↓	Event Type	
No items				

Registration Questionnaires				
Title	ID	End Time ↓	Status	
▼ Status: Open (1)				
Cadent Supplier Registration Questionnaire	Doc620678384	4/11/6104 4:05 PM	Registered	

19. Click into 'Event Messages'

Console
Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test fo...
🕒 Time remaining 03:36:49

Event Messages 19

Response History

Response Team

▼ Checklist

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

▼ Event Contents

All Content

Primary

All Content

Name ↑
<p>▼ 1 Overview of Requirements Less... ▾</p> <p>Cadent Gas owns four of the eight gas distribution networks in Great Britain. Through these networks, we distribute gas to approximately 11 million offices, schools and homes.</p> <p>1.1 Please read the attached background information document by clicking on this link. Suppliers are requested to click on References</p> <p>References ▾</p> <p>1.2 Any Vendor who wishes to proceed in the tender process must complete this PQQ in ARIBA by the deadline specified here. Please note the subsequent RFP</p> <p style="text-align: right;">Tue, 17 Aug, 2021</p>

(*) indicates a required field

Sourcing Activities

20. The message response from Cadent will be visible at the top of the Message Board list, click on the subject to read the response

Event Messages - Pre-Qualification Questionnaire (PQQ) Test for Training

[Back to Console](#)

Time remaining
03:21:32

Messages

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG56568000.1	No	08/17/2021 12:32 PM			Participants (1) Team (2)	RE: Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test for Training
MSG56568000	No	08/17/2021 12:26 PM			Participants (0) Team (2)	Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test for Training
MSG56576012	No	08/17/2021 12:03 PM			Test Tester	Event Pre-Qualification Questionnaire (PQQ) Test for Training has been reopened.
MSG56576011	No	08/17/2021 12:00 PM			Test Tester	Event Pre-Qualification Questionnaire (PQQ) Test for Training is no longer accepting responses.
MSG56576009	Not Applicable	08/17/2021 10:09 AM			Test Tester	Cadent Gas - TEST has invited you to participate in an event: Pre-Qualification Questionnaire...

View Reply Compose Message Download all attachments

21. You can respond to this message by clicking 'Reply', if you choose not to reply then click 'Done'

View Message

Done Reply

Id: MSG56568000.1

From:

Sent: 08/17/2021 12:32 PM

To: Project Team;

Subject: RE: Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test for Training

Hi,

Yes as this will support your submission.

Thank you

22. When submitting your response to Cadent's event, any fields marked with a Red Astrix must be completed

Primary

All Content

1 Overview of Requirements Less...

Cadent Gas owns four of the eight gas distribution networks in Great Britain. Through these networks, we distribute gas to approximately 11 million offices, schools and homes.

1.1 Please read the attached background information document by clicking on this link.

References

1.2 Any Vendor who wishes to proceed in the tender process must complete this PQQ in ARIBA by the deadline specified here. Please note the subsequent RFP

Tue, 17 Aug, 2021

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Sourcing Activities

23. The answer fields can vary from test boxes, drop down menu's and attachments

All Content

Name ↑	
Company Details in this section	
4.1 Provide your company Name	* TestSupplier1
4.2 Provide your Company House Registration Number	* 1234
4.3 Provide your Company UVDB Supplier Code	* 12345
4.4 Please provide Parent Company Name (If applicable)	<input type="text"/> +
4.5 Please provide details of the lead contact person. If successful in the outcome of this PQQ. The	* <input type="text"/>

(*) indicates a required field

24. To download any files/attachments within the content, select the document name and click 'Download this Attachment/Download all attachments'

All Content

Name ↑	
Contact email address	www.boggs@testsupplier.com
4.8 Please provide Lead Contact Telephone number	* 12345
5 Test Line	Less... -
Test Line	
Please see attached PQQ documents.	<div style="border: 1px solid red; padding: 2px;"> Blank PQQ.docx </div> <div style="border: 1px solid red; padding: 2px; margin-left: 10px;"> Download this attachment </div> <div style="border: 1px solid red; padding: 2px; margin-left: 10px;"> Download all attachments </div>
6 PQQ QUESTIONS	
6.1 Please attach your response here.	*Attach a file +

(*) indicates a required field

25. To attach any files or zip folders relating to your submission, find the answer field and click 'Attach a File'

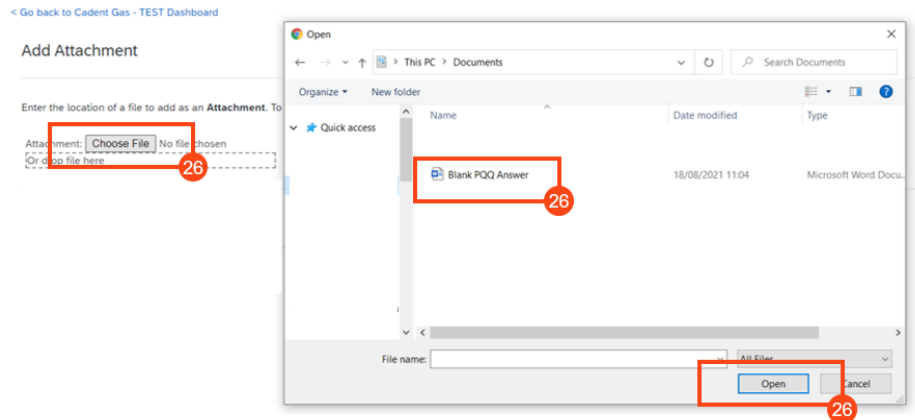
All Content

Name ↑	
Contact email address	www.boggs@testsupplier.com
4.8 Please provide Lead Contact Telephone number	* 12345
5 Test Line	Less... -
Test Line	
Please see attached PQQ documents.	Blank PQQ.docx
6 PQQ QUESTIONS	
6.1 Please attach your response here.	*Attach a file +

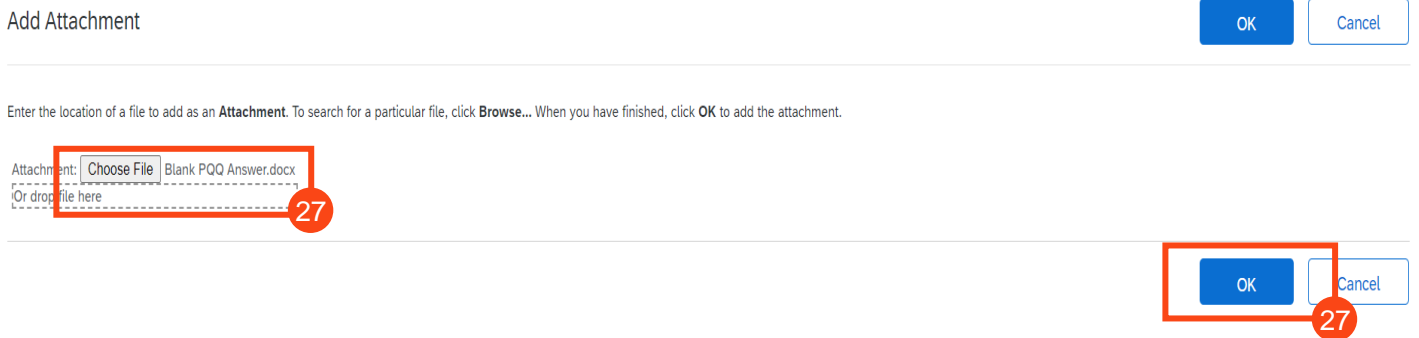
(*) indicates a required field

Sourcing Activities

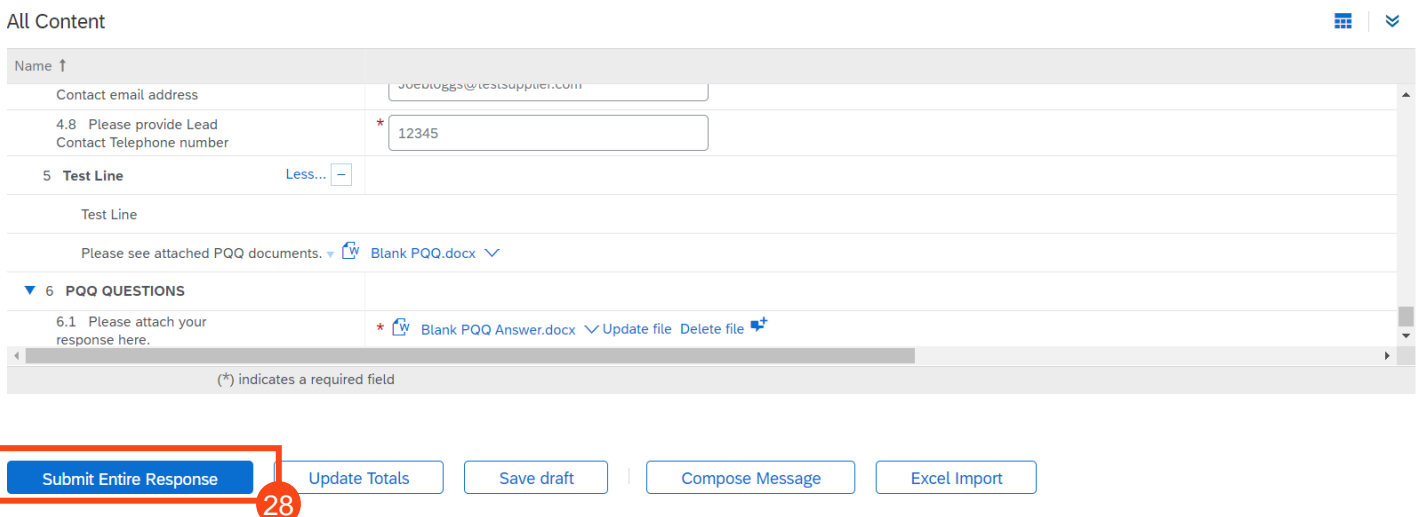
26. Click on 'Choose File', select the document or zip folder you would like to upload and click 'Open'



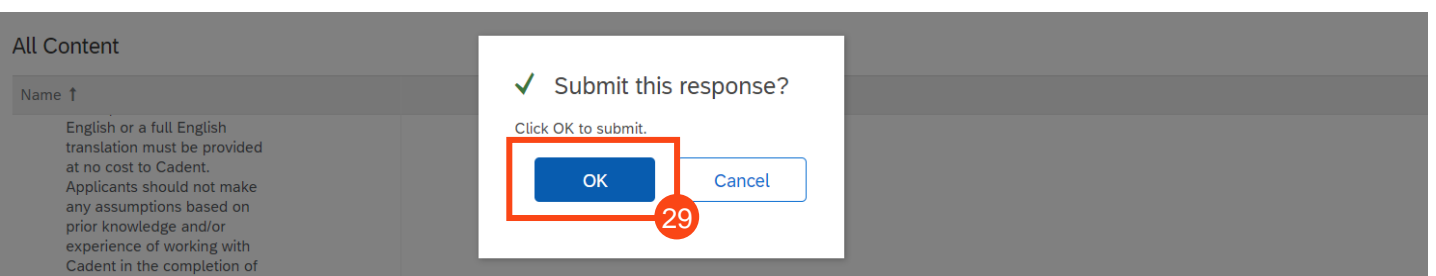
27. Once the file/zip folder is attached, click 'Ok'



28. Once your response is complete, click 'Submit Entire Response'

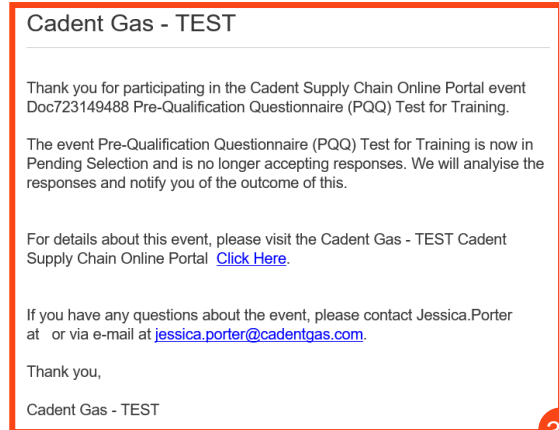


29. Click 'Ok'



Sourcing Activities

30. Once the bidding period has expired, an email notification will be sent confirming we are no longer accepting responses similar to the email shown here



Hints & Tips for Completion:

- Mandatory questions are marked with a *
- Keep an eye on the bidding clock and remember to submit your response
- You can export the event into Microsoft Excel, using the 'Excel Import'
- Remember to 'save as draft' if you are completing the event over several sittings
- Where this symbol is seen, you can add comments or attachments when it is selected



Cadent Gas
Pilot Way
Ansty Park
Coventry
CV7 9JU

www.cadentgas.com

