

Supplier Guide-

**All you need to know about bidding through
Synergy's Ariba e-Procurement System**



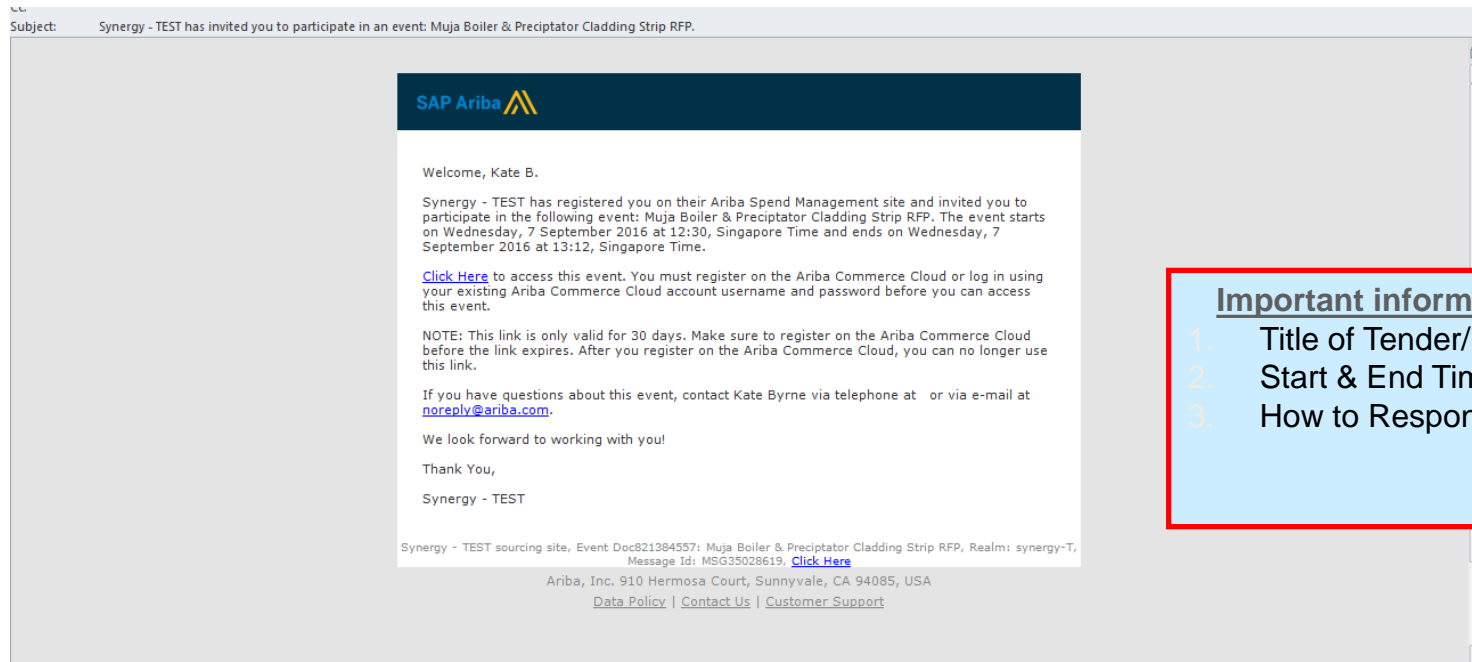
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New User Invitation Email

What It Looks Like



Important information to note

1. Title of Tender/Proposal
2. Start & End Times
3. How to Respond

Note: Make sure you access the Ariba Login page by clicking the '[Click Here](#)' link in the event invitation email you received

About Ariba and Ariba Commerce Cloud

What is the Ariba Commerce Cloud?

Ariba is a business commerce network that allows buyers to store contracts; submit and evaluate tenders; and for suppliers to complete the Synergy accreditation pack online. It is a worldwide company that is part of the SAP Company, with over 1,300 buyers and 700,000 sellers using and transacting worldwide.

As a respondent to a Synergy tender, you will be asked to register for the Ariba Commerce Cloud, to be able to submit your tender response via Ariba.

The Ariba Commerce Cloud is a website that allows you to submit your tender responses online. You will have one login and one account that will allow you to submit tenders online with all of your customers transacting through Ariba.

If you already have an Ariba Commerce Cloud, Ariba Network or Ariba Discovery account, you can link your sourcing events to your existing Ariba user ID.

Ariba Commerce Cloud Profiles

Sellers now have a single company profile in the Ariba Commerce Cloud, shared across all Ariba On-Demand solutions and visible to all their potential and existing buyer relationships. Ariba Commerce Cloud profiles include company account and configuration settings, company profile information, and user information. Ariba Commerce Cloud profiles allow you to maintain a single company profile, from one account, for all your customer relationships.

Registering on the Ariba Commerce Cloud

How to register: please see the information on slides 5 & 6 for instructions on how to register for the Ariba Commerce Cloud

How to Access Sourcing Events the First Time You Receive an Email Invitation

After clicking the link in the event email invitation, Ariba displays the welcome to Ariba Commerce Cloud page as below.

What It Looks Like

The screenshot shows the Ariba Commerce Cloud welcome page. A red box highlights the 'Continue' button under the 'Click here if you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account' link. Another red box highlights the 'Have a question? Click here to see a Quick Start guide.' link. A third red box highlights the 'Perform one of the following Actions' section, which contains two numbered steps: 1. 'Continue' to enter your Ariba Commerce Cloud account and user information and complete the registration process. 2. Click the here in 'Click here if you already have an Ariba Commerce Cloud, Ariba Discovery, or Ariba Network account' to link your sourcing events with your existing account.

Welcome

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Commerce Cloud. A password reset request was issued from Electricity Generation and Retail Corporation trading as Synergy - TEST site. Before you can log in to your user account, you must register on the Ariba Commerce Cloud.

Click Continue to complete your Ariba Commerce Cloud user account registration. Note: If you click Continue and you already have an existing user account on the Ariba Commerce Cloud, Ariba Discovery or Ariba Network you will be creating a duplicate user account.

Click here if you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account

Continue

About Ariba Commerce Cloud

The Ariba Commerce Cloud is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Commerce Cloud solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Ariba Commerce Cloud Profile across Ariba Network, Ariba Discovery, and Ariba Sourcing activities

Moving to the Ariba Commerce Cloud allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks, and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Perform one of the following Actions

1. 'Continue' to enter your Ariba Commerce Cloud account and user information and complete the registration process.
2. Click the here in 'Click here if you already have an Ariba Commerce Cloud, Ariba Discovery, or Ariba Network account' to link your sourcing events with your existing account.

Complete Registration (First Time User Only)

After clicking **Continue**, the Ariba Commerce Cloud Registration Page will be displayed:

What It Looks Like

Enter basic company information

* indicates a required field

Company Name: *

Country: *

Address: *

City: *

State:

Postal Code: *

Product and Service Categories: * -or-

Ship-to or Service Locations: * -or-

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-I" in test account. ⓘ

What It Means

- Enter your basic company information and your user account information. Keep the following in mind:
 - The Products and Service Categories fields are required to be filled in, in order to complete registration. However, you can change these values at any time in your Company Profile.
 - Note: If you cannot find the commodity that best represents your business please select the next best alternative.
 - The Tax ID and Dun and Bradstreet Number (DUNS) fields are optional and can also be updated at any time in your Company Profile.
 - If you require further explanations on specific fields consult the relevant information icons

Registering a User

Enter user account information

* indicates a required field

Name:* [Arriba Privacy Statement](#)

Email:*

☐ Use my email as my username

Username:* Must be in email format (e.g. john@newco.com) ⓘ

Password:* Must contain a minimum 8 characters including letters and numbers ⓘ

Secret Question:* The answer to your secret question must be at least 5 characters.

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Arriba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Submit button, you expressly acknowledge and give consent to Arriba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Arriba and the computer systems on which the Arriba services are hosted (located in various data centers globally), in accordance with the Arriba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Arriba administrator within your organization or Arriba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Arriba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

☒ I have read and agree to the [Terms of Use](#) and the [Arriba Privacy Statement](#)

Submit

Cancel

Submit

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What It Means

- Enter your desired user account details.
- **Note:** The **Username** field must be in email format.
- The person whose name is entered in the user account information section becomes the account administrator automatically. Account administrators can transfer the Administrator role to another user later.
- Read the Terms of Use and Privacy Statement and click the check box if you agree to the terms.
- Click Submit.
- If you require further explanations on specific fields consult the relevant information icons

Completing Registration

CONFIRM DOMAIN

The domain you specified does not match your company's domain. Do you still want to use it?

Yes No

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Required Profile Fields

Your customer has requested that you complete the following information before they conduct business with you. Click [Go to Company Profile](#) to proceed.

Required Profile Fields From Synergy - TEST

- Customer Requested Fields

[Go to Company Profile >](#)

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What It Means

- You may receive the **Confirm Domain** prompt if your email address does not match your business name. Click on the **Yes** button to proceed.
- Then click on **Go to Company Profile**



- **Tip:** Use the down arrow button to collapse a section once you have finished those questions.

Synergy Accreditation Requirements

Synergy - TEST Requested Profile
* indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

[Save as Draft](#) [Submit](#)

Changes you make below may be subject to approval before they are accepted.

Question

▼ 2 Synergy Accreditation Requirements

▼ 2.1 Introduction

2.1.1
Synergy's supplier accreditation process has been established to ensure that potential liability risks are managed, internal processes support best practice principles, and corporate governance is maintained.

All suppliers to Synergy are required to undertake system entry level accreditation, and a purchase order is required before any work is commenced for Synergy. The accreditation benefits suppliers as it enables Synergy to place purchase orders with each company as and when required.

If you have any issues or questions relating to this process, please contact your nominated Synergy procurement representative, or alternatively contact Synergy Ariba Support at: aribaadmin@synergy.net.au

▼ 2.2 Company Details

▼ 2.2.1 General

2.2.1.2 Legal Name: *

2.2.1.4 Will you be providing on-site services to Synergy at any of its locations?

Any update of these details will trigger re-approval procedures.

Answer * [Bank Details.pdf](#) [Update file](#) [Delete file](#)

▼ 2.7 Completion

2.7.1 You have completed the initial accreditation requirements. Thank you for your participation.

[Save as Draft](#) [Submit](#)

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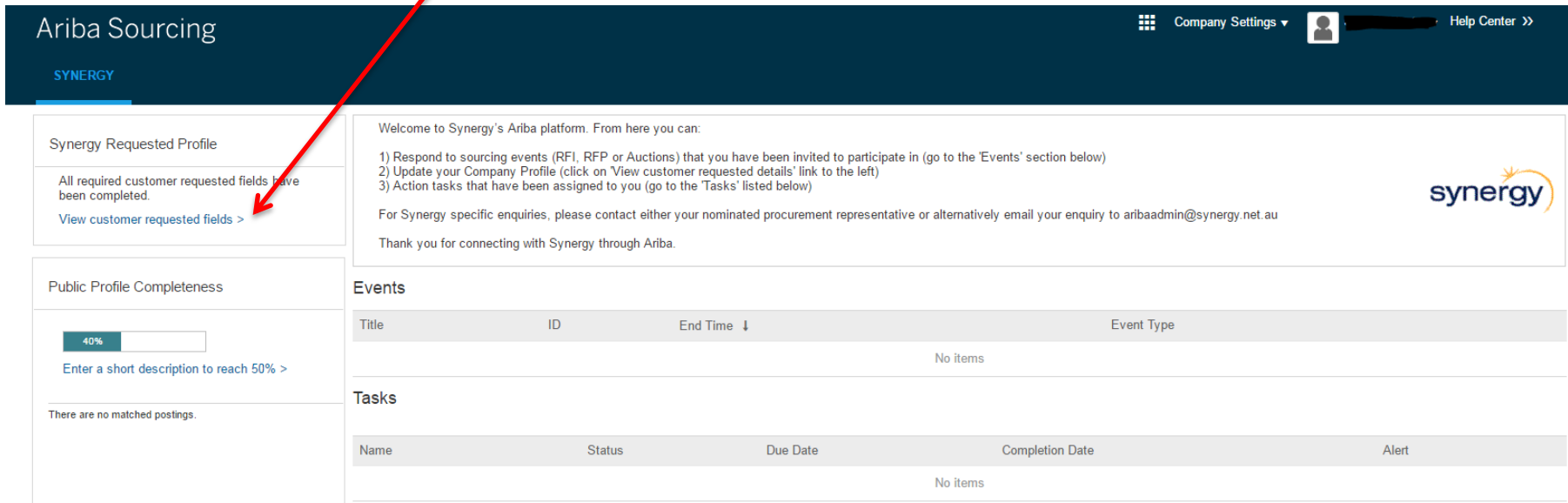
What It Means

- The **Synergy Requested Profile** input screen is displayed. Please answer the questions provided. Be sure to **Save as Draft** if you are leaving your computer for an extended period to ensure you do not lose information
- Once you have completed the initial accreditation requirements, click on **Submit**
- If you have missed any information you will receive an error message advising what you have missed.

Updating your Synergy Accreditation Requirements

What It Means

- You may need to update your Synergy information such as bank details or address or insurance information.
- To go back into these fields click on 'View customer requested fields'. Once updated hit 'Submit'.



The screenshot shows the Ariba Sourcing Synergy interface. The top navigation bar includes 'Ariba Sourcing', 'SYNERGY', 'Company Settings', a user profile icon, and 'Help Center >>'. On the left sidebar, under 'Synergy Requested Profile', there is a message: 'All required customer requested fields have been completed.' Below this is a link 'View customer requested fields >' which is highlighted by a red arrow. Further down, 'Public Profile Completeness' shows a progress bar at 40% with the instruction 'Enter a short description to reach 50% >'. The main content area contains a welcome message, a list of three action items (Respond to sourcing events, Update your Company Profile, and Action tasks), contact information for Synergy specific enquiries, and a thank you message. Below this are sections for 'Events' and 'Tasks', both showing 'No items'.

Synergy Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Public Profile Completeness

40%

[Enter a short description to reach 50% >](#)

There are no matched postings.

Welcome to Synergy's Ariba platform. From here you can:

- 1) Respond to sourcing events (RFI, RFP or Auctions) that you have been invited to participate in (go to the 'Events' section below)
- 2) Update your Company Profile (click on 'View customer requested details' link to the left)
- 3) Action tasks that have been assigned to you (go to the 'Tasks' listed below)

For Synergy specific enquiries, please contact either your nominated procurement representative or alternatively email your enquiry to aribaadmin@synergy.net.au

Thank you for connecting with Synergy through Ariba.

Events

Title	ID	End Time ↓	Event Type
No items			

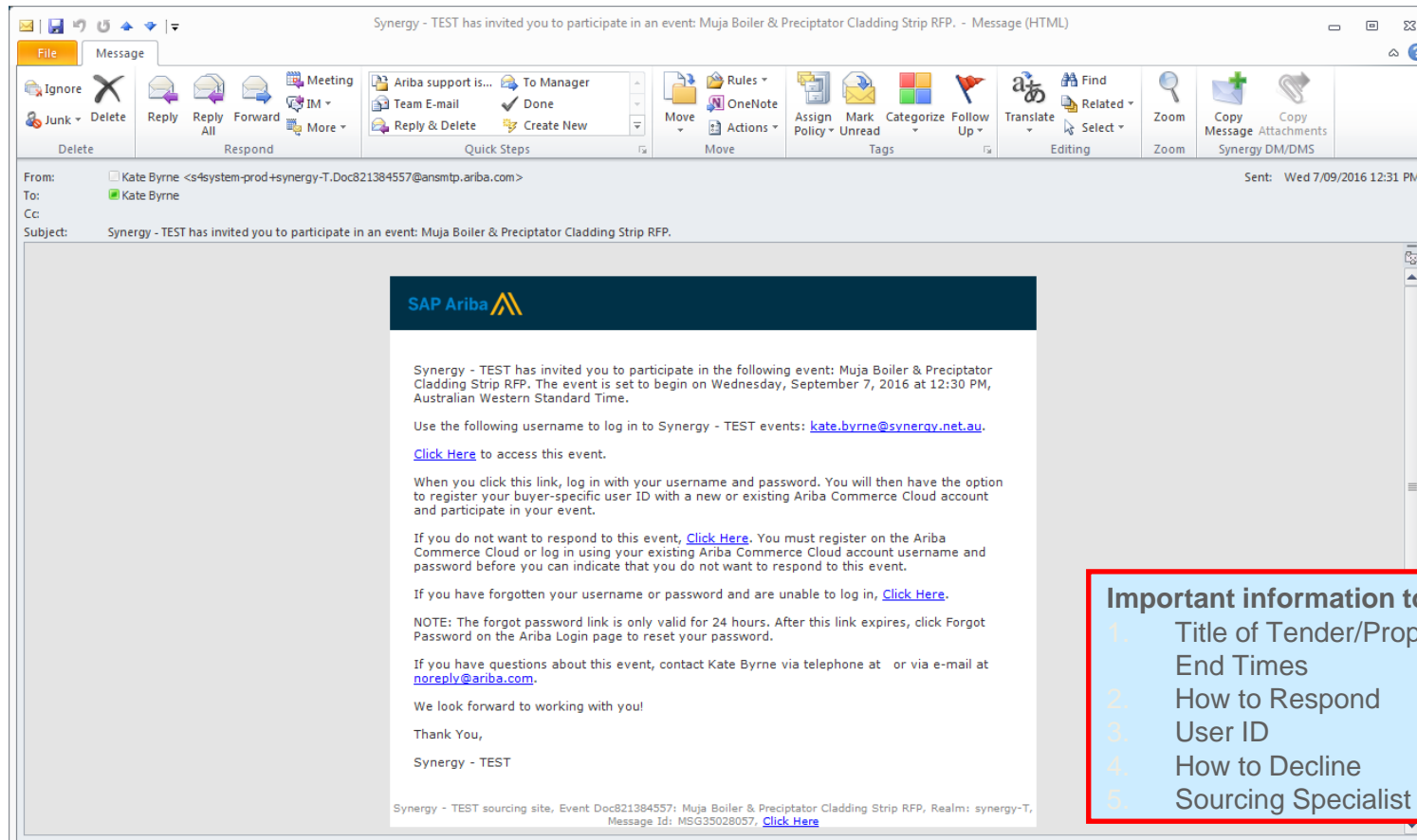
Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

Invitation Email to Suppliers Already Registered on Ariba Commerce Cloud

If you have previously registered on Ariba Commerce Cloud and you are invited for another event, you will receive an invitation email as follows.

What It Looks Like



Important information to note includes:

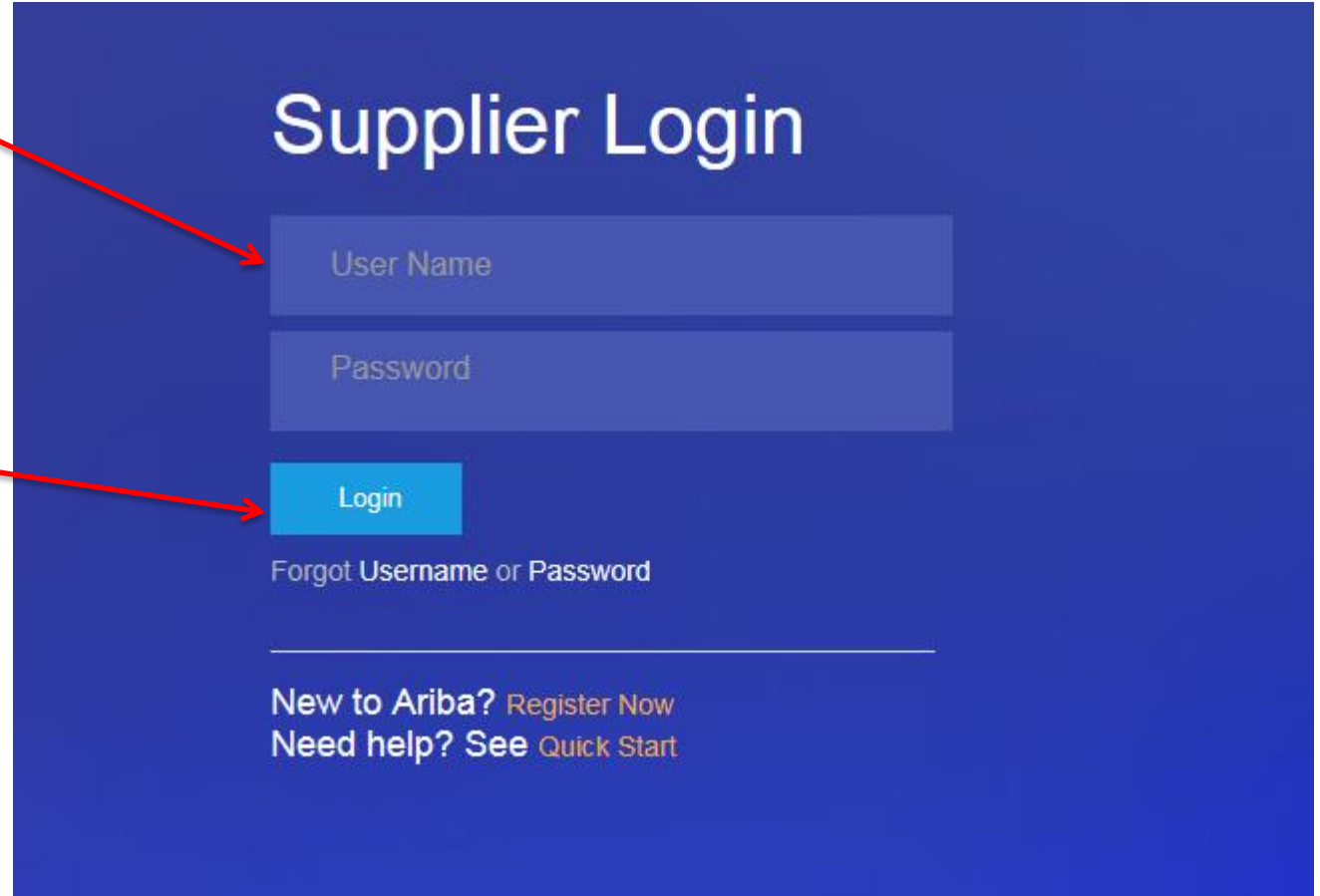
1. Title of Tender/Proposal inc. Start and End Times
2. How to Respond
3. User ID
4. How to Decline
5. Sourcing Specialist Contact Details

Logging in to Ariba

What It Looks Like

Enter your existing Ariba Commerce Cloud or Ariba Network username and password. Click 'Login'

If you do not remember your username or password, follow the 'Forgot Username' or 'Forgot Password', Find the steps in the following slide.



The image shows a 'Supplier Login' form on a blue background. The form includes a 'User Name' input field, a 'Password' input field, a blue 'Login' button, and a link for 'Forgot Username or Password'. Two red arrows point from text boxes on the left to the 'User Name' field and the 'Login' button. At the bottom, there are links for 'New to Ariba? Register Now' and 'Need help? See Quick Start'.

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba? [Register Now](#)
Need help? See [Quick Start](#)

How to Reset Your Password or Retrieve Your Username

If you forget your password or username, you can now have your username sent to your e-mail and reset your password without contacting Ariba Customer Service.

What It Looks Like

Forgot Username

To retrieve your username and regain access to your account, enter your email address registered with your Ariba account. You will receive an email message with further instructions after this information is confirmed.

Email Address:

Forgot Password

Enter your username or email address. You will receive an email message with further instructions on how to reset your password.

Username or Email Address:

What It Means

- Select 'Forgot Password' or 'Forgot Username' on the login page
- For username, type in your e-mail address and your username will be sent to the e-mail address on record. If you do not receive an e-mail immediately, check your spam filter
- For password, you will be taken through the password reset wizard, where you will be asked to answer the secret question you set up in your user profile
- After you answer correctly, type in your new password and confirm.

Accessing Bid Event/s

After successfully logging into Ariba, your home screen will look as below.

What It Looks Like

Synergy - TEST Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Public Profile Completeness

80%

[Enter your DUNS number to reach 85% >](#)

51 leads match your company profile


[View Matched Leads](#)

Welcome to Synergy's Ariba platform. From here you can:

- 1) Respond to sourcing events (RFI, RFP or Auctions) that you have been invited to participate in (go to the 'Events' section below)
- 2) Update your Company Profile (click on 'View customer requested details' link to the left)
- 3) Action tasks that have been assigned to you (go to the 'Tasks' listed below)

For Synergy specific enquiries, please contact either your nominated procurement representative or alternatively email your enquiry to aribaadmin@synergy.net.au

Thank you for connecting with Synergy through Ariba.



Events

Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
Muja Boiler & Precipitator Cladding Strip RFP	Doc821384557	9/9/2016 16:00	RFP
▼ Status: Pending Selection (2)			
Kwinana Rehab Project - Boiler and Precipitator Cladding Strip RFP	Doc821384830	11/8/2016 11:31	RFP
Demolition of Ash Pipeline at Kwinana	Doc816280250	4/8/2016 10:49	RFP

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

Click on the event you have been invited to

Review Event Details

This is the Home screen for the RfX event you have been invited to participate in.

What It Looks Like

Event Details

Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP

3 Time remaining
2 days 02:27:56

Event Messages

Download Tutorials

1 Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Event Contents

All Content

2 Part A - Bid Event D...

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 buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.

Download Content

4 Review Prerequisites

Decline to Respond

Print Event Information

Part A - Bid Event Details

(Section 1 of 1)

Name ↑

2 Part A - Bid Event Details

2.1 Introduction

2.1.2 Synergy invites Bids for the construction works as outlined in this Bid Event.

2.1.3 Please confirm you have read and accept Synergy's non-disclosure agreement (NDA). Access to the sourcing event will not be provided unless this is accepted.

Once you submit the signed NDA, a member of Synergy's procurement team will assess the NDA and provide access to the sourcing event content if deemed adequate. You will be notified by email when access has been provided.

If you have any issues or questions regarding the NDA, please communicate these to Synergy by using the Compose Message feature in Ariba. [References](#)

2 Event Overview and Timing Rules

Owner: [Kate Byrne](#)

Event Type: RFP

Currency: Australian Dollar

Commodity: GBU Support Services 5

Contract Term (Months): 4

Estimated Contract Effective Date: 21/02/2017

Publish time: 11/8/2016 11:14

Response start date: 7/9/2016 13:14

Due date: 9/9/2016 16:00

Specify how lot bidding will begin and end: **Parallel**

Estimated Award Date: 12/09/2016

Important information to note includes:

1. Checklist
2. Event Overview and Timing Rules
3. Time Remaining
4. Review Prerequisites button

Accepting the Pre-requisites

Prerequisites

Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP

▼ Checklist

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

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

- ☒ I accept the terms of this agreement. **1**
- ☐ I do not accept the terms of this agreement.

Prerequisites

Name ↑

▼ 2 Part A - Bid Event Details

▼ 2.1 Introduction

2.1.3 Please confirm you have read and accept Synergy's non-disclosure agreement (NDA). Access to the sourcing event will not be provided unless this is accepted.

Once you submit the signed NDA, a member of Synergy's procurement team will assess the NDA and provide access to the sourcing event content if deemed adequate. You will be notified by email when access has been provided.

*Attach a file **3**

If you have any issues or questions regarding the NDA, please communicate these to Synergy by using the Compose Message feature in Ariba. [References](#) **2**

(*) indicates a required field

4

OK

Cancel

Important information to note includes:

1. In order to bid you must Accept the Bidder Agreement.
2. If there is an NDA Requirement you must download the Reference document and complete it.
3. Attach the completed NDA
4. Click 'OK'

Intend to Participate

This is the Home screen for the RfX you have been invited to participate in.

What It Looks Like

Event Details

Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP

Time remaining
2 days 02:13:18

Event Messages
Response History
Download Tutorials

▼ Checklist
1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots

Download Content

Review Prerequisites

Select Lots

Print Event Information

Part A - Bid Event Details

(Section 1 of 5) Next »

Name ↑

▼ 2 Part A - Bid Event Details

▼ 2.1 Introduction

2.1.2 Synergy invites Bids for the construction works as outlined in this Bid Event.

2.1.3 Please confirm you have read and accept Synergy's non-disclosure agreement (NDA). Access to the sourcing event will not be provided unless this is accepted.

Click the “Select Lots” button to indicate if you intend to submit a tender response.

Select Lots

Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP

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

Select Lots

Select Using Excel

Lots Available for Bidding

☒ Name

☒ 6.1 Total Estimated Price


Submit Selected Lots

Make sure you select the box next to all pricing you wish to bid for and click on ‘Submit Selected Lots’

Response Screen

This is the Response Screen that you will see once you are in the “Submit Response” stage of the Checklist.

What It Looks Like

Console  Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP ⌚ time remaining
2 days 02:09:

Event Messages
Response History


▼ Checklist


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

▼ Event Contents

- All Content
- 2 Part A - Bid Event D...
- 3 Part B - Contract Pa...
- 4 Part C - Scope of Work
- 5 Part D - Returnable ...
- 6 Part E - Line Items

Your response to the prerequisites has been submitted.

All Content 

Name ↑	Price (\$)
2.2.3.3 Site Visit Kiosk	6225
▼ 2.3 Terms & Conditions	
2.3.2 Any Contract resulting from the acceptance of a Bid to this Bid Event shall be governed by, and supplied in accordance with Synergy's General Conditions of Contract as attached (see Reference Document). Please read the attached contract document and indicate your acceptance. Upon acceptance, the Vendor is deemed to have read and considered these conditions and any Bid shall be submitted in accordance with these conditions unless otherwise agreed in writing by Synergy. Any departures must be listed in Returnable Schedule - Statement of Compliance for it to be considered by Synergy. No departures will take effect unless and until it is accepted by Synergy in writing. 	* <input type="text" value="Unspecified"/>
▼ 3 Part B - Contract Particulars	
▼ 3.1 Completion	
3.1.1 Date for completion:	Thu, 31 Aug, 2017
▼ 3.2 Defects Liability	
3.2.1 Defects Liability Period (months):	12
▼ 3.3 Liquidated Damages	
3.3.1 Delay Liquidated Damages Rate (per day):	\$500.00 AUD
3.3.2 Document Liquidated Damages Rate (per day):	\$500.00 AUD
3.3.3 Performance Liquidated Damages Rate (per day):	\$500.00 AUD
▼ 3.4 Payment Terms	
3.4.1 Payment Term (days):	60 days EOM
▼ 3.5 Performance Review	
3.5.1 Review Period:	[Enter KPI Review Period]
▼ 3.6 Location	
3.6.1 Site:	Muja Power Station - Powerhouse Road, Collie WA 6225

(*) indicates a required field

Submit Entire Response

Update Totals

Reload Last Bid

Save

Compose Message

Excel Import

Decline to Respond

What It Looks Like

Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP

Time remaining
1 day 05:08:52

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 buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.

[Download Content](#)[Review Prerequisites](#)[Decline to Respond](#)[Print Event Information](#)

Part A - Bid Event Details

(Section 1 of 1)

Name ↑


▼ 2 Part A - Bid Event Details

▼ 2.1 Introduction

2.1.2 Synergy invites Bids for the construction works as outlined in this Bid Event.

2.1.3 Please confirm you have read and accept Synergy's non-disclosure agreement (NDA). Access to the sourcing event will not be provided unless this is accepted.

Once you submit the signed NDA, a member of Synergy's procurement team will assess the NDA and provide access to the sourcing event content if deemed adequate. You will be notified by email when access has been provided.

If you have any issues or questions regarding the NDA, please communicate these to Synergy by using the Compose Message feature in Ariba.  [References](#)

Event Overview and Timing Rules

Owner: [Kate Byrne](#) ⓘ

Event Type: RFP

Publish time: 11/8/2016 11:14

Response start date: 7/9/2016 13:14

Due date: 9/9/2016 16:00

Specify how lot bidding will begin and end: [Parallel](#) ⓘ

Estimated Award Date: 12/08/2016 ⓘ

Currency: Australian Dollar

Commodity: GBU Support Services 5

Contract Term (Months): 4 ⓘ

Estimated Contract Effective Date: 21/02/2017 ⓘ

Click 'Decline to Respond' if you do not wish to respond to the tender.

Decline to Respond cont.

What It Looks Like

Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

OK

Cancel

Please enter the reason for declining

Deciding to Respond After Initially Declining

Once you have declined to respond your access to the event will be temporarily removed. If you decide to respond to this event later, click the '**Intend to Respond**' button for this event.

What It Looks Like

Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP

You have declined to respond. Click on the 'Intend to Respond' button if you are intending to participate in the event

Download Content

Intend to Respond

Print Event Information

Part A - Bid Event Details

Name ↑

Click 'Intend to Respond'


▼ 2 Part A - Bid Event Details

▼ 2.1 Introduction

2.1.2 Synergy invites Bids for the construction works as outlined in this Bid Event.

2.1.3 Please confirm you have read and accept Synergy's non-disclosure agreement (NDA). Access to the sourcing event will not be provided unless this is accepted.

Once you submit the signed NDA, a member of Synergy's procurement team will assess the NDA and provide access to the sourcing event content if deemed adequate. You will be notified by email when access has been provided.

If you have any issues or questions regarding the NDA, please communicate these to Synergy by using the Compose Message feature in Ariba.  [References](#)

Event Overview and Timing Rules

Owner: [Kate Byrne](#) ⓘ

Event Type: RFP

Currency: Australian Dollar

Commodity: GBU Support Services 5

Contract Term (Months): 4 ⓘ

Estimated Contract Effective Date: 21/02/2017 ⓘ

Publish time: 11/8/2016 11:14

Response start date: 7/9/2016 13:14

Due date: 9/9/2016 16:00

Specify how lot bidding will begin and end: [Parallel](#) ⓘ

Estimated Award Date: 12/08/2016 ⓘ

Ariba Message Inbox

All event-specific messages sent to and from you are stored in your Ariba Message Inbox.

Note: Messages with attachments sent to users from Synergy can be downloaded from the relevant message in 'Event Messages'.

What It Looks Like

To view this inbox click the 'Event Messages' link in the top left hand corner of the screen.

Console Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP Time remaining 1 day 04:38:16

Event Messages
Response History

▼ Checklist

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

▼ Event Contents

All Content

You have submitted a response for this event. Thank you for participating.

Revise Response

All Content

Name ↑	Price (\$)
▼ 2 Part A - Bid Event Details	
▼ 2.1 Introduction	
2.1.2 Synergy invites Bids for the construction works as outlined in this Bid Event.	
2.1.3 Please confirm you have read and accept Synergy's non-disclosure agreement (NDA). Access to the sourcing event will not be provided unless this is accepted.	
Once you submit the signed NDA, a member of Synergy's procurement team will assess the NDA and provide access to the sourcing event content if deemed adequate. You will be notified by email when access has been provided.	Laptop request form.doc
If you have any issues or questions regarding the NDA, please communicate these to Synergy by using the Compose Message feature in Ariba.	
▼ 2.2 Bid Event Summary	
▼ 2.2.1 Contact Details	
2.2.1.1 Synergy's contact for the Bid Event process:	Kate Byrne
2.2.1.2 Position:	Senior Procurement Advisor
2.2.1.3 Phone:	9441156565
2.2.1.4 Comments:	[Nil]
▼ 2.2.2 Bid Validity	

Ariba Message Inbox

Here you will find all the messages relating to this specific Tender/Proposal.

What It Looks Like

Event Messages - Muja Boiler & Precipitator Cladding Strip RFP

[Back to Console](#)

Time remaining
1 day 04:36:04

Messages

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
	MSG35058571	No	08/09/2016 11:19	Synergy - TEST	Kate Byrne	Kate Byrne	Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP - Clarification 1
	MSG35028624	No	07/09/2016 13:14	Synergy - TEST	Kate Byrne	Kate Byrne	Synergy Ariba: Event Muja Boiler & Precipitator Cladding Strip RFP has been reopened.
	MSG35028618	No	07/09/2016 13:13	Synergy - TEST	Kate Byrne	Kate Byrne	Event Muja Boiler & Precipitator Cladding Strip RFP has changed.
	MSG35028608	No	07/09/2016 13:12	Synergy - TEST	Kate Byrne	Kate Byrne	Event Muja Boiler & Precipitator Cladding Strip RFP is no longer accepting responses.
	MSG35028605	No	07/09/2016 13:12	Synergy - TEST	Kate Byrne	Kate Byrne	Event Muja Boiler & Precipitator Cladding Strip RFP is now resumed.
	MSG35028601	No	07/09/2016 13:11	Synergy - TEST	Kate Byrne	Kate Byrne	Event Muja Boiler & Precipitator Cladding Strip RFP is now paused.
	MSG35028089	No	07/09/2016 12:32	Synergy - TEST	Kate Byrne	Kate Byrne	Event Muja Boiler & Precipitator Cladding Strip RFP has been extended by 1 day 3 hours 59 minutes.
	MSG35028066	Not Applicable	07/09/2016 12:31	Synergy - TEST	Kate Byrne	Kate Byrne	Synergy - TEST has invited you to participate in an event: Muja Boiler & Precipitator Cladding...
	MSG35028057	Not Applicable	07/09/2016 12:30	Synergy - TEST	Kate Byrne	Kate Byrne	Synergy - TEST has invited you to participate in an event: Muja Boiler & Precipitator Cladding...
	MSG35028056	No	07/09/2016 12:30	Synergy - TEST	Kate Byrne	Kate Byrne	Synergy Ariba: Event Muja Boiler & Precipitator Cladding Strip RFP has been reopened.
	MSG3378109	No	11/08/2016 11:31	Synergy - TEST	Kate Byrne	Kate Byrne	Event Muja Boiler & Precipitator Cladding Strip RFP is no longer accepting responses.
	MSG34378044	Not Applicable	11/08/2016 11:27	Pumps and Parts	Kate Byrne	Participants (0) Team (5)	Response (ID=ID570675296) in event Muja Boiler & Precipitator Cladding Strip RFP has been submitted.
	MSG34377011	Not Applicable	11/08/2016 11:25	Synergy - TEST	Kate Byrne	Kate Byrne	Response of prerequisite 2.1.3 submitted by Pumps and Parts (Kate Byrne) has been accepted.
	MSG34377086	Not Applicable	11/08/2016 11:24	Pumps and Parts	Kate Byrne	Participants (0) Team (5)	Pumps and Parts (Kate Byrne) has responded prerequisite 2.1.3.
	MSG34377985	Not Applicable	11/08/2016 11:24	Pumps and Parts	Kate Byrne	Participants (0) Team (5)	Response (ID=ID570675295) in event Muja Boiler & Precipitator Cladding Strip RFP has been submitted.
	MSG34377798	No	11/08/2016 11:15	Synergy - TEST	Kate Byrne	Participants (0) Team (0)	Event Muja Boiler & Precipitator Cladding Strip RFP is now accepting responses.
	MSG34377783	Not Applicable	11/08/2016 11:14	Synergy - TEST	Kate Byrne	Kate Byrne	Synergy - TEST has invited you to participate in an event: Muja Boiler & Precipitator Cladding Strip RFP
<div> </div> <div>View Reply Compose Message Download all attachments</div>							

To view a message, click on the radio button to the left of the chosen message, and click the 'View' button.

You can send a new message to the Sourcing Specialist in charge of the event at any time by simply clicking the 'Compose' Message button at the bottom of the screen.

From this screen you can:

1. View a message
2. Reply to a message
3. Compose a new message
4. Download all attachments from all messages
5. Go back to the event home screen "Back to Console"

Ariba Message Inbox

Here you can see the details and content of the message. You also have the opportunity to reply to the message by clicking the 'Reply' button.

What It Looks Like

View Message

DoneReply


Id: MSG35058571

From: Synergy - TEST (Kate Byrne)

Sent: 08/09/2016 11:19

To: Participants; Pumps and Parts(Kate Byrne)

Subject: Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP - Clarification 1

Attachment:  Avaya Deskphone Quick Reference Guide.docx

Dear Suppliers

Please find attached the first round of clarifications that have been answered.

Regards

Kate

DoneReply

Compose Message

What It Looks Like

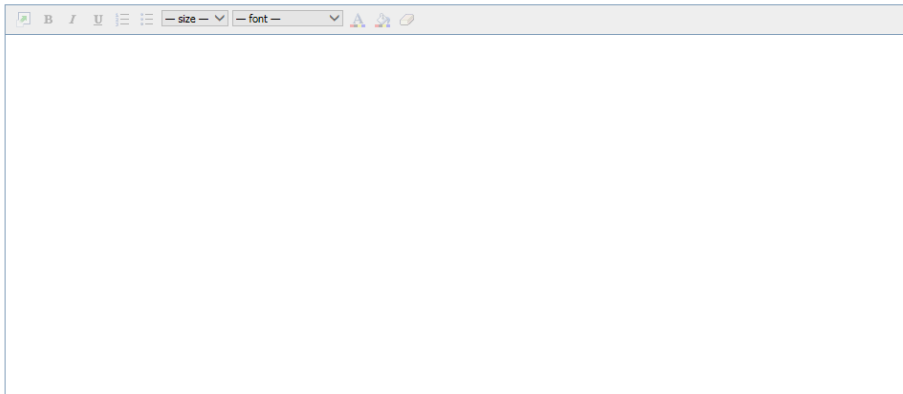
Compose New Message

From: Pumps and Parts (Kate Byrne)

To: Project Team

Subject: Doc821394557 - Muja Boiler & Precipitator Cladding Strip RFP

Attachments: Attach a file



Send Cancel

Once you are ready to send the message, click the blue 'Send' button.

Send Cancel

You can type any message that you would like to send to the procurement person in charge of the event and attach any file where appropriate. The 'Subject' field is automatically filled, but feel free to edit the Subject to notify the Sourcing Specialist about what the message is related to.

Download an Attachment

For some sections you may be required to download reference files either solely for your information or for editing and submission.

What It Looks Like

Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP

Time remaining
1 day 04:11:06

Your response to the prerequisites has been submitted.

All Content

Name ↑	Price (\$)
▼ 3.8 Supply of Documents	
3.8.1 Supply of Documents by Contractor:	environment report
3.8.2 Period of time for submission of documents to be supplied by the Contractor:	1 week before work commences
▼ 3.9 Submission of Invoices	
3.9.1 Period for submission of invoices:	Upon completion of agreed milestones
▼ 4 Part C - Scope of Work	
4.1 Scope of Work:	
▼ 5 Part D - Returnable Schedules	
5.1 General	
5.2 Commercial	
▼ 5.3 Technical	
▼ 5.3.1 Returnable Schedule - Assessment of Participants Capability	
5.3.1.1 Experience In responding to this criterion, the Participant must describe its experience in the supply and execution of works of the size and type similar to the works specified in this Bid Event. As a minimum the following information must be provided: (a) a detailed description of the services undertaken and the goods delivered; (b) similarities between the previous works and this Bid Event; (c) when the previous contract was performed; and (d) the outcome of the previous contract. Particular reference should be given to Australian contracts. The Participant must include the following information: <ul style="list-style-type: none">• Company Name;• Description of Works;• Location/Region;• Completion Date;• Value of Works	<div>Avaya D</div> <div>Download this attachment</div> <div>Download all attachments</div>

1. Click the Specific document link in the event.

2. Then click the 'Open' button to view the document or the 'Save' button to save the document to be viewed and worked on later.

Submit Entire Response

Update Totals

Reload Last Bid

Save

Compose Message

Excel Import

Do you want to open or save Doc821384557.zip from s1ariba.com?

Open

Save

Cancel

Download All Attachments

An easy way to look through all the Tender/Proposal documents and save them to your PC is to Download All Attachments. Note: Using this option you can also download specific documents.

What It Looks Like

Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP Time remaining 1 day 04:04:29

Your response to the prerequisites has been submitted.

All Content

Name ↑	Price (\$)
▼ 3.9 Submission of Invoices	
3.9.1 Period for submission of invoices:	Upon completion of agreed milestones
▼ 4 Part C - Scope of Work	
4.1 Scope of Work:	
▼ 5 Part D - Returnable Schedules	
5.1 General	
5.2 Commercial	
▼ 5.3 Technical	
▼ 5.3.1 Returnable Schedule - Assessment of Participants Capability	
5.3.1.1 <u>Experience</u> In responding to this criterion, the Participant must describe its experience in the supply and execution of works of the size and type similar to the works specified in this Bid Event. As a minimum the following information must be provided. (a) a detailed description of the services undertaken and the goods delivered; (b) similarities between the previous works and this Bid Event; (c) when the previous contract was performed; and (d) the outcome of the previous contract. Particular reference should be given to Australian contracts. The Participant must include the following information: <ul style="list-style-type: none">• Company Name;• Description of Works;• Location/Region;• Completion Date;• Value of Works	
5.3.1.2 <u>Skills and expertise of proposed key personnel</u> In responding to this criterion, Participants must: (a) identify the proposed key personnel that will be undertaking the Services together with a brief curriculum vitae for each of them; (b) detail the availability of the key personnel during the period of the Contract; and (c) describe the industry experience of all specified personnel.	
▼ 6 Part E - Line Items	

(*) indicates a required field

Submit Entire Response Update Totals Reload Last Bid Save Compose Message Excel Import

1. Click on any document link in the event.

2. Then click 'Download all attachments' link

Download All Attachments

After clicking on 'Download all attachments' you will arrive at the following screen

What It Looks Like

Download Attachments

Done

Choose items for which you need to download the attachments. The amount of time it takes to download is proportional to the total number and total size of the attachments.

Selected Attachments Summary

Total Size (MB): 0.3
Max Size (MB): 0.17
Total Number: 2

1. Click on the boxes individually to select specific documents to download

2. Click on 'Download Attachments' link after you have made your selection

Selected Items

<input type="checkbox"/>	Title
<input type="checkbox"/>	Totals
<input type="checkbox"/>	2 Part A - Bid Event Details
<input type="checkbox"/>	2.1 Introduction
<input checked="" type="checkbox"/>	2.1.3 Please confirm you have read and accept Synergy's non-disclosure agreement (NDA). Access to the sourcing event will not be provided unless this is accepted. Once you submit the signed NDA, a member of Synergy's procurement team will assess the NDA and provide access to the sourcing event content if deemed adequate. You will be notified by email when access has been provided. If you have any issues or questions regarding the NDA, please communicate these to Synergy by using the Compose Message feature in Aniba.
<input type="checkbox"/>	2.2 Bid Event Summary
<input type="checkbox"/>	2.2.1 Contact Details
<input type="checkbox"/>	2.2.2 Bid Validity
<input type="checkbox"/>	2.2.3 Site Visit
<input type="checkbox"/>	2.3 Terms & Conditions
<input checked="" type="checkbox"/>	2.3.2 Any Contract resulting from the acceptance of a Bid to this Bid Event shall be governed by, and supplied in accordance with Synergy's General Conditions of Contract as attached (see Reference Document). Please read the attached contract document and indicate your acceptance. Upon acceptance, the Vendor is deemed to have read and considered these conditions and any Bid shall be submitted in accordance with these conditions unless otherwise agreed in writing by Synergy. Any departures must be listed in Returnable Schedule - Statement of Compliance for it to be considered by Synergy. No departures will take effect unless and until it is accepted by Synergy in writing.
<input type="checkbox"/>	3 Part B - Contract Particulars
<input type="checkbox"/>	3.1 Completion
<input type="checkbox"/>	3.2 Defects Liability
<input type="checkbox"/>	3.3 Liquidated Damages
<input type="checkbox"/>	3.4 Payment Terms
<input type="checkbox"/>	3.5 Performance Review
<input type="checkbox"/>	3.6 Location
<input type="checkbox"/>	3.7 Security

3. Then click the 'Open' button to view the document or the 'Save' button to save the document to be viewed and worked on later.

Do you want to open or save Doc821384557.zip from s1.ariba.com?

Open

Save

Cancel

Done

Download Reference File

For some sections you may be required to download an individual attached file either solely for your information or for editing and submission.

What It Looks Like

All Content

Name ↑	Price (\$)
2.2.3 Site Visit	
2.2.3.3 The site visit / briefing is mandatory. Participants who fail to attend the site visit / briefing will be excluded from consideration.	
2.2.3.4 Site visit / briefing date:	Thu, 25 Aug, 2016
2.2.3.5 Site visit time:	14:00
2.2.3.6 Site visit location:	Muja Power Station - Powerhouse Road, Collie, WA 6225
2.3 Terms & Conditions	
2.3.2 Any Contract resulting from the acceptance of a Bid to this Bid Event shall be governed by, and supplied in accordance with Synergy's General Conditions of Contract as attached (see Reference Document). Please read the attached contract document and indicate your acceptance. Upon acceptance, the Vendor is deemed to have read and considered these conditions and any Bid shall be submitted in accordance with these conditions unless otherwise agreed in writing by Synergy. Any departures must be listed in Returnable Schedule - Statement of Compliance for it to be considered by Synergy. No departures will take effect unless and until it is accepted by Synergy in writing. References	* Unspecified
3 Par	
3.1	
Reference Documents	
Avaya Deskphone Quick Reference Guide.docx	
Download all attachments	
3.2 Defects Liability	
3.2.1 Defects Liability Period (months):	12
3.3 Liquidated Damages	
3.3.1 Delay Liquidated Damages Rate (per day):	\$500.00 AUD
3.3.2 Document Liquidated Damages Rate (per day):	\$500.00 AUD
3.3.3 Performance Liquidated Damages Rate (per day):	\$500.00 AUD
3.4 Payment Terms	

(*) indicates a required field

1. To download files attached as references, click the 'References' link.

2. Then click on the relevant document/s.

3. Then click the 'Open' button to view the document or the 'Save' button to save the document to be viewed and worked on later.

Attach a File

For some sections you may be required to attach files supporting your response.

Note: To attach multiple files, create a folder on your computer with all of your documents in it and zip this folder. The zipped folder can then be attached in Ariba.

What It Looks Like

Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP

Time remaining
1 day 04:02:57

Your response to the prerequisites has been submitted.

All Content

Name ↑	Price (\$)
▼ 4 Part C - Scope of Work	
4.1 Scope of Work:	Avaya Deskphone Quick Reference Guide.docx
▼ 5 Part D - Returnable Schedules	
5.1 General	
5.2 Commercial	
▼ 5.3 Technical	
▼ 5.3.1 Returnable Schedule - Assessment of Participants Capability	
5.3.1.1 Experience In responding to this criterion, the Participant must describe its experience in the supply and execution of works of the size and type similar to the works specified in this Bid Event. As a minimum the following information must be provided. (a) a detailed description of the services undertaken and the goods delivered; (b) similarities between the previous works and this Bid Event; (c) when the previous contract was performed; and (d) the outcome of the previous contract. Particular reference should be given to Australian contracts. The Participant must include the following information: <ul style="list-style-type: none">• Company Name;• Description of Works;• Location/Region;• Completion Date;• Value of Works	*Attach a file
5.3.1.2 Skills and expertise of proposed key personnel In responding to this criterion, Participants must: (a) identify the proposed key personnel that will be undertaking the Services together with a brief curriculum vitae for each of them; (b) detail the availability of the key personnel during the period of the Contract; and (c) describe the industry experience of all specified personnel.	*Attach a file

Click 'Attach a File' link

Attach a File

What It Looks Like

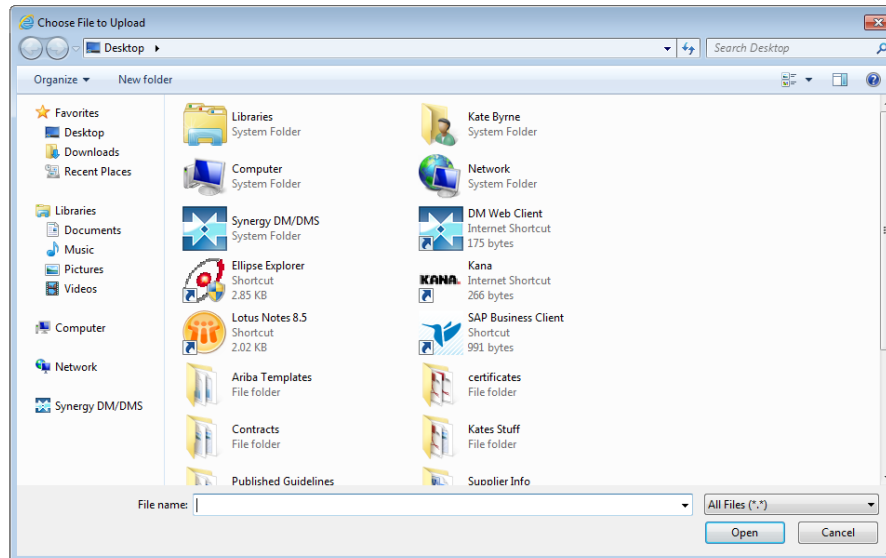
synergy Test site Acting as: Test supplier Help Kate Byrne

Add Attachment OK Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: Browse...

1. Using the 'Browse' button find and select the file you wish to attach



2. Once selected, click the 'OK' button to attach the file.

Attach a File

What It Looks Like

Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP

Time remaining
1 day 03:59:33

Your response to the prerequisites has been submitted.

All Content

Name ↑	Price (\$)
5.3.1 Period for submission of invoices:	
▼ 4 Part C - Scope of Work	
4.1 Scope of Work:	Avaya Deskphone Quick Reference Guide.docx
▼ 5 Part D - Returnable Schedules	
5.1 General	
5.2 Commercial	
▼ 5.3 Technical	
▼ 5.3.1 Returnable Schedule - Assessment of Participants Capability	
5.3.1.1 Experience In responding to this criterion, the Participant must describe its experience in the supply and execution of works of the size and type similar to the works specified in this Bid Event. As a minimum the following information must be provided. (a) a detailed description of the services undertaken and the goods delivered; (b) similarities between the previous works and this Bid Event; (c) when the previous contract was performed; and (d) the outcome of the previous contract. Particular reference should be given to Australian contracts. The Participant must include the following information: <ul style="list-style-type: none">• Company Name;• Description of Works;• Location/Region;• Completion Date;• Value of Works	<div>Avaya Deskphone Quick Reference Guide.docx</div> <div>Update file Delete file</div>
5.3.1.2 Skills and expertise of proposed key personnel In responding to this criterion, Participants must: (a) identify the proposed key personnel that will be undertaking the Services together with a brief curriculum vitae for each of them; (b) detail the availability of the key personnel during the period of the Contract; and (c) describe the industry experience of all specified personnel.	
▼ 6 Part E - Line Items	
6.1 Total Estimated Price	* AUD

(*) indicates a required field

You should now see the file attached where the 'Attach a file' link was.

You now also have 2 options. You can:
'Update file' – re-attach the same or another file.
'Delete file' – delete the currently attached file.

Submit Entire Response

Update Totals

Reload Last Bid

Save

Compose Message

Excel Import

Adding Comments

When responding to the Tender/Proposal, you can also add additional comments to attached files within Ariba.

What It Looks Like

Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP

Time remaining
1 day 03:57:00

Your response to the prerequisites has been submitted.

All Content

Name ↑	Price (\$)
5.3.1 Returnable Schedule - Assessment of Participants Capability	Open completion of agreed milestones
▼ 4 Part C - Scope of Work	
4.1 Scope of Work:	Avaya Deskphone Quick Reference Guide.docx
▼ 5 Part D - Returnable Schedules	
5.1 General	
5.2 Commercial	
▼ 5.3 Technical	
▼ 5.3.1 Returnable Schedule - Assessment of Participants Capability	
5.3.1.1 Experience In responding to this criterion, the Participant must describe its experience in the supply and execution of works of the size and type similar to the works specified in this Bid Event. As a minimum the following information must be provided. (a) a detailed description of the services undertaken and the goods delivered; (b) similarities between the previous works and this Bid Event; (c) when the previous contract was performed; and (d) the outcome of the previous contract. Particular reference should be given to Australian contracts. The Participant must include the following information: <ul style="list-style-type: none">• Company Name;• Description of Works;• Location/Region;• Completion Date;• Value of Works	* Avaya Deskphone Quick Reference Guide.docx Update file Delete file
5.3.1.2 Skills and expertise of proposed key personnel In responding to this criterion, Participants must: (a) identify the proposed key personnel that will be undertaking the Services together with a brief curriculum vitae for each of them; (b) detail the availability of the key personnel during the period of the Contract; and (c) describe the industry experience of all specified personnel.	*Attach a
▼ 6 Part E - Line Items	
6.1 Total Estimated Price	* AUD

To do this, simply click on the speech bubble picture of the corresponding attachment.

Adding Comments continued

What It Looks Like

Add/Edit Comment

Comment: *
I can increase levels if required

Attachment: [Attach a file](#)

OK

Cancel

When finished
click OK.

Type in your comment.
You can also attach
another file if required.

OK

Cancel

Save Work in Progress

At any stage you can Save your response so that you can work on it at a later date. If you don't click save before leaving the system, or if you leave it for too long without any activity you will lose any work unless you hit 'Save'.

What It Looks Like

Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP Time remaining 1 day 03:50:57

Your response to the prerequisites has been submitted.

All Content

Name ↑	Price (\$)
▼ 4 Part C - Scope of Work	
4.1 Scope of Work:	Avaya Deskphone Quick Reference Guide.docx
▼ 5 Part D - Returnable Schedules	
5.1 General	
5.2 Commercial	
▼ 5.3 Technical	
▼ 5.3.1 Returnable Schedule - Assessment of Participants Capability	
<p>5.3.1.1 Experience In responding to this criterion, the Participant must describe its experience in the supply and execution of works of the size and type similar to the works specified in this Bid Event. As a minimum the following information must be provided.</p> <p>(a) a detailed description of the services undertaken and the goods delivered; (b) similarities between the previous works and this Bid Event; (c) when the previous contract was performed; and (d) the outcome of the previous contract.</p> <p>Particular reference should be given to Australian contracts.</p> <p>The Participant must include the following information:</p> <ul style="list-style-type: none">• Company Name;• Description of Works;• Location/Region;• Completion Date;• Value of Works	Avaya Deskphone Quick Reference Guide.docx Update file Delete file
<p>5.3.1.2 Skills and expertise of proposed key personnel In responding to this criterion, Participants must:</p> <p>(a) identify the proposed key personnel that will be undertaking the Services together with a brief curriculum vitae for each of them; (b) detail the availability of the key personnel during the period of the Contract; and (c) describe the industry experience of all specified personnel.</p>	*Attach a file
▼ 6 Part E - Line Items	
6.1 Total Estimated Price	* <input type="text"/> AUD

(*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Reload Last Bid](#) [Save](#) [Compose Message](#) [Excel Import](#)

To do this all you need to do is click the 'Save' button. Once this is done you may log out knowing your response (including attachments) has been saved for when you login next.

Submit Response

What It Looks Like

Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP Time remaining 1 day 03:50:57

Your response to the prerequisites has been submitted.

All Content

Name ↑	Price (\$)
▼ 4 Part C - Scope of Work	
4.1 Scope of Work:	Avaya Deskphone Quick Reference Guide.docx
▼ 5 Part D - Returnable Schedules	
5.1 General	
5.2 Commercial	
▼ 5.3 Technical	
▼ 5.3.1 Returnable Schedule - Assessment of Participants Capability	
5.3.1.1 Experience In responding to this criterion, the Participant must describe its experience in the supply and execution of works of the size and type similar to the works specified in this Bid Event. As a minimum the following information must be provided. (a) a detailed description of the services undertaken and the goods delivered; (b) similarities between the previous works and this Bid Event; (c) when the previous contract was performed; and (d) the outcome of the previous contract. Particular reference should be given to Australian contracts. The Participant must include the following information: <ul style="list-style-type: none">• Company Name;• Description of Works;• Location/Region;• Completion Date;• Value of Works	Avaya Deskphone Quick Reference Guide.docx • Update file • Delete file
5.3.1.2 Skills and expertise of proposed key personnel In responding to this criterion, Participants must: (a) identify the proposed key personnel that will be undertaking the Services together with a brief curriculum vitae for each of them; (b) detail the availability of the key personnel during the period of the Contract; and (c) describe the industry experience of all specified personnel.	*Attach a file
▼ 6 Part E - Line Items	
6.1 Total Estimated Price	* <input type="text"/> AUD

(*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Reload Last Bid](#) [Save](#) [Compose Message](#) [Excel Import](#)

When you are ready to Submit your Response you can click on the blue 'Submit Entire Response' button at the bottom of the screen.

Submit Response

If your response is complete and there are no errors, a popup box will appear asking you to confirm your submission.

What It Looks Like

The screenshot shows a web application for submitting a bid response. The main content area is a table with columns for 'Name' and 'Price (\$)'. The table is partially filled with sections like 'Part C - Scope of Work', 'Part D - Returnable Schedules', 'Part E - Line Items', and 'Total Estimated Price'. A modal dialog box is overlaid on the table, asking 'Submit this response?' with a green checkmark icon. Below the question, it says 'Click OK to submit.' and has two buttons: 'OK' and 'Cancel'. A red arrow points from a blue callout box to the 'OK' button. The callout box contains the text 'Click 'OK' to submit your response.'.

All Content

Name ↑	Price (\$)
▼ 4 Part C - Scope of Work	
4.1 Scope of Work:	Avaya Deskphone Quick Reference Guide.docx
▼ 5 Part D - Returnable Schedules	
5.1 General	
5.2 Commercial	
▼ 5.3 Technical	
▼ 5.3.1 Returnable Schedule - Assessment of Participants Capability	
5.3.1.1 Experience In responding to this criterion, the Participant must describe its experience in the supply of goods and services to the works specified in this Bid Event. As a minimum the following information must be provided. (a) a detailed description of the services undertaken and the goods delivered; (b) similarities between the previous works and this Bid Event; (c) when the previous contract was performed; and (d) the outcome of the previous contract. Particular reference should be given to Australian contracts. The Participant must include the following information: <ul style="list-style-type: none">• Company Name;• Description of Works;• Location/Region;• Completion Date;• Value of Works	Avaya Deskphone Quick Reference Guide.docx • Update file Delete file
5.3.1.2 Skills and expertise of proposed key personnel In responding to this criterion, Participants must: (a) identify the proposed key personnel that will be undertaking the Services together with a brief curriculum vitae for each of them; (b) detail the availability of the key personnel during the period of the Contract; and (c) describe the industry experience of all specified personnel.	Avaya Deskphone Quick Reference Guide.docx • Update file Delete file
▼ 6 Part E - Line Items	
6.1 Total Estimated Price	\$265,000.00 AUD

(*) indicates a required field

Submit Response

If your response has been submitted correctly you will see a green bar at the top stating that “You have submitted a response for this event.”

What It Looks Like

Console

Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP

Time remaining
1 day 02:02:53

Event Messages
Response History

✓ Your response has been submitted. Thank you for participating in the event.

▼ Checklist

1. Review Event Details

All Content

Revise Response

Submission Errors

If you have failed to answer any of the questions or attach documents where required you will be notified of each error. **Please ensure you allow time to check you have filled all fields in correctly so you can submit your response before the due date/time.**

What It Looks Like

The screenshot shows the Synergy submission interface. At the top, a red banner contains an error message: "You need to provide an answer to Question 5.3.1.2, 'Skills and expertise of proposed key personnel' in responding to this criterion, Participants must: (a) identify the proposed key personnel that will be undertaking the Services together with a brief curriculum vitae for each of them; (b) detail the availability of the key personnel during the period of the Contract; and (c) describe the industry experience of all specified personnel.'" A red arrow points from a text box to this banner. The text box contains the text: "Errors will be highlighted in red and an explanation will accompany them."

Below the banner, the interface shows a table of submission details. The table has columns for "Name", "Content", and "Status". The "Content" column is expanded, showing a list of questions and answers. The "Status" column shows the status of each question, with some items marked as "Required" in red.

Name	Content	Status
2.1 Introduction	2.1.2 Synergy invites Bids for the construction works as outlined in this Bid Event. 2.1.3 Please confirm you have read and accept Synergy's non-disclosure agreement (NDA). Access to the sourcing event will not be provided unless this is accepted. Once you submit the signed NDA, a member of Synergy's procurement team will assess the NDA and provide access to the sourcing event content if deemed adequate. You will be notified by email when access has been provided. If you have any issues or questions regarding the NDA, please communicate these to Synergy by using the Compose Message feature in Ariba References	
2.2 Bid Event Summary		
2.2.1 Contact Details		
2.2.1.1 Synergy's contact for the Bid Event process:	Kate Byrne	
2.2.1.2 Position:	Senior Procurement Advisor	
2.2.1.3 Phone:	9441156565	
2.2.1.4 Comments:	[Nil]	
2.2.2 Bid Validity		
2.2.2.1 Bid validity period:	120 days from closing of Bids	
2.2.3 Site Visit		
2.2.3.3 The site visit / briefing is mandatory. Participants who fail to attend the site visit / briefing will be excluded from consideration.		
2.2.3.4 Site visit / briefing date:	Thu, 25 Aug, 2016	
2.2.3.5 Site visit time:	14:00	
2.2.3.6 Site visit location:	Muja Power Station - Powerhouse Road, Collie, WA 6225	
2.3 Terms & Conditions		
2.3.2 Any Contract resulting from the acceptance of a Bid to this Bid Event shall be governed by, and supplied in accordance with Synergy's General Conditions of Contract as attached (see Reference Document).		

(*) indicates a required field

Buttons at the bottom: Submit Entire Response, Update Totals, Reload Last Bid, Save, Compose Message, Excel Import

Revise Response

After submitting your response you can go back and revise your response, provided the event has not yet closed.

What It Looks Like

The screenshot shows a web interface for a Request for Proposal (RFP) titled "Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP". On the left, there is a sidebar with a "Console" section containing "Event Messages", "Response History", and a "Checklist" with the item "1. Review Event Details". The main content area features a green notification bar stating "Your response has been submitted. Thank you for participating in the event." Below this, a blue button labeled "Revise Response" is visible. A red arrow points from a text box below to this button. The top right corner displays a clock icon and the text "Time remaining 1 day 02:02:53".

This can be done by clicking the blue 'Revise Response' button at the top of the screen.

Revise Response

You will then be asked to confirm whether you would like to revise your response or not.

What It Looks Like

The screenshot shows a procurement system interface. At the top, there is a 'Revise Response' button. Below it, a table lists various items with columns for 'Name' and 'Price (\$)'. The table includes sections like '3.9.1 Period for submission of invoices', '4 Part C - Scope of Work', '5 Part D - Returnable Schedules', and '5.3 Technical'. A modal dialog box titled 'Revise Response?' is overlaid on the table. The dialog contains the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' and two buttons: 'OK' and 'Cancel'. A red arrow points from the 'OK' button in the dialog to the 'OK' button in the text box below the screenshot.

If you still wish to proceed, click the 'OK' button.

You will be then shown your Response Screen and all answer fields will be unlocked and available for editing.

Do not forget to select 'Submit your entire Response' again once complete.

Printing Your Response

If you wish to keep a hard copy of your response it can be exported from Ariba and printed.

What It Looks Like

Doc821384557 - Muja Boiler & Precipitator Cladding Strip RFP

Time remaining
1 day 01:59:47

You have submitted a response for this event. Thank you for participating.

Revise Response

1. Click on the table icon in the top right hand corner of the response table.

All Content

Name 1	Price (\$)	Select / Filter
3.6.1 Site:	Muja Power Station - Powerho	Participants...
▼ 3.7 Security		Pivot Table Layout
3.7.2 Security - Retention Monies (%):	20%	✓ Show Detail Rows
3.7.3 Reduction of Retention Monies (%):	50%	Expand All Detail Rows
3.7.4 Bank Guarantee Security Amount:	\$3,000,000.00 AUD	Collapse All Detail Rows
▼ 3.8 Supply of Documents		Show / Hide Columns
3.8.1 Supply of Documents by Contractor:	environment report	✓ Price (\$)
3.8.2 Period of time for submission of documents to be supplied by the Contractor:	1 week before work commenc	✓ Description
▼ 3.9 Submission of Invoices		✓ Requirements
3.9.1 Period for submission of invoices:	Upon completion of agreed mi	✓ Attachments
▼ 4 Part C - Scope of Work		Outline Expansion
4.1 Scope of Work:	Avaya Deskphone Quick	Expand All
▼ 5 Part D - Returnable Schedules		Collapse All
5.1 General		Export to Excel
5.2 Commercial		Export all Rows
▼ 5.3 Technical		Export Current Page
▼ 5.3.1 Returnable Schedule - Assessment of Participants Capability		
5.3.1.1 Experience		
In responding to this criterion, the Participant must describe its experience in the supply and execution of works of the size and type similar to the works specified in this Bid Event. As a minimum the following information must be provided.		
(a) a detailed description of the services undertaken and the goods delivered;		
(b) similarities between the previous works and this Bid Event.		

3. Clicking the 'Open' button in the File Download popup window will then open up your response in Microsoft Excel.

2. Then click on the 'Export all Rows' link.

Compose Message

Do you want to open or save data.xls from s1.ariba.com?

Open

Save

Cancel

Printing Your Response

Here you will see the whole response

What It Looks Like

The screenshot shows a Microsoft Excel spreadsheet titled 'Synergy DM/DMS'. The 'View' menu is open, and 'Page Break Preview' is selected. The spreadsheet is divided into several pages, with page numbers 1, 3, 5, 6, and 7 visible. The content includes a 'Name' field, 'Part A - Bid Event Details', 'Part B - Contract Particulars', and 'Part C - Scope of Work'. The 'Part B' section includes a table with columns for 'Name', 'Price (\$)', and 'Quantity'. The 'Part C' section includes a table with columns for 'Name', 'Price (\$)', and 'Quantity'.

Name	Price (\$)	Quantity
Short Form Contract - Consultancy.docx		
Kate Byrne Senior Procurement Advisor		
(Nil)	344105655	
120 days from closing of Bid:		
25/08/2016 18:55		
14:00		
Majis Power Station - Powerhouse Road, Collie, WA 6225		
Accepted		
31/08/2017 18:55		
12		
\$100.00		
\$100.00		
\$100.00		
60 days EOM		
(Enter KPI Review Period)		
Majis Power Station - Powerhouse Road, Collie, WA 6225		
20%		
50%		
\$3,000,000.00		
environment report		
1 week before work commences		
Upon completion of agreed milestones		
Arrays Desktops Quick Reference Guide.docx		

To format it so that it prints properly click the 'View' menu at the top of the window and select 'Page Break Preview' from the dropdown list

Printing Your Response

What It Looks Like

A	B	C
Name 2 Part A - Bid Event Details 2.1 Introduction 2.1.2 Synergy invites Bids for the construction works as outlined in this Bid Event. 2.1.3 Please confirm you have read and accept Synergy's non-disclosure agreement (NDA). Access to the sourcing event will not be provided unless this is accepted. Once you submit the signed NDA, a member of Synergy's procurement team will access the NDA and provide access to the sourcing event content if deemed adequate. You will be notified by email when access has been provided. If you have any issues or questions regarding the NDA, please communicate these to Synergy by using the Compose Message feature in Ariba. 2.2 Bid Event Summary 2.2.1 Contact Details 2.2.1.1 Synergy's contact for the Bid Event process: 2.2.1.2 Position: 2.2.1.3 Phone: 2.2.1.4 Comments: 2.2.2 Bid Validity 2.2.2.1 Bid validity period: 2.2.3 Site Visit 2.2.3.1 Site visit / briefing date: 2.2.3.2 Site visit time: 2.2.3.3 Site visit location: 2.3 Terms & Conditions Synergy's General Conditions of Contract as attached (see Reference Document). Please read the attached contract document and indicate your acceptance. Upon acceptance, the Vendor is deemed to have read and considered these conditions and any Bid shall be submitted in accordance with these conditions unless otherwise agreed in writing by Synergy. Any departures must be listed in Returnable Schedule - Statement of Compliance for it to be considered by Synergy. No departures will take effect unless and until it is accepted by Synergy in writing. 3 Part B - Contract Particulars 3.1 Completion 3.1.1 Date for completion: 3.2 Defects Liability 3.2.1 Defects Liability Period (months): 3.3 Liquidated Damages 3.3.1 Delay Liquidated Damages Rate (per day): 3.3.2 Document Liquidated Damages Rate (per day): 3.3.3 Performance Liquidated Damages Rate (per day): 3.4 Payment Terms 3.4.1 Payment Term (days): 3.5 Performance Review 3.5.1 Review Period: 3.6 Location 3.6.1 Site: 3.7 Security 3.7.2 Security - Retention Monies (%): 3.7.3 Reduction of Retention Monies (%): 3.7.4 Bank Guarantee Security Amount: 3.8 Supply of Documents 3.8.1 Supply of Documents by Contractor: 3.8.2 Period of time for submission of documents to be supplied by the Contractor: 3.9 Submission of Invoices 3.9.1 Period for submission of invoices: 4 Part C - Scope of Work 4.1 Scope of Work: 5 Part D - Returnable Schedules 5.1 General 5.2 Commercial 5.3 Technical 5.3.1 Returnable Schedule - Assessment of Participants Capability 5.3.1.1 Experience In responding to this criterion, the Participant must describe its experience in the supply and execution of works of the size and type similar to the works specified in this Bid Event. As a minimum the following information must be provided: (a) a detailed description of the services undertaken and the project executed; (b) similarities between the previous works and this Bid Event; (c) when the previous contract was performed; and (d) the outcome of the previous contract. Particular reference should be given to Australian contracts. The Participant must include the following information: Company Name: Description of Work: Location/Region: Contract Value:	Price (\$) Short Form Contract - Consultancy.docx Kate Byrne Senior Procurement Advisor [Nil] 120 days from closing of Bids Muja Power Station - Powerhouse Road, Collie, WA 6225 Accepted 31/08/2017 18:55 12 \$500.00 \$500.00 \$500.00 60 days EOM [Enter KPI Review Period] Muja Power Station - Powerhouse Road, Collie WA 6225 20% 50% \$3,000,000.00 environment report 1 week before work commences Upon completion of agreed milestones Avara Desktop Quick Reference Guide.docx	Page 1 Page 3 Page 5 Page 2 Page 4 Page 6

Then left click the first vertical dashed blue line from the left and hold the button as you drag it to the right, in line with the solid blue line on the far right. Do the same with the second vertical dashed blue line

Printing Your Response

What It Looks Like

The screenshot shows a bid response form with columns A, B, and C. Column A contains the form text, column B is highlighted in blue, and column C contains response data. A context menu is open over column B, showing options like Cut, Copy, Paste Options, Paste Special..., Insert, Delete, Clear Contents, Format Cells..., Column Width..., Hide, Unhide, Insert Page Break, Reset All Page Breaks, Set Print Area, Reset Print Area, and Page Setup....

1. Right click the B of Column B.

2. And from the drop down list select Delete

Page 1


Column A	Column B	Column C
2.1.2 Synergy invites Bids for the construction works as outlined in this Bid Event.		
2.1.3 Please confirm you have read and accept Synergy's non-disclosure agreement (NDA). Access to the sourcing event will not be provided unless this is accepted.		
2.2 Bid Event Summary		
2.2.1 Contact Details		
2.2.1.1 Synergy's contact for the Bid Event process:		
2.2.1.2 Position:		
2.2.1.3 Phone:		
2.2.1.4 Comments:		
2.2.2 Bid Validity		
2.2.2.1 Bid validity period:		
2.2.3 Site Visit		
2.2.3.4 Site visit / briefing date:		
2.2.3.5 Site visit time:		
2.2.3.6 Site visit location:		
2.3 Terms & Conditions		
Synergy's General Conditions of Contract as attached (see Reference Document).		
Please read the attached contract document and indicate your acceptance. Upon acceptance, the Vendor is deemed to have read and considered these conditions and any Bid shall be submitted in accordance with these conditions unless otherwise agreed in writing by Synergy.		
Any departures must be listed in Returnable Schedule - Statement of Compliance for it to be considered by Synergy. No departures will take effect unless and until it is accepted by Synergy in writing. References		
3.1 Completion		
3.1.1 Date for completion:		
3.2 Defects Liability		
3.2.1 Defects Liability Period (months):		
3.3 Liquidated Damages		
3.3.1 Delay Liquidated Damages Rate (per day):		
3.3.2 Document Liquidated Damages Rate (per day):		
3.3.3 Performance Liquidated Damages Rate (per day):		
3.4 Payment Terms		
3.4.1 Payment Term (days):		
3.5 Performance Review		
3.5.1 Review Period:		
3.6 Location		
3.6.1 Site:		
3.7 Security		
3.7.1 Security Retention Monies (%):		


Printing Your Response

What It Looks Like

The screenshot shows the Microsoft Excel interface with the 'File' menu open. The 'Borders' dropdown menu is also open, showing various border options. A large 'Page 1' watermark is visible in the background.

1. Press the Ctrl and A keys on your keyboard at the same time (Ctrl+A). This will highlight all the text.

2. Left click on the arrow next to the  icon.

3. From the drop down list select the All Borders  icon.

4. Then left click the 'File' menu at the top of the window, and from the drop down list click the 'Print' option.

Ariba Help

What It Looks Like

The screenshot shows the Ariba Help interface. At the top, there is a dark blue header bar with the word 'Dashboard' on the left, and 'Preferences', 'Acting as', a search icon, a printer icon, a chat icon, and a 'Help' dropdown menu on the right. The 'Help' dropdown menu is open, showing options: 'Product Documentation', 'Support', 'New UI Tour', 'Ariba Exchange', 'Events', and 'Contact Us'. Below the header, there is a document titled 'Doc823616977 - M7 M8 interim outage valve service'. A yellow message box states: 'You have submitted a response for this event. Thank you for participating.' Below this, there is a blue button labeled 'Revise Response'. The main content area is titled 'All Content' and shows a list of items under the heading 'Name ↑'. The list includes: '2 Part A - Bid Event Details', '2.1 Introduction', '2.1.2 Synergy invites Bids for the works as outlined in this Bid Event.', '2.2 Bid Event Summary', '2.2.1 Contact Details', and '2.2.1.1 Synergy's contact for the Bid Event process:'. The contact information for '2.2.1.1' is 'Mieke Smetsers'.

Ariba branded help Guides and Tutorials can be found using the 'Help' dropdown menu in the top right-hand corner of the screen. Here you can also find contact information for Ariba

For Ariba related issues you can contact Synergy at
ariba.admin@synergy.net.au.

Alternatively you can contact Ariba directly on 1800 766 694