SIGNING INTO ARIBA

In the email inviting you to participate, use the User Name listed. Hit "Click Here" to enter into the sign-in screen.

Type in your User Name and create a password.

If you already have a password, remember it expires every 30 days. If it doesn't work, click on the "Forgot Password" and Ariba will send you an email to create a new password.

Once you are in, you will see all of the events you were invited to. Click on the new one.

You are now in the Event.

SAMPLE SOURCING PROJECT FOR SUPPLIERS

Alaska Housing

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Event Details

Event Messages
Download Tutorials

Checklist

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

Doc46329934 - 5-Year Quality Assessment Review RFQ

Time remaining 10 days 05:47:43

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.

Click here to review prerequisites.

Review Prerequisites | Decline to Respond | Print Event Information

Event Overview and Timing Rules

Owner:	Linda Barnett	Currency:	US Dollar
Event Type:	RFI	Commodity:	Budget preparation or review services 84111703
Publish time:	1/9/2012 2:12 PM		
Due date:	1/20/2012 3:00 PM		

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Jan 10, 2012 9:12:26 AM

Prerequisites

Doc46329934 - 5-Year Quality Assessment Review RFQ

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

Prerequisites must be completed prior to participation in the event.

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

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

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

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

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

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

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

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

* * * *
BA v1.1 19Aug05

Click to accept.

- (●) I accept the terms of this agreement.
- ( ) I do not accept the terms of this agreement.

OK Cancel

Jan 10, 2012 9:15:21 AM

Prerequisites

- Checklist
  - ✓ 1. Review Event Details
  - ■ 2. Review and Accept Prerequisites
  - 3. Submit Response

Doc46329934 - 5-Year Quality Assessment Review RFQ

Prerequisites must be completed prior to participation in the event.

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

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

* * * *
BA v1.1 19Aug05

Click "OK".

- (●) I accept the terms of this agreement.
- ( ) I do not accept the terms of this agreement.

OK | Cancel

Jan 10, 2012 9:17:03 AM

Event Details

Doc46329934 - 5-Year Quality Assessment Review RFQ

Time remaining 10 days 05:39:58

Event Messages
Download Tutorials

Checklist

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

Event Contents

All Content

1 REQUEST FOR QUOTES (...
2 SCOPE OF WORK:
3 RESPONSE SECTION:
4 Price Quoted Must be...
5 Quotes Must be Valid...
6 AHFC General Conditi...

Download Content | Review Prerequisites | Select Lots | Print Event Information

Click "Select Lots".

REQUEST FOR QUOTES (RFQ) #1/12-01 (Ariba PR#2029679) - THIS IS NOT AN ORDER: (Section 1 of 6) Next >>

Name ↑

1.1 INTRODUCTION: Notice to Offerors - Green Procurement Less...

AHFC is issuing this solicitation as a green procurement electronic sourcing project. Offerors must submit documents required by this RFQ to AHFC in electronic format: through an internet portal that uses a software application called Ariba, through e-mail, or by fax. Submittal through the Ariba system is preferred- please contact Linda Barnett in our Sourcing and Contract Compliance Department at e-mail lbarnett@ahfc.us, fax (907)338-1681 or (907)338-1698 to be added into the system or if you have any questions.

1.2 Ariba Software Support: Less...

Use the following information for product support: US Toll Free - 1(866)218-2155 or email help.sourcing@ariba.com. Offerors can access the Ariba QuickSource training guides by clicking the Help link in the upper right corner of the screen. The three training guides take less than one hour to complete.

1.3 Submittal of Questions: Less...

>> Next Section: SCOPE OF WORK:

Event Overview and Timing Rules

Owner:	Linda Barnett	Currency:	US Dollar
Event Type:	RFI	Commodity:	Budget preparation or review services 84111703
Publish time:	1/9/2012 2:12 PM		
Due date:	1/20/2012 3:00 PM		

Jan 10, 2012 9:20:03 AM

Help

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Select Lots

Checklist

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

Doc46329934 - 5-Year Quality Assessment Review RFQ

Cancel

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 ...

Select Lots | Select Using Excel

Lots Available for Bidding

Name
2.2 Cost for Services: The Cost for Services must be all inclusive.

Submit Selected Lots

Cancel

Click on box to select lot. Ariba calls the item you are quoting on a "Lot". Then click on "Submit Selected Lots".

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Jan 10, 2012 9:21:35 AM

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Console

Event Messages
Response History

Checklist

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

Event Contents

All Content

1 REQUEST FOR QUOTES (...
2 SCOPE OF WORK:
3 RESPONSE SECTION:
4 Price Quoted Must be...
5 Quotes Must be Valid...
6 AHFC General Conditi...

Doc46329934 - 5-Year Quality Assessment Review RFQ

Time remaining 10 days 05:35:15

You should now be able to view the entire project. If not, click on the Table Menu and select "Expand All Rows".

All Content

Name	Price	Quantity	Extended Price

1 REQUEST FOR QUOTES (RFQ) #1/12-01 (Ariba PR#2029679) - THIS IS NOT AN ORDER: Less...

The Alaska Housing Finance Corporation (AHFC) is seeking quotes for AHFC's Internal Audit Department's Five (5) Year Quality Assessment Review - Self Assessment with Independent Validation service as detailed below.

1.1 INTRODUCTION: Notice to Offerors - Green Procurement Less...

AHFC is issuing this solicitation as a green procurement electronic sourcing project. Offerors must submit documents required by this RFQ to AHFC in electronic format: through an internet portal that uses a software application called Ariba, through e-mail, or by fax. Submittal through the Ariba system is preferred- please contact Linda Barnett in our Sourcing and Contract Compliance Department at e-mail lbarnett@ahfc.us, fax (907)338-1681 or (907)338-1698 to be added into the system or if you have any questions.

1.2 Ariba Software Support: Less...

Use the following information for product support: US Toll Free - 1(866)218-2155 or email help.sourcing@ariba.com. Offerors can access the Ariba QuickSource training guides by clicking the Help link in the upper right corner of the screen. The three training guides take less than one hour to complete.

1.3 Submittal of Questions: Less...

Submit questions to Linda Barnett, at email lbarnett@ahfc.us, fax (907)338-1681 or (907)338-1698, or call (907)330-8142 on or before 4:00 p.m. January 17, 2012.

1.4 Submittal of Quotes: Less...

Quotes will be received until 3:00 p.m. on January 20, 2012.

* *indicates required field*

Submit Entire Response | Update Totals | Save | Compose Message | Excel Import

Jan 10, 2012 9:24:48 AM

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Doc46329934 - 5-Year Quality Assessment Review RFQ

Time remaining 10 days 05:28:26

Event Messages
Response History

Checklist

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

Event Contents

All Content

1 REQUEST FOR QUOTES (...
2 SCOPE OF WORK:
3 RESPONSE SECTION:
4 Price Quoted Must be...
5 Quotes Must be Valid...

All Content

Name ↑	Price	Quantity	Extended Price
1.4.3 Quote Submitted Via E-Mail: Less...			
E-mail all documents to submittals@ahfc.us.			
1.4.4 Not Submitting via Ariba Portal: Less...			
Offerors not going through the Ariba portal must answer all questions in the same order as in the document. All section numbers must be included in your responses.			
Answer Yes or No questions on the paper form itself or attach any detailed explanation in order with the corresponding sections noted.			
2 SCOPE OF WORK:			
2.1 See attached Scope of Work. References			
2.2 Cost for Services: Less...	* USD	1 each	
The Cost for Services must be all inclusive.			
3 RESPONSE SECTION:			
3.1 Use the text box provided here to respond to the following:	*		

Click on "References" to view Scope of Work.

* indicates required field

Submit Entire Response | Update Totals | Save | Compose Message | Excel Import

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Time remaining 10 days 05:26:37

Event Messages
Response History

Checklist

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

Event Contents

All Content

1 REQUEST FOR QUOTES (...
2 SCOPE OF WORK:
3 RESPONSE SECTION:
4 Price Quoted Must be...
5 Quotes Must be Valid...

All Content

Name ↑		Price	Quantity	Extended Price
2 SCOPE OF WORK:				
2.1 See attached Scope of Work. References				
2.2 Cost for Services:	Less...	*	USD	1 each
The Cost for Services must be all inclusive.				
3 RESPONSE SECTION:				
3.1 Use the text box provided here to respond to the following: a.Name and Title b. Company Name c. Street Address d. City, State, Zip e. Telephone Number f. Fax Number g. Email Address		*		
3.2 METHOD OF PAYMENT:				

Enter Cost in box.

* indicates required field

Submit Entire Response | Update Totals | Save | Compose Message | Excel Import

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Event Messages
Response History

Checklist

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

Event Contents

All Content

1 REQUEST FOR QUOTES (...
2 SCOPE OF WORK:
3 RESPONSE SECTION:
4 Price Quoted Must be...
5 Quotes Must be Valid...

Doc46329934 - 5-Year Quality Assessment Review RFQ

Time remaining 10 days 05:24:54

All Content

Name ↑	Price	Quantity	Extended Price
The Cost for Services must be all inclusive.			
3 RESPONSE SECTION:			
3.1 Use the text box provided here to respond to the following: a.Name and Title b. Company Name c. Street Address d. City, State, Zip e. Telephone Number f. Fax Number g. Email Address	*		
3.2 METHOD OF PAYMENT:			
3.2.1 AHFC's preferred method of payment is a credit card. Does your company accept a credit card for payment?	* Unspecified		
4 Price Quoted Must be All Inclusive: Less...			
Prices quoted must include all miscellaneous charges applicable to performing the services requested, including indirect costs such as travel, lodging, copying, telephone,			

Type in text box all information requested in this section.

* *indicates required field*

Submit Entire Response | Update Totals | Save | Compose Message | Excel Import

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Doc46329934 - 5-Year Quality Assessment Review RFQ

Time remaining 10 days 05:23:57

Event Messages
Response History

Checklist

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

Event Contents

All Content

1 REQUEST FOR QUOTES (...
2 SCOPE OF WORK:
3 RESPONSE SECTION:
4 Price Quoted Must be...
5 Quotes Must be Valid...
6 AHFC General Conditi...

All Content

Name	Price	Quantity	Extended Price
e. Telephone Number f. Fax Number g. Email Address			
3.2 METHOD OF PAYMENT:			
3.2.1 AHFC's preferred method of payment is a credit card. Does your company accept a credit card for payment?	* Unspecified		
4 Price Quoted Must be All Inclusive: Less...			
Prices quoted must include all miscellaneous charges applicable to performing the services requested, including indirect costs such as travel, lodging, copying, telephone, supplies, etc.			
5 Quotes Must be Valid for an Extended Period: Less...			
Quotes submitted to AHFC shall not be withdrawn for thirty (30) days. A Purchase Order will be formed as AHFC's acceptance of the quote.			
6 AHFC General Conditions Purchase Order Agreement:			
6.1 Attached are the General Conditions Purchase Order Agreement between Supplier and AHFC. References			

Click on down arrow and select "Yes" or "No".

* indicates required field

Submit Entire Response | Update Totals | Save | Compose Message | Excel Import

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Event Messages
Response History

Checklist

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

Event Contents

All Content

1 REQUEST FOR QUOTES (...
2 SCOPE OF WORK:
3 RESPONSE SECTION:
4 Price Quoted Must be...
5 Quotes Must be Valid...
6 AHFC General Conditi...

Doc46329934 - 5-Year Quality Assessment Review RFQ

Time remaining 10 days 05:22:44

All Content

Name ↑	Price	Quantity	Extended Price
e. Telephone Number f. Fax Number g. Email Address			
3.2 METHOD OF PAYMENT:			
3.2.1 AHFC's preferred method of payment is a credit card. Does your company accept a credit card for payment?	* Unspecified		
4 Price Quoted Must be All Inclusive: Less...			
Prices quoted must include all miscellaneous charges applicable to performing the services requested, including indirect costs such as travel, lodging, copying, telephone, supplies, etc.			
5 Quotes Must be Valid for an Extended Period: Less...			
Quotes submitted to AHFC shall not be withdrawn for thirty (30) days. A Purchase Order will be formed as AHFC's acceptance of the quote.			
6 AHFC General Conditions Purchase Order Agreement:			
6.1 Attached are the General Conditions Purchase Order Agreement between Supplier and AHFC. References			

Click on "References" to view General Conditions.

* indicates required field

Submit Entire Response | Update Totals | Save | Compose Message | Excel Import

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Doc46329934 - 5-Year Quality Assessment Review RFQ

Time remaining 10 days 05:21:31

Event Messages
Response History

Checklist

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

Event Contents

All Content

1 REQUEST FOR QUOTES (...
2 SCOPE OF WORK:
3 RESPONSE SECTION:
4 Price Quoted Must be...
5 Quotes Must be Valid...
6 AHFC General Conditi...

All Content

Name ↑	Price	Quantity	Extended Price
c. Street Address d. City, State, Zip e. Telephone Number f. Fax Number g. Email Address			
3.2 METHOD OF PAYMENT:			
3.2.1 AHFC's preferred method of payment is a credit card. Does your company accept a credit card for payment?	* Unspecified		
4 Price Quoted Must be All Inclusive: Less...			
Prices quoted must include all miscellaneous charges applicable to performing the services requested, including indirect costs such as travel, lodging, copying, telephone, supplies, etc.			
5 Quotes Must be Valid for an Extended Period: Less...			
Quotes submitted to AHFC shall not be withdrawn for thirty (30) days. A Purchase Order will be formed as AHFC's acceptance of the quote.			
6 AHFC General Conditions Purchase Order Agreement:			
6.1 Attached are the General Conditions Purchase Order Agreement between Supplier and AHFC. References			

If you wish to go back to previous sections, you can either scroll up or go to the "Event Contents" and select the sections.

** indicates required field*

Submit Entire Response | Update Totals | Save | Compose Message | Excel Import

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Alaska Housing

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Console

Event Messages
Response History

Checklist

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

Event Contents

All Content

1 REQUEST FOR QUOTES (...
2 SCOPE OF WORK:
3 RESPONSE SECTION:
4 Price Quoted Must be...
5 Quotes Must be Valid...
6 AHFC General Conditi...

Doc46329934 - 5-Year Quality Assessment Review RFQ

Time remaining 10 days 05:19:44

All Content

Name ↑	Price	Quantity	Extended Price
e. Telephone Number f. Fax Number g. Email Address			
3.2 METHOD OF PAYMENT:			
3.2.1 AHFC's preferred method of payment is a credit card. Does your company accept a credit card for payment?	* Unspecified		
4 Price Quoted Must be All Inclusive: Less...			
Prices quoted must include all miscellaneous charges applicable to performing the services requested, including indirect costs such as travel, lodging, copying, telephone, supplies, etc.			
5 Quotes Must be Valid for an Extended Period: Less...			
Quotes submitted to AHFC shall not be withdrawn for thirty (30) days. A Purchase Order will be formed as AHFC's acceptance of the quote.			
6 AHFC General Conditions Purchase Order Agreement:			
6.1 Attached are the General Conditions Purchase Order Agreement between Supplier and AHFC. References			

When you have completed your quote, click here or "Save" to come back later.

* indicates required field

Submit Entire Response | Update Totals | Save | Compose Message | Excel Import

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Event Messages
Response History

Checklist

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

Event Contents

All Content

1 REQUEST FOR QUOTES (...
2 SCOPE OF WORK:
3 RESPONSE SECTION:
4 Price Quoted Must be...
5 Quotes Must be Valid...
6 AHFC General Conditi...

Doc46329934 - 5-Year Quality Assessment Review RFQ

Time remaining 10 days 05:16:52

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

Revise Response

All Content

Name ↑	Price	Quantity	Extended Price
a.Name and Title b. Company Name c. Street Address d. City, State, Zip e. Telephone Number f. Fax Number g. Email Address	Linda Barnett AHFC 4300 Boniface Parkway Anchorage, Alaska 99504 907-330-8142 907-338-1698 lbarnett@ahfc.us		
3.2 METHOD OF PAYMENT:			
3.2.1 AHFC's preferred method of payment is a credit card. Does your company accept a credit card for payment?	Yes		
4 Price Quoted Must be All Inclusive: More...			
5 Quotes Must be Valid for an Extended Period: More...			
6 AHFC General Conditions Purchase Order Agreement:			

Once submitted, you can "Revise Response" by clicking here until the quote deadline. You can also "Compose Message" to AHFC.

Compose Message

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