

SAP Ariba Quick-Start Cheat Sheet

A one-page guide for IWSCC members to navigate the SAP Ariba Network with confidence.

Phase 1: Your Profile is Your Handshake

Your profile is the first thing potential buyers see. Make it count!

- **Complete to 100%:** Go through every section. Incomplete profiles are often filtered out by buyers.
- **Use Buyer Keywords:** Think like your customer. What words would they use to find you? Add these throughout your company description and service offerings.
 - *Examples: "accessible document remediation," "project management," "corporate catering," "ASL interpretation services."*
- **Upload Certifications:** This is critical! Upload your IWSCC certificate and any other diversity or industry certifications. This helps you get found for specific supplier diversity initiatives.
- **Set Your Notifications:** Configure your profile to receive email alerts for bids that match your business categories and keywords. Let the opportunities come to you.

Phase 2: Finding & Analyzing Opportunities

Don't just search—strategize.

- **Use Advanced Search:** Go beyond basic keyword searches. Filter by:
 - **Commodity Codes:** The official categories for goods/services.
 - **Location:** Find local or national opportunities.
 - **Closing Date:** Manage your time effectively.
- **Save Your Searches:** If a search gives you good results, save it! This creates a custom filter you can run with one click next time.
- **Anatomy of a Bid - Your Checklist:**
 1. **Download ALL Documents:** Don't miss any addendums or attachments.
 2. **Identify Mandatory Requirements:** Can you meet all the "must-haves"? If not, this bid isn't for you.
 3. **Note the Closing Date & Time:** Put it in your calendar with a reminder set for **48 hours before** it's due.

4. **Check the Q&A Deadline:** Note the final date you can ask the buyer questions.

Phase 3: Bidding Best Practices

Avoid common mistakes that get good businesses disqualified.

- **SUBMIT EARLY:** Never wait until the last hour. Aim to upload your final documents at least **24 hours before the deadline**. This protects you from technical glitches.
- **Answer EVERY Question:** Do not leave any fields blank. If a question is not applicable, write "Not Applicable" or "N/A."
- **Follow Formatting Rules:** If they ask for a PDF, submit a PDF. If they have a specific file naming convention, use it. Details matter.
- **Use the Q&A Period:** If anything is unclear in the bid documents, use the official Q&A function to ask for clarification. Your question (and the buyer's answer) will be visible to all bidders.

Level Up: Intro to AI for Bids

- **Summarize:** Use AI tools (like ChatGPT, Gemini, Copilot) to quickly summarize long bid documents to find the key requirements.
- **Refine:** Use AI to improve the clarity and grammar of your proposal narrative.
- **Join Webinar 2** to learn exactly *how* to do this!