

BHUTAN POWER CORPORATION LIMITED



e-PROCUREMENT SUPPLIER USER MANUAL FOR REGISTRATION & TENDER PARTICIPATION -2023

AMENDMENT RECORD

Amendment No.	Amendment Date	Remarks

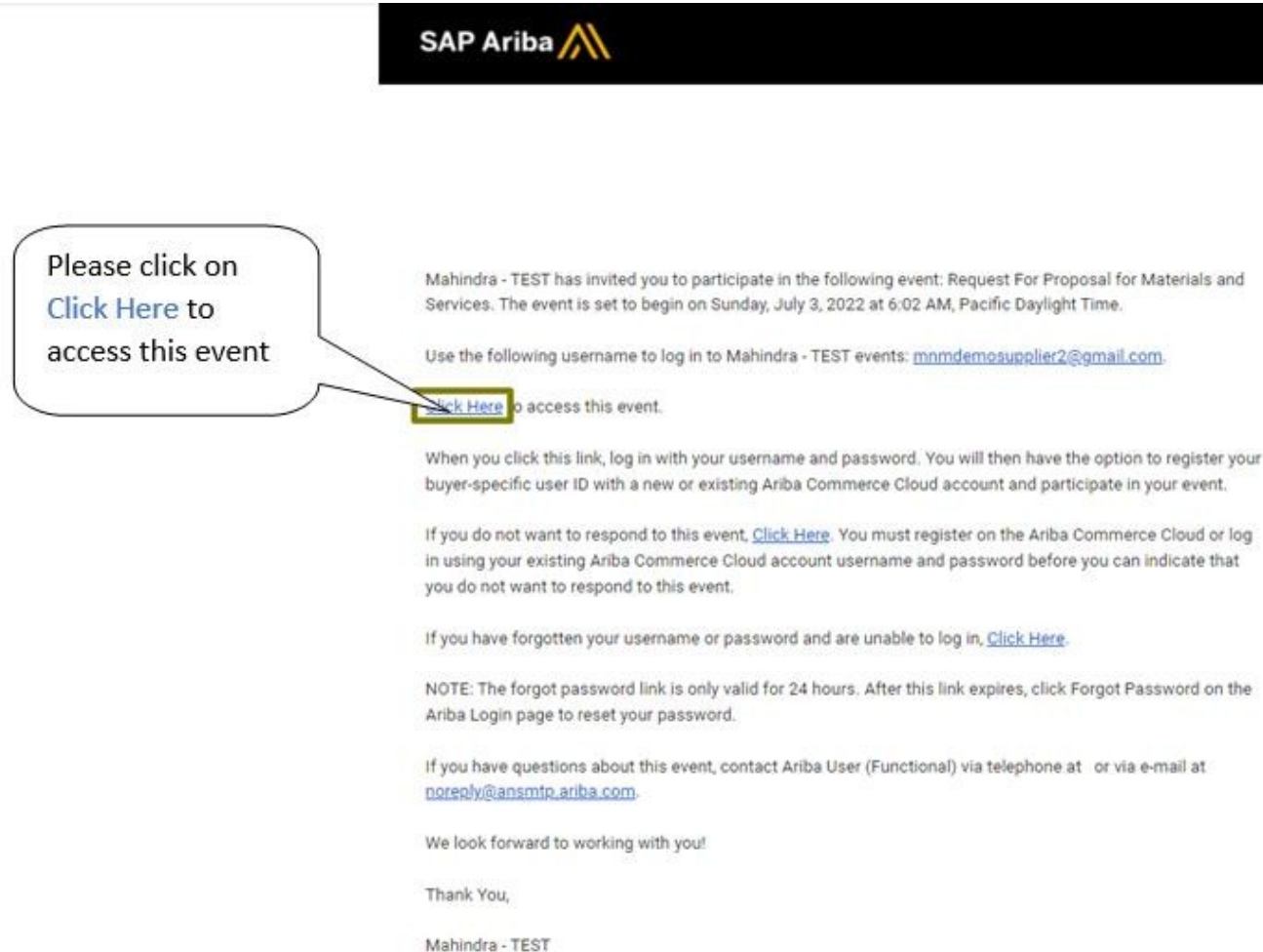
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Supplier Registration

Tender Invitation E-Mail

As a supplier, you will receive an e-mail invitation when you are invited to a Tender by the purchaser. First, you need to register on Ariba Commerce Cloud in order to access and participate in the Tender.



You receive this email.

Please Click On “Click Here” to access the event/tender.

Registering as a new supplier on Ariba Network

Welcome, Test Demo_Supplier_001

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

Welcome to the Ariba Commerce Cloud. A password reset request was issued from the 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

Help Center

Search...

- DUNS numbers: Here's what you need to know
- Supplier Basics (3:00)
- How to register as a supplier on the Ariba Network
- Can't log in? Let us help you!
- Overview of Ariba Network (4:07)
- Introduction to Ariba Network [PDF]
- How do I merge a new invitation account with an existing account?
- Before you register

[View more](#)

Can't log in? Let us help you!

[Documentation](#) [Support](#)

1. If you already have an Ariba Network account, then click on the “Click here” Link to login with your existing credentials.

2. If you do not have one, then click on “Continue” to register with Ariba Network first.

Company Information

Company information

Company Name*

Demo_Supplier_001

Country*

India [IND]

Address*

Line 1

Line 2

Line 3

City*

Mumbai

State

Maharastra

Postal Code*

400001

* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Enter your basic company information.

Keep in mind that the fields marked with an * are required

Company Information

Company information

* Indicates a required field

Company Name*	<input type="text" value="Demo_Supplier_001"/>
Country*	<input type="text" value="India [IND]"/> ▼
Address*	<input type="text" value="Line 1"/>
	<input type="text" value="Line 2"/>
	<input type="text" value="Line 3"/>
City*	<input type="text" value="Mumbai"/>
State	<input type="text" value="Maharashtra"/>
Postal Code*	<input type="text" value="400001"/>

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Enter your basic company information.

Keep in mind that the fields marked with an * are required

User account information

User account information

Name:*

Test

Demo_Supplier_001

Email:*

aribasupplierdemouser@gmail.com

☐

Use my email as my username

Username:*

test-aribasupplierdemouser@gmail.com

Password:*

Enter Password

Repeat Password

Language:

English

Ariba Privacy Statement

* Indicates a required field

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

Must contain a minimum 8 characters including letters and numbers. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

Enter your user account information. Your e-mail address will serve as your username. If you do not want this to be your user name, uncheck the box 'use my e-mail as my username' and enter a username.

Recommendation using your e-mail address as your username.

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9

Browsing for Product and Service Categories and Ship-to or Service Location

Tell us more about your business ▼

Product and Service Categories: -or- [Browse](#)

x

Ship-to or Service Locations: -or- [Browse](#)

x

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 "-T" in test account. ⓘ

Ariba 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.

You can search for the categories by type the key word and then select

Other option is to click on 'Browse' which will enable you to select the category

Same feature is available for Ship-to or Service Location

Browsing for Product and Service Categories and Ship-to or Service Location

Click the product and service category you want to add and click Add. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories

Agriculture, Farming & Fishing	Automation Control Devices, Components & Accessories	Circuit protection devices and accessories	<input type="button" value="Add"/>	Cast device box	<input type="button" value="Add"/>
Chemicals	Consumer Electronics	Distribution and Control centers and accessories	<input type="button" value="Add"/>	Ceiling box	<input type="button" value="Add"/>
Construction & Engineering	Discrete Semiconductor Devices	Electrical boxes and enclosures and fittings and accessories	<input type="button" value="Add"/>	Ceiling flanges	<input type="button" value="Add"/>
Culinary Equipment, Food & Beverage	Electrical Equipment, Components & Supplies	Electrical hardware and supplies	<input type="button" value="Add"/>	Ceiling pan	<input type="button" value="Add"/>
Education, Organizations & Clubs	Electrical Wire, Cable & Harness	Electrical lugs plugs and connectors	<input type="button" value="Add"/>	Circuit breaker enclosure	<input type="button" value="Add"/>
Electronics & Electrical Components	Electrical Wire Management Devices, Accessories & Supplies	Electrical safety devices and	<input type="button" value="Add"/>	Control board enclosure	<input type="button" value="Add"/>
Energy, Drilling & Mining	Electronic Hardware, Component Parts &			Current transformer enclosure	<input type="button" value="Add"/>
Facilities & Maintenance					
Industrial Equipment					

Didn't find what you were looking for? [Try Search »](#)

☐ Global
☒ Select Ship-to or Service Locations

Click the country you want to add and click Add. States or provinces are displayed after you click a country. Click OK to save your changes.

North America	Andorra	<input type="button" value="Add"/>	Antwerpen (rd)	<input type="button" value="Add"/>
Central America	Belgium	<input type="button" value="Add"/>	Brabant Wallon (fr)	<input type="button" value="Add"/>
South America	Estonia	<input type="button" value="Add"/>	Brussels	<input type="button" value="Add"/>
The Caribbean	France	<input type="button" value="Add"/>	Hainaut (fr)	<input type="button" value="Add"/>
Northern Europe	Germany	<input type="button" value="Add"/>	Liège (fr)	<input type="button" value="Add"/>
Western Europe	Gibraltar	<input type="button" value="Add"/>	Limburg (nl)	<input type="button" value="Add"/>
Eastern Europe	Greece	<input type="button" value="Add"/>	Luxembourg (fr)	<input type="button" value="Add"/>
Central Europe				
Southern Asia				

My Selections:
You have selected: 1

You can search and browse and you need to click Add.

You can also select multiple values

Accept terms of use

Tax ID: Optional

Enter your Company Tax ID number.

DUNS Number: Optional

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

Ariba 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 Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba 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 Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. 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 Ariba Privacy Statement

Submit

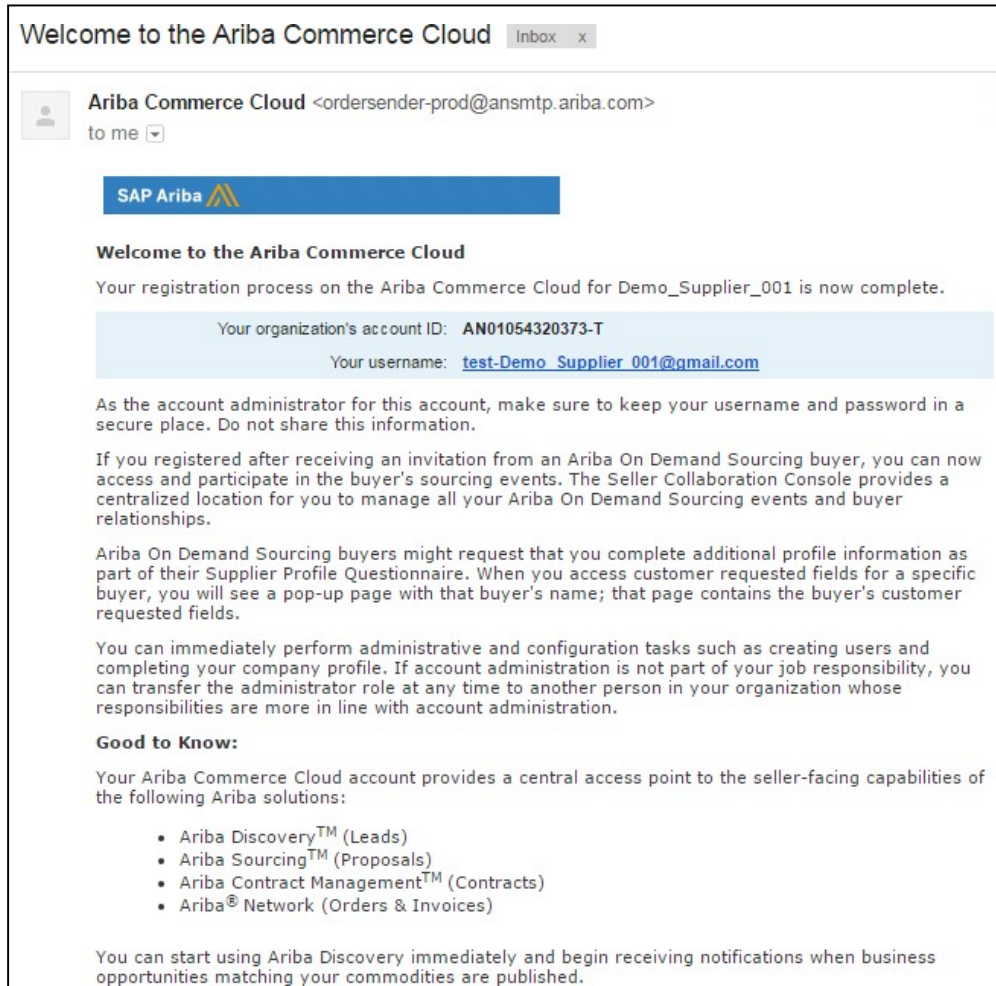
Cancel

Accept terms of use

Click on 'Submit'

Accept the terms &
then Click on Submit

Account Activation



As a Supplier User, you will receive an e-mail in your mailbox from SAP Ariba with User Name and other details

Keep this email for future reference

Tender Participation

Supplier Login:



Supplier Login

Supplier
Login Portal

User Name

Please enter
User ID

Password

Please enter
Password.

Login

[Forgot Username or Password](#)

Sourcing Event Access and select the desired Tender.

Ariba Proposals and Questionnaires

Standard Account
Get enterprise account
TEST MODE

Bhutan Power Corporation Limited - TEST Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the BPC Ariba eProcurement System. This site assists in identifying the suppliers who are market leaders in quality, cost and service deliveries. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
<div> Status: Completed (32) </div> <div> Status: Open (9) </div> <div> Tender for the Supplier Participants </div>	Doc630723258	3/29/2023 11:52 AM	RFP	No

Supplier View

Ariba Sourcing

Company Settings ▾ Mr. Jay ▾ Feedback Help ▾ Messages >>

< Go back to Bhutan Power Corporation Limited - TEST Dashboard

Desktop File Sync

Event Details

Doc630723258 - Tender for the Supplier Participants

Time remaining
29 days 23:31:08

Event Messages
Download Tutorials
Response Team

▼ Checklist

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

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Review Prerequisites

Decline to Respond

Print Event Information

Event Overview and Timing Rules

Owner: Tashi Tobgay ⓘ

Event Type: RFP

Publish time: 2/27/2023 11:52 AM

Due date: 3/29/2023 11:52 AM

Currency: Bhutanese Ngultrum

Commodity: Pin insulator 6

Regions: BTN Bhutan

Bidding Rules

Click on review prerequisites tab

Supplier View

Ariba Sourcing



Company Settings ▾

Mr. Jay

Help ▾

Messages

< Go back to Bhutan Power Corporation Limited - TEST Dashboard

Desktop File Sync

Prerequisites

Doc630723258 - Tender for the Supplier Participants

▼ 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

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

Select I accept and
Click on OK

OK

Cancel

Supplier View

Ariba Sourcing

Company Settings ▼

Mr. Jay

Help ▼

Messages

[< Go back to Bhutan Power Corporation Limited - TEST Dashboard](#)

Desktop File Sync

Prerequisites

Doc630723258 - Tender for the Supplier Participants

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Prerequisites must be completed prior to participation in the event.

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2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits are firm offers and shall be binding on Participant. Participant shall not quote or make any bid quotations without qualification, except for data entry errors.
3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules of the On-Line Event.
4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event confidential 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 provided by the Site and shall not 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

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

✓ Submit this agreement?

Click OK to submit.

Click on OK

OK

Cancel

Supplier View

Ariba Sourcing



Company Settings ▾

Mr. Jay

Help ▾

Messages >>

< Go back to Bhutan Power Corporation Limited - TEST Dashboard

Desktop File Sync

Select Lots

Doc630723258 - Tender for the Supplier Participants

Cancel

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

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.

Select Lots/Line Items

Select Using Excel

Lots Available for Bidding



Name



▼ 4.2.1 Lot 1 Supply of material

4.2.1.1 Pin insulator

4.2.1.2 Cable



Confirm Selected Lots/Line Items

Select the Lots/Line Items
Click on Confirm Selected Lots/line Times

Cancel

Supplier View

Ariba Sourcing

Company Settings ▼ Mr. Jay ▼ Feedback Help ▼ Messages >>

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Desktop File Sync

Console

Doc630723258 - Tender for the Supplier Participants

Time remaining
29 days 21:41:07

Event Messages
Response History
Response Team

▼ Checklist

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

View each section of tender and give response.

▼ Event Contents

All Content

- 1 FORWARD
- 2 SECTION I - NOTICE I...
- 3 SECTION II - TERMS &...
- 4 SECTION III - ANNEXU...
- 5 SECTION IV - COMMERC...

All Content

Name ↑

Price

Quantity

Total Costs

1 FORWARD

Less... -

Based on the DHI Group Procurement Manuals 2021 and with the guidance of the Group Procurement Manual Committee (GPMC), the respective Core Working Teams developed the Standard Bidding Documents (SBDs) for Goods and Works, and the Request for Proposal (RFP) for Services for DHI Group of Companies. The usage of the large and small SBDs and RFP is categorized according to the threshold value. Notwithstanding the general categorization, the procuring agency can also exercise discretion to use the most appropriate SBD or RFP according to the importance and criticality of the requirements as deemed fit. The category for the SBD and RFP for the respective manuals is as follows:

Procurement Manuals	SBD and RFP	Threshold value in Ngultrum (Nu.)
Goods, Works Services	Large	Above 2,000,000
	Small	Less than or equal to 2,000,000

While recognizing that the SBDs and RFP are operational documents within the authority of the respective Companies' management, the GPMC felt that it would be in congruence with the overall scheme to adopt the SBDs and RFP based on the Group Procurement Manuals. This would enable some of our Group Companies to improve their procurement process. At the same time, the DHI companies should be able to attract more bidders to participate. The SBDs and the RFP are finalized by the GPMC on 20th May 2021 after several rounds of deliberations and approved by the DHI. On behalf of the DHI Group Procurement Committee, we would like to herein circulate the SBDs and RFP to the DHI Group Companies for adoption and implementation with effect from 28th May 2021. Tashi Delek!

2 SECTION I - NOTICE INVITING TENDER

2.1 Company details

2.1.1 Name of the Purchaser

2.1.2 Company name

Bhutan Power Corporation Limited

2.1.3 Department

During giving response on section

Please click on Save Draft to save responses.

(*) indicates a required field

During giving response on section
Please click on Save Draft to save responses.

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

Supplier View

Ariba Sourcing



Company Settings ▾

Mr. Jay ▾

Feedback

Help ▾

Messages

< Go back to Bhutan Power Corporation Limited - TEST Dashboard

Desktop File Sync

Console

Doc630723258 - Tender for the Supplier Participants

Time remaining
29 days 21:18:57

Event Messages

Response History

Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

1 FORWARD

2 SECTION I - NOTICE I...

3 SECTION II - TERMS &...

4 SECTION III - ANNEXU...

SECTION III - ANNEXURE 1

(Section 4 of 8) < Prev. | Next >

Name ↑	Price	Quantity	Total Costs
4.1.13 Name of an Authorized Signatory	* sangay		
4.1.14 Attach the Power of Attorney	* Attachment for response.docx Update file Delete file		
▼ 4.2 PRICE SCHEDULE	Less...		2,800.00 BTN
	Discount Amount:	1,200.00 BTN	
▼ 4.2.1 Lot 1 Supply of material	Less...		2,800.00 BTN
	Discount Amount:	1,200.00 BTN	
4.2.1.1 Pin insulator	Less... * 100.00 BTN	20 each	2,000.00 BTN
	Place of Origin:	India	
4.2.1.2 Cable	Less... * 200.00 BTN	10 kilometer	2,000.00 BTN
	Place of Origin:	India	

Click on Udate Totals

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

Click on Submit Entire Response to submit your Quotes on entire tender.

Supplier View

Ariba Sourcing

< Go back to Bhutan Power Corporation Limited - TEST Dashboard Desktop File Sync

Console Doc630723258 - Tender for the Supplier Participants Time remaining 29 days 20:58:26

Event Messages
Response History
Response Team

▼ Checklist

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

SECTION VII – SPECIAL CONDITIONS OF CONTRACT (Section 8 of 8) << Prev.

Name ↑

▼ 8 SECTION VII – SPECIAL CONDITIONS OF CONTRACT

8.1 Refer Attachment of the Special Condition of Contract (SCC) (*) indicates a required field

Submit Entire Response Save draft

References Attachment for response.docx Update file Delete file

Click on OK

✓ Submit this response?
Click OK to submit.

OK Cancel

Supplier View

Ariba Sourcing



Company Settings ▾

Mr. Jay ▾

Feedback

Help ▾

Messages >>

< Go back to Bhutan Power Corporation Limited - TEST Dashboard

Desktop File Sync

Console

Doc630723258 - Tender for the Supplier Participants



Time remaining
29 days 20:48:52

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

1 FORWARD

2 SECTION I -
NOTICE I...

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

Revise Response

To revise Quote click on
Revise Response

All Content

Name ↑	Price	Quantity	Total Costs
▼ 2 SECTION I - NOTICE INVITING TENDER			
▼ 2.1 Company details			
2.1.1 Name of the Purchaser			
2.1.2 Company name		Bhutan Power Corporation Limited	
2.1.3 Department			
2.1.4 Name of Office			

NOTE- Supplier can only revise his response
to tender till time mentioned at top right corner.

Compose Message

THANK YOU!