



# A Supplier's Guide to eBidding

IN ARIBA

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## Introduction to eBidding

Electronic bidding (eBidding) is a process for suppliers to submit electronic bids to open and invitational competitions. The eBidding provider is SAP Ariba, the electronic procurement (eProcurement) technology solution used by the Province of Nova Scotia for the procuring of goods, services and construction. This tool acts as a central repository for storing all tendering events and associated documents.

This guide is for all eBidding tender opportunities issued by the Province of Nova Scotia only, excluding those through Bid Express (bidx.com). Suppliers can only respond electronically through SAP Ariba.

Suppliers must register with SAP Business Network Discovery (formerly Ariba Discovery) to:

- View project details and submission requirements for these tender opportunities,
- Participate and submit a bid for these opportunities.

See [Section 1: Registering with SAP Business Network](#) to get started.

It may also be useful for suppliers to register for the Tender Opportunities Notification Service (TONS) to be notified of tender opportunities matching those of their company. This is a free service offered by the Province of Nova Scotia. You can learn more about it here – <https://procurement-portal.novascotia.ca/tons>.

In this guide, you'll learn how to register for an SAP Business Network Discovery account, use the NS Procurement Portal to locate tender opportunities, respond to those opportunities, and complete your bid submission. Additional definitions and terms are provided in the [appendix](#) for quick reference.

## Section 1: Registering with SAP Business Network Discovery

As mentioned above, as a supplier, if you want to respond to tender opportunities from the [Nova Scotia Provincial Government](#), you must create an SAP Business Network Discovery account (formerly Ariba Discovery). When you click **Respond** on a tender from the portal, you will be prompted to log in or create an account.

This section walks you through how to create an SAP Business Network Discovery (SBN) account, complete account information and update your profile.

### Create an Account

The first thing you need to do is to visit the [SAP Business Discovery Network](#) (formerly Ariba Discovery), or click **Respond** from a tender notice on the portal and choose **Register/Login** (Figure 1. 1).

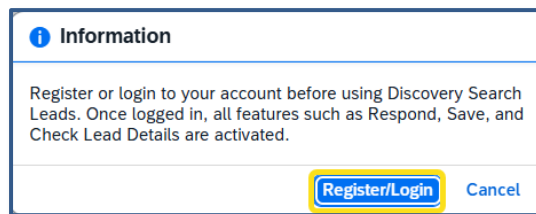


Figure 1. 1

1. Click **Register Now**. You will be prompted for your email address.
2. Enter your email and check the box beside *User consents to store this email ID* (Figure 1. 2). You will need to do this before continuing.

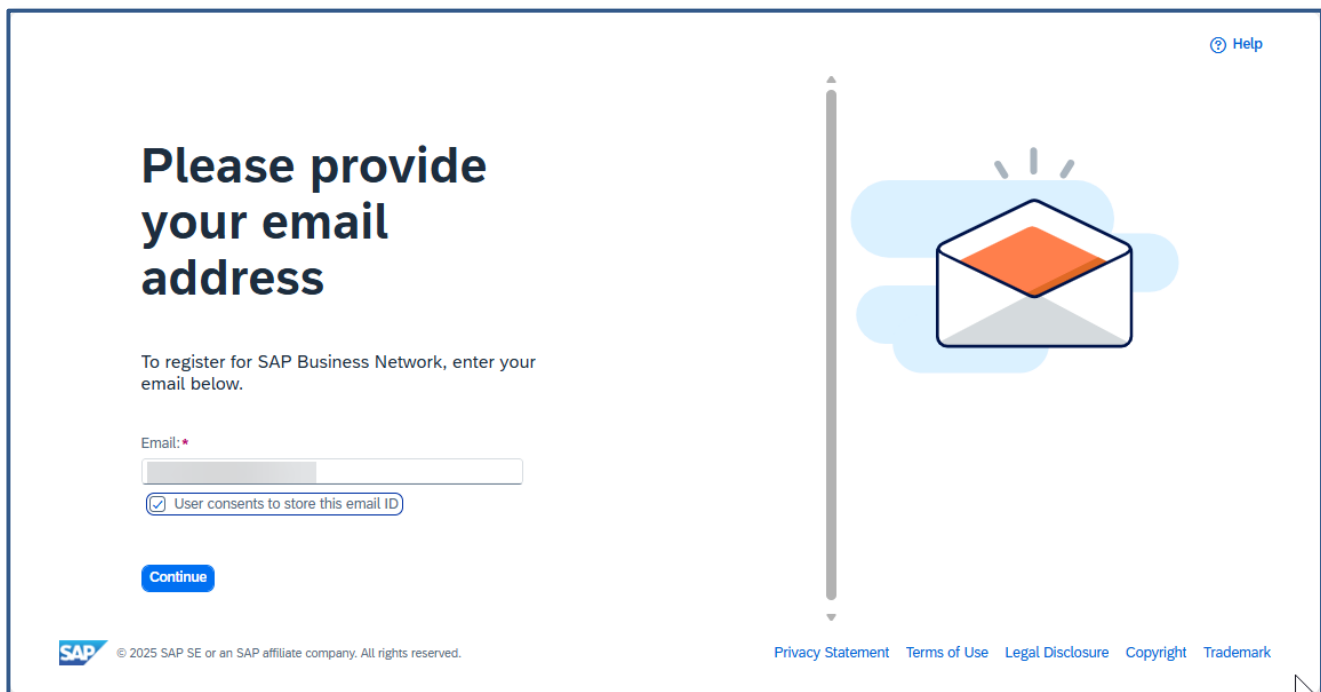


Figure 1. 2

You will be sent a one-time password to this email in the form of 6 digits, which is valid for 30 minutes.



**REMEMBER!** Always check your Junk mail as the message from SAP Business Network may go there.

3. Enter the one-time passcode and click **Continue**.
4. In the next step 'Choose a data centre', accept the default *USA: Quincy, WA*.
5. When the following note appears, click **Confirm**.

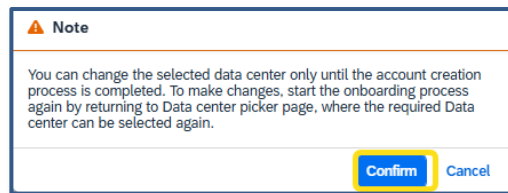


Figure 1. 3

You will be prompted now to complete your profile by entering your company information and administrator account information.



**NOTE:** Even if you already have an SBN account, you will need to update/complete your profile as many of the options have changed. See Figure 1. 9 below.

## Complete Your Profile

You will now complete/update your profile with the following information: *Company Information*, *Administrator Account Information*, and then you will set your password, enter your business role, and agree to the *Terms of Use* and the *Privacy Statement*.

### Company Information

Complete all required fields (marked with an asterisk) with your company details.

1. Enter the company legal name.
2. Ensure you select the country from the list (click the icon to the right) so that the code is showing as in Figure 1. 4.
3. Next enter the company registered address.

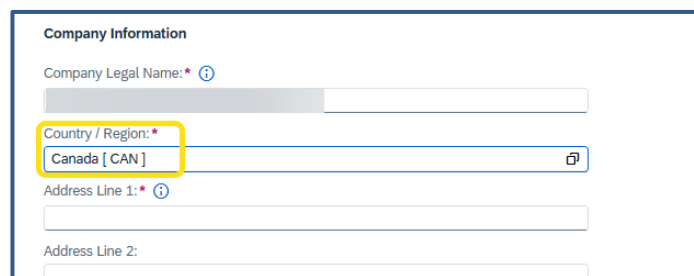


Figure 1. 4

Now enter the Administrator account information.

### Administrator Account Information

You will see that your email address has been populated and the checkbox is checked to use this as your username. You can modify these settings later if needed.

1. Enter the user first and last name (if not already populated or if it is different).
2. Enter a password. Make sure the password meets requirements. That is,

- Between 8 and 32 characters
- Must contain at least one lowercase, one uppercase, one number, and one special character
- Must not contain the username
- Repetitive and sequenced patterns are not allowed (e.g., 1111, 1234, AAAA, abcd, and so on)
- Only use numbers 0-9, lower- and upper-case characters a-z and some special characters

When requirements are met, there will be a checkmark against each item, and the text will change to green (Figure 1. 5). If any are in red with an X beside them, you will need to correct that before moving on.

3. Choose your primary business role from the dropdown menu (best option).
4. Read the *Terms of Use* and the *Privacy Statement* and check the appropriate boxes.
5. Next, check the box 'I'm not a robot' and complete the task required to verify.
6. Click **Create account**.

- ✔ Must be at least 8 characters long and no longer than 32 characters.
- ✔ Must contain at least one uppercase letter (A-Z), one lowercase letter (a-z), one number (0-9), and one special character (! # \$ % & ' ( ) \* + , - . / : ; < = > ? @ ^ \_ { } ~ " ' )].
- ✔ Cannot contain the user name.
- ✔ Consecutive and sequenced patterns are not allowed ("abcd", "1234", "aaaa", or "1111").
- ✔ Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a - z, and some special characters).

Figure 1. 5



**NOTE:** At this point you may receive an info box with an address recommendation. Click the radio button beside the suggested address and click **Confirm** to continue, or use entered address.

You will shortly receive a message to update your profile.

Now that you have created your account you can log in and complete the account setup. For example, you will need to add the categories and ship-to location.

## Complete Account Setup

The next step is to update your profile by providing your products and service categories and ship-to or service locations, so that you can be discovered by customers searching for companies like yours.

When you click **Update** on the 'Update your company profile' screen, you will be prompted to enter product and service categories and then ship-to or service location. As mentioned above, if you already have an account you may need to update this information (Figure 1. 9).

### Add Categories & Location(s)

You will need to add at least one category and one location.

1. Start typing the category in the search box and select from the list (Figure 1. 6).

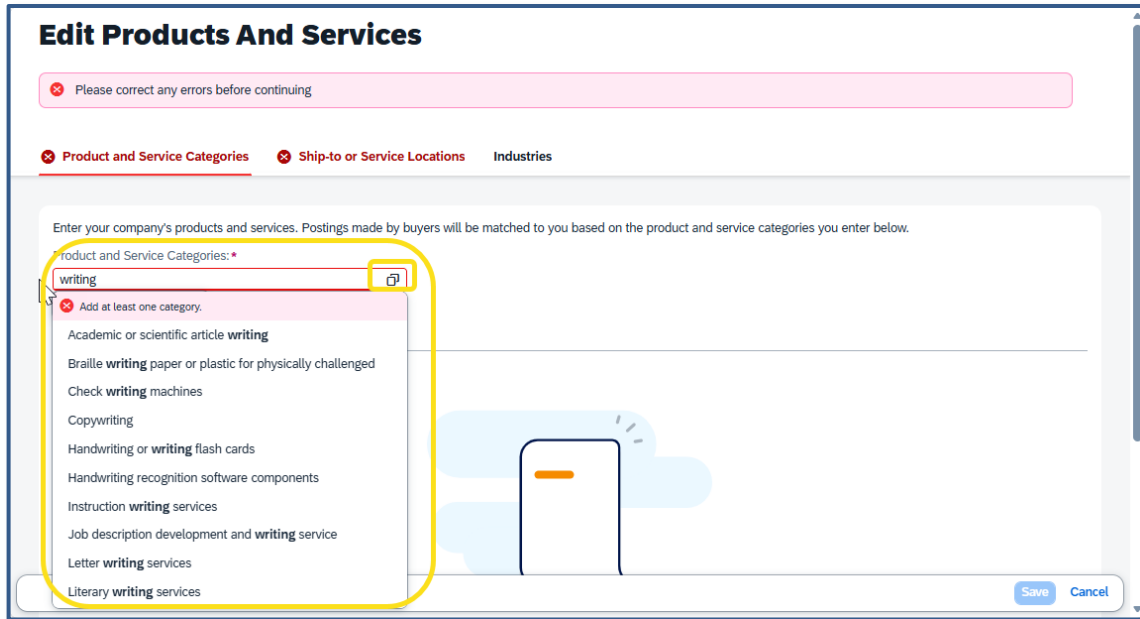


Figure 1. 6

2. Or you can click the icon to the right, expand the list to show the sub-categories and place a checkmark in the box beside the required category (Figure 1. 7).

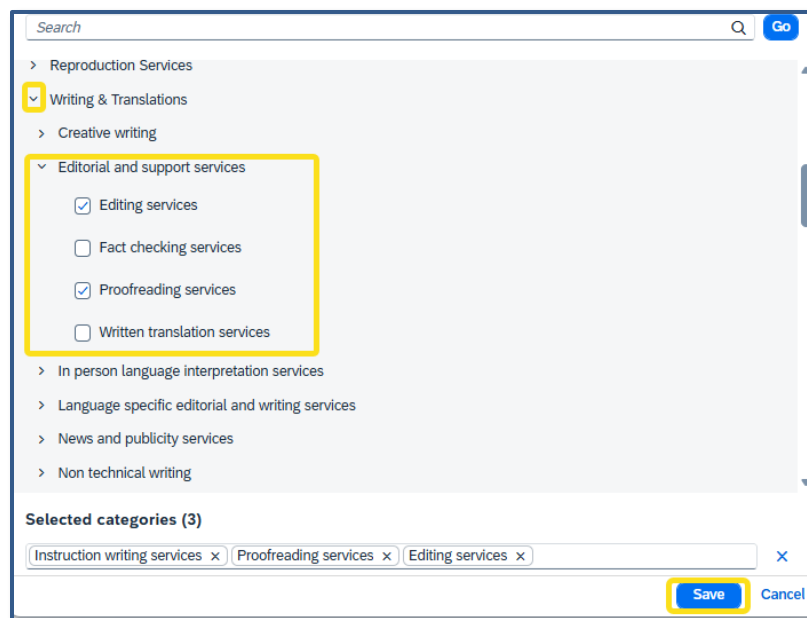


Figure 1. 7

Here you can add as many categories as you like by checking the boxes beside them.

3. Choose all that apply and click **Save** when done.

You can remove a category at any time by clicking on the X to the right of it in the Edit screen (Figure 1. 8).

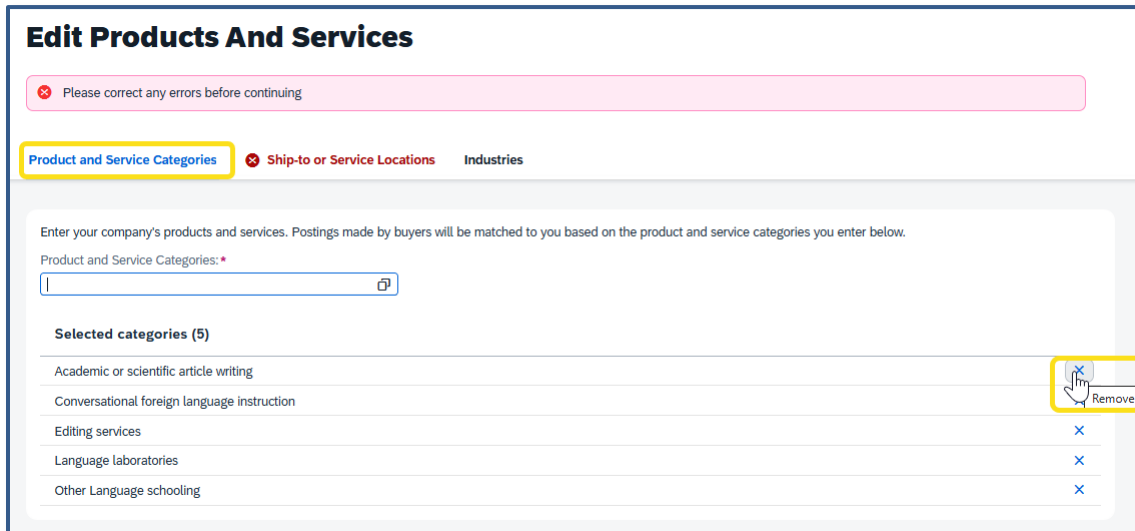


Figure 1. 8



**NOTE:** SBN postings will be matched to the product and service categories you select. Choose categories rather than the exact products or services by name to ensure you gain exposure to broader opportunities. If your products or services can be classified in multiple ways, select all possible categories to ensure better matches.

4. Now click the **Ship-to or Service Locations** tab. If it appears in red, it means you must add at least one ship-to or service location before continuing. As with categories, you can add multiple locations—such as provinces, states, or entire countries.
5. Add locations the same way you added categories. You can begin typing in the search bar or click the icon to the right to open the full menu. From there, you can select individual provinces, states, or an entire country.
6. Click **Save** when you have added the location(s).

You will see a Welcome message with a link to two resources:

- **Get started** – This option opens a page with links to short videos (approximately 2.5 mins) on how to navigate the homepage, manage purchase orders and invoices etc., and there is help with settings—adding roles and users, updating notifications etc.
- **Learn more** takes you to a one-page PDF with links to navigate the dashboard, complete your profile, add users, configure your notifications, view purchase orders, and how to check leads. There is additional information with links to training.

These links provide useful information and short videos to help you navigate the system and set up your users and profile.



**NOTE:** If you don't complete setup initially you will be prompted to update your profile the next time you log in (Figure 1. 9).

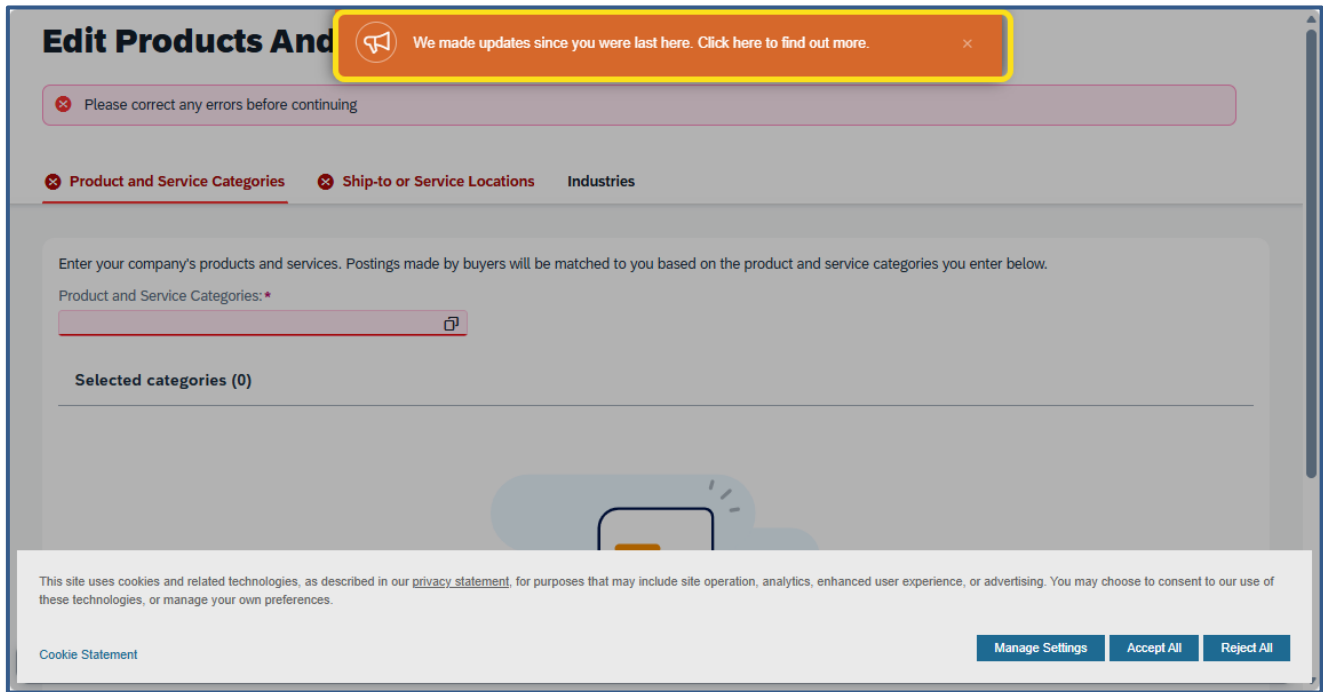


Figure 1. 9

## Update Your Profile

As stated above, you will get the opportunity to update your profile when you next log in, if you have not finished completing setup.

You can edit your profile at any time using the **Company Profile** tile on your Dashboard, or you can click your initials at the top right and select Company Profile from the menu. You will see the following screen with the focus on the Overview tab.

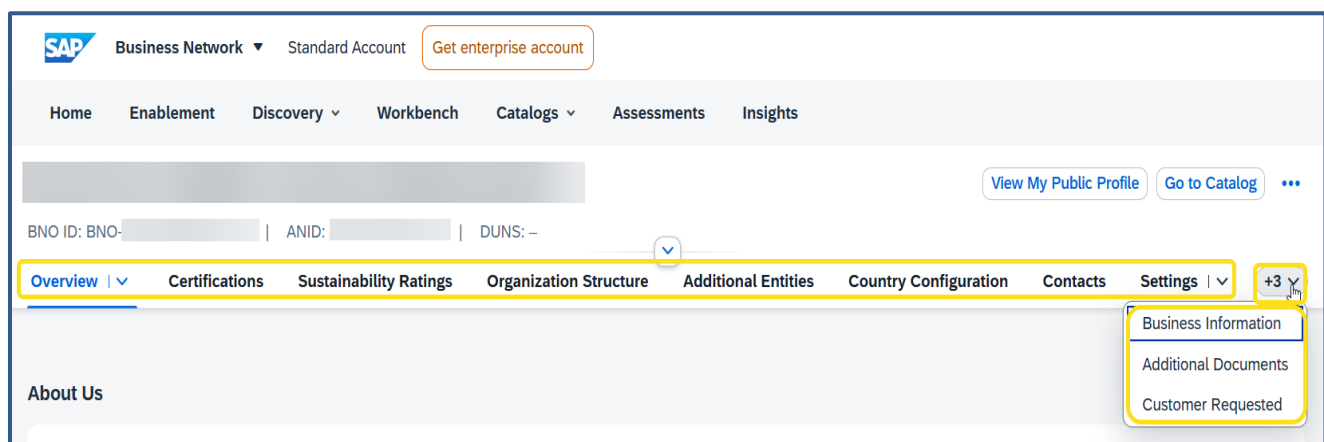


Figure 1. 10

From the **Overview** tab, you can edit the following by selecting the **Edit** button to the right of each.

- **About Us:** Edit number of employees, business type, revenue, address, website, etc.

- **Products and Services:** Add or remove categories, Edit ship-to or service locations, and industries.
- **Company Showcase:** (*This option is only for Promote Subscription users*). Upload presentations, case studies, and links to help buyers to learn more about your company.
- **Assessments:** Link to the Assessments page to complete a *Human Rights Assessment*.
- **Company Keywords:** Here you can add keywords to make your company more discoverable.
- **Social Media:** Add Facebook, LinkedIn profile etc.

You can also add/edit the following:

- The **Certifications** tab gives you the option to add relevant certifications, e.g., ISO.
- **Sustainability Ratings:** Enter rating or import from *EcoVadis*.
- **Organization Structure:** This is a company structure brief visible to suppliers.
- **Additional Entities:** Here you can add any subsidiary companies.
- **Contacts:** Add and edit contact details, personnel and customer-specific assignments.
- **Settings:** Edit your profile visibility.
- **Business Information:** Edit your financial and tax information.
- **Additional Documents:** Add your company organization chart, letters of good standing, certificates of clearance, etc.
- **Customer Requested:** Any requested profile information documents will appear here.

Find out more about these options and others in the [SAP Ariba and SAP Business Network Tutorials | SAP Help Portal | SAP Help Portal](#).

## Getting Help with eBidding & Your SBN Account

As well as the links provided on the Welcome screen outlined above, for additional help on eBidding with NS Provincial Government, see [Supplier Training and Support - Procurement Portal](#) or [submit a ticket](#) to Procurement Support.

Technical issues (system issues, registering, logging into your account, submitting bids) are managed by the SAP Business Network. Visit <https://www.sap.com/products/business-network/suppliers/support.html> for support.

For SAP Business Network information and materials to help prepare you for upcoming releases, visit [Supplier Readiness Portal \(Main\)](#).

## Section 2: Navigating the Procurement Portal

This section looks at how to view and search for tender opportunities and view the tender detail screen.



**NOTE:** There is no fee to respond to a posting from the Province of Nova Scotia. However, SAP Ariba does charge a fee for other organizations buying goods and services through the SBN.

Keep in mind there is more than one way to locate current tender opportunities.

- The NS Procurement Portal (recommended).
- SAP Business Network Discovery Supplier Dashboard (outside the scope of this guide, however, once in Ariba, the process is the same).

This section walks through the process of accessing the tender notices from the NS Procurement Portal.

### Find Tender Opportunities

Go to the NS Procurement Portal and under Procurement opportunities and notices, click on the **Find Now** button (Figure 2. 1).

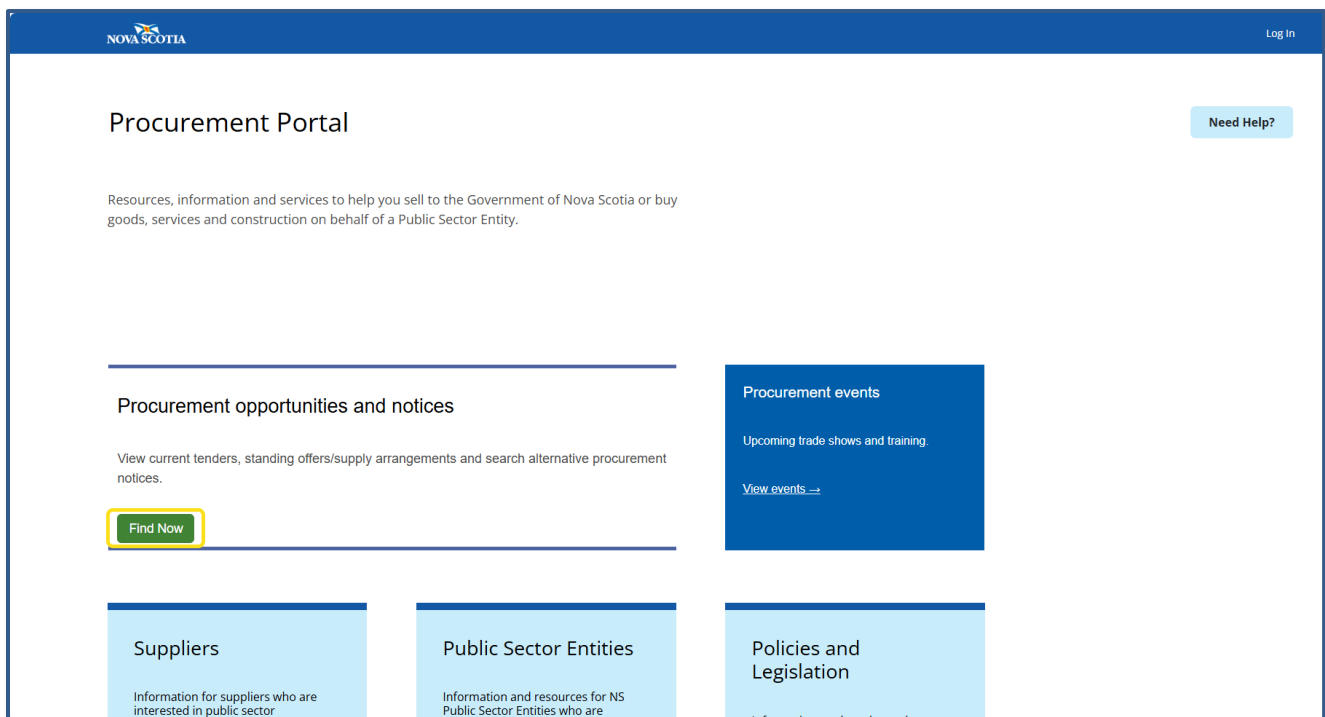


Figure 2. 1

The Procurement Opportunities Dashboard appears with the focus on the Tenders section (Figure 2. 2). You can search from the Search bar (e.g., by Tender ID or Title) or use the Filters panel to find tender notices of interest.

If you are specifically looking for tenders from the Provincial Government, our Ariba tenders are prefixed with *Doc*, so you can enter *Doc* in the search bar at the top, and then select *Open* from the Status menu and apply filters to show current tender notices.

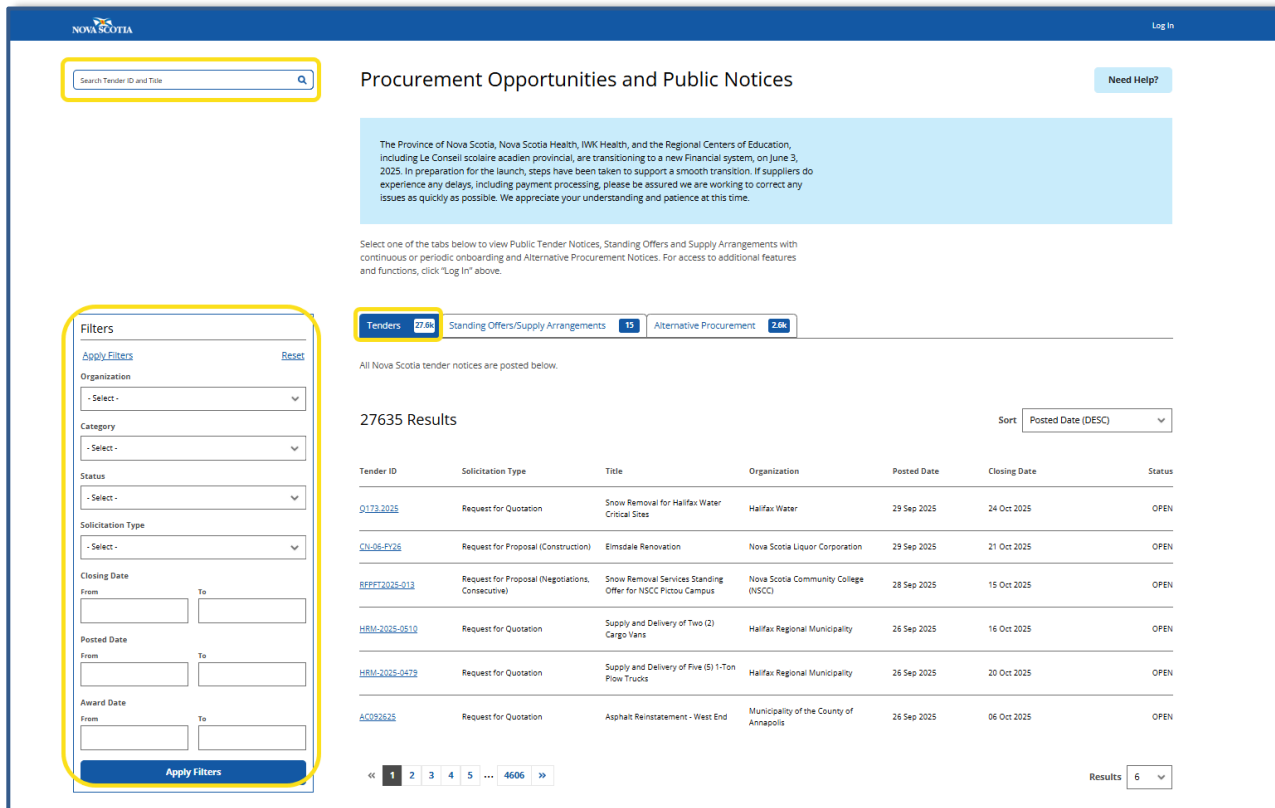


Figure 2. 2

The table below outlines each filter and its description.

Filter label	Description
<i>Organization</i>	Choose department or agency from the dropdown list. For example, <i>Art Gallery of Nova Scotia, Nova Scotia Community College, Town of Bridgewater</i> etc. Individual NS government departments are listed beneath “Province of Nova Scotia – Departments”.
<i>Category</i>	Choose from <i>Goods, Services, or Construction</i> . You can choose more than one.
<i>Status</i>	Choose from <i>Awarded, Cancelled, Expired, or Open</i> . You can choose more than one.
<i>Solicitation Type</i>	Choose from the dropdown list. For example, <i>Request for Information, Request for Proposal, Request for Standing Offer, Request for Supplier Qualification</i> , etc. Again, you can choose more than one.
<i>Closing Date</i>	Click on the <i>From</i> and <i>To</i> date box and choose a date from the calendar.
<i>Posted Date</i>	Click on the <i>From</i> and <i>To</i> date box and choose a date from the calendar.

Filter label	Description
Award Date	Click on the <i>From</i> and <i>To</i> date box and choose a date from the calendar.



**REMEMBER:** click **Apply Filters** at the top, or the **Apply Filter** button located at the *bottom* of the Filter options to apply your selections. Clear all filters by clicking **Reset** at the *top* of the Filter options.

For the purpose of this guide, *Doc* has been entered in the search bar to display NS tender notices, (tender notices from Ariba are always prefixed with *Doc*), which must be responded to using Ariba.

The screenshot shows the 'Procurement Opportunities and Public Notices' page. At the top, there is a search bar with 'doc' entered. Below the search bar, there is a 'Need Help?' button. A blue banner contains a notice about the transition to a new Financial system on June 3, 2025. Below the banner, there are tabs for 'Tenders' (22), 'Standing Offers/Supply Arrangements' (15), and 'Alternative Procurement' (2,000). A message states 'All Nova Scotia tender notices are posted below.' Below this, there is a '22 Results' box with a 'See All Results' link. A table lists the results with columns for Tender ID, Solicitation Type, Title, Organization, Posted Date, Closing Date, and Status. The 'Status' filter on the left is set to 'Open'.

Tender ID	Solicitation Type	Title	Organization	Posted Date	Closing Date	Status
Doc2719848651	Request for Quotation	RFQ- Supply & Delivery of Four (4) 4x4, 18,000lb GWR, Trucks with...	Department of Natural Resources	26 Sep 2025	21 Oct 2025	OPEN
Doc2746064169	Request for Proposal (Construction)	RFC - TP6 for IWK Landscaping and Signage	Department of Public Works	24 Sep 2025	17 Oct 2025	OPEN
Doc2728677977	Request for Quotation	RFQ to purchase Wildfire truck bodies to be mounted on cab...	Department of Natural Resources	24 Sep 2025	09 Oct 2025	OPEN
BNG-2526-0081	Request for Quotation	Dock Removal and Deployment for the Halifax Waterfront	Build Nova Scotia	22 Sep 2025	08 Oct 2025	OPEN
Doc2739080973	Request for Proposal (No Negotiation, Contract A)	RFP - Snow Removal and Ice Control Services, St. Martha's Regional Hospital	Nova Scotia Health Authority	22 Sep 2025	21 Oct 2025	OPEN
Doc2742398546	Request for Information	Request for Information for Centralized Scheduling Solution for the Department of Health...	Department of Health and Wellness	22 Sep 2025	06 Oct 2025	OPEN

Figure 2. 3

In Figure 2. 3 above, *Doc* was entered in the search bar, and under *Status* in the Filter panel, *Open* is selected. This shows only open tender opportunities and narrows the search down to 22 results. As well as the tender ID, you will see the *Solicitation Type*, *Title*, *Organization*, *Posted Date* and *Closing Date* of each tender notice.

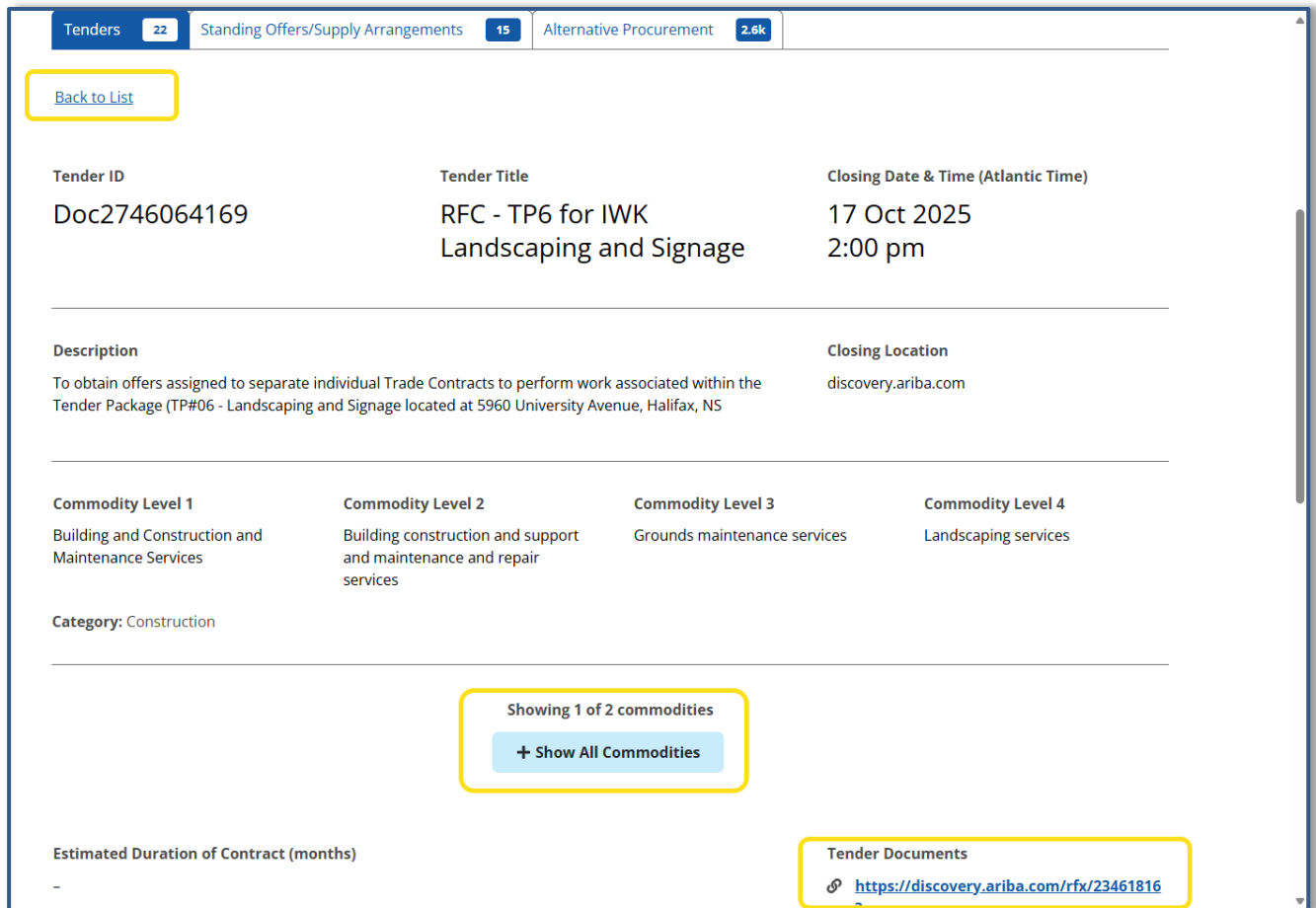
Now we will look at the individual tender details screen.

## View the Tender Details Screen

To view the tender detail screen :

1. Click on the row of the tender notice you wish to view to open the details screen.
2. Read the Description of the opportunity.

- If it doesn't interest you, you can click the **Back to List** button at the top (Figure 2. 4) to take you back to your filtered list.



The screenshot displays a tender listing interface. At the top, there are navigation tabs for 'Tenders' (22), 'Standing Offers/Supply Arrangements' (15), and 'Alternative Procurement' (2.6k). A 'Back to List' button is highlighted in a yellow box. The main content area shows the following details:

Tender ID	Tender Title	Closing Date & Time (Atlantic Time)
Doc2746064169	RFC - TP6 for IWK Landscaping and Signage	17 Oct 2025 2:00 pm

---

Description	Closing Location
To obtain offers assigned to separate individual Trade Contracts to perform work associated within the Tender Package (TP#06 - Landscaping and Signage located at 5960 University Avenue, Halifax, NS	discovery.ariba.com

---

Commodity Level 1	Commodity Level 2	Commodity Level 3	Commodity Level 4
Building and Construction and Maintenance Services	Building construction and support and maintenance and repair services	Grounds maintenance services	Landscaping services

Category: Construction

---

Showing 1 of 2 commodities

+ Show All Commodities

---

Estimated Duration of Contract (months): -

Tender Documents: <https://discovery.ariba.com/rfx/23461816>

Figure 2. 4

To read more, scroll down to view the *Commodities*.

- There is usually more than one commodity, and it will show only the first one. Click the Plus (+) sign (Figure 2. 4) to show all.
- Under Tender Documents, you will see the link to Ariba (Figure 2. 4), where you can respond to the posting (or click *Not Interested*). If you click *Respond*, you will be prompted to register for, or log into, the SAP Business Network Discovery.

Another way to access tender opportunity notices that match your goods or service, is from the Suppliers Dashboard in SAP Business Network Discovery, which, as mentioned above, is outside the scope of this guide. However, the response process is the same in Ariba and we will look at that in the next section.

## Section 3: Responding to Tender Opportunities

Once you have read the description etc. and decided on a tender notice you would like to respond to, from the portal open the tender details screen and click the link under *Tender Documents*. This brings you to the SBN Posting (Figure 3. 1).

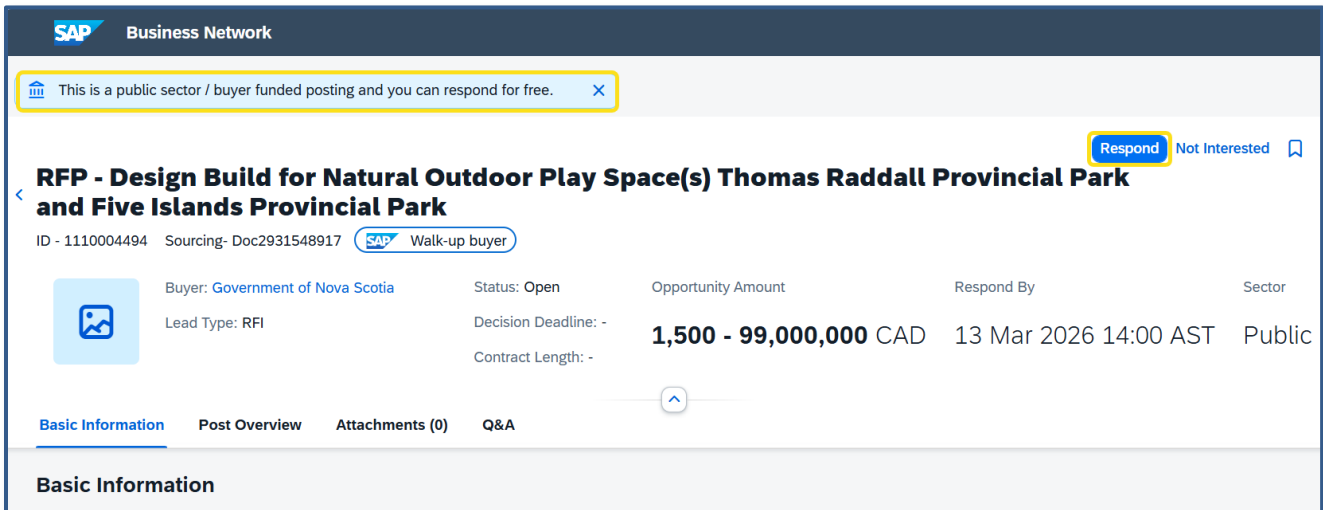


Figure 3. 1

You will notice a bar along the top stating that this is a public sector/buyer posting and you can respond for free. Although the Government of Nova Scotia postings are free to respond to, there may be a charge for other organizations' postings. You will find the **Respond** button at the top, along with **Not Interested**. Whichever you choose, you will be prompted to log in to SBN (Figure 3. 2).

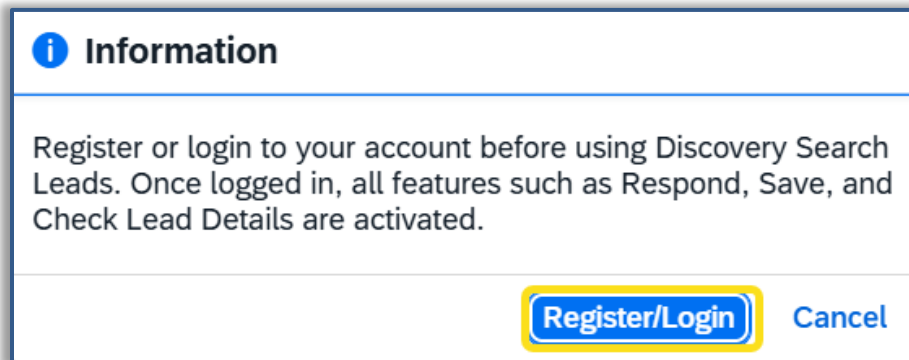


Figure 3. 2

1. Enter your username (usually the email address you signed up with).
2. Click **Next** and enter your password.
3. Click **Sign in**.

If you chose **Not Interested**, you will be prompted to indicate why you are not interested. You can simply select the first option – *I am not interested in this posting* or select from the following:

- Wrong product and service category
- Wrong ship-to or service location

You can read the basic information such as the product and services categories and ship-to locations, and if you scroll down, you can read the requirements.



**NOTE:** Although there is a Q & A section at the bottom of the SBN posting, all questions for our postings must go through the **Ariba Event Message Board**.

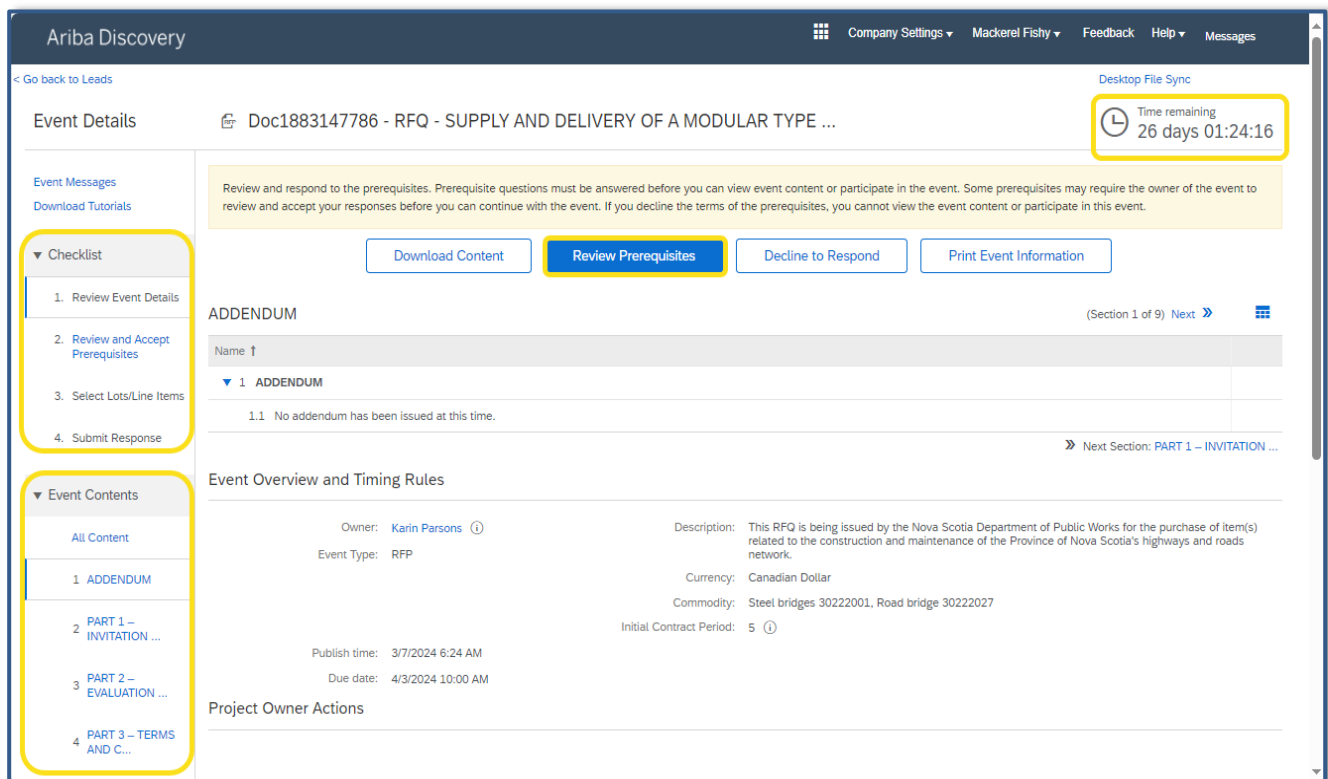
Once you are ready, you can respond to the tender notification.

## Respond To Tender

If you choose the option to **Respond**, you will be presented with the tender notice.

The screen below (Figure 3. 3) appears showing the following:

- The counter at the top right displaying the time remaining to bid on the tender.
- The *Checklist* and *Event Contents* on the left-hand side.
- The **Review Prerequisites** button highlighted at the top (you will need to Review Prerequisites and agree to terms and conditions to continue).
- In some cases, you may only see Section 1 of the Event content and once you agree to terms/Non-disclosure agreement, the remaining sections will be visible.
- You will also see **Download Content**, **Decline to Respond**, and **Print Event Information**.



The screenshot shows the Ariba Discovery interface for an event. At the top right, a yellow box highlights a 'Time remaining' counter showing '26 days 01:24:16'. On the left sidebar, the 'Checklist' and 'Event Contents' sections are highlighted with yellow boxes. The 'Checklist' includes items like 'Review Event Details', 'Review and Accept Prerequisites', 'Select Lots/Line Items', and 'Submit Response'. The 'Event Contents' section shows 'All Content' and a list of sections including '1 ADDENDUM', '2 PART 1 - INVITATION ...', '3 PART 2 - EVALUATION ...', and '4 PART 3 - TERMS AND C...'. The main content area features a yellow banner with a warning message about prerequisites, followed by four buttons: 'Download Content', 'Review Prerequisites' (highlighted in blue), 'Decline to Respond', and 'Print Event Information'. Below this is an 'ADDENDUM' section with a table showing '1.1 No addendum has been issued at this time.' and an 'Event Overview and Timing Rules' section with details like 'Owner: Karin Parsons', 'Event Type: RFP', 'Publish time: 3/7/2024 6:24 AM', and 'Due date: 4/3/2024 10:00 AM'.

Figure 3. 3

The first thing you need to do if you want to proceed is to review the prerequisites.

1. Click **Review Prerequisites**.

2. Read through the prerequisites, choose the radio button beside *I accept the terms of this agreement*.
3. Click **OK**.
4. A message dialogue box appears with **Submit this agreement?** Click **OK**.

Once you have submitted the agreement, you become a 'participant', whether you intend to bid or not, as you have shown an interest in the Event. You can now view the Event contents.

## View Event Content in Ariba

Now that you have reviewed the prerequisites and accepted terms, you can go ahead and view the contents. Following is an example of an information table that you may view, a list of Answer Types you may encounter, followed by some examples of an attachment, hidden fields with conditions attached, (for example, responses dependent on Yes/No answers or money/amount fields) and finally, viewing addenda.

### View a Table

In Figure 3. 4 below, Part 1 has been opened and 2.5 is highlighted. You can see there is a table icon beside it. Also highlighted is the Chevron symbol at the top right. This opens the section in full view to make it easier to read. It is recommended to use this option with all content in the Event.

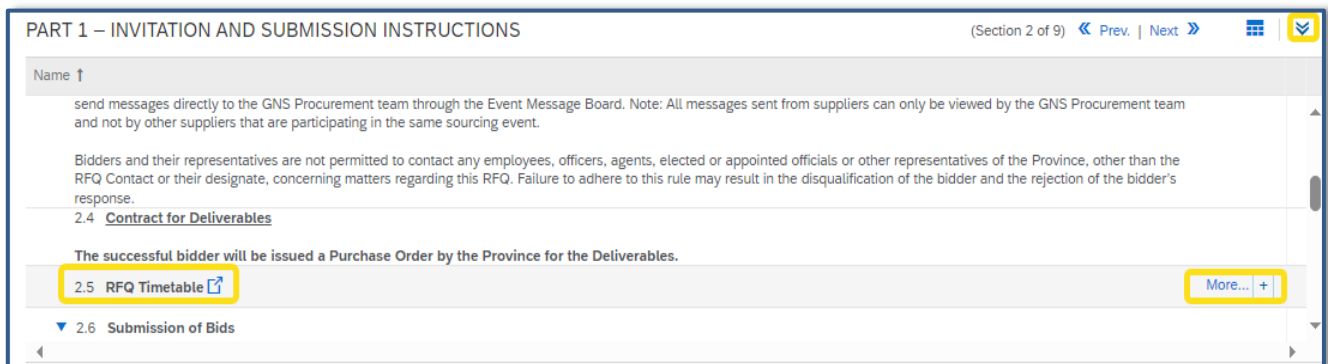


Figure 3. 4

1. Click on the chevron symbol to expand the screen.
2. Scroll down to 2.5 and click **More ...** (or plus sign) to expand the section.
3. Click on the table icon to view the table.

Figure 3. 5 below shows the content of this table, listing important deadlines. This is for information only.

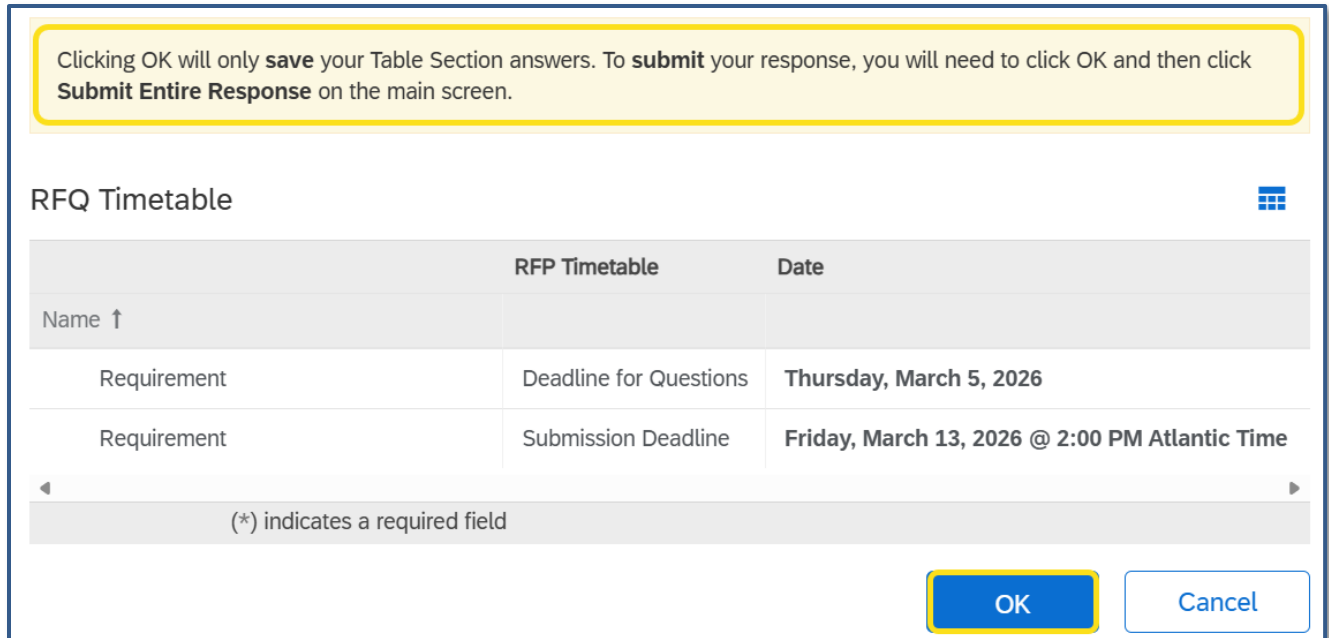


Figure 3. 5

Take note of the message at the top of the screen. Clicking OK here will only save your table response (that is, you have viewed it).

4. Click **OK** or **Cancel** to close the table.

Next, we will look at some common answer types that you may need to complete when submitting your bid.

### Answer Types

You may be asked to provide responses in various formats within a tender document. Table 1 below highlights the different types of answers that you may need to provide.

Table 1

Answer Type	Description
<b>Text (single line limited)</b>	The answer field accepts a single line of text ( <i>numerical and alphabetic characters</i> ). There is no ability to click Enter. It is limited to 255 characters*.
<b>Text (single line)</b>	The answer field accepts a single line of text ( <i>numerical and alphabetic characters</i> ). There is no ability to click Enter. It is limited to 4,000 characters*.
<b>Text (multiple lines)</b>	The answer can be multiple lines of text. There is no character limit.
<b>Whole Number</b>	A whole number, for example, 3, 27, 936.
<b>Decimal Number</b>	A decimal number, for example, 18.1, or 5.43. The default value is two decimal places.

<b>Answer Type</b>	<b>Description</b>
<b>Date</b>	Select from the calendar, and it will display in the following format: <i>Thu. 4 Jun 2026</i> .
<b>Money</b>	A decimal number plus default currency symbol. The default value is two decimal places and CAD.
<b>Yes/No</b>	The input field contains a drop-down menu with <b>Yes</b> or <b>No</b> for selection.
<b>Attachment</b>	You may be required to upload an attachment (for example certificate of insurance/ qualifications).
<b>Address</b>	These fields are for entering your address. You will need to complete the mandatory fields.
<b>Certificate</b>	This is a Yes/No answer type. Selecting Yes displays a Details link, which allows you to enter certificate types, numbers, and effective and expiration dates, and add attachments, such as a copy of the certificate.
<b>Percentage</b>	The answer field will appear as a percentage. For example: 6.5%, 22%, 86.75%, 100%. The default value is two decimal places.
<b>Quantity</b>	The answer field will contain a quantity ( <i>number value</i> ) plus a unit of measurement selected from a list. Default is <b>each</b> .

Next, we will look at some examples listed above. For example, to attach a document, download documents, enter an amount, or complete company information. Or, you may need to answer a question to view additional information.

### Attachments

Often you will need to download or upload an attachment. These can be documents for reference only, or you may be asked to upload an electronic bid bond.

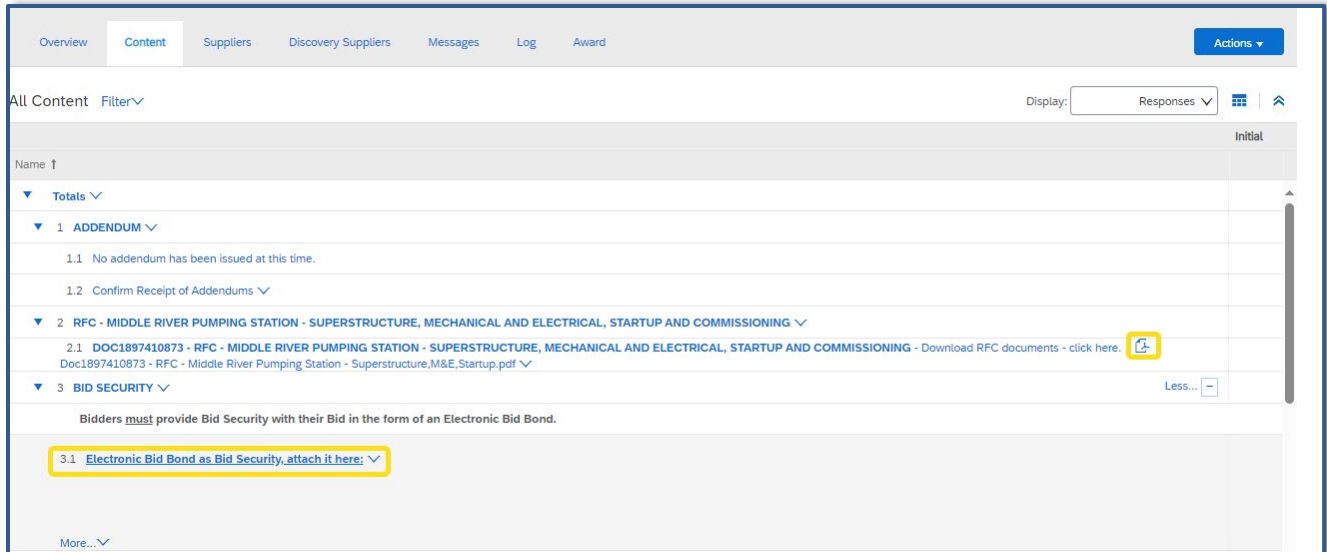


Figure 3. 6

1. To download attachment, click on the attachment symbol shown in section 2.1 Figure 3. 6 above.
2. To upload an attachment, such as an electronic bid bond, click on the link as in 3.1 Figure 3. 6 above.

Sometimes you may see documents under 'References' and you will need to expand the References menu to see the name of the document or documents to download.

3. Click on PDF doc to download, or if there is more than one, Download all attachments (Figure 3. 7).

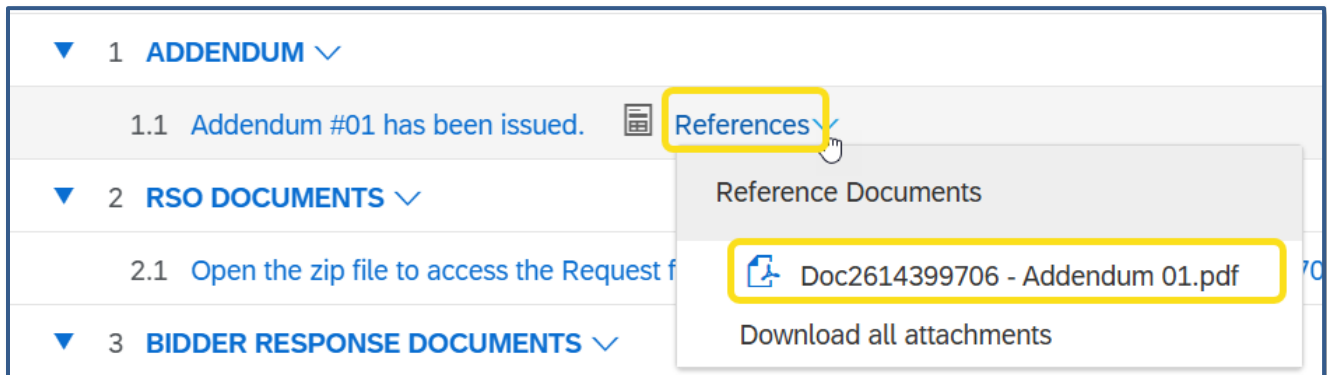


Figure 3. 7

As well, you will often be asked to confirm receipt of Addenda as in Figure 3. 8 below.

4. Choose **Yes** from the dropdown menu.

1.4 Addendum #4 has been issued - September 26, 2025. See attached document. <a href="#">Doc2694654839 - Addendum 4.pdf</a> ✓	
1.5 Confirm Receipt of Addenda	* Unspecified ✓
▼ 2 RFP - CDB - Northside Middle School and Glace Bay PP-5	Yes
2.1 Download RFP documents - click here. <a href="#">RFP Doc2694654839 - CDB - Northside Middle School and Glace Bay PP-5.pdf</a> ✓	No
2.2 Download Appendix A - click here. <a href="#">RFP Doc2694654839 - Appendix A - Collaborative Design-Build Agreement.pdf</a> ✓	Unspecified

Figure 3.8

Next, we will look at some examples where fields are hidden and are dependent on what is selected or entered in a specific field.

### Hidden Fields with Conditions Attached

In this section we will look at questions with attached conditions. This includes Yes/No type questions and money field question answers, which, when conditions are met in the response, more Event content is displayed.

For example, in Figure 3.9 below, you will see the Bid Form points 3.3, then 3.6, and 3.9, then 3.12 etc. In 3.6 an amount has been entered in the money field, which has opened 3.7. The field for 3.7 is a **Yes/No** field and when **Yes** is selected, a further field is displayed (3.8) to attach a file (electronic bid bond).

▼ 3 BID FORM	
3.1 The Bidder acknowledges and agrees that no plea of ignorance of compensation or an extension of time.	
3.2 The undersigned Bidder declares that this Bid is made without conn	
3.3 TRADE PACKAGE TC #06.01 MISCELLANEOUS METALS: The unnn to do all the Work and furnish all the materials of the specified requirements which are necedicated below. <b>If you are not bidding on this trade package, leave the value at \$0.00.</b>	* \$0.00 CAD
3.6 TRADE PACKAGE TC #06.02 MILLWORK: The undersigned bidderork and furnish all the materials of the specified requirements which are necessary to complete <b>u are not bidding on this trade package, leave the value at \$0.00.</b>	* \$45,000.00 CAD
3.7 Trade Package Bid Security for TC #06.02: Each Trade Contract B	* Yes ✓
Is your Trade Contract Bid equal to or over \$250,000?	
3.8 Bidders must provide Bid Security with their Bid in the form of an Elker clarity, the <b>only allowable format is a secure encrypted PDF. A hard copy original, fa</b>	Attach a file
<b>Electronic Bid Bond as Bid Security, attach it here:</b>	
3.9 TRADE PACKAGE TC #06.03 SPRAY FIREPROOFING AND INTUIt her means of construction to do all the Work and furnish all the materials of the specifit in full, the contract price as indicated below. <b>If you are not bidding on this trade package,</b>	* \$0.00 CAD
3.12 TRADE PACKAGE TC #06.04 DOORS, FRAMES & HARDWARE lent to complete the above in keeping with the "RESPONSIBILITY FOR SUPPLY & INSTALL OF HARDWARE AND GLAZING" chart published at the end of this Specificati	* \$0.00 CAD
3.15 TRADE PACKAGE TC #06.05 ALUMINUM ENTRANCE AND STOhe above in keeping with the "RESPONSIBILITY FOR SUPPLY & INSTALL OF HARDWARE AND GLAZING" chart published at the end of this Specificati	* \$0.00 CAD

Figure 3.9

The remaining fields 3.9, 3.12, and 3.15 have hidden fields with similar conditions applied. If a monetary value is entered in either of these fields, the next in sequence will be displayed. If you are not going to bid on these fields, leave the amount at \$0.00.

These are just some of the fields you may come across when completing the bid form. The other items you may come across are lots and line items, where you can bid on a lot as a whole, or specific line items only.

### [View an Addendum](#)

As mentioned previously, once you have reviewed the prerequisites and submitted the agreement, you become a 'participant' even if you don't intend to submit a bid.

The province may issue addenda to an *Invitational* or *Open Competition* opportunity of which you are a participant. This could be to update the Event content for response (e.g., questions), revise the due date, provide additional information, etc. If an addendum is issued, you will receive an email update as in Figure 3. 10 the below:

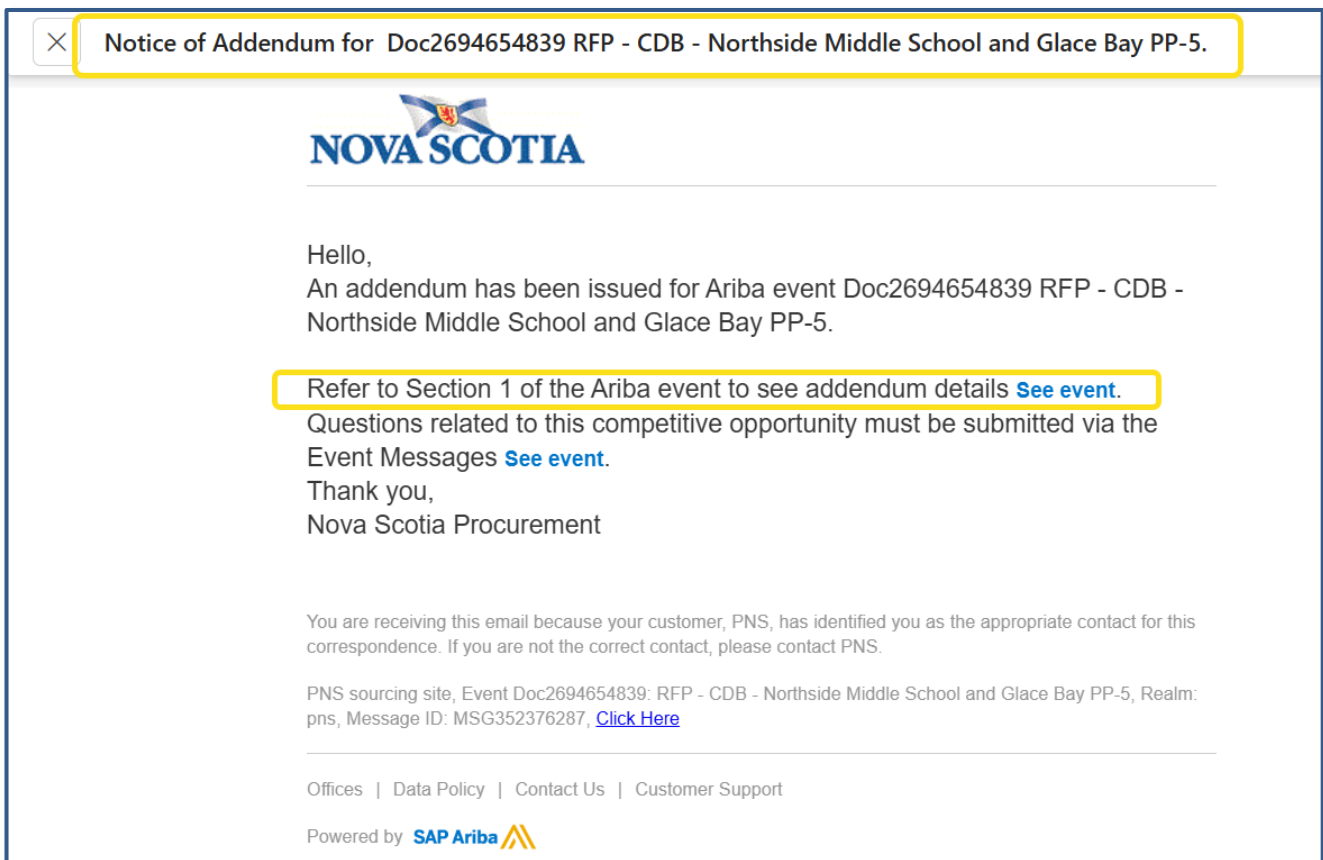


Figure 3. 10

1. Click **See event** and log into your SBN account.
2. View the updated content in the Addendum section, download (if applicable), and confirm receipt of Addendum (Figure 3. 11).

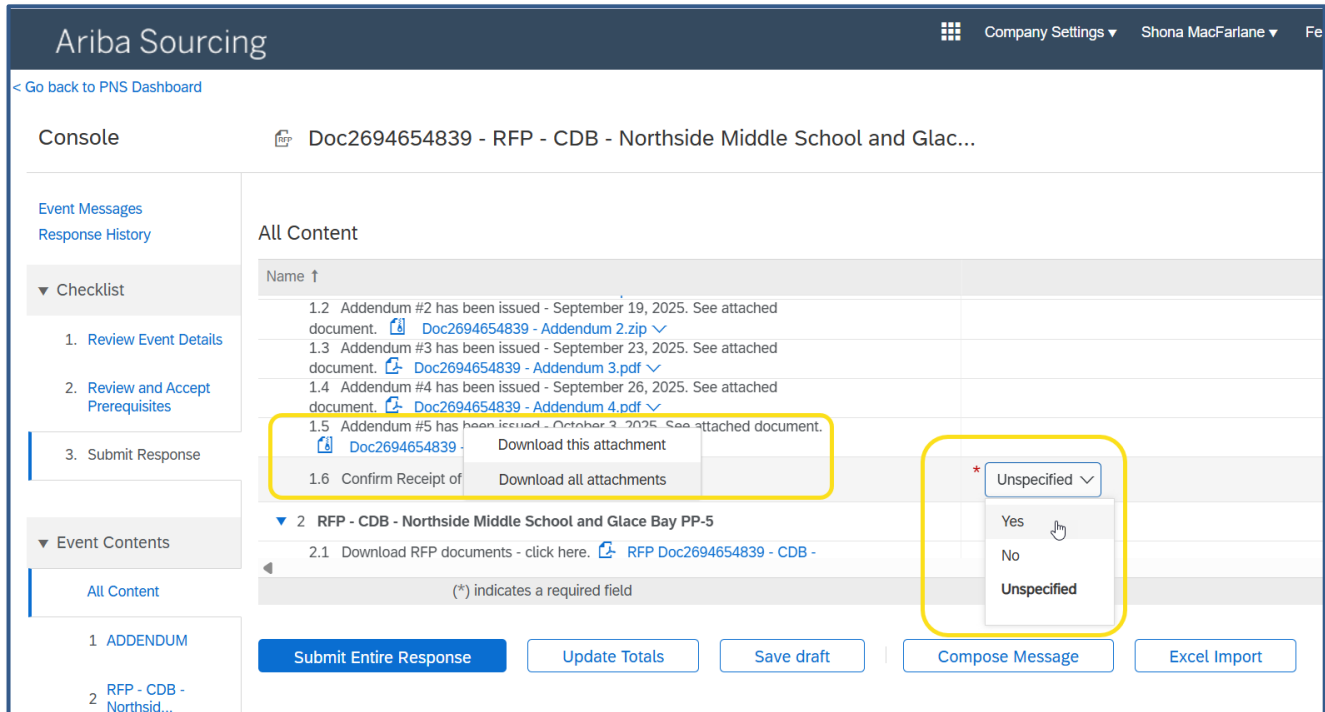


Figure 3. 11

3. Click **Event Messages** to view any updates/messages relating to the Event.



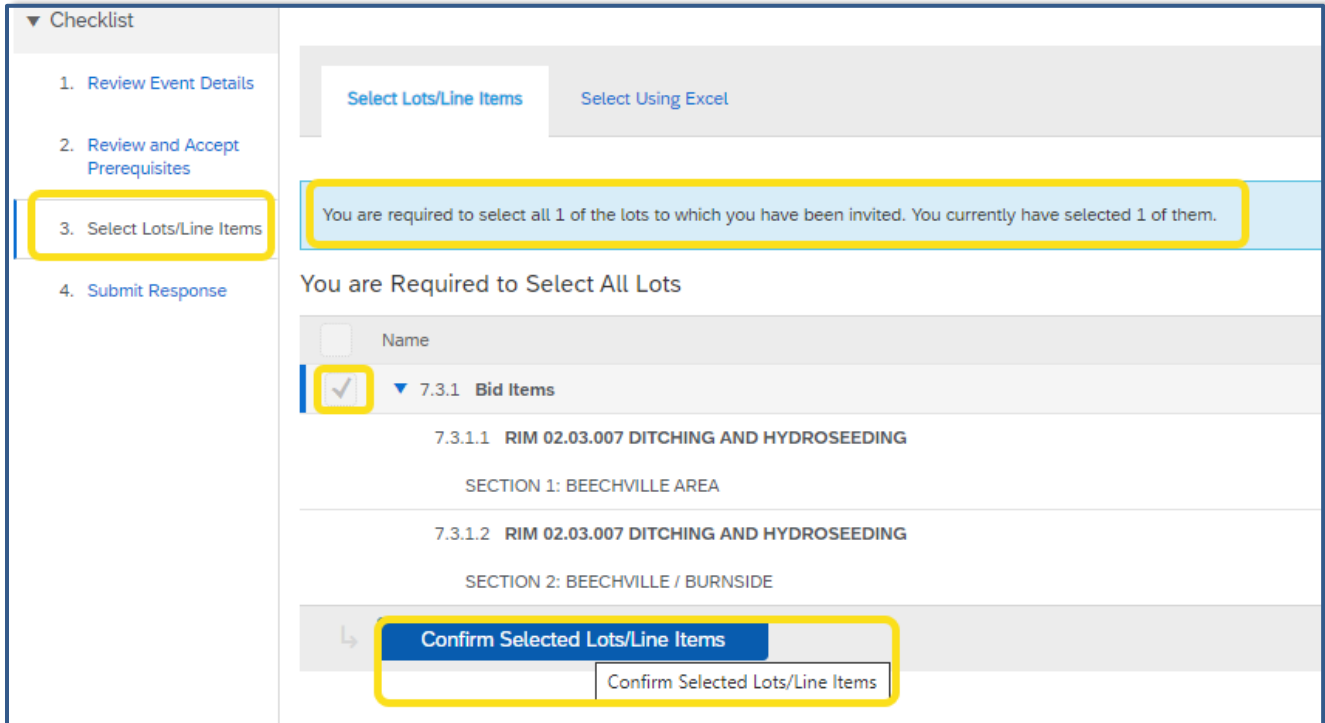
**REMEMBER!** All questions for our postings must go through the **Ariba Event Message Board**.

## Lots and Line Items

If an opportunity contains lots and line items, it will be indicated in the **Checklist** to the left on the screen and will be available after accepting the prerequisites (Figure 3. 12).

The price of a Lot is the combined total of the Line Items in the lot.

You will see a message along the top letting you know how many Lots/Line Items you can select (Figure 3. 12).



▼ Checklist

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

Select Lots/Line Items    Select Using Excel

You are required to select all 1 of the lots to which you have been invited. You currently have selected 1 of them.

You are Required to Select All Lots

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	7.3.1 Bid Items
	7.3.1.1 RIM 02.03.007 DITCHING AND HYDROSEEDING
	SECTION 1: BEECHVILLE AREA
	7.3.1.2 RIM 02.03.007 DITCHING AND HYDROSEEDING
	SECTION 2: BEECHVILLE / BURNSIDE

Confirm Selected Lots/Line Items

Figure 3. 12

In Figure 3. 12 above, you are required to select all lots. If there were others, you could choose by placing a checkmark in the box beside each choice, then choose **Confirm Selected Lots/Line Items** to save.

### Complete the Fields

Other fields that you may encounter as well as the Yes/No options, add/download attachments, and monetary values, are name and address fields for bidder information as shown in Figure 3. 13 below.

APPENDIX B – SUBMISSION FORM (Section 6 of 9) << Prev. | Next >>

Name ↑

▼ 6 APPENDIX B – SUBMISSION FORM

▼ 6.1 Bidder Information More... +

6.1.1 Full Legal Name of Bidder: \*

6.1.2 Any Other Relevant Name under which the Bidder Carries on Business:

6.1.3 Address:

\* Street:

City: \*

State/Province/Region:  ⓘ

Postal Code: \*

Country/Region: \*  ▼

6.1.4 Phone Number: \*

6.1.5 Fax Number:

6.1.6 Company Website (if any):

6.1.7 Bidder Contact Name and Title: \*

6.1.8 Bidder Contact Phone: \*

6.1.9 Bidder Contact Fax:

6.1.10 Bidder Contact Email: \*

6.1.11 Nova Scotia Registry of Joint Stock Number (Leave blank if NOT applicable):

6.1.12 HST / GST Registration Number (Leave blank if NOT applicable):

6.1.13 SIN # (only required if you do not have an HST/GST or NSRJST number):

Figure 3. 13

All fields marked with an asterisk are mandatory and must be completed. Ensure correct phone number and email address etc. are entered.

## The Event Message Board

Once you have accessed the opportunity and are ready to respond, you can communicate with the province's procurement representative as necessary.



**IMPORTANT NOTE:** The Ariba Event Message Board is confidential and is the **ONLY** method of communication permitted while the Event is open. Once the Event has expired, you can still view the Event messages and receive messages, however, you will not be able to respond.

1. To review any notifications or messages, or to communicate with the Procurement Specialist identified within the Solicitation document, click **Event Messages** on the left of the screen (Figure 3. 14).

This brings up the list of messages.

2. Here you can review specific messages, respond to a message, or compose a message (Figure 3. 15).
3. To view or reply, select the radio button beside the message and choose **View** or **Reply**.
4. To compose a message, click **Compose Message**.
5. If there were attachments in the messages, this is where you would download them.
6. Click **Done** to return to the Event details.

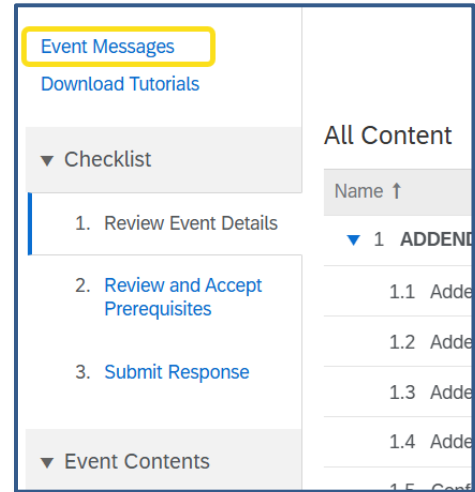


Figure 3. 14

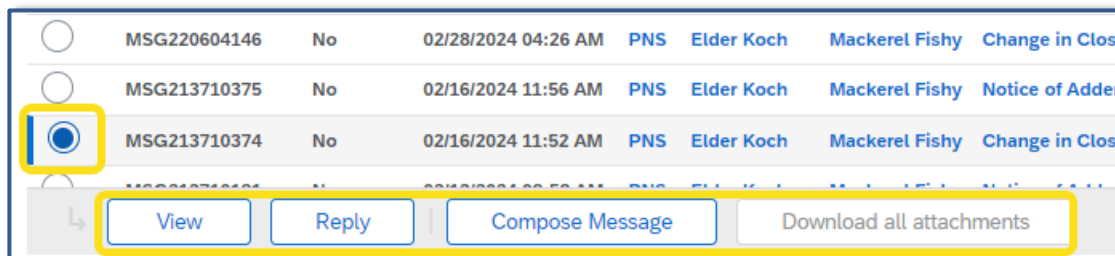


Figure 3. 15

In the next section we will look at saving a draft of your bid and submitting it.

## Section 4: Submitting Your Bid

Once you have accepted the prerequisites, answered all questions, and uploaded required documents, you will be ready to submit your bid.

### Save Draft

You can, if you wish, save a draft copy of your bid to come back to work on it later. When you need to leave it to work on something else, simply click **Save Draft** at the bottom of the Event page.

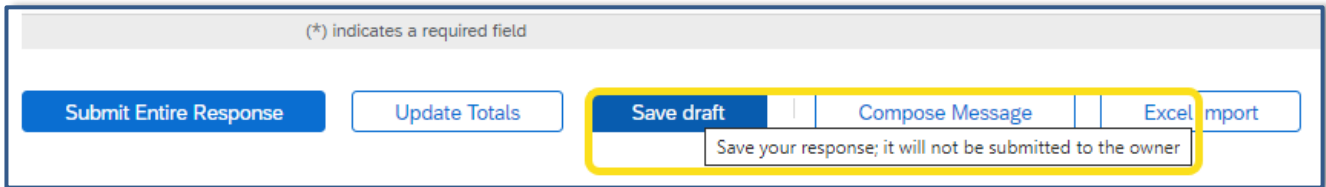


Figure 4. 1



**REMEMBER:** Before saving a draft to work on it later, always check the remaining time on the countdown at the top-right of the Event screen.

### Submit Your Bid

Once you have completed your response and you are ready to submit it:

1. Click **Update Totals** to calculate extended prices or change values before submitting.
2. When you are happy with it, click **Submit Entire Response**.

If there are no errors, a pop-up box will appear to confirm your submission.

3. If there are errors, go back to the affected area and answer the question (for example, you may have missed a mandatory field or answered a question in the wrong format).
4. Click **OK** to finalize.

A confirmation box appears telling you that your response has been submitted.

### Revise and Resubmit Your Bid

If you have already submitted your bid, you can revise it **before the deadline**.

1. Open the Event and click **Revise Response**.

A pop-up box appears requesting you to confirm that you want to revise your response.

2. Click **OK**.
3. Revise your response as necessary and then **Update Totals**.
4. When you are ready, click **Submit Entire Response**.

A message appears requesting you to confirm that you want to revise your response.

5. Click **OK**.



**TAKE CARE!** You must resubmit your revision prior to Event expiry for changes to take effect. If the Event ends while you are revising your response, the last submitted response will be proffered for evaluation.

## Additional Help/Support

Technical issues (system issues, registering, logging into your account, submitting bids) are managed by the SAP Business Network. Visit <https://www.sap.com/products/business-network/suppliers/support.html>.

If you require more assistance when navigating the portal and the e-bidding system, or registering for TONS, submit a [support ticket](#) and our team will work to address your request as soon as possible.

## Appendix: Terms and Definitions

<b>Term</b>	<b>Definition</b>
<b><i>Bid</i></b>	A submission in response to a solicitation document.
<b><i>Bidder</i></b>	A supplier that submits a bid (SAP Ariba Sourcing uses the word <i>Participant</i> ).
<b><i>Competitive Process</i></b>	A process for soliciting competitive bids from participants and includes an <i>Open Competition</i> , an <i>Invitational Competition</i> and a <i>Limited Competition</i> .
<b><i>Construction</i></b>	Construction, reconstruction, demolition, repair or renovation of a building, structure, road or other engineering or architectural work, but does not include professional consulting services related to the construction contract, unless they are included in the procurement.
<b><i>Crown Corporation</i></b>	Wholly owned federal or provincial organizations that are structured like private or independent companies, designated by the regulations as a crown corporation for the purpose of the Shared Services Act. <a href="https://nslegislature.ca/sites/default/files/legc/statutes/shared%20services.pdf">https://nslegislature.ca/sites/default/files/legc/statutes/shared%20services.pdf</a>
<b><i>Department</i></b>	A department, office or agency created by or pursuant to the Public Service Act.
<b><i>eProcurement/ eBidding</i></b>	A process in which participants submit electronic bids to open and/or invitational competitions. The province uses SAP Ariba, and tenders are accessed through SAP Business Network Discovery (SBN).
<b><i>Event</i></b>	An <i>Event</i> is the term used when describing an opportunity or tender in the eBidding system.
<b><i>GNS</i></b>	Government of Nova Scotia.
<b><i>Goods</i></b>	Materials, furniture, merchandise, equipment, stationery and other supplies required by a Public-Sector Entity (PSE) for the transaction of its business and affairs and includes services that are incidental to the provision of such supplies.
<b><i>Invitational Competition</i></b>	A <i>Competitive</i> process in which an invitation to submit bids is issued to at least three participants.
<b><i>MAS</i></b>	Municipalities, Academic Institutions, Schools (Regional Centres of Education).
<b><i>Nova Scotia Procurement Web Portal</i></b>	The websites maintained and operated to facilitate the procurement process <a href="https://procurement-portal.novascotia.ca/">https://procurement-portal.novascotia.ca/</a> .
<b><i>NSHA</i></b>	Nova Scotia Health Authority.
<b><i>Open Competition</i></b>	The solicitation of bids through a publicly posted solicitation document.
<b><i>Participant</i></b>	A prospective supplier (vendor) that is submitting an electronic bid through SAP Ariba Sourcing in response to an <i>Invitational</i> or <i>Open Competition</i> opportunity.
<b><i>Province (PNS)</i></b>	The Province of Nova Scotia.

<b>Term</b>	<b>Definition</b>
<b>Public Sector Entity</b>	A Department, Crown Corporation, Health Authority or any other entity designated in the regulations under the <a href="#">Shared Services Act</a> as a Public Sector Entity.
<b>SAP Business Network</b>	SAP Business Network (formerly Ariba Discovery) is a tool where buyers can broadcast their requirements/needs and have participants response/propose solutions to meet these requirements.
<b>SAP Ariba Sourcing</b>	The Province's eBidding tool used to procure Goods, Services, and Construction.
<b>Services</b>	Services required by a Public-Sector Entity for the transaction of its business and affairs, including professional consulting services, but does not include services provided by an employee of a Public-Sector Entity through Personal Services Contract.
<b>Solicitation Document</b>	The document used to solicit bids from bidders.
<b>Standing Offer</b>	A continuous offer from a pre-approved supplier to supply goods and/or services, as requested, through the use of a call-up process during a particular period of time, at a predetermined price or discount, generally within a pre-defined dollar limit. For clarity, this also includes contracts established through the managed service provider (MSP) program.
<b>Supplier</b>	A person carrying on the business of providing goods, services, or construction.
<b>Supplier Research Posting</b>	A <i>Supplier Research Posting</i> (SRP) is a broadcast to all potential suppliers on SAP Business Network, that match the commodity code/service and region specified on the posting by the user. This posting is published on SAP Business Network and is utilized in the <i>Open</i> tender solution to allow participants to access the Ariba Sourcing Event content without having to be directly invited.

# Document Revision Table

## Revision History

<b>Date</b>	<b>Version</b>	<b>Author/Editor</b>	<b>Requestor</b>	<b>Description</b>
September 26, 2025	3.0	Seonaid MacFarlane	Kimberley Murphy	Update of original guide to new format, to include portal access, and SAP Business Network Discovery account.
March 5, 2026	4.0	Seonaid MacFarlane	Kimberley Murphy	Update to reflect the new version of Discovery (2.0) and Ariba.

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Reference Guide: A Supplier’s Guide to eBidding