

Supplier guidance:

Finding and Responding to Directly Invited Opportunities

Gloucestershire County Council runs closed competitions, such as requests for quote and framework call-offs, through SAP Ariba. These are sent directly to selected suppliers. You will only be able to view and respond to an opportunity if your organisation has been invited.

To access and respond to an invitation, you will need a user account for the **SAP Business Network**. It is free to register and use the SAP Business Network for Gloucestershire County Council opportunities.

We also recommend registering on the **Central Digital Platform** and setting up alerts for open tendering opportunities that match your areas of interest. Registration is free and may be required if you are awarded a contract.

This guide explains how to:

- find Gloucestershire County Council opportunities
- register or log in to the SAP Business Network
- register your interest
- submit a response
- manage questions and messages

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Accessing or registering on the SAP Business Network

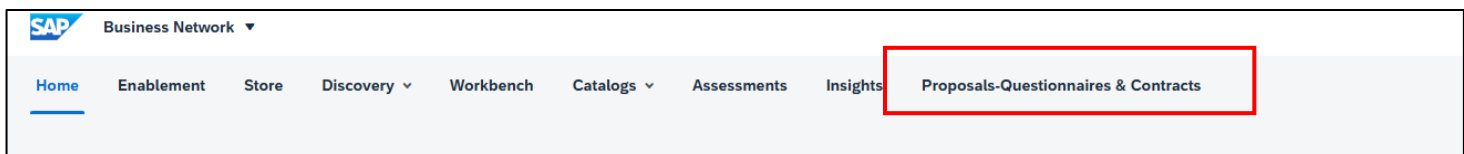
If Gloucestershire County Council invites you to a closed competition, you will receive an invitation through SAP Ariba. The invitation will be sent to the registered email address. Use the invitation link, or your existing SAP Business Network login, to access the opportunity.

If you have not registered before, follow the instructions in the **SAP Ariba Supplier Registration Guide** after you receive your invitation link. If your organisation already has an SAP Business Network account, check internally who manages the account before creating a new one.

Finding a Gloucestershire County Council opportunity in the SAP Business Network

Once you are logged in, invited opportunities will normally appear in the **Proposals, Questionnaires and Contracts** section of your account.

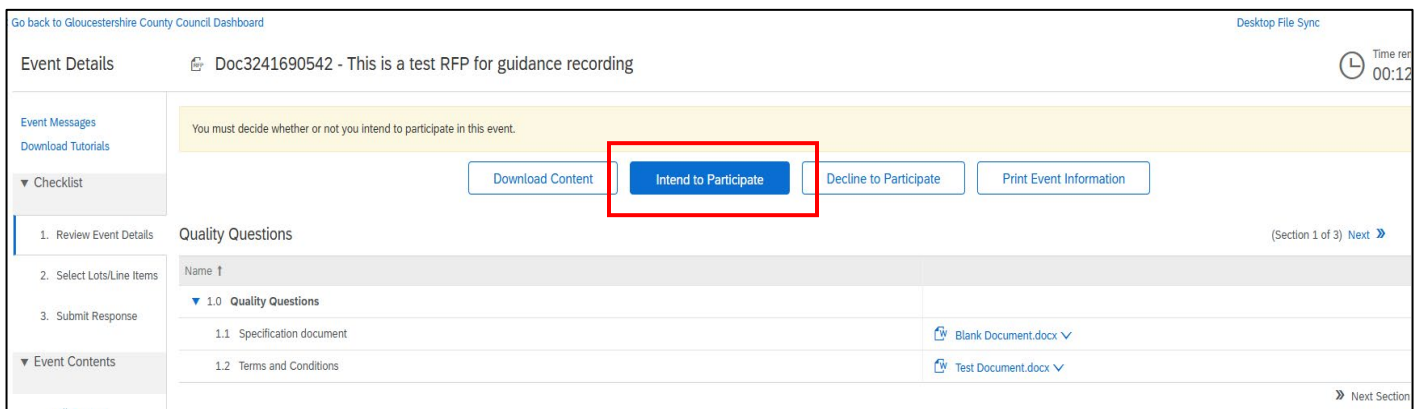
1. Log in to the SAP Business Network using the details created when your account was set up, or use the login details linked to your organisation's existing account.
2. Select **Proposals, Questionnaires and Contracts**.



3. Allow the page to load fully.
4. Any opportunities your organisation has been invited to will be listed. If you cannot see the opportunity, check that you are using the correct SAP Business Network account and the email address that received the invitation. If both are correct and the opportunity is still not showing, contact Gloucestershire County Council for support.

Registering your interest and responding to an opportunity

1. Review the opportunity documents.
2. If you wish to respond, select **Intend to Participate**.



3. To view the submission page, check the box for the lot Pricing schedule
4. Click Confirm Select Lot/line items

This is an administrative step and does not submit anything to GCC at this time

Select Lots Doc3248264025 - Framework Agreement for the Procurement of Occupational Health Counselling Services

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

☐	Name	Reason for not bidding
☒	2.1 Pricing Schedule	

Confirm Selected Lots/Line Items

The screen will update and show the response sections and any documents that need to be completed or uploaded.

5. For each document that requires a response, select **Attach a file** and upload your completed version.
 - a. If the question allows, select the speech bubble with the plus icon to add an additional document.
 - b. The icon will change to a speech bubble with lines. Select this icon to add further documents or edit documents already added.

back to Leads Desktop File Sync

Console Doc3278548373 - Gloucestershire Refugee Support Service Round: 1 Time remaining 27 days 00:31:35

Event Messages Response History

Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

Event Contents

All Content

Name	Quantity
4.0 CONTRACT TERMS & CONDITIONS Appendix 2 Contract Terms and Conditions.docx	
5.0 SPECIFICATION Appendix 1 Refugee Support Service Specification.docx	
6.0 CONTRACTUAL UNDERTAKING References	
7.0 SELECTION QUESTIONNAIRE (SQ) References	
8.0 SQ EXPLANATORY DOCUMENT Appendix 5 PSQ Tenderer PSQ Explanatory Document.docx	
9.0 AWARD CRITERIA Appendix 6 Award Criteria.docx	
10.0 KEY CRITERIA EVALUATION QUESTIONS References	
11.0 VALUE INCLUDING PRICING MODEL References	

Attach a file

6. You can then either:
 - a. select **Save as Draft** if you want to return to your response later; or
 - b. select **Submit Entire Response** when you are ready to submit.

You can amend your submission until the opportunity closes, as long as you submit the updated response before the closing date and time.

The time remaining is shown in the top right-hand corner of the screen. You are responsible for making sure your response is fully submitted before the deadline. We recommend submitting in good time because late responses cannot be accepted.

Before you submit

- Check that you have reviewed all opportunity documents.
- Complete every document or response section requested.
- Upload the correct final versions of your documents.
- Use **Save as Draft** if you need to return later.
- Select **Submit Entire Response** when you are ready to submit.
- Make sure the response is submitted before the closing date and time.

Managing questions and messages

Use the messaging function within the SAP Business Network to ask questions about the opportunity and to review any messages issued by Gloucestershire County Council. Questions should be submitted through SAP Ariba so that responses can be managed consistently through the procurement process.

How to submit a question

1. Open the tender document page.
2. Select **Compose Message**.

The screenshot shows the SAP Business Network interface for a tender document. On the left, there is a sidebar with 'Event Contents' and a list of envelopes: '1 Commercial Envelope 2' and '2 Technical Envelope 1'. The main area displays a list of tender sections: '11.0 VALUE INCLUDING PRICING MODEL', '12.0 INFORMATION MANAGEMENT AND SECURITY STANDARDS', '13.0 BASELINE SECURITY STANDARDS - PEOPLE SERVICES', and '14.0 CYBER ESSENTIALS EQUIVALENCY'. At the bottom, there is a row of buttons: 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message' (highlighted with a red box), and 'Excel Import'. A note below the buttons states: '(*) indicates a required field'. At the very bottom, a small text line reads: 'Micia Flegg (TESTPF2026@hotmail.com) last visited 27 Aug 2026 2:58:05 am PFGCCTESTAN11475842748'.

3. Complete the **Subject** and **Text** fields.
4. Select **Send**.

How to review messages

1. Open the tender document page.
2. Select **Event Messages**.

The screenshot shows the SAP Business Network console for a specific tender document, 'Doc3278548373 - Gloucestershire Refugee Support Service'. On the left, there is a sidebar with 'Console' and a list of links: 'Event Messages' (highlighted with a red box), 'Response History', 'Checklist', and 'Event Contents'. The main area displays a list of tender sections: '6.0 CONTRACTUAL UNDERTAKING', '7.0 SELECTION QUESTIONNAIRE (SQ)', '8.0 SQ EXPLANATORY DOCUMENT', '9.0 AWARD CRITERIA', '10.0 KEY CRITERIA EVALUATION QUESTIONS', and '11.0 VALUE INCLUDING PRICING MODEL'. The 'Event Messages' link is highlighted with a red box.

Additional support

For additional help using the SAP Business Network, please use the SAP Business Network supplier support website:

[SAP Business Network | Supplier Support.](#)

SAP also provides step-by-step guidance for suppliers on participating in sourcing events, including logging in, reviewing event details, downloading attachments and submitting responses:

[Participating in Sourcing Events | SAP Help Portal.](#)