



**NEW YORK**  
STATE OF  
OPPORTUNITY™

**NY Power  
Authority**

## **NYPA Ariba Supplier Onboarding Process**

By: Will Williams

# Agenda



NYPA Ariba  
Onboarding Process

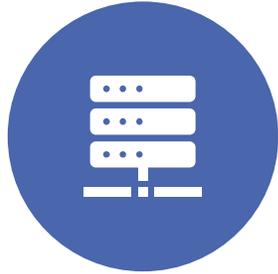


Benefits of Digital  
Bidding



How to Access NYPA  
Bidding Content

# What Is Ariba?



Ariba is a cloud based electronic procurement tool which encompasses a digital network that enhances communication, collaboration and data centralization for buyers, suppliers and stakeholder's enterprise wide



Ariba was founded in 1996 and is currently being used by 4.6 million large, mid-size and small organizations worldwide.



\$8.7 billion of goods and services sold everyday



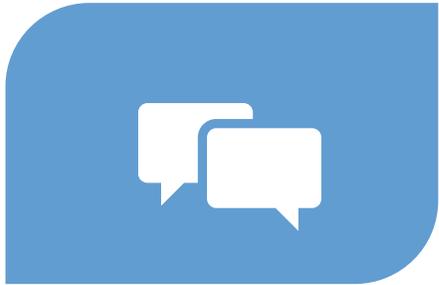
Ariba was acquired by SAP in 2012

# Why Onboard In Ariba?

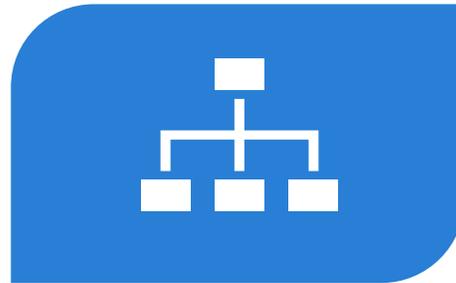
- ▶ To establish a relationship with buying organizations who are looking to source products via the Ariba Network.
- ▶ To make your business visible to potentially land a contract or subcontracting opportunity



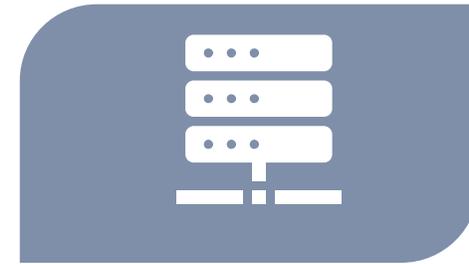
# Benefits of Digital Bidding



**EASY TO COMMUNICATE  
AMONGST STAKEHOLDERS**



**ALLOWS FOR MANAGEMENT AND  
CONSOLIDATION OF ALL SUPPLIER  
INFORMATION**



**TRANSACTIONS,  
COMMUNICATION, AND SUPPLIER  
DATA HOUSED IN ONE PLACE**

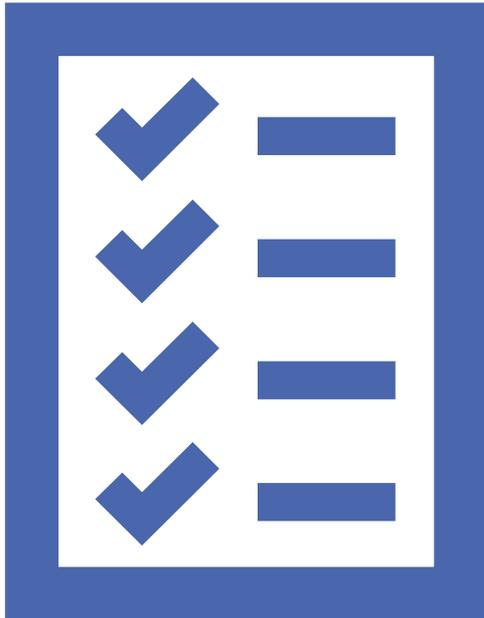
# How To Become An Approved NYPA Ariba Vendor

Must register in Ariba parent network

Link the parent Ariba account to the NYPA instance of Ariba by completion of our Supplier Profile Questionnaire

Supplier Profile Questionnaire provides NYPA with additional information; including but not limited to an organizations TAXID, DUNS Number, Corporate address and an upload of a W-9/W-8 tax verification form signed within one year of the calendar date to meet compliance parameters

# NYPA Ariba Approval Process



Upon submittal of an organizations' Supplier Profile Questionnaire the administrator will receive a system generated email informing them their profile has been forwarded to a NYPA Representative for review.

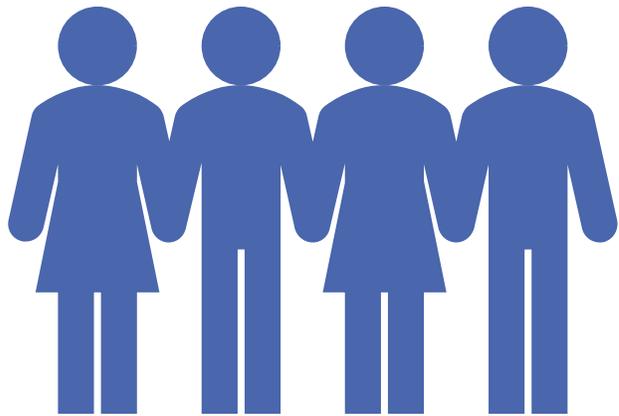
An SRM Specialist will then complete the following:

- ❖ Verify completeness of the Supplier Profile Questionnaire and confirm all applicable supporting documents are received.
- ❖ Review W-9 or W-8 form and cross reference the entity's legal business Name and Tax Identification Number to confirm that this matches the system input
- ❖ Check street address to see if there is any match in the system. *The purpose of this search is to verify if the address is the same as one of NYPA's employees. Employees and their families cannot do business with NYPA by law.*

Once these checks have been complete the Ariba System Administrator will receive an email verifying your organizations approval.

*Please note that Ariba Approval will not automatically grant access to NYPA Bidding Events*

# Registration Recommendations for Suppliers'



- ▶ We recommend adding multiple users to an organization's NYPA Ariba Profile so that access to bidding content can be viewed in lieu of an individual being out of office
- ▶ User Creation must be carried out by the organizations administrator then approved by the NYPA SRM team.

# How Suppliers Can Access NYPA Bidding Information

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Suppliers can access bidding information on our NYPA.GOV procurement console. This is where NYPA and New York State Canal Corporation procurement opportunities are posted. We announce bidding opportunities for goods and services estimated at \$50,000 or greater. In addition to our current bidding opportunities NYPA and Canal Corporation will also post its supplier outreach events here which promote economic development throughout NEW York State.

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NYPA Bidding information can also be accessed by visiting the New York State Contract Reporter which will ultimately lead to our procurement console for bidding instructions.

(<https://www.nyscr.ny.gov>)



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# Questions