

# Training Manual for Suppliers

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*Ariba Sourcing & Contracts*



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# 1. How to access Ariba Proposal and Questionnaire Dashboard

(1/2)

## Step 1

After you are successfully registered in Ariba Network and have linked your Ariba Network account with SIPCHEM account, use the link below to access Ariba Proposal and Questionnaire from SIPCHEM.

<https://service.ariba.com/Supplier.aw/125016032/aw?awh=r&awssk=Ol1hQ.xY&dard=1>

SAP Business Network

Supplier Login

1 XXXXXXXX@abc.com

2 .....

3 Login

[Forgot Username or Password](#)

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)

Supported browsers and plugins

Keep your business growing and on track

SAP Supplier Financing can address your working capital needs. With up to 100% invoice payment upon approval, it's simplifies the borrowing process. Available now on your supplier portal and for companies based in the USA.

[Learn More](#)

1. Enter your AN user id linked with SIPCHEM Account
2. Provide Password
3. Click on 'Login'

Next Step ▶

# 1. How to access Ariba Proposal and Questionnaire Dashboard

(2/2)

## Step 2

After successful login, you will land up on Ariba Proposal and Questionnaire Dashboard of SIPCHEM Account.

1	<p>Events</p> <table border="1"> <thead> <tr> <th>Title</th> <th>ID</th> <th>End Time ↓</th> <th>Event Type</th> <th>Participated</th> </tr> </thead> <tbody> <tr> <td colspan="5">▶ Status: Completed (62)</td> </tr> </tbody> </table>	Title	ID	End Time ↓	Event Type	Participated	▶ Status: Completed (62)												
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2	<p>Registration Questionnaires</p> <table border="1"> <thead> <tr> <th>Title</th> <th>ID</th> <th>End Time ↓</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="4">▼ Status: Open (1)</td> </tr> <tr> <td>Supplier Registration Questionnaire</td> <td>Doc32378210</td> <td>12/31/6103 5:44 PM</td> <td>Registered</td> </tr> </tbody> </table>	Title	ID	End Time ↓	Status	▼ Status: Open (1)				Supplier Registration Questionnaire	Doc32378210	12/31/6103 5:44 PM	Registered						
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3	<p>Qualification Questionnaires</p> <table border="1"> <thead> <tr> <th>Title</th> <th>ID</th> <th>End Time ↓</th> <th>Commodity</th> <th>Regions</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="6">▼ Status: Completed (1)</td> </tr> <tr> <td>Supplier Qualification</td> <td>Doc32424367</td> <td>12/8/2020 1:08 PM</td> <td>All Commodities All</td> <td>All All</td> <td>Qualified</td> </tr> </tbody> </table>	Title	ID	End Time ↓	Commodity	Regions	Status	▼ Status: Completed (1)						Supplier Qualification	Doc32424367	12/8/2020 1:08 PM	All Commodities All	All All	Qualified
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Standard Certificates Questionnaire	Doc32377218	1/6/2021 2:05 PM	(no value)	All All	Expired														
5	<p>Tasks</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Due Date</th> <th>Completion Date</th> <th>Alert</th> </tr> </thead> <tbody> <tr> <td colspan="5">No items</td> </tr> </tbody> </table>	Name	Status	Due Date	Completion Date	Alert	No items												
Name	Status	Due Date	Completion Date	Alert															
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This dashboard has 5 major sections –

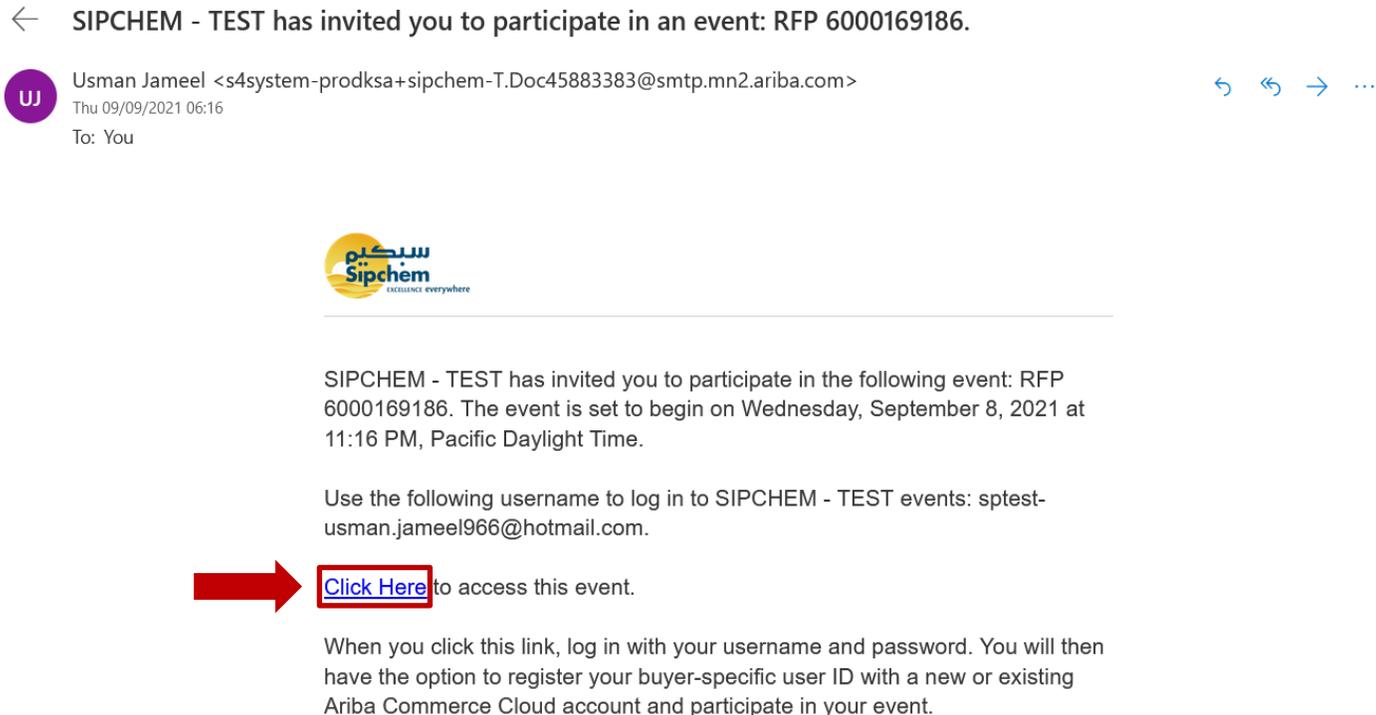
1. **Events** – This section shows a list of sourcing events (RFI / RFP / Auction) (in which SIPCHEM has invited you to participate), along with their status (i.e., 'Completed' or 'Open' or 'Pending Selection')
2. **Registration Questionnaires** – This section consists of a list of SIPCHEM registration questionnaires
3. **Qualification Questionnaires** – It shows SIPCHEM qualification questionnaires
4. **Questionnaires** – In this section, you can view SIPCHEM certificate questionnaires and collect your certificate details
5. **Tasks** – This section displays tasks created for contract negotiation (in case SIPCHEM sends contracts to you for negotiation)

## 2. How to participate in SIPCHEM Sourcing Events

(1/5)

### Step 1

You will receive an invitation mail (as shown below) to participate in SIPCHEM's sourcing events. Open the email and follow the instructions.



Click on 'Click Here' hyperlink to login to Ariba Network and access the Sourcing Event

Next Step ▶

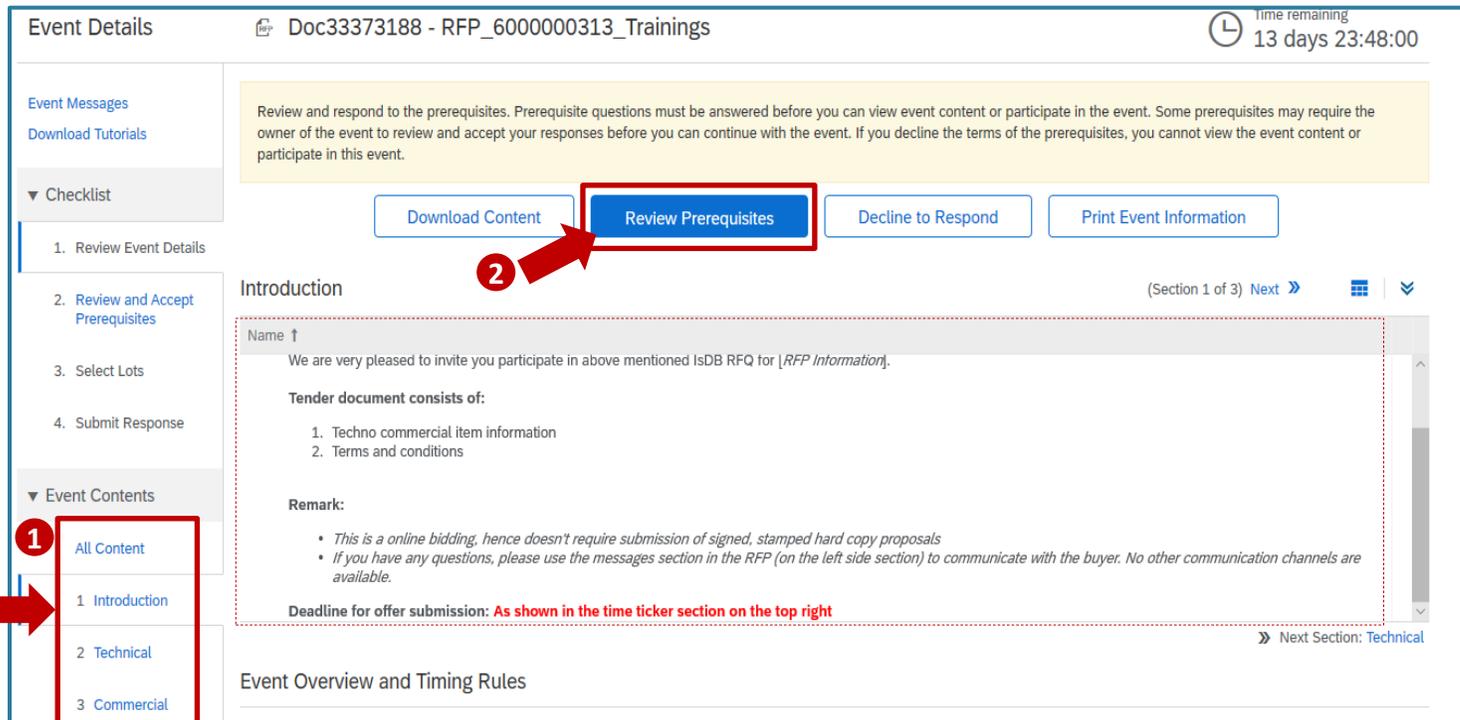
## 2. How to participate in SIPCHEM Sourcing Events

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### Step 2

After logging in to Ariba Network (using your AN user id and password), you will be directed to Sourcing Event overview.

[Note: Here, RFP has been used for demonstration.]



1. Scroll down to **'Event Contents'** (on the left side) and click on the following sub-section hyperlinks to review the content (area marked with dashed lines):

**1.1 Introduction** – Contains instructions for Suppliers

**1.2 Technical** – Consists of technical questions

**1.3 Commercial** – Consists of commercial and pricing questions

2. After reviewing the content of sourcing event, click on **'Review Prerequisites'** to proceed further.

Next Step ▶

## 2. How to participate in SIPCHEM Sourcing Events

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### Step 3

After clicking on 'Review Prerequisites', you will be directed to the Bidder Agreement page.

Prerequisites Doc33373188 - RFP\_6000000313\_Trainings

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. 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.

I accept the terms of this agreement.

I do not accept the terms of this agreement.

1. After reading the agreement terms and conditions carefully, scroll down and accept the agreement
2. Click on 'OK'

Next Step ▶

## 2. How to participate in SIPCHEM Sourcing Events

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### Step 4

After accepting the agreement, select lots for providing quotations.

Select Lots Doc47031736 - RFP\_6000169235\_Training Cancel

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. Review and Accept Prerequisites
- 3. Select Lots
- 4. Submit Res

1 → Select Lots Select Using Excel

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Reason for not bidding
<span>2</span> → <input checked="" type="checkbox"/>	3.2 O-RING,8421-0095,SAMSON	
	O-RING,8421-0095,SAMSON	

Confirm Selected Lots Cancel

1. Select the required lots
2. Click on 'Confirm Selected Lots'

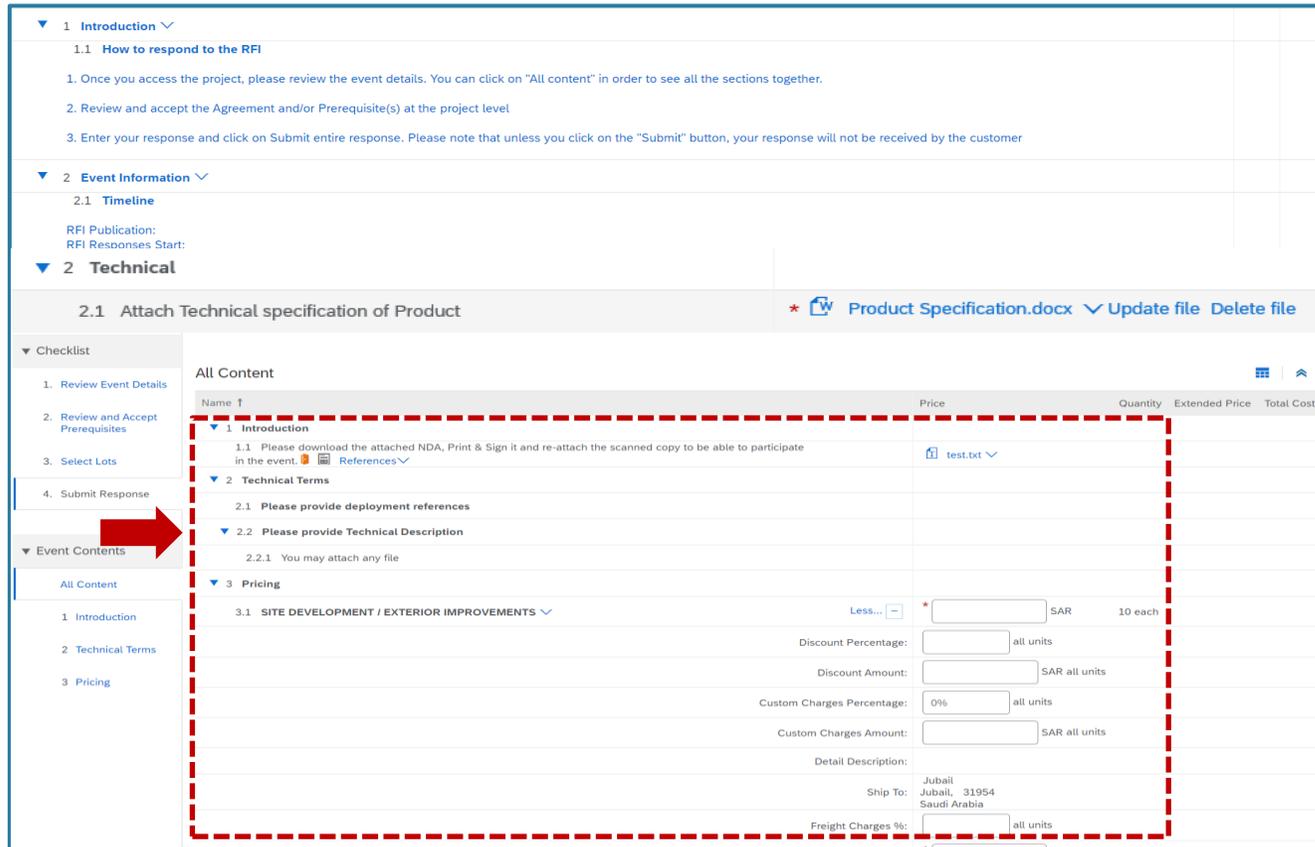
Next Step ▶

## 2. How to participate in SIPCHEM Sourcing Events

(5/5)

### Step 5

Fill and submit responses Sourcing Event after selecting lots.



1 Introduction

1.1 How to respond to the RFI

1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.

2. Review and accept the Agreement and/or Prerequisite(s) at the project level

3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received by the customer

2 Event Information

2.1 Timeline

RFI Publication:

RFI Responses Start:

2 Technical

2.1 Attach Technical specification of Product Product Specification.docx Update file Delete file

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

Event Contents

All Content

1 Introduction

2 Technical Terms

3 Pricing

Name	Price	Quantity	Extended Price	Total Cost
1 Introduction				
1.1 Please download the attached NDA, Print & Sign it and re-attach the scanned copy to be able to participate in the event. <a href="#">References</a>	<a href="#">test.txt</a>			
2 Technical Terms				
2.1 Please provide deployment references				
2.2 Please provide Technical Description				
2.2.1 You may attach any file				
3 Pricing				
3.1 SITE DEVELOPMENT / EXTERIOR IMPROVEMENTS	Less... * <input type="text"/> SAR	10 each		
	Discount Percentage: <input type="text"/> all units			
	Discount Amount: <input type="text"/> SAR all units			
	Custom Charges Percentage: <input type="text"/> 0% all units			
	Custom Charges Amount: <input type="text"/> SAR all units			
	Detail Description:			
	Ship To: Jubail, 31954, Saudi Arabia			
	Freight Charges %: <input type="text"/> all units			

1. Read all requirements and instructions carefully under **'Introduction'** section
2. Answer technical questions appropriately in **'Technical Terms'**. *Do not provide or attach commercials anywhere in this section.*
3. Provide quotation for all lots and answer other commercial questions in **'Commercial Terms'** section –
  - i. Provide Unit price (mandatory, excluding taxes) for each item
  - ii. Provide Discount (amount/percentage) in discount fields
  - iii. Provide Customs or Freight Charges if applicable
  - iv. Confirm delivery date
4. Click on **'Submit Entire Response'** and confirm it to submit responses.

*For detailed step-by-step process on submitting responses in RFI/RFP/Auctions, please refer to the **Sourcing Training Manual**.*

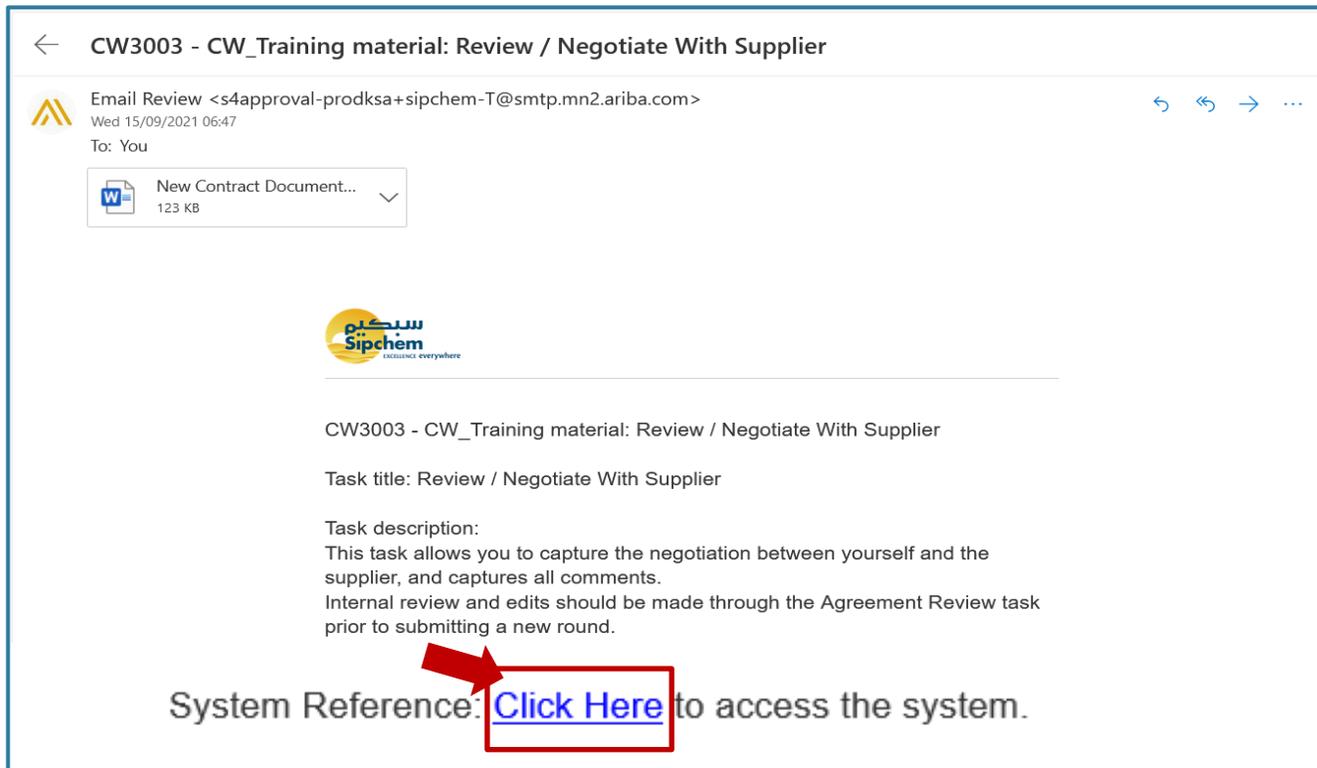
[Back to Main Menu](#)

## 3. Contract Negotiation

(1/2)

### Step 1

You will receive an email (as shown below) to negotiate with SIPCHEM on Contract.



← CW3003 - CW\_Training material: Review / Negotiate With Supplier

Email Review <s4approval-prodksa+sipchem-T@smtp.mn2.ariba.com>  
Wed 15/09/2021 06:47  
To: You

New Contract Document...  
123 KB



CW3003 - CW\_Training material: Review / Negotiate With Supplier

Task title: Review / Negotiate With Supplier

Task description:  
This task allows you to capture the negotiation between yourself and the supplier, and captures all comments.  
Internal review and edits should be made through the Agreement Review task prior to submitting a new round.

System Reference: [Click Here](#) to access the system.

- Click on **'Click Here'** next to **System Reference** to login to Ariba Network and accept the proposal or provide a counter proposal

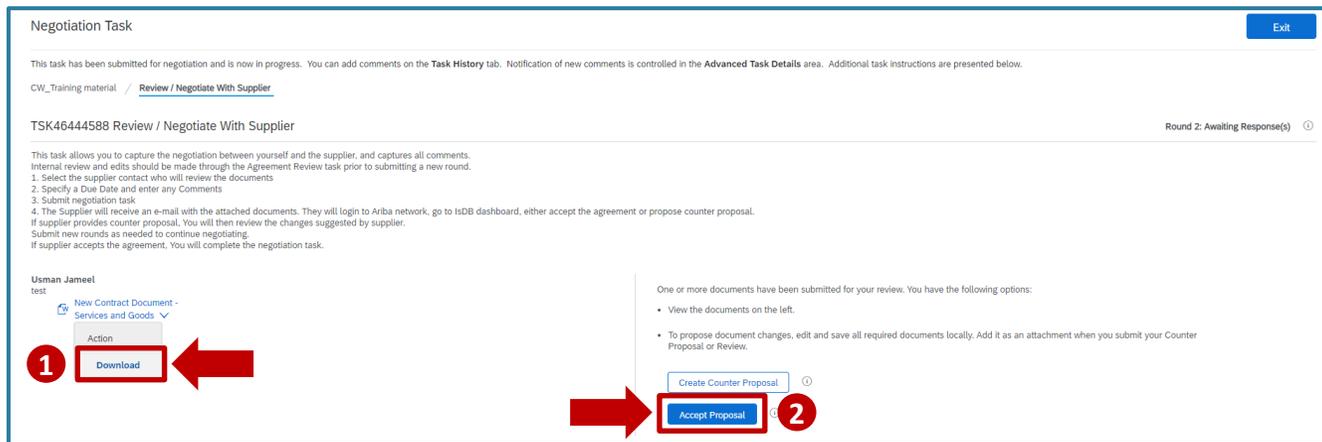
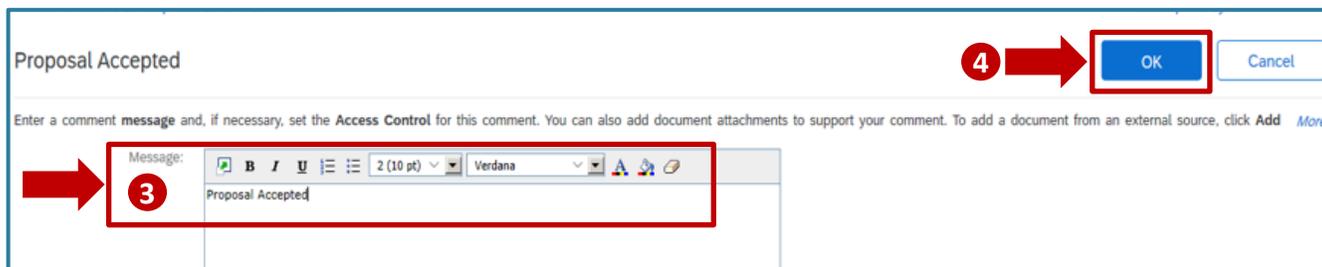
Next Step ▶

## 3. Contract Negotiation – Proposal Acceptance

(2/2)

### Step 2

After you click on **System Reference** link and login to Ariba Network, you will be directed to **‘Negotiation Task’** list. Here, you can either accept the proposal or provide deviations in counter proposal.

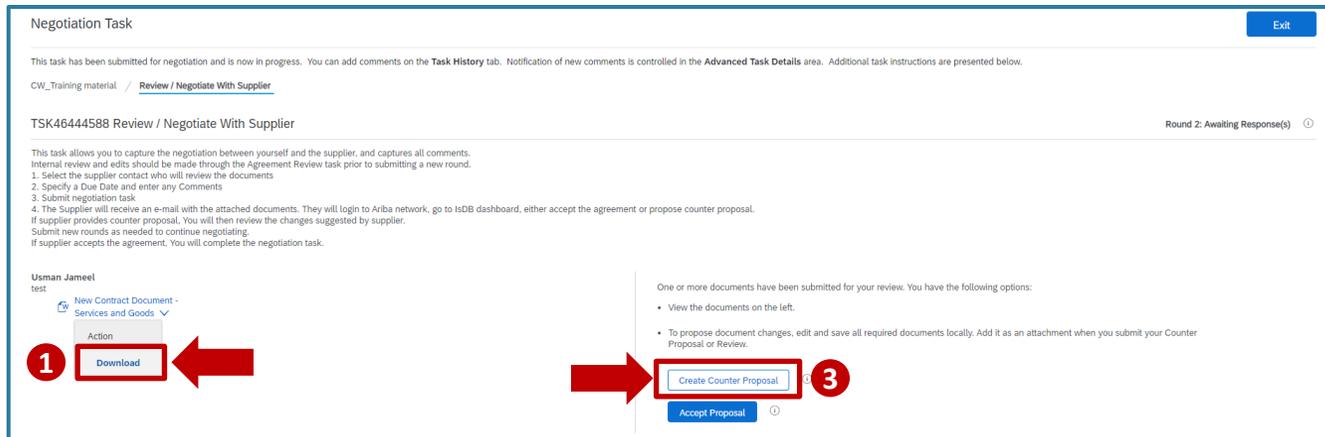
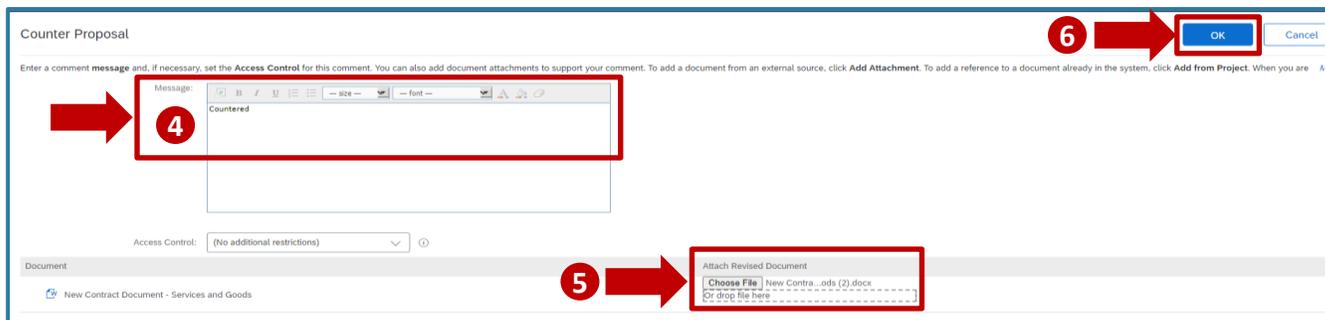
To accept the proposal:

1. Click on **‘Download’** to open and go through the agreement
2. Once done, come back to Ariba webpage and click on **‘Accept Proposal’** to accept the proposal
3. Enter your remarks/comments for ISDB Procurement Team in the **‘Message’** box
4. Finally, click on **‘OK’**

## 4. Contract Negotiation – Counter Proposal

### Step 1

After you click on **System Reference** link (in the email received) & login to Ariba Network, you will be directed to **‘Negotiation Task’** list. Here, you can either accept the proposal or provide deviations in counter proposal. If you provide a counter proposal, SIPCHEM Procurement team will review your deviations & send back revised agreement for your acceptance.

To provide counter proposal:

1. Click on **‘Download’** to open and go through the agreement
2. Make the relevant changes while ensuring the following:
  - Maintain document formatting
  - You may add/delete clauses in the agreement sent by SIPCHEM
  - Do not stop tracking
  - Save the updated document locally on your desktop
3. Once done, come back to Ariba webpage and click on **‘Create Counter Proposal’** to submit your proposed changes
4. Enter your remarks/comments for IsDB Procurement Team in the **‘Message’** box
5. Attach the revised agreement by clicking on **‘Add Attachment’**
6. Finally, click on **‘OK’** to submit your counter proposal

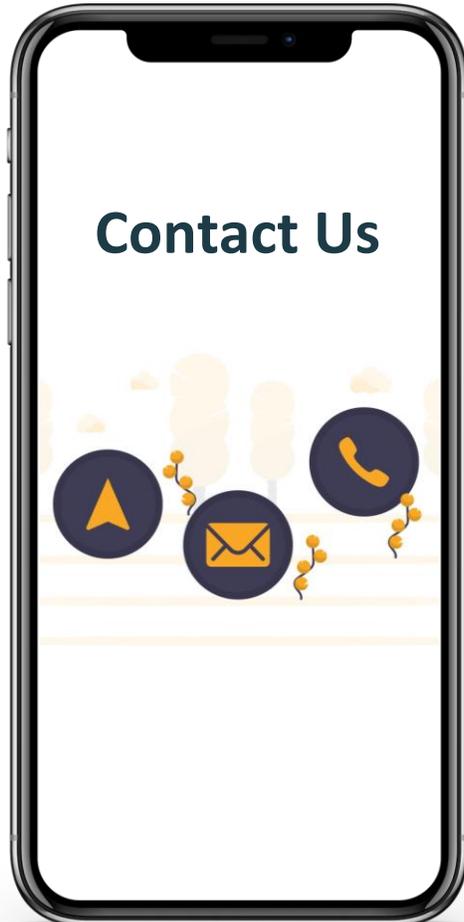


# Contact Us

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# Thank You

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