



Training Manual for Suppliers

Ariba Sourcing & Contracts







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1. How to access Ariba Proposal and Questionnaire Dashboard

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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

Sal Business Network -	0
Supplier Login 1 xxxxxx@abc.com 2 3 Login Forgot Username or Password	Keep your business growing and on track Image: 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
New to SAP Business Network? Register Now or Learn More	• • • •

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



1. How to access Ariba Proposal and Questionnaire Dashboard

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Step 2

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

Events						
Title	ID	End Time	Ļ	Event Type	Participate	d
Status: Completed	(62)					
Registration Que	estionnaires					
Title		ID		End Time ↓	Stat	tus
▼ Status: Open (1)					
Supplier Registration	Questionnaire	Doc323	78210	12/31/6103 5:44 PM	Reg	gistered
Qualification Qu	estionnaires					
Title	ID	End Time ↓		Commodity	Regions	Status
▼ Status: Comple	ted (1)					
Supplier Qualification	Doc32424367	12/8/2020 1:0	8 PM	All Commodities All	All All	Qualified
Questionnaires						
Title		ID	End Time 🕴	Commodity	Regions	Status
▼ Status: Open (1)					
Standard Certificates	Questionnaire	Doc32377218	1/6/2021 2:05	PM (no value)	All All	Expired
Tasks						
Name	Status	Due Date	Comple	tion Date	Aler	t
			No items			

This dashboard has 5 major sections -

- 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
- Tasks This section displays tasks created for contract negotiation (in case SIPCHEM sends contracts to you for negotiation)

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2. How to participate in SIPCHEM Sourcing Events

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

\leftarrow	SIPCHEM -	TEST	has invite	d you to	participate in	n an	event: RFP	6000169186
--------------	-----------	------	------------	----------	----------------	------	------------	------------

Usman Jameel <s4system-prodksa+sipchem-T.Doc45883383@smtp.mn2.ariba.com> Thu 09/09/2021 06:16 To: You $5 \quad \stackrel{\bullet}{\longrightarrow} \quad \rightarrow \quad \cdots$

SIPCHEM - TEST has invited you to participate in the following event: RFP 6000169186. The event is set to begin on Wednesday, September 8, 2021 at 11:16 PM, Pacific Daylight Time.

Use the following username to log in to SIPCHEM - TEST events: sptestusman.jameel966@hotmail.com.

Click Here to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

Click on **'Click Here'** hyperlink to login to Ariba Network and

access the Sourcing Event





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SAHL

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.*]

Event Details	Doc33373188 - RFP_6000000313_Trainings	Ime remaining 13 days 23:48	3:00
Event Messages Download Tutorials	Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerect participate in this event.	n the event. Some prerequisites may require the quisites, you cannot view the event content or	
▼ Checklist	Download Content Review Prerequisites Decline to Respond	Print Event Information	
1. Review Event Details			
2. Review and Accept	Introduction	(Section 1 of 3) Next »	≽
 Select Lots Submit Response 	Name ↑ We are very pleased to invite you participate in above mentioned IsDB RFQ for [<i>RFP Information</i>]. Tender document consists of: 1. Techno commercial item information 2. Terms and conditions		^
▼ Event Contents	Remark:		
1 All Content	 This is a online bidding, hence doesn't require submission of signed, stamped hard copy proposals If you have any questions, please use the messages section in the RFP (on the left side section) to communicate with the available. 	buyer. No other communication channels are	
1 Introduction	Deadline for offer submission: As shown in the time ticker section on the top right		~
2 Technical		Next Section: Tec	:hnical
3 Commercial	Event Overview and Timing Rules		

 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



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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	Prerequisites must be completed prior to participation in the event.
1. Review Event Details	
 Review and Accept Prerequisites 	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'):
3. Select Lots	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, constrained of Databaset a bid.
4. Submit Response	 Presentation, or any other aspect of Participant's bid. 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.
1 🗖	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'**





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After accepting the agreement, select lots for providing quotations.

Select Lots	Doc47031736 - RFP_6000169235_Training	Cancel
▼ Checklist	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.	
 Review Event Details Review and Accept 	Select Lots Select Using Excel	
Prerequisites	Lots Available for Bidding	
4. Submit Res	Image: Ware Reason for not bidding Image: Ware 3.2 O-RING,8421-0095,SAMSON Image: Ware Image: Ware	
	0-RING,8421-0095,SAMSON	
2	Confirm Selected Lots	
		Cancel

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





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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	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 respons	e and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be rec	eived by the customer				
2 Event Information						
2.1 Timeline						
RFI Publication: RFI Responses Start: 2 Technical						
2.1 Attach T	echnical specification of Product * 🕑 Product	ict Specification.docx 🗸 Update file Delete file				
▼ Checklist						
1. Review Event Details	All Content	■ ◆				
	Name †	Price Quantity Extended Price Total Cost				
 Review and Accept Prerequisites 	▼ 1 Introduction					
3. Select Lots	1.1 Please download the attached NDA, Print & Sign it and re-attach the scanned copy to be able to participate in the event. 🛢 📓 References \vee	f test.txt ∽				
4 Cubmit Deserves	▼ 2 Technical Terms					
4. Submit Response	2.1 Please provide deployment references					
	▼ 2.2 Please provide Technical Description					
▼ Event Contents	2.2.1 You may attach any file					
All Content	▼ 3 Pricing					
1 Introduction	3.1 SITE DEVELOPMENT / EXTERIOR IMPROVEMENTS V	SAR 10 each				
2 Technical Terms	Discount Percentag	ge: all units				
3 Pricing	Discount Amou	SAR all units				
	Custom Charges Percentage: 0% all units					
	Custom Charges Amount: SAR all units					
	Detail Descriptio	in:				
	Ship 1	Jubail fo: Jubail, 31954 Saudi Arabia				
	Freight Charges	At 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**.







3. Contract Negotiation

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Next Step

Step 1

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

\leftarrow	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</s4approval-prodksa+sipchem-t@smtp.mn2.ariba.com>	$5 \stackrel{\bullet}{\longrightarrow} \stackrel{\bullet}{\longrightarrow} \cdots$
	New Contract Document 123 K8 Image: New Contract Document Internal review and edits should be made through the Agreement Review task	
	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



3. Contract Negotiation – Proposal Acceptance

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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.

Negotiation Task	Ext
This task has been submitted for negotiation and is now in progress. You can add comments on the Task History tab. Notification of new comments in	controlled in the Advanced Task Details area. Additional task instructions are presented below.
CW_Training material / Review / Negotiate With Supplier	
TSK46444588 Review / Negotiate With Supplier	Round 2: Awaiting Response(s)
This task allows you to capture the negotiation between yourself and the supplier, and captures all comments. Internal review and edits should be mode through the Agreement Review task prior to submitting a new round. 1. Select the supplier contract who will review the documents 2. Specif a Due bate and enter any Comments 3. Submit negotiation task 4. The Supplier will review an e-mail with the attached documents. They will login to Ariba network, go to IsDB dashboard, either accept the agreement if supplier provides counter proposal, You will then review the changes suggested by supplier. Submit negotiation task 3. Submit negotiation task and the supplier accepts the agreement, You will complied the negotiation task.	t or propose counter proposal.
Usman Jameel test	One or more documents have been submitted for your review. You have the following options:
© New Contract Document - Services and Goods ∨	View the documents on the left.
1 Download	To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal Center Proposal Create Counter Proposal

Proposal Accepted		4 OK Cancel
Enter a comment message and Message:	if necessary, set the Access Control for this comment. You can also add document	t attachments to support your comment. To add a document from an external source, click Add More

To accept the proposal:

- Click on **'Download'** to open and go through the agreement
- 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'**

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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.

Negotiation Task	Exit			
This task has been submitted for negotiation and is now in progress. You can add comments on the Task History tab. Notification of new comments is controlled in the Advanced Task Details area. Additional task instructions are presented below.				
TSK46444588 Review / Negotiate With Supplier	Round 2: Awaiting Response(s)			
This task allows you to capture the negotiation between yourself and the supplier, and captures all comments. Internal relevand edits should be mude through the Agement Review task prior to submitting a new round. 1. Select the supplier contact who will review the documents. 2. Specify a Due Data and enter any comments. 3. Submit negotiation task. 4. The Supplier will review in the the attached documents. They will login to Ariba network, go to IsDB dashboard, either accept the agreement f supplier provides counter proposal, You will then review the changes suggested by supplier. Submit negotiation task and the network will be applied by supplier. Submit negotiation as a needed to continue negotiation; ff supplier accepts the agreement, You will complete the negotiation task.	nt or propose counter proposal.			
Usman Jameel test	One or more documents have been submitted for your review. You have the following options:			
Control Contro	View the documents on the left. To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter			
	Proposal or Review.			
	Create Counter Proposal Create			
Counter Proposal	6 Ск Cancel			
Erter a comment message and, if necessary, set the Access Control for this comment, You can also add document attachments to support your comm Message:	ent. To add a document from an external source, click Add Attachment. To add a reference to a document already in the system, click Add from Project. When you are More			
Access Control: (No additional restrictions) V ()	Attach Revised Document			
New Contract Document - Services and Goods	Choose File New Contradd (2).docc Sy dog life hee			

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
- 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

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Contact Us







Contact Information





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Thank You