CHEMISTRY THAT MATTERS™

# FOR SABIC SUPPLIERS

# **ARIBA SOURCE TO** CONTRACT GUIDE

# PACE PROGRAM



# **TABLE TO CONTENT**

1.1	Overall Process of responding to sourcing event for contract in SAP Ariba3
1.2	Step 1: Respond to sourcing event communication email4
1.3	Step 2: Login to Ariba4
1.4	Step 3: Supplier will click on Ariba Proposals and Questionnairs5
1.5	Step 4: Supplier will select the event types (RFP) to bid5
1.6	Step 5: Click on Review Prerequisites6
1.7	Step 6: Accept Bidder Agreement6
1.8	Step 7: Select Line Item to bid7
1.9	Step 8: Submit Response (By clicking Submit Response)7
1.10	Step 9: Supplier can communicate to buyer by clicking on Compose Message8
1.11 comn	Step 10: Supplier can access Event Messages for accessing buyer nunication messages
Note:	Buyer will be responding to the message via message board
1.12	Overall Process of contract review responding to sourcing event for contract10
2.2	Step 1: Click on the notification email for the received contract
2.3 "Nego	Step 2: Login to Ariba and click on Proposal and Questionnaires and click on otiate Contract"
2.4	Step 3a: Review and Accept Proposal12
2.5	Step 3b: Review and Counter Proposal12
3.1	Video Guide14
4.1	FAQ





# 1.1 Overall Process of responding to sourcing event for contract in SAP Ariba

Below steps, demonstrate how SABIC suppliers can participate on sourcing event for contract:



## Important Note

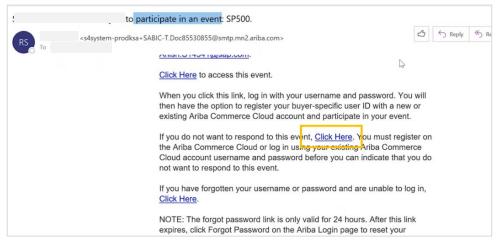
 To be able to participate on the sourcing event for contract you need to make sure that your company has been registered in Ariba and the supplier status in Ariba must be "Registered"





# 1.2 Step 1: Respond to sourcing event communication email

Once SABIC Procurment invites you to participate on the sourcing event, your compmnay will recive a cooomunication email sent by Ariba as below, then supplier shall click on the Sourcing Event Invitation Link



# 1.3 Step 2: Login to Ariba

Supplier shall login via Ariba username & password.

SAP Ariba 🎊	
Supplier Login	
Login Forgot Username or Password	



### Step 3: Supplier will click on Ariba Proposals and 1.4 Questionnairs

Supplier shall click on Ariba Proposals and Questionnairs (left side of the screen on the top)

Ariba Proposals and Questionnaires	Standard Account     Get enter	rprise account TEST MODE			∍ 0 0	
SABIC - There are Ariba Proposals And Questionnaire	Welcome to the Ariba Spend	Aanagement site. This site as	sists in identifying world class su	ppliers who are market le	eaders in	~
	quality, service, and cost. Arib	a, Inc. administers this site in	an effort to ensure market integri	ty.		~~~~
	Events					Π
	Title	ID	End Time 4	Event Type	Participa	ed
	▼ Status: Completed (3)					
	Mohammed RFP Global	Doc81512208	2/7/2023 1:06 PM	RFP	Yes	
	RFP Templates Test	Doc81636039	1/19/2023 8:15 PM	RFP	Yes	
	Ariba Implementation	Doc81530204	1/18/2023 2:21 PM	RFP	Yes	
	▼ Status: Open (1)					
	Sourcing Project	Doc86491344	3/26/2023 7:36 AM	RFP	No	
	Risk Assessments					m

### Step 4: Supplier will select the event types (RFP) to 1.5 bid

### Note: RFP will be visible at "STATUS OPEN"

	Title	ID	End Time 4		Event Type	Participated	
	▼ Status: Completed (3)						
	Mohammed RFP Global	Doc81512208	2/7/2023 1:06 PI	M	RFP	Yes	
	RFP Templates Test	Doc81636039	1/19/2023 8:15 8	PM	RFP	Yes	
	Ariba Implementation	Doc81530204	1/18/2023 2:21	PM	RFP	Yes	
₽.	▼ Status: Open (1)						
	Sourcing Project	Doc86491344	3/26/2023 7:36 4	AM	RFP	No	
	Risk Assessments						
	Title ID	End Time 4		Event Typ	e		
			No items				
	Registration Questionnai	res					=
	Title		ID	End Time	L.	Status	
	▼ Status: Open (1)						
	Supplier Registration Questionna	aire	Doc79273674	1/18/6106 5	5:25 PM	Registered	
	Qualification Questionna	ires					
		- ·	200				





## 1.6 Step 5: Click on Review Prerequisites

Note: supplier can see the documents number that can be shared with the buyers for further communication , once all set please click on "Review Prerequisites"

Ariba Sourcir	ng
o back to SABIC - TEST Dashbo	sard
Event Details	CoceB6491344 - Sourcing Project
Event Messages Download Tutorials	Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and act you decline the terms of the prerequisites, you cannot view the event content or participate in this event.
▼ Checklist	Download Content Review Prerequisites Decline to Respond Print Event Information
1. Review Event Details	
2. Review and Accept Prerequisites	Primary
3. Select Lots/Line Items	All Content
4. Submit Response	Name 1 Price Quantity
	1 Terms & Conditions III References V
<ul> <li>Event Contents</li> </ul>	2 Code of Conduct
All Content	3 SHEM
	4 RFP Requirement (Buyer to attach Scope/Drawing if Any)
5 General Questions &	5 General Questions & Requirements More +
6 Technical Submission	▼ 6 Technical Submission 4
7 Commercial Submission	Event Overview and Timing Rules
	Owner: Ritesh Salian (i) Currency: US Dollar
	Event Type: RFP Commodity: Chalk 11101506
	Publish time: 3/6/2023 7:36 AM
	Due date: 3/26/2023 7:36 AM

# 1.7 Step 6: Accept Bidder Agreement

Supplir shall accept the the trems and click "OK"

Checklist	Prerequisites must be completed prior to participation in the event.
Checklist  1. Review Event Details  2. Review and Accept Perreputities  3. Select Loss Line Rems  4. Submit Response	In consideration of the apportunity to participate in on-line events (On-Line Events) held and conducted by the company sponsoring this On-Line Event (Sponsor) on the web ale (this Star) heated by Arba. Inc. (Site Owner), your company (Hartispant' or Your) agrees to the following terms and conducted methods are used as a context to an event of the company sponsoring this On-Line Event (Sponsor) on the web ale (this Star) heated by Arba. Inc. (Site Owner), your company (Hartispant' or Your) agrees to the following terms and conducted methods are used as a context to an event of the company sponsoring this On-Line Event.)





# 1.8 Step 7: Select Line Item to bid

Select Lots	Doc86491344 - Sourcing Project
▼ 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 can
1. Review Event Details	Select Lots/Line Items Select Using Excel
2. Review and Accept Prerequisites	Lots Available for Bidding
3. Select Lots/Line Items	Name Name
4. Submit Response	√ 7.9 testing
	testing
	9 testing
	testing
	Confirm Selected Lots/Line Items
Jack Taylor (test05-hegdeg@sa © 1995–2019 Ariba, Inc. All rights n	abic.com) last viulted 5 Mar 2023 7:45:59 PM CC_16808_Advanced_Material Sup AMR AN11167361317-T eserved.

# 1.9 Step 8: Submit Response (By clicking Submit Response)

### Note:

- 1) Attach technical proposal if requested, <u>Do not</u> attach commercial proposal in technical section
- 2) Attach commercial proposal in commercial section only.
- Please fill all the required filled with red Asterisk (\*) and then click on Submit Response

1. Review Event Details	All Content							*
	Name †			Price	Quantity	Extended Price	Total Cost	
<ol> <li>Review and Accept Prerequisites</li> </ol>	3 SHEM							
3. Select Lots/Line Items	4 RFP Requirement (Buyer to attach Scope/Drawing if Any)							
	5 General Questions & Requirements	More +						
4. Submit Response	▼ 6 Technical Submission							
	6.1 Technical Submission by Supplier			*Attach a file				
Event Contents	7 Commercial Submission		7					
All Content	7.2 Commercial Submission by Supplier		L	*Attach a file		6		
5 General Questions &	7.3 Payment Term			ID30 30 Days from Invoic Date				
5	7.4 Incoterms			DAP Delivery at Place				
6 Technical Submission 7 Commercial Submission	7.5 Incoterm Location			vadodara				
	7.6 Shipping Instruction			08 Free delivered / Truck				
	7.8 ADPTR:TYP BEARING V	Less		* INR	20 each			
	ADPTR:TYP BEARING							
		Lead Time (In days):		*				
		Requested Delivery Date:		Tue, 30 May, 2023				1
	7.9 BAR: TYP SLIDE BOLT KIT 🗸	More +		* INR	100 Piece			
	4							Þ.
	(*) indicates a required field							



# 1.10 Step 9: Supplier can communicate to buyer by clicking on Compose Message

**Note:** Compose Message will be used for any clarification related to RFP with buyer.

All Content	7.2 Commercial Submission by Supplier eAttach a file
5 General Questions &	7.3 Payment Term ID30 30 Days from Invoic Date
5	7.4 Incoterms DAP Delivery at Place
6 Technical Submission	vædodana
- Commercial	7.5 Incotern Location
Submission	
	7.6 Shipping Instruction 08 Free delivered / Truck
	7.8 ADPTR:TYP BEARING V Less INR 20 each
	ADPTR:TYP BEARING
	Lead Time (In days):
	Requested Delivery Date: Tue, 30 May, 2023
	7.9 BAR:TYP SLIDE BOLT KIT V More+ III INR 100 Piece
	4
	(*) indicates a required field
	Submit Entire Response         Update Totals         Save draft         Import cost groups         Compose Message         Excel Import

# 1.11 Step 10: Supplier can access Event Messages for accessing buyer communication messages

Note: Buyer will be responding to the message via message board

		○ 16 days 1
Event Messages Response History	Primary	
▼ Checklist		
1. Review Event Details	All Content	
2. Review and Accept	Name †	Price Quantity Extended Price Total
2. Review and Accept Prerequisites	3 SHEM	
3. Select Lots/Line Items	4 RFP Requirement (Buyer to attach Scope/Drawing if Any)	
	5 General Questions & Requirements More +	
<ol><li>Submit Response</li></ol>	▼ 6 Technical Submission	
	6.1 Technical Submission by Supplier	*Attach a file
▼ Event Contents	▼ 7 Commercial Submission	
All Content	7.2 Commercial Submission by Supplier	*Attach a file
5 General Questions &	7.3 Payment Term	ID30 30 Days from Invoic Date
5	7.4 Incoterms	DAP Delivery at Place
6 Technical Submission	7.5 Incoterm Location	Vadiodara
7 Commercial Submission		to the second seco

# CONGRATULATIONS

You Have Submitted Your Technical and Commercial Proposal Successfully



# RESPONDING TO RECEIVED CONTRACT

# 1.12 Overall Process of contract review responding to sourcing event for contract

Below steps, demonstrate how SABIC suppliers can review the received contract.

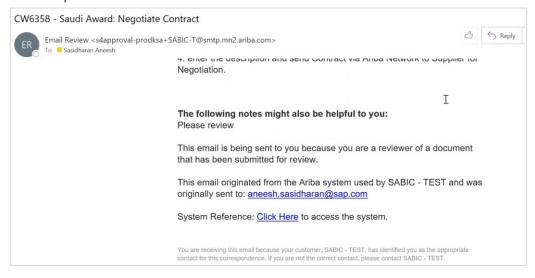






# 2.2 Step 1: Click on the notification email for the received contract

Upon contract award you will receive a notification email form SAP Ariba, see the below picture:



# 2.3 Step 2: Login to Ariba and click on Proposal and Questionnaires and click on "Negotiate Contract"

Supplier shall click on Ariba Proposals and Questionnairs and click on "Ariba Contracts" option (left side of the screen on the top)

AP	Ariba Contracts 🗸	Standard Account	Get enterprise account	TEST MODE				Ę	0	0	GH
SABIC											
There are	2										
	Ariba Contracts		quality, service, and cost	end Management site. This site assists in Ariba, Inc. administers this site in an effo	ort to en	ving world class su sure market integr	ippliers who are ity.	market leade	ers in	1	
			Home								
			Tasks								
									Г	Sear	ch 🗸
			Name			Status	Due Date	Completie	on Date	14	Alert
			▼ Project: ALTRAD TEST	2-JR (1)							
			Privacy Control Review	V	G	Not Started					
			▼ Project: Contract Demo	onstration (1)							
			Negotiate Contract		۲	In Progress					
			▼ Project: Copy of MB E	2E 01/23/2023 09:55 AM (1)							
			Approval of Inherent R	isk Screening Questions	۲	In Approval					



## 2.4 Step 3a: Review and Accept Proposal

Note: supplier for acceptance of terms & conditions will use this step. Supplier will click on the "Accept Proposal" and in the next step Click "OK". Refer next section, for "counter proposal" for the contract

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 Contract Workspace Legal / Negotiation for External - Contract Docu	new comments is controlled in the Advanced Task Details area. Additional task instructions are presented below.
TSK94013799 Negotiation for External - Contract Documents	Round 1: Awaiting Response(s)
Please review	
Ritesh Salian Please review  Caternal - Contract Documents (Read Only)	One or more documents have been submitted for your review. You have the following options:
Template Warehousing Corract Corract (Liquids)(24.07.2022) ∨	<ul> <li>To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.</li> </ul>
ℓ Line items Document ∨	Create Counter Proposal Accept Proposal
Ariba Contract Management	III Company Settings + Ganapathi Hegde Help + Messages >>
x Go baok to SABC - TEST Daviboard Proposal Accepted	Deatop File Sync CK Cancel Cancel
	nt. 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
Message: (C) <u>B</u> <u>I</u> <u>U</u> <u>E</u> <u>E</u> <u>E</u> <u>enc</u> <u>V</u> <u>-</u> <u>fot</u> <u>-</u> <u>V</u> <u>A</u> <u>U</u> <u>C</u> Proposil Accepted	
4	
Access Control:	
Additional Attachments	
	No items
Delete Add attachment	
Garaganis Hegite (hest): Angelegification men bare winter 5 Nar 2023 8:20:58 PM Teer Suppler, CC, 36038, 38 Dec 2022 ANTIMA97546-T 0 2066-2023 Antia, ter, All agen mennen.	CK Cancel SAP Business tressort Privacy Statement Security Disclosure Terms of Use

## 2.5 Step 3b: Review and Counter Proposal

**Note:** Supplier will use this step only for proposing alternate terms & conditions, which will be further, review by buyer. Supplier will click on "Create Counter Proposal".





Negotiation Task	Exit
This task has been submitted for negotiation and is now in progress. You can add comments on the Task H Contract Workspace Legal. / <u>Negotiation for External - Contract Docu</u>	fistory tab. Notification of new comments is controlled in the Advanced Task Details area. Additional task instructions are presented below.
TSK94013799 Negotiation for External - Contract Documents	Round 1: Awaiting Response(s)
Please review	
Ritesh Salian Please review External - Contract Documents (Read Only)	One or more documents have been submitted for your review. You have the following options:  View the documents on the left.
Template Warehousing ⊕ Contract (Liquids)(24.07.2022) ∨	<ul> <li>To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.</li> </ul>
ℓ Line Items Document ∨	Create Counter Proposal

Note: In the below screenshot, supplier will attach the counter proposal (contract document) in the "choose file" option. Once document is attached, please click "OK"

Counter Proposal		Cancel
Enter a comment message and, if nece	ssary, set the Access Control for this comment. You can also add document attachments to suppo	t your comment. To add a document from an external source, click Add Attachment. To add a reference to a document already in the More
Message:	(2) B I U  = = −see − Y −fort − Y A A A A Countered	4
Access Control:	· · 0	
Document		Attach Revised Document
External - Contract Document  Template Warehousing Co		Choose File ] No file chosen Or drop file here







## 3.1 Video Guide

In this section, you can find SAP Ariba demonstration on contract review and negotiation:

ent Desits	At Content			
income Manny	have t			
twee Daniers	13 Servers	North Color C		
Alcows		Presid Code: mpter: D day AliAnual D		
Connect Supplier		Complete: SustanticSt v Sustanticipe: Complete: St v		
P advantation	1.14 Deep your organization have a Will Tax number	- m v		
> San Grant	117 Prese porter Millio Oncio	Guary Hugins Teach Assoc (NA w)		
Annual Const		Sauf Antoine Tacilype Tacilandee Sauf Antoine Vol Tegleneiter Antoine Organisation Sealth/2000/06/2002		
	1.18. Company Registration Dates			
Carolicati.	1.19 Conversión Propinsione - Provincio Stancio - Principal de Nacione	2 HTMRTON		
Passe select	LID Drucks harter			
an Annual	Lit America			
	<ul> <li>2 Administration</li> </ul>			
14 Ownership Ortalia	kt desetfecture	Real		
15 Management Decade	13 CeletizeNew	- Green		
ta Company Managina	3.3. Generation Tran			
L'Anones	14 EstatEnd	and president		
18 Declaration	XX Earthe? Mugit old Sourcey Sole	(Martin 18:38		
Di Deconcon	2.6 Control Mediate			
	22. Samar Mala Cavity Care	W V		

## Network Account Creation & Responding To Registration Questionnaires

### <u>Click here to Play</u>

Password: Ariba@2023

FP Global	Doc81512208	2/7/2023 1:06 Pi	
s Test	Doc81636039	1/19/2023 8:15	
entation	Doc81530204	1/18/2023 2:21 F	
Open (1)			
ect	Doc86491344	3/26/2023 7:36 A	
sments			
ID	End Time ↓		
		06:35	
	s Test entation Open (1) ect sments	s Test         Doc81636039           entation         Doc81530204           Open (1)	

## Responding To Sourcing Event By Suppliers

### <u>Click here to Play</u>

Password: Ariba@2023

Nar	ne		Status	Due Date	Complet
۳	Project: ALTRAD TEST 2 - JR (1)				
	Privacy Control Review	G	Not Started		
v	Project: Contract Demonstration (1)				
	Negotiate Contract		In Progress		
۳	Project: Copy of MB E2E 01/23/2023 09:55 AM (1)				
	Approval of Inherent Risk Screening Questions	۲	In Approval		
¥	Project: Copy of Test Request 02/15/2023 10:44 AM (1)				
	Approval of Inherent Risk Screening Questions		In Approval	_	
v	Project: Cyber for Chevron U.S.A. Inc. (1)			03	:49
	Approval for Cyber	E	In Approval		

## Responding To Received Contract By Suppliers

### <u>Click here to Play</u>

Password: Ariba@2023





## 4.1 FAQ

- 1. Do I need to create SAP Ariba account to participate on the sourcing event? Yes, please refer to video guide in the section 3.1
- If I am registered with SABIC and I have a vendor code already do, I still need to register in Ariba to participate on the sourcing event. Yes, please refer to video guide in the section 3.1
- 3. Do SABIC suppliers still need to use SRM? SRM will be used for operational / Spot bidding while Ariba will be used for Strategic procurement
- 4. What if we already have ARIBA account? Do we still need to do any further action for qualification with SABIC?

Yes, please refer to video guide in the section 3.1

5. From where we will submit the invoices and payment request? Will it be in ARIBA? Or it will remains in SRM?

Invoices submission and process remain the same in e-business portal. Ariba will be used for:

- Managing your company profile with SABIC
- Participate on the sourcing event for strategic procurement
- Managing your contracts with SABIC
- Monitor your company performance with SABIC
- Use Supplier Support Application to raise request to SABIC
- Other application related to improvement plan
- 6. For technical and knowledge support for ARIBA strategic sourcing, how should I contact SABIC? Do we need to use the contact us?

For the supplies to raise any support request, you may use the application in Ariba "Supplier Support Application", or approach the call center or you can raise a ticket via "Contact Us" page in Sabic supplier portal " Click here"

7. Does SAP Ariba has data privacy policy?

Please refer to <u>SAP Privacy Statement</u>

- 8. For payment issues, do we need to utilize contact us? For the supplier to raise any support request, you may use the application in Ariba "Supplier Support Application".
- 9. Do I have to agree to the terms and conditions in ARIBA in order to participate? Yes
- 10. I do not have an ARIBA account, from where should I start? You may refer to supplier manual allocated in SABIC supplier portal "<u>Click here</u>", or please refer to the video in section 3.1



