



PACE PROGRAM

# ARIBA SOURCE TO CONTRACT GUIDE

FOR SABIC SUPPLIERS

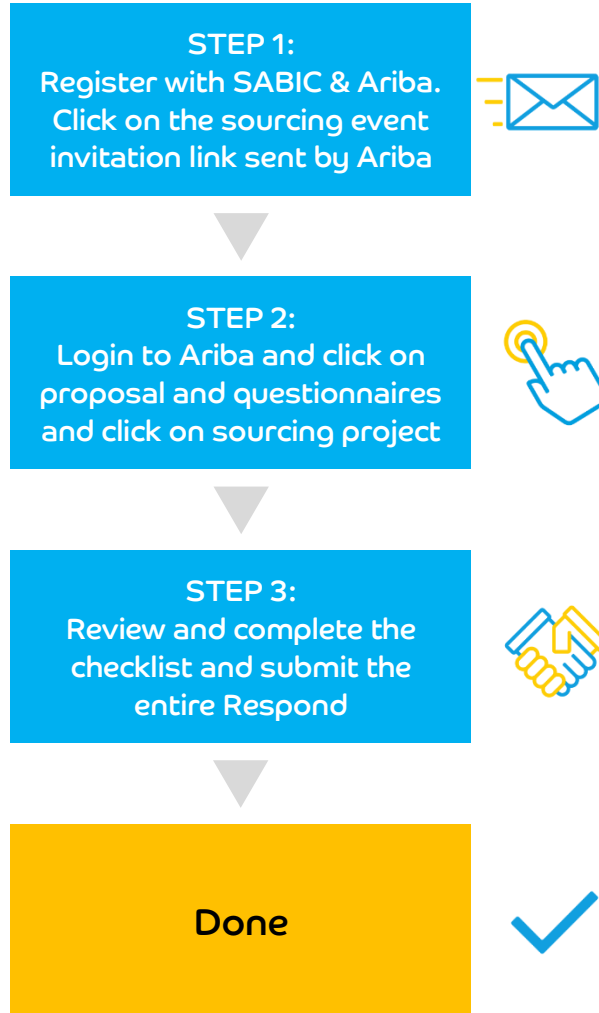
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## 1.1 Overall Process of responding to sourcing event for contract in SAP Ariba

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



### Important Note

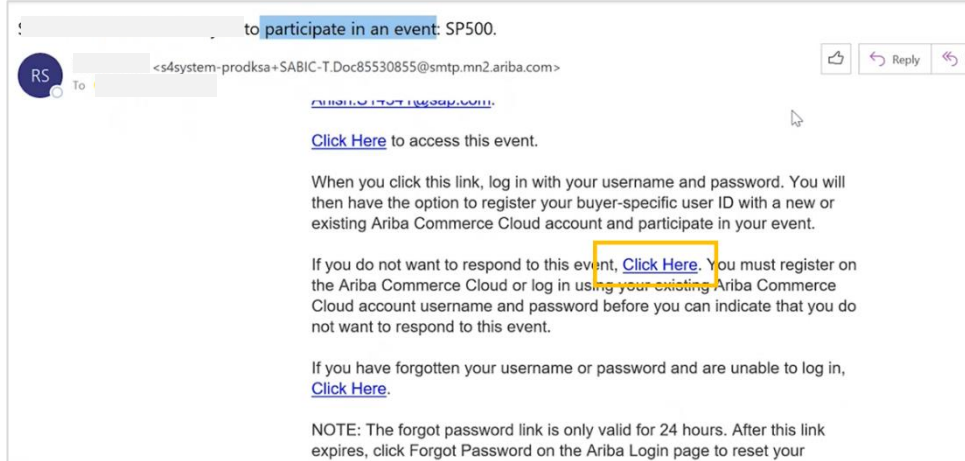
1. To be able to participate on the sourcing event for contract you need to make sure that your company has been registered in Ariba and the supplier status in Ariba must be "Registered"



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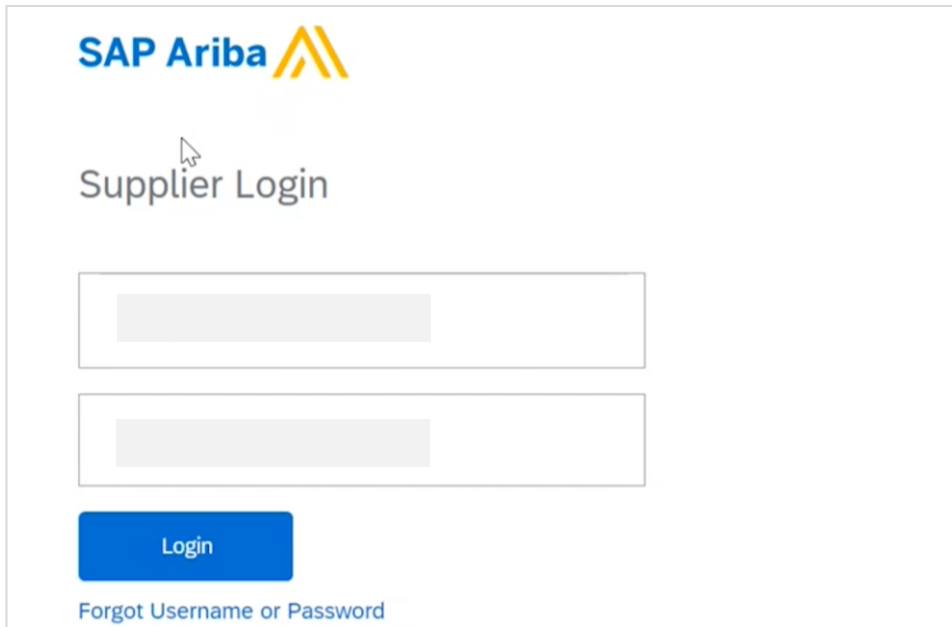
### 1.2 Step 1: Respond to sourcing event communication email

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



### 1.3 Step 2: Login to Ariba

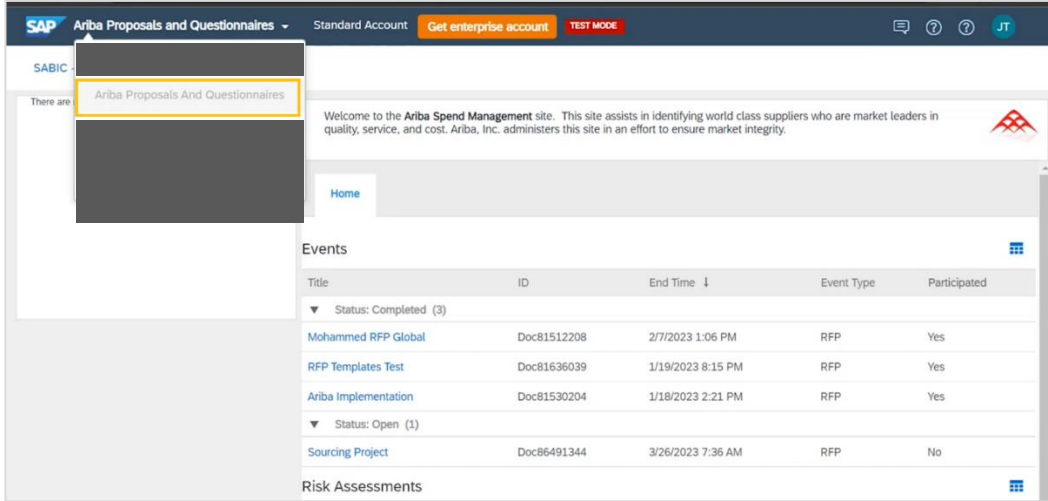
Supplier shall login via Ariba username & password.



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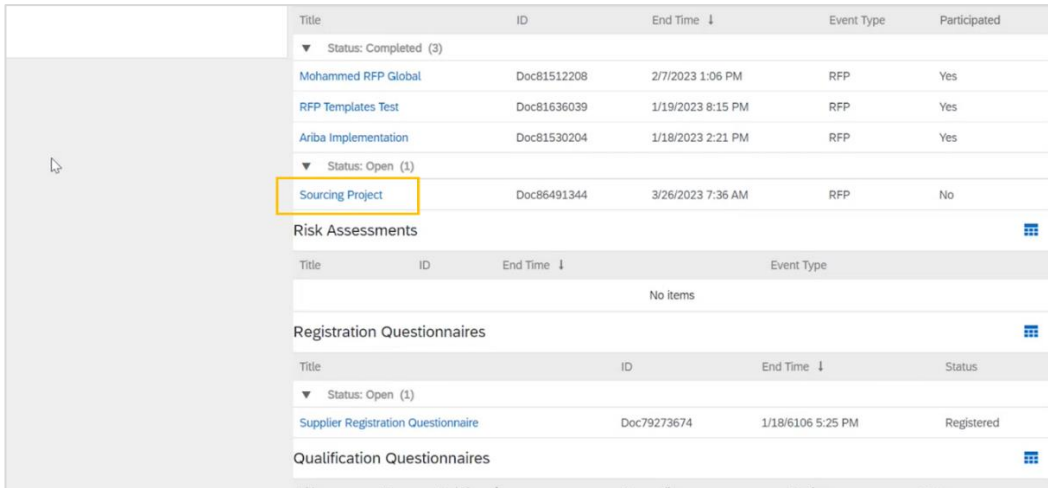
## 1.4 Step 3: Supplier will click on Ariba Proposals and Questionnaires

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



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

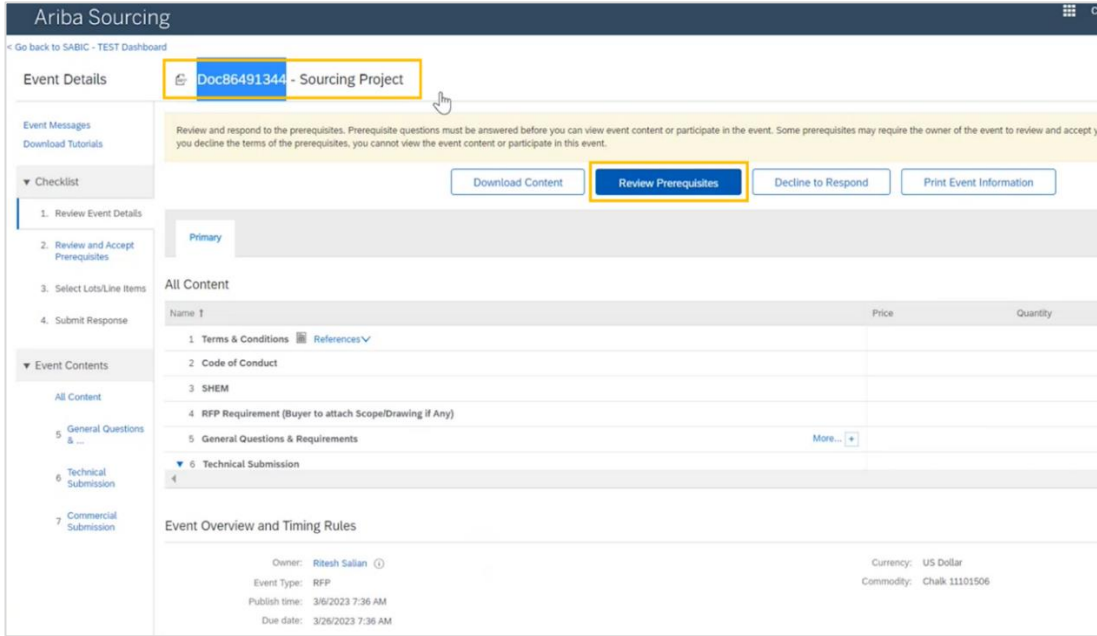
Note: RFP will be visible at "STATUS OPEN"



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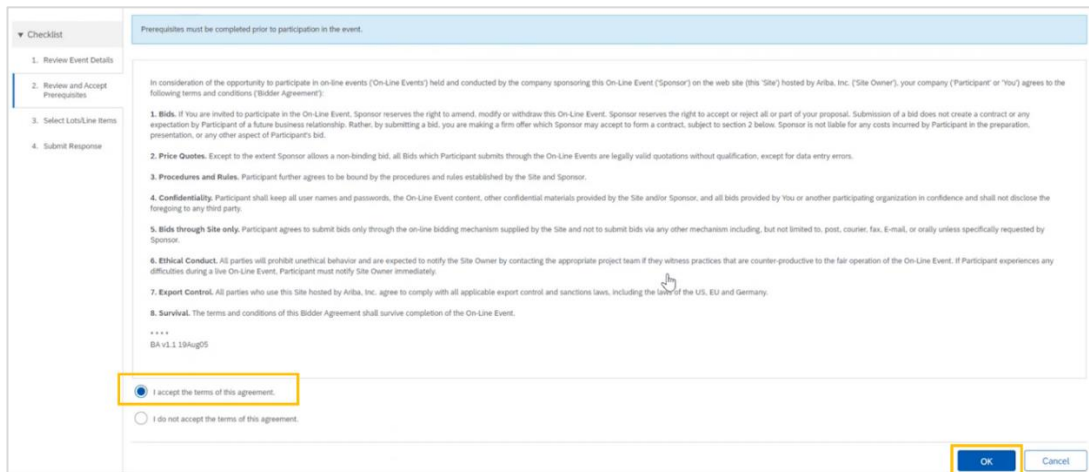
### 1.6 Step 5: Click on Review Prerequisites

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"



### 1.7 Step 6: Accept Bidder Agreement

Supplier shall accept the the tremns and click "OK"



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## 1.8 Step 7: Select Line Item to bid

Select Lots Doc86491344 - Sourcing Project

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

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

Name
<input checked="" type="checkbox"/> 7.9 testing
testing
<input checked="" type="checkbox"/> 9 testing
testing

Confirm Selected Lots/Line Items

Jack Taylor (test05-hgdteq@sabic.com) last visited 5 Mar 2023 7:45:59 PM CC\_16808\_Advanced\_Material\_Sup AMR AN11167361317.7 © 1996–2019 Ariba, Inc. All rights reserved.

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

**Note:**

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

All Content

Name	Price	Quantity	Extended Price	Total Cost
3 SHEM				
4 RFP Requirement (Buyer to attach Scope/Drawing if Any)				
5 General Questions & Requirements	More... +			
6 Technical Submission				
6.1 Technical Submission by Supplier	Attach a file			
7 Commercial Submission				
7.2 Commercial Submission by Supplier	Attach a file			
7.3 Payment Term	ID30 30 Days from Invoice Date			
7.4 Incoterms	DAP Delivery at Place			
7.5 Incoterm Location	yadodara			
7.6 Shipping Instruction	08 Free delivered / Truck			
7.8 ADPTR:TYP BEARING	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	More... +	*	INR	100 Piece

(\*) Indicates a required field

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## 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.

The screenshot shows a web interface for submitting an RFP response. On the left is a navigation menu with sections: 'All Content', '5 General Questions & ...', '6 Technical Submission', and '7 Commercial Submission'. The main area displays a list of items with details like '7.2 Commercial Submission by Supplier', '7.3 Payment Term', '7.4 Incoterms', '7.5 Incoterm Location', '7.6 Shipping Instruction', '7.8 ADPTR:TYP BEARING', and '7.9 BAR:TYP SLIDE BOLT KIT'. At the bottom, there are several buttons: 'Submit Entire Response', 'Update Totals', 'Save draft', 'Import cost groups', 'Compose Message' (highlighted with a yellow box), and 'Excel Import'. A note at the bottom states '(\*) indicates a required field'.

## 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

The screenshot shows the 'Event Messages' section of the RFP interface. The top left has a navigation menu with 'Event Messages' highlighted. Below it is a 'Checklist' with steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items', and '4. Submit Response'. The main area shows a list of messages under 'All Content' with columns for 'Name', 'Price', 'Quantity', 'Extended Price', and 'Total'. The messages include '3 SHEM', '4 RFP Requirement (Buyer to attach Scope/Drawing if Any)', '5 General Questions & Requirements', '6 Technical Submission', and '7 Commercial Submission'. A 'Compose Message' button is highlighted with a yellow box.



# CONGRATULATIONS

You Have Submitted Your Technical and Commercial Proposal Successfully



[Click here](#) Go BACK TO Table of Content



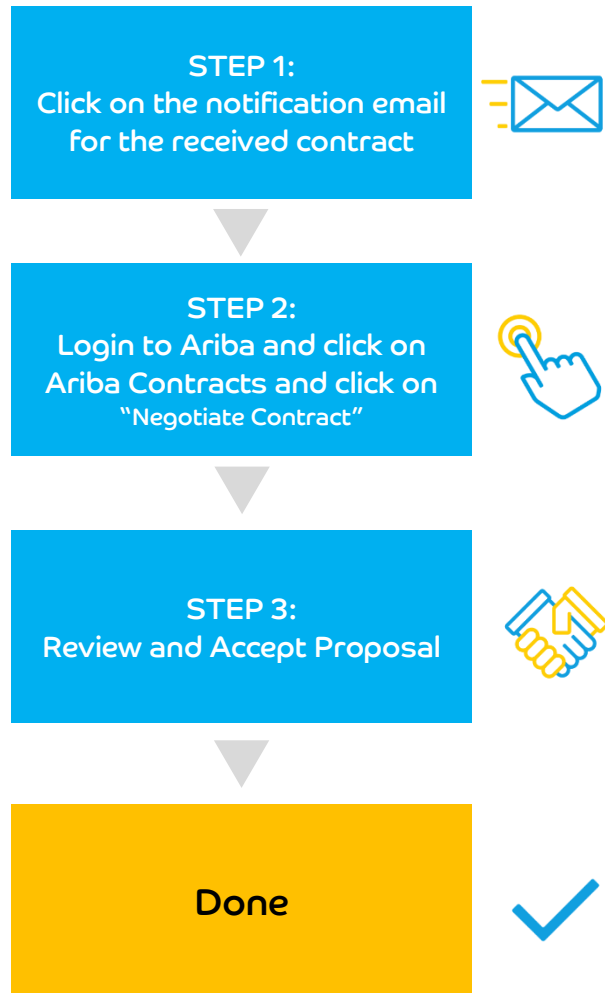
Supplier Call Center  
**920029111**  
 For international call: +966-133506881



# RESPONDING TO RECEIVED CONTRACT

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

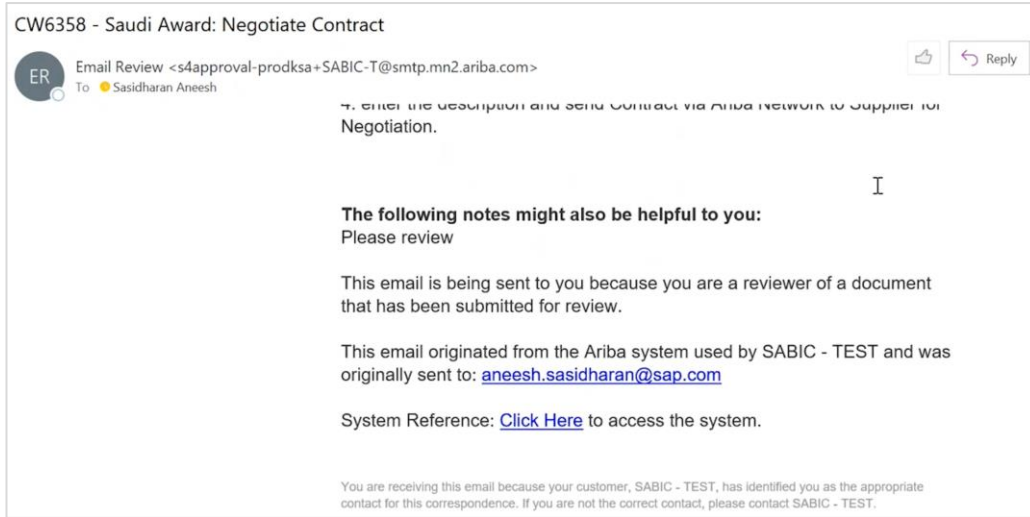
Below steps, demonstrate how SABIC suppliers can review the received contract.



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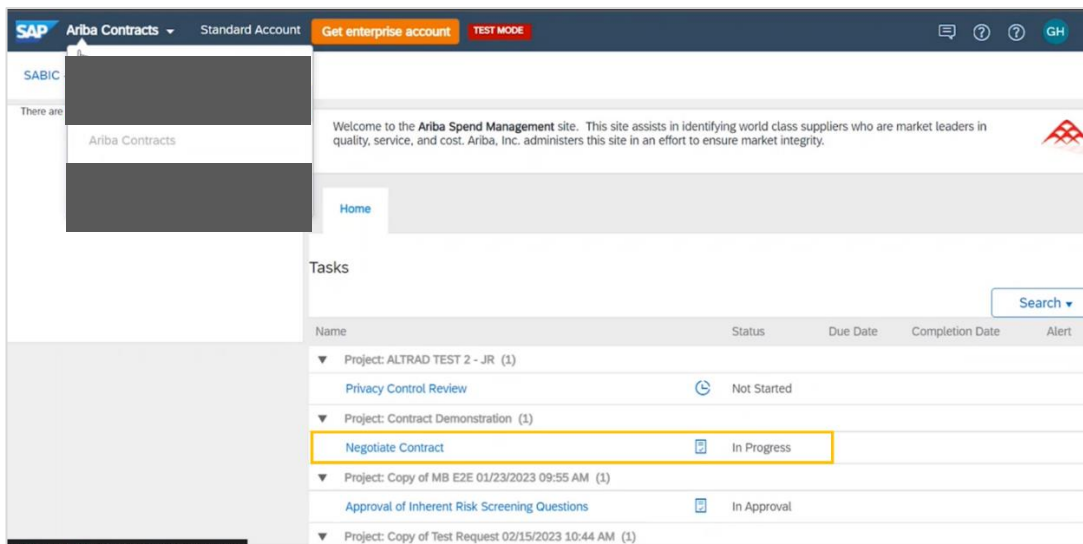
## 2.2 Step 1: Click on the notification email for the received contract

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



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

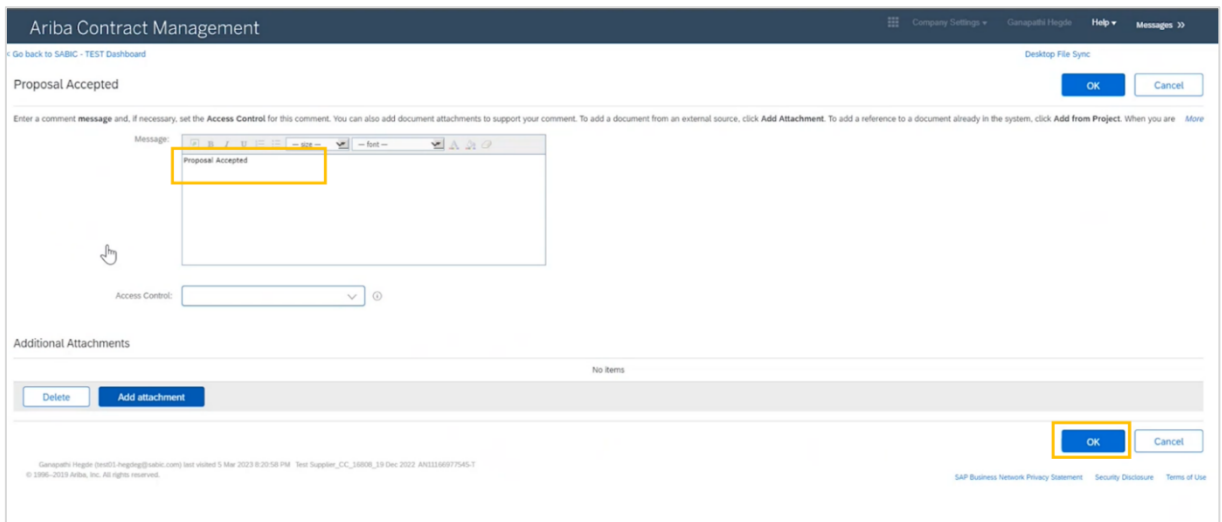
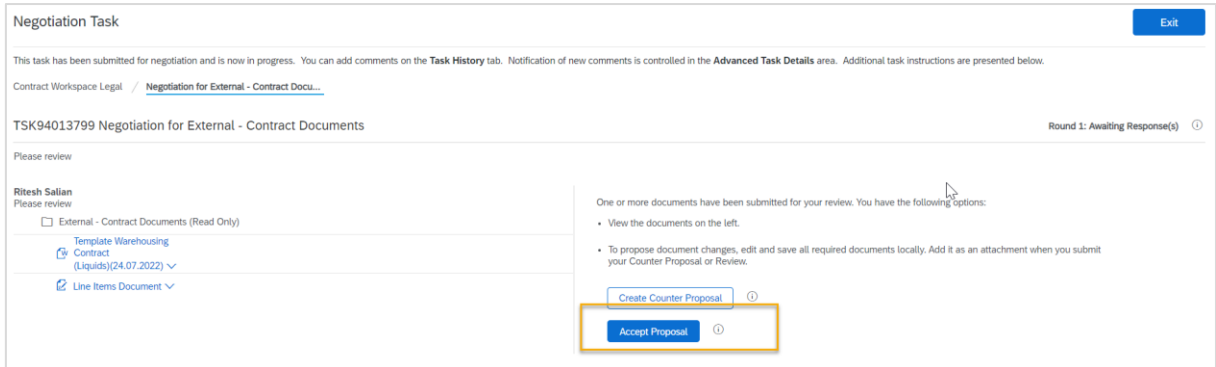
Supplier shall click on Ariba Proposals and Questionnaires and click on "Ariba Contracts" option (left side of the screen on the top)



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## 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



## 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".

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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"

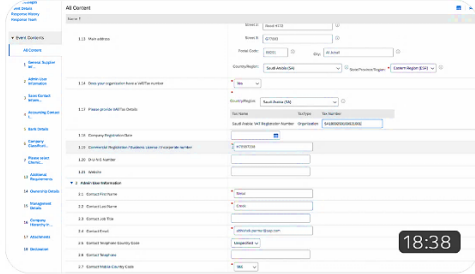
DONE



## ARIBA SOURCING TO CONTRACT GUIDE

### 3.1 Video Guide

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



#### Network Account Creation & Responding To Registration Questionnaires

[Click here to Play](#)

Password: Ariba@2023

Mohammed RFP Global	DocB1512208	2/7/2023 1:06 PM
RFP Templates Test	DocB1636039	1/19/2023 8:15 F
Ariba Implementation	DocB1530204	1/18/2023 2:21 F
▼ Status: Open (1)		
Sourcing Project	DocB6491344	3/26/2023 7:36 A
Risk Assessments		
Title	ID	End Time ↓
No items		

#### Responding To Sourcing Event By Suppliers

[Click here to Play](#)

Password: Ariba@2023

Name	Status	Due Date	Comple
▼ Project: ALTRAD TEST 2 - JR (1)			
Privacy Control Review	Not Started		
▼ Project: Contract Demonstration (1)			
Negotiate Contract	In Progress		
▼ Project: Copy of MB EZE 01/23/2023 09:55 AM (1)			
Approval of Inherent Risk Screening Questions	In Approval		
▼ Project: Copy of Test Request 02/15/2023 10:44 AM (1)			
Approval of Inherent Risk Screening Questions	In Approval		
▼ Project: Cyber for Chevron U.S.A. Inc. (1)			
Approval for Cyber	In Approval		

#### Responding To Received Contract By Suppliers

[Click here to Play](#)

Password: Ariba@2023

## ARIBA SOURCING TO CONTRACT GUIDE

## 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

**2. 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 [SAP Privacy Statement](#)

**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 "[Click here](#)", or please refer to the video in section 3.1

