



PACE 计划  
ARIBA S2C 指南

供 SABIC 供应商使用



## 目录

1.1	在 SAP Ariba 中完成采购合同签订的流程.....	<b>Error! Bookmark not defined.</b>
1.2	步骤 1:回复与采购相关事情的电子邮件.....	<b>Error! Bookmark not defined.</b>
1.3	步骤 2:登录 Ariba .....	<b>Error! Bookmark not defined.</b>
1.4	步骤 3:供应商将点击 Ariba 提案和问卷 .....	5
1.5	步骤 4:供应商将选择事件类型(RFP)进行投标 .....	5
1.6	步骤 5:单击查看前提条件 .....	6
1.7	步骤 6:接受投标人协议 .....	6
1.8	步骤 7:选择要投标的项目 .....	7
1.9	步骤 8:提交 (通过单击提交).....	7
1.10	步骤 9:供应商可以通过点击撰写消息信息框与买方沟通 .....	8
1.11	步骤 10:供应商可以查看采购信息以查看买方联系方式 .....	8
	注意:买家会通过留言板回复信息.....	<b>Error! Bookmark not defined.</b>
2.1	完成采购合同的审查流程.....	10
2.2	步骤 1:点击合同通知的电子邮件.....	11
2.3	步骤 2:登录 Ariba, 点击建议书和调查问卷, 然后点击“协商合同” .....	11
2.4	步骤 3a:审查并接受提案 .....	12
2.5	步骤 3b:评审并提出建议.....	12
3.1	视频指南.....	<b>Error! Bookmark not defined.</b>
4.1	常见问题.....	<b>Error! Bookmark not defined.</b>

## 1.1 在 SAP Ariba 中完成采购合同签订的流程

在以下步骤中，演示 SABIC 供应商如何参与合同的采购活动：

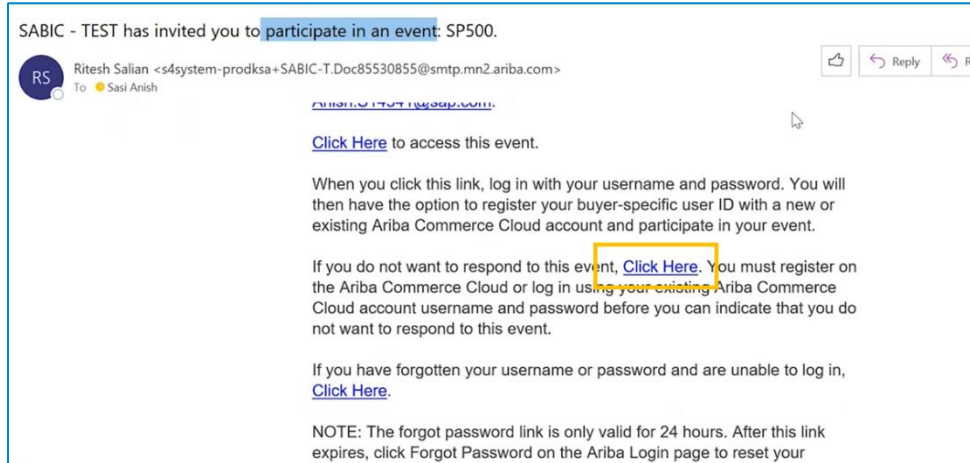


### 重要说明

为了能够参与合同的采购活动，您需要确保您的公司已在 Ariba 中注册，并且 Ariba 中的供应商状态必须为“已注册”

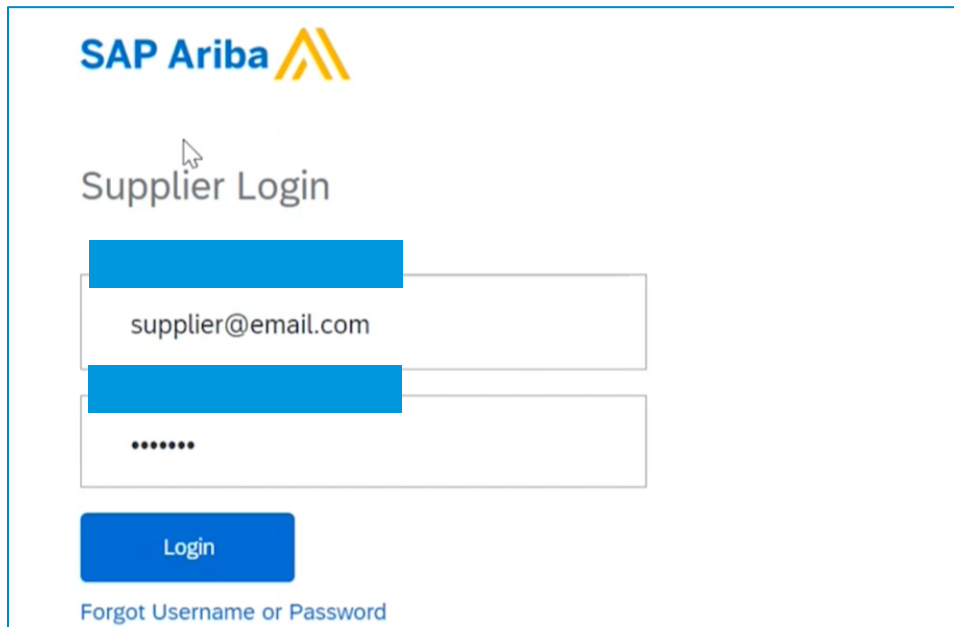
## 1.2 步骤 1: 回复与采购相关事情的电子邮件

一旦 SABIC 采购部门邀请您参加采购活动，您的公司将收到 Ariba 发送的如下沟通电子邮件，然后供应商将可以点击邀请链接



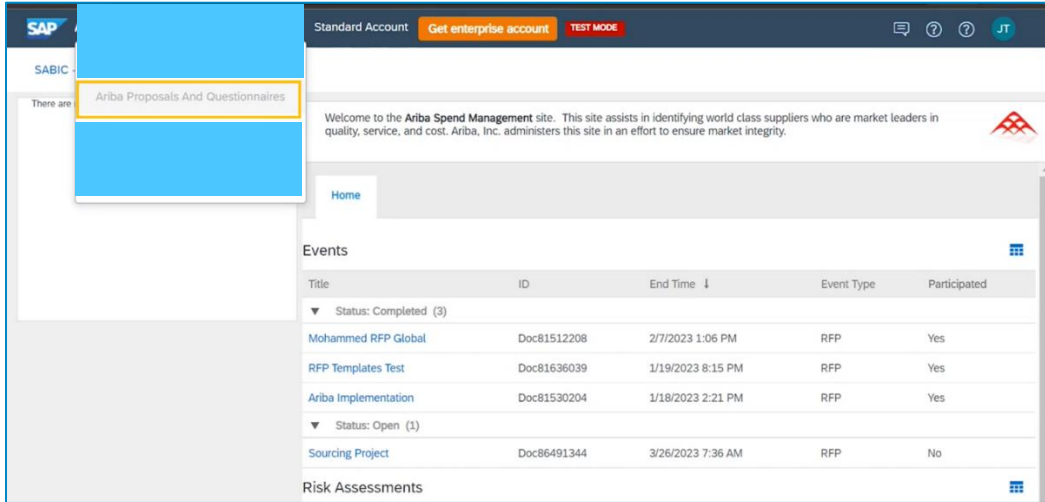
## 1.3 步骤 2: 登录 Ariba

供应商应通过 Ariba 用户名和密码登录。



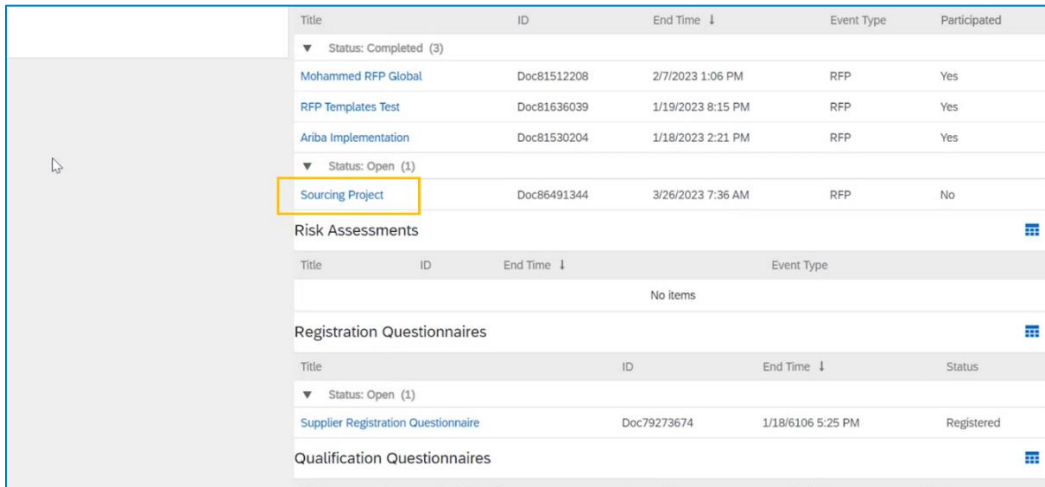
## 1.4 步骤 3: 供应商将点击 Ariba 提案和问卷

供应商应点击 Ariba 建议书和问卷(屏幕左侧顶部)



## 1.5 步骤 4: 供应商将选择事件类型(RFP)进行投标

注意:RFP 将在“状态打开”时可见



## 1.6 步骤 5: 单击查看前提条件

注意: 供应商可以看到可以与买方共享的文件编号, 以便进一步沟通, 一旦所有设置完成, 请单击“审查先决条件”

Ariba Sourcing

Go back to SABIC - TEST Dashboard

Event Details **Doc86491344 - Sourcing Project**

Event Messages  
Download Tutorials

Checklist

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

Event Contents

All Content

Name ↑	Price	Quantity
1 Terms & Conditions <span>References</span>		
2 Code of Conduct		
3 SHEM		
4 RFP Requirement (Buyer to attach Scope/Drawing if Any)		
5 General Questions & Requirements <span>More...</span>		
6 Technical Submission		

Event Overview and Timing Rules

Owner: Ritesh Salian ⓘ      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 步骤 6: 接受投标人协议

供应商应接受信息并点击“确定”

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):

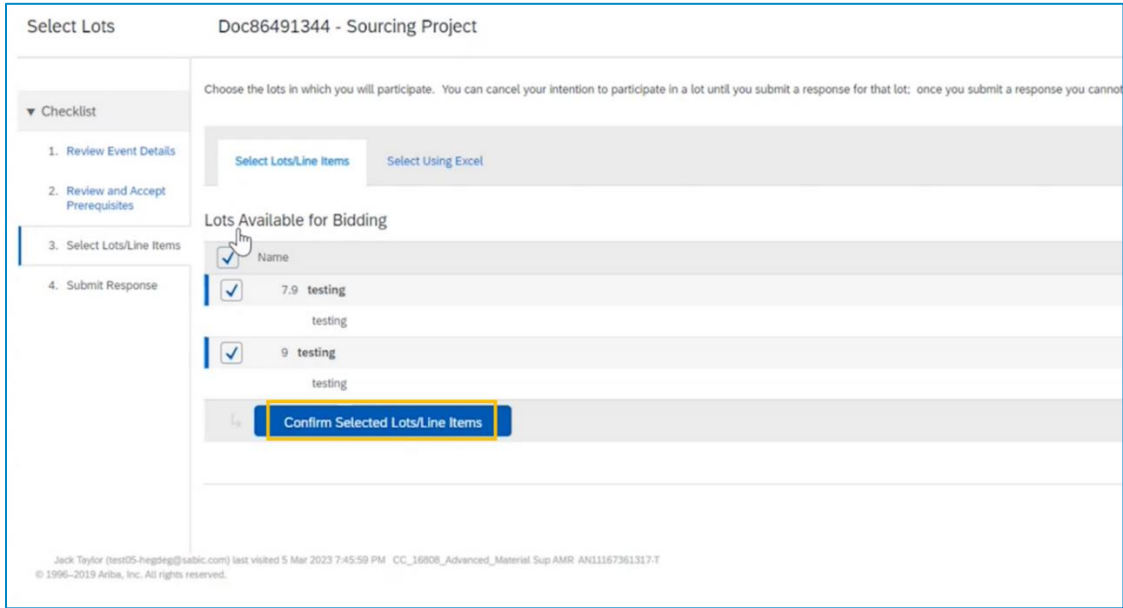
- Bids.** If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of 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.
- 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.
- Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- 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.
- 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.
- 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.
- Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.
- Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

\*\*\*  
BA v1.1 19-Aug05

I accept the terms of this agreement.  
 I do not accept the terms of this agreement.

OK Cancel

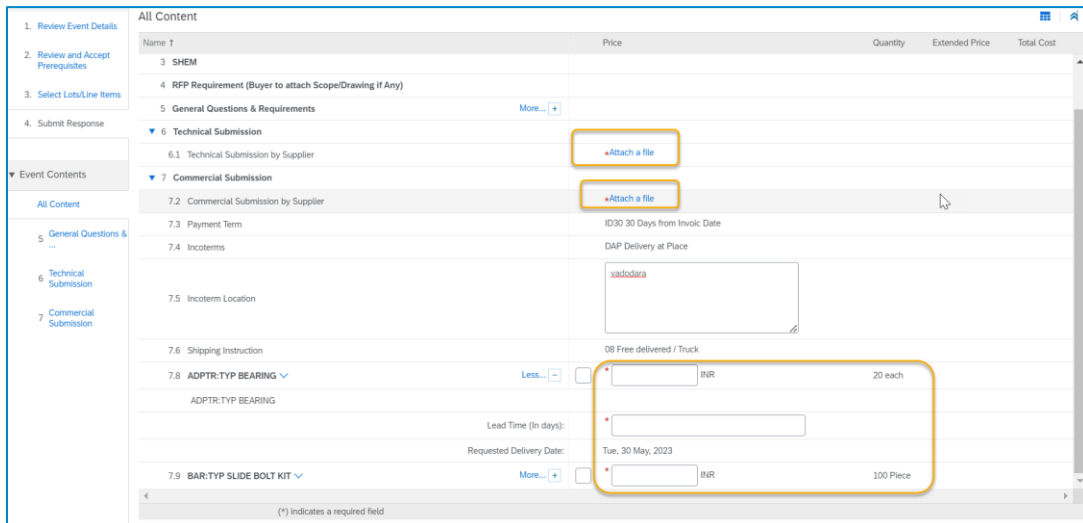
## 1.8 步骤 7:选择要投标的项目



## 1.9 步骤 8: 提交 (通过单击提交)

### 注意:

- 1)如有要求，附上技术建议书，不要在技术部分附上商业建议书。
- 2)仅在商务部分附上商务建议书。
- 3)请用红色星号(\*) 填写所有必填项，然后点击提交。



## 1.10 步骤 9: 供应商可以通过点击撰写消息信息框与买方沟通

**注意:**撰写消息信息框将用于向买方解释与 RFP 相关的任何问题。

The screenshot displays the RFP submission interface. On the left, a sidebar lists sections: All Content, General Questions & ..., Technical Submission, and Commercial Submission. The main area shows a list of items with details such as '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, a row of buttons includes '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 步骤 10: 供应商可以查看采购信息以查看买方联系方式

**注意:**买家将通过留言板回复信息

The screenshot shows the 'Console' interface for 'DOC92763424 - RFP templates'. The 'Event Messages' section is highlighted with a yellow box. The main content area shows a table with columns: Name, Price, Quantity, Extended Price, and Total. The table lists items such as '3 SHEM', '4 RFP Requirement (Buyer to attach Scope/Drawing if Any)', and '5 General Questions & Requirements'. Below the table, there are sections for 'Technical Submission' and 'Commercial Submission', each with a list of items and a 'Compose Message' button. The 'Event Contents' section on the left lists 'All Content', '5 General Questions & ...', '6 Technical Submission', and '7 Commercial Submission'.



恭喜

您已成功提交您的技术和商务建议书



回复收到的合同

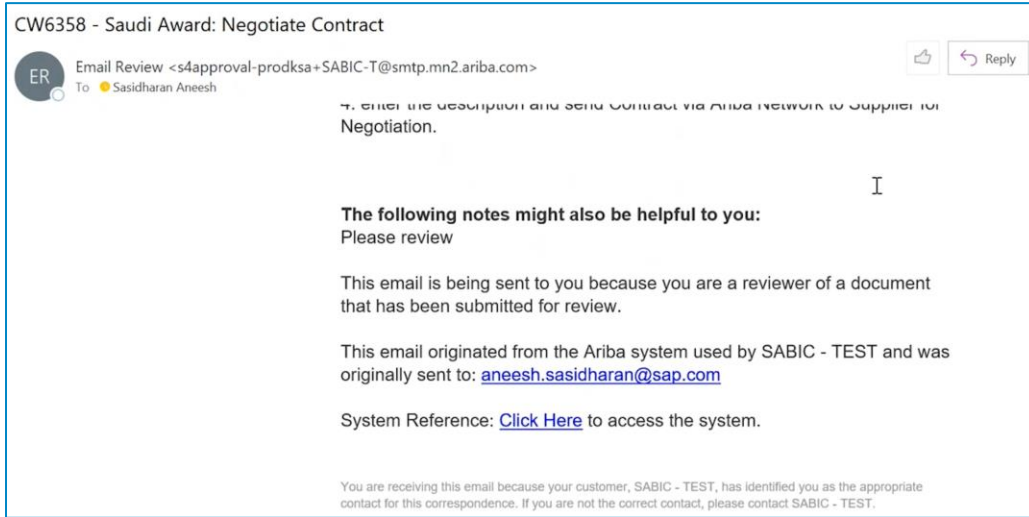
## 2.1 完成采购合同的审查流程

在以下步骤中，演示 SABIC 供应商如何审查收到的合同。



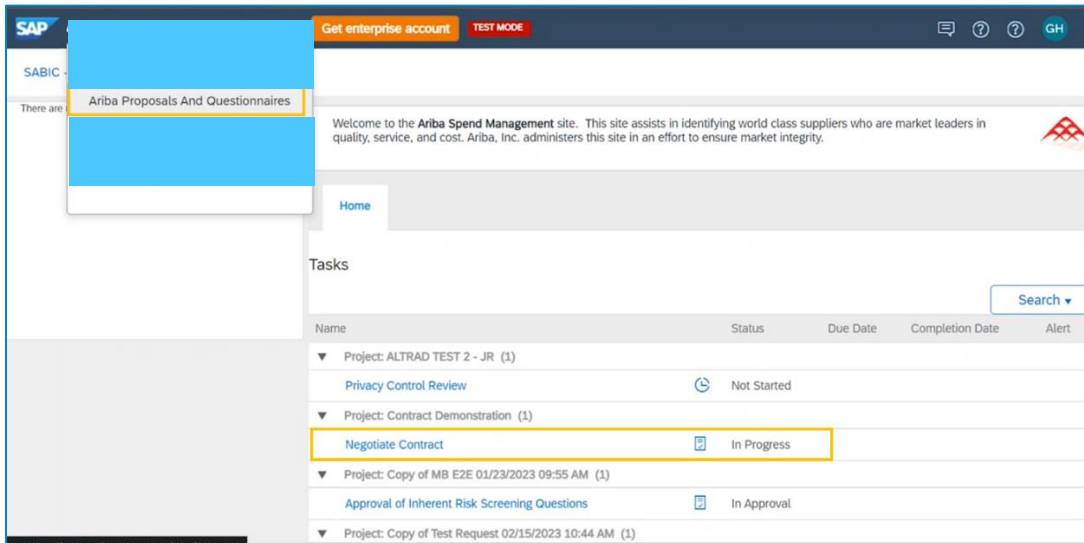
## 2.2 步骤 1: 点击合同通知的电子邮件

合同授予后，您将收到来自 SAP Ariba 的电子邮件通知，见下图：



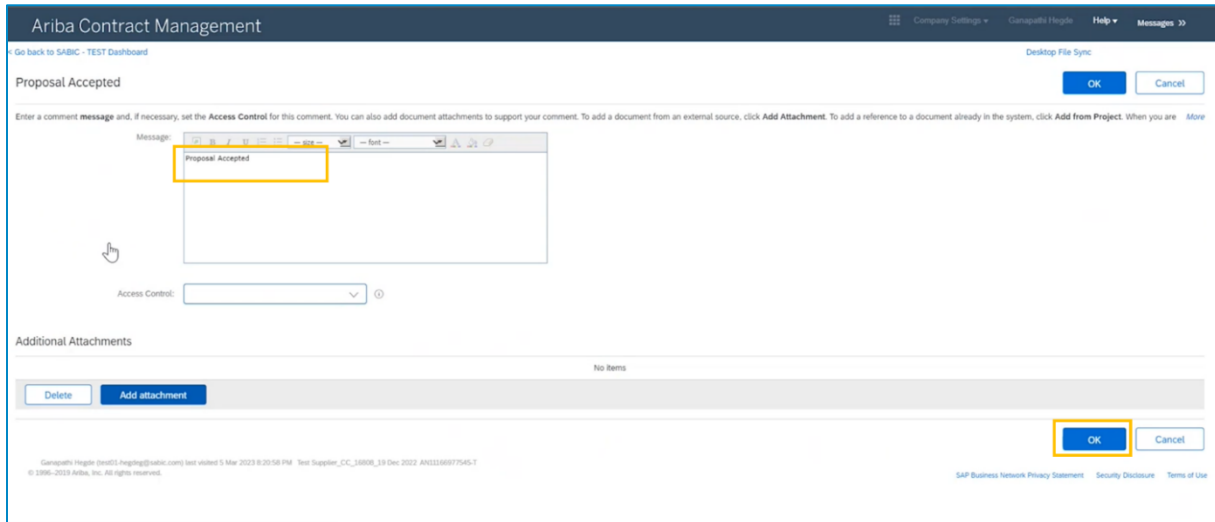
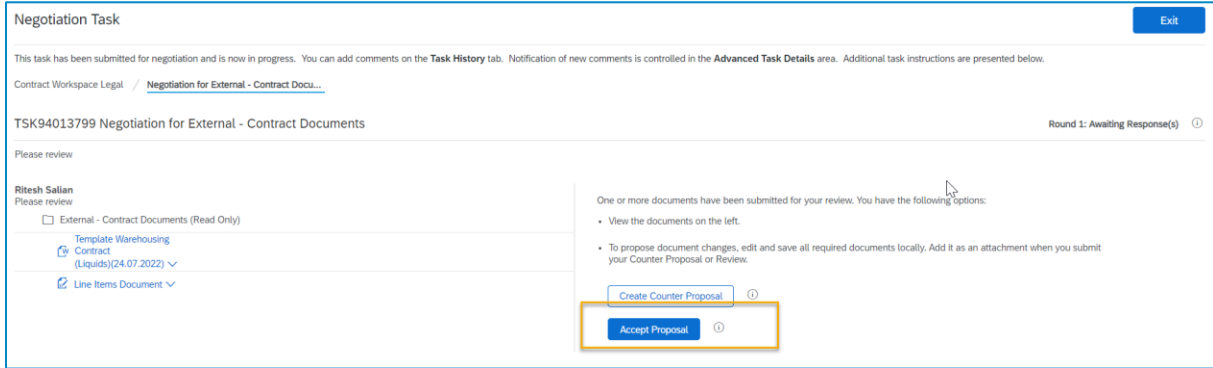
## 2.3 步骤 2: 登录 Ariba，点击建议书和调查问卷，然后点击“协商合同”

供应商应点击 Ariba 建议书和问卷，并点击“Ariba 合同”选项(屏幕左侧顶部)



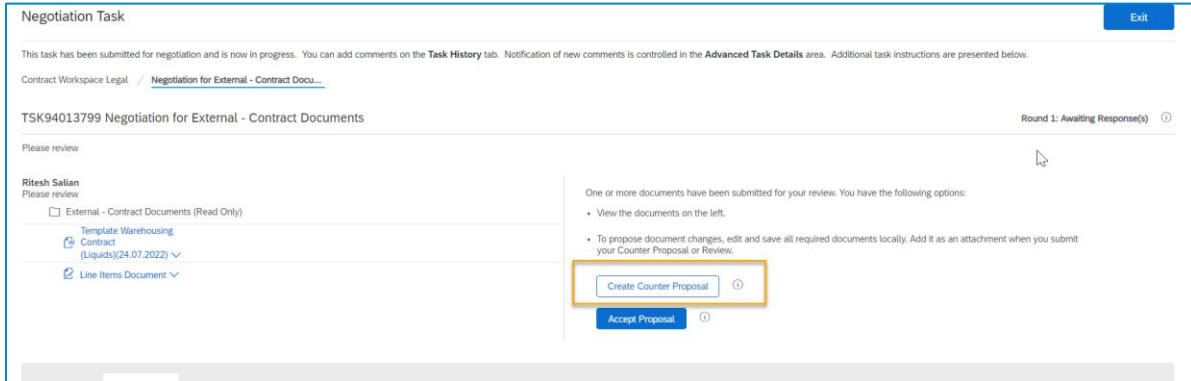
## 2.4 步骤 3a: 审查并接受提案

注意:接受条款和条件的供应商将使用这一步骤。供应商将点击“接受建议”，并在下一步点击“确定”。参考下一节，了解合同的“对应建议”

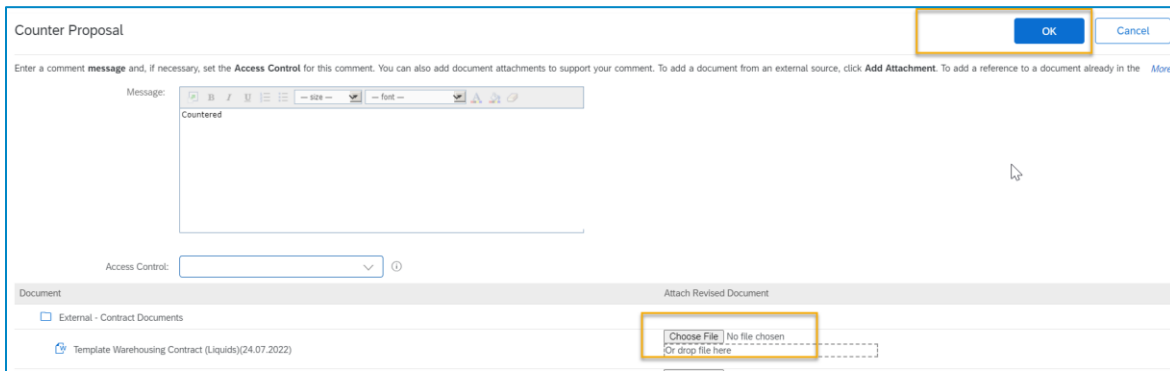


## 2.5 步骤 3b: 评审并提出建议

**注意:供应商将仅在提出替代条款和条件时使用该步骤, 买方将进一步审查该替代条款和条件。 供应商将点击“创建对应建议”。**



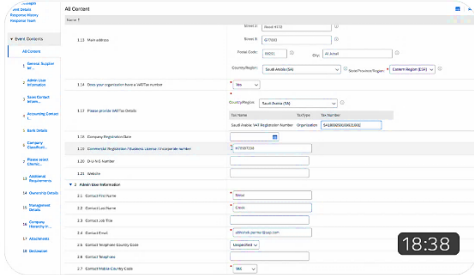
**注意:在下面的截图中, 供应商将在“选择文件”选项中附上对应建议(合同文件)。 附加文档后, 请单击“确定”**



DONE

### 3.1 视频指南

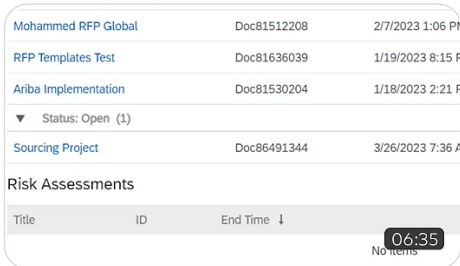
在本节中，您可以找到 SAP Ariba 关于合同审查的演示：



网络账户创建和回复注册问卷

[单击此处开始](#)

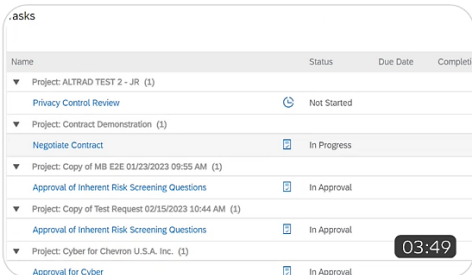
Password: Ariba@2023



回复供应商采购相关事项

[单击此处开始](#)

Password: Ariba@2023



回应供应商签订的合同

[单击此处开始](#)

Password: Ariba@2023

## 4.1 常见问题

### 1.我需要创建 SAP Ariba 帐户才能参加采购活动吗?

是的, 请参考第 3.1 节中的视频指南

### 2.如果我在 SABIC 注册, 并且已经有了供应商代码, 我仍然需要在 Ariba 注册才能参加采购活动。

是的, 请参考第 3.1 节中的视频指南

### 3.SABIC 供应商还需要使用 SRM 吗?

SRM 将用于招标, 而 Ariba 将用于战略采购

### 4.如果我们已经有 ARIBA 帐户了呢? 我们还需要在 SABIC 得到合作资格再做任何进一步的行动吗?

是的, 请参考第 3.1 节中的视频指南

### 5.我们将从哪里提交发票和付款申请? 会在 ARIBA 吗? 还是会留在 SRM 里?

在电子商务门户中, 发票提交和流程保持不变。Ariba 将用于: 与 SABIC 一起管理您的公司档案、参与战略采购活动、管理您与 SABIC 的合同、用于 SABIC 监控您的公司绩效、用于供应商向 SABIC 提出请求、ARIBA 是与改进计划相关的应用

### 6.对于 ARIBA 战略采购的技术和知识支持, 我应该如何联系 SABIC? 我们需要使用“联系我们”吗?

对于提出任何支持请求的供应商, 您可以使用 Ariba “供应商支持应用程序”中的应用程序, 或联系呼叫中心, 或者您可以通过 SABIC 供应商门户网站“[点击此处](#)”中的“联系我们”页面提出请求

### 7.SAP Ariba 有数据隐私政策吗?

请参考 [SAP 隐私声明](#)

### 8.对于付款问题, 我们需要联系我们吗?

对于供应商提出的任何支持请求, 您可以使用 Ariba “供应商支持应用程序”中的应用程序。

### 9.我必须同意 ARIBA 中的条款和条件才能参与吗?

是

### 10.我没有 ARIBA 帐户, 我应该从哪里开始?

您可以参考 SABIC 供应商门户网站“[点击此处](#)”中提供的供应商手册, 或者参考第 3.1 节中的视频