PACE PROGRAM

ARIBA SOURCE TO CONTRACT GUIDE

FOR SABIC SUPPLIERS
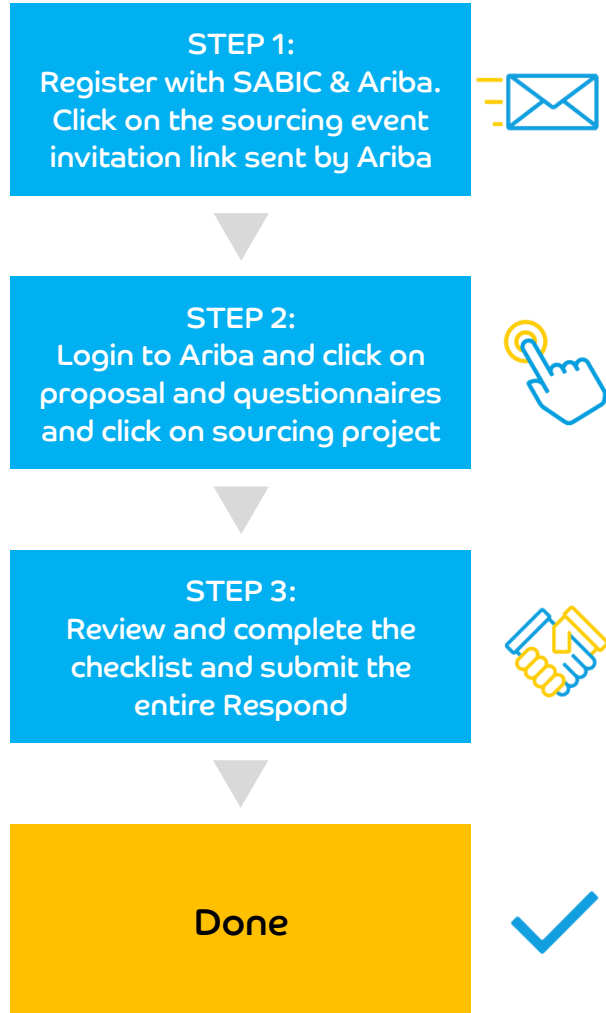
CHEMISTRY THAT MATTERS™

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📖 TABLE TO CONTENT

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:

STEP 1:
Register with SABIC & Ariba. Click on the sourcing event invitation link sent by Ariba

▼

STEP 2:
Login to Ariba and click on proposal and questionnaires and click on sourcing project

▼

STEP 3:
Review and complete the checklist and submit the entire Respond

▼

Done

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"
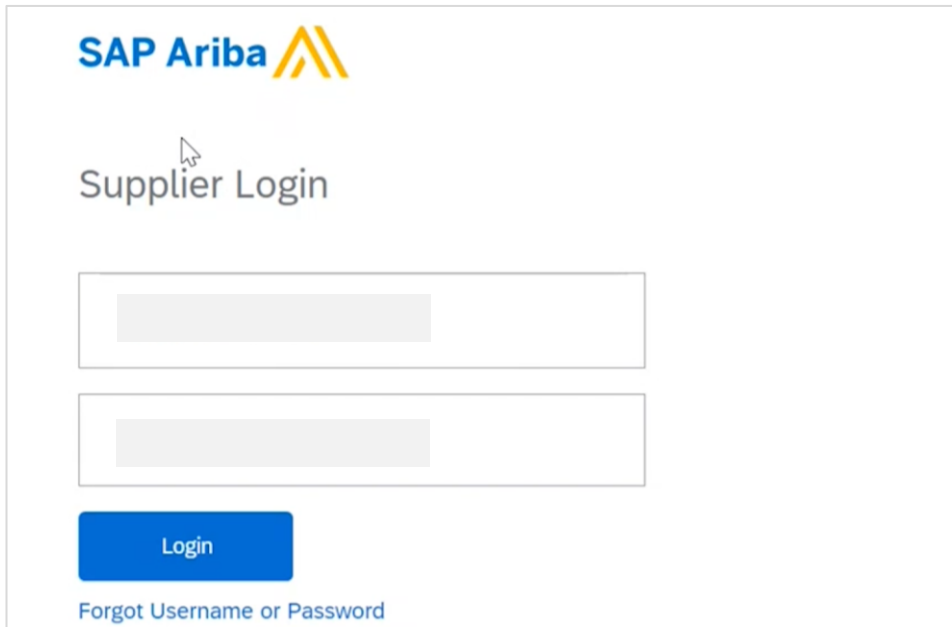
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1.2 Step 1: Respond to sourcing event communication email

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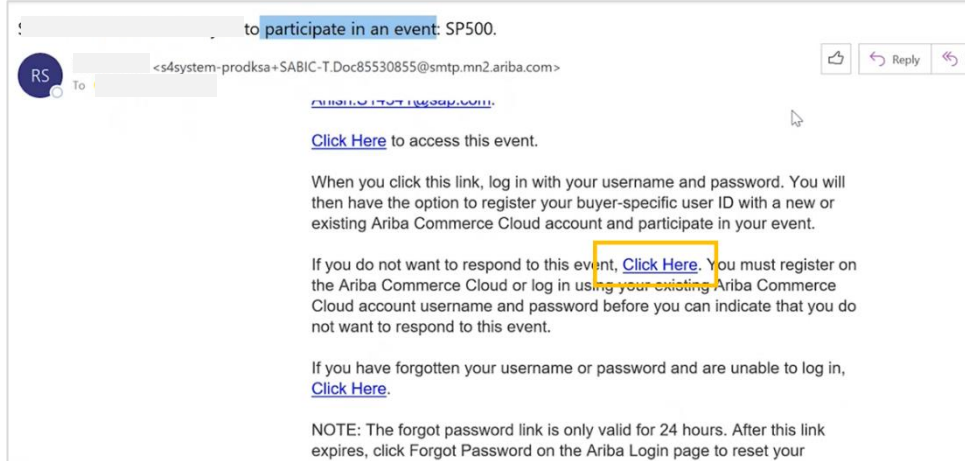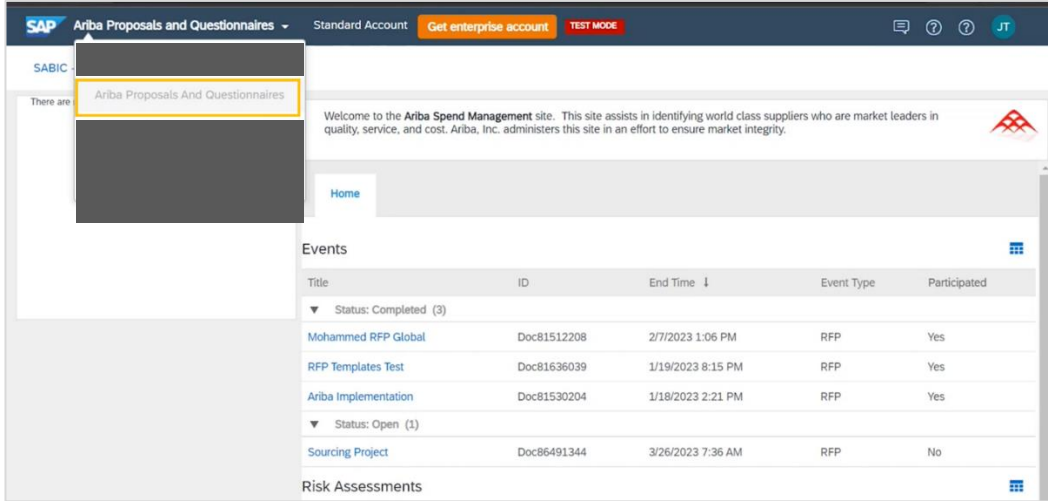

1.3 Step 2: Login to Ariba

Supplier shall login via Ariba username & password.
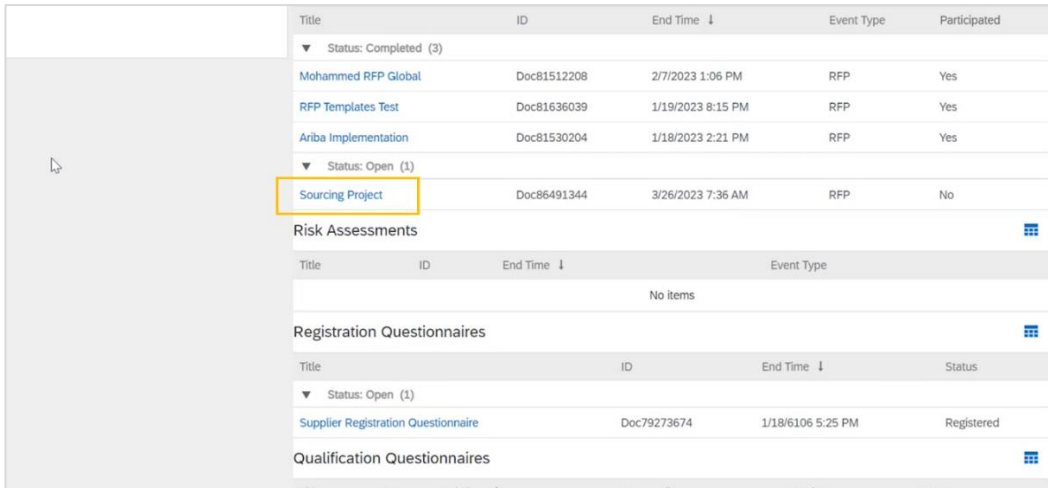
ARIBA SOURCING TO CONTRACT GUIDE

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

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

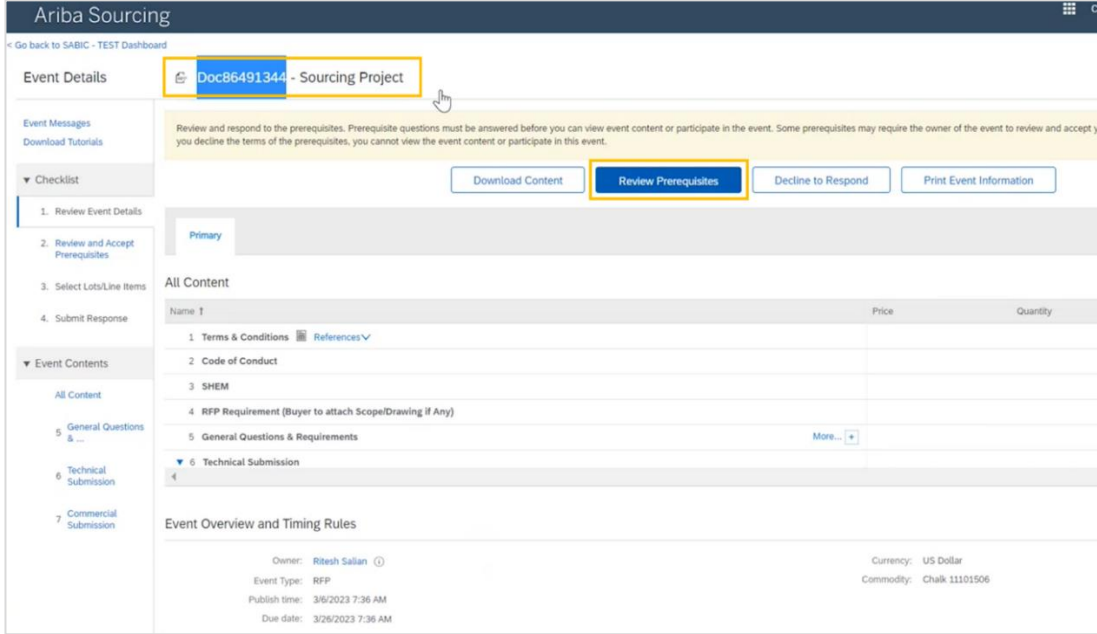## 1.5 Step 4: Supplier will select the event types (RFP) to bid

Note: RFP will be visible at "**STATUS OPEN**"
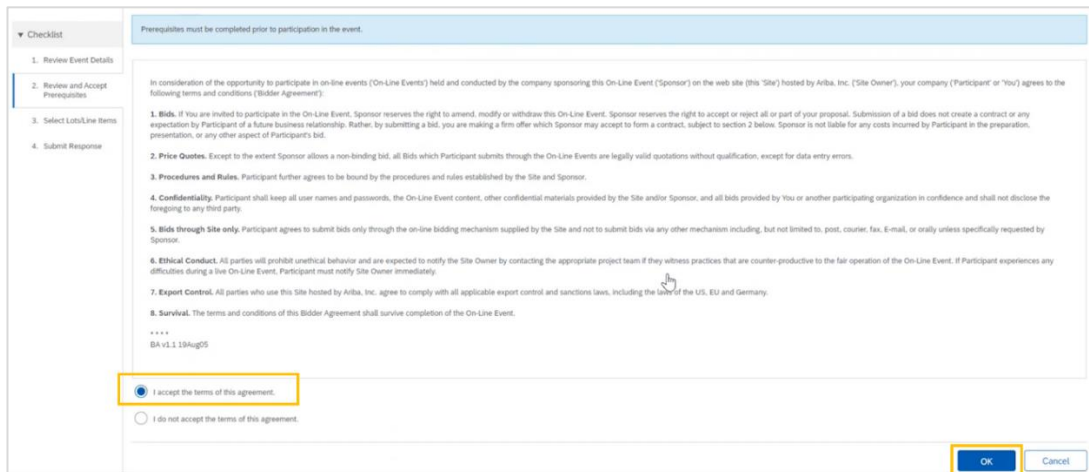
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1.6 Step 5: Click on Review Prerequisites

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

Supplir shall accept the the trems and click "OK"

ARIBA SOURCING TO CONTRACT GUIDE

1.8   Step 7: Select Line Item to bid

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.

3) Please fill all the required filled with red Asterisk (*) and then click on Submit Response

ARIBA SOURCING TO CONTRACT GUIDE

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.

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

✓

CONGRATULATIONS

You Have Submitted Your Technical and Commercial Proposal Successfully

RESPONDING TO RECEIVED CONTRACT

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

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

STEP 1:
Click on the notification email for the received contract

STEP 2:
Login to Ariba and click on Ariba Contracts and click on "Negotiate Contract"

STEP 3:
Review and Accept Proposal

Done
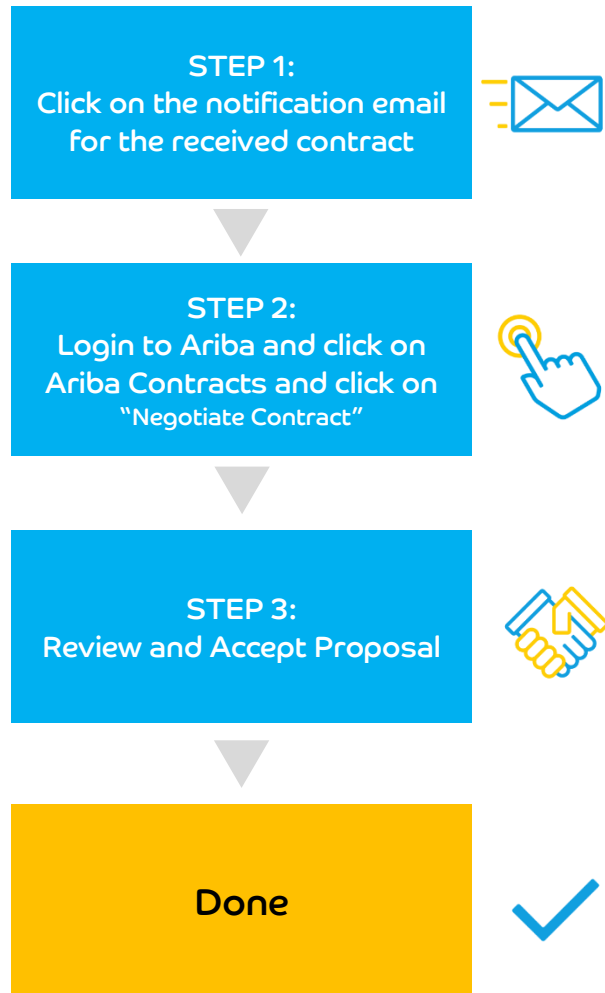
ARIBA SOURCING TO CONTRACT GUIDE

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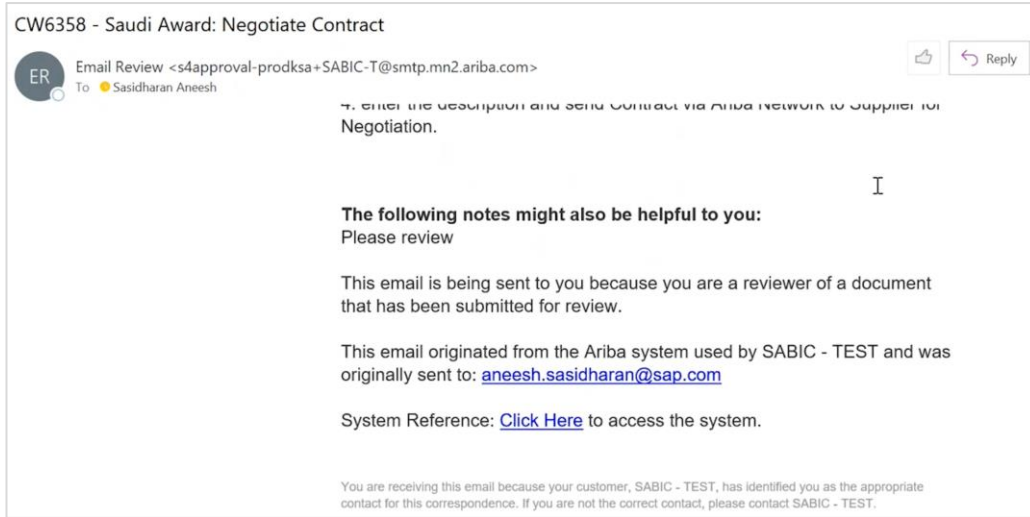
2.3 Step 2: Login to Ariba and click on Proposal and Questionnaires and click on "Negotiate Contract"

Supplier shall click on Ariba Proposals and Questionnairs and click on " **Ariba Contracts**" option (left side of the screen on the top)
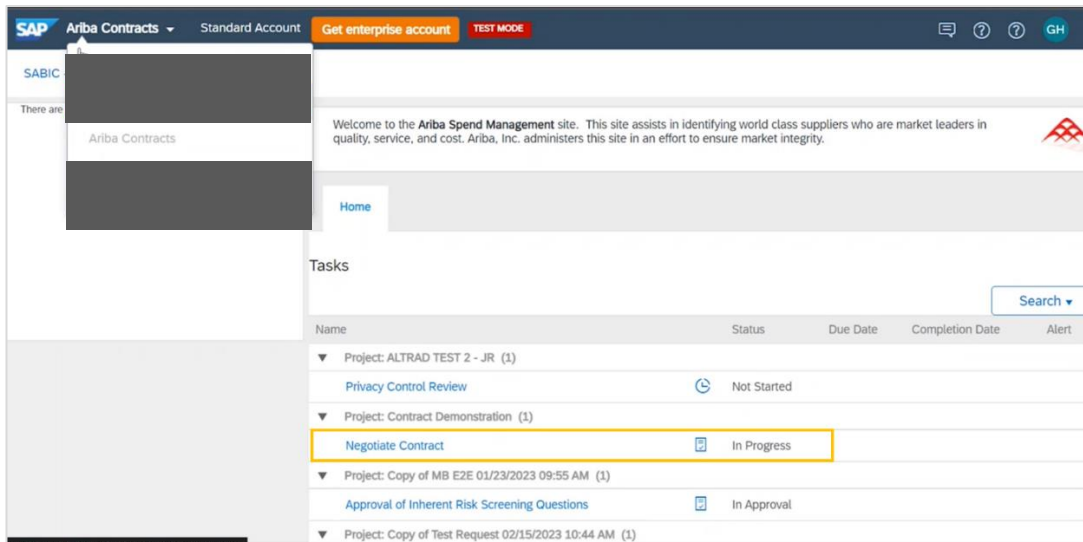
ARIBA SOURCING TO CONTRACT GUIDE

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".

ARIBA SOURCING TO CONTRACT GUIDE

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:
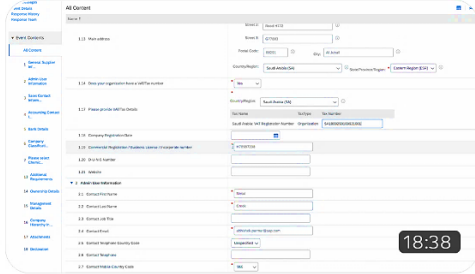
Network Account Creation & Responding To Registration Questionnaires

Click here to Play

Password: Ariba@2023

Responding To Sourcing Event By Suppliers

Click here to Play

Password: Ariba@2023

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