



Supplier Qualification Management (for Supplier)

CÔNG TY TNHH
LỘC HÓA DẦU NGHÌ SƠN
NGHI SON REFINERY & PETROCHEMICAL LIMITED
LIABILITY COMPANY

Hanoi, Aug 2022



How supplier response to qualification questionnaire

[Email] Invite to participate in Qualification Process - 1

[Email] Send to Supplier

Supplier can reach questionnaire by quick link in notifying email received or through the step 1 in the next slide

NGS - TA QUOC HUNG from NSRP Procurement - TEST invites you to participate in this process: Supplier Qualification Process



Ariba Administrator <no-reply@ansmtp.ariba.com>
To: Ta Quoc Hung

Reply Reply All Forward

Thu 10/13/2022 2:21 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Esteemed Suppliers,

Nghi Son Refinery & Petrochemical Limited Liability Company (NSRP) is planning to select suitable supplier(s) for provision materials and services for our operation.

If your company is interested in working with us, please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the Supplier Qualification Process process. Thank you for taking the time to respond to each one.

Process Overview

Process: Strategic Suppliers Qualification
Category: Civil Engineering, Brand & Communication
Region: Central America, Europe
Business unit: DGD KPI
Material: Not applicable
Process owner: NGS - TA QUOC HUNG

Message: Please complete the questionnaires.

Questionnaire Overview

Name	Created By
Supplier Qualification Questionnaire	Nguyen Thi Thanh

[Click Here](#) to view the process.

Best Regards,
SAP Ariba team


Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Click here to reach questionnaire


How Supplier Response to Supplier Qualification Questionnaire - 2

Step 1 : Access supplier's site and Select Questionnaires > Supplier Qualification Questionnaire
The system will navigate you to question document to complete.


no items

Registration Questionnaires 


Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Registration Questionnaire	Doc488461928	9/8/6105 8:20 PM	Rotating Equipment 18, Waste Management 10	(no value)	Registered

Qualification Questionnaires 

Title	ID	Commodity	Regions	Status
No items				


Questionnaires 

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Qualification Questionnaire	Doc490109095	8/21/2022 3:00 PM	(no value)	(no value)	Not Responded

Certificates 

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No items					

Supplier Lifecycle Processes

Supplier Qualification Process 

Commodity	Regions	Departments	Owner	Status	Action
Civil Engineering ,Catalyst/Chemicals	Asia Pacific	GMR	NGS - LE HUU TAN	In Qualification	View

Select Questionnaire

▼ Status: Open (1)
[Supplier Qualification Questionnaire](#)

How Supplier Response to Supplier Qualification Questionnaire - 3


Step 2 : Supplier completes all contents required and Submit
A notifying email will be automatically returned to NSRP Process owner



The screenshot shows a web application interface for a 'Supplier Qualification Questionnaire'. The top bar includes a 'Console' label, a document icon, and the title 'Doc490109095 - Supplier Qualification Questionnaire'. On the right, a clock icon indicates 'Time remaining 2 days 23:25:12'. A left-hand navigation menu lists sections: 'Event Messages', 'Event Details', 'Response History', 'Response Team', 'Event Contents', and a numbered list from 1 to 9. The main area is titled 'All Content' and contains a form with sections 2.1 and 2.2. Section 2.1 includes a declaration and a 'Screening Questionnaire Fully Answered' checkbox. Section 2.2 is for 'SUPPLIER / CONTRACTOR AUTHORISED REPRESENTATIVE' and includes fields for full name, title, phone, signature, and date. A modal dialog box is open in the center, asking 'Submit this response?' with 'OK' and 'Cancel' buttons. A yellow callout bubble labeled '1. Submit Response' points to the 'Submit Entire Response' button at the bottom. Another yellow callout bubble labeled '2. OK' points to the 'OK' button in the modal dialog.

How Supplier Response to Supplier Qualification Questionnaire - 4


[Email] Request for NSRP approval

[External] Action needed: Approval for Supplier Qualification Questionnaire

 Ariba Administrator <no-reply@ansmtp.ariba.com>
To: Le Huu Tan

[Reply](#) [Reply All](#) [Forward](#)  

Wed 9/7/2022 3:50 PM

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Attention! This email was sent from OUTSIDE of the organization.

Hello NGS - LE HUU TAN,

Please review and approve the questionnaire that was submitted by LeBron James.

Questionnaire Overview


Questionnaire name: Supplier Qualification Questionnaire
Supplier: LeBron James
Approve by: 09/08/2022

[Click Here](#) to review and approve.

This questionnaire is part of following processes:

Process Name	Process Type	Material	Commodity	Region	Department	Owner
Supplier Qualification Process	Strategic Suppliers Qualification		Civil Engineering, Brand & Communication	North America, Central America	CBO, DGD PVN	NGS - LE HUU TAN

Best,

SAP Ariba team 

Manage: Supplier Qualification Questionnaire submit result - 1

Case 1: Request Additional Info

In case NSRP request for additional information, supplier receives the email requesting for revise response, and submit again

Action needed: Provide additional information to NSRP Procurement - TEST

① Một số nội dung trong thư này đã bị chặn vì người gửi không nằm trong danh sách Người gửi an toàn của bạn. [Tối tin cậy nội dung từ no-reply@ansmtp.ariba.com.](#) | [Hiển thị nội dung bị chặn](#)

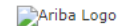


Ariba Administrator <no-reply@ansmtp.ariba.com>

Tới: Ta Quoc Hung



T3 06/09/2022 7:59 CH



Hello Hung Ta,

NSRP Procurement - TEST has reviewed your questionnaire and needs additional information.

Questionnaire Overview

Questionnaire name: Supplier Qualification Questionnaire

Supplier: FW Energy Limited Thailand-TEST

Comments: Please respond again

For more information or if you have any questions, contact NSRP Procurement - TEST.

[Click Here](#) to view the questionnaire.

This questionnaire is part of following processes:

Process Name	Process Type	Material	Commodity	Region	Department	Owner
Supplier Qualification Process	Strategic Suppliers Qualification		Electrical Equipment, Catalyst/Chemicals	Central America, Asia Pacific	DGD PVN	NGS - LE HUU TAN

Best,

SAP Ariba team

Manage: Supplier Qualification Questionnaire submit result - 2

Case 1: Request Additional Info

Supplier receives the email requesting for revise response, and submit again

Doc503508651 - Supplier Qualification Questionnaire Time remaining 364 days 23:58:01

If your customer has requested an update to this questionnaire, please click **Revise Response** and re-submit your answers. Even if you do, your customer cannot complete their evaluation until you re-submit the questionnaire.

Revise Response then submit again

[Revise Response](#)

All Content ☰ | ☑

Name ↑	
▼ 1 INFORMATION	
1.1 General Information Less... -	
NGHI SON REFINERY AND PETROCHEMICAL COMPANY ("NSRP") This Prequalification Questionnaire shall not be deemed to be an invitation to tender. NSRP shall have the right and sole discretion to determine the bidders for any tender. This questionnaire serves solely for the purpose of obtaining market information and shall not in any way be construed as to create any legal obligation on the parties responding to the questionnaire with NSRP, or vice versa. Expenses incurred by any party in connection to this shall be borne by them.	
▼ 2 DECLARATION BY SUPPLIER / CONTRACTOR	
▼ 2.1 I hereby declare that the information provided herein is accurate and correct.	
2.1.1 Screening Questionnaire Fully Answered: Yes <input type="checkbox"/> / No <input type="checkbox"/>	Yes

[Compose Message](#)

Manage: Supplier Qualification Questionnaire submit result - 3

Case 2: Deny

Supplier receives email for denial with comments

Declined: Supplier Qualification Questionnaire submitted to NSRP Procurement - TEST



Ariba Administrator <no-reply@ansmtp.ariba.com>

Tới: Ta Quoc Hung



T5 08/09/2022 9:09 SA

SAP Ariba 

Hello Hung Ta,

After reviewing the information, NSRP Procurement - TEST has decided to decline the questionnaire.

Questionnaire Overview

Questionnaire name: Supplier Qualification Questionnaire

Comments: Lack of too much information. Please review again all the questions.

For more information or if you have any questions, contact NSRP Procurement - TEST.

Best,

SAP Ariba team

Manage: Supplier Qualification Questionnaire submit result - 4

Case 2: Deny

Access supplier's site and Select Questionnaires > Supplier Qualification Questionnaire
The system will navigate you to question document

no items

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Registration Questionnaire	Doc488461928	9/8/6105 8:20 PM	Rotating Equipment 18, Waste Management 10	(no value)	Registered

Qualification Questionnaires

Title	ID	Commodity	Regions	Status
No items				

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Qualification Questionnaire	Doc490109095	8/21/2022 3:00 PM	(no value)	(no value)	Not Responded

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No items					

Supplier Lifecycle Processes

Supplier Qualification Process

Commodity	Regions	Departments	Owner	Status	Action
Civil Engineering ,Catalyst/Chemicals	Asia Pacific	GMR	NGS - LE HUU TAN	In Qualification	View

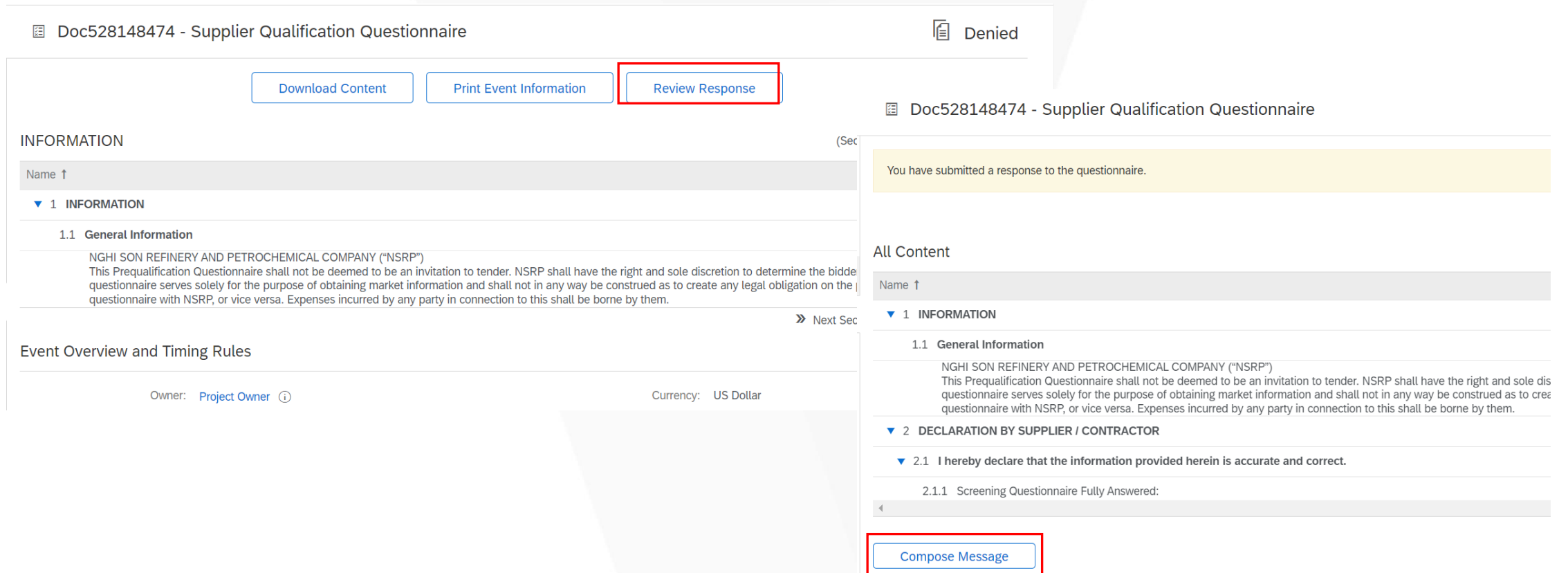
Select Questionnaire

▼ Status: Open (1)
[Supplier Qualification Questionnaire](#)

Manage: Supplier Qualification Questionnaire submit result - 5

Case 2: Deny

Supplier Review Response then Compose Message to request PS team in NSRP request to update the process



Doc528148474 - Supplier Qualification Questionnaire Denied

Download Content Print Event Information **Review Response**

INFORMATION (Sec)

Name ↑

▼ 1 INFORMATION

1.1 General Information

NGHI SON REFINERY AND PETROCHEMICAL COMPANY ("NSRP")
This Prequalification Questionnaire shall not be deemed to be an invitation to tender. NSRP shall have the right and sole discretion to determine the bidder's response to the questionnaire serves solely for the purpose of obtaining market information and shall not in any way be construed as to create any legal obligation on the part of the bidder to answer the questionnaire with NSRP, or vice versa. Expenses incurred by any party in connection to this shall be borne by them.

» Next Section

Event Overview and Timing Rules

Owner: Project Owner ⓘ Currency: US Dollar

Doc528148474 - Supplier Qualification Questionnaire

You have submitted a response to the questionnaire.

All Content

Name ↑

▼ 1 INFORMATION

1.1 General Information

NGHI SON REFINERY AND PETROCHEMICAL COMPANY ("NSRP")
This Prequalification Questionnaire shall not be deemed to be an invitation to tender. NSRP shall have the right and sole discretion to determine the bidder's response to the questionnaire serves solely for the purpose of obtaining market information and shall not in any way be construed as to create any legal obligation on the part of the bidder to answer the questionnaire with NSRP, or vice versa. Expenses incurred by any party in connection to this shall be borne by them.

▼ 2 DECLARATION BY SUPPLIER / CONTRACTOR

▼ 2.1 I hereby declare that the information provided herein is accurate and correct.

2.1.1 Screening Questionnaire Fully Answered:

Compose Message

Manage: Supplier Qualification Questionnaire submit result - 6

Case 2: Deny

Supplier composes the message then Send. NSRP will receive email then decide whether to request update or not.

Compose New Message

Send

Cancel

From: HTQ01 Company Limited (Hung Ta)

To: Project Team

Subject: Doc528148474 - Supplier Qualification Questionnaire

Attachments: [Attach a file](#)

Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Bulleted list, Numbered list, Font size (1 (8 pt)), Font color, Background color, Undo, Redo.


Dear,
Please request update so that we can revise the response!

Manage: Supplier Qualification Questionnaire submit result - 7

Case 2: Deny


In case NSRP requests for update, supplier receives the email requesting for revise response, and submit again

Action needed: Complete questionnaire from NSRP Procurement - TEST

 Ariba Administrator <no-reply@ansmtp.ariba.com>
To: Ta Quoc Hung

9:26 AM

[Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message](#)

 Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.
Ariba Logo

Hello Hung Ta,

NSRP Procurement - TEST has invited you to complete a questionnaire. This is required so HTQ01 Company Limited can do business with NSRP Procurement - TEST.

Questionnaire Overview
Questionnaire name: Supplier Qualification Questionnaire
Respond by: Tue, 18 Oct, 2022
Comments: Please revise the response!

This questionnaire is part of following processes:

Process Name	Process Type	Material	Commodity	Region	Department	Owner
Supplier Qualification Process	Strategic Suppliers Qualification		Civil Engineering, Brand & Communication	Central America, Europe	DGD KPI	NGS - TA QUOC HUNG

Manage: Supplier Qualification Questionnaire submit result - 8

Case 2: Deny

Supplier receives the email requesting for revise response, and submit again

Doc503508651 - Supplier Qualification Questionnaire Time remaining 364 days 23:58:01

If your customer has requested an update to this questionnaire, please click **Revise Response** and re-submit your answers. Even if you do, your customer cannot complete their evaluation until you re-submit the questionnaire.

Revise Response then submit again

[Revise Response](#)

All Content ☰ | ☑

Name ↑	
▼ 1 INFORMATION	
1.1 General Information Less... -	
NGHI SON REFINERY AND PETROCHEMICAL COMPANY ("NSRP") This Prequalification Questionnaire shall not be deemed to be an invitation to tender. NSRP shall have the right and sole discretion to determine the bidders for any tender. This questionnaire serves solely for the purpose of obtaining market information and shall not in any way be construed as to create any legal obligation on the parties responding to the questionnaire with NSRP, or vice versa. Expenses incurred by any party in connection to this shall be borne by them.	
▼ 2 DECLARATION BY SUPPLIER / CONTRACTOR	
▼ 2.1 I hereby declare that the information provided herein is accurate and correct.	
2.1.1 Screening Questionnaire Fully Answered: Yes <input type="checkbox"/> / No <input type="checkbox"/>	Yes

[Compose Message](#)

Manage: Supplier Qualification Questionnaire submit result - 9

Case 3: Approve

[Email] Notify the submission has been approved.

Approved: Supplier Qualification Questionnaire submitted to NSRP Procurement - TEST



Ariba Administrator <no-reply@ansmtp.ariba.com>

To Ta Quoc Hung

Reply Reply All Forward [Share icon] [More icon]

Fri 10/14/2022 9:31 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hello Hung Ta,

NSRP Procurement - TEST has approved the questionnaire that you completed.

Questionnaire Overview

Questionnaire name: Supplier Qualification Questionnaire
Supplier: HTQ01 Company Limited

You'll be notified if any other tasks require your attention.

This questionnaire is part of following processes:

Process Name	Process Type	Material	Commodity	Region	Department	Owner
Supplier Qualification Process	Strategic Suppliers Qualification		Civil Engineering, Brand & Communication	Central America, Europe	DGD KPI	NGS - TA QUOC HUNG



Thank you!