



# User guide

## Bidding Process

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

# CONTENT

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1. Overview

2. Invite Suppliers to join sourcing event (RFI/RFP/Auction)

3. Submit responses for sourcing event

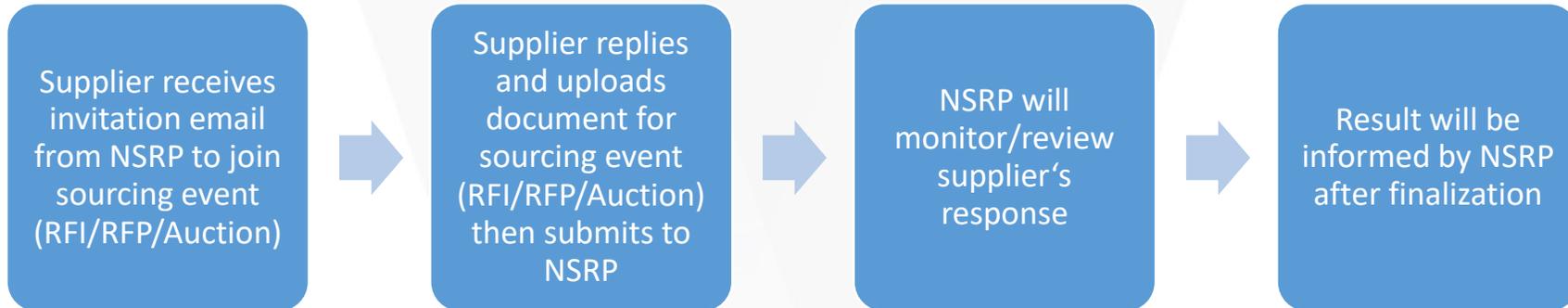
## a. General Introduction

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- Qualified suppliers will be invited to join NSRP's sourcing events in SAP Ariba.
- Suppliers will not be charged any fee to create account and join NSRP's sourcing events in SAP Ariba.
- NSRP's sourcing event types:
  - Request for information (RFI): a RFI usually precedes a request for proposal (RFP) or an auction. NSRP use RFI to collect information from suppliers to form potential list of supplier for procurement packages.
  - Request for proposal (RFP) : NSRP uses RFP to collect offer from bidders to consider short listed bidders.
  - Auction is a competitive event where bidders compete with others on price and terms to win the bidding lot.
- Each NSRP's sourcing event may have different bidding strategy. Please contact procurement package's PIC for the detail.

## b. Diagram NSRP Bidding process

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# CONTENT

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1. Overview

**2. Invite Suppliers to join sourcing event (RFI/RFP/Auction)**

3. Submit responses for sourcing event

# 2. Invite Suppliers to join bidding event (RFI/RFP/Auction)

- Suppliers will receive an invitation email to complete the **bidding event (RFI/RFP/Auction)**

☐ ☆ Ariba Administrator

from NSRP Procurement - TEST invites you to particip...

Apr 15

Welcome, Nguyen Van A Aka.

NSRP Procurement - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFI Templates. The event starts on Tuesday, April 23, 2024 at 9:51 AM, Pacific Daylight Time and ends on Tuesday, April 23, 2024 at 10:21 AM, Pacific Daylight Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact [redacted] via telephone at [redacted] or via e-mail at [redacted]

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

We look forward to working with you!

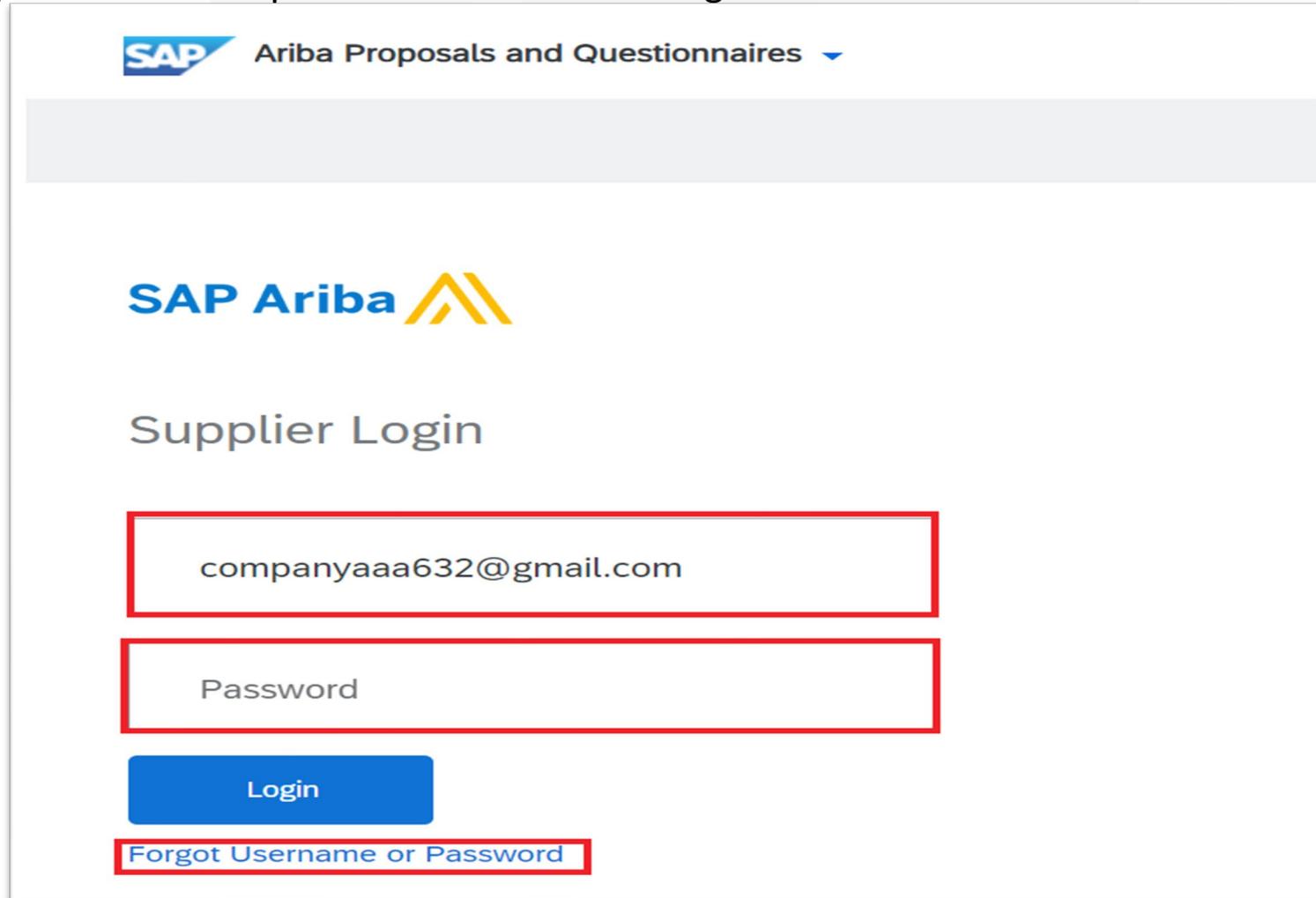
Thank You,

NSRP Procurement - TEST

**Click on "Click here" to join bidding event (RFI/RFP/Auction)**

## 2. Invite Suppliers to join bidding event (RFI/RFP/Auction)

- In case you have an account → Input email address and password then click on “Log in”
- If you forget your account or password → click on “Forgot Username or Password”



SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

companyaaa632@gmail.com

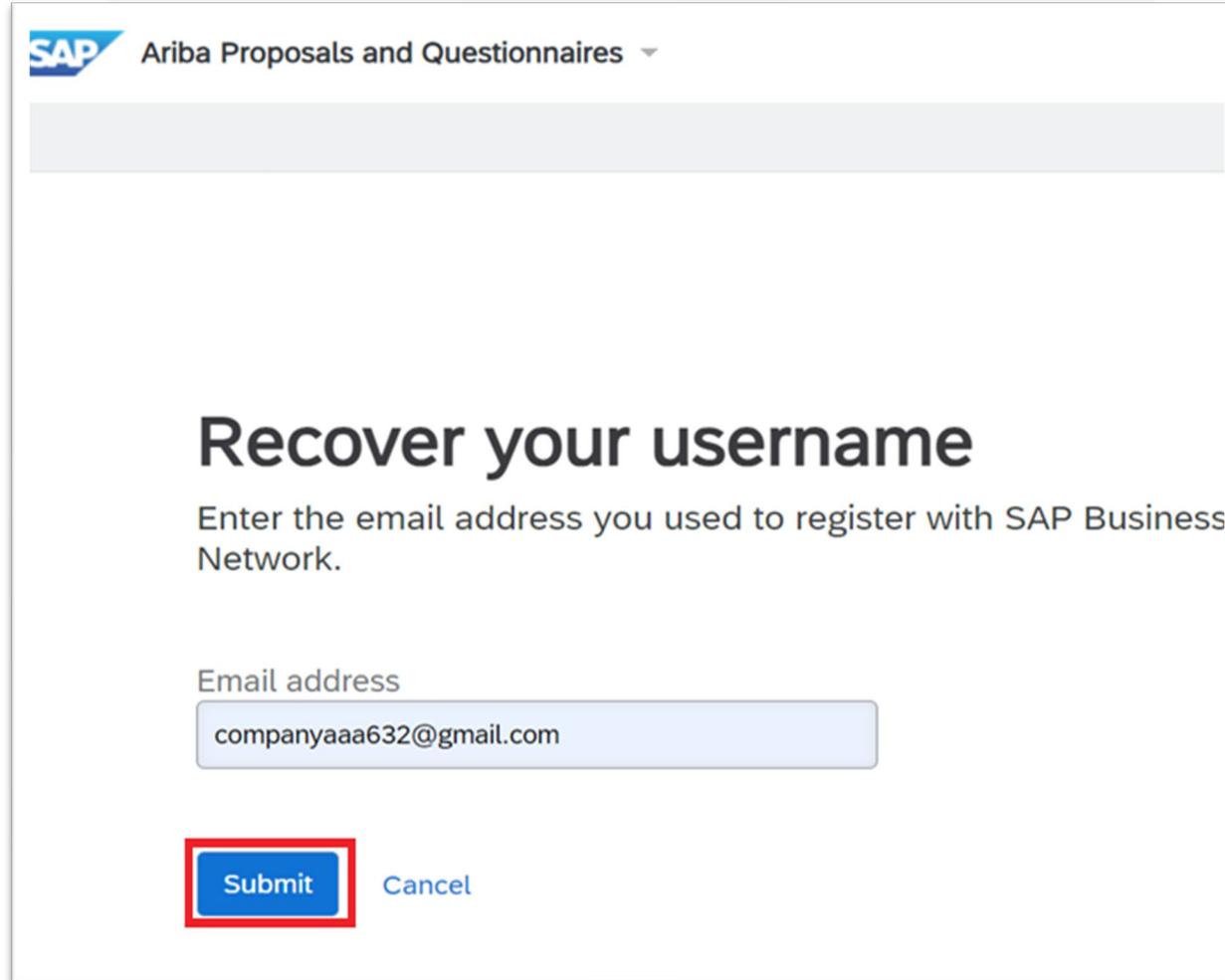
Password

Login

[Forgot Username or Password](#)

## 2. Invite Suppliers to join bidding event (RFI/RFP/Auction)

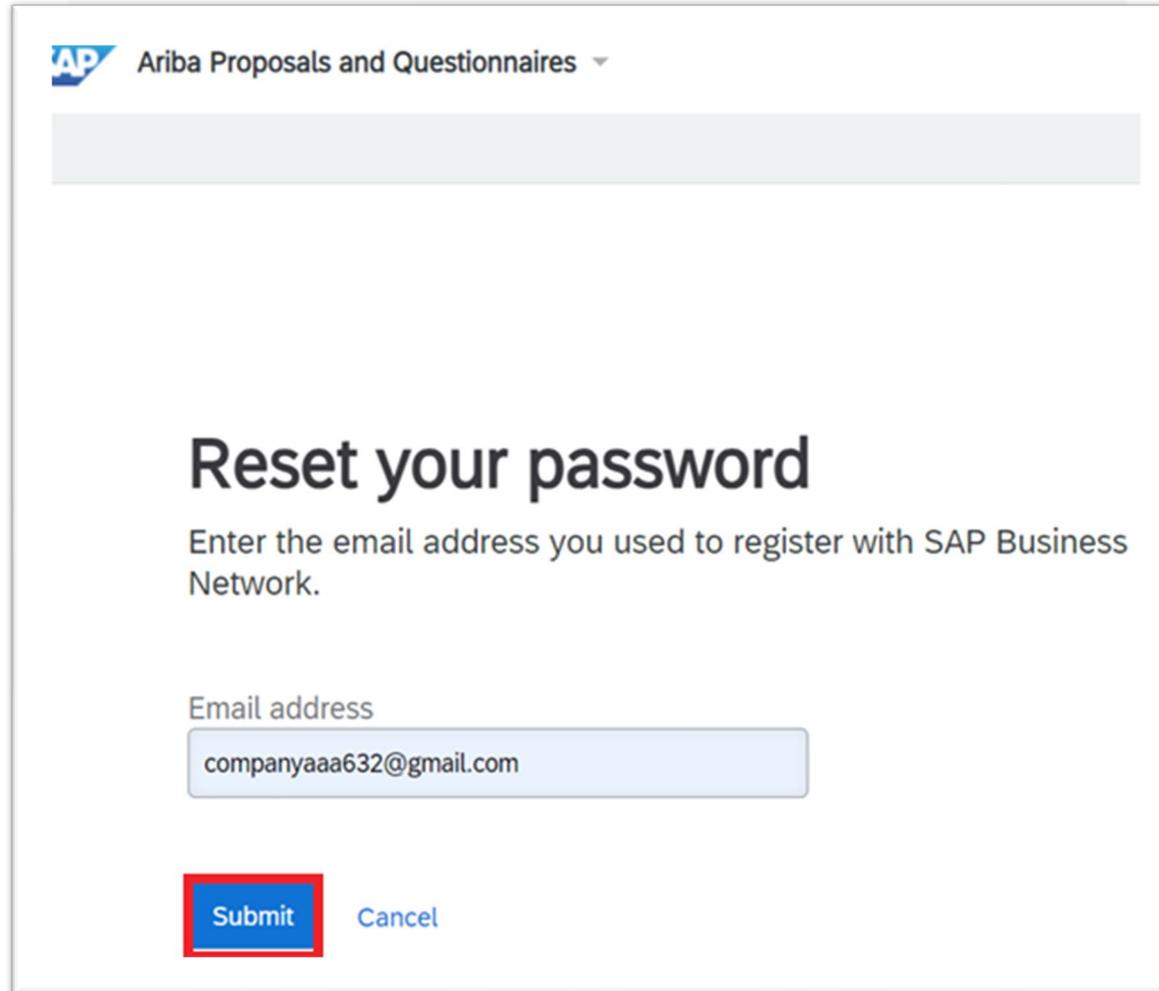
- When you click on “Forgot Username” then screen below appears, you enter your email address and click submit



The screenshot shows a web form titled "Recover your username" within the SAP Ariba interface. The header includes the SAP logo and the text "Ariba Proposals and Questionnaires". The main heading is "Recover your username", followed by the instruction "Enter the email address you used to register with SAP Business Network." Below this is a text input field labeled "Email address" containing the text "companyaaa632@gmail.com". At the bottom, there are two buttons: a blue "Submit" button with a red border, and a grey "Cancel" button.

## 2. Invite Suppliers to join bidding event (RFI/RFP/Auction)

- When you click on “Forgot Password” then screen below appears, you enter your email address and click submit



The screenshot shows a web interface for password reset. At the top left, there is a logo with the letters 'AP' and the text 'Ariba Proposals and Questionnaires' followed by a dropdown arrow. Below this is a grey horizontal bar. The main heading is 'Reset your password' in a large, bold font. Underneath the heading is the instruction: 'Enter the email address you used to register with SAP Business Network.' Below this instruction is a text input field labeled 'Email address' containing the text 'companyaaa632@gmail.com'. At the bottom of the form, there are two buttons: a blue 'Submit' button with a red border, and a grey 'Cancel' button.

# 2. Invite Suppliers to join bidding event (RFI/RFP/Auction)

- Click on Bidding Event to continue, you can check Status of Event there for example: Open

## Events



Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
<a href="#">RFI Templates</a>	Doc1091373959	4/24/2024 3:44 PM	RFI	No

## 2. Invite Suppliers to join bidding event (RFI/RFP/Auction)

- This is UI navigation of Bidding event screen which contains Check list, Event contents and Time remaining
- Flow of checklist: Review Event Detail → Review and Accept Prerequisites → Submit Response

The screenshot displays the SAP Ariba Bidding event interface. At the top, a dark header shows the user is acting as 'Nguyen Van A Aka' and provides a 'Stop' button. Below this, the 'Event Details' section includes a document icon and a yellow callout box stating 'Time remaining : Time left to accept response'. To the right, a clock icon indicates 'Time remaining 00:22:05'. The main content area features a yellow message box with instructions: 'Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites must be answered before you can continue with the event. If you decline the terms of the...'. Below the message are four buttons: 'Download Content', 'Review Prerequisites' (highlighted in blue), 'Decline to Respond', and 'Print Event Information'. On the left, a navigation sidebar contains 'Event Messages', 'Checklist', and 'Event Contents'. The 'Checklist' section is expanded, showing three items: '1. Review Event Details', '2. Review and Accept Prerequisites' (highlighted in blue), and '3. Submit Response'. The 'Event Contents' section is also expanded, showing '1 Introduction' and '2 Event Information'. The 'Introduction' section is further expanded to show '1.1 Company Information', which includes a paragraph about SAP Ariba and a list of three steps: '1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.', '2. Review and accept the Agreement and/or Prerequisite(s) at the project level', and '3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received'.

Acting as: Nguyen Van A Aka Stop

Event Details Doc1 Time remaining : Time left to accept response 🕒 Time remaining 00:22:05

Event Messages

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites must be answered before you can continue with the event. If you decline the terms of the...

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

▼ Event Contents

1 Introduction

2 Event Information

Download Content Review Prerequisites Decline to Respond Print Event Information

Introduction (Section 1 of 6) Next >> 🏠

Name ↑

▼ 1 Introduction

1.1 Company Information

SAP Ariba, Inc. is the leading provider of collaborative business commerce solutions. Ariba combines industry-leading technology with the world's largest web-based trading community to help companies discover, connect, and collaborate with a global network of partners - all in a cloud-based environment. and sell more efficiently and effectively.

1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.
2. Review and accept the Agreement and/or Prerequisite(s) at the project level
3. Enter your response and click on Submit entire response. Please note that unless you click on the "Submit" button, your response will not be received

## 2. Invite Suppliers to join bidding event (RFI/RFP/Auction)

- To check Email/message from NSRP, click on “Event Message” then continue

Acting as: Nguyen Van A Aka

Event Details  Doc1091373959 - RFI Templates  Pending

[Event Messages](#)  
[Response History](#)  
[Download Tutorials](#)

▼ Checklist

1. Review Event Details
2. [Review and Accept Prerequisites](#)
3. [Submit Response](#)

[Download Content](#) [Review Prerequisites](#) [Print Event Information](#) [Review Bidding](#) [Download Bid Change](#)

Introduction (Section 1 of 6) [Next](#)

Name ↑

▼ 1 Introduction

1.1 **Company Information**

SAP Ariba, Inc. is the leading provider of collaborative business commerce solutions. Ariba combines industry-leading technology with the world's largest web-based tra community to help companies discover, connect, and collaborate with a global network of partners - all in a cloud-based environment. Using the Ariba Commerce Clouc businesses of all sizes can buy, manage cash, and sell more efficiently and effectively.

1.2 **How to respond to the RFI**

1. Once you access the project, please review the event details. You can click on "All content" in order to see all the sections together.

# 2. Invite Suppliers to join bidding event (RFI/RFP/Auction)

- Click on “Compose Message” to check and reply to messages

### Messages

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input type="radio"/>	MSG121801500	No	04/25/2024 10:20 AM	Company AAA1	Nguyen Van A Aka		Doc1091373959 - RFI Templates
<input type="radio"/>	MSG121801498	No	04/25/2024 10:19 AM	Company AAA1	Nguyen Van A Aka		Doc1091373959 - RFI Templates
<input type="radio"/>	MSG121805658	No	04/24/2024 03:44 PM	NSRP Procurement - TEST		Nguyen Van A Aka	Event RFI Templates is no longer accepting respo
<input type="radio"/>	MSG121842327	Not Applicable	04/24/2024 03:37 PM	Company AAA1	Nguyen Van A Aka		Response (ID=ID662773751) in event RFI Template
<input type="radio"/>	MSG121842326	Not Applicable	04/24/2024 03:35 PM	Company AAA1	Nguyen Van A Aka		Response (ID=ID662773750) in event RFI Template
<input type="radio"/>	MSG121805657	Not Applicable	04/24/2024 03:32 PM	Company AAA1	Nguyen Van A Aka		All access prerequisites have been answered and
<input type="radio"/>	MSG121805656	Not Applicable	04/24/2024 03:32 PM	Company AAA1	Nguyen Van A Aka		Company AAA1 (Nguyen Van A Aka) has accepted
<input type="radio"/>	MSG121842325	Not Applicable	04/24/2024 03:32 PM	Company AAA1	Nguyen Van A Aka		Response (ID=ID662773749) in event RFI Template
<input checked="" type="radio"/>	MSG121805655	Not Applicable	04/24/2024 03:14 PM	NSRP Procurement - TEST		Nguyen Van A Aka	NSRP Procurement - TEST has invited you to part

↳

## 2. Invite Suppliers to join bidding event (RFI/RFP/Auction)

- Write content email and click “Send”

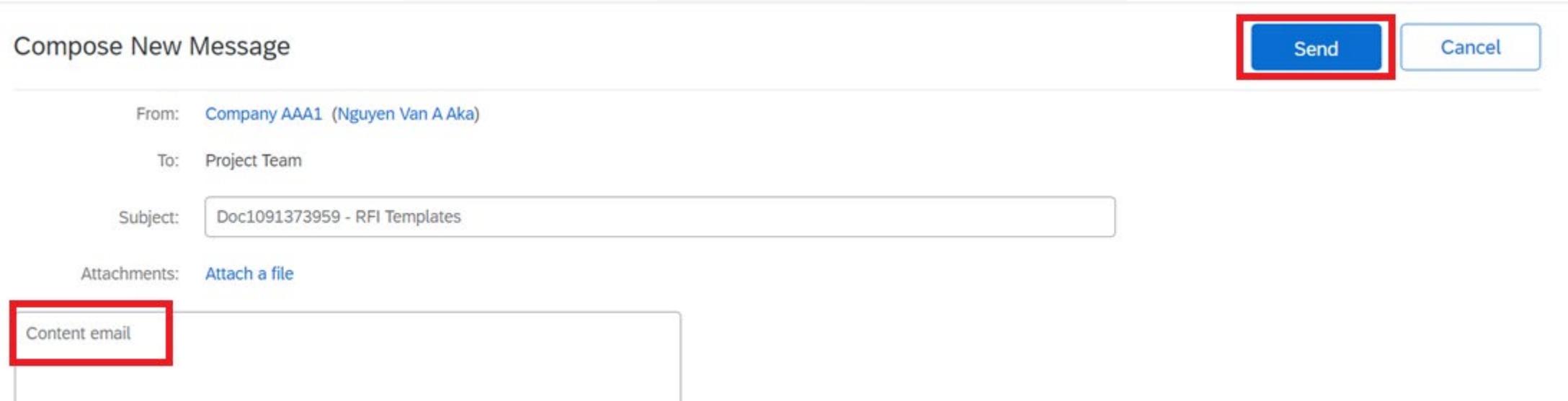
Compose New Message

From: [Company AAA1 \(Nguyen Van A Aka\)](#)

To: Project Team

Subject:

Attachments: [Attach a file](#)



# CONTENT

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1. Overview

2. Invite Suppliers to join sourcing event (RFI/RFP/Auction)

3. Submit responses for sourcing event

# 3. Submit responses for sourcing event

- Navigate to “Review Prerequisites”

The screenshot shows a web interface for an event titled "Doc1091373959 - RFI Templates". At the top right, there is a clock icon and the text "Time remaining 00:13:00". On the left side, there is a sidebar with "Event Messages", "Download Tutorials", and a "Checklist" section containing "1. Review Event Details". The main content area features a yellow informational banner with the text: "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 you to decline the terms of the prerequisites, you". Below this banner are four buttons: "Download Content", "Review Prerequisites" (highlighted with a red border), "Decline to Respond", and "Print Event Information". A yellow callout box with red text is overlaid on the banner, stating: "Click on Review Prerequisites to navigate to this part".

# 3. Submit responses for sourcing event

- Complete all questions before click on “OK”

1 Introduction

2 Event Information

▼ 3 RFI Package

3.1 NSRP's Terms and Conditions

Please find attached the NSRP's Terms and Conditions applicable to this market. All responses submitted during this project must comply with this document.

Do you accept these conditions? 

\* Unspecified v

▼ 4 General Questions & Requirements

4.1 Quality

4.2 Service/Delivery Information

5 Project-Specific Requirements Less... -

Use this section to import category-specific content from the Sourcing Library, copy from past events, or to manually create requirements on an ad hoc basis (or import via Excel).

6 Thank you!

(\*) indicates a required field

OK Cancel

Star (\*) is required question

# 3. Submit responses for sourcing event

- System informs about response submitted, then you continue to click on “Submit Response” to continue

The screenshot shows a user interface for a sourcing event. At the top, a dark blue header bar displays "Acting as: Nguyen Van A Aka" on the left and "Stop" on the right. Below the header, the main content area is titled "Console" and "Doc1091373959 - RFI Templates". A yellow notification banner at the top of the main content area reads "Your response to the prerequisites has been submitted." Below this, a "Checklist" section is visible on the left, with three items: "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Response". The "3. Submit Response" item is highlighted with a red rectangular box. To the right of the checklist, the "All Content" section is displayed, showing a table with a header "Name ↑" and a single row titled "1 Introduction". Under "1 Introduction", there is a sub-section "1.1 Company Information" with the text: "SAP Ariba, Inc. is the leading provider of collaborative business commerce solutions. Ariba combines industry-leading technology with the world's largest web-based trading community to help companies discover, connect, and collaborate with a global network of partners - all in a cloud-based environment." A clock icon in the top right corner indicates "Time remaining 00:11:38".

# 3. Submit responses for sourcing event

- Complete all questions before click on “Submit Entire Response”

4.2.2 Please indicate which of these locations you currently service. Please use the "Other" field to indicate any additional locations.

Korea  
 Japan  
 Philippines  
 Thailand  
 Others  
 Other

4.2.3 What percentage of your deliveries are on time? \*

5 Project-Specific Requirements [Less...](#)

Use this section to import category-specific content from the Sourcing Library, copy from past events, or to manually create requirements on an ad hoc basis (or import via Excel).

▼ 6 Thank you!

6.1 We appreciate your time and effort to respond to this RFI.

(\*) indicates a required field

**Submit Entire Response** | Save draft | Compose Message | Excel Import

### 3. Submit responses for sourcing event

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- A message will be displayed indicating that you have submitted your response successfully, NSRP will review and respond soon.

✓ Your response has been submitted. Thank you for participating in the event.

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Thanks!