



User guide

Qualification Process

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

CONTENT

1. Overview

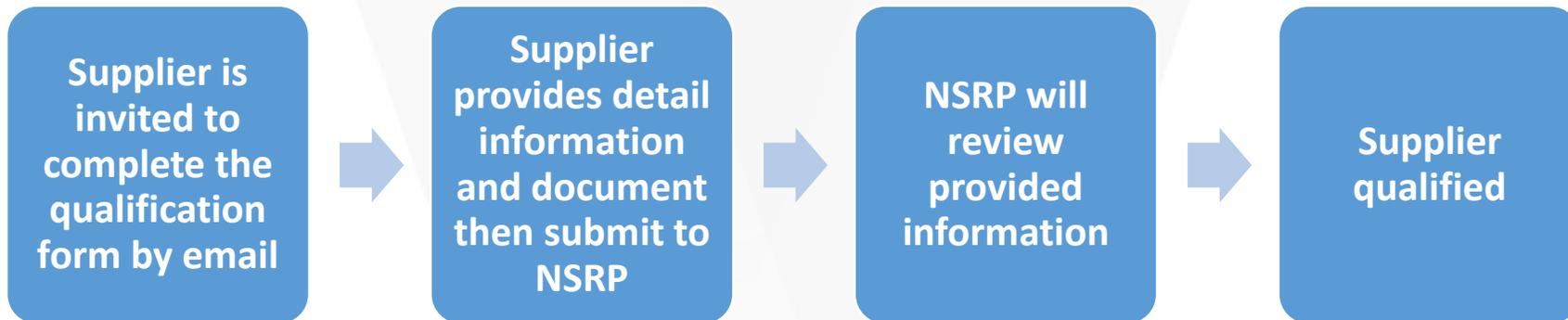
2. Invitation to qualification process

3. Submit qualification form

a. General Introduction

- Suppliers need to be qualified before they are able to join NSRP's sourcing events.
- Supplier qualification can be implemented for different procurement categories, regions,...
- Suppliers must have an SAP Ariba account and be invited by NSRP to join qualification process.

b. Overview of NSRP Qualification process



CONTENT

1. Overview

2. Invitation to qualification process

3. Submit and update qualification form

2. Invitation to qualification process

- Suppliers will receive an invitation email to complete the Qualification form

☐ ☆ Ariba Administrator 2 [redacted] NSRP Procurement - TEST invites you to participate in this process: Supplier Qualification Process

SAP Ariba

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 - 01
Category: industrial gas
Region:
Business unit:
Material: Not applicable
Process owner: Nguyen The Trung

Message:

Questionnaire Overview

Name	Assigned To	Respond By
Supplier Qualification Questionnaire	trung The Nguyen	May 8, 2024 at 8:07 PM

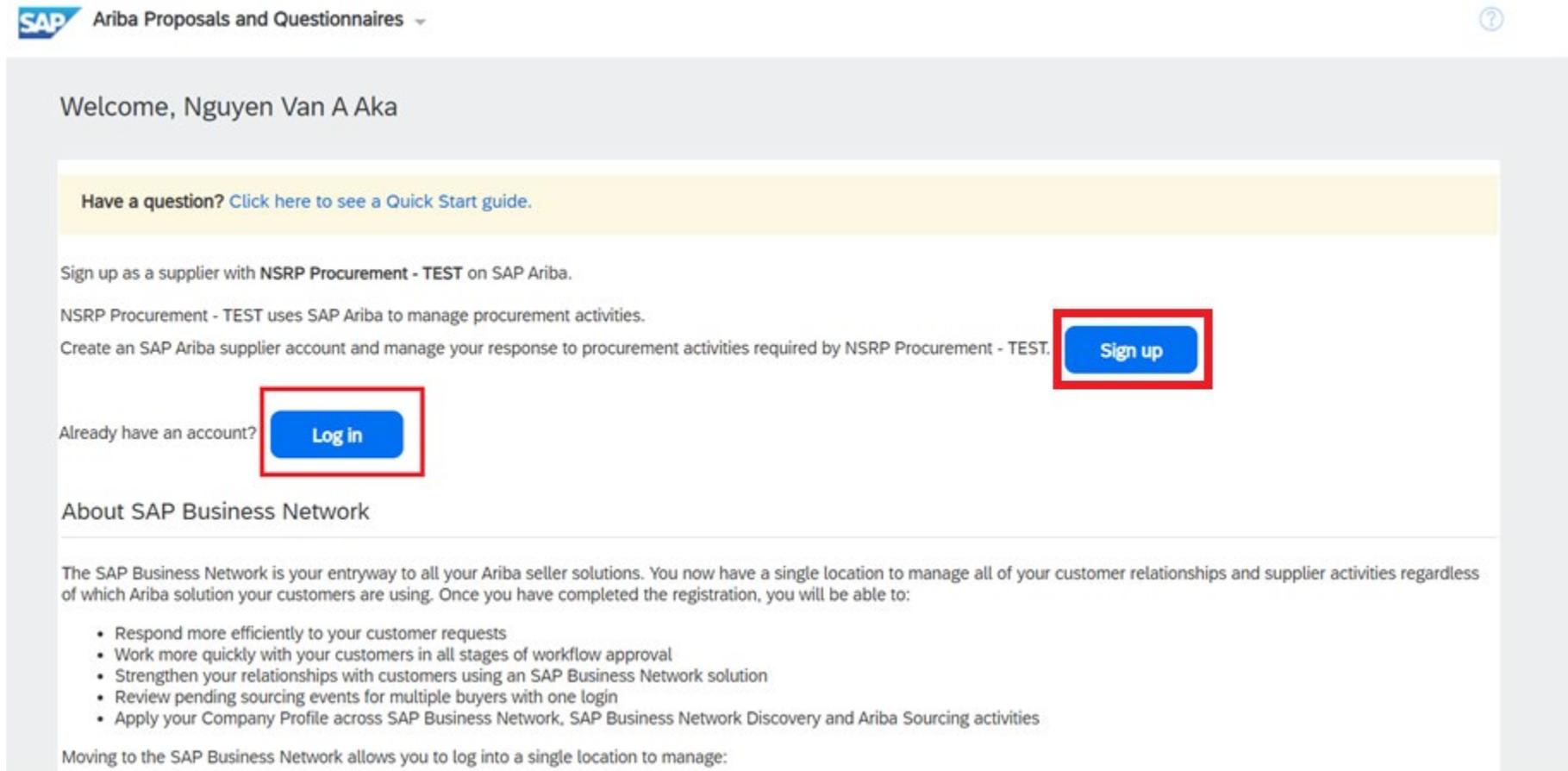
[Click Here](#) to view the process.

Best Regards,
SAP Ariba team

Click on "Click here" to do the Qualification Process

2. Invitation to qualification process

- If you have SAP Ariba's account → click on “Log in”
- In case you don't have account → click on “Sign up”



SAP Ariba Proposals and Questionnaires

Welcome, Nguyen Van A Aka

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with NSRP Procurement - TEST on SAP Ariba.

NSRP Procurement - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by NSRP Procurement - TEST.

Already have an account?

Log in **Sign up**

About SAP Business Network

The SAP Business Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an SAP Business Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across SAP Business Network, SAP Business Network Discovery and Ariba Sourcing activities

Moving to the SAP Business Network allows you to log into a single location to manage:

2. Invitation to qualification process

- In case you forget username or password, select Forgot Username/Password. Follow the guide of SAP to retake the ownership of your account.

Username:*

Password:*

[Forgot Username](#)

[Forgot Password](#)

Click on Forgot Password

2. Invitation to qualification process

- After log in Ariba successfully, click on Supplier Qualification Questionnaire to complete the qualification form.

▼ Status: Open (1)					
Supplier Qualification Questionnaire - 02	Doc1085369323	4/23/2024 2:22 PM	(no value)	(no value)	Not Responded

CONTENT

1. Overview

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3. Submit and update qualification form

3. Submit and update qualification form

- Answer all required questions of the qualification form

The screenshot shows a web-based qualification form interface. On the left is a sidebar with navigation links: Event Messages, Event Details, Response History, Response Team, Event Contents, and All Content. The main area is titled 'All Content' and contains a table of sections. A yellow callout box with the text 'Input information and upload file to complete All content' has three blue arrows pointing to the '2.1.1 Screening Questionnaire Fully Answered' row, the '2.2.2 Title' input field, and the '2.2.5 Please attach the declaration form' row. The '2.1.1' row has a dropdown menu set to 'Unspecified' and an 'Attach a file' button. The '2.2.2' row has an empty text input field. The '2.2.3' row has an empty text input field. The '2.2.4' row has an empty text input field. The '2.2.5' row has a text input field containing 'companyaaa632@gmail.com'. A 'Less...' button is visible next to the '1.1 General Information' section header.

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:	* Unspecified ▾ +
2.1.2 Attachment: Product Catalogue, Company Profile	* Attach a file +
▼ 2.2 Supplier Information	
2.2.1 Name: NGHI SON REFINERY AND PETROCHEMICAL COMPANY	* [Empty Input Field]
2.2.2 Title:	* [Empty Input Field]
2.2.3 Phone:	* [Empty Input Field]
2.2.4 Email:	* companyaaa632@gmail.com
2.2.5 Please attach the declaration form as reference attachment that	

3. Submit and update qualification form

- Click "Submit Entire Response" to send the completed form to NSRP for reviewing.

The screenshot displays a web application interface for a qualification form. On the left, a sidebar contains navigation links: 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. Under 'Event Contents', there are numbered sections: 1 INFORMATION, 2 DECLARATION BY SUPPL..., 3 GENERAL INFORMATION, 4 MANAGEMENT APPROACH, 5 FINANCIAL, and 6 QUALITY MANAGEMENT. The main content area is titled 'LEGAL AND COMPLIANCE' and contains a table of questions. Each question has a red asterisk indicating it is a required field. The questions are:

Name ↑	
9.1 Any major issues or non-compliances with legal regulations over the past 5 years?	* No ▾
9.2 Any litigations, arbitrations, disputes and claims, whether actual or threatened and which involves or could involve the company?	* No ▾
9.3 Any agreements by company entered into in the last 5 years documenting a settlement with respect to any actual or threatened litigation, claim or dispute	* No ▾
9.4 Any investigation, inquiry or enforcement proceedings or processes in progress?	* No ▾
9.5 Any major outstanding obligations related to investigations, inquiries or enforcement proceedings?	* No ▾
9.6 Any major pending or settled tax issues related to tax inspections/ audits over the past 5 years?	* No ▾
9.7 Any major pending or settled issues related to	* No ▾

Below the table, a blue button labeled 'Submit Entire Response' is highlighted with a red border. A yellow arrow points from this button to a dialog box that appears. The dialog box contains a green checkmark, the text 'Submit this response?', and the instruction 'Click OK to submit.' Below this text are two buttons: 'OK' and 'Cancel'. A yellow box with the text 'Click ok' is positioned below the 'OK' button. To the right of the dialog box, there is an 'Excel Import' button.

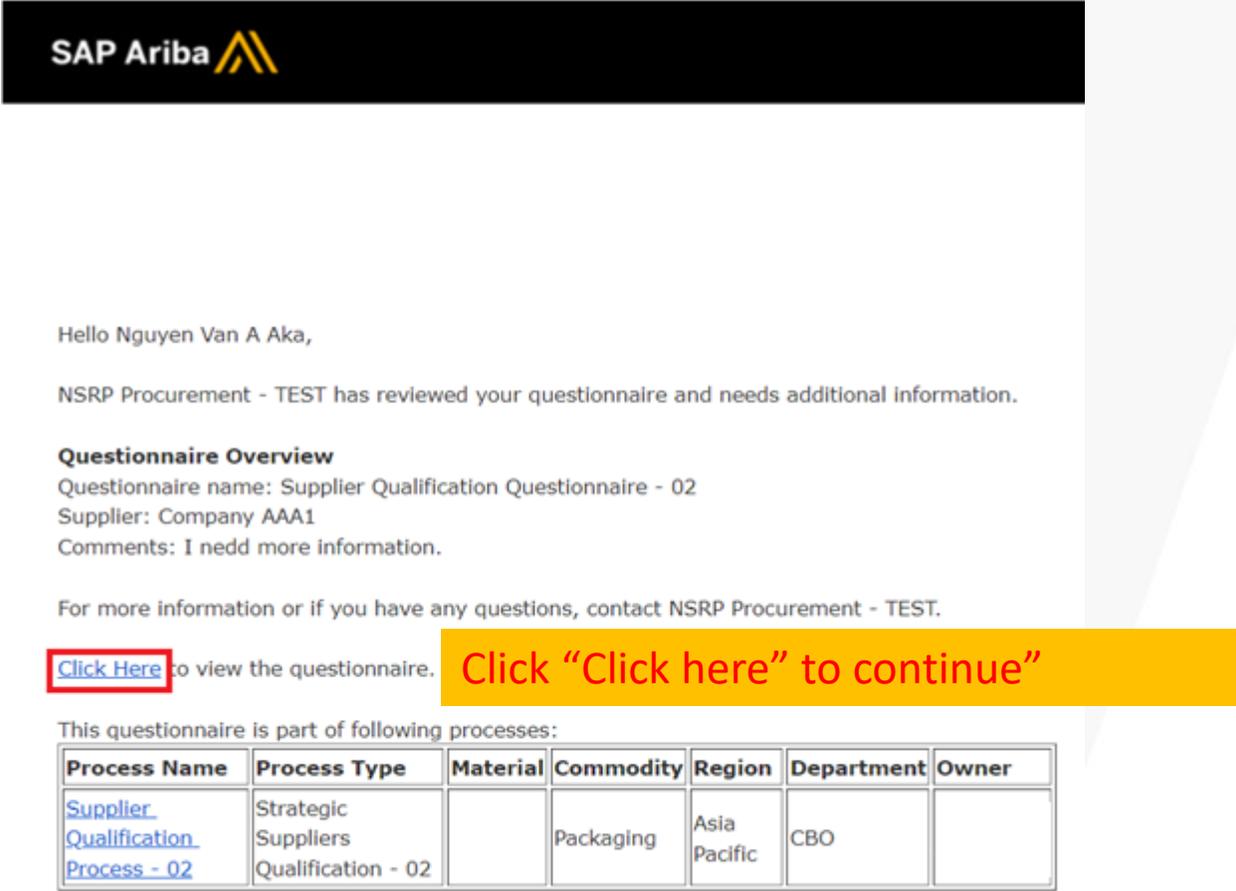
3. Submit and update qualification form

- After submitting, SAP Ariba will pop up a message indicate that supplier have submitted the response successfully.

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

3. Submit and update qualification form

- In case NSRP requires supplier to provide additional information, supplier will receive an email as example below.



SAP Ariba

Hello Nguyen Van A Aka,

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

Questionnaire Overview
Questionnaire name: Supplier Qualification Questionnaire - 02
Supplier: Company AAA1
Comments: I need more information.

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

[Click Here](#) to view the questionnaire. **Click "Click here" to continue"**

This questionnaire is part of following processes:

Process Name	Process Type	Material	Commodity	Region	Department	Owner
Supplier Qualification Process - 02	Strategic Suppliers Qualification - 02		Packaging	Asia Pacific	CBO	

3. Submit and update qualification form

- Click on “Revise Response” to continue

Jump to Navigation | Jump to Content Test Site

Acting as: Nguyen Van A Aka Stop

Console Doc1093069672 Time remaining: Time left to update response

Time remaining 3 days 23:56:49

Event Messages
Event Details
Response History

Check list of Event contents

▼ Event Contents

- All Content
- 1 INFORMATION
- 2 DECLARATION BY SUPPL...

Revise Response

Click on Revise Response to continue

All Content 1 1

Name ↑

▼ 1 INFORMATION

1.1 General Information Less...

3. Submit and update qualification form

- Click on "Submit Entire Response" to finalize.

Response Team

Name ↑

(*) is require question

▼ 9 LEGAL AND COMPLIANCE

9.1	Any major issues or non-compliances with legal regulations over the past 5 years?	<input type="radio"/> No
9.2	Any litigations, arbitrations, disputes and claims, whether actual or threatened and which involves or could involve the company?	<input type="radio"/> No
9.3	Any agreements by company entered into in the last 5 years documenting a settlement with respect to any actual or threatened litigation, claim or dispute	<input type="radio"/> No
9.4	Any investigation, inquiry or enforcement proceedings or processes in progress?	<input type="radio"/> No
9.5	Any major outstanding obligations related to investigations, inquiries or enforcement proceedings?	<input type="radio"/> No
9.6	Any major pending or settled tax issues related to tax inspections/ audits over the past 5 years?	<input type="radio"/> No
9.7	Any major pending or settled issues related to any other authority over the past 5 years?	<input type="radio"/> No

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Event Contents

All Content

1 INFORMATION

2 DECLARATION BY SUPPL...

3 GENERAL INFORMATION

4 MANAGEMENT APPROACH

5 FINANCIAL

6 QUALITY MANAGEMENT

HFAITH SAFETY

Thanks!