



User guide

Registration Process

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

CONTENT

1. Overview

2. Self-registration

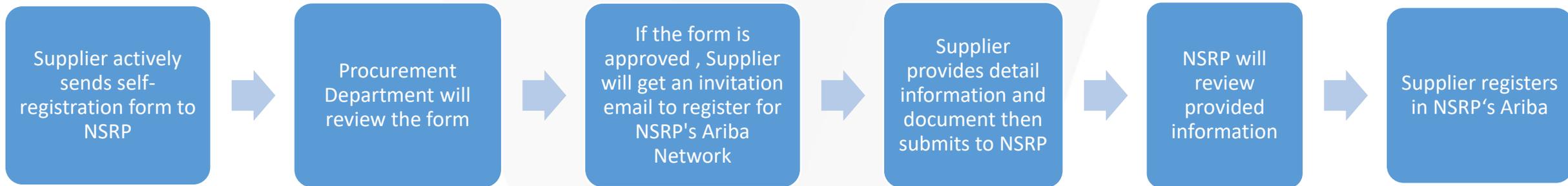
3. Receive invitation email from NSRP

a. General Introduce

- At NSRP, we are transitioning to the SAP Ariba platform to manage our supplier and procurement management processes.
- Suppliers need to complete registration process in SAP Ariba before participating in NSRP's procurement events.
- Suppliers do not yet have any business connection with NSRP can actively send self-registration request to NSRP.
- Suppliers already have partner relationship with NSRP will receive invitation email from NSRP to register.
- There is no subscription fee to get on board with SAP Ariba.

b. Overview of NSRP Registration process

- New Supplier does not have business connection with NSRP



- Suppliers already have partner relationship with NSRP



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3. Receive invitation email from NSRP

2. Self-registration

- Supplier access [NSRP's website](#) and click button 2 as picture to access self-registration form.
- Or supplier clicks the link [here](#) for direct access.

https://nsrp.vn/become-nsrps-suppliers/

NGHI SON REFINERY AND PETROCHEMICAL LLC

About NSRP Product/Service Sustainability News Careers Media E-invoice **Supplier**

Search... EN | VI

BECOME NSRP'S SUPPLIERS

PROCURMENT NEWS

BECOME NSRP'S SUPPLIER

NSRP's Supplier page is designed to guide manufacturers and suppliers through the process of partnering with NSRP. NSRP invite you to explore the opportunity to grow with NSRP as a valued Business Partner. For this purpose, NSRP carefully select our Business Partner through processes and selection procedures that prioritize product quality and associated services. NSRP also consider costs and delivery reliability for smooth Refinery Operation.

Guidelines

1 Registration
The enterprise has sufficient commercial capacity, financial ability and high technical expertise.

2 Qualification
Be qualified for future NSRP's sourcing events.

1 Become NSRP's suppliers

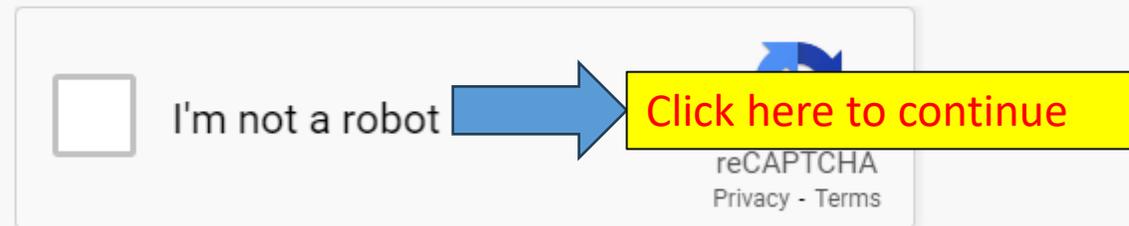
2 For new supplier, click here to register now

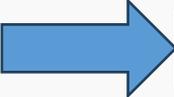
2. Self-registration

- Supplier will be redirected to SAP Ariba's introduce page to verify identification.

Introduce yourself!

Verify yourself before proceeding to the supplier request questionnaire where this customer asks you to provide information about yourself



I'm not a robot  [Click here to continue](#)

reCAPTCHA
Privacy - Terms

2. Self-registration

- After verify step, supplier provide company information. Question mark with icon * is required.

✓ 1 General Supplier Information (Thông tin chung)

1.1 Company Name (Tên công ty) *

1.2 Please input your company website (if any)
(Địa chỉ trang web (nếu có))

1.3 Please attach Company Profile (Vui lòng đính kèm hồ sơ công ty.) *

> Comments(0)

1.4 Company business license (Vui lòng đính kèm đăng ký kinh doanh.) *

> Comments(0)

All the questions can be changed in the future

2. Self-registration

- Fulfill Company legal representative

1.5 Company Legal representative or Contact Point (Người đại diện pháp luật hoặc đầu mối liên hệ)

1.5.1 Title *

Choose Mr or Mrs

1.5.2 Full name (Tên đầy đủ) *

Type full name of contact point

1.5.3 Position (Vị trí) *

Type position

1.5.4 Contact Email (Địa chỉ email) *

Type email address of contact point

1.5.5 Tel (Số ĐT)

Type phone number

1.6 Please provide main category that your company provided (Maximum 4 category). (Vui lòng chia sẻ những mảng kinh doanh chính của công ty (Tối đa 4 mảng)). *



Click search and choose main category of Company

All the questions can be changed in the future

2. Self-registration

- Fulfill information

1.7 Does your company have branches or representative offices? (Công ty có chi nhánh hoặc văn phòng đại diện không?) *

Yes

No



Choose yes/no, if yes please upload evidence in the next question

> Comments(0)

1.9 Does your company have valid Authorization letters from OEM (if any)? (Công ty có thư ủy quyền còn hiệu lực từ nhà sản xuất không?) *

Yes

No



Choose yes/no, if yes please upload evidence in the next question

> Comments(0)

1.11 Do you have any civil, legal, contractual or commercial and private relationship with any Member, any Related Party of a Member, or NSRP's Personnel? (Phía công ty có quan hệ về mặt luật pháp, hợp đồng, thương mại hoặc cá nhân với bất cứ thành viên của NSRP hoặc mối quan hệ với thành viên thuộc 04 chủ sở hữu của NSRP hay không?) *

Yes

No



Choose yes/no

 106 kb SUPPLIER'S RELATIONSHIP DECLAR...



Download this form before declaring and uploading in step 1.12

1.12 Please download declaration form and declare, then attach it here. (Vui lòng tải đơn kê khai, điền thông tin và đính kèm tại đây.) *

Upload Attachment



Upload declare form

All the questions can be changed in the future

2. Self-registration

- Fulfill Quality and HSE information

2 Quality and HSSE (Chất lượng và An toàn)

2.1 Does your company have Quality System comply with Standard ISO 9001 and/or other ISO 17020 or ISO 17025, etc. ? (Phía công ty có hệ thống quản lý chất lượng theo tiêu chuẩn ISO 9001 và/ hoặc ISO 17020 hoặc 17025... không?) *

Yes No

2.2 Please attach valid certificate. (Vui lòng đính kèm chứng nhận còn hiệu lực.) *

> Comments(0)

2.3 In case of your Quality System does not comply with ISO 9001, please provide evidence to demonstrate your Quality System implementation which has been agreed by NSRP or by your own company? (Trường hợp phía công ty không có chứng chỉ này, vui lòng cung cấp tài liệu chứng minh phía công ty đã thực hiện hệ thống quản lý chất lượng được NSRP thông qua hoặc xét duyệt từ phía công ty?) *

> Comments(0)

2.4 Please share Health, Safety, Security, Environment and Quality (HSSEQ) management procedures and safety statistics records for the last five years. (Vui lòng chia sẻ quy trình quản lý an toàn và hồ sơ thống kê an toàn trong 5 năm vừa qua.) *

> Comments(0)

Upload Attachment

Upload Attachment

Upload Attachment

Choose yes/no, if yes please upload evidence in the next question

Upload valid certificate

Upload evidence

Upload attachment

All the questions can be changed in the future

2. Self-registration

- Fulfill Finance and HSE information

3 Finance (Tài chính)

3.1 Could you please share financial statement of continuously 3 years audited by a 3rd party or the internal financial statements in last 3 years with related authority approval? (Phía công ty có thể chia sẻ báo cáo tài chính trong 3 năm liên tiếp, báo cáo được kiểm toán nội bộ hoặc kiểm toán bởi bên thứ 3 với đầy đủ chữ ký của những người liên quan không?) *

Yes

No

Choose yes/no

> Comments(0)

4 For OEM only (Dành cho OEM)

4.1 Do you have any agents working on behalf of you in Vietnam? If yes, please attach authorization letter or evidence in the comments and attachments. (Công ty có đại diện nào ở Việt Nam không? Vui lòng đính kèm thư ủy quyền hoặc tài liệu liên quan.) *

Yes

No

Choose yes/no

> Comments(0)

Click Submit



Submit

Cancel

All the questions can be changed in the future

2. Self-registration

- After submitting, system will notify that the request form has been sent to NSRP for reviewing.



GU

Your request for registration as a supplier with NSRP Procurement is complete.

The NSRP Procurement supplier management team will review your request details and make a decision on your request.

Decision will be sent to your email at companyaaa632@gmail.com

2. Self-registration

- Supplier also receive confirmation email from SAP Ariba. If supplier have any question, please contact NSRP Ariba Support Center.
- If the request is approved, supplier will receive invitation email from NSRP to provide more detail information. Please follow section 3 for further steps.

☐ ☆ Ariba Administrator NSRP Procurement is reviewing your registration request - Hello Company ...

NSRP Procurement is reviewing your registration request Inbox x  



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

7:15 PM (15 minutes ago) ☆ 😊 ↶ ⋮

Hello Company AAA,

NSRP Procurement has received your registration request and will review it for approval.
Their response will be emailed to companyaaa632@gmail.com.

If you have any questions, please don't reply to this email but instead contact NSRP Procurement directly.

This email has been sent to you on behalf of NSRP Procurement by SAP Ariba.

↶ Reply

↷ Forward



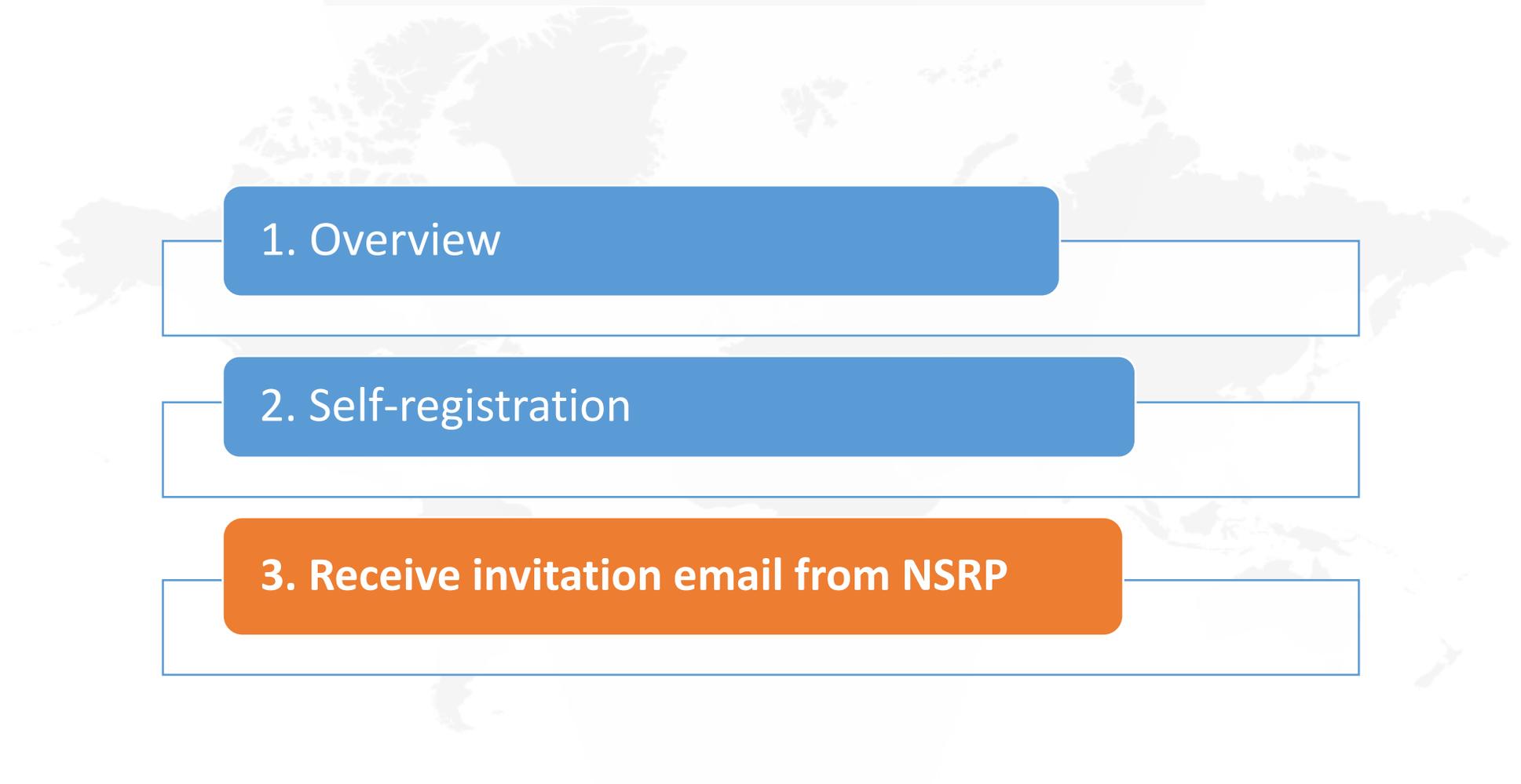
NSRP Support Center

Support center for external parties when using SAP Ariba system.

✉ vendor.management@nsrp.com.vn

☎ +84 (0) 237 8738 540/ Ext: 5046

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- Receive invitation email from NSRP

☆ Invitation: Register to become a supplier with NSRP Procurement - TEST - R. 9:51AM



Register as a supplier with NSRP Procurement - TEST

Hello!

has invited you to register to become a supplier with NSRP Procurement - TEST. Start by creating an account with Ariba Network. It's free.

NSRP Procurement - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Company Test 12399 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Click on “ Click here to continue “

3. Receive invitation email from NSRP

- Log in to system in the case you already have account, if not click on Sign up
- In the case, you forget password so continue to click log in and choose forgot Password

The screenshot shows the SAP Ariba login page for 'Ariba Proposals and Questionnaires'. The user is logged in as 'Nguyen Van AB Tran'. The page includes a 'Sign up' button, a 'Log in' button, and a login form with fields for 'Username' and 'Password'. Annotations include a yellow box with the text 'Click on login/Sign up to continue' pointing to both buttons, and another yellow box with 'Click on Forgot Password' pointing to the 'Forgot Password' link below the password field.

SAP Ariba Proposals and Questionnaires

Welcome, Nguyen Van AB Tran

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. [Sign up](#)

Already have an account? [Log in](#) **Click on login/Sign up to continue**

About SAP Business Network

The SAP Business Network is your entryway of which Ariba solution your customers are

- Respond more efficiently to your cus
- Work more quickly with your custom
- Strengthen your relationships with c
- Review pending sourcing events for
- Apply your Company Profile across

Moving to the SAP Business Network allows

Username: * or customer relationships and supplier activities regardless

Password: *

[Forgot Username](#) **Click on Forgot Password**

[Forgot Password](#)

3. Receive invitation email from NSRP

- After login, supplier access main dashboard. Scan for supplier registration questionnaire and click on Supplier Registration Questionnaire.

The screenshot displays a dashboard with several sections:

- Events**: A table with columns 'Title', 'ID', 'End Time ↓', 'Event Type', and 'Participated'. It shows 'No items'.
- Risk Assessments**: A table with columns 'Title', 'ID', 'End Time ↓', and 'Event Type'. It shows 'No items'.
- Registration Questionnaires**: A table with columns 'Title', 'ID', 'End Time ↓', 'Commodity', 'Regions', and 'Status'. It is filtered by 'Status: Open (1)'. One entry is visible and highlighted with a red box:

Title	ID	End Time ↓	Commodity	Regions	Status
Supplier Registration Questionnaire	Doc1081884014	5/17/2024 3:10 PM	(no value)	(no value)	Invited
- Qualification Questionnaires**: A table with columns 'Title', 'ID', 'End Time ↓', 'Commodity', 'Regions', and 'Status'. It shows 'No items'.
- Questionnaires**: A table with columns 'Title', 'ID', 'End Time ↓', 'Commodity', 'Regions', and 'Status'. It is currently empty.

3. Receive invitation email from NSRP

This is dashboard navigation of Ariba, you can choose page or click choose Content to reply on the left

The screenshot shows the Ariba dashboard interface. On the left, there is a sidebar with navigation links: 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. Below these is a section for 'Event Contents' with a dropdown menu. The dropdown menu is open, showing options: 'All Content', '1 General Supplier Inf...', '2 Contact Information', '3 Bank Information', '4 Tax Information', and '5 Additional Information'. A red box highlights the 'All Content' option. In the main content area, there is a yellow notification bar at the top that says 'You have submitted a response for this event. Thank you for participating.' Below this is a blue button labeled 'Revise Response'. To the right of the button is a yellow callout box with the text 'Choose page to navigate' and a red box around a pagination control showing 'Page 1' with a dropdown arrow and a right-pointing arrow. Below the notification and button is a table titled 'All Content'. The table has a header 'Name ↑' and a section '1 General Supplier Information'. The table contains several rows of data, including questions and answers. A yellow callout box with the text 'Click on content to navigate' is positioned over the first row of the table. At the bottom of the page, there is a URL: 'https://s3.ariba.com/Sourcing/Main/aw2awb=r&awssk=2d15pXozA...GZHdw&realm=nsrp-T&passwordadapter=SourcingSupplierUser&awrdt=1#'. A vertical scrollbar is visible on the right side of the page.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 1 General Supplier Inf...
- 2 Contact Information
- 3 Bank Information
- 4 Tax Information
- 5 Additional Information

You have submitted a response for this event. Thank you for participating.

Revise Response

Choose page to navigate

Page 1

All Content

Name ↑

▼ 1 General Supplier Information

1.1 Do you accept the NSRP code of business conduct?	Yes
1.2 Do you have a company name?	Company AAA1
1.3 Do you have a search term?	aaa1
1.4 Search Term	aaa1
1.5 Title	[0003] - Company
1.6 Do you have a Vietnamese name for your Organization ?	Yes
1.7 Supplier Vietnamese Name 1?	Company AAA
1.8 Supplier Vietnamese Name 2? ⓘ	
1.9 Supplier Vietnamese Name 3? ⓘ	Nguyen VAN
	Show More

Click on content to navigate

https://s3.ariba.com/Sourcing/Main/aw2awb=r&awssk=2d15pXozA...GZHdw&realm=nsrp-T&passwordadapter=SourcingSupplierUser&awrdt=1#

3. Receive invitation email from NSRP

- Fulfill step by step from General Supplier Information to Additional Information

Console Doc1081884014 - Supplier Registration Questionnaire Time remaining 29 days 23:26:03

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

- General Supplier Inf...
- Contact Information
- Bank Information
- Tax Information
- Additional Information

General Supplier Information

Name ↑	
▼ 1 General Supplier Information	
1.1 Do you accept the NSRP code of business conduct?	* Unspecified ▾
1.2 Supplier English name 1 ⓘ	* Company AAA1
1.3 Supplier English name 2 ⓘ	
1.4 Search Term	*
1.5 Title	* [0003] - Company ▾
1.6 Do you have a Vietnamese name for your Organization ?	* Unspecified ▾
1.8 Supplier Vietnamese Name 2? ⓘ	(i) Is information to help supplier completing form
1.9 Supplier Vietnamese Name 3? ⓘ	

Time remaining is the the deadline to complete Registration

**** are require question to answer**

All the questions can be changed in the future

3. Receive invitation email from NSRP

- Click submit and OK

The screenshot shows a web form with the following fields:

- Postal Code: 100000
- City: Hanoi
- Country/Region: Viet Nam (VN)
- State/Province/Region: (no value)
- 1.11 Internet homepage address
- 1.12 Ext. manufacturer
- 1.13 Planned Deliv. Time: *
- 1.14 Country code (main and mobile telephone numbers): * Unspecified
- 1.15 Main Telephone Number: *
- 1.16 Mobile Telephone Number: *
- 1.17 Fax Number

At the bottom of the form, there are four buttons: **Submit Entire Response** (highlighted with a red border), Save draft, Compose Message, and Excel Import.

Overlaid on the right side of the form is a confirmation dialog box with the following text:

✓ Submit this response?
Click OK to submit.

The dialog box contains two buttons: OK and Cancel.

Click submit Entire Response to continue

All the questions can be changed in the future

3. Receive invitation email from NSRP

- Supplier will get approved email after NSRP complete reviewing. When supplier receive this email, the registration process is completed.

Approved: Supplier registration with NSRP Procurement - TEST Inbox x



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

4:15 PM (0 minutes ago)



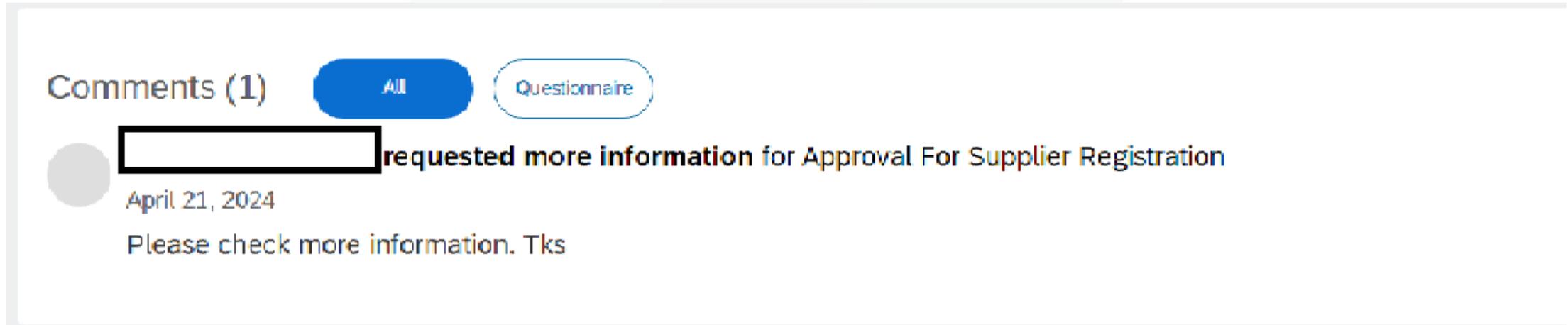
Registration with NSRP Procurement - TEST.

Congratulations! NSRP Procurement - TEST has approved your supplier registration. Company AAA1 has now been included in the supplier database of NSRP Procurement - TEST.

You will be notified when next steps of the supplier onboarding process require your attention.

3. Receive invitation email from NSRP

- In the case NSRP request more information/update, supplier need to check and complete it.



The screenshot shows a comment section with the following elements:

- Comments (1)**: A header indicating one comment is present.
- All**: A blue button to view all comments.
- Questionnaire**: A button with a blue border, likely for filtering or navigating to a questionnaire.
- Comment**: A comment from a user (represented by a grey circle and a redacted name) that reads: "requested more information for Approval For Supplier Registration".
- Date**: The comment is dated "April 21, 2024".
- Text**: The comment body contains the text "Please check more information. Tks".

3. Receive invitation email from NSRP

- If suppliers need to update the information after registered successfully, they can access their Ariba account and click on Revise Response in the Registration part

The screenshot shows the Ariba registration interface. At the top, there are navigation links for 'Jump to Navigation' and 'Jump to Content', and a 'Test Site' label. The user is logged in as 'Nguyen Van A Aka'. A console on the left lists 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. Below this, 'Event Contents' is expanded to show 'All Content', 'General Supplier Inf...', 'Contact Information', 'Bank Information', and 'Tax Information'. The main area displays a confirmation message: 'You have submitted a response for this event. Thank you for participating.' Below the message is a blue button labeled 'Revise Response', which is highlighted with a red rectangular box. To the right of the button is a pagination control showing 'Page 1' and navigation arrows. Below the button is a table titled 'All Content' with a 'Name ↑' header. The table contains the following data:

All Content	
Name ↑	
▼ 1	General Supplier Information
1.1	Do you accept the NSRP code of business conduct? Yes
1.2	Supplier English name 1 ⓘ Company AAA1
1.3	Supplier English name 2 ⓘ
1.4	Search Term aaa1
1.5	Title [0003] - Company

3. Receive invitation email from NSRP

- Revise information

Console Doc1081884014 - Supplier Registration Questionnaire Time remaining 29 days 23:26:03

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 General Supplier Inf...
2 Contact Information
3 Bank Information
4 Tax Information
5 Additional Information

General Supplier Information (Section 1 of 5) Next »

Name ↑	
▼ 1 General Supplier Information	
1.1 Do you accept the NSRP code of business conduct?	* Unspecified ▾
1.2 Supplier English name 1 ⓘ	* Company AAA1
1.3 Supplier English name 2 ⓘ	
1.4 Search Term	*
1.5 Title	* [003] - Company ▾
1.6 Do you have a Vietnamese name for your Organization ?	* Unspecified ▾
1.8 Supplier Vietnamese Name 2? ⓘ	
1.9 Supplier Vietnamese Name 3? ⓘ	

Update answer

3. Receive invitation email from NSRP

- Click submit Entire response and OK

Postal Code: 100000 City: Hanoi

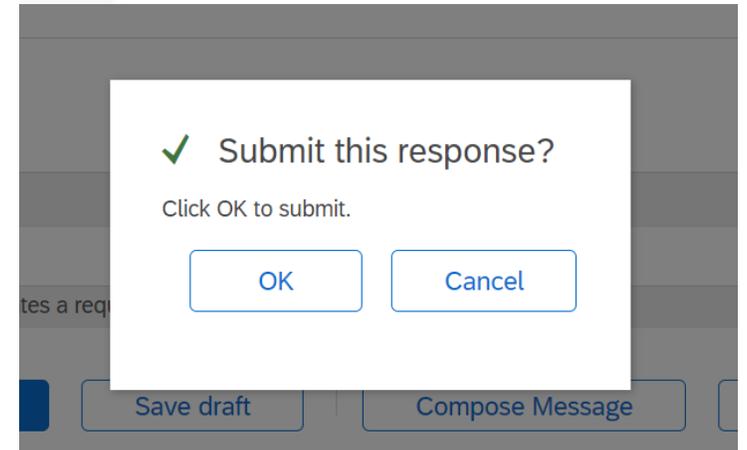
Country/Region: Viet Nam (VN) State/Province/Region: (no value)

1.11 Internet homepage address	<input type="text"/>
1.12 Ext. manufacturer	<input type="text"/>
1.13 Planned Deliv. Time	* <input type="text" value="0"/>
1.14 Country code (main and mobile telephone numbers)	* Unspecified
1.15 Main Telephone Number	* <input type="text"/>
1.16 Mobile Telephone Number	* <input type="text"/>
1.17 Fax Number	<input type="text"/>

(*) indicates a required field

Click submit Entire Response to continue

Submit Entire Response Save draft Compose Message Excel Import



FAQ

- **Do I have to create a SAP Ariba account to work with NSRP?**

Yes. Supplier have to create an SAP Ariba account and register to NSRP's SAP Ariba Network.

- **Why I can not see any email from NSRP s' Ariba system ?**

Please check your contact point email and your mail junk box.

- **What I need to do if I forget my account, password?**

All of issue related to Ariba's account will be handled by SAP. Please follow below picture to access SAP Ariba Help Center.

The screenshot displays the SAP Ariba Help Center interface. On the left, there is a 'Supplier sign-in' section with a 'Username' input field, a 'Next' button, and a 'Forgot username' link. Below this is a section for 'New to SAP Business Network?' with 'Register Now' and 'Learn more' links. The main content area features a banner for 'Celebrating our suppliers' journey with SAP Business Network' and a 'Learn More' button. A 'Help Topics' sidebar is visible, containing a search bar and buttons for 'Support' and 'Documentation'. The 'Contact us' section is highlighted with a red box and contains the following text: '1. Log in to your account. By logging in to your account, you get access to personalized content and topics to get the right support, from the right team, at the right time.' Below this, it says '2. If you're unable to log in, tell us what you need help with.' and provides six options: 'Register on SAP Business Network', 'Reset my password', 'Forgot username', 'Unsubscribe', 'Privacy request', and 'Update integration certificate'. The footer includes the SAP logo, copyright information, and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Thanks!