



# **ARIBA GUIDELINE**

## **Supplier Pre Qualification Process**

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



# CONTENT

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**1. Overview**

**2. Invitation to qualification process**

**3. Submit and update qualification form**

**4. Forgot Ariba Account/Password**



# CONTENT

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## 1. Overview



# 1. Overview

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## General Introduction

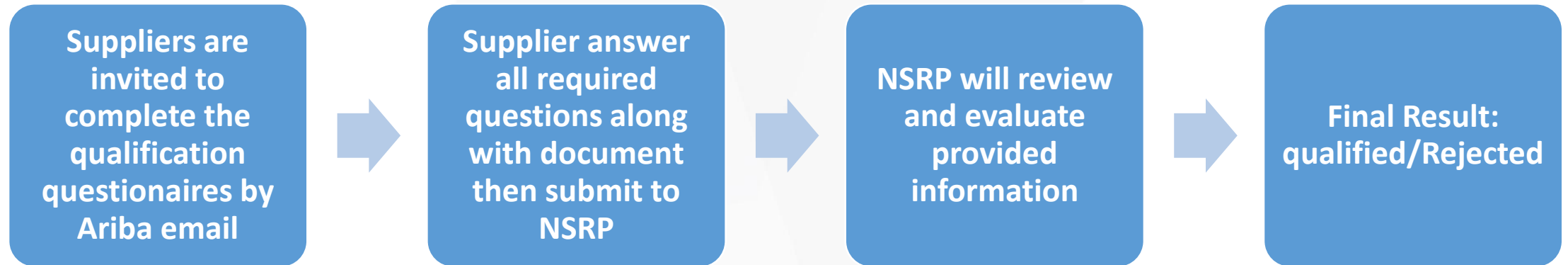
- Suppliers need to be qualified before they are able to join any NSRP's sourcing events.
- Supplier qualification can be implemented for different procurement categories and regions.
- Suppliers must have an SAP Ariba account and be invited by NSRP to join qualification process.



# 1. Overview

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## Overview of NSRP Pre-Qualification process





# CONTENT

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## 2. Invitation to Pre-Qualification process



# 2. Invitation to qualification process

You will receive an invitation email to complete the Pre-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 do not have Ariba account -> choose **Create new account**

If you already have an Ariba account -> choose **Use existing account**



Connect with NSRP Procurement - TEST on SAP Business Network to collaborate.

Invited by [NSRP Procurement - TEST](#)

Create new account

or

Use existing account

Not sure whether your company already has an account?

[Search for your company](#)



## 2. Invitation to qualification process

If you choose **Create new account**

Fill in all required information (marked with asterisk symbol) then click on **Create account**



Create an account to connect and collaborate with NSRP Procurement - TEST on SAP Business Network

### Company information

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name \*

Country/Region \*

Address line 1 \*

Password \*

Repeat password \*



I have read and agree with the [Terms of Use](#).



I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.



I'm not a robot



reCAPTCHA  
[Privacy](#) - [Terms](#)

**Create account**



## 2. Invitation to qualification process

Check your email for the confirmation email and click on **Confirm email**



### Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

Link expires: Thursday, Jul 03, 2025, 12:47 AM PDT

If the link expired, login to [proposals.seller.ariba.com](https://proposals.seller.ariba.com) and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:  
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=vYWFstLeEQeLIH7ApIgAlKvmBT2pi0&anp=Ariba&app=Sourcing>

Sincerely, SAP Business Network team



## 2. Invitation to qualification process

Ariba will send you the new account information to your registered email.





# 2. Invitation to qualification process

After creating Ariba Account, log in Ariba via link invitation, you can see the 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.

Click on “ Click here” to continue

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)



## 2. Invitation to qualification process

When you log in Ariba, Ariba might ask you to provide information for your Ariba account, you can click on **Remind me later** to skip this step.

**Almost done! We just need a little bit more information.**

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

[Add](#)

-or-

[Browse](#)

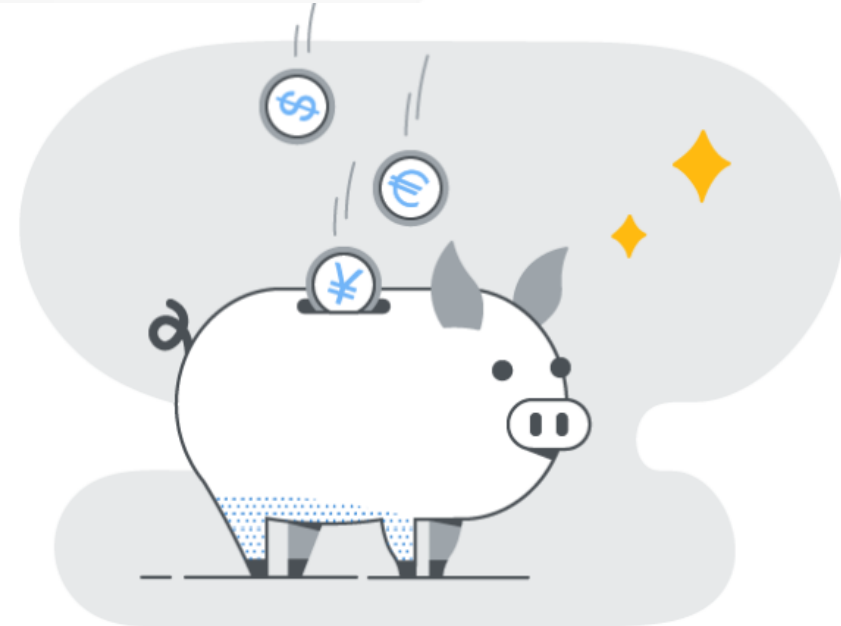
Ship-to or Service Locations

[Add](#)

-or-

[Browse](#)[Submit](#)[Remind me later](#)

[Don't show this to me again](#)





# 2. Invitation to qualification process

Click on **Supplier Qualification Questionnaire** to complete the qualification form.

Supplier Qualification Process - Publicity and Marketing Support

Commodity: Acrylic yarn  
Regions: Asia Pacific  
Departments: GD

Status: In Qualification  
Owner: NGS - Pham Minh Khue  
Message:

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Qualification Questionnaire - Publicity and Marketing Support	Doc1644761045	7/19/2025 2:15 PM	(no value)	(no value)	Not Responded



## 2. Invitation to qualification process

**Time Remaining:** Due date to submit to NSRP

**Submit Entire Response:** When you answer all the required questions

Console

Doc1644855260 - Supplier Qualification Questionnaire - OEM

Time remaining  
3 days 10:20:48

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 GENERAL

2 FINANCE

3 TECHNICAL SUPPORT

4 PAYMENT TERM

All Content

Name ↑

▼ 1 GENERAL

1.1 Please attach the declaration form, Appendix 2a & 3a with sign by legal representative and company stamp as reference attachment that the information provided herein is accurate and correct [References](#)▼

1.2 Company Name and website (if any)

1.3 Company business license

1.4 Company Address (include Registered address, if different)

1.5 Type of Company (e.g. Sole Applicant, Joint Venture, Partnership etc)

\*Attach a file

\*

\*Attach a file

\*

\*

(\*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import



### 3. Submit and update qualification form

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

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



### 3. Submit and update qualification form

**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.

This questionnaire is part of following process

Process Name	Process Type	Material	Commodity	Region	Department	Owner
<a href="#">Supplier Qualification Process - 02</a>	Strategic Suppliers Qualification - 02		Packaging	Asia Pacific	CBO	

Click "Click here" to continue"

- ❖ In case NSRP request suppliers to provide additional information, you will receive an email as example below.
- ❖ Kindly focus on **comments sections**. These comments might be the advice/recommendation or alerts from NSRP.
- ❖ Suppliers are recommended to follow these comments to ensure Suppliers meet all NSRP's requirements



### 3. Submit and update qualification form

Log in Ariba and click on **Revise Response** to continue

The screenshot displays the Ariba Test Site interface. At the top, there are navigation links for 'Jump to Navigation' and 'Jump to Content', and a 'Test Site' label. Below this is a user bar indicating 'Acting as: Nguyen Van A Aka' and a 'Stop' button. A console section on the left lists 'Event Messages', 'Event Details', and 'Response History'. The main content area shows a document ID 'Doc1093069672' and a yellow banner with the text 'Time remaining: Time left to update response'. To the right of this banner is a clock icon and the text 'Time remaining 3 days 23:56:49'. Below the banner is a message: 'If your customer has requested an update to this questionnaire, please click **Revise Response** and re-submit your answers. Even if you do not need to change any of your current answers, your customer cannot complete their evaluation until you re-submit the questionnaire.' On the left, a sidebar titled 'Event Contents' is expanded, showing a list of items: 'All Content', '1 INFORMATION', and '2 DECLARATION BY SUPPL...'. The main content area shows 'All Content' and a list of items under the heading '1 INFORMATION', with the first item being '1.1 General Information'. A blue button labeled 'Revise Response' is highlighted with a red box. A yellow banner at the bottom of the main content area says '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

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

Check list of Event contents

▼ Event Contents

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

All Content

Name ↑

▼ 1 INFORMATION

1.1 General Information

Revise Response

Click on Revise Response to continue



### 3. Submit and update qualification form

Click on Submit Entire Response. NSRP will review, do evaluation base on suppliers' submission. Only qualified suppliers are invited to the bidding process.

Response Team

▼ Event Contents

All Content

1 INFORMATION

2 DECLARATION BY SUPPL...

3 GENERAL INFORMATION

4 MANAGEMENT APPROACH

5 FINANCIAL

6 QUALITY MANAGEMENT

HFAITH SAFETY

Name ↑

9 LEGAL AND COMPLIANCE

9.1 Any major issues or non-compliances with legal regulations over the past 5 years?

9.2 Any litigations, arbitrations, disputes and claims, whether actual or threatened and which involves or could involve the company?

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

9.4 Any investigation, inquiry or enforcement proceedings or processes in progress?

9.5 Any major outstanding obligations related to investigations, inquiries or enforcement proceedings?

9.6 Any major pending or settled tax issues related to tax inspections/ audits over the past 5 years?

9.7 Any major pending or settled issues related to any other authority over the past 5 years?

(\*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

(\*) is require question

No

No

No

No

No

No

No



### 3. Submit and update qualification form

Supplier can check result of Supplier Qualification by themselves.

#### Supplier Lifecycle Processes

##### Supplier Qualification Process - 04

Commodity	Regions	Departments	Owner	Status	Action
Earth moving machinery	Asia Pacific	Maintenance	Tran Thi Ha	Rejected	<a href="#">View</a>

##### Supplier Qualification Process - 03

Commodity	Regions	Departments	Owner	Status	Action
Industrial use gases	Asia Pacific	Technical	Tran Thi Ha	Qualified	<a href="#">View</a>

##### Supplier Qualification Process - 05

Commodity	Regions	Departments	Owner	Status	Action
Valves	Asia Pacific	Maintenance	Tran Thi Ha	Qualified	<a href="#">View</a>

##### Supplier Qualification Process - 02

Commodity	Regions	Departments	Owner	Status	Action
Measuring and observing and testing instruments	Vietnam	Maintenance	Nguyen Thi Hanh	Qualified	<a href="#">View</a>

##### Supplier Qualification Process - 01

Commodity	Regions	Departments	Owner	Status	Action
Office machines and their supplies and accessories	Vietnam	QA&ISO	Tran Thi Ha	Qualified	<a href="#">View</a>



# CONTENT

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**3. Submit and update qualification form**



### III. Update or Change company information

If Suppliers would like to change or update Pre Qualification, suppliers can go to link [Ariba Sourcing](#) and login with your account.

When supplier log in successfully, In business Network, please choose second tab as below.



#### Supplier Login

Login

[Forgot Username or Password](#)

A screenshot of the SAP Business Network supplier dashboard. The top navigation bar includes the SAP logo, "Business Network", "Standard Account", "Get enterprise account", and a "TEST MODE" button. A dropdown menu is open under "Business Network", showing options: "SAP Business Network", "Ariba Proposals &amp; Questionnaires" (highlighted with a red box), "Ariba Contract Management", and "SAP Fieldglass". Below the navigation bar, there's a search bar with "Leads" selected and "In Location" and "By Product" as filters. The main content area shows a "Getting started" section with three metrics: "Matched Leads" (0), "Invited Leads" (0), and "Enablement Tasks" (0), all for the "Last 90 days". At the bottom, there's a "My widgets" section with a "Customize" button and four widget tiles: "Company profile", "My leads", "Download app", and "Shipment tracking".




# III. Update or Change company information

Choose the one with status is **Open**

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (4)					
Supplier Qualification Questionnaire - 04	Doc1621622933	8/29/2023 2:41 PM	(no value)	(no value)	Approved
Supplier Qualification Questionnaire - 03	Doc1621599115	7/18/2023 4:01 PM	(no value)	(no value)	Approved
Supplier Qualification Questionnaire - 02	Doc1621635707	6/9/2023 2:52 PM	(no value)	(no value)	Approved
Supplier Qualification Questionnaire	Doc1621657477	5/29/2023 1:45 PM	(no value)	(no value)	Approved
▼ Status: Open (1)					
Supplier Qualification Questionnaire - 05	Doc1621628384	4/26/2026 2:06 PM	(no value)	(no value)	Approved

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
ISO 9001 Certificate	5/4/2022	5/3/2025	 LTVN Iso Certificate 9001-2015.pdf	Supplier Qualification Questionnaire - 05	Expired



### 3. Submit and update qualification form

Answer all required questions of the qualification form

The screenshot shows a web interface for a qualification form. On the left is a sidebar with a menu: 'Event Messages', 'Event Details', 'Response History', 'Response Team', 'Event Contents', and 'All Content'. The 'All Content' section is expanded, showing a list of sections: 1 INFORMATION, 2 DECLARATION BY SUPPLIER / CONTRACTOR, 3 GENERAL INFORMATION, 4 MANAGEMENT APPROACH, 5 FINANCIAL, 6 QUALITY MANAGEMENT, and 7 HEALTH, SAFETY, SECURITY. The main content area is titled 'All Content' and shows a table with columns 'Name' and 'Less...'. The table contains two main sections: 1 INFORMATION and 2 DECLARATION BY SUPPLIER / CONTRACTOR. Section 1.1 General Information contains a paragraph of text. Section 2.1 I hereby declare that the information provided herein is accurate and correct. contains a sub-section 2.1.1 Screening Questionnaire Fully Answered: and a sub-section 2.1.2 Attachment: Product Catalogue, Company Profile. Section 2.2 Supplier Information contains sub-sections 2.2.1, 2.2.2 Title, 2.2.3 Phone, 2.2.4 Email, and 2.2.5 Please attach the declaration form as reference attachment that. The form has several input fields and a dropdown menu. A yellow box with the text 'Input information and upload file to complete All content' is overlaid on the form, with blue arrows pointing to the input fields and the 'Attach a file' button. The input fields are: 'Unspecified' (dropdown), '\*Attach a file' (button), and four text boxes for '2.2.1', '2.2.2', '2.2.3', and '2.2.4'. The '2.2.4' text box contains the email address 'companyaaa632@gmail.com'.

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

1 INFORMATION

2 DECLARATION BY SUPPLIER / CONTRACTOR

3 GENERAL INFORMATION

4 MANAGEMENT APPROACH

5 FINANCIAL

6 QUALITY MANAGEMENT

7 HEALTH, SAFETY, SECURITY

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:

2.1.2 Attachment: Product Catalogue, Company Profile

2.2 Supplier Information

2.2.1

2.2.2 Title: .....

2.2.3 Phone: .....

2.2.4 Email: ..... companyaaa632@gmail.com

2.2.5 Please attach the declaration form as reference attachment that

Unspecified

\*Attach a file

Input information and upload file to complete All content



# 3. Submit and update qualification form

Click “Submit Entire Response” to send the completed form to NSRP for reviewing.

Event Details  
Response History  
Response Team

▼ Event Contents

All Content

1 INFORMATION

2 DECLARATION BY SUPPL...

3 GENERAL INFORMATION

4 MANAGEMENT APPROACH

5 FINANCIAL

6 QUALITY MANAGEMENT

LEGAL AND COMPLIANCE

(Section 9 of 9) Prev

Name ↑

▼ 9 LEGAL AND COMPLIANCE

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 ▾

(\*) indicates a required field

Submit Entire Response

Excel Import

✓ Submit this response?

Click OK to submit.

OK

Cancel

Click ok



## 4. Forgot Ariba Account/Password



## 4. Forgot Ariba Account/Password

If you forget your Username, click on **Username**



Supplier Login

Login

Forgot **Username** or Password



## 4. Forgot Ariba Account/Password

---

Fill in your email address then click on **Submit**

### Recover your username

Enter the email address you used to register with SAP Business Network.

Email address

Submit

Cancel



## 4. Forgot Ariba Account/Password

Check your email, if your email is associated with an Ariba account, username will be displayed in the email  
If your email is not associated with your Ariba account, you might try another email to find Username.

Request for your Ariba Commerce Cloud username Inbox x



**Ariba Commerce Cloud** <ordersender-prod@ansmtp.ariba.com>

to me ▾



Request for your Ariba Commerce Cloud username

Dear SAP Business Network User,

This email message has been sent in response to your request to retrieve your Ariba Commerce Cloud username. Your email address is associated with multiple Ariba Commerce Cloud usernames.

Note: Ariba Commerce Cloud usernames are in email format. The following Ariba Commerce Cloud Test account usernames are associated with your email address:

[phamminhkhueclone1@gmail.com](mailto:phamminhkhueclone1@gmail.com)  
[phamminhkhueclone1.1@gmail.com](mailto:phamminhkhueclone1.1@gmail.com)

Sincerely,  
SAP Business Network team



## 4. Forgot Ariba Account/Password

If you forget your Password, click on **Password**



Supplier Login

Login

Forgot Username or [Password](#)



## 4. Forgot Ariba Account/Password

---

Fill in your email address then click on **Submit**

### Reset your password

Enter the email address you used to register with SAP Business Network.

Email address

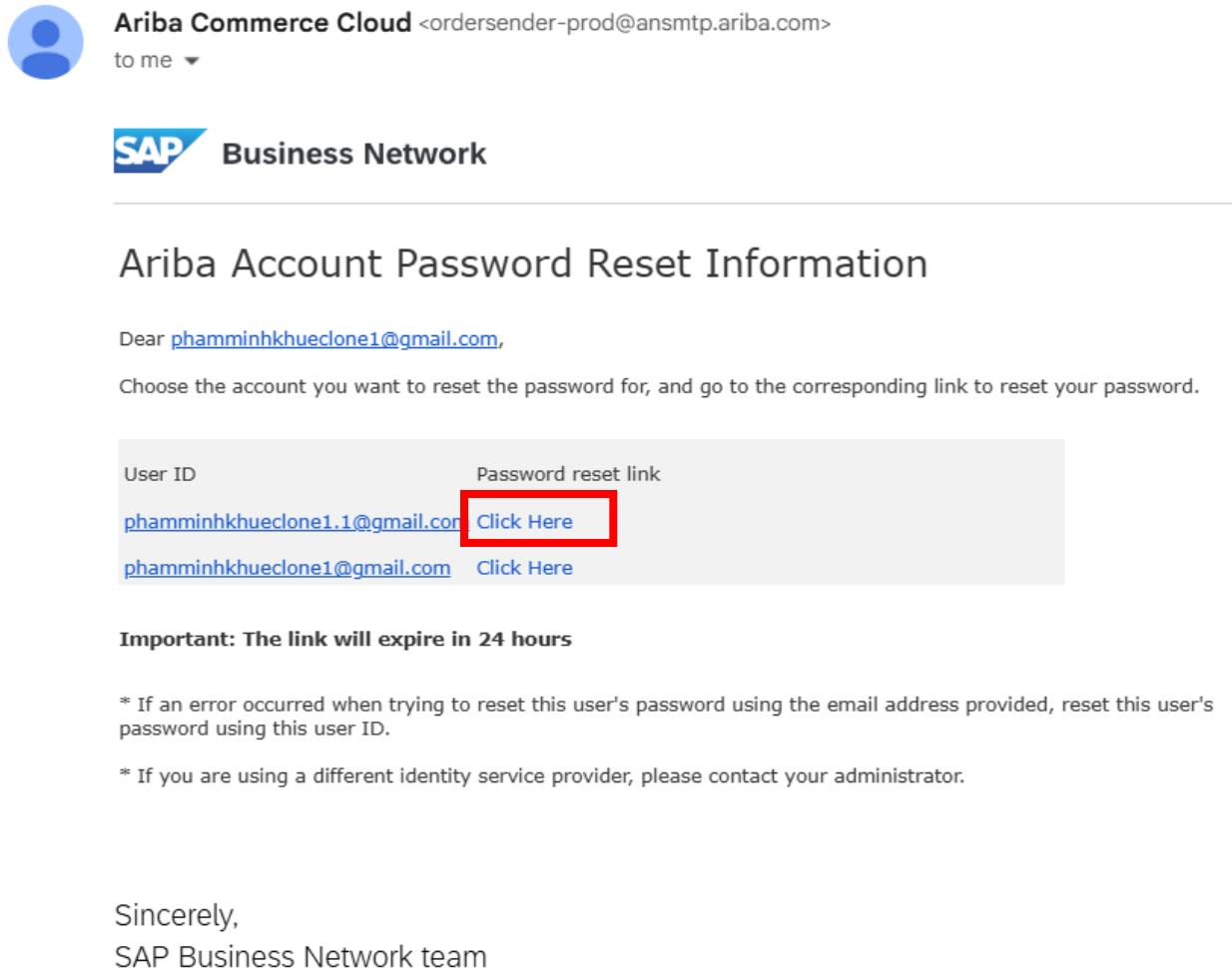
**Submit**

[Cancel](#)



## 4. Forgot Ariba Account/Password

Ariba will email to reset your password, open this email and follow the instruction



The screenshot shows an email from Ariba Commerce Cloud. The header includes the sender's name and email address, and the recipient's name. The main body of the email contains the SAP Business Network logo, the title 'Ariba Account Password Reset Information', and a greeting to the user. Below the greeting, there is a table with two columns: 'User ID' and 'Password reset link'. The first row of the table has the user ID 'phamminhkhueclone1.1@gmail.com' and a 'Click Here' link, which is highlighted with a red box. The second row has the user ID 'phamminhkhueclone1@gmail.com' and a 'Click Here' link. Below the table, there is a bold statement 'Important: The link will expire in 24 hours' and two asterisked footnotes. The email ends with a signature from the SAP Business Network team.

**Ariba Commerce Cloud** <ordersender-prod@ansmtp.ariba.com>  
to me ▾

**SAP Business Network**

### Ariba Account Password Reset Information

Dear [phamminhkhueclone1@gmail.com](mailto:phamminhkhueclone1@gmail.com),

Choose the account you want to reset the password for, and go to the corresponding link to reset your password.

User ID	Password reset link
<a href="mailto:phamminhkhueclone1.1@gmail.com">phamminhkhueclone1.1@gmail.com</a>	<a href="#">Click Here</a>
<a href="mailto:phamminhkhueclone1@gmail.com">phamminhkhueclone1@gmail.com</a>	<a href="#">Click Here</a>

**Important: The link will expire in 24 hours**

\* If an error occurred when trying to reset this user's password using the email address provided, reset this user's password using this user ID.

\* If you are using a different identity service provider, please contact your administrator.

Sincerely,  
SAP Business Network team



## 4. Forgot Ariba Account/Password

---

Fill in new password then click on **Submit**

### Reset your password

Username

phamminhkhueclone1@gmail.com

New password

Confirm your password

Submit

Cancel



## 4. Forgot Ariba Account/Password

---

Click on **Back to Sign In**

**Your password has been updated.**

You can now login using **phamminhkhueclone1.1@gmail.com** and new password.

[Back to Sign In](#)



## 4. Forgot Ariba Account/Password

Log in screen will be available for you to log in again.



Supplier Login

Login

[Forgot Username or Password](#)





# THANK YOU

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