



ARIBA GUIDELINE

Supplier Registration Process

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

Prepared by: Ha TT

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CONTENT

1. Overview and Purpose

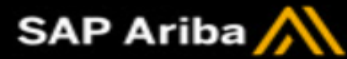
I. Overview and Purpose of Supplier Registration on Ariba

- NSRP is transitioning to the SAP Ariba platform to manage our suppliers and procurement management processes.
- Suppliers need to create Ariba Account before participating in NSRP's procurement events.
- Suppliers those have not had any business connection with NSRP can actively complete self-registration on NSRP Website to become NSRP's suppliers.
- There is no subscription fee to get on board with SAP Ariba.

2. Supplier Registration with NSRP

II. Supplier Registration with NSRP

- Receive an invitation email from NSRP



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”

II. Supplier Registration with NSRP

If you do not have an 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](#)

II. Supplier Registration with NSRP

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

II. Supplier Registration with NSRP

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 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=vrYWFstLeEQeLIH7AplgAlKvmBT2pi0&anp=Ariba&app=Sourcing>

Sincerely, SAP Business Network team

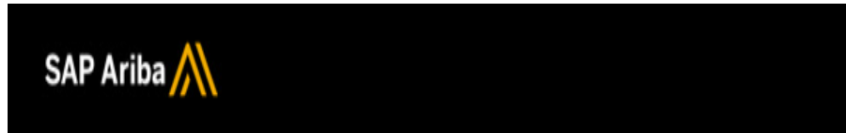
II. Supplier Registration with NSRP

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



II. Supplier Registration with NSRP

- After receiving an Ariba Account, log in Ariba via link invitation, you can see the registration questionnaires



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 “



Supplier Login

Login

[Forgot Username or Password](#)

II. Supplier Registration with NSRP

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](#)

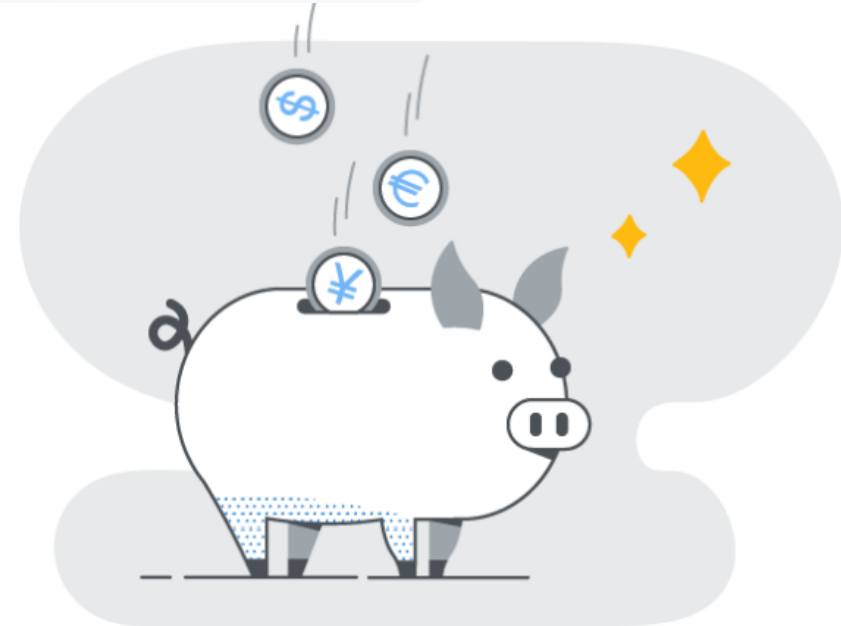
-or-

[Browse](#)

Ship-to or Service Locations

[Add](#)

-or-

[Browse](#)[Submit](#)[Remind me later](#)[Don't show this to me again](#)

II. Supplier Registration with NSRP

This is Supplier Registration Questionnaires

Console Doc1634595555 - Supplier Registration Questionnaire

Time remaining
29 days 22:46:24

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

6 Form And Commitment

All Content

Name ↑

▼ 1 General Supplier Information

1.1 Please refer to attachment for detail rule and guideline [References](#)

1.2 Supplier English name 1 ⓘ KUBOTA KASUI VIETNAM CO.,LTD.

1.3 Supplier English name 2 ⓘ

1.4 Business License number *

1.5 Please attach the official support document for Business License [Attach a file](#)

1.6 Search Term *

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Time remaining: amount of time left for supplier to complete this questions.

Reference: This documents is a guideline for suppliers to answer the questions correctly.

Save draft: Supplier can save draft to save all answers and attachments. We recommend supplier use this function to avoid any internet connection issues.

Submit Entire response: After complete all questions, suppliers can submit entire response.

II. Supplier Registration with NSRP

Guideline for Section 6: Supplier Registration Form

- Click **Reference** to download Supplier Registration Form
- Fill in the form and get signed by company representative or non representative with DOA (Delegate of Authority).
- Click **attach a file** to attach scan file of Supplier Registration Form
- Deliver this form to NSRP as per latest updated **Attention** to complete this Registration process with NSRP.

Console Doc1634595555 - Supplier Registration Questionnaire Time remaining 29 days 01:19:17

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

6 Form And Commitment

All Content

Name ↑

6.1 Do you accept the NSRP code of business conduct? [References](#) * Unspecified ▾

6.2 Please read and complete Non-Disclosure Agreement (NDA) [References](#) * Attach a file

6.3 Please complete Supplier Registration Form, **Signed and Stamped of authorized representative** of your company then **attach to the question**. Please **send the original documents to NSRP** location via courier to:
Nghi Son Refinery and Petrochemical LLC

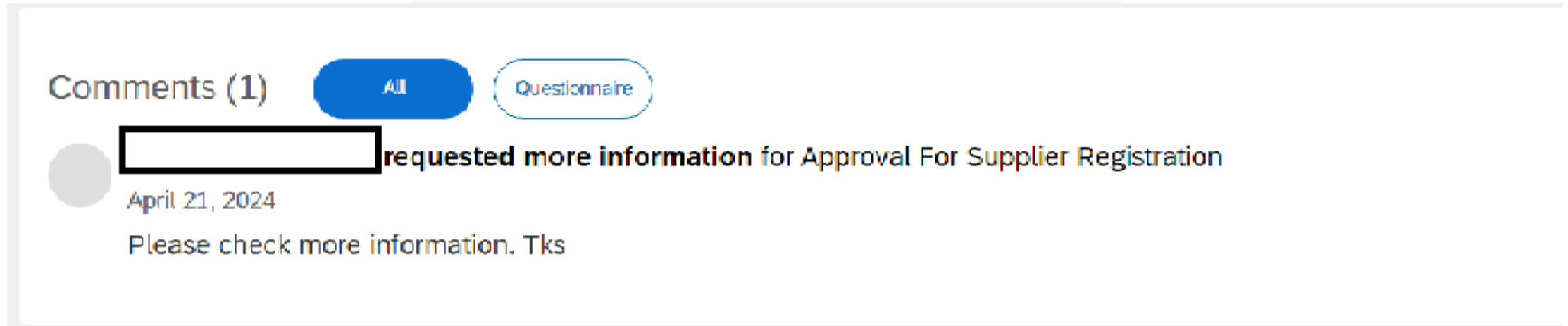
Attention: Ms. Trinh Thi Van Hung/Le Thi Ha/Tran Thi Ha/ Ho Thi Thu
Administration Building, Gate No.1 (of the Refinery), Km5, Road 513, Nghi Son Economic Zone, Hai Yen Commune, Nghi Son District, Thanh Hoa Province, Vietnam (Postal code: 42700 if required)
Tel: +84 (0) 237 8738 540/ Ext: 5095/5046/6504 [References](#) * Attach a file

(*) indicates a required field

[Submit Entire Response](#) [Save draft](#) [Compose Message](#) [Excel Import](#)


II. Supplier Registration with NSRP

- In the case NSRP checked and need suppliers revise some information, Ariba will send them an email as below



The screenshot displays a user interface for comments. At the top left, it says "Comments (1)". To the right of this are two buttons: a blue button labeled "All" and a white button with a blue border labeled "Questionnaire". Below these, there is a comment from a user whose profile picture is a grey circle and whose name is redacted with a black box. The comment text reads: "requested more information for Approval For Supplier Registration". Below the text is the date "April 21, 2024" and the message "Please check more information. Tks".

Comments (1) All Questionnaire

 **redacted** requested more information for Approval For Supplier Registration

April 21, 2024

Please check more information. Tks

II. Supplier Registration with NSRP

- Suppliers will log in Ariba and click on Revise Response in the Registration part to revise information as per NSRP's advice.

The screenshot displays the Ariba Supplier Registration interface. At the top, there are navigation links 'Jump to Navigation' and 'Jump to Content', and a 'Test Site' label. Below these are icons for search, settings, print, chat, help, and a user profile icon labeled 'NC'. A dark blue bar indicates the user is 'Acting as: Nguyen Van A Aka' with a 'Stop' button. The main content area features a 'Console' sidebar on the left with links for 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. Below this is a section for 'Event Contents' with a list of items: 'General Supplier Inf...', 'Contact Information', 'Bank Information', and 'Tax Information'. The main area shows a yellow message: 'You have submitted a response for this event. Thank you for participating.' Below this 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 a '»' button. Below the button and pagination is a table titled 'All Content' with a 'Name ↑' header. The table contains five rows of information:

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

II. Supplier Registration with NSRP

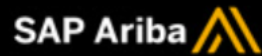
- Supplier will get approved email after NSRP complete reviewing. When supplier receive this email, the registration process is completed.

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.

II. Supplier Registration with NSRP

Suppliers can check the status of their registration by themselves.

Registered: Suppliers completed this registration with NSRP.

Pending submission: NSRP returned to suppliers to revise and Suppliers have not resubmitted yet

Invited: NSRP invited suppliers and Suppliers has not submitted yet.

[Download Tutorials](#)
[Update Profile](#)

[Home](#)

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Pending Selection (1)				
NSRP Procurement_PS.RFQ.031325.060_Environment Monitoring Service	Doc1497102764	3/25/2025 11:59 PM	RFP	Yes

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Registration Questionnaire	Doc1575090763	7/17/6108 3:46 PM	Waste to fuel blending se..., Office machines and their..., Health safety environment..., Business and corporate ma... View more	(no value)	Registered

3. Update/Change Company information

III. Update or Change company information

If Suppliers would like to change any company information, 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 & Questionnaires" (highlighted with a red box), "Ariba Contract Management", and "SAP Fieldglass". The main content area shows a "Leads" section with filters for "In Location" and "By Product". Below this is a "Getting started" section with three cards: "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

- All the events with NSRP will be here. Please choose supplier Registration Questionnaires to change your company information.

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Registration Questionnaire	Doc1081884014	5/17/2024 3:10 PM	(no value)	(no value)	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
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III. Update or Change company information

- Change information then click submit and OK

The screenshot shows a web form for updating company information. At the top, there are input fields for 'Postal Code' (100000), 'City' (Hanoi), 'Country/Region' (Viet Nam (VN)), and 'State/Province/Region' ((no value)). Below these are several rows of form fields:

Field ID	Field Name	Value	Required
1.11	Internet homepage address		
1.12	Ext. manufacturer		
1.13	Planned Deliv. Time	0	*
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 left, a blue button labeled 'Submit Entire Response' is highlighted with a red rectangle. A yellow banner with red text 'Click submit Entire Response to continue' is positioned over the form fields. At the bottom right, a confirmation dialog box is displayed with the text: 'Submit this response? Click OK to submit.' and two buttons: 'OK' and 'Cancel'. Below the dialog, the 'Save draft' and 'Compose Message' buttons are visible.

All the questions can be changed in the future

4. Forgot Ariba Account

IV. Forgot Ariba Account

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



Supplier Login

Login

Forgot **Username** or Password

IV. Forgot Ariba Account

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

IV. Forgot Ariba Account

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 ▾



Business Network

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
phamminhkhueclone1.1@gmail.com

Sincerely,
SAP Business Network team

IV. Forgot Ariba Account

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



Supplier Login

Login

Forgot Username or [Password](#)

IV. Forgot Ariba Account

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

Reset your password

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

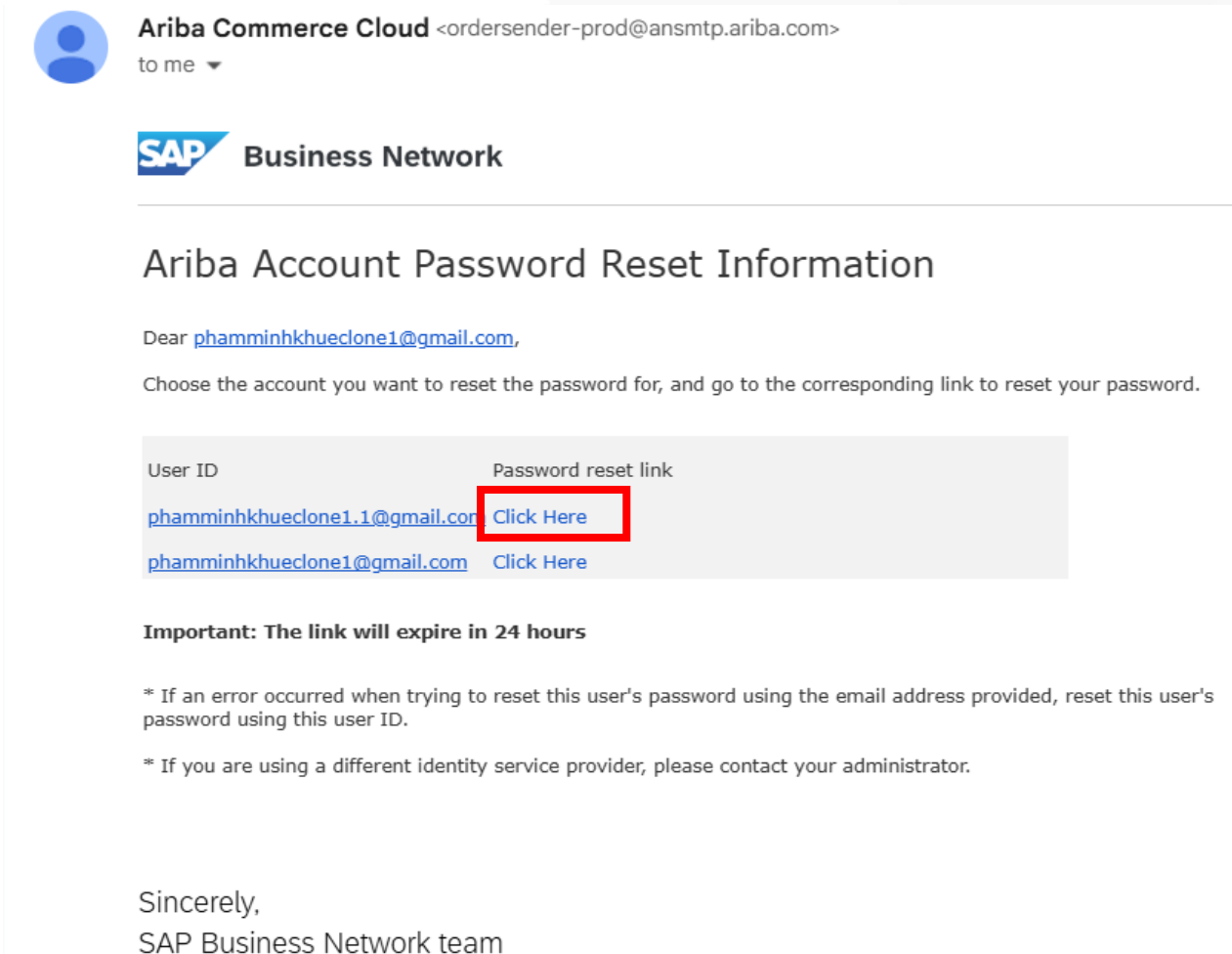
Email address

Submit

Cancel

IV. Forgot Ariba Account

Ariba will send suppliers one email to reset their password, open this email and follow the instruction



The screenshot shows an email from Ariba Commerce Cloud. The header includes the Ariba logo and the email address <ordersender-prod@ansmtp.ariba.com>. Below the header is the SAP Business Network logo. The main heading is 'Ariba Account Password Reset Information'. The body of the email addresses 'phamminhkhueclone1@gmail.com' and instructs the user to choose an account to reset their password. A table lists two accounts, both with the email 'phamminhkhueclone1@gmail.com'. The first account has a user ID 'phamminhkhueclone1.1@gmail.com' and a 'Click Here' link, which is highlighted with a red box. The second account has a user ID 'phamminhkhueclone1@gmail.com' and a 'Click Here' link. Below the table, there is an important note: 'Important: The link will expire in 24 hours'. Two footnotes are provided: '* 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.' and '* If you are using a different identity service provider, please contact your administrator.' The email concludes with 'Sincerely, 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,

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
phamminhkhueclone1.1@gmail.com	Click Here
phamminhkhueclone1@gmail.com	Click Here

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

IV. Forgot Ariba Account

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

Reset your password

Username

phamminhkhueclone1@gmail.com

New password

Confirm your password

Submit

Cancel

IV. Forgot Ariba Account

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](#)

IV. Forgot Ariba Account

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



Supplier Login

Login

[Forgot Username or Password](#)



THANK YOU
