SUPPLIER GUIDELINES

BIDDING SUBMISSION

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

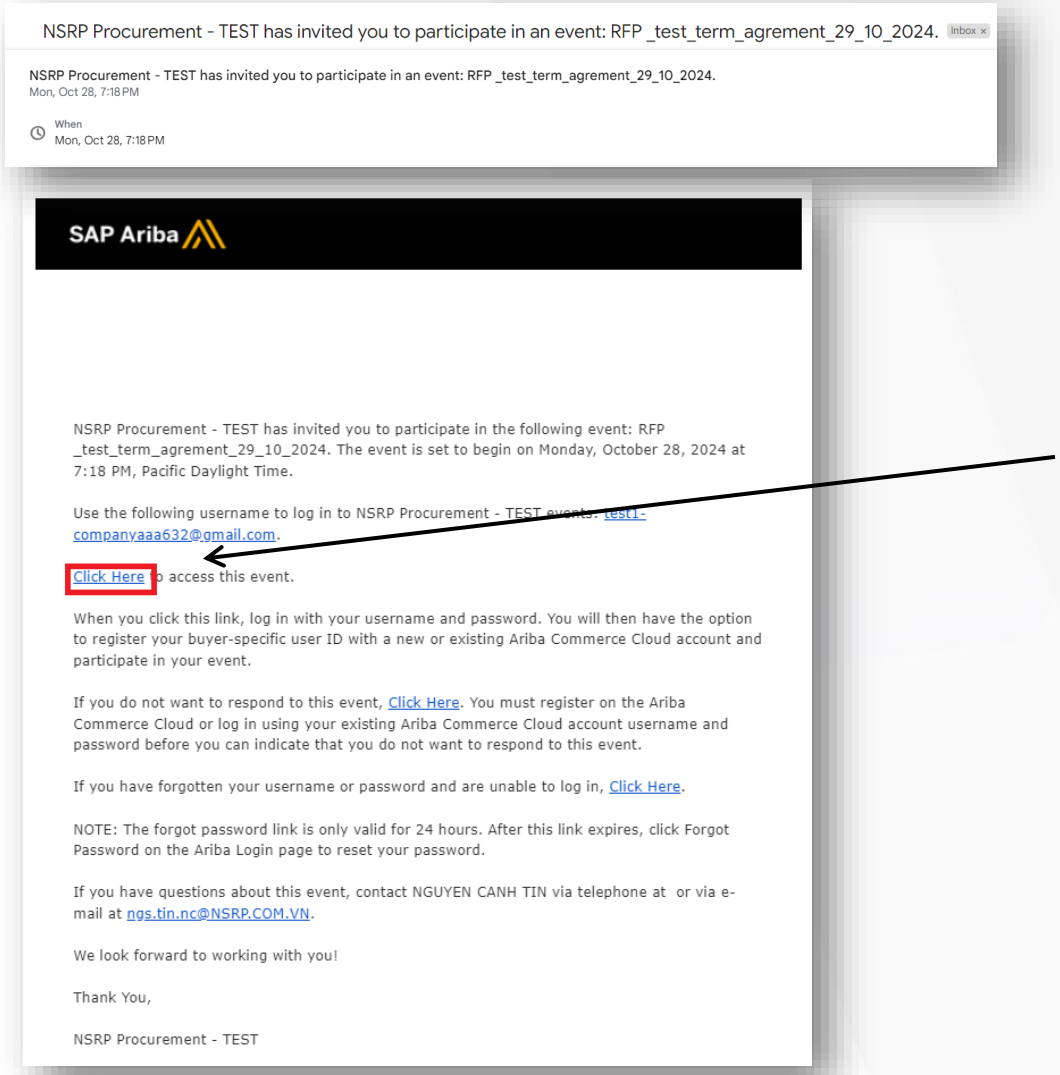
CONTENT

1. How to get started?
2. How to respond to the bid?
3. How to select items to bid for ?
4. How to answer mandatory questions ? How to upload and download attachment?
5. How to communicate with Procurement team ?
6. How to submit or revise response ?

CONTENT

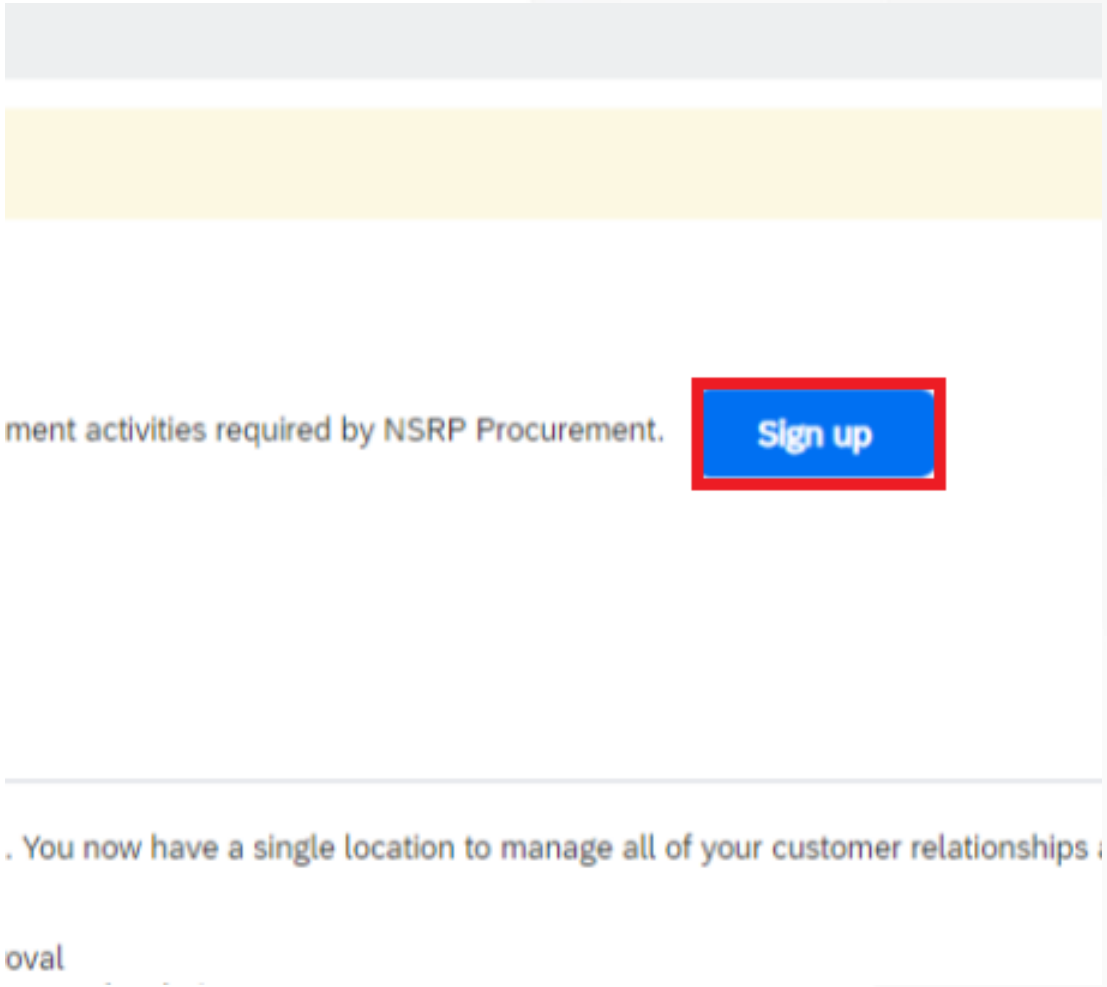
1. How to get started?

1.How to get started

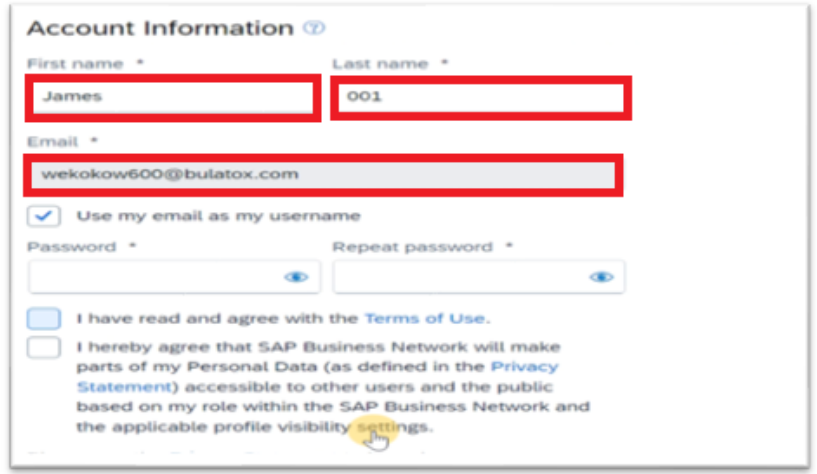


- First, you will receive an email from Sap Ariba, inviting you to participate in the planned **RFP events**
- You can access the event by clicking on the link in the email invitation.

1.How to get started



- If you do not have an account → Click on “**Sign up**”
- Fill in all required company information. Email address must be the one which received email invitation from NSRP and should be company email because this email will be main contact with NSRP from now on.
- Login via link in the email invitation with new account.



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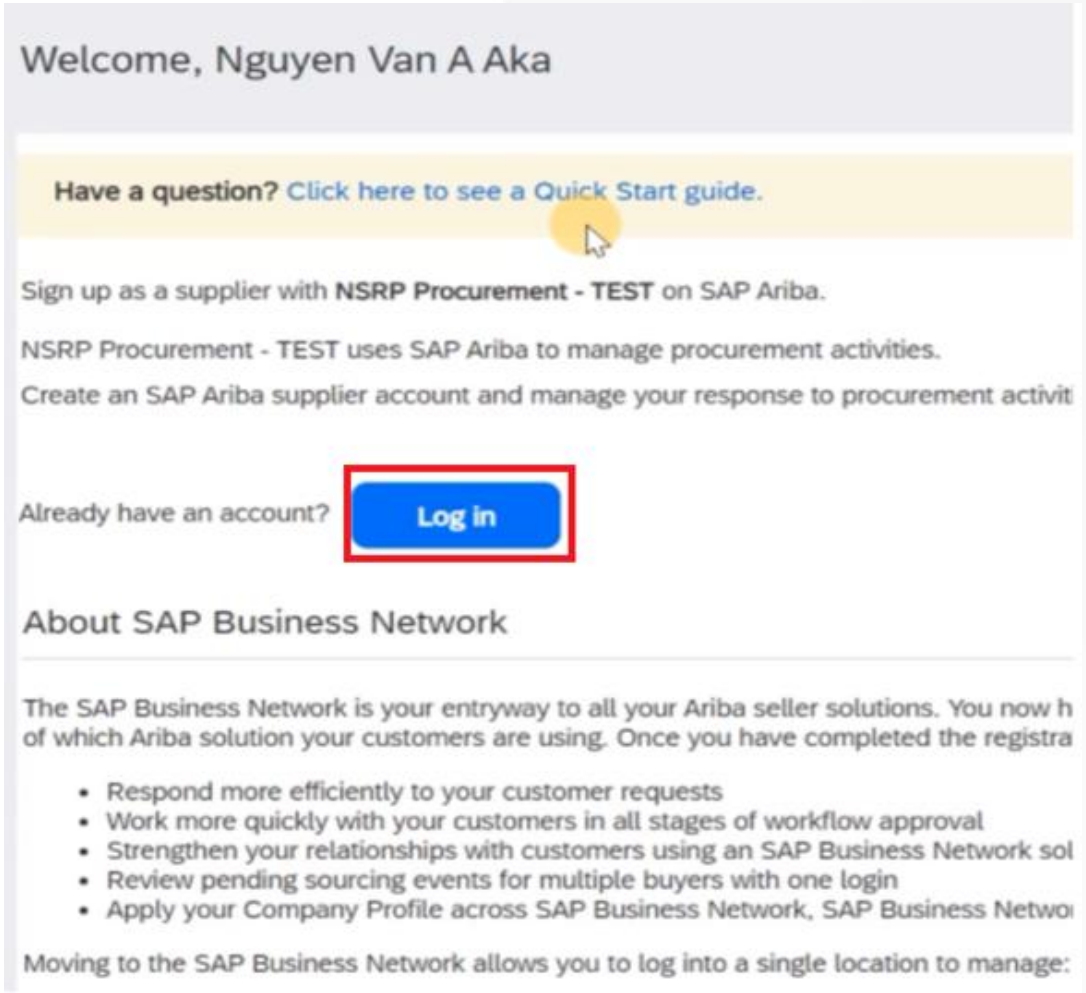
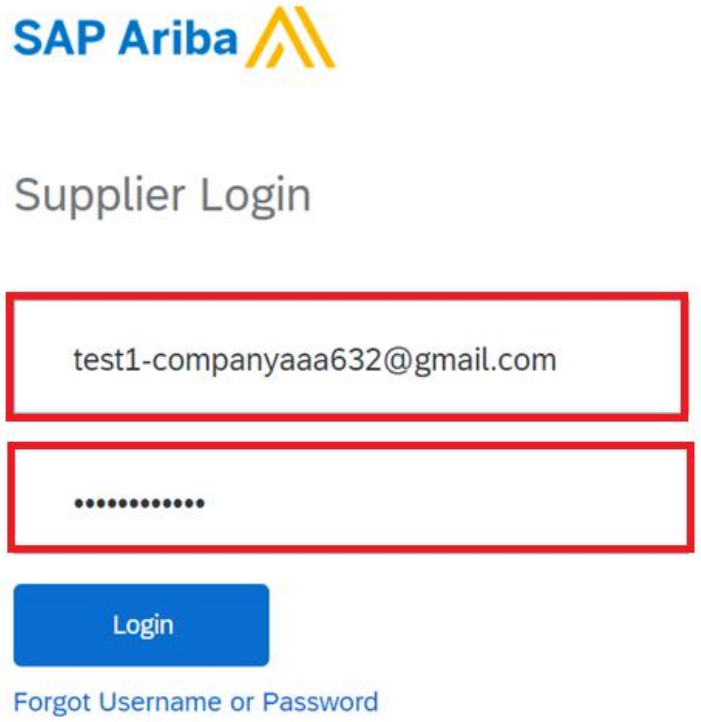
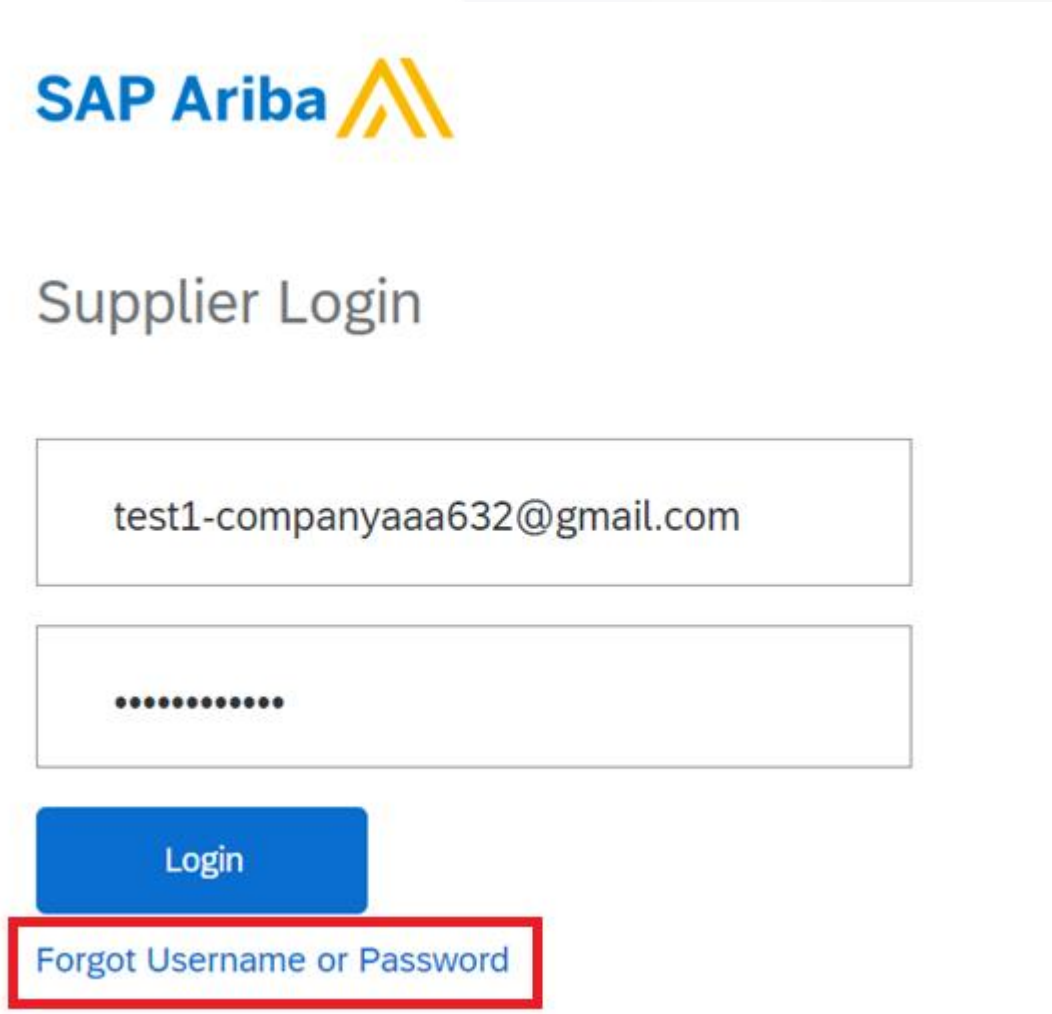


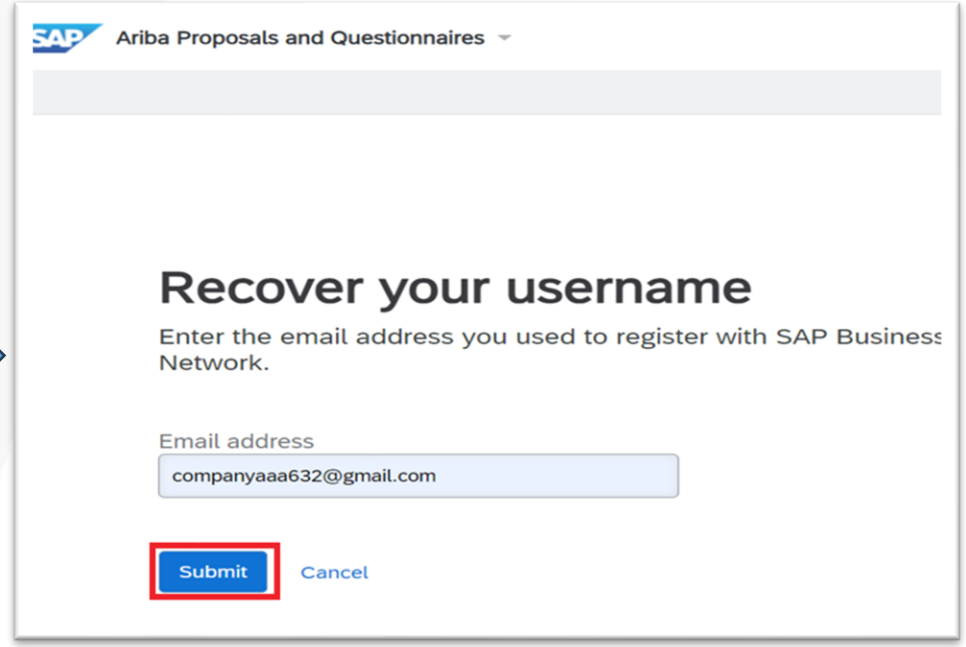
- In case you have an account → Click on **“Log in”** then input your username and password



1.How to get started



- If you forgot the username, click on **“Forgot Username”,** enter your email address then click submit.
- The system will send you an email to find your username.



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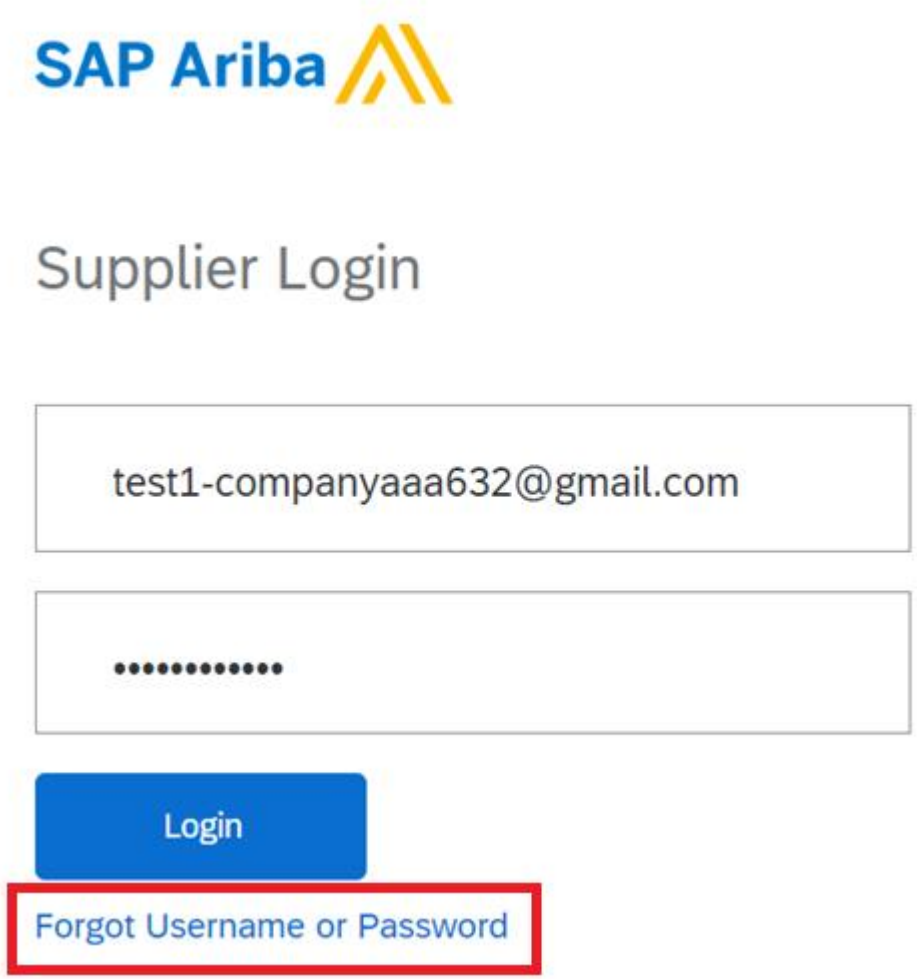
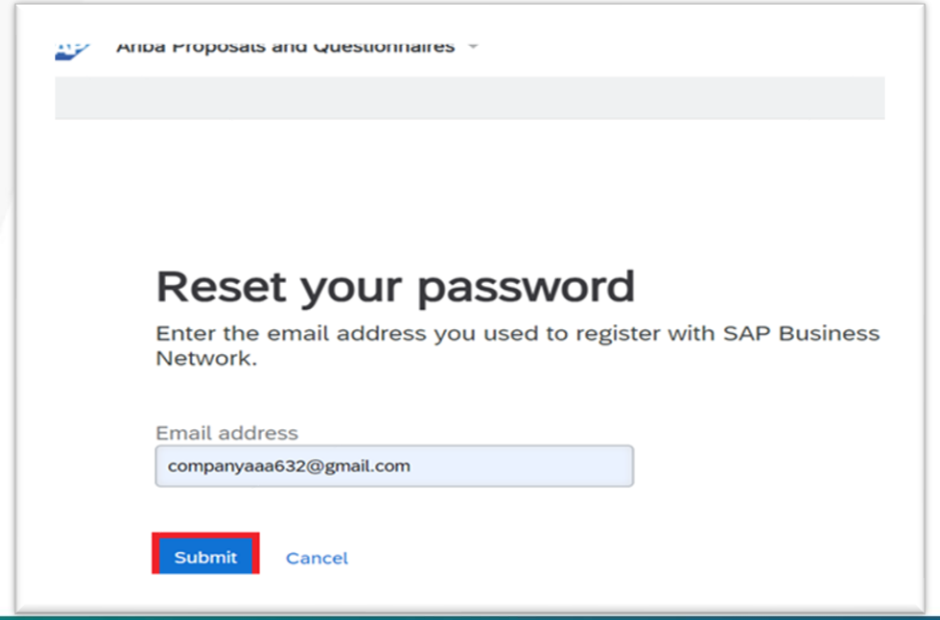


- If you forgot the password, click on **“Forgot Password”**, enter your email address and click submit.
- The system will send you an email to recover your password.



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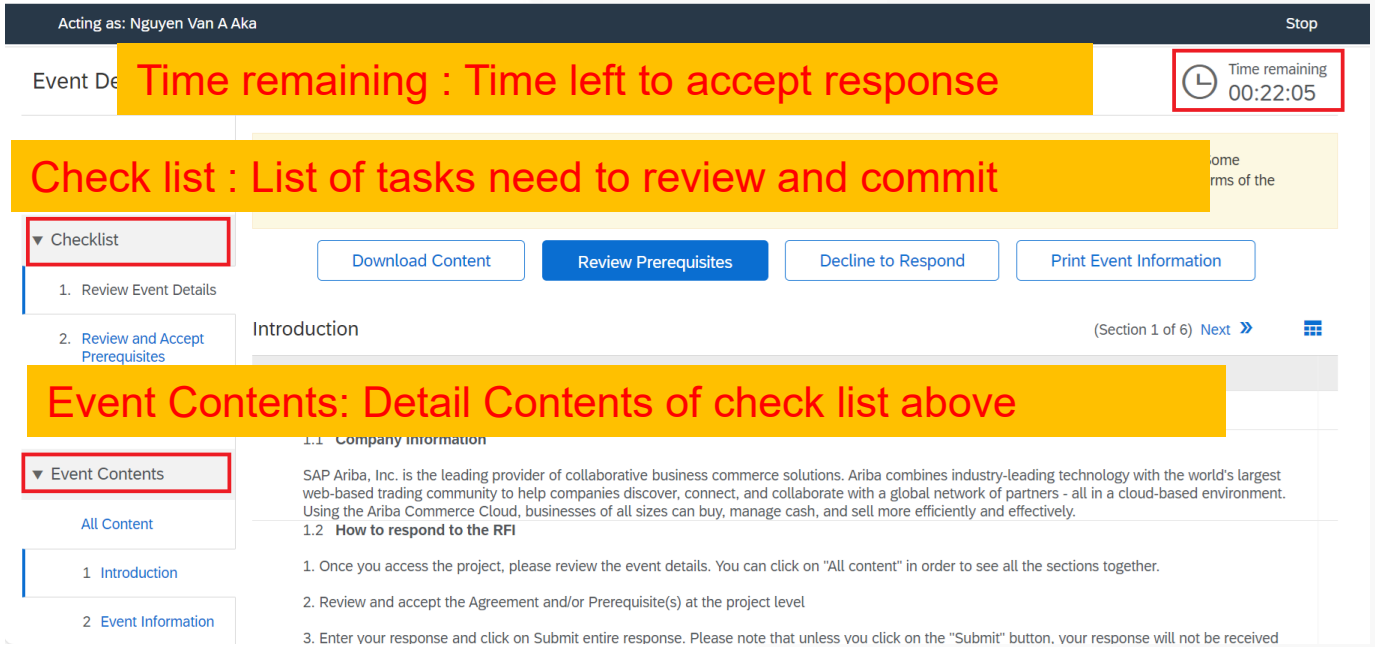
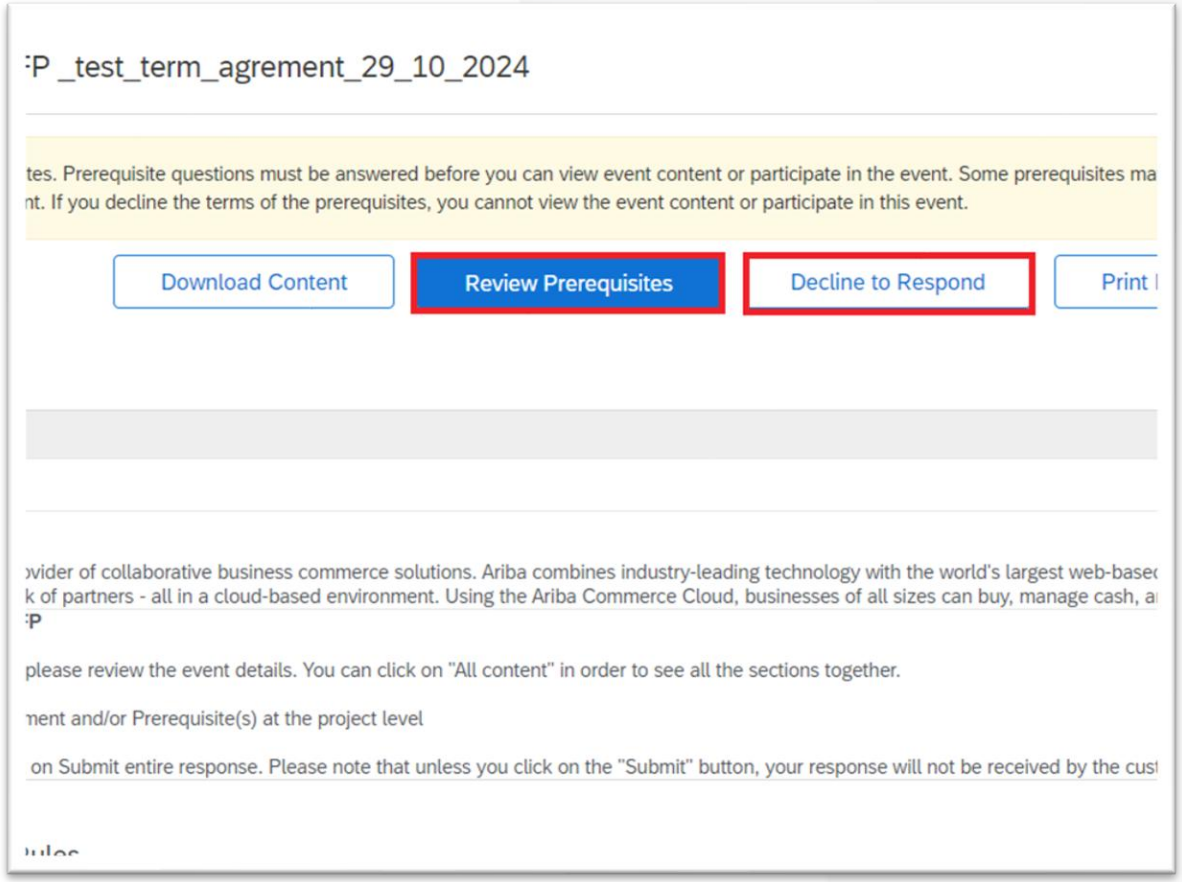


- When you **log in** successfully, you can see the UI navigation of the Bidding event screen which contains the Check list, Event contents and Time remaining
- Flow of the checklist: Review Event Details → Review and Accept Prerequisites → Submit Response

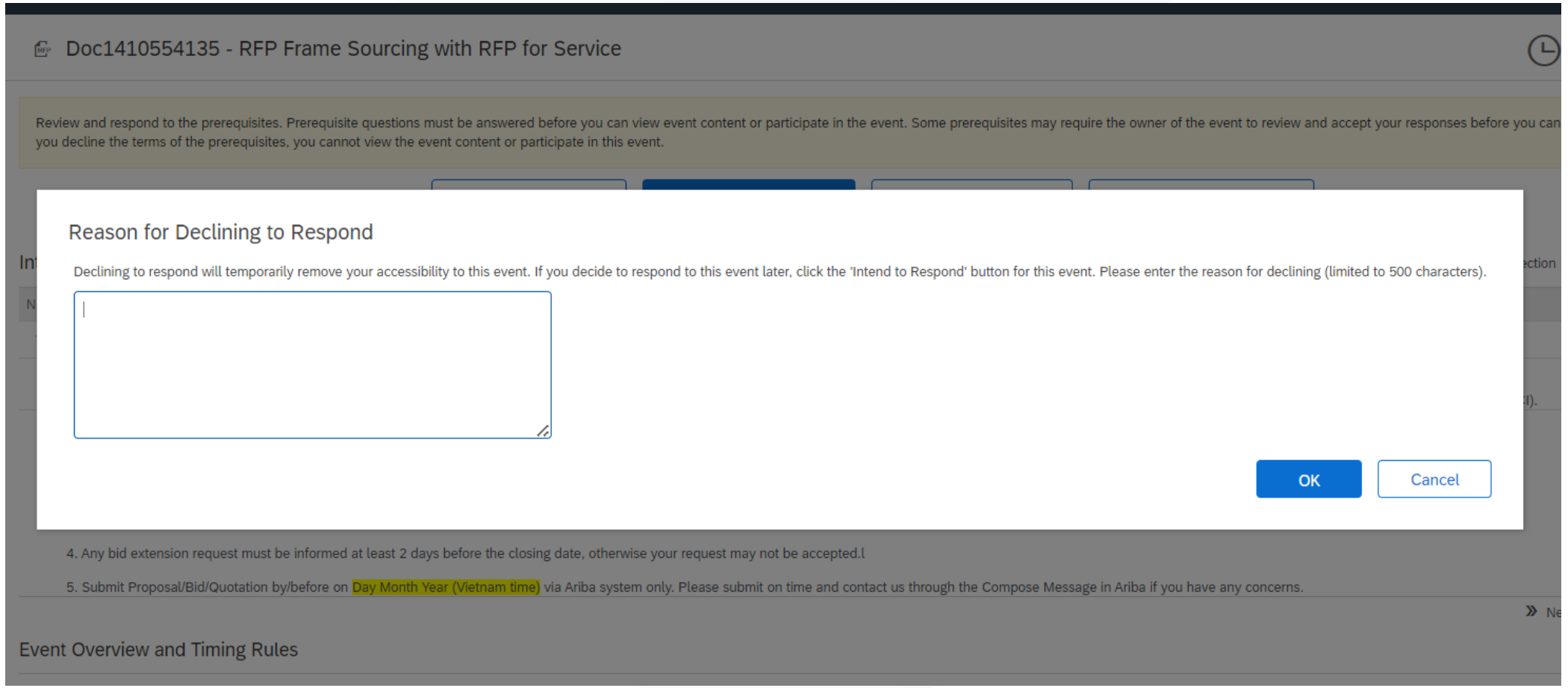
1. How to get started



- Go to "**Review Event Details**" in the left side menu and choose one of the following options:
  1. If you **intend** to participate in the bidding, click "**Review Prerequisites**", you can see and review all details in the event and respond to tender.
  2. If you **decline the bid**, click "**Decline to Respond**" and specify the reason.

1. How to get started

This is screen to specify the reason for **Declining to Respond**

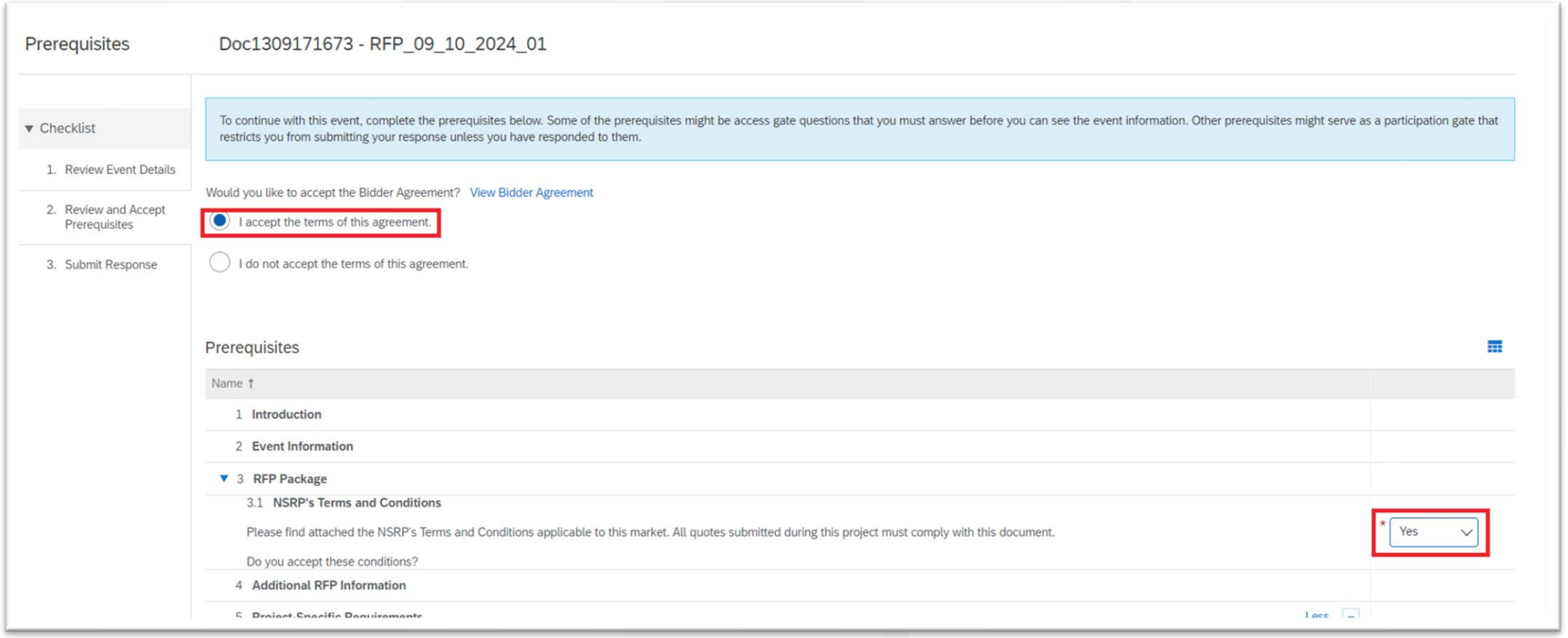


CONTENT

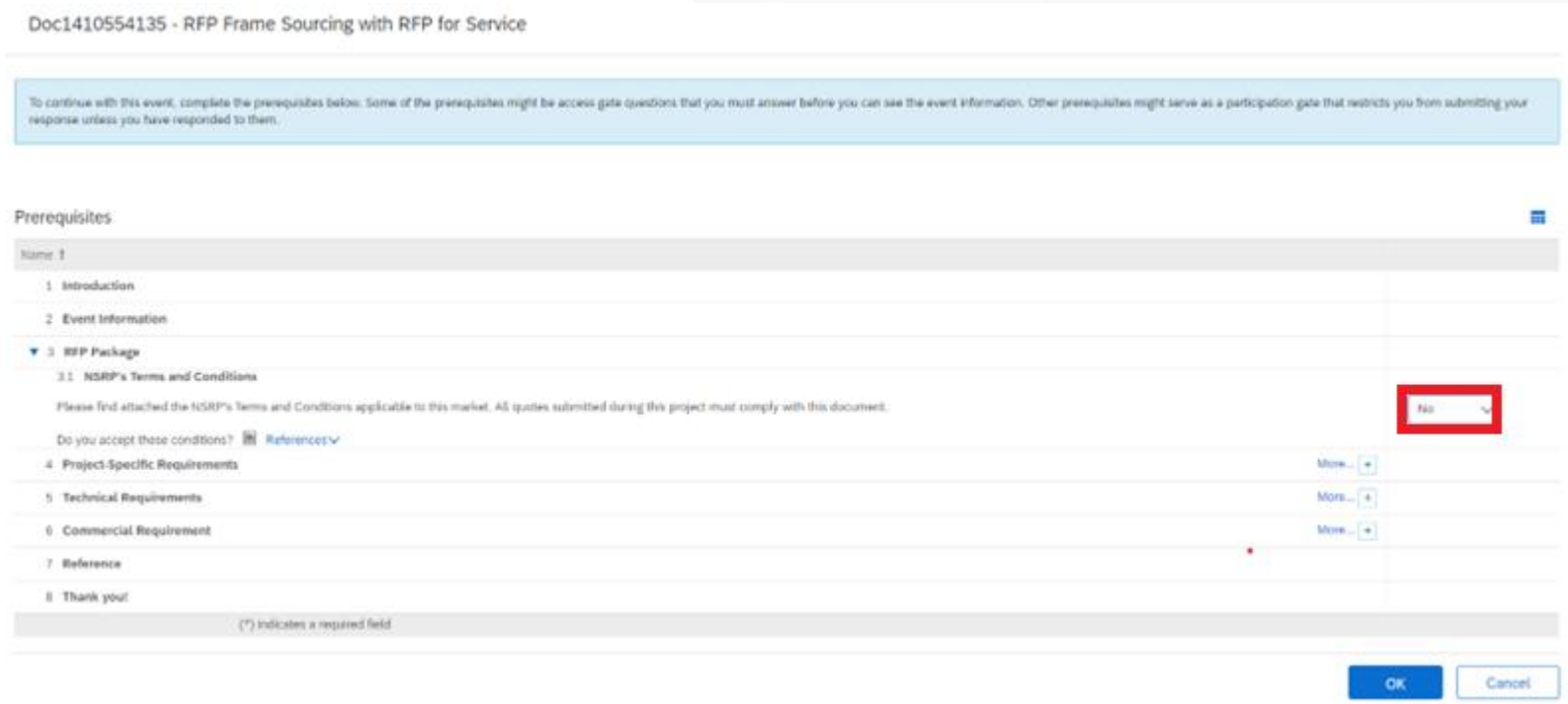
2. How to respond to the bid?

2. How to respond to the bid

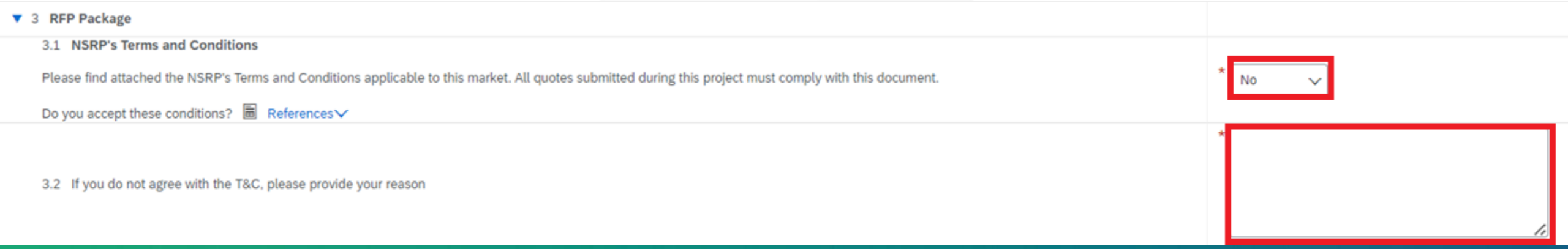
If bidders intend to participated in the tender, click on “**I accept the terms of this agreement**” and select “Yes” for **NSRP's Terms and Conditions.**



2. How to respond to the bid



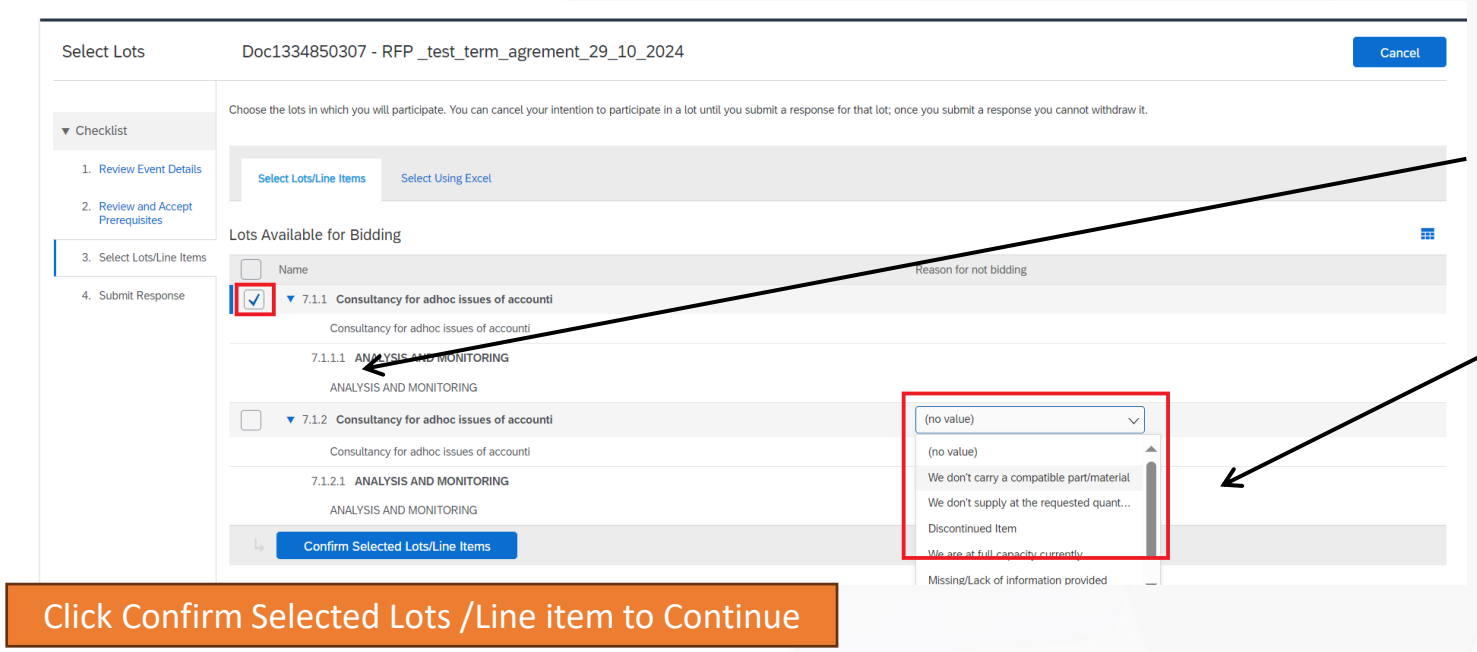
If bidders select "**No**" to **NSRP's Terms and conditions,** then it is required to mention the reason to continue.



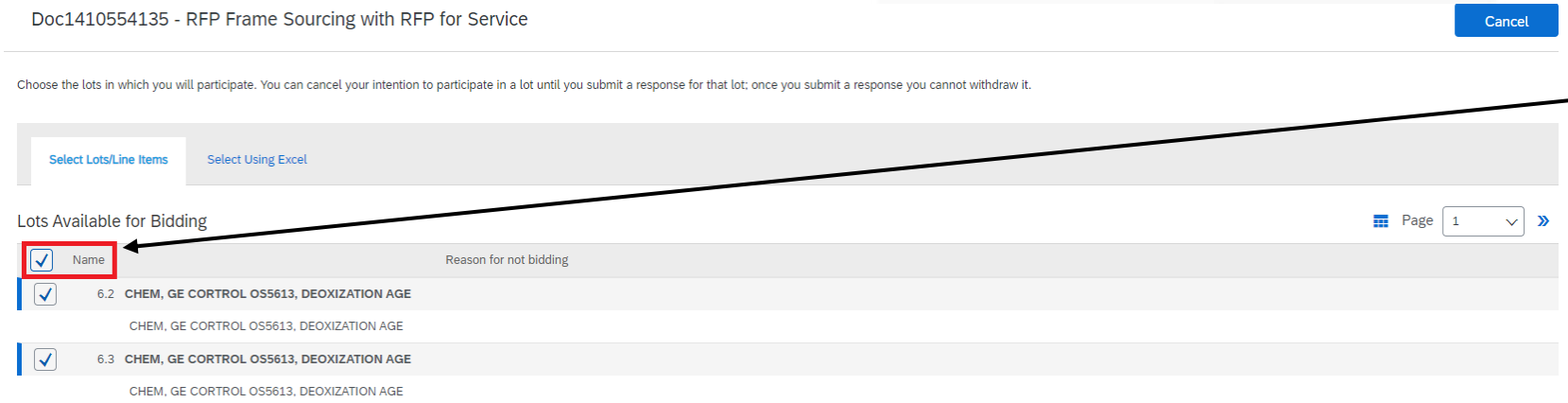
CONTENT

3. How to select items to bid for ?

3. How to select items to bid- Two method of selection



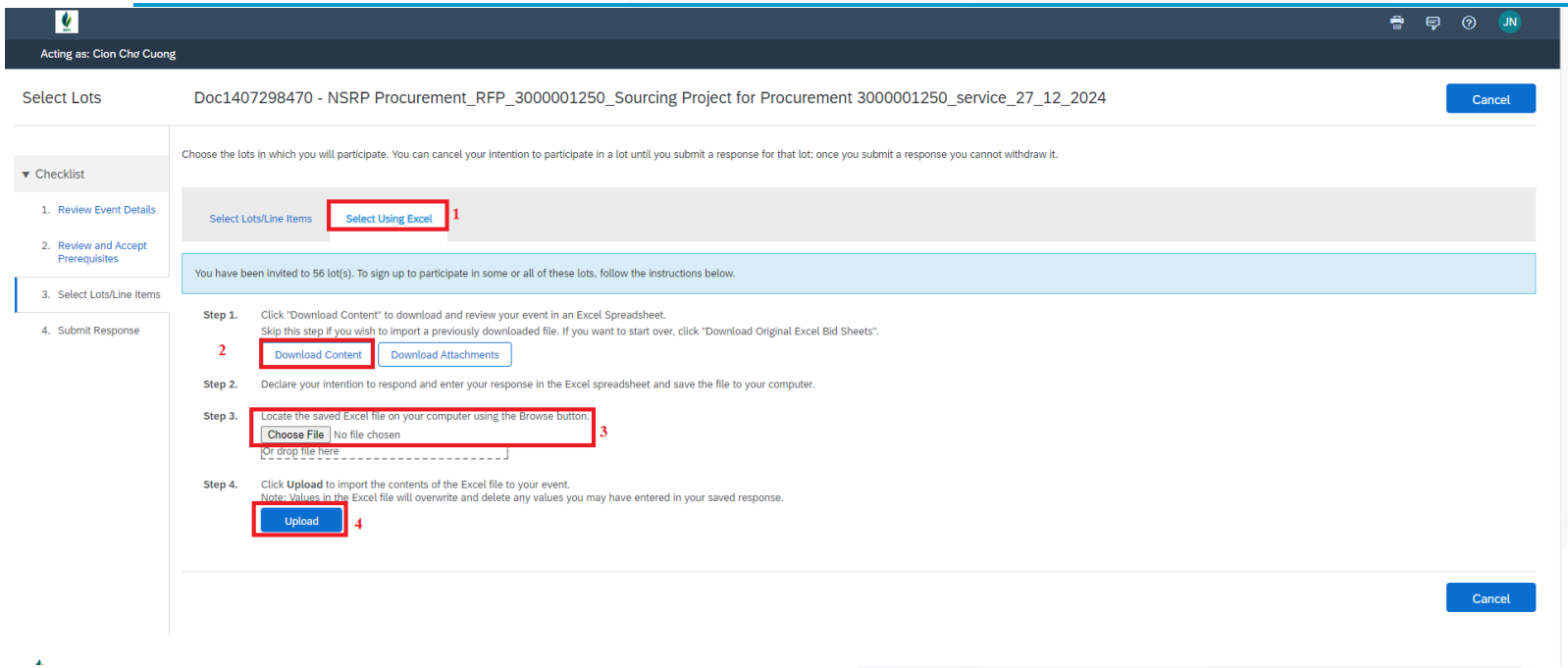
Click Confirm Selected Lots /Line item to Continue

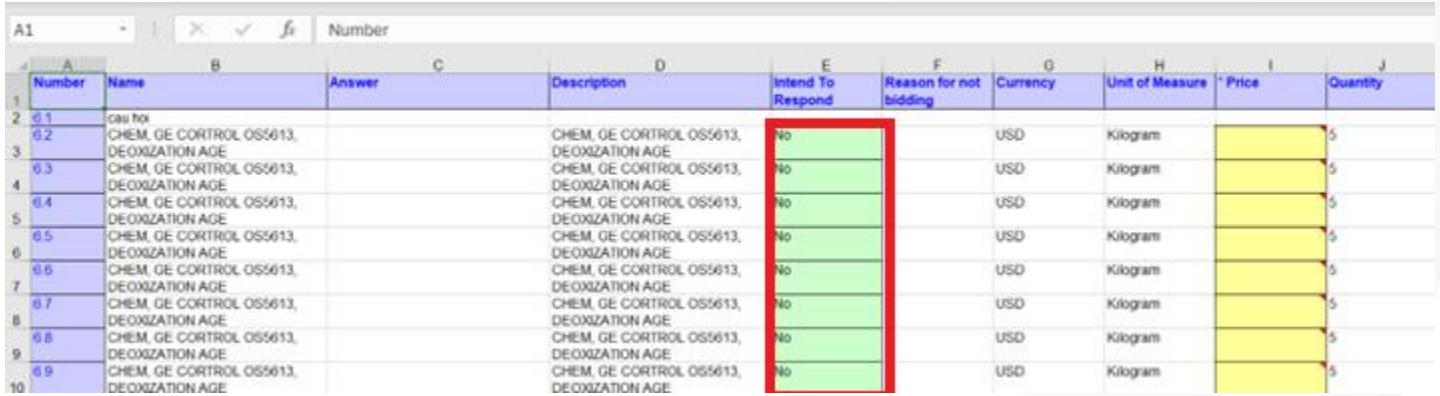


Method 1: By manual selection

- Tick and **choose Lots available for Bidding**
- Give a reason when you do not choose any lot
- Click **Confirm Selected Lots /Line item** to Continue
- To choose all lots, click on check box next to **“Name”**

3. How to select items to bid





Number	Name	Answer	Description	Intend To Respond	Reason for not bidding	Currency	Unit of Measure	* Price	Quantity
6.1	cau hoi								
6.2	CHEM, GE CORTROL OS5613, DEOXIZATION AGE		CHEM, GE CORTROL OS5613, DEOXIZATION AGE	No		USD	Kilogram		5
6.3	CHEM, GE CORTROL OS5613, DEOXIZATION AGE		CHEM, GE CORTROL OS5613, DEOXIZATION AGE	No		USD	Kilogram		5
6.4	CHEM, GE CORTROL OS5613, DEOXIZATION AGE		CHEM, GE CORTROL OS5613, DEOXIZATION AGE	No		USD	Kilogram		5
6.5	CHEM, GE CORTROL OS5613, DEOXIZATION AGE		CHEM, GE CORTROL OS5613, DEOXIZATION AGE	No		USD	Kilogram		5
6.6	CHEM, GE CORTROL OS5613, DEOXIZATION AGE		CHEM, GE CORTROL OS5613, DEOXIZATION AGE	No		USD	Kilogram		5
6.7	CHEM, GE CORTROL OS5613, DEOXIZATION AGE		CHEM, GE CORTROL OS5613, DEOXIZATION AGE	No		USD	Kilogram		5
6.8	CHEM, GE CORTROL OS5613, DEOXIZATION AGE		CHEM, GE CORTROL OS5613, DEOXIZATION AGE	No		USD	Kilogram		5
6.9	CHEM, GE CORTROL OS5613, DEOXIZATION AGE		CHEM, GE CORTROL OS5613, DEOXIZATION AGE	No		USD	Kilogram		5

Method 2: By excel uploading

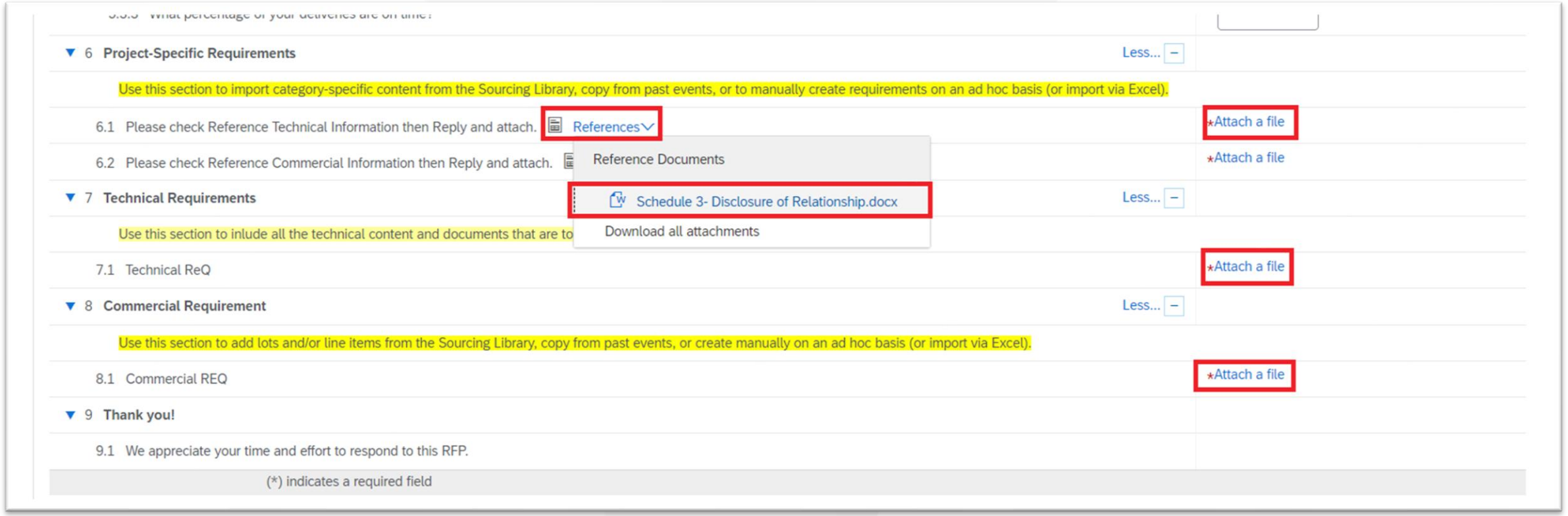
- **Follow** step 1 to 3 to select **lots/line items** to bid by excel
- Click on “Download Content” to download excel file
- Update Intend to Respond information then click on “choose file” to upload

CONTENT

4. How to answer mandatory questions ? How to upload and download attachment?

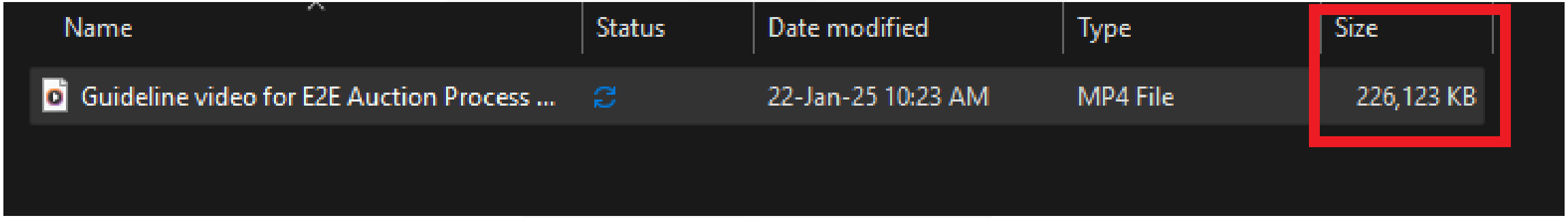
4. How to answer mandatory questions ? How to download and upload attachments

- To download RFQ documents, click “**References**” and document name
- To upload bid submission, click **“Attach a file”**



4. How to answer mandatory questions ? How to download and upload attachments

Bidders can only attach file under 100MB to Ariba. If the file is more than 100MB, kindly follow these steps to separate the file to meet Ariba requirement.
First, please identify the file size



4. How to answer mandatory questions ? How to download and upload attachments

Download and install 7zip application via link 7-Zip. This is free software, no license required

7ZIP

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7z Format
LZMA SDK
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FAQ
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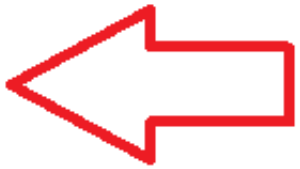
Links

English
Chinese Simpl.
Chinese Trad.
Esperanto

7-Zip is a file archiver with a high compression ratio.

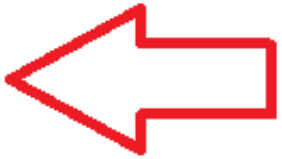
Download 7-Zip 24.09 (2024-11-29) for Windows x64 (64-bit):

Link	Type	Windows	Size
Download	.exe	64-bit x64	1.6 MB



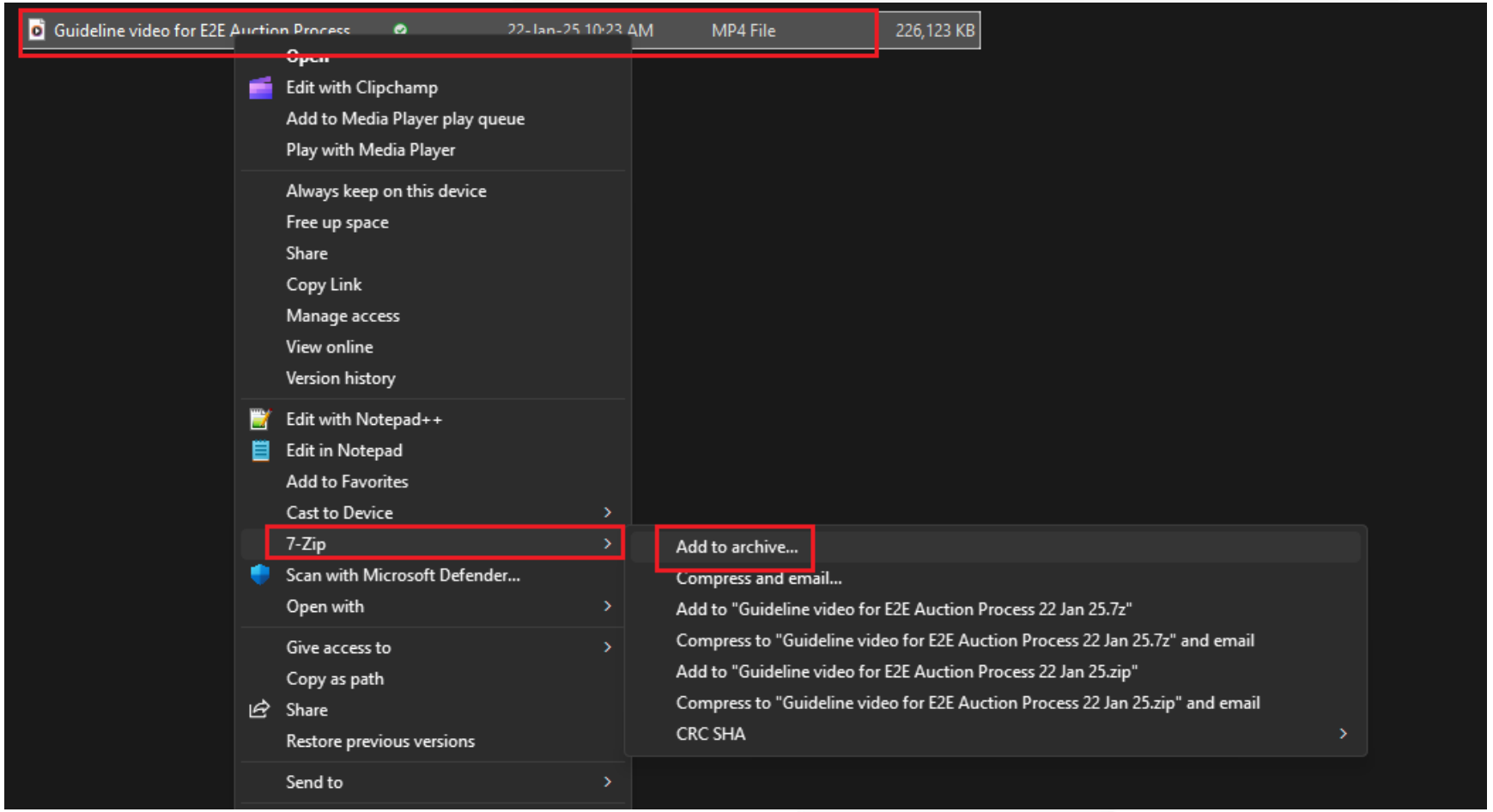
Download 7-Zip 24.09 for another Windows platforms (32-bit x86 or ARM64):

Link	Type	Windows	Size
Download	.exe	32-bit x86	1.3 MB
Download	.exe	64-bit ARM64	1.5 MB



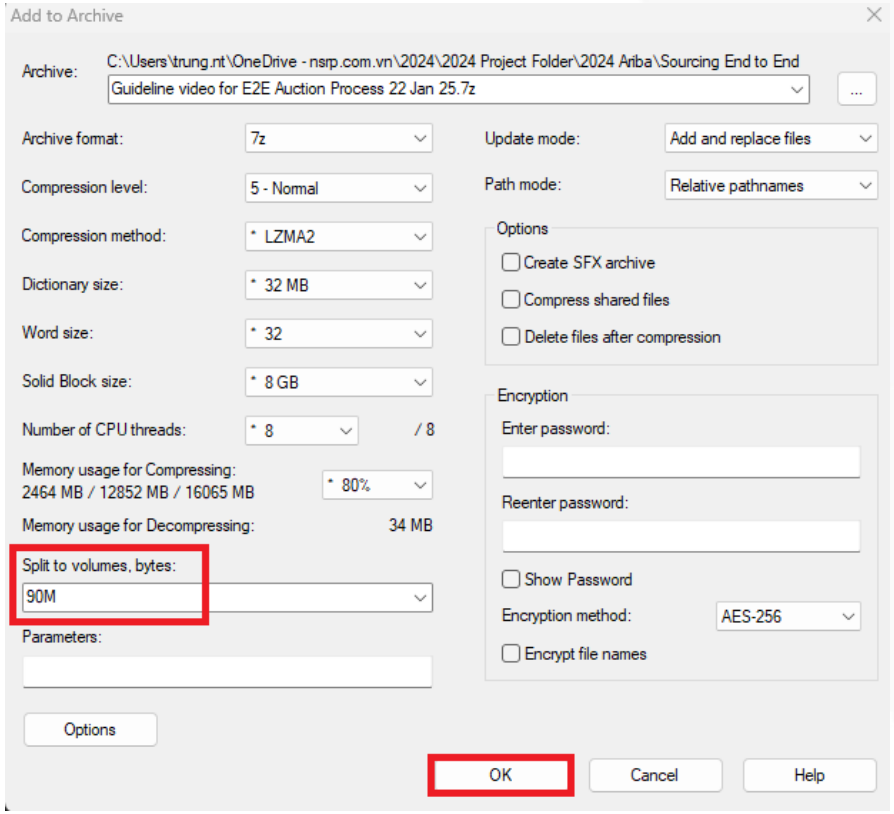
4. How to answer mandatory questions ? How to download and upload attachments

After installation, select archive option: Archive and separate the file



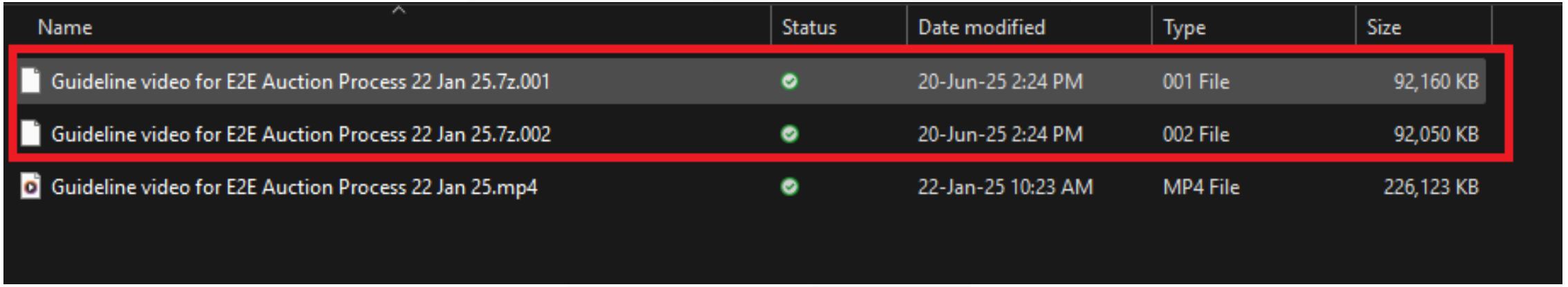
4. How to answer mandatory questions ? How to download and upload attachments

In 7zip's Add to Archive function, fill the red highlighted by value 90M as picture then click **OK**. This action will command the application to separate the original file into 90MB files.



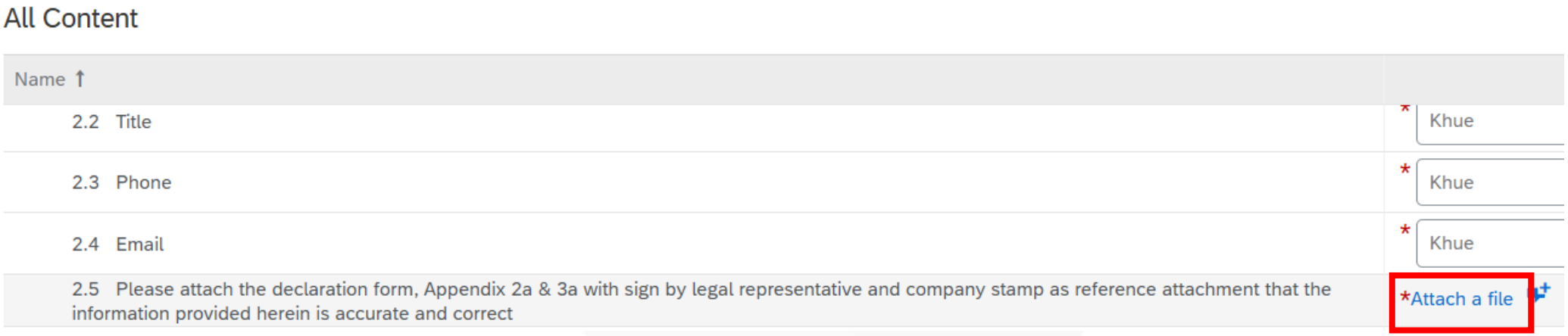
4. How to answer mandatory questions ? How to download and upload attachments

The original file has been separated into two 90MB files with suffix 001, 002 to number the sequence of the files
Bidders need to upload all the split files to Ariba so that NSRP could unzip the file



4. How to answer mandatory questions ? How to download and upload attachments

Click on **Attach a file** to upload the first file



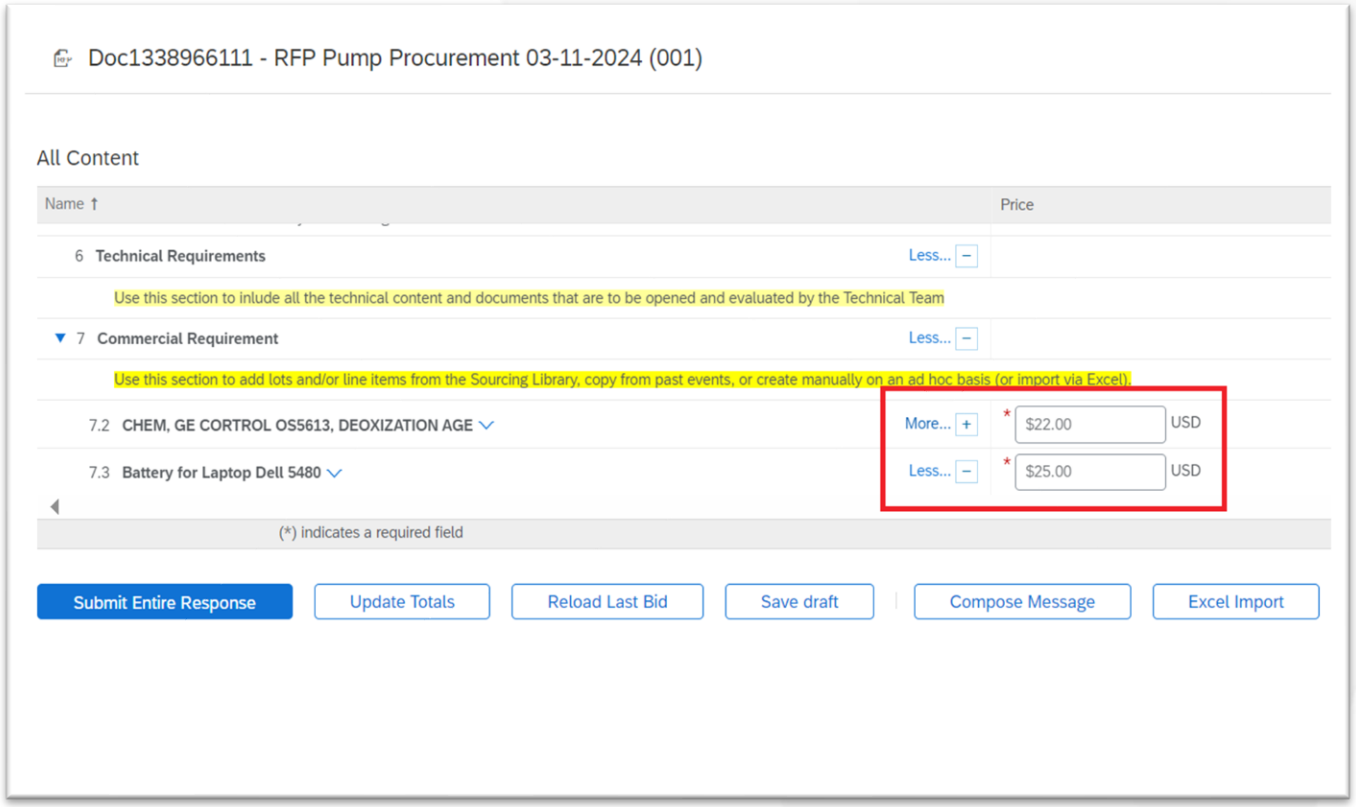
4. How to answer mandatory questions ? How to download and upload attachments

To upload other files, click on this icon

4. How to answer mandatory questions ? How to download and upload attachments

Bidders can only attach 1 file to 1 comment, to upload another file, click on **Add**. If bidders need to **edit/remove** a comment, select the comment and choose corresponding option

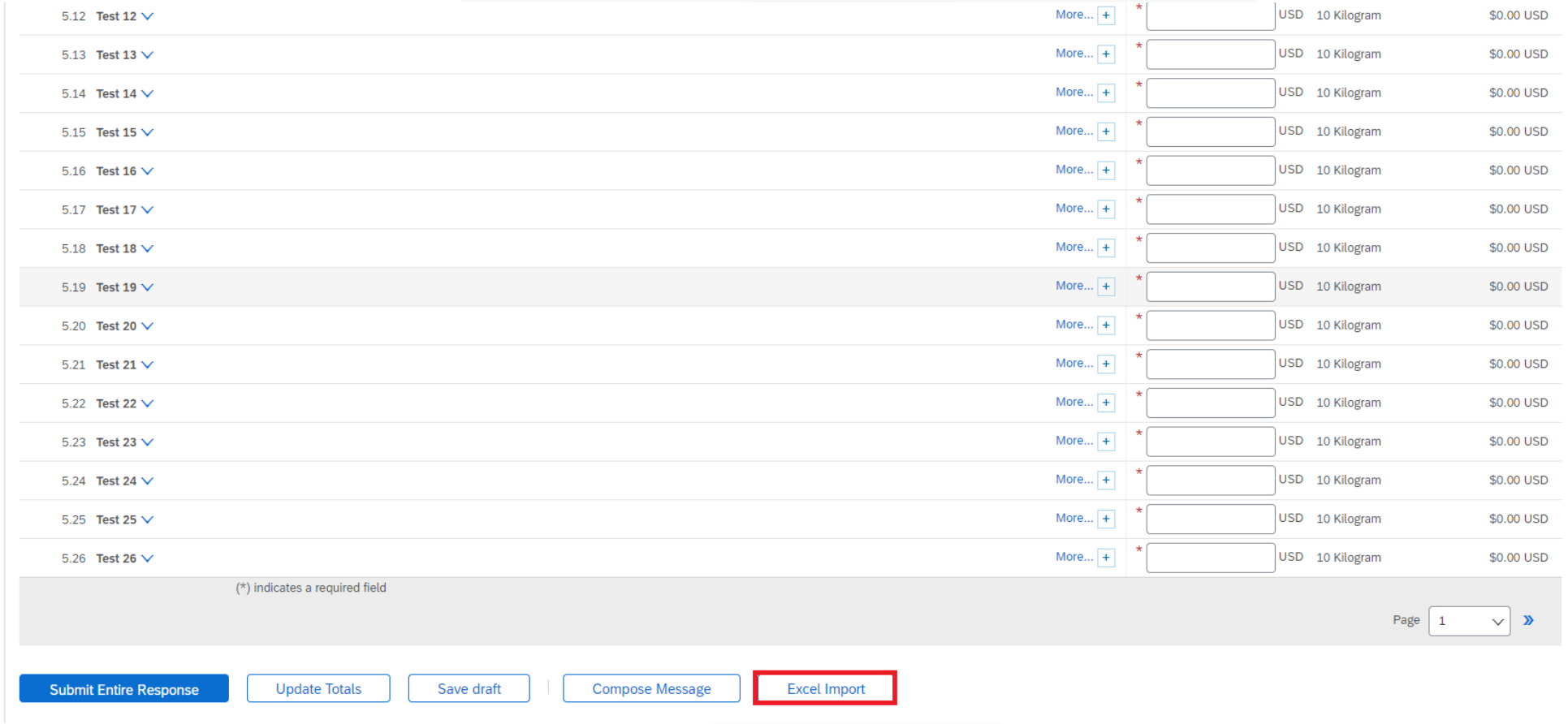
4. How to answer mandatory questions ? How to download and upload attachments



- In some Events, you are asked to answer certain questions
- All fields marked with an asterisk (*) are mandatory and must be filled out
- Some questions have a drop-down menu with pre-set answers

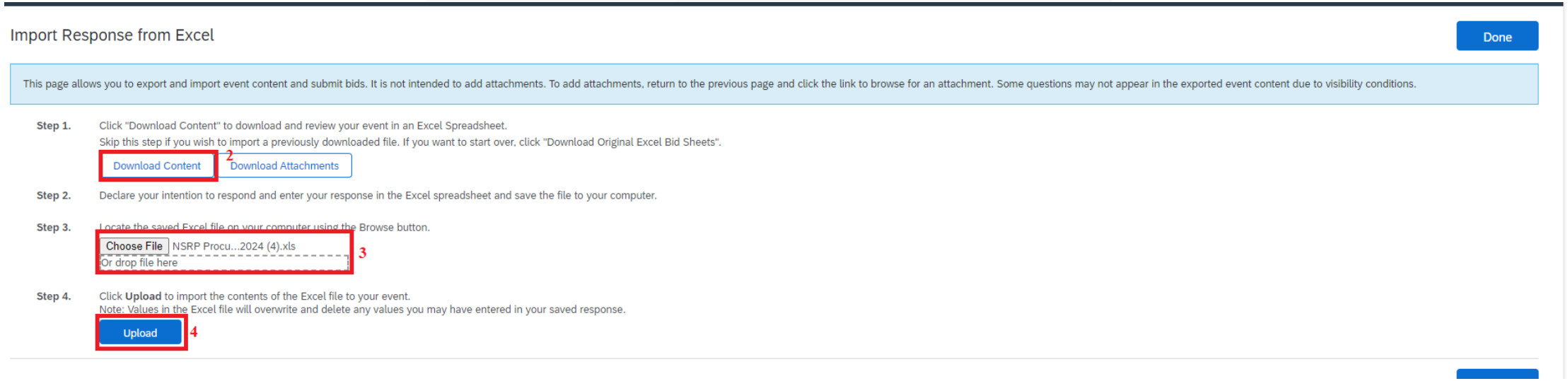
4. How to answer mandatory questions ? How to download and upload attachments

- If bidders would like to answer all questions by data upload method, click on “Excel import” and follow the following four steps.



4. How to answer mandatory questions ? How to download and upload attachments

Click on **Download Content** then update excel file (price, payment term…), save and click on “choose file” and upload again.



Number	Name	Description	Currency	Unit of Measure	* Price	Quantity
5.1	Test 1	CHEM, GE CORTROL OS5613, DEOXIZATION AGE	USD	Kilogram	23	10
5.2	Test 2	CHEM, GE CORTROL OS5613, DEOXIZATION AGE	USD	Kilogram	22	10
5.3	Test 3	CHEM, GE CORTROL OS5613, DEOXIZATION AGE	USD	Kilogram	25	10

CONTENT

5. How to communicate with Procurement team ?

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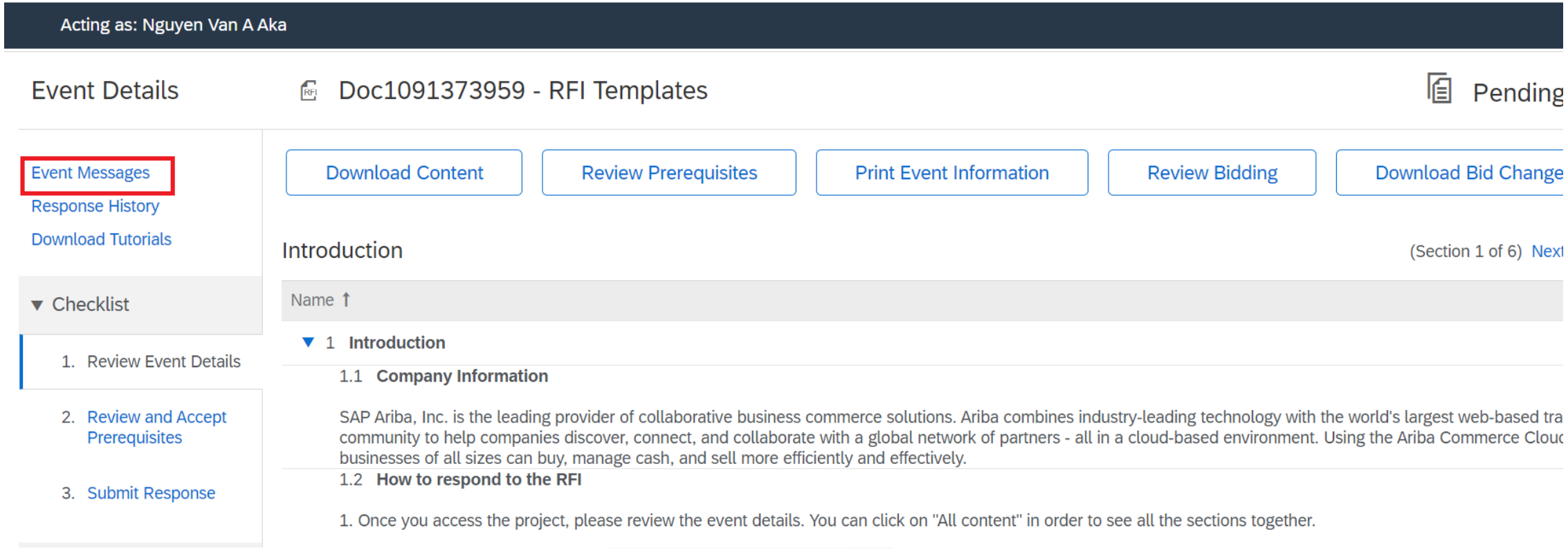
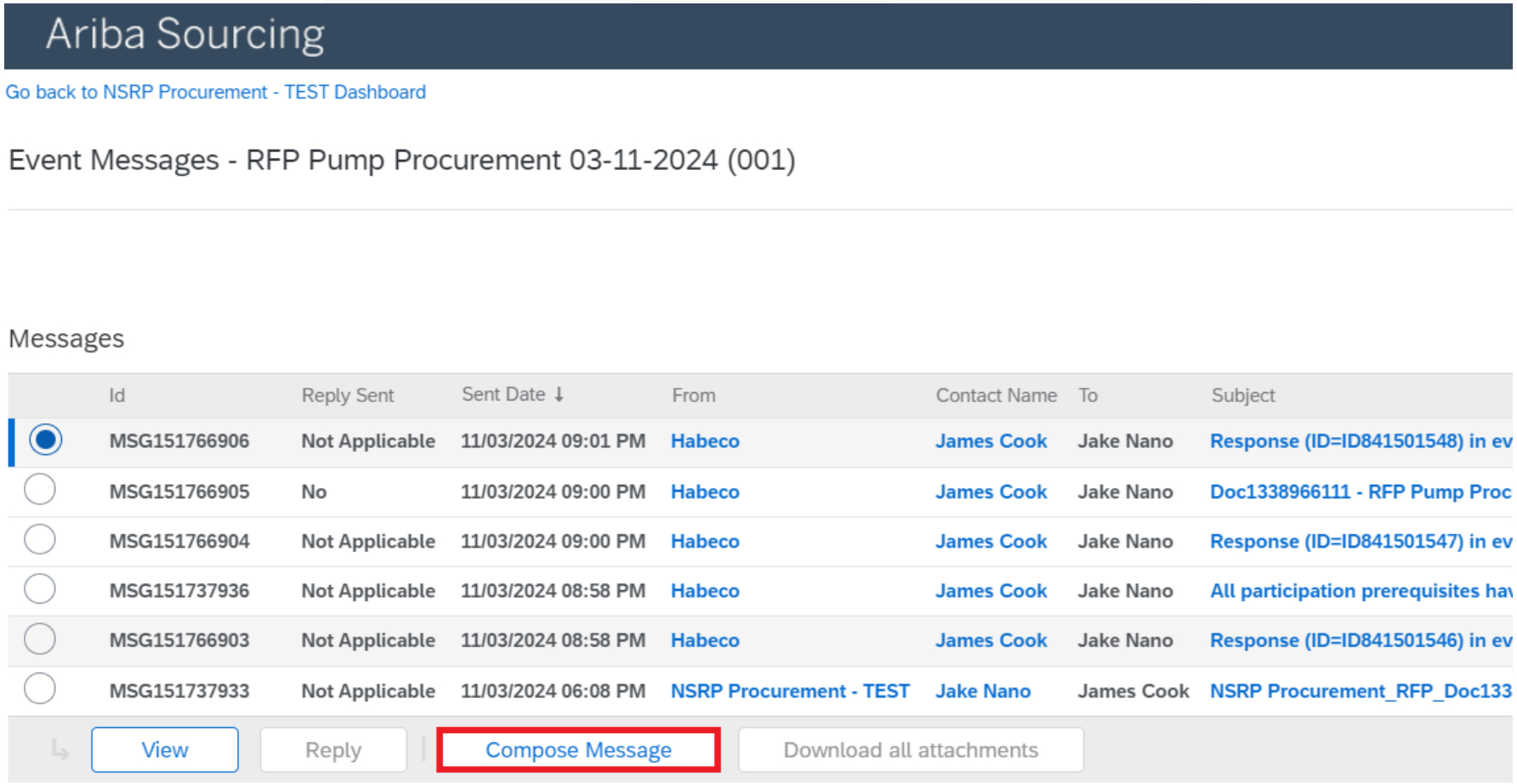
- During Bidding time, to check **Emails/messages** from NSRP, click on **“Event Messages”** then continue



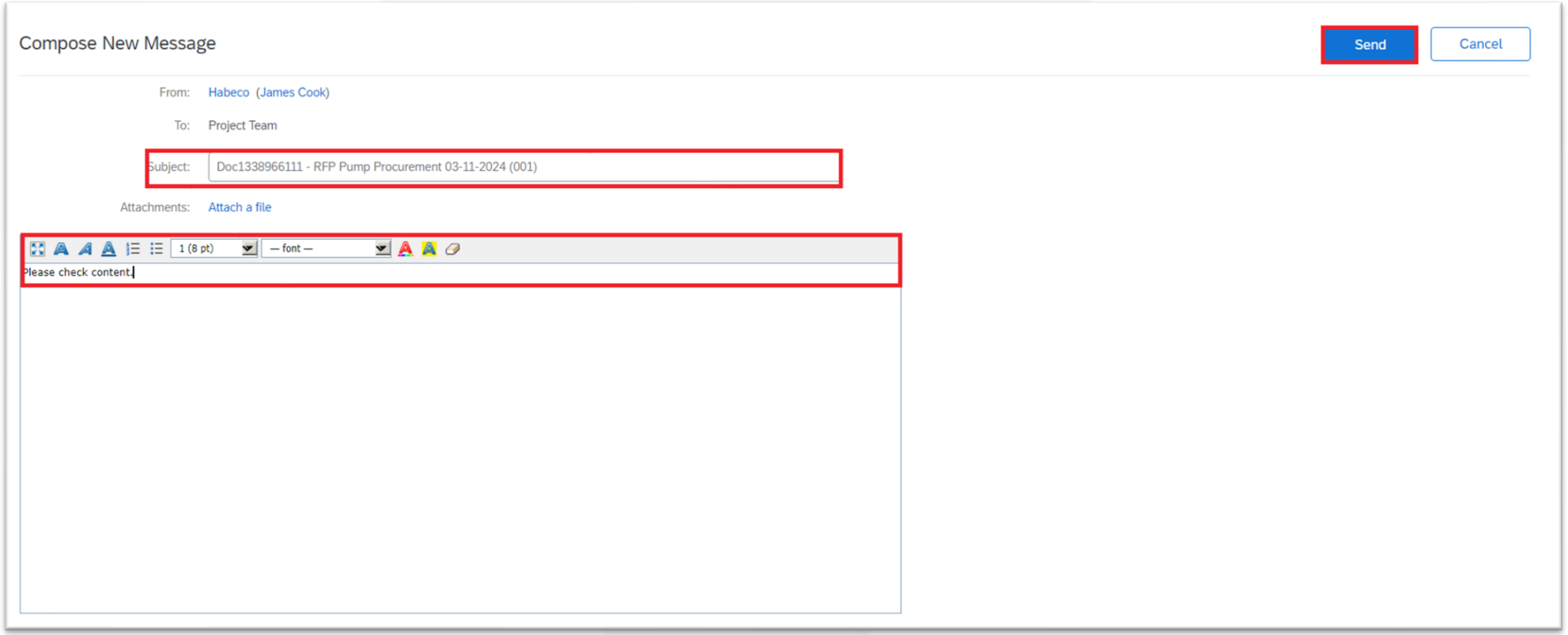
5. How to communicate with Procurement team

- Click on **“Compose Message”** to send messages to Procurement team



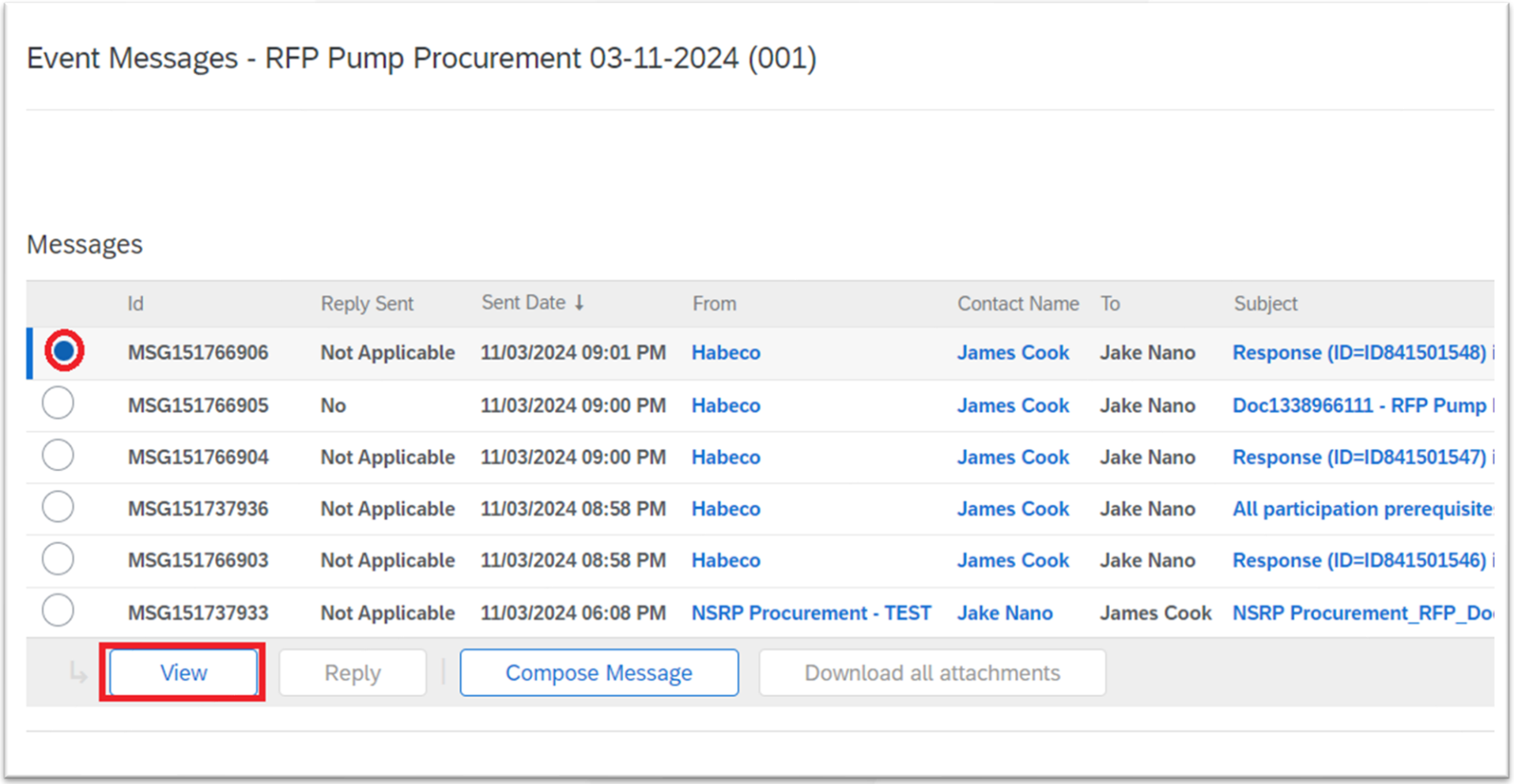
5. How to communicate with Procurement team

- Create **content email**, **subject** and click **“Send”**



5. How to communicate with Procurement team

- To view, choose **message** and click **View**



CONTENT

6. How to submit or revise response ?

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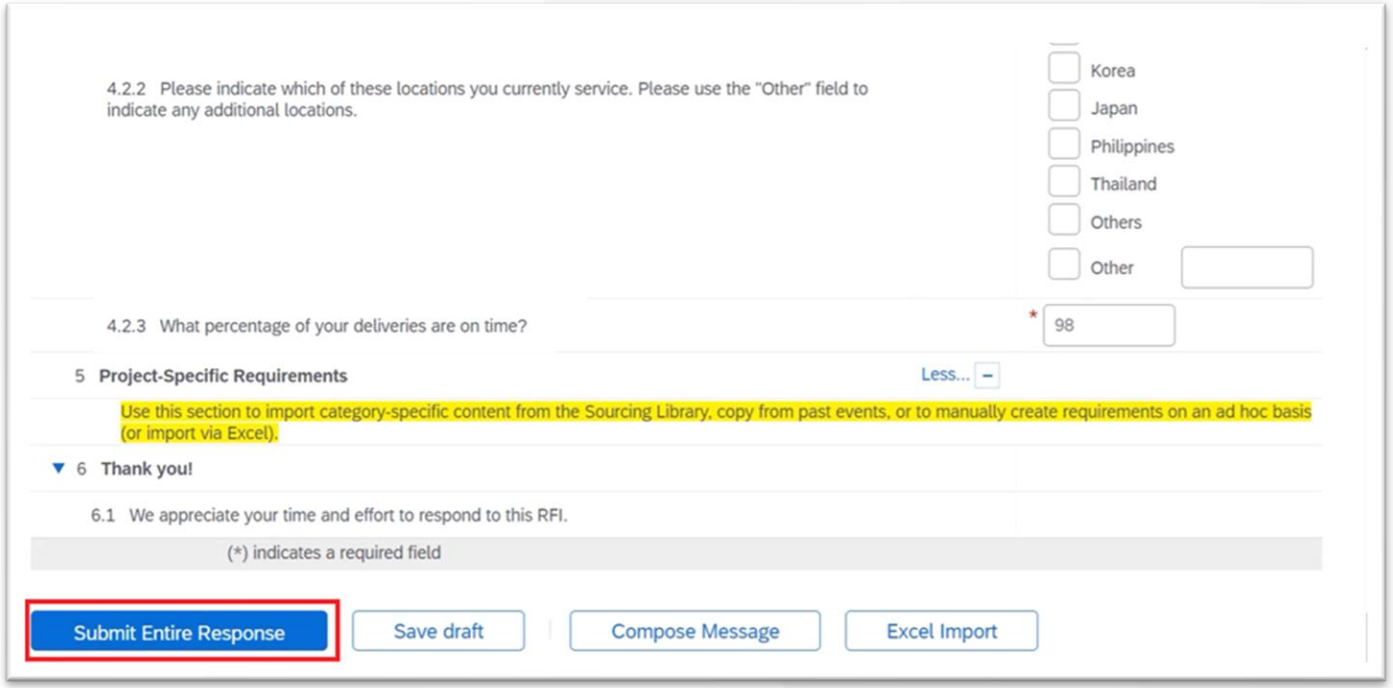
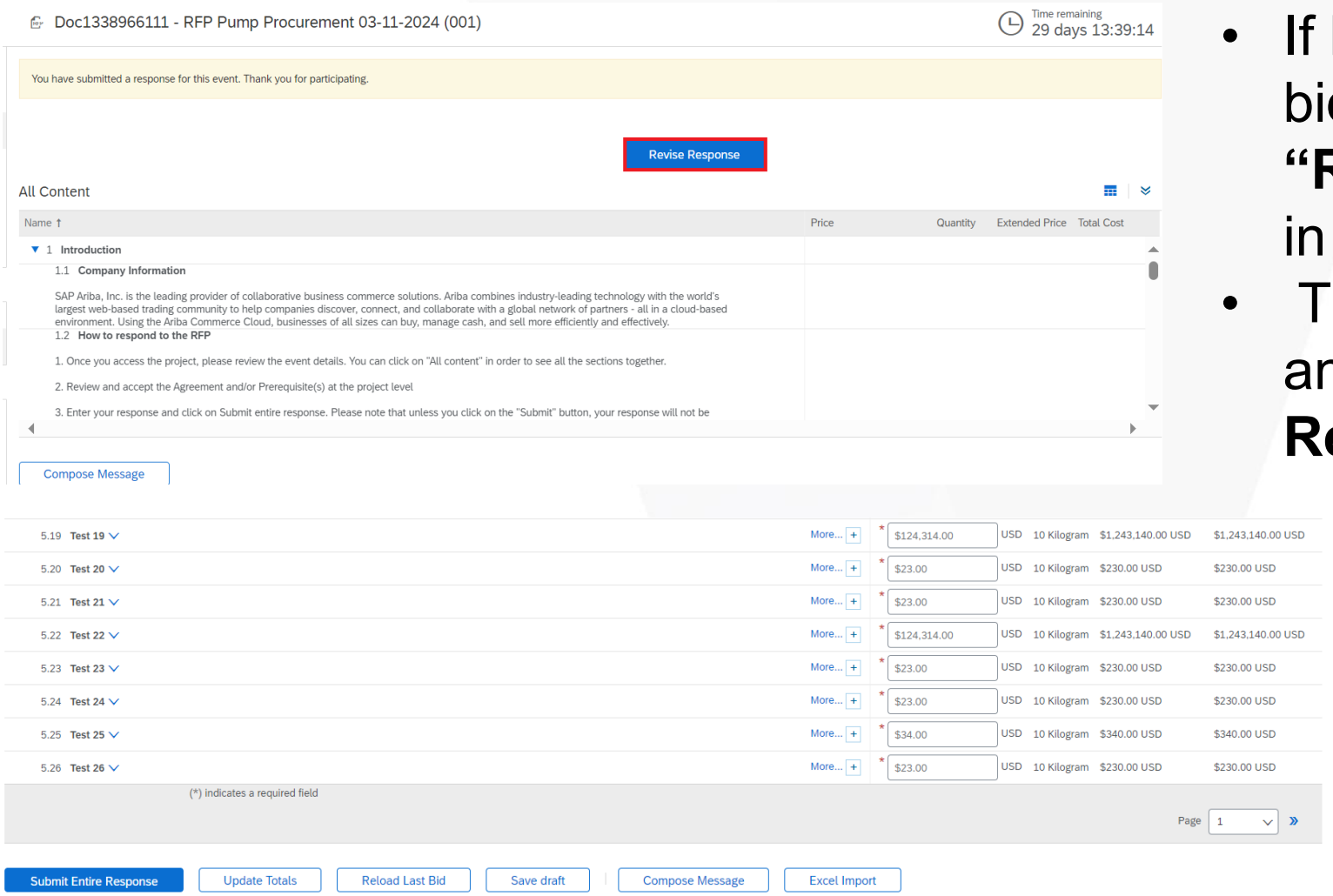


- If bidders are ready to submit the bid, Click "**Submit Entire Response**", bidders will see a confirmation at the top of the page in a green information box
- **All bid documents and prices can be revised as long as the Event is open**.

6. How to submit or revise response



- If bidders want to revise the bid submission, click **“Revise Response”** button in the middle of the screen.
- Then update information and click “**Submit Entire Response**”

Thank you!