

aramco



Aramco SAP Ariba

Supplier Instructions

Version 1.0

9/28/2020

Classification: General Use

Table of Contents

Overview	2
Supplier e-bidding Process Workflow	3
Event Notification	4
SAP Ariba Supplier Login	5
Review Event Details	8
Review and Accept Prerequisite.....	9
Select Lots	10
Introduction	12
Bidding Instructions and Conditions	13
General Requirements.....	14
Technical Envelope	15
Add/Edit Comments and Attachment in Bidding Instructions and Conditions.....	16
Incoterms Details	17
Commercial Envelope.....	18
Submit Entire Response	19
Revise Response	20
Create Alternative.....	22
Submit Alternative Price	23
Create Alternative using Excel Import	24

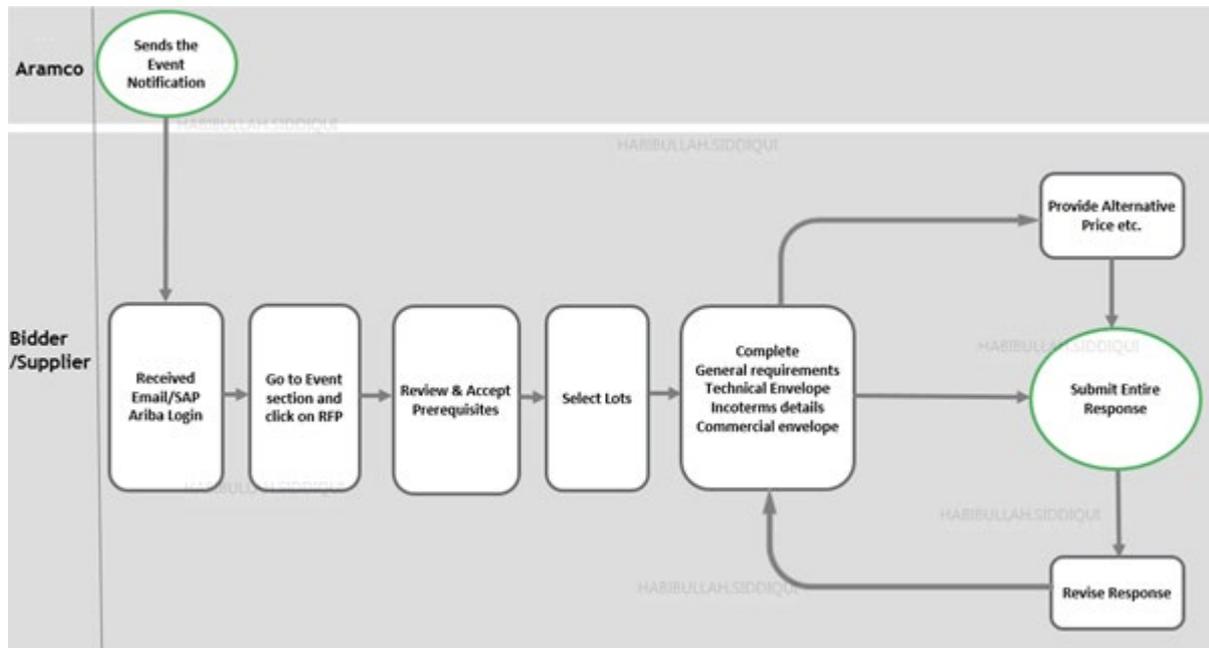
Overview

The Aramco Supplier Instructions will help bidders understand the e-bidding process. It explains and demonstrates the sequence of steps to perform this activity, the key functionality, and the features of the application to help bidders participate in an e-bidding event and successfully submit the response/offer to the buyer.

NOTE

This document shows the general flow of the bidding process, it is not intended to show exact steps for each bid, but rather show the general flow. You might encounter variances in your bidding events from the steps shown here.

Supplier e-bidding Process Workflow



Event Notification



Supplier will receive an email notification from Aramco.

Step	Action
1	Click on the “Click Here” link to participate in the event.

Aramco e-Marketplace HABIBULLAH.SIDDIQUI

Dear [REDACTED]

Aramco e-Marketplace has invited you to participate in the following event: Aramco RFX. The event starts on Wednesday, April 3, 2019 at 9:28 AM, Arabia Standard Time and ends on Tuesday, April 16, 2019 at 3:30 PM, Arabia Standard Time. HABIBULLAH.SIDDIQUI

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event. HABIBULLAH.SIDDIQUI

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link. HABIBULLAH.SIDDIQUI

If you have questions about this event, contact [REDACTED] or via e-mail [REDACTED]

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event. HABIBULLAH.SIDDIQUI

We look forward to working with you! HABIBULLAH.SIDDIQUI

Thank You, HABIBULLAH.SIDDIQUI

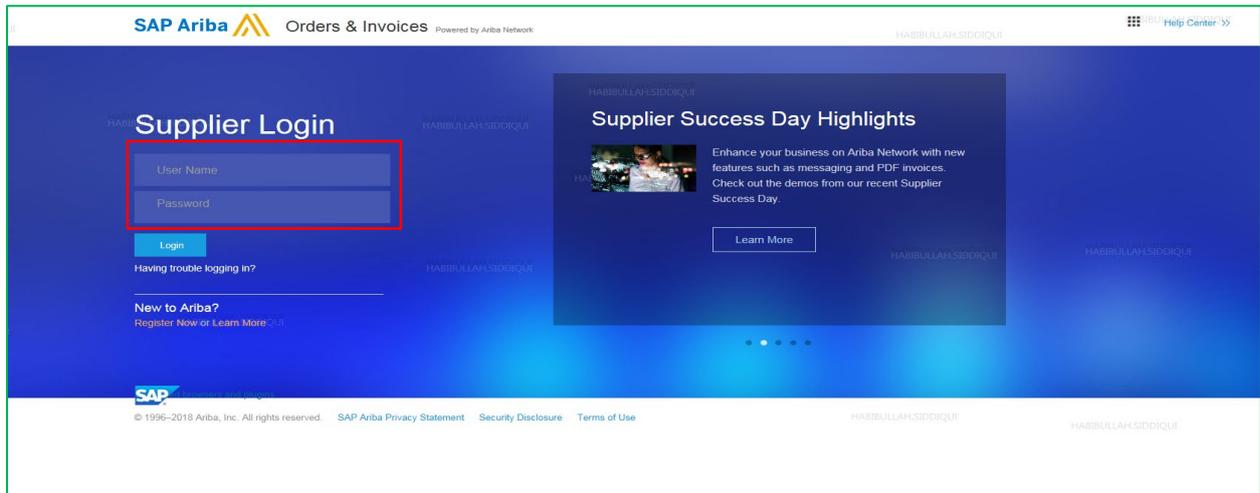
Aramco e-Marketplace

You are receiving this email because your customer, Aramco e-Marketplace, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Aramco e-Marketplace.
Aramco e-Marketplace sourcing site, Event Doc9936494: Aramco RFX, Realm: Aramco-e-Marketplace, Message ID: MSG187996, [Click Here](#) HABIBULLAH.SIDDIQUI

Offices | Data Policy | Contact Us | Customer Support

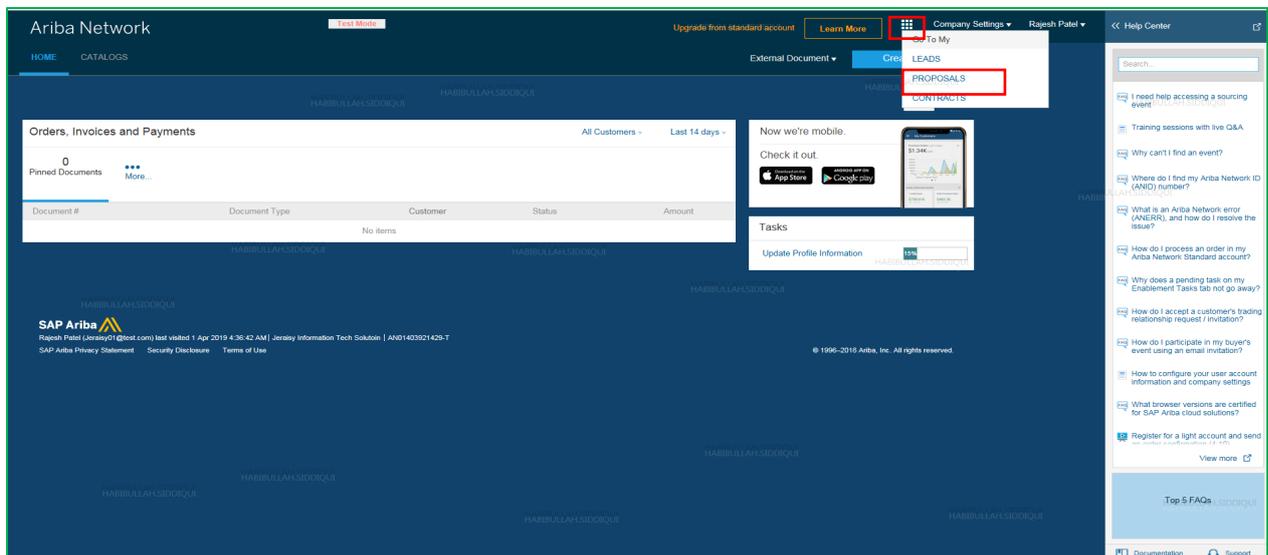
SAP Ariba Supplier Login

Step	Action
1	Fill in username and password and click Login.



Step	Action
2	Click on the Ariba apps icon  .

Step	Action
3	Click on Proposal.





There are three major sections on the dashboard:

Events - All RFI/RFQ/RFP related links.

Registration Questionnaire - Link to update supplier profile.

Qualification Questionnaire - Link to participate in supplier qualification.

Step	Action
4	Click on “Open Status” in Events sections to participate in the event.

The screenshot shows the Ariba Sourcing dashboard for user HABIBULLAH.SIDDIQUI. The top navigation bar includes 'Aramco E-Marketplace - DEV', 'Test Mode', and user profile information. The main content area is divided into several sections:

- Events:** A table with columns for Title, ID, End Time, and Event Type. A dropdown menu is open, showing filters for Status: Completed (198), Status: Open (26), and Status: Pending Selection (350). The 'Open Status' filter is highlighted with a red box.
- Risk Assessments:** A table with columns for Title, ID, End Time, and Event Type. It currently shows 'No items'.
- Registration Questionnaires:** A table with columns for Title, ID, End Time, and Status. One entry is visible: 'Aramco Supplier Registration Questionnaire' with ID 'Doc81672', end time '4/27/2019 6:04 PM', and status 'Registered'. This entry is highlighted with a red box.
- Qualification Questionnaires:** A table with columns for Title, ID, End Time, Commodity, Regions, and Status. It currently shows 'No items'.
- Tasks:** A table with columns for Name, Status, Due Date, Completion Date, and Alert. It currently shows 'No items'.



The moment you click on open, all RFPs will be visible.

- Link of bids, which has Aramco name and RFQ number.
- Bid closing date and time.
- Type of bid (RFI/RFP).

Step	Action
5	Click on specific RFP, where you want to participate.

The screenshot shows the Ariba Sourcing interface. The top navigation bar includes 'Ariba Sourcing', 'ARAMCO E-MARKETPLACE - DEV', and user information. The main content area displays a list of events under the 'Events' section. The first row of the list is highlighted with red boxes around the ID, end time, and event type.

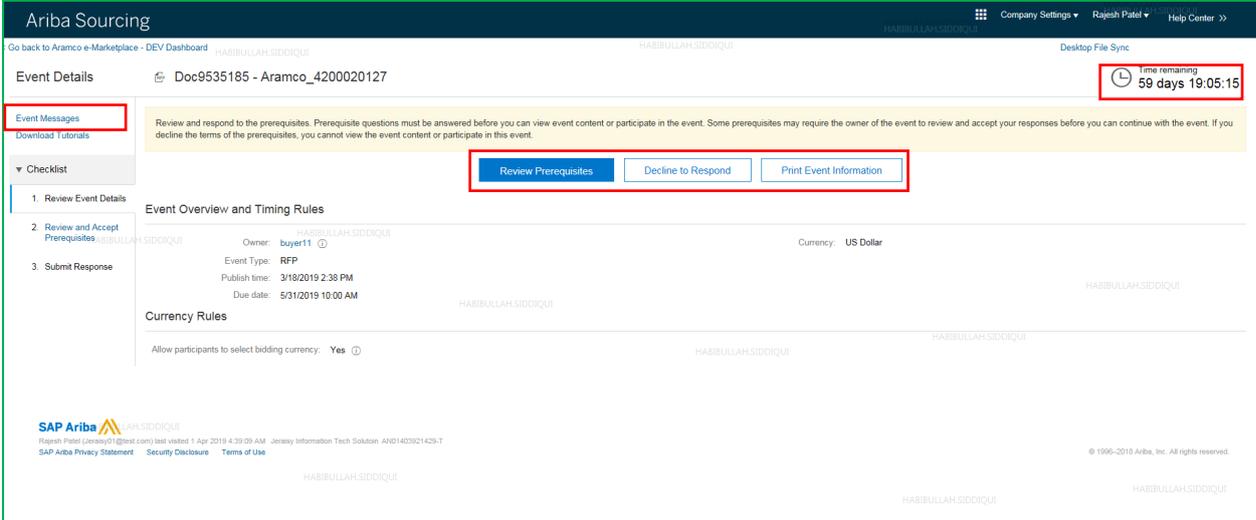
Title	ID	End Time	Event Type
Aramco_4200020127	Doc9535185	5/31/2019 10:00 AM	RFP
Aramco_4200020125	Doc9535065	5/31/2019 10:00 AM	RFP
Aramco_4200020126	Doc9535124	5/31/2019 10:00 AM	RFP
Aramco_4200020350	Doc9816088	4/30/2019 3:48 PM	RFP
Aramco_4200020348	Doc9815953	4/30/2019 3:48 PM	RFP
Aramco_4200020346	Doc9814892	4/30/2019 2:28 PM	RFP
Aramco_4200019994_5000	Doc8921667	4/30/2019 10:00 AM	RFP
Aramco_4200020215	Doc9720633	4/10/2019 11:28 AM	RFP
Aramco_4200019903_5000	Doc8717269	4/4/2019 10:00 AM	RFP
Aramco_4200020034	Doc9023352	4/4/2019 10:00 AM	RFP

Review Event Details



In this screen, you have the following options:

- **Review Prerequisites:** By clicking on this, you continue to review the prerequisites to participate in the bidding.
- **Decline to Respond:** By clicking on “Decline to respond,” you decline to participate in the bidding.
- **Print Event Information:** By clicking on “Print Event Information,” you will receive a printable version of the event.
- **Event Messages:** By clicking on “Event Messages,” you can access a direct communication messaging board that will enable you to communicate with Aramco.
- **Also at the top right corner, there is a countdown timer that shows the remaining time until the bid closing date.**



Ariba Sourcing Company Settings ▾ Rajesh Patel ▾ Help Center >>

Go back to Aramco e-Marketplace - DEV Dashboard HABBULLAH.SIDDIQUI HABBULLAH.SIDDIQUI Desktop File Sync

Event Details Doc9535185 - Aramco_4200020127 Time remaining
59 days 19:05:15

Event Messages (highlighted)

Download Tutorials

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Review Prerequisites (highlighted) | **Decline to Respond** (highlighted) | **Print Event Information** (highlighted)

Event Overview and Timing Rules

Owner: buyer11 | Currency: US Dollar

Event Type: RFP

Publish time: 3/18/2019 2:38 PM

Due date: 5/31/2019 10:00 AM

Currency Rules

Allow participants to select bidding currency: Yes

SAP Ariba | Rajesh Patel (rajesh.patel@aramco.com) last visited 1 Apr 2019 4:39:09 AM | Jersey Information Tech Solution AN01403921429-T | © 1996-2018 Ariba, Inc. All rights reserved.

Review and Accept Prerequisite



Prerequisite - All the terms, conditions and guidelines etc. related to the sourcing event are defined. The supplier will need to read, understand and indicate acceptance to participate in event.

Step	Action
1	Review and accept prerequisite and click OK.

Ariba Sourcing | HARBULLAH SIDDIQUI | Company Settings | Refresh Page | Help Center

Prerequisites Doc9535185 - Aramco_4200020127

Checklist | Prerequisites must be completed prior to participation in the event.

1. Review Event Details

2. Review and Accept Prerequisite

3. Submit Response

You have been invited to present a proposal for the requisition described in your invitation. In order to permit you to prepare that proposal, it will be necessary for SAUDI ARAMCO to provide or arrange to provide you with certain technical and other information, including, but not limited to designs, drawings, calculations, specifications, and standards. We are prepared to so provide you with that information in return for your execution of this confidentiality agreement. By your selection of the "I accept the terms of this agreement" option on this page, you are agreeing with the following confidential obligations, and such selection shall have the same effect as though you had signed this confidentiality agreement in person. You are also accepting/ignoring this agreement on behalf of the company or entity for whom you are obtaining this information, and you warrant that you have the legal authority to so bind that company or entity to the terms of this confidentiality agreement. If you do not have such authority, do not select the "I accept the terms of this agreement" option.

You and the company or entity you represent agree as follows:

- You agree not to disclose information provided hereunder to any other party, except for such information which:
 - At the time of disclosure is in the public domain;
 - After disclosure, is published or otherwise becomes part of the public domain through no fault of yours (but only after, and only to the extent that, it is published or otherwise becomes part of the public domain);
 - You can show was in your possession at the time of disclosure and was not acquired, directly or indirectly, from SAUDI ARAMCO, its subsidiaries or shareholders or from a third party under an obligation of confidence; or
 - You can show was received by you after the time of disclosure hereunder from a third party who did not require you to hold it in confidence and who did not acquire it directly or indirectly from SAUDI ARAMCO, its subsidiaries or shareholders or a third party under an obligation of confidence.
- Disclosures made to you under this agreement which are specific, (e.g., as to engineering and design practices and techniques, equipment, products, operating conditions, catalyst identity and/or method of catalyst preparation or treatment, etc.) shall not be deemed to be within the foregoing exceptions merely because they are embraced by general disclosures in the public domain or in your possession. In addition, any combination of features shall not be deemed to be within the foregoing exceptions merely because individual features are in the public domain or in your possession, but only if the combination itself and its principle of operation are in the public domain or in your possession.
- You agree that you will not, without first obtaining SAUDI ARAMCO's written consent, disclose any information provided hereunder to any third party nor make any commercial use thereof, except that you may use such information to prepare your proposal, and if such proposal is accepted, to perform the resultant contract ("contract") for the purposes of this confidentiality agreement shall mean a purchase order or purchase agreement). You may disclose such information to your affiliates, potential suppliers and subcontractors if such disclosure is necessary to enable you to prepare your proposal, provided you first obtain a commitment to maintain such information in confidence from such affiliates, holders and subcontractors which is consistent with the agreement.
- You agree to limit the disclosure of information provided hereunder to those of your professional/technical employees and/or executives who require it in order to prepare your proposal or to perform the resultant contract and you agree to inform each of such employees or executives of the obligations stated herein, and to obtain from them a written agreement obligating them with respect to the said information to the same extent that you are obligated hereunder.
- You agree to make no copies of documents provided hereunder unless authorized by SAUDI ARAMCO in writing, and if not awarded a contract pursuant to the request for proposals, or if you elect not to submit a proposal, you agree to promptly return all documents provided to you and destroy all copies thereof. If awarded a contract, you agree, upon completion of the work, to destroy all documents provided to you and all copies made except for those permitted by SAUDI ARAMCO to be retained for future reference.
- You agree that prior to making any publicly release or other announcement concerning information provided to you hereunder, you will first obtain written approval of SAUDI ARAMCO for each release or announcement. Furthermore, you agree not to make general disclosures to others concerning the general nature of the project upon which you are bidding.
- This Agreement shall be governed by and interpreted in accordance with the laws of the Kingdom of Saudi Arabia excluding any choice of law rules which would refer the matter to the laws of another jurisdiction. The courts of the Kingdom of Saudi Arabia will have exclusive jurisdiction to settle any disputes or claims that may arise out of or in connection with this Agreement, for which purposes you and the company or entity you represent agree to submit to such jurisdiction.
- You and the company or entity you represent acknowledge that damages may not be an adequate remedy for any breach of this Agreement. Therefore, you and the company or entity you represent agree that Saudi Aramco shall be entitled to injunctive relief to restrain you and the company or entity you represent from breaching this Agreement, which right shall be cumulative and in addition to any other remedy which may be available to the Saudi Aramco.
- Nothing whatsoever in this Agreement constitutes or shall be construed as an explicit or implicit waiver by Saudi Aramco of sovereign immunity or any related rights, defenses, or objections.
- The disclosure of Confidential Information to you is non-exclusive, and the Saudi Aramco may disclose the Confidential Information to others at any time.
- Notwithstanding anything disclosed or provided hereunder shall be construed in any manner to create an obligation or expectation on your part to enter into any contract, agreement, joint activity or business arrangement with you or the company or entity you represent.

Please indicate your agreement, and the agreement of the company or entity you represent, to the above by selecting the "I accept the terms of this agreement" option.

I accept the terms of this agreement.

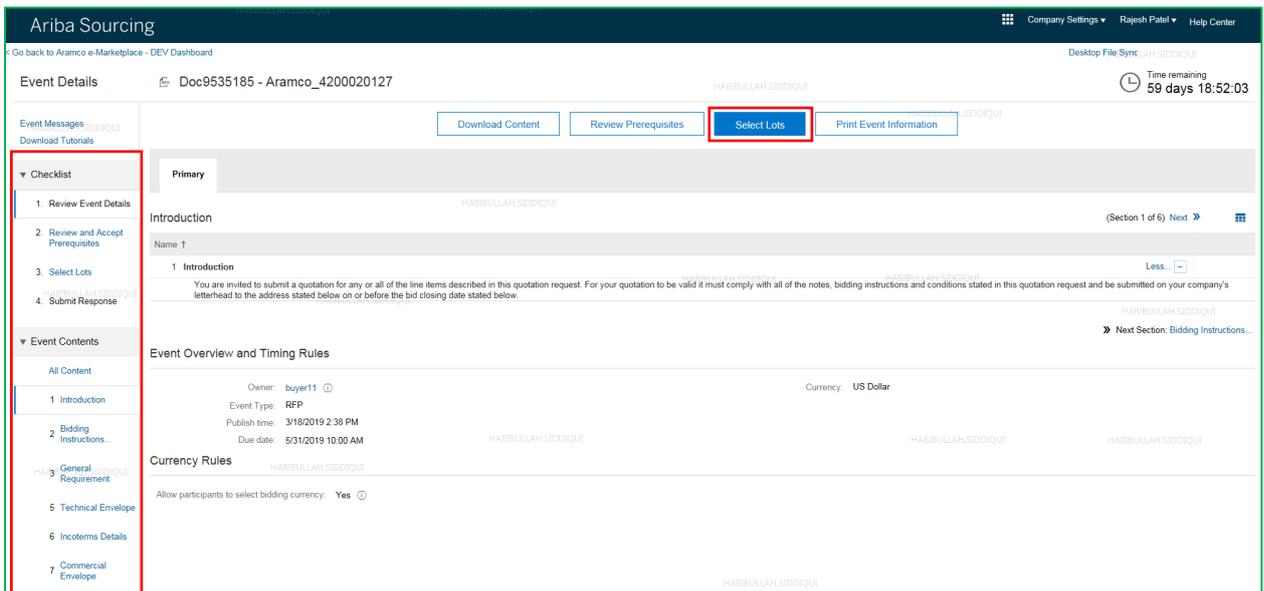
I do not accept the terms of this agreement.

OK **Cancel**

Select Lots

	<p>The moment you accept the prerequisite, you will see other sections as the Introduction.</p> <p>Bidding Instructions - Confirm acceptance of bidding instructions and conditions.</p> <p>General Requirements - Mention bid validity, packaging and labeling.</p> <p>Technical Envelope - Attached technical documents & part no. revision.</p> <p>Incoterms Details - Select delivery incoterms.</p> <p>Commercial Envelope - Provide commercial information per line item.</p> <p>Select Lots - Line items which you want to participate.</p> <p>Submit Response - Review all sections and Submit response.</p>
---	---

Step	Action
1	Select Lots for the line item in which you want to participate.



The screenshot displays the Ariba Sourcing interface for an event titled "Doc9535185 - Aramco_4200020127". The "Select Lots" button is highlighted in red. The left sidebar shows a checklist with "3. Select Lots" selected. The main content area shows event details, including "Introduction" and "Event Overview and Timing Rules". The "Event Overview and Timing Rules" section displays the following information:

- Owner: buyer11
- Event Type: RFP
- Publish time: 3/18/2019 2:38 PM
- Due date: 5/31/2019 10:00 AM
- Currency: US Dollar

The "Currency Rules" section indicates: "Allow participants to select bidding currency: Yes".

	<p>The moment you select the lots, you will see the page below showing details such as “select currency.” Different currencies can be selected for different lots.</p> <p>If you do not select any of the lots, you will need to select the reason for not bidding.</p>
---	---

Step	Action
2	Submit selected lots.

Go back to Aramco e-Marketplace - DEV Dashboard Desktop File Sync

Select Lots Doc9535065 - Aramco_4200020125 Cancel

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. More

▼ Checklist

1. Review Event Details Event Bidding Currency

2. Review and Accept Prerequisites Select event bidding currency: US Dollar

Use a different currency for different lots

3. Select Lots

4. Submit Response Select Lots Select Using Excel

Lots Available for Bidding

Name	Currency	Reason for not bidding
<input checked="" type="checkbox"/> 7.1 SPOOL; TUBING; 11 X 13 X 2 X 2; 3M PSI; ABRASIVE BELT; CATALOG INFO: SPOOL TUBING WELLHEAD; AA FORGED CARBON OR LOW ALLOY FOR H2S; CO2 & AMINE INHIBITOR ONE (1) EA IN BOTTOM FLANGE TEST POR-API 11 IN TOP-API 3000 TOP-API 6B RING JOINT CONNECTION TOP CONN-API 13-5/8 IN BTM-API 3000 BOTTOM-API 6B RING JOINT CONNECTION BTM-API 9-5/8 IN PACK-OFF-MR DD, PR-2 (APPENDIX F) TR U	UAE Dirham	(no value)
<input type="checkbox"/> 7.2 SPOOL; TUBING; 15 X 15 X 5 X 2; 5M PSI; CATALOG INFO: SPOOL TUBING WELLHEAD; AA FORGED CARBON OR LOW ALLOY FOR H2S; CO2 AMINE INHIBITOR ONE (1) EA IN BOTTOM FLANGE TEST POR-API 11 IN TOP-API 3000 TOP-API 6B RING JOINT CONNECTION TOP CONN-API 13-5/8 IN BTM-API 3000 BOTTOM-API 6B RING JOINT CONNECTION BTM-API 9-5/8 IN PACK-OFF-AA 45-SAMSS-005-API 6A-MR DD, PR-2 (APPENDIX F) TR U-AA "BOWL" TYPE; CAMERON S	US Dollar	We don't carry a compatible part/material

Manufacturer Part Number Text :
MANUFACTURER REFERENCES:
5002518953 10001616 Kyoritsu Kiko Co., Ltd. JP
second line name

 System will warn you that you haven't selected all the lots.

Step	Action
3	Click on Use Selected Lots.

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. More

▼ Checklist

1. Review Event Details Event Bidding Currency

2. Review and Accept Prerequisites Select event bidding currency: US Dollar

Use a different currency for different lots

3. Select Lots

4. Submit Response Select Lots Select Using Excel

Lots Available for Bidding

Name	Currency	Reason for not bidding
<input checked="" type="checkbox"/> 7.1 SPOOL; TUBING; 11 X 13 X 2 X 2; 3M PSI; ABRASIVE BELT; CATALOG INFO: SPOOL TUBING WELLHEAD; AA FORGED CARBON OR LOW ALLOY FOR H2S; CO2 & AMINE INHIBITOR ONE (1) EA IN BOTTOM FLANGE TEST POR-API 11 IN TOP-API 3000 TOP-API 6B RING JOINT CONNECTION TOP CONN-API 13-5/8 IN BTM-API 3000 BOTTOM-API 6B RING JOINT CONNECTION BTM-API 9-5/8 IN PACK-OFF-MR DD, PR-2 (APPENDIX F) TR U	UAE Dirham	(no value)
<input type="checkbox"/> 7.2 SPOOL; TUBING; 15 X 15 X 5 X 2; 5M PSI; CATALOG INFO: SPOOL TUBING WELLHEAD; AA FORGED CARBON OR LOW ALLOY FOR H2S; CO2 AMINE INHIBITOR ONE (1) EA IN BOTTOM FLANGE TEST POR-API 11 IN TOP-API 3000 TOP-API 6B RING JOINT CONNECTION TOP CONN-API 13-5/8 IN BTM-API 3000 BOTTOM-API 6B RING JOINT CONNECTION BTM-API 9-5/8 IN PACK-OFF-AA 45-SAMSS-005-API 6A-MR DD, PR-2 (APPENDIX F) TR U-AA "BOWL" TYPE; CAMERON S	US Dollar	We don't carry a compatible part/material

Manufacturer Part Number Text :
MANUFACTURER REFERENCES:
5002518953 10001616 Kyoritsu Kiko Co., Ltd. JP
second line name

Warning: You have not selected all lots

You have selected to participate in only 1 of the 2 available lots.

Note: You can return and select additional lots at a later time.

Introduction



For your quotation to be valid it must comply with all of the notes, bidding instructions and conditions stated in this quotation request System.

In this screen, you have three options:

1. **Save:** By clicking on “Save” you can save the modification at any time.
2. **Excel Import:** By clicking on “Excel Import” first export the RFQ in excel format and fill your response and upload. Make sure there is no change in template/format.
3. **Compose Messages:** By clicking on “Compose Messages” you can access a direct communication messaging board that will enable you to communicate with Aramco.

The screenshot displays the 'Introduction' section of a bidding process. The interface includes a top navigation bar with 'Go back to Aramco e-Marketplace - DEV Dashboard', the user name 'HABIBULLAH SIDDIQUI', and a 'Desktop File Sync' button. The main content area shows a 'Primary' message titled 'Introduction' (Section 1 of 6). Below the title, a red box highlights the '1 Introduction' label. The message body contains the text: 'You are invited to submit a quotation for any or all of the line items described in this quotation request. For your quotation to be valid it must comply with all of the notes, bidding instructions and conditions stated in this quotation request and be submitted on your company's letterhead to the address stated below on or before the bid closing date stated below. (*) indicates a required field'. At the bottom of the message, a red box highlights a row of action buttons: 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'. A left sidebar contains a 'Checklist' with steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. The top right corner shows a clock icon and 'Time remaining: 52 days 22:31:57'.

Bidding Instructions and Conditions



In Event Contents after Introduction, click on Bidding Instructions and Conditions.

Step	Action
1	Select Condition “Yes” to participate in bid.

Go back to Aramco e-Marketplace - DEV Dashboard

Console Doc9535185 - Aramco_4200020127

Desktop File Sync Time remaining 52 days 22:26:55

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents

- All Content
- 1 Introduction
- 2 Bidding Instructions...
- 3 General Requirement

Bidding Instructions and Conditions (Section 2 of 6) < Prev | Next >

Name 1

▼ 2 Bidding Instructions and Conditions

2.1 Do you accept the bidding instructions & conditions in this section? (*) indicates a required field

Unspecified
Yes
No
Unspecified

Submit Entire Response Update Totals Save Compose Message Excel Import

General Requirements



You can add comments and optional attachments for Bid Validity, and Packaging and Labeling.

Step	Action
1	Type the Bid Validity Date.

Step	Action
2	Select Packaging and Labeling option from dropdown.

Console Doc9535185 - Aramco_4200020127 Time remaining 52 days 20:29:20

Event Messages
Response History

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Response

▼ Event Contents

- All Content
- 1 Introduction
- 2 Bidding Instructions...
- 3 General Requirement

Primary

General Requirement (Section 3 of 6) << Prev. | Next >>

Name 1

▼ 3 General Requirement

▼ 3.1 Bid Validity

3.1.1 What is the last date for bid validity?
Ensure bid validity of at least sixty (60) days from the bid closing date, unless otherwise requested.

Tue, 30 Apr 2016

▼ 3.2 Packaging and Labeling

3.2.1 Are you complying with Saudi Aramco's packing labeling and marking requirements as detailed in the bidding instructions, or do you wish to deliver using your own packing standards? You must provide details in your bid.

(*) indicates a required field

Comply with Saudi Aramco packing, labeling and marking requirements

Unspecified

Comply with Saudi Aramco packing, labeling and marking requirements

Deliver using own packing standards

Submit Entire Response Update Totals Save Compose Message Excel Import

Technical Envelope

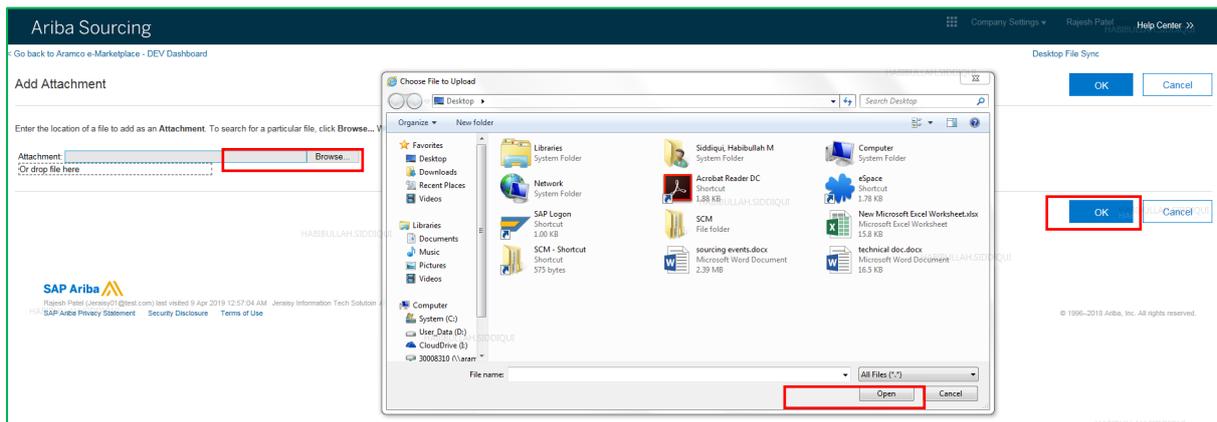
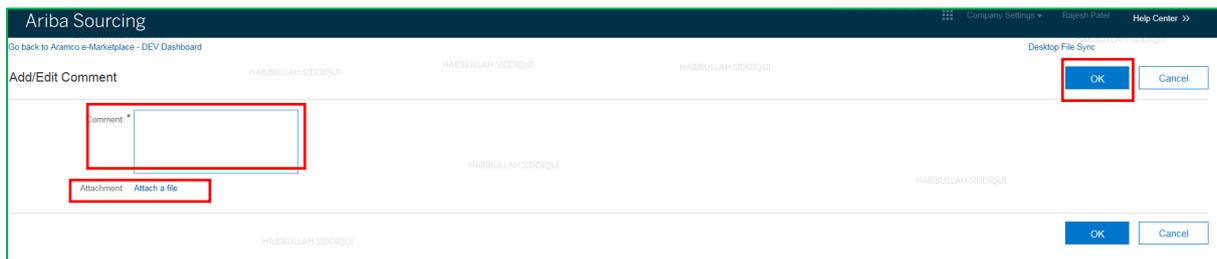
Step	Action
1	Attached “Technical Documents” in section 5.1.1

Step	Action
2	Select Part No. Revision as Aramco requested in section 5.2.1

The screenshot displays a procurement system interface for a 'Technical Envelope'. The top navigation bar shows the console ID 'Doc9535185 - Aramco_4200020127' and a timer '52 days 20:17:32'. The left sidebar contains a 'Checklist' with four steps: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. Below the checklist is an 'Event Contents' section with three items: '1 Introduction', '2 Bidding Instructions...', and '3 General Requirement'. The main content area is titled 'Technical Envelope' and shows a 'Primary' tab. It contains two sections: '5.1 Technical Documents' with instruction '5.1.1 Please attach all relevant technical documents of the items quoted. This will be used for the purpose of technical evaluation as required.' and '5.2 Part Number Revision/Obsolescence' with instruction '5.2.1 Is Vendor's quotation for all items in accordance with the product, part or model number that Saudi Aramco has requested? Vendor shall advise in his quotation in accordance with section 4.4 'GOODS/Article Substitutions and Part Number Update''. A dropdown menu is open for the 5.2.1 instruction, showing options 'Unspecified', 'Yes', 'No', and 'Unspecified'. At the bottom, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'. A red box highlights the '5 Technical Envelope' item in the sidebar.

Add/Edit Comments and Attachments in Bidding Instructions and Conditions

Step	Action
1	Write comments and also attach files as needed, then click OK.
2	Click on Attach a file then click on Browse, then subsequently click on Open and OK.



Incoterms Details

Step	Action
1	Select Incoterms details from dropdown. You can add comments and additional documents.

The screenshot shows the Ariba Sourcing interface for document 'Doc9535185 - Aramco_4200020127'. The 'Incoterms Details' section is active, showing a dropdown menu for '6.1 Please select the delivery incoterms:' with 'SAC - Saudi Aramco Carrier' selected. The interface includes a left-hand navigation menu with a checklist (1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, 4. Submit Response) and event contents (1. Introduction, 2. Bidding Instructions..., 3. General Requirement, 5. Technical Envelope, 6. Incoterms Details, 7. Commercial Envelope). The '6. Incoterms Details' item in the checklist and the dropdown menu are highlighted with red boxes. Action buttons at the bottom include 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'. The top right corner shows 'Time remaining 52 days 19:53:19'.

Commercial Envelope



Must fill details where * is marked.

Step	Action
1	Select Price
2	Select Lead Time
3	Select MPN
4	Click "Update Totals" button
5	Click "Submit Entire Response" button

Ariba Sourcing Company Settings | Rajesh Patel | Help Center

Go back to Aramco e-Marketplace - DEV Dashboard Desktop File Sync

Console Doc9535185 - Aramco_4200020127 Time remaining 52 days 19:46:05

Event Messages
Response History

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Response

▼ Event Contents

All Content

- Introduction
- Bidding Instructions...
- General Requirement
- Technical Envelope
- Incoterms Details
- Commercial Envelope

Commercial Envelope (Section 6 of 6) < Prev. |

Name 1 Extended Price

▼ 7 Commercial Envelope

7.1 SPOOL; TUBING; 11 X 13 X 2 X 2; 3M PSI; - Less...

ABRASIVE BELT;
CATALOG INFO;
SPOOL TUBING WELLHEAD; AA FORGED CARBON OR LOW ALLOY FOR H2S;
CO2 & AMINE INHIBITOR; ONE (1) EA IN BOTTOM FLANGE; TEST FOR API
11 IN TOP API 3000 TOP API 6B RING JOINT CONNECTION TOP CONN API
13-58 IN 6TM API 3000 BOTTOM API 6B RING JOINT CONNECTION
BTM API 9-58 IN PACK-OFF MR DD PR PR 2 (APPENDIX F); TR U

Material Number: 1000021572

Price: * 4000 SAR

Quantity: 20 each

Lead Time (Days): * 30 *

Requested Delivery Date: ~~Thu, 1 Aug 2018~~

MPN: * OTHERS - ENTER MANUFACTURER AND PART NUMBER DETAILS BELOW ▼

Manufacturer: testing *

Model / Part Number: testing *

Country Of Origin: Unspecified ▼

Delivery Priority: Normal/staged

▼ Event Contents

All Content

- Introduction
- Bidding Instructions...
- General Requirement
- Technical Envelope
- Incoterms Details
- Commercial Envelope

Model / Part Number: testing *

Country Of Origin: SA Saudi Arabia ▼

Delivery Priority: Normal/staged

Handling Priority: N

Hazardous Indicator: No

Inspection Description:

Inspection Flag: No

Packing Specs One:

Packing Specs Two:

Packing Specs Three:

SASO Indicator: No

Saudi Customs: D - Dubble

Shell Life Code: 0-

Storage Conditions: SS-Sun Shelter (covered)

Unloading Point: M002-S100 DHAHRAN DH CENTRAL STOREHOUSE

Transportation Mode: 04 BOAT

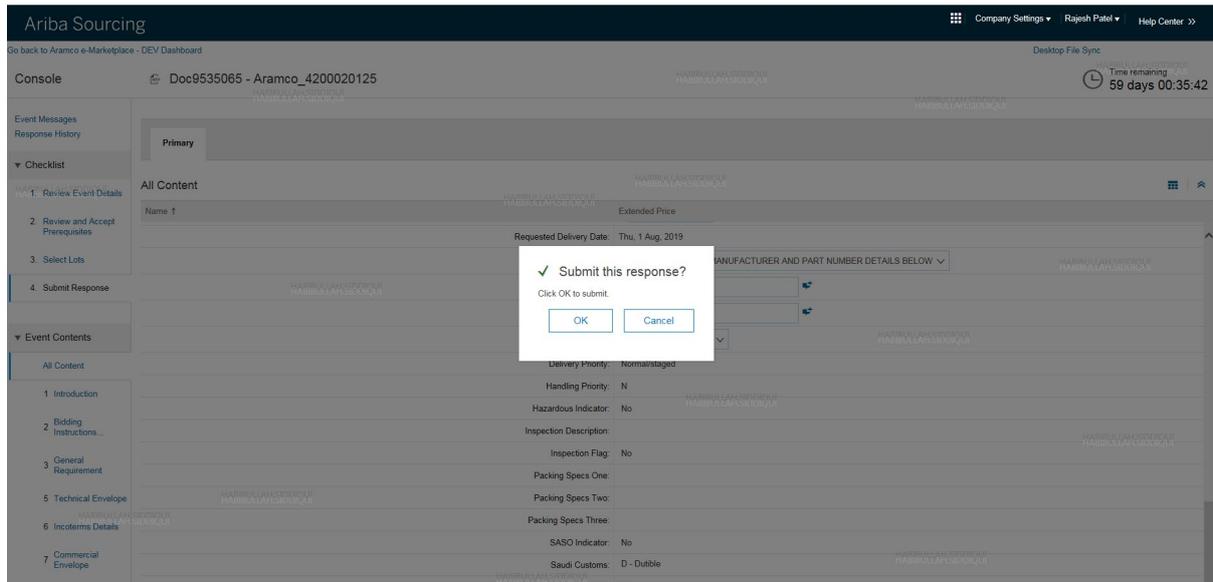
Remarks: testing

(*) indicates a required field

Submit Entire Response
Update Totals
Save
Compose Message
Excel Import

Submit Entire Response

Step	Action
1	Submit Entire Response then click OK.



Revise Response



After successful submission but before bid closing date you can add/modify price, additional documents or comments, etc.

Step	Action
1	Click Revise Response.

The screenshot shows the Ariba Sourcing interface for a bid event. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Refresh Page', and 'Help Center'. The main content area displays a message: 'You have submitted a response for this event. Thank you for participating.' Below this, a 'Revise Response' button is highlighted with a red box. The interface also shows a checklist on the left and a table of bid items with details like 'Name', 'Extended Price', and 'Bid Validity'.

Step	Action
2	Click OK

Ariba Sourcing

Company Settings | Rajesh Patel | Help Center

back to Aramco e-Marketplace | DEV Dashboard

Doc9535185 - Aramco_4200020127

Time remaining: 51 days 20:56:44

Event Messages

Response History

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

Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Select Lots
- 4. Submit Response

Event Contents

All Content

1 Introduction

2 Bidding Instructions

3 General Requirement

5 Technical Envelope

6 Incoterms Details

7 Commercial Envelope

Revise Response

Primary

All Content

Name 1

1 Introduction

2 Bidding Instructions and Conditions

2.1 Do you accept the bidding instructions & conditions in this event?

3 General Requirement

3.1 Bid Validity

3.1.1 What is the last date for bid validity? Ensure bid validity of at least sixty (60) days from the bid closing date, unless otherwise requested.

3.2 Packing and Labeling

Extended Price

More

Yes

Tue, 30 Apr, 2019

Compose Message

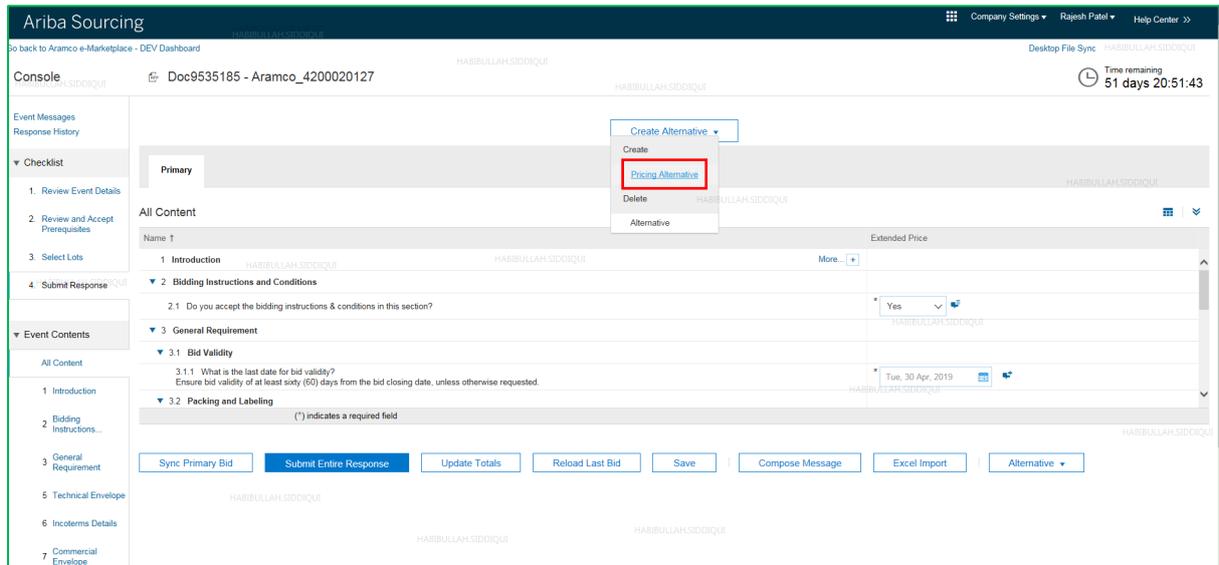
Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

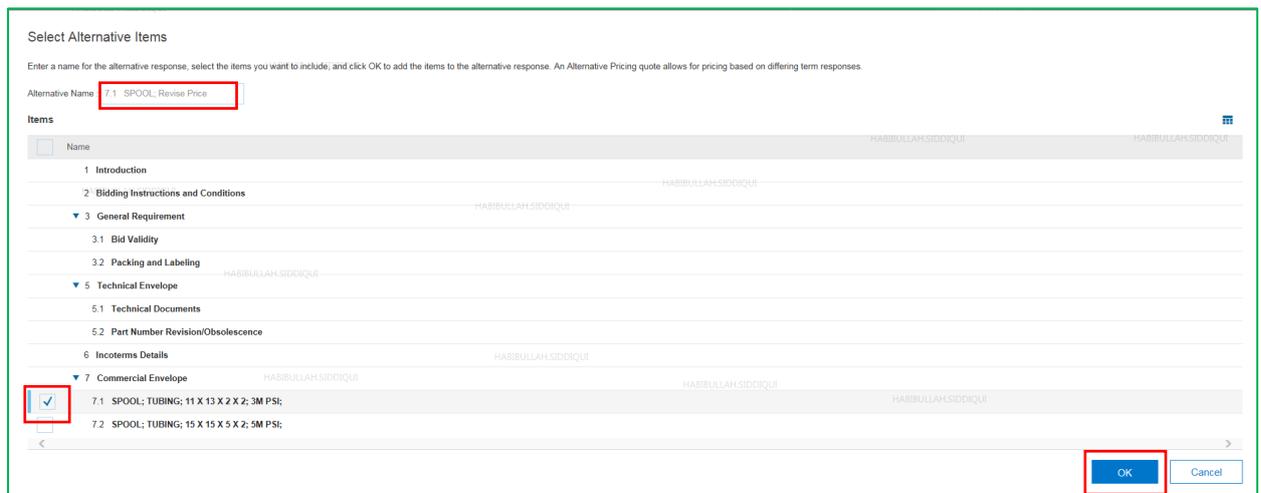
OK Cancel

Create Alternative

Step	Action
1	Click Price Alternative



Step	Action
2	Type Alternative Name, Click on checkbox and then OK.



Submit Alternative Price



You can submit revised price for the Lot you have selected. Primary price would remain same. In this screen, you will see below key buttons.

Reload Last Bid - By clicking on “Reload Last Bid” you will get previous bid.

Step	Action
1	Change the Price
2	Update Totals
3	Submit Entire Response

Go back to Aramco e-Marketplace - DEV Dashboard Desktop File Sync

Console Doc9535185 - Aramco_4200020127 Time remaining 51 days 20:14:39

Event Messages
Response History

Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Select Lots
- 4. Submit Response

Event Contents

All Content

1 Introduction

2 Bidding Instructions and Conditions

2.1 Do you accept the bidding instructions & conditions in this section? Yes

3 General Requirement

3.1 Bid Validity

3.1.1 What is the last date for bid validity? Ensure bid validity of at least sixty (60) days from the bid closing date, unless otherwise requested. Tue, 30 Apr, 2019

3.2 Packing and Labeling

3.2.1 Are you complying with Saudi Aramco's packing labeling and marking requirements as detailed in the bidding instructions, or do you wish to deliver using your own packing standards? You must provide details in your bid. Comply with Saudi Aramco packing, labeling and marking requirements

4 Do you accept bidding on the below Scope? Yes

5 Technical Envelope

5.1 Technical Documents

5.1.1 Please attach all relevant technical documents of the items quoted. This will be used for the purpose of technical evaluation as required. technical doc.docx - Update file Delete file

5.2 Part Number Revision/Obsolescence

5.2.1 Is Vendor's quotation for all items in accordance with the product, part or model number that Saudi Aramco has requested? Vendor shall advise in his quotation in accordance with section 4.4 GOODS/Article Substitutions and Part Number Update. Yes

6 Incoterms Details

Doc9535185 - Aramco_4200020127 Time remaining 51 days 19:55:09

Create Alternative

Primary 7.1 SPOOL; Revise Price

All Content

Name 1

Material Number: 1000021572

Price: 2,000.00 SAR

Quantity: 20 each

Lead Time (Days): 30

Requested Delivery Date: Thu, 1 Aug, 2019

MPN: OTHERS - ENTER MANUFACTURER AND PART NUMBER DETAILS BELOW

(*) indicates a required field

Pricing
Sync Primary Bid
Submit Entire Response
Update Totals
Reload Last Bid
Save
Compose Message
Excel Import
Alternative

Create Alternative using Excel Import



Following are the steps to submit alternative bid using Excel.

1. After submitting primary bid, click on Revise Response button in the selected event.
2. Click Excel Import. SAP Ariba shows the Import Response from Excel page.
3. Click Download Content.
4. Locate and open the Excel file on your computer.
5. Unprotect the Excel file.
6. Edit the Excel file as necessary. SAP Ariba shows a column in the Excel spreadsheet for alternative bidding called Alternative.
7. In the Alternative column, specify the alternative name for items that are part of an alternative bid. Leave it blank for items that are part of a primary bid.
8. After you have completed updating your Excel response spreadsheet, click Browse on the Import Response from Excel page to locate the file on your computer.
9. Click Upload to import the file

Step	Action
1	Click Revise Response and Click OK.

The screenshot shows the 'Submit Response' page for document Doc9535065 - Aramco_4200020125. The user, HABBULLAH SIDDIQUI, has submitted a response. A red box highlights the 'Revise Response' button. The page includes a checklist on the left and a table of bid items with their respective questions and answers.

Name 1	Extended Price
1 Introduction	
2 Bidding Instructions and Conditions	
2.1 Do you accept the bidding instructions & conditions in this section?	Yes
3 General Requirement	
3.1 Bid Validity	
3.1.1 What is the last date for bid validity? Ensure bid validity of at least sixty (60) days from the bid closing date, unless otherwise requested.	Fri, 31 May, 2019
3.2 Packing and Labeling	
3.2.1 Are you complying with Saudi Aramco's packing labeling and marking requirements as detailed in the bidding instructions, or do you wish to deliver using your own packing standards? You must provide details in your bid.	Comply with Saudi Aramco packing, labeling and marking requirements
4 Do you accept bidding on the below Scope?	Yes
5 Technical Envelope	
5.1 Technical Documents	
5.1.1 Please attach all relevant technical documents of the items quoted. This will be used for the purpose of technical evaluation as required.	New Microsoft Excel Worksheet.xlsx
5.2 Part Number Revision/Obsolescence	
5.2.1 Is Vendor's quotation for all items in accordance with the product, part or model number that Saudi Aramco has requested? Vendor shall advise in his quotation in accordance with section 4.4 'OOOOS/Article Substitutions and Part Number Update'.	Yes
6 Incoterms Details	
6.1 Please select the delivery incoterms:	SAC - Saudi Aramco Carrier
7 Commercial Envelope	
7.1 SPOOL, TUBING; 11 X 13 X 2 X 2, 3M FR;	\$217,800.00 USD 800,000.00 AED

The screenshot shows the 'Revise Response' dialog box overlaid on the 'Submit Response' page. The dialog box contains the text: 'Revise Response? You have already submitted a response for this event. Click OK if you would like to revise your response.' The 'OK' button is highlighted with a red box.

Step	Action
2	Click Excel Import

The screenshot shows the 'Event Messages' page for document ID Doc10914900 - Aramco_6000005623. The left sidebar contains a 'Checklist' with items like 'Review Event Details', 'Review and Accept Prerequisites', and 'Submit Response'. The main content area displays 'All Content' with sections for 'Introduction', 'RFP Information', and 'Technical Section'. At the bottom of the page, a row of buttons includes 'Sync Primary Bid', 'Submit Entire Response', 'Update Totals', 'Reload Last Bid', 'Save', 'Compose Message', 'Excel Import' (highlighted with a red box), and 'Alternative'.

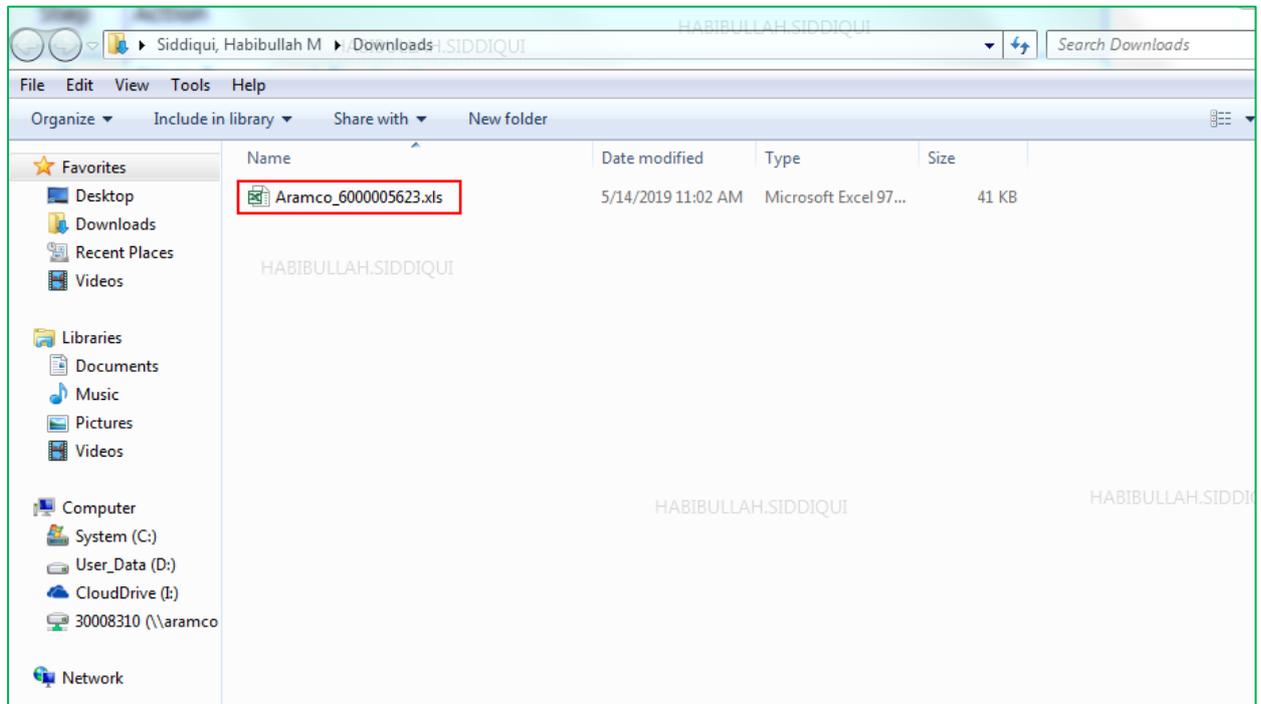
Step	Action
3	Click Download Content.

The screenshot shows the 'Import Response from Excel' page. It includes a 'Done' button in the top right corner. Below the header, there is a light blue instruction bar: 'This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.' The main content area lists four steps:

- Click 'Download Content' to download and review your event in an Excel Spreadsheet. A red box highlights the 'Download Content' button, and a note says 'Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".'
- Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
- Locate the saved Excel file on your computer using the Browse button. A 'Browse...' button and a 'Drop file here' area are visible.
- Click Upload to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response. An 'Upload' button is visible.

 A 'Done' button is located at the bottom right of the page.

Step	Action
4	Locate and open the Excel file on your computer.





The sheet is password protected. You have to unprotect it, click on Review Tool Bar then click on the Unprotect sheet icon in both tabs (Technical Section and Commercial Envelope) one by one. It is NOT needed here.

Step	Action
5	Unprotect the sheet.

The screenshot shows the Microsoft Excel interface with the Review tab selected. The 'Unprotect Sheet' icon is highlighted with a red box. Below the ribbon, the spreadsheet data is as follows:

Number	Name	Description	Table Section Column	Alternative	Bundle or Tier Name	Tier Range	Answer
Help And Options. Click on the + sign on the left for more information to fill out the cells							
4.1		Please upload a list of your disposal facilities and the type (landfill, WTE, etc.) for each facility.					
4.2		Please describe any process or technology that you feel sets you apart from your competition.		Alternative Test			test alternative
4.3		Select the sites you can cover in Saudi Arabia		Alternative Test			Jeddah
4.1		Please upload a list of your disposal facilities and the type (landfill, WTE, etc.) for each facility.		test			
4.2		Please describe any process or technology that you feel sets you apart from your competition.		test			ISO Certified
4.2		Please describe any process or technology that you feel sets you apart from your competition.		Test 2 Alternative			Test 2 Alternative

At the bottom of the Excel window, the '4 Technical Section' and '5 Commercial Envelope' tabs are highlighted with a red box.



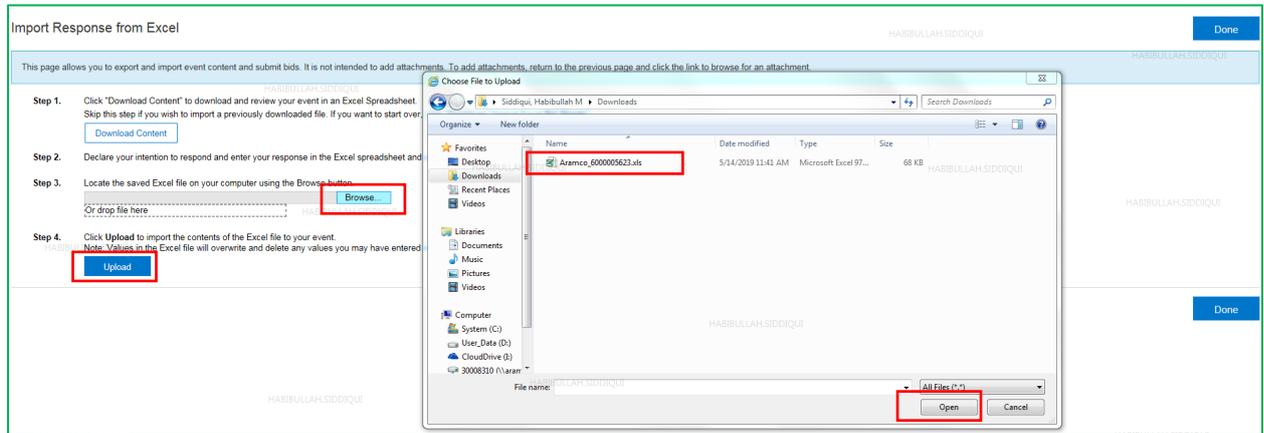
When the file is unprotected, you can Copy and Paste the Line items that you want to submit as an alternative bid in Technical Section and Commercial Envelope sheets, and specify alternative Name and Save it.

Step	Action
6	Copy and Paste the line items, specify alternative names and answers.

The screenshot shows an Excel spreadsheet with the following data:

Number	Name	Description	Table Section	Alternative	Bundle or Tier Name	Tier Range	Answer
4.1		Please upload a list of your disposal facilities and the type (landfill, WTE, etc.) for		HABIBULLAH.SIDDIQUI			
4.2		Please describe any process or technology that you feel sets you apart from your competition.		Alternative Test			test alternative
4.3		Select the sites you can cover in Saudi Arabia		Alternative Test			Jeddah
4.1		Please upload a list of your disposal facilities and the type (landfill, WTE, etc.) for each facility.		test			
4.2		Please describe any process or technology that you feel sets you apart from your competition.		test			ISO Certified
4.2		Please describe any process or technology that you feel sets you apart from your competition.		Test 2 Alternative			Test 2 Alternative

Step	Action
7	Click Browse on the Import Response from Excel page to locate the file on your computer and upload.



Step	Action
8	Import Successful, Click Submit Entire Response.

