Aramco eMarketplace RFP

Supplier Guide

Aramco Overseas Company

'Local' and 'Concurrent Development' RFP's

Version 1.0

04/01/2021

Table of Contents

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.
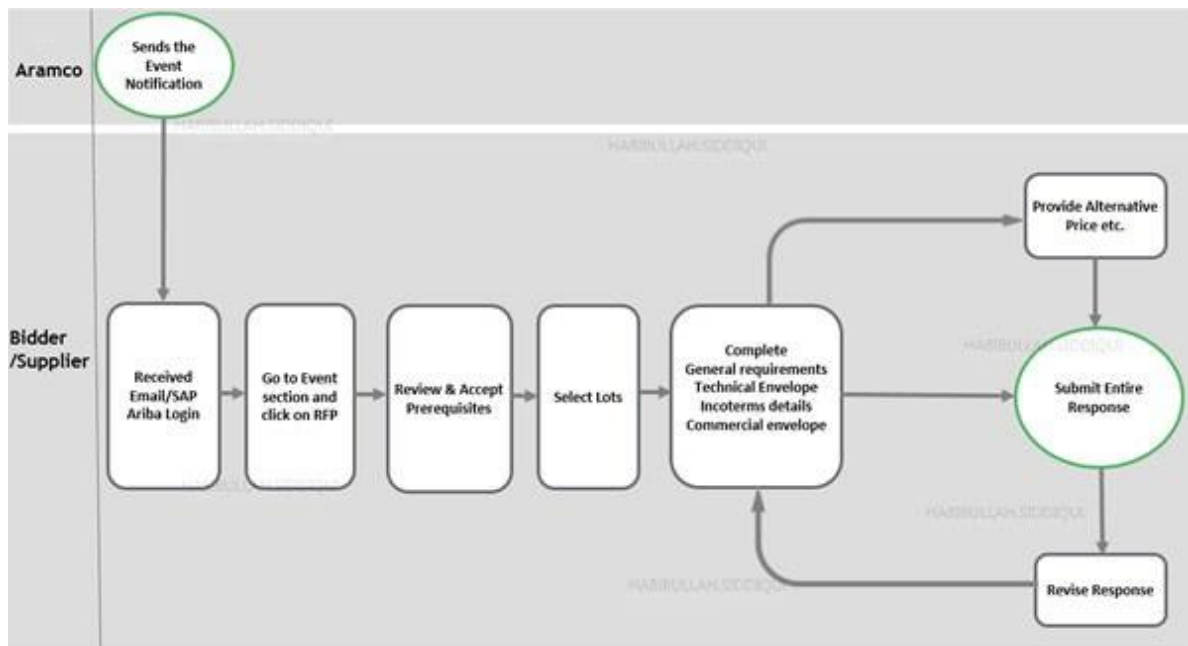
NOTE

This document shows the general flow of the e-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.

Aramco Overseas Company additional Note:

As mentioned above this a general flow of the e-bidding process. Within Aramco we mainly maintain two e-bidding processes with minimal differences: 'local' and 'concurrent development'. Some of the differences will be highlighted in this document. A Technical and Commercial bid is a variant that can be used (Ariba language: 1 or 2 envelopes) in both processes.

Supplier e-bidding Process Workflow

SAP Ariba Supplier Login

<table>
<tr>
<td rowspan="2">ℹ</td>
<td>Supplier will receive an email notification from Aramco.

Aramco Overseas Company note: two types of email notifications exist.
A Public contact (already has an active approved Aramco eMarketplace Account) can directly log in and access the RFP.
Private contacts are required to Sign up (complete the registration) first.

For questions regarding registration, check our website.</td>
</tr>
</table>

Step	Action
1	**Click on the "Click Here" link to participate in the event.**

Public Contact (Approved Ariba Contact) Invitation:

Aramco Overseas Company Note:

Private Contact (not yet approved) Invitation:
Private contacts are required to Sign up (complete the registration) first.

Classification: General Use

SAP Ariba Supplier Login

When a user is created through a Sourcing invitation received from a buyer, your Contact Administrator will need to approve your User account by following the directions below:

To find your contact Administrator:

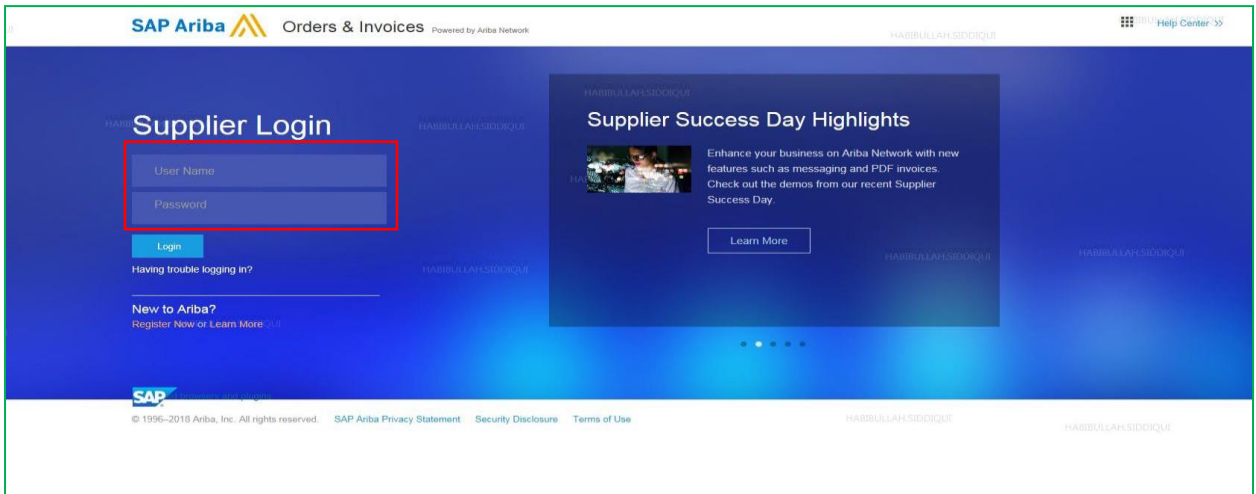1. *In the upper-right corner of the application, click your initials > Contact Administrator.*

Request your Contact Administrator to approve your User account to ensure you will be included in all future RFP's:

1. *In the upper-right corner of the application, click your initials > Settings and select Users.*

2. *Click Manage Unapproved Users.*

3. *Select the users to approve.*

4. *Click Approve.*

Click Save.

SAP Ariba Supplier Login

Step	Action
1	Fill in username and password and click Login.
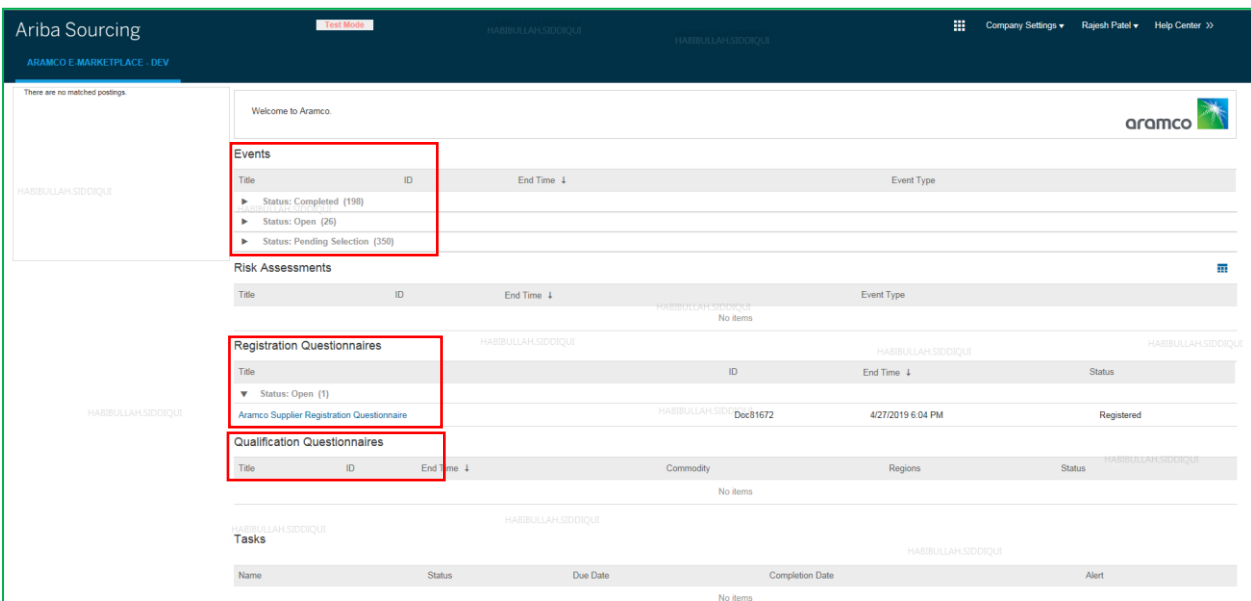
Step	Action
2	Click on the Ariba apps icon [⊞] .

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 moment you click on open, all RFPs will be visible.
	• **List 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.**

Review and Accept Prerequisite

	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 without viewing the RFP. • **Print Event Information:** By clicking on "Print Event Information," you will receive a printable version of the event (RFP). • **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.

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.**

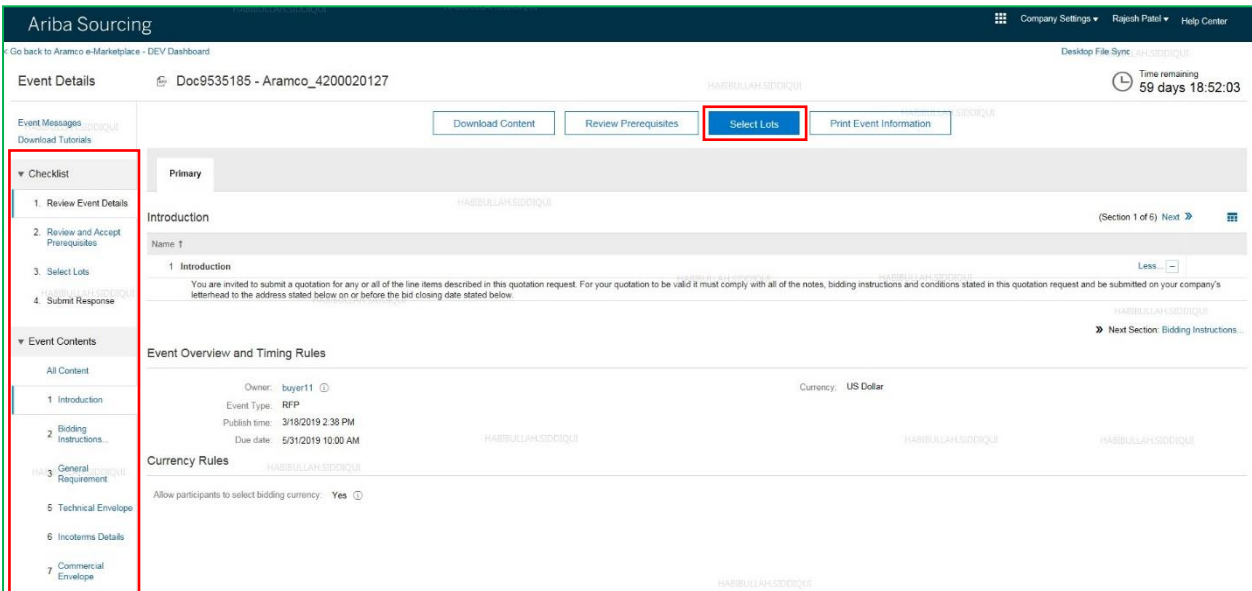|	The moment you accept the prerequisite, you will see other sections as the Introduction.
	Select Lots – Line items which you want to participate in or decline.
	Bidding Instructions – Confirm acceptance of bidding instructions and conditions.
	General Requirements – Mention bid validity, packaging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

Aramco Overseas Company Note:

You must Select Lots to proceed.
In case of (partial) decline *please select the items and the reason for not bidding from the menu.*

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

	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.
	If you do not select any of the lots, you will need to select the reason for not bidding.

Step	Action
2	Submit selected lots.

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

Step	Action
3	Click on Use Selected Lots.

Introduction

Aramco Overseas Company- additional Note:

*There are different types of RFP's within Aramco.*
- *One Step Concurrent development is an RFP published worldwide to Suppliers. (The following screen shots cover this process).*
- *Two Step Concurrent development. An unpriced Technical bid is a mandatory requirement therefore some of the fields in the RFP may differ to the One step Concurrent RFP.*
- *The "local" RFP created for Aramco Overseas Company Suppliers only, has slightly different questions and requirements to the Worldwide RFP. Some of the differences are highlighted in this document.*

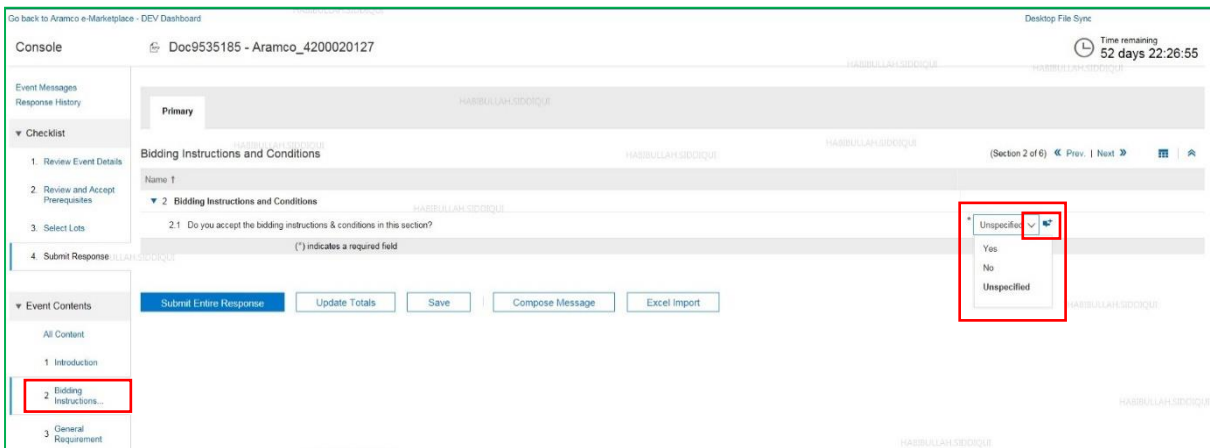|	**For your quotation to be valid it must comply with all of the notes, bidding instructions and conditions stated in this quotation request System.** **In this screen, you have three options:** 1. **Save: By clicking on "Save" you can save the modification at any time.** 2. **Excel Import: By clicking 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.**
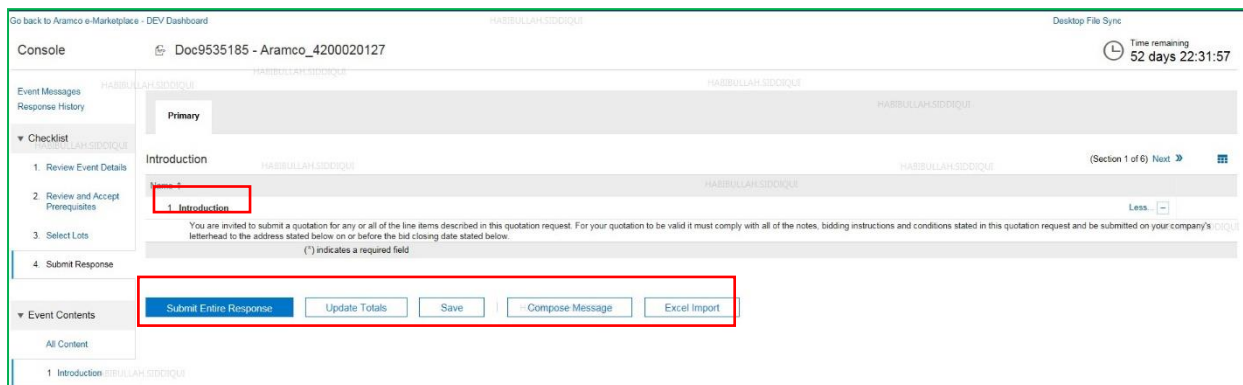
Bidding Instructions and Conditions

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

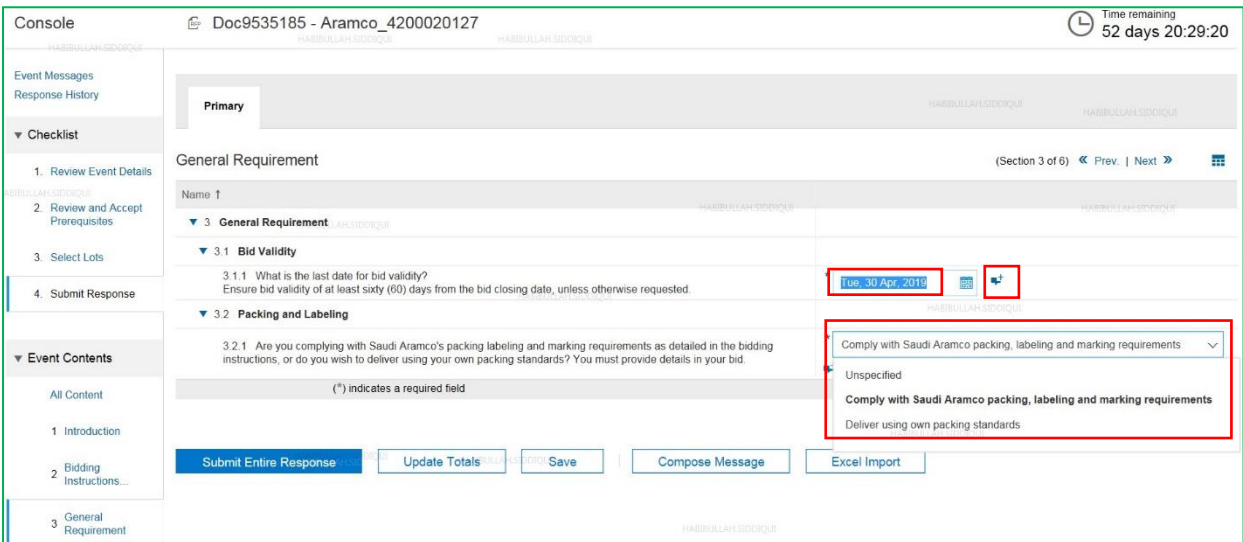| Step	Action
1	**Select Condition "Yes" to participate in bid.**

General Requirements

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

Step	Action
1	**Type the Bid Validity Date.**
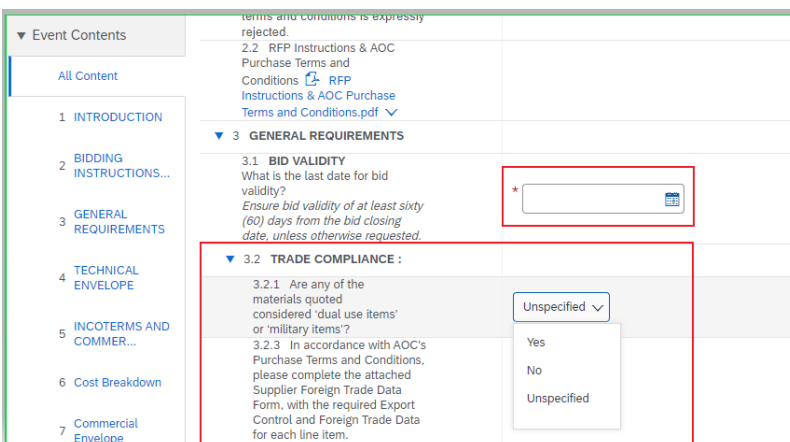
Step	Action
2	**Select Packaging and Labeling option from dropdown.**

Aramco Overseas Company Note:

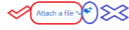*In case Trade Compliance question is included please select. When clicking yes another field opens that needs to be completed.*
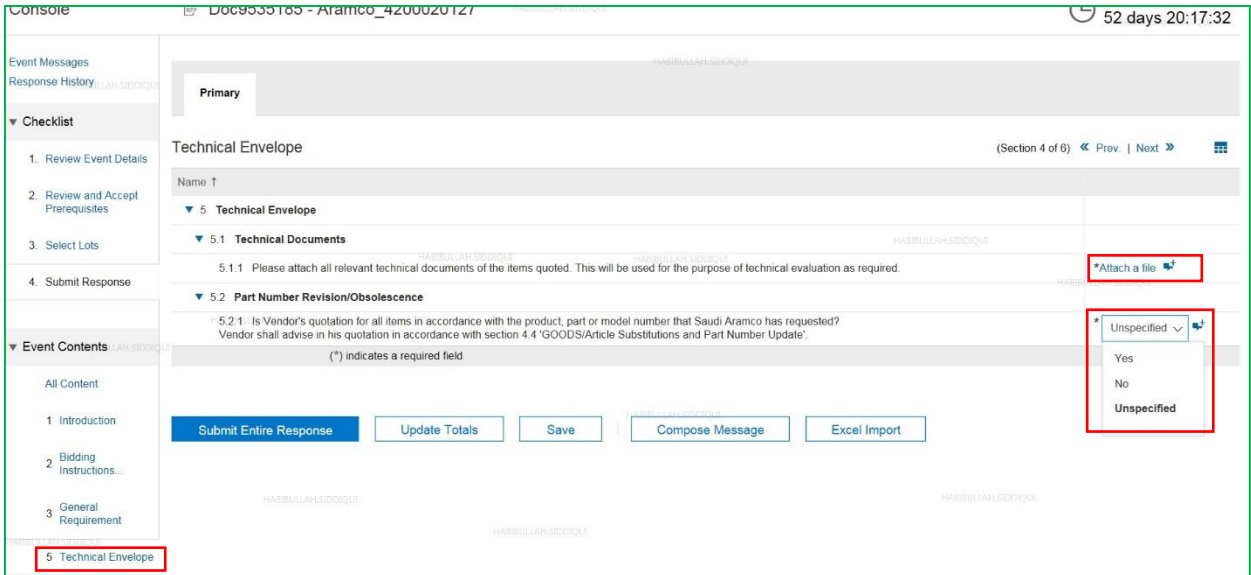
Technical Envelope

Step	Action
1	Attached "Technical Documents" in section 5.1.1. Click on "Attach a File" to upload your technical offer and not on the "Add comment and optional attachment" icon

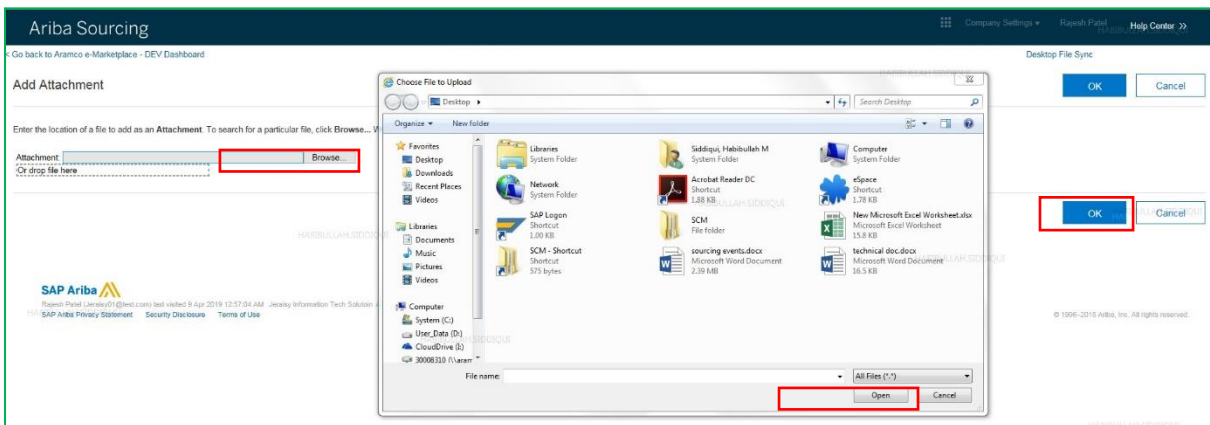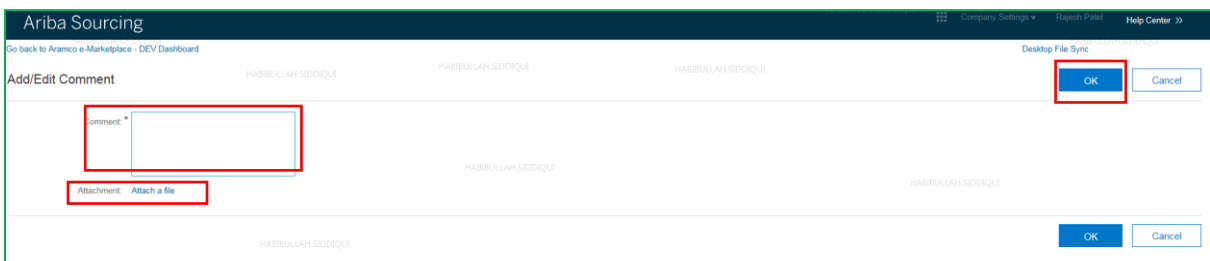| Step	Action
2	Select Part No. Revision as Aramco requested in section 5.2.1

Cost Breakdown

| Step	Action
2	Enter total cost for delivery at Freight cost. Enter total cost for packing, Documents, inspection or other costs at Miscellaneous cost.

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

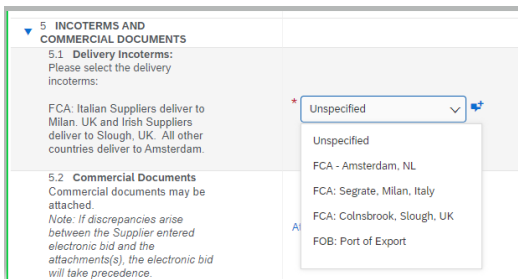| Step	Action
1	Select Incoterms details from dropdown. You can add comments and additional documents.
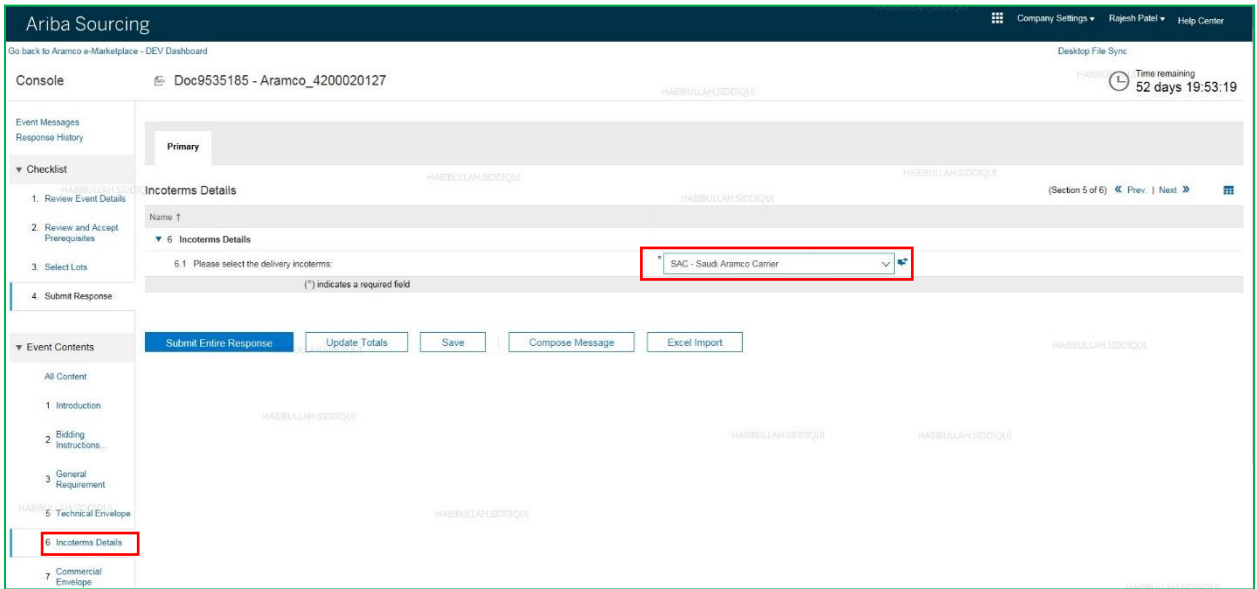
Aramco Overseas Company Note:

For Concurrent Developments the Incoterms options include terms for In Kingdom Suppliers for delivery direct to the Saudi Aramco plant.
European Suppliers submitting an Offer to the RFP received from Aramco Overseas Company should choose "FOB Port of Export".

For the Local development's, the below drop-down menu is available to select the nearest consolidation hub.
In case of oversize (2.2.m in any direction) and/or weight exceeding 1800 kgs per single colli: select FOB Port of Export.
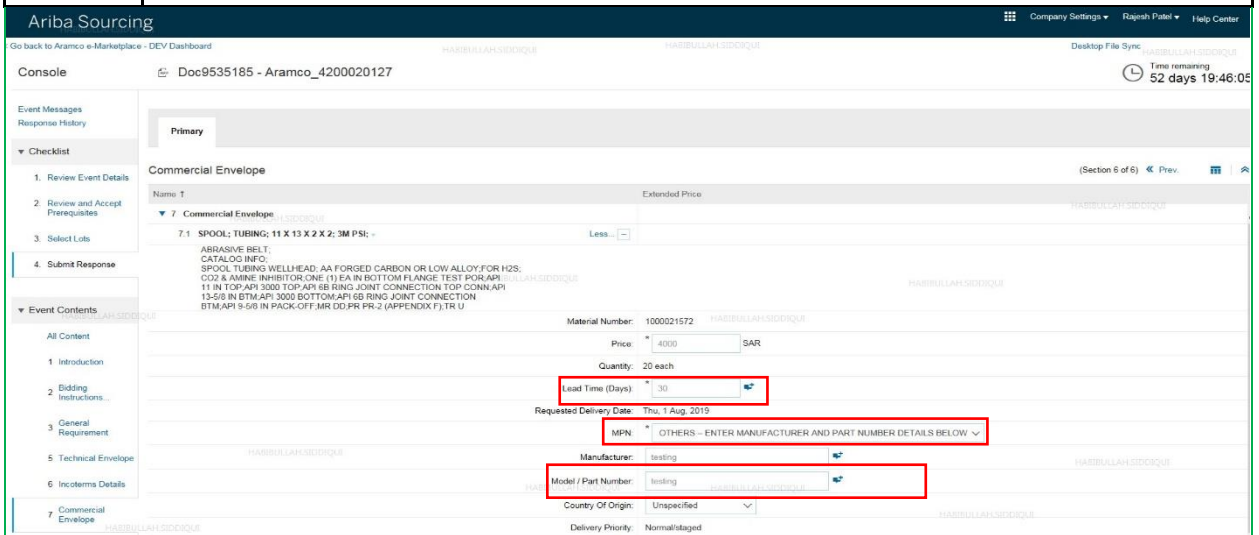
Commercial Envelope

	Must fill details where * is marked.

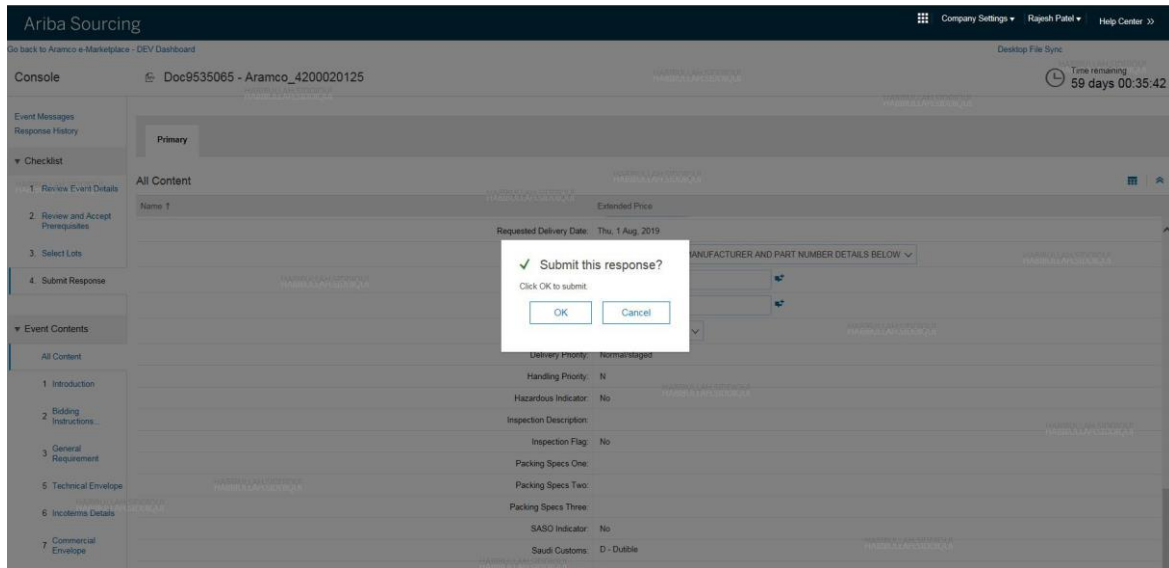| Step	Action
1	**Select Price : Unit price**
2	**Select Lead Time**
3	**Select MPN for your plant ID**
4	**Click "Update Totals" button**
5	**Click "Submit Entire Response" button**

Aramco Overseas Company Note:

Per line item please select the MPN linked to the manufacturer or the company you are representing (registered agent / dealer etc.)

Commercial Envelope

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.**

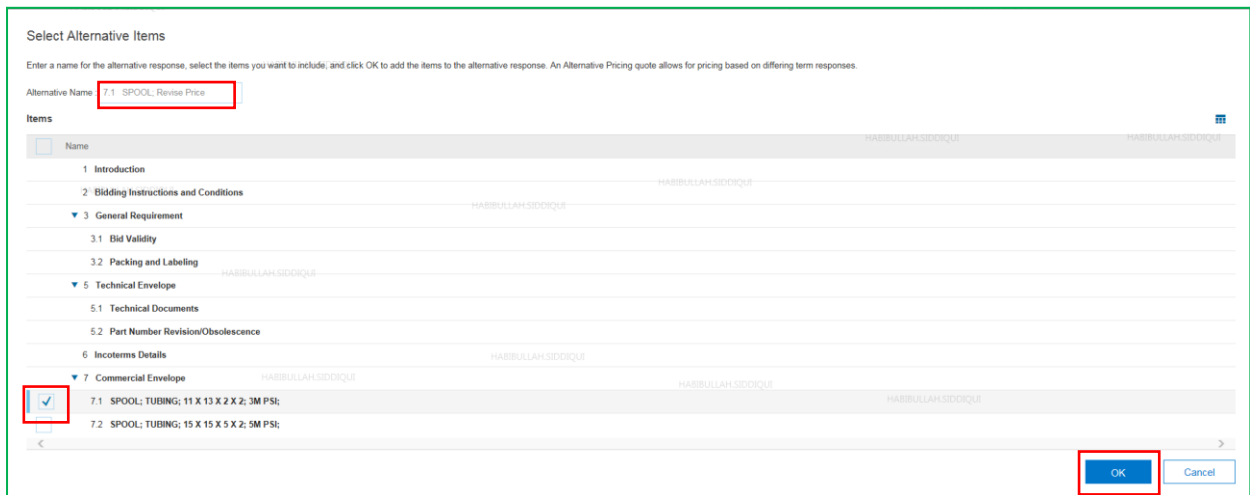| Step	Action
2	**Click OK**

Create Alternative

Step	Action
1	**Click Price Alternative**
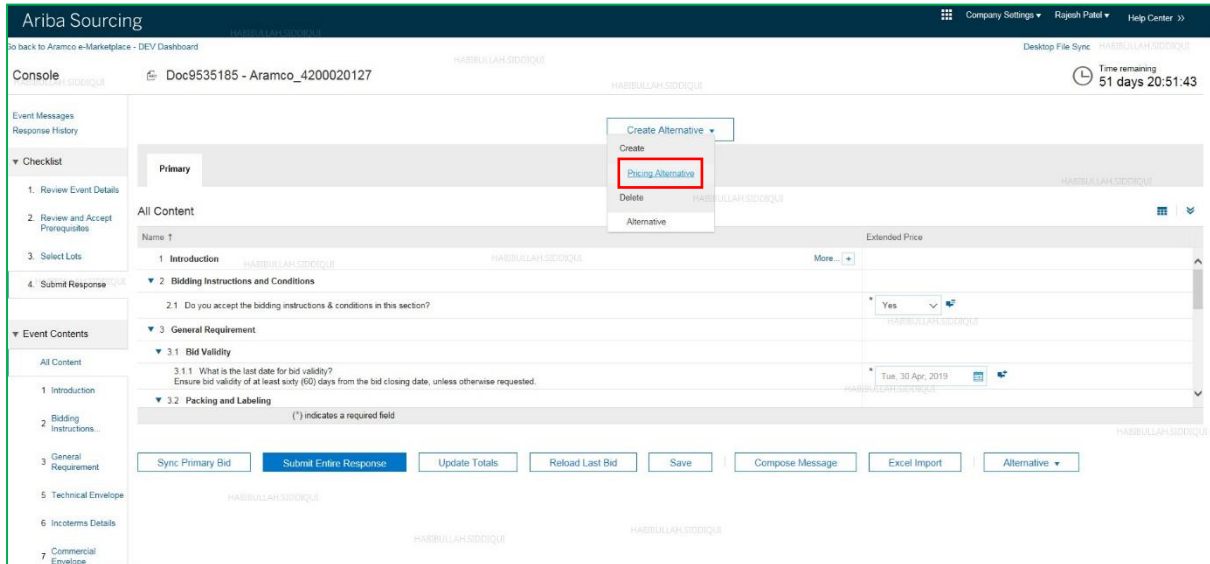
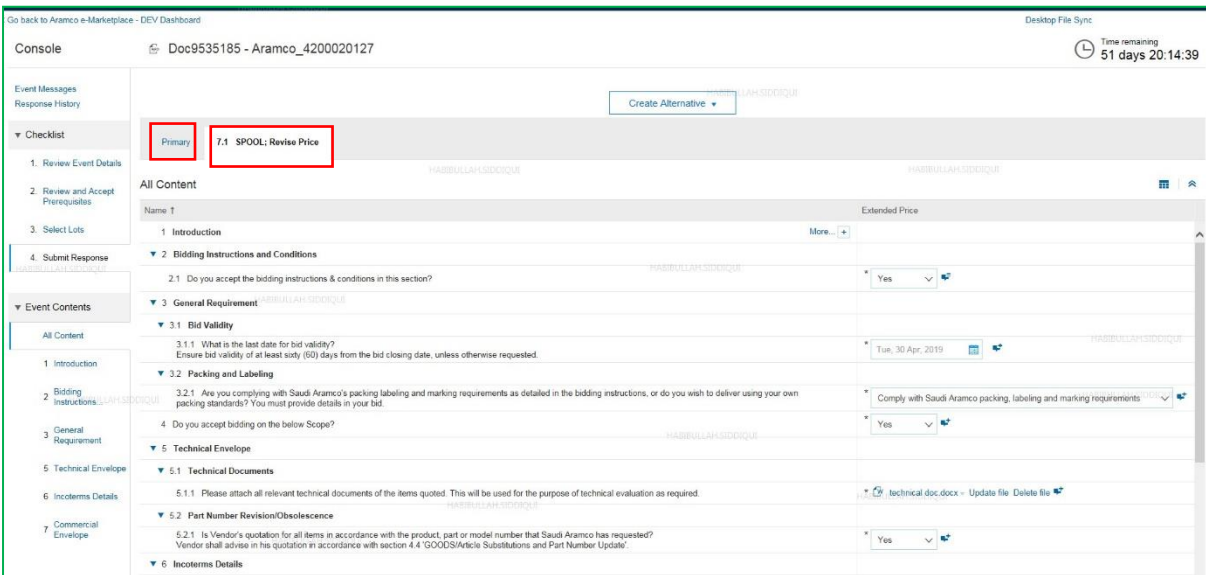| Step	Action
2	**Type Alternative Name, Click on checkbox and then OK.**

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.

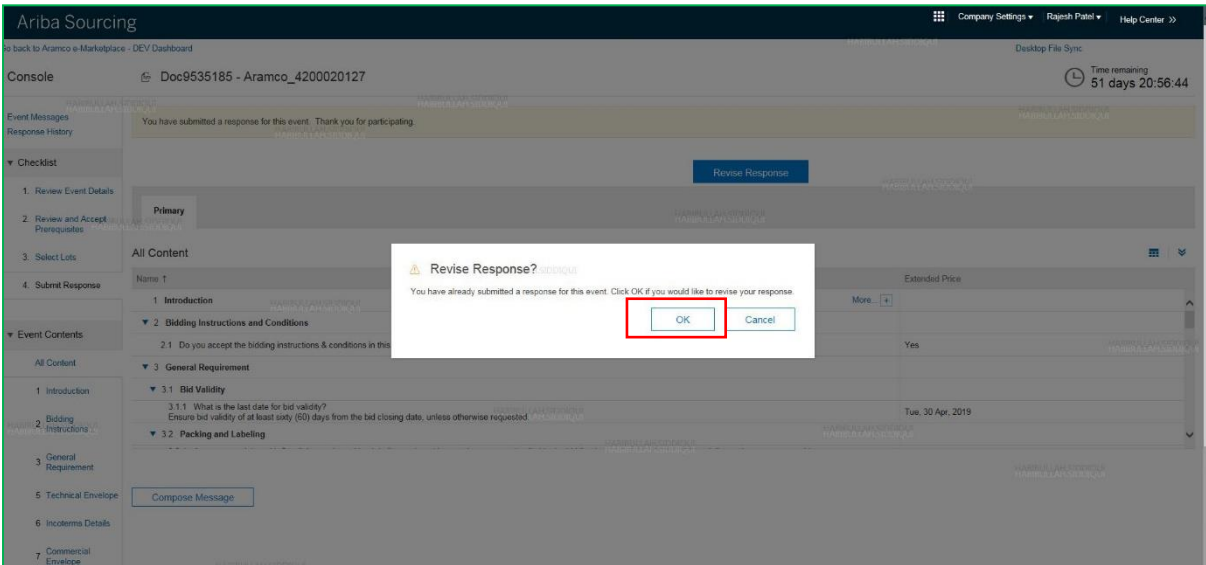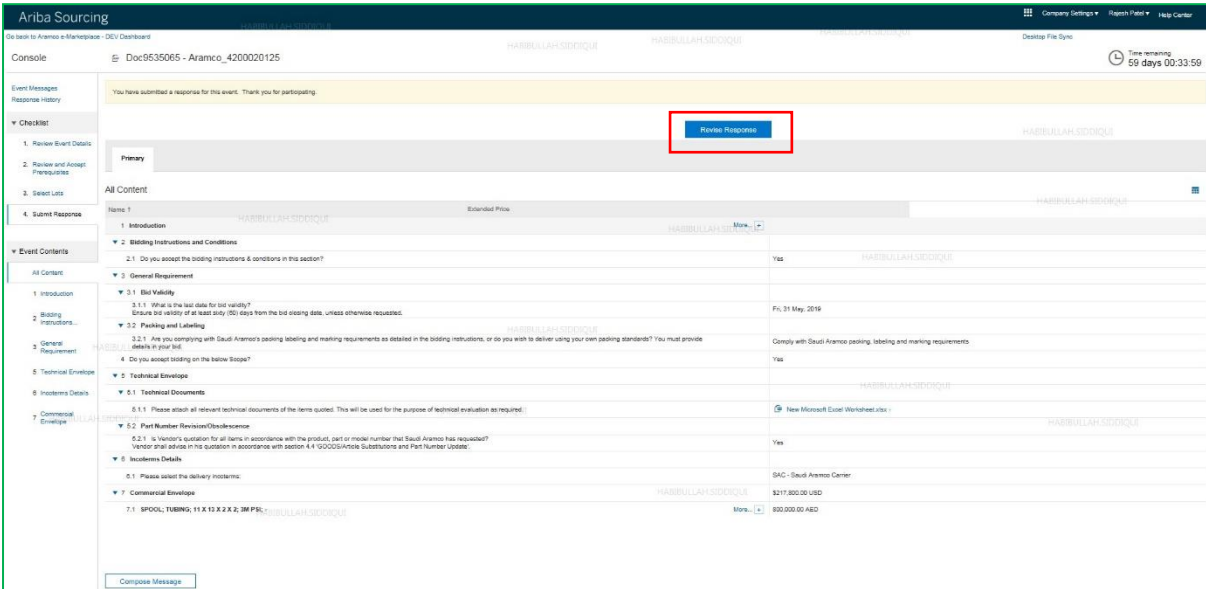| Step	Action
1	Change the Price
2	Update Totals
3	Submit Entire Response

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 the import the file

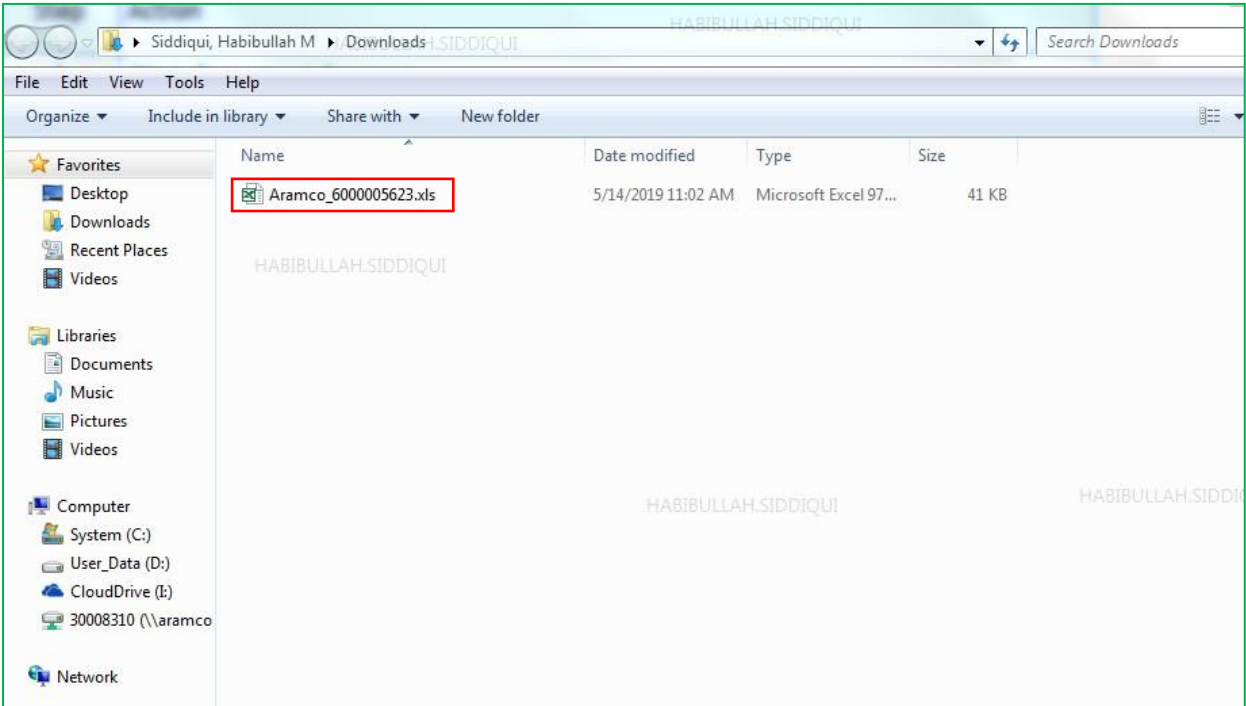| Step	Action
1	Click Revise Response and Click OK.

Step	Action
2	**Click Excel Import**

Step	Action
3	**Click Download Content.**

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.

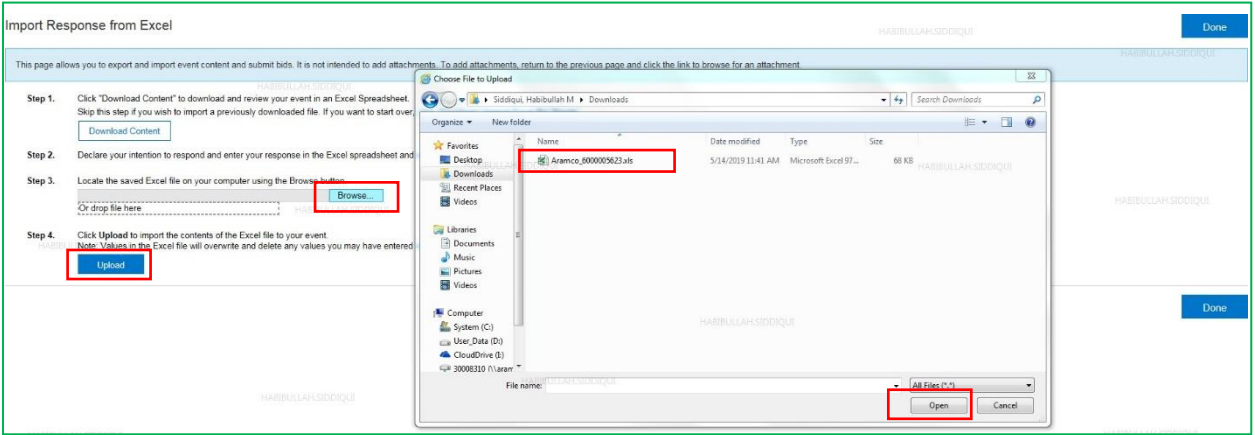| Step	Action
5	Unprotect the sheet.

	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.

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.**