

# Aramco eMarketplace RFP

## Supplier Guide

### Aramco Overseas Company

*‘Local’ and ‘Concurrent Development’ RFP’s*

*Version 1.0*

*04/01/2021*

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## 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.

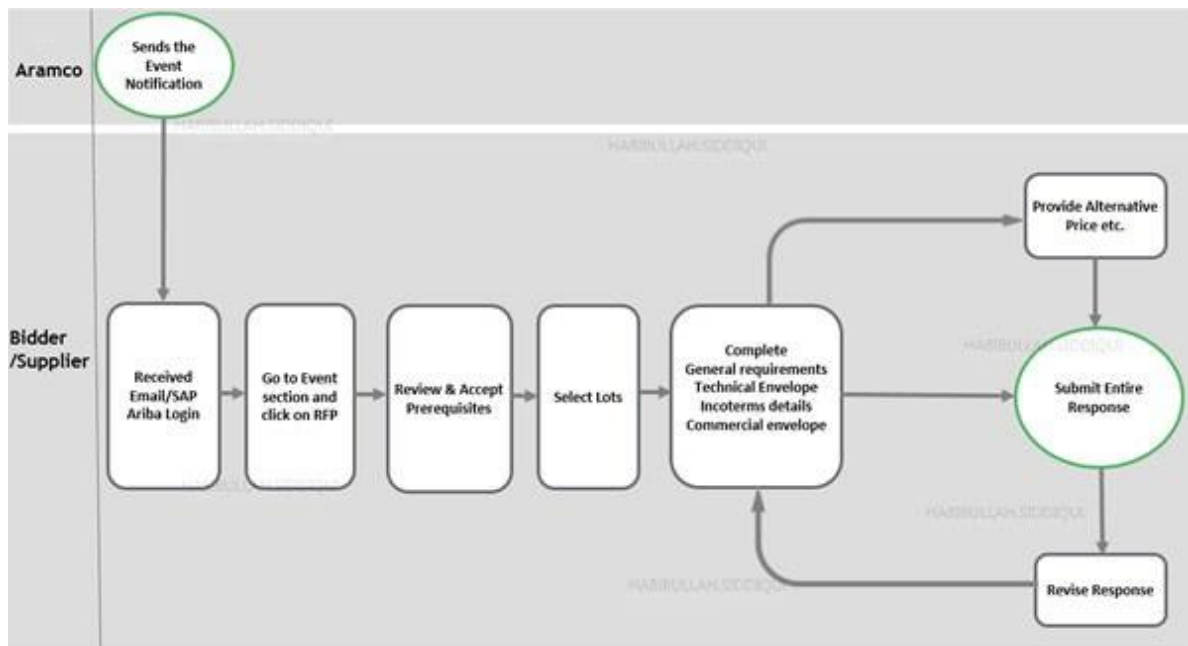
### NOTE

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

|   |   |
|---|---|
|  | <p><b>Supplier will receive an email notification from Aramco.</b></p> <p><i>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.</i></p> <p><b>For questions regarding registration, check our website.</b></p> |
|---|---|

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

## Public Contact (Approved Ariba Contact) Invitation:

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.

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

PLS

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 Doc9036494: Aramco RFX, Realm: Aramco-e-Marketplace, Message ID: MSG187996, [Click Here](#)

HABIBULLAH.SIDDIQUI

Offices | Data Policy | Contact Us | Customer Support

## Aramco Overseas Company Note:

### Private Contact (not yet approved) Invitation:

**Private contacts are required to Sign up (complete the registration) first.**

Aramco e-Marketplace

---

Dear [REDACTED]

Aramco e-Marketplace has invited you to participate in the following event: Aramco\_4202987404. The event is set to begin on Tuesday, January 19, 2021 at 3:35 PM, Greenwich Mean Time.

Use the following username to log in to Aramco e-Marketplace events: [REDACTED]

[Click Here](#) to access this event.

When you click this link, log in with your username and password.

If you do not want to respond to this event, [Click Here](#).

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

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

We look forward to working with you!

Thank You,

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 Doc34557277: Aramco\_4202987404, Realm: Aramco-e-Marketplace, Message ID: MSG4298997, [Click Here](#)

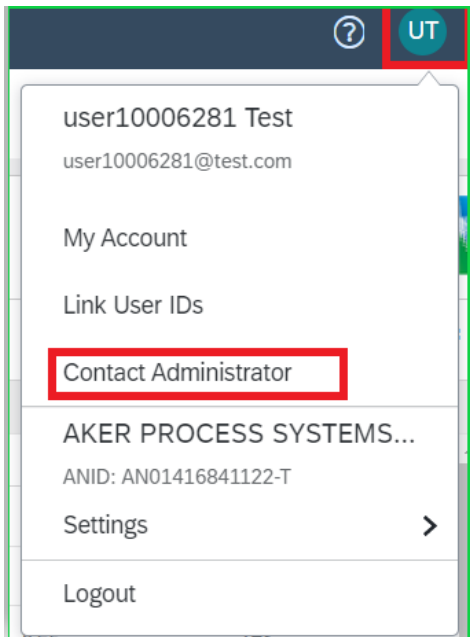
Offices | Data Policy | Contact Us | Customer Support

## 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.



### Contact Your Account Administrator

The account administrator role is assigned to the individual at your organization who is responsible for setting up your account over time. The account administrator also serves as your primary point of contact if you need help resetting your account.

#### Account Administrator Information

|                |  |
|----------------|--|
| Name:          | Jairaj Mahaling  |
| Email Address: | <a href="mailto:HABIBULLAH.SIDDIQUI@ARAMCO.COM">HABIBULLAH.SIDDIQUI@ARAMCO.COM</a> |
| Office Phone:  | +93 1111 1111  |
| Fax:           |  |

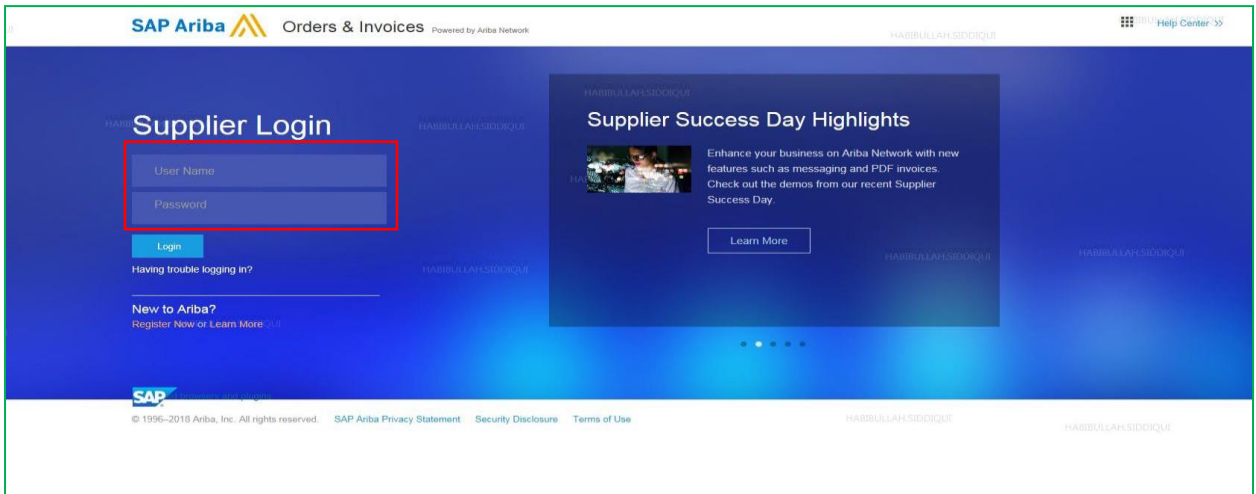
Request your Contact Administrator to approve your User account to ensure you will be included in all future RFP's:


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.

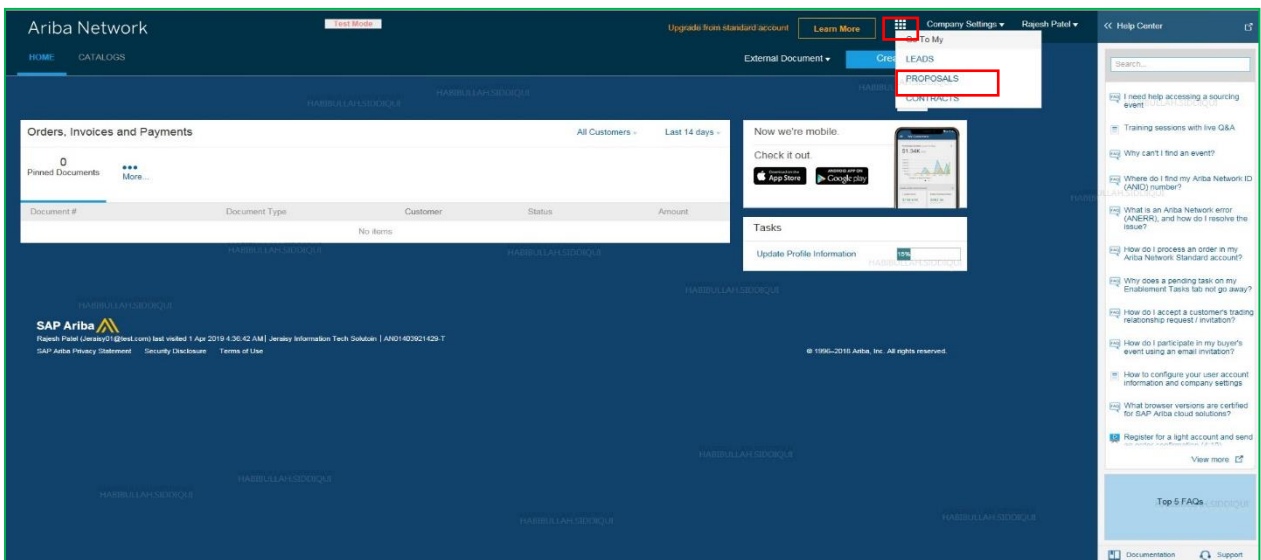
# SAP Ariba Supplier Login


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



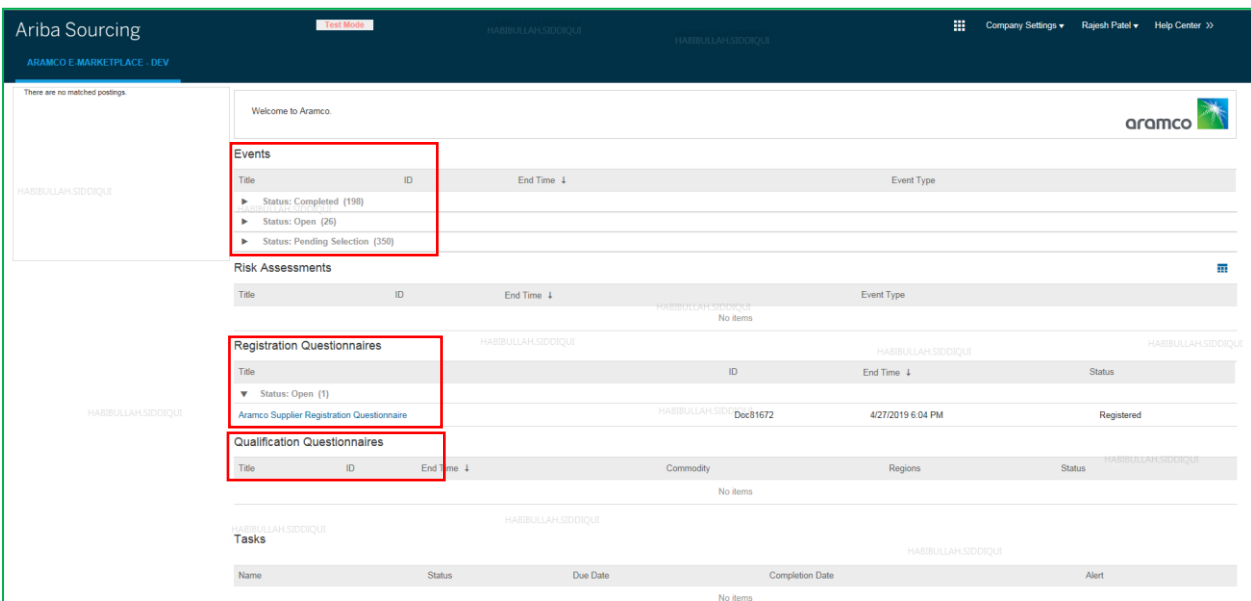
| Step | Action   |
|------|--|
| 2    | Click on the Ariba apps icon  . |

| Step | Action             |
|------|--------------------|
| 3    | Click on Proposal. |



|   |   |
|---|---|
|  | <p><b>There are three major sections on the dashboard:</b></p> <p><b>Events - All RFI/RFQ/RFP related links.</b></p> <p><b>Registration Questionnaire - Link to update supplier profile.</b></p> <p><b>Qualification Questionnaire - Link to participate in supplier qualification.</b></p> |
|---|---|

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



The screenshot shows the Ariba Sourcing dashboard for user HABBULLAH SIDDIQUI. The dashboard includes a navigation bar with 'ARABCO E-MARKETPLACE - DEV', 'Task Status', and user profile information. The main content area is divided into several sections:

- Events:** A table with columns 'Title', 'ID', 'End Time', and 'Event Type'. It shows a dropdown menu with 'Status: Completed (198)', 'Status: Open (26)', and 'Status: Pending Selection (350)'. A red box highlights the 'Status: Open (26)' link.
- Risk Assessments:** A table with columns 'Title', 'ID', 'End Time', and 'Event Type'. It shows 'No items'.
- Registration Questionnaires:** A table with columns 'Title', 'ID', 'End Time', and 'Status'. It shows a dropdown menu with 'Status: Open (1)'. A red box highlights the 'Status: Open (1)' link and the 'Aramco Supplier Registration Questionnaire' entry.
- Qualification Questionnaires:** A table with columns 'Title', 'ID', 'End Time', 'Commodity', 'Regions', and 'Status'. It shows 'No items'.
- Tasks:** A table with columns 'Name', 'Status', 'Due Date', 'Completion Date', and 'Alert'. It shows 'No items'.





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. |

The screenshot shows the Arriba Sourcing interface. The main content area displays a list of events under the heading 'Events'. The list is filtered by 'Status: Open (26)'. The first row is highlighted with a red box, showing the following details:

| Title                  | ID         | End Time           | Event Type |
|------------------------|------------|--------------------|------------|
| Aramco_4200020127      | Doc9635185 | 5/31/2019 10:00 AM | RFP        |
| Aramco_4200020125      | Doc9635065 | 5/31/2019 10:00 AM | RFP        |
| Aramco_4200020126      | Doc9635124 | 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_9000 | Doc8921667 | 4/30/2019 10:00 AM | RFP        |
| Aramco_4200020215      | Doc9720633 | 4/10/2019 11:28 AM | RFP        |
| Aramco_4200019903_9000 | Doc8717269 | 4/4/2019 10:00 AM  | RFP        |
| Aramco_4200020934      | Doc9023352 | 4/4/2019 10:00 AM  | RFP        |

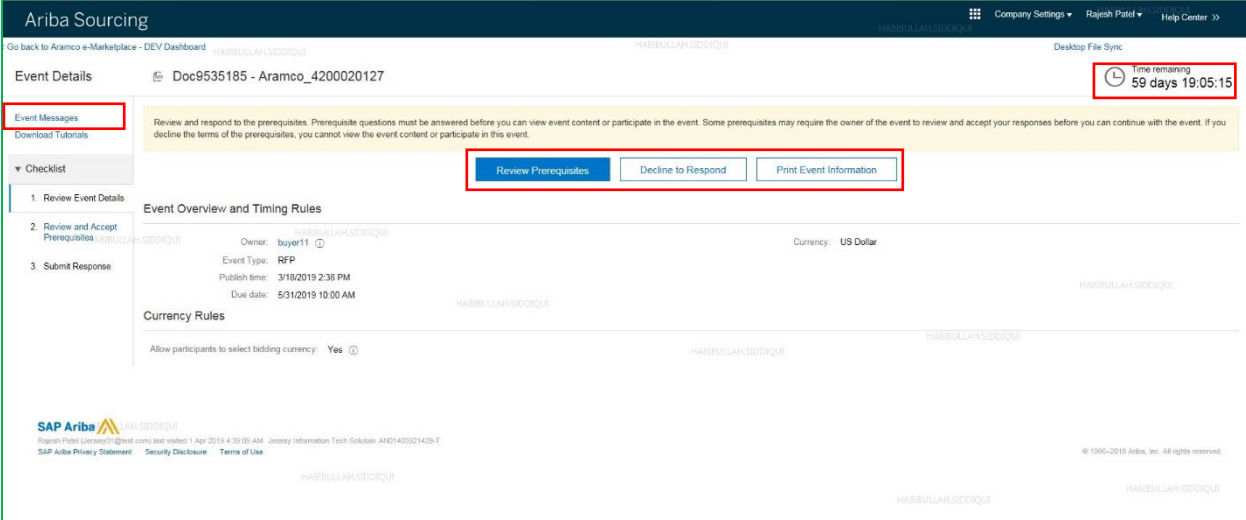
Below the 'Events' section, there are sections for 'Risk Assessments' (No items) and 'Registration Questionnaires' (Status: Open (1)).

## 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.**



**Ariba Sourcing** | Company Settings | Rajesh Patel | Help Center

Go back to Aramco e-Marketplace - DEV Dashboard | Doc9535185 - Aramco\_4200020127 | Desktop File Sync

**Event Details** | Doc9535185 - Aramco\_4200020127 | Time remaining: 59 days 19:05:15

**Event Messages** | Download Tutorials

**Checklist**

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

**Review Prerequisites** | Decline to Respond | Print Event Information

**Event Overview and Timing Rules**

Owner: buyer11 | Currency: US Dollar

Event Type: RFP

Publish time: 3/18/2019 2:39 PM


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

**Currency Rules**

Allow participants to select bidding currency: Yes

SAP Ariba | © 1995-2018 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** | Doc9535195 - Aramco\_4200020127

Prerequisites

**Prerequisites must be completed prior to participation in the event.**

**1. Review Event Details**

**2. Review and Accept Prerequisites**

**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/signing 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 access to your possession at the time of disclosure and was not required, 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 require it, directly or indirectly from SAUDI ARAMCO, its subsidiaries or shareholders or a third party under an obligation of confidence.
- Disclosure made to you under this agreement which is specific, such as to engineering and design practices and techniques, equipment, products, operating conditions, related identity and/or method of contact preparation or treatment, and 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 mode 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 or 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, suppliers and subcontractors which is consistent with this agreement.
- You agree to limit the disclosure of information provided hereunder to those of your professional/technical employees and/or subcontractors 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 subcontractors of the obligations stated herein, and to obtain from them a written agreement obligating them with respect to the same 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 publicity release or other announcement incorporating information provided to you hereunder, you will first obtain written approval of SAUDI ARAMCO for such 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 purpose 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.
- Notwithstanding to this Agreement conditions or shall be construed as an explicit or implied waiver by Saudi Aramco of sovereign immunity or any related rights, defenses, or objections.
- Notwithstanding to this Agreement conditions or shall be construed as an explicit or implied waiver by Saudi Aramco of sovereign immunity or any related rights, defenses, or objections.
- The disclosure of Confidential Information by you is non-exclusive, and the Saudi Aramco may disclose the Confidential Information to others at any time.
- Neither this Agreement nor anything stated or provided hereunder shall be construed in any manner to create an obligation or expectation or right to enter into any contract, agreement, joint venture 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



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.

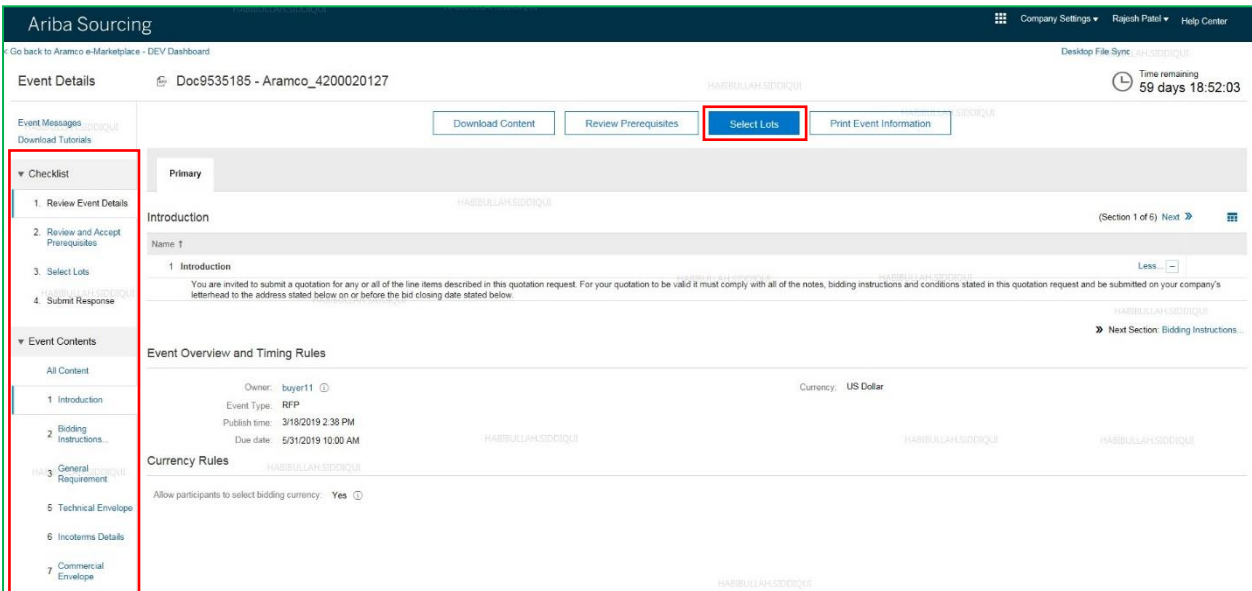
**Submit Response** - Review all sections and Submit response.

**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 <b>Select reason for decline</b> . |



The screenshot shows the Arriba Sourcing interface for an event. The 'Event Details' section is active, showing the event ID 'Doc9535185 - Aramco\_4200020127'. A navigation bar includes buttons for 'Download Content', 'Review Prerequisites', 'Select Lots' (highlighted with a red box), and 'Print Event Information'. On the left, a 'Checklist' sidebar lists steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots (highlighted with a red box), and 4. Submit Response. The main content area shows the 'Introduction' section with a 'Name 1' field and a message: '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.' Below this, the 'Event Overview and Timing Rules' section displays details such as 'Owner: buyer11', 'Event Type: RFP', 'Publish time: 3/18/2019 2:38 PM', and 'Due date: 5/31/2019 10:00 AM'. The 'Currency Rules' section indicates 'Allow participants to select bidding currency: Yes'.



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. |

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

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

Event Bidding Currency

Select event bidding currency: US Dollar

Use a different currency for different lots

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;<br>ABRASIVE BELT;<br>CATALOG INFO:<br>SPOOL TUBING WELLHEAD: AA FORGED CARBON OR LOW ALLOY FOR H2S;<br>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 13-5B IN BTM, API 3000 BOTTOM, API 6B RING JOINT CONNECTION BTM, API 9-5B IN PACK-OFF, AA 4S-SAMSS-005 API 6A, MR DD, PR 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;<br>CATALOG INFO:<br>SPOOL TUBING WELLHEAD: AA FORGED CARBON OR LOW ALLOY FOR H2S;<br>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 13-5B IN BTM, API 3000 BOTTOM, API 6B RING JOINT CONNECTION BTM, API 9-5B IN PACK-OFF, AA 4S-SAMSS-005 API 6A, MR DD, PR 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:  
5002516953 10001616 Kyoribus Kiko Co., Ltd. JP  
second line name

Submit Selected Lots

**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

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

Event Bidding Currency

Select event bidding currency: US Dollar

Use a different currency for different lots

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;<br>ABRASIVE BELT;<br>CATALOG INFO:<br>SPOOL TUBING WELLHEAD: AA FORGED CARBON OR LOW ALLOY FOR H2S;<br>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 13-5B IN BTM, API 3000 BOTTOM, API 6B RING JOINT CONNECTION BTM, API 9-5B IN PACK-OFF, AA 4S-SAMSS-005 API 6A, MR DD, PR 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;<br>CATALOG INFO:<br>SPOOL TUBING WELLHEAD: AA FORGED CARBON OR LOW ALLOY FOR H2S;<br>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 13-5B IN BTM, API 3000 BOTTOM, API 6B RING JOINT CONNECTION BTM, API 9-5B IN PACK-OFF, AA 4S-SAMSS-005 API 6A, MR DD, PR 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:  
5002516953 10001616 Kyoribus 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.

Use Selected Lots Cancel


Submit Selected Lots

# Introduction

## Aramco Overseas Company- additional Note:

There are different types of RFP's within Aramco.

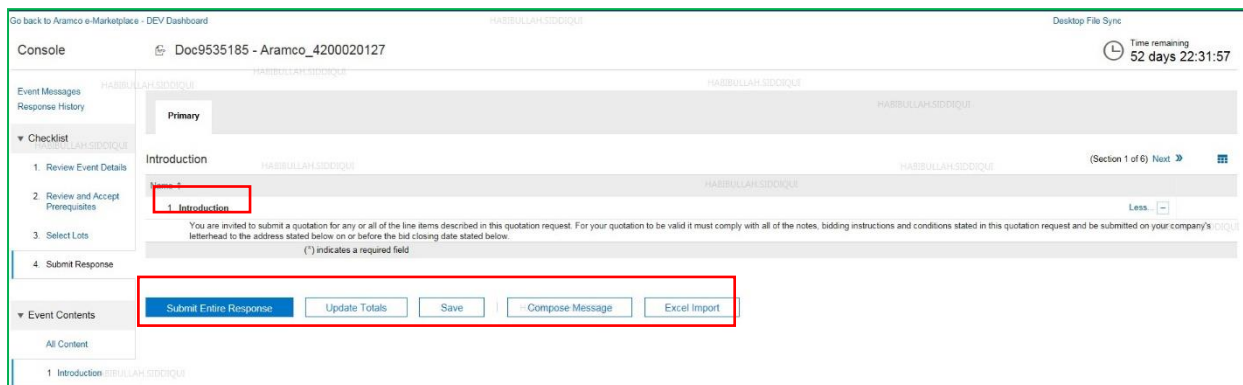
- One Step Concurrent development is an RFP published worldwide to Suppliers. (The following screen shots cover this process).
- Two Step Concurrent development. An unpriced Technical bid is a mandatory requirement therefore some of the fields in the RFP may differ to the One step Concurrent RFP.
- The "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:**

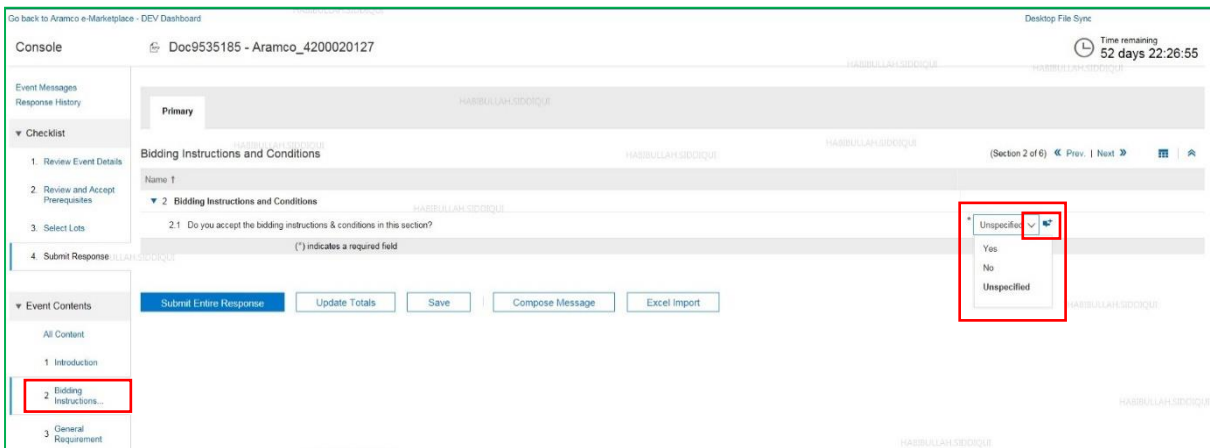
- 1. Save:** By clicking on "Save" you can save the modification at any time.
- 2. Excel Import:** By clicking on "Excel Import" first export the RFQ in excel format and fill your response and upload. Make sure there is no change in template/format.
- 3. Compose Messages:** By clicking on "Compose Messages"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



## Bidding Instructions and Conditions

|   |  |
|---|--|
|  | <b>In Event Contents after Introduction, click on Bidding Instructions and Conditions.</b> |
|---|--|

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



Go back to Aramco e-Marketplace - DEV Dashboard

Doc9535185 - Aramco\_4200020127

Time remaining: 52 days 22:26:55

Console

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


Name 1

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

Submit Entire Response | Update Totals | Save | Compose Message | Excel Import

Unspecified | Yes | No | Unspecified

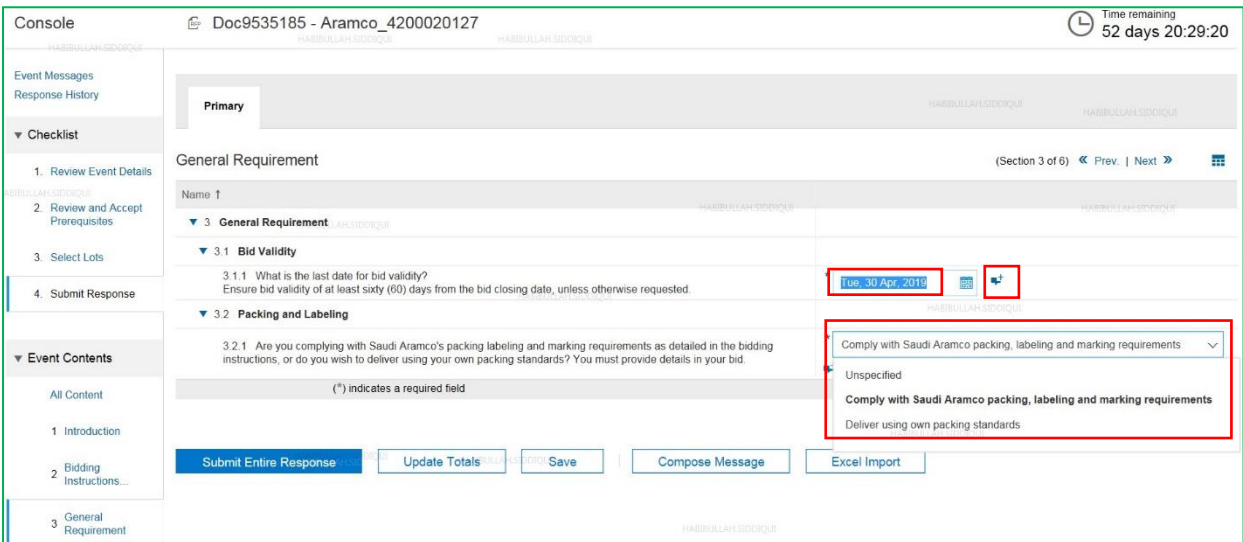
# General Requirements



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

| Step     | Action                             |
|----------|------------------------------------|
| <b>1</b> | <b>Type the Bid Validity Date.</b> |

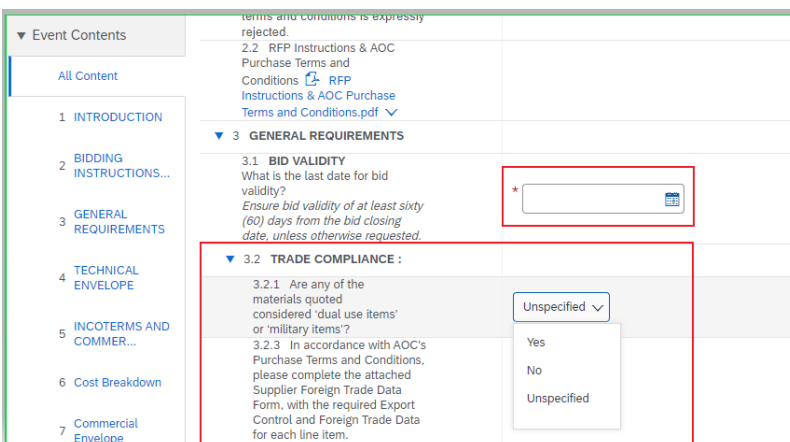
| Step     | Action   |
|----------|--|
| <b>2</b> | <b>Select Packaging and Labeling option from dropdown.</b> |



The screenshot shows the 'General Requirement' section of a bid submission form. The 'Bid Validity' field (3.1) has a date picker set to 'Tue, 30 Apr 2018'. The 'Packaging and Labeling' field (3.2) has a dropdown menu open with the following options: 'Comply with Saudi Aramco packing, labeling and marking requirements', 'Unspecified', and 'Deliver using own packing standards'. The 'Unspecified' option is currently selected.

## Aramco Overseas Company Note:

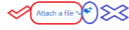
*In case Trade Compliance question is included please select. When clicking yes another field opens that needs to be completed.*



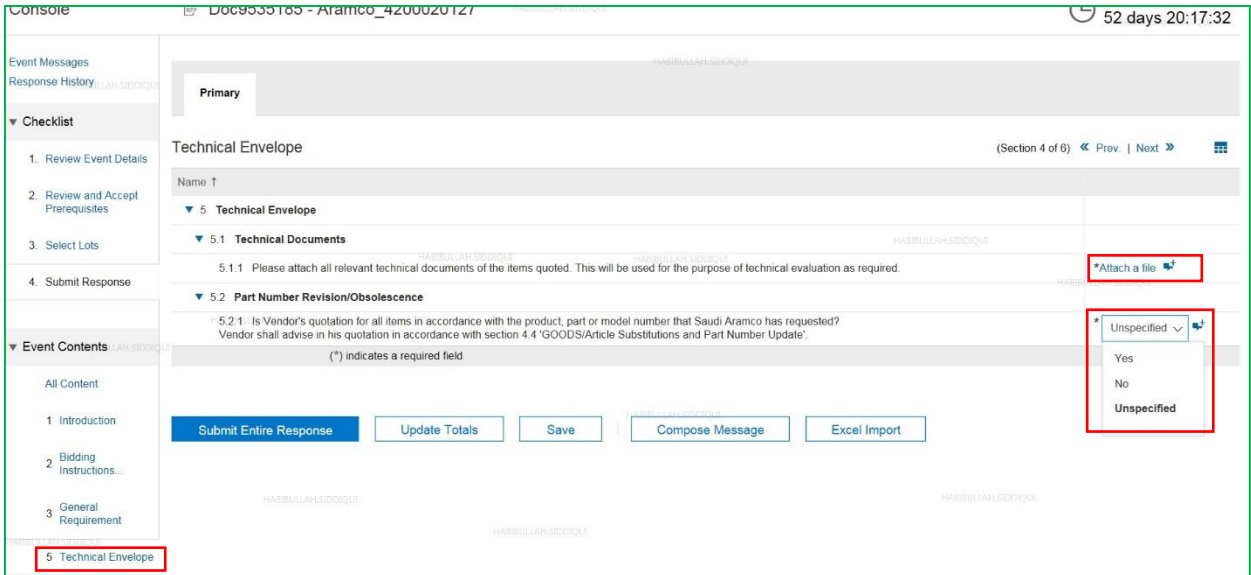
The screenshot shows the 'General Requirements' section of the bid submission form. The 'Trade Compliance' section (3.2) is highlighted, showing a dropdown menu with the following options: 'Unspecified', 'Yes', 'No', and 'Unspecified'. The 'Unspecified' option is currently selected.



# Technical Envelope

| Step | Action   |
|------|--|
| 1    | Attached “Technical Documents” in section 5.1.1.<br>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 |



The screenshot displays a procurement system interface for a 'Technical Envelope'. The top navigation bar shows the console ID 'D0c9535185 - Aramco\_4200020127' and a timer '52 days 20:17:32'. The main content area is titled 'Technical Envelope' and is divided into sections:

- 5.1 Technical Documents:** Section 5.1.1 instructs the user to 'Please attach all relevant technical documents of the items quoted. This will be used for the purpose of technical evaluation as required.' An 'Attach a file' button is highlighted with a red box.
- 5.2 Part Number Revision/Obsolescence:** Section 5.2.1 asks the vendor to '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, showing 'Unspecified' as the selected option, with 'Yes', 'No', and 'Unspecified' as available choices. This dropdown is also highlighted with a red box.

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'. The 'Event Contents' section lists '1 Introduction', '2 Bidding Instructions...', and '3 General Requirement'. The '5 Technical Envelope' item in the sidebar is highlighted with a red box. At the bottom of the main content area, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'.

## Cost Breakdown

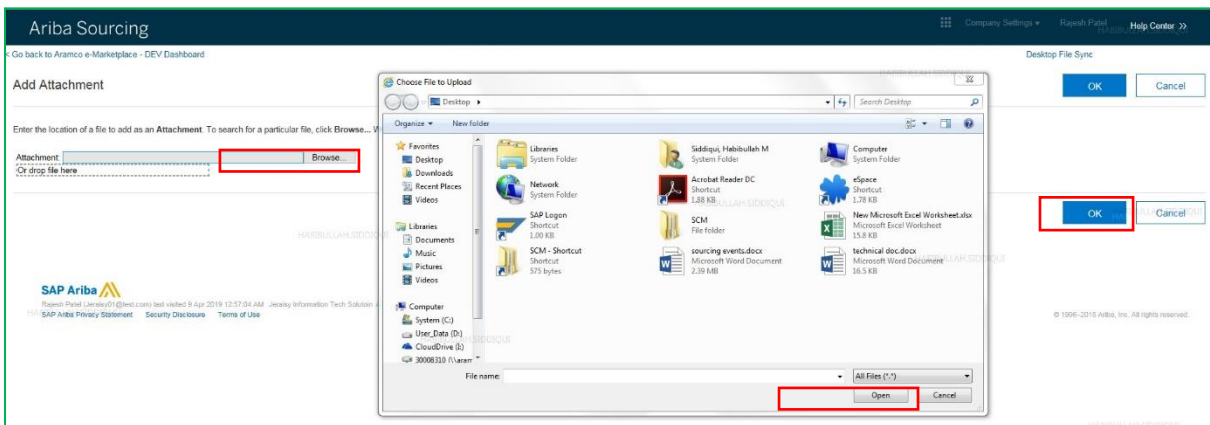
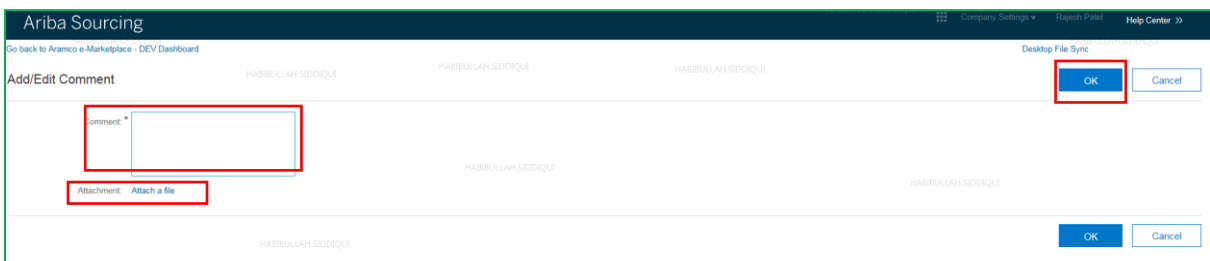
| Step | Action  |
|------|---|
| 2    | <b>Enter total cost for delivery at Freight cost.<br/>Enter total cost for packing, Documents, inspection or other costs at Miscellaneous cost.</b> |

The screenshot shows a software interface with a checklist on the left and a table on the right. The checklist includes steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Response. The table, titled 'All Content', has columns for 'Name' and 'Extended Price'. Under the 'Cost Breakdown' section, there are two rows: '6.1 Freight Cost' and '6.2 Miscellaneous Cost'. Each row has a text input field for the price and a dropdown menu for the currency, both set to '\$0.00' and 'USD' respectively. A red box highlights these two rows.

| Name                    | Extended Price |
|-------------------------|----------------|
| ▼ 6 Cost Breakdown      |                |
| 6.1 Freight Cost        | \$0.00 USD     |
| 6.2 Miscellaneous Cost  | \$0.00 USD     |
| ▼ 7 Commercial Envelope |                |

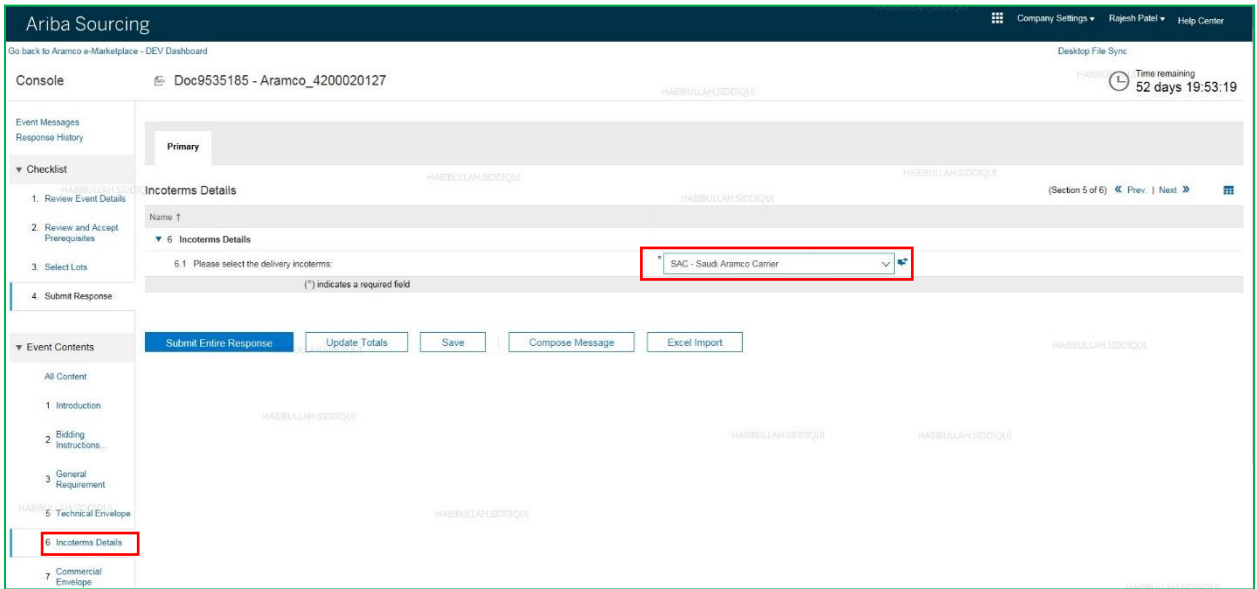
# Add/Edit Comments and Attachments in Bidding Instructions and Conditions

| 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. |



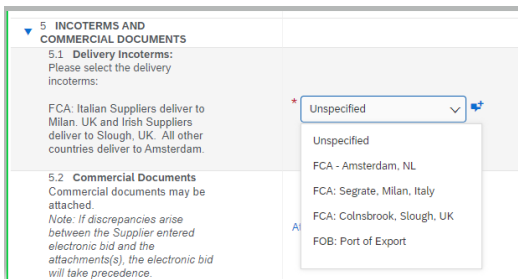
## Aramco Overseas Company Note:

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.

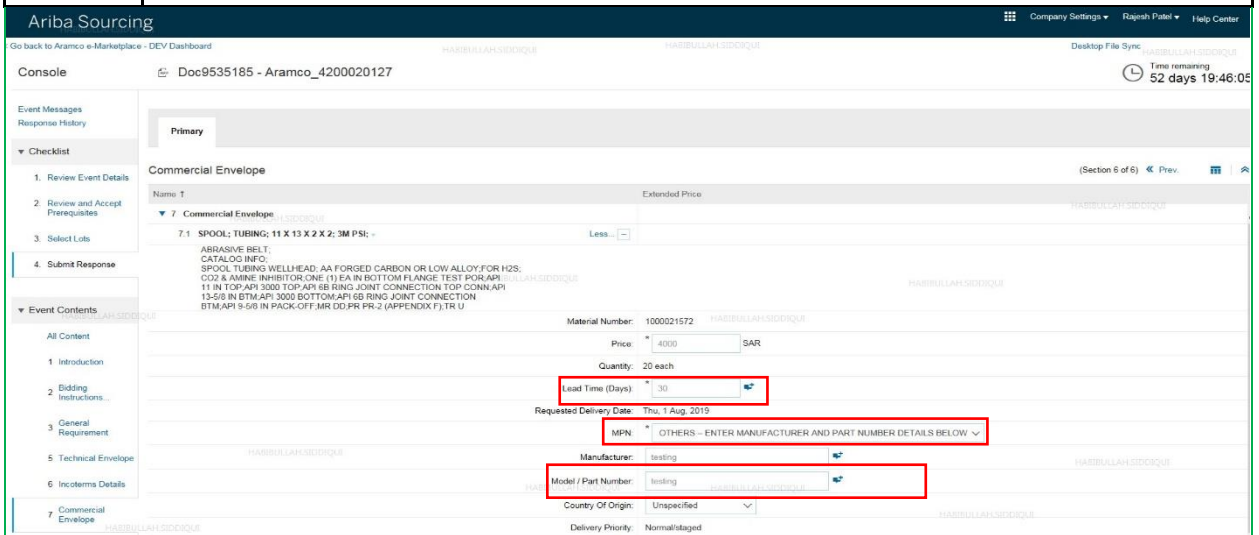


# Commercial Envelope



**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 |



The screenshot shows the Ariba Sourcing interface for a Commercial Envelope. The main form area contains the following fields:

- Name 1:** Commercial Envelope
- Extended Price:** (Empty)
- Material Number:** 100021572
- Price:** \* 4000 SAR
- Quantity:** 20 each
- Lead Time (Days):** \* 30 \*
- Requested Delivery Date:** Thu, 1 Aug, 2019
- MPN:** \* OTHERS - ENTER MANUFACTURER AND PART NUMBER DETAILS BELOW \*
- Manufacturer:** testing
- Model / Part Number:** testing \*
- Country Of Origin:** Unspecified
- Delivery Priority:** Normal/staged

Red boxes in the original image highlight the Lead Time (Days), MPN, and Model / Part Number fields, indicating they are required or critical for completion.

## Aramco Overseas Company Note:

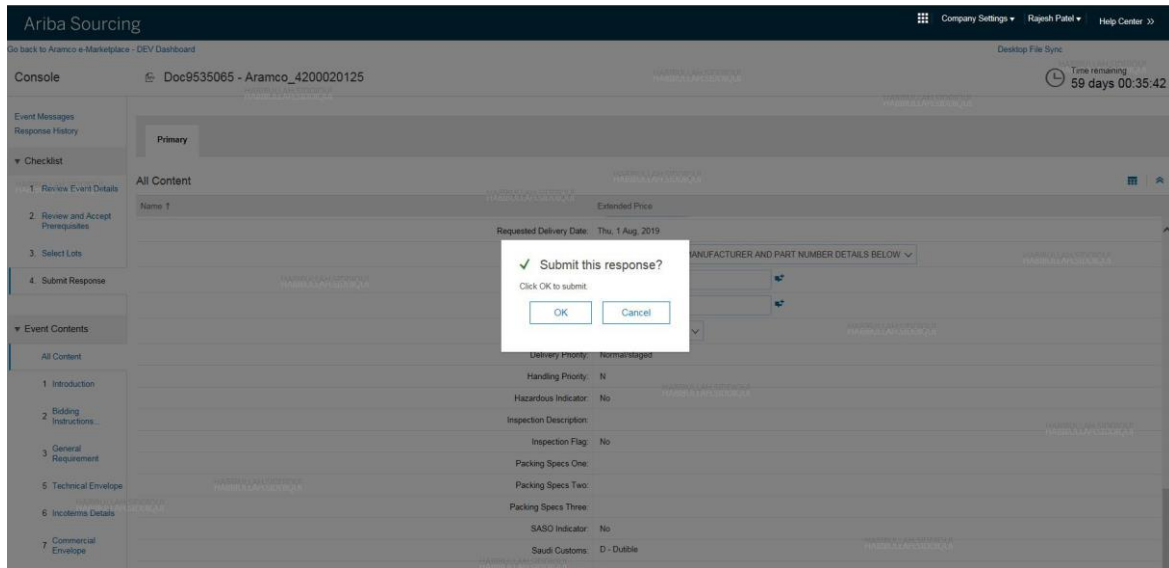
Per line item please select the MPN linked to the manufacturer or the company you are representing (registered agent / dealer etc.)

# Commercial Envelope


|   |  |
|---|--|
| ▼ Event Contents<br>All Content<br>1 Introduction<br>2 Bidding Instructions...<br>3 General Requirement<br>4 Technical Envelope<br>5 Technical Envelope<br>6 Incoterms Details<br>7 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 - Durable                               |
|   | Shelf 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

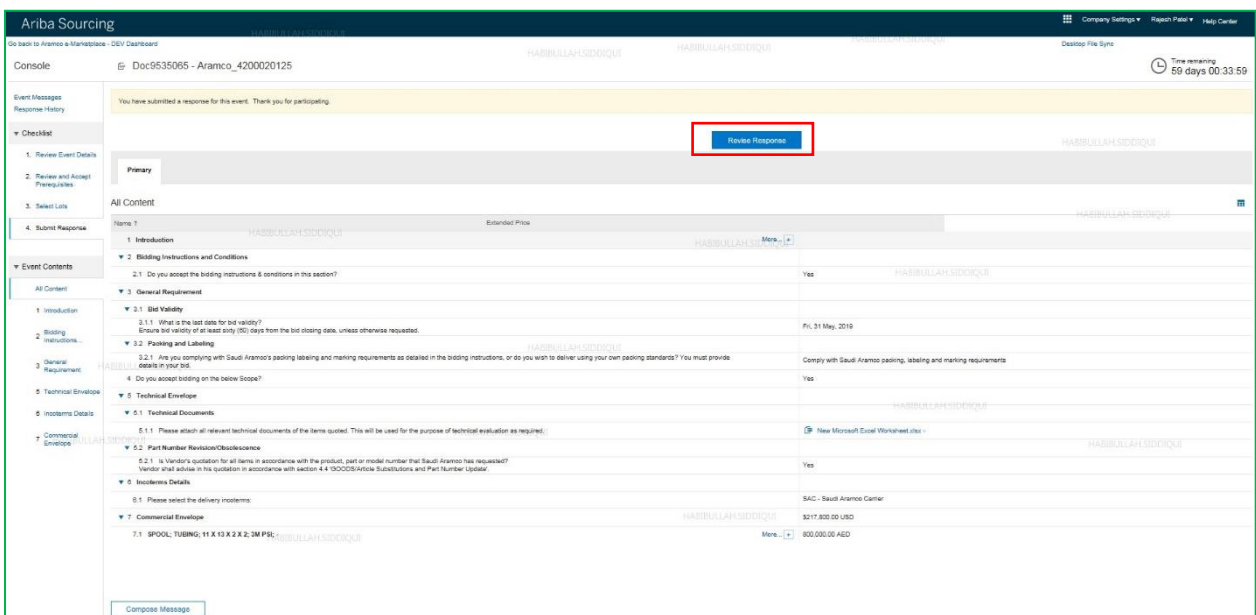
| Step | Action                                |
|------|---------------------------------------|
| 1    | Submit Entire Response then click OK. |



## Revise Response

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

| Step | Action                 |
|------|------------------------|
| 1    | Click Revise Response. |



The screenshot shows the Ariba Sourcing interface for a bid response. The 'Revise Response' button is highlighted in a red box. The interface includes a left-hand navigation menu with a checklist, and a main content area with a form for submitting or revising a response. The form is divided into several sections: Introduction, Bidding Instructions and Conditions, General Requirement, Technical Envelope, Incoterms Details, and Commercial Envelope. Each section contains specific questions and input fields for the bidder to complete.

| Step | Action   |
|------|----------|
| 2    | Click OK |



Ariba Sourcing

Company Settings | Refresh Page | 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 Lists
4. Submit Response

Event Contents

All Content

1 Introduction

2 Bidding Instructions

3 General Requirement

5 Technical Envelope

6 Incoterms Details

7 Commercial Envelope

Compose Message

Revise Response

Revise Response?

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

OK Cancel

Extended Price

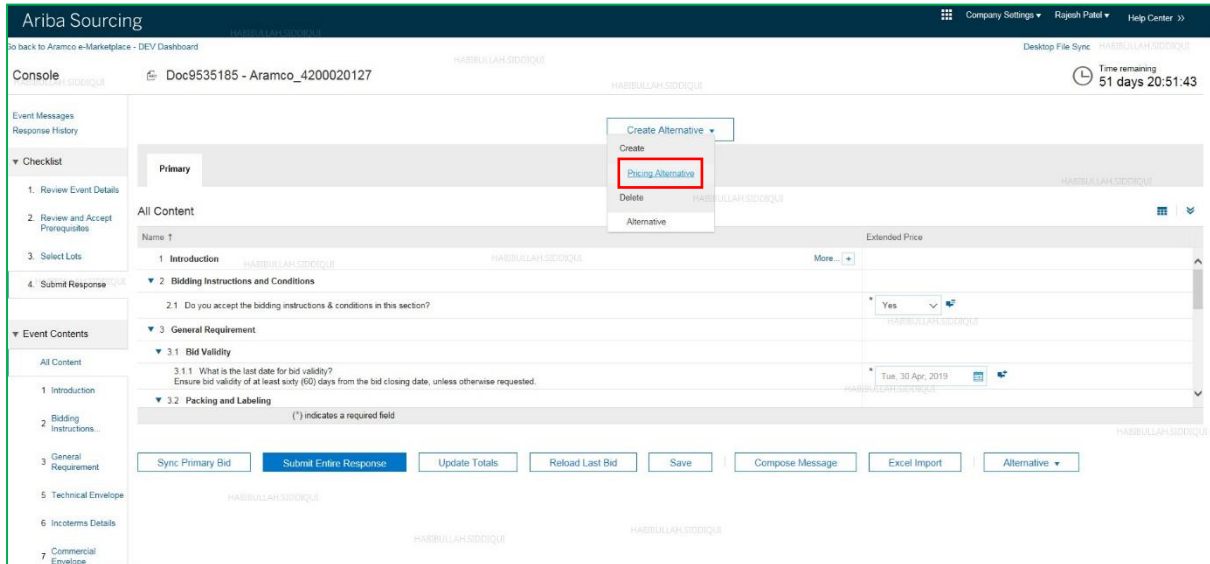
More

Yes

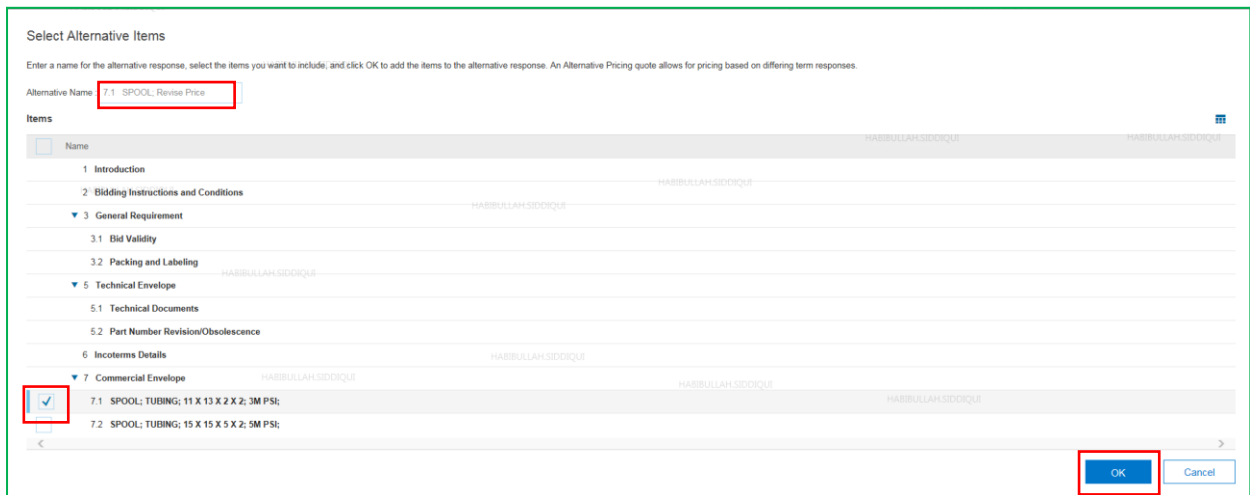
Tue: 30 Apr, 2019

# Create Alternative


| Step | Action                  |
|------|-------------------------|
| 1    | Click Price Alternative |



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



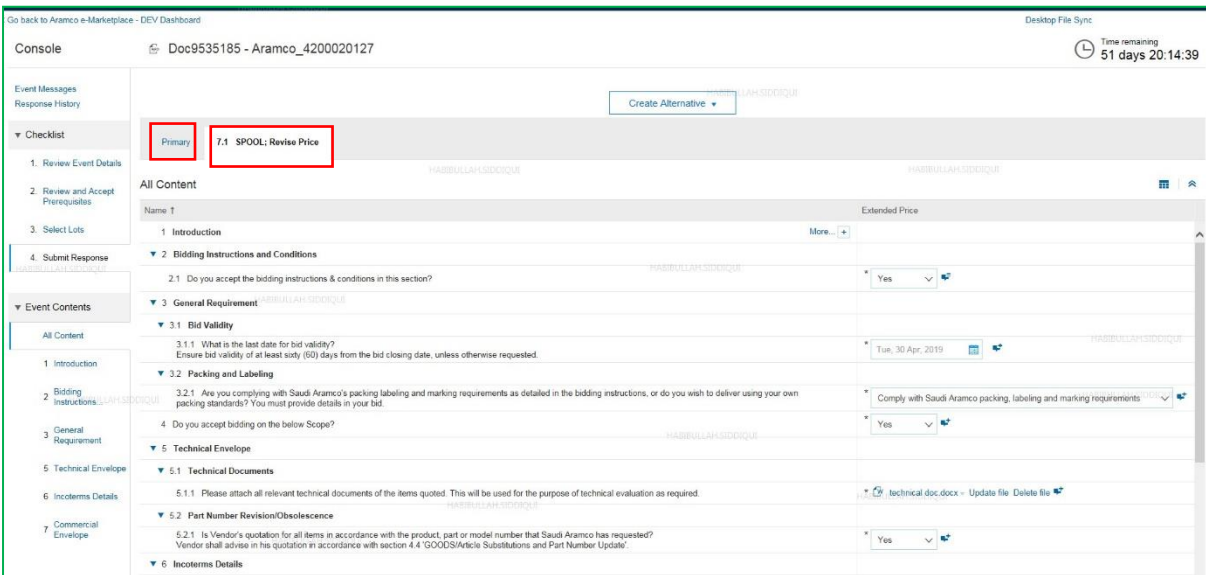
## Submit Alternative Price



**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 Create Alternative ▾

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- 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. Thu, 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

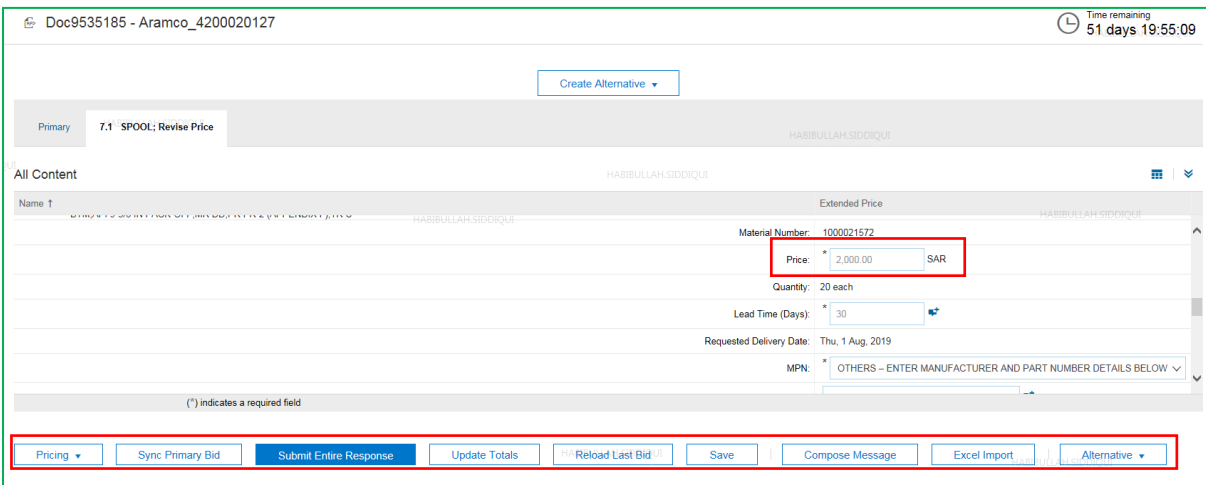
5.1 Technical Documents

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

Extended Price

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 ▾

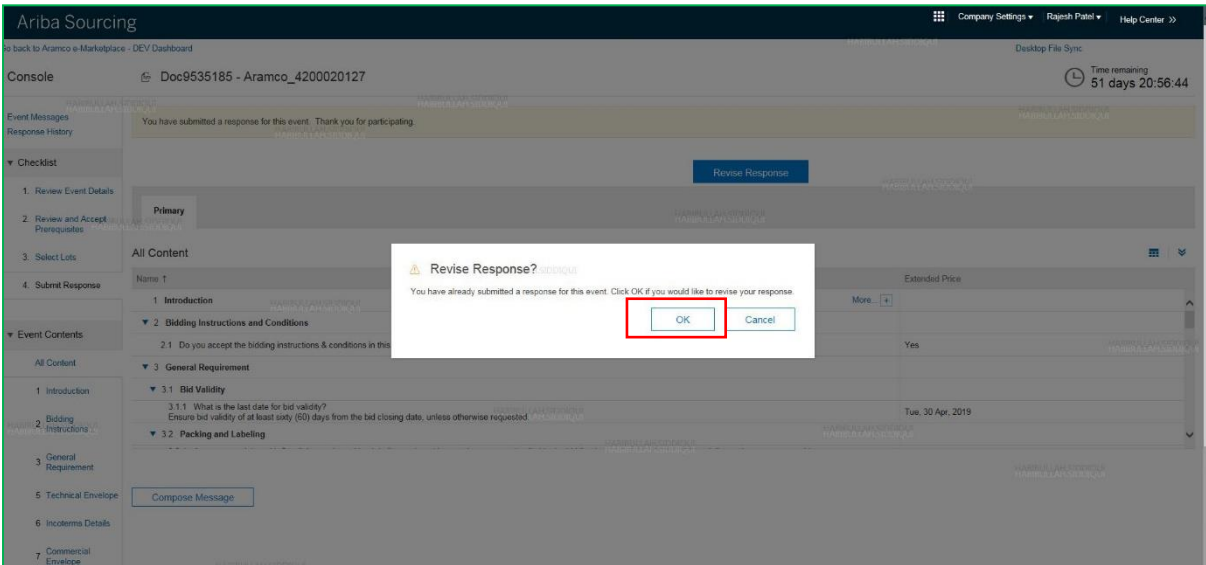
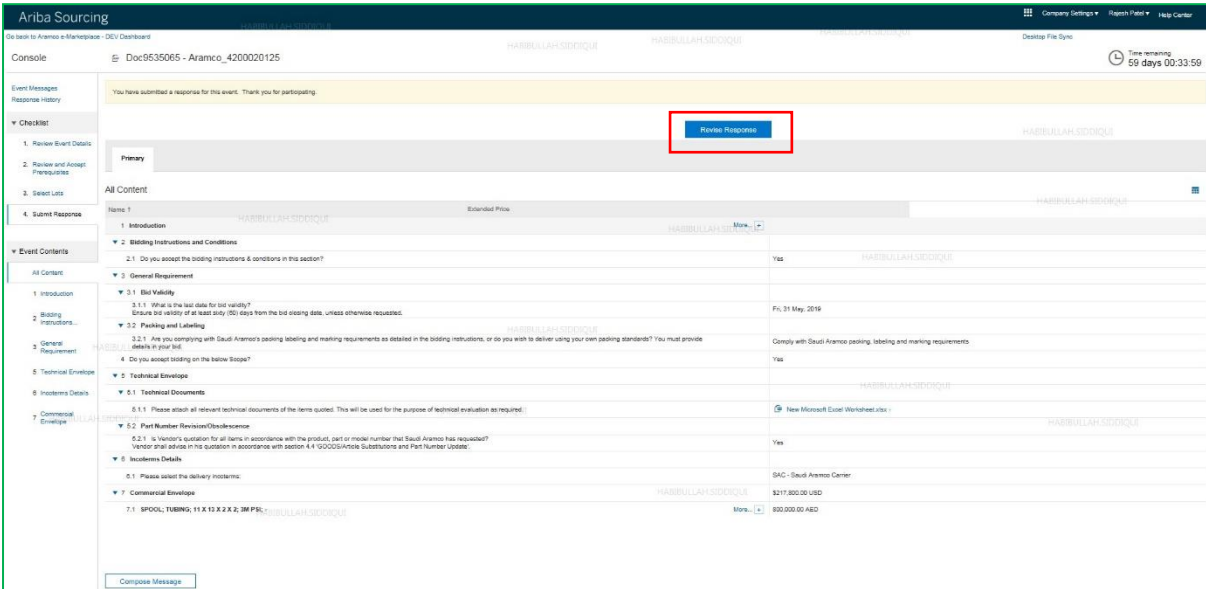
## Create Alternative using Excel Import



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. |



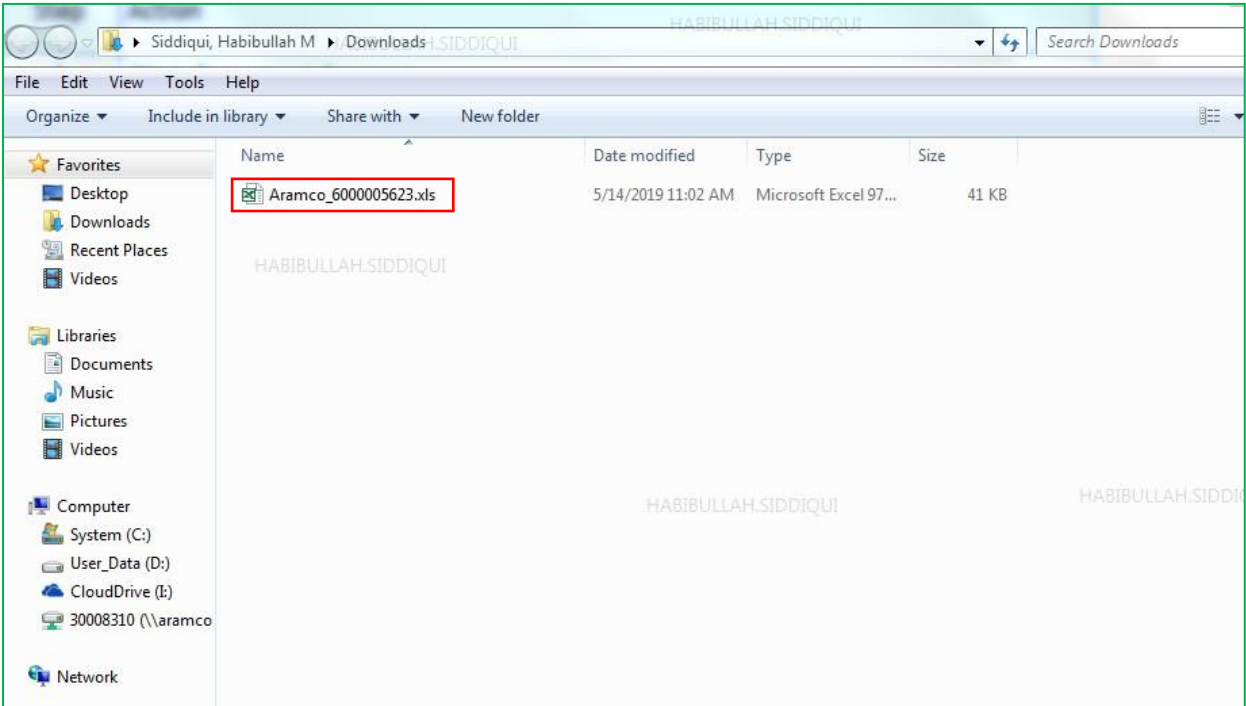
| Step | Action             |
|------|--------------------|
| 2    | Click Excel Import |

The screenshot shows the Aramco RFP console interface. The top navigation bar includes 'Go To Dashboard', 'New Site', 'Preferences', 'Acting as: Rafiq Ahmed(Stop)', and 'Help'. The main content area is titled 'Doc10914900 - Aramco\_6000005623'. On the left, there is a 'Checklist' with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Response. Below the checklist is a 'Response History' section. The main content area displays 'All Content' with a table of sections. The 'Excel Import' button is highlighted with a red box in the bottom right corner of the console.

| Step | Action                  |
|------|-------------------------|
| 3    | Click Download Content. |

The screenshot shows the 'Import Response from Excel' page. The page title is 'Import Response from Excel' and it includes a 'Done' button in the top right corner. The page contains instructions for importing an Excel spreadsheet. Step 1 is 'Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets"'. The 'Download Content' button is highlighted with a red box. Step 2 is 'Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.' Step 3 is 'Locate the saved Excel file on your computer using the Browse button' with a 'Browse...' button. Step 4 is '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.' with an 'Upload' button. The page also features a 'Done' button in the bottom right corner.

| 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 in the ribbon is highlighted with a red box. The spreadsheet data is as follows:

| Number | Name | Description  | Table Section Column | 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 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 |

The bottom status bar shows '4 Technical Section' and '5 Commercial Envelope' highlighted in red.



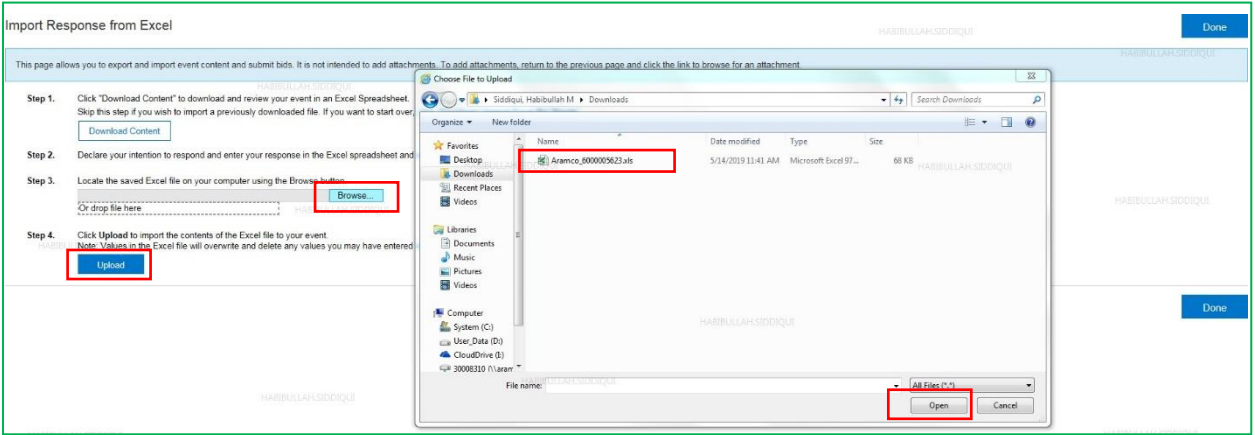


When the file is unprotected, you can Copy and Paste the Line items that you want to submit as an alternative bid in Technical Section and Commercial Envelope sheets, and specify alternative Name and Save it.

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

| Number | Name   | Description | Table Section Column | 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 each facility. |             |                      | HABIBULLAH.SIDDIQUI |                     |            |                    |
| 4.2    | Please describe any process or technology that you feel sets you apart from your competition.          |             |                      | Alternative Test    |                     |            | test alternative   |
| 4.1    | 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. |

