



DIALOG

Dialog Group Berhad

**SAP Ariba – User Guide
Sourcing Activities**

Version 1.0

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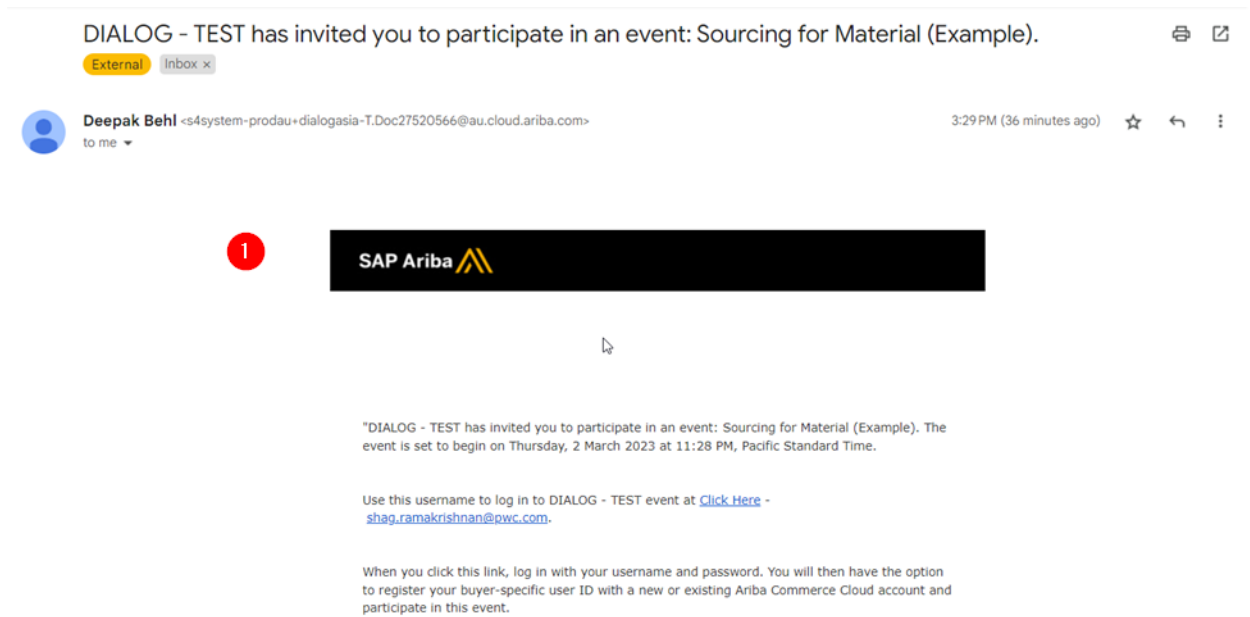
Glossary

Abbreviation	Definition
PR	Purchase Requisition
RFP	Request for Proposal

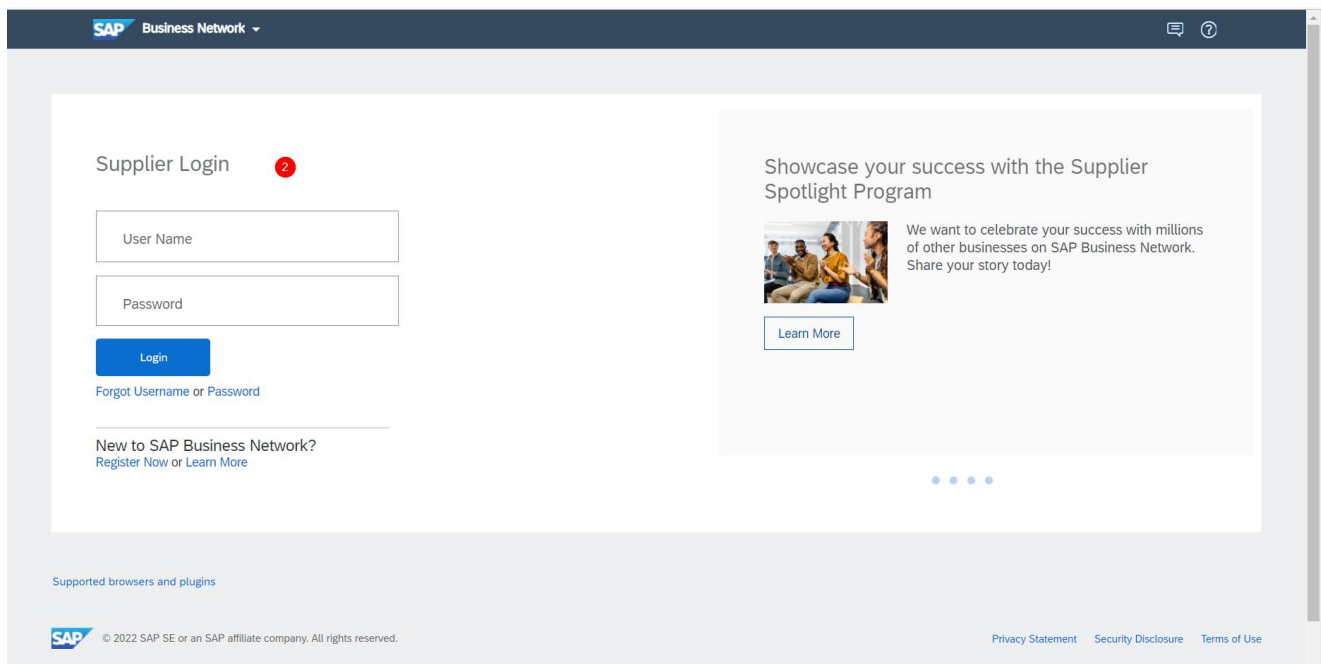
1. SAP Ariba Sourcing – Supplier Submission for Sourcing Activities

1.1. Lesson 1 – Receive New Sourcing event via email notification

Once Buyer has invited Suppliers for a new sourcing event, Suppliers will be notified via email.



- Supplier will receive an email notification which requires action. Click 'Click Here' in the email link to be redirected to Supplier Login page and participate in the sourcing event.



- Login to your SAP Ariba account (Use your Username and Password created during registration process)

3. The sourcing event screen appears.

1.2. Lesson 2 - Review Sourcing Event Instructions and Submit Prerequisite Requirements

1. Click on 'Review Prerequisites' to review and agree to the SAP Ariba Bidder's agreement.

Prerequisites Doc28057795 - Sourcing for Material (Example for Training)

▼ Checklist

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

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

1. **Bids.** If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
2. **Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
3. **Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
4. **Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
5. **Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
6. **Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
7. **Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.
8. **Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

- I accept the terms of this agreement. 2
- I do not accept the terms of this agreement.

OK Cancel

2. Select the option to accept the SAP Ariba Bidder Agreement to participate in the sourcing event. Choosing 'I do not accept the terms of this agreement' will not qualify supplier to participate in the event.

3. After reviewing the agreement, click 'OK' to submit the agreement.

Ariba Sourcing

Company Settings Vishag Ramakrishnan Help Messages

< Go back to DIALOG - TEST Dashboard Desktop File Sync

Select Lots Doc28057795 - Sourcing for Material (Example for Training) 31 Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

Select Lots/Line Items Select Using Excel

A dimmed checkbox indicates that you have already placed a bid for the associated lot. You cannot modify your intent to bid for these lots.

Name	Reason for not bidding
<input checked="" type="checkbox"/> 6.2 GASKET (Example)	
GASKET	

Confirm Selected Lots/Line Items Cancel

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3i. Supplier will be directed to the screen where they are able to select the Lots that they would like to bid for.
**** Please note that the lotting/material item displayed above is for only reference, suppliers will receive specific lots/material items or pricing structure as per DIALOG's requirements.**

Ariba Sourcing

Company Settings Vishag Ramakrishnan Help Messages

< Go back to DIALOG - TEST Dashboard Desktop File Sync

Select Lots Doc27523949 - Sourcing for Material (Example for Training) Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

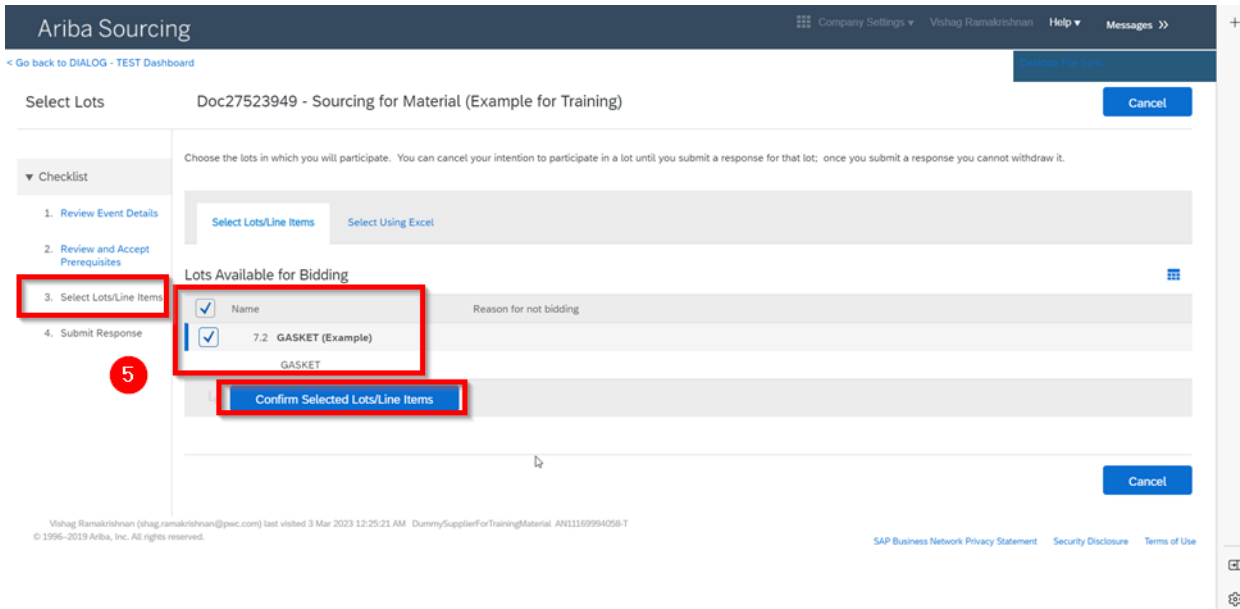
Select Lots/Line Items Select Using Excel

Name	Reason for not bidding
<input type="checkbox"/> 7.2 GASKET (Example)	(no value)
GASKET	(no value)

Confirm Selected Lots/Line Items Cancel

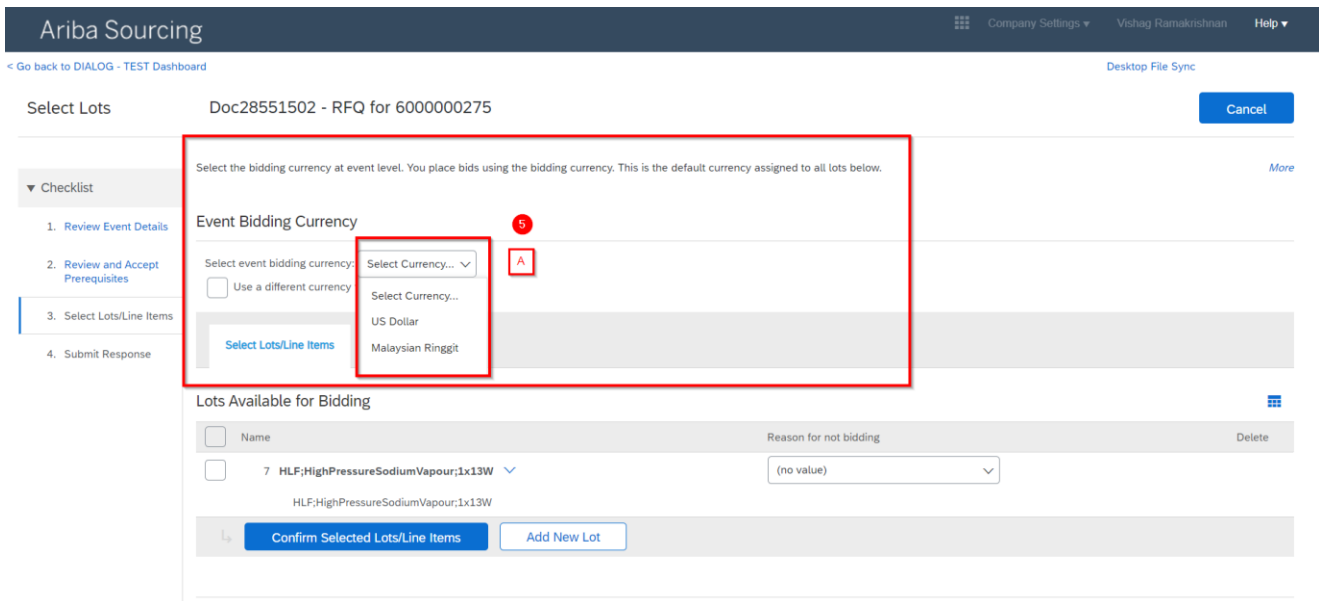
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4. Alternatively, if Supplier chooses not to bid for the items, they are able to select the reason for not bidding by clicking the field box 'Reason for not bidding' and selecting the response best suited for them.

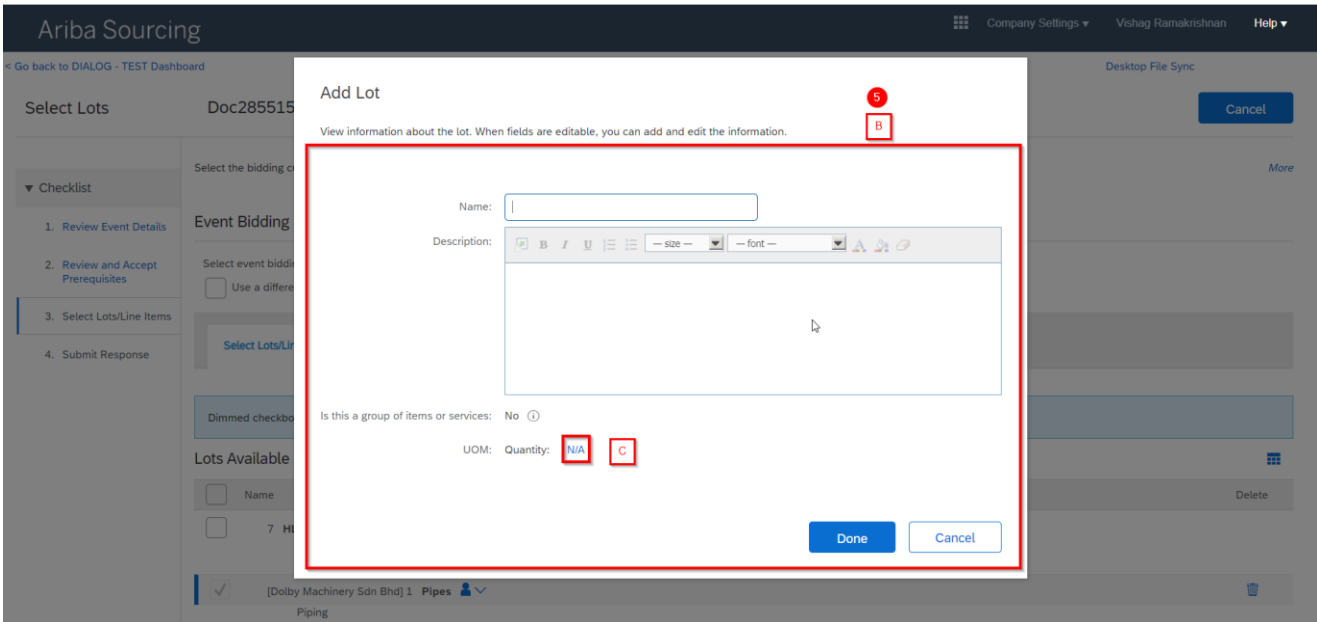
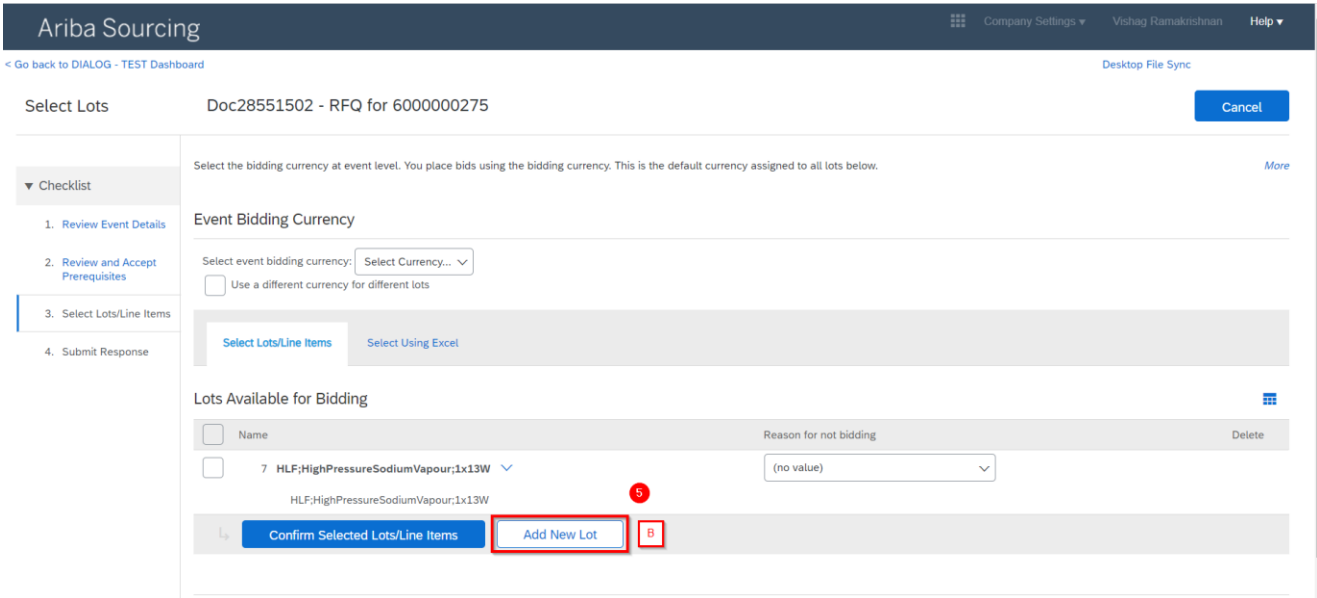


- To bid for the Lot, Supplier must tick the column that they are intending to bid for and click on 'Confirm Selected Lots/ Line Items'.

Different scenarios – If buyer enables the multicurrency request (A) 'OR' buyer allows supplier to provide additional items / alternate material for quote (B), then followings are the steps to complete by supplier:



- On a different occasion if the Buyer has enabled the “multi-currency” feature, suppliers can bid on the lots/ line items using a different currency. Supplier will also see a slightly different screen where they can select the event bidding currency. Tick on the box to indicate that you will be using a different currency for bidding.



- B) On another different occasion, if the Supplier wishes to provide an additional lot/ line item to the Buyer, they can click on “Add New Lot”. Supplier can update the name of the lot/ line items as part of additional or alternate material.
- C) Supplier can also change/ choose the different UOM (Unit of Measure) by clicking on the Quantity field as shown in the screenshot above.

6. After clicking on 'Confirm Selected Lots/ Line Items', Supplier will be directed to the 'Submit Response' stage.

**** Please note that the content displayed above is for only reference. Suppliers will receive different content, terms and pricing structure as per Business requirements.**

7. A) Refer to the 'Terms & Conditions for Purchase Order' section, Suppliers will need to choose option 'Yes/ No' from the 'Unspecified' field. After selecting answer 'Yes', Supplier can provide their comment in the upcoming questions.

B) Refer to the 'Technical Section: Requirements/Specifications', Supplier can view reference form by clicking on 'References' if any question or requirement shared.

C) Refer to the 'Technical Section: Requirements/Specifications', Supplier can attach documents/ attachments by clicking on 'Attach a file'. Once Supplier clicks 'Attach a file' will be redirected to 'Add Attachment' screen. Supplier can click on 'Choose File' and select the attachment required. Click 'OK' after uploading attachment.

D) Refer to the 'Technical Section: Requirements/Specifications', Supplier can list down areas of expertise in the field text box provided.

Event Messages
Response History

All Content 8

▼ Checklist

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

▼ Event Contents

- All Content
- 1 Introduction
- 2 Event Information
- 3 Event Conditions
- 4 Terms and Conditions
- 5 Technical Section : ...

Name ↑	Price	Quantity	Extended Price	Total Cost
▼ 6 Commercial Section: Pricing				
6.1 Please confirm your pricing / proposal in accordance with the requirements stated under Requirements/ Specifications and Pricing structure	A	* Unspecified		
6.2 GASKET (Example) ▼	B	Less...	* MYR	25 Piece
GASKET				
	C	Tax: * Unspecified		
Supplier Part Id: <input type="text"/>				

(*) indicates a required field

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

8. Refer Commercial section:

- A) Supplier must specify if they confirm pricing / proposal in accordance with the requirements of Buyer as stated under Requirements / Specifications and Pricing structure.
- B) Supplier can state their bid price for the lot / line item.
- C) Supplier can select the tax associated with the material.

After updating responses, supplier can save responses as draft, click 'Save draft' icon to save responses. It will not submit to Customer directly.

Click 'Submit Entire Response' when ready after completing all responses.

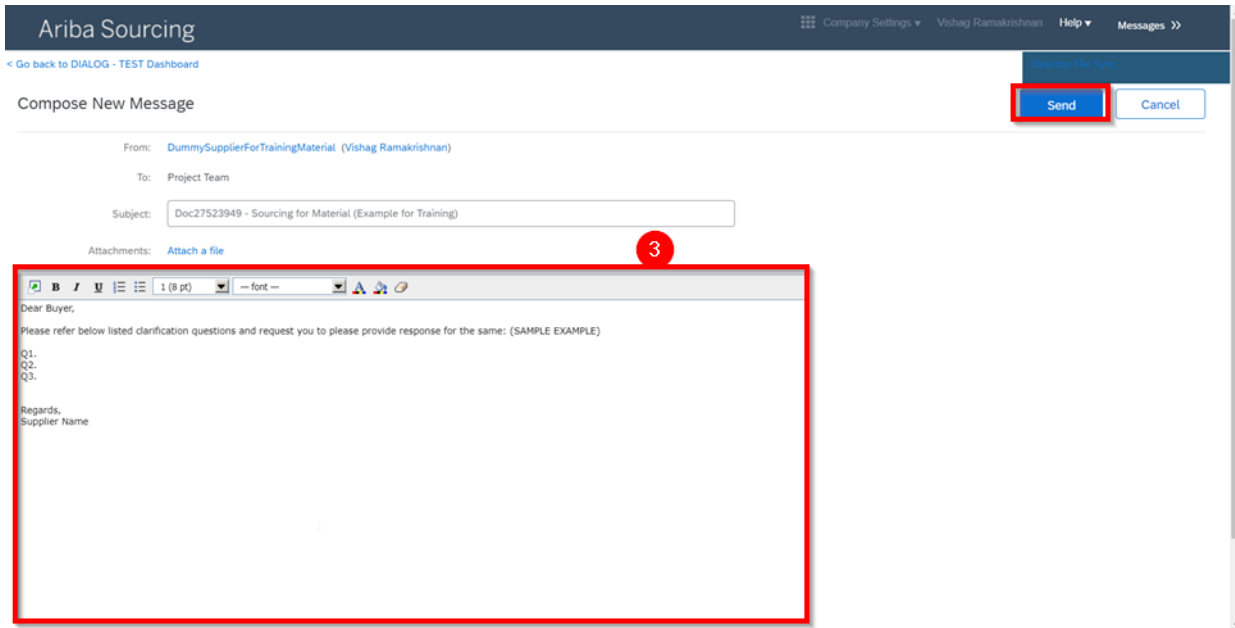
1.3. Lesson 3 – Communicate with Buyer via Sourcing event for any clarification and submit response of sourcing requirement

The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'Ariba Sourcing' and user information. Below that, a breadcrumb trail leads to 'Doc28057795 - Sourcing for Material (Example for Training)'. The main content area is titled 'All Content' and displays a table with columns: Name, Price, Quantity, Extended Price, and Total Cost. Under the 'Introduction' section, there are two sub-sections: '1.1 Submission Instructions' and '1.2 Company Information'. The 'Compose Message' button is highlighted with a red box and a red circle with the number 1.

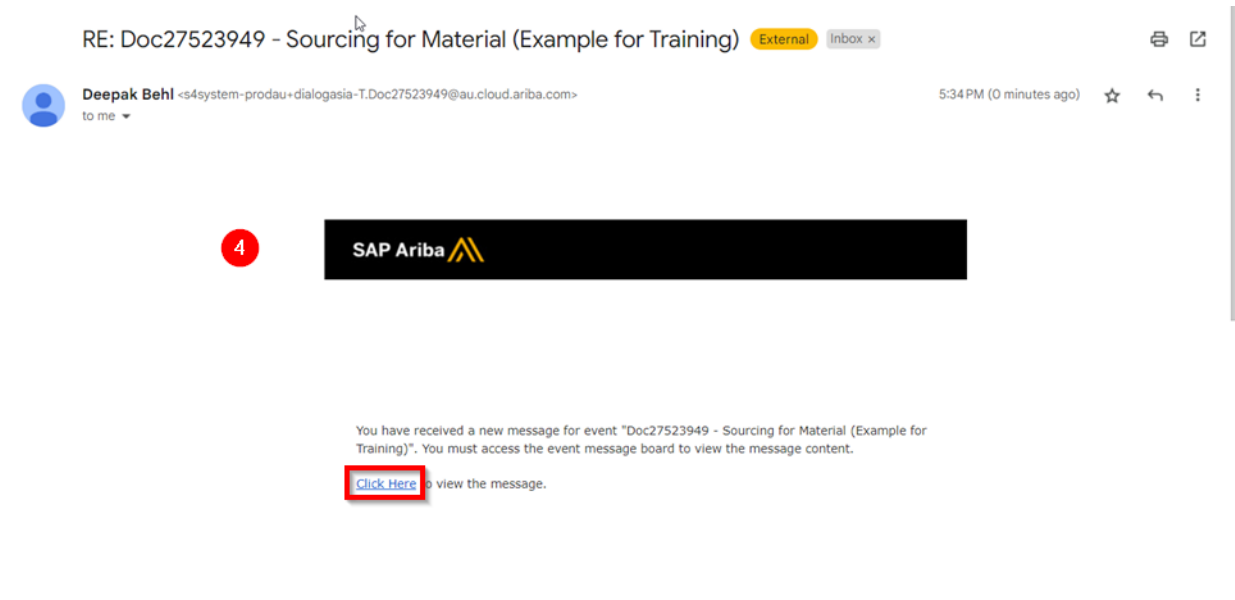
1. For further clarification/ communication purposes, Suppliers can communicate with Buyer via the sourcing event. Click on 'Compose Message' to message the Buyer.

The screenshot shows the 'Compose New Message' screen in Ariba Sourcing. The form includes fields for 'From' (DummySupplierForTrainingMaterial (Vishag Ramakrishnan)), 'To' (Project Team), and 'Subject' (Doc27523949 - Sourcing for Material (Example for Training)). There is an 'Attachments' section with 'Attach a file' and a large text area for the message body. The 'Send' button is highlighted with a red circle with the number 2.

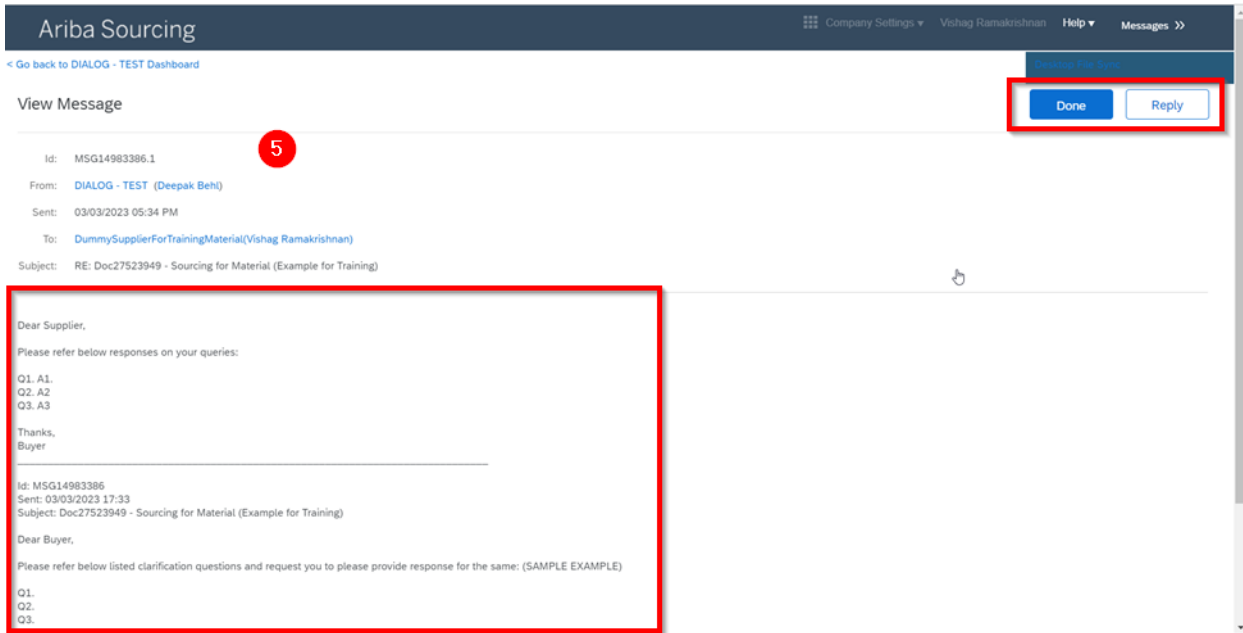
2. The 'Compose New Message' screen appears.



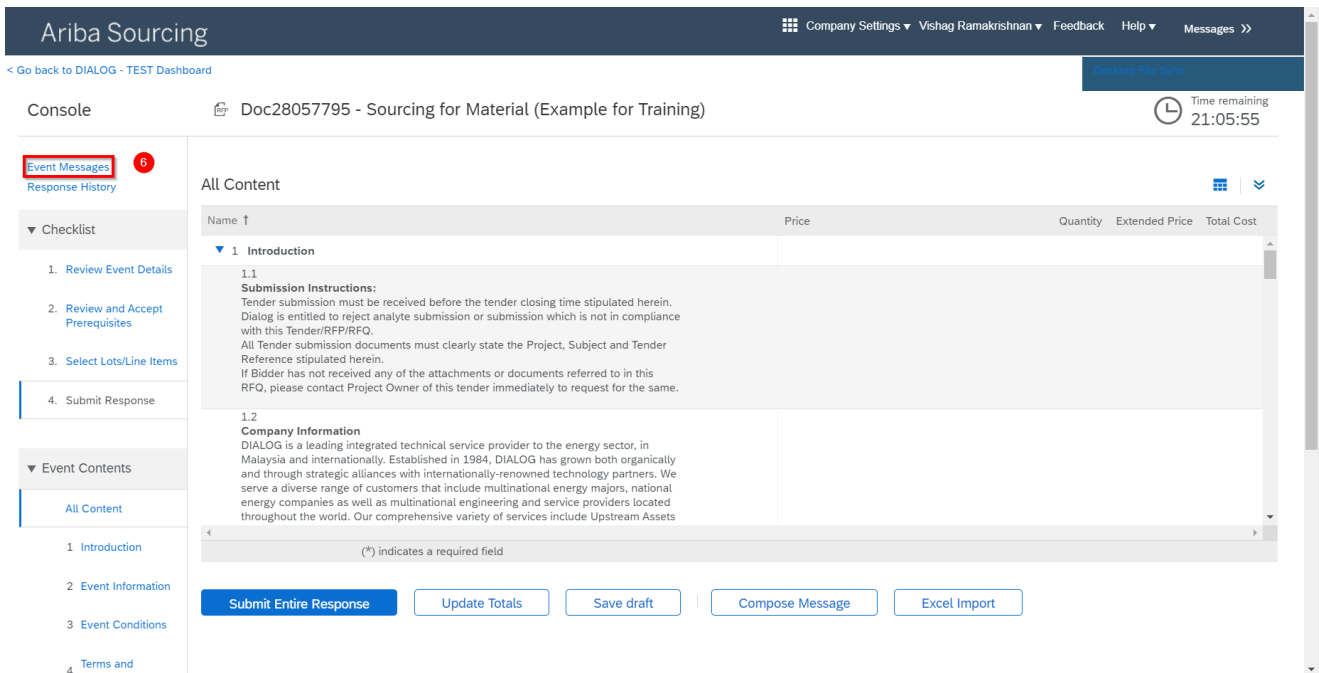
3. After Supplier has provided their message (example shown in screenshot), click on 'Send'.



4. Once the Buyer replies, the Supplier will receive an email notification indicating the Buyer has replied to their message. Click 'Click Here' to access the sourcing event and to read the response message from Buyer.



5. Suppliers can view Buyer’s reply in their message. If Supplier has more questions, click on ‘Reply’ to compose another message to the Buyer. If Supplier has no more questions, click on ‘Done’.



6. At the sourcing event’s main page, Supplier can view their communication with Buyer by clicking ‘Event Messages’.

Ariba Sourcing Company Settings Vishag Ramakrishnan Feedback Help Messages

< Go back to DIALOG - TEST Dashboard

Event Messages - Sourcing for Material (Example for Training) Back to Console

7 Time remaining 22:41:17

Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
MSG14983382	Not Applicable	03/03/2023 04:42 PM	DIALOG - TEST	Deepak Behl	Vishag Ramakrishnan	Response of prerequisite 1.1 submitted by DummySupplierForTrainingMate
MSG14983381	Not Applicable	03/03/2023 04:40 PM	DummySupplierForTrainingMaterial	Vishag Ramakrishnan	Participants (0) Team (2)	DummySupplierForTrainingMaterial (Vishag Ramakrishnan) has responded
MSG14983380	Not Applicable	03/03/2023 04:40 PM	DummySupplierForTrainingMaterial	Vishag Ramakrishnan	Participants (0) Team (2)	Response (ID=ID6753476) in event Sourcing for Material (Example for Train
MSG14983379	Not Applicable	03/03/2023 04:36 PM	DIALOG - TEST	Deepak Behl	Vishag Ramakrishnan	Response of prerequisite 1.1 submitted by DummySupplierForTrainingMate
MSG14983378	Not Applicable	03/03/2023 04:25 PM	DummySupplierForTrainingMaterial	Vishag Ramakrishnan	Participants (0) Team (4)	DummySupplierForTrainingMaterial (Vishag Ramakrishnan) has responded
MSG14983377	Not Applicable	03/03/2023 04:25 PM	DummySupplierForTrainingMaterial	Vishag Ramakrishnan	Participants (0) Team (4)	Response (ID=ID6753473) in event Sourcing for Material (Example for Train
MSG14983376	Not Applicable	03/03/2023 04:10 PM	DIALOG - TEST	Deepak Behl	Vishag Ramakrishnan	DIALOG - TEST has invited you to participate in an event: Sourcing for Mate

View Reply Compose Message Download all attachments

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7. The screenshot above shows the communication trail with Supplier and Buyer.

Ariba Sourcing Company Settings Vishag Ramakrishnan Feedback Help Messages

< Go back to DIALOG - TEST Dashboard

Console Doc28057795 - Sourcing for Material (Example for Training) Back to Console

Time remaining 21:05:55

Event Messages Response History

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

Event Contents

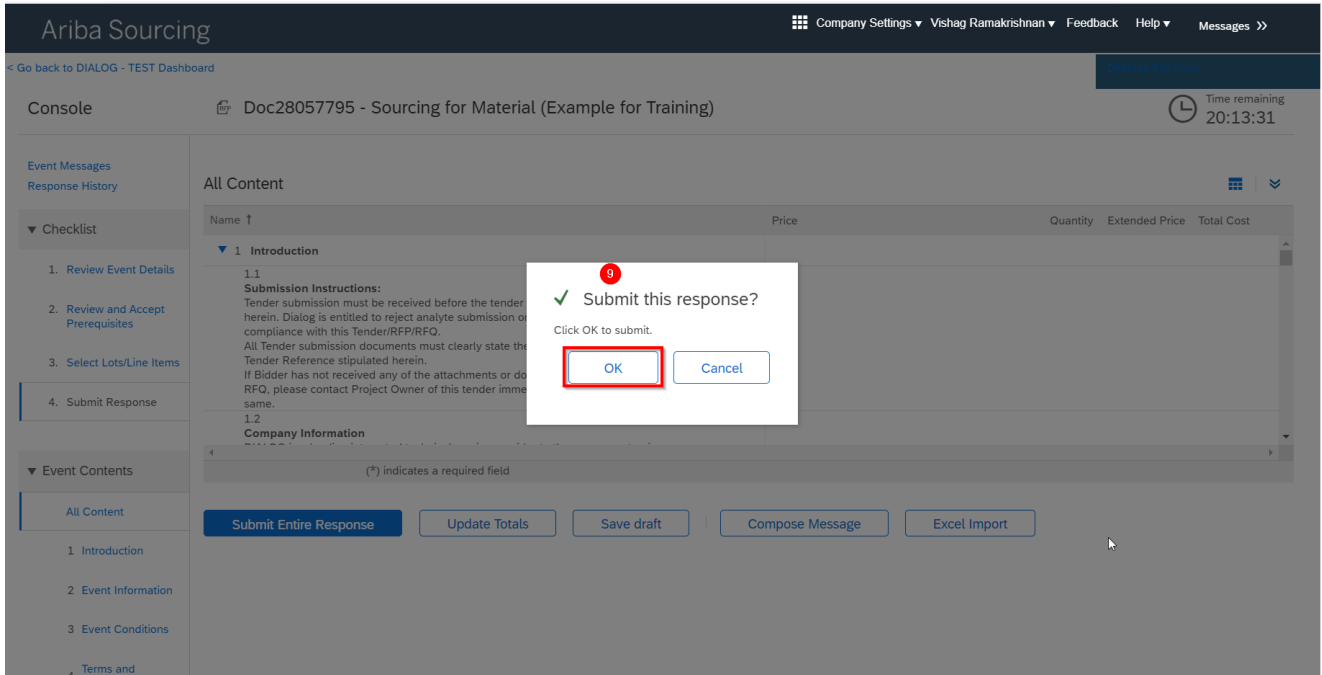
All Content

Name	Price	Quantity	Extended Price	Total Cost
<p>1 Introduction</p> <p>1.1 Submission Instructions: Tender submission must be received before the tender closing time stipulated herein. Dialog is entitled to reject any late submission or submission which is not in compliance with this Tender/RFP/RFQ. All Tender submission documents must clearly state the Project, Subject and Tender Reference stipulated herein. If Bidder has not received any of the attachments or documents referred to in this RFQ, please contact Project Owner of this tender immediately to request for the same.</p> <p>1.2 Company Information DIALOG is a leading integrated technical service provider to the energy sector, in Malaysia and internationally. Established in 1984, DIALOG has grown both organically and through strategic alliances with internationally-renowned technology partners. We serve a diverse range of customers that include multinational energy majors, national energy companies as well as multinational engineering and service providers located throughout the world. Our comprehensive variety of services include Upstream Assets</p> <p>(*) indicates a required field</p>				

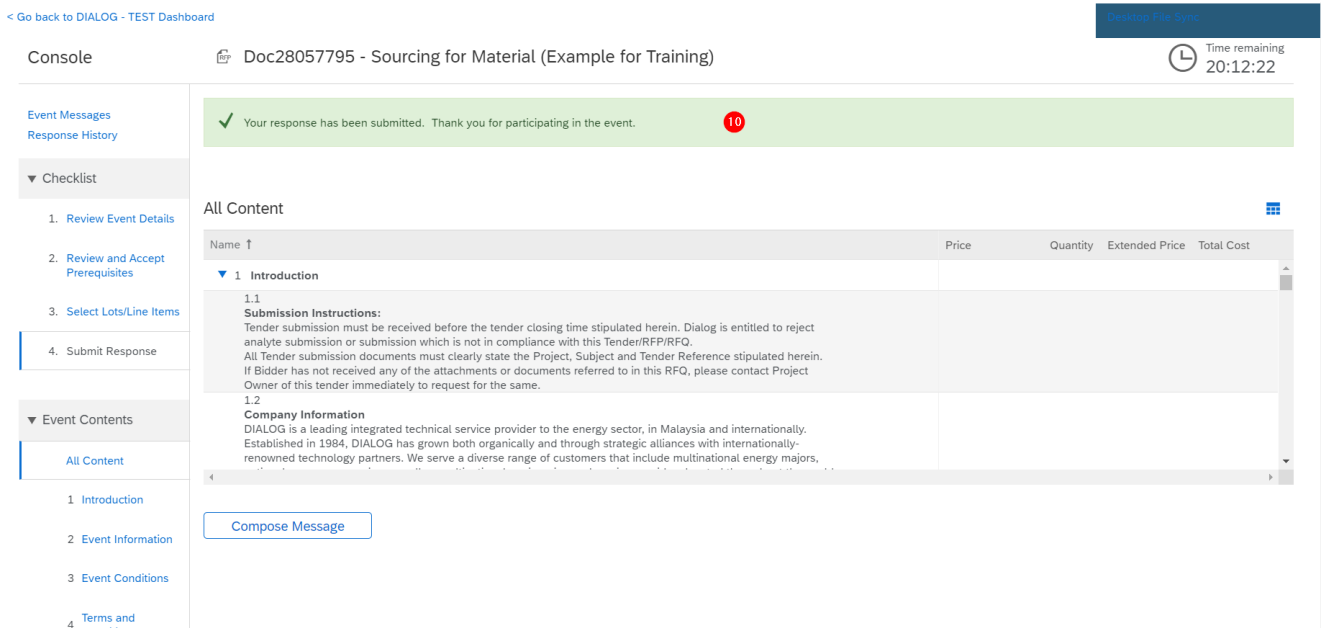
Submit Entire Response Update Totals Save draft Compose Message Excel Import

8

8. Once Supplier has reviewed and completed their sourcing response, click 'Submit Entire Response'.



9. Click 'OK' to submit response.



10. After submitting the response, Supplier can view the notification indicating that their response has been submitted.

The screenshot displays the Ariba Sourcing user interface. At the top, the header includes 'Ariba Sourcing' and navigation links for 'Company Settings', 'Vishag Ramakrishnan', 'Feedback', 'Help', and 'Messages'. The main content area shows a console for 'Doc28057795 - Sourcing for Material (Example for Training)' with a 'Time remaining' of 20:11:30. A message states, 'You have submitted a response for this event. Thank you for participating.' A 'Revise Response' button is visible. A modal dialog box is open, titled 'Revise Response?' with a warning icon and the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' The 'OK' button in the dialog is highlighted with a red box. The background content includes a checklist with steps like 'Review Event Details', 'Review and Accept Prerequisites', 'Select Lots/Line Items', and 'Submit Response'. The 'Event Contents' section is expanded to show 'All Content', 'Introduction', 'Submission Instructions', and 'Company Information'.

11. If Supplier wants to revise their response, click on 'Revise Response' and click on 'OK'.