



# aramco e-Marketplace

## Suppliers e-Bidding Guideline

Version 1.6

7/8/2019

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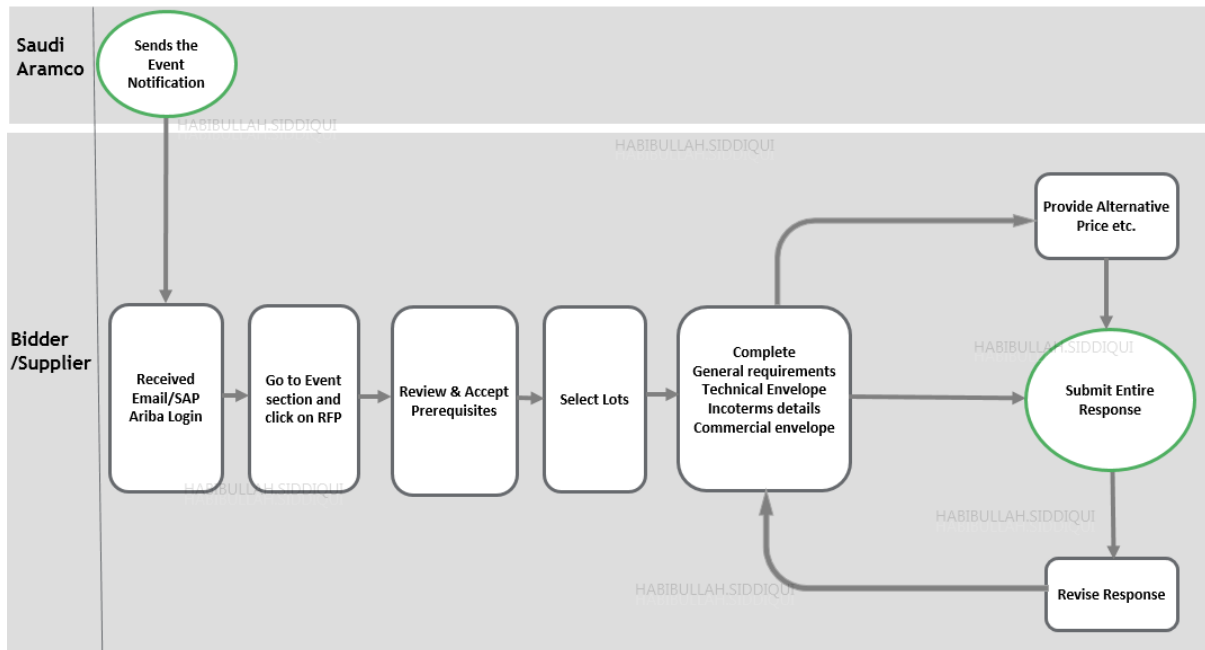
## Overview

The aramco e-Marketplace Supplier Tutorial will help bidders to 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 that assists bidders to participate in an e-bidding event and successfully submit the response/offer to buyer.

### NOTE

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

# Supplier e-bidding Process workflow



## Event Notification



Supplier will receive an email notification from Saudi Aramco.

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

Aramco e-Marketplace HABIBULLAH.SIDDIQUI

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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] 2 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

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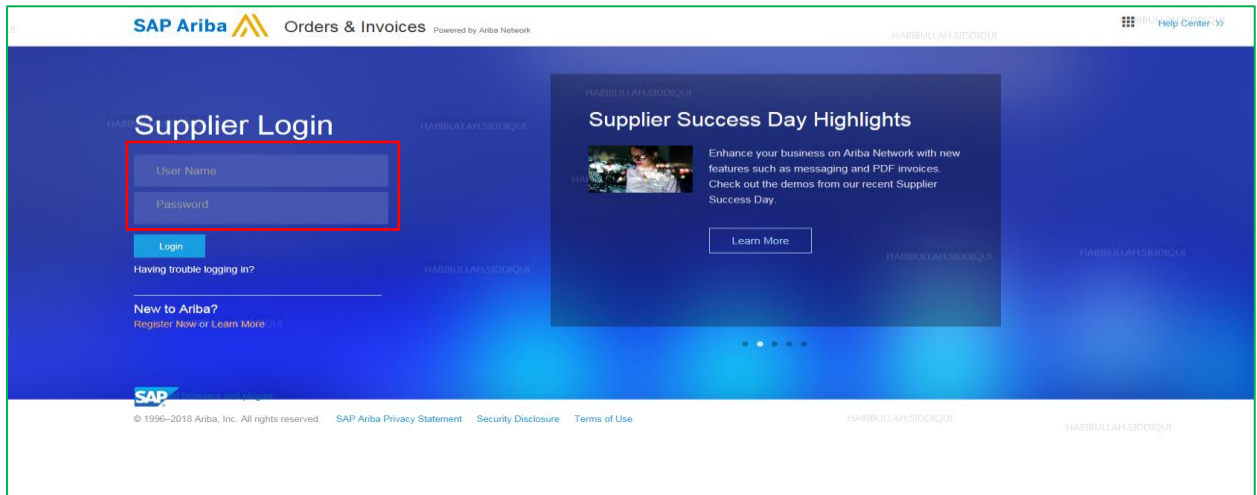
You are receiving this email because your customer, Aramco e-Marketplace, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Aramco e-Marketplace.  
Aramco e-Marketplace sourcing site, Event Doc936494: Aramco RFx, Realm: Aramco-e-Marketplace, Message ID: MSG187996, [Click Here](#) HABIBULLAH.SIDDIQUI


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Offices | Data Policy | Contact Us | Customer Support

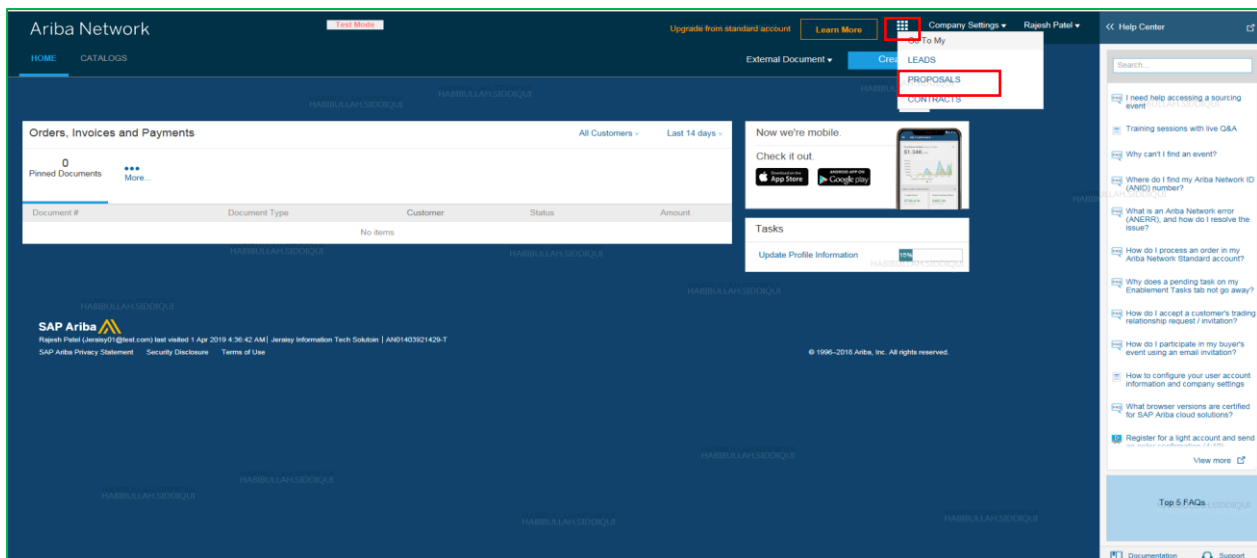
# SAP Ariba Supplier Login

Step	Action
1	Fill user name and password and click login.



Step	Action
2	Click Ariba apps icon  .

Step	Action
3	Click on Proposal.





There are three major sections in the dashboard such as -  
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 event.

The screenshot shows the Ariba Sourcing dashboard for user HABBULLAH SIDDIQUI. The dashboard includes sections for Events, Risk Assessments, Registration Questionnaires, Qualification Questionnaires, and Tasks. The Events section shows a table with columns for Title, ID, End Time, and Event Type. It includes a dropdown menu with options: Status: Completed (198), Status: Open (26), and Status: Pending Selection (350). The Registration Questionnaires section shows a table with columns for Title, ID, End Time, and Status. It includes a dropdown menu with options: Status: Open (1) and Aramco Supplier Registration Questionnaire. The Qualification Questionnaires section shows a table with columns for Title, ID, End Time, Commodity, Regions, and Status. The Tasks section shows a table with columns for Name, Status, Due Date, Completion Date, and Alert.



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 main content area displays a table of RFPs under the 'Events' section. The first row is highlighted with red boxes around the ID, End Time, and Event Type columns.

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	4/19/2019 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 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 get 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 Saudi Aramco.
- Also on the top right corner, you have a countdown timer that shows the remaining time until the bid closing date.

**Ariba Sourcing**

Go back to Aramco e-Marketplace - DEV Dashboard

Event Details Doc9535185 - Aramco\_4200020127

Time remaining: 59 days 19:05:15

**Event Messages**

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

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

**Event Overview and Timing Rules**

Owner: buyer11

Event Type: RFP

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

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

Currency: US Dollar

Allow participants to select bidding currency: Yes


SAP Ariba

Rajesh Patel (rajesh.patel@aramco.com) last visited 7 Apr 2019 4:38:09 AM Jersey Information Tech Solution AN61403621429-T

SAP Ariba Privacy Statement Security Disclosure Terms of Use

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# Review and accept prerequisite



**Prerequisite - All the terms, conditions and guidelines etc. related to sourcing event is defined, and supplier has read, understood and accepted it to participate in event.**

Step	Action
1	Review and accept prerequisite and click OK.

Ariba Sourcing
HABIBULLAH SIDDIQI
Doc9535185 - Aramco\_4200020127

**Prerequisites** Doc9535185 - Aramco\_4200020127

Prerequisites must be completed prior to participation in the event.

**1. Review Event Details**

You have been invited to present a proposal for the requisition described in your invitation.

**2. Review and Accept Prerequisite**

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 acknowledging 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 do 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.

**3. Submit Response**

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


1. You agree not to disclose information provided hereunder to any other party, except for such information which:
  - (a) At the time of disclosure is in the public domain;
  - (b) 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);
  - (c) 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
  - (d) You can show was received by you after the time of disclosure hereunder from a third party who did not require you to hold 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.
2. 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.
3. You agree that you will, 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, suppliers and subcontractors which is consistent with this agreement.
4. 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 enter from them a written agreement obligating them with respect to the said information to the same extent that you are obligated hereunder.
5. 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.
6. 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.
7. 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.
8. 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.
9. Notwithstanding to 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.
10. The disclosure of Confidential Information to you is non-exclusive, and the Saudi Aramco may disclose the Confidential Information to others at any time.
11. Notwithstanding to this Agreement no anything disclosed or provided hereunder shall be construed in any manner to create an obligation or expectation or right to enter into any contract, agreement, joint activity or business arrangement with you or the company or entity you represent.
12. Having this Agreement on anything disclosed or provided hereunder shall be construed in any manner to create an obligation or expectation or right 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.

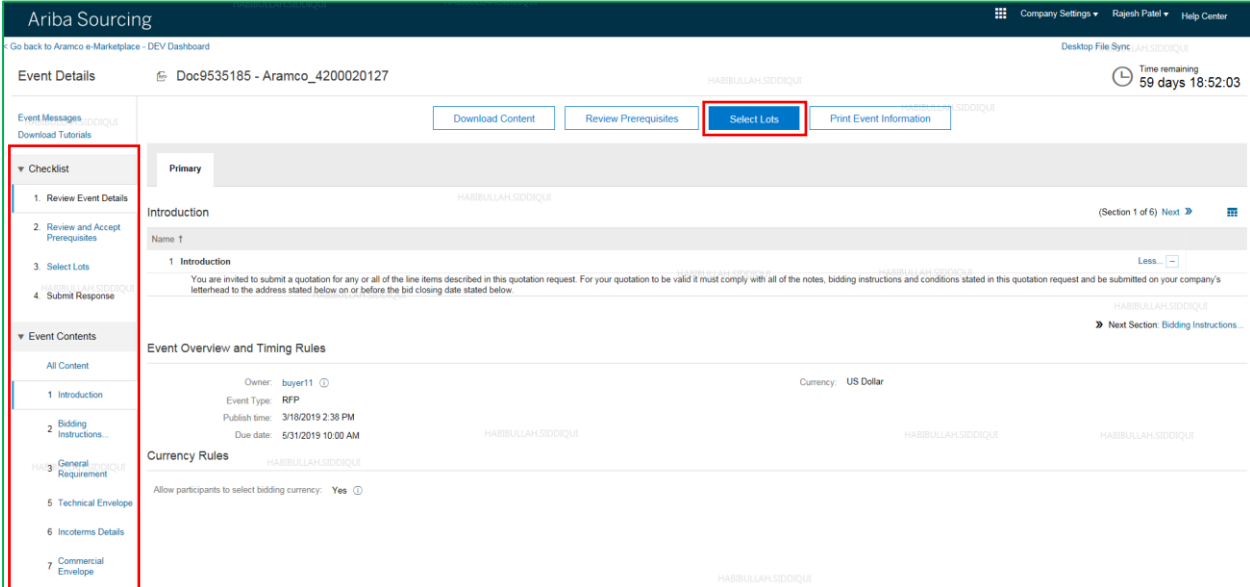
I accept the terms of this agreement.

I do not accept the terms of this agreement.


## Select Lots

	<p>The moment you accept the prerequisite, you will see other sections as Introduction -</p> <p><b>Bidding instructions</b> - Confirm acceptance of bidding instructions and conditions.</p> <p><b>General requirements</b> - Mention bid validity, packaging and labelling.</p> <p><b>Technical Envelope</b> - Attached technical documents &amp; part no. revision.</p> <p><b>Incoterms details</b> - Select delivery incoterms.</p> <p><b>Commercial Envelope</b> - Provide commercial information per line item.</p> <p><b>Select lots</b> - Line items which you want to participate.</p> <p><b>Submit response</b> - Review all sections and Submit response.</p>
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Step	Action
1	<b>Select Lots for the line item which you want to participate.</b>



The screenshot shows the Ariba Sourcing interface for an event titled "Doc9535185 - Aramco\_4200020127". On the left, a checklist is visible with the following items: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots (highlighted in red), and 4. Submit Response. The main content area shows the "Introduction" section, which includes a "Name 1" field and a "1 Introduction" section. Below this, there is an "Event Overview and Timing Rules" section with 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 that participants are allowed to select bidding currency (Yes).

	<p>The moment you select the lots, you will land to below page, which has details as “select currency”. Different currency can be selected for different lots.</p> <p>If you are not selecting any lot you have to select reason for not bidding.</p>
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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; <small>ABRASIVE BELT;            CATALOG INFO:            SPOOL TUBING WELLHEAD; AA FORGED CARBON OR LOW ALLOY FOR H2S;            CO2 &amp; 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 MR DD PR PR-2 (APPENDIX F); TR U</small>	UAE Dirham	(no value)
<input type="checkbox"/> 7.2 SPOOL; TUBING; 15 X 15 X 5 X 2; 5M PSI; <small>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            13-5B IN BTM-API 3000 BOTTOM-API 6B RING JOINT CONNECTION            BTM-API 9-5B IN PACK-OFF AA 45-SAMSS-005-API 6A-MR DD PR PR-2            (APPENDIX F); TR U AA "BOWL" TYPE; CAMERON S</small>	US Dollar	We don't carry a compatible part/material

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

Submit Selected Lots

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

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; <small>ABRASIVE BELT;            CATALOG INFO:            SPOOL TUBING WELLHEAD; AA FORGED CARBON OR LOW ALLOY FOR H2S;            CO2 &amp; 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 MR DD PR PR-2 (APPENDIX F); TR U</small>	UAE Dirham	(no value)
<input type="checkbox"/> 7.2 SPOOL; TUBING; 15 X 15 X 5 X 2; 5M PSI; <small>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            13-5B IN BTM-API 3000 BOTTOM-API 6B RING JOINT CONNECTION            BTM-API 9-5B IN PACK-OFF AA 45-SAMSS-005-API 6A-MR DD PR PR-2            (APPENDIX F); TR U AA "BOWL" TYPE; CAMERON S</small>	US Dollar	We don't carry a compatible part/material

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

Submit Selected Lots

**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

## 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 Saudi Aramco.

The screenshot displays the 'Introduction' section of a quotation request in the Saudi Aramco e-Marketplace. The interface includes a top navigation bar with the document ID 'Doc9535185 - Aramco\_4200020127' and a 'Time remaining' of 52 days 22:31:57. 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 main content area shows the 'Introduction' section with a '1 Introduction' heading. Below the heading, a message states: '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 page, a row of buttons is visible: 'Submit Entire Response' (highlighted in blue), 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'.

# Bidding Instructions and Conditions



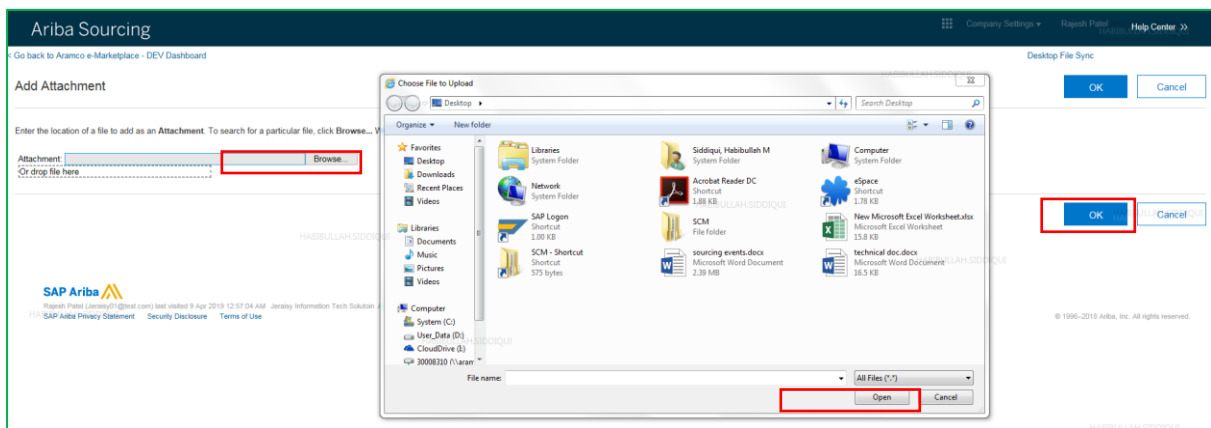
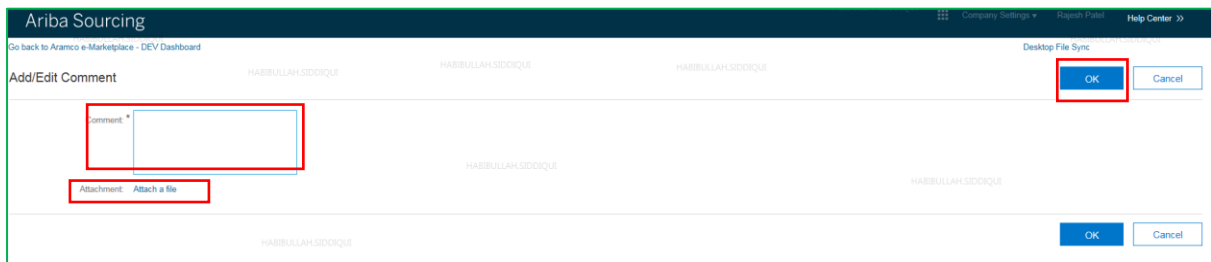
In Event Contents after Introduction click on Bidding Instructions and Conditions.

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

The screenshot shows the 'Bidding Instructions and Conditions' form in the Aramco e-Marketplace system. The form is titled 'Bidding Instructions and Conditions' and is part of a checklist. The checklist includes: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Response. The 'Event Contents' section on the left has 'Bidding Instructions...' highlighted. The main form area shows a question: '2.1 Do you accept the bidding instructions & conditions in this section?'. Below the question are three radio button options: 'Unspecified', 'Yes', and 'No'. The 'Unspecified' option is selected and highlighted with a red box. There are also buttons for 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'.

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

Step	Action
1	Write comments and you can attach file as well and click OK.
2	Click on Attach a file then click on Browse subsequently click on Open and OK.



# General Requirements



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

Step	Action
1	Type the Bid Validity Date.

Step	Action
2	Select Packaging and Labelling option from drop down.

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.

Thu, 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 Saudi 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 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 the 'Event Contents' section, where '5 Technical Envelope' is highlighted with a red box. The main content area is titled 'Technical Envelope' and is divided into sections. Section 5.1, 'Technical Documents', contains a requirement: '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.' An 'Attach a file' button is highlighted with a red box. Section 5.2, 'Part Number Revision/Obsolescence', contains a requirement: '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'. (\*) indicates a required field'. A dropdown menu for this requirement is open, showing 'Unspecified' as the selected option, with 'Yes' and 'No' as other options. The bottom of the interface features a navigation bar with buttons: 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'.

# Incoterms Details

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

The screenshot displays the Ariba Sourcing interface for document 'Doc9535185 - Aramco\_4200020127'. The main content area is titled 'Incoterms Details' and contains a form with the following elements:

- Form Fields:**
  - 'Name 1' (text input)
  - '6.1 Please select the delivery incoterms:' (dropdown menu with 'SAC - Saudi Aramco Carrier' selected, highlighted by a red box)
  - A note: '(\*) indicates a required field'
- Buttons:** 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'.
- Checklist (Left Sidebar):**
  - 1. Review Event Details
  - 2. Review and Accept Prerequisites
  - 3. Select Lots
  - 4. Submit Response
  - 5. **Incoterms Details** (highlighted with a red box)
  - 7. Commercial Envelope

# 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

Go back to Aramco e-Marketplace - DEV Dashboard

Doc9535185 - Aramco\_4200020127

Time remaining 52 days 19:46:05

Commercial Envelope

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 HQS; CQ2 & AMINE INHIBITOR ONE (1) EA IN BOTTOM FLANGE TEST POS;API 11 IN TOP-API 3000 TOP-API 6B RING JOINT CONNECTION TOP CONN;API 13-58 IN BTM-API 3000 BOTTOM-API 6B RING JOINT CONNECTION BTM;API 9-5/8 IN PACK-OFF MR DD FR 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

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

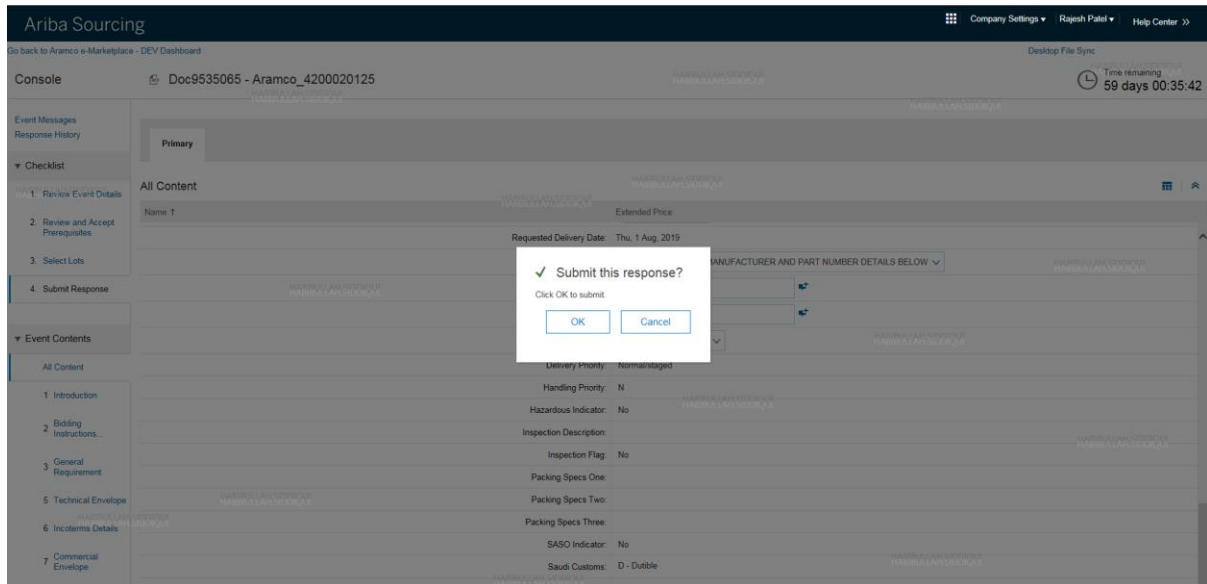
Remarks: testing

(\*) 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 again add/modify price/additional documents or comments etc.

Step	Action
1	Click Revise Response.

The screenshot shows the Ariba Sourcing interface for a bid titled 'Doc9535085 - Aramco\_4200020125'. The user 'HABIBULLAH SIDDIQI' is logged in. The interface displays a checklist on the left with steps: 1. Review Event Details, 2. Review and Accept Parameters, 3. Select Lots, and 4. Submit Response. The main area shows the 'All Content' section with various bidding instructions and conditions. A blue button labeled 'Revise Response' is highlighted with a red box in the top right area of the main content.

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 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

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
3	Click Price Alternative

The screenshot shows the Ariba Sourcing interface for document Doc9535185 - Aramco\_4200020127. A dropdown menu is open over the 'Create Alternative' button, with 'Pricing Alternative' selected and highlighted by a red box. The interface includes a left sidebar with a checklist, a main content area with sections like 'Introduction', 'Bidding Instructions and Conditions', and 'General Requirement', and a bottom toolbar with buttons like 'Submit Entire Response' and 'Alternative'.

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

The screenshot shows the 'Select Alternative Items' dialog box. The 'Alternative Name' field contains '7.1 SPOOL; Revise Price', which is highlighted with a red box. Below, a list of items is shown under the 'Commercial Envelope' section, with the first item '7.1 SPOOL; TUBING; 11 X 13 X 2 X 2; 3M PSI;' selected, also highlighted with a red box. The 'OK' button at the bottom right is also highlighted with a red box.

## Submit Alternative Price



You can submit revised price for the Lot you have selected. Primary price would be 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](#)

**Primary** **7.1 SPOOL; Revise Price**

**All Content**

Name	Extended Price
1 Introduction	More
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 Revisions/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	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 for Services



Following are the steps to submit alternative bid for service events.

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 Ariba Sourcing interface for document Doc9535065 - Aramco\_4200020125. A yellow banner at the top states, "You have submitted a response for this event. Thank you for participating." Below this, a blue button labeled "Revise Response" is highlighted with a red rectangular box. The main content area displays a table with columns for Name, Extended Price, and a "More" dropdown menu. The table lists various bid items under categories like Introduction, Bidding Instructions and Conditions, General Requirement, Bid Validity, Packing and Labeling, Technical Envelope, and Incoterms Details.

This screenshot shows the same Ariba Sourcing interface as above, but with a modal dialog box open in the center. The dialog box is titled "Revise Response?" and contains the text: "You have already submitted a response for this event. Click OK if you would like to revise your response." At the bottom of the dialog, there are two buttons: "OK" and "Cancel". Both buttons are highlighted with red rectangular boxes. The background interface is dimmed, showing the same "Revise Response" button and table as in the previous screenshot.

Step	Action
2	Click Excel Import

The screenshot shows the 'Event Messages' page for document 'Doc10914900 - Aramco\_6000005623'. The left sidebar contains a 'Checklist' with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Response. The main content area displays 'All Content' with a table listing sections like 'Introduction', 'RFP Information', 'Technical Section', and 'Commercial Envelope'. 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'.

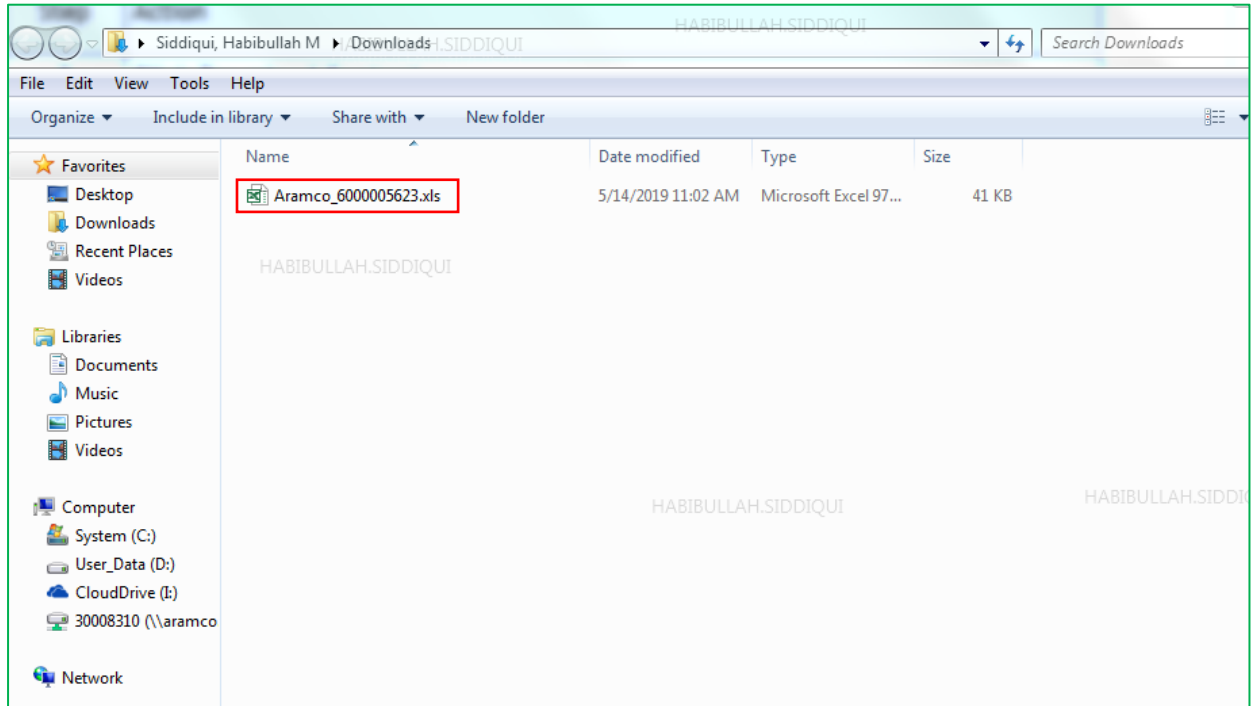
Step	Action
3	Click Download Content.

The screenshot shows the 'Import Response from Excel' page. It contains a list of 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 file input field 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.

 The 'Upload' button is also visible at the bottom of the steps. A 'Done' button is located in the top right corner of the page.

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





Sheet is password protected. You have to unprotect it by click on Review Tool Bar then click on 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. 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

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



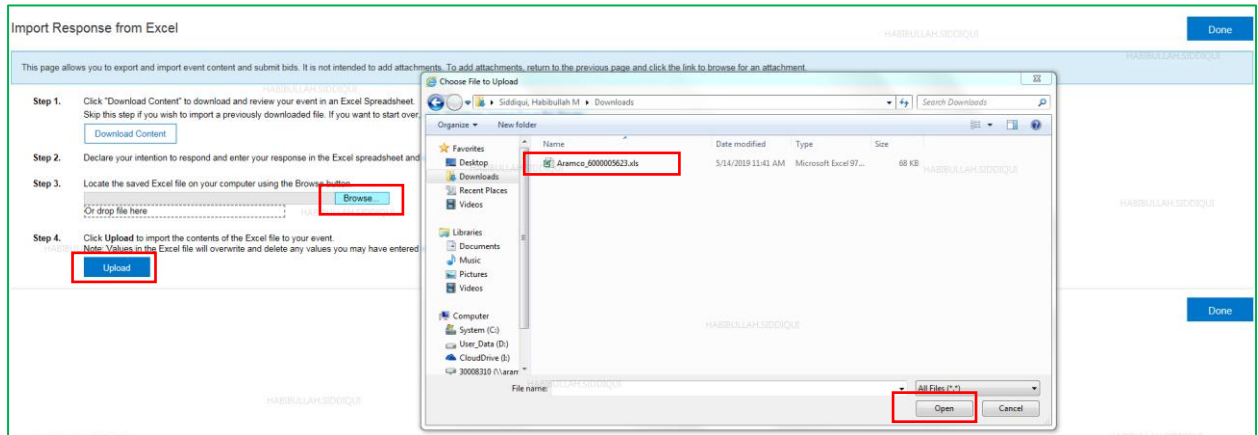
When the file is unprotected, now you can Copy and Paste the Line items, which you want to submit as an alternative bid in Technical Section and Commercial Envelope sheets, and specify alternative Name and Save it.

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 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
4.3	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.

