

Supplier Instructions to Participate to Sourcing Events



rompetrol

Agenda

Overview Cooperation with KMG Rompetrol

Participation in KMG Rompetrol Tenders

Updating Supplier Data



1.1 Invitation to Tender

Subject: KMG Rompetrol - TEST has invited you to participate in an event: test marti.



KMG Rompetrol - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: test marti. The event starts on Tuesday, July 30, 2019 at 4:00 AM, Pacific Daylight Time and ends on Wednesday, July 31, 2019 at 4:00 AM, Pacific Daylight Time.

[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.

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 Elena Monica Zaharia via telephone at or via e-mail at ElenaMonica.Zaharia@rompetrol.com.

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.

We look forward to working with you!

Thank You,

KMG Rompetrol - TEST



- When Rompetrol sends you an email with an invitation to tender, you will receive a **notification of invitation to tender by e-mail**.
- **Clicking here** in the email will take you to the auction event on SAP Ariba Network after entering the SAP Ariba Network account data.

1.1 Invitation to Tender

SAP Ariba  Proposals Powered by Ariba Sourcing

Supplier Login

Login

Forgot Username or Password

Company Settings ▾

Go To My

LEADS

PROPOSALS

ORDERS & INVOICES

- If you are not automatically redirected to the tender event, log in to the SAP Ariba Network as usual.
 - To do this, go to the website <https://supplier.ariba.com>
 - Make sure you are in the PROPOSALS view.
- To switch between views, click the tile icon in the upper-right window, and then click Proposals.

1.1 Invitation to Tender

Ariba Sourcing

KMG ROMPETROL - TEST

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in a

Events

Title	ID	End Time ↓
▼ Status: Completed (7)		
Final offer RFP Licences support renewal test	Doc295760815	10/8/2019 4:03 PM
RFP Licences	Doc295561398	10/8/2019 12:35 PM

- In the Events section, you can see your invitation to tender(s).
- Clicking on the tender link will take you to the tender event.

1.2 Overview of the invitation to tender

Doc296913967 - RFP 10.10.2019

Time remaining
6 days 23:58:01

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: [Dora Cocean](#) ⓘ

Event Type: RFP

Publish time: 10/10/2019 10:46 AM

Due date: 10/17/2019 10:46 AM

Currency: US Dollar

Regions: Romania Romania

- If you do not wish to participate in this call, click Reject Reply to end participation in the tender.

1.2 Overview of the invitation to tender

Doc296913967 - RFP 10.10.2019

Time remaining
6 days 23:58:01

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: [Dora Cocean](#) ⓘ

Event Type: RFP

Publish time: 10/10/2019 10:46 AM

Due date: 10/17/2019 10:46 AM

Currency: US Dollar

Regions: Romania Romania

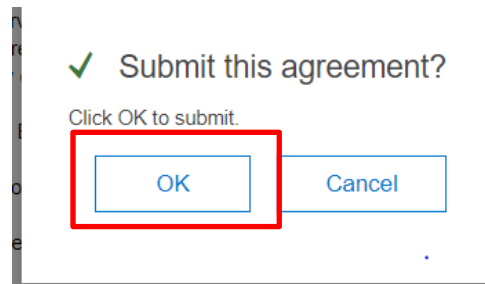
- If you would like to participate in the tender, check the preconditions in the first step.
- Note: In order to see **all tender details**, the prerequisites must first be checked.

1.2 Overview of the invitation to tender

- ☒ I accept the terms of this agreement.
- ☐ I do not accept the terms of this agreement.

OK

Cancel



- After reading the Terms, click On Consent I accept the terms of this Agreement and confirm your entry twice
- by clicking OK.

1.2 Overview of the invitation to tender

Event Details Doc296913967 - RFP 10.10.2019

Event Messages

Download Tutorials

Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

Download Content

Review Prerequisites

Select Lots

Print Event Information

Primary

All Content

Name ↑	Price	Estimated Quantity	Extended Price
▶ 1 Bidder Instruction			
▶ 2 Technical Section			
▶ 3 Commercial Section			

- You can use the **Checklist navigation bar** to navigate through the various steps of the alert.
- Alternatively, you can call up individual steps of the tender invite via the horizontal buttons.

1.2 Overview of the invitation to tender

Event Details

Doc296913967 - RFP 10.10.2019

Time remaining
6 days 23:30:19

Event Messages

Download Tutorials

Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites

Download Content

Review Prerequisites

Select Lots

Print Event Information

Primary

All Content

Name ↑	Price	Estimated Quantity	Extended Price
▶ 1 Bidder Instruction			

- In the next step, you select the advertised items for which you want to submit a quote by clicking **Select Lots**.

1.2 Overview of the invitation to tender

Select Lots Doc296913967 - RFP 10.10.2019

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit your response.

Checklist

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

Select Lots Select Using Excel

Lots Available for Bidding

☐	Name	Reason for not bidding
☐	3.3.1 Line Item 1	(no value) ▼

Confirm Selected Lots

- By clicking the checkbox before the respective lot, you can select the items for which you want to place a bid.
- By clicking **Submit Selected Lots**, you will now be sent to the tender for the items you have just selected.

1.2 Overview of the invitation to tender

Select Lots

Doc296913967 - RFP 10.10.2019

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit your bid.

[Select Lots](#) [Select Using Excel](#)

Checklist

1. [Review Event Details](#)
2. [Review and Accept Prerequisites](#)
3. [Select Lots](#)
4. [Submit Response](#)

Lots Available for Bidding

☐	Name	Reason for not bidding
☐	3.3.1 Line Item 1	(no value) ▼

[Confirm Selected Lots](#)

- If you do not wish to submit a bid for a lot, you must choose a reason for rejecting the offer.
- Click the arrow to open the selection criteria.

1.3.1 Reviewing the Offer

- The content for the invitation for tenders consists of three overarching sections, which must be followed in the course of the tender:
 -
 - **1. Bidder Instruction**
 - 1.1 General terms and Conditions
 - 1.2 Supplier Instructions
 - **2. Technical Section**
 - 2.1. Please review attached technical specification
 - 2.2. Please attach your technical proposal
 - **3. Commercial Section**
 - 3.1 Payment Terms
 - 3.2 Delivery Terms
 - 3.3 Pricing
 -

1.3.1 Reviewing the offer – Bidder Instruction

The screenshot displays the Rompetrol bidding platform interface. At the top, a dark navigation bar includes the Rompetrol logo, a 'Go To Dashboard' link, a 'TEST SITE' label, 'Preferences', and the user 'Mrs. Ana Yellow (Stop)'. Below this, the main header shows 'Console' and 'Doc296913967 - RFP 10.10.2019'. A left sidebar contains navigation links: 'Event Messages', 'Response History', 'Response Team', a 'Checklist' with steps 1-4, and 'Event Contents' with 'All Content'. The main content area is titled 'Primary' and 'Bidder Instruction'. It lists sections: '1 Bidder Instruction', '1.1 General Terms & Conditions', and '1.2 Supplier Instruction'. Under '1.2', there is an attachment '1.2.1 Instructions to participate to sourcing events' with a PDF icon and the filename 'InstructionsParticipatingSourcing Events.pdf'. A red box highlights the 'Bidder Instruction' section and the attachment. Another red box highlights a pop-up menu with 'Download this attachment' and 'Download all attachments' options. At the bottom, a row of buttons includes 'Submit Entire Response' (highlighted with a red box), 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. A bottom-left red box highlights a list item '1 Bidder Instruction'.

- In the Bidder Instruction, all information must be read, and all attachments downloaded.
- Attachments can be downloaded by clicking on the pop-up item behind the document name and then downloading all attachments.
- Mandatory fields are marked with an * and must be filled in.

1.3.1 Reviewing the offer – Technical Section

The screenshot displays the Rompetrol Test Site interface. At the top, a dark blue header bar contains the Rompetrol logo, navigation links like 'Go To Dashboard', 'Test Site', 'Preferences', and 'Acting as: Mrs. Ana Yellow Stop', along with search, print, and help icons. Below the header, a 'Console' section shows the document ID 'Doc296913967 - RFP 10.10.2019' and a clock icon indicating 'Time n 6 da'. The left sidebar features a 'Checklist' with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. Below the checklist is an 'Event Contents' section with 'All Content' and two items: '1 Bidder Instruction' and '2 Technical Section'. The '2 Technical Section' item is highlighted with a red box. The main content area is titled 'Technical Section' and includes a 'Primary' tab. It shows a list of items: '2.1 Please review attached technical specification' and '2.2 Please attach your technical proposal'. A 'References' dropdown menu is open for item 2.2, showing 'Reference Documents' and a file named 'Technical Specification.docx'. A red box highlights this dropdown menu. At the bottom of the main content area, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'.

- You will now continue to follow the structure of the tender for the second part of the Offer Overview, Technical Section, and review technical specification.

1.3.1 Reviewing the offer – Technical Section

The screenshot displays the Rompetrol Test Site interface. The top navigation bar includes the Rompetrol logo, a 'Go To Dashboard' link, the text 'Test Site', and user information 'Acting as: Mrs. Ana Yellow Stop'. The main content area is titled 'Console' and shows 'Doc296913967 - RFP 10.10.2019'. A left sidebar contains a 'Checklist' with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. Below the checklist is an 'Event Contents' section with '1 Bidder Instruction' and '2 Technical Section'. The main content area is titled 'Technical Section' and shows a list of items. Item '2.2 Please attach your technical proposal' is highlighted with a red box. To the right of this item is a button labeled '*Attach a file' with a plus icon, also highlighted with a red box. A large white arrow points from this button to a modal window titled 'Add Attachment'. The modal window contains a text input field for the file location, a 'Choose File' button, and a 'No file chosen' message. The 'Choose File' button and the 'No file chosen' message are highlighted with a red box. Below the text input field is a dashed line with the text 'Or drop file here'.

Console Doc296913967 - RFP 10.10.2019

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

- All Content
- 1 Bidder Instruction
- 2 Technical Section

Technical Section (Section 2 of 3) < Prev | Next

Name ↑

▼ 2 Technical Section

2.1 Please review attached technical specification References

2.2 Please attach your technical proposal

(*) indicates a required field

*Attach a file

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse**

Attachment: Choose File No file chosen

Or drop file here

You will now continue with attaching your technical offer by clicking on Attach a file.

1.3.1 Reviewing the offer – Technical Section

Primary

Technical Section (Section 2 of 3) < Prev

Name ↑	
▼ 2 Technical Section	
2.1 Please review attached technical specification References	
2.2 Please attach your technical proposal	* Technical Offer.docx Update file Delete file

(*) indicates a required field

- After you have uploaded the system, you will be able to see and find it in the tender.
- By clicking Delete File, you can delete the file again if you have uploaded an incorrect file.
- Maximum file size 100 MB;
- If there are more than one file:
 - a ZIP/Winrar archive must be uploaded
 - or
 - files can be added in the comments section

Comment: *

Attachment: [Attach a file](#)

1.3.1 Reviewing the offer – Commercial Section

rompetrol Go to Dashboard Preferences Acting as: Mrs. Ana Yellow Stop

Console Doc296913967 - RFP 10.10.2019

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

- 1 Bidder Instruction
- 2 Technical Section
- 3 Commercial Section

Primary

Commercial Section

Name ↑	Price
▼ 3 Commercial Section	
▼ 3.1 Payment Terms	
3.1.1 Please add your relevant payment terms (minimum 30 days)	*
3.1.2 Please attach your commercial offer	*Attach a file
▼ 3.2 Delivery Terms	
3.2.1 Please add your delivery terms (in number of days)	*
▼ 3.3 Pricing	

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose

Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse**

Attachment: No file chosen

Or drop file here

- Payment Terms – add the number of days for your payment terms
- You will now continue with attaching your commercial offer by clicking on **Attach a file**, and then attach the commercial offer file from your computer.

1.3.1 Reviewing the offer – Commercial Section

[Event Messages](#)
[Response History](#)
[Response Team](#)

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

All Content

1 Bidder Instruction

2 Technical Section

3 Commercial Section

Primary

Commercial Section

Name ↑	Price	Estimated t
▼ 3 Commercial Section		
▼ 3.1 Payment Terms		
3.1.1 Please add your relevant payment terms (minimum 30 days)	* 30	
3.1.2 Please attach your commercial offer	*  Commercial Offer.docx ▾ Update file Delete file	
▼ 3.2 Delivery Terms		
3.2.1 Please add your delivery terms (in number of days)	*	
▼ 3.3 Pricing		
3.3.1 Line Item 1 ▾	* USD 	20 Pieces
3.3.2 Line Item 2	* USD 	10 Pieces

(*) indicates a required field

- After you have uploaded the system, you will be able to see and find it in the tender.
- By clicking Delete File, you can delete the file again if you have uploaded an incorrect file.

1.3.1 Reviewing the offer – Commercial Offer

nt Messages
onse History
onse Team

hecklist

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

event Contents

All Content

1 Bidder Instruction
2 Technical Section
3 Commercial Section

Primary

Commercial Section (Section 3 c)

Name ↑	Price	Estimated
3.1.1 Please add your relevant payment terms (minimum 30 days)	30	
3.1.2 Please attach your commercial offer	* Commercial Offer.docx ▾ Update file Delete file	
▼ 3.2 Delivery Terms		
3.2.1 Please add your delivery terms (in number of days)	*	
▼ 3.3 Pricing		
3.3.1 Line Item 1 ▾	* USD	20 Pieces
3.3.2 Line Item 2	* USD	10 Pieces

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

█ Please add in the box your Delivery Terms, in number of days.

1.3.1 Reviewing the offer – Commercial Offer

Console

Doc296913967 - RFP 10.10.2019

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

- 1 Bidder Instruction
- 2 Technical Section
- 3 Commercial Section

Primary

Commercial Section

Name ↑	Price	Estimated
▼ 3 Commercial Section		
▼ 3.1 Payment Terms		
3.1.1 Please add your relevant payment terms (minimum 30 days)	* 30	
3.1.2 Please attach your commercial offer	*  Commercial Offer.docx ▾ Update file Delete file	
▼ 3.2 Delivery Terms		
3.2.1 Please add your delivery terms (in number of days)	* 60	
▼ 3.3 Pricing		
3.3.1 Line Item 1 ▾	* USD 	20 Pieces
3.3.2 Line Item 2	* USD 	10 Pieces

(*) indicates a required field

- You will now continue to follow the structure of the tender for the third part of the Commercial Offer Overview and fill in all the fields for the items you have selected.
- Mandatory information is marked with an * in the overview of the Tender Event Content.

1.3.1 Reviewing the offer – Offer Overview

	Price	Estimated Quant
*  Technical Offer.docx ▾ Update file Delete file 		
* 30		
*  Commercial Offer.docx ▾ Update file Delete file		
* 60		
* \$1,200.00 USD  20 Pieces		

OK Abbrechen

Add/Edit Comment

Comment: *

Attachment: [Attach a file](#)

- The speech bubble with the plus can be used to insert a comment when uploading.
- An additional annotation can be entered in the newly opened window.
- By clicking Attach File, the document can be attached and uploaded with a click on OK.

1.3.1 Reviewing the offer – Offer Overview

 Doc296913967 - RFP 10.10.2019

Event Messages

Response History

Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

All Content

1 Bidder Instruction

2 Technical Section

3 Commercial Section

Primary

All Content

Name ↑

2.1 Please review attached technical specification  [References](#)

2.2 Please attach your technical proposal

▼ 3 Commercial Section

▼ 3.1 Payment Terms

3.1.1 Please add your relevant payment terms (minimum 30 days)

3.1.2 Please attach your commercial offer

▼ 3.2 Delivery Terms

3.2.1 Please add your delivery terms (in number of days)

▼ 3.3 Pricing

3.3.1 Line Item 1 ▼

(*) indicates a required field

Compose New Message

From: CITY GATE BUCHAREST S.R.L. (Mrs. Ana Yellow)

To: Project Team

Subject: Doc296913967 - RFP 10.10.2019

Attachments: [Attach a file](#)

— size —

— font —

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

- If you have any questions, you can send a message directly to the respective contact person from Rompetrol call by clicking on Compose message.
- This communication route is recommended by Rompetrol.

1.3.1 Reviewing the offer – Offer Overview

Console Doc296913967 - RFP 10.10.2019

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

All Content

1 Bidder Instruction

2 Technical Section

3 Commercial Section

Primary

All Content

Name ↑	Price
2.1 Please review attached technical specification References	
2.2 Please attach your technical proposal	* Tech
▼ 3 Commercial Section	
▼ 3.1 Payment Terms	
3.1.1 Please add your relevant payment terms (minimum 30 days)	* 3.1.1
3.1.2 Please attach your commercial offer	* Cor
▼ 3.2 Delivery Terms	
3.2.1 Please add your delivery terms (in number of days)	* 60
▼ 3.3 Pricing	
3.3.1 Line Item 1 ▼	* \$1,200.

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

- Once all the required fields of the offer for the tender have been completed and documents have been uploaded, the invitation to tender can be submitted by clicking On Submit Entire Response button.
- Note:** As long as you do not submit the entire answer, you can always save your information during the tender period and edit it later.

Updating Supplier Account Information

- Both the first entry of your company data as well as the responsibility to keep your data up-to-date is carried out by you as a supplier via the SAP Ariba Network.
- Updating your data is done by updating the supplier registration questionnaire. At the same time, you need to keep your data up-to-date in your Ariba account.
- At least once a year, the data must be checked by you for accuracy and completeness.
- For this purpose, you will receive system-generated information as a reminder.

Updating General Data on SAP Ariba Network



The screenshot shows the Ariba Sourcing dashboard. The top navigation bar is dark blue with the 'Ariba Sourcing' logo on the left. Below the logo, it says 'KMG ROMPETROL - TEST'. On the right side of the navigation bar, there are links for 'Company Settings', 'Negotiation Task Do...', and a user profile icon. The user profile icon has a dropdown arrow next to it, which is highlighted with a red box. The dropdown menu is open, showing options: 'Logout', 'My Account' (highlighted with a red box), 'My Community Profile', and 'Switch To'. Below the navigation bar, there is a message: 'There are no matched postings.' and a welcome message: 'Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service and cost. Ariba administrators this site in an effort to ensure market integrity.'

- In the dashboard, click the arrow next to your name in the top right corner, and then click My Account to update your data.

Updating General Data on SAP Ariba Network

Ariba Sourcing

My Account

* Indicates a required field

Account Information

Username: * john.smith@bearingpoint.com ⓘ
[Change Password](#)

Email Address: * x.y@bearingpoint.com

First Name: * John

Middle Name:

Last Name: * Smith
[Personal Information Change Log](#)

Business Role: Accounts Receivables ▾

Preferences

Preferred Language: English ▾ ⓘ

Preferred Timezone: * America/Los_Angeles ▾ ⓘ

Default Currency: * Czech Koruna [Select Currency](#) ⓘ

☐ Allow Me to Save Filter Preferences in the Inbox/Outbox

Contact Information

Country Area Number Extension

Phone: * USA 1 ▾

- Your Ariba account must always keep your data up-to-date as it is used to collaborate with Rompetrol.
- You can secure the data by clicking Save and get right back to the Dashboard.
- There is **no reminder** that you need to keep your data up-to-date, **this is your responsibility.**

Contact Support

- If you have any problems, please contact:
- **Professional support:** For technical questions about the business content of the tender, please contact the respective Rompetrol contact person directly via the news centre as described in this training document.
- **Technical support:** If you have any technical questions about the tender tool in the context of a Rompetrol registration, qualification, sourcing tender event participation or data update, please contact supplier-support@rompetrol.com