



EMA How-To Guides

User guide for Equinor Suppliers:
Manage Existing Agreements



Content

Learning Objectives

The purpose of this guide is to support Equinor suppliers in using the new solutions for establishing and managing strategic agreements with Equinor

Who is this for?

Equinor Suppliers



- | | |
|----|--|
| 01 | <u>Negotiate changes in an existing contract</u> |
| 02 | <u>Signing changes in an existing contract</u> |
| 03 | <u>Registering as an Equinor supplier in SAP Business Network (if requested)</u> |

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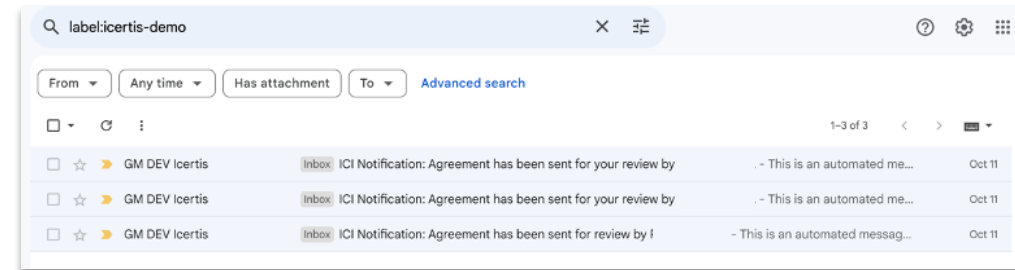
**01****Negotiate changes in an existing contract****02****Signing changes in an existing contract****03****Registering as an Equinor supplier in SAP Business Network (if requested)**

Negotiate contract changes with Equinor

Equinor has a built-in functionality in their new systems to send documents to Suppliers for review and editing. This functionality is referred to as “**Request Review**” from now on.

This functionality will enable negotiation directly in the system (Icertis), streamlining the document sharing throughout the negotiation process

When Equinor **Requests Review** from the supplier, the supplier will receive three system-generated emails, proceed to the next slide to see what the emails are for



Note: The same functionality will be used to negotiate new agreements



Negotiate contract changes with Equinor

Email 1

The **first** email you receive is a generic notification informing you that Equinor has requested you to review document. The purpose of this email is just to inform, and will not be used for anything else in the continuation of the review

ICI Notification: Amendment has been sent for review for Manage Course Week 44

GM Test Icertis <gm_test_licertis@equinor.com>  Reply  Reply All  Forward

This is an automated message informing you that an Amendment has been sent for review for Manage Course Week 44 . This is a notification only.

Name: Manage Course Week 44
Primary Owner: !

You may view the record [here](#).

If the above link does not work for some reason, try the following:

1. Select and copy the entire link. 2. Open a browser window and paste the link in the address bar. 3. Press Enter or Return on your keyboard.

Regards,
The ICI Team

The information contained in this message may be CONFIDENTIAL and is intended for the addressee only. Any unauthorized use, dissemination of the information or copying of this message is prohibited. If you are not the addressee, please notify the sender immediately by return e-mail and delete this message.
Thank you

Email 2

The **second** email you receive includes a link to proceed to the document in Icertis

ICI Notification: Amendment Manage Course Week 44 -

GM Test Icertis <gm_test_licertis@equinor.com>  Reply  Reply All  Forward

This is an automated message informing you that an Amendment **Manage Course Week 44** has been sent for review
This is a notification only.

Name: Manage Course Week 44
Primary Owner:

To access the record, [click here](#) Note: This link is valid for 7 day(s). In case of any issues, please get in touch with the Primary Owner.
Amendment Record with Reference ID: 99592130

If the above link does not work for some reason, try the following:

1. Select and copy the entire link. 2. Open a browser window and paste the link in the address bar. 3. Press Enter or Return on your keyboard.

The information contained in this message may be CONFIDENTIAL and is intended for the addressee only. Any unauthorized use, dissemination of the information or copying of this message is prohibited. If you are not the addressee, please notify the sender immediately by return e-mail and delete this message.
Thank you

Email 3

The **third** email you receive includes an access code that you will need to access the link sent through the **second** email

ICI Notification: Amendment Manage Course Week 44

GM Test Icertis <gm_test_licertis@equinor.com>  Reply  Reply All  Forward

This is an automated message informing you that an Amendment **Manage Course Week 44** has been sent for review !
This is a notification only.

Name: Manage Course Week 44
Primary Owner: !

To access record use passcode: 069631 (2 Attempt(s) remaining till 12:00 AM) Note: This passcode is valid for 10 minute(s). In case of any issues, please get in touch Owner.

Amendment Record with Reference ID: 99592130

Note: Enter the passcode to view the Record. Please refer to the amendment record with the same Reference ID.

The Content of this email is confidential and intended for the recipient only. Please do not share this information with anyone.

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Thank you

Negotiate contract changes with Equinor

To review the document and make changes

1. Click the link in **Email 2**. This will open Icertis in your browser
2. Use the Access Code in **Email 3** to log into the popup in Icertis

ICI Notification: Amendment Manage Course Week 44

GT GM Test Icertis <gm_test_icertis@equinor.com>

☺ Reply Reply All Forw

This is an automated message informing you that an Amendment **Manage Course Week 44** - has been sent for review
This is a notification only.
Name: Manage Course Week 44 -
Primary Owner:

1 To access the record [click here](#) Note: This link is valid for 7 day(s). In case of any issues, please get in touch with the Primary Owner.
Amendment Record with Reference ID: 99592130

If the above link does not work for some reason, try the following:
1. Select and copy the entire link. 2. Open a browser window and paste the link in the address bar. 3. Press Enter or Return on your keyboard.

 Icertis

Verify Email
Enter the 6 digits code below sent to your email

Submit

The information contained in this message may be CONFIDENTIAL and is intended for the addressee only. Any unauthorized use, dissemination of the information or copying of this message is prohibited. If you are not the addressee, please notify the sender immediately by return e-mail and delete this message.
Thank you

* A user can generate a code only 3 times in a day (0 Attempt(s) remaining till 12:00 AM)
Regenerate code tomorrow after 12:00 AM

Email 2

ICI Notification: Amendment Manage Course Week 44

GT GM Test Icertis <gm_test_icertis@equinor.com>

☺ Reply Reply All Forw

This is an automated message informing you that an Amendment **Manage Course Week 44** - has been sent for review
This is a notification only.
Name: Manage Course Week 44 -
Primary Owner:

2 To access record use passcode: 069631 (2 Attempt(s) remaining till 12:00 AM) Note: This passcode is valid for 10 minute(s). In case of any issues, please get in touch with the Primary Owner.
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Thank you

Email 3

Negotiate contract changes with Equinor

1. Now you can start to review and edit the document as you like. To edit the document, you have two options:

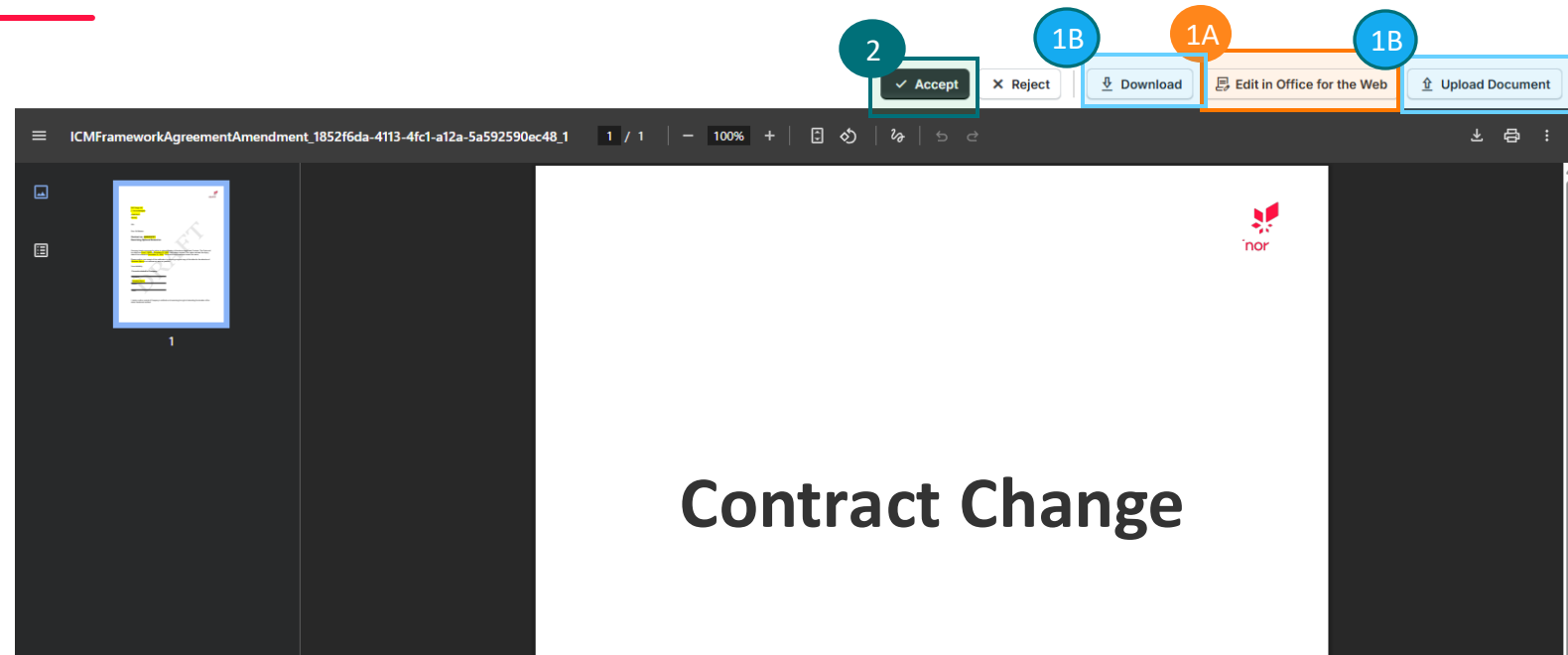
1A) Edit in Office For The Web; this enables you to edit the document in Icertis directly

- For this click “**Edit in Office for Web**” button
- To exit the editing mode, click “**Check In**”

1B) Download the document, make the changes in “Word, and upload the edited file

2. Once you are done editing and want to send the document back to Equinor; click the “**Accept**” button.

Note; You cannot continue editing the document after you have clicked Approve! If you want to do additional changes, you need to send an email to Equinor to have them trigger a **Request Review** task again



Note: You cannot add, edit or remove Word comments in Icertis. To do this, you need to download the document, add your comments in Word program and upload the document to Icertis. These comments will be visible in the document sent to Equinor when you click Accept

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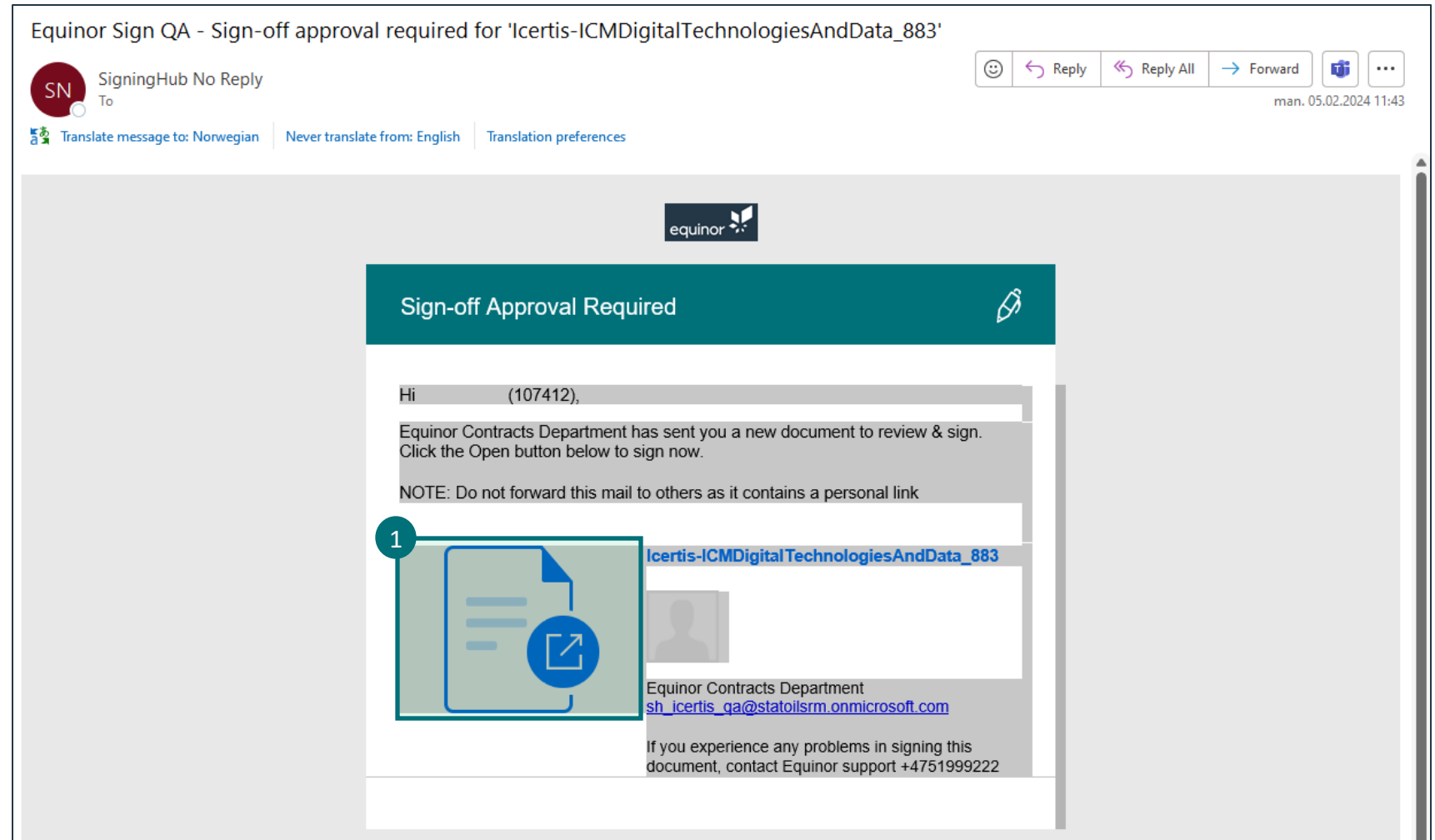
Equinor Suppliers



- | | |
|----|---|
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Signing documents electronically

- Changes to an existing contract are either signed **electronically** through SigningHub, or **manually** through hand signing
 - When Equinor wants a document to be signed electronically by the supplier, **SigningHub** will be used
 - When a signature is required you will receive an email and be asked to continue to SigningHub by clicking the link provided in the email
1. In the email, click the symbol in the picture to enter the document that needs to be signed



Signing documents electronically

How to sign a document using SigningHub:

1. Choose the signature that you want to sign with
2. Click **sign here**
3. Complete the process by clicking **SIGN NOW**

For and on behalf of Company:

Signature:

OTHER NAME

Name:

Date:

or and on behalf of Contractor:

Sign here

Signature:

YOUR NAME

Name:

Date:

RECIPIENTS (2)

OTHER NAME

FIELDS

Add Text

SIGN

YOUR NAME Draw Upload

Michael Vu (107412)

YOUR NAME

SIGN NOW CANCEL

Note: Signatory shall always be someone that holds the authority to sign on behalf of the entity entering into the agreement

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Supplier registration in SAP Business Network

If Equinor requires collaboration through the EMA solution, you may be asked to register on the SAP Business Network. This can be done by either registering a new supplier account (if not already registered) or linking an existing account to Equinor.

- Equinor will trigger the registration process by sending an email to the supplier contact. This email will contain a link to continue the registration through the SAP Business Network
- Click the **Link**

This link is only valid for 72hrs. If the link has expired, you need to request Equinor to re-send the invitation. Please contact your Equinor contact for this.

Equinor

THIS IS AN AUTOMATED EMAIL. PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL.

Dear Supplier Name

The Supplier Onboarding Team at Equinor - TEST invites you to register as a supplier.

Equinor - TEST uses SAP Business Network to manage its sourcing activities and to collaborate with suppliers. [Click Here](#) to start the 'Registration Process' by creating an account with SAP Business Network or login to your existing account.

You are notified that your Registration process is currently at : **1. Request Submitted > 2. Request Approved > 3. Registration Invitation Sent > 4. Registration Questionnaire Submitted > 5. Registration Approved** stage.

To complete the registration, please fill and submit 'Supplier Registration Questionnaire'. You are encouraged to follow the below rules to speed up the registration process.

- Be diligent in providing the requested information as incomplete or incorrect input will result to rejection of your registration.
- Upload all attachments in clear PDF and/or JPEG formats only.
- Check emails regularly for notifications from the Supplier Onboarding Team

Please visit <https://www.equinor.com/about-us/key-information-for-suppliers> to find more information.

For system related queries, please visit <https://support.ariba.com/help> directly.

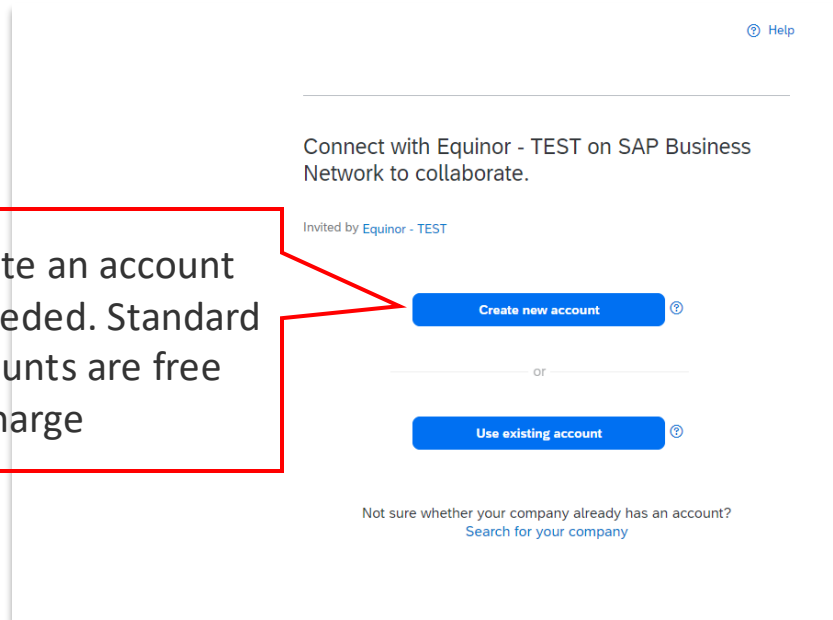
Best regards,
Supplier Onboarding Team
Equinor - TEST

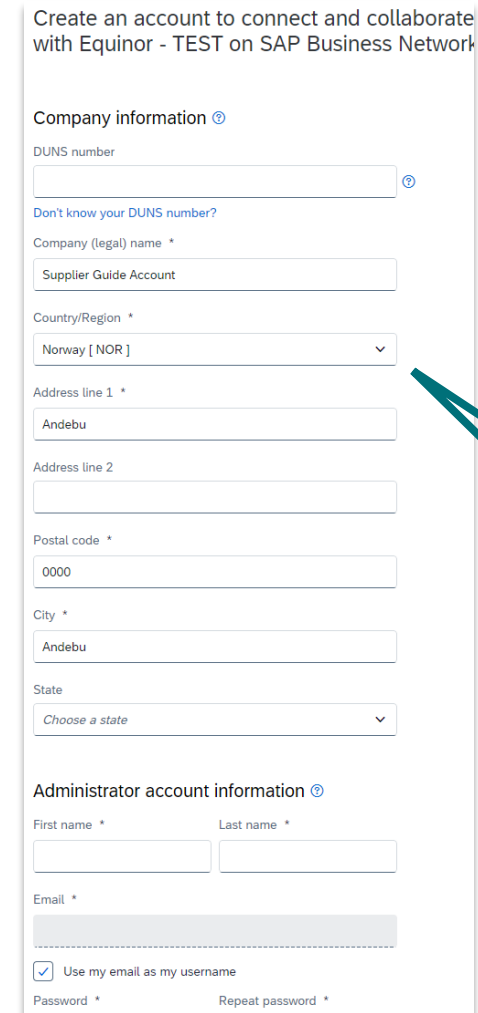
Click the link

Supplier registration in SAP Business Network

1. Click on either **Create new account** or **Use existing account** dependent on whether you already have an account in SAP Business Network
2. Fill in the necessary information

Create an account if needed. Standard accounts are free of charge

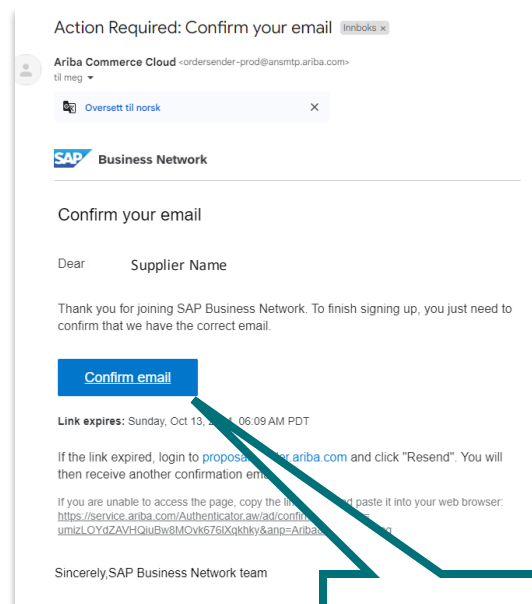




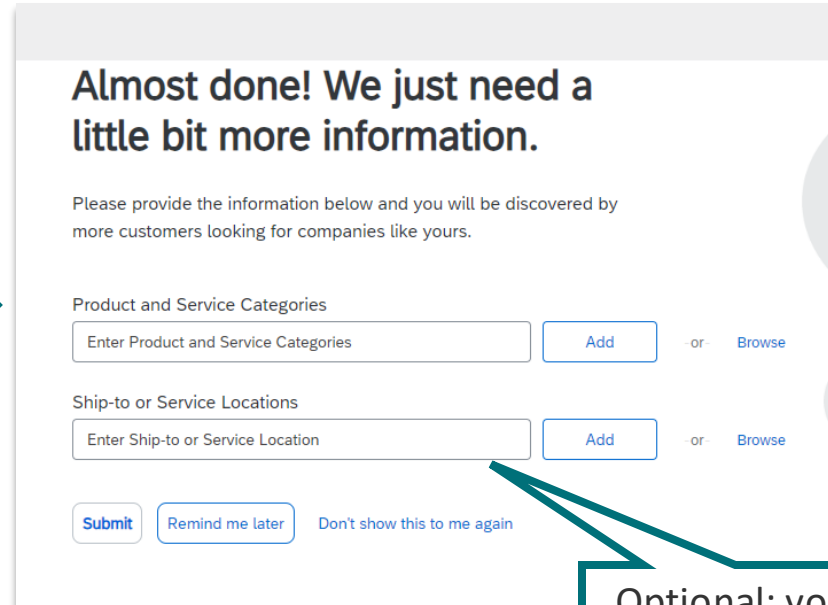
Fill in necessary attributes

Supplier registration in SAP Business Network

- When signing up as a new account, you will have to confirm your email address. The confirmation link lasts for 72hours. If the confirmation link has expired before you make confirmation, follow the provided steps in the same email to receive another confirmation link
- Follow the system guided steps. When done, you have successfully created an account in SAP Business network. This enables Equinor to send you RFIs and RFPs and enables you to use the system provided communication tools (see the section “**Communication with Equinor**”)



Confirm email



Optional: you can skip this if not relevant

You have successfully created an account!

How to add a new user to your company's SAP Business Network supplier account

- If several people require access to your SAP Business network account, your supplier account administrator can add users with the following steps:
- To add users to the account, you must first create at least one role. You can assign multiple users to the same role or create a separate role for each user.

Step 1) Create a role

1. In the upper-right corner of the application, click **[User Initials] > Settings** and select **Users**.
2. Under the **Manage Roles** tab, click .
3. Enter a **Name** for the role.
4. Select the appropriate permissions using the check boxes.
5. Click **Save**.

Step 2) Create a user

1. In the upper-right corner of the application, click **[User Initials] > Settings** and select **Users**.
2. Click the **Manage Users** tab.
3. Click the  icon.
4. Enter the user's information (**Username**, **Email Address**, **First Name**, **Last Name** and **Phone**).
5. Select a role in the **Role Assignment** section.
6. Assign a customer (**All customers** or **Select Customers**).
7. Click **Save**.

Step 3) User log in

- After you create the user, the user receives an email with the username and a temporary password
- The temporary password will be valid for 24 hours
- The user must access the account and change the password when logging in for the first time

Thank you for reading our
Equinor Supplier guide on the
EMA Solution

For any questions, please reach out to the
Equinor contact

