

EMA Version 1.0 How-To Guides

User guide for Equinor Suppliers:
Establish New 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	Registering as an Equinor supplier
02	Receiving requests for information (RFI), requests for proposal (RFP) and submitting response
03	Negotiate new agreements with Equinor
04	Communicating with Equinor during RFIs and RFPs
05	Signing new agreements

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Supplier registration in SAP Business Network

If Equinor requires collaboration through the EMA solution, such as during RFPs when entering into strategic agreements, suppliers must be connected as an Equinor supplier in 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/why-information-for-suppliers> to find more information.

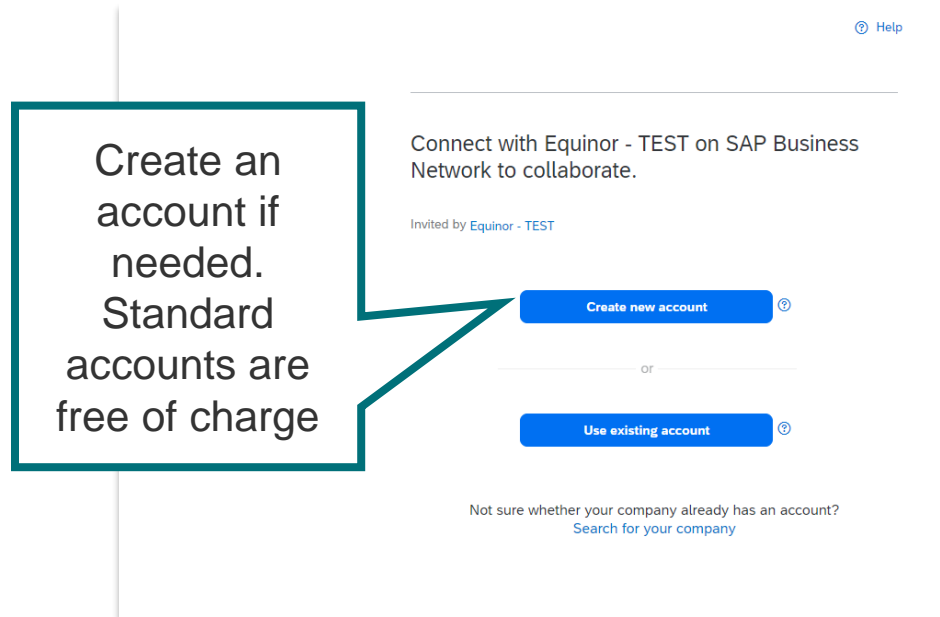
For system related queries, please visit <https://support.ariba.com/help> directly.

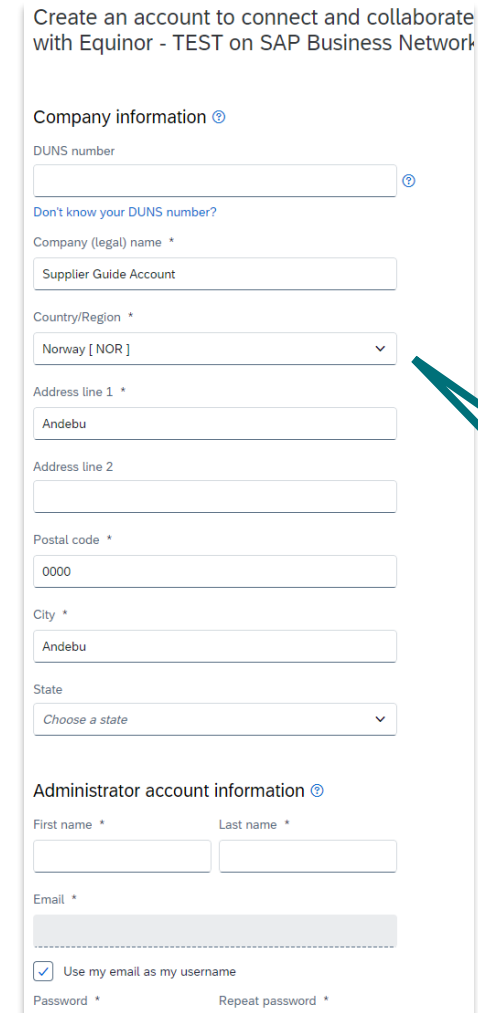
Best regards,
Supplier Onboarding Team
Equinor - TEST

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

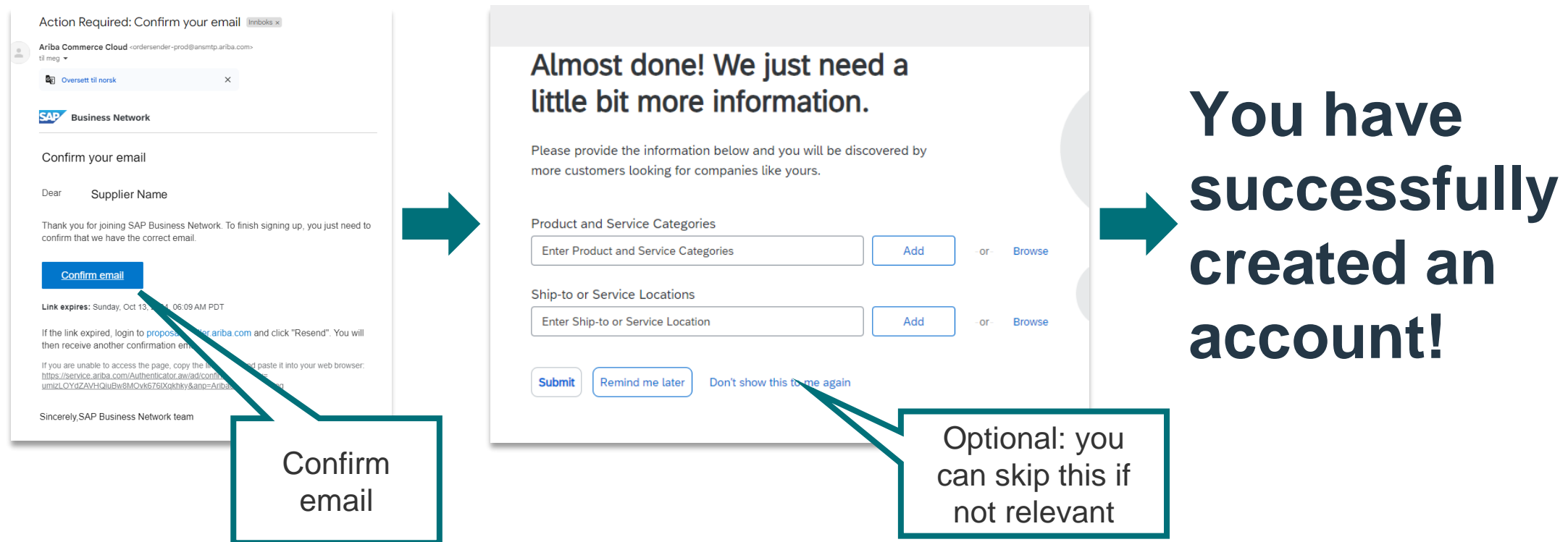




Fill in necessary attributes

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 “Communicating with Equinor during RFIs and RFPs”)



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

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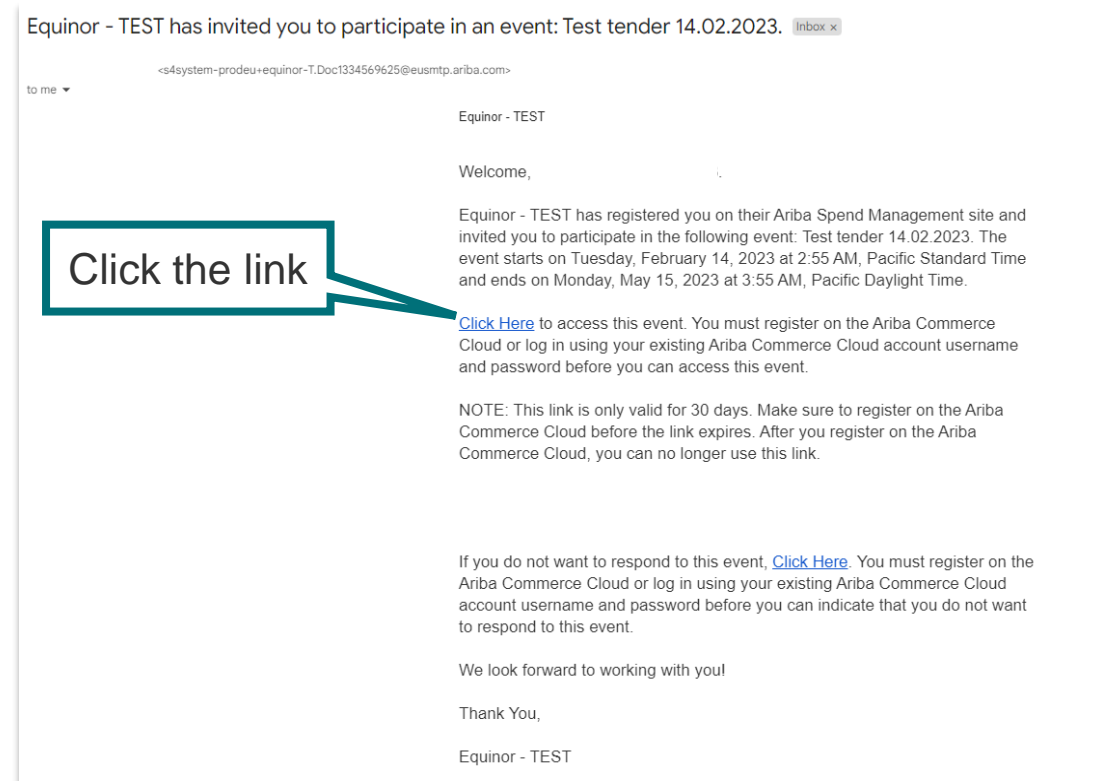
Equinor Suppliers



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When you are invited to participate in an RFI or RFP you will be informed through an email

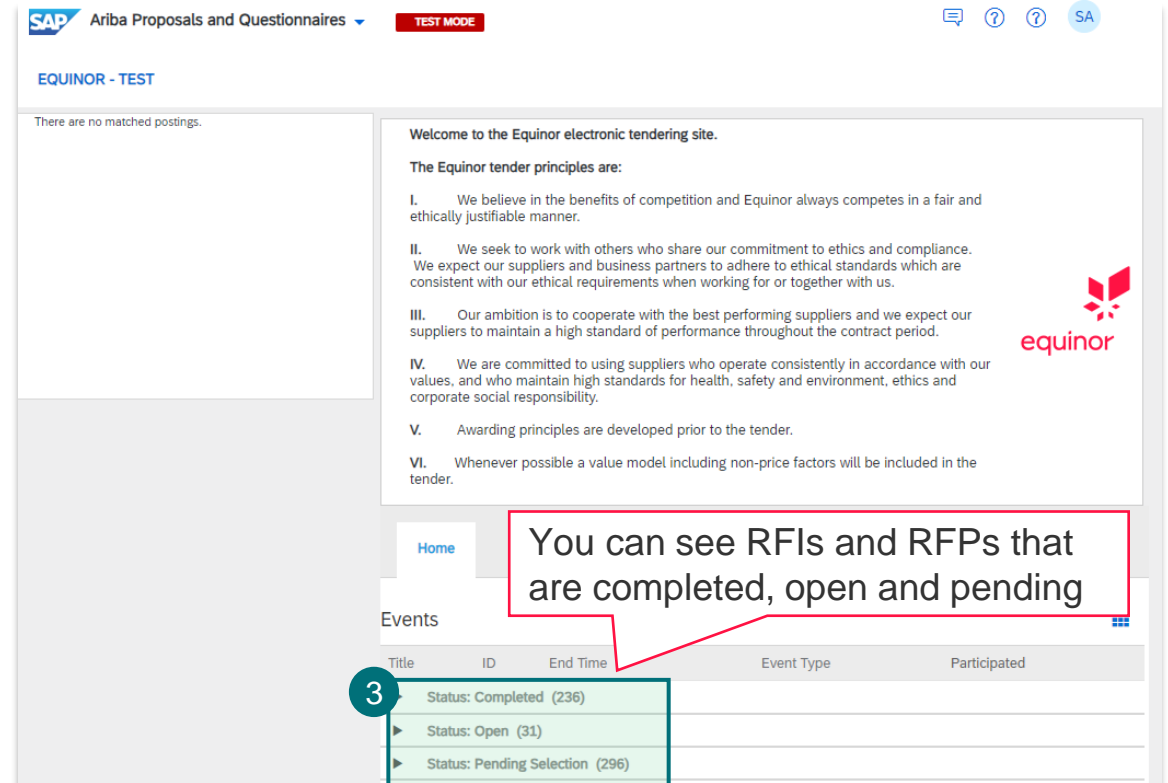
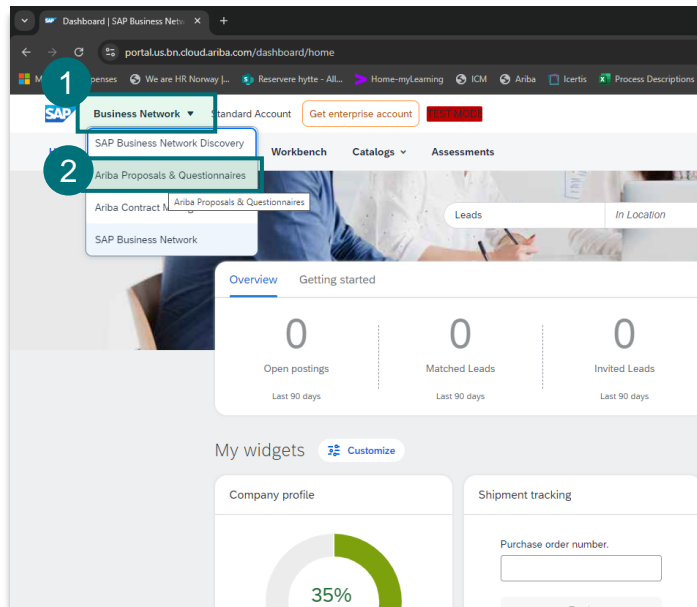
- Once Equinor has invited you to participate in an RFI or RFP, you will receive an email asking you to click the link and proceed to SAP Business Network
- Click the **Link**



You can also go to the RFI / RFP by logging into the SAP Business Network website

Link to [SAP Business Network](#) website

1. Once logged in, click **Business Network**
2. Click **Ariba Proposals And Questionnaires**
3. You can expand the folders, and click into the RFI/RFP you want to view



There are no matched postings.

Welcome to the Equinor electronic tendering site.

The Equinor tender principles are:

- I. We believe in the benefits of competition and Equinor always competes in a fair and ethically justifiable manner.
- II. We seek to work with others who share our commitment to ethics and compliance. We expect our suppliers and business partners to adhere to ethical standards which are consistent with our ethical requirements when working for or together with us.
- III. Our ambition is to cooperate with the best performing suppliers and we expect our suppliers to maintain a high standard of performance throughout the contract period.
- IV. We are committed to using suppliers who operate consistently in accordance with our values, and who maintain high standards for health, safety and environment, ethics and corporate social responsibility.
- V. Awarding principles are developed prior to the tender.
- VI. Whenever possible a value model including non-price factors will be included in the tender.

You can see RFIs and RFPs that are completed, open and pending

Title	ID	End Time	Event Type	Participated
Status: Completed (236)				
Status: Open (31)				
Status: Pending Selection (296)				

Accept prerequisites

1. Once in the RFI / RFP, click **Review Prerequisites** to see the terms you need to agree on in order to see the RFI/RFP content
2. Then in the next page, accept the terms and any other mandatory Prerequisites
3. Select **Yes**
4. Click **OK**

Ariba Sourcing Company Settings Feedback Help

Go back to Equinor - TEST Dashboard Desktop File Sync

Event Details Doc2215578558 - RFP to supplier Time remaining 119 days 23:33:47

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.

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

Event Overview and Timing Rules

Owner: Currency: Norwegian Krone
 Event Type: RFP Commodity: Chemicals including Bio Chemicals and Gas Materials 12
 Regions: APAC Asia Pacific
 Initial Contract Period (in Months): 12

Publish time: 10/10/2024 4:17 PM
 Due date: 2/7/2025 3:17 PM

Currency Rules

Allow participants to select bidding currency: Yes



Ariba Sourcing Company Settings Help

Go back to Equinor - TEST Dashboard Desktop File Sync

Prerequisites Doc2215578558 - RFP to supplier

Checklist

1. Review Event Details

2. Review and Accept Prerequisites **2** I accept the terms of this agreement. [View Bidder Agreement](#)
 I do not accept the terms of this agreement.

3. Submit Response

Prerequisites

Name ↑

1.0 Acknowledgement of Enquiry

1.1 Acknowledgement of Enquiry
 Tenderer shall confirm the following within 3 workdays of having received the Enquiry by selecting "Yes".

- We acknowledge receipt of the Enquiry
- We agree to comply with the requirements of the Instructions to Tenderers, hereunder the requirements for confidentiality.
- We will submit a Tender, and the Tender will be submitted within the due date.

3 Yes

In the event Tenderer does not wish, or is unable to submit a Tender, they shall select "No" as confirmation of not submitting a Tender while providing a reason in the comments. If applicable Tenderer will destroy all hard and electronic copies of the Enquiry Documents or any information obtained from qualification, RFI, or any other processes where information about the tender may have been obtained.

2.0 INTRODUCTION

3.0 SCOPE OF WORK [Less...](#)

The attached draft agreement describes the Scope of Work that is requested by Company in this Tender and that shall be subject to Tenderer's price quote and Tender response.

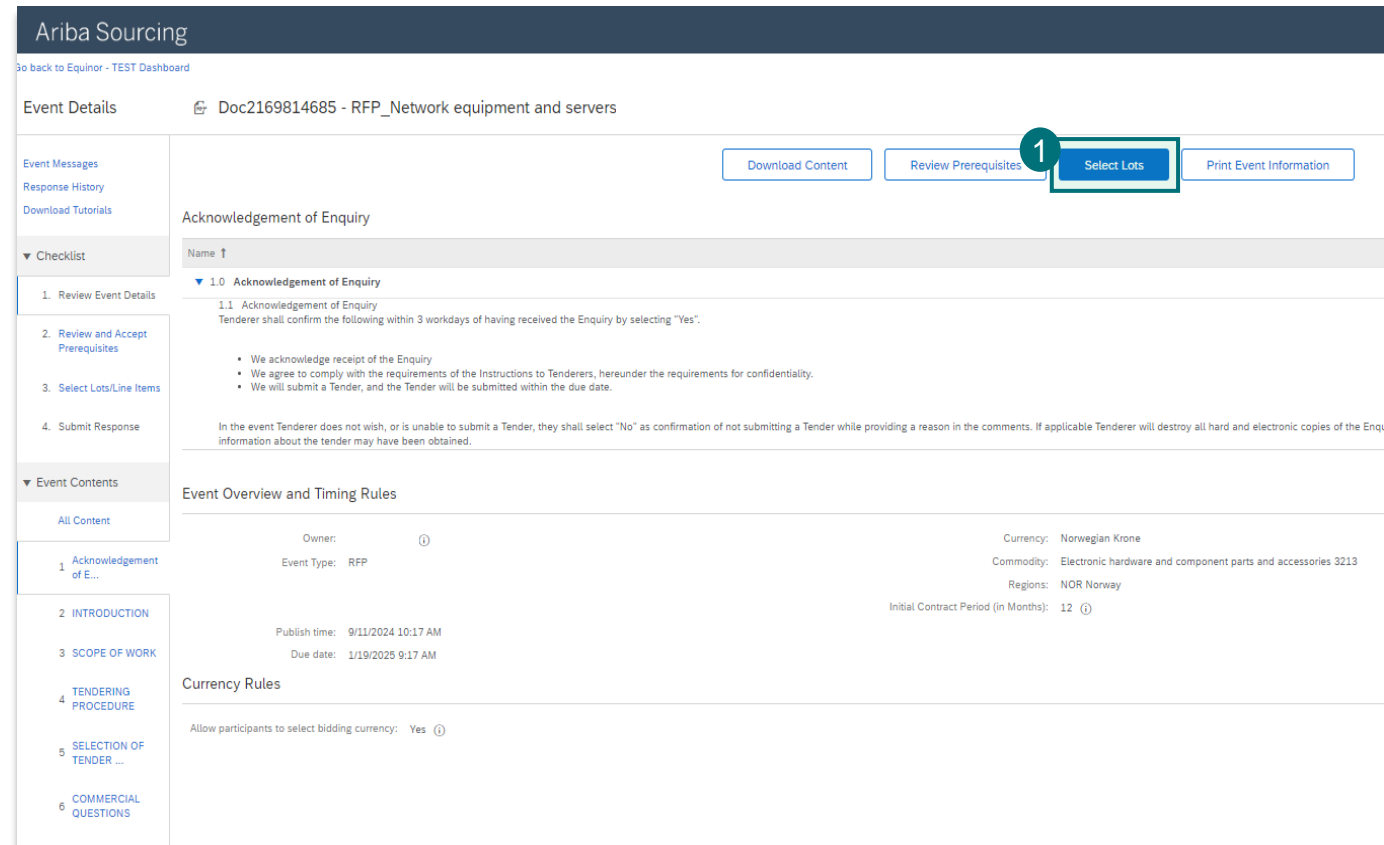
(* indicates a required field)

4 **OK** Cancel

Select lots to bid on and the currency

- Click **Select Lots** to select the lots you want to bid on

This is only relevant in case its an RFP (not relevant for RFI)



The screenshot shows the Ariba Sourcing interface for an event titled "Doc2169814685 - RFP_Network equipment and servers". The interface includes a sidebar with navigation options like "Event Messages", "Response History", and "Download Tutorials". The main content area is divided into sections: "Acknowledgement of Enquiry" with a checklist of steps (1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items, 4. Submit Response), "Event Overview and Timing Rules" (Owner, Event Type: RFP, Publish time, Due date), and "Currency Rules" (Allow participants to select bidding currency: Yes). A red circle with the number 1 highlights the "Select Lots" button in the top right corner of the main content area.

Select lots to bid on and the currency

1. An RFP from Equinor will always have a preferred defaulted currency. In certain cases, it may be possible for a supplier to place a bid in a separate currency. You can do this by choosing the currency in the drop-down menu shown below. You can also choose to bid with different currency for different lots by selecting the check box below
2. Select the lots you want to bid on
3. Click **Confirm Selected Lots/Line Items**

Doc2169814685 - RFP_Network equipment and servers_INBY

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below.

Event Bidding Currency

Select event bidding currency: Norwegian Krone ▼

Use a different currency for different lots

Select Lots/Line Items
Select Using Excel

2 Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	9.1 Harddrive	
<input checked="" type="checkbox"/>	9.2 Servers	

Confirm Selected Lots/Line Items

This is only relevant in case its an RFP (not relevant for RFI)

Fill in the response to the RFI/RFP

1. Fill in all the required information. The questions within the event can be of different answer types such as: Yes/No, dropdown selections, attachments, dates etc.
2. Once finished, click **Submit Entire Response**

Note: You will be able to revise your response until the RFP due date

Doc2169814685 - RFP_Network equipment and servers

Your response to the prerequisites has been submitted.

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost	Requested Delivery Date	Lead Time
<p>1.0 Acknowledgement of Enquiry</p> <p>1.1 Acknowledgement of Enquiry Tenderer shall confirm the following within 3 workdays of having received the Enquiry by selecting "Yes".</p> <ul style="list-style-type: none"> We acknowledge receipt of the Enquiry We agree to comply with the requirements of the Instructions to Tenderers, hereunder the requirements for confidentiality. We will submit a Tender, and the Tender will be submitted within the due date. <p>In the event Tenderer does not wish, or is unable to submit a Tender, they shall select "No" as confirmation of not submitting a Tender while providing a reason in the comments. If applicable Tenderer will destroy all hard and electronic copies of the Enquiry Documents or any information obtained from qualification, RFI, or any other processes where information about the tender may have been obtained.</p>	<p>Yes</p>					
<p>2.0 INTRODUCTION</p> <p>2.1 Enquiry Documents These Enquiry documents have been prepared as further described below.</p> <p>The Enquiry comprises the following documents:</p> <ul style="list-style-type: none"> Instruction to Tenderer Commercial Questions Technical Questions Draft Agreement <p>Should Company in the course of the Tender to all Tenderers in the form of a supplement</p>	<p>Attach a file</p>					

(*) indicates a required field

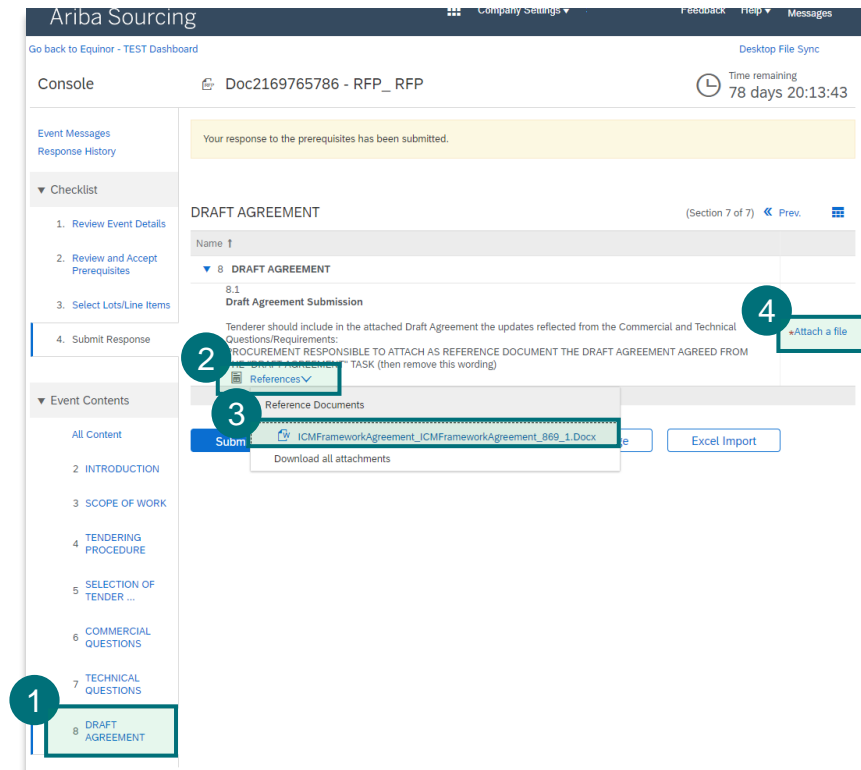
Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

Pro Tip! You can communicate directly to the sourcing team by clicking here

Edit the draft agreement

Supplier will receive the first draft of an agreement as part of the RFP in SAP Business Network

1. Click on the section that says **Draft Agreement**
2. Click on References
3. Click on the document to download the draft agreement
4. Edit the agreement, and upload your final version by clicking **Attach a file**



The screenshot displays the Ariba Sourcing interface for a specific RFP (Doc2169765786 - RFP_RFP). The main content area shows a 'DRAFT AGREEMENT' section with a checklist on the left. The checklist items are: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items, and 4. Submit Response. The 'Event Contents' section on the left lists various sections, with '8 DRAFT AGREEMENT' highlighted. The main content area shows the 'DRAFT AGREEMENT' section with a 'Draft Agreement Submission' section. The text in this section includes: 'Tenderer should include in the attached Draft Agreement the updates reflected from the Commercial and Technical Questions/Requirements: PROCUREMENT RESPONSIBLE TO ATTACH AS REFERENCE DOCUMENT THE DRAFT AGREEMENT AGREED FROM THE EVENT AGREEMENT TASK (then remove this wording)'. There are four numbered callouts: 1 points to the 'DRAFT AGREEMENT' section in the checklist; 2 points to the 'References' button; 3 points to the 'Submit' button; and 4 points to the 'Attach a file' button. The interface also shows a 'Reference Documents' section with a document titled 'ICMFrameworkAgreement_ICMFrameworkAgreement_B69_1.Docx' and an 'Excel Import' button.

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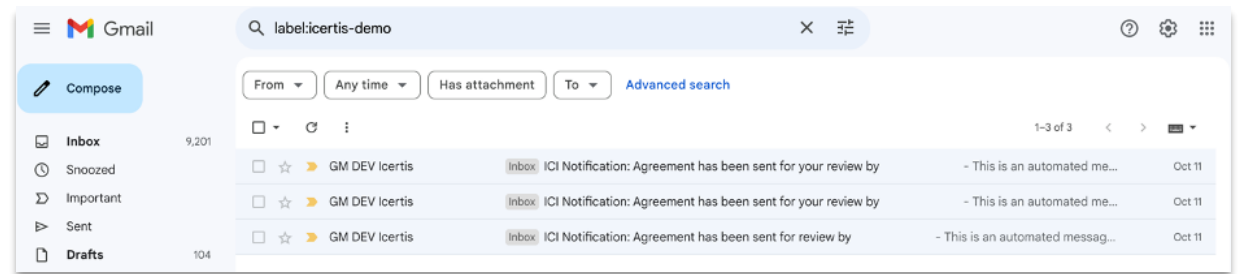
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Negotiate new agreements with Equinor

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



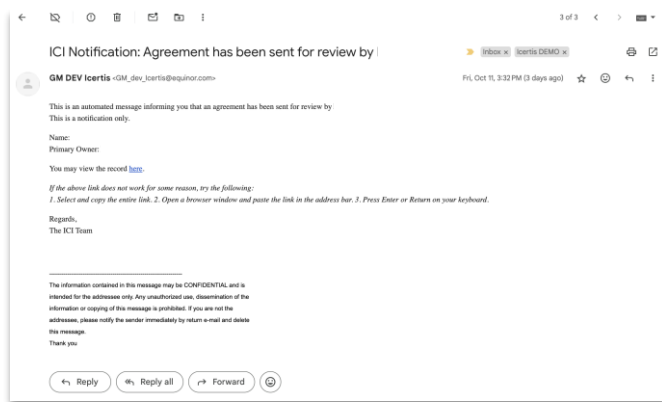
Note: The same functionality will be used to negotiate contract changes in an existing agreement



Negotiate new agreements with Equinor

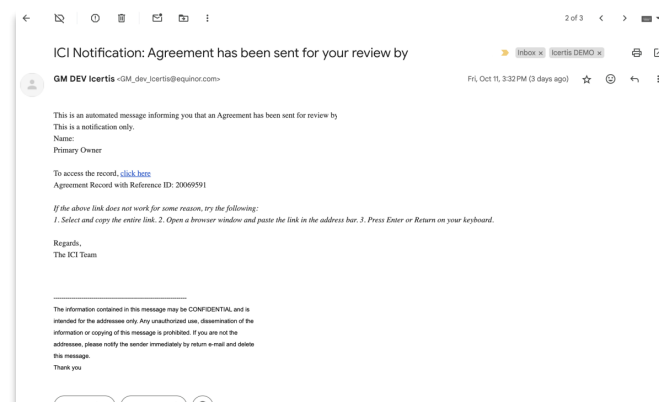
Email 1

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



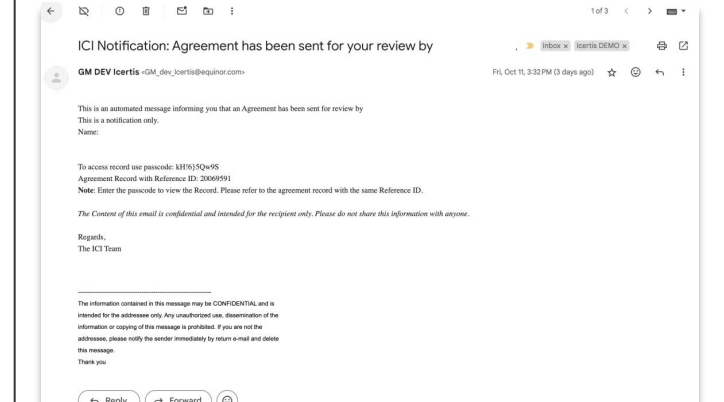
Email 2

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



Email 3

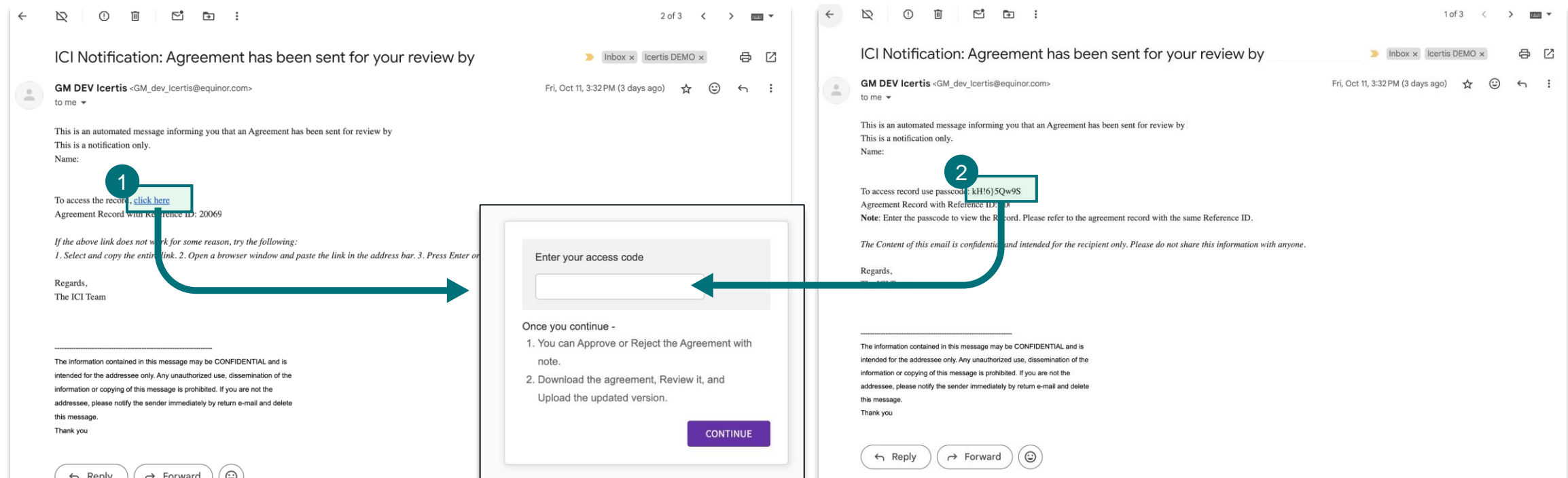
The **third** email you receive includes an access code that you will need to access the link in the **second** email



Negotiate new agreements 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: Agreement has been sent for your review by

GM DEV Icertis <GM_dev_licertis@equinor.com>
to me

This is an automated message informing you that an Agreement has been sent for review by
This is a notification only.
Name:

To access the record, [click here](#)
Agreement Record with Reference ID: 20069

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 on the address bar.

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

Enter your access code

Once you continue -

1. You can Approve or Reject the Agreement with note.
2. Download the agreement, Review it, and Upload the updated version.

CONTINUE

ICI Notification: Agreement has been sent for your review by

GM DEV Icertis <GM_dev_licertis@equinor.com>
to me

This is an automated message informing you that an Agreement has been sent for review by
This is a notification only.
Name:

To access record use passcode: kH16j5Qw9S
Agreement Record with Reference ID: 20069
Note: Enter the passcode to view the Record. Please refer to the agreement 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.

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

Reply Forward

Negotiate new agreements with Equinor

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

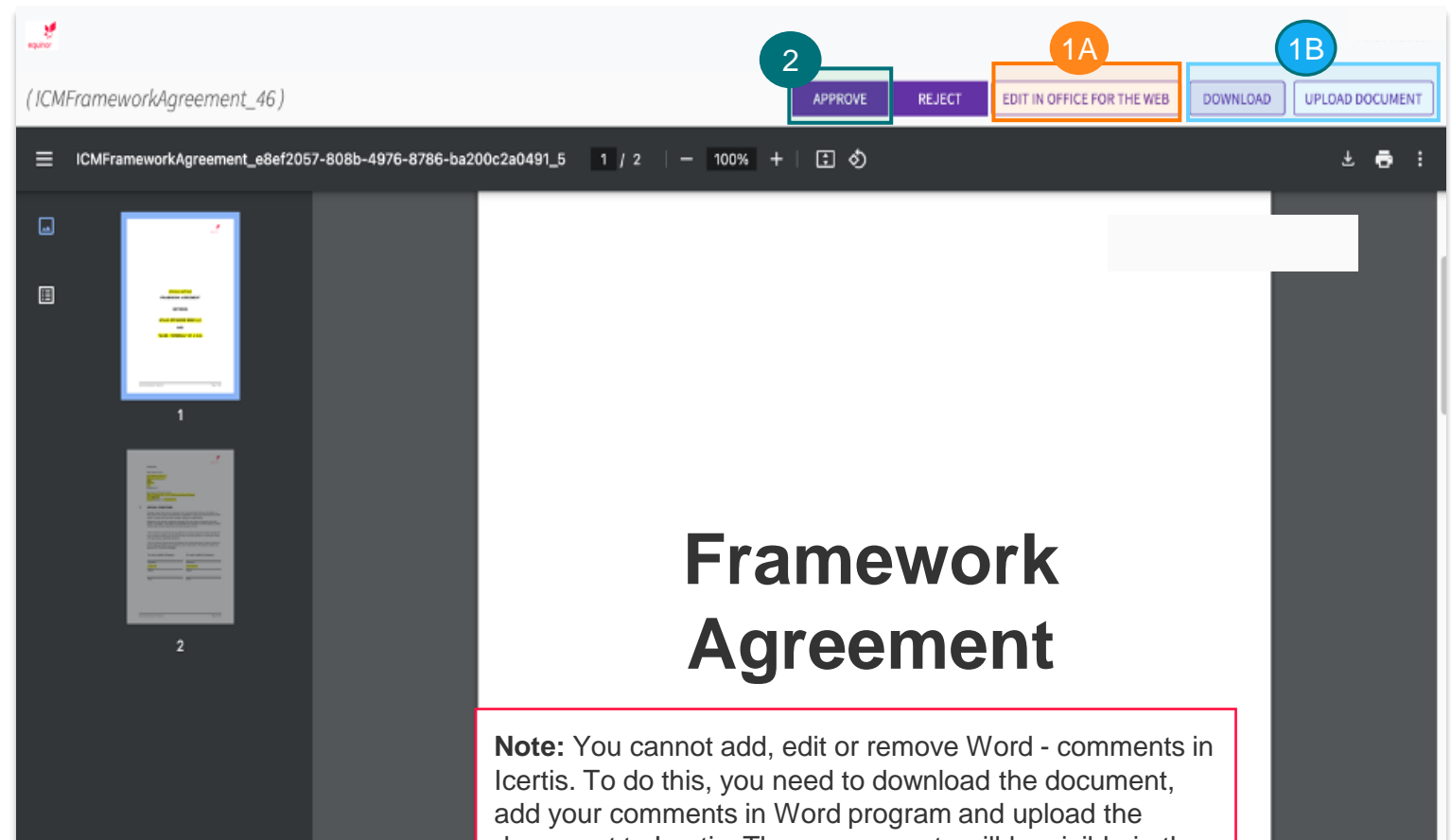
A) Edit in Office For The Web; this enables you to edit the document in Icertis directly

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

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

2. Once you are done editing and want to send the document back to Equinor; click **Approve**. **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: The first draft of the agreement will be received as part of the RFP in SAP Business Network. The supplier response to the RFP should also include a supplier response on the draft agreement. Hence this example showcase a scenario where Equinor has already received an RFP response from the supplier and want to proceed further negotiations. See the section: *Receiving RFIs and RFPs and submitting response* for more information on the RFP process



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 Approve

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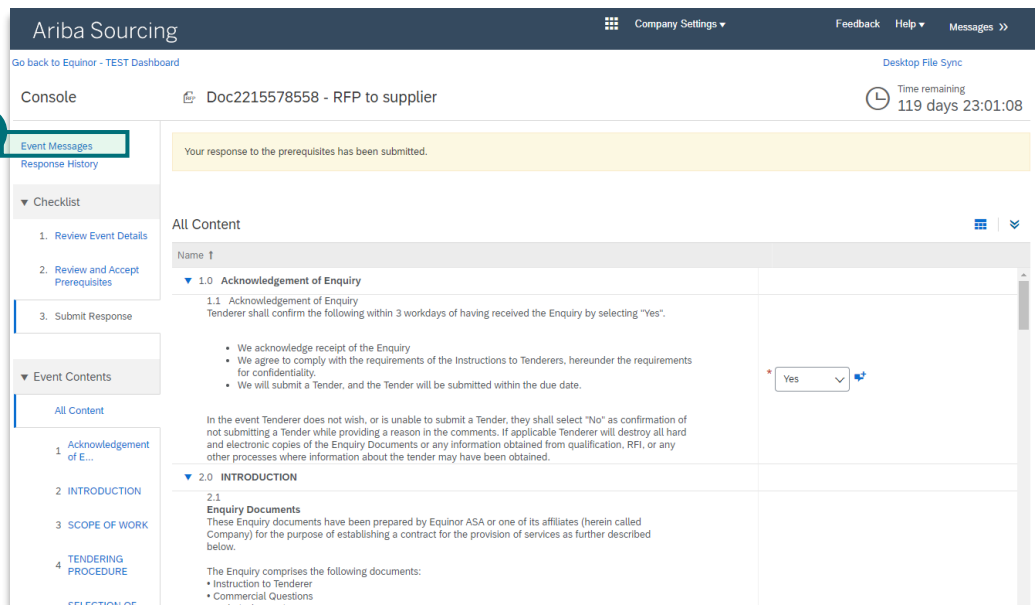


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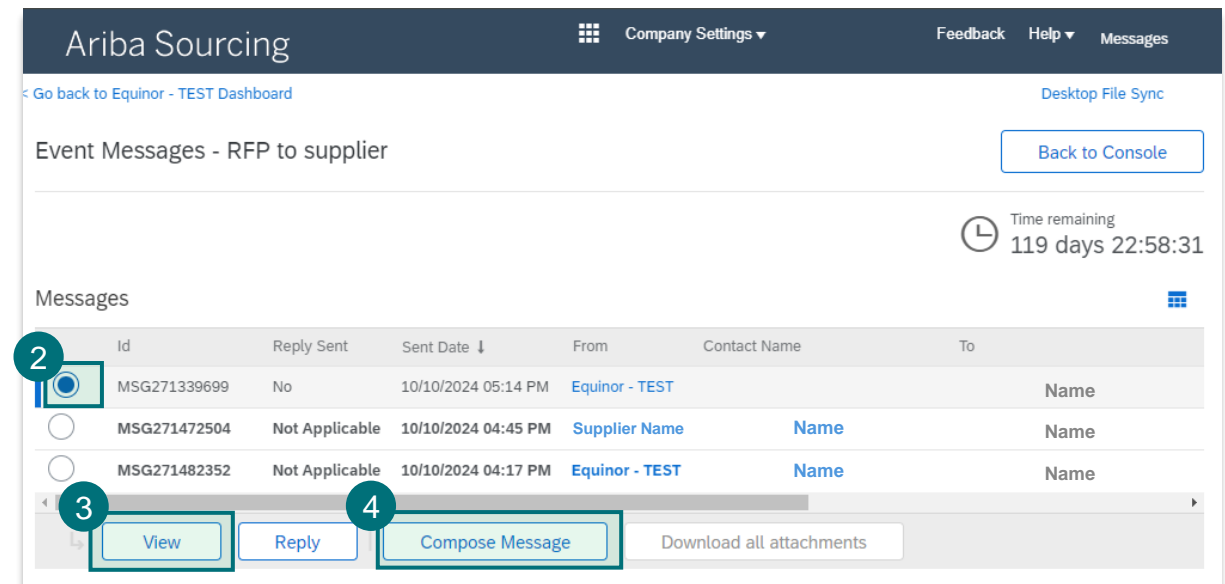
Use SAP Ariba to communicate during RFIs and RFPs

All communications related to RFI and RFP events should go through the sourcing leader and be conducted through the Messages functionality within the event. This to ensure visibility and compliance. Please note that your questions/comments will not be visible to other suppliers, but Equinor may opt to share the response to all suppliers to ensure an equal and fair competition.

1. Click **Event Messages**
2. Mark the Message that you want to open. You can reply directly in the message, once opened. The reply will be visible to the sourcing team
3. Click **View**
4. If you want to compose a new message, click **Compose Message**



The screenshot shows the SAP Ariba Sourcing console interface. The top navigation bar includes 'Company Settings', 'Feedback', 'Help', and 'Messages'. The main content area displays 'Doc2215578558 - RFP to supplier' with a 'Time remaining' of 119 days 23:01:08. A yellow banner at the top states 'Your response to the prerequisites has been submitted.' Below this, the 'All Content' section is visible, showing a list of sections including '1.0 Acknowledgement of Enquiry' and '2.0 INTRODUCTION'. The left sidebar contains a 'Checklist' and 'Event Contents' section, with 'Event Messages' highlighted by a red circle and the number '1'.



The screenshot shows the 'Event Messages - RFP to supplier' page. The top navigation bar includes 'Company Settings', 'Feedback', 'Help', and 'Messages'. The main content area displays 'Event Messages - RFP to supplier' with a 'Time remaining' of 119 days 22:58:31. Below this, the 'Messages' section is visible, showing a table of messages. The table has columns for 'Id', 'Reply Sent', 'Sent Date', 'From', 'Contact Name', and 'To'. The first row is selected, and a red circle with the number '2' highlights the selection icon. Below the table, there are buttons for 'View', 'Reply', and 'Compose Message', with red circles and numbers '3' and '4' highlighting them respectively. A 'Download all attachments' button is also present.

Id	Reply Sent	Sent Date ↓	From	Contact Name	To
MSG271339699	No	10/10/2024 05:14 PM	Equinor - TEST	Name	Name
MSG271472504	Not Applicable	10/10/2024 04:45 PM	Supplier Name	Name	Name
MSG271482352	Not Applicable	10/10/2024 04:17 PM	Equinor - TEST	Name	Name

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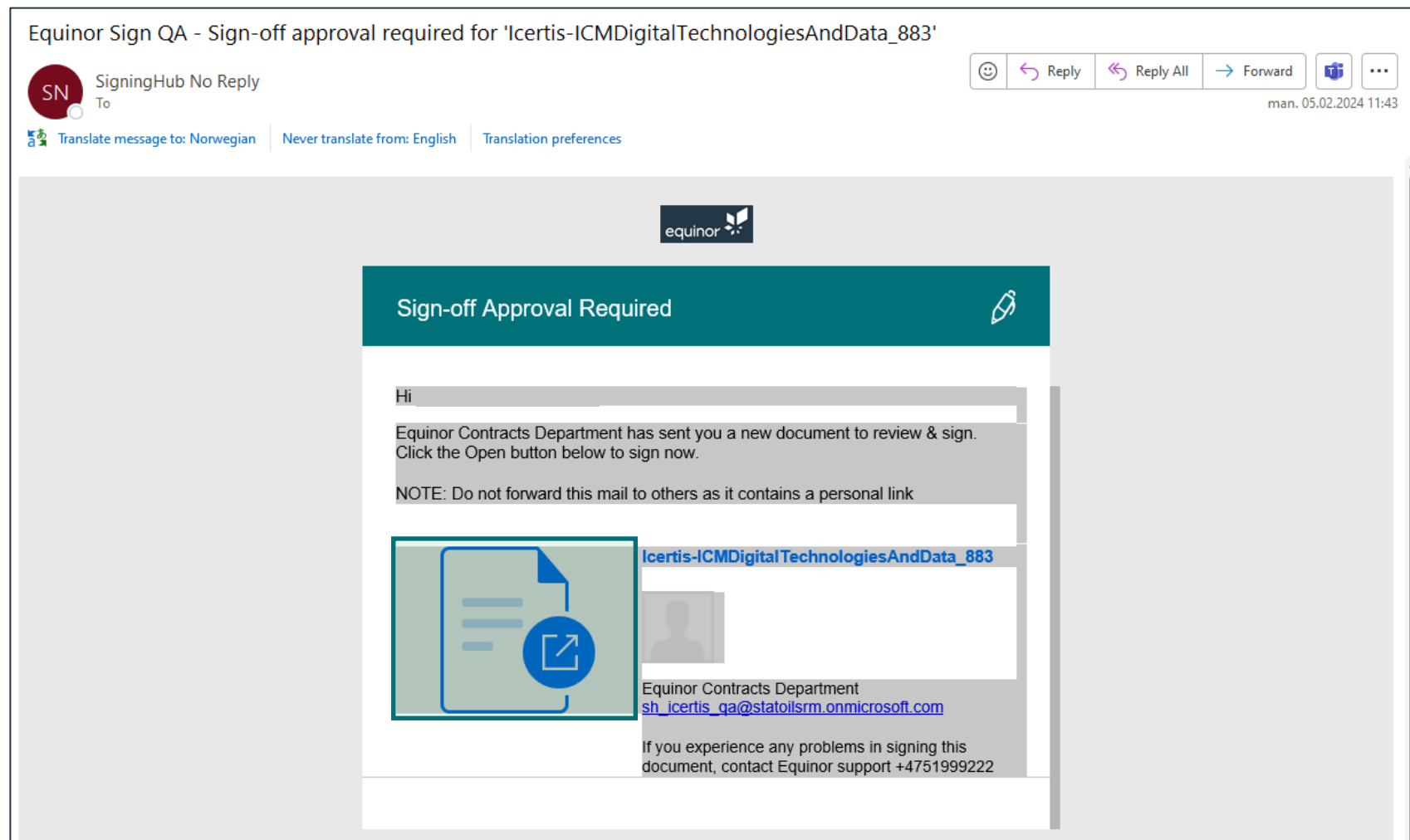
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Signing new agreements

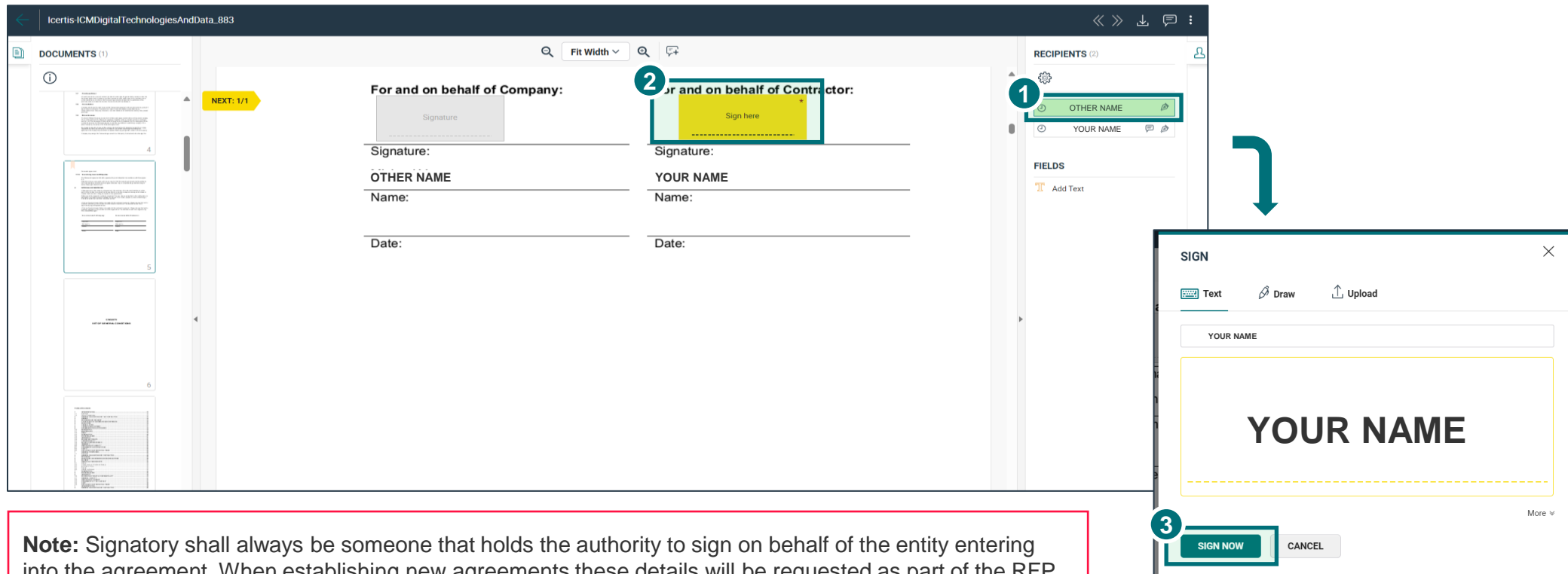
- New agreements are either signed electronically through SigningHub, or manually through hand signing
- The signing process is initiated by Equinor
- If the agreement is to be signed electronically, you will receive an email and be asked to continue to SigningHub by clicking the link
- Click the marked symbol in the picture to enter the document that needs to be signed



Signing new agreements

When signing through SigningHub:

1. Choose the signature you want to sign with, and click **sign here**
2. Complete the process by clicking **SIGN NOW**



The screenshot shows the SigningHub interface with the following elements:

- DOCUMENTS (1):** A list of documents on the left side.
- For and on behalf of Company:** Fields for Signature, OTHER NAME, Name, and Date.
- For and on behalf of Contractor:** Fields for Signature, YOUR NAME, Name, and Date. A yellow box labeled "Sign here" is highlighted with a circled "2".
- RECIPIENTS (2):** A list of recipients on the right, with "OTHER NAME" highlighted and a circled "1" next to it.
- SIGN Modal:** A pop-up window with options for Text, Draw, and Upload. It contains a text input field with "YOUR NAME" and a large "YOUR NAME" label. At the bottom, the "SIGN NOW" button is highlighted with a circled "3".

Note: Signatory shall always be someone that holds the authority to sign on behalf of the entity entering into the agreement. When establishing new agreements these details will be requested as part of the RFP