

EMA Version 1.0 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	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)

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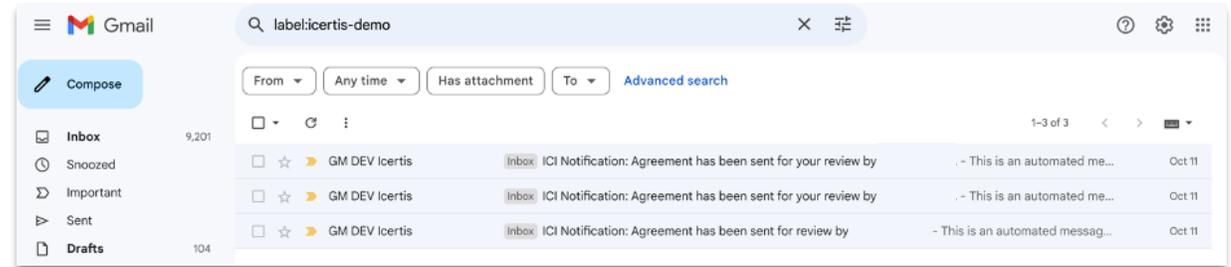
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Negotiate contract changes with Equinor

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



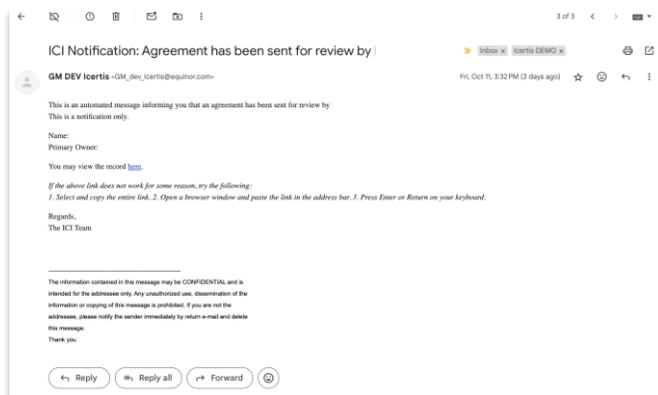
Note: The same functionality will be used to negotiate new agreements



Negotiate contract changes with Equinor

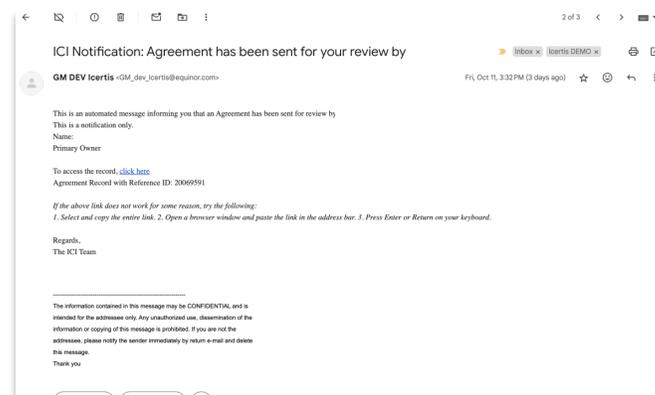
Email 1

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



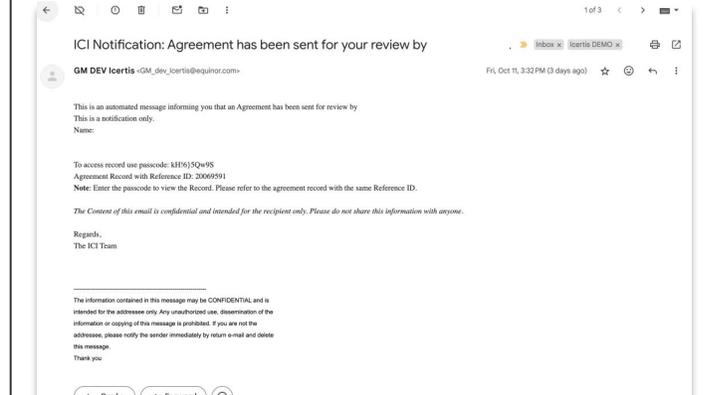
Email 2

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



Email 3

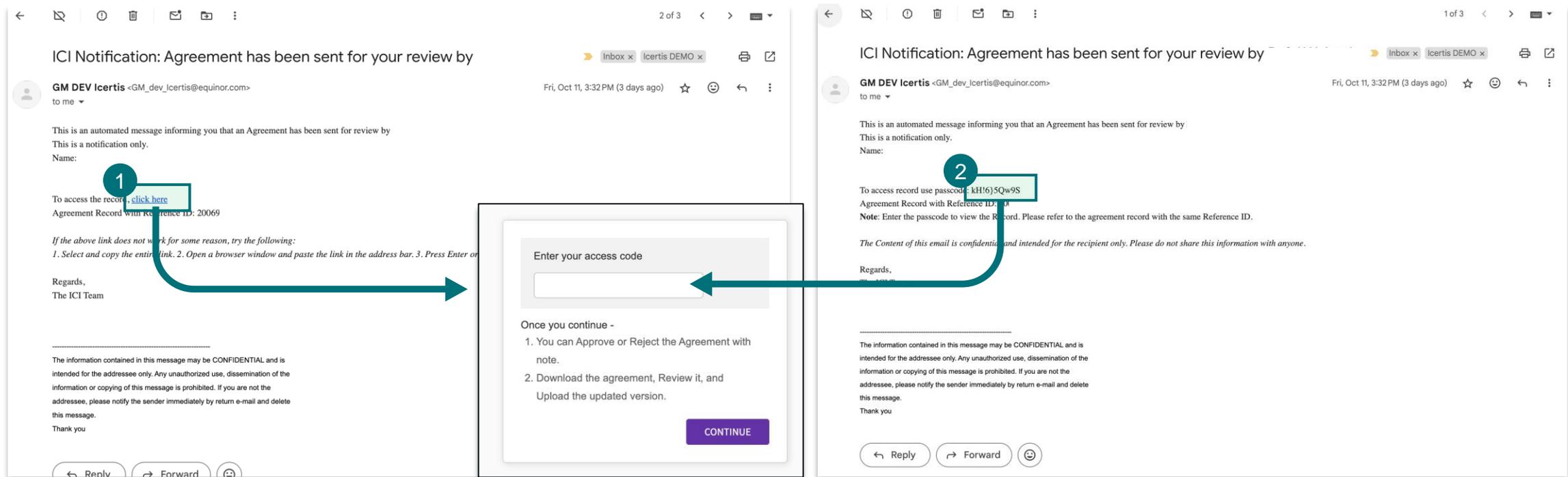
The **third** email you receive includes an access code that you will need to access the link in the **second** email



Negotiate 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



The image illustrates a three-step process for reviewing a contract agreement:

- Step 1:** An email titled "ICI Notification: Agreement has been sent for your review by" from "GM DEV Icertis" contains a link to access the record. A callout '1' points to the link.
- Step 2:** A login popup titled "Enter your access code" is shown. A callout '2' points to the input field for the access code.
- Step 3:** The same email is shown again, but with the access code "kH16j5Qw9S" highlighted. A callout '2' points to the access code.

Additional details from the screenshots include:

- The email body text: "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 link. 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."
- The login popup text: "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"
- The email body text: "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."

Negotiate contract changes with Equinor

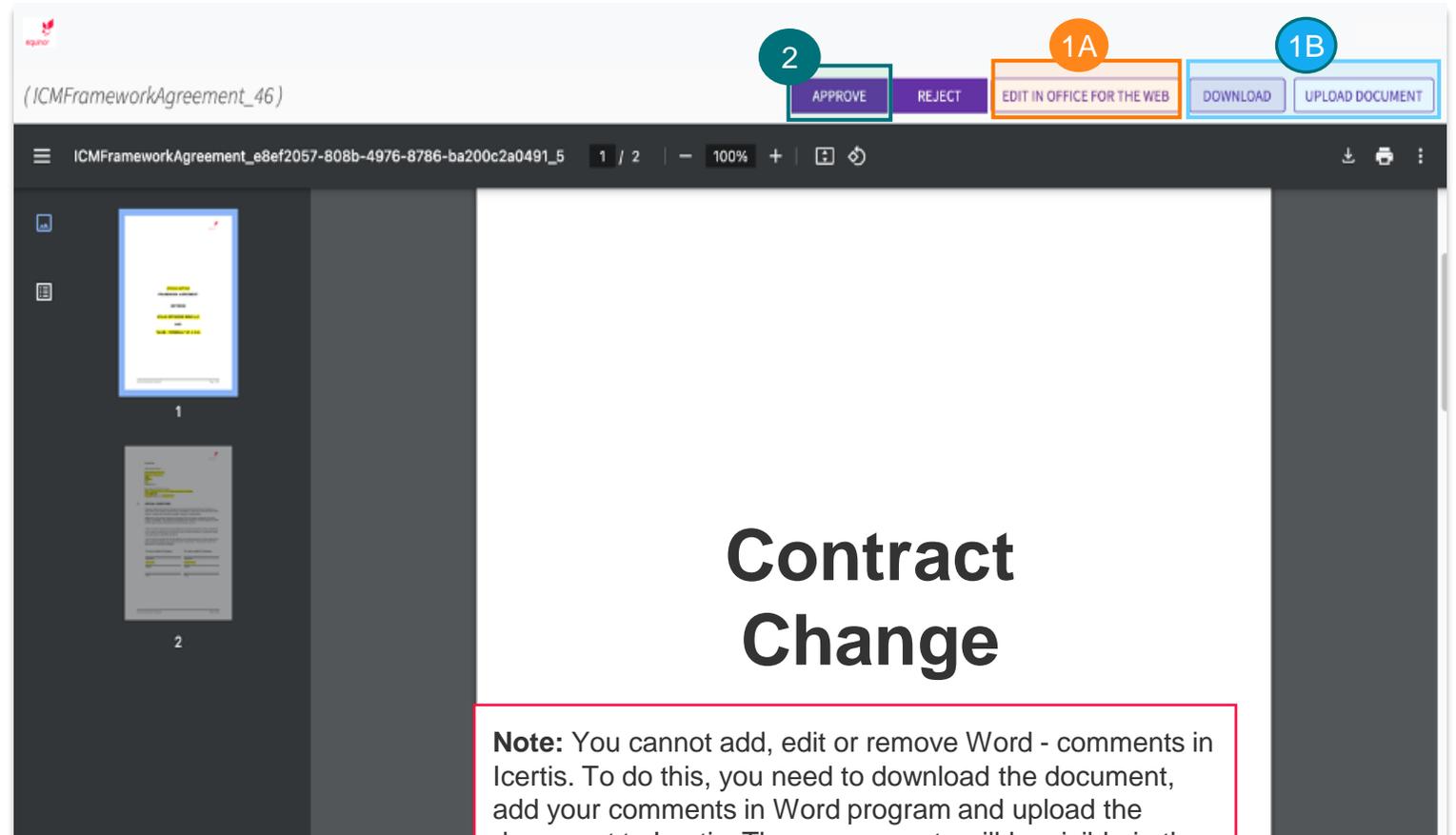
1. Now you can start reviewing and editing the document as you like. To edit the document, you have two options:

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: 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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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
- You will receive an email and be asked to continue to SigningHub by clicking the link in the email
- Click the marked symbol in the picture to enter the document that needs to be signed

Equinor Sign QA - Sign-off approval required for 'Icertis-ICMDigitalTechnologiesAndData_883'

SN SigningHub No Reply
To

Translate message to: Norwegian | Never translate from: English | Translation preferences

man. 05.02.2024 11:43

equinor

Sign-off Approval Required

Hi (107412),

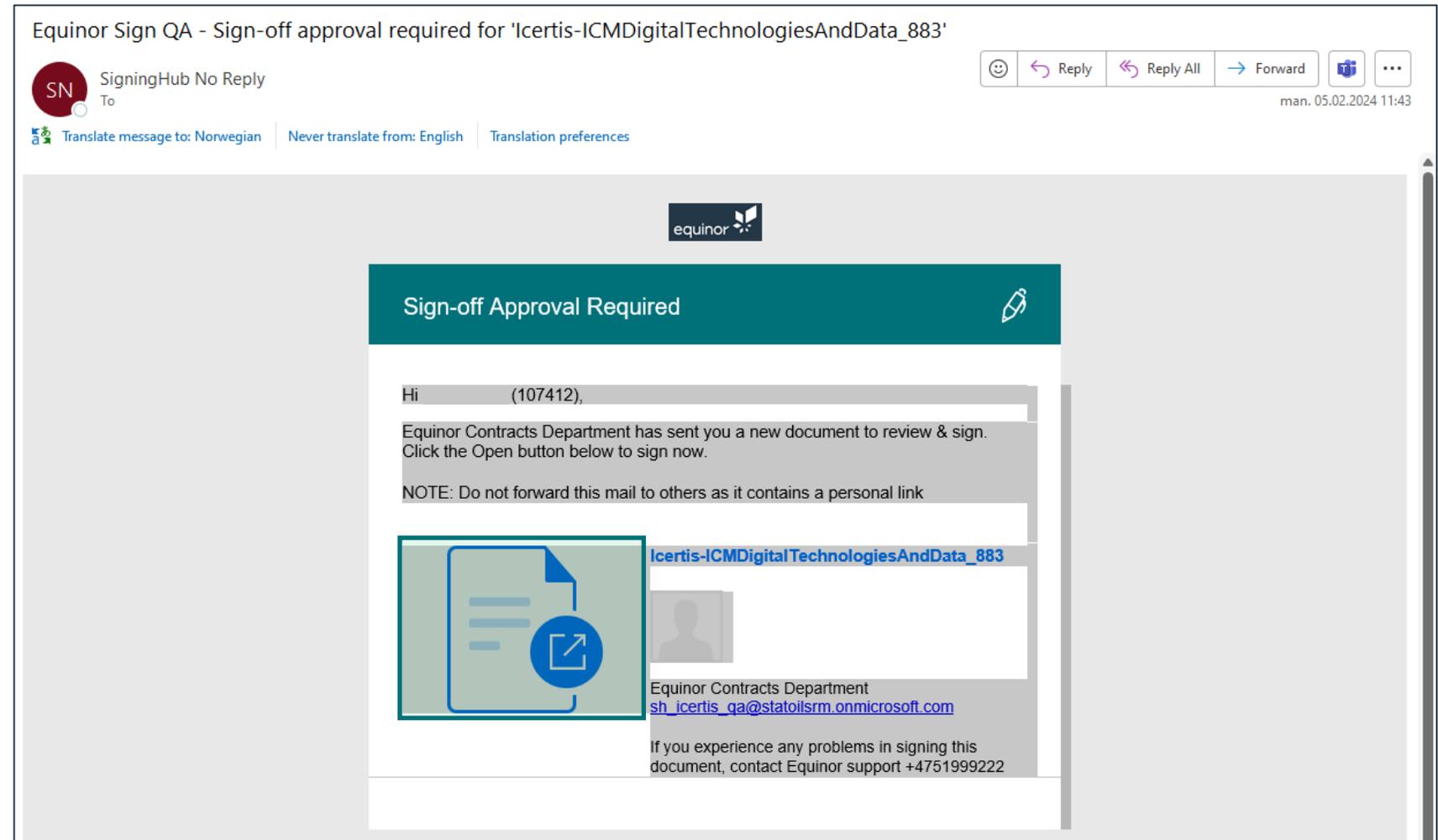
Equinor Contracts Department has sent you a new document to review & sign. Click the Open button below to sign now.

NOTE: Do not forward this mail to others as it contains a personal link

[Icertis-ICMDigitalTechnologiesAndData_883](#)

Equinor Contracts Department
sh_icertis_qa@statoilsm.onmicrosoft.com

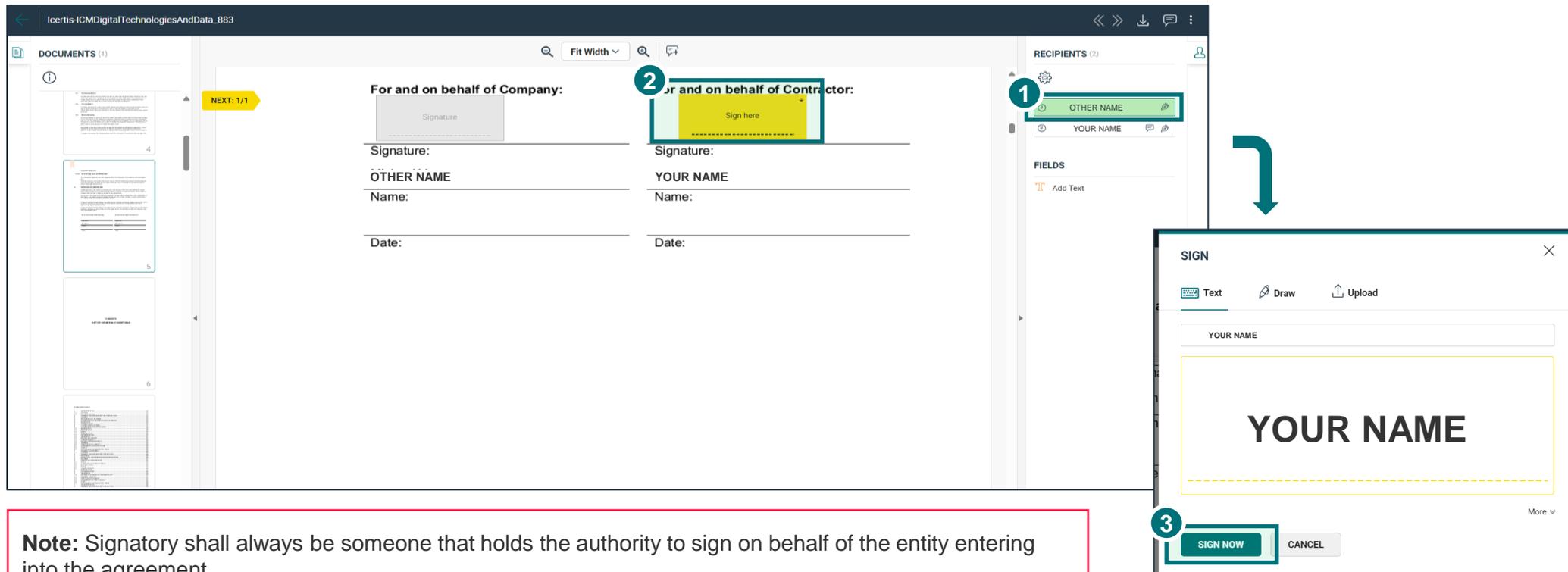
If you experience any problems in signing this document, contact Equinor support +4751999222



Signing documents electronically

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 a document titled 'Icertis-ICMDigitalTechnologiesAndData_883'. The document has two signature lines: 'For and on behalf of Company:' and 'For and on behalf of Contractor:'. The contractor's signature line has a yellow box labeled 'Sign here' with a circled '2' next to it. The 'RECIPIENTS (2)' panel on the right shows 'OTHER NAME' and 'YOUR NAME' with a circled '1' next to the 'OTHER NAME' field. A 'SIGN' dialog box is open in the bottom right, showing 'YOUR NAME' in a text field and a large 'YOUR NAME' in a signature area, with a circled '3' next to the 'SIGN NOW' button. A blue arrow points from the 'SIGN NOW' button in the dialog back to the 'SIGN NOW' button in the main interface.

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/why-information-for-suppliers> to find more information.

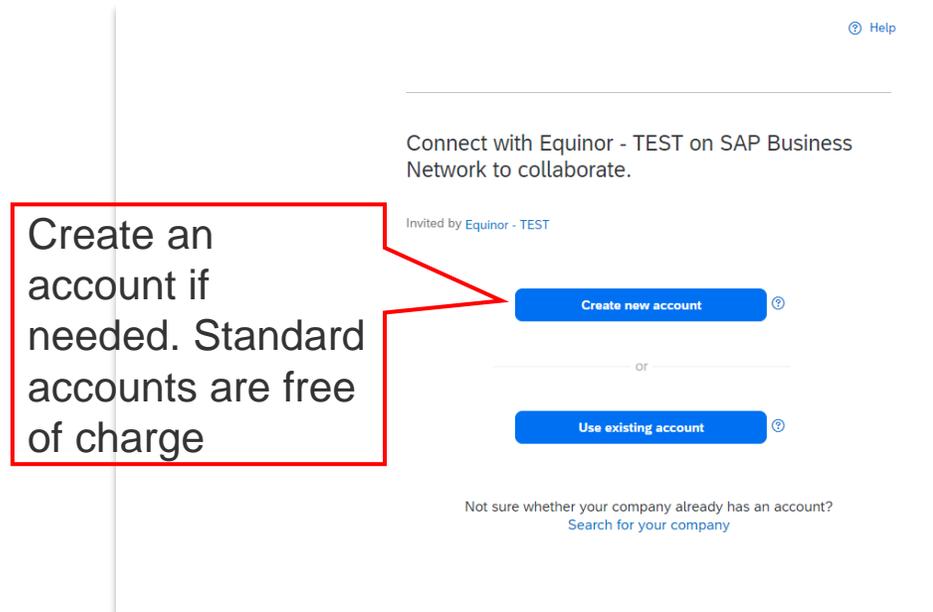
For system related queries, please visit <https://support.ariba.com/help> directly.

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



Connect with Equinor - TEST on SAP Business Network to collaborate.

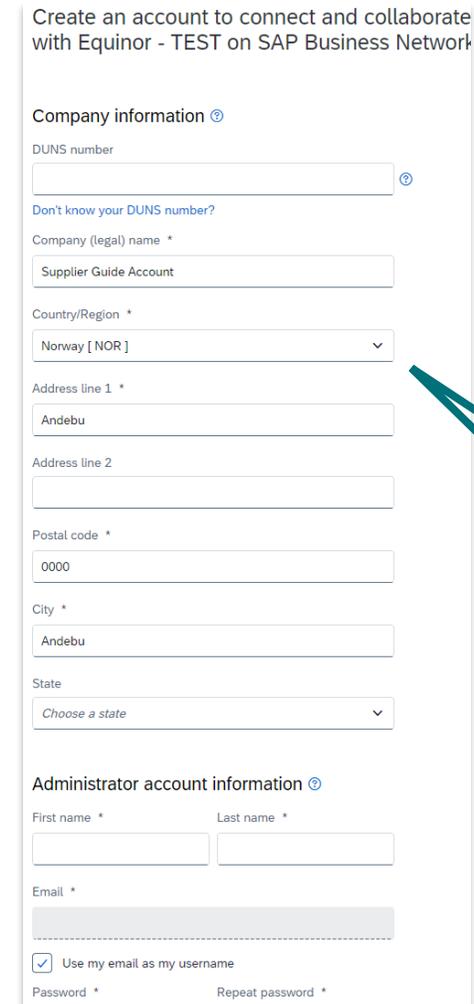
Invited by Equinor - TEST

[Create new account](#)

or

[Use existing account](#)

Not sure whether your company already has an account?
[Search for your company](#)

Create an account to connect and collaborate with Equinor - TEST on SAP Business Network

Company information ⓘ

DUNS number ⓘ

Don't know your DUNS number?

Company (legal) name *
Supplier Guide Account

Country/Region *
Norway [NOR]

Address line 1 *
Andebu

Address line 2

Postal code *
0000

City *
Andebu

State
Choose a state

Administrator account information ⓘ

First name * Last name *

Email *

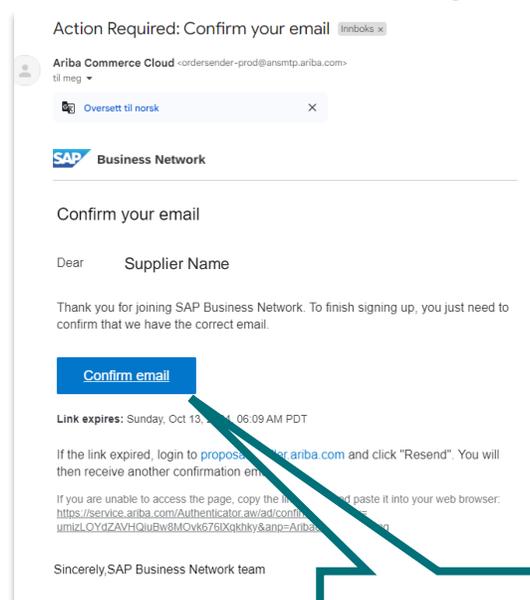
Use my email as my username

Password * Repeat password *

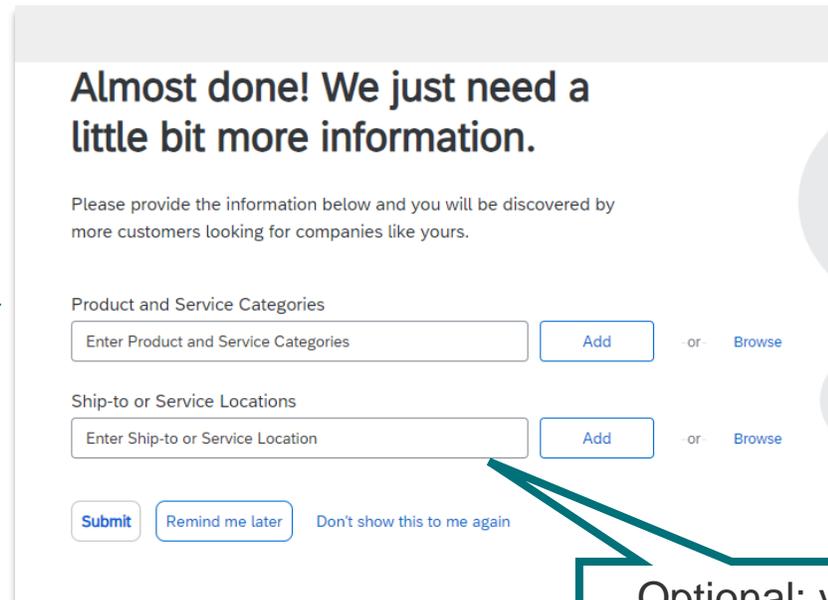
Fill in necessary attributes

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

