



EMA 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	<u>Registering as an Equinor supplier</u>
02	<u>Receiving requests for information (RFI), requests for proposal (RFP) and submitting response</u>
03	<u>Redlining: Negotiate new agreements with Equinor</u>
04	<u>Communicating with Equinor during RFIs and RFPs</u>
05	<u>Signing new agreements</u>

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05	Signing new agreements

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.

Click the link

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

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

Help

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 *

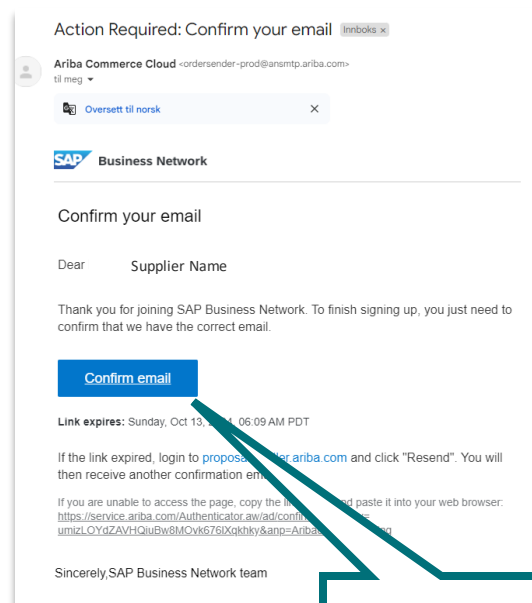
☒ Use my email as my username

Password * Repeat password *

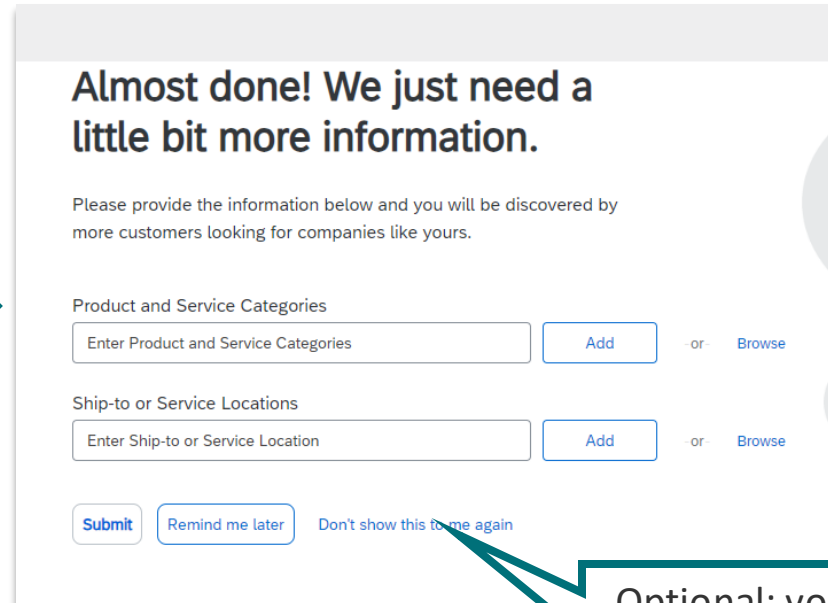
Fill in
necessary
attributes

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 72 hours. 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**”)



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  **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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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**

Equinor - TEST has invited you to participate in an event: Test tender 14.02.2023. Inbox x

Equinor - TEST

Welcome,

Equinor - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: Test tender 14.02.2023. The event starts on Tuesday, February 14, 2023 at 2:55 AM, Pacific Standard Time and ends on Monday, May 15, 2023 at 3:55 AM, Pacific Daylight Time.

Click this link

[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
telephone or via e-mail at

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!

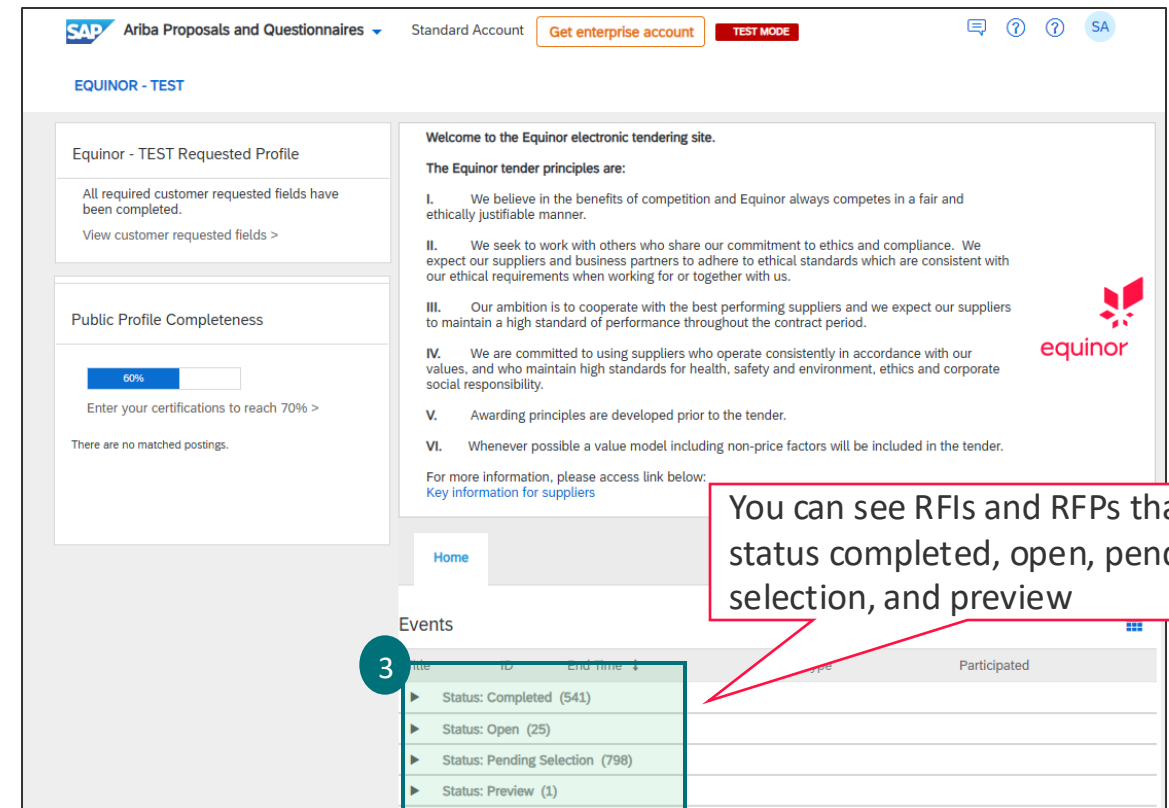
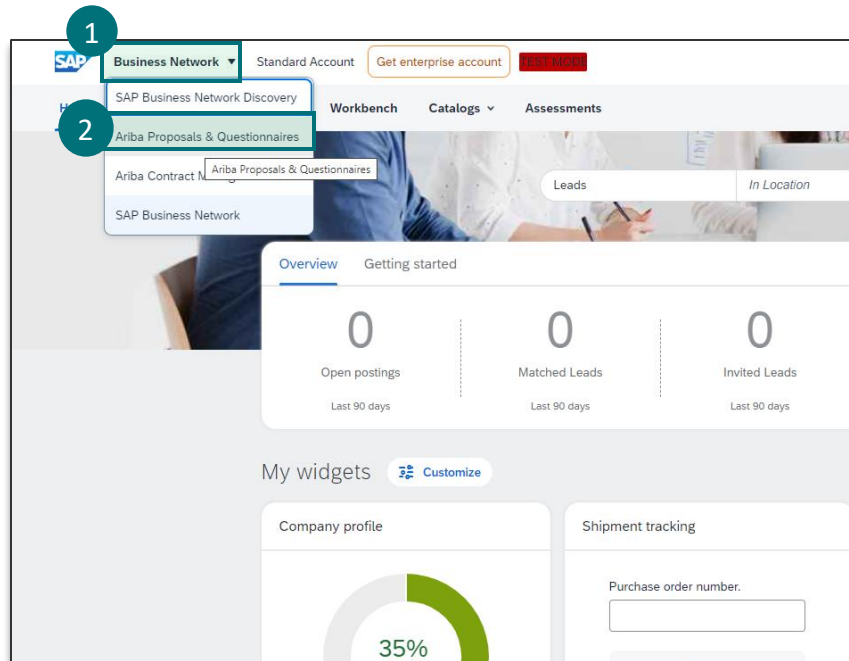
Thank You,

Equinor - TEST

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. Choose **Ariba Proposals And Questionnaires** in dropdown
3. You can expand the folders, and click into the RFI/RFP you want to view



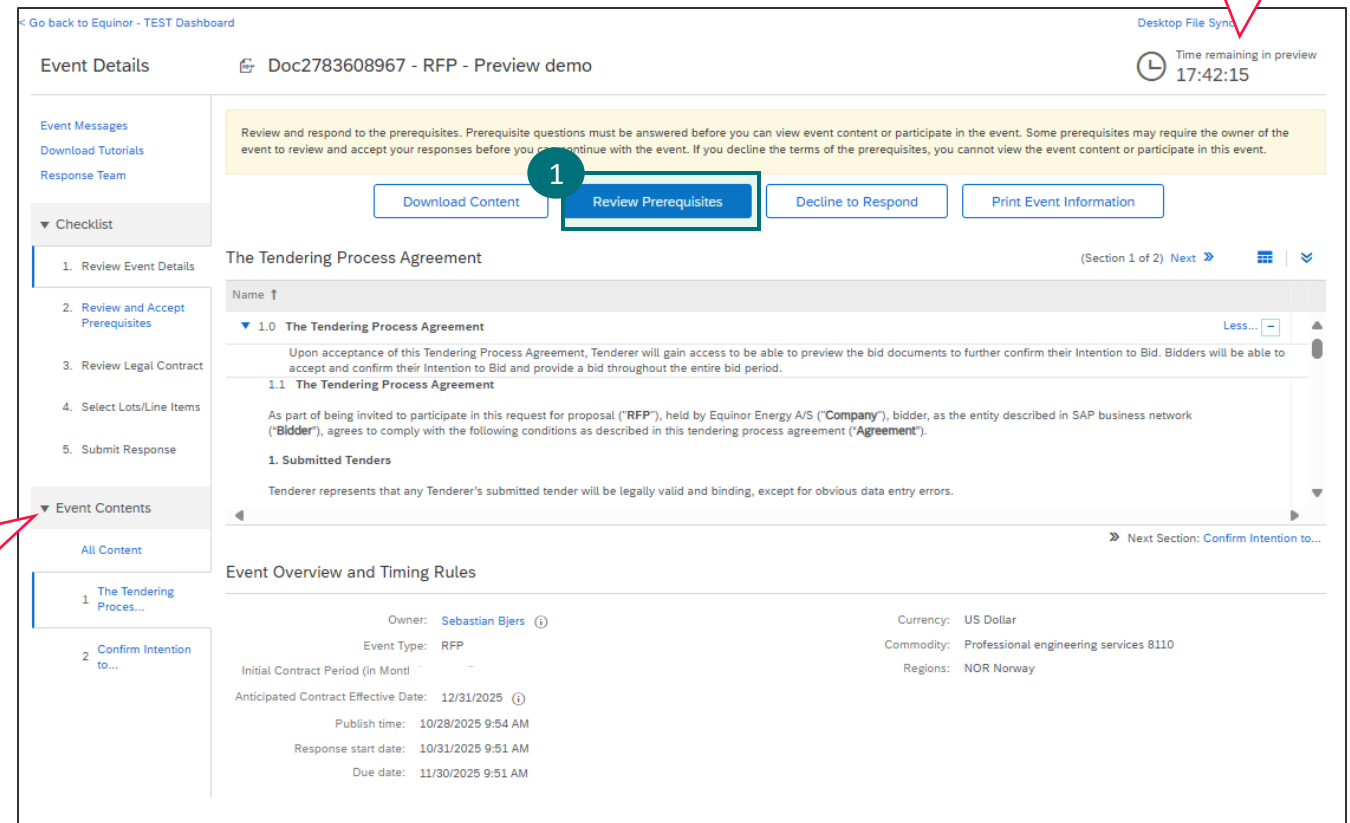
Accept prerequisites

The Preview period allows the vendor a finite amount of time to accept pre-requisites before the RFP content is made available. This, to ensure a fair treatment to all suppliers invited to the RFP

- Once in the RFI / RFP, found in the Preview section, click **Review Prerequisites** to see the terms you need to agree on to see the RFI/RFP content

Countdown of time remaining of preview is available here

The RFP content is not available until the prerequisites have been accepted



Go back to Equinor - TEST Dashboard

Desktop File Sync

Event Details Doc2783608967 - RFP - Preview demo

Time remaining in preview 17:42:15

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.

Download Content Review Prerequisites Decline to Respond Print Event Information

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Review Legal Contract
- Select Lots/Line Items
- Submit Response

Event Contents

All Content

1 The Tendering Process...

2 Confirm Intention to...

The Tendering Process Agreement (Section 1 of 2) Next

Name ↑

1.0 The Tendering Process Agreement

Upon acceptance of this Tendering Process Agreement, Tenderer will gain access to be able to preview the bid documents to further confirm their Intention to Bid. Bidders will be able to accept and confirm their Intention to Bid and provide a bid throughout the entire bid period.

1.1 The Tendering Process Agreement

As part of being invited to participate in this request for proposal ("RFP"), held by Equinor Energy A/S ("Company"), bidder, as the entity described in SAP business network ("Bidder"), agrees to comply with the following conditions as described in this tendering process agreement ("Agreement").

1. Submitted Tenders

Tenderer represents that any Tenderer's submitted tender will be legally valid and binding, except for obvious data entry errors.

Next Section: Confirm Intention to...

Event Overview and Timing Rules

Owner: Sebastian Bjers ⓘ

Event Type: RFP

Initial Contract Period (in Month) -

Anticipated Contract Effective Date: 12/31/2025 ⓘ

Publish time: 10/28/2025 9:54 AM

Response start date: 10/31/2025 9:51 AM

Due date: 11/30/2025 9:51 AM

Currency: US Dollar

Commodity: Professional engineering services 8110

Regions: NOR Norway

Accept prerequisites

1. First, accept the usage of envelopes according to the description
2. Scrolling down the pre-requisites, you may accept the tendering process by selecting **Yes**. Selecting Yes to the prerequisites will reveal the Event details and Items/Lots.
3. Confirm with **OK**

Prerequisites Doc2812923350 - Preview demo - RFP

▼ Checklist

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

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them. You must accept the modified envelope bidding event agreement to continue.

Modified Envelope Bidding Event Agreement

The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement.

1 ☒

Prerequisites

Name ↑

communication methods or platforms including, but not limited to, email, phone, or message service, except if explicitly allowed or required in the Enquiry documents.

Tenderer will notify Company in case of any breach of such procedures or if Tenderer experiences any technical difficulties in complying with such procedures.

4. Information and Confidentiality Rights

Tenderer agrees that the Enquiry documents are the property of Company and the reproduce in whole or in part, the Enquiry documents solely for the purpose of pr tender.

Tenderer will treat as confidential the Enquiry documents and all other information with the Enquiry. Tenderer will not disclose such confidential information to a th Company's prior consent, except if required by applicable law.

Tenderer may, in connection with this Enquiry, disclose personal data to Company. For the purposes of this Enquiry, Tenderer and Company act as independent controllers in respect of the copies of these personal data that they hold from time to time and any personal data that they generate on the basis of those personal data.

Company will comply with applicable privacy law in processing personal data disclosed to it by the Tenderer or generated on the basis of those personal data.

5. Costs

2

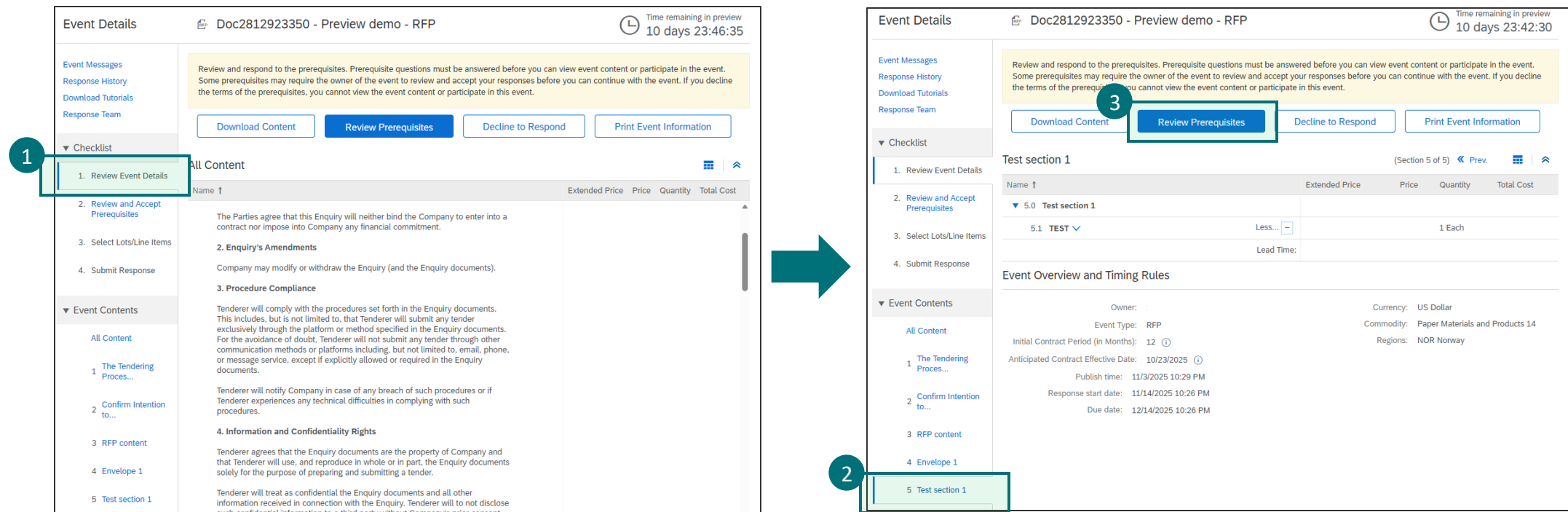
3

Accept the tender processing agreement

Review Event Details and Lots

After having accepted the Tender Processing Agreement, you will be able to see the event details.

1. Navigate to the **Event Details Section** to reveal the Event Details
2. Click on the **Lots** to reveal the items
3. Then, click on **Preview Prerequisites** again to confirm the intention to bid.



The image shows two screenshots of the Equinor tender portal interface, illustrating the steps to review event details and lots. A large green arrow points from the first screenshot to the second.

Left Screenshot (Step 1): The 'Event Details' section is active. The 'Checklist' on the left shows '1. Review Event Details' highlighted with a green box and a red circle containing the number 1. The main content area displays a yellow warning box about prerequisites, followed by buttons: 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. Below this is a table titled 'All Content' with columns: Name, Extended Price, Price, Quantity, and Total Cost. The table lists items: 'The Tendering Process...', 'Confirm Intention to...', 'RFP content', 'Envelope 1', and 'Test section 1'.

Right Screenshot (Step 2): The 'Event Details' section is active. The 'Checklist' on the left shows '2. Review and Accept Prerequisites' highlighted with a green box and a red circle containing the number 2. The main content area displays a yellow warning box about prerequisites, followed by buttons: 'Download Content', 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. Below this is a table titled 'Test section 1' with columns: Name, Extended Price, Price, Quantity, and Total Cost. The table lists items: '5.0 Test section 1' and '5.1 TEST'. The '5.1 TEST' item is highlighted with a green box and a red circle containing the number 3. Below the table is the 'Event Overview and Timing Rules' section, which includes details about the event type (RFP), initial contract period (12 months), anticipated contract effective date (10/23/2025), publish time (11/3/2025 10:29 PM), response start date (11/14/2025 10:26 PM), and due date (12/14/2025 10:26 PM).

Confirm intention to bid

In addition to Lots and Items, the ITT package will also be revealed. After having reviewed the ITT package. Navigate back to the **Preview and Accept Prerequisites** again

1. Scroll down to the section 2.0. Review the Intention to bid and select **Yes** to proceed to the next stage
2. Confirm with **OK**

▼ 2.0 Confirm Intention to bid and Acknowledgement of Enquiry

2.1
Tenderer shall confirm the following within the specified Day and Time (HH:MM) of the preview period of having received the Enquiry and confirming Intention to Bid by responding "Yes" to this gate question.

- 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.

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, submit, then continue on clicking the button "Decline to Respond" and 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.

Note: In case the response is No and Decline to Respond, system will not allow the tenderer to submit bid. If there is a change of mind, go back to this RFP, select to "Intend to Respond" > "Review Prerequisite, then update this question to "Yes", submit then conform to the duration of bidding time.

(*) indicates a required field

Confirm intention to bid

1

Unspecified ▼

2

OK Cancel

Select lots to bid on and the currency

Once the prerequisites has been accepted, Lots and Items will be revealed for editing

1. First select an **event bidding currency**
2. Tick this box if you **intend to use different currencies per item/lot**
3. Select the **lines you want to place bids on**
4. Select the **currency for the line** (if applicable, based on step number 2)
5. Select a **reason for not bidding**, if you do not intend to bid on an item/lot
6. Confirm with **Confirm Selected Lots/Items**

Lots and Items will only be available if it's an RFP (not for RFI)

If Equinor has configured the event to allow multi-currency, you will get the option to select the event bidding currency here

Desktop File Sync

Cancel

Select Lots

< Go back to Equinor - TEST

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Review Legal Contract
4. Select Lots/Line Items
5. Submit Response

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](#)

Event Bidding Currency

1. Select event bidding currency: US Dollar

2. ☒ Use a different currency for different lots

Select Lots/Line Items Select Using Excel

Lots Available for Bidding

	Name	Currency	Reason for not bidding
3	6.1 Test item 2	4. US Dollar	5. (no value)
	7.1 Test item 3	US Dollar	(no value)

6. Confirm Selected Lots/Line Items

Cancel

SAP Norge AS (1.test-testsupplier.eq@gmail.com) last visited 30 Oct 2025 7:50:19 AM SAP Norge AS AN11170812615-T
 SAP Business Network Privacy Statement Security Disclosure Terms of Use

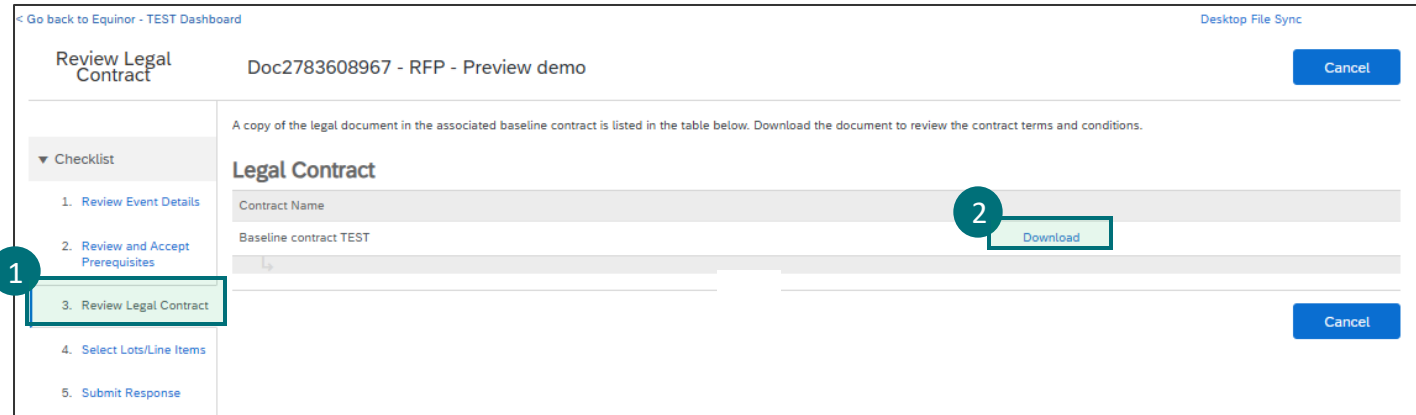
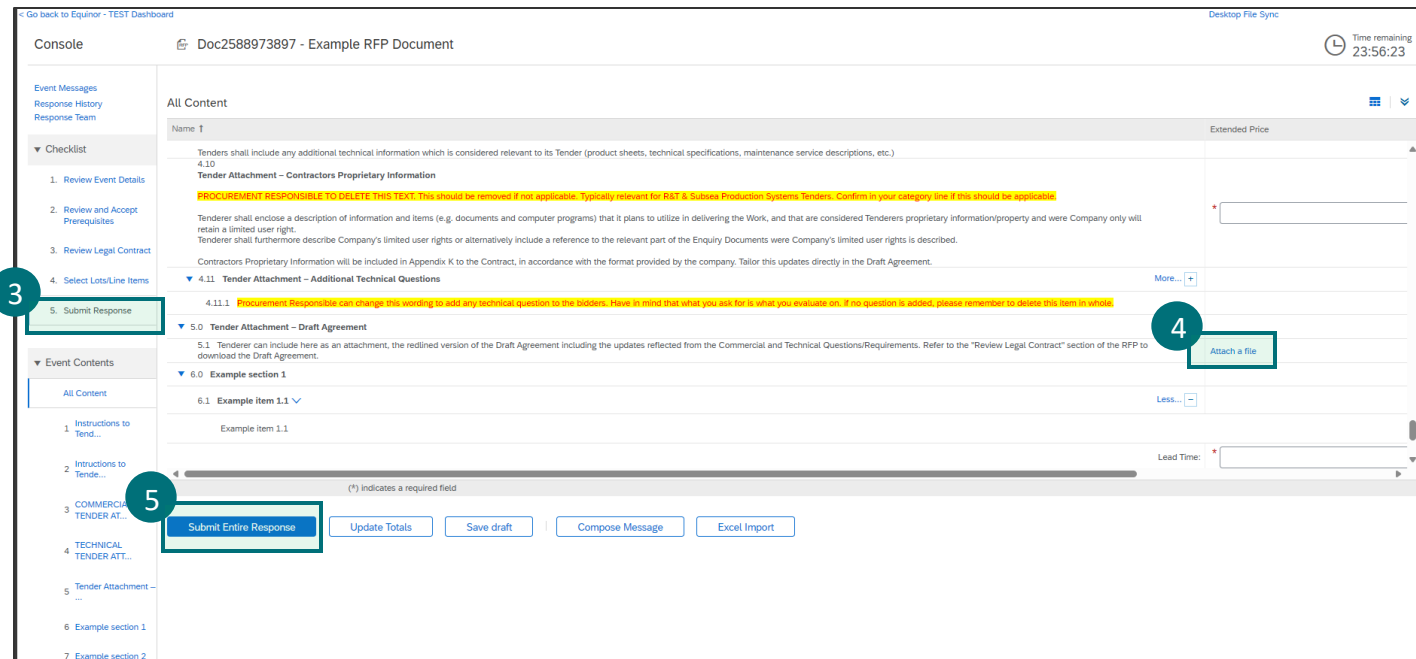
© 1995–2019 Arriba, Inc. All rights reserved.

**Await Preview period to end to respond to the
Event...**

Draft agreement

The Supplier will receive the first draft of an agreement as part of the RFP in SAP Business Network. If the supplier wish to apply any suggested changes to the draft agreement:

1. Click on the section that says “**3. Review Legal Contract**”
2. Click on **Download** to download the draft agreement. Use red-lining or clarification log, based on the instructions of the tender
3. Navigate back to the **Submit response** section to reveal the ITT again
4. Upload the redlined draft agreement or clarification log to the appropriate section under “**Attach a file**” button
5. Submit the entire response by clicking on the button that says “**Submit Entire Response**”

Fill in the response to the RFI/RFP directly in Ariba

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**

Your response to the prerequisites has been submitted.

All Content

Name	Price	Quantity	Extended Price	Total Cost	Requested	Delivery Date
▼ 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. 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 2.1 Enquiry Documents These Enquiry documents have been prepared by Equinor ASA or one of its affiliates (Tenderer) for the provision of services as further described below. The Enquiry comprises the following documents: - Instruction to Tenderer - Commercial Questions - Technical Questions - Draft Agreement Should Company in the course of the Tender period issue any additional instructions or information, these will be forwarded to all Tenderers in the form of a supplement	1 * Yes * Attach a file					

(*) indicates a required field

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

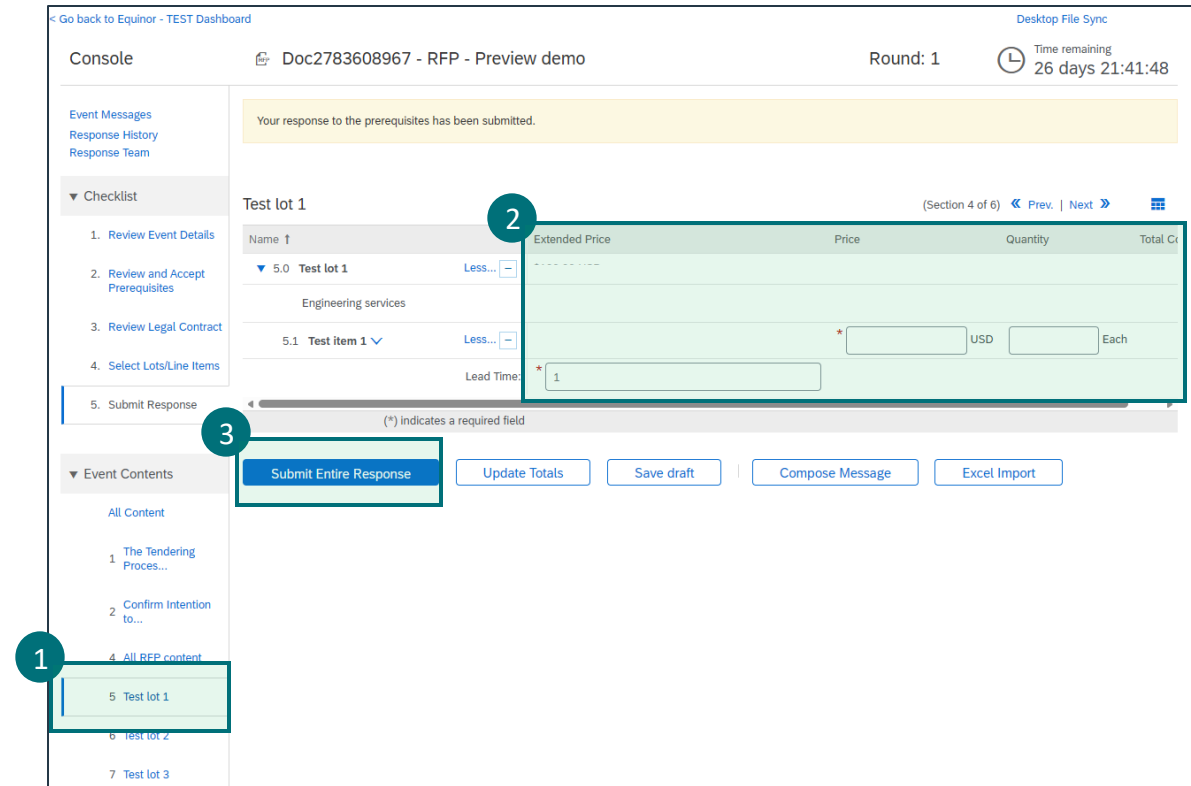
Please note that **you cannot add responses** until the preview period has needed

Once the preview period is over, you will be able to revise your response until the RFP due date

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

Fill in the response to the RFI/RFP directly in Ariba

1. Although available furthest down in **All content** section, one **can navigate directly to each Lot** in the left navigation pane
2. Here, one can **add the bid** directly to Ariba
3. Once **everything is completed** (bids + RFP content), confirm with **Submit**



The screenshot shows the Ariba RFP response interface. The left navigation pane (callout 1) has a section 'Event Contents' with a list of items. Item 5, 'Test lot 1', is highlighted. The main area (callout 2) shows the details for 'Test lot 1', including a table with columns: Name, Extended Price, Price, Quantity, and Total Cr. The table contains one row for 'Engineering services' with a price of 1 USD and a quantity of 1. The bottom of the main area (callout 3) has a 'Submit Entire Response' button, along with 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import' buttons. A yellow banner at the top states 'Your response to the prerequisites has been submitted.'

Fill in the response to the RFI/RFP via Excel upload

1. Navigate to any **subsection** of the **Event Contents** section
2. Click on **Excel Import**
3. Click on **Download Content**

Go back to Equinor - TEST Dashboard Desktop File Sync

Console Doc2783608967 - RFP - Preview demo Round: 1 Time remaining 26 days 21:35:14

Event Messages Response History Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Review Legal Contract
4. Select Lots/Line Items
5. Submit Response

▼ Event Contents

All Content

Name ↑	Extended Price
2. Information about proposed subcontractor. Subcontractor's full legal name and legal entity number.	
3. Tenderer's plan for verification and acceptance of subcontractor's HSEQ management system. Tenderer shall ensure that subcontractor has a system in place for management of risks and business objectives. Contractor shall verify that subcontractor's HSEQ management system has an acceptable level according to regulations and relevant industry standards. Tenderer shall submit to Company a plan for Tenderer's verification and acceptance of subcontractor's HSEQ management system.	
4. Tenderer's plan for follow-up of subcontractor. Tenderer shall establish a risk-based follow-up plan for the proposed subcontractor and submit to Company. Contractor shall only select a subcontractor who r's reasonable opinion, the identified risks can be effectively mitigated. Tenderer's follow-up plan for the proposed subcontractor shall be based on an assessment of the subcontractor's potential risk of noncompliance and shall at least include the following requirements:	Attach a file
a) Specific Compliance R Tenderer shall ensure that a follow-up plan addresses subcontractor's compliance with the principles stated in the "Specific Compliance Requirements" including but not limited to IDD, ethics, anti-corruption & human rights, safety, security and sustainability, data protection etc.	

(*) Indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import



Go back to Equinor - TEST Dashboard Desktop File Sync

Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment. Some questions may not appear in the exported event content due to visibility conditions.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

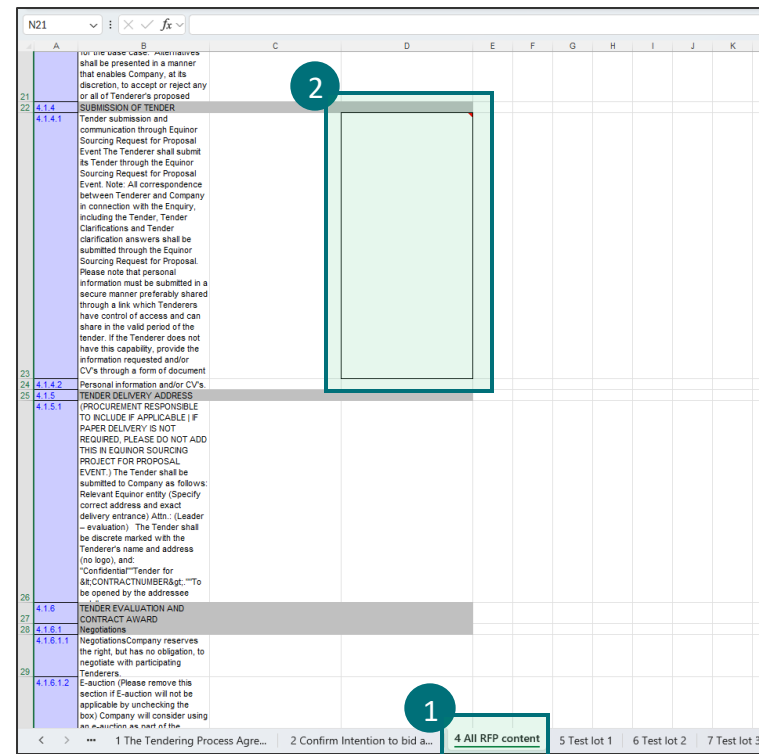
Choose File No file chosen Or drop file here

Step 4. 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.

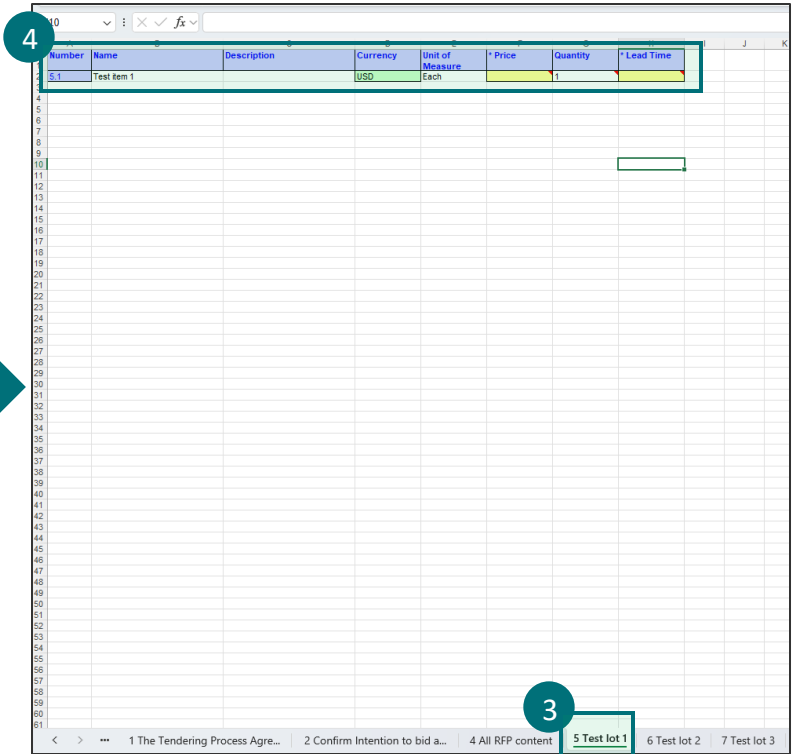
Upload

Fill in the response to the RFI/RFP via Excel upload

1. In the Excel file, navigate to the **All RFP content** sheet
2. The cells with a black border are the cells that Equinor request a reply for. Here you may **add your reply directly to the cell** (except if it requires an upload)
3. Then, navigating to the Lot sheets (following the RFP content sheet)
4. Here you may add your, e.g., **description in column C, price in column F, Quantity in column G and Lead time in column H**



4 All RFP content

5 Test lot 1

Fill in the response to the RFI/RFP via Excel upload

1. Navigating back to Excel import in Ariba, you the select **Choose File**
2. Select **Upload** and select the **Excel document you modified**
3. Click **Done** when completed
4. See your **responses populated in Ariba** from Excel
5. Click **Submit Entire Response** to submit the response

Go back to Equinor - TEST Dashboard

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Download Content Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

1. Locate the saved Excel file on your computer using the Browse button.

Choose File No file chosen

Or drop file here

Step 3. Click Upload to import the contents of the Excel file to your event. Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

3 Done



Go back to Equinor - TEST Dashboard

Doc2783608967 - RFP - Preview demo

Round: 1

Time remaining 26 days 21:18:56

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Review Legal Contract
4. Select Lots/Line Items
5. Submit Response

Test lot 1

Extended Price Price Quantity Total Ci

5.0 Test lot 1 Less... \$100.00 USD

Engineering services

5.1 Test item 1 Less... \$100.00 USD 100 USD Each \$100.00

Lead Time 1

(*) Indicates a required field

Event Contents

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

4

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



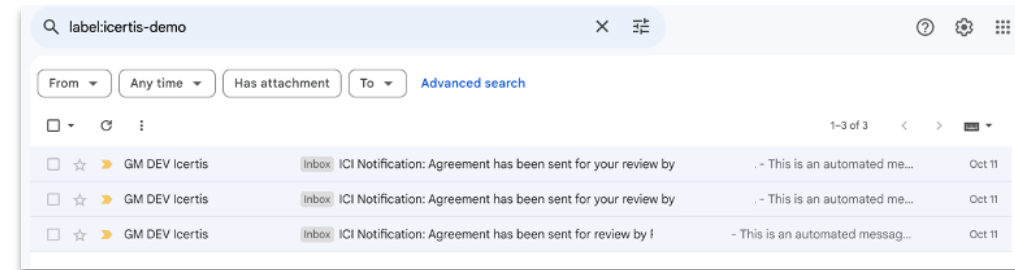
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Negotiate new agreements with Equinor

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



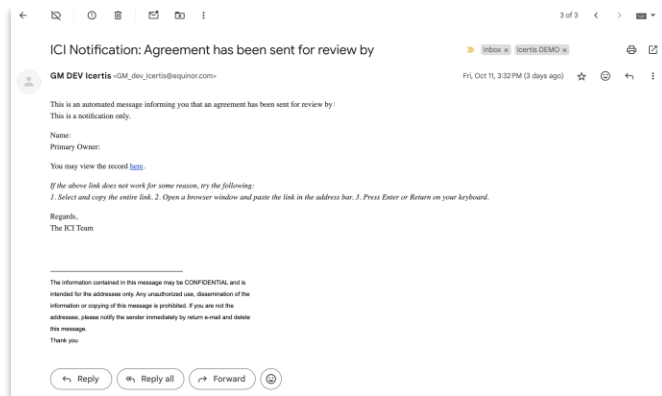
Note: The same functionality will be used to negotiate contract changes in an existing agreement



Negotiate new agreements with Equinor

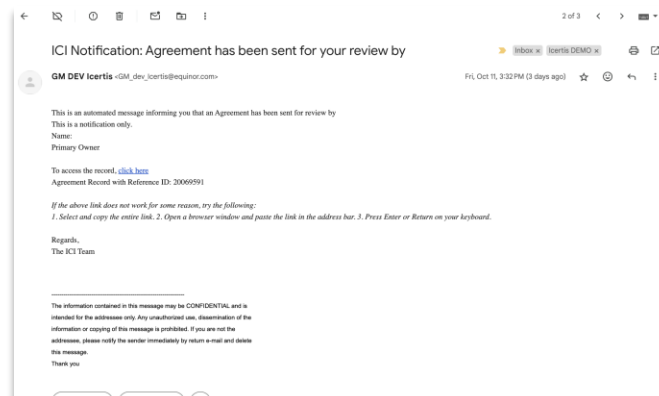
Email 1

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



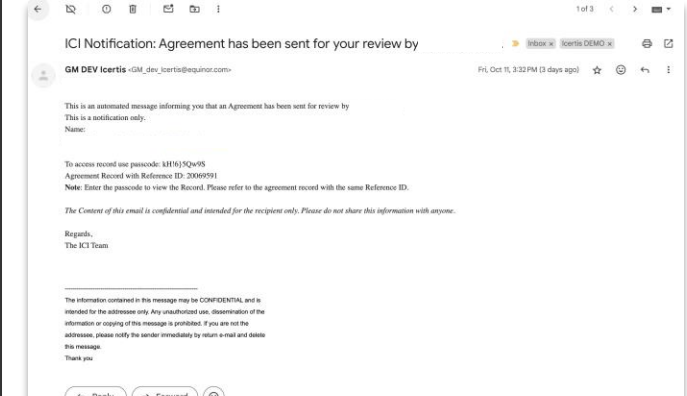
Email 2

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



Redlining: 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

[External] ICI Notification: Agreement has been sent for your review by ...

GT GM Test Icertis <gm_test_icertis@equinor.com> To Mon 2025-11-03 09:56

Email 2

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

Name:
Primary Owner:

To access the record, **1** [click here](#). Note: This link is valid for 7 day(s). In case of any issues, please contact the Primary Owner.

Agreement Record with Reference ID: 17400750

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,

Icertis

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

Submit

* 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

[External] ICI Notification: Agreement has been sent for your review by ...

GT GM Test Icertis <gm_test_icertis@equinor.com> To Mon 2025-11-03 10:12

Email 3

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

Name:
Primary Owner:

To access the record, use passcode **2** 205222 (0 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.

Agreement Record with Reference ID: 17400750

Use 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,

Redlining: 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:

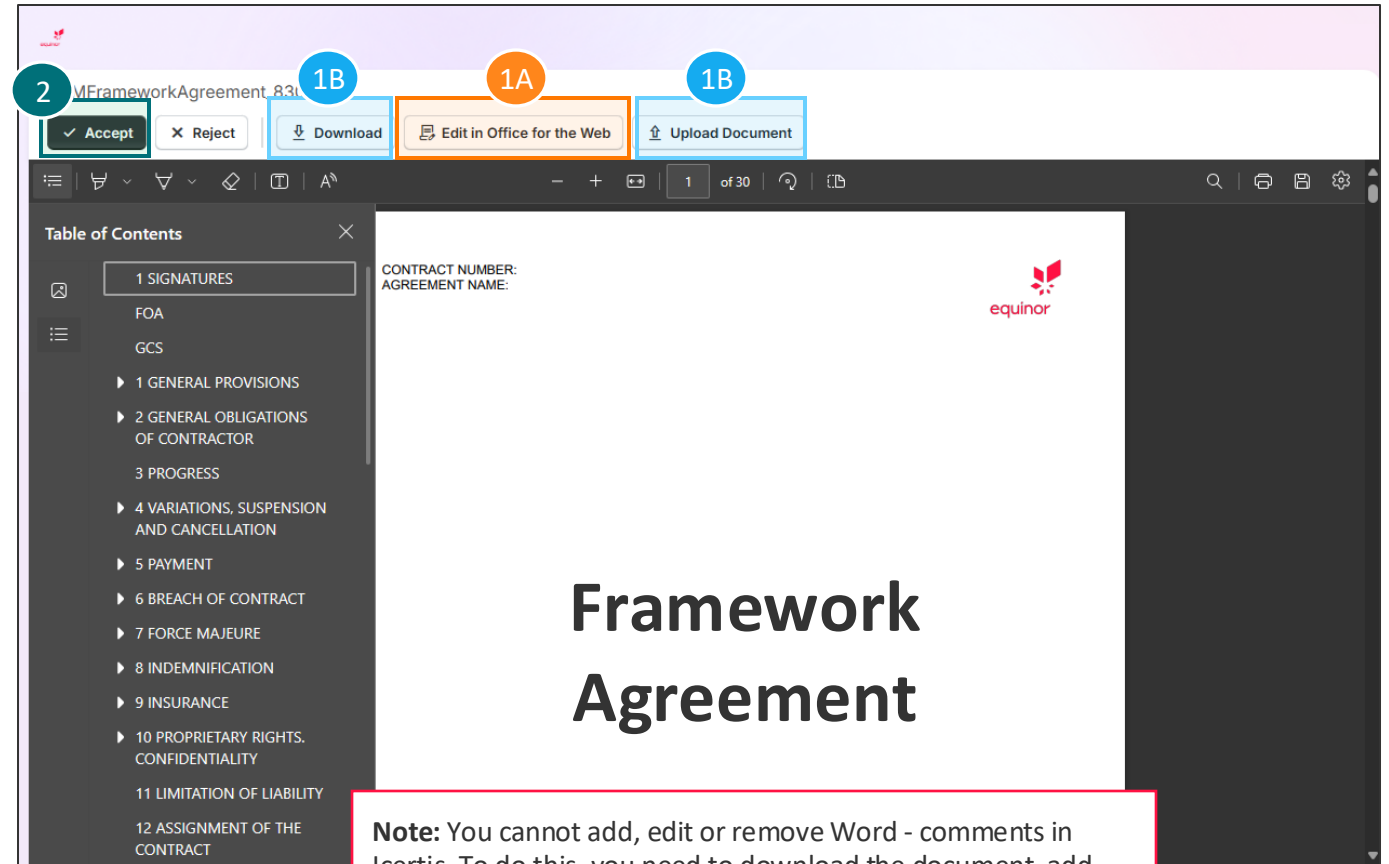
A) Edit in Office for the web; this enables you to edit the document in Icertis directly

- 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 **Accept**. **Note;** You cannot continue editing the document after you have clicked Accept! 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 Accept

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

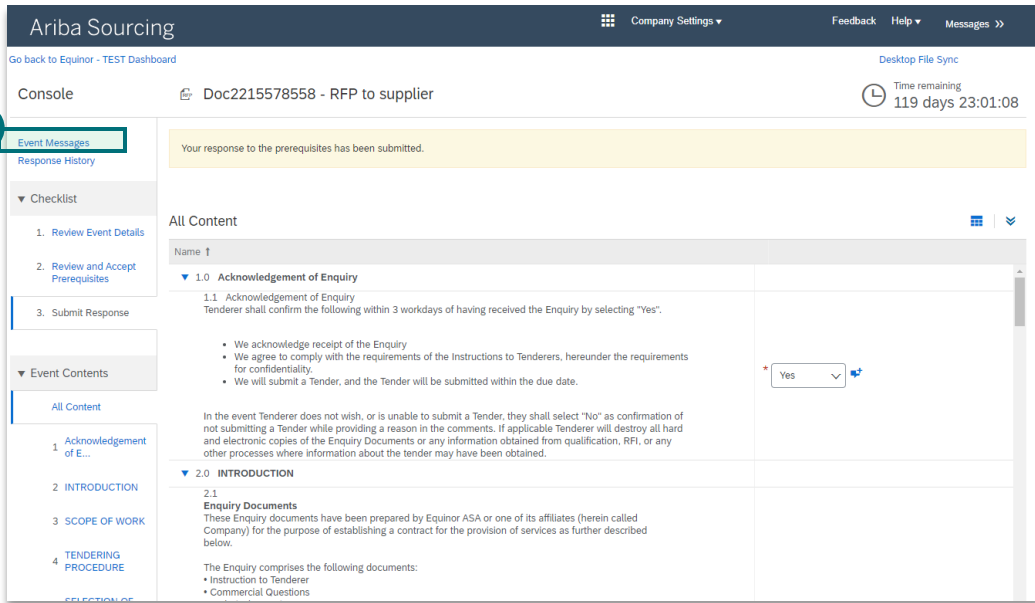


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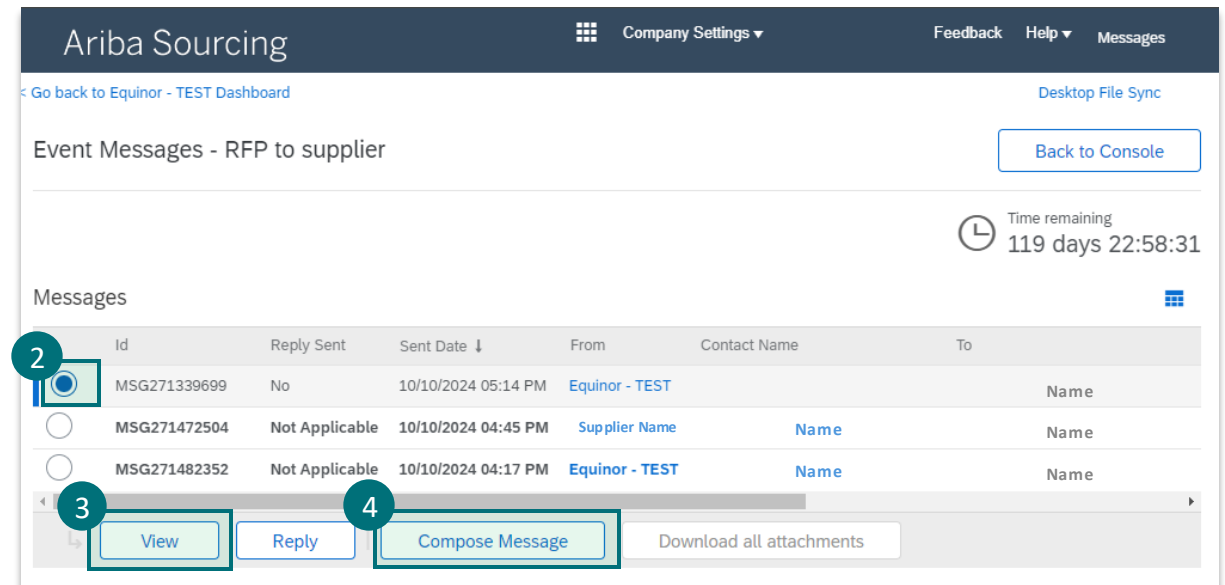
Use SAP Ariba to communicate during RFIs and RFPs

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. In the left sidebar, the 'Event Messages' tab is highlighted with a red circle and the number 1. The main content area shows a message titled 'Your response to the prerequisites has been submitted.' with a 'Yes' button.



The screenshot shows the 'Event Messages - RFP to supplier' page. It displays a table of messages with the following columns: Id, Reply Sent, Sent Date, From, Contact Name, and To. The first message is selected, and the 'View' button is highlighted with a red circle and the number 3. The 'Compose Message' button is highlighted with a red circle and the number 4.

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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Who is this for?

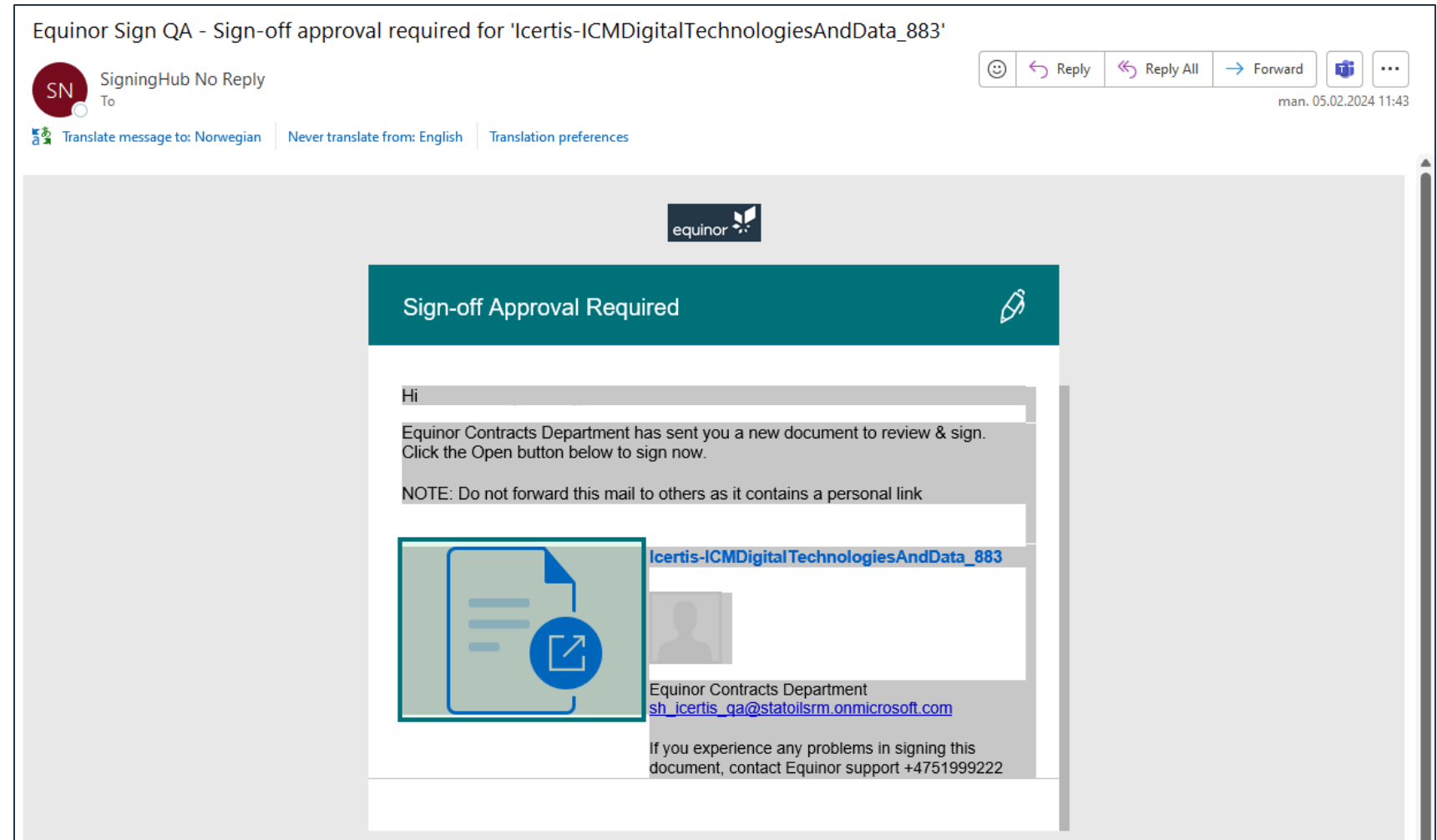
Equinor Suppliers



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Signing new agreements

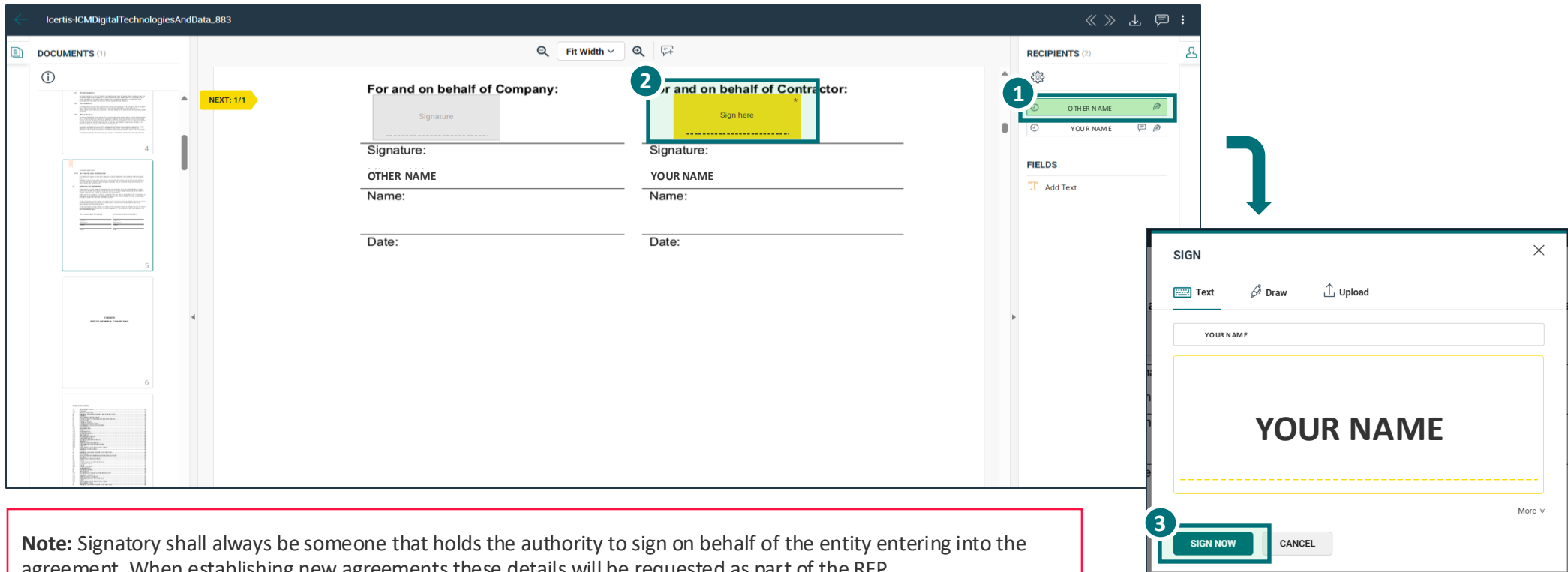
- New agreements are either signed electronically through SigningHub, or manually through hand signing
- The signing process is initiated by Equinor
- If the agreement is to be signed electronically, you will receive an email and be asked to continue to SigningHub by clicking the link
- Click the marked 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
2. Click **Sign here**
3. Complete the process by clicking **SIGN NOW**



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