

## 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



<b>01</b>	Registering as an Equinor supplier
<b>02</b>	Receiving requests for information (RFI), requests for proposal (RFP) and submitting response
<b>03</b>	Negotiate new agreements with Equinor
<b>04</b>	Communicating with Equinor during RFIs and RFPs
<b>05</b>	Signing 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



<b>01</b>	Registering as an Equinor supplier
<b>02</b>	Receiving requests for information (RFI), requests for proposal (RFP) and submitting response
<b>03</b>	Negotiate new agreements with Equinor
<b>04</b>	Communicating with Equinor during RFIs and RFPs
<b>05</b>	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.

Click the link

[External] Invitation: Register to become a supplier with Equinor - TEST

 Supplier Onboarding Team <s4system-prodeu+ To ons. 25.09.2024 12:11

**CAUTION: External email. Be cautious with links and attachments.**

Equinor - TEST

---

**Register as a supplier with Equinor - TEST**

Hello!

Equinor Contact has invited you to register to become a supplier with Equinor - TEST. Start by creating an account with Ariba Network. It's free.


Equinor - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier Name already has an account with Ariba Network, sign in with your username and password.


[Click Here](#) to create account now

You are receiving this email because your customer, Equinor - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Equinor - TEST.

---

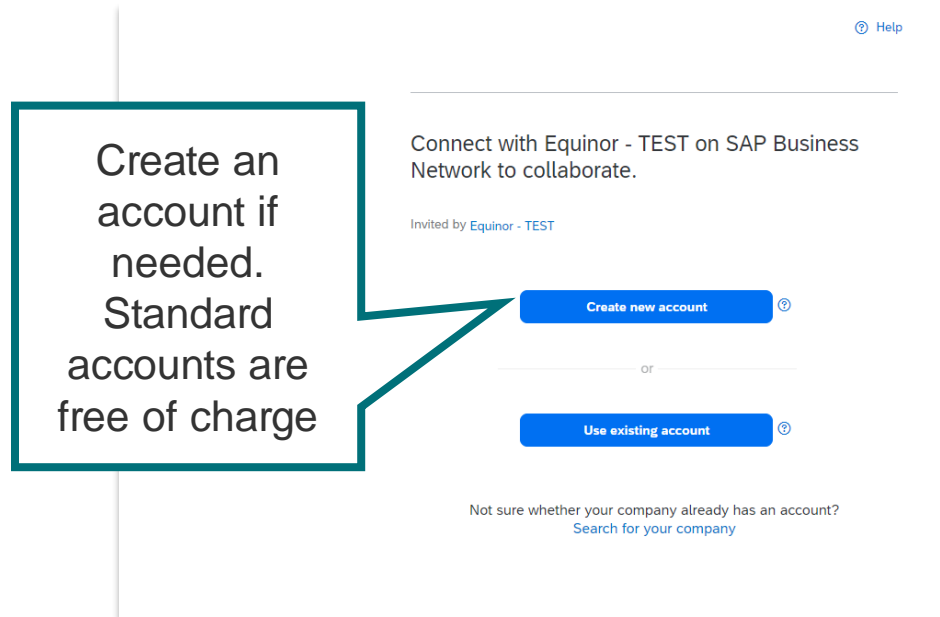
Offices | Data Policy | Contact Us | Customer Support

Powered by 



# 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 \*

Country/Region \*

Address line 1 \*

Address line 2

Postal code \*

City \*

State

Administrator account information ⓘ

First name \*  Last name \*

Email \*

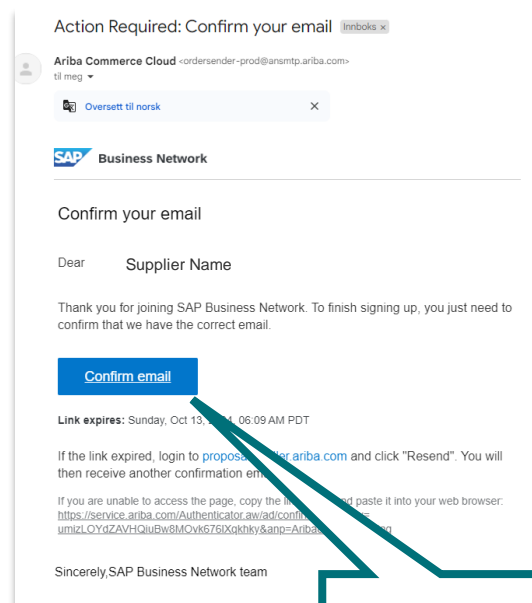
Use my email as my username

Password \*  Repeat password \*

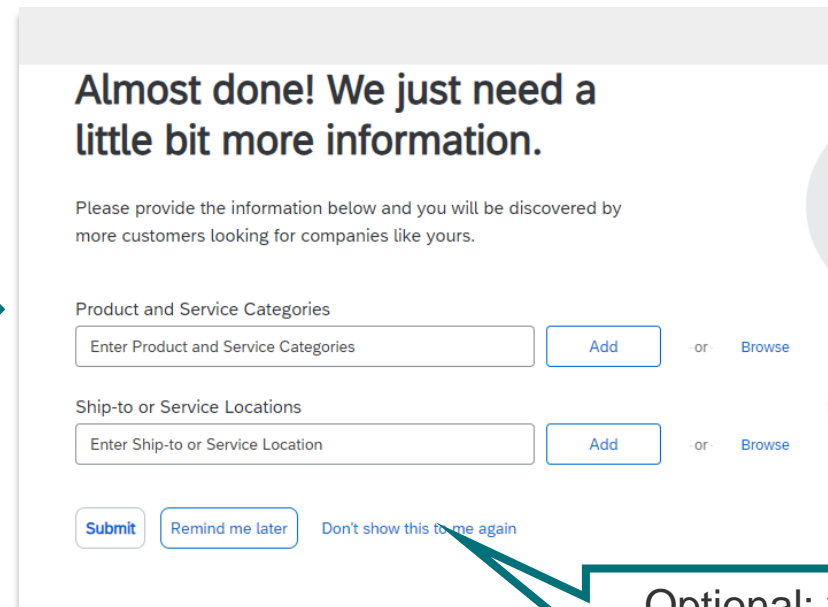
Fill in necessary attributes

# 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 “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 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

# 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

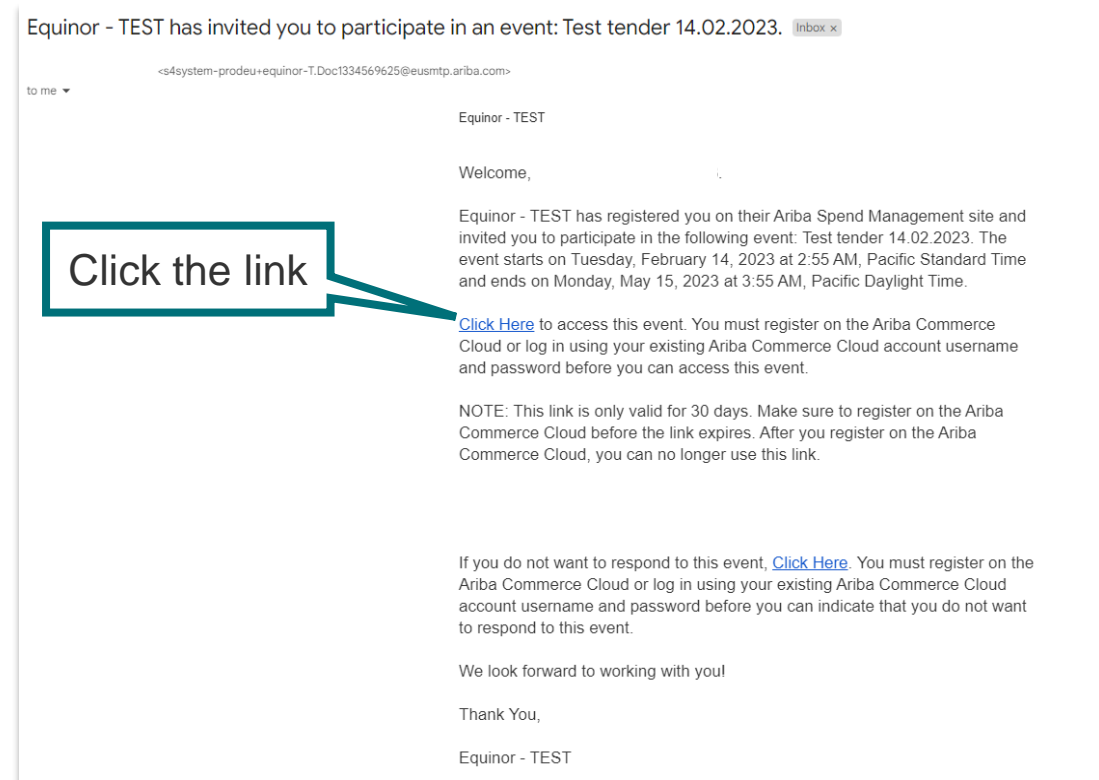


01	Registering as an Equinor supplier
02	Receiving requests for information (RFI), requests for proposal (RFP) and submitting response
03	Negotiate new agreements with Equinor
04	Communicating with Equinor during RFIs and RFPs
05	Signing new agreements



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

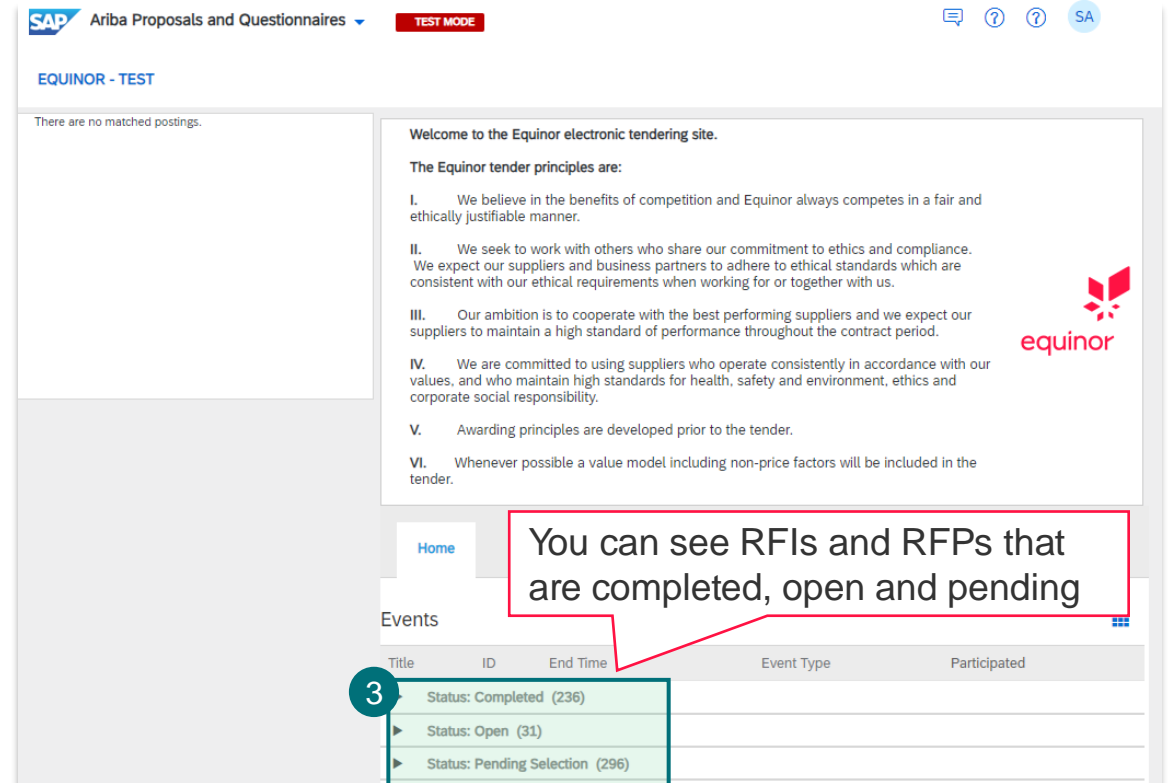
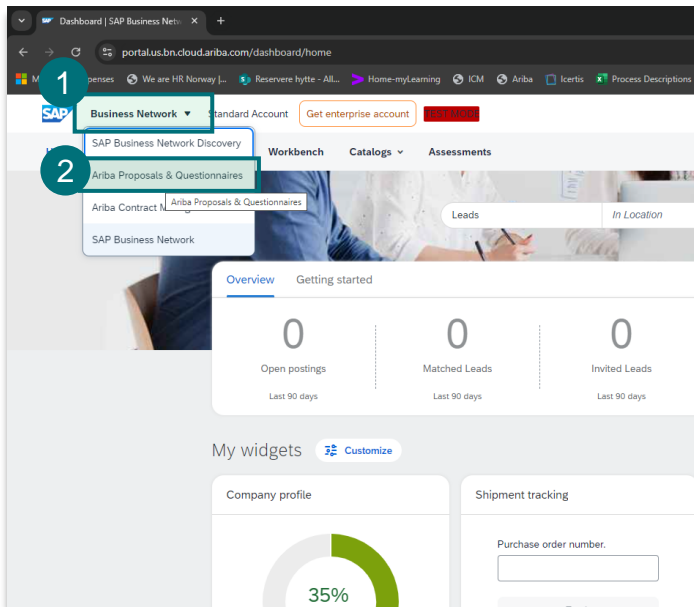
- Once Equinor has invited you to participate in an RFI or RFP, you will receive an email asking you to click the link and proceed to SAP Business Network
- Click the **Link**



# 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:

- We believe in the benefits of competition and Equinor always competes in a fair and ethically justifiable manner.
- 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.
- 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.
- 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.
- Awarding principles are developed prior to the tender.
- 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

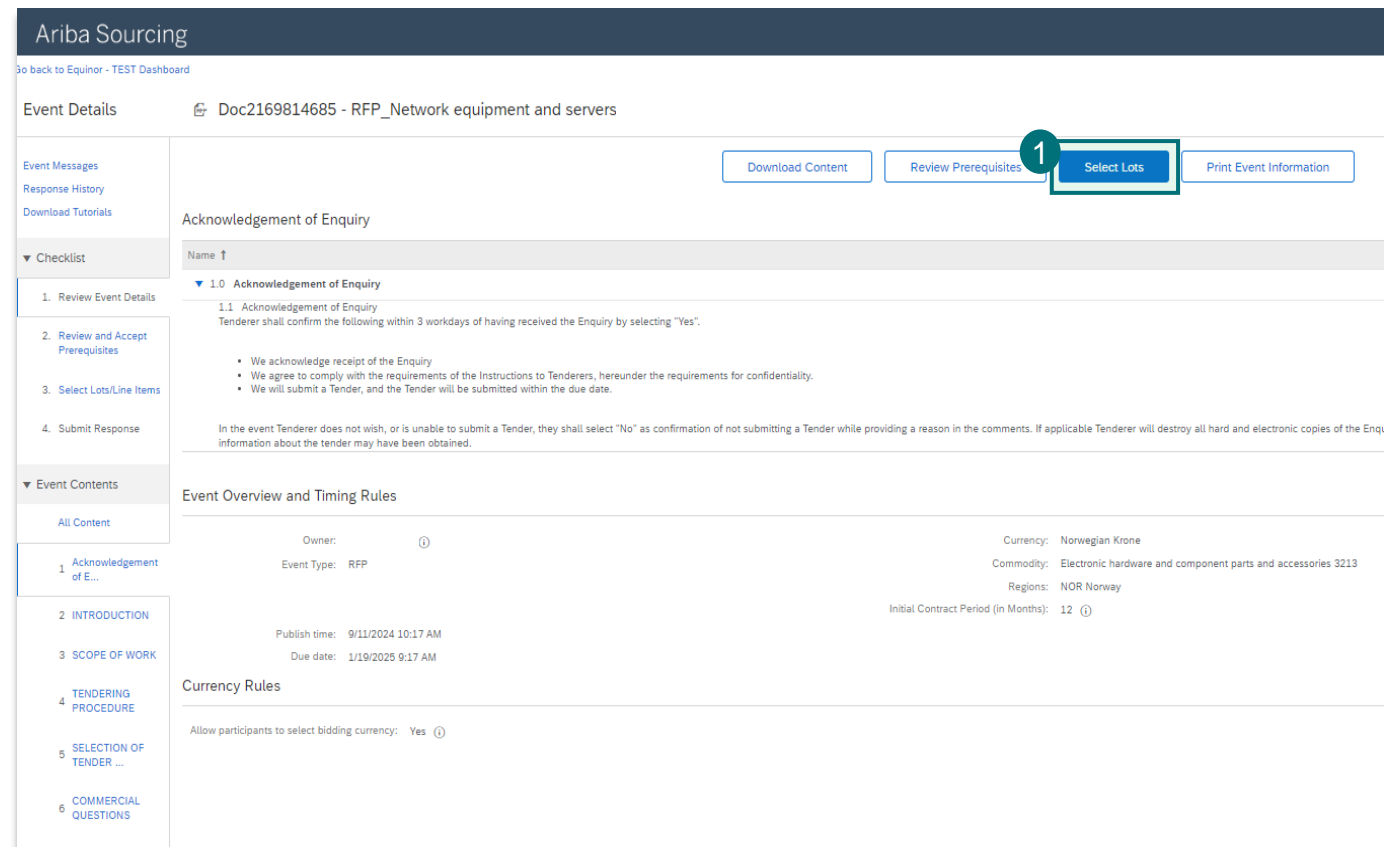
1. Once in the RFI / RFP, click **Review Prerequisites** to see the terms you need to agree on in order to see the RFI/RFP content
2. Then in the next page, accept the terms and any other mandatory Prerequisites
3. Select **Yes**



# 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 "Select Lots" button is highlighted with a red circle and the number 1. The interface includes a sidebar with a checklist and event contents, and a main content area with sections for Acknowledgement of Enquiry, Event Overview and Timing Rules, and Currency Rules.

**Ariba Sourcing**  
 Go back to Equinor - TEST Dashboard

Event Details [Doc2169814685 - RFP\\_Network equipment and servers](#)

Download Content Review Prerequisites **1 Select Lots** Print Event Information

Event Messages  
 Response History  
 Download Tutorials

▼ Checklist

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

▼ Event Contents

All Content

- 1 Acknowledgement of E...
- 2 INTRODUCTION
- 3 SCOPE OF WORK
- 4 TENDERING PROCEDURE
- 5 SELECTION OF TENDER ...
- 6 COMMERCIAL QUESTIONS

**Acknowledgement of Enquiry**

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.

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 information about the tender may have been obtained.

**Event Overview and Timing Rules**

Owner: ⓘ  
 Event Type: RFP  
 Publish time: 9/11/2024 10:17 AM  
 Due date: 1/19/2025 9:17 AM

Currency: Norwegian Krone  
 Commodity: Electronic hardware and component parts and accessories 3213  
 Regions: NOR Norway  
 Initial Contract Period (in Months): 12 ⓘ

**Currency Rules**

Allow participants to select bidding currency: Yes ⓘ

# 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
3

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"> <li>We acknowledge receipt of the Enquiry</li> <li>We agree to comply with the requirements of the Instructions to Tenderers, hereunder the requirements for confidentiality.</li> <li>We will submit a Tender, and the Tender will be submitted within the due date.</li> </ul> <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"> <li>Instruction to Tenderer</li> <li>Commercial Questions</li> <li>Technical Questions</li> <li>Draft Agreement</li> </ul> <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

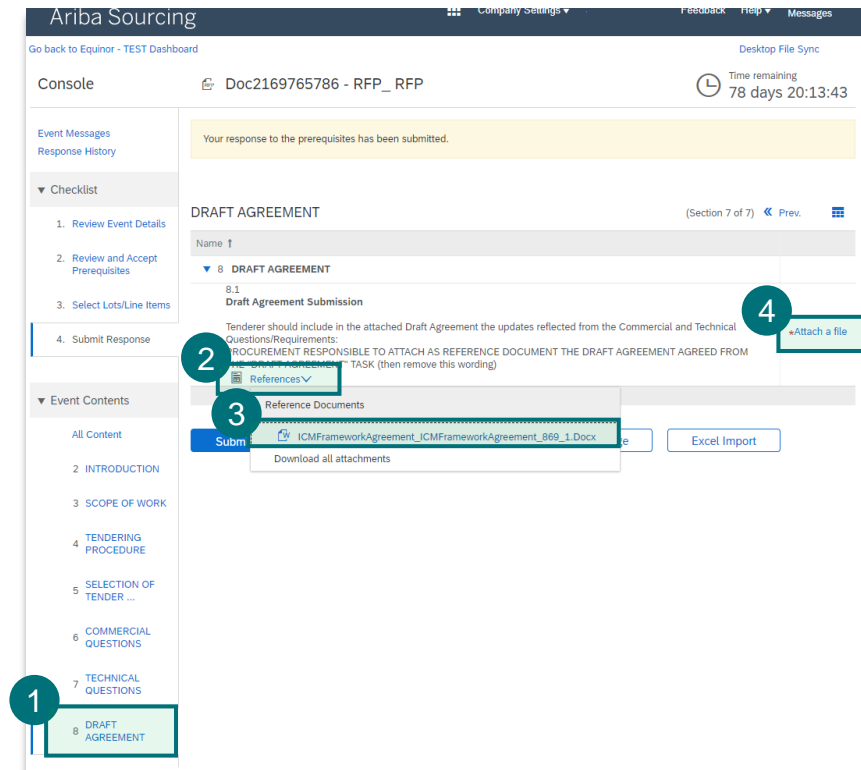
2 **Submit Entire Response** | Update Totals | Save draft | Compose Message | Excel Import

**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 shows the Ariba Sourcing interface for a specific RFP (Doc2169765786 - RFP\_RFP). The main content area displays the 'DRAFT AGREEMENT' section, which is currently expanded to show '8.1 Draft Agreement Submission'. The interface includes a left-hand navigation menu, a top navigation bar, and a main content area with a 'References' section. Four numbered callouts are present: 1 points to the 'DRAFT AGREEMENT' section in the left-hand navigation menu; 2 points to the 'References' section in the main content area; 3 points to a document titled 'ICMFrameworkAgreement\_ICMFrameworkAgreement\_869\_1.Docx' in the 'Reference Documents' section; and 4 points to the 'Attach a file' button in the 'Draft Agreement Submission' section.

# 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

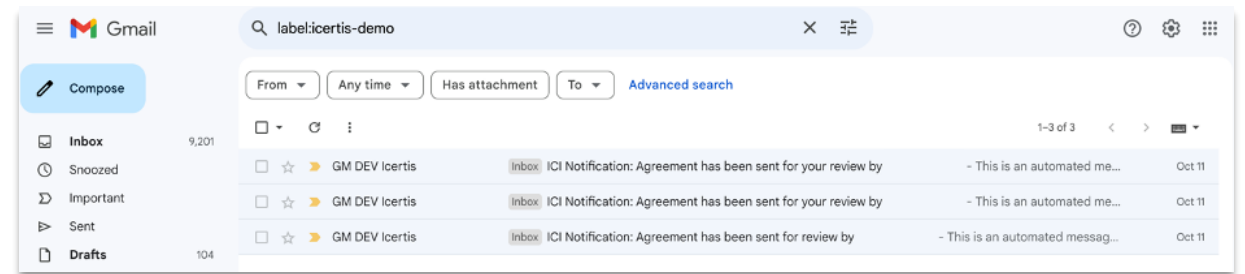


# Negotiate new agreements with Equinor

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



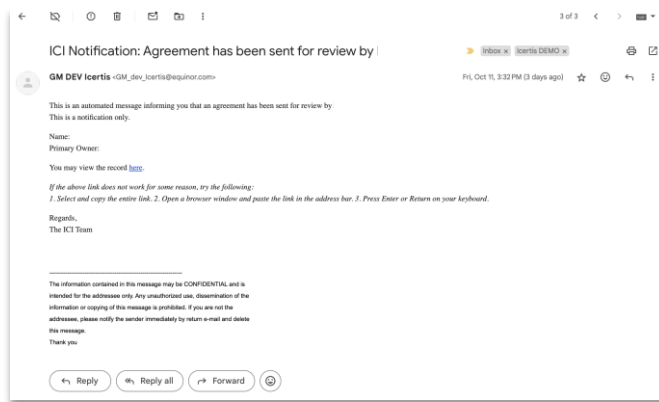
**Note:** The same functionality will be used to negotiate contract changes in an existing agreement



# Negotiate new agreements with Equinor

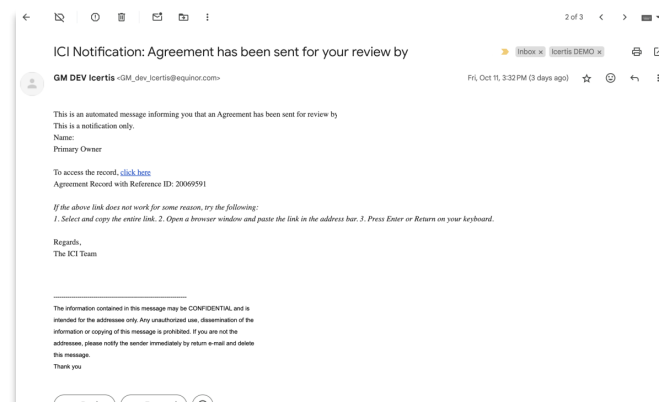
## Email 1

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



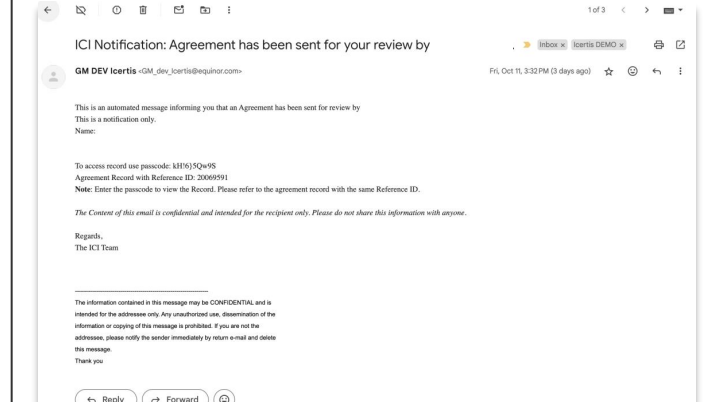
## Email 2

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



## Email 3

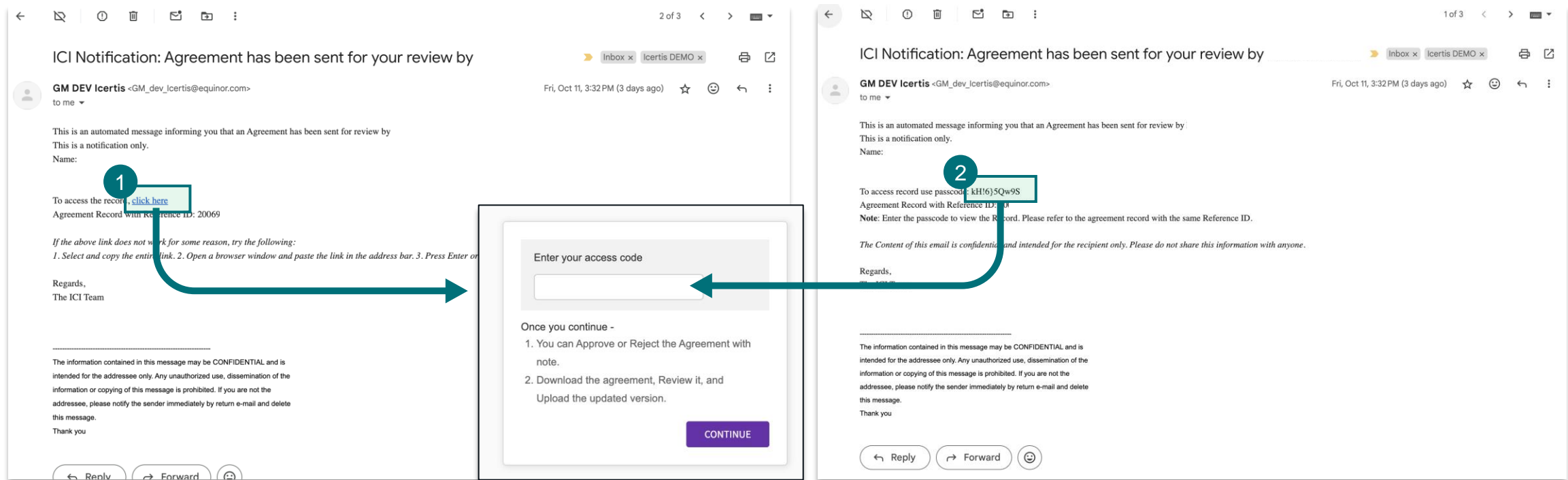
The **third** email you receive includes an access code that you will need to access the link in the **second** email



# 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



The image illustrates the process of negotiating new agreements with Equinor through Icertis. It shows two email notifications and a login popup.

**Email 2 (Left):** Titled "ICI Notification: Agreement has been sent for your review by". It contains a link "click here" circled in red with a "1" in a red circle. A red arrow points from this link to the login popup.

**Email 3 (Right):** Titled "ICI Notification: Agreement has been sent for your review by". It contains a passcode "kH16j5Qw9S" circled in red with a "2" in a red circle. A red arrow points from this passcode to the "Enter your access code" field in the login popup.

**Login Popup (Center):** Titled "Enter your access code". It features a text input field and a purple "CONTINUE" button. Below the button, it lists instructions: "Once you continue - 1. You can Approve or Reject the Agreement with note. 2. Download the agreement, Review it, and Upload the updated version."

# 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:

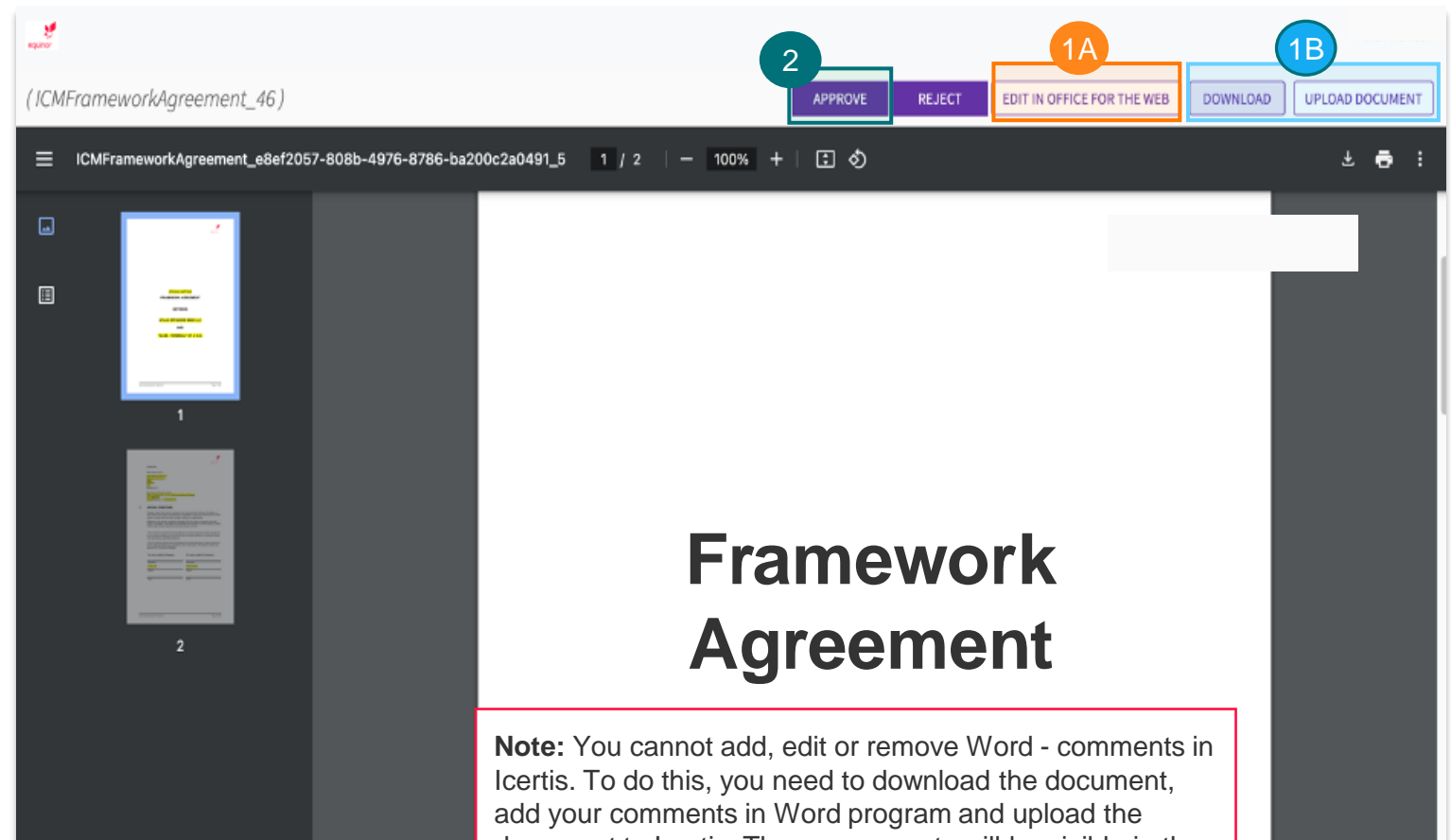
A) Edit in Office For The Web; this enables you to edit the document in Icertis directly

- 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

# 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

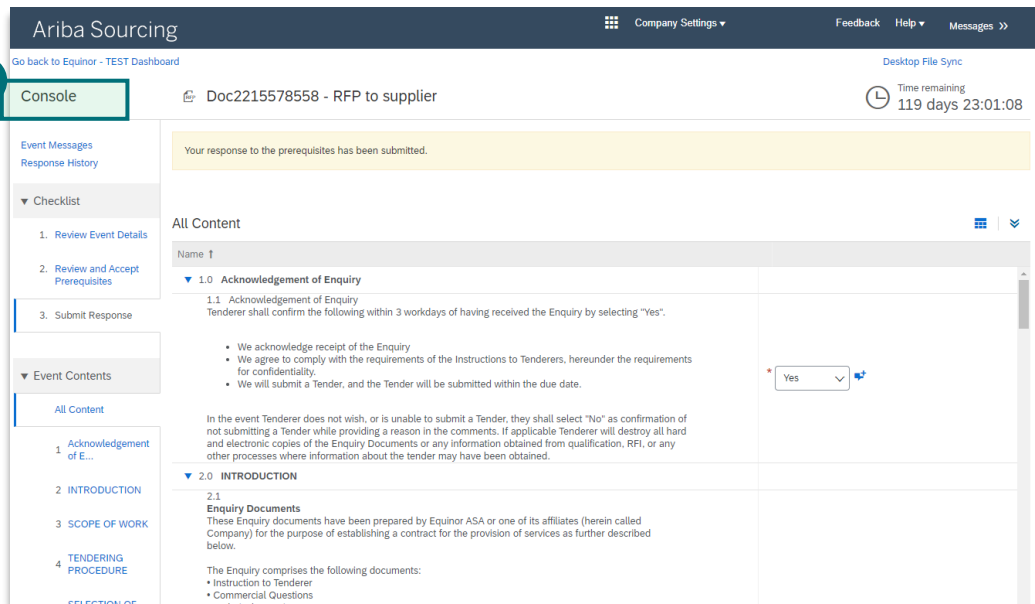


01	Registering as an Equinor supplier
02	Receiving requests for information (RFI), requests for proposal (RFP) and submitting response
03	Negotiate new agreements with Equinor
04	Communicating with Equinor during RFIs and RFPs
05	Signing new agreements

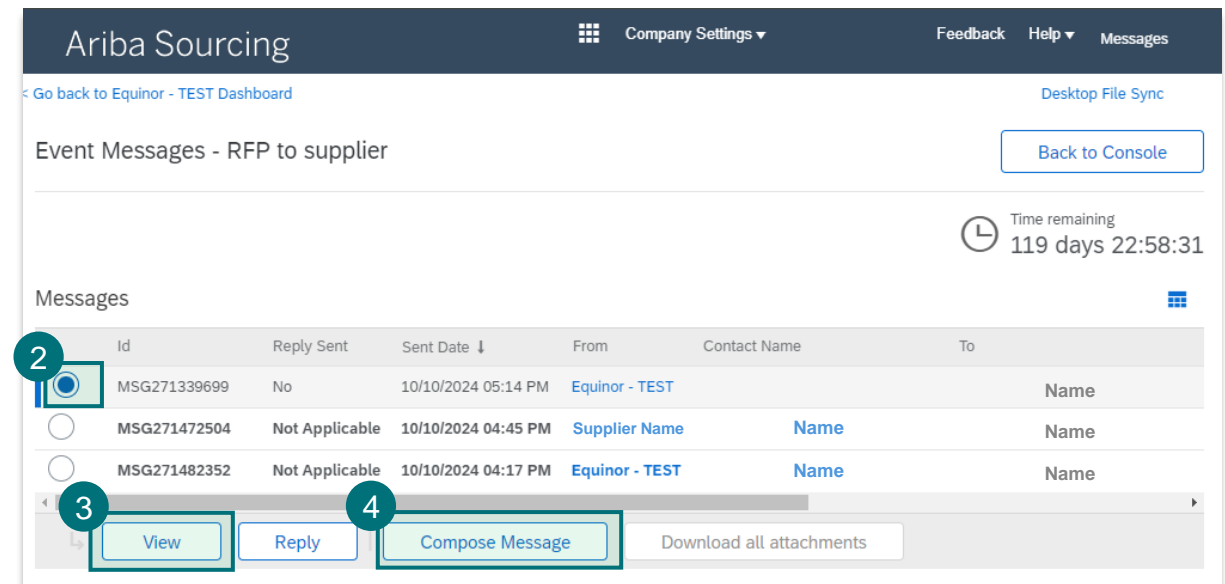
# Use SAP Ariba to communicate during RFIs and RFPs

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 for a specific RFP event. The left sidebar contains a 'Checklist' section with three items: 'Review Event Details', 'Review and Accept Prerequisites', and 'Submit Response'. The 'Event Messages' link 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.' and a section for 'All Content' with various document sections like '1.0 Acknowledgement of Enquiry' and '2.0 INTRODUCTION'.



The screenshot shows the 'Event Messages - RFP to supplier' page. It features a table of messages with columns for Id, Reply Sent, Sent Date, From, Contact Name, and To. A red circle with the number '2' highlights a message row. Below the table, there are buttons for 'View', 'Reply', 'Compose Message', and 'Download all attachments'. A red circle with the number '3' highlights the 'View' button, and a red circle with the number '4' highlights the 'Compose Message' button.

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

# 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?

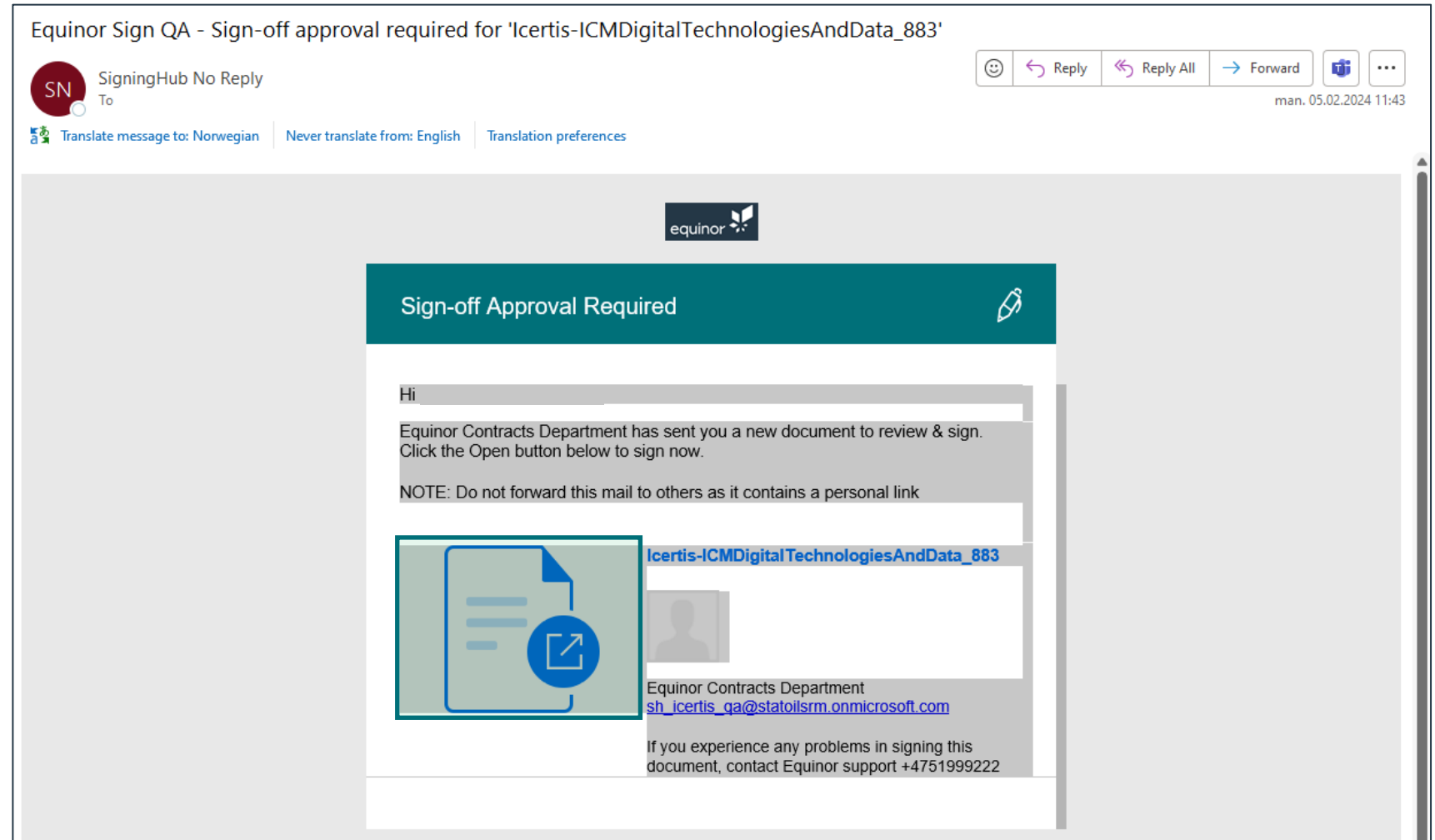
Equinor Suppliers



<b>01</b>	Registering as an Equinor supplier
<b>02</b>	Receiving requests for information (RFI), requests for proposal (RFP) and submitting response
<b>03</b>	Negotiate new agreements with Equinor
<b>04</b>	Communicating with Equinor during RFIs and RFPs
<b>05</b>	<b>Signing new agreements</b>

# 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

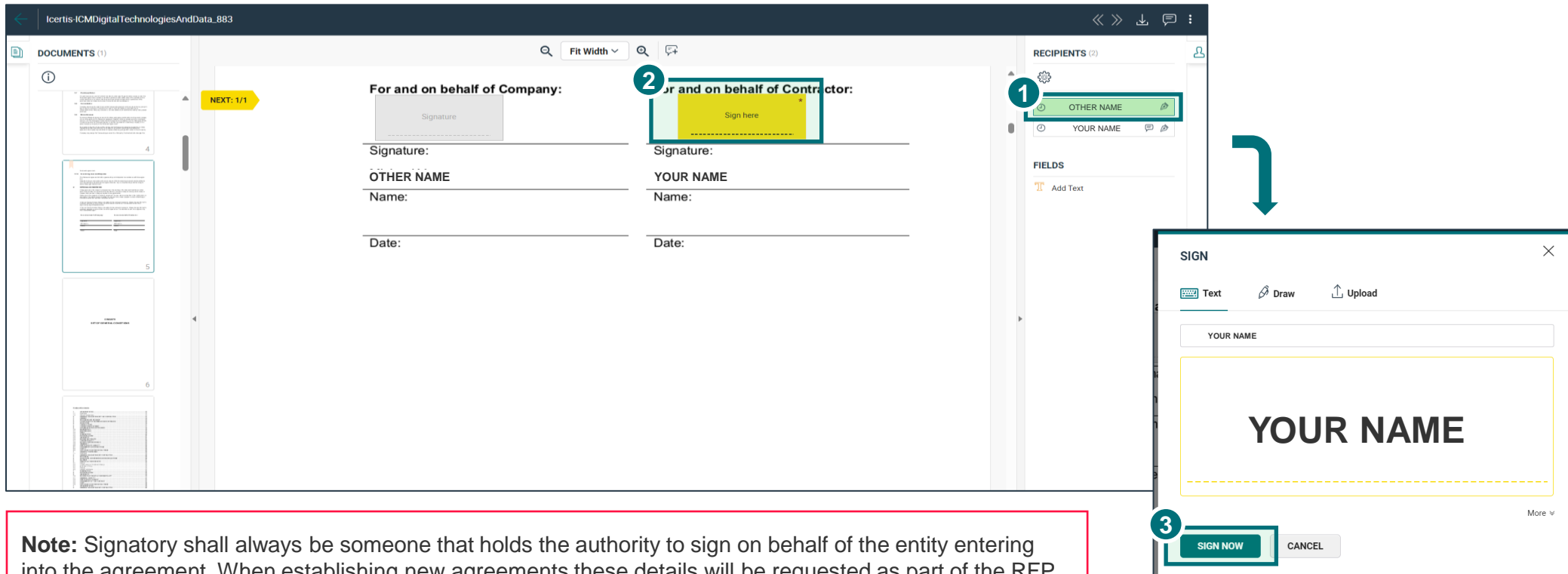




# Signing new agreements

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 illustrates the SigningHub interface for document signing. It shows a document viewer on the left, a central signing area with two columns for 'For and on behalf of Company' and 'For and on behalf of Contractor', and a 'RECIPIENTS' panel on the right. A yellow arrow labeled 'NEXT: 1/1' points to the first column. A blue box with a '2' highlights the 'Sign here' button in the Contractor column. A blue box with a '1' highlights the 'OTHER NAME' recipient in the RECIPIENTS panel. A blue arrow points from the 'SIGN NOW' button in the 'SIGN' dialog box back to the 'OTHER NAME' recipient. A blue box with a '3' highlights the 'SIGN NOW' button in the 'SIGN' dialog box.

**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