



Ariba RFX Supplier guideline document with screenshots:

Table of contents

Introduction.....	2
Accessing the event from the invitation email.....	2
Completing the Q&As and submitting the final responses in Ariba.....	7
Composing Messages via Message Board.....	11
Revising the responses.....	12
Download offline questionnaire to an excel and uploading the completed file.....	14
Sending messages in Pending Selection status via the message board.....	16
Handy tips.....	17



Introduction

This following guide is designed to assist you in logging onto Ariba and participating in RFx for bp. You should receive your invitation via email from Ariba when the project is published. If this is not the case, please contact the Ariba helpdesk on +1 866 218 2155, or Sourcing Specialist (project lead).

Please ensure that you are the appropriate person to respond to the project invitation on behalf of your company. If necessary, please contact the project owner immediately to discuss and agree the appropriate contact. Finally, please ensure that you are aware of and can adhere to the deadlines given in the project.

URL to access Supplier Ariba portal

<http://proposals.seller.ariba.com> or <http://supplier.ariba.com>

Link to watch tutorials for the suppliers

<https://uex.ariba.com/auc/node/99957>

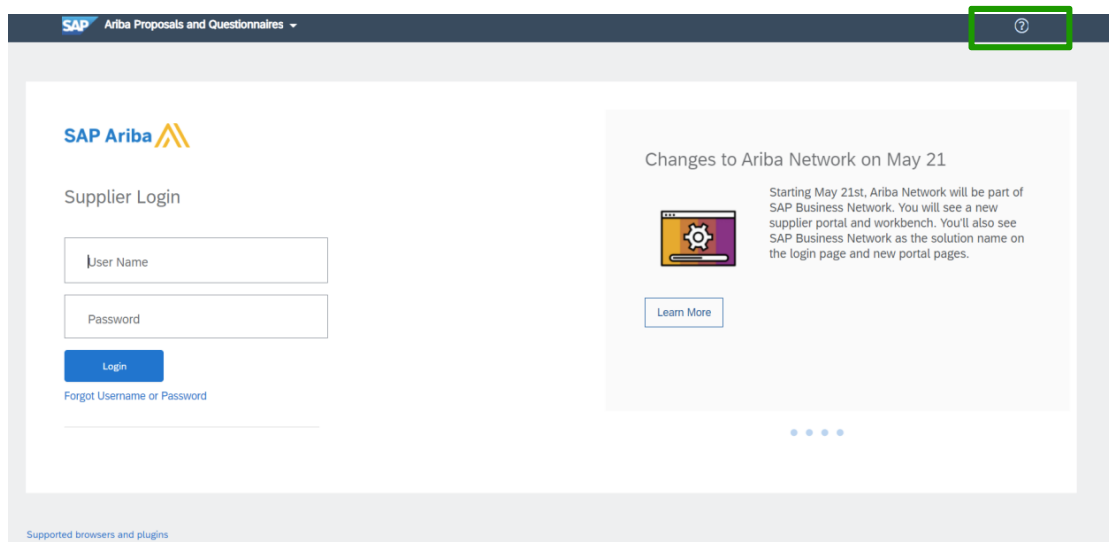
For registration related queries, please refer to Supplier Sourcing Registration Guide document.

For FAQs, refer to Supplier FAQs document.

For invitation email, refer to Sample-Invitation email document.

Accessing the event from the invitation email

Ariba Home Page- Supplier Portal



Suppliers can click on Help Center as shown in above screenshot for any assistance on registration; log-in; resetting password and tutorials.



Supplier to log-in using the User details received when registered in Ariba:

Categories in your profile have had over \$1,000.00 USD in business over the last 12 months.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time	Event Type	Participated
▶ Status: Completed	(98)			
▶ Status: Open	(4)			
▶ Status: Pending Selection	(122)			

From the dashboard shown above, you can see the events that you have been invited. Please refer to Status- Open.

In case you cannot find the event, you are invited to; please click on the drop-down arrow and select Ariba Proposals and Questionnaires from the list to go to Event page from the log-in page.

SAP Ariba Network

- Ariba Discovery
- Ariba Proposals And Questionnaires
- Ariba Contracts
- Ariba Network

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba?
[Register Now](#) or [Learn More](#)

Changes to Ariba Network on May 21

Starting May 21st, Ariba Network will be part of SAP Business Network. You will see a new supplier portal and workbench. You'll also see SAP Business Network as the solution name on the login page and new portal pages.

[Learn More](#)

SAP Ariba Proposals and Questionnaires

The link in the invite email expires once you have accessed the event on Ariba. For all subsequent log-in, use either of the URLs: <http://proposals.seller.ariba.com> or <http://supplier.ariba.com>.



1. Review Prerequisites:

Event Details Doc658891924 - Test RFx Time remaining 227 days 05:01:35

Event Messages
Download Tutorials
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

▼ Event Contents

All Content

1. bp Procurement RFP - ...
2. Privacy Notice
3. Confidentiality Agreement

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

All Content

Name ↑

- 1 bp Procurement RFP - Powered by Ariba on behalf of bp Less...
 - bp Procurement RFP ASM Version R1.2
 - 1.1 The information provided is for bp's internal use only, and is stored on behalf of bp by Ariba Inc. using secured servers hosted in the United States.
 - 2 Privacy Notice
 - 2.1 The information that you provide when completing this form will be used by or on behalf of bp to carry out due diligence on your company and selected senior managers to gauge suitability as a prospective Supplier to bp. This will involve assessing the financial health, HSSE standards, Technical/ Quality attributes and corruption risk.
 - 2.2 bp Overview: bp Plc is the holding company of one of the world's largest petroleum, energy and petrochemicals groups. bp provides its customers with fuel for transportation, energy for heat and light, retail services and petrochemicals products for everyday items. bp has well-established operations in Europe, North and South America, Australia, Asia and Africa. More information is available at www.bp.com

Event Overview and Timing Rules

Owner: Velanthottu Kootala, Manoj	Currency: Australian Dollar
Event Type: RFP	Commodity: Retail distribution services 80141703
	Regions: AUS Australia
	Contract Months: 12
	Contract Effective Date: 05/29/2020

Publish time: 5/18/2021 6:37 PM
Due date: 12/31/2021 11:45 PM

From the event page, click on Review Prerequisites button which is highlighted in Blue as shown in the above screen shot. You can also see the Event Overview and Timing Rules in this page.

2. Review and Accept Prerequisites:

Prerequisites Doc658891924 - Test RFx

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. 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.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

Prerequisites

Name ↑

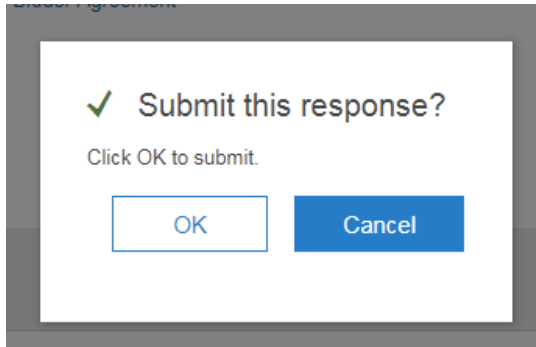
- 1 bp Procurement RFP - Powered by Ariba on behalf of bp Less...
 - bp Procurement RFP ASM Version R1.2
 - 2 Privacy Notice
 - 3 Confidentiality Agreement
 - 3.1 Selecting "Yes" from the menu to the right constitutes the Bidder's acceptance of the terms and conditions of this event as described in the attachment and the intent to participate in this process. Yes

(*) indicates a required field

OK Cancel

After clicking on Review Prerequisites, follow the below steps:

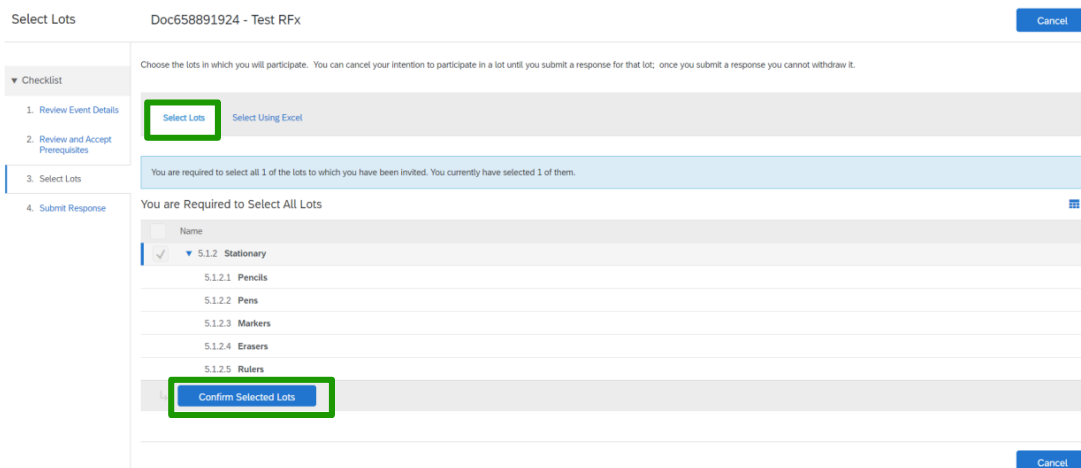
- Select first option 'I accept the terms of this agreement'.
- Review the confidentiality agreement and select Yes from the drop-down to proceed.



Click on OK to submit the response and to get full access to the RFx questionnaire.

3. Select Lots

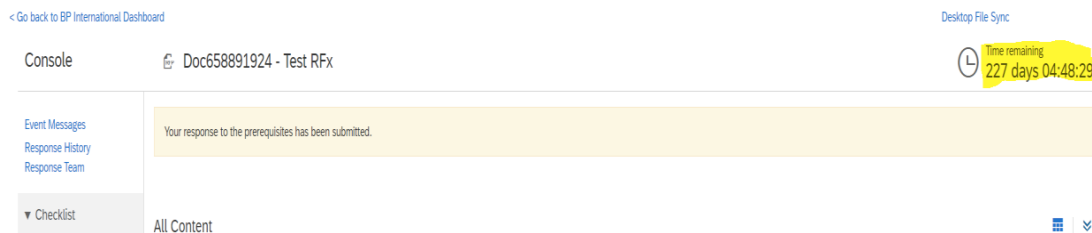
Select Lots (in case the pricing is built as lots and line items) to confirm the lots that you will be bidding for and click on Confirm Selected Lots button:



The screenshot shows the "Select Lots" interface for "Doc658891924 - Test RFx". On the left is a checklist with four items: "1. Review Event Details", "2. Review and Accept Prerequisites", "3. Select Lots" (which is highlighted), and "4. Submit Response". The main area has a header "Select Lots" and a "Cancel" button. Below the header, there's a message: "Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it." There are two buttons: "Select Lots" (highlighted with a green box) and "Select Using Excel". Below this, a blue box states: "You are required to select all 1 of the lots to which you have been invited. You currently have selected 1 of them." Underneath, it says "You are Required to Select All Lots". There is a table with a "Name" column and a list of items: "5.1.2 Stationary" (checked), "5.1.2.1 Pencils", "5.1.2.2 Pens", "5.1.2.3 Markers", "5.1.2.4 Erasers", and "5.1.2.5 Rulers". At the bottom, there is a "Confirm Selected Lots" button (highlighted with a green box) and a "Cancel" button.

If the pricing is uploaded as an attachment, you will not see Select Lots field and instead you see Submit Response in checklist 3.

Time remaining in the event is shown on the right-hand side of your event screen:



The screenshot shows the event screen for "Doc658891924 - Test RFx". At the top left, there's a link "< Go back to BP International Dashboard". At the top right, there's a "Desktop File Sync" link. Below these, there's a "Console" section with the event name "Doc658891924 - Test RFx". On the right side of the console, there's a clock icon and a yellow box indicating "Time remaining 227 days 04:48:29". Below the console, there's a "Event Messages" section with links for "Response History" and "Response Team". At the bottom left, there's a "Checklist" section with "All Content" and a "v" icon.



Once the prerequisites are accepted, you will get access to the RFx questionnaire which can be seen on the left-hand side of the event page. Please click on each of the sections to respond. Please upload documents wherever requested.

▼ Checklist

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

▼ Event Contents

All Content
1. bp Procurement RFP - ...
2. Privacy Notice
3. Confidentiality Agre...
4. PROJECT - TECHNICAL ...
5. PROJECT - COMMERCIAL...

All Content

Name ↑	Price	Quantity	Extended Price
▼ 1 bp Procurement RFP - Powered by Ariba on behalf of bp Less...			
bp Procurement RFP ASM Version R1.2			
1.1 The information provided is for bp's internal use only, and is stored on behalf of bp by Ariba Inc. using secured servers hosted in the United States.			
▼ 2 Privacy Notice			
2.1 The information that you provide when completing this form will be used by or on behalf of bp to carry out due diligence on your company and selected senior managers to gauge suitability as a prospective Supplier to bp. This will involve assessing the financial health, HSSE standards, Technical/ Quality attributes and corruption risk.			
2.2 bp Overview: bp Plc is the holding company of one of the world's largest petroleum, energy and petrochemicals groups. bp provides its customers with fuel for transportation, energy for heat and light, retail services and petrochemicals products for everyday items. bp has well-established operations in Europe, North and South America, Australia, Asia and Africa. More information is available at www.bp.com			
▼ 3 Confidentiality Agreement			
3.1 Selecting "Yes" from the menu to the right constitutes the Bidder's acceptance of the terms and conditions of this event as described in the attachment and the intent to participate in this process. 🗳️ ✓	Yes		
▼ 4 PROJECT - TECHNICAL SPECIFICATION			
(*) indicates a required field			

Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import



Completing the Q&As and submitting the final responses in Ariba

After accepting the prerequisites, you will now be in checklist Submit Response and should have access to RFx content. This can be seen on the left side of event screen:

Now, go to each of the sections under All Content to submit your responses. You will see questions/information on the right-hand side of respective sections:

Any questions with 'Asterisk' mark is a mandatory question and you will see a response box against that question.

You can save your responses by clicking on 'Save draft' button. You can resume your response submission with your previous responses saved:

Event Messages
Response History
Response Team

✓ Your entries have been saved but have not yet been submitted to the event owner. Continue working on your response and submit it when you are finished.

PROJECT - TECHNICAL SPECIFICATION (Section 4 of 5) ◀ Prev | Next ▶

Name ?

▼ 4 PROJECT - TECHNICAL SPECIFICATION

▼ 4.1 SCOPE OF WORK

4.1.1 Please attach or provide the scope of work, all related technical requirements, and add all relevant HSSE, SQM, Local Content, and SM questions. [References](#) ▼

4.1.2 Please acknowledge that your proposal will be in line with the attached scope of work. * Yes ▼

4.1.3 Once you have reviewed the requirements, are you proposing to subcontract any elements of this Scope of Work? * No ▼

4.2 Please provide number of pencils that your company can manufacture in a day. * 12000000

4.3 How do you manage huge requirements? * We have a large manufacturing unit with the latest technology implemented.

4.4 Provide your 3 customer details in the below format. [Click to respond](#)

4.5 Do you have certified quality managers? * Unspecified ▼

4.6 Please attach your Quality certifications and provide more details. * Attach a file

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

For questions in table section format, you will see an icon with 'Click here to respond' next to the question:

4.4 Provide your 3 customer details in the below format. [Click to respond](#)

Click on the icon to expand the table, respond to the questions asked there and click OK button:

Clicking OK will only **save** your Table Section answers. To **submit** your response, you will need to click OK and then click **Submit Entire Response** on the main screen.

Provide your 3 customer details in the b...

	Customer 1	Customer 2	Customer 3
Name ?			
Contact Name	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>
Email Address	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>
Phone Number	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>

(*) Indicates a required field

OK Cancel

Questions which requires you to upload documents will have 'Attach a file' as the response field and if you are expected to provide any additional information or documents, you will see a comment box next to the response field:

4.6 Please attach your Quality certifications and provide more details. * Attach a file



There may be visibility conditions enabled to some questions and will appear on the type of response you select. Please refer the two screenshots below:

▼ 4.1 SCOPE OF WORK

4.1.1 Please attach or provide the scope of work, all related technical requirements, and add all relevant HSSE, SQM, Local Content, and SM questions. [References](#) ▼

4.1.2 Please acknowledge that your proposal will be in line with the attached scope of work. * Yes ▼

4.1.3 Once you have reviewed the requirements, are you proposing to subcontract any elements of this Scope of Work? * No ▼

4.2 Please provide number of pencils that your company can manufacture in a day. * 12000000

4.3 How do you manage huge requirements? * We have a large manufacturing unit with the latest technology implemented.

4.4 Provide your 3 customer details in the below format. [Link](#)

4.5 Do you have certified quality managers? * Yes ▼

4.6 Please attach your Quality certifications and provide more details. * Attach a file [Link](#)

(*) indicates a required field

If you have selected the answer type as NO, then question 4.7 will appear as shown below:

4.1.1 Please attach or provide the scope of work, all related technical requirements, and add all relevant HSSE, SQM, Local Content, and SM questions. [References](#) ▼

4.1.2 Please acknowledge that your proposal will be in line with the attached scope of work. * Yes ▼

4.1.3 Once you have reviewed the requirements, are you proposing to subcontract any elements of this Scope of Work? * No ▼

4.2 Please provide number of pencils that your company can manufacture in a day. * 12000000

4.3 How do you manage huge requirements? * We have a large manufacturing unit with the latest technology implemented.

4.4 Provide your 3 customer details in the below format. [Link](#)

4.5 Do you have certified quality managers? * No ▼

4.6 Please attach your Quality certifications and provide more details. * Attach a file [Link](#)

4.7 If no, provide details on your plans to arrange this requirement. *

When entering price information, we recommend you use the "Update Totals" button for your price information to be displayed in the correct format. Please enter your pricing information (see below screenshot) and then use the "Update Totals". Please ensure that you do a sanity check of your entered proposal. If you have any concerns over the magnitude of the numbers displayed in the tool, or any associated workbook, please send your message via the message board for clarification.

PROJECT - COMMERCIAL SPECIFICATION (Section 5 of 5) [Prev.](#) [Next](#)

Name	Price	Quantity	Extended Price
▼ 5 PROJECT - COMMERCIAL SPECIFICATION			\$490,000.00 AUD
▼ 5.1 COMMERCIAL TERMS			\$490,000.00 AUD
5.1.1 Please find attached pricing sheet for your download and completion. Kindly upload the file here upon completion. References ▼			Attach a file
▼ 5.1.2 Stationary ▼			
5.1.2.1 Pencils	* \$11.00 AUD	10,000 each	\$110,000.00 AUD
5.1.2.2 Pens	* \$14.00 AUD	10,000 each	\$140,000.00 AUD
5.1.2.3 Markers	* \$15.00 AUD	10,000 each	\$150,000.00 AUD
5.1.2.4 Erasers	* \$5.00 AUD	10,000 each	\$50,000.00 AUD
5.1.2.5 Rulers	* \$4.00 AUD	10,000 each	\$40,000.00 AUD
▼ 5.2 Alternative Offers			
5.2.1 bp encourages alternative offers. Should you believe that you can submit a more competitive or practical offer containing changes to the pricing structure (and to associated items of the Draft Conditions of Contract etc.), and/or an alternative offer which demonstrates how you can add value to the Contract, you are at liberty to do so provided that: (a) it is clearly marked as "ALTERNATIVE OFFER" and it comprises a summary and quantification of the added value which such Alternative Offer(s) will provide to the Contract. (b) it is accompanied by a properly completed event response without changes; and (c) it is received under the same cover by the date specified for the receipt of Bids. (*) indicates a required field			Attach a file

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



Once finish entering responses, click on 'Submit Entire Response' button to successfully submit in Ariba. All those questions with 'Asterisk' mark are mandatory and if these are not completed, you will receive the below error highlighted in Red:

Ariba Sourcing There are 4 problems that require completion or correction in order to complete your request. Go back to BP International Dashboard Desktop File Sync Help Center

Console **Doc658891924 - Test RFx** Time remaining: 227 days 04:27:57

Event Messages
Response History
Response Team

Checklist

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

Event Contents

- All Content
- 1. bp Procurement RFP...
- 2. Privacy Notice
- 3. Confidentiality Agre...

PROJECT - COMMERCIAL SPECIFICATION (Section 5 of 5) Prev

Name 1

5 PROJECT - COMMERCIAL SPECIFICATION

5.1 COMMERCIAL TERMS

5.1.1 Please find attached pricing sheet for your download and completion. Kindly upload the file here upon completion. References

5.1.2 Stationary

5.1.2.1 Pencils * \$11.00 AUD 10,000 each \$110,000.00 AUD

5.1.2.2 Pens * \$14.00 AUD 10,000 each \$140,000.00 AUD

5.1.2.3 Markers * \$15.00 AUD 10,000 each \$150,000.00 AUD

5.1.2.4 Erasers * \$5.00 AUD 10,000 each \$50,000.00 AUD

5.1.2.5 Rulers * \$4.00 AUD 10,000 each \$40,000.00 AUD

5.2 Alternative Offers

5.2.1 bp encourages alternative offers. Should you believe that you can submit a more competitive or practical offer containing changes to the pricing structure (and to associated items of the Draft Conditions of Contract etc.), and/or an alternative offer which demonstrates how you can add value to the Contract, you are at liberty to do so provided that: (a) it is clearly marked as "ALTERNATIVE OFFER" and it comprises a summary and quantification of the added value which such Alternative Offer(s) will provide to the Contract.

Attach a file

You need to provide an answer to Question 5.1.1. Please find attached pricing sheet for your download and completion. Kindly upload the file here upon completion.

Extended Price

\$490,000.00 AUD

\$490,000.00 AUD

After all the mandatory questions are answered, you click on Submit Entire Response button again and submit your responses:

Doc655949768 - Test Event [123456-MVK01] Time remaining: 88 days 20:39:14

Your response to the prerequisites has been submitted.

Capability Questions- Test (Section 4 of 4) Prev

Name 1

4 Capability Questions- Test

4.1 Test 1

4.2 Test 2 * Blank Document.docx Update file Delete file

4.3 Test 3 * Yes

4.5 Provide the 3 contact details (*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Submit this response?
Click OK to submit.
OK Cancel

You will receive a confirmation note highlighted in Green once the responses are submitted successfully:

Ariba Sourcing Go back to BP International Dashboard Desktop File Sync Help Center

Console **Doc658891924 - Test RFx** Time remaining: 227 days 04:21:41

Event Messages
Response History
Response Team

Checklist

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

Event Contents

- All Content
- 1. bp Procurement RFP...
- 2. Privacy Notice

PROJECT - COMMERCIAL SPECIFICATION (Section 5 of 5) Prev

Name 1

5 PROJECT - COMMERCIAL SPECIFICATION

5.1 COMMERCIAL TERMS

5.1.1 Please find attached pricing sheet for your download and completion. Kindly upload the file here upon completion. References

5.1.2 Stationary

5.1.2.1 Pencils \$11.00 AUD 10,000 each \$110,000.00 AUD

5.1.2.2 Pens \$14.00 AUD 10,000 each \$140,000.00 AUD

5.1.2.3 Markers \$15.00 AUD 10,000 each \$150,000.00 AUD

5.1.2.4 Erasers \$5.00 AUD 10,000 each \$50,000.00 AUD

5.1.2.5 Rulers \$4.00 AUD 10,000 each \$40,000.00 AUD

Blank Document.docx

Revise Response

✓ Your response has been submitted. Thank you for participating in the event.

Composing Messages via Message Board


For any questions/clarifications regarding the event, please use Compose Message button.

Your response to the prerequisites has been submitted.

All Content

Name ↑

▼ 1 Confidentiality

1.1 BP requests acknowledgement of receipt of this RFI and indication of your intent to submit a response within one (1) business day of the date of issue of this RFI by selecting "Yes"  ✓

Yes

1.2 BP Downstream RFX Event Non-Disclosure Agreement / Confidentiality Agreement

1. Context


1.1 Further to BP's RFI or RFP on account of any proposal, tender, procurement of goods and/or services, project or other objectives (as applicable) ["BP Requirements"], BP is soliciting Supplier's response and related supporting or additional information. To enable Supplier's response to the BP Requirement, BP will be providing required background information not limited to survey materials all falling under the category of BP Confidential Information for the purposes of facilitating Supplier's evaluation and appropriate response to the BP Requirement.

1.2 Prior to providing any BP Confidential Information, BP requires the Supplier to agree to the confidentiality terms set forth herein in order to be eligible to receive the BP Confidential Information and to participate in any subsequent BP projects, sourcing, procurement or other objectives. Consequently, BP will hold Supplier marked Confidential Information, in strict confidence and undertakes not to share the same beyond the BP

(*) indicates a required field

Submit Entire Response Update Totals Reload Last Bid Save **Compose Message** Excel Import

Event Messages console can be found on top left side within the Event as shown below:

Console  Doc658891924 - Test RFX

Event Messages

Response History

Response Team

PROJECT - COMMERCIAL SPECIFICATION

Name ↑

Click on Event Messages to view and compose messages related to Event:

Event Messages - Test RFX [Back to Console](#)

Time remaining: 227 days 04:10:17

Messages

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input type="radio"/>	MSG46215223	Not Applicable	05/18/2021 07:23 PM	BP ASIA PACIFIC MALAYSIA SDN BHD 2395/CMY03D	Manoj VK	Velanthottu Kootala, Manoj	Response (ID=ID724961243) in eve
<input type="radio"/>	MSG46215220	Not Applicable	05/18/2021 06:52 PM	BP ASIA PACIFIC MALAYSIA SDN BHD 2395/CMY03D	Manoj VK	Velanthottu Kootala, Manoj	All access prerequisites have been
<input type="radio"/>	MSG46215219	Not Applicable	05/18/2021 06:52 PM	BP ASIA PACIFIC MALAYSIA SDN BHD 2395/CMY03D	Manoj VK	Velanthottu Kootala, Manoj	BP ASIA PACIFIC MALAYSIA SDN B
<input type="radio"/>	MSG46215218	Not Applicable	05/18/2021 06:52 PM	BP ASIA PACIFIC MALAYSIA SDN BHD 2395/CMY03D	Manoj VK	Velanthottu Kootala, Manoj	Response (ID=ID724961239) in eve
<input type="radio"/>	MSG46215215	Not Applicable	05/18/2021 06:37 PM	BP International	Velanthottu Kootala, Manoj	Manoj VK	BP International has invited you to

View Reply **Compose Message** Download all attachments

[Back to Console](#)

Revising the responses

You can also revise your responses by clicking Revise Response before the status changes to Pending Selection.

< Go back to BP International Dashboard Desktop File Sync

Doc658891924 - Test RFx Time remaining: 227 days 04:21:41

Console

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

1 bp Procurement RFP ...

2 Privacy Notice

✓ Your response has been submitted. Thank you for participating in the event.

[Revise Response](#)

PROJECT - COMMERCIAL SPECIFICATION (Section 5 of 5) [Prev.](#)

Name	Price	Quantity	Extended Price
5 PROJECT - COMMERCIAL SPECIFICATION			\$490,000.00 AUD
5.1 COMMERCIAL TERMS			\$490,000.00 AUD
5.1.1 Please find attached pricing sheet for your download and completion. Kindly upload the file here upon completion. References			Blank Document.docx
5.1.2 Stationary			\$490,000.00 AUD
5.1.2.1 Pencils	\$11.00 AUD	10,000 each	\$110,000.00 AUD
5.1.2.2 Pens	\$14.00 AUD	10,000 each	\$140,000.00 AUD
5.1.2.3 Markers	\$15.00 AUD	10,000 each	\$150,000.00 AUD
5.1.2.4 Erasers	\$5.00 AUD	10,000 each	\$50,000.00 AUD
5.1.2.5 Rulers	\$4.00 AUD	10,000 each	\$40,000.00 AUD

If you have entered the number incorrectly, click on Reload Last Bid to enter the correct bid on the line items as shown below:

PROJECT - COMMERCIAL SPECIFICATION (Section 5 of 5) [Prev.](#)

Name 1

Name	Price	Quantity	Extended Price
5 PROJECT - COMMERCIAL SPECIFICATION			\$490,000.00 AUD
5.1 COMMERCIAL TERMS			\$490,000.00 AUD
5.1.1 Please find attached pricing sheet for your download and completion. Kindly upload the file here upon completion. References			Blank Document.docx Update file Delete file
5.1.2 Stationary			
5.1.2.1 Pencils	\$11.00	AUD 10,000 each	\$110,000.00 AUD
5.1.2.2 Pens	\$14.00	AUD 10,000 each	\$140,000.00 AUD
5.1.2.3 Markers	\$15.00	AUD 10,000 each	\$150,000.00 AUD
5.1.2.4 Erasers	\$5.00	AUD 10,000 each	\$50,000.00 AUD
5.1.2.5 Rulers	\$4.00	AUD 10,000 each	\$40,000.00 AUD

Reload last bid?

Click OK to populate this screen with your most recent bid values.

[OK](#) [Cancel](#)

✓ Your bid has been reloaded.

PROJECT - COMMERCIAL SPECIFICATION (Section 5 of 5) [Prev.](#)

Name 1

Name	Price	Quantity	Extended Price
5 PROJECT - COMMERCIAL SPECIFICATION			\$490,000.00 AUD
5.1 COMMERCIAL TERMS			\$490,000.00 AUD
5.1.1 Please find attached pricing sheet for your download and completion. Kindly upload the file here upon completion. References			Blank Document.docx Update file Delete file
5.1.2 Stationary			
5.1.2.1 Pencils	\$11.00	AUD 10,000 each	\$110,000.00 AUD
5.1.2.2 Pens	\$14.00	AUD 10,000 each	\$140,000.00 AUD
5.1.2.3 Markers	\$15.00	AUD 10,000 each	\$150,000.00 AUD
5.1.2.4 Erasers	\$5.00	AUD 10,000 each	\$50,000.00 AUD
5.1.2.5 Rulers	\$4.00	AUD 10,000 each	\$40,000.00 AUD



After entering the correct bids, click on Update Totals button to reflect the correct values.

PROJECT - COMMERCIAL SPECIFICATION

(Section 5 of 5) < Prev. [Grid Icon] [Up Arrow Icon]

Name ↑	Price	Quantity	Extended Price
▼ 5 PROJECT - COMMERCIAL SPECIFICATION			\$490,000.00 AUD
▼ 5.1 COMMERCIAL TERMS			\$490,000.00 AUD
5.1.1 Please find attached pricing sheet for your download and completion. Kindly upload the file here upon completion. References ▼	* Blank Document.docx Update file Delete file		
▼ 5.1.2 Stationary ▼			
5.1.2.1 Pencils	* <input type="text" value="\$11.00"/>	AUD 10,000 each	\$110,000.00 AUD
5.1.2.2 Pens	* <input type="text" value="\$14.00"/>	AUD 10,000 each	\$140,000.00 AUD
5.1.2.3 Markers	* <input type="text" value="\$15.00"/>	AUD 10,000 each	\$150,000.00 AUD
5.1.2.4 Erasers	* <input type="text" value="\$5.00"/>	AUD 10,000 each	\$50,000.00 AUD
5.1.2.5 Rulers	* <input type="text" value="\$4.00"/>	AUD 10,000 each	\$40,000.00 AUD
▼ 5.2 Alternative Offers			
5.2.1 bp encourages alternative offers. Should you believe that you can submit a more competitive or practical offer containing changes to the pricing structure (and to associated items of the Draft Conditions of Contract etc.), and/or an alternative offer which demonstrates how you can add value to the Contract, you are at liberty to do so provided that: (a) it is clearly marked as "ALTERNATIVE OFFER" and it comprises a summary and quantification of the added value which such Alternative Offer(s) will provide to the Contract. (b) it is accompanied by a properly completed event response without changes; and (c) it is received under the same cover by the date specified for the receipt of Bids. (*) indicates a required field			
	* Blank Document.docx Update file Delete file		

Submit Entire Response

Update Totals

Reload Last Bid

Save draft

Compose Message

Excel Import



Download offline questionnaire to an excel and uploading the completed file

Alternative option for suppliers to respond is via exporting the questionnaire to excel file. Please click on Excel Import button to download the questionnaire. Save this onto your desktop and start entering your responses to the questions. You can save your responses as and when they are entered and upload it back to the RFX once all responses are completed.

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

▼ Event Contents

All Content

Your response to the prerequisites has been submitted.

All Content

Name	
▼ 1 Confidentiality	
1.1 BP requests acknowledgement of receipt of this RFI and indication of your intent to submit a response within one (1) business day of the date of issue of this RFI by selecting "Yes" 🟡 ✓	Yes
1.2 <u>BP Downstream RFX Event Non-Disclosure Agreement / Confidentiality Agreement</u>	
1. Context 1.1 Further to BP's RFI or RFP on account of any proposal, tender, procurement of goods and/or services, project or other objectives (as applicable) ["BP Requirements"], BP is soliciting Supplier's response and related supporting or additional information. To enable Supplier's response to the BP Requirement, BP will be providing required background information not limited to survey materials all falling under the category of BP Confidential Information for the purposes of facilitating Supplier's evaluation and appropriate response to the BP Requirement. 1.2 Prior to providing any BP Confidential Information, BP requires the Supplier to agree to the confidentiality terms set forth herein in order to be eligible to receive the BP Confidential Information and to participate in any subsequent BP projects, sourcing, procurement or other objectives. Consequently, BP will hold Supplier marked Confidential (*) indicates a required field	

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

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.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

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

Done



Required Action

Submit the answers to the questions.

Instructions

Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information. When complete, save the file to your computer desktop and upload it to the application.

General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

	Header and System ID Information: Do not modify this cell or the import may fail.
	Help Information. Do not modify this cell or the import may fail.
	Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.
	Optional data
	Without the border, read only data

Text Format Help: Please prefix an apostrophe (') if you want to format data in a cell as text rather than a number or a date. For example, if you want to enter 500000000 as text then you need to enter '500000000' in the cell. Another workaround is to first change the cell format type to 'Text' within Excel and then enter the values.

Submit Response Instructions | 1 Confidentiality | 2 BP Overview | 3 Instructions for Completion | 4 BP Policies | 5 Event Cd

In the first tab- Submit Response Instructions- provides you instructions to submit responses in the excel file.

The cells which are highlighted in YELLOW, requires a response. The cells with Border, is not mandatory field to respond. Once all responses are saved, follow the instructions as shown in below screenshot.

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.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".
Download Content

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

Done

Upload your saved response file in Step 3.



Sending messages in Pending Selection status via the message board

If you are asked to submit any clarification when the status moves to Pending Selection, go to the RFX page and click on Event Message link under the console on left side of the event:

[< Go back to BP International Dashboard](#)

Console

Doc655949768 - Test Event [123456-MVK01]

Event Messages

[Response History](#)

[Response Team](#)

You have submitted a response for this event. Thank you for participating.

It will take you to Messages page. Click on Compose Message box to draft your message, attach files (if requested) and then click on Send button:

Event Messages - Test Event [123456-MVK01]

Messages

	Id	Reply Sent	Sent Date ↓	From	Contact Name
<input type="radio"/>	MSG45375927	Not Applicable	05/07/2021 10:23 PM	BP ASIA PACIFIC MALAYSIA SDN BHD	Manoj VK
<input type="radio"/>	MSG44646812	Not Applicable	05/07/2021 09:36 PM	BP ASIA PACIFIC MALAYSIA SDN BHD	Manoj VK
<input type="radio"/>	MSG44646811	Not Applicable	05/07/2021 09:36 PM	BP ASIA PACIFIC MALAYSIA SDN BHD	Manoj VK
<input type="radio"/>	MSG45375923	Not Applicable	05/07/2021 09:36 PM	BP ASIA PACIFIC MALAYSIA SDN BHD	Manoj VK
<input type="radio"/>	MSG44646725	Not Applicable	05/06/2021 07:02 PM	BP International	Velanthottu Kootala, Manoj

Compose New Message

From: BP ASIA PACIFIC MALAYSIA SDN BHD (Manoj VK)

To: Project Team

Subject: Doc655949768 - Test Event [123456-MVK01]

Attachments: [Attach a file](#)



Handy Tips

Clear your internet cookies and cache of your browser if you feel your Ariba portal is slow and/or unable to log-in to Ariba portal.

The size limit for each file is 100MB but you will be able to upload files which are more than 100MB in total.