



Online Bid Submission via Ariba System - Supplier Guide

by Procurement and Contract Department, Thai Oil Public Company Limited.



The Preparation before Online Bid Submission via Ariba System

- 1 Use the High Performance Computer/Laptop**
- 2 Use the High Performance Internet Connection**
- 3 Prepare the Internet Browser**
- 4 Participate supplier training course and study bid submission details, processes, rules**

1. Use the High Performance Computer/Laptop

Please use the high performance computer/laptop in order to prevent any problem or interruption during bid submission period. The guidelines are as follows, but not limited to:

- 1. Use the high performance computer/laptop**
 - 2. Avoid using the computer/laptop which is old, slow response, frozen, or hang very often.**
 - 3. If using computer, it is best to have a backup power unit in case of power failure.**
 - 4. If using laptop, please always connect the power plug to prevent running out of battery.**
- etc.

Remark: Thai Oil group reserves the right not to consider any problems that may arise with the supplier's computer/laptop in any case.

2. Use the High Performance Internet Connection

Please use the high performance internet connection in order to prevent any problem or interruption during bid submission period. The guidelines are as follows, but not limited to:

- 1. Test the speed of the internet in advance before bid submission period**
 - 2. Connect Internet via LAN to prevent loss of internet connection or slow response during bid submission.**
 - 3. Avoid using Wi-Fi, Public Wi-Fi, Hotspot**
- etc.**

Remark: Thai Oil group reserves the right not to consider any problems that may arise with the supplier's computer/laptop in any case.

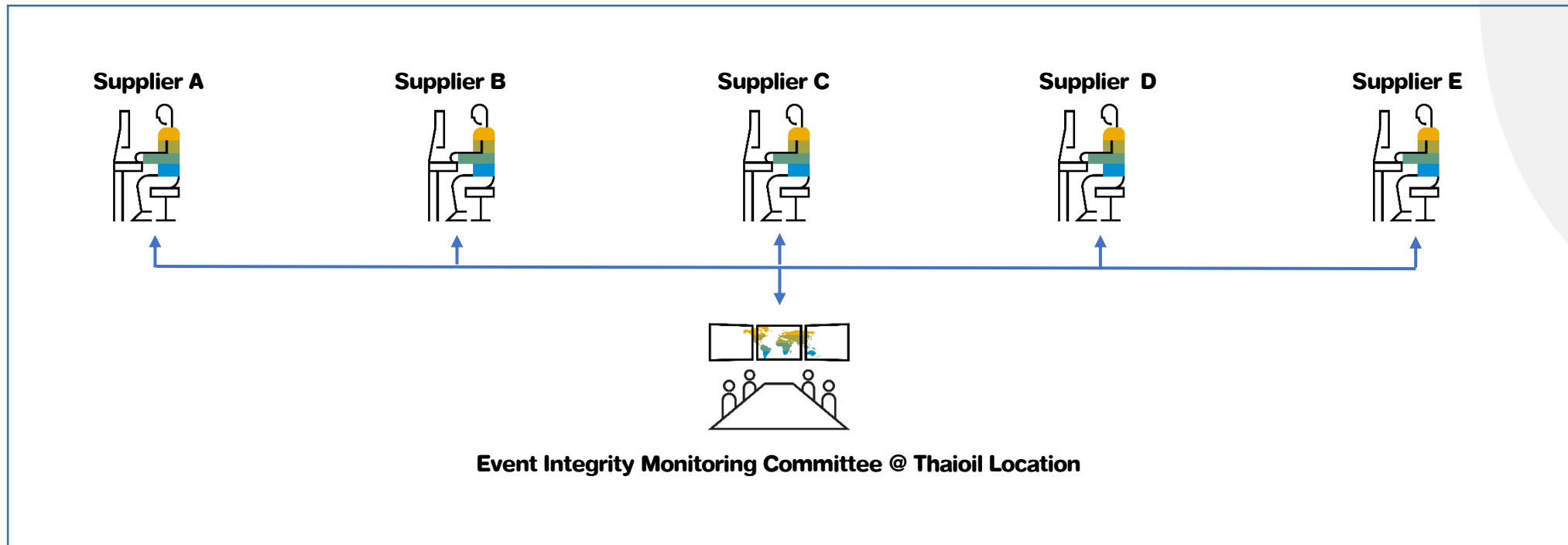
3. Prepare the Internet Browser

Please use the recommended internet browser to prevent any problems on Ariba display or filling data in Ariba during bid submission period. The recommended internet browsers are as follows:

- **Microsoft Edge 32-bit**
- **Chrome 54+ 64-bit**
- **Mozilla Firefox 49+ 64-bit**
- **Mozilla Firefox 17+**
- **Safari 9+ 64-bit**
- **Safari 5**
- **Mobile Safari on iPad (iOS 6 or above)**

Remark: Thai Oil group reserves the right not to consider any problems that may arise with the supplier's computer/laptop in any case.

4. Participate the supplier training course and Study the bid submission details, processes, rules



4. Participate the supplier training course and Study the bid submission details & rules

1

Step 1: Access the Event “Request for Proposal (RFP)”

2

Step 2: Review and Accept Prerequisites

3

Step 3: Submit Envelopes

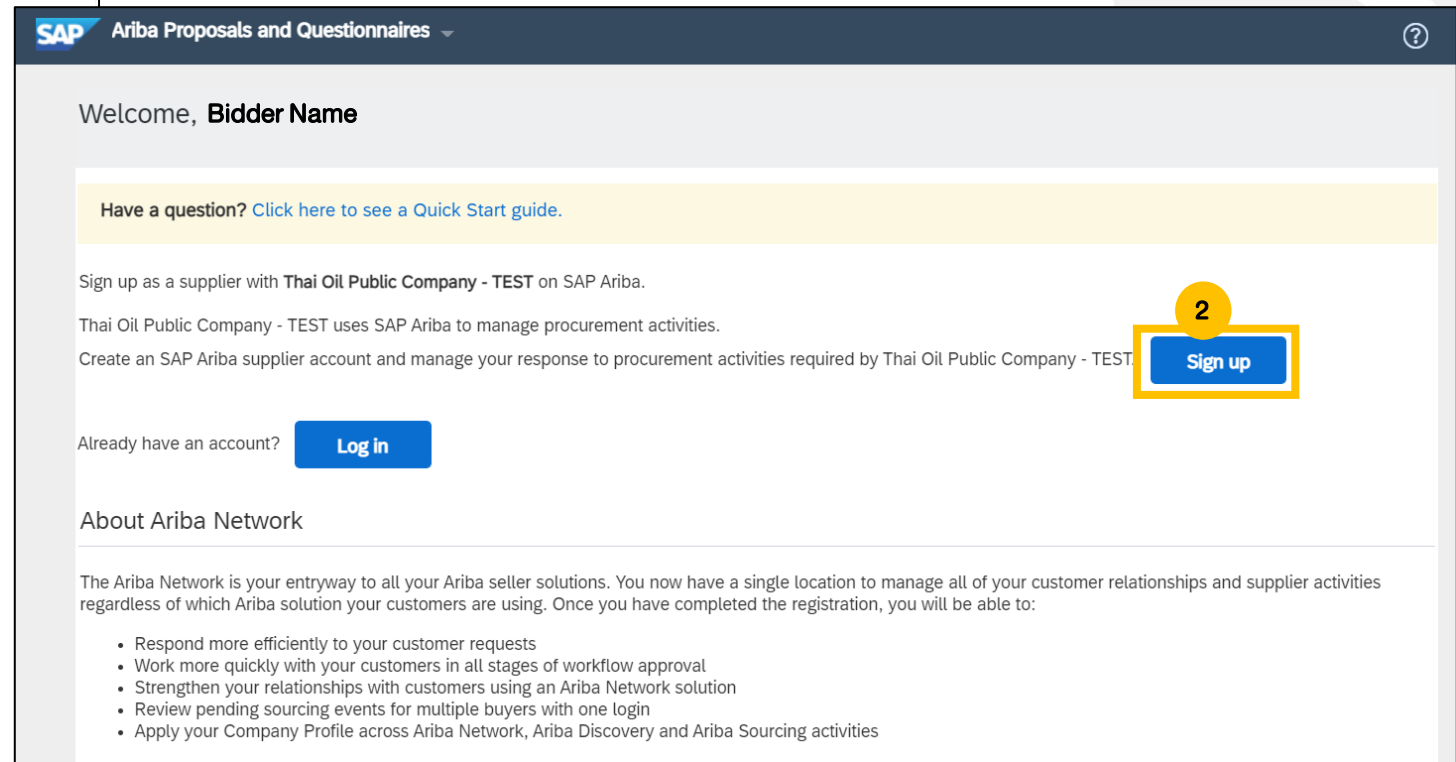
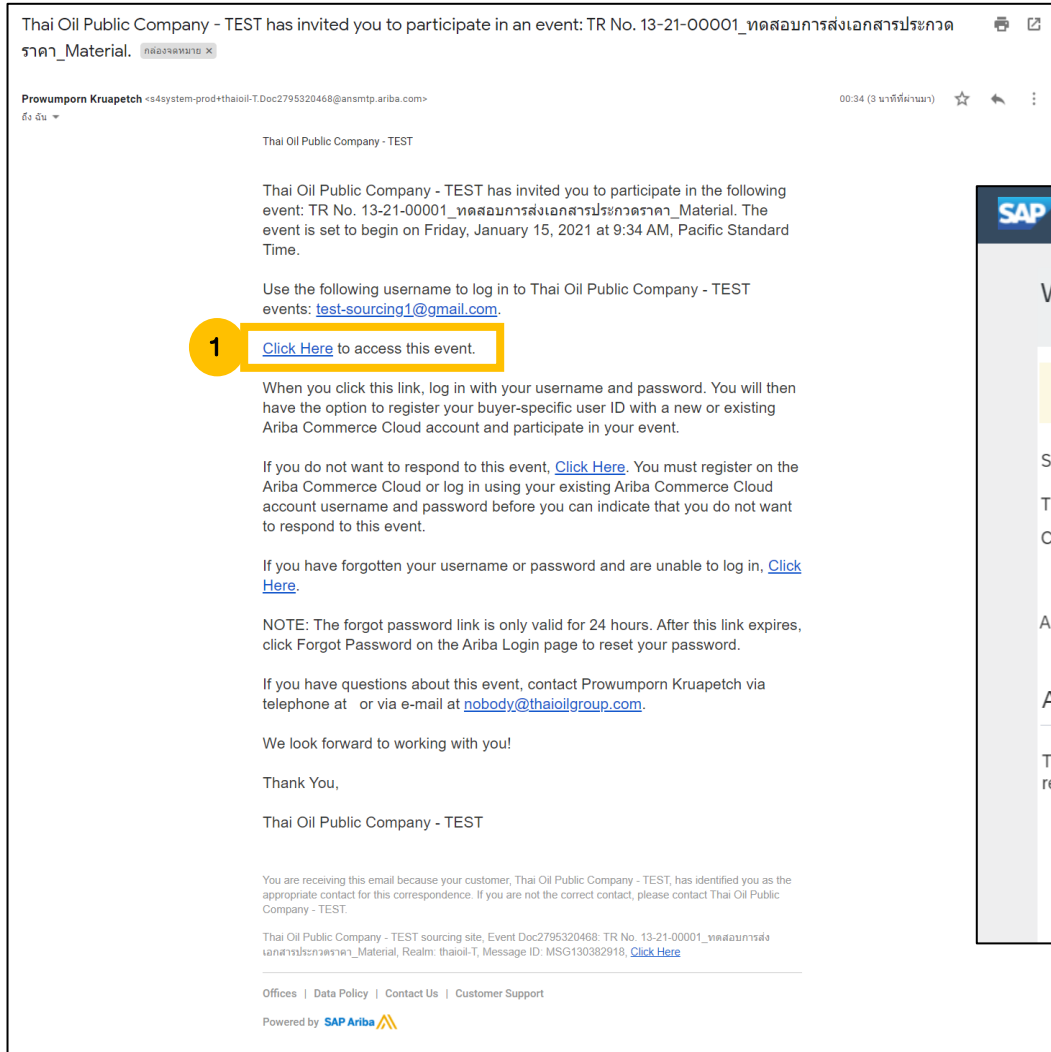
4

Step 4: Ensure that the Proposal is successfully Submitted

For **NEW Ariba User** which never been registered in Ariba Network.

If supplier's email has not been registered via Ariba Network yet, supplier must register as per guidelines below.

1. Open the invitation email and Click **“Click Here”**
2. Click **“Sign Up”**



For **NEW Ariba User** which never been registered in Ariba Network.

3. Create Account by providing the supplier data as follows:

3.1 Provide Name and Surname

3.2 Put a tick at box “Use my email as my username”.

If there is a warning message that “User existing”, it means that email has ever registered this username with Ariba, but it is not the Ariba which is sponsored by Thairoil. Therefore, please remove the tick from the box “Use my email as my username” and change the username only.

For example; Maintain Email*: thaioil@thaioilgroup.com and change Username*: from thaioil@thaioilgroup.com to thaioil1@thaioilgroup.com. This new username will be able to login to the Ariba Supplier Network which is sponsored by Thairoil.

3.3 Set up your Password as per Ariba Guidelines

4. Accept “**Terms of Use**” and “**SAP Ariba Privacy Statement**”

4.1 I have read and agree to the Terms of Use

4.2 I have read and agree to the SAP Ariba Privacy Statement

5. Click “**Create account and continue**”.

The screenshot shows the 'Create account' form in Ariba. At the top right, there are two buttons: 'Create account and continue' (highlighted with a yellow circle 3) and 'Cancel'. Below the title, it says 'First, create an SAP Ariba supplier account, then complete questionnaires required by Thai Oil Public' and 'Company - TEST.'.

The form fields are as follows:

- 3.1** Name: * (Two input fields containing 'Somthorn' and 'Hariruk')
- Email: * (Input field containing 'thaioil@thaioilgroup.com')
- 3.2** Use my email as my username
- Username: * (Input field containing 'thaioil@thaioilgroup.com')
- Password: * (Input field containing 'Enter Password')
- 3.3** Repeat Password (Input field)
- Language: (Dropdown menu set to 'English')

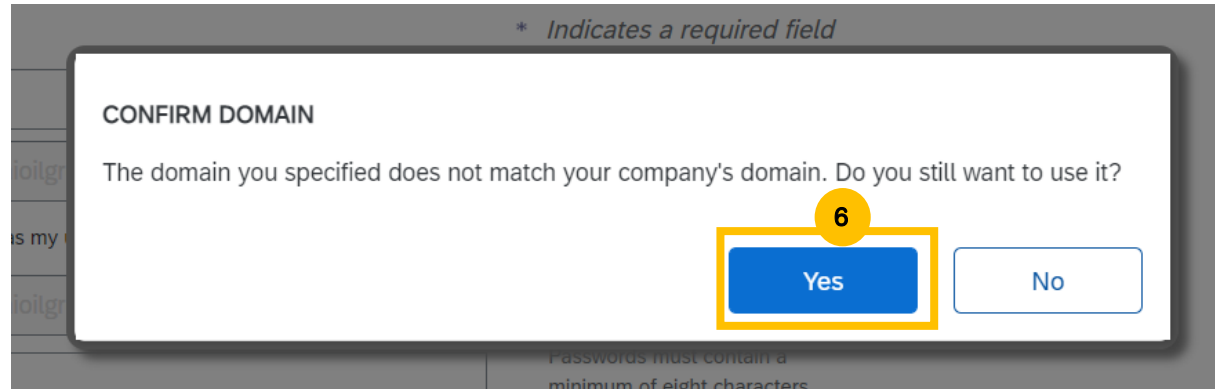
On the right side, there is a note: '* Indicates a required field' and a link for 'SAP Ariba Privacy Statement'. Below that, there are two informational paragraphs: 'Must be in email format(e.g john@newco.com) (i)' and 'Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. (i)'. At the bottom right, it says 'The language used when Ariba sends you configurable notifications. This is different than your web b...'

Below the form, there are two checkboxes with labels: 'I have read and agree to the Terms of Use' and 'I have read and agree to the SAP Ariba Privacy Statement', both highlighted with a yellow circle 4.

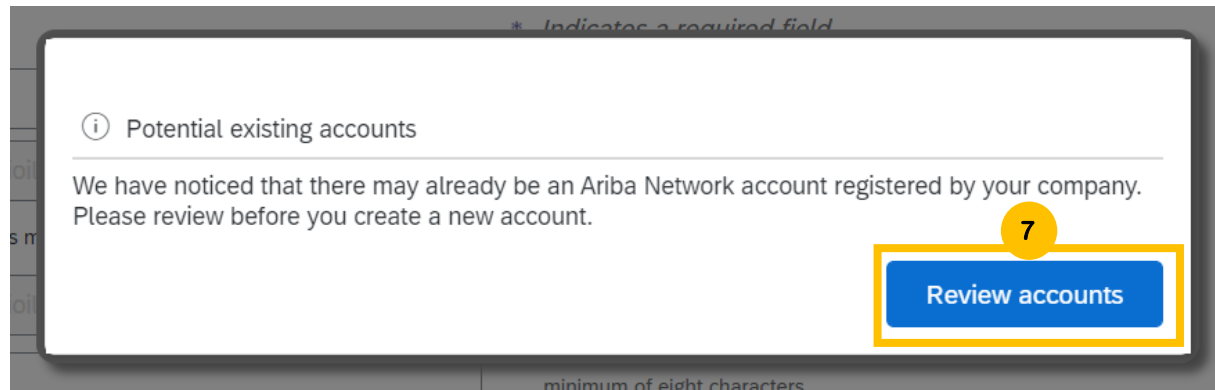
At the bottom right, there are two buttons: 'Create account and continue' (highlighted with a yellow circle 5) and 'Cancel'.

For NEW Ariba User which never been registered in Ariba Network.

6. When window “Confirm Domain” is pop-up, please click “Yes”



7. When window “Potential existing accounts”, please click “Review accounts”



For **NEW Ariba User** which never been registered in Ariba Network.

- Click **“Continue Account Creation”**
- Then, the window for RFP event is opened. So, the supplier is able to participate the event and submit the proposal accordingly.

SAP Ariba Proposals and Questionnaires

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile **8** contact the account administrator from there
- Or, if there is no match, you can **Continue Account Creation** and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Custodian for send CCE	somthornh@gmail.com			1 Bangsean Chon Buri 20130 Bang Saen Chon Buri, Thailand 20131

Ariba Sourcing Company Settings Bidder TestSourcing1 Help Center >>

< Go back to Thai Oil Public Company - TEST Dashboard Desktop File Sync

Event Details Doc2795320468 - TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดรา... Time remaining 1 day 11:37:38

Event Messages
Download Tutorials

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots

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

Technical Proposal Envelope (Section 1 of 2) Next >>


Name ↑

- Technical Proposal Envelope

Online Bid Submission via ARIBA for Suppliers >> Next Section: Commercial Price Prop...

For NEW Ariba User which never been registered in Ariba Network.

Remark : If supplier has created the account completely, **supplier will not be able to access the event via Invitation email anymore.** So, please login via **supplier.ariba.com** with new Username and Password which just created.

Thai Oil Public Company - TEST has invited you to participate in an event: TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดราคา_Material. 

Prowumporn Kruapetch <4system-prod+thaioil-T.Doc2795320468@ansmtp.ariba.com> 00:34 (3 นาทีที่ผ่านมา) ☆ ↶ ⋮
55 คน

Thai Oil Public Company - TEST

Thai Oil Public Company - TEST has invited you to participate in the following event: TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดราคา_Material. The event is set to begin on Friday, January 15, 2021 at 9:34 AM, Pacific Standard Time.

Use the following username to log in to Thai Oil Public Company - TEST events: test-sourcing1@gmail.com.

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

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.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Prowumporn Kruapetch via telephone at [1374888888](tel:1374888888) or via e-mail at nobody@thaioilgroup.com.

We look forward to working with you!


Thank You,


Thai Oil Public Company - TEST

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

Thai Oil Public Company - TEST sourcing site, Event Doc2795320468, TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดราคา_Material, Realm: thaioil-T, Message ID: MSG130382918, [Click Here](#)

Offices | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by 

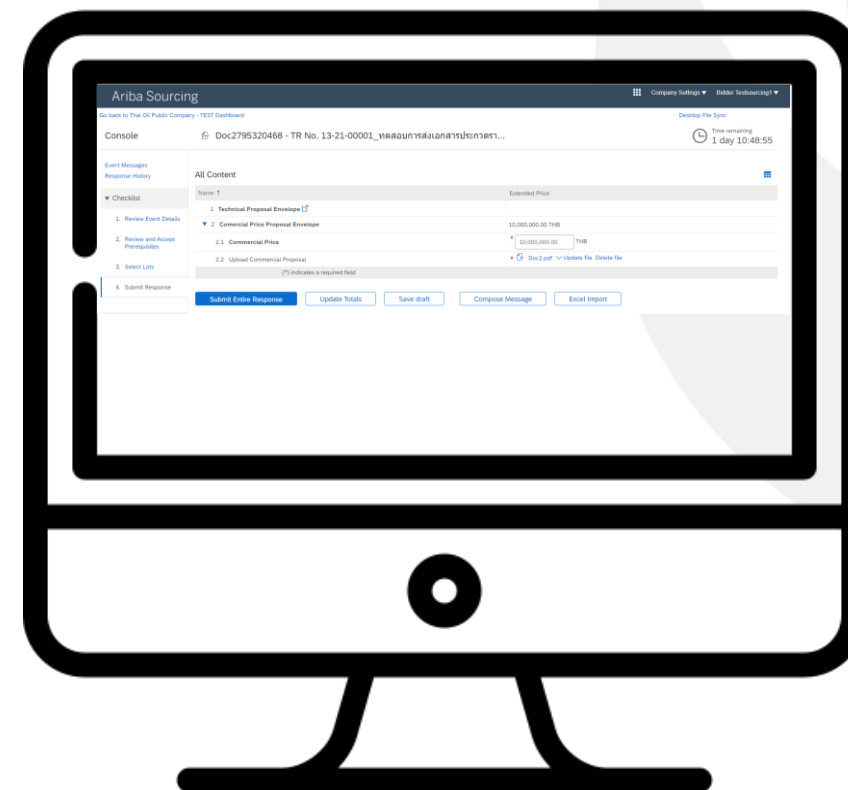
 **Test Site** | [Help](#)

Welcome Thai Oil Public Company - TEST

Link Expired

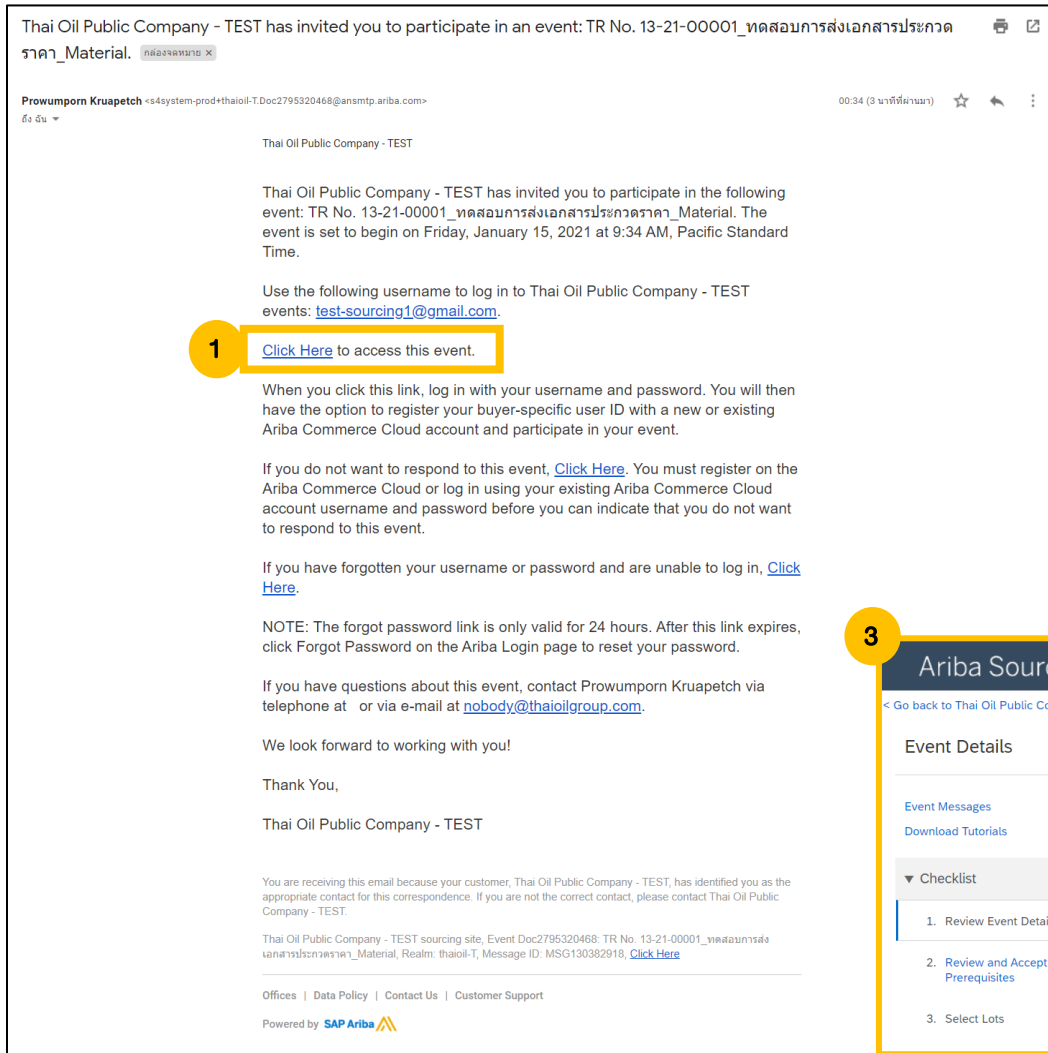
This link has expired. If you already used it to create an account on Ariba Network, click [here](#) to log in. If you have not yet used it to create an account and still need to do so, request a new link from your customer.

How to Submit Bid Proposal via Ariba System



How to Submit Bid Proposal via Ariba System

Step 1: Access to the Event “Request for Proposal (RFP)”. There are 2 options:



Thai Oil Public Company - TEST has invited you to participate in an event: TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดราคา_Material.

Prowumporn Kruapetch <s4system-prod@thaioil-T.Doc2795320468@ansmtp.ariba.com>
00:34 (3 นาทีที่แล้ว) ☆ ↶ ⋮

Thai Oil Public Company - TEST

Thai Oil Public Company - TEST has invited you to participate in the following event: TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดราคา_Material. The event is set to begin on Friday, January 15, 2021 at 9:34 AM, Pacific Standard Time.

Use the following username to log in to Thai Oil Public Company - TEST events: test-sourcing1@gmail.com.

1 [Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

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.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Prowumporn Kruapetch via telephone at or via e-mail at nobody@thaioilgroup.com.

We look forward to working with you!


Thank You,

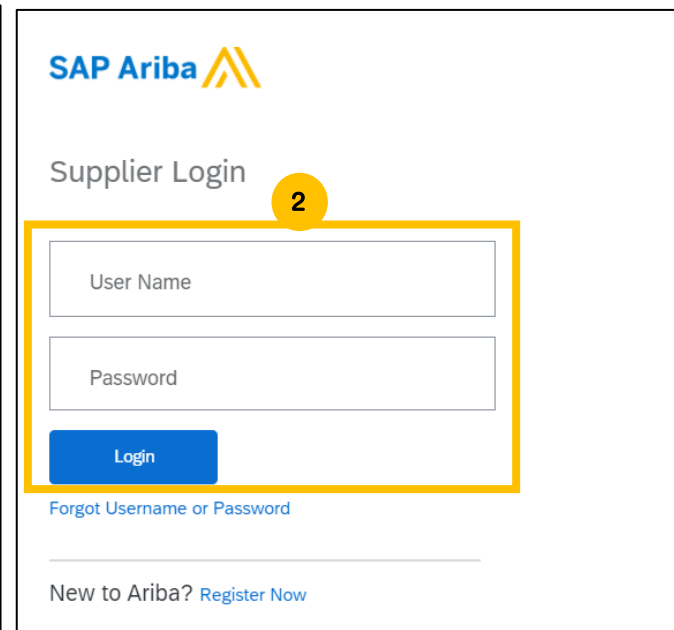
Thai Oil Public Company - TEST

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

Thai Oil Public Company - TEST sourcing site, Event Doc2795320468: TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดราคา_Material, Realm: thaioil-T, Message ID: MSG130382918, [Click Here](#)

Offices | Data Policy | Contact Us | Customer Support

Powered by 



SAP Ariba

Supplier Login

2

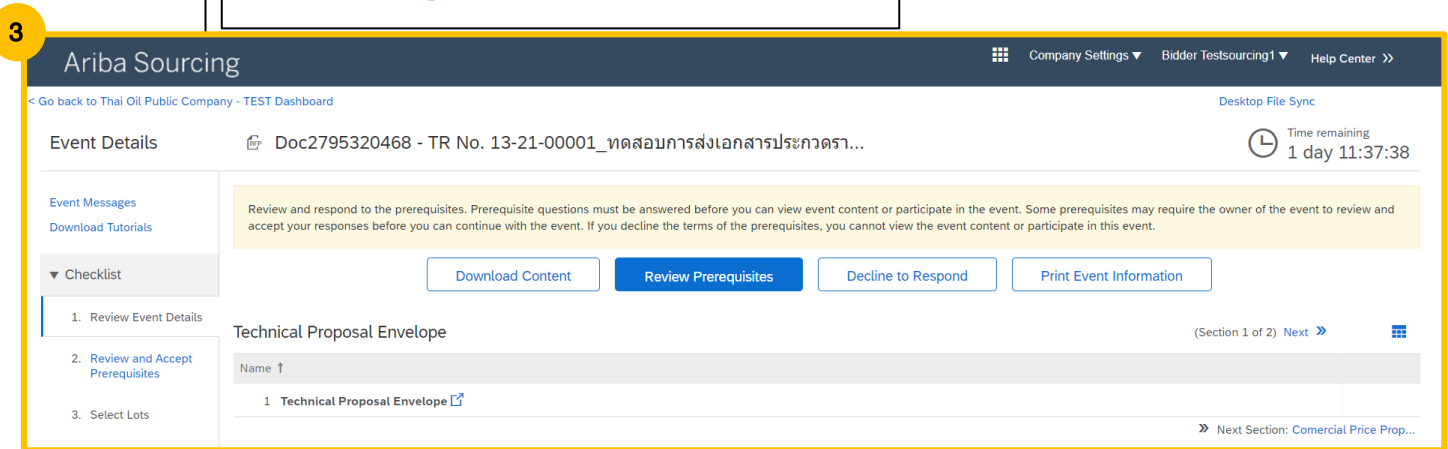
User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba? [Register Now](#)



Ariba Sourcing

Company Settings | Bidder TestSourcing1 | Help Center >>

< Go back to Thai Oil Public Company - TEST Dashboard

Doc2795320468 - TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดรา... Time remaining 1 day 11:37:38

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

1. Review Event Details
2. **Review and Accept Prerequisites**
3. Select Lots

Technical Proposal Envelope (Section 1 of 2) Next >>

Name ↑

1 Technical Proposal Envelope

Next Section: Commercial Price Prop...

Option1. via E-Mail

(Subject : Has invited you to participate in an event : {Project Name})

1. Open the email and “[Click Here](#) to access this event”
2. Login via Ariba Supplier
If you forgot your password or Username please click [Forgot Username or Password](#)
3. Then, the event details will be shown as below.

How to Submit Bid Proposal via Ariba System

Option 2. via URL supplier.ariba.com

1. Login via Ariba Supplier

If you forgot your password or Username please click [Forgot Username or Password](#)

2. Click “Ariba Network” and then click “Ariba Proposal And Questionnaires”

3. The list of all events will be shown. So, please find the Event with status “Open” that you will submit the proposal, and click on that Event Title.

4. Then, the selected event will be shown.

Title	ID	End Time	Event Type	Participated
Technical and Commercial Event	Doc2795734219	18/1/2021 01:53	RFP	No
IR No. 13-21-00001_เทคโนโลยีสารสนเทศ ประเภทครุฑ_Material	Doc2795320468	18/1/2021 00:34	RFP	No

How to Submit Bid Proposal via Ariba System

Step 2: Review and Accept Prerequisites

1. Click **“Review Prerequisites”**

Ariba Sourcing Company Settings Bidder Test sourcing1 Help Center

< Go back to Thai Oil Public Company - TEST Dashboard Desktop File Sync

Event Details Doc2795320468 - TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดรา... Time remaining 1 day 11:35:40

Event Messages
Download Tutorials

▼ Checklist

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

▼ Event Contents

All Content

- 1 Technical Proposal E...
- 2 Comercial Price Prop...

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

Technical Proposal Envelope (Section 1 of 2) Next >>

Name ↑

- 1 Technical Proposal Envelope

Next Section: Comercial Price Prop...

Event Overview and Timing Rules

Owner: Prowumporn Kruapetch Buyer's Name who Owner Project
Event Type: RFP

Publish time: 16/1/2021 00:34 Start Event Time
Due date: 18/1/2021 00:34 End Event Time

Allow bidding overtime: No Not allow you to submit overtime

Description: TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดราคา_Material
Currency: Thai Baht
Commodity: MATERIAL, ELECTRICAL MATERIAL 67DAAA

Description : bid submission description
Currency : currency for fill price in system
Commodity : Material/Service Group

How to Submit Bid Proposal via Ariba System

Step 2: Review and Accept Prerequisites

2. Select “I accept the terms of this agreement” and check box then click “OK”

Prerequisites Doc2795320468 - TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดราคา_Material

▼ Checklist

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

Prerequisites must be completed prior to participation in the event. You must accept the modified envelope bidding event agreement to continue.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by Thaioil Group Thailand on this On-Line Event ('Thaioil') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids. If you are invited to participate in the On-Line Event, Thaioil reserves the right to amend, modify or withdraw this On-Line Event. Thaioil reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any commitment to Thaioil for entering into a future business relationship with Participant. Rather, by submitting a bid, you are making a firm offer which Thaioil may accept to form a contract, subject to section 2 below. Thaioil is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
2. Price Quotes. Except to the extent Thaioil allows a non-binding bid, all price quotes which Participant submits through the On-Line Events are legally valid. You acknowledge and agree that the qualification, specification, scope of work, and any other technical information are finalized ('Qualification') prior to the bid submission, no alteration is to be made by You in the Qualification during or after the bid submission.
3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Thaioil.
4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Thaioil, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party or use for any purpose other than in carrying out the On-Line Events.
5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Thaioil.
6. Supporting Channel: All parties shall prohibit unethical behavior and are expected to notify Thaioil if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Thaioil by contacting the project owner either by composing message in Ariba or via phone call.
7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.3 09Feb21

I accept the terms of this agreement.

I do not accept the terms of this agreement.

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. *

2 OK Cancel

How to Submit Bid Proposal via Ariba System

Step 3: Submit the Envelopes

3.1 Technical Proposal Submission

3.1.1 Click “Attach a file”

(One Question is allowed to attach only 1 file with maximum size =100 MB. If you have more than 1 file, it is recommended to combine into ZIP file. If proposal is more than 100 MB, please inform to Buyer for adding more questions)

3.1.2 Click “Browse” and attach a file

3.1.3 Click “OK”

The screenshot displays the Ariba system interface. On the left, there is a navigation menu with 'Event Messages' and 'Response History' at the top, followed by a 'Checklist' section containing four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. The main area is titled 'All Content' and features a table with two columns: 'Name ↑' and 'Extended Price'. The table contains two main rows: '1 Technical Proposal Envelope' and '2 Comercial Price Proposal Envelope'. Under '1 Technical Proposal Envelope', there is a sub-row '1.1 Upload Technical Proposal' with a yellow callout '3.1.1' pointing to a red '*Attach a file' button. Under '2 Comercial Price Proposal Envelope', there is a sub-row '2.1 Upload Commercial Proposal' with a red '*Attach a file' button. Below the table, a grey bar contains the text '(*) indicates a required field'. At the bottom, a dialog box is open with the text: 'Enter the local file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.' The dialog box has a text input field with a yellow callout '3.1.2' pointing to a Thai text button 'เลือกไฟล์' (Select File). Below the input field is a dashed box with the text 'Or drop file here'. At the bottom right of the dialog box, there are two buttons: 'OK' (highlighted with a yellow callout '3.1.3') and 'Cancel'.

Name ↑	Extended Price
1 Technical Proposal Envelope	3.1.1
1.1 Upload Technical Proposal	*Attach a file
2 Comercial Price Proposal Envelope	
2.1 Upload Commercial Proposal	*Attach a file

(*) indicates a required field

Enter the local file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: ได้เลือกไฟล์ใด

Or drop file here

OK Cancel

How to Submit Bid Proposal via Ariba System

Step 3: Submit the Envelopes

3.2 Commercial Proposal Submission

3.2.1 Click “Attach a file”

(One Question is allowed to attach only 1 file with maximum size =100 MB . If you have more then1 file, it is recommended to combine into ZIP file. If proposal is more than 100 MB, please inform to Buyer for adding more questions)

3.2.2 Click “Browse” and attach a file

3.2.3 Click “OK”

The screenshot displays the Ariba system interface. On the left, there is a navigation menu with 'Event Messages' and 'Response History' at the top, followed by a 'Checklist' section containing four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. The main area is titled 'All Content' and features a table with two columns: 'Name ↑' and 'Extended Price'. The table contains two rows of content:

Name ↑	Extended Price
1 Technical Proposal Envelope 1.1 Upload Technical Proposal	*Attach a file
2 Comercial Price Proposal Envelope 2.1 Upload Commercial Proposal	*Attach a file

Below the table, a note states: "(*) indicates a required field".

An inset window shows a file selection dialog with the following text: "Enter the local file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment." The dialog includes a text input field with the placeholder "เลือกไฟล์" (Select file) and a "Browse..." button. Below the input field is a dashed box with the text "Or drop file here". At the bottom right of the dialog are "OK" and "Cancel" buttons.

Yellow callout boxes with numbers 3.2.1 and 3.2.3 highlight the "Attach a file" buttons in the table and the "OK" button in the dialog, respectively.

How to Submit Bid Proposal via Ariba System

Step 3: Submit the Envelopes

3.3 Click “Submit Entire Response” for proposal submission.

The screenshot shows the Ariba Sourcing interface. At the top, there is a dark blue header with the 'Ariba Sourcing' logo on the left and 'Company Settings' and 'Bidder Test sourcing1' on the right. Below the header, there is a navigation bar with a link to 'Go back to Thai Oil Public Company - TEST Dashboard' and a 'Desktop File Sync' button. The main content area is titled 'Console' and displays a document ID 'Doc2795320468 - TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดรา...'. A clock icon indicates 'Time remaining 1 day 10:48:55'. On the left side, there is a sidebar with 'Event Messages' and 'Response History'. Below this is a 'Checklist' with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. The '4. Submit Response' item is highlighted with a blue bar, and a yellow circle with the number '3.3' is placed over it. Below the checklist, there is a table titled 'All Content' with two columns: 'Name ↑' and 'Extended Price'. The table contains two main rows: '1 Technical Proposal Envelope' and '2 Comercial Price Proposal Envelope'. Each of these rows has a sub-row for 'Upload' (1.1 and 2.1 respectively). The 'Extended Price' column for these sub-rows shows a red asterisk, a document icon, 'Doc2.pdf', and links for 'Update file' and 'Delete file'. At the bottom of the console area, there is a row of buttons: 'Submit Entire Response' (highlighted with a yellow box), 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'.

How to Submit Bid Proposal via Ariba System

Step 3: Submit the Envelopes

In case the suppliers need to revise the proposal during bid submission period.

After submitting proposal completely, Ariba system will show message “Your response has been submitted”. If time is still remaining, the supplier can revise the proposal.

Remark : If you click “Revise Response”, you will not be able to upload the same file. You have to upload the new file name.

Console Doc2795320468 - TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดรา... Time remaining 1 day 10:45:45

Event Messages
Response History

▼ Checklist

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

▼ Event Contents

All Content

Compose Message

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

Revise Response

Name ↑	Extended Price
1 Technical Proposal Envelope	
1.1 Upload Technical Proposal	Doc2.pdf
2 Comercial Price Proposal Envelope	
2.1 Upload Commercial Proposal	Doc2.pdf

How to Submit Bid Proposal via Ariba System

Step 3: Submit the Envelopes

In case the suppliers need to revise the proposal during bid submission period.

How to revise and edit response

1. Click **“Revise Response”**. The window will popup, Click **“OK”** if you need to revise the response.

The screenshot shows a green confirmation banner at the top: "✓ Your response has been submitted. Thank you for participating in the event." Below it, a blue button labeled "Revise Response" is highlighted with a yellow box and a yellow circle containing the number "1". To the right, a modal dialog box titled "Revise Response?" is displayed. It contains the text: "You have already submitted a response for this event. Click OK if you would like to revise your response." The "OK" button in the dialog is highlighted with a yellow box and a yellow circle containing the number "1".

2. Click either **“Update file”** or click **“Delete file”**
3. If you have already revised the proposal, click **“Submit Entire Response”** for resubmitting the proposal (**Please resubmit before time-out**).

The screenshot shows a table titled "All Content" with two columns: "Name ↑" and "Extended Price". The table has two main sections:

Name ↑	Extended Price
1 Technical Proposal Envelope	
1.1 Upload Technical Proposal	* Doc2.pdf Update file Delete file
2 Comercial Price Proposal Envelope	
2.1 Upload Commercial Proposal	* Doc2.pdf Update file Delete file

Below the table, a note states: "(*) indicates a required field". At the bottom of the page, a row of buttons is shown. The "Submit Entire Response" button is highlighted with a yellow box and a yellow circle containing the number "3". Other buttons include "Update Totals", "Reload Last Bid", "Save draft", "Compose Message", and "Excel Import".

How to Submit Bid Proposal via Ariba System

Step 4: How to ensure that the proposal is successfully submitted.

After proposals are successfully submitted, Ariba system will show the message “Your response has been submitted...” as per green highlight below. That means your proposal is submitted successfully via Ariba System.

Console

Doc2795320468 - TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดรา...

Time remaining
1 day 10:45:45

Event Messages
Response History

▼ Checklist

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

▼ Event Contents

All Content

- 1 Technical Proposal E...

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

Revise Response

All Content

Name ↑	Extended Price
1 Technical Proposal Envelope	
1.1 Upload Technical Proposal	 Doc2.pdf ▾
2 Commercial Price Proposal Envelope	
2.1 Upload Commercial Proposal	 Doc2.pdf ▾

Compose Message

How to Submit Bid Proposal via Ariba System

Step 4: How to ensure that the proposal is successfully submitted.

Or Click **“Response History”** to access the log record. Every submission responses are logged. For example, if the proposal is revised and then resubmitted, the log will be shown as per Figure no. 2 below.

Console Doc2795320468 - TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดรา... Time remaining 1 day 10:45:45

Event Messages
Response History

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

Response History - TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดราคา_Material Done

Click on the Name of a response to see details, including the lots and information submitted. More

Reference Number	Submitted For	Submitted By	Status	Submission Time	Time Created ↓
ID1560465503	Bidder Testsourcing1	Bidder Testsourcing1	Accepted	16/01/2021 14:00:17	16/01/2021 14:00:17
ID1560465502	Bidder Testsourcing1	Bidder Testsourcing1	Replaced	16/01/2021 13:48:36	16/01/2021 13:48:37

How to Submit Bid Proposal via Ariba System

If time-out, supplier will receive the e-mail as per example below. **Supplier is not allowed to submit or revise the proposals anymore.**

Event Create Proposal Develop is no longer accepting responses. กล่องจดหมาย X

Nattawat Sretaboot <s4system-prod+thaioil-T.Doc2794868197@ansmtp.ariba.com> ศ. 15 ม.ค. 11:45 (1 วันที่ผ่านมา) ☆ ← ⋮

ถึง ฉัน ▾

อังกฤษ ▾ > ไทย ▾ [แปลข้อความ](#) เปิดสำหรับ: อังกฤษ X

Thai Oil Public Company - TEST

Thank you for participating in the Ariba event Doc2794868197 Create Proposal Develop.
The event Create Proposal Develop is now in Pending Selection and is no longer accepting responses. We will analyze the responses and notify you of the outcome of the event.

For details about this event, please visit the Thai Oil Public Company - TEST Ariba site [Click Here](#).

If you have any questions about the event, please contact Nattawat Sretaboot at [nattawat@thaioilgroup.com](#).

Thank you,

How to Decline Bid Proposal via Ariba System

Step 1: Access to the Event “Request for Proposal”. There are 2 options:

Thai Oil Public Company - TEST has invited you to participate in an event: TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดราคา_Material.

Prowumporn Kruapetch <s4system-prod+thaioil-T.Doc2795320468@ansmtp.ariba.com>
00:34 (3 นาทีที่ผ่านมา) ☆ ↶ ⋮

Thai Oil Public Company - TEST

Thai Oil Public Company - TEST has invited you to participate in the following event: TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดราคา_Material. The event is set to begin on Friday, January 15, 2021 at 9:34 AM, Pacific Standard Time.

Use the following username to log in to Thai Oil Public Company - TEST events: test-sourcing1@gmail.com.

1 [Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

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.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Prowumporn Kruapetch via telephone at or via e-mail at nobody@thaioilgroup.com.

We look forward to working with you!

Thank You,

Thai Oil Public Company - TEST

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

Thai Oil Public Company - TEST sourcing site, Event Doc2795320468: TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดราคา_Material, Realm: thaioil-T, Message ID: MSG130382918, [Click Here](#)

Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

SAP Ariba

Supplier Login

2

User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba? [Register Now](#)

Ariba Sourcing

Company Settings ▾ Bidder TestSourcing1 ▾ Help Center >>

< Go back to Thai Oil Public Company - TEST Dashboard Desktop File Sync

Event Details Doc2795320468 - TR No. 13-21-00001_ทดสอบการส่งเอกสารประกวดรา... Time remaining 1 day 11:37:38

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

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

Technical Proposal Envelope (Section 1 of 2) Next >>

Name ↑

- 1 Technical Proposal Envelope

Next Section: Commercial Price Prop...

Option1: Via E-Mail

(Subject : Has invited you to participate in an event : {Project Name})

1. Open the email and “[Click Here](#) to access this event”
2. Login via Ariba Supplier
If you forgot your password or Username please click [Forgot Username or Password](#)
3. Then, the event details will be shown as below.

How to Decline Bid Proposal via Ariba System

Option 2. Via URL supplier.ariba.com

1. Login via Ariba Supplier

If you forgot your password or Username please click [Forgot Username or Password](#)

2. And then click “Ariba Network” and click “Ariba Proposal And Questionnaires”

3. The list of all events will be shown. So, please find the Event with status “Open” that you will submit the proposal, and click on that Event Title.

4. Then, the selected event will be shown.

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba? [Register Now](#)

2 Ariba Network

Standard Account Upgrade TEST MODE

Home

Ariba Discovery

2 Ariba Proposals And Questionnaires

Ariba Contracts

Orders, Ariba Network

0 Pinned Documents

Now we're mobile. Check it out.

3 Technical and Commercial Event

Title	ID	End Time	Event Type	Participated
Technical and Commercial Event	Doc2795734219	18/1/2021 01:53	RFP	No
IR No. 13-21-00001_เทคโนโลยีการผลิตสารประกอบคาร์บอน Material	Doc2795320468	18/1/2021 00:34	RFP	No

4 Event Details

Doc2795734219 - Technical and Commercial Event

Time remaining: 1 day 13:15:09

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

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

Technical Proposal Envelope

Name ↑

1 Technical Proposal Envelope

» Next Section: Commercial Price Prop...


How to Decline Bid Proposal via Ariba System

Step 2: Decline Bid Proposal

1. Click “Decline to Respond”

Event Details

 Doc2796415822 - TR No. 13-20-0002_Technical and Commercial E...

 Time remaining
00:01:41

Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details
2. [Review and Accept Prerequisites](#)
3. Submit Response

▼ Event Contents

All Content

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

Technical Proposal Envelope


(Section 1 of 2) [Next >>](#)

Name ↑

1 [Technical Proposal Envelope](#) 

[>> Next Section: Comercial Price Prop...](#)

Event Overview and Timing Rules

Owner: [Nattawat Sretaboot](#) 
Event Type: RFP

Description: 1. Technical Proposal
2. Commercial Proposal
Owner: Thai Bakt

How to Decline Bid Proposal via Ariba System

Step 2: Decline Bid Proposal

2. Provide the Reason for Declining to Respond and then click “OK”

The screenshot shows the Ariba system interface for declining a bid proposal. The main window displays 'Event Details' for 'Doc2796415822 - TR No. 13-20-0002_Technical and Commercial E...'. A 'Reason for Declining to Respond' dialog box is open, containing the following text: 'Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters)'. Below the text is a large text input field, which is highlighted with a yellow box and the number '2'. To the right of the input field are 'OK' and 'Cancel' buttons, with the 'OK' button also highlighted by a yellow box and the number '2'. The background interface includes a navigation bar with 'Go back to Thai Oil Public Company - TEST Dashboard', a 'Desktop File Sync' indicator, and a 'Time remaining 00:01:12' timer. The bottom of the interface shows event details: 'Owner: Nattawat Sretaboot', 'Event Type: RFP', 'Description: 1. Technical Proposal, 2. Commercial Proposal', and 'Currency: Thai Baht'.


How to Decline Bid Proposal via Ariba System


Step 2: Decline Bid Proposal

If the supplier changes your mind after declining and need to submit the proposal, supplier can click to **“Intend to Respond”**.

Remark : Supplier are able to click “Intend to Respond” during the time is still remaining only.

Event Details

 Doc2796415822 - TR No. 13-20-0002_Technical and Commercial E...

 Time remaining
08:39:29

Event Messages

[Download Tutorials](#)

▼ Checklist

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

▼ Event Contents

[All Content](#)

- 1 [Technical Proposal E...](#)

You have declined to respond. Click on the 'Intend to Respond' button if you are intending to participate in the event

[Download Content](#)

[Intend to Respond](#)

[Print Event Information](#)

Technical Proposal Envelope


(Section 1 of 2) [Next](#) »

Name ↑

- 1 [Technical Proposal Envelope](#) 

» Next Section: [Comercial Price Prop...](#)

Event Overview and Timing Rules

Owner: [Nattawat Sretaboot](#) 
Event Type: RFP
Publish time: 17/1/2021 15:42

Description: 1. Technical Proposal
2. Commercial Proposal
Currency: Thai Baht
Commodity: MATERIAL, BICYCLES & ACCESSORIES 55AABA

Procedure & Rule

For the fair and transparent operation of the Online Bid Submission Event, all suppliers shall strictly follow the Procedure & Rule in accordance to the following guidelines.

1. If supplier has any queries during bid submission period, please use 'Compose Message' in Ariba system only. This will record all conversation more transparent. Moreover, please ask the query within bid submission period.
2. Do not submit the proposal in the last 10 minutes in order to prevent any computer/laptop problems, internet connection problems or any unforeseen issues. In case supplier submitted the proposals unsuccessfully, Thai Oil group reserves the right not to consider any problems that may arise in any case.
3. Once online bid submission event is expired as per the specific date and time in ITB, Supplier is not allowed to submit the proposals anymore. Thai Oil group reserves the right not to consider any problems that may arise in any case.
4. Participant in Online Bid Submission Event via Ariba system shall be a representative of the Supplier Company. Only 1 e-mail will be able to log-in for Online Bid Submission Event via Ariba system

Contact Channel BEFORE bid submission period:

Procurement System Analyst | Thai Oil Public Company Limited

Email : iprocare@thaioilgroup.com

Tel. : 038-359000 Ext.21111, 21126

Contact Channel DURING bid submission period:

Event Integrity Monitoring Committee

Compose Message in Ariba Sourcing Event

