

Ariba Sourcing & Supplier Lifecycle & Performance (SLP)

Global User Guide for TechnipFMC Suppliers

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1. Ariba Sourcing & SLP Overview

Ariba provides a simple, structured digital platform enabling TechnipFMC to issue Sourcing Events and to perform Supplier Qualification activities.

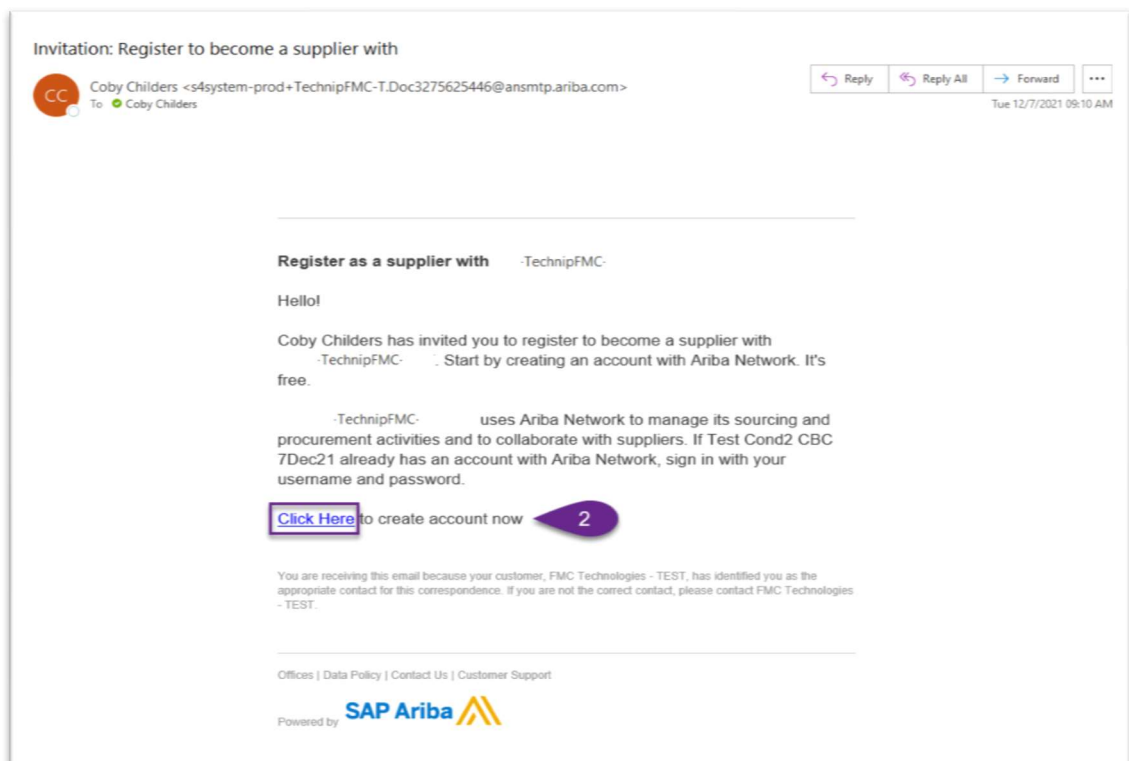
Sourcing: Requests for Information or Request for Proposal.

Supplier Lifecycle & Performance (SLP): This will include activities related to initial registrations and qualification with TechnipFMC as well as potential requalification, should the need arise.

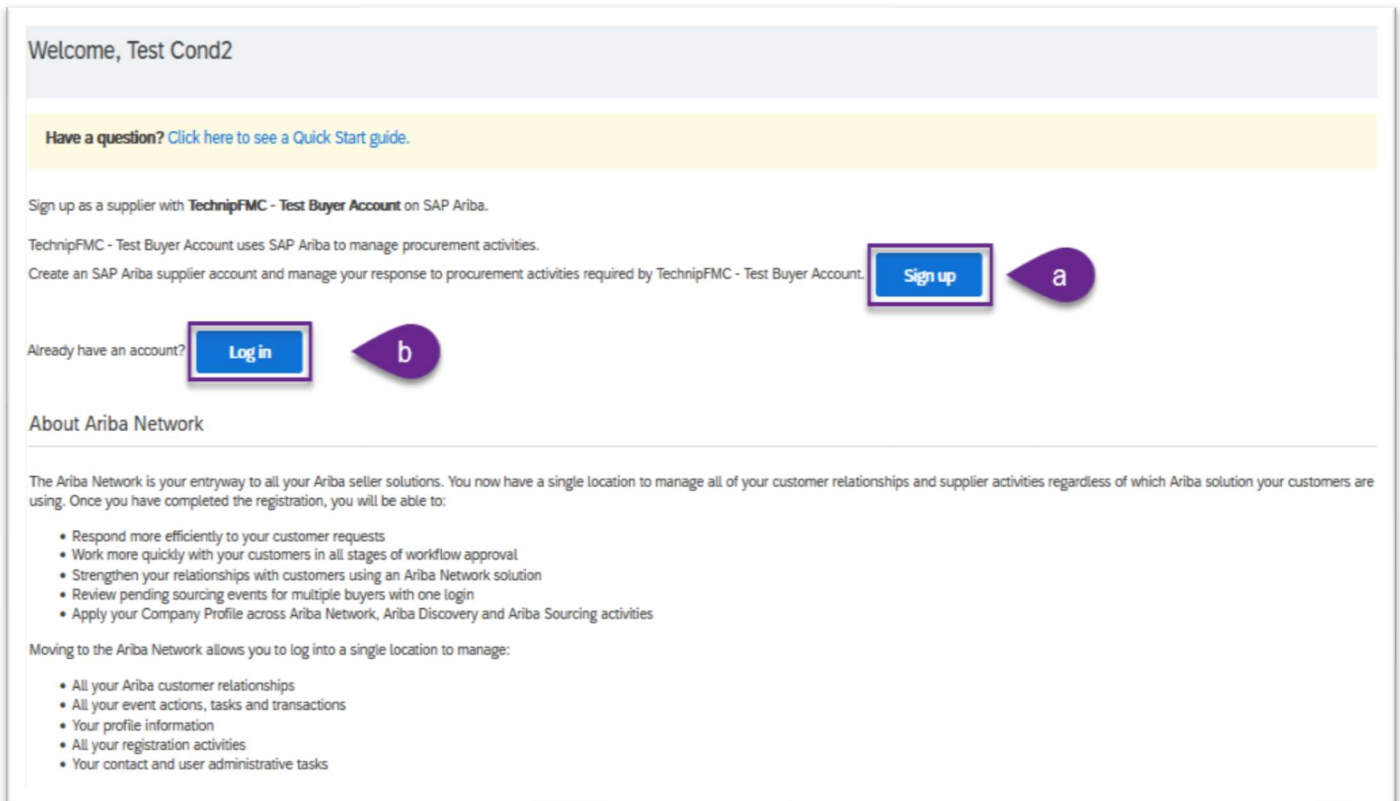
This document is a Quick Start guide to help Suppliers use the Sourcing application as well as navigate the Registration and Qualification process. It will also provide information on who to contact if any support is needed.

2. Registering as a Supplier with TechnipFMC:

- Supplier contact will receive an email from Ariba, on behalf of TechnipFMC, to register to become a supplier with TechnipFMC. Supplier will first need to create an account in the Ariba Network **OR** sign into an account that you may already have with Ariba.
- Click the **Click Here** hyperlink at the bottom of the email:



3. There are two options:
 - a. Click **Sign Up** if your company does not have an existing Ariba account or your company creates separate accounts per customer
 - b. Click **Log In** if you company has an existing account that you want use to collaborate with TechnipFMC **OR** are already using to transact with TechnipFMC.



Welcome, Test Cond2

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **TechnipFMC - Test Buyer Account** on SAP Ariba.

TechnipFMC - Test Buyer Account uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by TechnipFMC - Test Buyer Account.

Already have an account?

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

[“Sign Up” option:](#)

Important Note:

Before you sign up to a new account please ensure you check internally to see if you already have an Ariba account that TechnipFMC are not aware of. If your company does have an account, your Ariba Account Administrator can set you up with a username & password that you can use to login when invited to Register.

1. If you need to create a new account click **Sign Up**, the system will be redirected to the Ariba **Create Account** screen. Complete all of the required fields, agree to *Ariba Terms of use* and the *SAP business network Statement*, then click **Create account and continue**.

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by TechnipFMC - Test Buyer Account.

Company information

* Indicates a required field

Company Name: *

Country/Region: *

Address: *

City: *

State: *

Zip: *

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

* Indicates a required field

Name: *

Email: *
 Use my email as my username

Username: *

Password: *

Language:

Email orders to: *

[SAP Business Network Privacy Statement](#)

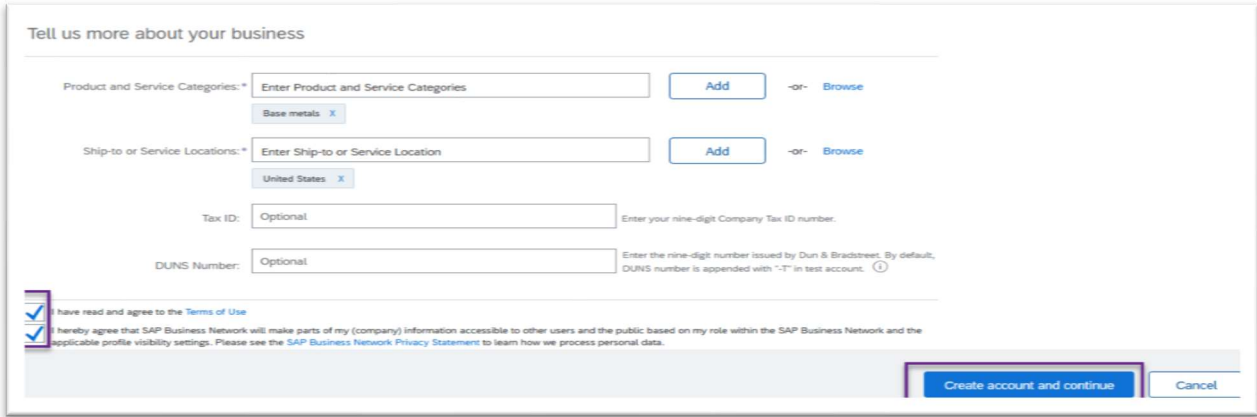
Must be in email format(e.g john@newco.com) ⓘ

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

- The system will perform a duplicate check on the company information:



Tell us more about your business

Product and Service Categories: -or- [Browse](#)

X

Ship-to or Service Locations: -or- [Browse](#)

X

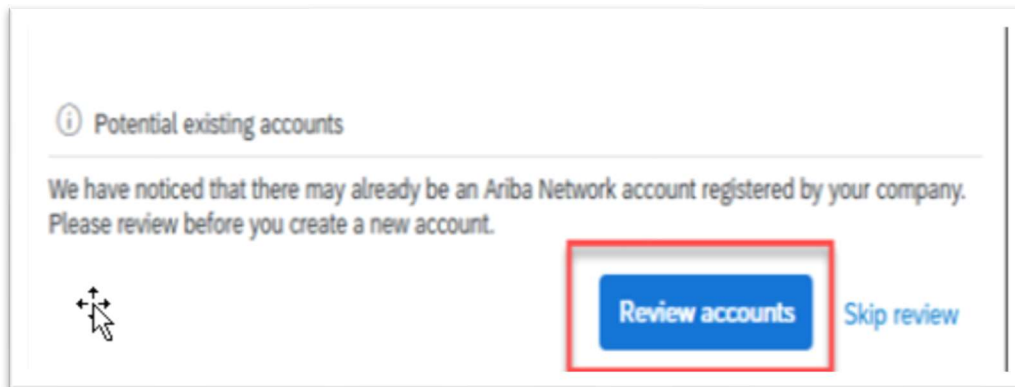
Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company's) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

- Click **Review accounts** to verify if there is an existing account with your company.

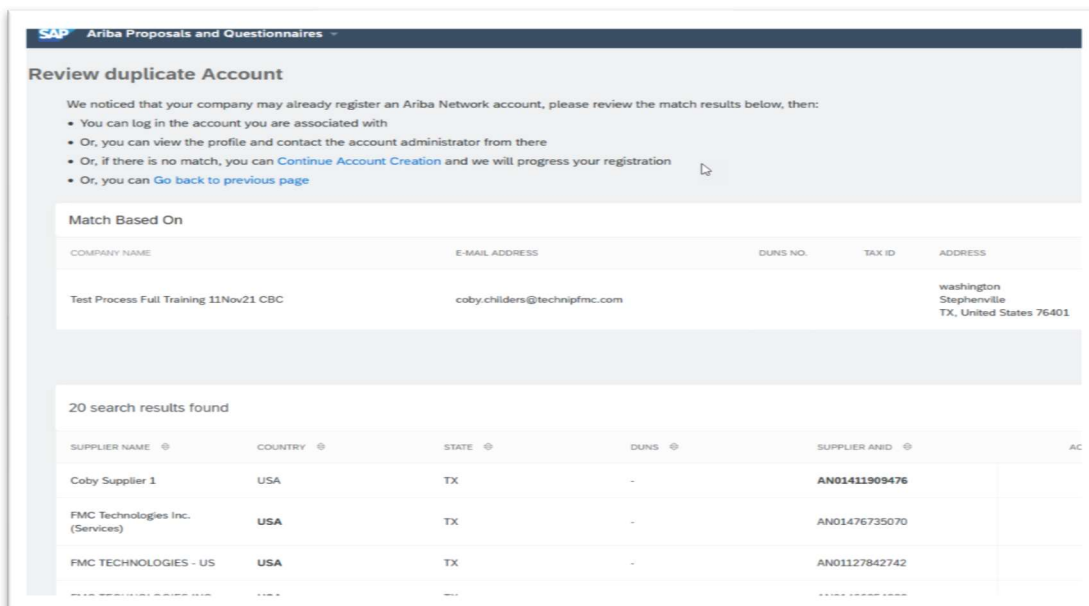


i Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Skip review](#)

- The system will then redirect to a **Review duplicate Account** screen. Here you can review the possible accounts with your company:



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 and 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
Test Process Full Training 11Nov21 CBC	coby.childers@technipfmc.com			washington Stephenville TX, United States 76401

20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	AC
Coby Supplier 1	USA	TX	-	AN01411909476	
FMC Technologies Inc. (Services)	USA	TX	-	AN01476735070	
FMC TECHNOLOGIES - US	USA	TX	-	AN01127842742	

- If there appears to be an account already created for your company, click on the 3 dots below **Actions** on the right of the screen and click on **View Profile**.

20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER AND	ACTIONS
Coby Supplier 1	USA	TX	-	AN01411909476	...
FMC Technologies Inc. (Services)	USA	TX	-	AN01476735070	...

View profile
Please view profile and contact admin if you need to.

- From here you can view the supplier profile to validate, contact the Admin or cancel if the information is not applicable:

Supplier profile

[Contact Admin](#) [Cancel](#)

Last Updated: 17 Jul 2019

Coby Supplier 1
Stephenville, TX
United States

Overall:
 Communication:
 Credibility:
 Reliability:
 Quality:

Basic Information | References (0)

Year Founded: Not Specified
 Employees: Not Specified
 Revenue: Not Specified
 Stock Ticker: Not Specified
 Legal Name: Not Specified
 Type of Organization: Not Specified
 State of Incorporation: Not Specified

Details | Sales Territories | Commodities | Industries

Any Territories: Not Specified
 Industries: Not Specified

Additional Network Information
 AN Subscription: Premium Package
 ANID: AN01411909476
 D-U-N-S® Number: Not Specified

- If the information appears to be correct for your company, you can click on **Contact Admin**, the system will open a window similar to an email that will allow you to send a message to the Admin

Contact Your Account Administrator

Review the following information and make edits as necessary. Click Send Email to send this message to the account administrator. * Indicates a required field

Your Name: *

Your Company Name: *

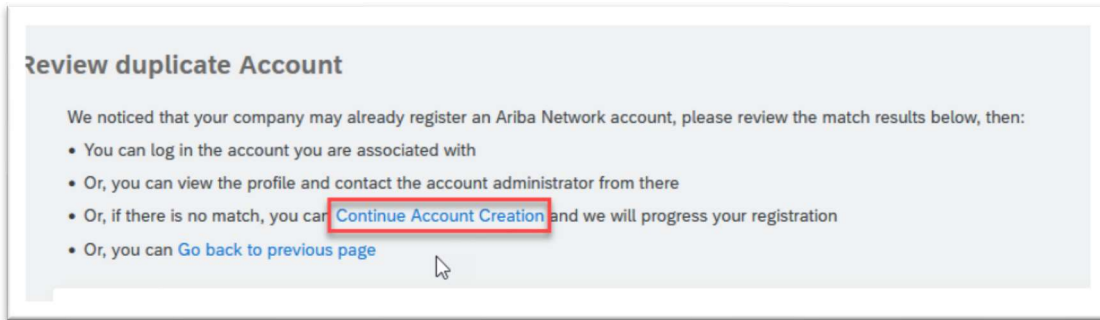
Your Email Address: *

Your Phone Number: USA 1

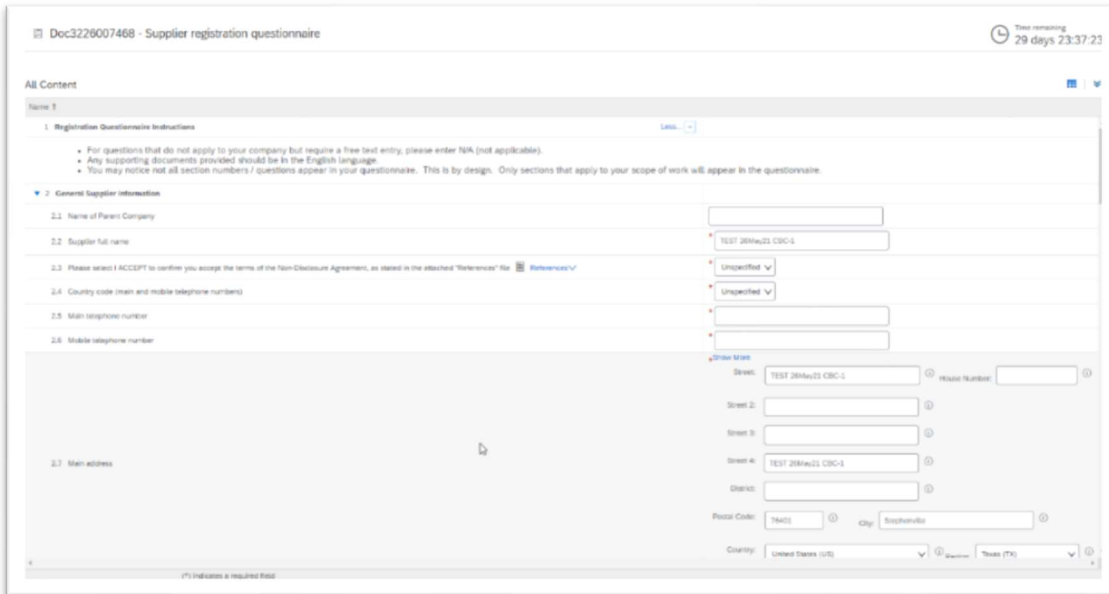
Your Message: *

I'm not a robot

- If the duplicate accounts are not applicable to your company, click on **Continue Account Creation** and the system will redirect you back to the creation screen. Continue to complete the account creation



- Once complete, you will be redirected to the Supplier Registration Questionnaire issued by TechnipFMC:



“Log in” option:

If you have an existing Ariba account, click **Log In** and enter the User ID and password to login to your company account.

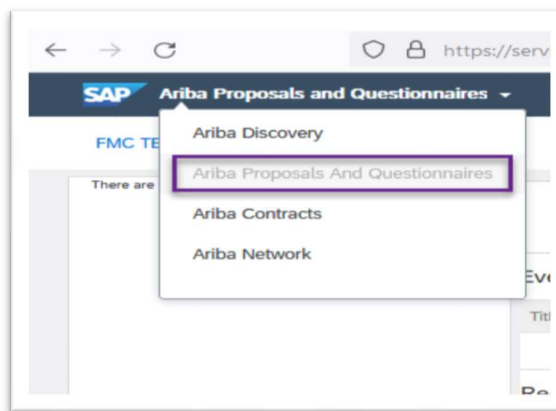
3. Completing the Registration Questionnaire

Once you have created an account or logged into your existing account, you will be directed to the **Registration Questionnaire** sent to your company by TechnipFMC.

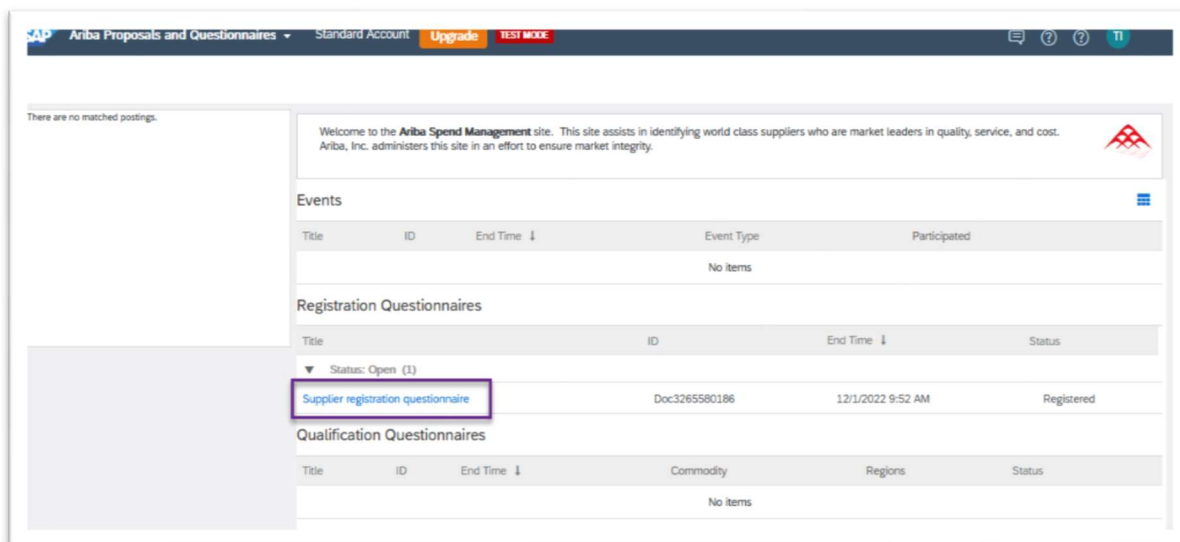
Complete ALL the required fields in the questionnaire. Please note the questions you see may be conditionalized based on answers to previous questions. E.g. if you answer **YES** to “Are you a provider of Engineering/Technical Services?” a new question will display that requires you to list those services.

If you cannot complete the Questionnaire in a single log in, or you need to request materials from other realms in your company, you can click **Save Draft**, and return to the questionnaire at any time to complete.

To return to the questionnaire to complete, you will need to log back into [Ariba Sourcing](#). From the Drop down menu in the top left of the screen, choose Ariba Proposals and Questionnaires:

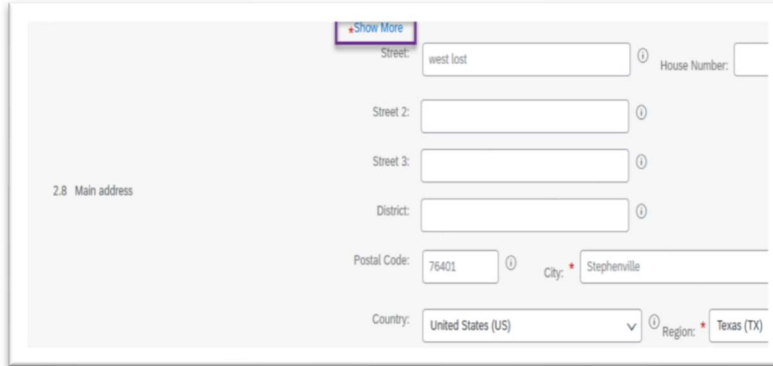


Navigate to the Registration Questionnaires section, and click on **Supplier Registration Questionnaire** :



Complete the Supplier Registration Questionnaire. The below section will explain some of the fields that require the supplier to input information, in order to Register with TechnipFMC, even though they may not be showing as a required field by Ariba. Additionally we provide an explanation of some other fields.

- Under 2.8 Main Address, click the **Show More** icon at the top of the section:



2.8 Main address

Street: west lost House Number:

Street 2:

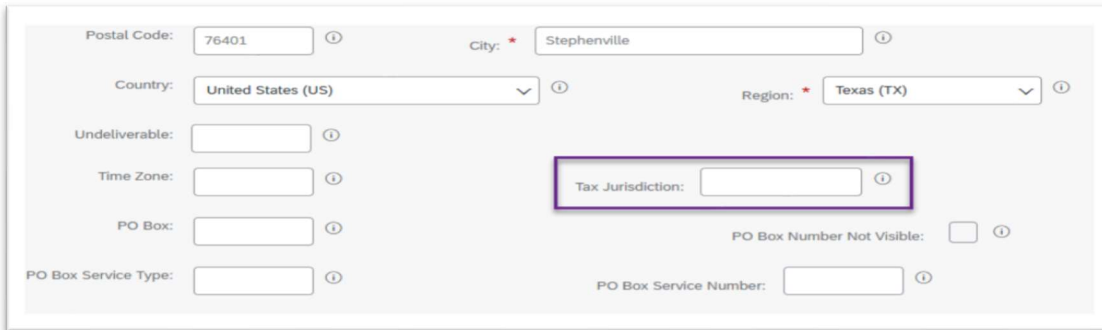
Street 3:

District:

Postal Code: 76401 City: Stephenville

Country: United States (US) Region: Texas (TX)

- This will display additional fields. TechnipFMC require information on Tax Jurisdiction. It is in the middle of this section to the right of the screen. Update this information accordingly:



Postal Code: 76401 City: Stephenville

Country: United States (US) Region: Texas (TX)

Undeliverable:

Time Zone:

PO Box:

PO Box Service Type:

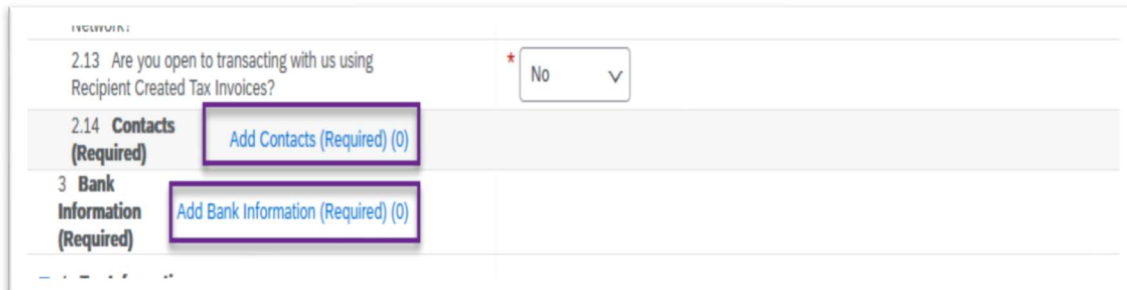
Tax Jurisdiction:

PO Box Number Not Visible:

PO Box Service Number:

- Certain areas of the questionnaire contain Repeatable Sections. Examples are 2.14: Contacts and 3: Bank Information. These sections must be clicked in order to complete. Below screen shots are an example of **Contacts**. **Bank Information** will be similar where suppliers will select **Add Additional Contacts** or **Add Addition Bank Information** when multiple entries are required:

- Click **Add Contacts**:

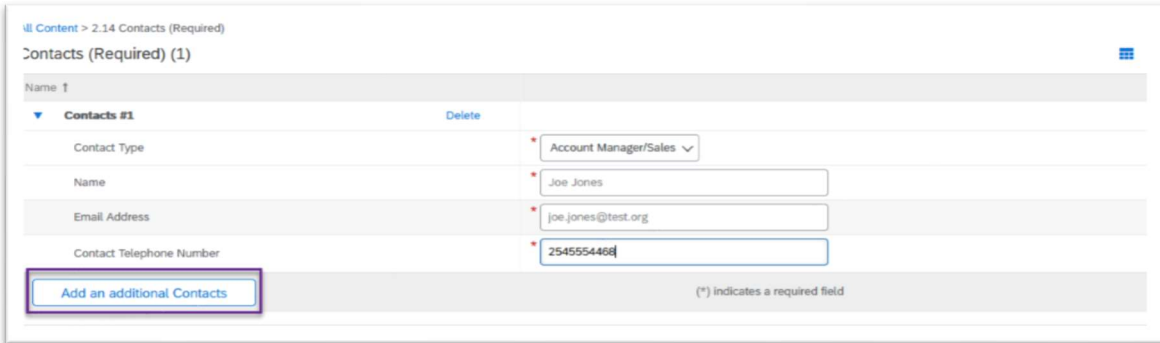
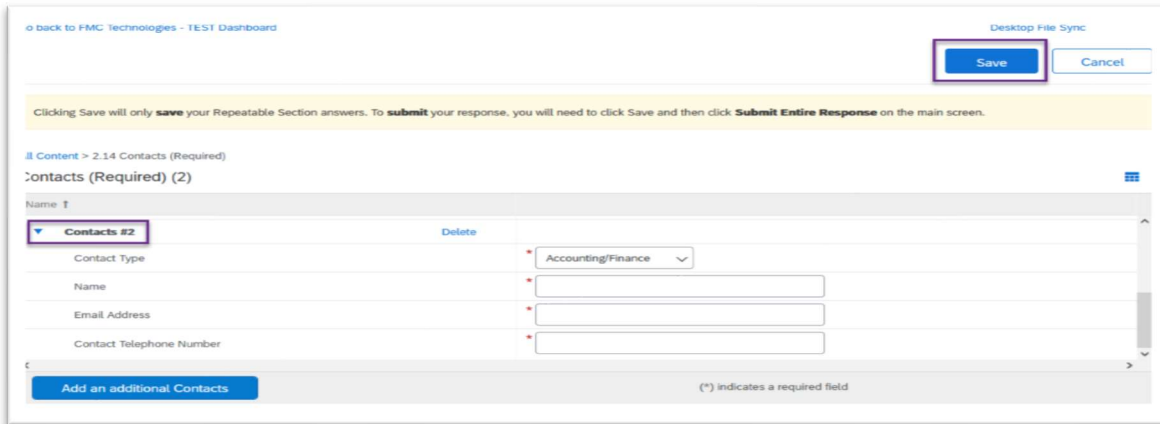



2.13 Are you open to transacting with us using Recipient Created Tax Invoices?

2.14 **Contacts (Required)** [Add Contacts \(Required\) \(0\)](#)

3 **Bank Information (Required)** [Add Bank Information \(Required\) \(0\)](#)


- ii. Update the information for Contact #1, then click **Add an additional Contact**. This will add a Contact #2 that can be updated. Continue until all contacts are added. Click **Save** when complete.

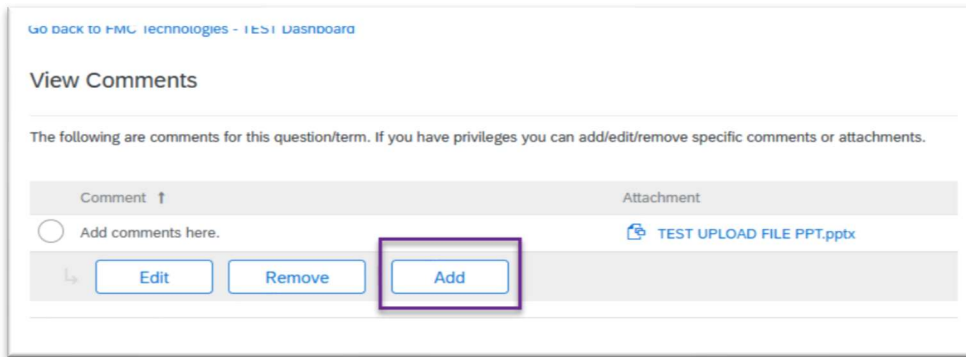
4. In the questionnaire there are also sections that will require file attachments. Some may require multiple files to be attached. To attach multiple files, you should add the first file, then from the main page there will be a button to the right of the section that looks like a Text box with a Plus sign.  Click this to open the window that allows additional attachments:

- i. Add comments for the additional attachment, attach the file and click **OK**.

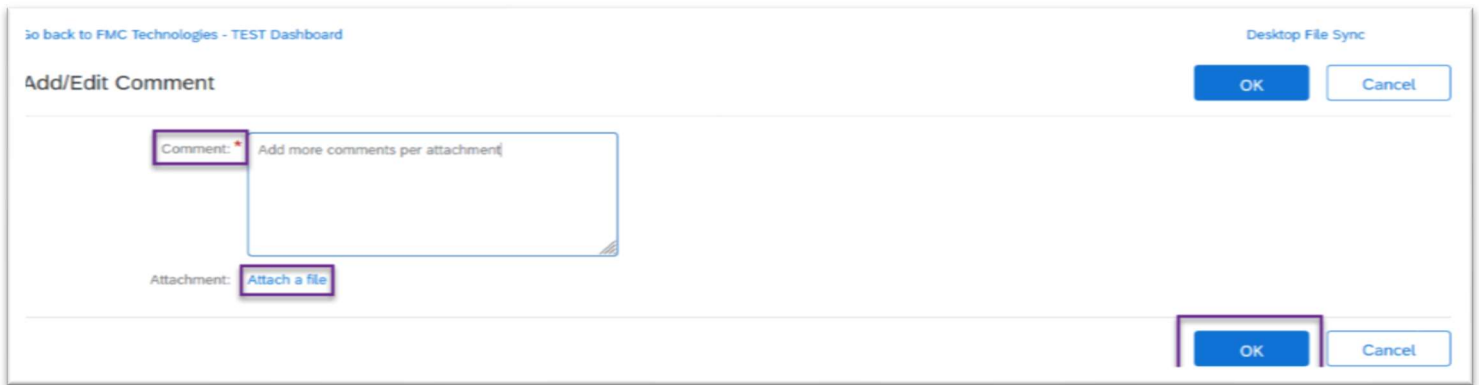


- ii. Continue to add attachments as needed, by clicking the text box again. Once there are multiple attachments the button will no longer have a plus sign, but “lines” 

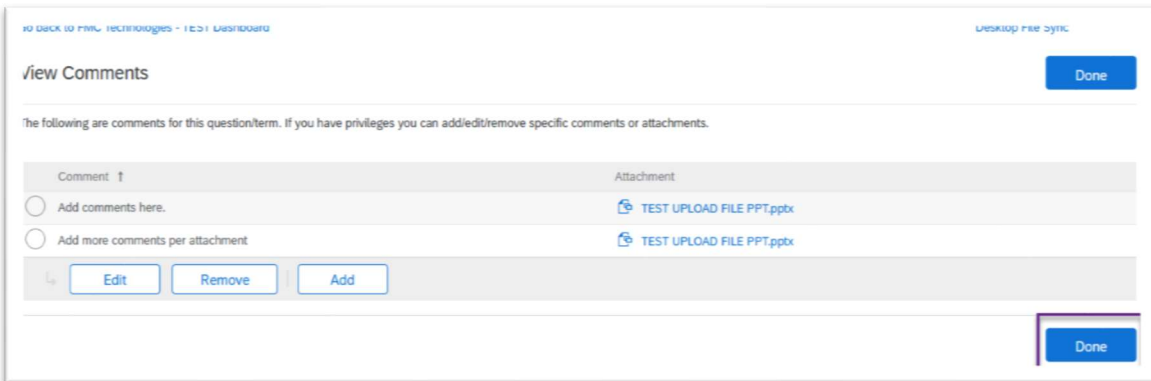
iii. Click **Add**:



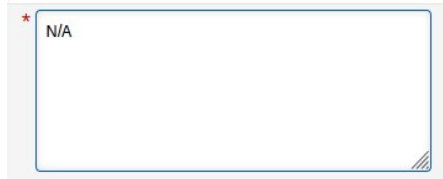
iv. Add comment, click attach file then click **OK**:



v. After all your files have been attached click **Done**.



5. There are also Free Text Boxes in the registration questionnaire that are Required fields. If the question does not pertain to your company, you will still need to complete the question. An entry of **N/A** will be sufficient to fulfill this requirement. An example of a Free Text box is below.



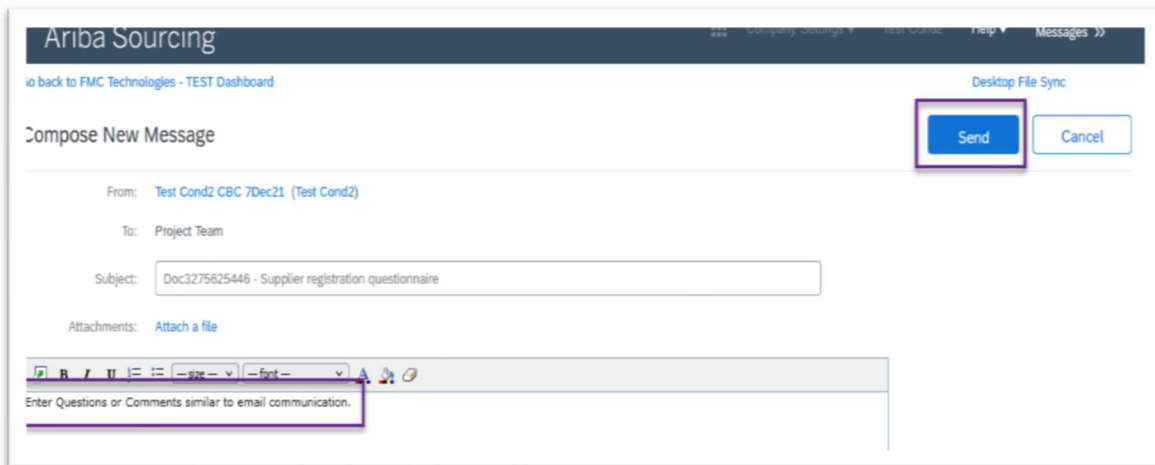
A screenshot of a required free text box. The box is rectangular with a light blue border and a small red asterisk in the top left corner. The text "N/A" is entered in the center of the box.

6. The system also allows the Supplier to communicate with the TechnipFMC Supplier.
 - i. At the bottom of the form there is button **Compose Message**. If you click on this button, you will be re-directed to an email style form to send questions or comments to the Supplier Owner.



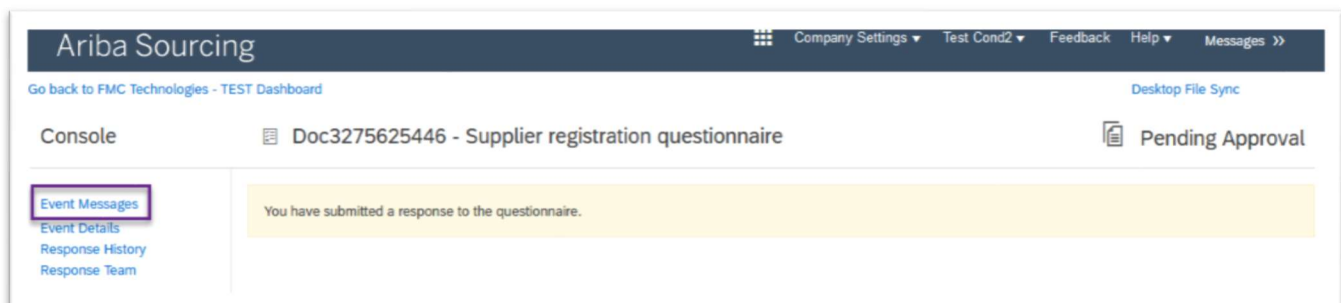
A screenshot of a form section. On the left is a vertical navigation menu with items: "Health, Safety & Env...", "Employees & Training", "Financial & Legal", "Ethics", and "Any other". On the right, there is a text area with a question: "13.6 Has any Government authority imposed any penalty against your company their employment at your company during the last five years for breaches of anti-". Below the text area, a button labeled "Compose Message" is highlighted with a purple rectangular box.

- ii. Once you have entered the message, click **Send**:



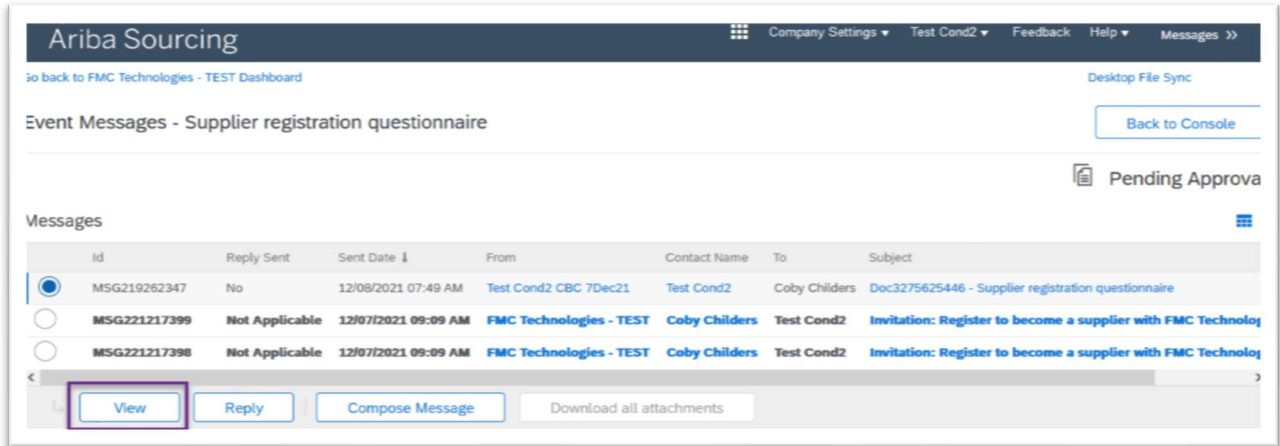
A screenshot of an email composition interface. At the top, it says "Ariba Sourcing" and "Compose New Message". Below this, there are fields for "From: Test Cond2 CBC 7Dec21 (Test Cond2)", "To: Project Team", and "Subject: Doc3275625446 - Supplier registration questionnaire". There is an "Attachments: Attach a file" link. At the bottom, there is a rich text editor with a toolbar and a text area containing "Enter Questions or Comments similar to email communication." To the right of the text area, there are two buttons: "Send" and "Cancel". The "Send" button is highlighted with a purple rectangular box.

- iii. To view the message sent to TechnipFMC, from the Supplier Registration questionnaire **Console**, you can click **Event Messages**:

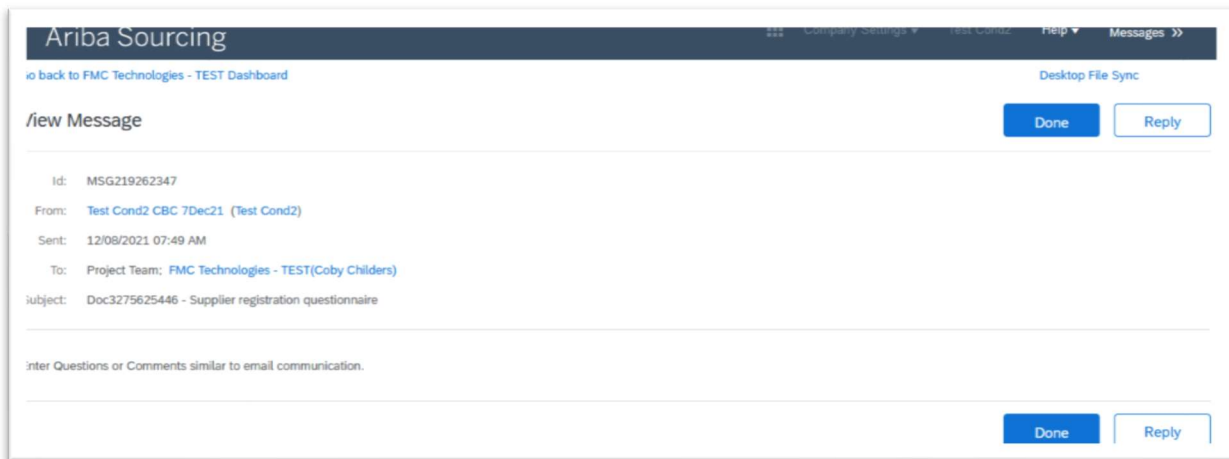


A screenshot of a "Console" page. The header shows "Ariba Sourcing" and navigation links for "Company Settings", "Test Cond2", "Feedback", "Help", and "Messages". Below the header, it says "Go back to FMC Technologies - TEST Dashboard" and "Desktop File Sync". The main content area has a title "Doc3275625446 - Supplier registration questionnaire" and a status "Pending Approval". On the left side, there is a sidebar menu with "Event Messages" highlighted by a purple box, along with "Event Details", "Response History", and "Response Team". The main content area has a yellow message box that says "You have submitted a response to the questionnaire."

- iv. Choose your message and click **View**. Click **Done** when complete. Then click **Back to Console** to return to the Registration Questionnaire:

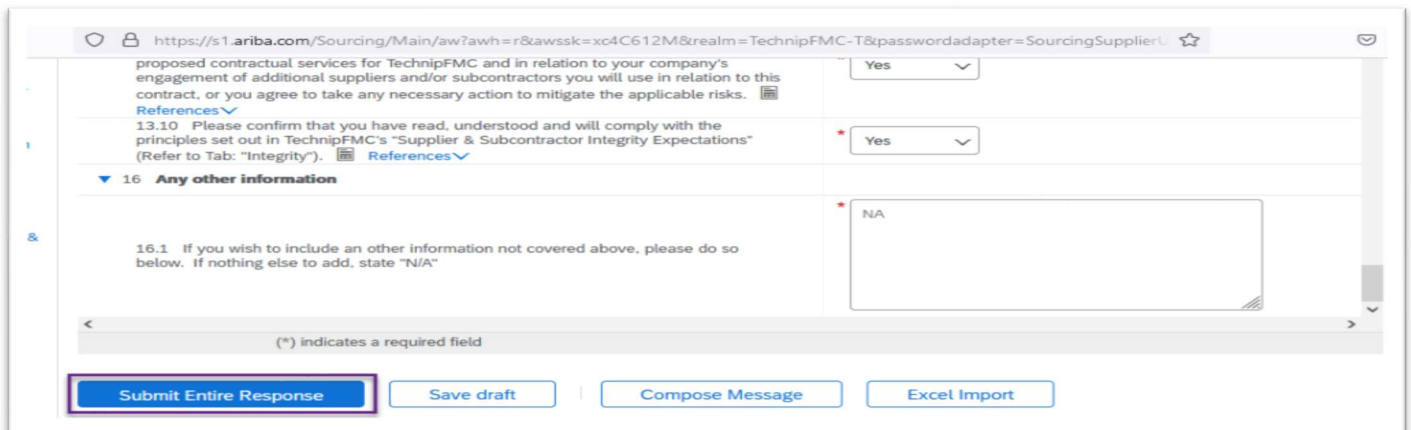


The screenshot shows the 'Ariba Sourcing' interface with a navigation bar at the top containing 'Company Settings', 'Test Cond2', 'Feedback', 'Help', and 'Messages'. Below the navigation bar, there is a breadcrumb 'back to FMC Technologies - TEST Dashboard' and a 'Desktop File Sync' button. The main heading is 'Event Messages - Supplier registration questionnaire' with a 'Back to Console' button. A 'Pending Approva' notification is visible. The 'Messages' section contains a table with columns: Id, Reply Sent, Sent Date, From, Contact Name, To, and Subject. The first message (MSG219262347) is selected. Below the table, there are buttons for 'View', 'Reply', 'Compose Message', and 'Download all attachments'. The 'View' button is highlighted with a red box.

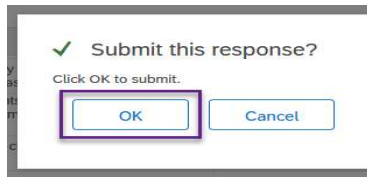


The screenshot shows the 'View Message' page in Ariba Sourcing. It displays the details of the selected message: Id: MSG219262347, From: Test Cond2 CBC 7Dec21 (Test Cond2), Sent: 12/08/2021 07:49 AM, To: Project Team; FMC Technologies - TEST(Coby Childers), and Subject: Doc3275625446 - Supplier registration questionnaire. There are 'Done' and 'Reply' buttons at the top right and bottom right of the message content area.

7. Once the Registration Questionnaire is complete, click the **Submit Entire Response** button at the bottom of the form then click **OK**. This will send your responses to the Supplier Owner at TechnipFMC for review and approval



The screenshot shows the 'Registration Questionnaire' form in a browser. The URL is 'https://s1.ariba.com/Sourcing/Main/aw?awh=r&awssk=xc4C612M&realm=TechnipFMC-T&passwordadapter=SourcingSupplier...'. The form contains several sections: a paragraph about contractual services, a question 13.10 asking for confirmation of reading and understanding the 'Supplier & Subcontractor Integrity Expectations', and a section 16 'Any other information' with a text area containing 'NA'. There are 'Yes' dropdown menus for the first two sections. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Submit Entire Response' button is highlighted with a red box. A note at the bottom states '(*) indicates a required field'.



The status of the questionnaire will now show as Pending approval:

Ariba Sourcing Company Settings Test Cond2 Feedback Help Messages

Go back to FMC Technologies - TEST Dashboard Desktop File Sync

Console Doc3275625446 - Supplier registration questionnaire **Pending Approval**

Event Messages
Event Details
Response History
Response Team

You have submitted a response to the questionnaire.

Events

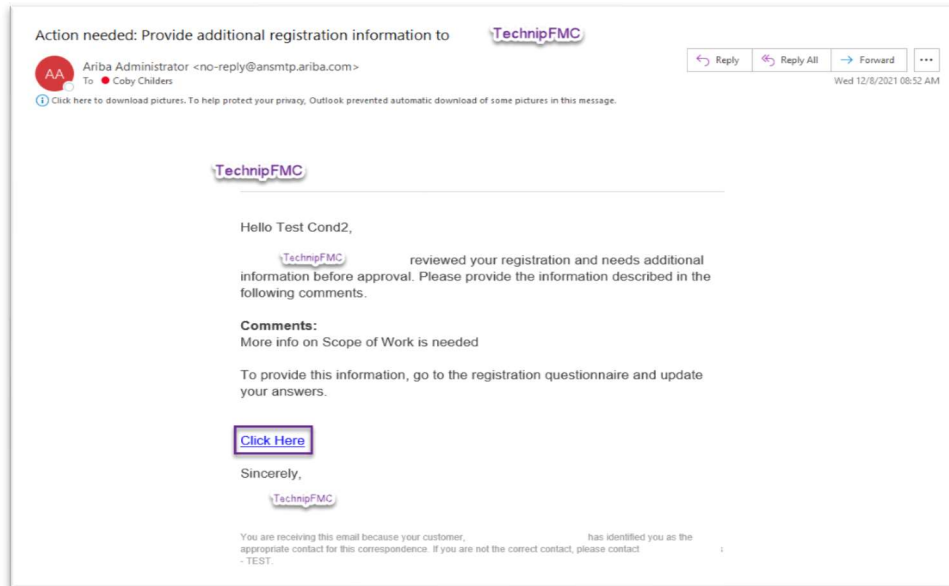
Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

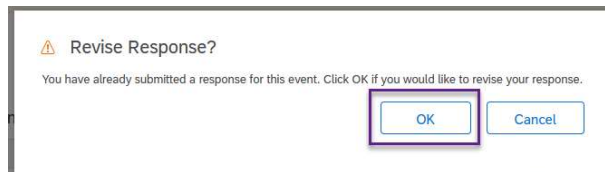
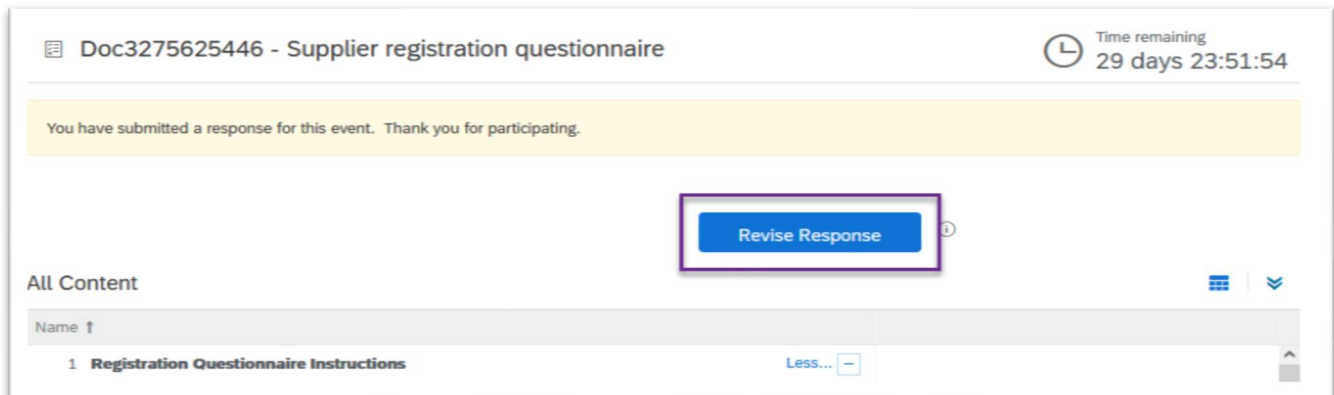
Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier registration questionnaire	Doc3275625446	12/8/2021 7:43 AM	Pending Approval

Qualification Questionnaires

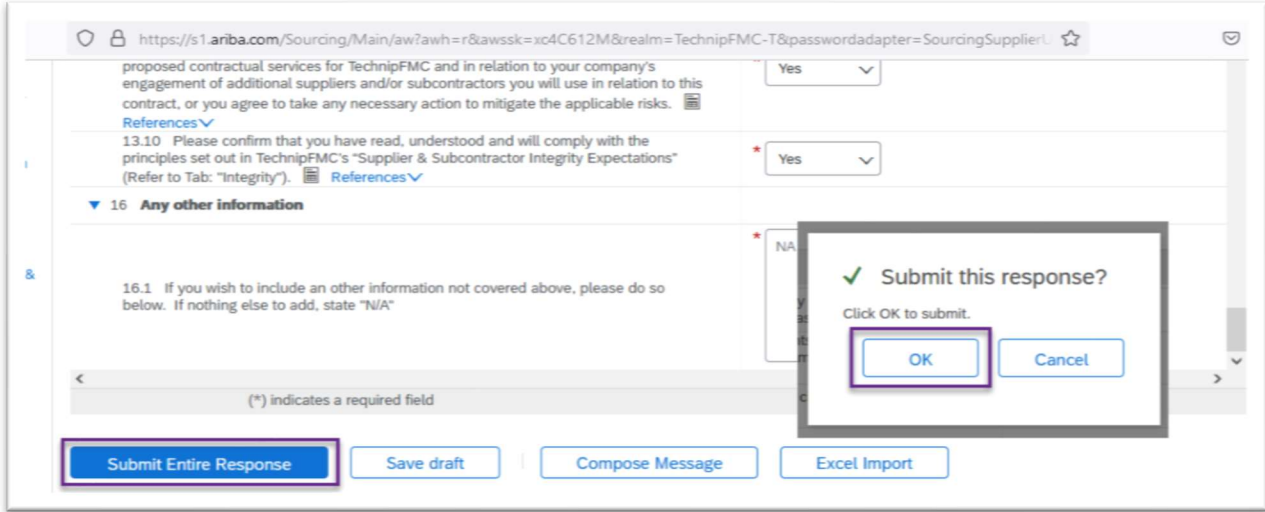
8. The TechnipFMC Supplier Owner also has the option to **Request more information** for the registration questionnaire. If this happens you will receive an email with any comments entered by TechnipFMC. To respond to the request select the **Click Here** hyperlink from the email and log into Ariba.



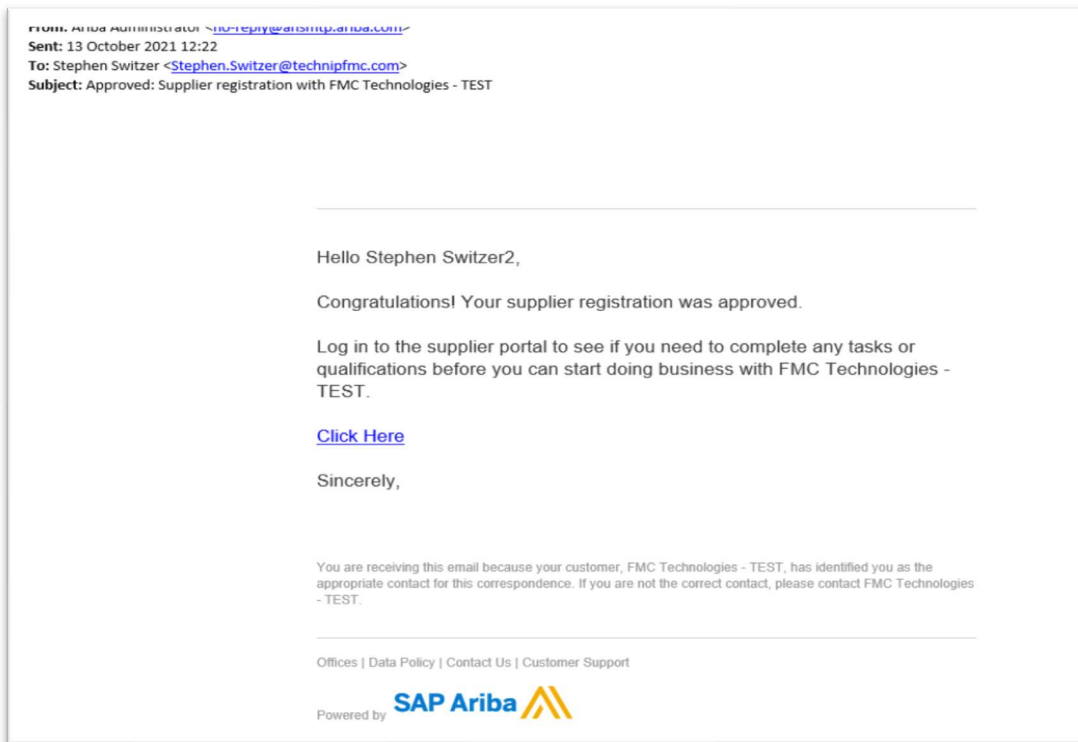
- i. In Ariba, click **Revise Response** then **OK** on the next window to edit the questionnaire:



- ii. Make the updates request and click **Submit Entire Response** and **OK** on next window:



- iii. The User that completed the Registration Questionnaire will receive an email notification once the questionnaire has been approved by TechnipFMC:




4. Supplier Qualification:

If the TechnipFMC Supplier Owner decides that your company will be completely on-boarded with TechnipFMC the next step in the process will be Qualification. There may be communication directly from TechnipFMC, as well as the Ariba system. The below steps focus on the Qualification Questionnaires that will be sent via Ariba.

The qualification questionnaires issued are dependent on the information provided in the Supplier Registration. This includes information entered in the “Goods / Service that you company proposes to offer to TechnipFMC” section as well as answers to question on QMS and HSE Certifications that you may hold.


An example of the email you will receive from Ariba with the Qualification Questionnaires is below.




Mon 07/02/2022 14:01

Ariba Administrator <no-reply@ansmtp.ariba.com>

Stephen Switzer from FMC Technologies invites you to participate in this process: External Questionnaires

To:  Stephen Switzer

 [Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hello Stephen Switzer,

Please fill out the listed questionnaires and return them by the specified dates.
 These questionnaires are necessary to complete the External Questionnaires process. Thank you for taking the time to respond to each one.

Process Overview
 Process: External Questionnaires
 Category: All
 Region: Global
 Business unit:
 Material: Not applicable
 Process owner: Stephen Switzer
 Message:

Questionnaire Overview

Name	Assigned to	Respond By
Manufacturing Processes	Stephen Switzer	21-Jan-2023 at 04:49
Linepipe	Stephen Switzer	21-Jan-2023 at 04:49
Valves, Fittings, and Flanges	Stephen Switzer	21-Jan-2023 at 04:48
Winches	Stephen Switzer	21-Jan-2023 at 04:50
Fabrications	Stephen Switzer	21-Jan-2023 at 04:49
QMS Registrar Certificate	Stephen Switzer	21-Jan-2023 at 04:13
HSE Registrar Certificate	Stephen Switzer	7-Feb-2023 at 00:28

[Click Here](#) to view the process.

Best Regards,
SAP Ariba team

As you can see in the email example, as stated earlier these questionnaires are based on answers given in the Registration Questionnaire. So if you answered YES to the QMS and HSE questions in the registration, you will be requested to provide more information via the two questionnaires above.

Below is an example of the HSE Certificate Questionnaire. QMS questionnaire will be very similar in format.

- a. Choose Yes/No on either HSE Certification.
 - There will be conditional question for each Cert based on the answer given
- b. Enter the Certificate Number
- c. Location of Certificate
- d. Effective date
- e. Expiration date of Certificate
- f. Attach a copy of the Certificate
- g. Enter a description of the certificate as a free text in the provided section.

Doc3341554979 - HSE Registrar Certificate
Time remaining
29 days 21:26:17

All Content ☰

Name ↑	
▼ 1 Occupational Health and Safety Management System - ISO 45001 Certification	
1.1 Can you provide ISO 45001 certification details?	* Unspecified ▾
▼ 2 Environmental Management System - ISO 14001 Certification	
2.1 Can you provide ISO 14001 certification details?	* Unspecified ▾

(*) indicates a required field

Submit Entire Response
Save draft
Compose Message
Excel Import

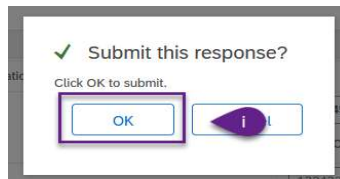
All Content ☰ | ⤴

Name ↑	
1.1 Can you provide ISO 45001 certification details?	* Yes ▾
▼ 1.2 Certificate details Less... -	
Enter certificate-related information in this section.	
1.2.1 Certificate type: ISO 45001	
1.2.2 Certificate Number	<input type="text"/>
1.2.3 Certificate Location	<input type="text"/>
1.2.4 Effective Date	<input type="text"/>
1.2.5 Expiration Date	* <input type="text"/>
1.2.6 Attachment	* Attach a file
1.2.7 Description	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

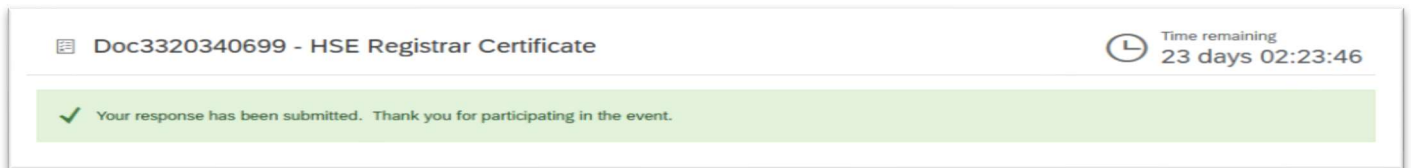
h. Once Questionnaire is complete, click **Submit Entire Response**

The screenshot shows a questionnaire interface. At the top right, there is a text area labeled 'TEST HSE CERT'. Below it, a section titled '2 Environmental Management System - ISO 14001 Certification' contains a question '2.1 Can you provide ISO 14001 certification details?' with a dropdown menu set to 'No'. A footer note states '(*) indicates a required field'. At the bottom, a blue button labeled 'Submit Entire Response' is highlighted with a red box. Other buttons include 'Draft', 'Compose Message', and 'Excel Import'.

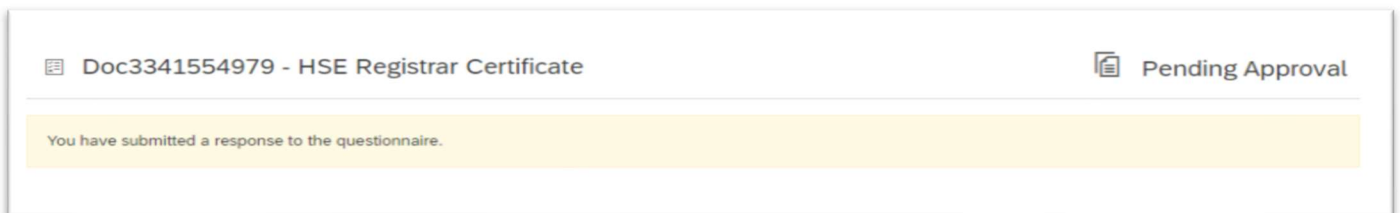
i. Click **OK**



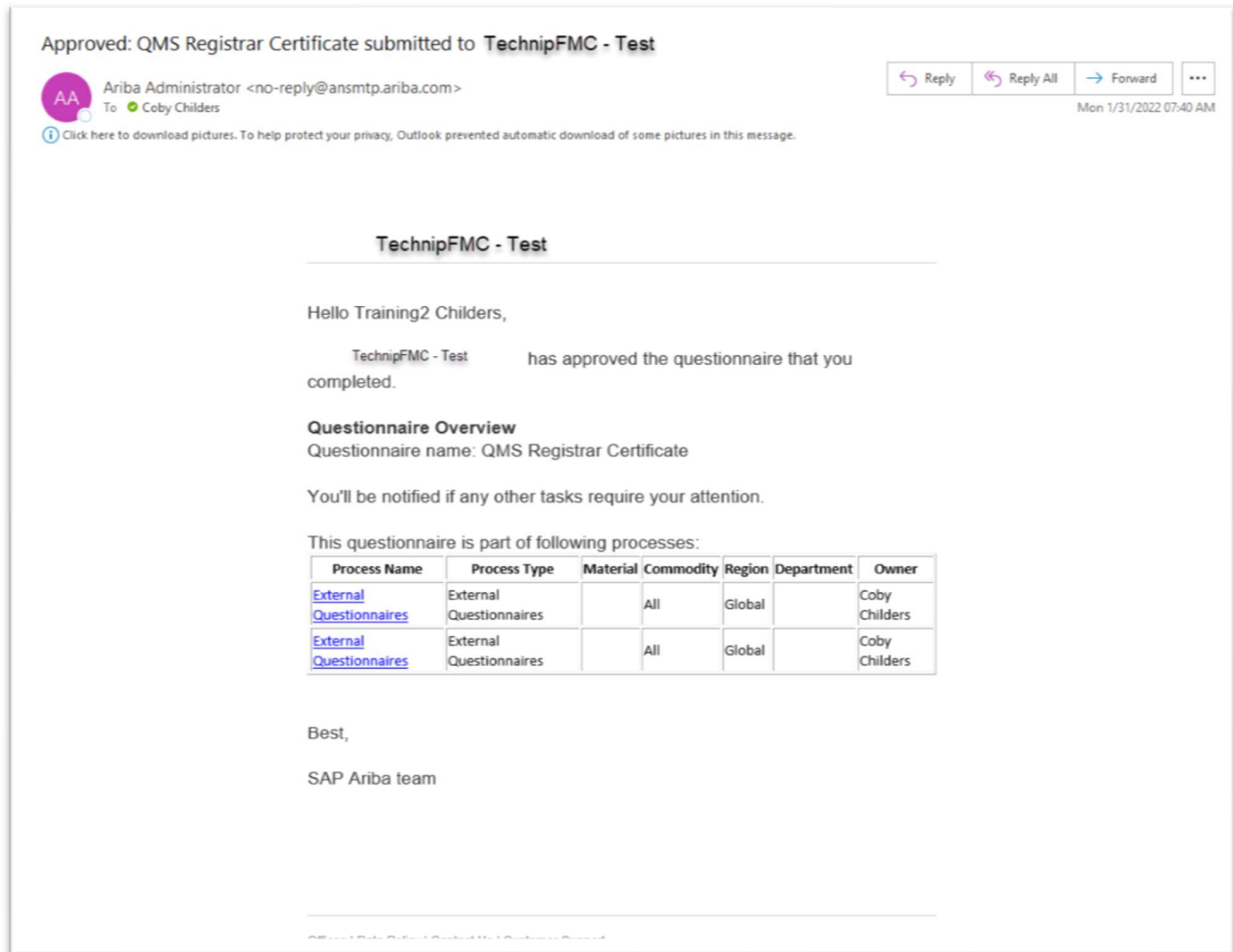
There will be a notification at the top of the screen stating **Your response has been submitted**. You can now click on **Go back** at the top of the screen to return to Home Screen:



The document is now Pending Approval from TechnipFMC:



Once the Questionnaires have been approved by TechnipFMC, you will receive an email similar to the example below:



Once all External Questionnaires issued are completed by suppliers, approved by TechnipFMC Supplier Owners and all other qualification processes have been completed you will be notified by TechnipFMC on the status of your qualification.

5. Accessing Ariba after initial Registration / Qualification

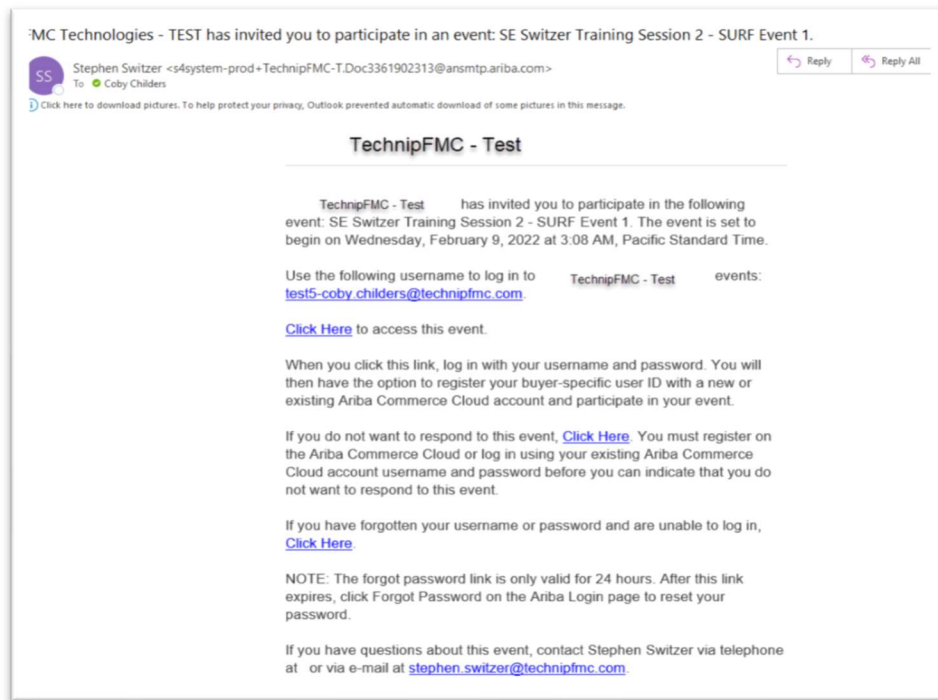
Navigate to <https://proposals.seller.ariba.com/> and login with your username & password

In the top left of the screen click on the dropdown and ensure you select “Ariba Proposals & Questionnaires”. Under the Registration Questionnaires or Qualification Questionnaire header, you will find the relevant Questionnaires.

Click to open.

6. Ariba Sourcing (Proposals):

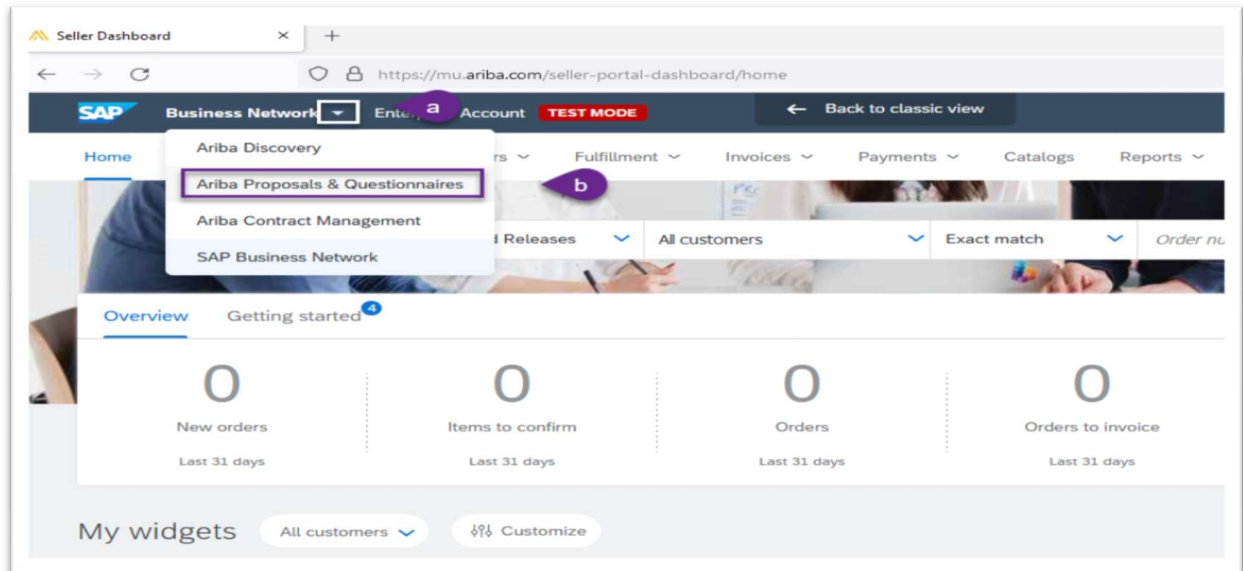
The contact for the Supplier Account will receive an email “TechnipFMC has invited you to participate in an Event:” per the example below:



Refer to this training section [2. Registering as a Supplier with TechnipFMC](#): point 3, for details on how to log in or set-up a new account if required.

Upon logging into the system, you may be brought to the Ariba Business Network home screen.

- a. Click on the dropdown
- b. Choose Ariba Proposals & Questionnaires:



The system will redirect to the Proposals and Questionnaires page of Ariba.

Locate the **Events** section. This is where you will find all the Request for Information (RFI) or Request for Proposals (RFP) that your company has been invited to by TechnipFMC.

- a. Click the **Open** dropdown
- b. Locate the Event to reply to and click on the event name.

Events					
Title	ID	End Time ↓	Event Type	Participated	
▶ Status: Completed (14)					
▼ Status: Open (6) a					
SE Switzer Training 2 - Direct Event 2	Doc3362059936	2/19/2022 8:14 AM	RFP	No	
SE Switzer Training Session 2 - SURF Event 1	Doc3361902313	2/19/2022 5:08 AM	RFP	No	
SE Switzer Training 1 - Event 2	Doc3361492151	2/19/2022 2:20 AM	RFP	No	
300341T001 - Yellowtail P04 Flexible Riser Feb 2022 Event 1	Doc3355573593	2/14/2022 6:44 AM	RFP	Yes	
roject 29.oct.2021 event 1	Doc3222031434	Not Available	RFP	No	
francal project 06.09.2021 1 event 1	Doc3145561145	Not Available	RFP	No	
▶ Status: Pending Selection (52)					

Every Event will require the users to **Review Prerequisites** and **Accept** the referenced Confidentiality Agreement. **Click** the **References** dropdown and review the “Clickwrap NDA” attached

- a. Then click **Review Prerequisites** to continue

IMPORTANT NOTE: The referenced Confidentiality Agreement does not replace or supersede existing NDAs that you may have on record with TechnipFMC.

10 BACK TO FMC Technologies - TEST Dashboard
Desktop File Sync

Event Details

Doc3362059936 - SE Switzer Training 2 - Direct Event 2

Time remaining: 8 days 20:33:11

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

Go to Respond

Print Event Information

Confidentiality Agreement (Section 1 of 2) Next >>

Name ↑

▼ 1 **Confidentiality Agreement**

1.1 I have read and accept the terms of the attached Confidentiality Agreement References

Reference Documents

Sourcing Event - Clickwrap NDA.docx

Download all attachments

Next Section: Pricing

Event Overview and Timing Rules

Owner: Stephen Switzer

Event Type: RFP

Publish time: 2/9/2022 8:14 AM

Due date: 2/19/2022 8:14 AM

Currency Rules

Allow participants to select bidding currency: Yes

Test 157745 (sup-157745@technipfmc.com) last visited 10 Feb 2022 9:40:52 AM TFM Supplier 157745 test AN01395123370-T © 1996–2019 Ariba, Inc. All rights reserved.

SAP Business Network Privacy Statement Security Disclosure Terms of Use

- b. Choose **Yes** from the drop down to be able to pass the stage gate to view the Event details.
- c. Click **OK**

Responding to a Sourcing Event:

Below are a few examples of RFP Events that TechnipFMC may send out for Bid, with a brief description of their uniqueness.

I. RFP for Direct Materials

Direct RFPs will likely be Material number driven that will require a Price and Lead Time value to be entered. These types of Events will also have a URL section providing a “Live-Link” to the TechnipFMC Part Reports, giving access to Bill of Material, Specs, etc.

II. RFP for Indirect Goods or Services

There may be varied requirements specified for Indirect, two of those are shown below:

- a. Pricing required for services and/or fees
- b. Pricing to be enter on a file provided by TechnipFMC.
 - i. The User will open and download the **Reference** file, provide pricing or any other required entries in the file, then upload the completed file via the **Attach a file** hyperlink.

Doc3359276311 - SE Indirect - Legal Fees for TechnipFMC Q2 2022
Time remaining
7 days 10:11:22

Your response to the prerequisites has been submitted.

All Content ⌵ ⏴

Name	Quantity	Price	Extended Price	Comment	Ship To
▶ 1 Confidentiality Agreement					
2 Event Information					
3 Standard Project Documentation					
▼ 4 Pricing					
4.1 Hourly Legal Rate	Less... - 100 hour	* <input style="width: 80px;" type="text"/> GBP			
Attachment: Attach a file					
4.2 Consultation Fee	More... + 1 each	* <input style="width: 80px;" type="text"/> GBP			
4.3 Referral Fee	More... + 1 each	* <input style="width: 80px;" type="text"/> GBP			
4.4 Statutory Fee	More... + 1 each	* <input style="width: 80px;" type="text"/> GBP			
4.5 Please provide details of pricing against the file provided References					Attach a file

(*) Indicates a required field

Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import

25

III. Projects

There may be multiple variations to a Projects RFP Event. Each section will have a different requirement.

a. Standard Project Documentation

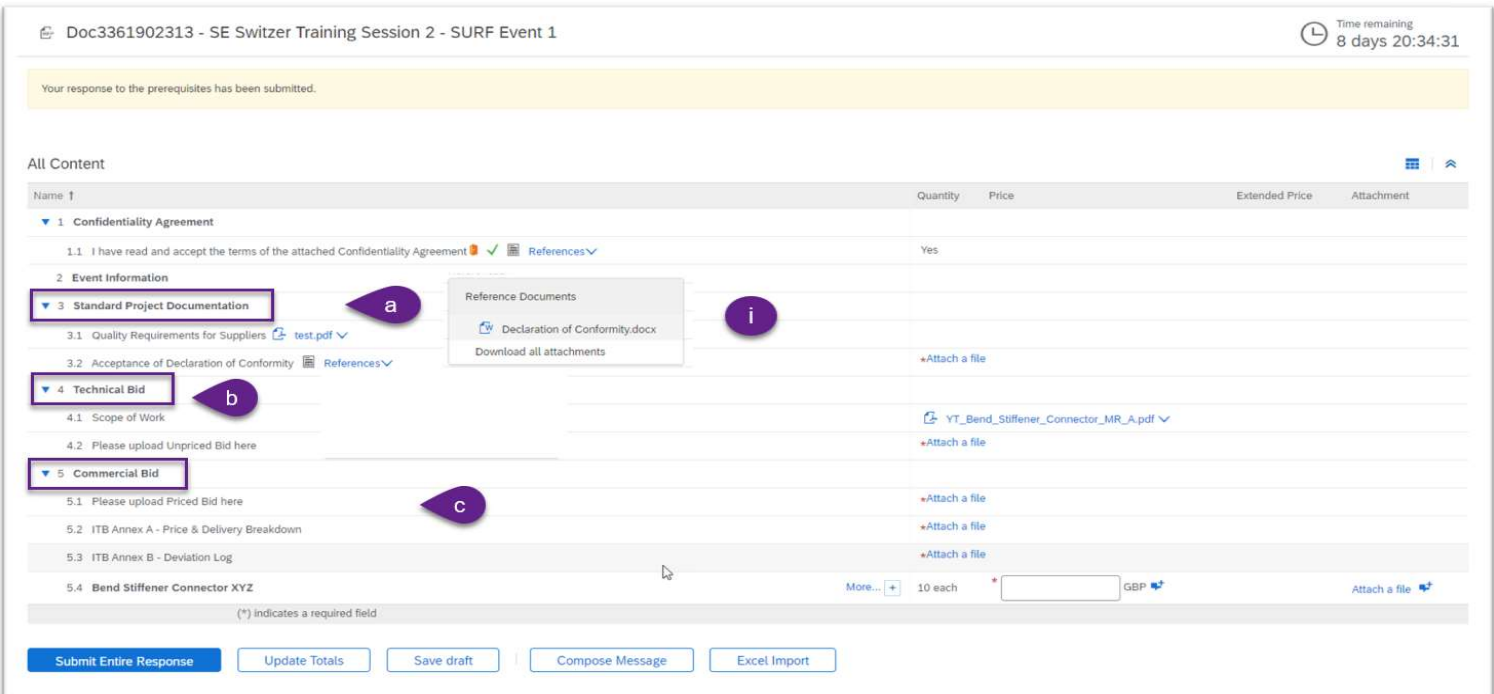
- i. This section can have multiple attachments from TechnipFMC that could require download and signature acceptance from the Supplier. The Supplier can then upload the completed document via the **Attach a file** hyperlink. Acceptance of Declaration of Conformity is the example shown here

b. Technical Bid

This section could have documents from TechnipFMC with detailed **Scope of Work** requirements, drawing attachments, etc. Then the suppliers are requested to upload an attachment with their Unpriced Bid for this scope of work. Please verify content requirement with TechnipFMC project buyer and ensure no commercial information is added to this section.

c. Commercial Bid

Commercial bid section is where Pricing details will be provided, along with any other requirements enter by the Requestor.



Doc3361902313 - SE Switzer Training Session 2 - SURF Event 1 Time remaining 8 days 20:34:31

Your response to the prerequisites has been submitted.

All Content

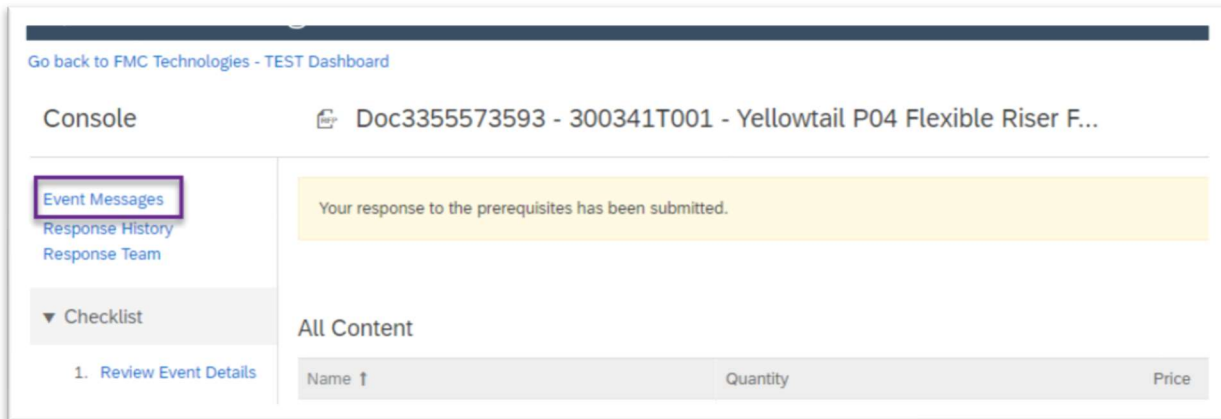
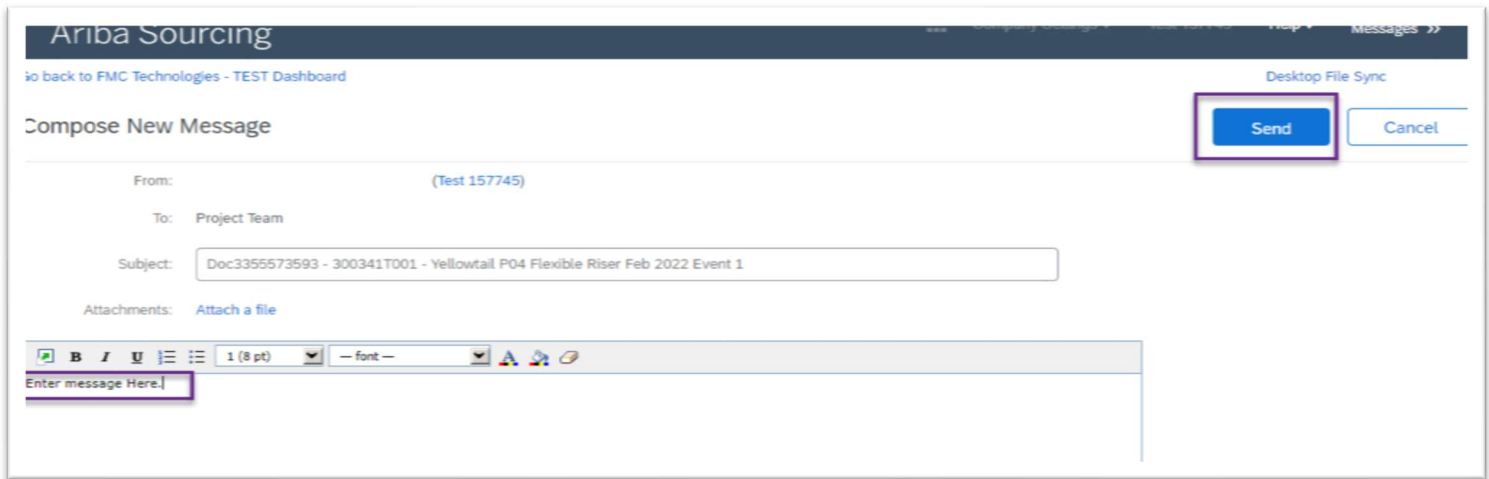
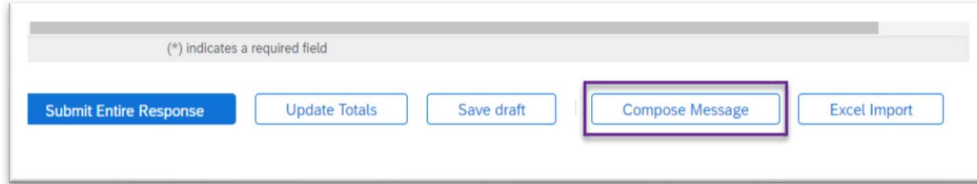
Name	Quantity	Price	Extended Price	Attachment
1 Confidentiality Agreement				
1.1 I have read and accept the terms of the attached Confidentiality Agreement				Yes
2 Event Information				
3 Standard Project Documentation a				
3.1 Quality Requirements for Suppliers test.pdf				
3.2 Acceptance of Declaration of Conformity References				*Attach a file
4 Technical Bid b				
4.1 Scope of Work				YT_Bend_Stiffener_Connector_MR_A.pdf
4.2 Please upload Unpriced Bid here				*Attach a file
5 Commercial Bid c				
5.1 Please upload Priced Bid here				*Attach a file
5.2 ITB Annex A - Price & Delivery Breakdown				*Attach a file
5.3 ITB Annex B - Deviation Log				*Attach a file
5.4 Bend Stiffener Connector XYZ	More... +	10 each	* <input type="text"/>	GBP Attach a file

(*) indicates a required field

[Submit Entire Response](#)
[Update Totals](#)
[Save draft](#)
[Compose Message](#)
[Excel Import](#)

Messaging in Ariba Sourcing:

Ariba Sourcing also provides an option to send Messages to TechnipFMC in Ariba via the **Compose Message** icon. When you click on **Compose Message**, the system will redirect you to a screen similar to an email. Enter your questions or comments in the Body of the message and click **Send**. This message will be sent to the TechnipFMC user and logged in **Event Messages**, which can be viewed by clicking **Event Messages** on the Bid Console in the Event. See examples below:



Go back to FMC Technologies - TEST Dashboard Desktop File Sync

Event Messages - 300341T001 - Yellowtail P04 Flexible Riser Feb 2022 Event 1 [Back to Console](#)

⌚ Time remaining
2 days 23:29:24

Messages ☰

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input type="radio"/> MSG238470918	No	02/11/2022 07:14 AM		Test 157745	Stephen Switzer	Doc3355573593 - 300341T001 - Yellowtail P04 Flexible R
<input type="radio"/> MSG238470916	Not Applicable	02/11/2022 07:12 AM		Test 157745	Stephen Switzer	All access prerequisites have been answered and accep
<input type="radio"/> MSG238470915	Not Applicable	02/11/2022 07:12 AM		Test 157745	Stephen Switzer	(Test 157745) has accp
<input type="radio"/> MSG238470914	Not Applicable	02/11/2022 07:12 AM		Test 157745	Stephen Switzer	Response (ID=ID1948455582) in event 300341T001 - Yell
<input type="radio"/> MSG237039769	No	02/05/2022 12:04 AM	FMC Technologies - TEST	Stephen Switzer	Test 157745	Event 300341T001 - Yellowtail P04 Flexible Riser Feb 20
<input type="radio"/> MSG237039768	Not Applicable	02/05/2022 06:51 AM		Test 157745	Stephen Switzer	Response (ID=ID1948455582) in event 300341T001 - Yell

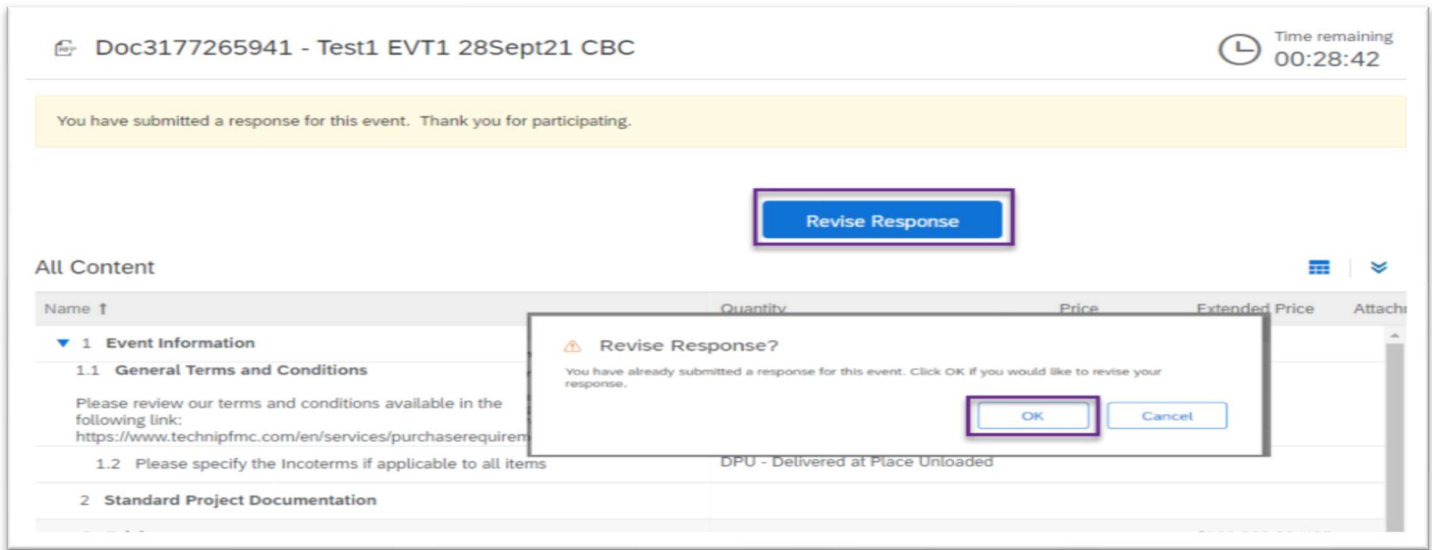
Once details for the RFI/RFP have been entered and you are ready to send responses back to TechnipFMC, click on **Submit Entire Response** button at the bottom of the screen. This will submit the completed Event to TechnipFMC for review. If there are any missing values / fields system will provide notification.

(*) indicates a required field

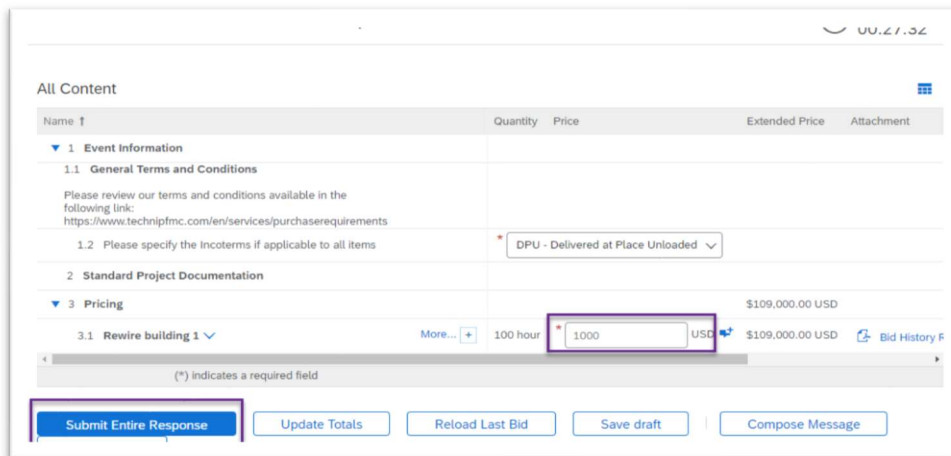
Revising Responses to an Event:

While an Event that you have responded to is still in **Open** status, you can click into the Event from the Sourcing Console and select **Revise Response** to adjust your response. An example would be if additional documentation is needed or if you need to adjust pricing. Ariba will keep a history of all of your submitted responses.

- a. Click **Revise Response**, then click **OK**



- b. Make updates to Bid then click **Submit Entire Response**



The RFI/RFP status will show as **Pending Selection** once the event **Time Remaining** has reached zero. TechnipFMC will review all replies and make a decision on the received bids.

You may or may not receive an awarded message from TechnipFMC regarding the bid provided to an Ariba Sourcing Event.

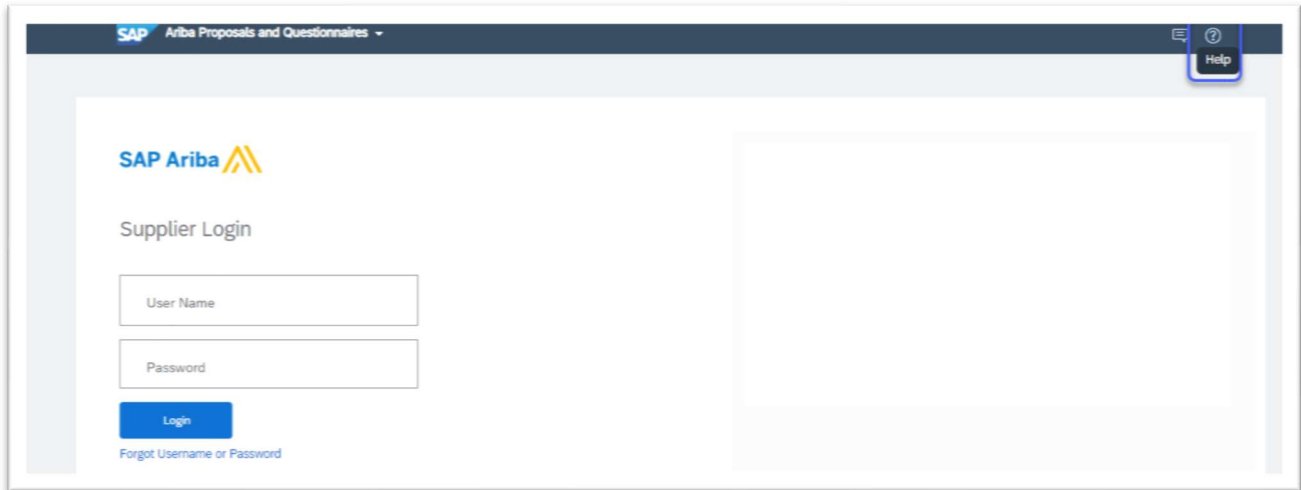
Please note that even if you are “awarded” and event, you should **not engage** in work or service **without an approved Purchase Order.**

7. Accessing Help:

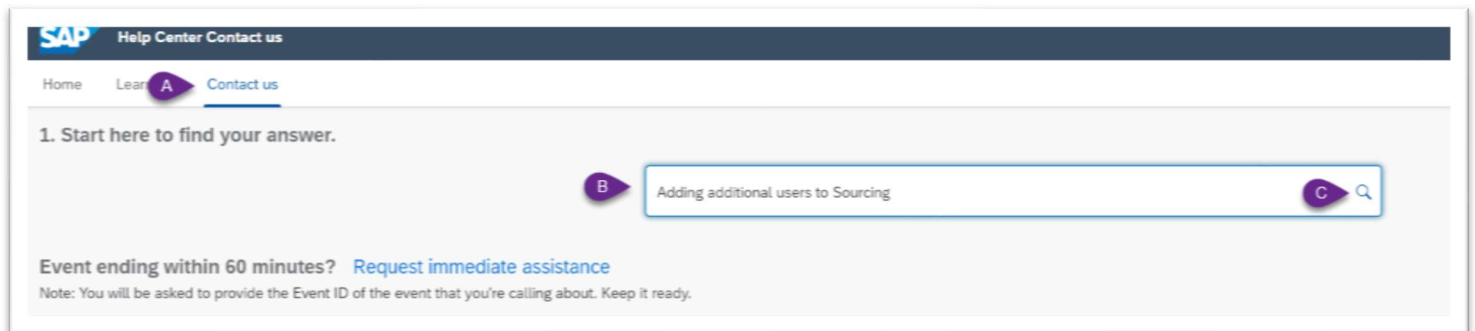
If you have issues accessing Ariba, configuring your account or finding specific Events or Questionnaires then you can access the SAP-Ariba Help Centre for support.

However, if your question is related to specific content within a Sourcing Event or Registration / Qualification Questionnaire then please email the TechnipFMC user who's name appears on the email invite.

To access Ariba Support, click on the **Help** icon on the top right of the Ariba home screen:



Select the **Contact us** page, enter relevant information into the search box then click the search icon:



Review the relevant sections for support :

296 results for **adding additional users to Sourcing**

How to configure your user account information and company settings

You have a single company profile that is shared across Ariba Network, SAP Ariba Discovery, SAP Ariba **Sourcing** Contact your account administrator if you need **additional** assistance setting notification preferences Step 5: Set up **additional users** with access to your company's Standard account If you're the administrator Each permission gives **users** access to **additional** areas of your company's account. To provide access to **additional** people in your company: In the upper-right corner of the application,

[Create remittance addresses](#)
[My account settings](#)
[Review company profile](#)
[Manage notifications](#)
[Manage accounts](#)
[Configure routing](#)
[Payment offers](#)
[Payment and bank details](#)

Oct 1, 2021

Error: "User already exists. Please enter a different username." while registering

Question What should I do if I receive the error message **User** already exists. the username you are entering is already associated with an Ariba Network, Ariba Discovery, or Ariba **Sourcing** You will still be able to register a new **user** account, but the new username will need to be unique to **Additional** information If you would like to access an account that already exists, go to the Supplier

[Registration](#)

Jun 15, 2021

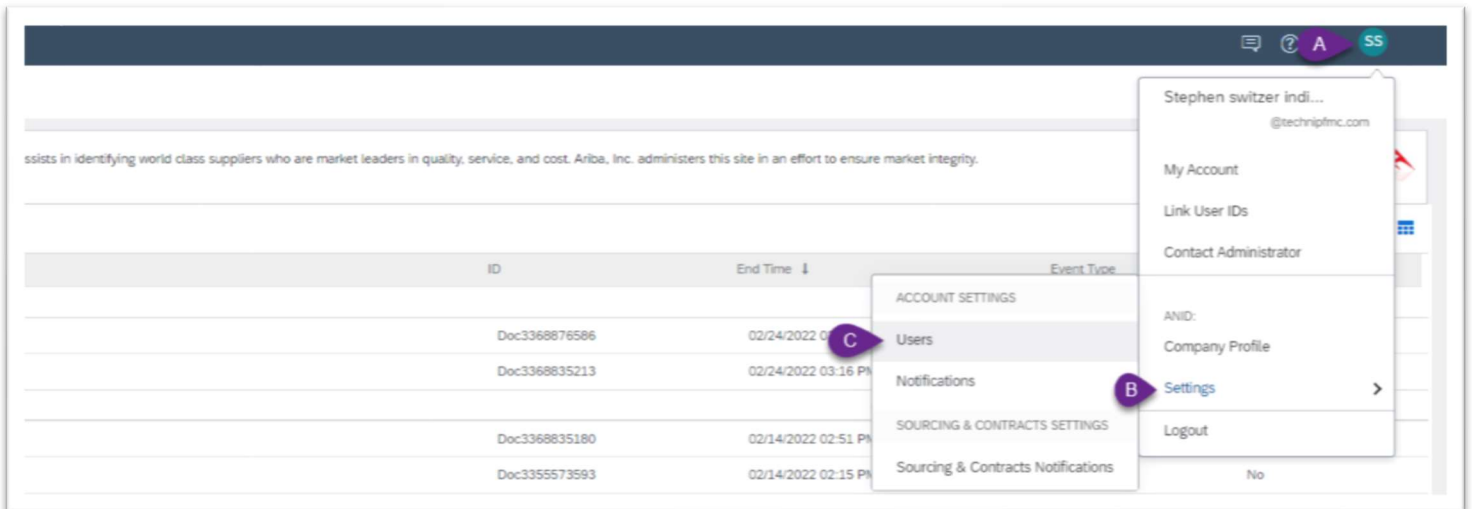
How to access a sourcing event?

How to access a **sourcing** event? Answer. You can access a **sourcing** event to which you have been invited in following two different ways: See How do I register on SAP Ariba **Sourcing**? Please keep in mind that in order to participate in a **sourcing** event, you must be invited by the buyer

8. Administering users on your Ariba Proposals & Questionnaires account

Suppliers can edit the users on their Ariba account following the steps below:

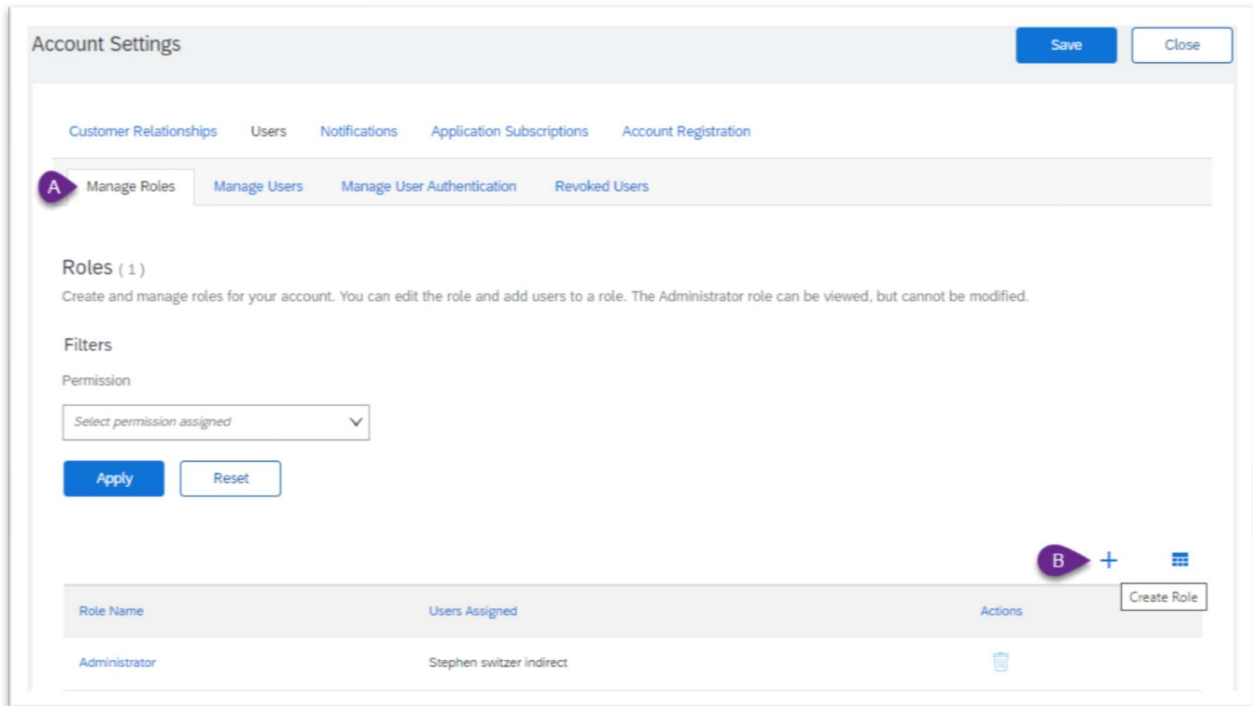
- A. Click on your initials on the top right of the screen to access the **Account settings**
- B. Click **Settings**
- C. Select **Users**



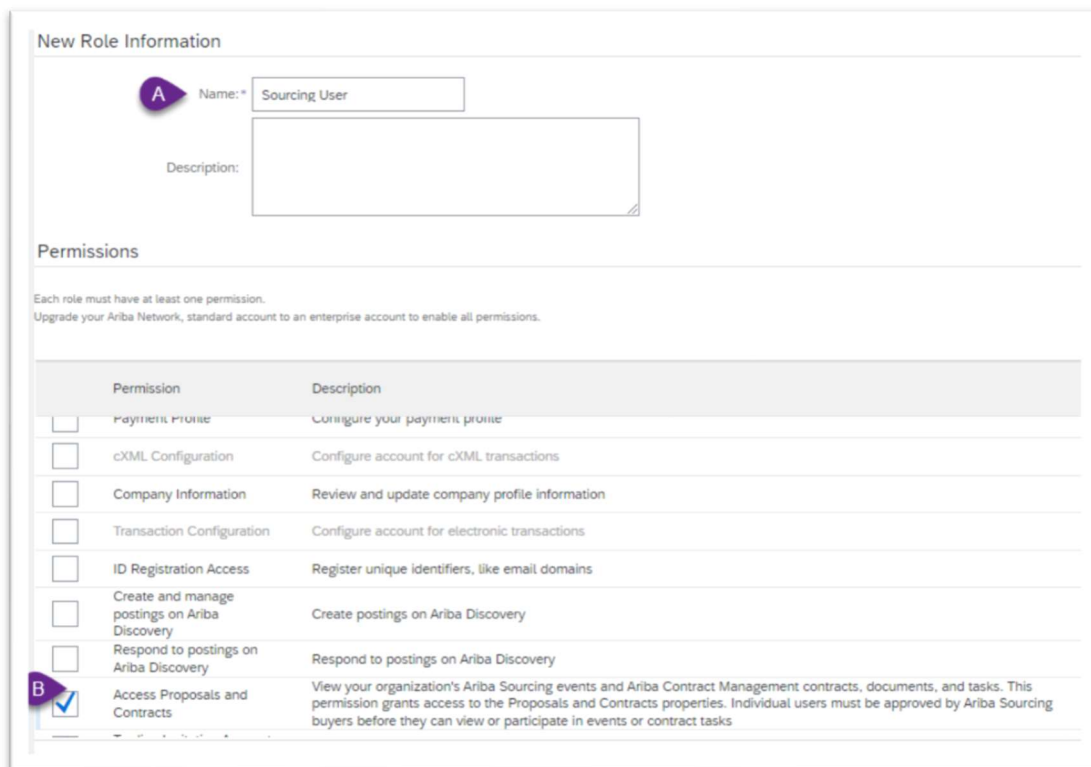
The screenshot shows the Ariba account settings page. At the top right, there is a user profile menu with the name "Stephen switzer indi..." and email "@technipfmc.com". A dropdown menu is open, showing options: "My Account", "Link User IDs", "Contact Administrator", "ANID:", "Company Profile", "Settings" (highlighted with a purple circle 'B'), and "Logout". Below this, another dropdown menu is open, showing options: "ACCOUNT SETTINGS", "Users" (highlighted with a purple circle 'C'), "Notifications", "SOURCING & CONTRACTS SETTINGS", and "Sourcing & Contracts Notifications".

ID	End Time ↓	Event Type
Doc3368876586	02/24/2022 03:16 PM	
Doc3368835213	02/24/2022 03:16 PM	
Doc3368835180	02/14/2022 02:51 PM	
Doc335573593	02/14/2022 02:15 PM	

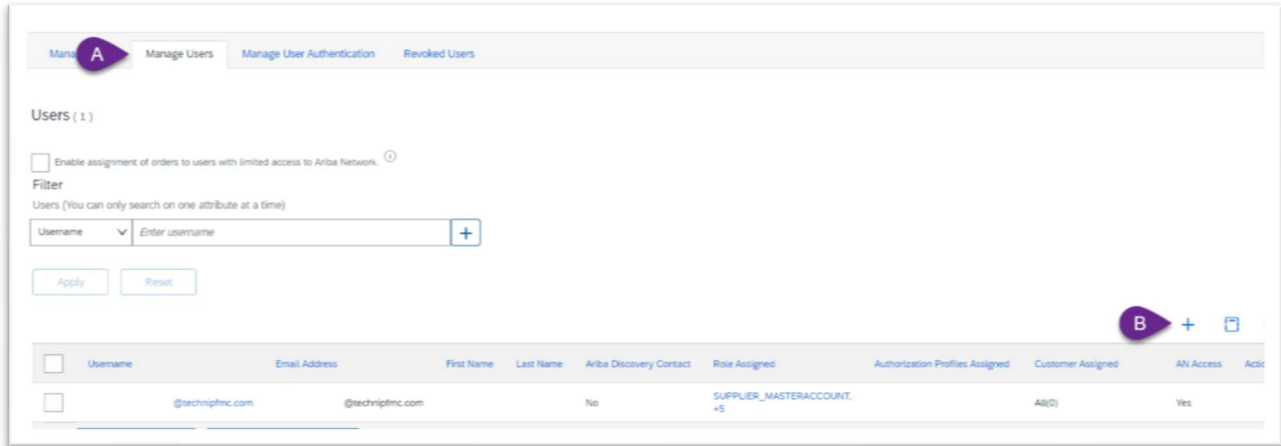
- A. Click **Manage Roles**
- B. Select **Create Role**



- A. Enter a **Name** for the new role e.g. Sourcing User
- B. Select the appropriate **Permission**, in this case “Access Proposals and Contracts”



- A. Select **Manager Users**
- B. Click **Create User**



Manage Users | Manage User Authentication | Revoked Users

Users (1)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter
Users (You can only search on one attribute at a time)

Username +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Active
<input type="checkbox"/>	@technipfmc.com	@technipfmc.com			No	SUPPLIER_MASTERACCOUNT.+5		All()	Yes	

- A. Enter details of the New User
- B. Assign the appropriate **Role**
- C. Select whether to apply to **All Customers** or **Select Customers**

Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. You can modify role assignments at any time.

New User Information

Username:* ⓘ

Email Address:*

First Name:*

Last Name:*

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: Area: Number:

Role Assignment

<input type="checkbox"/>	Name	Description
<input checked="" type="checkbox"/>	Sourcing User	

Customer Assignment

Assign to Customer: All Customers Select Customers