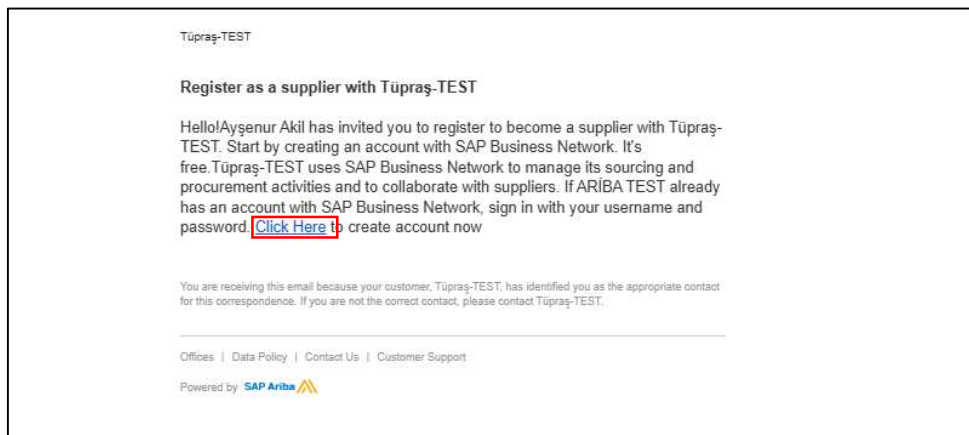


TUPRAS ARIBA - Supplier Registration User Document

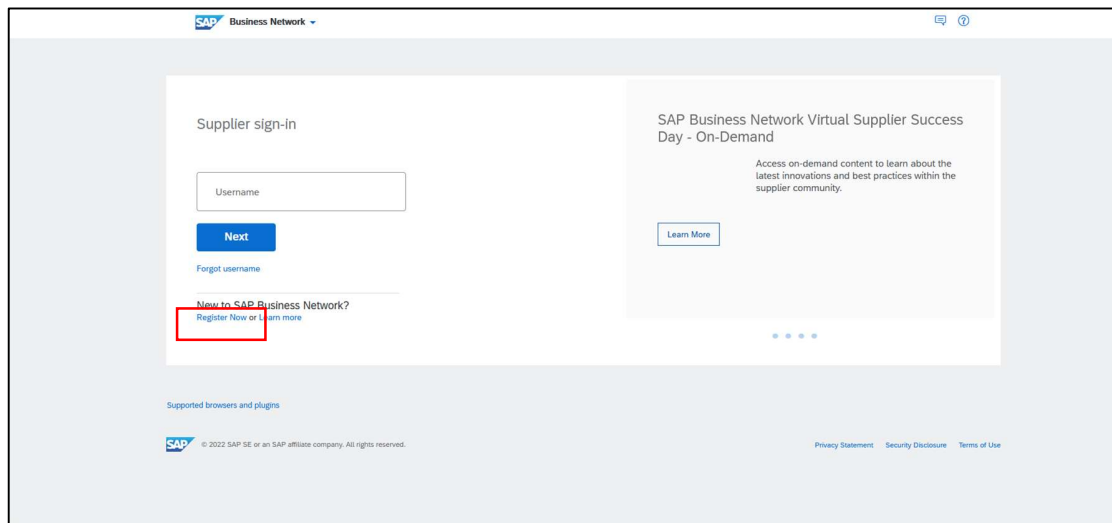
TUPRAS ARIBA – Project Management & Bidding User Document (pg-11)

➤ This is the user document created for suppliers to register on ARIBA Global Business Network under the scope of the TÜPRAŞ Ariba Project.

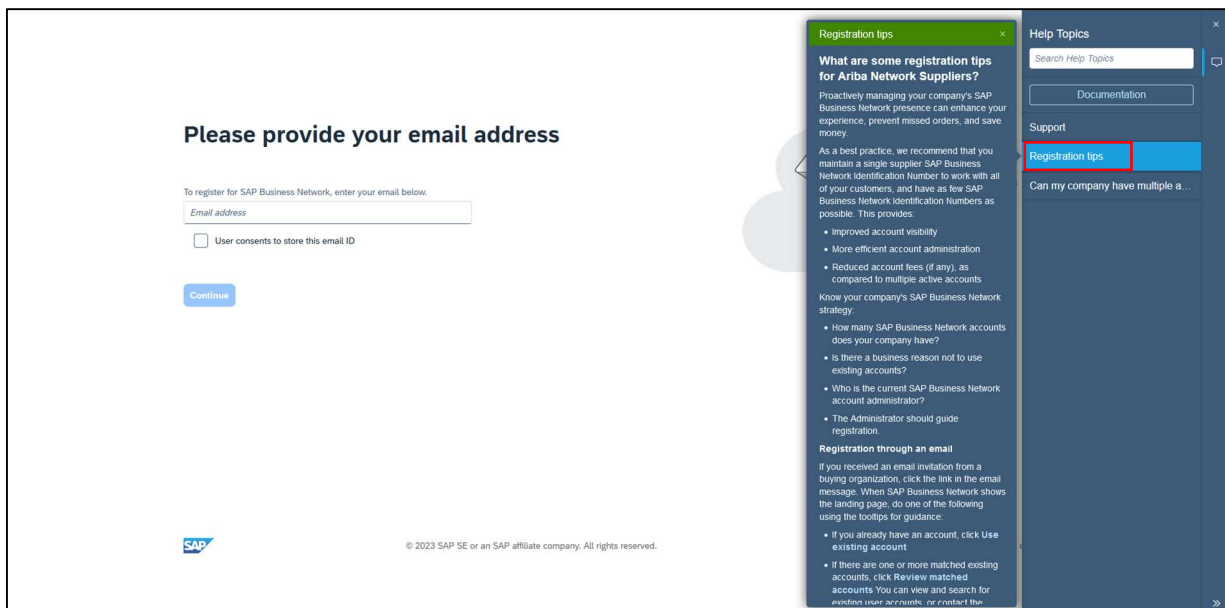
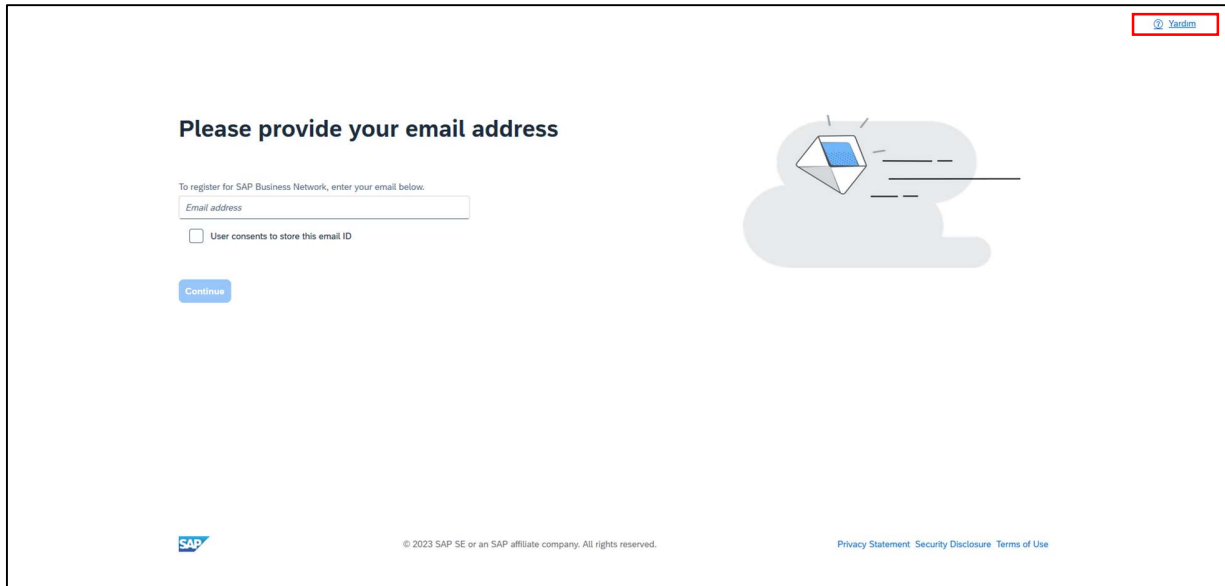
After reviewing the invitation email received in their inbox, the user should click the "**Click Here**" button.



On the opened screen, users who have previously created an account on Business Network can log in with their username and password, while users who are creating an account for the first time should click the "**Register Now**" button to continue the account creation process.



When the user starts the registration process, they can click the **"Help"** button to access Registration tips.



The user should first enter their email address, click the **"User consents to store this email address"** checkbox below, and then click the **"Continue"** button.

Please provide your email address

To register for SAP Business Network, enter your email below.

christopherobin1324@gmail.com

User consents to store this email ID

Continue

SAP

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The six-digit code sent to the email address should be entered in the field on the opened page, and then the **"Continue"** button should be clicked.

SAP Business Network

Hello,

Your One Time Password (OTP) is 327394

Enter the OTP to start your registration for SAP Business Network.

This OTP is valid for 30 minutes. If you do not enter the correct OTP within that time, you may request a new OTP.

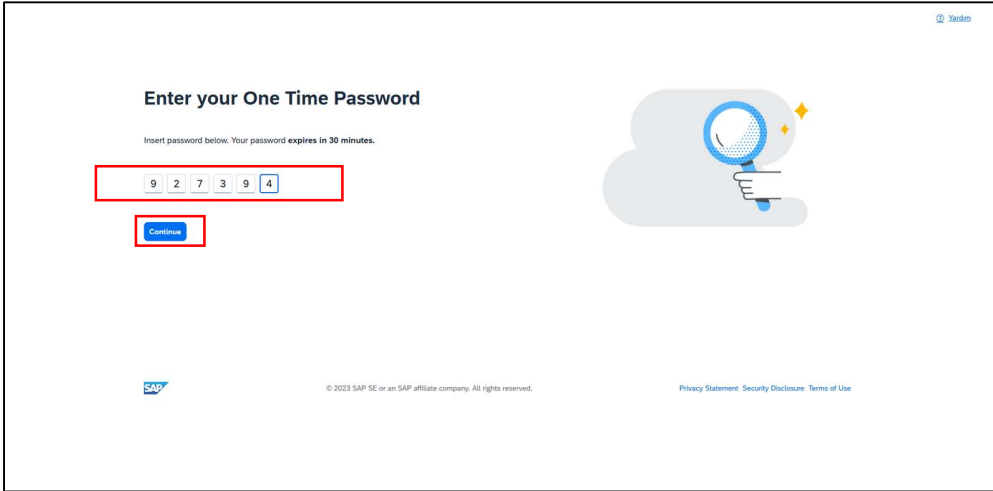
Sincerely,
SAP Business Network team

You have received this notification because your email address is associated with an SAP Business Network account or was provided by a trading partner on SAP Business Network.

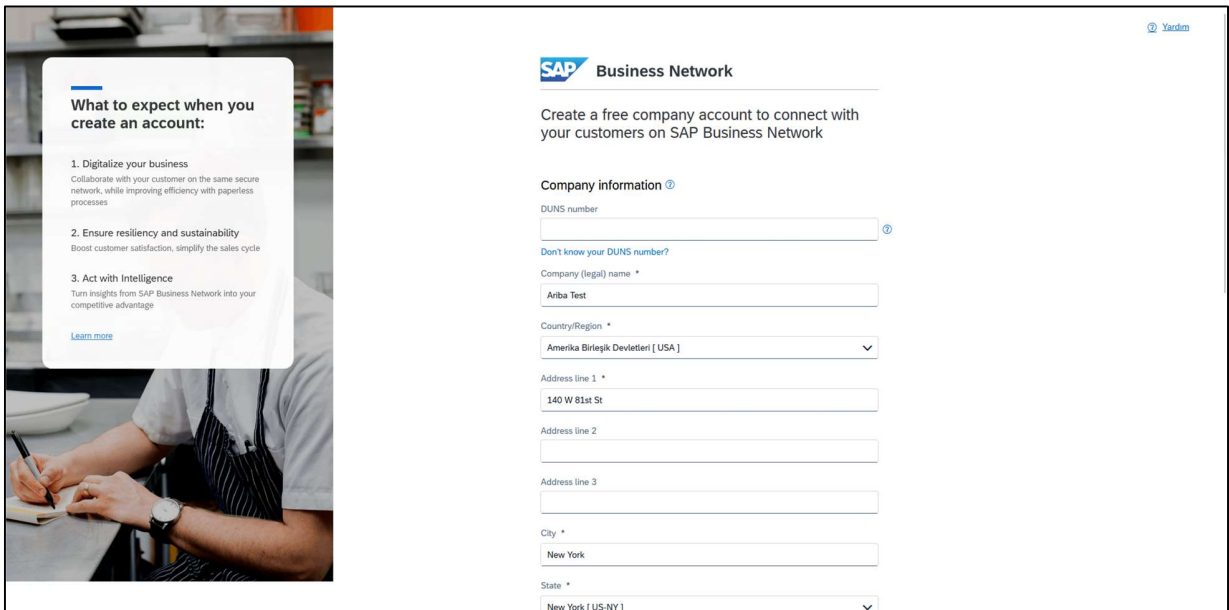
This email may contain trade secrets or privileged, undisclosed, or otherwise confidential information. If you have received this email in error, you are hereby notified that any review, copying, or distribution of it is strictly prohibited. Please inform us immediately and destroy the original transmittal. Thank you for your cooperation.

If you need additional SAP support, please access [Help Center](#).

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The user should fill in all the fields marked with "*" on the new page with their information.



After completing all the mandatory fields, the user should check the boxes for **"Use my email as my username"**, **"Terms of Use"**, **"Privacy Statement"**, and **"I am not a robot"**, then click the **"Create Account"** button.

Zip *
10024-5902

Administrator account information ⓘ

First name *
Christopher

Last name *
Robin

Email *
christopherrobin1324@gmail.com

Use my email as my username

Password *

Repeat password *


Business role *
E-Commerce ⓘ

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

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) 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 [Privacy Statement](#) to learn how we process personal data.

I'm not a robot


NADP/PCMA
Privacy - Terms

Create account

The user should click the **"Continue Account Creation"** button on the opened screen to proceed with the registration process.

[Yieldm](#)

SAP Business Network

Create a free company account to connect with your customers on SAP Business Network

We found existing accounts based on the information you entered. Please review.

Review accounts

OR

Continue account creation

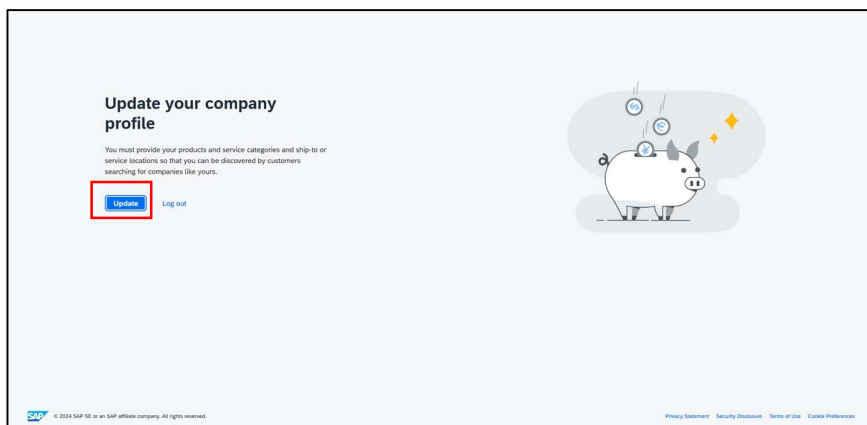
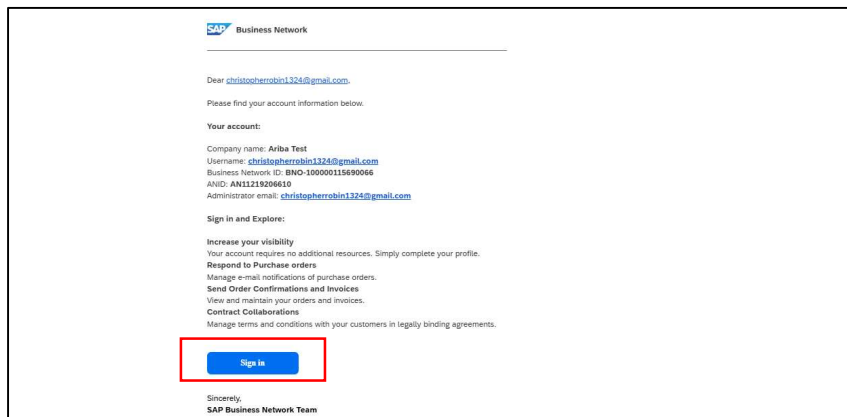
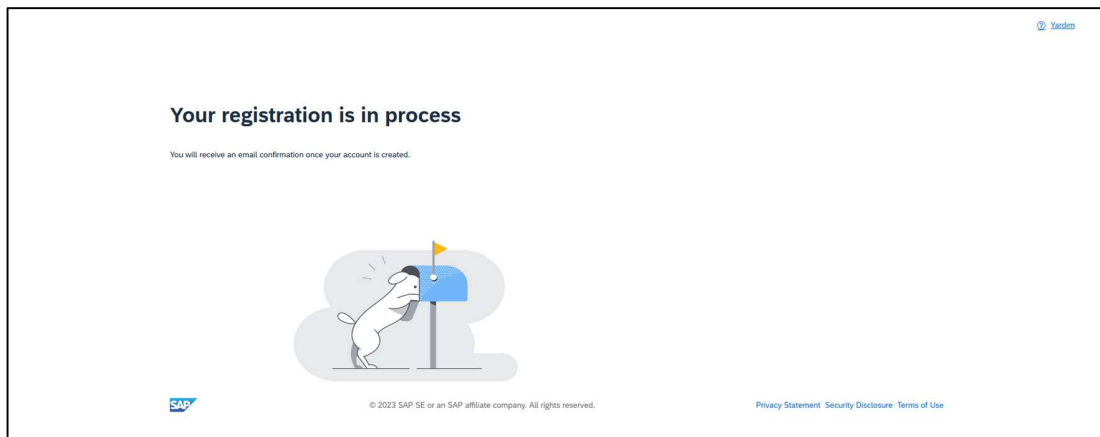
What to expect when you create an account:

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**
Turn insights from SAP Business Network into your competitive advantage

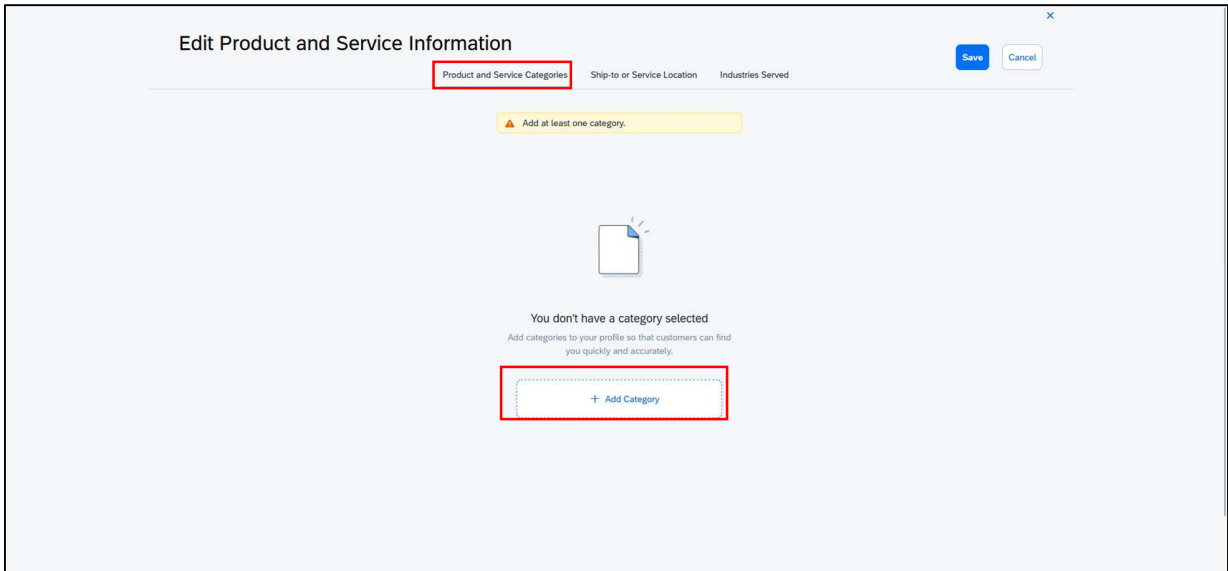
[Learn more](#)

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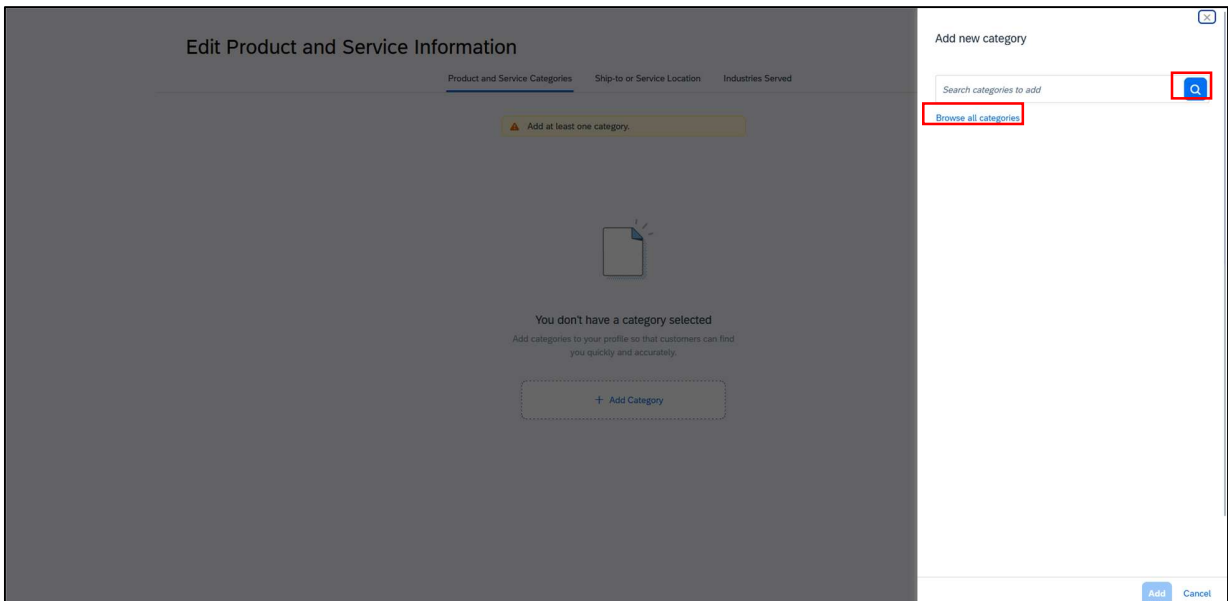
The user, after briefly seeing the screen below, will receive an email containing a Sign in link. The user should sign in using this link and begin updating their account.

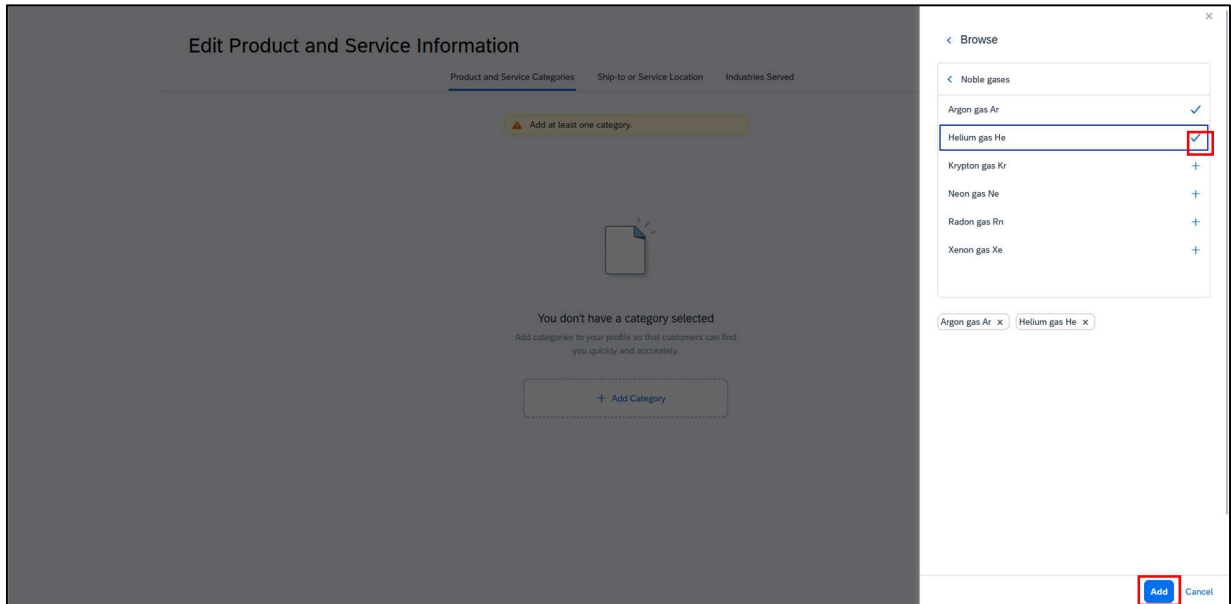


On the opened page, the user should first click the **"Add Category"** button on the **"Product and Service Categories"** page to continue.

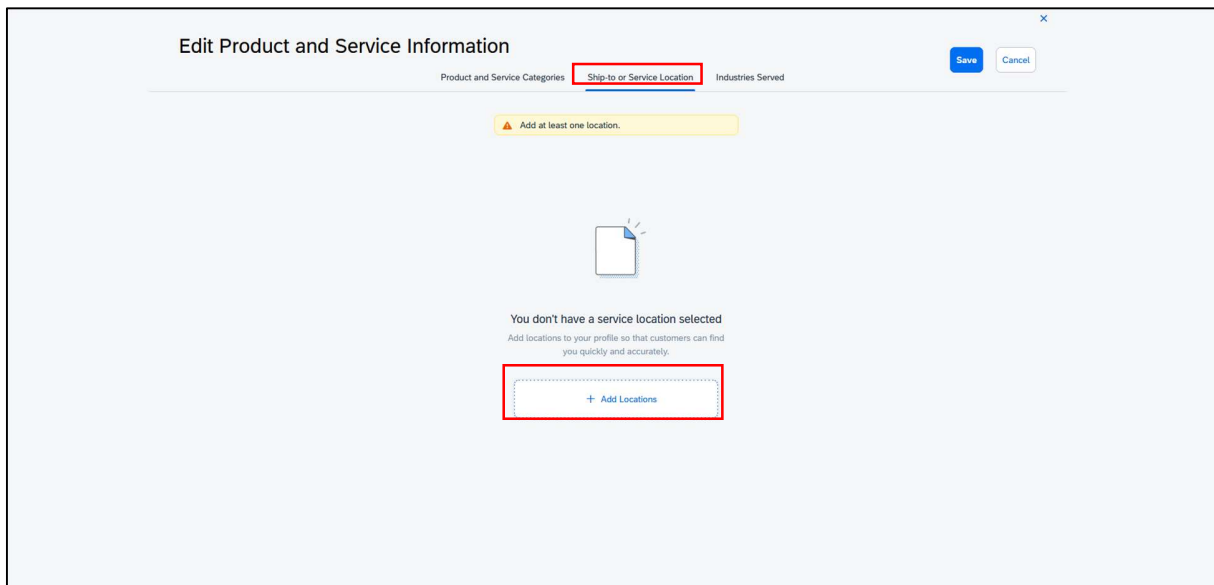


The user should then either search manually on this page or click the **"Browse All Categories"** button, select the relevant product or service categories from the available options, and click the **"Add"** button.

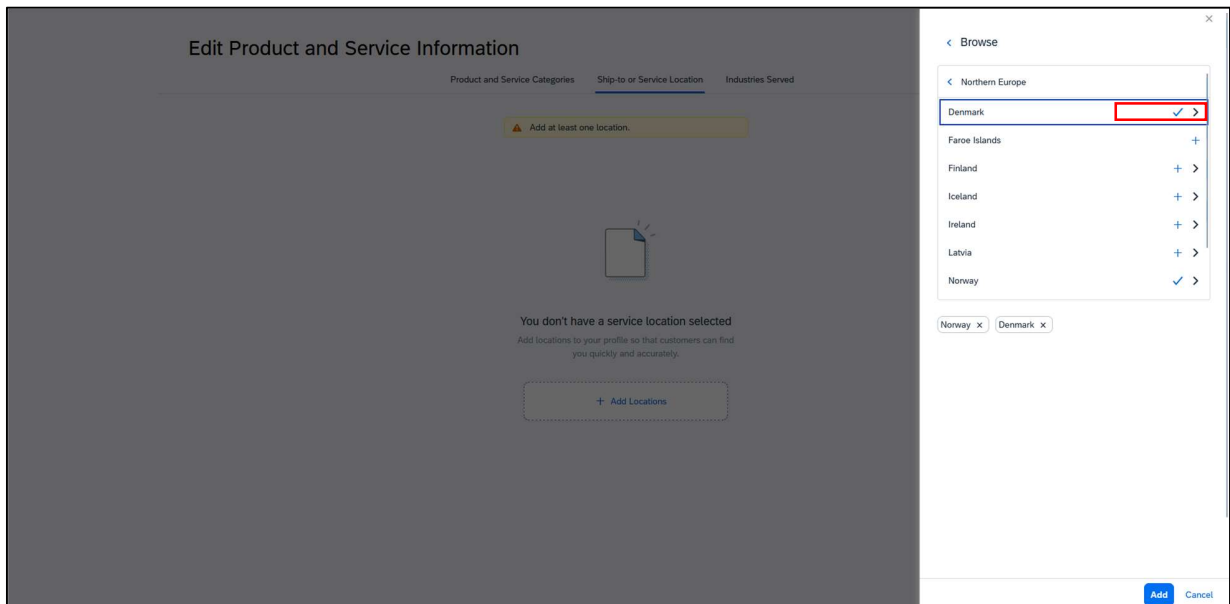
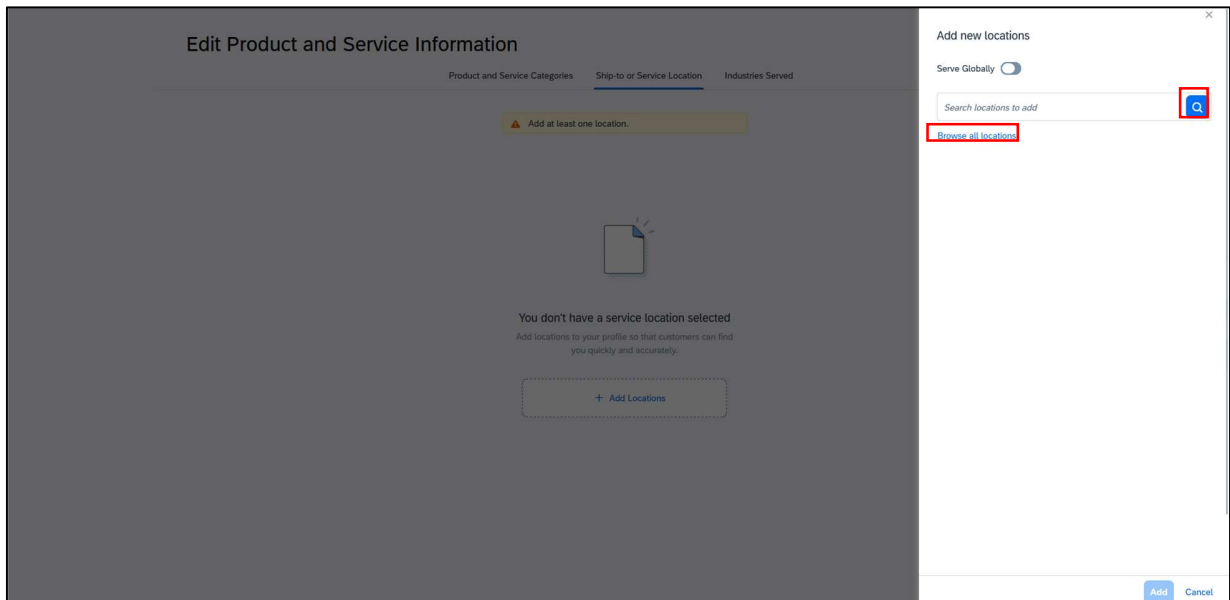




The user should click the **"Ship-To or Service Location"** button and then click the **"Add Location"** button on the opened screen.



Next, the user should either search manually or click the **"Browse All Locations"** button, select the appropriate shipping or service location from the available options, and click the **"Add"** button.



In the final step, the user should click the **"Industries Served"** button, select the industries they serve, and click the **"Save"** button to complete the registration.

Edit Product and Service Information

Product and Service Categories Ship-to or Service Location **Industries Served** Save Cancel

Select the industries your company serves.

- Aerospace & Defense
- Agriculture & Mining
- Automotive
- Building Materials, Clay & Glass
- Chemicals
- Consumer Products
- Engineering & Construction
- Financial Services & Banking
- Forest Products & Paper
- Furniture
- Healthcare
- High Tech & Electronics
- Higher Education & Research
- Hospitality
- Industrial Machinery & Components
- Insurance
- Metal Products
- Oil & Gas
- Pharmaceuticals
- Primary Metal & Steel
- Public Sector
- Retail
- Service Provider
- Telecommunications
- Textiles Production
- Transportation & Storage
- Utilities
- Wholesale Distribution
- Other

After completing the registration, the user will be redirected directly to the dashboard. If the user wishes to make any changes to their information, they can go to the **"Ariba Proposals & Questionnaires"** section shown in the screenshot, click on the relevant surveys, and update their information.

SAP Business Network Standard Account Get enterprise account

Home SAP Business Network Workbench Catalogs Assessments Create

SAP Business Network Discovery

Ariba Proposals & Questionnaires

Ariba Contract Management

Leads In Location By Product

Overview Getting started

0 Open postings Last 90 days

0 Matched Leads Last 90 days

0 Invited Leads Last 90 days

0 Enablement Tasks

My widgets Customize

Company profile 35% Completed

My leads You don't have open leads matching your company profile. Search leads

Download app We are now mobile. Download on the App Store or Get it on Google Play

Shipment tracking Purchase order number: [input field] Track

SAP Ariba Proposals and Questionnaires Standard Account [Get enterprise account](#) TEST MODE

PWCDEDSAPP TÜPRAŞ-TEST

There are no matched postings.

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

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
General Supplier Details	Doc4058477427	6/18/2024 2:28 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

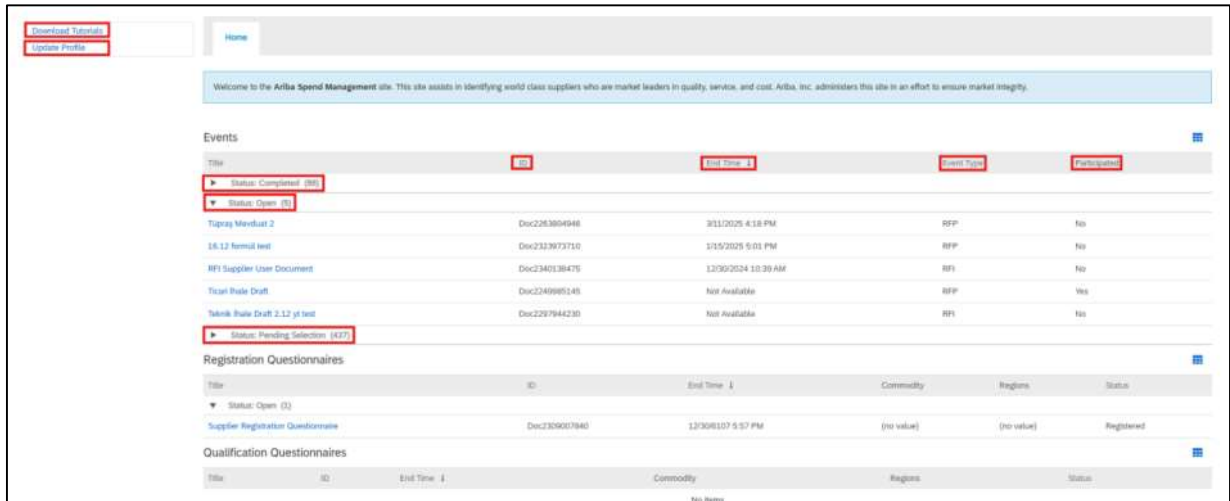
Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Modular Questionnaire	Doc4061079434	6/19/2023 3:10 PM	(no value)	(no value)	Pending Approval
▼ Status: Open (1)					
Indirect & Services	Doc4061084826	3/19/2025 10:11 AM	(no value)	(no value)	Expired

-----END-----

TUPRAS ARIBA – Project Management & Bidding User Document

- Suppliers will be redirected to the page where they can view the projects invited by Tüpraş when they access the system using the reference link in the invitation email or log in directly to the Business Network Supplier system with their username and password.
- On this page, the projects will be filtered by their status (open, pending selection, completed).
- For each project, the project name, document number, end time, event type (**RFI = Technical Tender, RFP = Commercial Tender**), and participation status will be visible on the portal.
- The supplier should click on the project they wish to submit an offer for.



- Projects with a status of open are those where the deadline has not passed and offers can still be submitted.
- Projects with a status of waiting for selection are those whose deadline has passed, but the awarding process has not yet been completed.
- Projects with a status of completed are fully finished and cannot be reopened.
- The "**Download Tutorials**" button located at the top left will redirect you to the help center, where you can ask questions about SAP Ariba and conduct research.
- The same "**Download Tutorials**" button allows you to access the SAP Support team, where you can request assistance if you encounter technical problems.
- The "**Update profile**" button located at the top left allows the contact person in the system to update their profile.
 - When the **supplier** clicks on the project, they wish to submit an offer for, they will be directed to the event details page below.
 - On this page, in the top right corner, the current round of the event and the remaining time for the event are displayed.
 - The "Event Messages" button on the left allows the supplier to send messages and attachments to the buyer of the relevant project. A supplier can send messages and attachments from the Business Network portal until the project's deadline.
 - In the "All Content" section located in the center of the page, the supplier can access items, item details, questions, and attachments related to the project.
 - In the bottom section of the page, under "Event Overview and Timing Rules," the supplier can access additional information about the event.

The screenshot displays the SAP Ariba Supplier User Document interface for an RFI event. The page is titled "Event Details" and "Doc2340138475 - RFI Supplier User Document". It includes a "Round: 1" indicator and a "Time remaining: 00:33:43" timer. The main content area is titled "All Content" and lists various items with their quantities. Below this, there is an "Event Overview and Timing Rules" section with details such as Owner, Event Type, Publish time, and Due date. The interface also features a checklist on the left and several action buttons at the top.

Name	Quantity
1. Header Comment	
	0008
	2C13
	0002
	7020
	7006
	7000
	7046
	7016
	7010
	2004
	A001
	0015
	7026
	7770

Event Overview and Timing Rules

Owner: Ayguncu ARI (1)
 Event Type: RFI
 Publish time: 12/09/2024 9:04 AM
 Due date: 12/09/2024 10:09 AM

Currency: Turkish Lira
 Community: Explosive materials 1213

- The supplier can export the relevant project to an Excel template on their desktop by clicking the "Download Content" button. The supplier can prepare their offer using this Excel file, upload it to the system, and submit their offer. A separate user document has been shared regarding this process, and the process can be managed by referencing that document.
- The supplier can indicate that they will not participate in the project by clicking the "Decline to Response" button. When indicating non-participation, they are required to enter a comment. The comment submitted is sent to the relevant buyer and is reported within the project.
- The supplier can download project information as a Word document to their desktop by clicking the "Print Event Information" button.
- To participate in the event, the supplier must first click on either the "Review Prerequisites" button in the center of the page or the "Review Prerequisites and Accept" button on the left side of the page.
- When the supplier clicks the "Review Prerequisites" button, they will be redirected to the "Offer Terms" page. The supplier must carefully read the items on this page and then click the "I accept the terms of this agreement" button, followed by the "OK" button in order to submit an offer.

NOTE: The document linked in item 10, "Information Security Management System Policy," is a document with a URL extension.

NOTE: The supplier cannot access the page where they can submit an offer for the relevant project unless they accept the related agreement.

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

BIDDER AGREEMENT

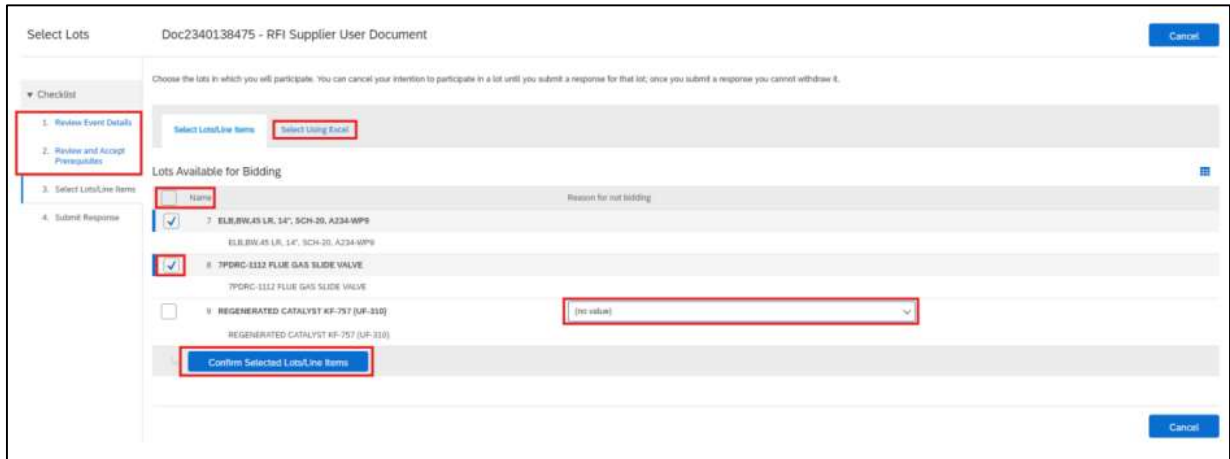
In consideration of the opportunity to participate in on-line events (On-Line Events) held and conducted by the company sponsoring this On-Line Event (TUPRAS) on the web site (the "Site") hosted by Arbia, Inc. ("Site Owner"), your company (Participant or You) agrees to the following terms and conditions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

1. **Bids.** If you are invited to participate in the On-Line Event, TUPRAS reserves the right to amend, modify or withdraw this On-Line Event. TUPRAS reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which TUPRAS may accept to form a contract, subject to section 2 below. TUPRAS is not liable for any costs incurred by Participant in the preparation, presentation, rejection, approval or any other aspect of Participant's bid.
2. **Price Quotes.** Except to the extent TUPRAS allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification.
3. **Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and TUPRAS.
4. **Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content or existence of the same, other confidential materials provided by the Site and/or TUPRAS, and all bids provided by you or another participating organization in confidence and shall not disclose the foregoing to any third party.
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 TUPRAS.
6. **Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team 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 Site Owner immediately.
7. **Export Control.** All parties who use this Site hosted by Arbia, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US and EU.
8. **Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.
9. **Disclaimer.** Nothing in this Bidder Agreement will alter or change any terms in the TUPRAS tender documents or the contract to be executed between the parties.
10. Please use **Security Management System Profile** and read carefully. If you bid, it will be accepted that you have read it.
11. In case of delay in delivery, the penalties specified in the "Material and Order Specifications" will be applied.
12. If you bid, you confirm that you will indicate in the notes section of each item if there is a deviation/difference.

I accept the terms of this agreement

I do not accept the terms of this agreement.

- When the supplier accepts the agreement, they will be redirected to the page where they can select the items from the relevant project, they wish to submit an offer for.
- On this page, the supplier must check the box next to the items they wish to submit an offer for. To select all items at once, it is sufficient to check the box to the left of the "Name" label.
- For the items they do not wish to submit an offer for, the supplier must provide a "reason for not bidding " from the options list.
- The supplier can always go back to previous steps and review the details of the items and project through the "Approval List" section on the left side.
- After the supplier has selected the items, they wish to submit an offer for and provided reasons for not submitting an offer for other items, they should click the "Confirm Selected Lots/Line Items" button.



NOTE: The supplier can transfer the relevant items in the project to their desktop in Excel format by using the "Select using Excel" button. After preparing their offer on this Excel file, they can upload it to the system. A separate user document has been shared regarding this process.

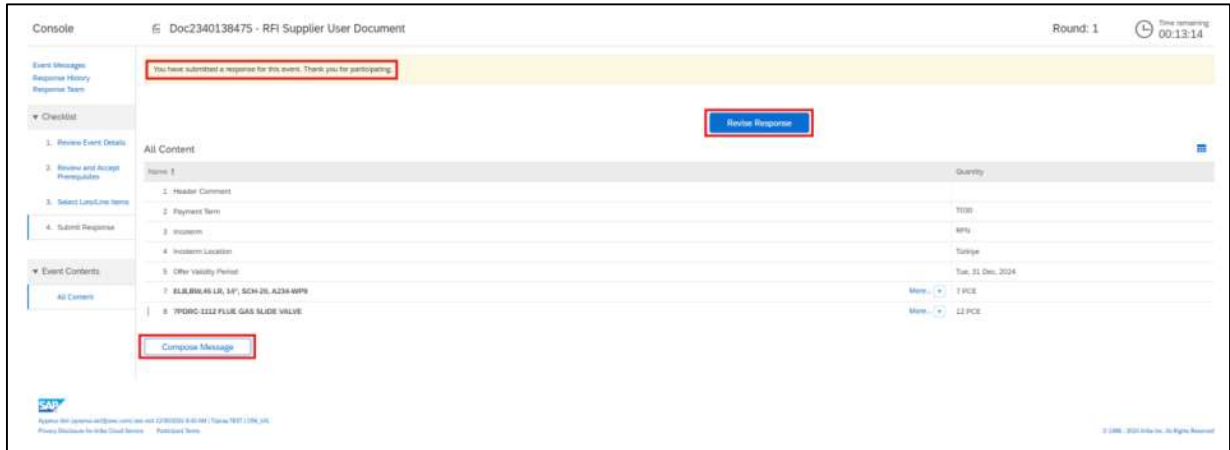
- After the supplier selects and confirms the items, they want to submit an offer for, they are directed to the panel where they will prepare their offer.
- The supplier can review the messaging history in the project and send new messages or attachments from the “Event Messages” section on the left side.
- The supplier can view previously sent offers for the relevant project using the “Response History” button.
- By using the “Response Team” button, the supplier can select other users registered under their supplier profile in the Tüpraş Ariba system, allowing them to submit offers as well.
- The supplier can go to the item selection page and revise their selection by clicking the “Select Lots/Line Items” button under Stage 3 in the approval list on the left side.
- Here, the supplier must fill in the mandatory terms at the title and item level.
- The title comment field will be pre-filled if a comment has been submitted regarding the title in the purchase request; this field does not need to be filled in by the supplier.
- The payment method and delivery terms must be filled in as a selection list.
- The delivery location is a free-text field.
- The supplier must enter a date in the offer option date field.
- The supplier can attach additional files for each item using the “Attachments: Attach File” button.

- If the supplier wishes to save their offer as a draft for sending later, they should click the "Save Draft" button.
- The supplier can send a message and attachments to the relevant buyer using the "Compose Message" button.
- The supplier can view any formula calculations related to the project by clicking the "Update Totals" button. There are no formulas in Technical (RFI) processes.

NOTE: The supplier can transfer the relevant items from the project to their desktop in Excel format by using the "Excel Import" button. After preparing their offer on this Excel file, they can upload it to the system. A separate user document has been shared regarding this process.

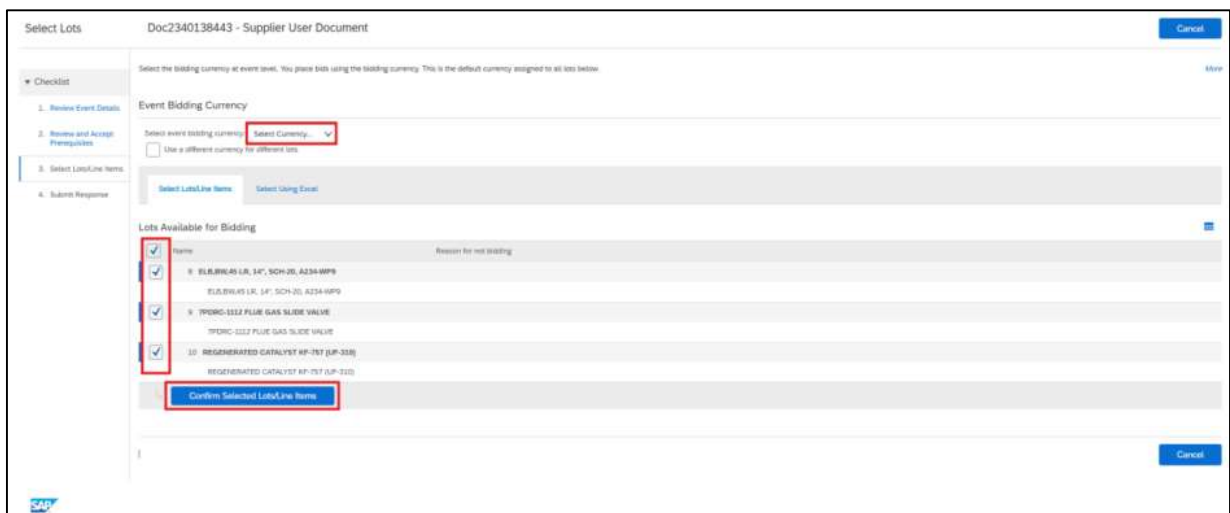
- After filling in the mandatory fields and preparing their offer, the supplier should click the "Submit Entire Responses" button to send their offer.
- Upon successfully submitting their offer, the supplier will see the message "You have submitted a response for this event. Thank you for participating." displayed on a green background.
- After successfully submitting the offer, the "Review Response" button will become active in the portal. The supplier can use this button to revise their offer until the project duration ends.
- The supplier can send messages and attachments using the "Compose Message" button until the end of the event duration.

- If the supplier fails to submit their offer or encounters an error, a red background will appear on the screen with information about why the submission could not be completed.



COMMERCIAL TENDER (RFP)

- In commercial tenders, on the page where the items/lots to be offered are selected, the supplier must choose the currency they wish to use for their offer from the list in the "Select Currency" field. Then, like the technical tender, they must click the "Confirm Selected Lots/Line Items" button.



- In a commercial tender, on the page where the supplier prepares their offer, they will see fields for "Unit Price, Discount Amount, Discount Percentage, and Surcharge Amount," which are different from those in a technical tender.
- If applicable, the supplier should enter their discount amount, discount percentage, or surcharge amount in these fields.

- When suppliers enter the unit price, absolute discount, percentage discount, and additional costs for each item and click the "Update Totals" button before submitting the offer, they can view the total price for the relevant items.
- After preparing their offer, suppliers should click the "Submit Entire Responses" button to submit their offer.

-----END-----