User guide

Registration Process

CÔNG TY TNHH
LỌC HÓA DẦU NGHI SƠN
NGHI SON REFINERY & PETROCHEMICAL LIMITED
LIABILITY COMPANY

CONTENT

1. Overview

2. Self-registration

3. Receive invitation email from NSRP

a. General Introduce

- At NSRP, we are transitioning to the SAP Ariba platform to manage our supplier and procurement management processes.
- Suppliers need to complete registration process in SAP Ariba before participating in NSRP’s procurement events.
- Suppliers do not yet have any business connection with NSRP can actively send self-registration request to NSRP.
- Suppliers already have partner relationship with NSRP will receive invitation email from NSRP to register.
- There is no subscription fee to get on board with SAP Ariba.

b. Overview of NSRP Registration process

- New Supplier does not have business connection with NSRP

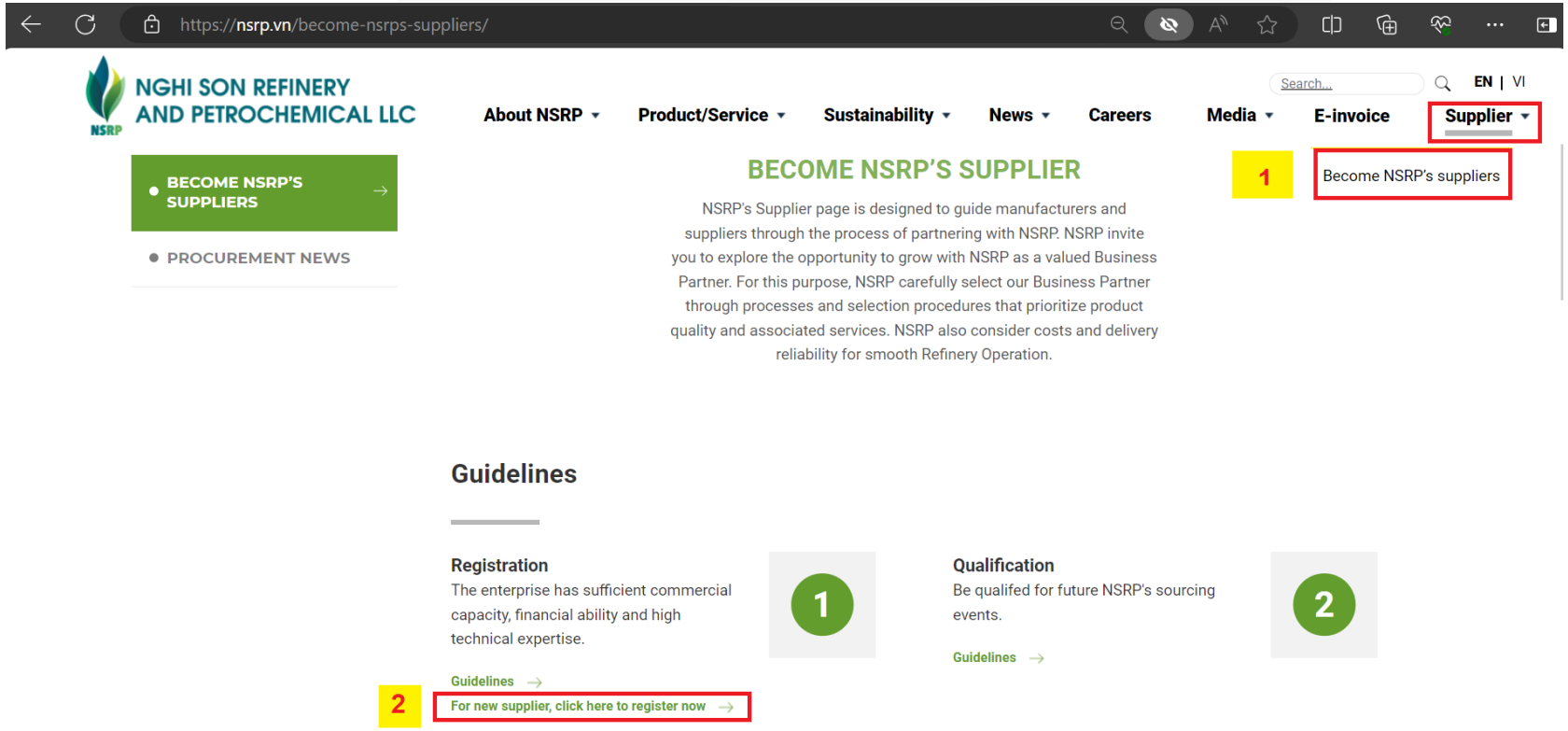
- Suppliers already have partner relationship with NSRP

CONTENT

1. Overview
2. **Self-registration**
3. Receive invitation email from NSRP

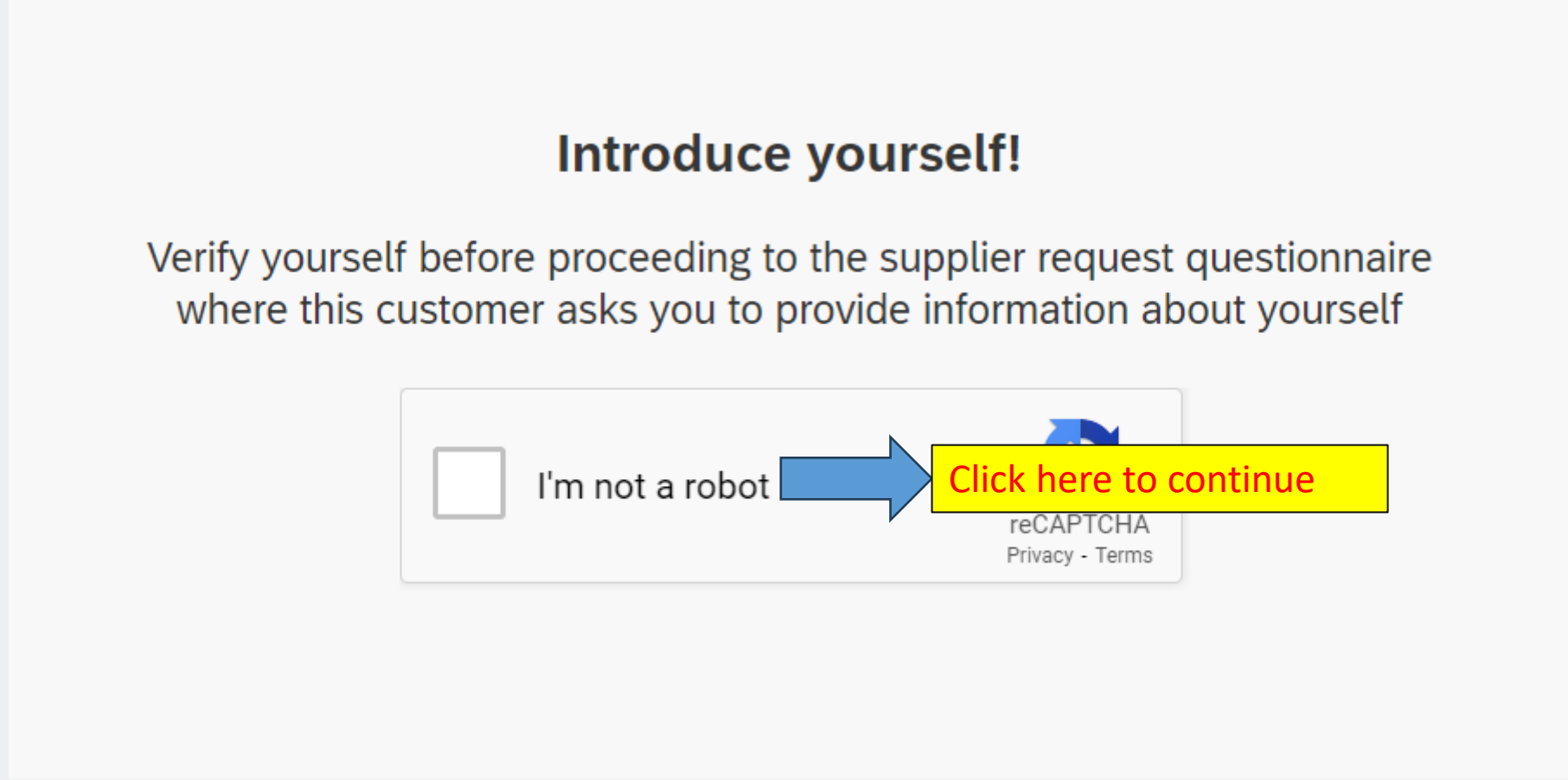
2. Self-registration

- Supplier access NSRP's website and click button 2 as picture to access self-registration form.
- Or supplier clicks the link here for direct access.



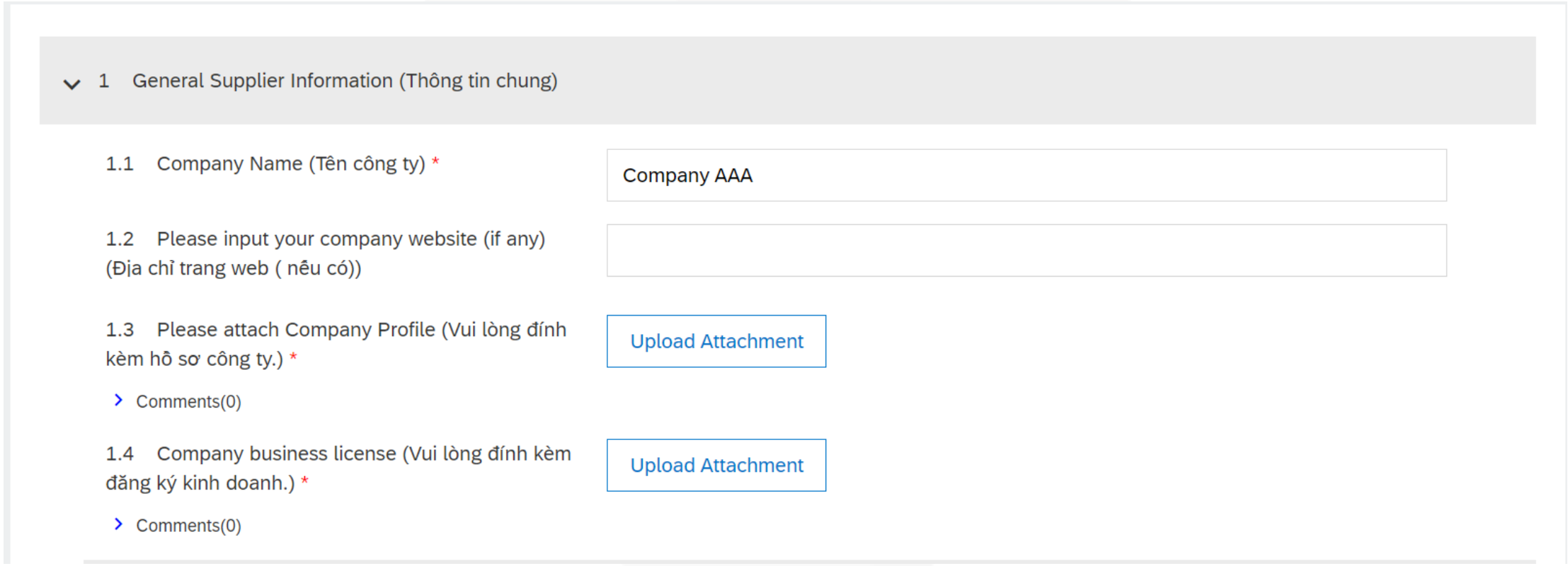
2. Self-registration

- Supplier will be redirected to SAP Ariba's introduce page to verify identification.



2. Self-registration

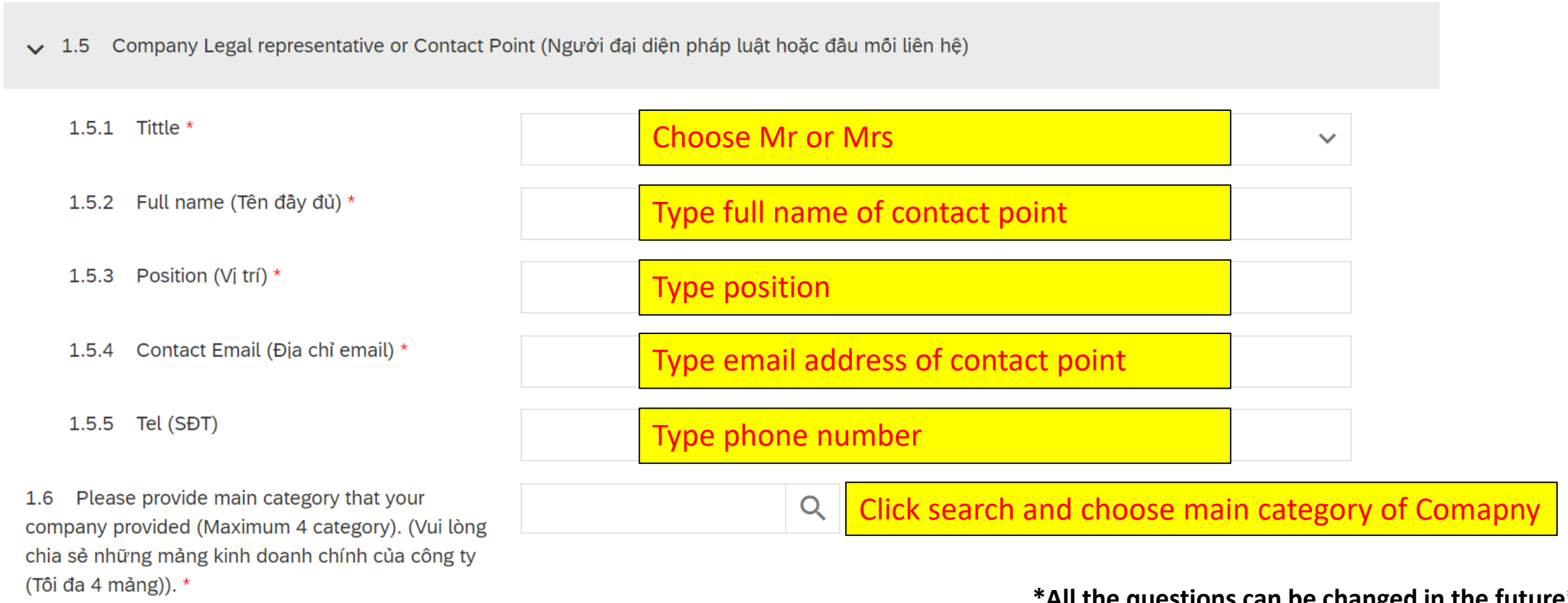
- After verify step, supplier provide company information. Question mark with icon * is required.



All the questions can be changed in the future

2. Self-registration

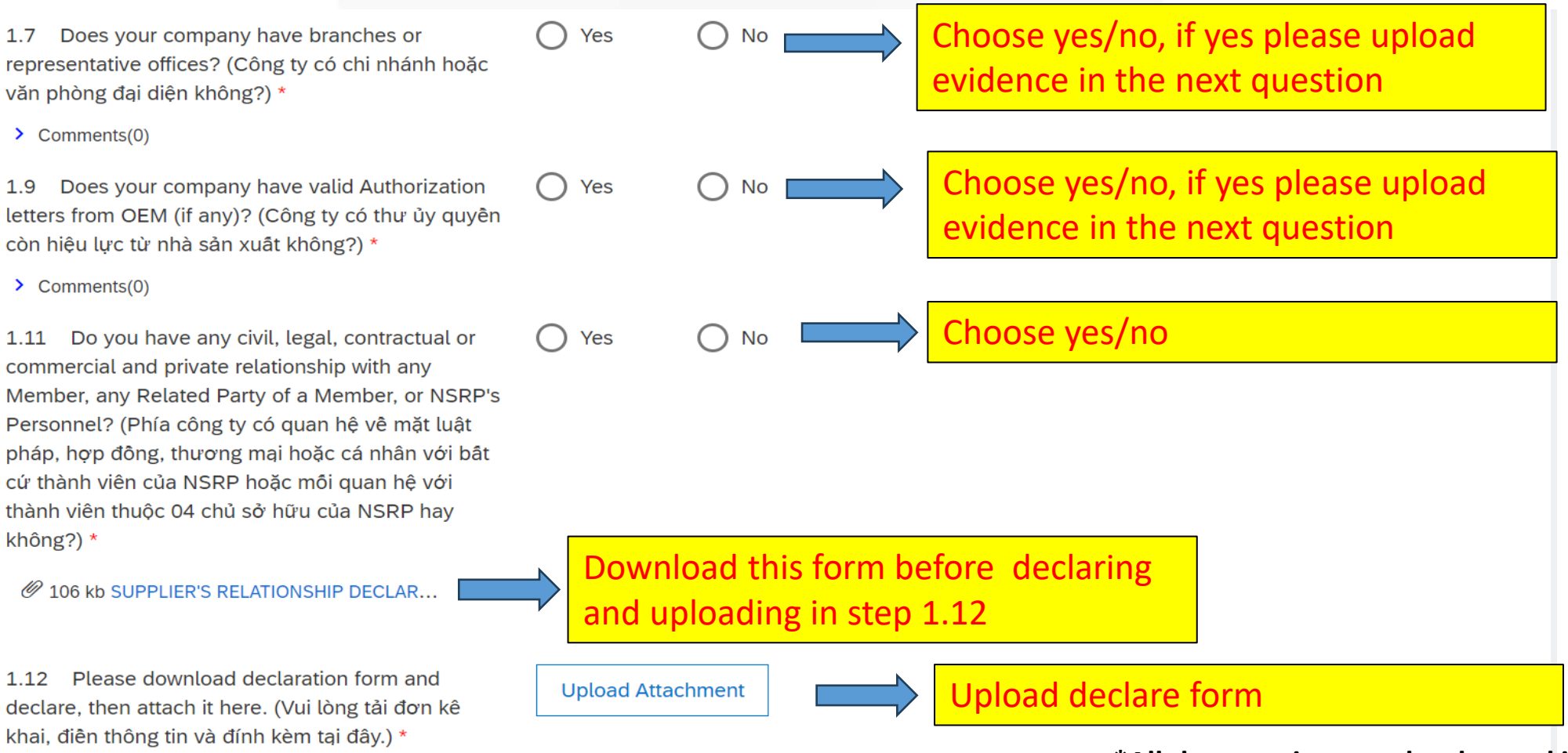
- Fulfill Company legal representative



All the questions can be changed in the future

2. Self-registration

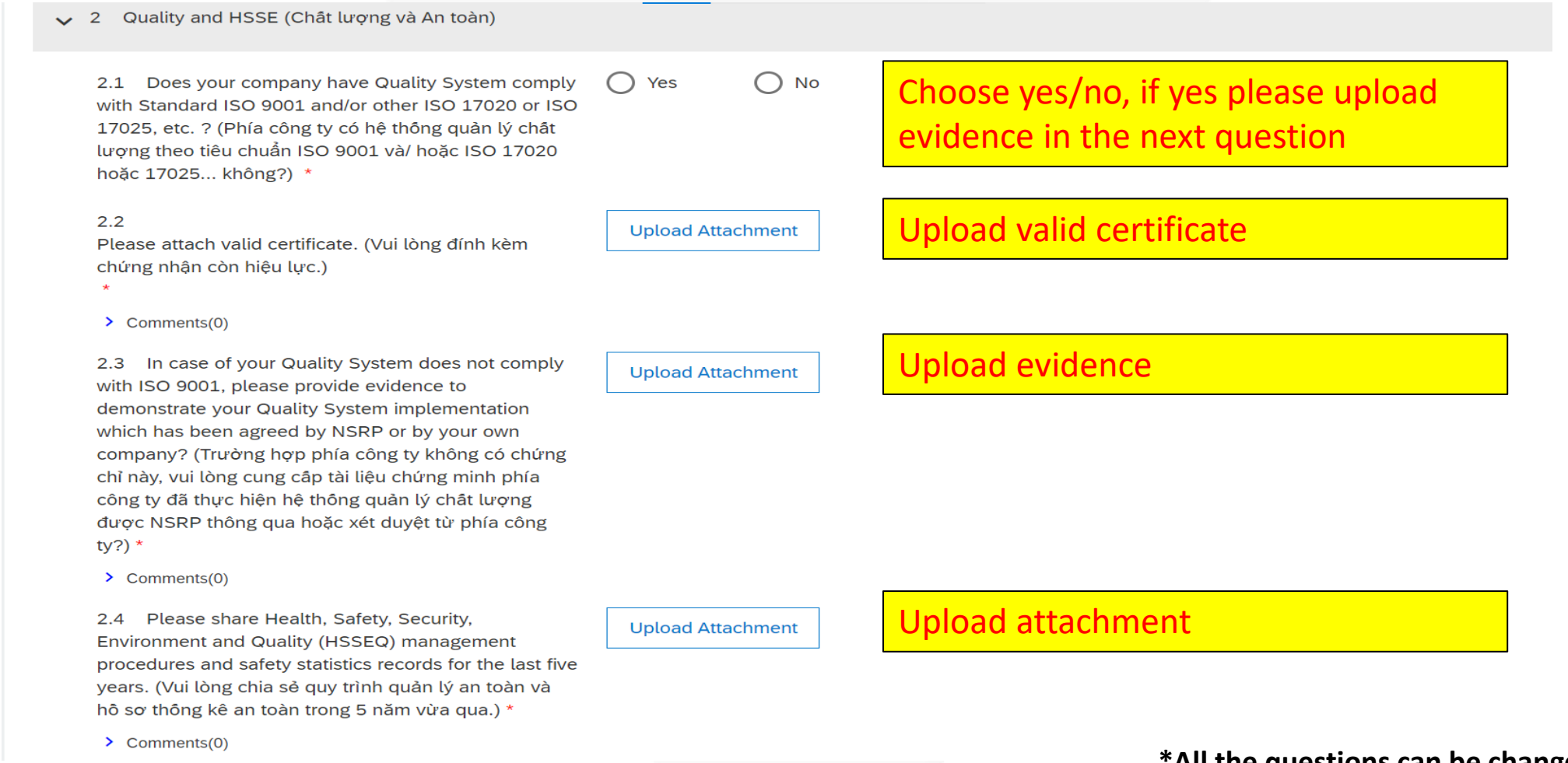
- Fulfill information



All the questions can be changed in the future

2. Self-registration

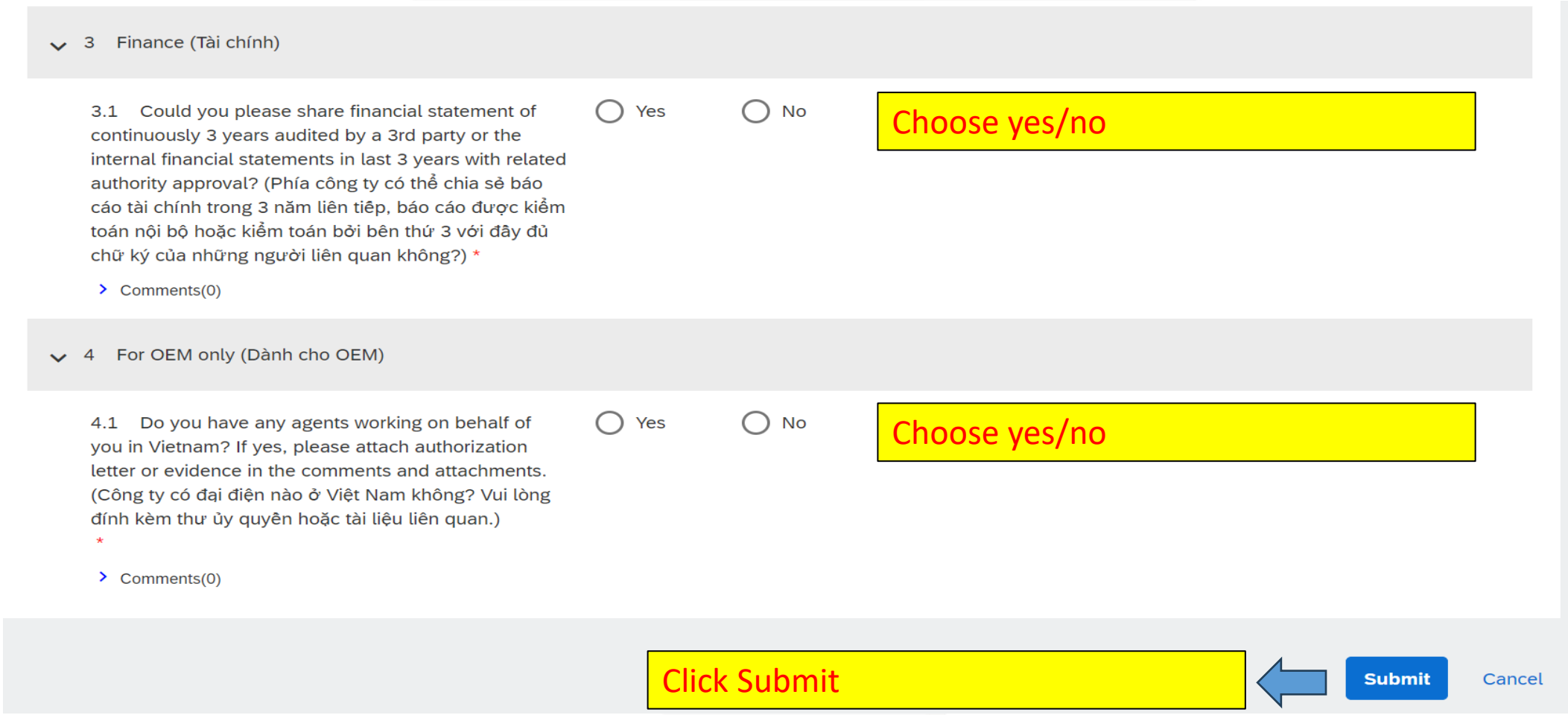
- Fulfill Quality and HSE information



All the questions can be changed in the future

2. Self-registration

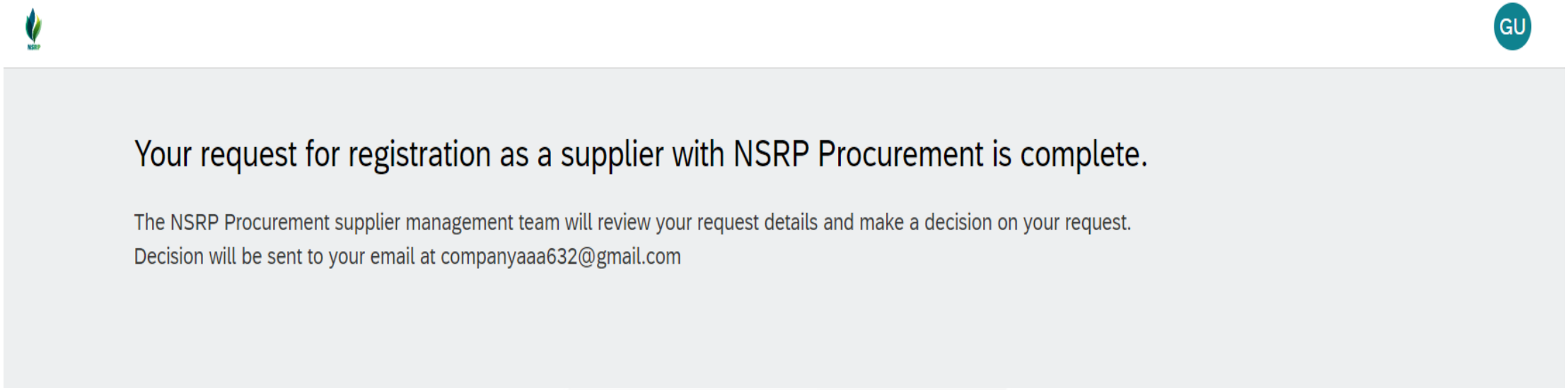
- Fulfill Finance and HSE information



All the questions can be changed in the future

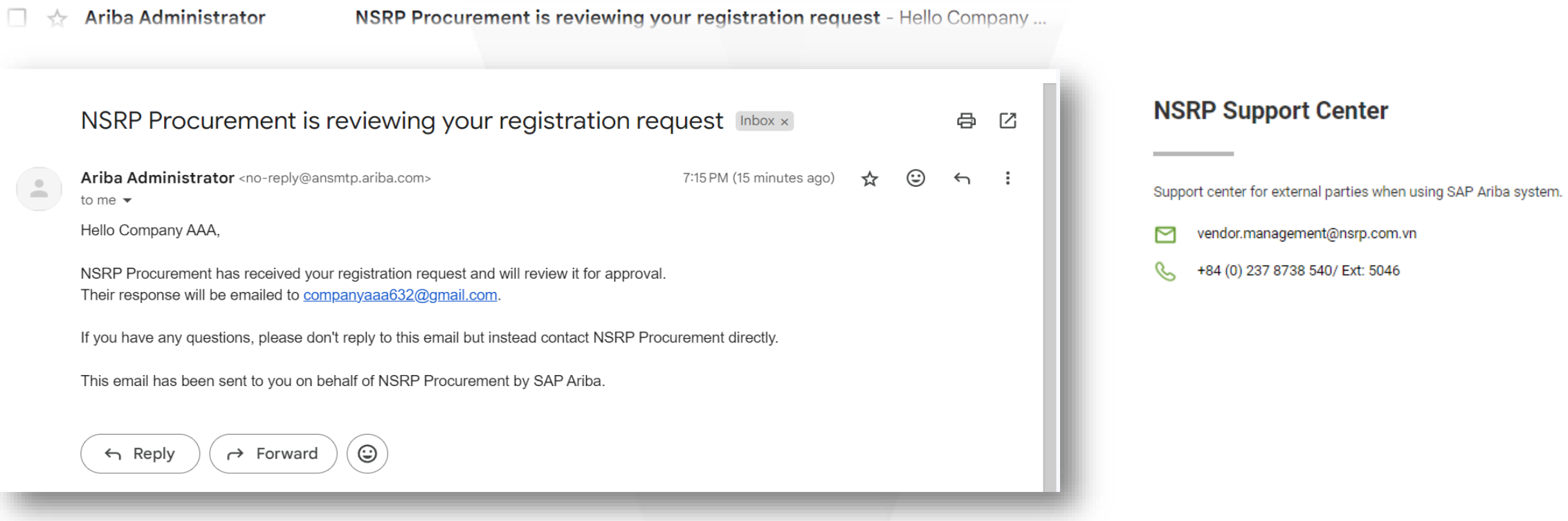
2. Self-registration

- After submitting, system will notify that the request form has been sent to NSRP for reviewing.



2. Self-registration

- Supplier also receive confirmation email from SAP Ariba. If supplier have any question, please contact NSRP Ariba Support Center.
- If the request is approved, supplier will receive invitation email from NSRP to provide more detail information. Please follow section 3 for further steps.

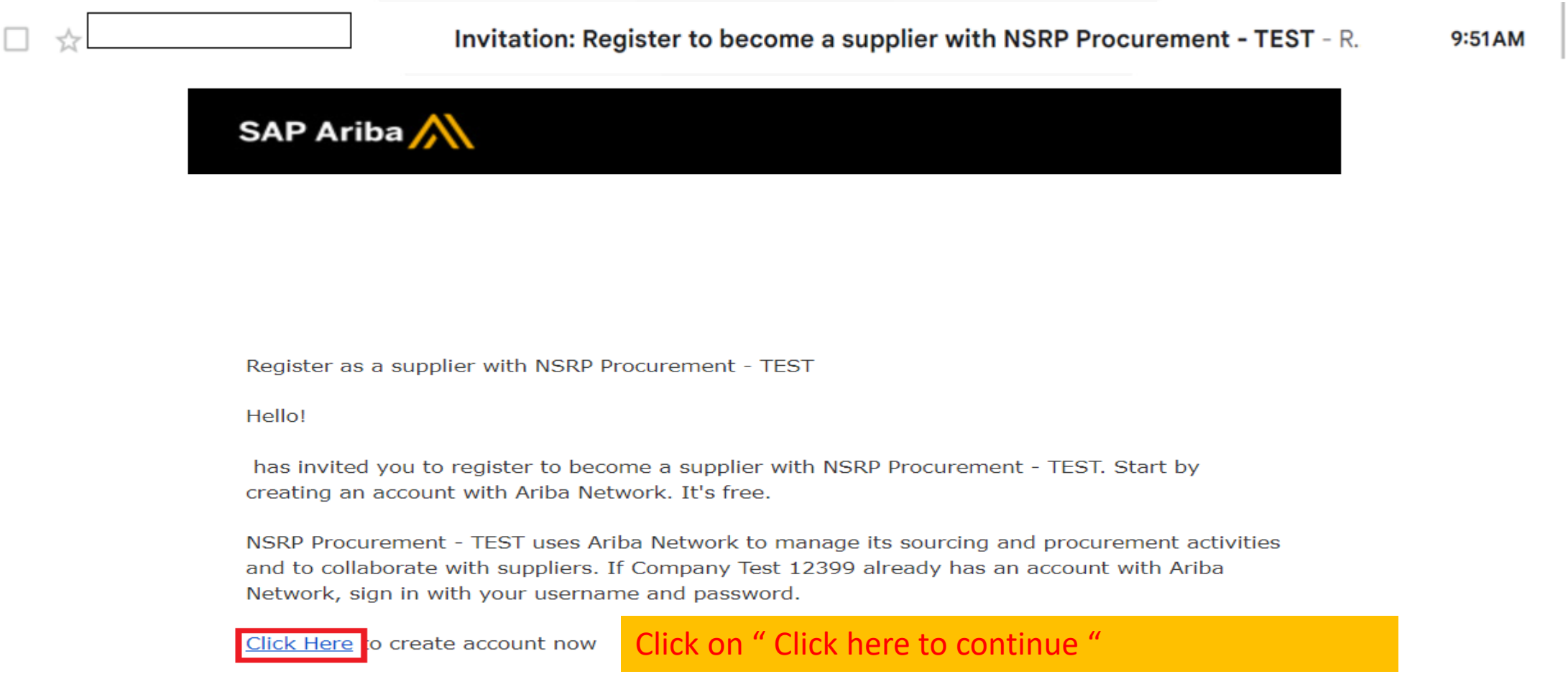


CONTENT

1. Overview
2. Self-registration
3. **Receive invitation email from NSRP**

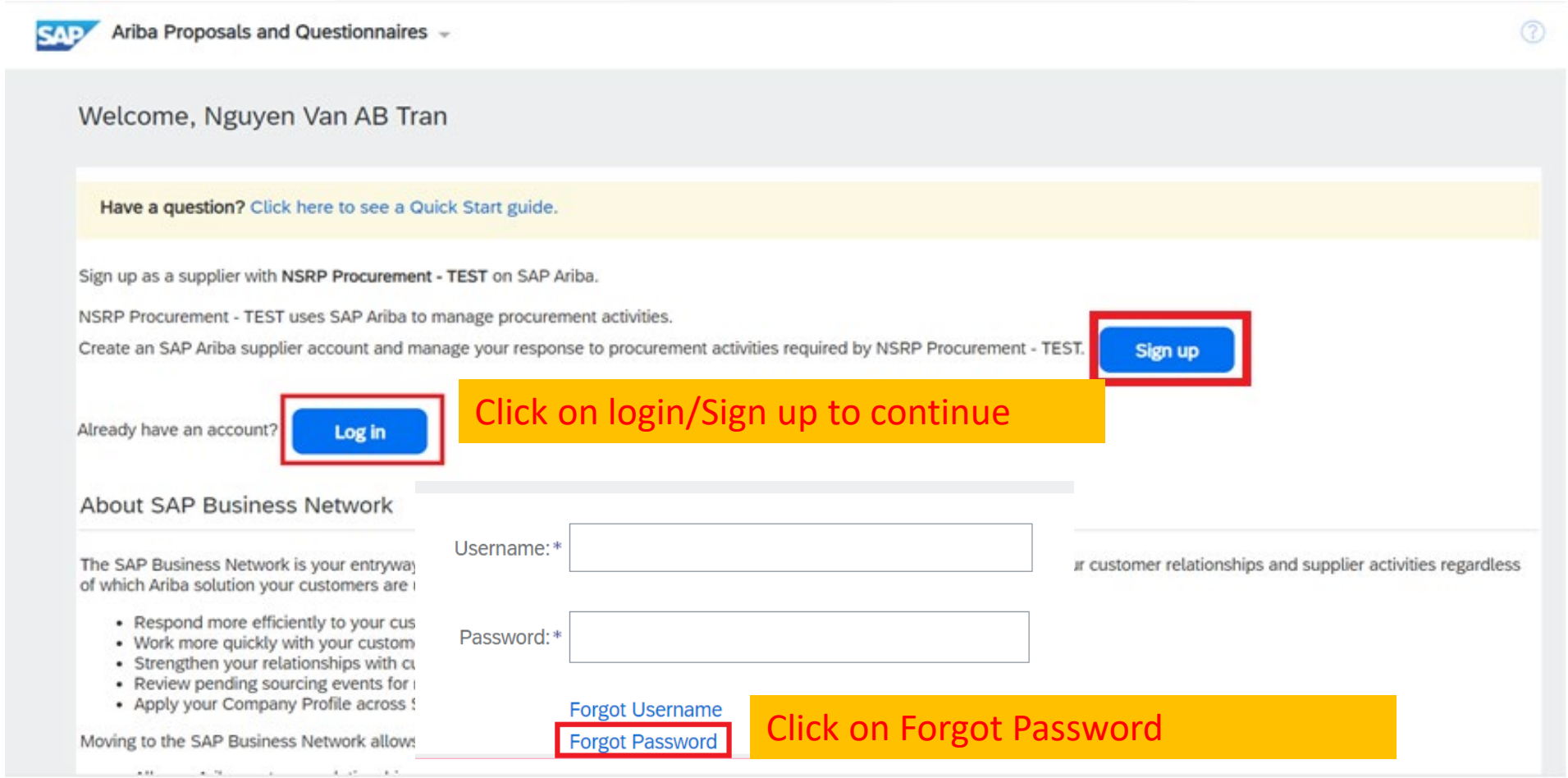
3. Receive invitation email from NSRP

- Receive invitation email from NSRP



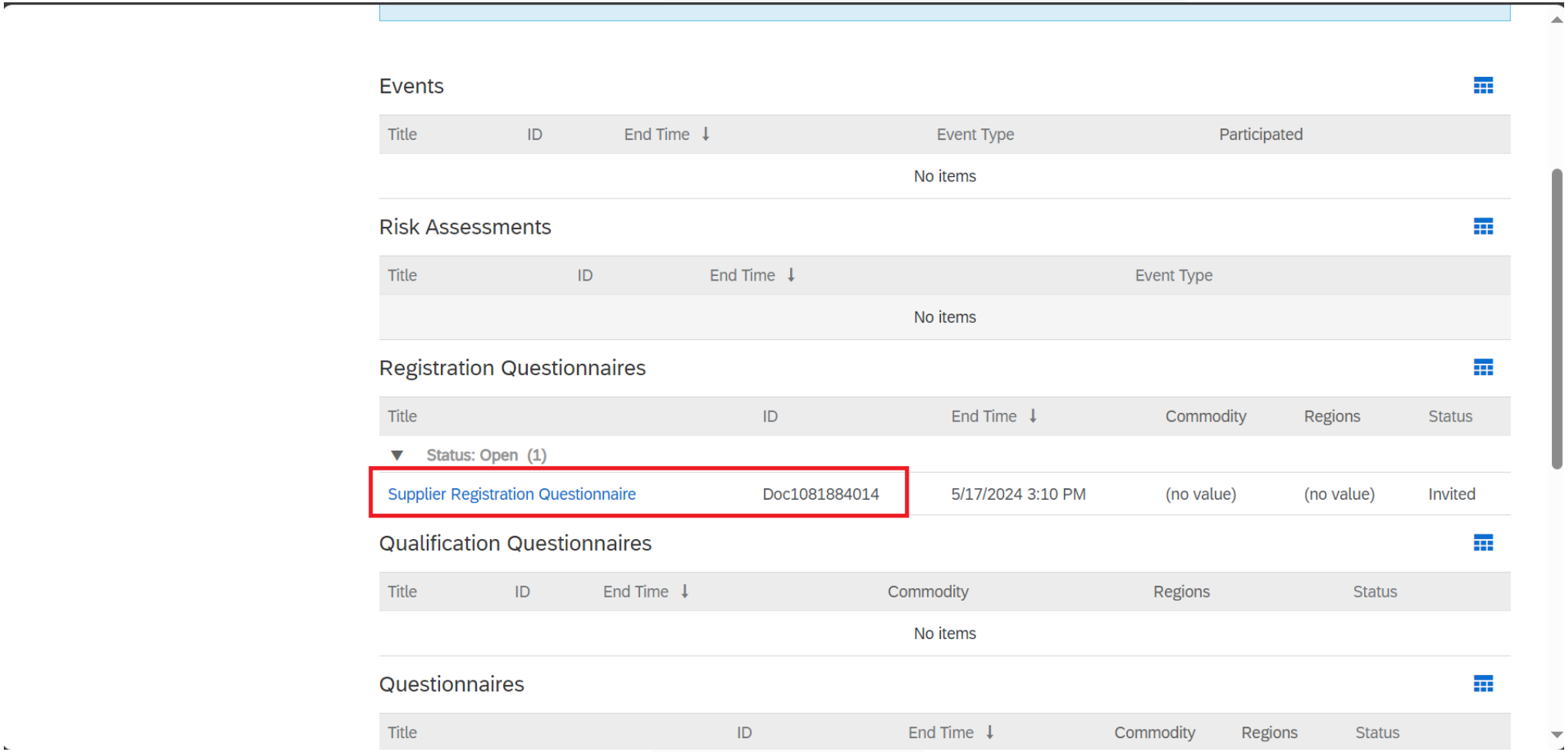
3. Receive invitation email from NSRP

- Log in to system in the case you already have account, if not click on Sign up
- In the case, you forget password so continue to click log in and choose forgot Password



3. Receive invitation email from NSRP

- After login, supplier access main dashboard. Scan for supplier registration questionnaire and click on Supplier Registration Questionnaire.



Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Registration Questionnaire	Doc1081884014	5/17/2024 3:10 PM	(no value)	(no value)	Invited

Qualification Questionnaires

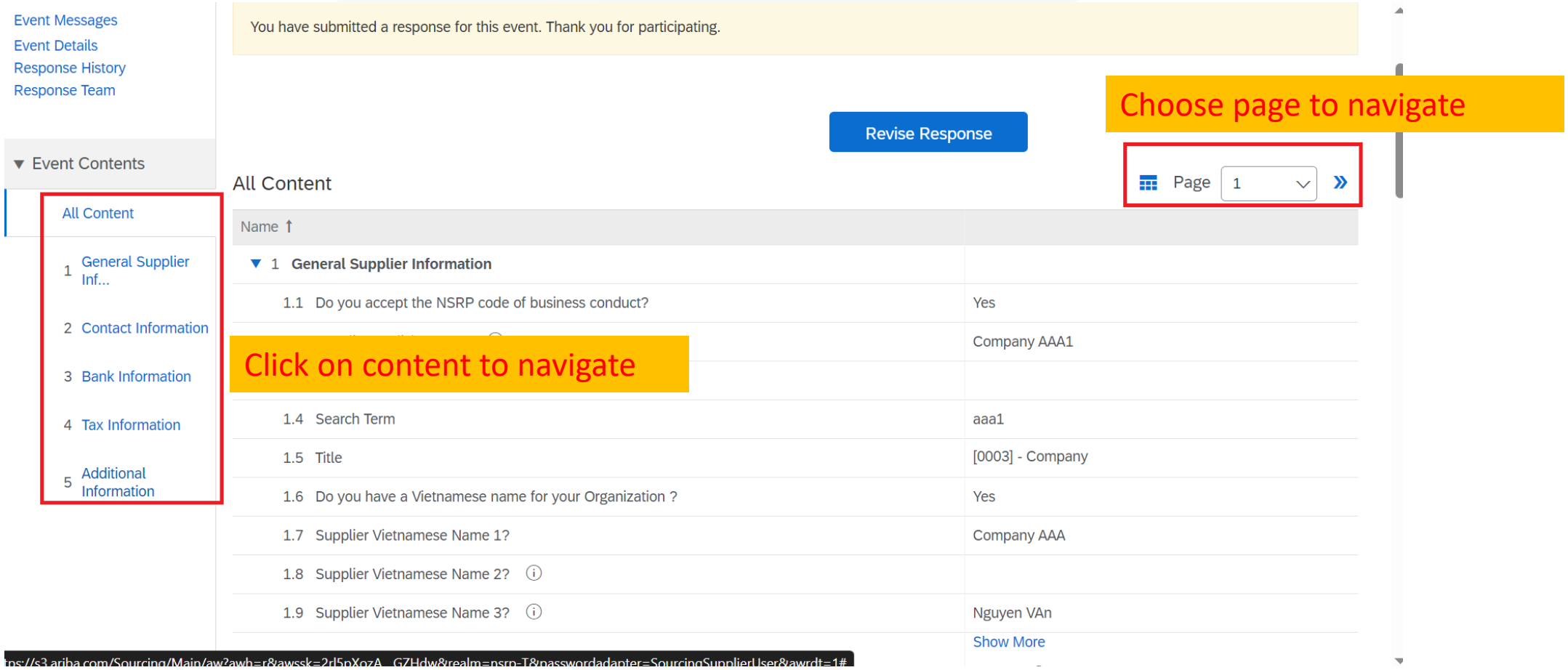
Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status

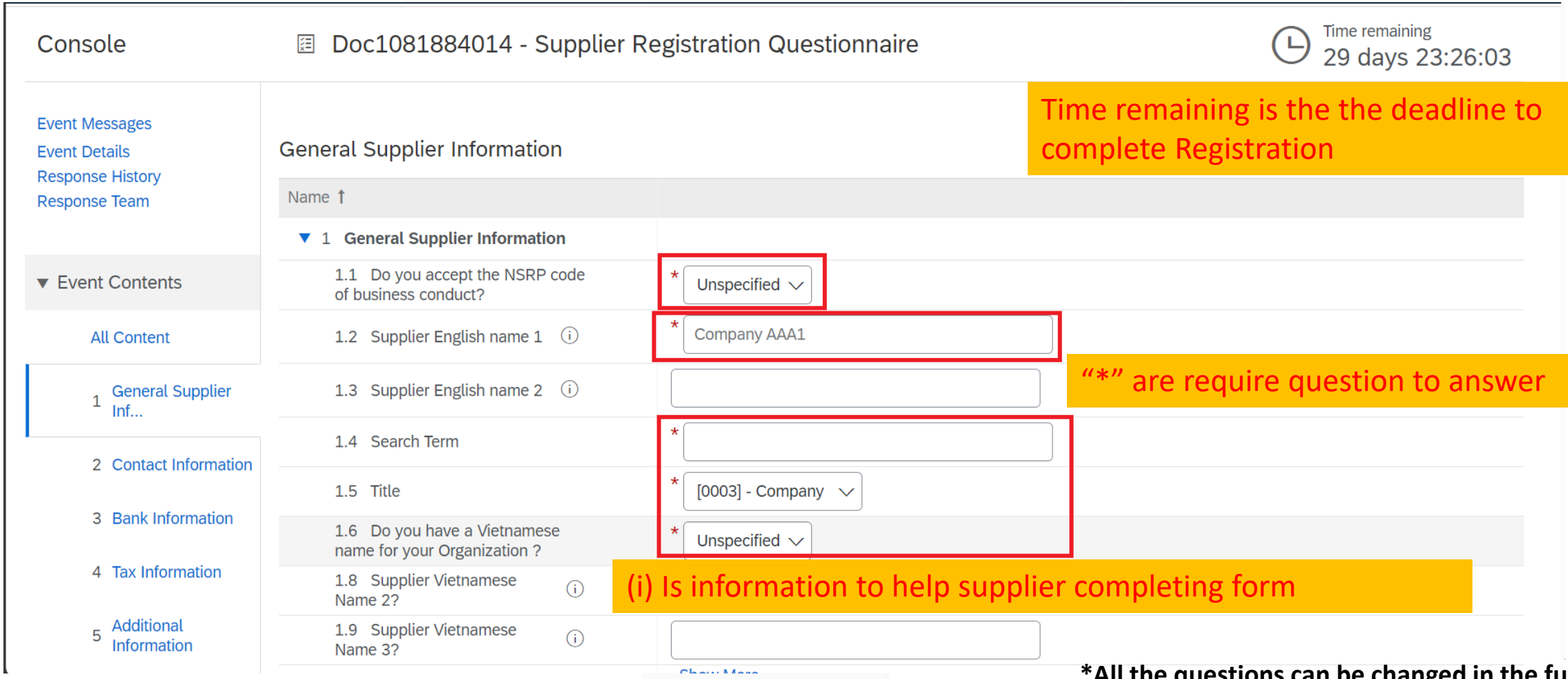
3. Receive invitation email from NSRP

This is dashboard navigation of Ariba, you can choose page or click choose Content to reply on the left



3. Receive invitation email from NSRP

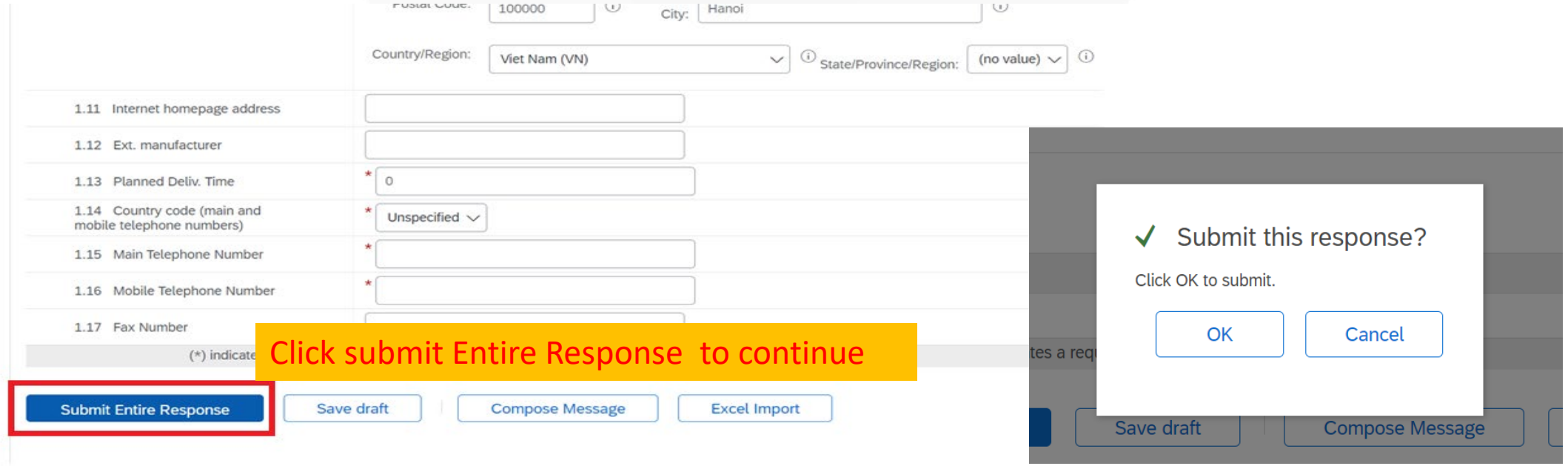
- Fulfill step by step from General Supplier Information to Additional Information



All the questions can be changed in the future

3. Receive invitation email from NSRP

- Click submit and OK



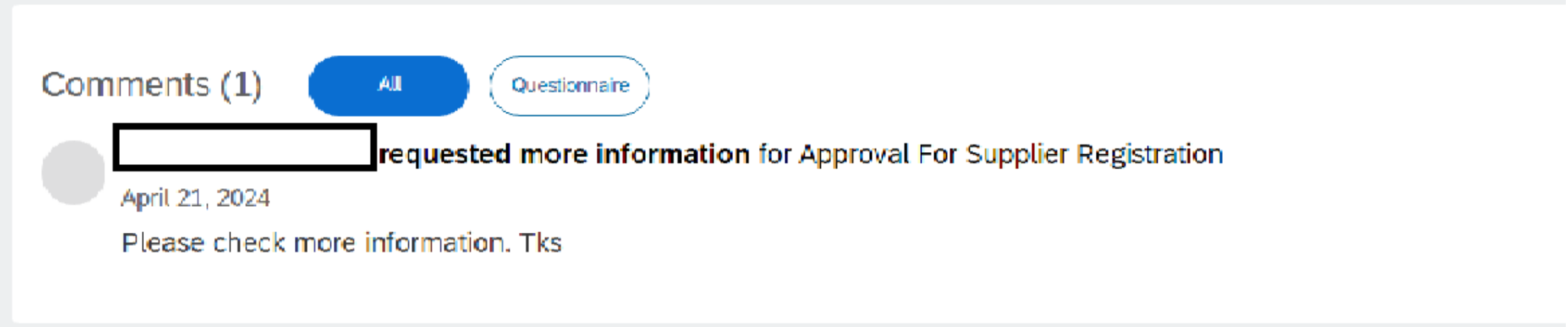
All the questions can be changed in the future

3. Receive invitation email from NSRP

- Supplier will get approved email after NSRP complete reviewing. When supplier receive this email, the registration process is completed.

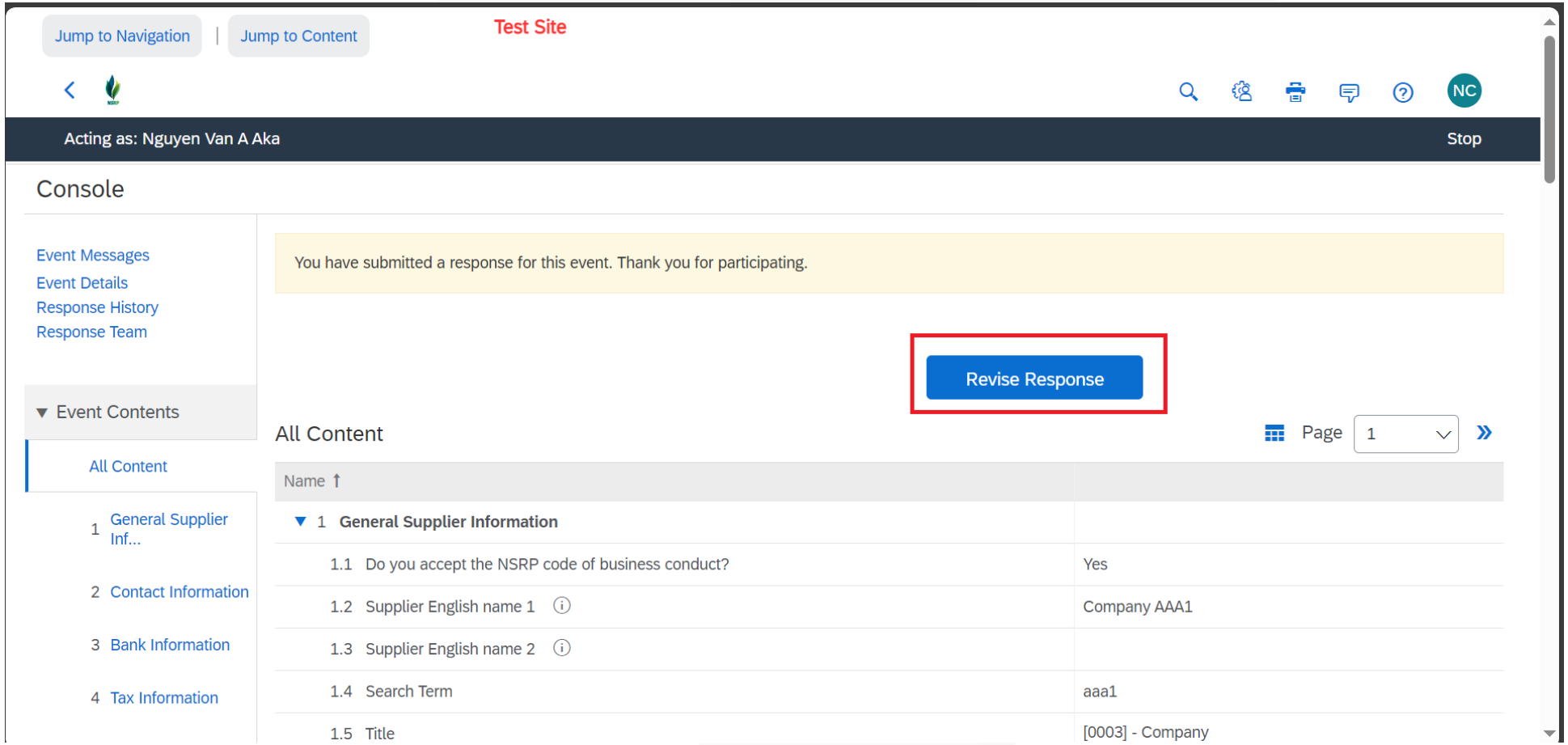
3. Receive invitation email from NSRP

- In the case NSRP request more information/update, supplier need to check and complete it.



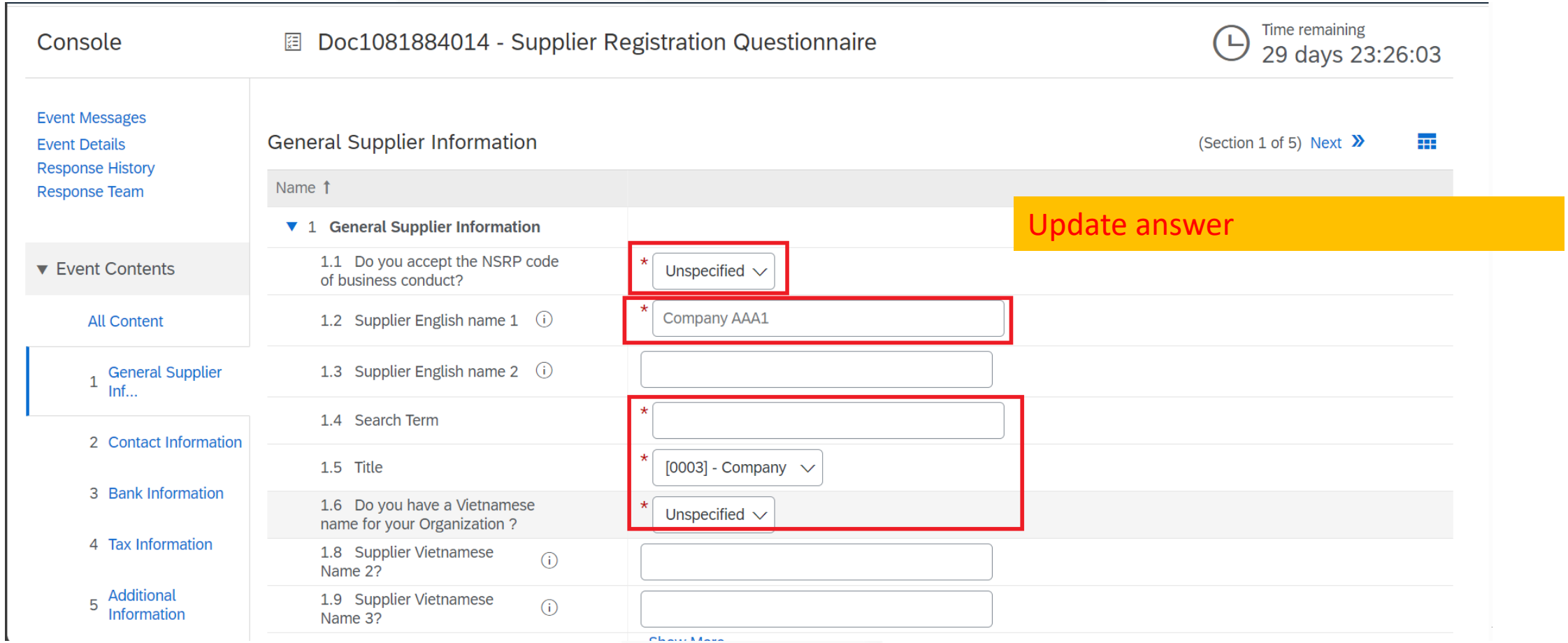
3. Receive invitation email from NSRP

- If suppliers need to update the information after registered successfully, they can access their Ariba account and click on Revise Response in the Registration part



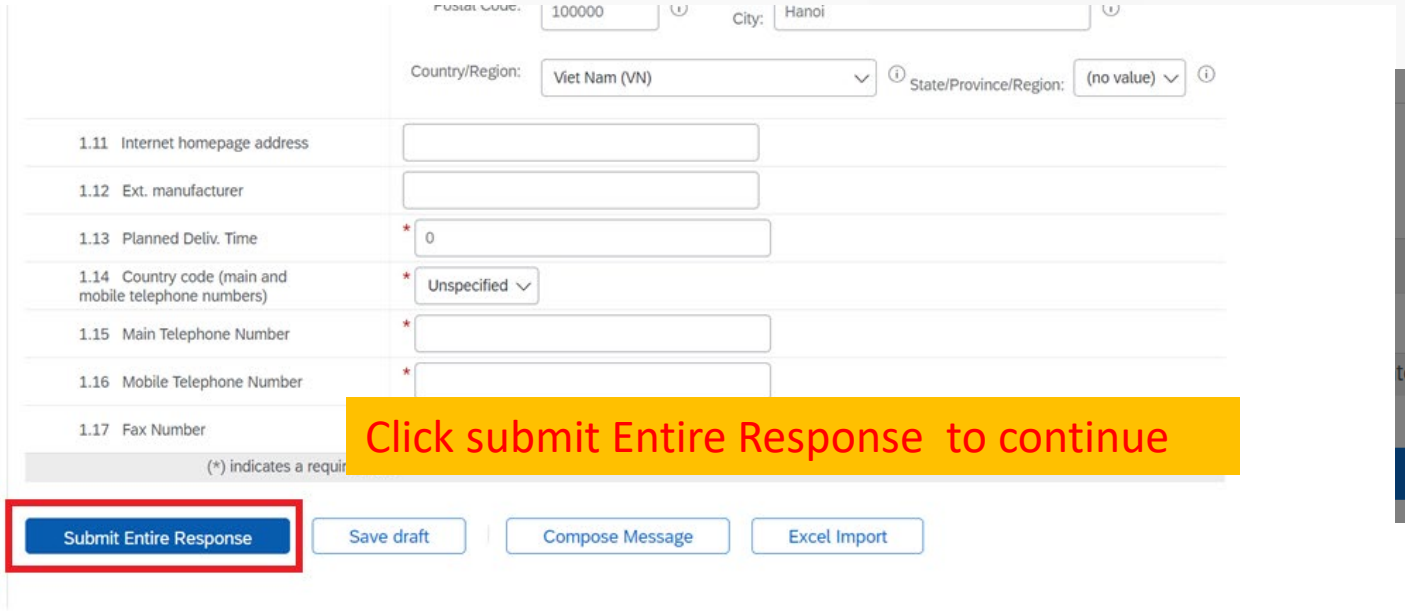
3. Receive invitation email from NSRP

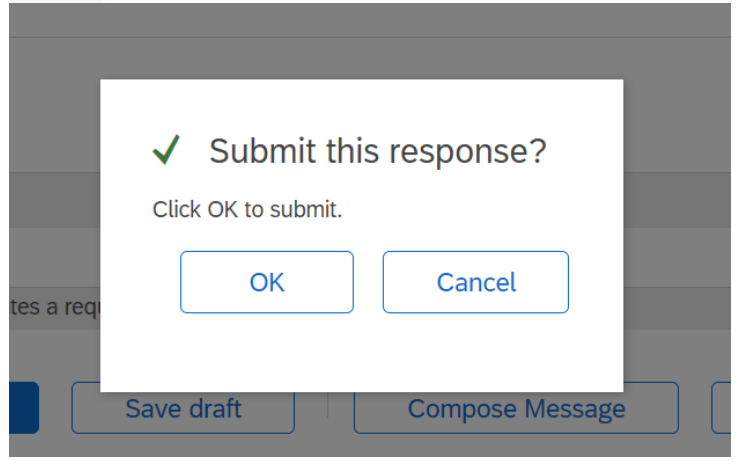
- Revise information



3. Receive invitation email from NSRP

- Click submit Entire response and OK





FAQ

- ***Do I have to create a SAP Ariba account to work with NSRP?***

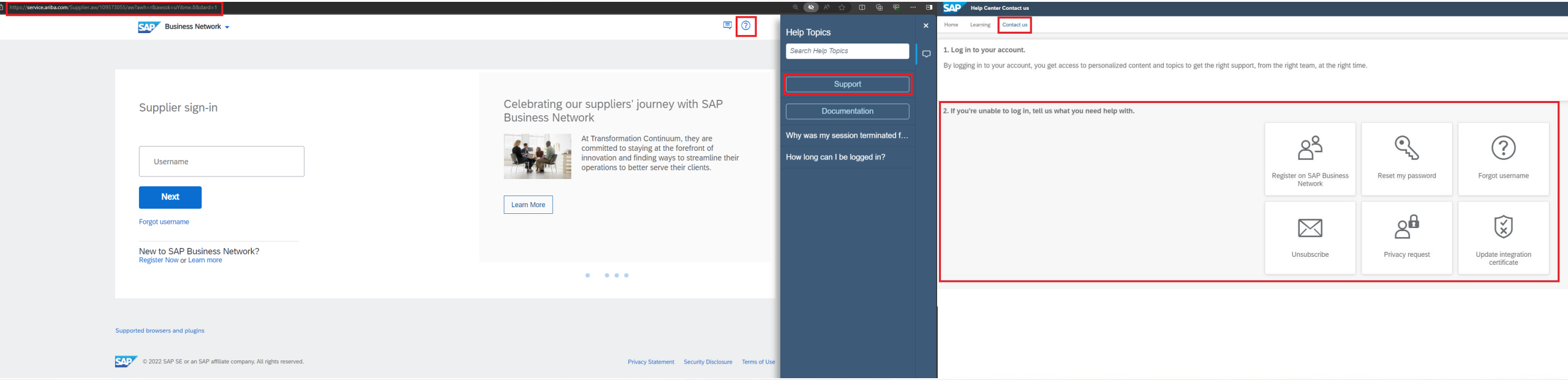
Yes. Supplier have to create an SAP Ariba account and register to NSRP's SAP Ariba Network.

- ***Why I can not see any email from NSRP s' Ariba system ?***

Please check your contact point email and your mail junk box.

- ***What I need to do if I forget my account, password?***

All of issue related to Ariba's account will be handled by SAP. Please follow below picture to access SAP Ariba Help Center.



Thanks!