

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.

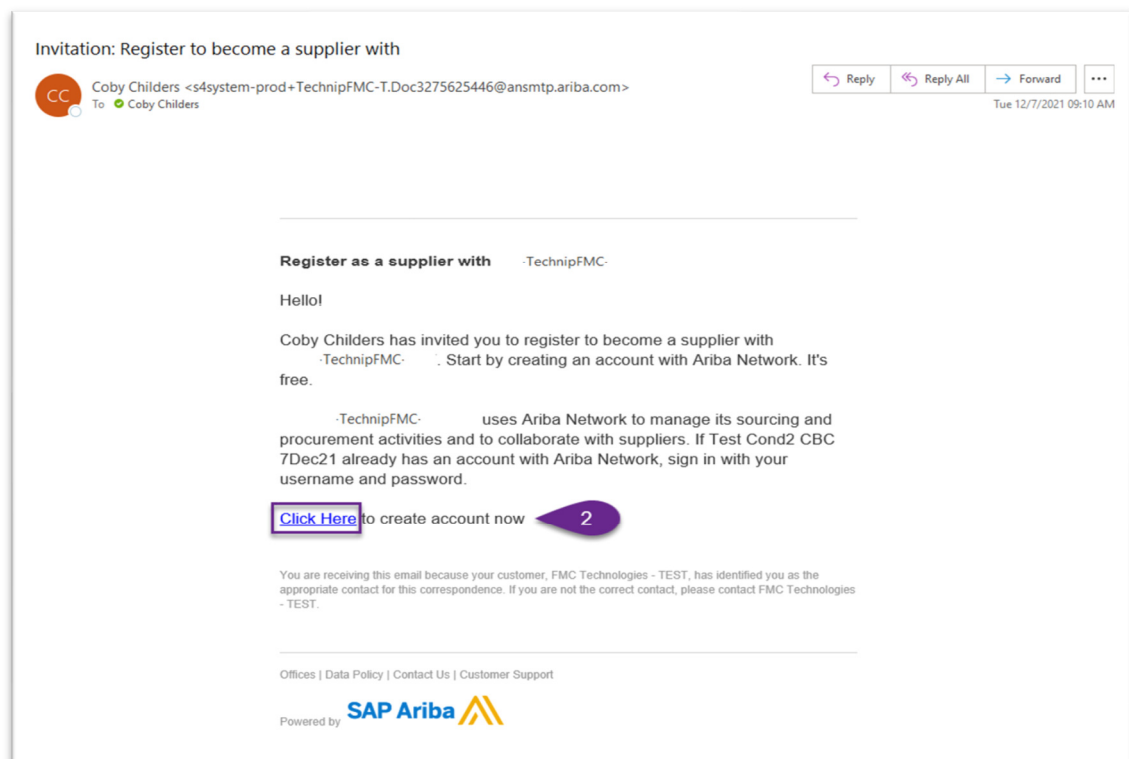
Sourcing: Requests for Information or Request for Proposal.

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.

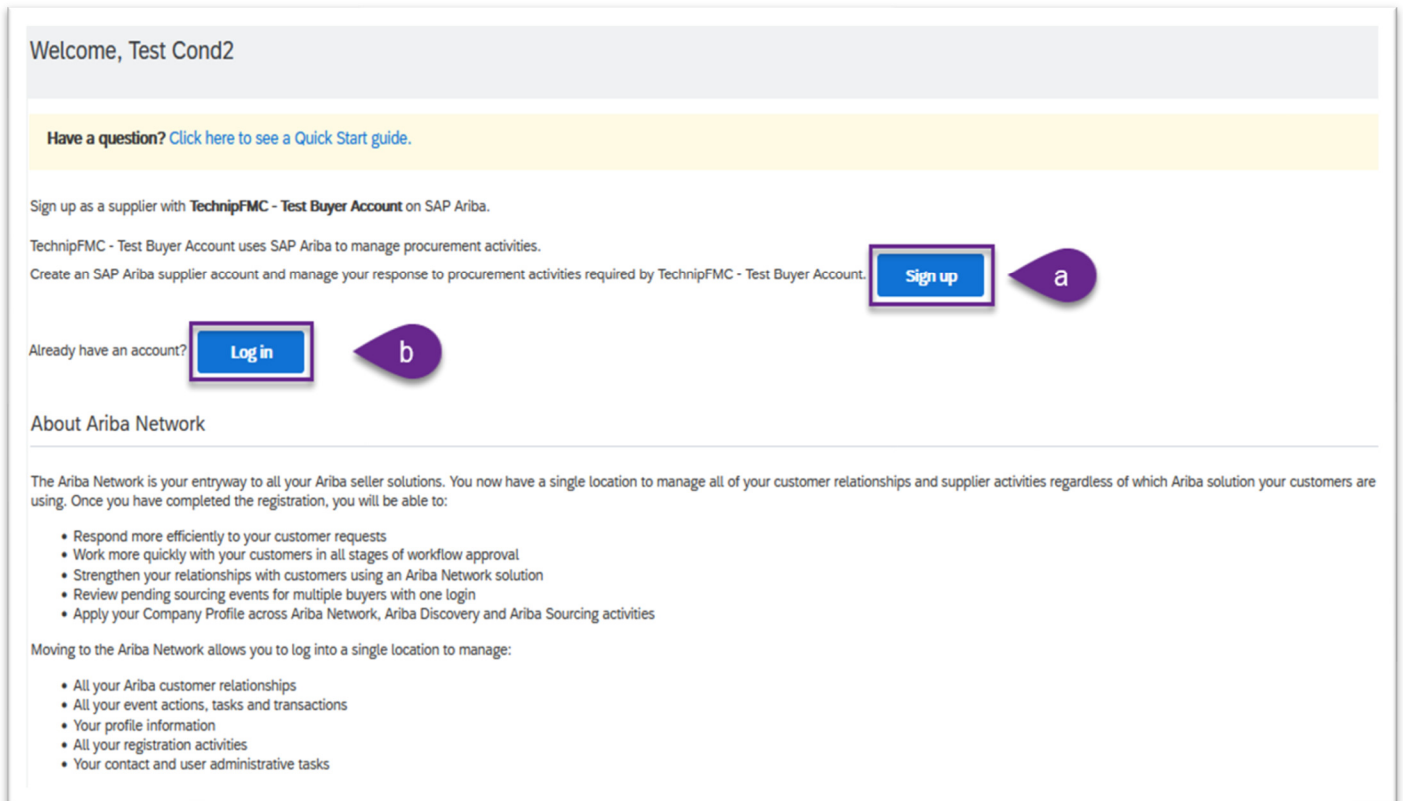
This document is a Quick Start guide to help Suppliers use the Sourcing application as well as navigate the Registration and Qualification process. It will also provide information on who to contact if any support is needed.

2. Registering as a Supplier with TechnipFMC:

1. 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.
2. 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.

Sign up a

Already have an account? **Log in** b

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: *

Test Cond2 CBC 7Dec21

Country/Region: *

United States [USA] ▼

Address: *

west lost

Line 2

Line 3

City: *

Stephenville

State: *

Texas [US-TX] ▼

Zip: *

76401

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: *

Test

Cond2

Email: *

coby.childers@technipfmc.com

☐ Use my email as my username

Username: *

test4.external-coby.childers@technipfmc.com

Password: *

••••••••

••••••••

Language: *

English ▼

Email orders to: *

coby.childers@technipfmc.com

[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: [Add](#) -or- [Browse](#)

[Base metals](#) X

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

[United States](#) 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) 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.

[Create account and continue](#) [Cancel](#)

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

ⓘ 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.

[Review accounts](#) [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.childrens@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 ANID	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
Any Territories
Additional Network Information
AN Subscription: Premium Package
ANID: AN01411909476
D-U-N-S® Number: Not Specified

Commodities
Not Specified

Industries
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:

Your Message: *

☐ I'm not a robot 

[Cancel](#) [Send Email](#)

8. 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

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](#)

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

Doc3228007468 - Supplier registration questionnaire

Time remaining: 29 days 23:37:23

All Content

Name 1

1 Registration Questionnaire Instructions

2 General Supplier Information

2.1 Name of Parent Company

2.2 Supplier full name

2.3 Please select I ACCEPT to confirm you accept the terms of the Non-Disclosure Agreement, as stated in the attached "References" file. [References](#)

2.4 Country code (main and mobile telephone numbers)

2.5 Main telephone number

2.6 Mobile telephone number

2.7 Main address

2.8 Street

2.9 Street 2

2.10 Street 3

2.11 Street 4

2.12 District

2.13 Postal Code

2.14 City

2.15 Country

2.16 State

2.17 Zip

2.18 Time zone

2.19 Time zone

2.20 Time zone

2.21 Time zone

2.22 Time zone

2.23 Time zone

2.24 Time zone

2.25 Time zone

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2.98 Time zone

2.99 Time zone

2.100 Time zone

["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.

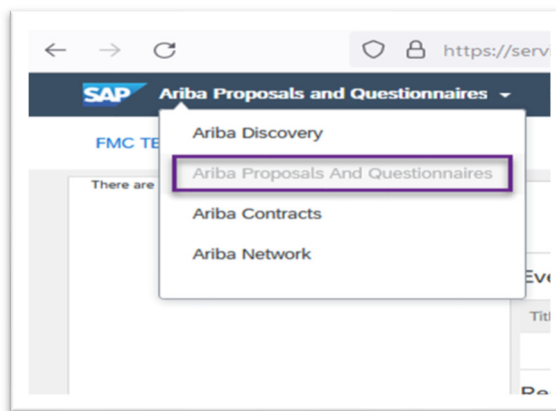
3. Completing the Registration Questionnaire

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.

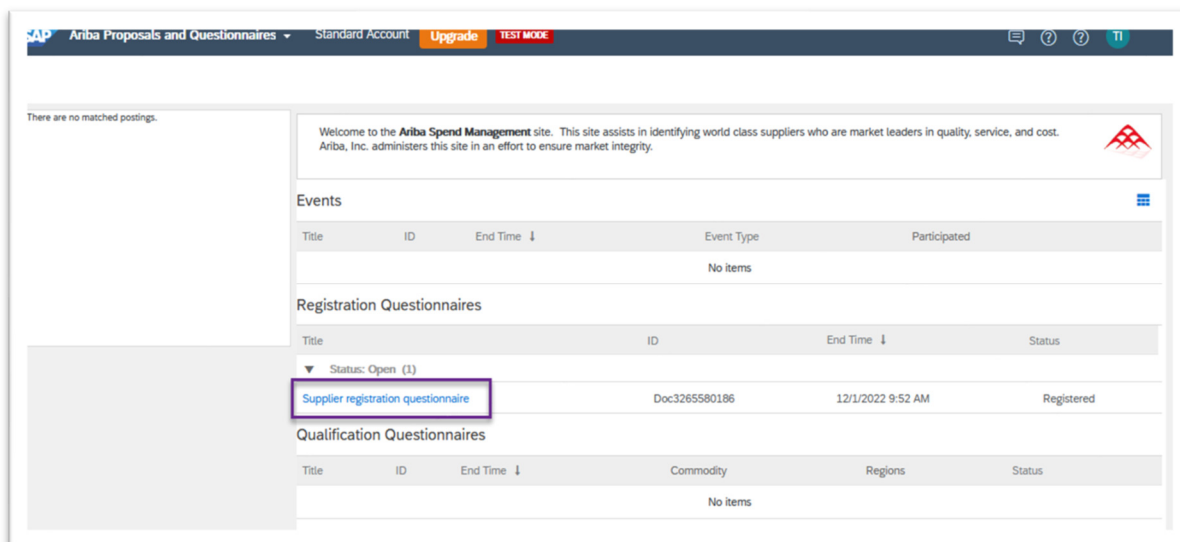
Complete ALL the required fields in the questionnaire. Please note the questions you see may be conditionalized based on answers to previous questions. E.g. if you answer **YES** to “Are you a provider of Engineering/Technical Services?” a new question will display that requires you to list those services.

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:

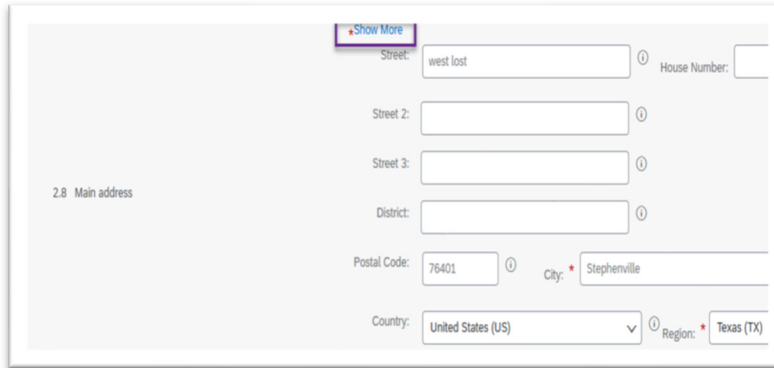


Navigate to the Registration Questionnaires section, and click on **Supplier Registration Questionnaire** :

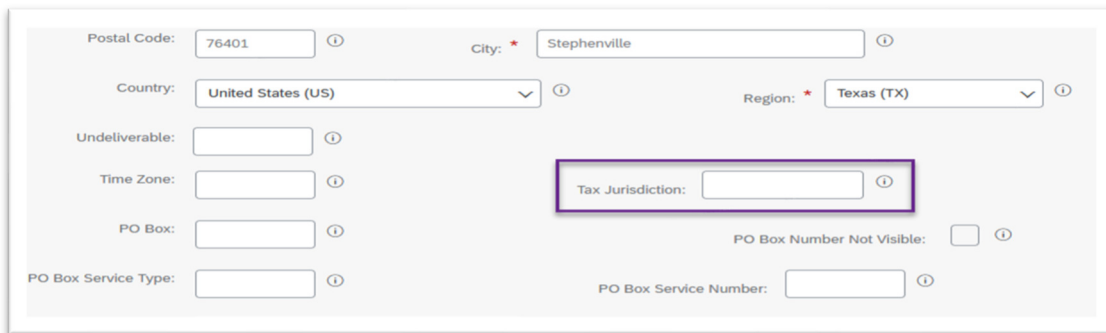


Complete the Supplier Registration Questionnaire. The below section will explain some of the fields that require the supplier to input information, in order to Register with TechnipFMC, even though they may not be showing as a required field by Ariba. Additionally we provide an explanation of some other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

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

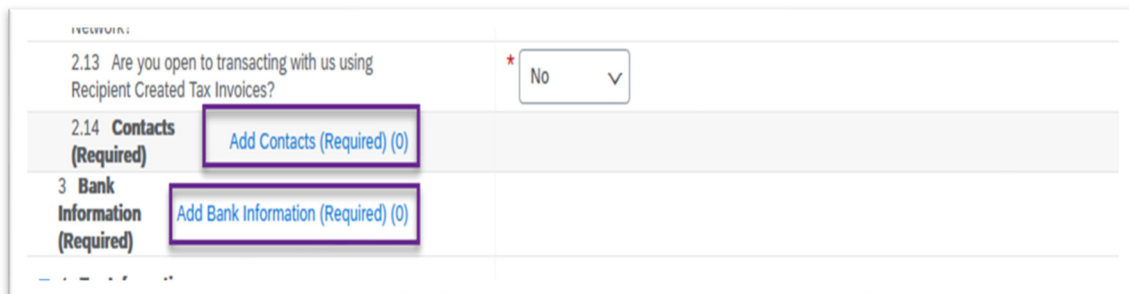


2. This will display additional fields. TechnipFMC require information on Tax Jurisdiction. It is in the middle of this section to the right of the screen. Update this information accordingly:

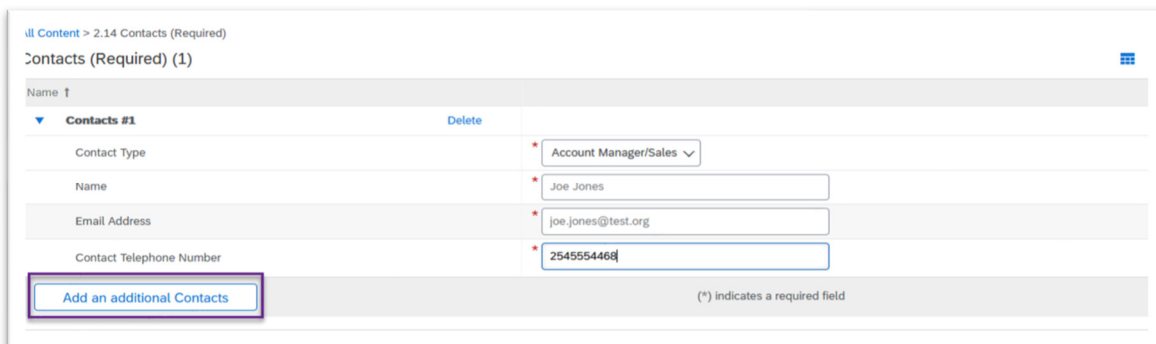
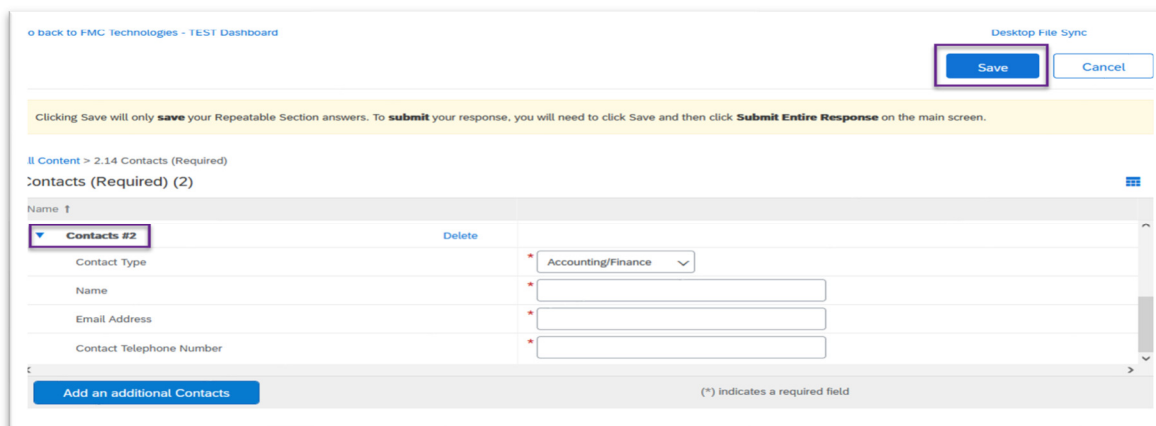


3. Certain areas of the questionnaire contain Repeatable Sections. Examples are 2.14: Contacts and 3: Bank Information. These sections must be clicked in order to complete. Below screen shots are an example of **Contacts**. **Bank Information** will be similar where suppliers will select **Add Additional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

- i. Click **Add Contacts**:



- 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:

“Files/Attachments that are not permitted to be shared by Supplier Internal Policies and must only be provided via an on-site visit by TechnipFMC, the supplier must still provide an attachment. The attachment must be on a company letter head with proper justification with a Point of Contact for further discussion, along with reference document numbers as applicable.”

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



Go back to FMC Technologies - TEST Dashboard

Desktop File Sync

Add/Edit Comment

OK Cancel

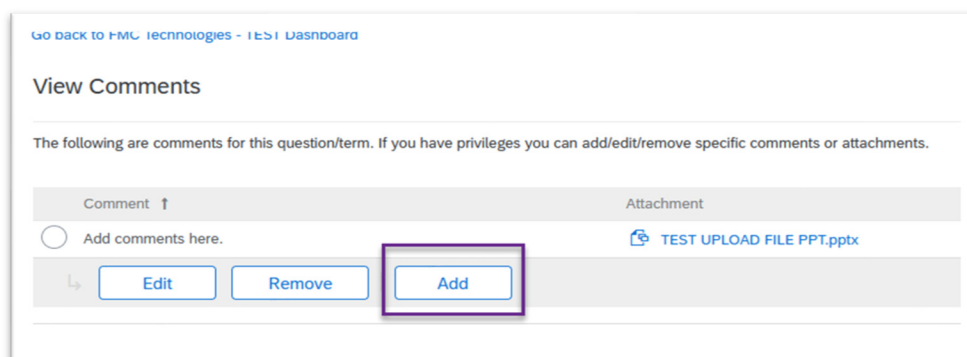
Comment: * Add comments here.

Attachment: TEST UPLOAD FILE PPT.pptx Update file Delete file

OK Cancel

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**:



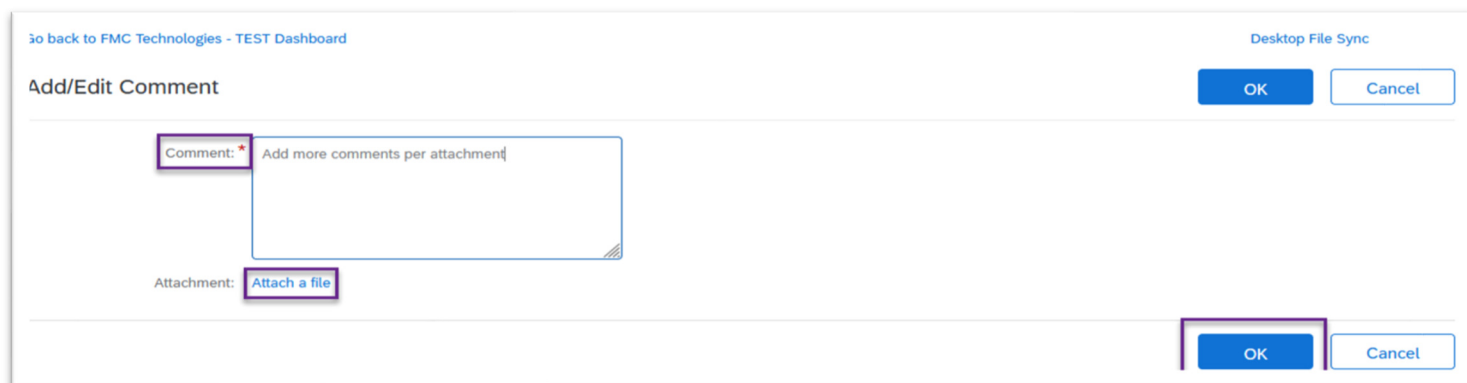
Go back to FMC Technologies - TEST Dashboard

View Comments

The following are comments for this question/term. If you have privileges you can add/edit/remove specific comments or attachments.

Comment	Attachment
☐ Add comments here.	TEST UPLOAD FILE PPT.pptx
Edit Remove Add	

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



Go back to FMC Technologies - TEST Dashboard

Desktop File Sync

Add/Edit Comment

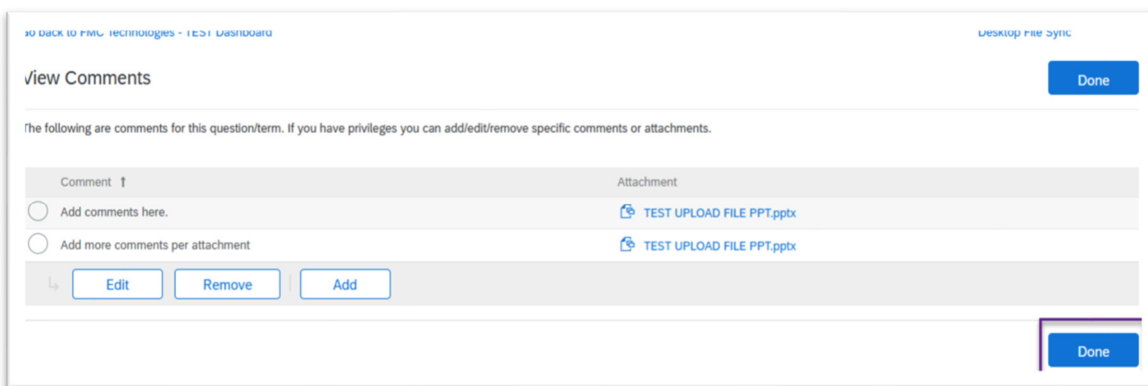
OK Cancel

Comment: * Add more comments per attachment

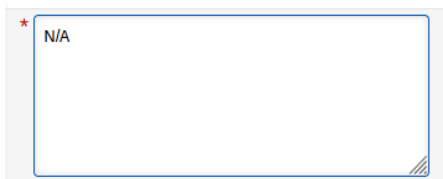
Attachment: Attach a file

OK Cancel

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



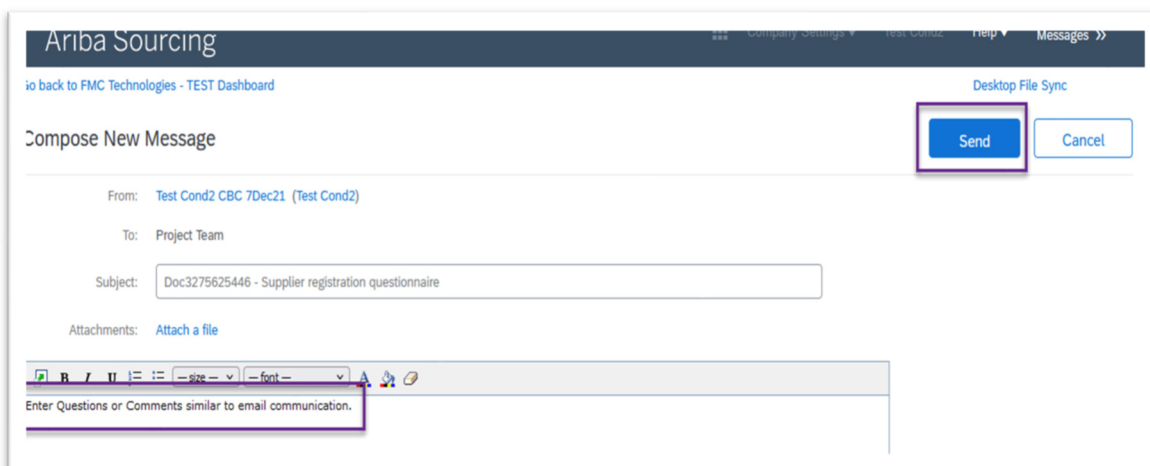
5. There are also Free Text Boxes in the registration questionnaire that are Required fields. If the question does not pertain to your company, you will still need to complete the question. An entry of **N/A** will be sufficient to fulfill this requirement. An example of a Free Text box is below.



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.



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



Ariba Sourcing

Go back to FMC Technologies - TEST Dashboard

Desktop File Sync

Compose New Message

From: Test Cond2 CBC 7Dec21 (Test Cond2)

To: Project Team

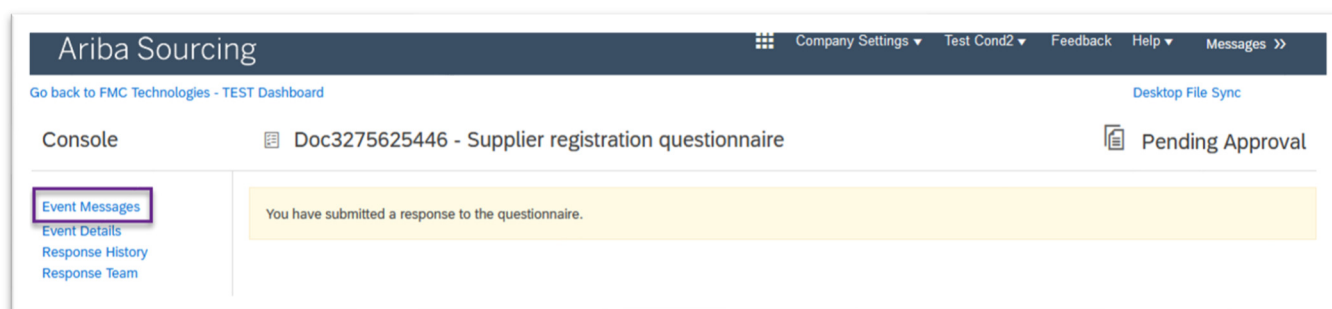
Subject: Doc3275625446 - Supplier registration questionnaire

Attachments: [Attach a file](#)

Enter Questions or Comments similar to email communication.

Send **Cancel**

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



Ariba Sourcing

Go back to FMC Technologies - TEST Dashboard

Desktop File Sync

Console Doc3275625446 - Supplier registration questionnaire Pending Approval

Event Messages

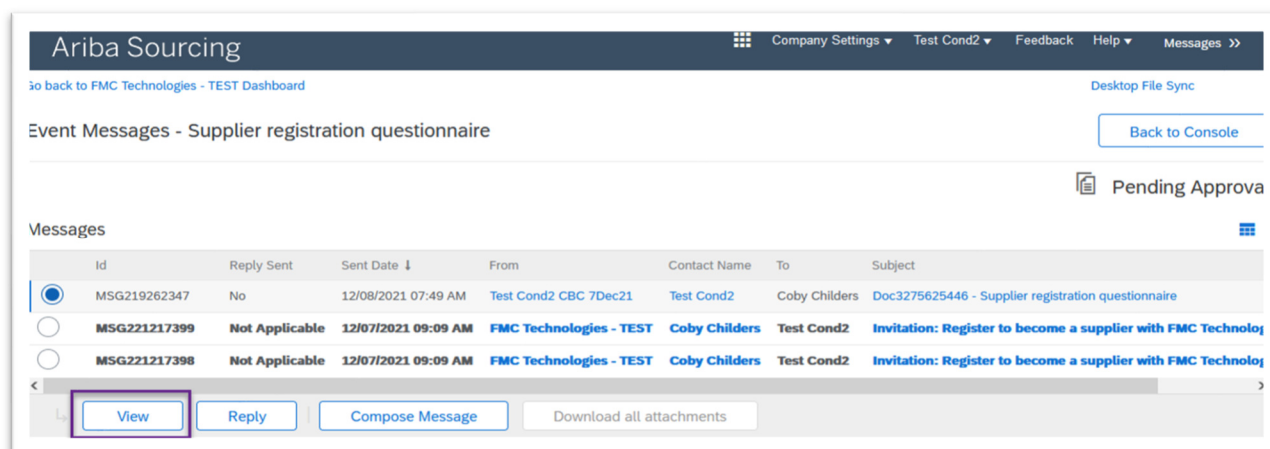
Event Details

Response History

Response Team

You have submitted a response to the questionnaire.

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



Ariba Sourcing

Go back to FMC Technologies - TEST Dashboard

Desktop File Sync

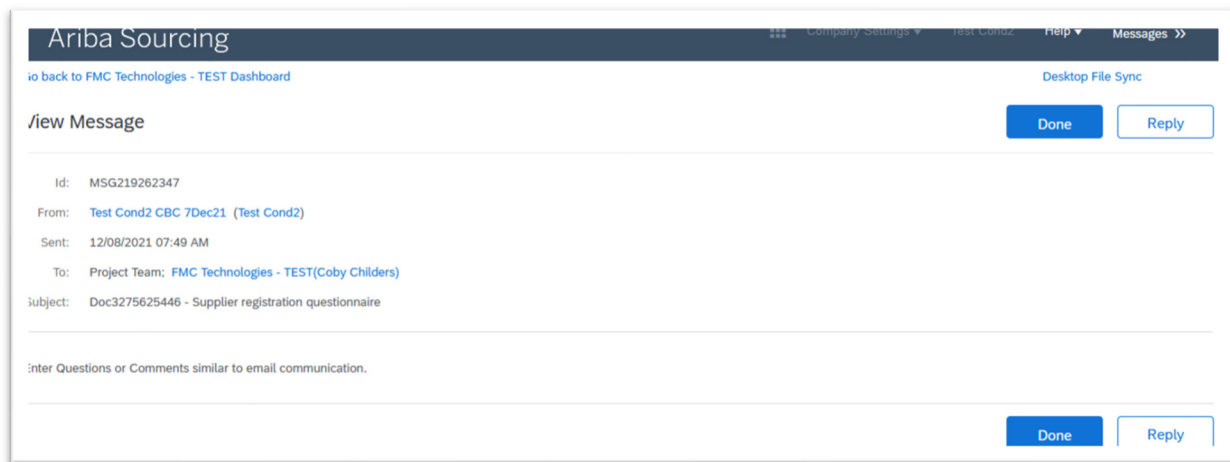
Event Messages - Supplier registration questionnaire [Back to Console](#)

Pending Approval

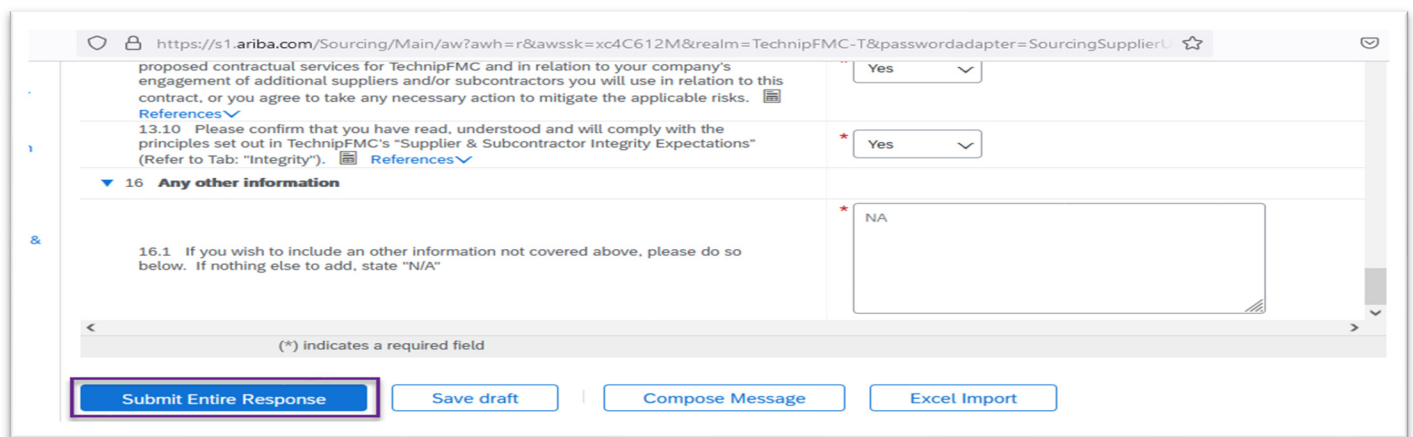
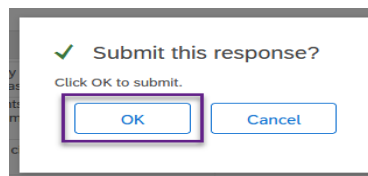
Messages

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
☒	MSG219262347	No	12/08/2021 07:49 AM	Test Cond2 CBC 7Dec21	Test Cond2	Coby Childers	Doc3275625446 - Supplier registration questionnaire
☐	MSG221217399	Not Applicable	12/07/2021 09:09 AM	FMC Technologies - TEST	Coby Childers	Test Cond2	Invitation: Register to become a supplier with FMC Technol
☐	MSG221217398	Not Applicable	12/07/2021 09:09 AM	FMC Technologies - TEST	Coby Childers	Test Cond2	Invitation: Register to become a supplier with FMC Technol

View **Reply** **Compose Message** **Download all attachments**



- 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 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

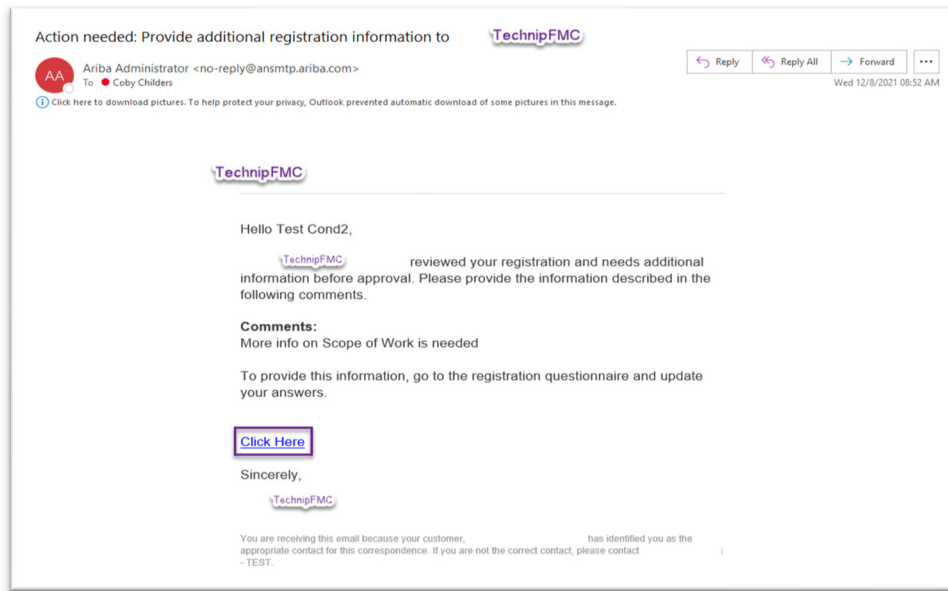
Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

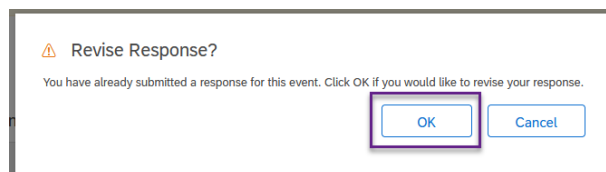
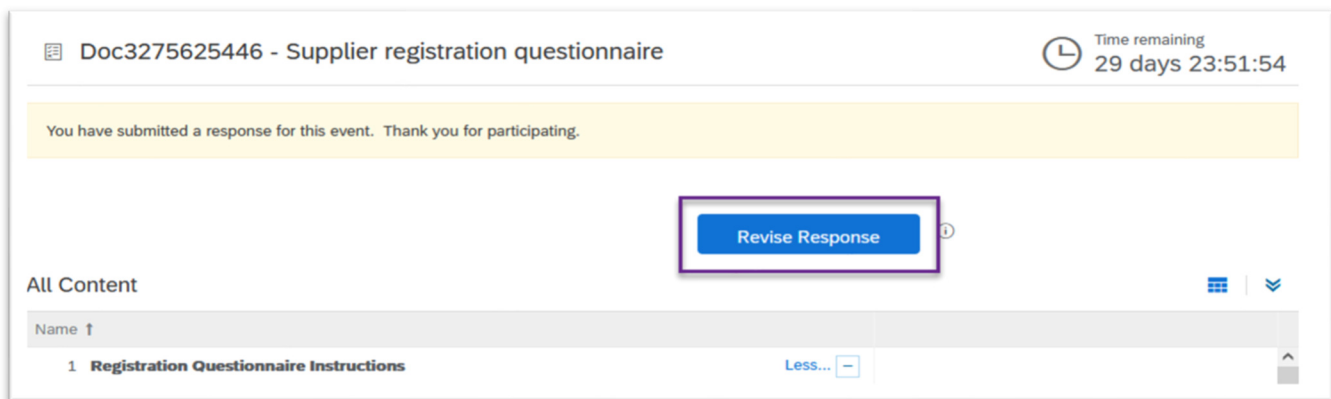
Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier registration questionnaire	Doc3275625446	12/8/2021 7:43 AM	Pending Approval

Qualification Questionnaires

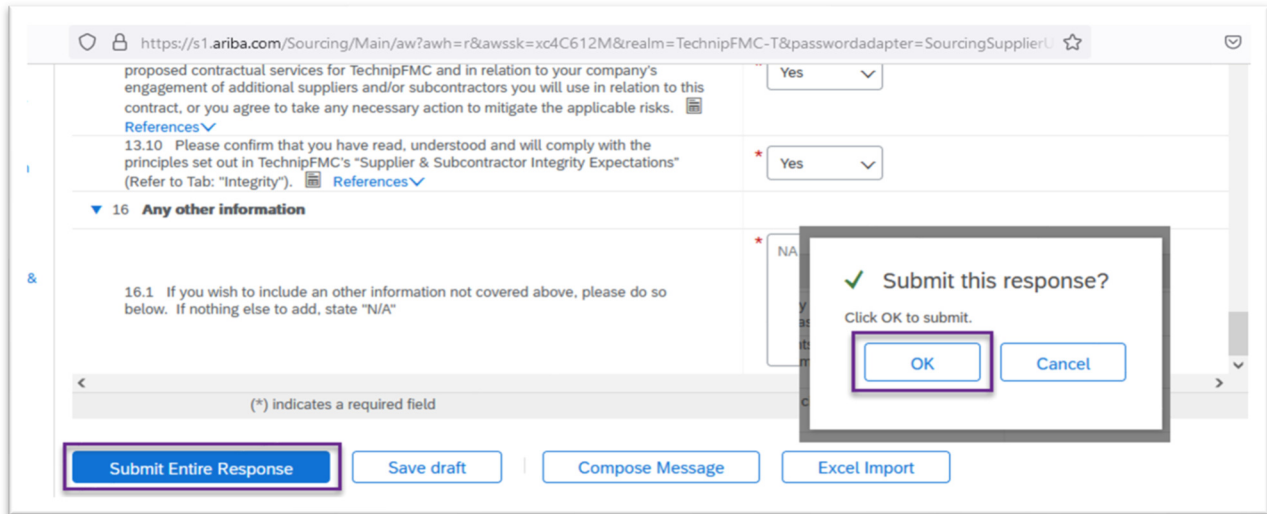
- The TechnipFMC Supplier Owner also has the option to **Request more information** for the registration questionnaire. If this happens you will receive an email with any comments entered by TechnipFMC. To respond to the request select the **Click Here** hyperlink from the email and log into Ariba.



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

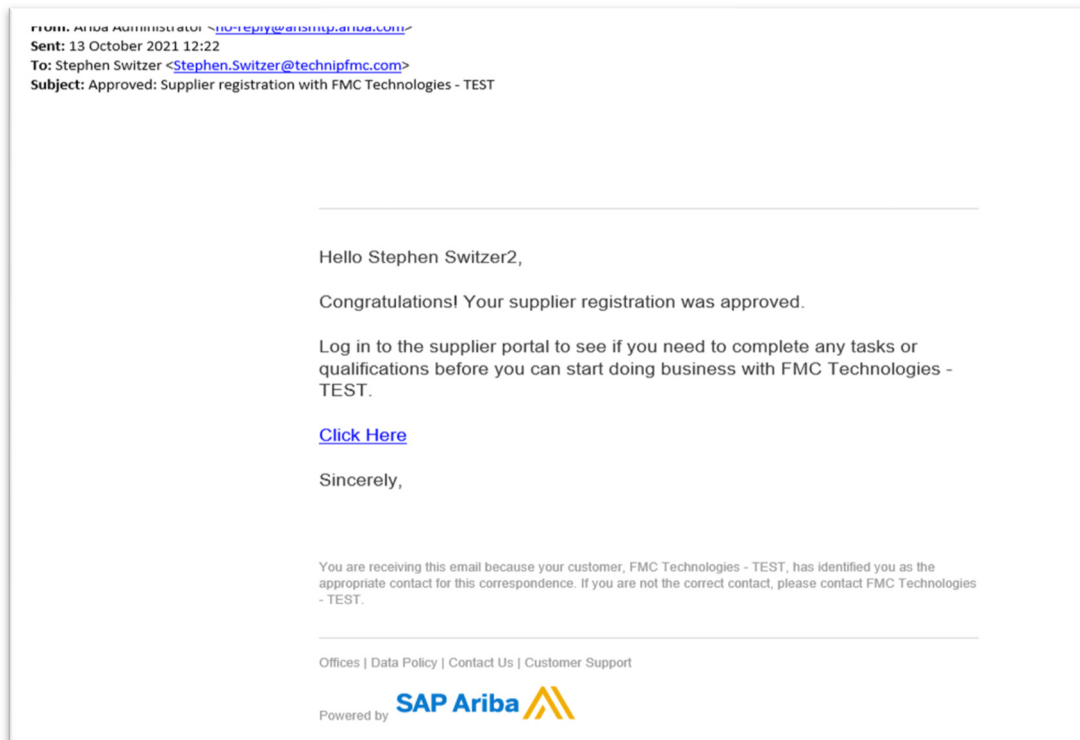


- ii. Make the updates request and click **Submit Entire Response** and **OK** on next window:



The screenshot shows a web browser window with the URL: <https://s1.ariba.com/Sourcing/Main/aw?awh=r&awssk=xc4C612M&realm=TechnipFMC-T&passwordadapter=SourcingSupplierL>. The form contains several sections, including a "References" section and a "16 Any other information" section. A dialog box titled "Submit this response?" is overlaid on the form, asking the user to click OK to submit. The "Submit Entire Response" button at the bottom of the form is highlighted with a red box.

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

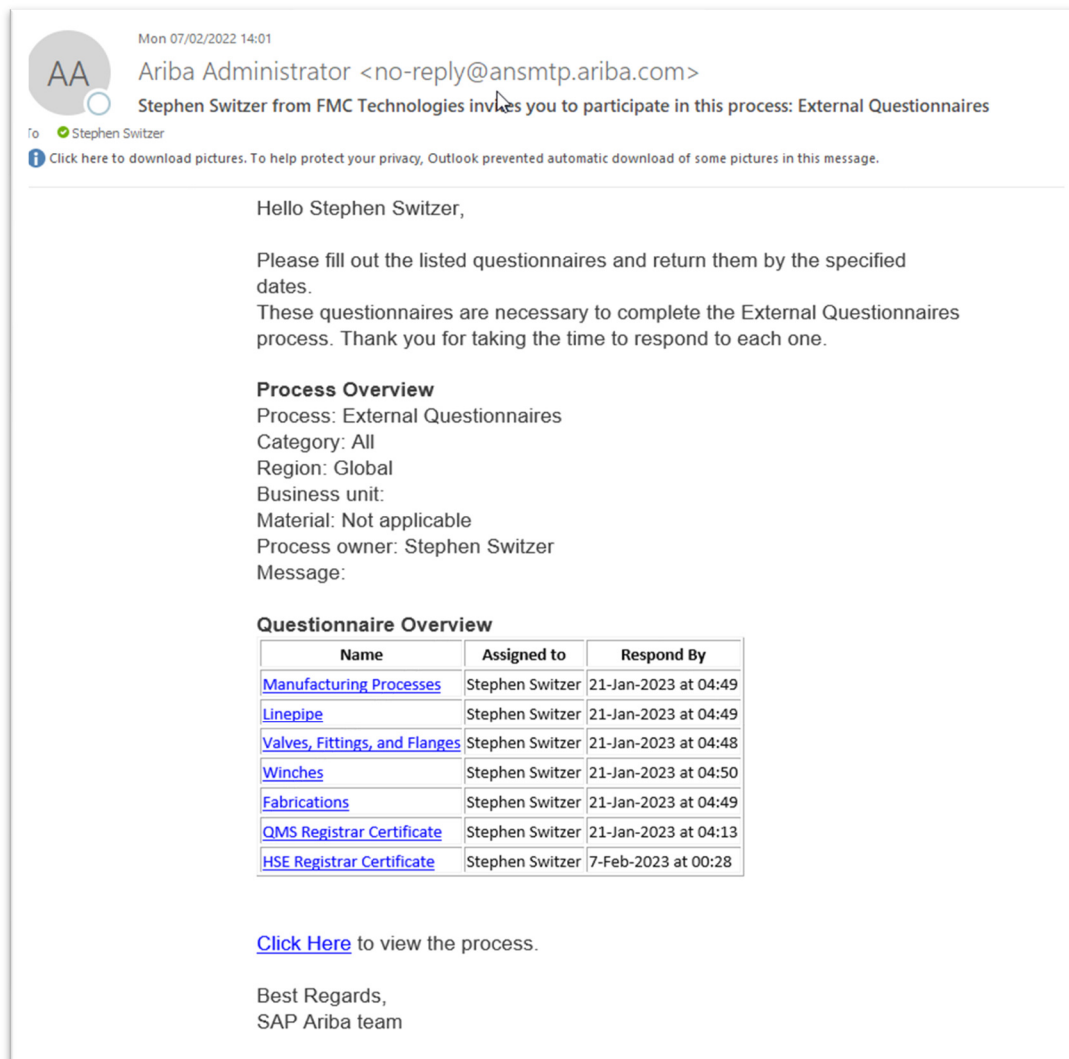


4. Supplier Qualification:

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.



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	
1.2.3 Certificate Location	
1.2.4 Effective Date	
1.2.5 Expiration Date	* 
1.2.6 Attachment	* Attach a file
1.2.7 Description	

44 characters entered of 4000

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

1.2.7 Description	TEST HSE CERT
▼ 2 Environmental Management System - ISO 14001 Certification	
2.1 Can you provide ISO 14001 certification details?	* No ▼
(*) Indicates a required field	
Submit Entire Response hraft Compose Message Excel Import	

i. Click OK

✓ Submit this response?

Click OK to submit.

OK

Cancel

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:

Doc3320340699 - HSE Registrar Certificate

Time remaining
23 days 02:23:46

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

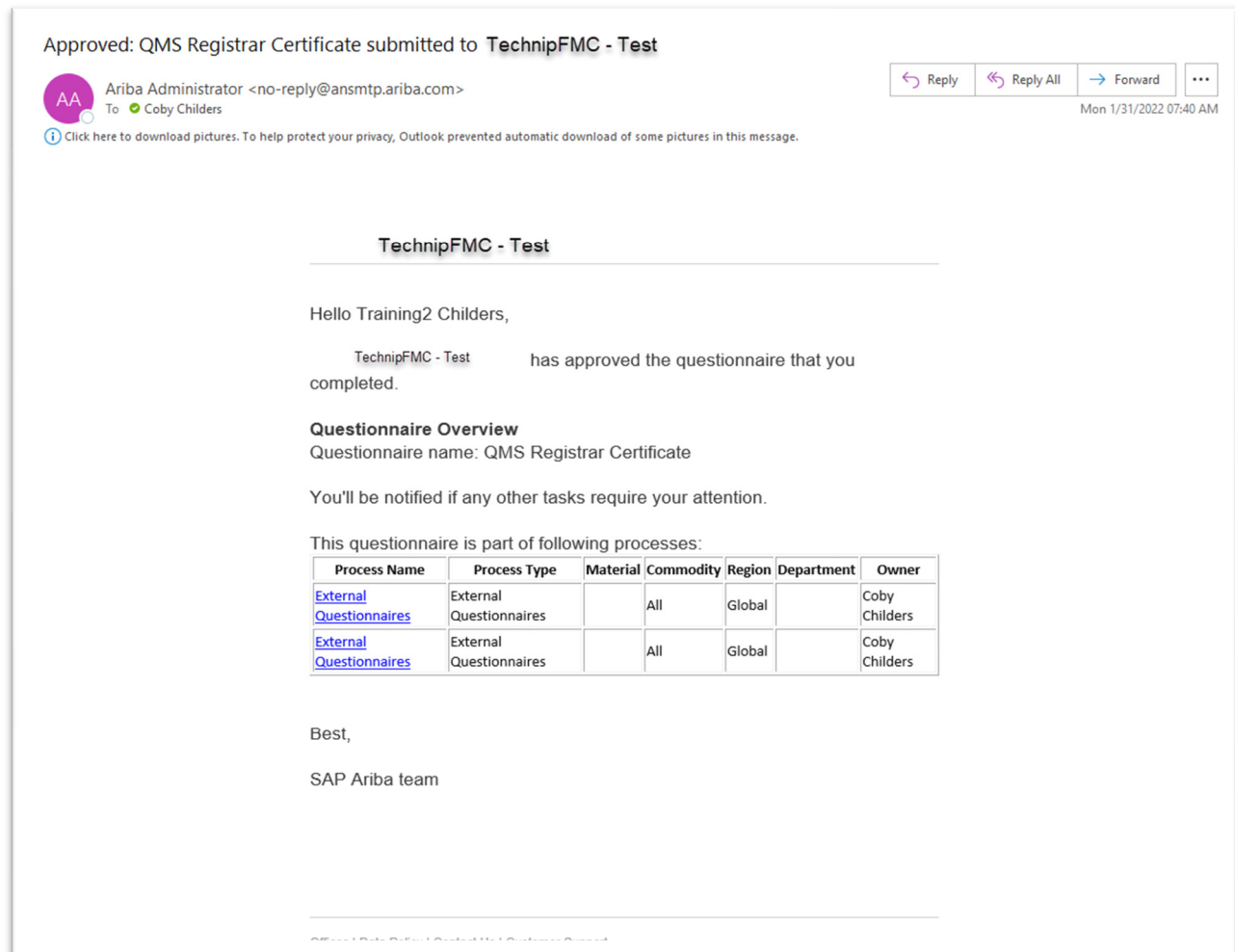
The document is now Pending Approval from TechnipFMC:

Doc3341554979 - HSE Registrar Certificate

Pending Approval

You have submitted a response to the questionnaire.

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

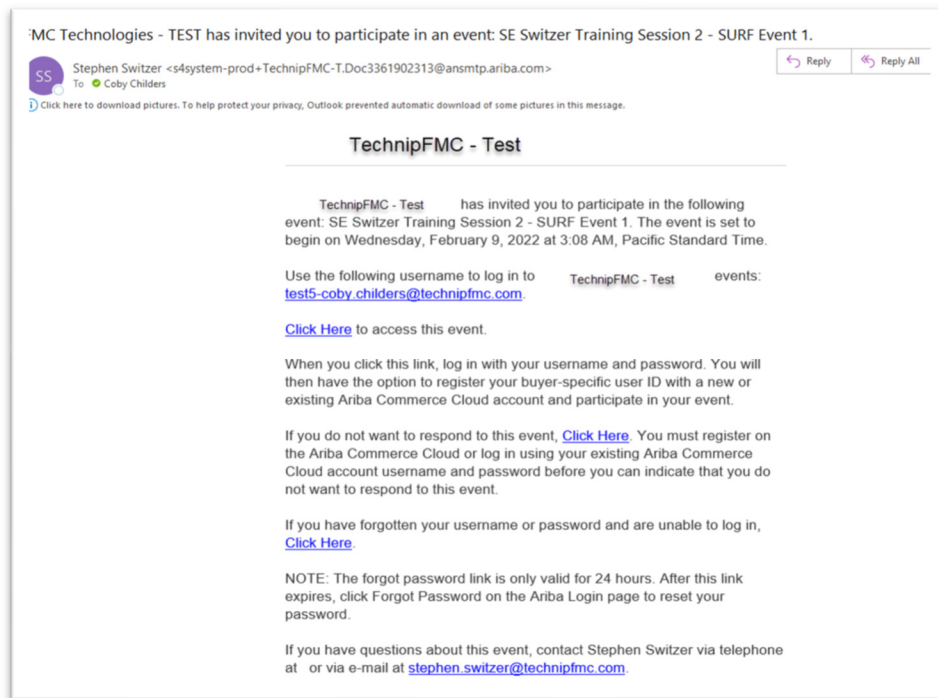
Navigate to <https://proposals.seller.ariba.com/> and login with your username & password

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):

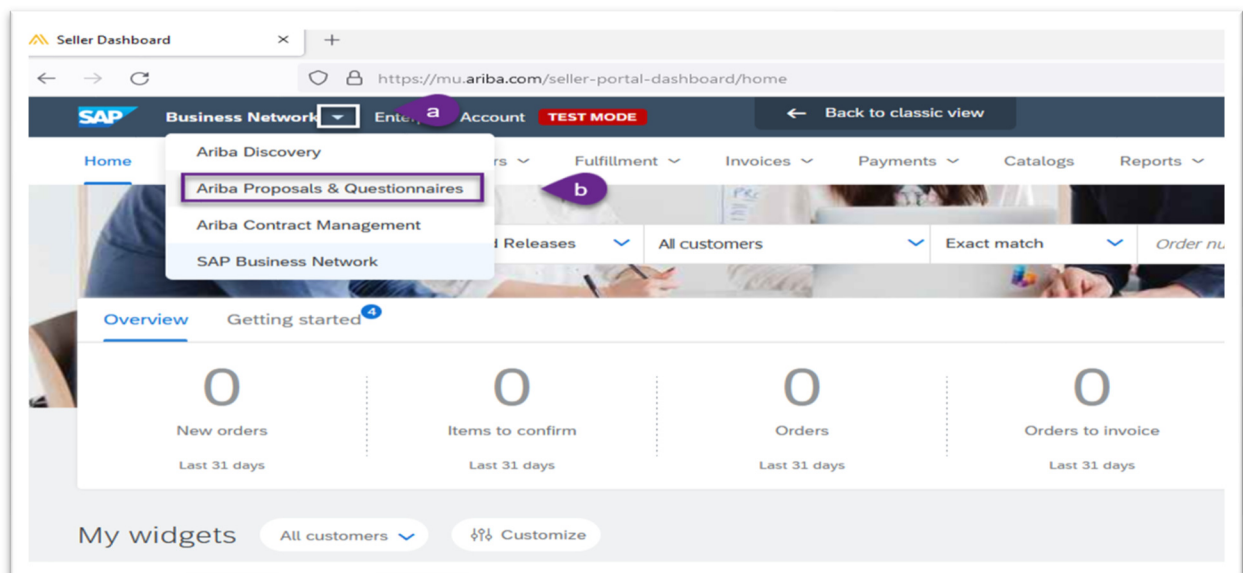
The contact for the Supplier Account will receive an email “TechnipFMC has invited you to participate in an Event:” per the example below:



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.

- Click on the dropdown
- 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.

- Click the **Open** dropdown
- 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)				
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

- 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.

[Go back to FMC Technologies - Test Dashboard](#)
[Desktop File Sync](#)

Time remaining: 8 days 20:33:11

Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

▼ Event Contents

All Content

1 Confidentiality Agree...

3 Pricing

Doc3362059936 - SE Switzer Training 2 - Direct Event 2

Download Content

Review Prerequisites

To Respond

Print Event Information

Confidentiality Agreement

(Section 1 of 2) Next

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

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 TPMC Supplier 157745 test AN01395123370-T © 1996–2019 Ariba, Inc. All rights reserved.

[SAP Business Network Privacy Statement](#)
[Security Disclosure](#)
[Terms of Use](#)

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

Doc3362059936 - SE Switzer Training 2 - Direct Event 2

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.

Prerequisites

Name ↑
1 Confidentiality Agreement
1.1 I have read and accept the terms of the attached Confidentiality Agreement  References 
3 Pricing
(*) indicates a required field

Unspecified

Yes

No

Unspecified

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.

Doc3362059936 - SE Switzer Training 2 - Direct Event 2

Time remaining
8 days 23:55:56

Your response to the prerequisites has been submitted.

All Content

Name ↑

Material Number

Quantity

Price

Lead time in weeks

Extended Price

Document URL

1 Confidentiality Agreement

2 Event Information

3 Pricing

3.1 P1000027291-METAL SEAL, C-RING, EXTERNAL PRESSURE, More...

P1000027291

10 each

*

USD

*

URL: https://ipdgate.fmcti.com/FTI_data/Company=Ariba&DOCT=SE&DC

Description: P1000027291

Disclaimer: The above link is provided by the buyer and will take you to a site c

3.2 P177882-GV BODY SURFACE, M130, FE 4 1/16-10K, MA More...

P177882

20 each

*

USD

*

URL: https://ipdgate.fmcti.com/FTI_data/Company=Ariba&DOCT=SE&DC

Description: P177882

Disclaimer: The above link is provided by the buyer and will take you to a site c

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

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	* GBP ⌵			
Attachment: Attach a file ⌵					
4.2 Consultation Fee	More... + 1 each	* GBP ⌵			
4.3 Referral Fee	More... + 1 each	* GBP ⌵			
4.4 Statutory Fee	More... + 1 each	* 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

26

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 References ✓	Yes			
2 Event Information				
3 Standard Project Documentation Reference Documents Declaration of Conformity.docx Download all attachments i				
3.1 Quality Requirements for Suppliers test.pdf ✓				
3.2 Acceptance of Declaration of Conformity References ✓				Attach a file
4 Technical Bid				
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				
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	* 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:

(*) indicates a required field

Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import

Ariba Sourcing
Go back to FMC Technologies - TEST Dashboard
Messages >>

Desktop File Sync
Send
Cancel

Compose New Message

From: (Test 157745)

To: Project Team

Subject:

Attachments: [Attach a file](#)

B I U
1 (8 pt)
font

Enter message Here.

[Go back to FMC Technologies - TEST Dashboard](#)

Console
Doc3355573593 - 300341T001 - Yellowtail P04 Flexible Riser F...

Event Messages

[Response History](#)

[Response Team](#)

▼ Checklist

1. [Review Event Details](#)

Your response to the prerequisites has been submitted.

All Content

Name ↑	Quantity	Price
--------	----------	-------

[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
☐ MSG238470918	No	02/11/2022 07:14 AM		Test 157745	Stephen Switzer	Doc3355573593 - 300341T001 - Yellowtail P04 Flexible R
☐ MSG238470916	Not Applicable	02/11/2022 07:12 AM		Test 157745	Stephen Switzer	All access prerequisites have been answered and accep
☐ MSG238470915	Not Applicable	02/11/2022 07:12 AM		Test 157745	Stephen Switzer	(Test 157745) has acc
☐ MSG238470914	Not Applicable	02/11/2022 07:12 AM		Test 157745	Stephen Switzer	Response (ID=ID1948455582) in event 300341T001 - Yell
☐ MSG237039769	No	02/05/2022 12:04 AM	FMC Technologies - TEST	Stephen Switzer	Test 157745	Event 300341T001 - Yellowtail P04 Flexible Riser Feb 20
☐ MSG237039563	Not Applicable	02/04/2022 06:51 AM		Test 157745	Stephen Switzer	Response (ID=ID1941050917) 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

Submit Entire Response

Update Totals

Save draft

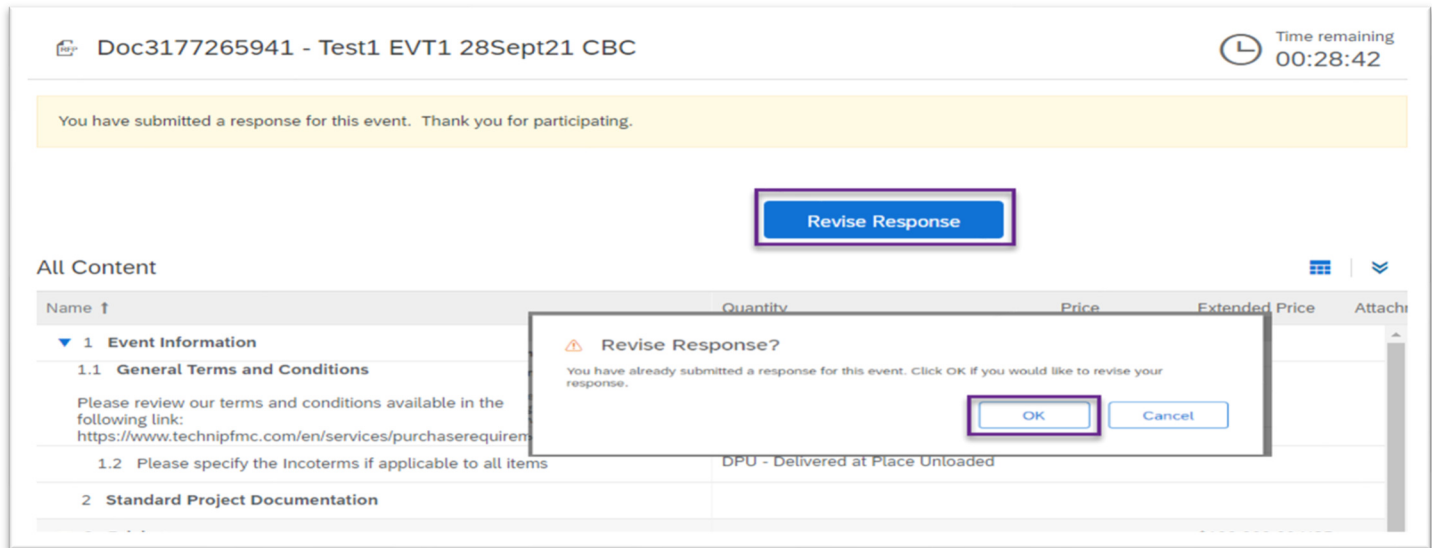
Compose Message

Excel Import

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**



Doc3177265941 - Test1 EVT1 28Sept21 CBC

Time remaining 00:28:42

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

Revise Response

All Content

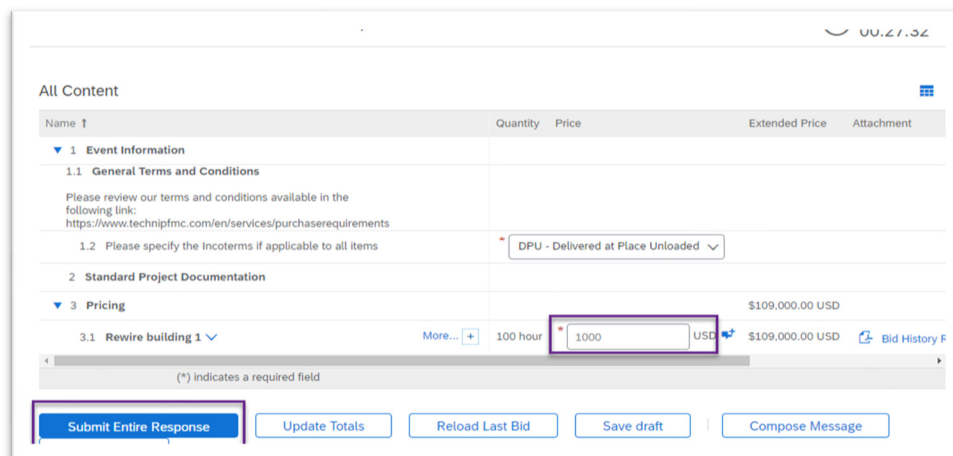
Name ↑	Quantity	Price	Extended Price	Attachment
1 Event Information 1.1 General Terms and Conditions Please review our terms and conditions available in the following link: https://www.technipfmc.com/en/services/purchaserequirements 1.2 Please specify the Incoterms if applicable to all items				
		DPU - Delivered at Place Unloaded		
2 Standard Project Documentation				

Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK **Cancel**

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



All Content

Name ↑	Quantity	Price	Extended Price	Attachment
1 Event Information 1.1 General Terms and Conditions Please review our terms and conditions available in the following link: https://www.technipfmc.com/en/services/purchaserequirements 1.2 Please specify the Incoterms if applicable to all items				
		DPU - Delivered at Place Unloaded		
2 Standard Project Documentation				
3 Pricing			\$109,000.00 USD	
3.1 Rewire building 1	100 hour	1000 USD	\$109,000.00 USD	Bid History F

(*) indicates a required field

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

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.

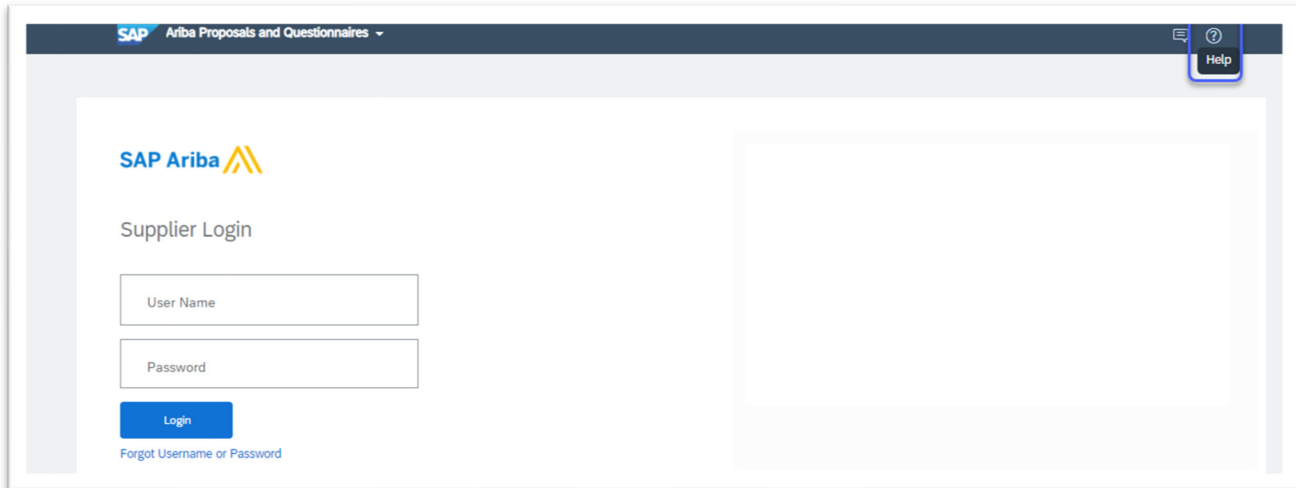
Please note that even if you are “awarded” and event, you should not engage in work or service without an approved Purchase Order.

7. Accessing Help:

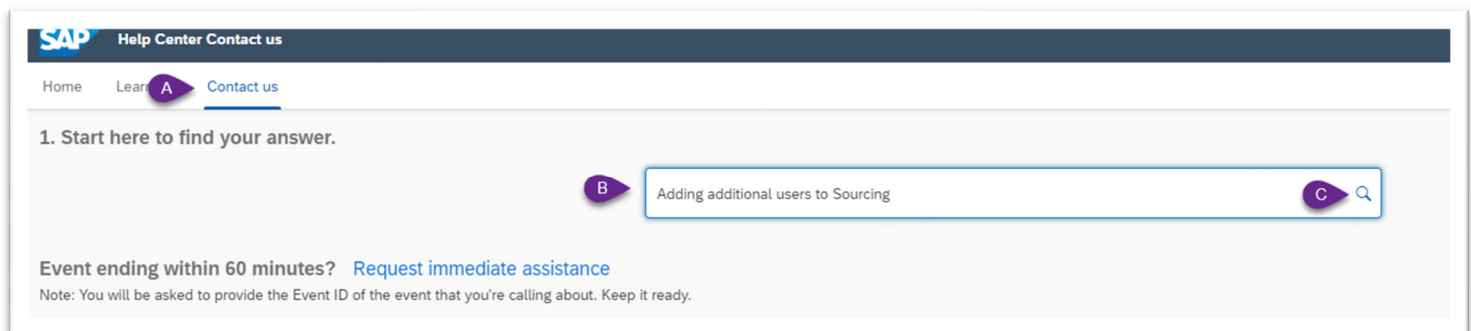
If you have issues accessing Ariba, configuring your account or finding specific Events or Questionnaires then you can access the SAP-Ariba Help Centre for support.

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

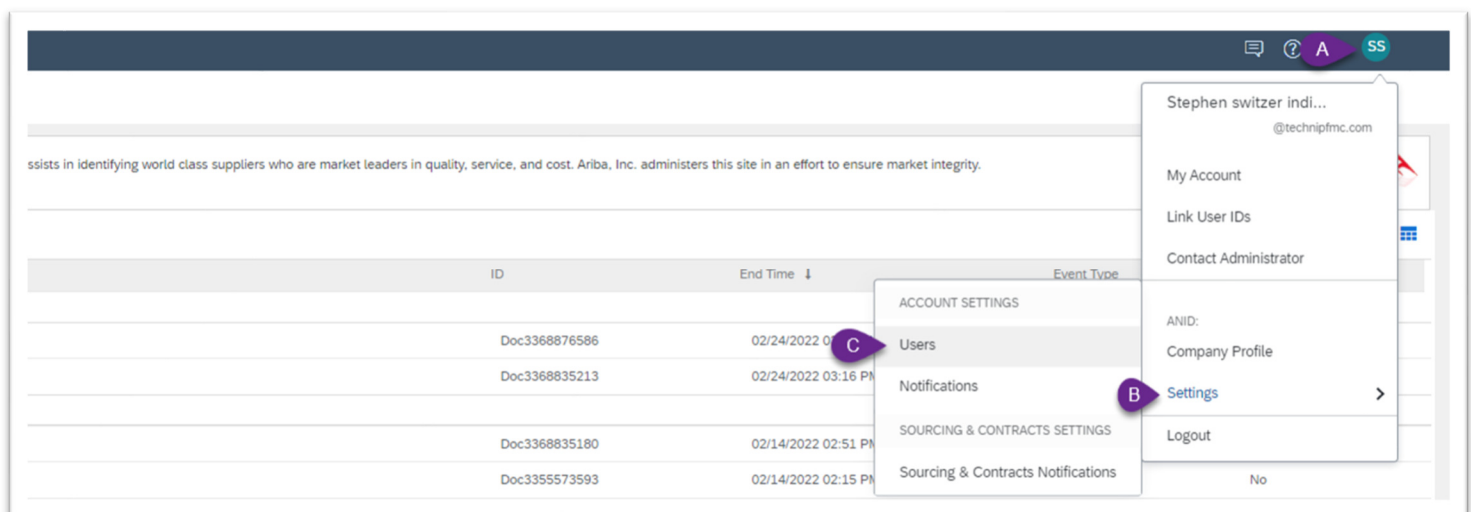
How to access a sourcing event?

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:

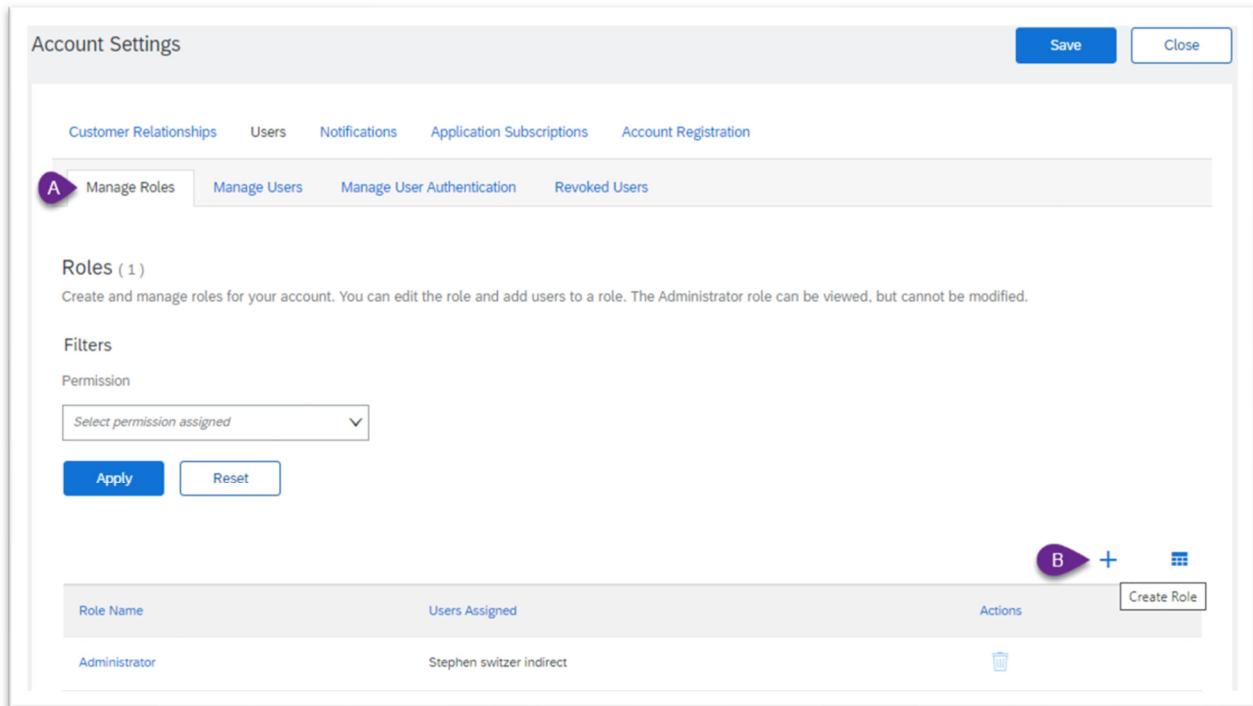
- Click on your initials on the top right of the screen to access the **Account settings**
- Click **Settings**
- Select **Users**



The screenshot shows the Ariba Sourcing interface. At the top right, there is a user profile dropdown menu for Stephen switzer indi...@technipfmc.com. The menu includes options: My Account, Link User IDs, Contact Administrator, ANID:, Company Profile, **Settings** (highlighted with a purple circle 'B'), and Logout. Below the menu, there is a table with columns: ID, End Time, and Event Type. The table contains five rows of data. A purple circle 'C' highlights the 'Users' option in the ACCOUNT SETTINGS dropdown menu.

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	
Doc3355573593	02/14/2022 02:15 PM	

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



Account Settings Save Close

Customer Relationships Users Notifications Application Subscriptions Account Registration

A Manage Roles Manage Users Manage User Authentication Revoked Users

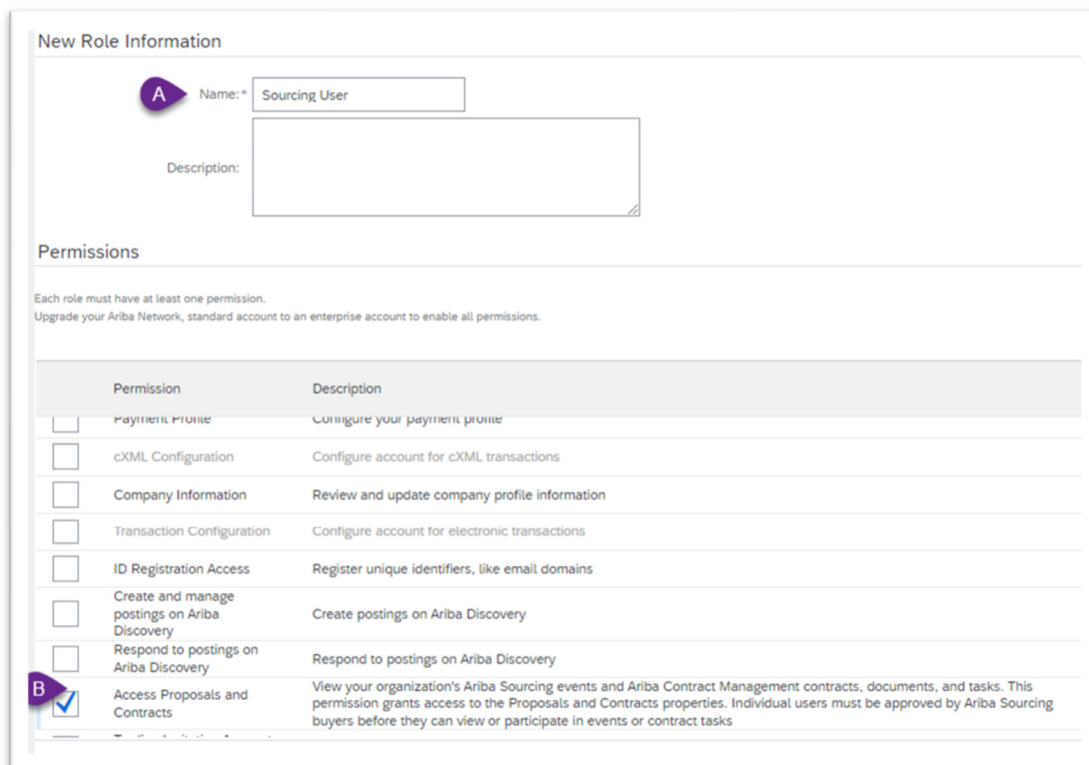
Roles (1)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters
Permission
Select permission assigned ▼
Apply Reset

Role Name	Users Assigned	Actions
Administrator	Stephen switzer indirect	🗑️

B + 🔧 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”



New Role Information

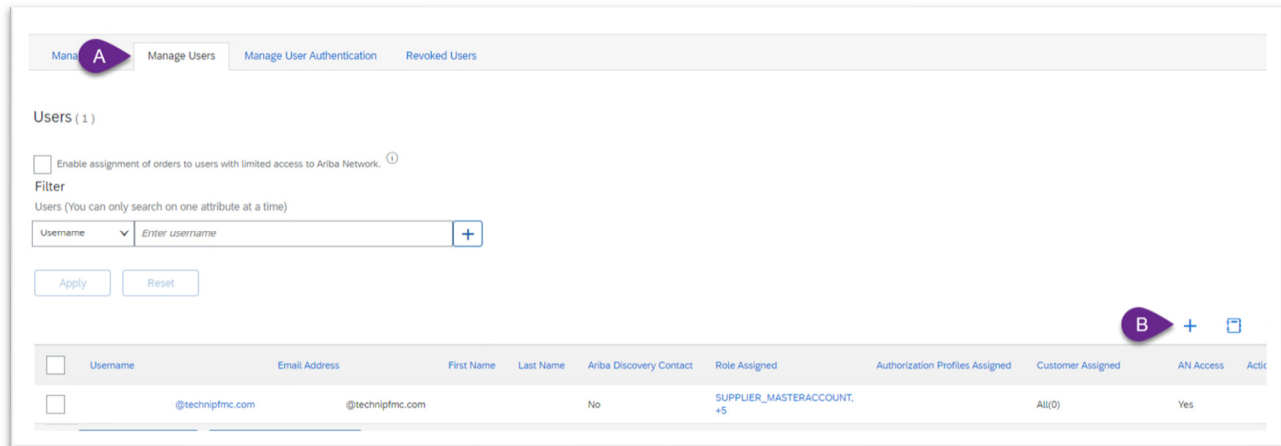
A Name: *

Description:

Permissions
Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Permission	Description
☐ Payment Profile	Configure your payment profile
☐ cXML Configuration	Configure account for cXML transactions
☐ Company Information	Review and update company profile information
☐ Transaction Configuration	Configure account for electronic transactions
☐ ID Registration Access	Register unique identifiers, like email domains
☐ Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
☐ Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
B ☒ Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks

- 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

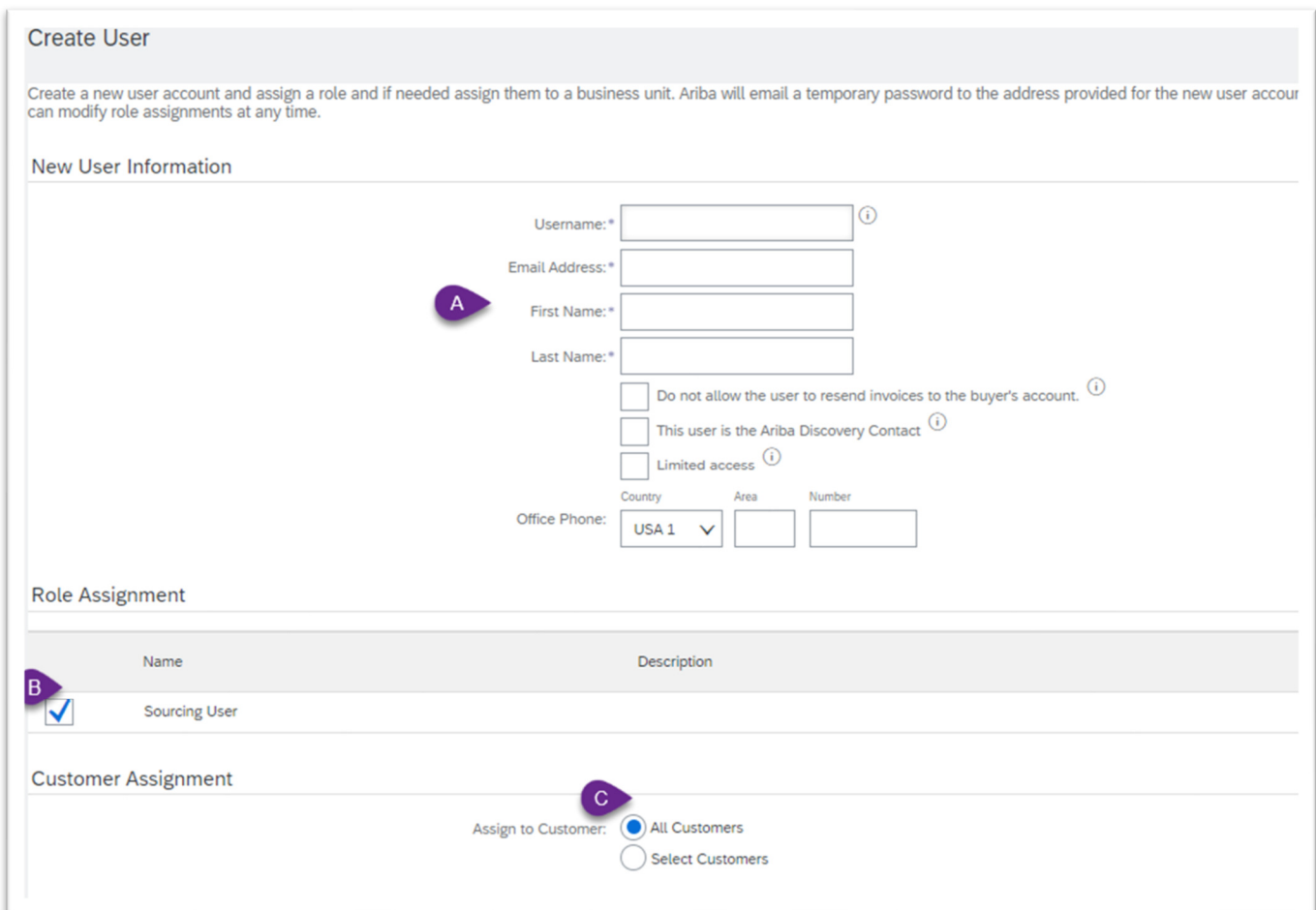
Users (You can only search on one attribute at a time)

Username +

Apply Reset

☐	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Action
☐	@technipfmc.com	@technipfmc.com			No	SUPPLIER_MASTERACCOUNT, +5		All(0)	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

☐	Name	Description
☒	Sourcing User	

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers