



INA ePROCUREMENT ROLLOUT

Supplier User Manual



ina.hr

CONTENT

1. Technical Overview

- 1.1 Process overview
- 1.2 Contact support

2. Supplier Self-registration request

- 2.1 Fulfilling Self-registration request
- 2.2. Feedback

3. Ariba Network

- 3.1. Registration on Ariba Network (Company account and user profile)
- 3.2. Registering a new user profile on Ariba Network
- 3.3. Entering Ariba Network with existing user profile
- 3.4. Receiving and Confirming Purchase Orders on Ariba Network

4. SAP Ariba Registration questionnaire

- 4.1. Open the Registration questionnaire
- 4.2 Fulfilling the Registration questionnaire
- 4.3 Feedback

5. SAP Ariba Qualification questionnaire

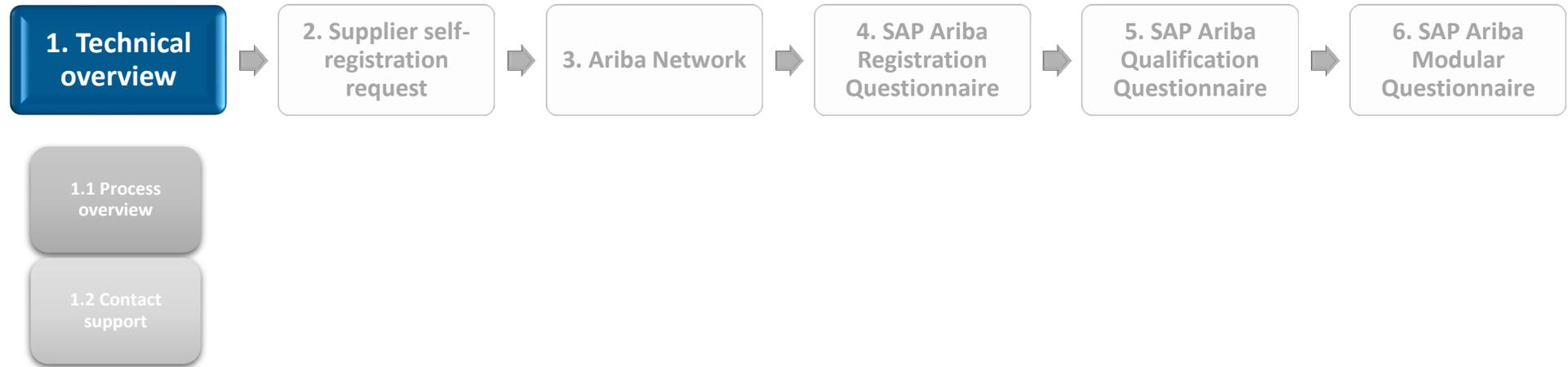
- 5.1 Open the Qualification questionnaire
- 5.2 Fulfilling the Qualification questionnaire
- 5.3 Feedback

6. SAP Ariba Modular questionnaires

- 6.1 Open the Modular questionnaire
- 6.2 Fulfilling the Modular questionnaire
- 6.3 Feedback



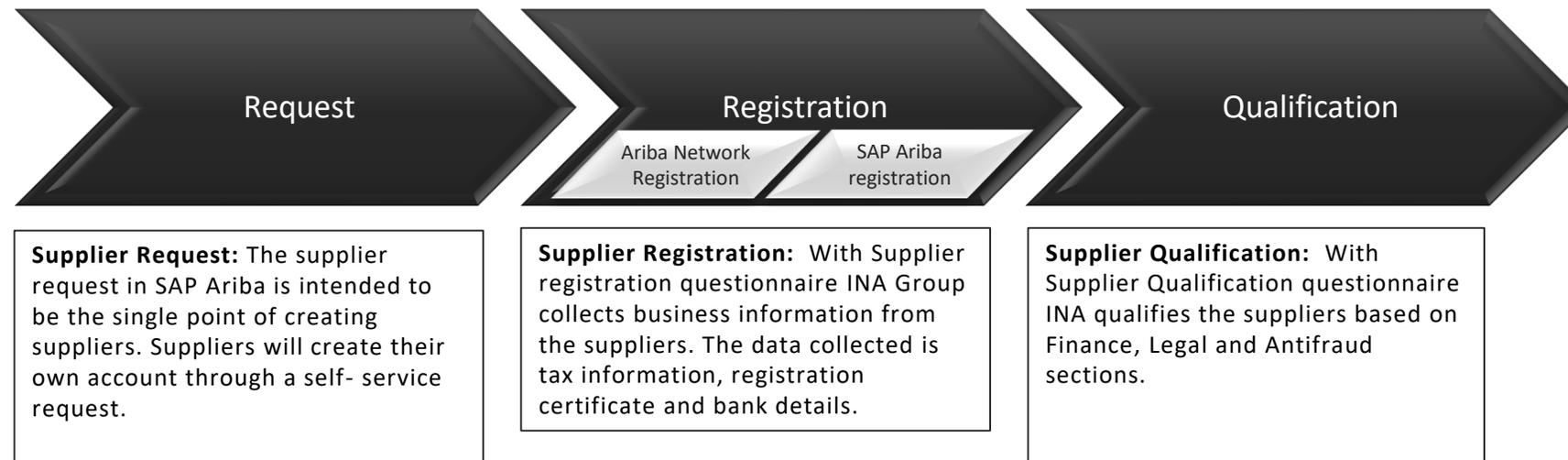
1. TECHNICAL OVERVIEW



1.1. PROCESS OVERVIEW

Process Lifecycle Ariba SLP

Supplier management in SAP Ariba is divided into three sub-process areas.



1.2. CONTACT SUPPORT



Contact Ariba Support in case of:

- ▶ Ariba is not available
- ▶ Technical issue
- ▶ Functional issue
- ▶ Auction event review

Contact INA Procurement Support in case of:

- ▶ User access request
- ▶ Process / content related questions
- ▶ Trainings / improvements / best practices
- ▶ Change requests in settings / templates

1.2. CONTACT SUPPORT

Contact support over ARIBA opening page

1 CONTACT US

Login

User Name

Password

Login

Forgot your [user name](#) or [password](#)?

Forgot your [user name](#) or [password](#)?

2

Contact Us

If you need help on how to use this product, click Help at the top right of any product page to access documentation and tutorials.
For help, [United States and Canada \(toll-free\)](#): 1 866 218 2155
United Kingdom (Freephone): [0800 358 3556](#)
Europe: [+44 20 7187 4144](#); Asia: [+65 6311 4745](#)
All other locations, call [+1 412 222 6153](#).

© 1996 - 2019 Arriba Inc. All Rights Reserved

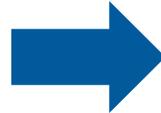
SAP
Supported browsers

PROCEDURE/STEPS

- ▶ Navigate to the right corner of the opening page
- ▶ 1. Click on **CONTACT US**
- ▶ 2. Call one of the support telephone numbers displayed on the pop-up message

1.2. CONTACT SUPPORT

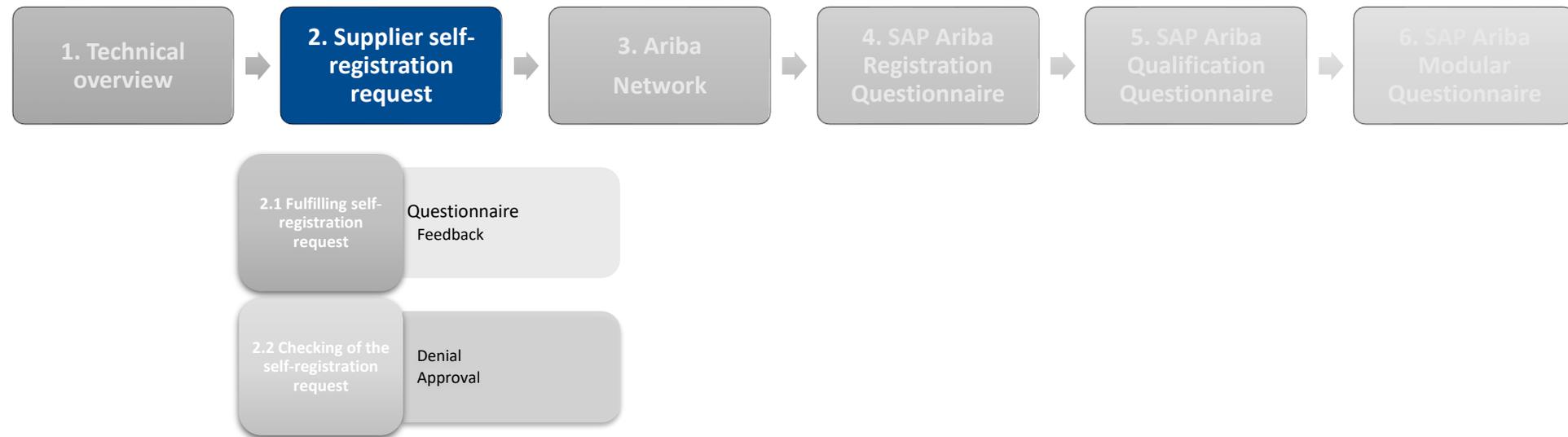
Contact INA Group Supplier Enablement Support



Contact INA Group Supplier Enablement Support via:

- ▶ E-mail: ariba.support@ina.hr

2. SUPPLIER SELF-REGISTRATION REQUEST



2.1. FULFILLING SELF-REGISTRATION REQUEST

Questionnaire

2
If you are a supplier who never had any connection with INA Group, you need to send us a self-registration request by filling out a questionnaire. It is necessary in order to have the possibility for INA Group to check if the company is available in our supplier database.

PROCEDURE/STEPS

- ▶ 1. Open the following link:

1 <http://molgroup.sourcing-eu.ariba.com/ad/selfRegistration>

The language of the form depends on the language of your browser

- ▶ 2. Fill out the questionnaire (in case you need further info, please click [HERE](#))
- ▶ 3. Click on Submit

If you have ever had connection with INA or MOL Group and/or our buyer colleagues informed you that your account is already available in our database, please do not use the above link.

For further information please contact us at ariba.support@ina.hr

Supplier self-registration request form

1 Supplier Information

1.1 Supplier Name *	<input type="text" value="[Name]"/>
1.2 Legal form	<input type="text"/>
1.3 Main Address *	Street * <input type="text" value="[Street]"/> Line 2 <input type="text"/> Line 3 <input type="text"/> City * <input type="text" value="[City]"/> Country * <input type="text" value="Hungary"/> Region * <input type="text" value="Gyor-Moson-Sopron (13)"/>
1.4 Contact First Name *	<input type="text" value="[First Name]"/>
1.5 Contact Last Name *	<input type="text" value="[Last Name]"/>
1.6 Contact Email *	<input type="text" value="email@domain.hu"/>
1.7 Contact Phone	<input type="text"/>

2.1. FULFILLING SELF-REGISTRATION REQUEST

Questionnaire – 1. Supplier Information

Question (questions with * are mandatory to be filled)	Description
1.1 Supplier name*	The legal name of your company
1.2 Legal form	You have to choose from company/entrepreneur
1.3 Main address*	The address of the company. Mandatory fields are: Street, City, Postal code, Country, Region (available after selecting the Country)
1.4 Contact first name*	First name of the contact who acts in the name of the company
1.5 Contact last name*	Last name of the contact who acts in the name of the company
1.6 Contact Email*	Email address of the contact who acts in the name of the company
1.7 Contact phone	Phone number of the contact who acts in the name of the company (not mandatory but useful)
1.8 Do you have EU VAT ID?*	If your company has an EU VAT ID, you should choose „Yes”
1.9 EU VAT ID*	If you choose „Yes” at question 1.8, you have to type the EU VAT ID of the company
1.10 Local Tax ID*	Local Tax ID of the company
1.11 Company registration number*	Company registration number
1.12 Locale*	The language you would like to communicate through Ariba with INA or MOL Group

2.1. FULFILLING SELF-REGISTRATION REQUEST

Questionnaire – 2. Additional information

Question (questions with * are mandatory to be filled)	Description
2.1 Regional presence	The regions where you provide your products. By clicking on the magnifier icon, you can choose all the countries that are available in our database, but you can refine your answer by Country and/or INA or MOL Group entity level. Screenshot
2.2 Category supplied	The commodities that your company supplies. By clicking on the magnifier icon, you can choose all the categories that are available in our database, but you can refine your answer by subcategory level. Screenshot
2.3/2.4 GDPR	You can open and read the GDPR document. The language depends on the language of your browser.
2.5 I hereby declare...	Hereby you declare that you accept the above attachment on personal data management in the eSourcing Ariba system related to EU GDPR (General Data Protection Regulation).
2.6 Comments	You can send questions or comments by using this field.

2.1. FULFILLING SELF-REGISTRATION REQUEST

Questionnaire – 2. Additional information - BACKUP

2 Additional Information

2.1 Regional presence *

<input checked="" type="checkbox"/> All	<input type="checkbox"/> Czech republic	<input type="checkbox"/> CEGE Geotermikus Koncessziós Kft.
	<input type="checkbox"/> Germany	<input type="checkbox"/> Energopetrol d.d.
	<input checked="" type="checkbox"/> Hungary	<input type="checkbox"/> FER Tűzoltóság Kft.
	<input type="checkbox"/> Italy	<input type="checkbox"/> Fonte Viva Kft.
	<input type="checkbox"/> Montenegro	<input type="checkbox"/> Geoinform Ltd.
		<input type="checkbox"/> ISO-SZER Fűtőipari Kft.

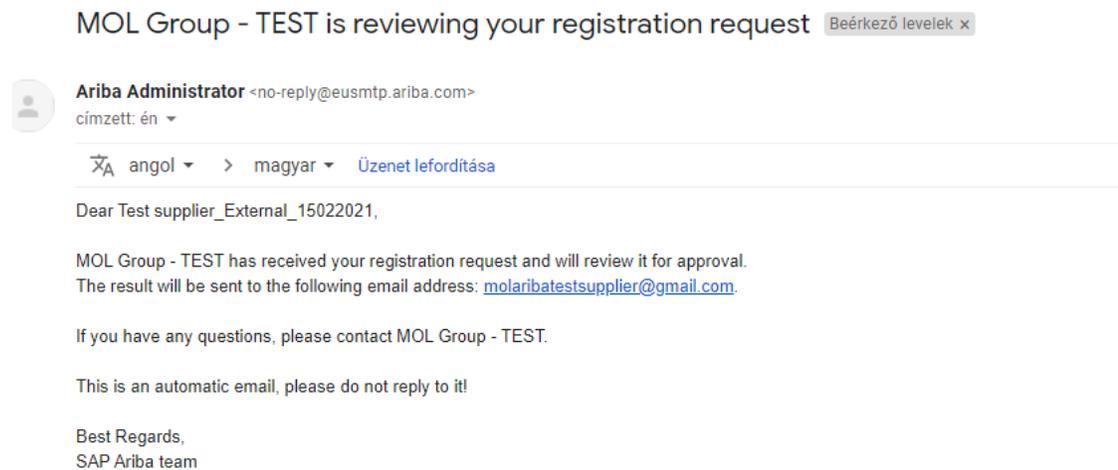
2.2 Category supplied *

<input checked="" type="checkbox"/> All commodities	<input type="checkbox"/> CONSTRUCTION AND MAINTENANCE EQUIPMENT AND MATERIAL	<input type="checkbox"/> COMPRESSORS, PUMPS & ACCESSORIES AND SPARE PARTS	<input checked="" type="checkbox"/> Air compressors
	<input type="checkbox"/> CONSTRUCTION, INSTALLATION AND MAINTENANCE SERVICES	<input type="checkbox"/> DRIVERS, POWER SOURCES & ACCESSORIES AND SPARE PARTS	<input type="checkbox"/> Axial compressor
	<input type="checkbox"/> DIRECT MATERIAL	<input type="checkbox"/> ELECTRICAL EQUIPMENT, MATERIALS AND SPARE PARTS	<input type="checkbox"/> Centrifugal pumps
	<input type="checkbox"/> DIRECT SERVICES	<input type="checkbox"/> HEAT EXCHANGERS / HEAT TRANSFER EQUIPMENT	<input type="checkbox"/> Circulating pumps
	<input type="checkbox"/> E&P MATERIAL AND EQUIPMENT	<input type="checkbox"/> HEATERS, FURNACES, BOILERS - ACCESSORIES AND SPARE PARTS	<input type="checkbox"/> Diaphragm compressors
			<input type="checkbox"/> Diaphragm pumps

2.2. FEEDBACK

Submitting the form

After submitting the questionnaire you will receive an automatic e-mail from SAP Ariba



Our colleagues will check your request and will give you a feedback.

2.2. FEEDBACK

Approval

Our colleagues check whether your company exists in our database. The duplications are checked based on name, address and tax ID.

In case your company does not exist in our database, they approve your request.

After the approval, you will receive a registration invitation.

Invitation: Register to become a supplier with MOL Group - TEST [Beérkező levelek x](#)



MOL Group Qualification <s4system-prodeu+molgroup-T.Doc595498782@eusmtp.ariba.com>

címzett: én ▾

angol ▾ > magyar ▾ [Üzenet lefordítása](#)



Register as a supplier with MOL Group - TEST

Dear Test User,

has invited you to register to become a supplier with MOL Group - TEST. Start by creating an account with Ariba Network. It's free.

MOL Group - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Test_Supplier_External_15022021 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

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

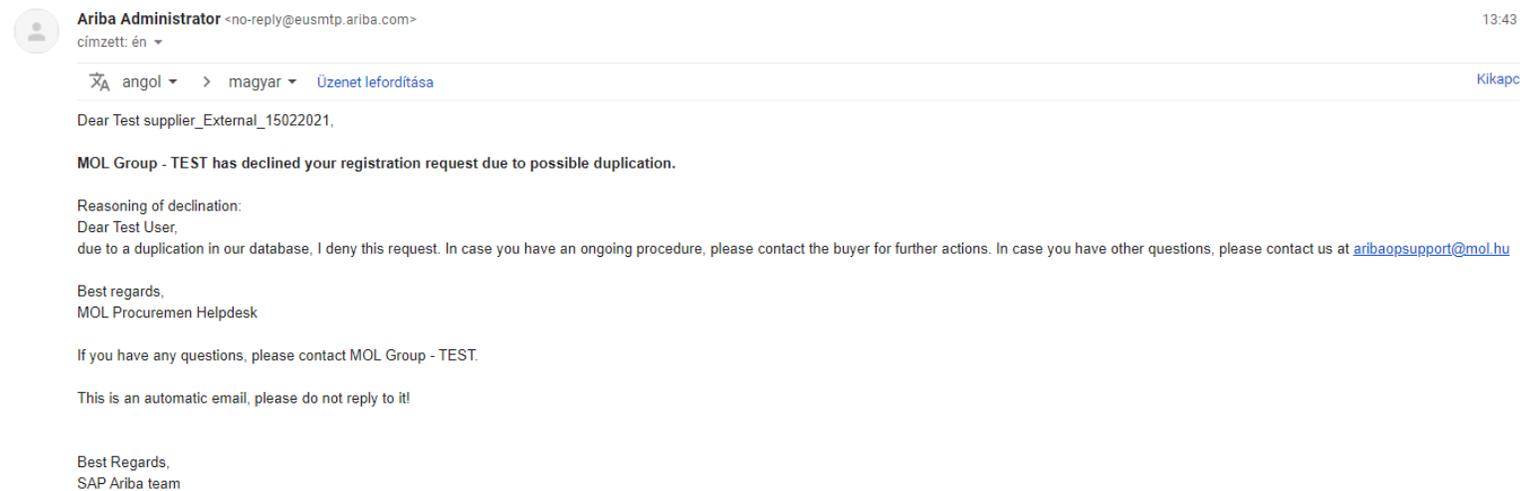
[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by [SAP Ariba](#)

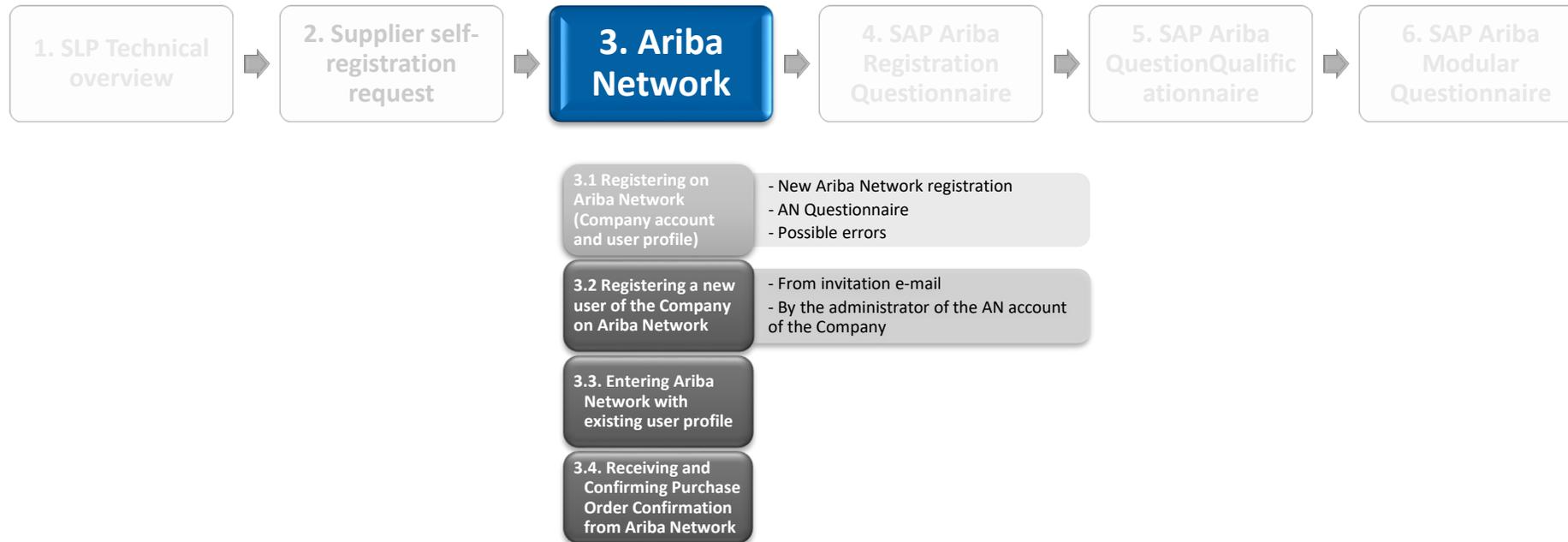
2.2. FEEDBACK

Denial

Our colleagues check whether your company exists in our database. The duplications are checked based on name, address and tax ID. In case your company already available in our database, our colleagues will deny your request. You will receive an email about the denial with some further clarification.



3. ARIBA NETWORK



3.1. REGISTRATION ON Ariba NETWORK (AN)

New AN registration

Register as a supplier with MOL Group - TEST

Dear Test User,

has invited you to register to become a supplier with MOL Group - TEST. Start by creating an account with Ariba Network. It's free.

MOL Group - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Test_Supplier_External_15022021 already has an account with Ariba Network, sign in with your username and password.

1 [Click Here](#) to create account now

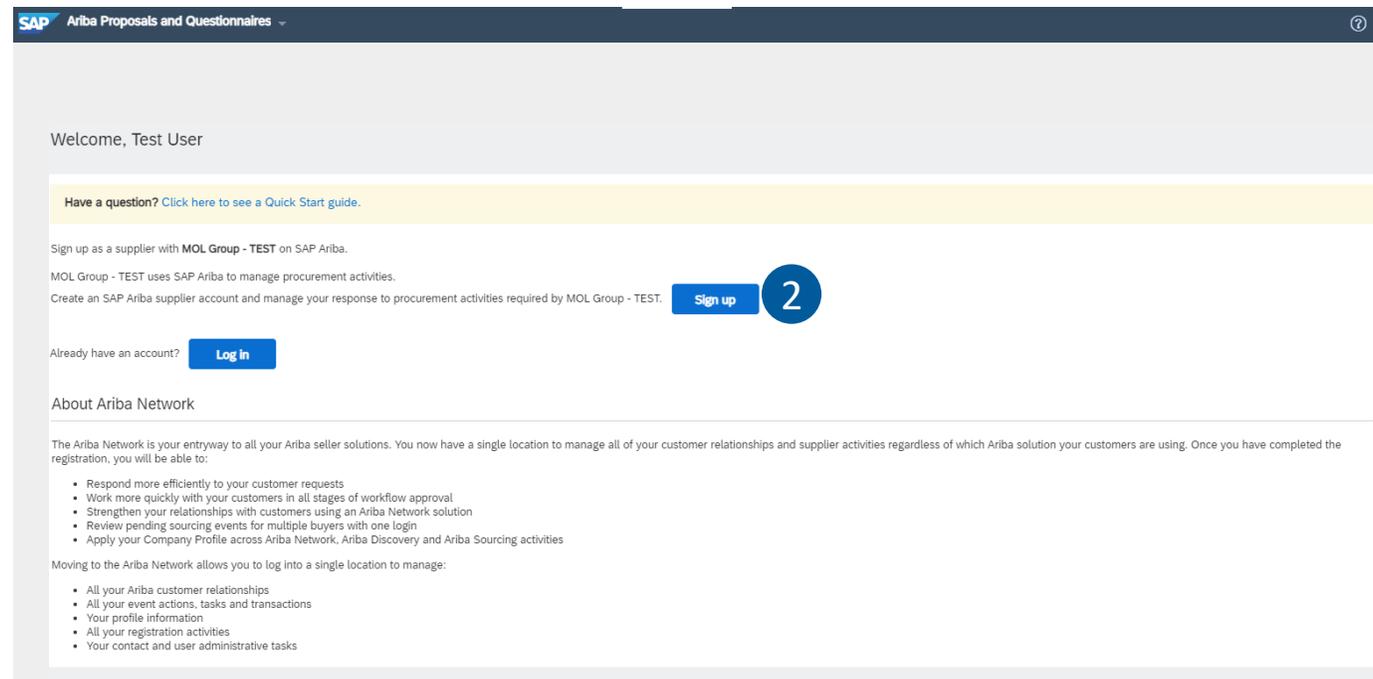
You are receiving this email because your customer, MOL Group - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact MOL Group - TEST.

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

Powered by 

PROCEDURE/STEPS

- ▶ 1. Click on the „Click here” link at the bottom of the mail.
- ▶ 2. Click on „Sign up”



SAP Ariba Proposals and Questionnaires

Welcome, Test User

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

Sign up as a supplier with **MOL Group - TEST** on SAP Ariba.
MOL Group - TEST uses SAP Ariba to manage procurement activities.
Create an SAP Ariba supplier account and manage your response to procurement activities required by MOL Group - TEST. [Sign up](#) **2**

Already have an account? [Log in](#)

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

3.1. REGISTRATION ON ARIBA NETWORK (AN)

AN Questionnaire

1

SAP Ariba Proposals and Questionnaires

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by MOL Group - TEST.

Company information

** Indicates a required field*

Company Name: *

Country/Region: *

City: *

Address: *

Postal Code: *

State:

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.

2

User account information

** Indicates a required field*

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language:

Email orders to: *

[SAP Ariba 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.

PROCEDURE/STEPS

- ▶ 1. Check out the pre-filled Company information part and change the details if necessary
- ▶ 2. Check out the pre-filled **User account information**, set the username (we suggest to use the e-mail address), and set the password as well.
- ▶ The password must contain a minimum of 8 characters including upper and lower case, numeric digit, and special characters, like „@!\$%&”.

3.1. REGISTRATION ON Ariba NETWORK (AN)

AN Questionnaire

Tell us more about your business

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

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

3 Tax ID: Enter your Company Tax ID number.

4 Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

5 DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-1" in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.
By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

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

7 I have read and agree to the [SAP Ariba Privacy Statement](#)

8

PROCEDURE/STEPS

- ▶ 1. Choose the Product and Service categories ([Type](#), [Search](#) or [Browse](#))
- ▶ 2. Choose the Ship-to or Service Locations (Tips and hints)
- ▶ 3. Type your Tax ID (optional)
- ▶ 4. Tye your VAT ID (optional)
- ▶ 5. Type your DUNS number (optional)
- ▶ 6. Accept the Ariba Network Terms of Use
- ▶ 7. Read and agree the SAP Ariba Privacy Statement
- ▶ 8. Click on „Create account and continue”

Please make sure that after selecting the relevant Product and Service categori(es) and the Service location(s), they appear right below the free text field



Tell us more about your business

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

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

3.1. REGISTRATION ON ARIBA NETWORK (AN)

AN Questionnaire – Product and Service Categories

Tips and Hints

You can start typing the Products and Service categories, or you can use the „Search” and the „Browse” options

Type

Tell us more about your business

Product and Service Categories:* -or-

Ship-to or Service Locations:**

Tax ID:

Vat ID:

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

Arriba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.
By clicking the Create account and continue button, you expressly acknowledge and give consent to Arriba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Arriba and the computer systems on which the Arriba services are hosted (located in various data centers globally), in accordance with the Arriba Privacy Statement, the Terms of Use, and applicable law.
You have the right to access and modify your personal data from within the application, by contacting the Arriba administrator within your organization or Arriba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Arriba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

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

I have read and agree to the [SAP Arriba Privacy Statement](#)

It may happen that you cannot find the categories relevant for you in the database by typing.
In such case, it is a better choice to use the „Search” or the „Browse” functions.

Search

Browse

3.1. REGISTRATION ON ARIBA NETWORK (AN)

AN Questionnaire – Product and Service Categories
Tips and Hints

You can start typing the Products and Service categories, or you can use the „Search” and the „Browse” options

Search

SAP Ariba Proposals and Questionnaires

Product and Service Category Selection

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Keyword: Browse the Categories >
(e.g., Cleaning Services, Cardboard, 15121502, etc.)

Search Results

- Chemicals > Additives > Catalysts > **Combustion catalysts**
- Chemicals > Additives > Catalysts > **Custom catalysts**
- Chemicals > Additives > Catalysts > **Acid catalysts**
- Chemicals > Additives > Catalysts > **Cracking catalysts**
- Medical > Dental Equipment & Supplies > Dental materials > **Dental impression material catalysts**
- Chemicals > Additives > **Catalysts**

My Selections (1)

- Combustion catalysts [\(View\)](#)



3.1. REGISTRATION ON ARIBA NETWORK (AN)

AN Questionnaire – Product and Service Categories
Tips and Hints

You can start typing the Products and Service categories, or you can use the „Search” and the „Browse” options

Browse

Product and Service Category Selection

Search **Browse**

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search >*

Agricultural & Fishing Machinery >	Additives >	Anti gas migration agents >	Acid catalysts
Agricultural & Fishing Services >	Colorants >	Anti oxidants >	Combustion catalysts >
Apparel, Luggage & Personal Care >	Compounds & Mixtures >	Anti sludgers >	Cracking catalysts
Chemicals >	Elements & Gases >	Bactericides >	Custom catalysts
Cleaning Supplies >	Explosive Materials >	Buffers >	
Computer Hardware, Software & Telecom >	Solvents >	Catalysts >	
Construction & Maintenance Services >	Waxes & Oils >	Chemical scavengers >	
Construction Materials >		Clay stabilizers >	

My Selections (1)

Combustion catalysts [View](#)

Remove

Cancel **OK**



3.1. REGISTRATION ON Ariba NETWORK (AN)

AN Questionnaire – Submitting questionnaire

- ▶ After submitting the Ariba Network questionnaire, the system will send an automatic e-mail to the e-mail address you registered
- ▶ This e-mail contains the organization's (Company) account ID (AN ID): starts with AN, and the username that you can use for logging in the <https://service.ariba.com> website

If the domain of your e-mail address does not match the domain of your user name, the system asks you to confirm if you still want to go on with the username with different domain. If yes, click on „Yes” button.

CONFIRM DOMAIN

The domain you specified does not match your company's domain. Do you still want to use it?

Welcome to the Ariba Commerce Cloud Beérkező levelek x



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

címzett: én ▾

angol ▾ > magyar ▾ [Üzenet lefordítása](#)



Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Test_Supplier_External_15022021 is now complete.

Your organization's account ID: **AN01665300110-T**

Your username: molaribatestsupplier_hb@gmail.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

3.1. REGISTRATION ON Ariba NETWORK (AN)

Possible errors – before registering on AN

Issue 1: By clicking on the link received in the invitation for registration, the homepage of the Ariba Network opens

Reason 1: You may already have already clicked on the link once. The link for the registration is valid only for one time, if you can not finish the registration on Ariba Network due to any reason, the link expires.

Resolution 1: contact the buyer whom you are in contact with or the Ariba Operational support to request a new invitation

Issue 2: By clicking on the link received in the invitation for registration, you receive an error message that the link is expired

Reason 2: You may already have already clicked on the link once. The link for the registration is valid only for one time, if you can not finish the registration on Ariba Network due to any reason, the link expires.

Resolution 2: contact the buyer whom you are in contact with or the Ariba Operational support to request a new invitation

Issue 3: By clicking on the link received in the invitation for registration, you receive an error message „We are sorry – a system error has occurred”

Reason 3: it may have caused by system issues.

Resolution 3: clean the cookies in your browser/change browser. If none of the resolutions worked, contact the buyer whom you are in contact with or the Ariba Operational support to request a new invitation

3.1. REGISTRATION ON ARIBA NETWORK (AN)

Possible errors – after registering on AN

Issue 1: After submitting the questionnaire, the system warns you that there may have duplications in Ariba network

Reason 1: You may already have already clicked on the link once. The link for the registration is valid only for one time, if you can not finish the registration on Ariba Network due to any reason, the link expires.

Resolution 1: contact the buyer whom you are in contact with or the Ariba Operational support to request a new invitation

3.2. REGISTERING NEW USER PROFILE ON AN

From invitation e-mail

If your Company already has an existing Ariba Network account, but you as a user do not have a user profile, you can register one in case you receive an invitation to registration or participating on a tender

MOLGROUP

Dear

MOL Group - TEST has added you as a respondent to MOL Group_Supplier Registration Questionnaire. You can now submit updates for it when needed. Start by creating an account with Ariba Network. It's free.

MOL Group - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.

To create an account and view or update the questionnaire, [Click Here](#).

Sincerely,

The SAP Ariba team

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

MOL GROUP TEST

Offices | Data Policy | Contact Us | Customer Support

Powered by **SAP Ariba**

1

Ariba Proposals and Questionnaires

Welcome, Test User

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

Sign up as a supplier with **MOL Group - TEST** on SAP Ariba.

MOL Group - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by MOL Group - TEST.

Already have an account?

Log in

2

Sign up

3

Complete questionnaires required by MOL Group - TEST.

Create account and continue

Cancel

Username: *

Email: *

Use my email as my username

Username: *

Password: *

Language:

* Indicates a required field
SAP Ariba 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 browser.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, you also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

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

I have read and agree to the [SAP Ariba Privacy Statement](#)

Create account and continue

Cancel

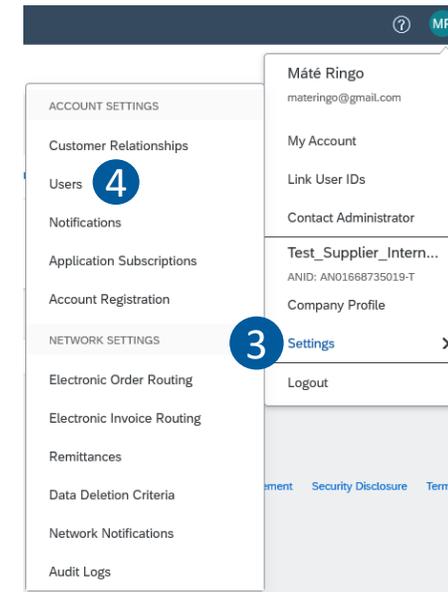
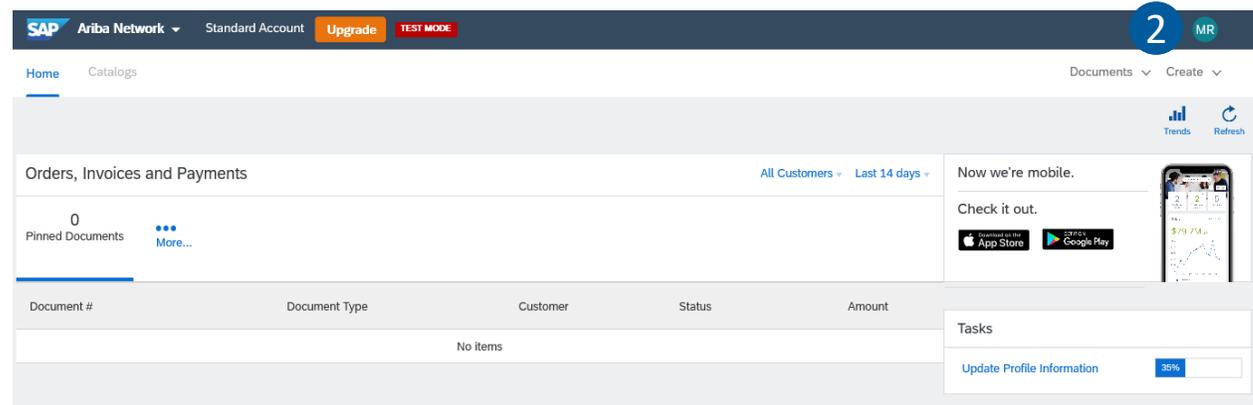
PROCEDURE/STEPS

- ▶ 1. Click on the link in the e-mail you received
- ▶ 2. Click on the „Sign up” button
- ▶ 3. Fill out the form
- ▶ 4. Click on „Create account and continue”

3.2. REGISTERING NEW USER PROFILE ON AN

By the Admin of the AN account of the Supplier

If you are the Administrator of the Supplier's Ariba Network account, you are allowed to give access rights to your colleagues for further collaboration with companies who are using Ariba Network



PROCEDURE/STEPS

- ▶ 1. Log in the Ariba Network
- ▶ 2. Click on your initials in the top right corner of the page
- ▶ 3. Go to „Settings”
- ▶ 4. Select „Users”

3.2. REGISTERING NEW USER PROFILE ON AN

By the Admin of the AN account of the Supplier

– Manage the roles

If you want to register a new user under the Company's AN account, you have to manage the roles you want to give to the user

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles Manage Users Manage Unapproved Users Manage User Authentication

Roles (3)
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	Miki Ringo	
Admin 2	Mate Nagy-Kiss	
..ARIBA_SOURCING_ACCESS_CUSTOM_ROLE_	Test-Test Test-user	

Create Role

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

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

Permission	Description
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input type="checkbox"/> Fulfillment Invitation Account Merge	Allows the assigned user to transfer a fulfillment related invitation into his existing Arriba Network Account.
<input type="checkbox"/> Create and manage postings on	Create positions on Arriba Procurement

PROCEDURE/STEPS

- ▶ 1. Check the type of roles
- ▶ 2. If you want, you can create a new role by clicking on the „+“ button
- ▶ 3. Give the new role a name and description
- ▶ 4. Select the permissions you want to include in the new role
- ▶ 5. Click on „Save“

3.2. REGISTERING NEW USER PROFILE ON AN

By the Admin of the AN account of the Supplier

– Manage the users

After managing the roles, you can add the details of the new user

PROCEDURE/STEPS

- ▶ 1. Go to „Manage Users” tab
- ▶ 2. If you want to create new user, click on the „+” button
- ▶ 3. Fill out the form
- ▶ 4. Assign the role you want to the new user
- ▶ 5. Click on „Done”

Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles Manage Users Manage Unapproved Users Manage User Authentication

Users (1) **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	Actions
<input type="checkbox"/>	matnagykiss@gmail.com		Mate	Nagy-Kiss	No	Admin 2		All(0)	🔍 Actions

2 **+** **+** **+**

+ Add to Contact List Remove from Contact List

Create User **5** Done Cancel

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. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

3

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 ⓘ

Country Area Number

Office Phone: USA 1

Role Assignment **4**

Name	Description
<input type="checkbox"/> Admin 2	
<input type="checkbox"/> Proposals and Contracts Access	Access Proposals and Contracts

Customer Assignment

Assign to Customer: All Customers Select Customers

Account Settings **6** Save Close

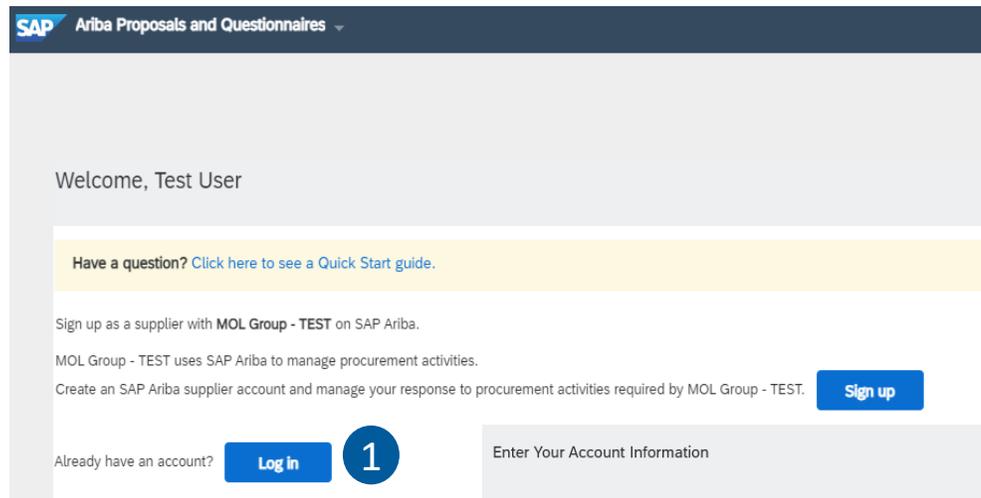
Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles Manage Users Manage Unapproved Users Manage User Authentication

3.3. ENTERING AN WITH EXISTING USER PROFILE

From invitation e-mail

If you already have an existing Ariba Network user profile under the your Company's Ariba Network account, registered with the e-mail address where the SAP Ariba registration invitation arrived, you can simply log in your account



SAP Ariba Proposals and Questionnaires

Welcome, Test User

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

Sign up as a supplier with **MOL Group - TEST** on SAP Ariba.

MOL Group - TEST uses SAP Ariba to manage procurement activities.

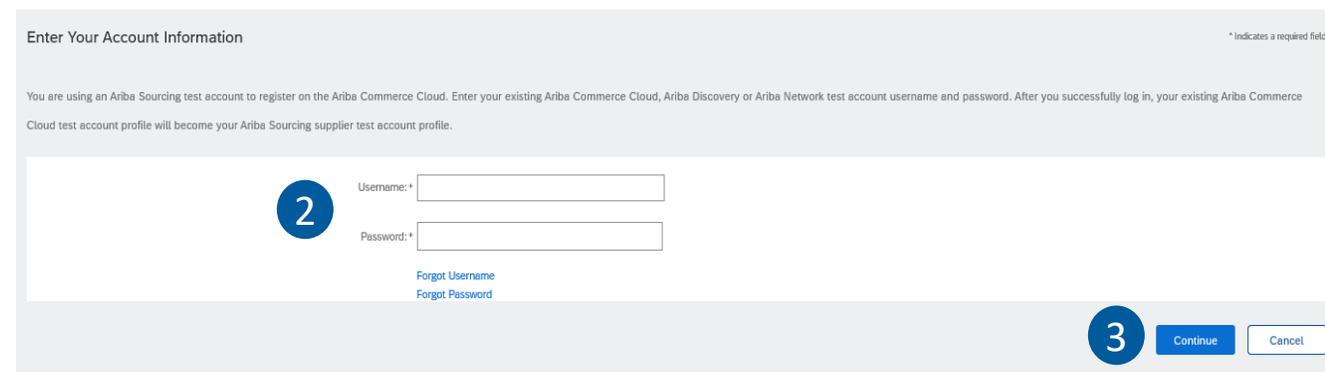
Create an SAP Ariba supplier account and manage your response to procurement activities required by MOL Group - TEST. [Sign up](#)

Already have an account? [Log in](#) **1**

PROCEDURE/STEPS

- ▶ 1. Click on Log In button
- ▶ 2. Add your User Name and Password
- ▶ 3. Click on „Continue”

You can only access INA Group relevant documents, questionnaires in case the buyer in INA Group sent it out to your user profile



Enter Your Account Information * Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

2 Username: *

Password: *

[Forgot Username](#)
[Forgot Password](#)

3 [Continue](#) [Cancel](#)

3.3. ENTERING AN WITH EXISTING USER PROFILE

From website

If you want to log in directly from Ariba Network webpage to access the events or questionnaires you are invited to fill out, you have to follow the next steps

The screenshot shows the SAP Ariba Network login process. Step 1 points to the browser address bar with the URL <https://service.ariba.com/>. Step 2 points to the 'Supplier' button on the main page. Step 3 points to the 'User Name' and 'Password' input fields in the 'Supplier Login' section. Step 4 points to the 'Login' button. Step 5 points to the 'Sales' radio button in the 'What is your primary business role in your company?' section. Step 6 points to the 'Continue to the Ariba Network' button at the bottom of the role selection list.

PROCEDURE/STEPS

- ▶ 1. Open the <https://service.ariba.com> website
- ▶ 2. Choose the option „Supplier”
- ▶ 3. Add your User Name and Password
- ▶ 4. Click on „Login”

If you login for the first time, the system will ask your business role in your company

- ▶ 5. Select the relevant role
- ▶ 6. Click on Continue to the „Ariba Network”

3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

ARIBA NETWORK: START PAGE OF THE SUPPLIER

Orders, Invoices and Payments

14 New Purchase Orders | 19 Orders to Confirm | 1 Orders that Need Attention | 3 Orders with Service Lines | More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4500721648	MOL Group - TEST	New	86,499.00 HRK	4 May 2021	0.00 HRK	Select
4500721647	MOL Group - TEST	New	64,900.00 HRK	3 May 2021	0.00 HRK	Select
4500721639	MOL Group - TEST	New	194,700.00 HRK	2 May 2021	0.00 HRK	Select
4500721638	MOL Group - TEST	New	194,700.00 HRK	2 May 2021	0.00 HRK	Select

Tasks

Update Profile Information 15%

Inbox and outbox are available only for enterprise account. In case of standard account, the PO is visible from the PO notification emails.



3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

ARIBA NETWORK ENTERPRISE ACCOUNT- THE SUPPLIER CAN SEE THE PO IN THE INBOX

SAP Ariba Network Enterprise Account TEST MODE

Home **Inbox** Outbox Catalogs Reports Documents Create

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (32) Page 1

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500721677	2	MOL Group - TEST		INA - Industrija Naft e d.d. INA - plava zgrada Zagreb Croatia (Hrvatska)	KOMTEH d.o.o. Dugo Selo, Zagrebačka Croatia (Hrvatska)	3,569,500.00 HRK	6 May 2021	Partially Confirmed	Invoice	0.00 HRK	Changed	Actions
Order	4500721677	1	MOL Group - TEST		INA - Industrija Naft e d.d. INA - plava zgrada Zagreb Croatia (Hrvatska)	KOMTEH d.o.o. Dugo Selo, Zagrebačka Croatia (Hrvatska)	3,894,000.00 HRK	5 May 2021	Obsolete d	Invoice	0.00 HRK	Original	Actions
Order	4500721676	1	MOL Group - TEST		INA - Industrija Naft e d.d. INA - plava zgrada Zagreb Croatia (Hrvatska)	KOMTEH d.o.o. Dugo Selo, Zagrebačka Croatia (Hrvatska)	1,298,000.00 HRK	5 May 2021	Partially Confirmed	Invoice	0.00 HRK	Original	Actions
Order	4500721650	1	MOL Group - TEST		INA - Industrija Naft e d.d. Sisak Croatia (Hrvatska)	KOMTEH d.o.o. Dugo Selo, Zagrebačka Croatia (Hrvatska)	7,510.00 HRK	4 May 2021	Confirmed	Invoice	0.00 HRK	Original	Actions
Order	4500721649	1	MOL Group - TEST		INA - Industrija Naft e d.d. Sisak Croatia (Hrvatska)	KOMTEH d.o.o. Dugo Selo, Zagrebačka Croatia (Hrvatska)	4,230.00 HRK	4 May 2021	Confirmed	Invoice	0.00 HRK	Original	Actions
Order	4500721648	1	MOL Group - TEST		Multiple - See PO Line Items	KOMTEH d.o.o. Dugo Selo, Zagrebačka Croatia (Hrvatska)	86,499.00 HRK	4 May 2021	New	Invoice	0.00 HRK	Original	Actions
Order	4500721647	1	MOL Group - TEST		INA - Industrija Naft e d.d. INA - plava zgrada Zagreb Croatia (Hrvatska)	KOMTEH d.o.o. Dugo Selo, Zagrebačka Croatia (Hrvatska)	64,900.00 HRK	3 May 2021	New	Invoice	0.00 HRK	Original	Actions
Order	4500721642	3	MOL Group - TEST		INA - Industrija Naft e d.d. INA - plava zgrada Zagreb Croatia (Hrvatska)	KOMTEH d.o.o. Dugo Selo, Zagrebačka Croatia (Hrvatska)	77,880.00 HRK	2 May 2021	Changed	Invoice	0.00 HRK	Changed	Actions
Order	4500721642	2	MOL Group - TEST		INA - Industrija Naft e d.d. INA - plava zgrada Zagreb Croatia (Hrvatska)	KOMTEH d.o.o. Dugo Selo, Zagrebačka Croatia (Hrvatska)	71,390.00 HRK	2 May 2021	Obsolete d	Invoice	0.00 HRK	Changed	Actions
Order	4500721642	1	MOL Group - TEST		INA - Industrija Naft e d.d. INA - plava zgrada Zagreb Croatia (Hrvatska)	KOMTEH d.o.o. Dugo Selo, Zagrebačka Croatia (Hrvatska)	64,900.00 HRK	2 May 2021	Obsolete d	Invoice	0.00 HRK	Original	Actions
Order	4500721641	2	MOL Group - TEST		Multiple - See PO Line Items	KOMTEH d.o.o. Dugo Selo, Zagrebačka Croatia (Hrvatska)	86,499.00 HRK	2 May 2021	Partially Confirmed	Invoice	0.00 HRK	Changed	Actions

3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

ARIBA NETWORK- PO LAYOUT- HEADER DATA 1.

SAP Ariba Network Enterprise Account **TEST MODE** ? RB

Purchase Order: 4500721676 Done

Create Order Confirmation Create Ship Notice Create Invoice ↓ 📄 ...

Order Detail Order History



From:
Customer
UGOVOR USAGLASITI
Email: antonija.zilic@plavitim.hr
Address ID: PRC1

To:
KOMTEH d.o.o.-TEST
Josipa Zorića 39
10000 Dugo Selo
Croatia (Hrvatska)
Phone:
Fax:
Email: roland.brenner@googee.hu

Purchase Order
(Partially Confirmed)
4500721676
Amount: 1,298,000.00 HRK
Version: 1

Payment Terms ⓘ
0.000% 60
Plaćanje doznakom u roku 60 dana

Comments
Tekst zaglavlja: Molimo potvrdite primitak narudžbenice.
U prilogu šaljem Opće ugovorne uvjete (OUU) i dodatne informacije (upute za potpisivanje, fakturiranje i otpremu).
U slučaju da je iznos narudžbenice viši od 1.000,00 EUR, molimo pogledajte potp ... [View more](#) >

Contact Information
Invoice To
INA – INDUSTRIJA NAFTE d.d.
Avenija Večeslava Holjevca 10
10000 Zagreb
Croatia (Hrvatska)

Supplier Address
KOMTEH d.o.o.
JOSIPA ZORIĆA 39
10370 Dugo Selo
Croatia (Hrvatska)
Email: roland.brenner@googee.hu
Phone: + (0) 098211149
Fax:
Address ID: 0001018524

Other Information
Company Code: 0100
Purchase Group: PUU
Purchase Organization: PRC1
Party Additional ID: 0001018524
SystemID: INACLNT100

[View less](#) >

Routing Status: Acknowledged
External Document Type: Standardna narudžb. (NB)
Related Documents: [ddsdfsdf](#)

3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

ARIBA NETWORK- PO LAYOUT- HEADER DATA 2.

SAP Ariba Network Enterprise Account TEST MODE

Purchase Order: 4500721695

Microsoft Teams
Create Invoice

Order Detail Order History



From:
Customer
Anica Šeketa
Email: anica.seketa@plavitim.hr
Address ID: PRCB

To:
ALTIUS SAVJETOVANJE d.o.o.-TEST
Maksimirska 5
10000 Zagreb
Croatia (Hrvatska)
Phone:
Fax: 01 485 27 62
Email: tajos@msc.mol.hu, Marijana.Benzon@plavitim.hr, Igor.Jajcinovic@plavitim.hr

Purchase Order
(+ **Obsoleted**)
4500721695
Amount: 25,695.00 HRK
~~Amount: 53,696.00 HRK~~
Version: 4 ([Previous Version](#))

Payment Terms ⓘ
0.000% 60
Plaćanje doznakom u roku 60 dana

Comments
Tekst zaglavljaja:

Molimo potvrdu dispozicije prema primjenjivim ugovornim uvjetima.

U privitku šaljemo dodatne informacije (upute za potpisivanje, fakturiranje i otpremu).
HR6460305818

F01-Header text for 3 time

After refuse unchange
11.05.2021 09:31:24
MOL Group has changed all items.

06.05.2021 15:42:15
MOL Group has accepted all items. ... [View less >](#)

Exte

Suppliers will see a quick note as a header text from the PO changes by the buyer in ZANCO

3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

ARIBA NETWORK- PO LAYOUT - ITEM DESCRIPTION

Incoterm Description:

test

Ship All Items To	Bill To	Deliver To
TRS d.o.o. Savska cesta 41 10000 Zagreb Croatia (Hrvatska) Ship To Code: BTR1 Location Code: BTR1	TOP RAČUNOVODSTVO SERVISI d.o.o. Savska cesta 41 10000 Zagreb Croatia (Hrvatska) Phone: Fax: Buyer ID: 2580	

Line Items [Show Item Details](#)

Line #	No. Schedule Lines	Change	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
10	1	→ Edited	TRS_TEST_KUPAC/1.1	00000000006014114	Material		100.000 200.000 (EA) ⓘ	31 May 2021	233.95 HRK 233.98 HRK	23,395.00 HRK 46,796.00 HRK	Summary

POKAZIVAČ LASERSKI METALNI

Status

100 Confirmed With New Date (Comments: change delivery date; Estimated Delivery Date: 20 May 2021)

Comments

Tekst stavke: Pokazivac laserski metalni 15315 srebrni

Accounting

GeneralLedger	ID	0040050000
WBSElement	ID	TRS_TEST_KUPAC/1.1
Percentage	Percentage	100.00

Contract

4600015511

Schedule Lines

Schedule Line #	Change	Delivery Date	Ship Date	Quantity (Unit)
1	→ Edited	31 May 2021 12:00 PM CEST		100.000 200.000 (EA) ⓘ

Other Information

AccountCategory: P
Receiving Type: 4
SystemID: INACLNT100
External Line Number: 00010

3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

ARIBA NETWORK- SERVICE PO LAYOUT

SAP Ariba Network Enterprise Account **TEST MODE** NT

Purchase Order: 4550018220 Done

Create Invoice ▾ Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Order Detail Order History

From:
Customer
Hadri Zsófia
Email: ZsHadri@mol.hu
Phone: + () +36204432957
Address ID: HU03

To:
NIKETRANS Targonca Kft.-TEST
BALATONFÜZFO
SZÁLLÁS UTCA 1.
1111
Hungary
Phone: +36 (20) 5555555
Fax: +36 (20) 5555555
Email: robrenner@external.mol.hu

Purchase Order
(New)
4550018220
Amount: 10,000.00 HUF

Payment Terms ⓘ
0.000% 60
Számla beérkezését követően 60 nap

Routing Status: Queued

Subcontractors:
1 - ID: 305409 - OLÁH TAMÁS
2 - ID: 306204 - PIKTOR Kft.

Comments
Header text

Contract #
4220002684

The subcontractor visible in AN PO form,
if it has been added to the SAP PO .

3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

ARIBA NETWORK- SERVICE PO LAYOUT

Croatia (Hrvatska) Ship To Code: KMUR Location Code: KMUR	Croatia (Hrvatska) Phone: + () +385(1) 645 0216 Fax: + () +385(1) 645 221 Buyer ID: 0100
---	---

Line Items

Show Item Details

Line #	No. Schedule Lines	Change	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
00010	1	→ Edited		00000000006030754	Material		6.000 5.000 (EA) ⓘ	15 Jun 2021	150.00 HRK	900.00 HRK	Details
										750.00 HRK	
▼ 00020	1		FILTER VODE-BRITA PURITY C 500 QUELL ST		Service			15 Jun 2021		3,140.00 HRK	Details
			test usluga ARIBA								
00020.10				00000000003009008	Service		10.000 (MTK) ⓘ		220.00 HRK	2,200.00 HRK	Details
			Deratizacija								
00020.20				00000000003022463	Service		5.000 (Unit) ⓘ		100.00 HRK	500.00 HRK	Details
			Servisna raspolož. na poziv OnCall-CCC								
00020.30				00000000003000334	Service		1.000 (Unit) ⓘ		440.00 HRK	440.00 HRK	Details
			TR GL - eruptivna, 0 - 2800 m								

Order submitted on: Tuesday 11 May 2021 12:00 PM GMT+02:00

Received by Ariba Network on: Wednesday 12 May 2021 8:32 PM GMT+02:00

This Purchase Order was sent by MOL Group - TEST AN01454753078-T and delivered by Ariba Network.

Service Sheet Required.

Sub-total: - ~~3,890.00~~ HRK

Sub-total: 4,040.00 HRK

In this case there is subitem in the PO (Service tab in the SAP PO item level), not only a main PO item.

3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

ARIBA NETWORK- ORDER CONFIRMATION

SAP Ariba Network Enterprise Account TEST MODE ? PT

Purchase Order: 4500721708 Done

Create Order Confirmation

- Confirm Entire Order
- Update Line Items [History](#)
- Reject Entire Order



From:
Customer
Damir Balšić
Email: damir.balsic@ina.hr
Address ID: PRC1

To:
PASTOR - TVA d.d.-TEST
NOVAČKA 2
10437 RAKITJE
Croatia (Hrvatska)
Phone:
Fax:
Email: tlajos@msc.mol.hu, Marijana.Benzon@plavitim.hr, Igor.Jajcinovic@plavitim.hr

Purchase Order
(+ Changed)
4500721708
Amount: 4,040.00 HRK
~~Amount: 3,890.00 HRK~~
Version: 4 (Previous Version)

Payment Terms ⓘ
0.000% 90
Plaćanje doznakom u roku 90 dana

Routing Status: Acknowledged
External Document Type: Standardna narudžb. (NB)

Comments
Tekst zaglavlja: Molimo potvrdite primitak narudžbenice.
U priliku šaljem Opće ugovorne uvjete (OUU) i dodatne informacije (upute za potpisivanje, fakturiranje i otpremu).
U slučaju da je iznos narudžbenice viši od 1.000,00 EUR, molimo pogledajte potp ... [View more >](#)

Contact Information
InvoiceTo
INA – INDUSTRIJA NAFTE d.d.
Avenija Večeslava Holjevca 10
10000 Zagreb

Supplier Address
PASTOR - TVA d.d.
NOVAČKA 2
10437 RAKITJE

3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

ARIBA NETWORK- ORDER CONFIRMATION- HEADER LEVEL

The screenshot shows the SAP Ariba Network interface for confirming a purchase order. The top navigation bar includes the SAP logo, 'Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main header area is titled 'Confirming PO' and contains 'Exit' and 'Next' buttons. A left sidebar shows two steps: '1 Update Item Status' and '2 Review Confirmation'. The main content area is titled 'Order Confirmation Header' and includes a sidebar with a circled '1' next to 'Update Item Status'. The header fields are: Confirmation # (Confirmati), Associated Purchase Order # (4500721624), Customer (MOL Group - TEST), and Supplier Reference (Supplier reference 1121). The Est. Delivery Date is 31 May 2021, and the Comments field contains 'Some header comments'. Below this is an 'Attachments' section with a table header: Name, Size (bytes), Content Type. The table is currently empty with the text 'No items'. There is a 'Browse...' button, 'No file selected.', and an 'Add Attachment' button. A note states: 'The total size of all attachments cannot exceed 10MB'. The 'Line Items' section contains a table with the following data:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	MOTOROLA DP4801EX s priborom	10.000 (EA) ⓘ	16 Jul 2021	6,490.00 HRK	64,900.00 HRK

Below the table, the 'Current Order Status' is shown as '10,000 Unconfirmed'.

3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

ARIBA NETWORK- MATERIAL ORDER CONFIRMATION- ITEM LEVEL

Confirming PO Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header * Indicates required field

Confirmation #:

Associated Purchase Order #: 4500721624

Customer: MOL Group - TEST

Supplier Reference:

Est. Delivery Date:

Comments:

Attachments

	Name	Size (bytes)	Content Type
<input type="checkbox"/>	AN incoming_header.xlsx	8374	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

L Delete

Browse... No file selected. Add Attachment

The total size of all attachments cannot exceed 10MB

3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

ARIBA NETWORK- MATERIAL ORDER CONFIRMATION- ITEM LEVEL

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
20	MOTOROLA DP4801EX s priborom New Order Status: 6 Confirmed	12.000	EA ⓘ	31 May 2021		6,490.00 HRK	77,880.00 HRK

Est. Delivery Date: *

Unit Price: 6,490.00 HRK

Price Unit Quantity: *

Unit Conversion: *

Price Unit: * EA ⓘ

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:
Manufacturer Name:

Comments: ⓘ *

Description: MOTOROLA DP4801EX s priborom

Pricing Description:

Subtotal: ⓘ 38,940.00 HRK

Dispatch Country:
Country of Origin:

Misc:

riba.com

INA: the Dispatch Country and Country of Origin fields are read-only. The suppliers are not able to modify them.

3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

ARIBA NETWORK- MATERIAL ORDER CONFIRMATION- ITEM LEVEL

Tallózás... [Add Attachment](#)

The total size of all attachments cannot exceed 10MB

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10	Non Catalog Item 1,10 FENANTROLIN METAL REAGENT REANAL	00000000048004411	1,000.000 (GRM) ⓘ	21 Nov 2019	9.00 EUR	9,000.00 EUR

Current Order Status

5 Confirmed With New Date (Comments: Header level comment text; Estimated Delivery Date: 4 Dec 2019)
shipmentOriginCode: CZ
manufacturerCountryCode: DE

990 Confirmed With Changes (Comments: Item comment text, if the supplier want to sent some information, or the A.P.ID field is full.; Confirmed Auxiliary Part ID: Auxiliary Part ID 1234; Estimated Delivery Date: 27 Nov 2019)
shipmentOriginCode: SK
manufacturerCountryCode: IT

5.000 Unconfirmed

Confirm: [Details](#) ⓘ

[Reject All](#) ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		

Tallózás... [Add Attachment](#)

The total size of all attachments cannot exceed 10MB

↳ [Confirm All](#) ⓘ

[Exit](#) [Next](#)

3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

ARIBA NETWORK- SERVICE ORDER CONFIRMATION- ITEM LEVEL

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
▼ 00010				31 May 2021		8,619.00 HRK
Service item						
<input checked="" type="radio"/> Unconfirm						
<input type="radio"/> Confirm						
<input type="radio"/> Reject - Please specify a reason:						
Attachments:						
Name						
Content Type						
No items						
Browse... No file selected. Add						
The total size of all attachments cannot exceed 10MB						
00010.10		00000000	000 (EA) ⓘ		123.00 HRK	1,353.00 HRK
Osposoblj. revizora za ISO i OHSAS 18001						
Attachments:						
Name						
Size (bytes)						
Content Type						
No items						
Browse... No file selected. Add Attachment						
The total size of all attachments cannot exceed 10MB						

3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

ARIBA NETWORK- ORDER CONFIRMATION SUMMARY IN AN

SAP Ariba Network Enterprise Account TEST MODE

Confirming PO Previous Submit Exit

1 Update Item Status
2 Review Confirmation

Confirmation #: Confirmati
Supplier Reference: Supplier Reference 1234
Est. Delivery Date: 27 Nov 2019
Comments: Header level comment text
Attachments: An back header.xlsx

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10	Non Catalog Item 1,10 FENANTROLIN METAL REAGENT REANAL	000000000048004411	1,000.000 (GRM) ⓘ	21 Nov 2019	9.00 EUR	9,000.00 EUR

Current Order Status:
5 Confirmed With New Date (Comments: Header level comment text; Estimated Delivery Date: 4 Dec 2019)
shipmentOriginCode: CZ
manufacturerCountryCode: DE
990 Confirmed With Changes (Comments: Item comment text, if the supplier want to sent some information, or the A.P.ID field is full.; Confirmed Auxiliary Part ID: Auxiliary Part ID 1234; Estimated Delivery Date: 27 Nov 2019)
shipmentOriginCode: SK
manufacturerCountryCode: IT
5.000 Unconfirmed

Previous Submit Exit

3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

ARIBA NETWORK- THE PO STATUS CHANGED AFTER CONFIRMATION

Purchase Order: 4500721648 Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

INA

From:
Customer
UGOVOR USAGLASITI
Email: antonija.zilic@plavitim.hr
Address ID: PRC1

To:
KOMTEH d.o.o.-TEST
Josipa Zorića 39
10000 Dugo Selo
Croatia (Hrvatska)
Phone:
Fax:
Email: roland.brenner@googee.hu

Purchase Order
(Partially Confirmed)
4500721648
Amount: 86,499.00 HRK
Version: 1

Payment Terms ⓘ
0.000% 60
Plaćanje doznakom u roku 60 dana

Comments
Tekst zaglavlja: Molimo potvrdite primitak narudžbenice.
U privitku šaljem Opće ugovorne uvjete (OUU) i dodatne informacije (upute za potpisivanje, fakturiranje i otpremu).
U slučaju da je iznos narudžbenice viši od 1.000,00 EUR, molimo pogledajte potp ... [View more](#) »

Contact Information
Invoice to
INA – INDUSTRIJA NAFTE d.d.
Avenija Večeslava Holjevca 10
10000 Zagreb
Croatia (Hrvatska)

Supplier Address
KOMTEH d.o.o.
JOSIPA ZORIĆA 39
10370 Dugo Selo
Croatia (Hrvatska)
Email: roland.brenner@googee.hu
Phone: + (0) 098211149
Fax:
Address ID: 0001018524

Other Information
Company Code: 0100
Purchase Group: PUU
Purchase Organization: PRC1
Party Additional ID: 0001018524
SystemID: INACLNT100

[View less](#) »

Routing Status: Acknowledged
External Document Type: Standardna narudžb. (NB)
Related Documents: [Confirmati](#)

3.4. PURCHASE ORDER CONFIRMATION

Ariba network activities for suppliers

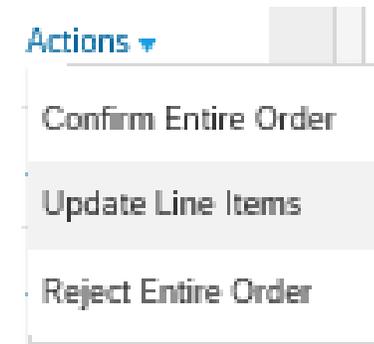
SUMMARIZE THE SUPPLIER ORDER CONFIRMATION

The supplier has 3 main option in the AN confirmation

1. Totally confirmed
2. Partially confirmed (only material, and rejection line level)
3. Rejection with comment

Further options

- Attach documents – header and item level
- Comment – header and item level
- Change the delivery date
- Change the quantity (as allowed by the AN rules)
 - MOL Group: 5% underdelivery
 - INA: 5% overdelivery, 99% underdelivery
- Add the right Supplier Part ID



4. SAP ARIBA REGISTRATION QUESTIONNAIRE



4.1. OPEN THE REGISTRATION QUESTIONNAIRE

In order to participate INA Group procurement procedures, you as a Supplier have to have „Registered” status in our Ariba supplier database. For this we require to fill out a registration questionnaire that can be accessed

- in case you have an Ariba Network user account under your Company’s Ariba Network company account
- and if the email address linked to your AN user account is registered as a contact detail in our Ariba supplier database.

If you do not have personal Ariba Network user account, you can register.

4.1. OPEN THE REGISTRATION QUESTIONNAIRE

Automatically

After succesful submission of Ariba Network supplier account and/or user profile registration, the system automatically opens the SAP Ariba questionnaire

The screenshot shows the 'Ariba Sourcing' interface for a 'Supplier Registration Questionnaire'. The header includes the 'Ariba Sourcing' logo, 'Company Settings', and 'Test User2'. A navigation bar shows 'Go back to MOL Group - TEST Dashboard' and 'Desktop File Sync'. The main content area is titled 'All Content' and displays a list of sections: '1 PROFILE DATA', '2 BANK INFORMATION', and '3 Online Bidding Terms'. The '1 PROFILE DATA' section is expanded, showing three sub-sections: '1.1 Supplier name (limited to 40 characters)' with a text input field containing 'Test_Supplier_Internal_15022021', '1.2 Supplier name (continuation, limited to 40 characters)' with an empty text input field, and '1.3 Address' with a form containing fields for 'Street' (Street), 'City' (Budapest), 'State/Province/Region' (06), and 'Postal Code' (1234). A legend at the bottom indicates that an asterisk (*) denotes a required field. At the bottom of the page, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

4.1. OPEN THE REGISTRATION QUESTIONNAIRE

From invitation e-mail

If you have an Ariba Network account but you are not registered on SAP Ariba portal, you can access the registration questionnaire by clicking on the link in the invitation e-mail, and logging in with your existing Ariba Network user account.

SAP Ariba Proposals and Questionnaires

Welcome, Test User

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

Sign up as a supplier with **MOL Group - TEST** on SAP Ariba.

MOL Group - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by MOL Group - TEST. [Sign up](#)

Already have an account? [Log in](#) **1**

Enter Your Account Information * Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

2 Username: *

2 Password: *

[Forgot Username](#)
[Forgot Password](#)

3 [Continue](#) [Cancel](#)

4.1. OPEN THE REGISTRATION QUESTIONNAIRE

Logging in Ariba Network

In case you want to fill out the questionnaire later, you can log in with your existing AN account by using the <https://service.ariba.com> website

The screenshot shows the SAP Ariba Network login interface. Step 1 points to the browser address bar. Step 2 points to the 'Supplier' button. Step 3 points to the 'User Name' field. Step 4 points to the 'Password' field. Step 5 points to the 'Login' button. Step 6 points to the 'Continue to the Ariba Network' button. The interface also includes a 'Supplier Login' section with a 'What is your primary business role in your company?' question and a list of roles: Accounts Receivables, Business Owner, Customer Service, E-Commerce, Sales (selected), Service Administrator, Shipping, Treasury, and Other.

PROCEDURE/STEPS

- ▶ 1. Open the <https://service.ariba.com> website
- ▶ 2. Choose the option „Supplier”
- ▶ 3. Add your User Name and Password
- ▶ 4. Click on „Login”

If you login for the first time, the system will ask your business role in your company

- ▶ 5. Select the relevant role
- ▶ 6. Click on Continue to the „Ariba Network”

4.1. OPEN THE REGISTRATION QUESTIONNAIRE

Logging in Ariba Network

The screenshot illustrates the steps to access the registration questionnaire in SAP Ariba Network. It is divided into three numbered sections:

- Step 1:** The user is on the SAP Ariba Network home page. A red circle with the number '1' highlights the 'Ariba Network' dropdown menu in the top left corner.
- Step 2:** The dropdown menu is open, and a red circle with the number '2' highlights the 'Ariba Proposals And Questionnaires' option, which is highlighted in yellow.
- Step 3:** The user is on the 'Ariba Proposals and Questionnaires' page. A red circle with the number '3' highlights the 'MOL Group Supplier Registration Questionnaire' link in the 'Registration Questionnaires' table, which is highlighted in yellow.

The 'Registration Questionnaires' table contains the following data:

Title	ID	End Time	Status
▼ Status: Open (1)			
MOL Group Supplier Registration Questionnaire	Doc595498782	4/16/2021 9:18 PM	Invited

PROCEDURE/STEPS

- ▶ 1. Click on the triangle near Ariba Network at the top left corner of the page
- ▶ 2. Select the „Ariba Proposals And Questionnaires” option
- ▶ 3. Click on the link of the questionnaire under „Registration Questionnaires”

4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

All Content

[< Go back to MOL Group - TEST Dashboard](#)

Console

Doc595498782 - MOL Group_Supplier

[Event Messages](#)
[Event Details](#)
[Response History](#)
[Response Team](#)

▼ Event Contents

1

All Content

2

PROFILE DATA

3

BANK INFORMATION

4

Online Bidding Terms

All Content

Name ↑

1.7 Please upload the Certificate of incorporation

1.8 Global Ultimate Owner Name

1.9 Global Ultimate Owner DUNS

1.10 DUNS number

1.11 Please provide link to D&B Website

1.12 BvD9 Number

2 BANK INFORMATION

Mandatory

(*) indicates a required field

Submit Entire Response

Save draft

PROCEDURE/STEPS

- ▶ On the consol, you can select to see all the questions
 - ▶ 1. All content
- ▶ Or you have the possibility to open the different parts separately by clicking on their names
 - ▶ 2. PROFILE DATA
 - ▶ 3. BANK INFORMATION
 - ▶ 4. Online Bidding Terms

4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

1. Profile data

Doc595498782 - MOL Group_Supplier Registration Questionnaire Time remaining
29 days 22:37:17

All Content

Name ↑

▼ 1 PROFILE DATA

1.1 Supplier name
(limited to 40 characters) 1

1.2 Supplier name
(continuation, limited to 40 characters)

1.3 Address 2 *

Street:

City: *

State/Province/Region: ⓘ

Postal Code: *

Country/Region: * ▼

1.4 Local Tax ID

1.5 EU VAT ID

All Content

Name ↑

1.7 Please upload the Certificate of incorporation 3 *Attach a file

Attachment: 4
Or drop file here

5

PROCEDURE/STEPS

- ▶ 1. Please check out the prepopulated data. If any modification is needed, please modify.
- ▶ 2. The questions with the „*” are mandatory
 - ▶ Supplier name
 - ▶ Address
 - ▶ Local Tax ID
 - ▶ Company registration number
 - ▶ Uploading the Certificate of Incorporation
 - ▶ 3. Click on „Attach a file”
 - ▶ 4. Browse the file from your computer
 - ▶ 5. Click „OK”

4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

1. Profile data questions

Question (questions with * are mandatory to be filled)	Description
1.1 Supplier name (limited to 40 characters)*	The name of your Company (the field is limited to 40 characters)
1.2 Supplier name (continuation, limited to 40 characters)	The continuation of the 1.1
1.3 Address*	The address of your Company: Street, City*, State/Region, Postal code*, Country/Region*
1.4 Local Tax ID*	The local tax ID of your Company
1.5 EU VAT ID	EU VAT ID of your Company (if applicable)
1.6 Company registration number*	The Company registration number of your Company
1.7 Please upload the Certificate of incorporation*	Please attach a valid Certificate of incorporation document
1.8 Global Ultimate Owner Name	The name of the Global Ultimate Owner of your Company
1.9 Global Ultimate Owner DUNS	The identification number of your Company' Global Ultimate Owner in the Dan & Bradstreet international company database
1.10 DUNS number	The identification number of your Company in the Dan & Bradstreet international company database
1.11 Please provide link to D&B Website	Link to the public Dan & Bradstreet profile of your Company
1.12 BvD9 Number	The identification number of your Company in the Bureau van Dijk international company database

4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

2. Bank information

All Content



Name ↑	
1.7 Please upload the Certificate of incorporation	*Attach a file
1.8 Global Ultimate Owner Name	<input type="text"/>
1.9 Global Ultimate Owner DUNS	<input type="text"/>
1.10 DUNS number	<input type="text"/>
1.11 Please provide link to D&B Website	<input type="text"/>
1.12 BvD9 Number	<input type="text"/>
2 BANK INFORMATION	1 Add BANK INFORMATION (0) Less... <input type="button" value="-"/>

Mandatory

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click on the **Submit** button.

All Content > 2 BANK INFORMATION

BANK INFORMATION (0)

Name ↑

2 [Add Bank data](#)

PROCEDURE/STEPS – Part 1

- ▶ 1. Click on the „Add BANK INFORMATION (0) text at the bottom of the section
- ▶ 2. Click on „Add Bank data” button to add Bank information

4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

2. Bank information

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 2 BANK INFORMATION

BANK INFORMATION (1)

Name ↑

Bank data #1 Delete

Bank Type: No Choice ▾

Country: No value ▾ **1**

Bank Type: No Choice ▾

Country: ▾

Name: **2**

Bank Data:

[Add an additional Bank data](#)

PROCEDURE/STEPS – Part 2

Fill out the form. Mandatory fields are:

- ▶ A) Country: Country of the Bank
 - ▶ 1. Open the drop down menu
 - ▶ 2. Select „Search more”
 - ▶ 3. Choose Value for the Country by typing the name in the „Name” field
 - ▶ 4. Click „Search”
 - ▶ 5. Click on „Select”
 - ▶ 6. Click on „Done

Choose Value for Country

Name Hungary **3** **4**

Name ↑

Hungary **5**

6

4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

2. Bank information

PROCEDURE/STEPS – Part 3

- ▶ B) Name: Name of the Bank who holds the bank account
- ▶ C) Bank key/ABA routing Number: Bank key is a country unique number, the accepted length depends on the Country you selected (in Hungary it is the first 8 digits of the Bank account)
- ▶ D) Account number: this links the account to the owner. The length depends on the Country you selected (in Hungary it is the last 8 or 16 digits of the Bank account number without any dividers)
- ▶ E) IBAN number: only mandatory if the Bank key and the bank account numbers are not available
- ▶ F) SWIFT code: the identifier code of the Bank

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 2 BANK INFORMATION

BANK INFORMATION (1)

Name ↑
Bank data #1 Delete

Bank Data:

[Add an additional Bank data](#)

Bank Type: No Choice ▾

Country: no value ▾

B Name: no value

Bank Branch: no value

Street: no value

City: no value

Bank Key/ABA Routing Number: no value **C**

D Account Number: no value

IBAN Number: no value **E**

F SWIFT Code: no value

Bank Account Type: No Choice ▾

4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

2. Bank information

PROCEDURE/STEPS – Part 4

- ▶ 1. After filling out the form, you have the possibility to add the data of an additional bank account (Optional)
- ▶ 2. If you are done with adding the bank information, click on the Save button at the top right corner of the page

Ariba Sourcing

< Go back to MOL Group - TEST Dashboard

Company Settings Test User Help Center >>

Desktop File Sync

2 Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.

All Content > 2 BANK INFORMATION

BANK INFORMATION (1)

Name ↑

Bank Data:

The following fields are mandatory to be filled:

- Country (Bank country)
- Name (Bank name)
- Bank Key/ABA routing Number and Account number and/OR IBAN number (if available)
- SWIFT code

Please do not use special characters, only numbers and letters.

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

1 Add an additional Bank data

(*) indicates a required field

4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

2. Bank data questions

Question (questions with * are mandatory to be filled)	Description
Bank type	Type of the account holding bank (Domestic/Foreign)
Country*	Country of the account holding bank
Name*	Name of the account holding bank
Bank Branch	Branch of the account holding bank (optional)
Street	Street of the account holding bank branch (optional)
City	City of the account holding bank branch (optional)
State/Province/Region	State/Province/Region of the account holding bank branch (optional)
Postal Code	Postal code of the account holding bank branch (optional)
Account Holder Name	Name of the holder of the bank account
Bank Key/ABA Routing Number(*)	Bank key/ABA routing number of the account. Mandatory with the Account number. In case of Hungary, it is the first 8 digits of the 16/24 digit bank account number
Account Number(*)	The number of the account. Mandatory with the Bank key. In case of Hungary, it is the last 8/16 digits of the bank account number
IBAN Number(*)	Mandatory if the Bank Key/ABA routing number and the Account number cannot be filled
SWIFT Code*	Swift code of the account holder bank
Bank Account Type	Type of the Bank account (Savings/Checking/Investment) (optional)

4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

3. Online Bidding Terms

PROCEDURE/STEP

- ▶ In order to be registered, you have to approve the Online Bidding Terms and Conditions

▼ 3 Online Bidding Terms

3.1 Locale OBTC * Unspecified ▾

3.5 Above document for the Online bidding terms and conditions (OBTC) must be accepted. Please confirm that you accept the conditions * Unspecified ▾

(*) indicates a required field

- ▶ 1. Select the language from the dropdown
- ▶ 2. Click on the filename in blue
- ▶ 3. Select the „Download this attachment” option
- ▶ 4. Read the document
- ▶ 5. Confirm your acceptance by selecting „Yes”

▼ 3 Online Bidding Terms

3.1 Locale OBTC

3.2 OBTC - EN * [conditions_of_online_bidding_english.pdf](#) ▾

3.5 Above document for the Online bidding terms and con

(*) indicates a required field

▼ 3 Online Bidding Terms

3.1 Locale OBTC

3.2 OBTC - EN * [conditions_of_online_bidding_english.pdf](#) ▾

3.5 Above document for the Online bidding terms and con

Download this attachment 3

Download all attachments

(*) indicates a required field

Please note that without accepting the Online Bidding Terms, you cannot be a registered supplier of INA Group

▼ 3 Online Bidding Terms

3.1 Locale OBTC * English ▾

3.2 OBTC - EN * [conditions_of_online_bidding_english.pdf](#) ▾

3.5 Above document for the Online bidding terms and conditions (OBTC) must be accepted. Please confirm that you accept the conditions * Yes ▾

(*) indicates a required field

4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

3. OBTC questions

Question (questions with * are mandatory to be filled)	Description
Locale OBTC	The language on which you want to download the Online Bidding Terms and Conditions document
File	After selecting the language, the file will appear, you can download.
Above document for the Online bidding terms and conditions (OBTC) must be accepted. Please confirm that you accept the conditions	In order to be fully registered in the SAP Ariba system, you have to accept the OBTC

4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

Submitting questionnaire

PROCEDURE/STEP

- ▶ 1. After you filled the questionnaire, click on „Submit Entire Response” button
- ▶ 2. If any mandatory information is missing, the system notifies you at the relevant question(s) and at the top of the page. Complete the missing information, and click again on „Submit entire response”
- ▶ 3. Click OK
- ▶ 4. The system will notify you if the submission was successful

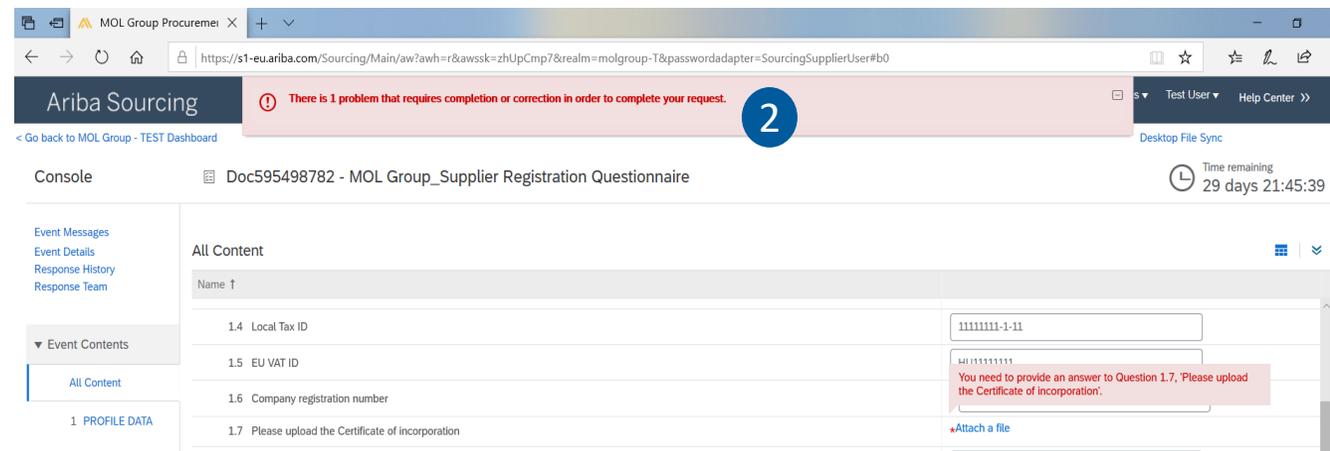


3.5 Above document for the Online bidding terms and conditions (OBTC) must be accepted. Please confirm that you accept the conditions

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

1



4

Doc595498782 - MOL Group_Supplier Registration Questionnaire

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

All Content

4.3. FEEDBACK

Status of the questionnaire

After submitting the questionnaire by clicking on the „Go back to MOL Group Dashboard” link you can check the status of all the questionnaires you were invited to fill out

After the approval of the registration questionnaire, you will receive an automatic email.

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
MOL Group_Supplier Registration Questionnaire	Doc625611478	4/25/2021 12:02 AM	Registered



Dear Test User,

Congratulations! Your supplier registration was approved.

Please, log in to the supplier portal to see if you need to complete any tasks or qualifications before you enter into a business relationship with MOL Group - TEST.

[Click Here](#)

Best regards,
SAP Ariba team

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

MOL GROUP TEST

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

Powered by [SAP Ariba](#)

5. SAP ARIBA QUALIFICATION QUESTIONNAIRE



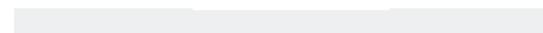
5.1. OPEN THE QUALIFICATION QUESTIONNAIRE

From invitation e-mail

To become a qualified supplier of INA Group, you have to fill out a qualification questionnaire. This questionnaire is sent out by our buyers during tenders.

PROCEDURE/STEP

- ▶ 1. You will receive an invitation email with a link to the questionnaire
- ▶ 2. Click on the link
- ▶ 3. Log in the Ariba Network with your account



Supplier Login

3

[Forgot Username or Password](#)

1 Action needed: Fill out qualification questionnaire to become a qualified supplier with MOL Group - TEST Beérkező levelek x

MOL Group Qualification <s4system-prodeu+molgroup-T.Doc625680537@eusmtp.ariba.com>
címezett: én

19:28 (10 perccel ezelőtt)

angol > magyar [Üzenet lefordítása](#)

[Kikapcsolás a következő nyelvhez: angol](#)



Qualification questionnaire to become a qualified supplier with MOL Group - TEST

Dear

Now that Test_Supplier_Internal2_15022021 is registered as a supplier with MOL Group - TEST, you're invited you're invited by to fill out one or more questionnaires to become qualified.

2 [Click Here](#) to fill out the questionnaire

This is an automatic email, please do not reply to it!

Best regards,
SAP Ariba team

5.1. OPEN THE QUALIFICATION QUESTIONNAIRE

From invitation e-mail

After logging in the Ariba Network account, the system automatically opens the SAP Ariba qualification questionnaire

The screenshot shows the SAP Ariba Sourcing interface for a qualification questionnaire. The header includes the 'Ariba Sourcing' logo and navigation links for 'Company Settings', 'Máté Ringo', and 'Help Center'. Below the header, there is a breadcrumb trail 'Go back to MOL Group - TEST Dashboard' and a 'Desktop File Sync' link. The main content area is titled 'Doc625680537 - MOL Group_Supplier qualification questionnaire' and includes a 'Time remaining' indicator of 29 days 23:40:22. On the left, a sidebar lists navigation options: 'Event Messages', 'Event Details', 'Response History', 'Response Team', 'Event Contents', 'All Content', '1 FINANCE', '2 LEGAL', and '3 ANTIFRAUD'. The 'All Content' section is expanded to show a list of questions under the 'FINANCE' category. Each question has a red asterisk indicating it is a required field. The questions are: 1.1 Number of own employees (text input), 1.2 Year of the last financial data (Last completed fiscal year) (text input), 1.3 Please select the currency from the list in which you will provide the financial data: (dropdown menu), 1.4 Please upload the financial statement from the last year financial year (file upload), 1.5 Equity (text input), 1.6 Total equity and liabilities (text input), 1.7 Equity ratio: Equity/Total equity and liabilities (Please divide the amounts you provided in the „Equity“ and in the „Total equity and liabilities“ fields and select value.) (dropdown menu), 1.11 Last year's sales (Last completed fiscal year) (text input), 1.12 Previous year's sales (One before the last completed fiscal year) (text input), 1.13 Development of Turnover: (Last year's sales-Previous year's sales)/Previous year's sales (Please withdraw the amount you provided in the „Previous year's sales“ from the amount you provided in the „Last year's sales“ fields, then divide the result with the amount provided as the previous year's sales and select value.) (dropdown menu), and 1.17 Current assets (text input). At the bottom, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom of the question list states '(*) indicates a required field'.

Console Doc625680537 - MOL Group_Supplier qualification questionnaire Time remaining 29 days 23:40:22

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 FINANCE
- 2 LEGAL
- 3 ANTIFRAUD

All Content

Name ↑	
▼ 1 FINANCE	
1.1 Number of own employees	* <input type="text"/>
1.2 Year of the last financial data (Last completed fiscal year)	* <input type="text"/>
1.3 Please select the currency from the list in which you will provide the financial data:	* Unspecified ▼
1.4 Please upload the financial statement from the last year financial year	* Attach a file
1.5 Equity	* <input type="text"/>
1.6 Total equity and liabilities	* <input type="text"/>
1.7 Equity ratio: Equity/Total equity and liabilities Please divide the amounts you provided in the „Equity“ and in the „Total equity and liabilities“ fields and select value.	* Unspecified ▼
1.11 Last year's sales (Last completed fiscal year)	* <input type="text"/>
1.12 Previous year's sales (One before the last completed fiscal year)	* <input type="text"/>
1.13 Development of Turnover: (Last year's sales-Previous year's sales)/Previous year's sales Please withdraw the amount you provided in the „Previous year's sales“ from the amount you provided in the „Last year's sales“ fields, then divide the result with the amount provided as the previous year's sales and select value.	* Unspecified ▼
1.17 Current assets	* <input type="text"/>

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

5.1. OPEN THE QUALIFICATION QUESTIONNAIRE

Logging in Ariba Network

In case you want to fill out the questionnaire later, you can log in with your existing AN account by using the <https://service.ariba.com> website

The screenshot shows the SAP Ariba Network website. Step 1 points to the browser address bar showing 'https://service.ariba.com/'. Step 2 points to the 'Supplier' button in the navigation menu. Step 3 points to the 'User Name' and 'Password' input fields. Step 4 points to the 'Login' button. Below the login fields, there is a link for 'Forgot Username or Password' and a section for 'New to Ariba?' with links for 'Register Now' and 'Learn More'.

PROCEDURE/STEPS

- ▶ 1. Open the <https://service.ariba.com> website
- ▶ 2. Choose the option „Supplier”
- ▶ 3. Add your User Name and Password
- ▶ 4. Click on „Login”

5.1. OPEN THE QUALIFICATION QUESTIONNAIRE

Logging in Ariba Network

The first screenshot shows the SAP Ariba Network interface with a blue circle '1' highlighting the 'Ariba Network' dropdown menu in the top left corner. The second screenshot shows the dropdown menu with a blue circle '2' highlighting the 'Ariba Proposals And Questionnaires' option. The third screenshot shows the 'Ariba Proposals and Questionnaires' page with a blue circle '3' highlighting a specific qualification questionnaire entry in the 'Qualification Questionnaires' table.

Document #	Document Type	Customer	Status

Title	ID	End Time	Commodity	Regions	Status
▼ Status: Open (1)					
MOL Group_Supplier qualification questionnaire	Doc025680537	4/24/2021 8:27 PM	E&P SERVICES 02, VEHICLES, EQUIPMENT AND R... DIRECT SERVICES 22, E&P MATERIAL AND EQUIPME... DIRECT MATERIAL 21, MOBILITY 43, CONSTRUCTION, INSTALLATIO... RETAIL SERVICES 42, CONSTRUCTION AND MAINTENA... ENERGY 91, RETAIL EQUIPMENT AND MATE... INDIRECT SERVICES 62, Test Segment 66, LOGISTICS AND TRANSPORTAT... INDIRECT MATERIAL 61. View more	RS Serbia, PK Pakistan, NO Norway, BA Bosnia and Herzegovina, DE Germany, PL Poland, RO Romania, AT Austria, SI Slovenija, IT Italy, CZ Czech republic, ME Montenegro, HR Croatia, SK Slovakia, HU Hungary	Qualification Started

PROCEDURE/STEPS

- ▶ 1. Click on the triangle near Ariba Network at the top left corner of the page
- ▶ 2. Select the „Ariba Proposals And Questionnaires” option
- ▶ 3. Click on the link of the questionnaire under „Qualification Questionnaires”

5.1. OPEN THE QUALIFICATION QUESTIONNAIRE

Logging in Ariba Network

Qualification Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
MOL Group_Supplier qualification questionnaire	Doc625680537	4/24/2021 8:27 PM	E&P SERVICES 52, VEHICLES, EQUIPMENT AND R..., DIRECT SERVICES 22, E&P MATERIAL AND EQUIPMEN..., DIRECT MATERIAL 21, MOBILITY 43, CONSTRUCTION, INSTALLATIO..., RETAIL SERVICES 42, CONSTRUCTION AND MAINTENA..., ENERGY 91, RETAIL EQUIPMENT AND MATE..., INDIRECT SERVICES 62, Test Segment 66, LOGISTICS AND TRANSPORTAT..., INDIRECT MATERIAL 61 View more	RS Serbia, PK Pakistan, NO Norway, BA Bosnia and Herzegovina, DE Germany, PL Poland, RO Romania, AT Austria, SI Slovenija, IT Italy, CZ Czech republic, ME Montenegro, HR Croatia, SK Slovakia, HU Hungary	Qualification Started
Questionnaires 					
Title	ID	End Time ↓	Commodity	Regions	Status

Under the Qualification Questionnaire section you can access the supplier qualification questionnaire. At the Commodity and the Regions column you may see commodities and regions which are irrelevant for you. As the questionnaire contains general data, every supplier is qualified for every Commodity and Region available in INA and MOL Group even if not all of them are relevant for the suppliers.

5.2. FULFILLING QUALIFICATION QUESTIONNAIRE

All Content

Console Doc625680537 - MOL C

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- 1 All Content
- 2 FINANCE
- 3 LEGAL
- 4 ANTIFRAUD

All Content

Name ↑

▼ 1 FINANCE

- 1.1 Number of own employees
- 1.2 Year of the last financial data (Last completed fiscal year)
- 1.3 Please select the currency from
- 1.4 Please upload the financial stat
- 1.5 Equity
- 1.6 Total equity and liabilities
- 1.7 **Equity ratio: Equity/Total equ**
Please **divide** the amounts you prov

PROCEDURE/STEPS

- ▶ On the consol, you can select to see all the questions
 - ▶ 1. All content
- ▶ Or you have the possibility to open the different parts separately by clicking on their names
 - ▶ 2. FINANCE
 - ▶ 3. LEGAL
 - ▶ 4. ANTIFRAUD

5.2. FULFILLING QUALIFICATION QUESTIONNAIRE

Finance section questions – Part 1

Question (questions with * are mandatory to be filled)	Description
1.1 Number of own employees*	How many employees did your company have in the last fiscal year
1.2 Year of the last financial data (Last completed fiscal year)*	Please add the year (in YYYY format) which is relevant for the financial data you provide in the questionnaire
1.3 Please select the currency from the list in which you will provide the financial data*	Please select the currency from the list which is relevant for the financial data you provide in the questionnaire
1.4 Please upload the financial statement from the last year financial year*	Attachment is necessary
1.5 Equity*	Please add the value of Equity of the year that you indicated in 1.2
1.6 Total equity and liabilities*	Please add the value of Total equity and liabilities of the year that you indicated in 1.2
1.7 Equity ratio: Equity/Total equity and liabilities*	Please add the Equity ratio by using the following formula: divide the amounts you provided in the „Equity” and in the „Total equity and liabilities” fields and select the value that covers the result of your calculation.
1.11 Last year's sales*	Sales value of the last completed fiscal year (the year you indicated in 1.2)
1.12 Previous year's sales*	Sales value of the year before the last completed fiscal year (the year you indicated in 1.2 minus 1 year)
1.13 Development of Turnover: (Last year's sales- Previous year's sales)/Previous year's sales.*	Please add the development of turnover by using the following formula: withdraw the amount you provided in the „Previous year's sales” from the amount you provided in the „Last year's sales” fields, then divide the result with the amount provided as the previous year's sales and select value.

5.2. FULFILLING QUALIFICATION QUESTIONNAIRE

Finance section questions – Part 2

Question (questions with * are mandatory to be filled)	Description
1.17 Current assets	Assets value in the last completed fiscal year (the year you indicated in 1.2)
1.18 Short term liabilities	Value of short term liabilities in the last completed fiscal year (the year you indicated in 1.2)
1.19 Liquidity: Current assets/Short term liabilities	Please add the Liquidity by using the following formula: divide the amounts you provided in the „Current assets” and in the „Short term liabilities” fields.
1.23 Net Income	Value of the net income in the last completed fiscal year (the year you indicated in 1.2)
1.24 The company's age Date of company registration	Please select the right value from the drop down
1.28 Currently, or within the last 5 years has the company been subject of any investigation, claim or proceeding relating to financial integrity, valid reporting? (low impact tax related issues excluded)	Please select the correct answer
1.31 Additional Documents	You have the possibility to attach documents to the questionnaire

5.2. FULFILLING QUALIFICATION QUESTIONNAIRE

Legal section questions

Question (questions with * are mandatory to be filled)	Possible answers
2.1 Is your company under bankruptcy, liquidation or dissolution proceedings?*	Yes/No
2.4 Is your company's tax number suspended?*	Yes/No
2.7 Is your company under law enforcement, receivership, injunction?*	Yes/No
2.10 Is any owner (private person or legal entity), subsidiary, joint venture, director, officer, employee of your company under any sanctions or international operational restrictions?*	Yes/No
2.13 Is your company or owner, director, officer of your company under any other prohibition or limitation regarding your company's business?*	Yes/No
2.16 Is or was your company involved in any lawsuit against any MOL Group member at present or in the last three years?	Yes/No
2.19 Has your company been subject of any investigation, claim or proceeding relating to anti-trust (e.g. cartel, dominant position matters etc.) or fair competition in the past 5 years?*	Yes/No
2.22 Does your company operate a competition law compliance programme or has a process to assess, detect, prevent and tackle competition law risks?*	Yes/No
2.23 Has your company been subject to any investigation, claim or proceeding relating privacy or information security breaches in the past 5 years?*	Yes/No
2.26 Does your company have a process to assess, detect, prevent and tackle information and data security risks and breaches (including the process to report personal data breaches to the authority/data subjects, as necessary based on law) risks?*	Yes/No
2.27 Have your company's principal shareholders, subsidiaries, or any of the executives ever been subject of any investigation, claim or proceeding relating to money laundering or terrorist financing?*	Yes/No
2.30 Does your company have a process to assess, detect, prevent, document and tackle money laundering or terrorist financing risks?*	Yes/No
2.31 Additional Documents	Attachment

5.2. FULFILLING QUALIFICATION QUESTIONNAIRE

Antifraud section questions

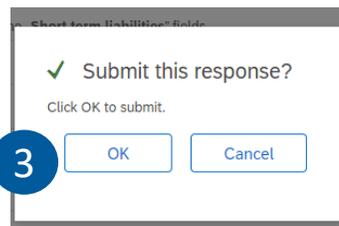
Question (questions with * are mandatory to be filled)	Possible answers
3.1 Currently, or within the last 5 years the company, principal shareholders, subsidiaries, or any of the executives has been subject of any investigation, claim or proceeding relating to bribery or corruption offences*	Yes/No
3.5 Does the company have a process to assess, detect, prevent and tackle bribery and corruption risks?*	Yes/No
3.6 Any principal shareholders, subsidiaries, or any of the executives of the company within the last 5 years has been investigated, prosecuted or convicted in any jurisdiction for fraud or fraudulent business activities*	Yes/No
3.10 Does the company have a process to assess, detect, prevent and tackle fraud or fraudulent business activities risks?*	Yes/No
3.11 Been the company or any principal shareholders, subsidiaries, or any of the senior officers/managers convicted of a criminal offence or any other act of grave misconduct in the course of your business or profession?*	Yes/No
3.15 Other business enterprise of any principal shareholders or any of the senior officers/managers currently, or has ever been subject of any investigation, claim or proceeding relating to any of the above mentioned misconducts?*	Yes/No
3.19 Additional Documents	Attachment

5.2. FULFILLING QUALIFICATION QUESTIONNAIRE

Submitting questionnaire

- ▶ 1. After you filled the questionnaire, click on „Submit Entire Response” button
- ▶ 2. If any mandatory information is missing, the system notifies you at the relevant question(s) and at the top of the page. Complete the missing information, and click again on „Submit entire response”

- ▶ 3. Click OK



- ▶ 4. The system will notify you if the submission was successful

1 **Submit Entire Response** Save draft Compose Message Excel Import

2 **There is 1 problem that requires completion or correction in order to complete your request.** Máté Ringo Help Center Desktop File Sync

Doc625680537 - MOL Group_Supplier qualification questionnaire Time remaining 29 days 22:43:11

Name ↑		
3.5 Does the company have a process to assess, detect, prevent and tackle bribery and corruption risks?		No
3.6 Any principal shareholders, subsidiaries, or any of the executives of the company within the last 5 years has been investigated, prosecuted or convicted in any jurisdiction business activities		No
3.10 Does the company have a process to assess, detect, prevent and tackle fraud or fraudulent business activities risks?		No
3.11 Been the company or any principal shareholders, subsidiaries, or any of the senior officers/managers convicted of a criminal offence or any other act of grave misconduct or profession?		No
3.15 Other business enterprise of any principal shareholders or any of the senior officers/managers currently, or has ever been subject of any investigation, claim or proceeding relating to any of the above mentioned misconducts?		Unspecified
3.19 Additional Documents		Add Additional Documents (0)

4 **Doc625680537 - MOL Group_Supplier qualification questionnaire**

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

5.3. FEEDBACK

Status of the questionnaire

- ▶ After submitting the questionnaire by clicking on the „Go back to MOL Group Dashboard” link you can check the status of all the questionnaires you were invited to fill out

Events					
Title	ID	End Time ↓	Event Type	Participated	
No items					

Registration Questionnaires				
Title	ID	End Time ↓	Status	
▼ Status: Open (1)				
MOL Group_Supplier Registration Questionnaire	Doc625611478	4/25/2021 12:02 AM	Registered	

Qualification Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
MOL Group_Supplier qualification questionnaire	Doc625680537	3/25/2021 8:47 PM	E&P SERVICES 52, VEHICLES, EQUIPMENT AND R..., DIRECT SERVICES 22, E&P MATERIAL AND EQUIPMEN..., DIRECT MATERIAL 21, MOBILITY 43, CONSTRUCTION, INSTALLATIO..., RETAIL SERVICES 42, CONSTRUCTION AND MAINTENA..., ENERGY 91, RETAIL EQUIPMENT AND MATE..., INDIRECT SERVICES 62, Test Segment 66, LOGISTICS AND TRANSPORTAT..., INDIRECT MATERIAL 61 View more	RS Serbia, PK Pakistan, NO Norway, BA Bosnia and Herzegovina, DE Germany, PL Poland, RO Romania, AT Austria, SI Slovenija, IT Italy, CZ Czech republic, ME Montenegro, HR Croatia, SK Slovakia, HU Hungary	Pending Qualification Approval

5.3. FEEDBACK

Approval

In case the answers on the qualification questionnaire are clear and acceptable, the experts approve your qualification. Your status is Qualified and the validity of the qualification is 1 year.



Dear Test Test,

Congratulations! Smoke test_1124_PDD is now qualified to supply to MOL Group.

You will be notified when your attention is required in case of a procurement or sourcing process.

This is an automatic email, please do not reply to it!

Best regards,
SAP Ariba team

You are receiving this email because your customer, MOL Group, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact MOL Group.

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

Powered by SAP Ariba

Please note that the „Qualified” status does not mean automatic awarding on a sourcing procedure!

5.3. FEEDBACK

Requesting more information



Dear ,

Project Title: Supplier Qualification for Test_Supplier_Internal2_15022021
Project ID: WS625680527

MOL Group - TEST has reviewed your qualification questionnaire and requires additional information described in the following comments.

1 Comments: Please provide additional information

2 To provide the additional information that MOL Group - TEST requires, [Click Here](#) to go to the qualification questionnaire.

This is an automatic email, please do not reply to it!

Best regards,
SAP Ariba team

In case of any issue please contact aribaopsupport@mol.hu

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
MOL Group_Supplier qualification questionnaire	Doc625680537	4/25/2021 1:00 AM	E&P SERVICES 52, VEHICLES, EQUIPMENT AND R..., DIRECT SERVICES 22, E&P MATERIAL AND EQUIPMEN..., DIRECT MATERIAL 21, MOBILITY 43, CONSTRUCTION, INSTALLATIO..., RETAIL SERVICES 42, CONSTRUCTION AND MAINTENA..., ENERGY 91, RETAIL EQUIPMENT AND MATE..., INDIRECT SERVICES 62, Test Segment 66, LOGISTICS AND TRANSPORTAT..., INDIRECT MATERIAL 61 View more	RS Serbia, PK Pakistan, NO Norway, BA Bosnia and Herzegovina, DE Germany, PL Poland, RO Romania, AT Austria, SI Slovenia, IT Italy, CZ Czech republic, ME Montenegro, HR Croatia, SK Slovakia, HU Hungary	3 Pending Resubmission

- ▶ 1. The experts are checking and validating the answers and if they need more information, they send back the questionnaire for correction with a comment
- ▶ 2. Click on the link and log in the Ariba Network profile
- ▶ 3. The system will direct you to the questionnaire. The status of the Questionnaire is „Pending Resubmission”
- ▶ 4. Click on the „Revise response” button
- ▶ 5. Click „OK”

Doc625680537 - MOL Group_Supplier qualification questionnaire

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

⚠ Revise Response?

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

5

OK

Cancel

Revise Response

4

5.3. FEEDBACK

Requesting more information

- ▶ By clicking „OK”, you will open the qualification questionnaire for modification. At the top of the page you can see the latest comment from the INA Group expert.
- ▶ 1. Modify the data they requested
- ▶ 2. Click on „Submit Entire Response” button
- ▶ 3. The status of the questionnaire will change to „Pending Qualification Approval”

Doc625680537 - MOL Group_Supplier qualification questionnaire

Latest comment [3/26/2021]: Please provide additional information

All Content

Name ↑

1 FINANCE

1.1 Number of own employees

1.2 Year of the last financial data (Last completed fiscal year)

1.3 Please select the currency from the list in which you will provide the financial data:

1.5 Equity

1.6 Total equity and liabilities

1.7 **Equity ratio: Equity/Total equity and liabilities**
Please divide the amounts you provided in the „Equity” and in the „Total equity and liabilities”

1.11 Last year's sales (Last completed fiscal year)

(*) indicates a required field

2 Submit Entire Response Reload Last Bid Save draft

1

ID	End Time ↓	Event Type	Participated
		No items	

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
MOL Group_Supplier Registration Questionnaire	Doc625611478	4/25/2021 12:02 AM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
MOL Group_Supplier qualification questionnaire	Doc625680537	3/25/2021 8:47 PM	E&P SERVICES 52, VEHICLES, EQUIPMENT AND R..., DIRECT SERVICES 22, E&P MATERIAL AND EQUIPMEN..., DIRECT MATERIAL 21, MOBILITY 43, CONSTRUCTION, INSTALLATIO..., RETAIL SERVICES 42, CONSTRUCTION AND MAINTENA..., ENERGY 91, RETAIL EQUIPMENT AND MATE..., INDIRECT SERVICES 62, Test Segment 66, LOGISTICS AND TRANSPORTAT..., INDIRECT MATERIAL 61 View more	RS Serbia, PK Pakistan, NO Norway, BA Bosnia and Herzegovina, DE Germany, PL Poland, RO Romania, AT Austria, SI Slovenija, IT Italy, CZ Czech republic, ME Montenegro, HR Croatia, SK Slovakia, HU Hungary	Pending Qualification Approval

3

5.3. FEEDBACK

Denial

In case the answers on the qualification questionnaire are not acceptable, the experts can deny the qualification procedure. In such case you will receive an automatic email about the denial.



Dear

Qualification request to MOL Group - TEST has been declined.

MOL Group - TEST has reviewed the qualification questionnaire responses from UAT_internal_3 and declined.

This is an automatic email, please do not reply to it!

Best regards,
SAP Ariba team

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

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

Powered by SAP Ariba

6. SAP ARIBA MODULAR QUESTIONNAIRE



6.1. OPEN THE MODULAR QUESTIONNAIRE

From invitation e-mail

There are procedures in case additional questionnaires have to be filled out.

In case the sourcing procedure you are participating medium or high HSE risk relevant, you have to fill out a general HSE questionnaire.

If the procedure is relevant from carriage of dangerous goods, you will receive appendicies to check and approve

PROCEDURE/STEP

- ▶ 1. You will receive an invitation email with a link to the questionnaire
- ▶ 2. Click on the link
- ▶ 3. Log in the Ariba Network with your account

MOLGROUP

Dear Diana Kiss,

1 MOL Group - TEST has invited you to complete a questionnaire. This is required so UAT_test_external 6 can do business with MOL Group - TEST.

Questionnaire Overview
Questionnaire name: HSE_Questionnaire
Respond by: Fri, 11 Dec, 2020

2 [Submit questionnaire](#)

This is an automatic email, please do not reply to it!

Best Regards,
SAP Ariba team

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

Offices | Data Policy | Contact Us | Customer Support

Powered by **SAP Ariba**

SAP Ariba

Supplier Login

3

User Name

Password

Login

[Forgot Username or Password](#)

6.1. OPEN THE MODULAR QUESTIONNAIRE

From login to Ariba Network

You can reach out the Modular questionnaires directly from logging in the Ariba Network profile



Supplier Login

[Forgot Username or Password](#)

1

PROCEDURE/STEP

- ▶ 1. Log in the Ariba Network with your account
- ▶ 2. Open the questionnaire by clicking on the name

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
HSE Requirements for Carriage of Dangerous Good by Roads_MOL HU	Doc597544038	19/3/2021 15:24	(no value)	HU Hungary	Approved
▼ Status: Open (1)					
HSE_Questionnaire	Doc597544000	12/3/6104 17:38	(no value)	All All	Approved

2

6.2. FULFILLING MODULAR QUESTIONNAIRE

HSE questionnaire

All Content

Name ↑

1 Do you understand and accept the HSE Appendix of MOL Group (valid for you and your subcontractors)? + link to the document (folder behind the link, because it is different for the countries)
By selecting „Yes” you accept to take full responsibility to have the conditions and stipulations laid down therein fully understood and kept by all your employees as well as all your subcontractor’s employees during the work performed, in case of a contractual relationship with MOL Group

4 Do you accept that your company might be subject to a pre-qualification audit by MOL Group, and it is a precondition for contracting?

7 Will you ensure all legally required permits, licenses, authorizations, qualifications, competencies for your company, employees and subcontractors prior to commencing any contracted activity?

10 Do you ensure that all machines, equipment, tools etc. are fit for purpose, are properly maintained and have all the legally required certificates?

13 Did your company suffered or caused a fatal accident or a major breakdown, fire, explosion or environmental pollution with damage higher than total 100 000 USD in the last 3 years?

16 Does your company have valid OHSAS 18001 certificate?

17 Does your company have valid ISO 14001 certificate?

18 Does your company have valid SCC certificate?

19 Hereby I declare that I understand that my company ensure safe execution of activities and control over subcontractors

20 Documents

20.1 Additional Documents
(* indicates a required file)

16 Does your company have valid OHSAS 18001 certificate?

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: OHSAS 18001

Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: *

Expiration Date: *

Attachment: * [Delete](#)

No file chosen

Or drop file here

Description:

PROCEDURE/STEP

- ▶ 1. Select the answers in the drop downs
- ▶ 2. In case of certificate type questions, if you choose „Yes” as the answer, click on „Details”
- ▶ 3. Fill out the Certificate form
 - ▶ Issuer
 - ▶ Year of Publication
 - ▶ Certificate number
 - ▶ Certificate Location
 - ▶ Effective date
 - ▶ Expiration date
 - ▶ Attachment
 - ▶ Description
- ▶ 4. Submit by clicking „OK”
- ▶ 5. Click on „Submit Entire Response” and then „OK”

6.2. FULFILLING MODULAR QUESTIONNAIRE

HSE questionnaire questions

Question (questions with * are mandatory to be filled)	Possible answers
1 Do you understand and accept the HSE Appendix (valid for you and your subcontractors)? + link to the document (folder behind the link, because it is different for the countries) By selecting „Yes” you accept to take full responsibility to have the conditions and stipulations laid down therein fully understood and kept by all your employees as well as all your subcontractor’s employees during the work performed, in case of a contractual relationship with INA or MOL Group	Yes/No
4 Do you accept that your company might be subject to a pre-qualification audit by MOL Group, and it is a precondition for contracting?	Yes/No
7 Will you ensure all legally required permits, licenses, authorizations, qualifications, competencies for your company, employees and subcontractors prior to commencing any contracted activity?	Yes/No
10 Do you ensure that all machines, equipment, tools etc. are fit for purpose, are properly maintained and have all the legally required certificates?	Yes/No
13 Did your company suffered or caused a fatal accident or a major breakdown, fire, explosion or environmental pollution with damage higher than total 100 000 USD in the last 3 years?	Yes/No
16 Does your company have valid OHSAS 18001 certificate?	Yes/No (details)
17 Does your company have valid ISO 14001 certificate?	Yes/No (details)
18 Does your company have valid SCC certificate?	Yes/No (details)
19 Hereby I declare that I understand that my company can be subject to an audit from MOL Group member company in order to verify that my company operates an effective HSE Management System to ensure safe execution of activities and control over subcontractors	I confirm
20 Documents	Attachment

6.3. FEEDBACK

Approval

In case the answers on the modular questionnaire are clear and acceptable, the experts approve it. The validity of the qualification is 1 year.



Dear Attila Nagy,

MOL Group - TEST has approved the questionnaire that you completed.

Questionnaire Overview

Questionnaire name: HSE_ Questionnaire

You will be notified when further action is required.

Best regards,
SAP Ariba team

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

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

Powered by SAP Ariba

6.3. FEEDBACK

Requesting more information

▶ **MOLGROUP**

Dear Attila Nagy,

MOL Group - TEST has reviewed your questionnaire and requires additional information.

Questionnaire Overview
Questionnaire name: HSE_Questionnaire
Comments: Test request

1

For more information or if you have any questions, please contact MOL Group - TEST.

2

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

This is an automatic email, please do not reply to it!

Best regards,
SAP Ariba team

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

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

SAP Ariba

- ▶ 1. The experts are checking and validating the answers and if they need more information, they send back the questionnaire for correction with a comment
- ▶ 2. Click on the link and log in the Ariba Network profile
- ▶ 3. Click on the „Revise response” button
- ▶ 4. Click „OK”

Doc625680537 - MOL Group_Supplier qualification questionnaire

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

Revise Response

3

⚠ Revise Response?

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

4

OK

Cancel

6.3. FEEDBACK

Requesting more information

All Content

Name ↑	
1 Do you understand and accept the HSE Appendix of MOL Group (valid for you and your subcontractors)? + link to the document (folder behind the link, because it is different for the countries) By selecting „Yes“ you accept to take full responsibility to have the conditions and stipulations laid down therein fully understood and kept by all your employees as well as all your subcontractor's employees during the work performed, in case of a contractual relationship with MOL Group	* Yes ▾
4 Do you accept that your company might be subject to a pre-qualification audit by MOL Group, and it is a precondition for contracting?	* Yes ▾
7 Will you ensure all legally required permits, licenses, authorizations, qualifications, competencies for your company, employees and subcontractors prior to commencing any contracted activity?	* Yes ▾
10 Do you ensure that all machines, equipment, tools etc. are fit for purpose, are properly maintained and have all the legally required certificates?	* Yes ▾
13 Did your company suffered or caused a fatal accident or a major breakdown, fire, explosion or environmental pollution with damage higher than total 100 000 USD in the last 3 years?	* No ▾
16 Does your company have valid OHSAS 18001 certificate?	* Yes ▾ Details
17 Does your company have valid ISO 14001 certificate?	* No ▾
18 Does your company have valid SCC certificate?	* Yes ▾ Details
19 Hereby I declare that I understand that my company can be subject to an audit from MOL Group member company in order to verify that my company operates an effective HSE Management System to ensure safe execution of activities and control over subcontractors	* I Confirm ▾
▼ 20 Documents	
20.1 Additional Documents	Add Additional Documents (0)

(*) Indicates a required field

2

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

- ▶ By clicking „OK“, you will open the qualification questionnaire for modification. At the top of the page you can see the latest comment from the INA Group expert.
- ▶ 1. Modify the data they requested
- ▶ 2. Click on „Submit Entire Response“ button

6.3. FEEDBACK

Denial

In case the answers on the modular questionnaire are not acceptable, the experts can deny the procedure. In such case you will receive an automatic email about the denial.



Dear Attila Nagy,

After reviewing the information, MOL Group - TEST has decided to decline the questionnaire.

Questionnaire Overview

Questionnaire name: HSE Requirements for Carriage of Dangerous Good by Roads_MOL HU

Comments: jkh

For more information or if you have any questions, please contact MOL Group - TEST.

This is an automatic email, please do not reply to it!

Best regards,
SAP Ariba team

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

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

Powered by SAP Ariba

6.3. FEEDBACK

Certificates

You can access the uploaded certificates directly from the Ariba Network Proposals and Questionnaires tab. You can see all the necessary information.

Certificates



Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
OHSAS 18001	12/12/2020	16/2/2022	aaa_Test document for demo or test.docx	HSE_Questionnaire	Valid
SCC	1/2/2020	27/2/2021	aaa_Test document for demo or test.docx	HSE_Questionnaire	Expired

In case any of your certificates is about to expire, the system will send you a reminder to upload the valid one in the HSE_Questionnaire.

Dear Mihály Nagy,

Please be informed that your [CERTIFICAT_TYPE] certificate has expired.

[Click Here](#) to upload the new certificate in HSE_Questionnaire.

This is an automatic email, please do not reply to it!

Best regards,
SAP Ariba team

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

Offices | Data Policy | Contact Us | Customer Support

Powered by **SAP Ariba**

**THANK
YOU!**