

JSC URALCHEM / PJSC URALKALI

URALCHEM/URALKALI group procurement automation based on SAP ARIBA

SAP Ariba supplier guide

Moscow, 2021

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1. Glossary

Sheet1. Glossary

F	
Term	Explanation
Customer	JSC «URALCHEM»
Procurement event	Sequence of actions for the Customer to purchase products, works, services.
Procurement project	The main working area of the Ariba Sourcing module, in which responsible employees initiate and publish the procurement event, select the winner.
Request for purchase	Object of the Ariba Sourcing module, which transfers request item data from the consolidation area to sourcing area.
Request for procurement	Object of the Ariba P2P module, which contains information about required product and its' quantity / volume.
Envelope (1, 2, n)	Object of the system, which includes part of the supplier's offer and allows consideration of the supplier's offer in a certain order (1st envelope is a non-price offer; 2nd envelope is a price offer).
User	An employee of an enterprise / structural unit of the Company for who has been created an account in the System with the aim to perform certain functions within their job responsibilities.
System	Automated procurement process system SAP Ariba.
Ariba Discovery	Request by specified criteria for sourcing new suppliers in the business network Ariba Network.
Ariba Network	A tool that provides suppliers with access to the procurement procedures of the Customer's company.
Ariba Sourcing	The SAP Ariba module, designed to search for suppliers and procurement management using various types of procurement procedures.
Auction	Auction (Request for proposal with price breakdown)
DUNS	Global register of information about companies and organizations. Your organization's DUNS ID may be used in the SAP Ariba Sourcing system to find and identify your company. The availability of a number in the DUNS system is not required for registration in the procurement system of the URALCHEM Group.
SAP Ariba	Cloud solution for procurement processes management, consisting of functional modules.
UNSPSC	The universal catalog of products and services developed by the UN.

2. Technical requirements

Currently, you can use SAP Ariba cloud solutions with the following certified browser versions:

- Apple Safari 9+ (64 bit). The new visual design of SAP Ariba cloud solutions doesn't support Safari on mobile devices.
- Microsoft Internet Explorer 11 (32 bit). Compatibility mode isn't supported.
- Microsoft Edge 25
- Google Chrome 54 56 (64 bit)
- Mozilla Firefox 49 51 (64 bit)

To determine your browser version, use documentation provided by the browser developer.

To upgrade your Internet Explorer browser:

- 1. On the menu bar at the top of your browser, click Tools or click the gear icon (E) in the upper right corner.
- 2. Choose About Internet Explorer.
- 3. Select the Install new versions automatically box.

To upgrade your Firefox browser: Check the current browser version by clicking the Firefox menu and selecting About Firefox. Opening the About Firefox window will, by default, start an update check.

To upgrade your Chrome browser: Check the current browser version by clicking the Chrome menu, selecting Help, and then selecting About Google Chrome. Chrome will check for updates when you're on this page.

3. Browser errors warning

3.1. Deleting Cookies and Caches

Before you start working with the SAP Ariba system, recommended to delete temporary Internet files, cookies, cache and browsing history in your browser to avoid errors.



Pic. 1

How to delete those files for the following browsers:

- Internet Explorer
- Google Chrome
- Mozilla Firefox

After deleting temporary Internet files, cookies, cache and browser history, you must restart the browser.

3.2. Error 404 "The requested page was not found"

In case of the error "The web page cannot be found", you should contact the technical support of your company or the technical support of your Internet provider.

3.3. Email mail does not receive invitations-notifications to participate in the Procurement procedures

If notifications by email. mail does not arrive, contact your local IT department and ask to check the cryptographic protocol of your mail server, TLS must be version 1.1 or higher. You also need to ask them to add domains such as @rusmtp.ariba.com, @ansmtp.ariba.com, @eusmtp.ariba.com to the whitelist, this will exclude the qualification of letters from SAP Ariba as spam.

3.4. When filling out the questionnaire "JSC URALCHEM / PJSC URALKALI" the system gives an error

If, when filling out the questionnaire "JSC URALCHEM / PJSC URALKALI" (5.2.4. Completing the form «URALCHEM JSC» of this instruction), an error is displayed in the field "1.2.1 Product or service" (see screen), then the values should be adjusted for the field.

Attention! The error "Invalid service value" occurs if in paragraph 3.1 of the "JSC URALCHEM / PJSC URALKALI" questionnaire you have selected incorrect levels of the nomenclature.

You must select the correct categories / groups.

3.5. Account locked / deactivated due to export restrictions or sanctions

If you receive an email from Ariba Network support with the text:

This letter informs you of some of the actions that SAP Ariba will take with respect to your account.

SAP, as a multinational software developer, is committed to strict compliance with laws, including all applicable export control and sanction laws. Moreover, as indicated in our terms of use, SAP software products and services are subject to export control laws in various countries, including, but not limited to, those of Germany, the European Union and the United States of America.

We have learned that certain export restrictions and / or sanctions apply to you based on the information you provided when you registered with Ariba Network and entered thereafter. We are forced to immediately block access to your account until all applicable compliance requirements are met.

If you are sure this is a bug, please contact our Help Center and request a call back.

Thank you for your prompt answer to this question.

Yours faithfully,

Ariba Network Support

It is necessary:

- 1. Go to the supplier's start page (http://URALCHEM.supplier-ru.ariba.com)
- 2. In the upper right corner, click on the question mark.
- 3. Select "Support".
- 4. In the "I need help with" field, enter "Unblock account", then click the "Start" button.

5. The system will inform you that "There are no matching documents. Try different, fewer, or more general keywords" and prompts you to select your preferred communication method.

6. After choosing the preferred communication method in a new window, fill in all the required fields, then click "Submit".

SAP Ariba Proposals and Questionnaires -	@ >>	C
		Can't log in? Let us help you!
SAP Ariba	Supplier Digital Summit Archives Here you'll find replays from previous global events curated for you, whether you're new to Ariba Network or a seasoned pro looking to	
User Name Password	euvence your tearning.	
Logn Forgot Username of Password		



SAP Ariba 📉 Help Center								
Home Learning Support								
I need help with unblock account	Update							
There are no matching documents. Try different, fewer, or more general keywords.								
Can't find what you are looking for? Let us help you.								
Choose your communication preference:								
Get help by email								
Get help by phone Estimated wait in minutes for non-bidding call: 11								
☐ Attend a live webinar								
	1							
☐								

Pic. 3

4.Introduction

This instruction has been developed for suppliers of the company URALCHEM Group. URALCHEM goes on to conduct procurement procedures using SAP Ariba solution. This solution automates many operations of the procurement procedure and makes it transparent to all participants.

Suppliers participate in the procurement procedures of URALCHEM, conducted through SAP Ariba solution, through Ariba Network. This instruction describes how to use Ariba Network by participant:

• **Beginning, registration**: data entry of company profile and user account. To get started, you need to register as a supplier of products / services in Ariba Network and entry information about company and user. Registration with Ariba Network provides centralized access to the procurement procedures of URALCHEM.

• **Participation in procurement procedures**: receiving invitations by e-mail, passing prequalification, submitting non-price and price offers, rebidding.

• Account management: editing company data to display relevant information and analysis in procurement procedures of URALCHEM.

5. Beginning, registration on Ariba Network 5.1.Registration

To participate in procurement procedures of «URALCHEM» you need to register in Ariba Network. There are two ways to start registration procedure:

1) Via the link in e-mail letter with invitation for participation in procurement event;

X YPAAXVIM
URALCHEM OKHK AO - TEST has invited you to participate in the following event: RFP Template 2. The event is set to begin on Wednesday, December 19, 2018 at 3:45 PM, Moscow Standard Time.
Use the following username to log in to URALCHEM OKHK AO - TEST events: ekaterina.aksenova@uralchem.com.
<u>Click Here</u> to access this event.
When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.
If you do not want to respond to this even Click Here. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.
If you have forgotten your username or password and are unable to log in, Click Here.
NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.
If you have questions about this event, contact Ekaterina Aksenova via telephone at or via e-mail at AksenovaE@terralink.ru.
We look forward to working with you!
Thank You,

Pic. 4

2) Without invitation, you need to self-register. Copy a link below and paste it in the browser address bar: <u>http://URALCHEM.supplier-ru.ariba.com/register supplier.ariba.com</u>

5.2. Company registration in procurement system URALCHEM Group

5.2.1. Basic information about company

Creating an account consists of entering basic information about company and user.

To register you need to enter following information about company:

- Company name;
- Country (here and after please enter the actual address of the company);
- Postal code;
- State/region (not required field);
- City;
- Address (enter here information about street, building, office number).

Company information	on	
		* Indicates a required field
Company Name:*		
Country:*	United States [USA] \checkmark	If your company has more than one office, enter the main office address.
Address:*	Line 1	You can enter more addresses such as your shipping address, billing address or other addresses later in
	Line 2	your company profile.
	Line 3	
City:*		
State:*	Alabama 🗸	
Zip:*		

Pic. 5

How to complete the part «User account information» described in π . «5.2.2. User account information» of instruction.

To expand a block «Tell us more about your business» click « ».



Pic. 6

To complete registration you need to enter «Product and service categories». In this field uses the united nations standard products and services code - UNSPSC. Ways to select categories of products and services:

 To select the category of products and services, you can begin to enter the name in the input field «Product and Service Categories», then a list of possible categories will appear. To select several categories from the list, click "Add". To select one option from the list, click on the appropriate line. If you cannot find an exact match for the category you are selling, please chose the closest or broader category. The entered data during registration can be subsequently changed.

Product and Service Categories, Ship-to or Service Locations, and Industries									
Product and Service Categories *									
Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.									
nitroj Add -or- Br	rowse								
Liquid nitro gen refrigerators]								
Nitrofurazone									
Nitrogenous fertilizer									
Nitrogen N	es below. If you have global capabilities, browse and select								
Nitrofurantoin									
Nitrogen oxide analyzers	owse								
Oilfield nitro gen services									
Nitrogen well services									
Amyl nitrite									
Furazolidone									

Pic. 7

To select required categories, click on the name of it. Selected categories will appear below. If you want to delete selected category, you need to click "X".

Product and Service Categories, Ship-to or Service Locations, and Industries								
Product and Service Categories * Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.								
Enter Product and Service Categories Add -or- Browse								
Silk yarn × Mint coin collections × Nitrogenous fertilizer ×		-						

Pic. 8

You can add several categories. To select new category, you can begin to enter the name in the input field «Product and Service Categories». If you want to delete selected category, you need to click "X".

2) To select products and service categories click on «Browse» or begin to enter the name in the input field «Product and Service Categories».

Product and Service Categories:	Enter Product and Service Categories	Add	-or-	Browse
			-	

Pic. 9

When you click on a category of product and service, it suggests more detailed list for that category.

Ariba Sourcing						:		
Product and Service Cate	gory Selection	I						
Search Browse								
Click the product and service categor Click OK to save your changes. Browse Product and Servic	y you want to add and e Categories D	i click the + icon. Lower-level	produ	uct and service categories are displayed aft ? Try Search »	er yo	u click a product and service category.		
Agricultural & Fishing Machinery > Agricultural & Fishing Services > Apparel, Luggage & Personal Care	•	No items		No items		No items		
Chemicals >	>		>		>			
Computer Hardware, Software & Telecom >								
Construction & Maintenance	•							
My Selections (0)								
	No items							
Remove								

Pic. 10

To add selected category in your profile click on «+». At the same time you can choose more general or detailed category.

Product and Service Cate	gory S	election						
Search Browse								
Click the product and service category Click OK to save your changes. Browse Product and Servic	y you wan	t to add and click the + icon. Lower-level gories Didn't find what you were lookin	produ ng for	ict and service categories are ? Try Search »	displaye	d afte	er you click a product and service ca	ategory.
Agricultural & Fishing Machinery	A	Clothing >		Athletic wear >	\checkmark		Boys athletic wear	\checkmark
Agricultural & Eisbing Services		Footwear >		Clothing accessories >	Ð		Girls athletic wear	\oplus
>		Luggage, Handbags, Packs &		Coats and jackets $>$	\oplus		Mens athletic wear	\oplus
Apparel, Luggage & Personal Care >	>	Cases > Personal Care Products >	>	Dresses and skirts and saris and kimonos $>$	Ð		> Womens athletic wear	Ð
Chemicals >		Sewing Supplies & Accessories $>$		Folkloric clothing >	\oplus			
Cleaning Supplies >				Hosiery >	\oplus			
Computer Hardware, Software & Telecom	-			Nightwear >	Ð	•		
My Selections (2) Athletic wear (View) Boys athletic wear (View)				~ · · · · X				

Pic. 11

You can select several categories at the same time. Selected categories will appear in the block "My selections".

If you want to delete selected category you need to mark it in the list and click "Remove".

My Selections (3)		
Athletic wear (View)		
Boys athletic wear (View)		
Girls athletic wear (View)		
Remove		
	Cancel	ОК

Pic. 12

If all categories selected right you need to approve you choice and click on «OK».

There are two ways to choose ship-to or service locations:

1) You can begin to enter the name in the input field, after that will appear a list of addresses. To select several categories click "Add". If you need to choose one address from the list click on required name.

Ship-to or Service Locations:	Aust	Add	-or- Browse
	Austin-Round Rock-San Marcos - Texas		Suggestions
Tax ID:	Austria		
	Australia		
DUNS Number:	Austurland - Iceland		
	Aust-Agder - Norway		

Pic. 13

2) To select ship-to or service location click on «Browse».

Ship-to or Service Locations:	Add	-or- Browse

Pic. 14

Select the territories that your company serves. If your company offers global coverage, choose Global.

If you provide services throughout Russia, please enter the value "Russian Federation" in the input field. If you want to clarify service locations, please enter them in accordance with the instruction below (please note that the Russian Federation is in the "North Asia" region).

To add selected locations in your profile click on «+». Selected locations will appear below in a block "My selections". If you need to delete location click on "Remove". If all categories selected right you need to approve you choice and click on «OK».

Then you can enter information in the following optional fields:

- Tax ID (enter your nine-digit company Tax ID number).
- D-U-N-S number (enter the nine-digit number issued by Dun & Bradstreet.).

5.2.2. User account information

! The user who registers the organization automatically becomes the profile administrator. The administrator is responsible for filling out / updating information about the company.

To create a user account in the system, you need to fill in the following account information:

- Name
- Email

• Username (username is a login in the system; you can use an email as a login, for that put checkmark at «Use my email as my username»).

• Password (must contain a minimum 8 characters including letters and numbers).

			* Indicates a required field
Name:*	First Name	Last Name	SAP Ariba Privacy Statement
Email:*			
	Vse my email as my use	rname	
Username:*			Must be in email format(e.g john@newco.com) (j)
Password:*	Enter Password		Must contain a minimum 8 characters including letters and numbers. ①
	Repeat Password		
Language:	English	~	The language used when Ariba sends you configurable notifications. This is different than your web b
Email orders to:*			Customers may send you 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 chance this anytime.

Pic. 15

After that, you need to read the Terms of Use and the SAP Ariba Privacy Statement, to agree you need to put checkmark at "I have read and agree to the Terms of Use" and "I have read and agree to the SAP Ariba Privacy Statement" and click "Register".



NOTE!	
If your company profile was previously registered in the Ariba Network system, after clicking the " button, a pop-up window "Potential existing accounts" will appear, for more information, click the accounts" button.	'Register" ∋ "Review
Otential existing accounts We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account. Review accounts	
Pic. 1	
If your company appears in search results, you can contact the account administrator and reques For this you need to:	st access.
1. In the search results, on the right norm your company, click on the button, then wew prom	е,
1 search results found	
SUPPLIER NAME () COUNTRY () STATE () DUNS () SUPPLIER AND () ACTIONS	
kkkk RUS Adygeya, Respublika - AN01490569345 too ∢	profile Afew profile act admin if need to.
Pic. 2	
2. Make sure that the selected company profile matches yours;3. Press the button "Contact Admin";4. Fill in the required fields, correct the message, press the "Send email" button;	
Contact Your Account Administrator	
Review the following information and make edits as necessary. Click Send Email to send this message to the account administrator.	
Your Name:* Mascow Mascow Your Company Name:* Icfnn LLC	
Your Email Address:* icfnn@yandex.ru	
Your Phone Number: USA 1 V USA 1 V Hello.	
I recently attempted to register an account on Ariba Network. During registration, SAP Ariba searched and returned your account as a match.	
Your Message:* Please contact me to determine if I should be using this account. Thank you.	
Cancel Send Email	
Pic. 3	
If your company does not appear in search results, you will need to continue account creation.	

Review duplicate Account	
We noticed that your company may already register an Ariba Network account, please review the match results below, then: You can log in the account you are associated with Or, you can view the profile and contact the account administrator from there Or, if there is no match, you car Continue Account Creation and we will progress your registration Or, you can Go back to previous page 	
Pic. 4	

5.2.3.Account activation

After completing and sending the form to the email address you provided during registration, you will receive an email containing a link to activate your account.



Pic. 17

When you click on the link, will appear a new window confirming successful account activation, as well as a list of information that must be additionally provided for access to the procedures conducted by the URALCHEM/URALKALI Group.

5.2.4.Completing the form «JSC URALCHEM / PJSC URALKALI»

! NOTE ! If your company profile has been registered already in URALCHEM/URALKALI Group SAP Ariba Procurement System, after logging in to your personal account you will be requested to complete profile fields. Click "Go to company profile".

Ariba Sourcing	Test Mode			Company Settings 🔻	Ekaterina Aksenova 🔻	Help Center >>
URALCHEM OKHK AO - TEST						
Required Profile Fields Your customer has requested that you complete the	following information before they conduct business with y	u. Click Go to Company Profile and complet	te the required fields. After you	provide the requested informa	ation, you can begin participating	g in events.
Required Profile Fields From URAL	CHEM OKHK AO - TEST					
	Customer Requested	fields.				
	Go to Company	Profile >				

Pic. 18

If you have entered the SAP Ariba system by using activation and account confirmation link from the letter, then the required profile fields will open automatically.

itac	URALCHEM OKHK AO - TEST Requested Profile * Indicates a required field Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click Submit . You can click Save as Draft to save any values you may have edited without sending the changes to your
	customer. Save as Draft Submit
	Changes you make below may be subject to approval before they are accepted.
	Question
	▼ 1 Mandatory questions
	▼ 1.1 Company Information
	1.1.1 Организационно-правовая форма *
	1.1.2 Краткое наименование *
	1.1.3 Полное наименование *
	1.1.4 Статус компании * Unspecified 🗸
	1.1.6 Вы являетесь Резидентом или Нерезидентом Российской Федерации? * Unspecified 🗸
	1.1.7 Дата регистрации компании *
	Save as Draft Submit

Pic. 19

Attention!

The questionnaire described in this manual is dynamic, additional sections appear depending on the selected answer.

The questionnaire contains the following blocks:

- 1. Requirement.
- 2. Company information.
- 3. Category selection: goods / services.
- 4. Details.
- 5. Passport.
- 6. Company representatives.
- 7. Company representatives.

- 8. Company representatives.
- 9. Documentation.

10. Documents and information shall be provided in an electronic form and subsequent provision in hard copy is obligatory upon written request. All documents of a potential non-resident counterparty shall be provided with a translation into Russian.

11. Confirmation.

JSC URALCHEM / PJSC URALKALI Reques * Indicates a required field	ted Profile
Your customer has specifically requested that you complete the information, click Submit . You can click Save as Draft to save customer. Click Discard Draft to clear all the changes you have customer.	following profile information. After you complete the requested profile any values you may have edited without sending the changes to your made and display the last values you successfully submitted to your
Status: Submitted by aribasystem at 11/07/2020 04:21 PM	Discard Draft Save as Draft Submit
Changes you make below may be subject to approval before the	y are accepted.
Question	
1 Based on the questionnaire below, your company will ge Prior to fill in the questionnaire, please check that your comp Database (check with your colleagues or call Uraichim/ Uraik will be rejected. Press Tinks ² , and you can download Supplier's Guidelines or References ∨ 2.0 company information	accreditation. Any profile is not registered with Uralchim/ Uralkali Ariba ali Helpdesk 8 800 707 8689), otherwise your company profile the system usage.
2.1 Is your organization a Resident or non-Resident of	the Russian Federation? * Резидент 🗸
2.2 Is your organization a legal entity or an individual	* Юридическое лицо 🗸
2.6 Legal form abbreviation * -	
2.8 Short name * 000	
2.9 Full name * 00000	
 Котрану status Аулер/официальны Посредник Поставщик услуг 	я́ представитель производителя
	· · · · · · · · · · · · · · · · · · ·

Pic. 20

1. Requirement

Based on the questionnaire below, your company is accredited.

Prior to fill in the questionnaire, please check that your company profile is not registered with Uralchim/ Uralkali Ariba Database (check with your colleagues or call Uralchim/ Uralkali Helpdesk 8 800 707 8689), otherwise your company profile will be rejected.

Press "Links", and you can download Supplier's Guidelines on the system usage.

2. <u>Company information:</u>

2.1 Is your organization a Resident or non-Resident of the Russian Federation? - select the corresponding value from the drop-down list.

2.2 Is your organization a legal entity or an individual? - select the corresponding value from the drop-down list.

2.3 Select an option - select the appropriate value from the drop-down list (Individual entrepreneur or without registration of individual entrepreneurship).

2.4 Full name - indicate the last name, first name and patronymic of an individual.

2.5 Legal form abbreviation - indicate the abbreviation of the form of incorporation (LLC, OJSC, CJSC, etc.) corresponding to your organization.

2.6 Company name - indicate the company name.

2.7 Short name - indicate the short name of the organization (abbreviation).

2.8 Full name - indicate the full name of the organization without abbreviations (indicate without quotation marks).

2.9 Full name (in English) - indicate the full name of the organization without abbreviations in English (indicate without quotes).

2.10 Company status - indicate the status of the company: Service provider, Dealer / official representative of the manufacturer, Intermediary or Manufacturer.

2.11 Where the services are subject to an obligatory certification/ license/ approval, the respective document shall be attached - download the attachment.

2.12 Are the goods subject to an obligatory certification/ license/ approval? - choose a yes / no answer.

2.13 Certificate, permission or other document confirming the status of the Manufacturer - download the attachment.

2.14 Certificate, approval or any document confirming the Manufacturer status - download the attachment.

2.15 The document confirming the status of Dealer / official representative of the manufacturer - download the attachment.

2.16 Company registration date / individual entrepreneur - indicate the date of registration of the organization. Press « \bowtie » to switch between years.



Pic. 21

2.17 Revenue for the last year - indicate the amount of revenue for the last reporting period.

2.18 Location address (in accordance with registration) - indicate the postal code, city, street, house number, office number where the organization is registered.

2.19 Actual address - indicate the zip code, city, street, house number, office number where the organization is actually located.

2.20 Is the entity under the process of reorganization / liquidation? - select the corresponding value from the drop-down list.

3. Category selection: goods / services

1.1 Goods and services - click "Select", mark no more than 10 categories / groups of items from the nodes Uralchem and Uralkali, for which you want to participate in the auction.

▼ 3 Category selection: goods / services



Pic. 22

ATTENTION!

When filling out the field, be sure to select the goods and services of the nomenclature from the nodes of Uralchem JSC and Uralkali PJSC.

Choose Values for Утвержденные товары и услуги

Add to Currently Selected		Currently Selected	
Name v	Search	Name †	ID
Name 1 ID		No items	
▼ All Commodities All		<	>
✓ * ПАО "УРАЛКАЛИЙ" 2000			
АО "ОХК "УРАЛХИМ" 1000			
<	>		
			Done



Add to Currently Selected



Pic. 24



Pic. 25

3.2 Reference sheet - Download the template, fill in the form, upload the document.

3.2 Reference sheet (*Download the template, fill in the form, upload the document*) 🗟 References 🔨 *Attach a file



3.2 Reference sheet (Download the template, fill in the form, upload the document)	References V *Attach a file
▼ 4 Details	Reference Documents
4.1 OGRN * 147852369	🕒 Референс-лист.xlsx
4.2 INN * 1	Download all attachments



Add Attachment	OK Cancel
nter the location of a file to add as an Attachment .	To soarch for a particular file click Browse When you have Mare
	To search for a particular file, click Drowse when you have more
Attachment:	Browse



4. <u>Details</u>

4.1 OGRN - indicate the "Primary State Registration Number" assigned to the organization, consisting of 13 characters.

4.2 INN - indicate the TIN of the organization, consisting of 10 characters.

4.3 KPP - indicate the code of registration with the tax authority, consisting of 9 characters.

4.4 KPP of a major taxpayer - indicate the code of registration with the tax authority.

4.5 OKVED - indicate the code of the all-Russian classifier of types of economic activity.

4.6 OGRNIP - indicate the main state registration number of an individual entrepreneur.

4.7 OKPO - indicate the all-Russian classifier of enterprises and organizations.

4.8 TIN - Taxpayer Identification Number / Registration number - TIN - Taxpayer Identification Number / Registration number - indicate the taxpayer identification number.

4.9 SNILS - indicate the insurance number of the individual personal account.

4.10 Phone - specify a contact phone number.

4.11 E-mail - specify an email address.

4.12 Bank details(download the template, fill in the form, sign by director, apply seal, upload in pdf format) - uploading occurs in the same way as in paragraph 3.2 "Reference list" of this instruction.

5. <u>Passport</u>

5.1 Series, No - indicate the series and passport number.

- 5.2 Issue date indicate the date of issue of the passport.
- 5.3 Passport copy (the 2nd page + registration page) attach archive or 1 document.

5.4 Consent for personal data processing (download the template, fill in the form, save archive, upload archive) - upload is similar to paragraph 3.2 "Reference list" of this instruction.

6. <u>Company representatives</u>

This block is displayed and must be completed if the field "2.2. Is your organization a legal entity or an individual? " - "Legal entity" is selected.

In the appropriate fields, indicate information on the representatives of the company: CEO, chief accountant and ultimate beneficiary.

7. <u>Company representatives</u>

This block is displayed and must be completed if the field "2.3. Select an option? " - "Individual entrepreneur" was selected.

In the appropriate fields, indicate information on the representatives of the company: head, chief accountant.

8. Company representatives

This block is displayed and must be completed if the field "2.3. Select an option? " - "Without registration of individual entrepreneurship" was selected.

Specify information on the person's representative in the appropriate fields.

9. Documentation

9.1 Constituent documents - in this block you need to download the required documentation.

9.2 Location - it is necessary to upload documents confirming the lease / ownership rights to the premises at the participant's actual location.

9.3 Financial and economic state of the organization - in this block you need to download the required documentation.

9.4 Tax system - select the appropriate value from the drop-down list.

10. Information block

Documents and information shall be provided in an electronic form and subsequent provision in hard copy is obligatory upon written request. All documents of a potential non-resident counterparty shall be provided with a translation into Russian.

11. Confirmation:

11.1 - give a detailed answer.

11.2 - give a detailed answer.

11.3 Does your company have any divisions (branches, representative offices), subsidiaries or affiliated companies? - unloading is similar to paragraph 3.2 "Reference sheet" of this instruction.

11.4 Attach the list of divisions (branches, representative offices), subsidiares and affiliated companies - select the appropriate value from the drop-down list.

11.5 Does your company apply electronic document management? - select the appropriate value from the drop-down list.

11.6 Electronic document management operator - you must specify the name of the operator.

11.7 , 11.8, 11.9 - check the boxes opposite the answer "I agree".

11.8 We hereby express our consent for verification of all the information contained in the questionnaire by authorized representatives of the Customer before and/or during the conclusion of contractual relations. To this effect, we guarantee to provide upon request of the authorized persons of the Customer the documents from the list as specified in the tender documentation, as well as to ensure the access of the Customer's representatives accompanied by our representatives to our office and production premises
Answer Cогласен
11.9 We undertake to immediately notify the Customer of any changes in the company that are, to any extent,
capable of influencing the implementation of agreements we have reached
Answer * 🖌 Согласен
11.10 We hereby certify that the information provided is true and complete as of the date * 🗹 Подтверждаю 👻



Pic. 29

After completing the questionnaire, <u>click "Submit" button and close the questionnaire by</u> <u>clicking on «X».</u>

		Y
ſ		Ekate
	URALCHEM OKHK AO - TEST Requested Profile * Indicates a required field	
Contact	Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click Submit . You can click Save as Draft to save any values you may have edited without sending the changes to your customer.	
	Save as Draft Submit	matior
	Changes you make below may be subject to approval before they are accepted.	oletene
	Question	
	пропулюрованы, прошиты, скроплены удостоворительной падписаю, который заверистой падписаю уполномоченного представителя контрагента и его печатью.	
	Все документы потенциального контрагента – нерезидента РФ предоставляются с переводом на русский язык.	
	▼ 4 Подтверждение	
	4.1 Настоящим выражаем согласие на проверку до и/или в процессе заключения договорных отношений всех содержащиеся в анкете сведений уполномоченными представителями Заказчика. С этой целью мы гарантируем предоставить по запросу уполномоченных лиц Заказчика необходимые для проверки указанных в анкете сведений документы из перечня запрашиваемых Заказчиком документов, указанных в конкурсной документации, а также обеспечить доступ представителей Заказчика в свои офисные и производственные помещения в сопровождении наших представителей.	
	Апзwer * 🗸 Согласен	
	4.2 Обязуемся незамедлительно информировать Заказчика обо всех изменениях в компании, которые в той или иной степени способны повлиять на исполнение достигнутых нами соглашений	on
	Answer * 🗸 Согласен	
		Profile
	Save as Draft Submit	ır Ariba
		work M

Pic. 30

Click "Save" to change questioner «JSC URALCHEM / PJSC URALKALI» status to «Complete» and get access to events.

Ariba S	Sourcing			Test Mode			 Company Settings V	Ekaterina Aksenova
Company F	Profile						Save	Close
Basic (4)	Business (2)	Marketing (3)	Contacts	Certifications (1)	Customer Requested	Additional Documents		
* Indicates a req	uired field						Public Profile Cor	mpleteness
Customer	Customer Customer Requested Profile Information				Commodities			
URALCHEM OKHK AO - TEST		Incomplete			Short Description Website			

Pic. 31

Click «Close».

Ariba Sc	ourcing			Test Mode			 Company Settings ▼	Ekaterina Aksenova
Company Pro	ofile						Save	Close
✓ Your profile	has been succes	sfully updated.						×
Basic (4)	Business (2)	Marketing (3)	Contacts	Certifications (1)	Customer Requested	Additional Documents		
* Indicates a require	ed field						Public Profile Con	mpleteness
Customer	Customer Customer Requested Profile Information				Commodities			
URALCHEM O	OKHK AO - TEST			Complete			Short Description Website	I

Pic. 32

You see supplier dashboard where in a block "Events" displayed all events you has invited to participate.

Ariba Sourcing	Test Mode				Company Settings v	Ekaterina Aksenova 🔻	Help Center »
URALCHEM OKHK AO - TEST							
URALCHEM OKHK AO - TEST Requested Profile	Welcome to the Ariba Spend Management s ensure market integrity.	ite. This site assists in identifying wo	ld class suppliers who are ma	rket leaders in quality, service, a	and cost. Ariba, Inc. adm	inisters this site in an effort t	•
been completed.	Events				7		
· · · · · · · · · · · · · · · · · · ·	Title		ID	End Time ↓		Event Type	
	▼ Status: Pending Selection (1)						
Public Profile Completeness	Закупочная процедура (2 этап)		Doc2621030	9/11/2018 11:59 A	м	RFP	
	▼ Status: Preview (1)						
15% Enter commodities to reach 35% >	RFP Template 1		Doc3316894	12/18/2018 3:45 F	м	RFP	
There are no matched postings.	Tasks				-		
	Name Status	Due Date		Completion Date		Alert	
			No items				

Pic. 33

6. Execution of the task "Coordination with the counterparty"

The task is designed to agree on a contractual document between the Ariba Network

The approver from the counterparty will receive an email containing a link to access the task within the system.

By clicking the link, the counterparty gets into the task, where he has the opportunity to "Accept proposal" or "Create a counter proposal".



Pic. 34

When you press any of the two buttons, the system accepts the response "Reviewed". However, when creating a counter offer, the supplier must attach an updated version of the contract.

Counterparty view:

Counter Proposal	OK Cancel
Enter a comment message and, if necessary, set the Access Control for this comment. You can also add document attachments	s to support your comment. To add a document from an external source, click Add Attachment. To add a reference to a document already in the More
Message: B / U II II II - ster - I - font - I A A O	
Access Control:	
Document	Attach Revised Document
Основной документ контракта	
Доп.соглашение №6-Курья-Йокогама_20 танк SOC_15.07.20	Choose File Vo file chosen Or chop file here
Additional Attachments	
	No items
Delete Add attachment	
	OK



7. Participation in procurement procedures

To go to the area of procurement procedures in which you are invited to participate, click on the "" button, select "Ariba Proposal And Questionnaries".

SAP	Ariba Network - Enterprise Accou	nt							?	ПВ
Home	Ariba Discovery						Documents	✓ Create ✓		
_	Ariba Proposals And Questionnaires							ad 🔿		
	Ariba Contracts						Guide	Trends Refresh		
Orders,	Ariba Network				All Customers +	Last 14 days -	Now we're mobile.			
0 Pinned Do) ocuments More						Check it out.	379.7M -		
Documen	nt# Doo	ument Type	Customer	Status		Amount				
	No items						Tasks			
							Update Profile Information	45%		

Pic. 36

To participate in event click on event name in block "Status: Open".

Ariba Sourcing	Test Mode			Company Settin	gs ▼ Ekaterina Aksenova ▼ Help Center ≫
URALCHEM OKHK AO - TEST					
URALCHEM OKHK AO - TEST Requested Profile	Welcome to the Ariba Spend Management ensure market integrity.	site. This site assists in identifying wor	ld class suppliers who are market leade	ers in quality, service, and cost. Ariba, Inc	c. administers this site in an effort to
All required customer requested fields have been completed. View customer requested fields >	Events				
	Title		ID	End Time ↓	Event Type
	▼ Status: Open (1)				
Public Profile Completeness	RFP Template 1		Doc3316894	12/24/2018 3:45 PM	RFP
	▼ Status: Pending Selection (1)				
15%	Закупочная процедура (2 этап)		Doc2621030	9/11/2018 11:59 AM	RFP
There are no matched postings.	Tasks				
	Name Statu	5 Due Date	Comple	tion Date	Alert
			No items		

Note!			
Before viev	ving the m	andatory conditions, you	can familiarize yourself with all the content of the
ent and mal	ke a decisi	on.	
	Ariba Sourcir	ng	Company Settings + Ekaterina Alseniova + Holp Center 39
	< Go back to URALCHEM OKHK A	O - TEST Dashboard	Desktop File Sync
	Event Details	Doc3316894 - RFP Template 1	G ^{Time} remaining 5 days 23:24:41
	Event Messages Download Tutorials Response Team	Neview and respond to the prerequisites. Prerequisite questions must be answered be before you can continue with the event. If you decline the terms of the prerequisities, you	for you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses to cannot view the event content or participate in the event.
	▼ Checklist	Review Prere	utilities Decline to Respond Print Event Information
	1. Review Event Details	Event Overview and Timing Rules	
	2. Review and Accept Prerequisites	Owner: Elicaterina Aksenova ③ Event Type: RFP	Description: Currency: Russian Ruble
	3. Submit Response		Commodity: leptine, FUCT 4164-79 D0000024513 Regions: Al All
		Fubish time: 12/19/2018 3 35 PM Response start date: 12/19/2018 3 45 PM Due date: 12/24/2018 3 45 PM	
		Specily how lot bidding will begin and end. Parallel (i)	
		Bidding Rules	

To submit an offer, you need to complete 3 steps (the required steps will be highlighted in blue):

- 1. View prerequisites.
- 2. Select lots.
- 3. Submit an offer.

In the upper right corner of the screen, the time remaining until the completion of the bid acceptance procedure is displayed. During this time, it is possible to submit proposals, as well as exchange messages with the responsible purchasing manager of URALCHEM / URALKALI.

1. To participate in the procurement procedure of the URALCHEM / URALKALI Group through the Ariba Network, it is necessary to read and accept the obligatory conditions of the bidder.

First you need to click on "Review Prerequisites".

Ariba Sourcir	g	Company Settings Ekaterina Aksenova Help Center >>
< Go back to URALCHEM OKHK A	D - TEST Dashboard	Desktop File Sync
Event Details	Er Doc3316894 - RFP Template 1	L Time remaining 5 days 23:24:41
Event Messages Download Tutorials	Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in	n the event. Some prerequisites may require the owner of the event to review and accept your responses in this event.
▼ Checklist	Review Prerequisites Decline to Respond	Print Event Information
1. Review Event Details	Event Overview and Timing Rules	
2. Review and Accept Prerequisites	Owner: Ekaterina Aksenova () Event Type: RFP	Description: Currency: Russian Ruble
3. Submit Response		Commodity: 6pom; FOCT 4109-79 D0000024513 Regions: All All
	Publish time: 12/18/2018 3:35 PM	
	Response start date: 12/18/2018 3:45 PM	
	Due date: 12/24/2018 3:45 PM	
	Specify how lot bidding will begin and end: Parallel ()	
	Bidding Rules	

Pic. 39

Put a checkmark in front of the item "I accept the terms of this agreement."

Check the box at the end of the sentence "In accordance with the settings chosen by the buyer for this event, rejected envelopes can be retrieved and opened while the event is pending selection. I accept the terms of this agreement. "

Click "OK" to confirm the action.

Ariba Sourcir	ing twice II Generalization Control II Generalization Control II Generalization Control II Generalization Control Cont	Help Center
Go back to URALCHEM ORHICA	CAD TEST Deshto File Syna Deshto File Syna	
Prerequisites	Doc3316894 - RFP Template 1	
* Checklist	Prevenues must be completed prior to participation in the event.	
1. Review Event Details		
2. Review and Accept Prerequisites	In constantion of the spontump to participate in online events (On-Line Event) held and conducted by the contrary tomorroup the On-Line Event) (Somerci on the web site (Somerci on the web site (Somerci on the web site) held and conducted by the contrary spontuning the On-Line Event (Somerci on the web site) held and conducted by the contrary spontuning the On-Line Event (Somerci on the web site) in Somerci on type in Somerci on the Somerci on the Somerci on the set set (Somerci on the web site) in Somerci on type in Some	after which
3. Submit Response	Denome may appear to the source sources. Specific tailors in a close to any one and close the specific operations on the specific operation of the specific operations on the specific operations on the specific operation of the	
	I societ the terms of this agreement I for not access the terms of this agreement	Cancel

Pic. 40

Click OK to submit.

of the opportunity to participate in c Ariba, Inc. ('Site Owner'), your com re invited to participate in the On-Li roposal. Submission of a bid does i Sponsor may accept to form a contr pant's bid.	✓ Submit this agreement? Click OK to submit.	by the company sponsoring this On-Line E ms and conditions ('Bidder Agreement'): iy or withdraw this On-Line Event. Sponso t of a future business relationship. Rather, for any costs incurred by Participant in the
Except to the extent Sponsor allows entry errors.	a non-binding bid, all Bids which Participant sub	mits through the On-Line Events are legally v

Pic. 41

2. Next, you need to select the lots / purchase items for which the offer will be submitted, as well as the trading currency. After that click on "Select Lots" to select in which lots you want to bid.

Ariba Sourcir	ng	Test Mode	 c	Company Settings 🔻	Ekaterina Aksenova 🔻	Help Center »
Go back to URALCHEM OKHK A	0 - TEST Dashboard				Desktop File	Sync
Event Details	🗁 Doc3316894 - RFP Template 1				⊡ ^{Time} 5 da	^{remaining} ays 23:18:40
Event Messages Download Tutorials	Download Content	Review Prerequisites	Select Lots	Print Event Info	ormation	
Response Team	General questions				(Section 1 of 4) Nex	t »
 Checklist 	Name †					
1. Review Event Details	▼ 1 General questions					
I	1.1 Confirm you will use Uralchem Contract template					Yes
 Review and Accept Prerequisites 					>> Next Sec	tion: Payment Terms
3. Select Lots	Event Overview and Timing Rules					
4. Submit Response	Owner: Ekaterina Aksenova ①		Description:			
	Event Type: RFP		Currency:	Russian Ruble		
Event Contents			Commodity:	Бром; ГОСТ 4109-	79 D0000024513	
. Eron contonto	Dublich time: 12/18/2019 2:25 D		Regions:	All All		

Pic. 42

If necessary, you can use different currencies for different lots (the function will be available with appropriate settings of the Procurement Procedure by the purchaser of Uralchem / Uralkali). To do this, you need to check the box "Use different currencies for different lots" and select the currency for submitting an offer for each lot.

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below.
Event Bidding Currency
Select event bidding currency: Select Currency
Select Lots Select Using Excel
Lots Available for Bidding
Name
2.3.1.4 Test
2.3.1.5 Test 2
Confirm Selected Lots

Pic. 43

Check the boxes only for those positions for which you are going to submit an offer.

it a respor

Pic. 44

Click "Confirm Selected Lots". You will go to the screen for filling in the content of the procurement procedure requested by the purchaser of Uralchem / Uralkali.

N	ot	ום
	UL	C :

You can submit an offer by filling in the fields in the System interface, or use the download of an Excel document, for this go to the "Select using Excel" tab.

Click Download Content.

Ever	nt Bidding Currency
Sele	ct event bidding currency: Russian Ruble v Use a different currency for different lots
	Select Lots Select Using Excel
You	are invited to participate in 2 lot(s), and have already signed up for 1 of them. You can change the list of lots you are signed up for. To do so, follow the instructions below.
S	L Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets". Download Content
Si	ep 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
S	tep 3. Locate the saved Excel file on your computer using the Browse button. Browse Or drop file here
Si	tep 4. Click Upload to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response. Upload
	Рис. 1
The Excel docum structure of the Purcl	ent will be downloaded. The sheets in Excel correspond to the sections in the hase Procedure. Complete the document. Save it on your local computer.
To download the selecting the file, clic	completed Excel document with your proposal, at step 3, click "Browse". After k "Upload" in step 4.

When event is open in the upper right corner of the screen you see the time remaining while bidding is open. During this time, it is possible to submit bids and exchange messages with the responsible procurement manager of URALCHEM/URALKALI.

Depending on the specificity / complexity of the purchased item, the content of the procurement procedure may include the following sets of questions:

- Prequalification
- Request for proposal (pricing and non-pricing)
- Auction

Request for proposals by the URALCHEM/URALKALI Group is a competitive procurement method in which potential suppliers are sent requests for the supply of products in order to create organized competition and attract market proposals on a competitive basis. The person who won the right to conclude a supply contract shall be recognized as the participant who submitted the best offer on the totality of conditions.

The supplier submits response through a personal account and can select the following data entry methods: manually filling in the fields or loading data through a pre-filled Excel file.

To submit response through manual entry, you must fill fields in the questionnaire containing non-pricing and pricing information.

▼ 4 Pricing Section	
4.1 Azot - Less	
Price:	* RUB
Quantity:	1 each
Origin of goods (Происхождение товара):	*
Analogue of goods (Предлагаемый аналог):	*
VAT	(i)
Tax Duty:	* RUB

Pic. 45

A non-pricing section contains a list of criteria that will be considered when choosing a winner. The pricing section contains commercial information for each item in the order.

If you need to attach a document to submit response, click "Attach a file" in the corresponding field of the questionnaire and specify the path to the file on your local computer.

All Content		*
Name †		
• 4.2 Референс-лист		*
4.2.1 Референс-лист (Выгрузить шаблон, заполнить форму, загрузить документ)	🗁 Референс-лист.xlsx 🗸 Update file Delete file	
▼ 4.3 Документация		
4.3.1 Учредительные документы		
▼ 4.3.2 Местонахождение		
4.3.2.1 Копии документов, подтверждающих права аренды/собственности на помещение по месту фактического местонахождения участника	Attach a file	
▼ 4.3.3 Производственная деятельность		
4.3.3.1 Копия лицензии (лицензий) на право осуществления деятельности, подлежащей лицензированию (при наличии), другой разрешительной документации	Attach a file	
▼ 4.3.4 Финансово-экономическое состояние организации		
4.3.4.1 Система налогообложения?	Unspecified 🗸	
5 Документы и информация должны предоставляться в электронном виде с последующим обязательным предоставлением на бумажных носителях.		

Pic. 46

To submit response by import Excel file, in the section of submit response, click "Excel Import".

Event Messages Response History	All Content		
 Checklist 	Name †		
4 Deview Event Details	▼ 4.2 Референс-лист		
1. Review Event Details	4.2.1 Референс-лист (Выгрузить шаблон, заполнить форму, загрузить документ)	🖆 Референ	
 Review and Accept Prerequisites 	▼ 4.3 Документация		
2 Submit Despense	4.3.1 Учредительные документы		
5. Submit Response	▼ 4.3.2 Местонахождение		
	4.3.2.1 Копии документов, подтверждающих права аренды/собственности на помещение по месту фактического местонахождения участника	Attach a file	
 Event Contents 	▼ 4.3.3 Производственная деятельность		
All Content	(*) indicates a required field		
1 Introduction	Submit Entire Response Save Compose Message Excel Import		
2 General Questions			

Pic. 47

On the Import Response from Excel page, click "Download Content" to download and view the event in an Excel spreadsheet. Enter your responses in the Excel file and save on your computer. Select the Excel file on your computer using the "Choose File" button. Click "Upload" to import an Excel file.

Import R	Response from Excel
This page	allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.
Step 1.	Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets". Download Content
Step 2.	Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
Step 3.	Locate the saved Excel file on your computer using the Browse button. Choose File Or drop file here
Step 4.	Click Upload to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response. Upload

Pic. 48

To print and sign the response, click on "Review Event Details" in checklist and click "Print event information". The document will be uploaded in MS Word format.

Ariba Sourcin	g	1031 111000	Company Settings v	Ekaterina Aksenova ▼	Help Center »
Go back to URALCHEM OKHK A	D - TEST Dashboard			Desktop File Sync	
Event Details	E Doc3316894 - RFP Template 1			⊡ ^{Time} 5 da	remaining ays 00:35:52
Event Messages Download Tutorials	Download Content	Review Prerequisites Select Lots	Print Event Information		
Response Team	General questions			(Section 1 of 4) Next	»
 Checklist 	Name †				
1 Review Event Details	1 General questions				
	1.1 Confirm you will use Uralchem Contract template				Yes
 Review and Accept Prerequisites 				Next Sect	tion: Payment Terms
3. Select Lots	Event Overview and Timing Rules				
 Submit Response 	Owner: Ekaterina Aksenova (i)	Description:			
	Event Type: RFP	Currency:	Russian Ruble		
▼ Event Contents		Commodity:	Бром; ГОСТ 4109-79 D000002451	3	
All Content	Publish time: 12/18/2018 4:35 AM	Regions.	DII DII		

Pic. 49

7.1. Submit alternative response

To submit alternative response go to submit bids page and click on "Alternative">"Alternative price".

3.3 Number of days for post-payment	* 0 each
3.4 Transportation and Procurement Costs	* P0.00 RUB
3.5 Broker Services	* P0.00 RUB
▼ 4 Pricing Section	
4.1 Item -	More +
Decrement Price v for selected items by Apply	(*) indicates a required field
Sync Primary Bid Submit Entire Response Update Totals Reload Last Bid	Save Compose Message Excel Import

Pic. 50

In the next window for selecting items of an alternative, you must enter the name of the alternative.

In the Item block, you need to checkmark items for alternative proposal and click "OK".

On the alternative offer submission page, in the field "Analogue of goods", you need to enter the name of the alternative response and in the field "Price" enter the alternative price.

▼ 4 Pricing Section			
4.1 Azot - Less			
Price:	*	RUB	
Quantity:	1 each		
Origin of goods (Происхождение товара):	*		
Analogue of goods (Предлагаемый аналог):	*		
VAT	(i)		
Tax Duty:	*	RUB	



7.2. Request for proposal with price breakdown in auction format

Rebidding in auction format involves a contest between bidders on the price condition. The supplier who won the auction shall be recognized as the participant who offered the lowest price. Response submission is carried out in real time through the personal account of the supplier.

If URALCHEM/URALKALI announces the start of rebidding in the auction format, the supplier will receive an e-mail invitation containing an active link to the published event. Access to electronic trading is carried out by clicking on the active link from the invitation or directly through the personal account of the supplier.

1. Click on "Click Here" to access this event.



Pic. 52

2. When event is open click on "Review Prerequisites".

Event Details	各 Doc3330435 - Auction 12
Event Messages Download Tutorials	Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the or your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.
 Checklist 	Review Prerequisites Decline to Respond Print Event Information
1. Review Event Details	Event Overview and Timing Rules
2. Review and Accept Prerequisites	Owner: Ekaterina Aksenova 🕤 Description:
3. Submit Bids	Event Type: Auction Currency: Russian Ruble Commodity: 5pon; FOCT 4109-79 D0000024513 Regions: All All
	Publish time: 12/19/2018 5 10 AM
	Bidding start time: 12/19/2018 5:15 AM
	Response end time: 12/22/2018 5:15 AM
	Running time for the first lot: 3 Days (i)

Pic. 53

3. Review prerequisites, accept the terms of the agreement and click "OK". Click "OK" to submit agreement.

Ariba Sourcii	The Mode of the Second Se	r Settings +	Eksterite Alexand	Help Center
to back to URALCHEM OKHKA	N OKAAD "TERT Destroy	File Syno		
Prerequisites	Doc3316894 - RFP Template 1			
* Checkist	Prevenuelities must be completed prior to participation in the event.			
1. Review Event Details	i Deala			
Review and Accept Prerequising Submit Response Submit Response	the section of t	submitting a b	d, you are making a f	lem affar which
	Tapost the terms of this agreement for not access the server of this agreement			
			ОК	Cancel

Pic. 54

4. Click on «Select Lots", choose items and click on "Submit selected lots".

Event Messages Download Tutorials Response Team	Download Content Review Prerequisites Select Lots Print Event Information General questions (Section) (Section) (Section) (Section)	1 of 4) Next »
▼ Checklist	Name 1	
1. Review Event Details	▼ 1 General questions	
	1.1 Confirm you will use Uralchem Contract template	Yes
2. Review and Accept Prerequisites		Next Section: Payment Terms
3. Select Lots	Event Overview and Timing Rules	
4. Submit Response	Owner: Ekaterina Aksenova (i) Description:	
en ensine response	Event Type: RFP Currency: Russian Ruble	
- Event Contents	Commodity: Бром; FOCT 4109-79 D0000024 5	513
+ Even contents	Regions: Ali Ali	





Pic. 56

5. Click on "Go to lot bidding".

Console	S Doc3330435 - Auction 12				D Time remaining for l 23:54:14	ot 3.1
Event Messages Response History	You are currently in the event content view. Click Go To Lot Bidding to switch to the	lot bidding view.				
▼ Checklist		Go To Lot Bidding	1			
1. Review Event Details	All Content		1			
2. Review and Accept Preroquisites				My Response	Leading	
Terequisites	Name †	Price	Quantity	Extended Price	Price	
3. Select Lots	1 Introduction					
4. Submit Bids	2 Commercial Terms					
	V 3 Pricing					
▼ Event Contents	3.1 Pricing item -		1 each			
All Content	Compose Message					

Pic. 57

6. When event is open for responses will get active fields "Price" for each item in current lot. Add starting value for all open items in the lot and click "Update Totals". After that click on "Submit current lot". Click "OK" to submit response.

Console	🕾 Doc3330435 - Auc	tion 12		C 23:51:08
Event Messages Response History	Ceiling Value: ₽ 500.00 RUB	Leading Bid: Bid decrement: P2.00 RU	3	
Checklist	Name †		Price	Quantity Extended Price
1 Poview Event Details	3.1 Pricing item •		* RUB	1 each
Review and Accept	Decrement bid by value	Apply		(*) indicates a required field
Prerequisites 3. Select Lots	Submit Current Lot	Update Totals Save	Compose Message	

Pic. 58

7. When response submitted you will see notification that your response has been submitted.

Console	Doc3330435 - Auction 12			23:42:07
Event Messages Response History	✓ Your response has been submitted.			
▼ Checklist	Celling Value: P500.00 RUB Leading Bid: P500.00 RUB	Bid decrement: P2.00 RUB		=
1. Review Event Details	Name †	Price	Quantity	Extended Price
 Review and Accept Prerequisites 	3.1 Pricing item •	* P500.00 RUB (1)) 🚣 1 each	P500.00 RUB
3. Select Lots	Decrement bid by Apply value-		(*) indicates a require	ed field
4. Submit Bids	Submit Current Lot Take Lead Update	Totals Reload Last Bid	Save Compose Message	

Pic. 59

8. In the upper left corner displayed the rank of the participant in the current lot. Or you see a graph under the sheet which depicts bid history.

To decrement bid for current lot by % or nominal value add a value in the field "Decrement bid by". Click on "Apply" > "Update Totals" > "Submit Current Lot".

Ceiling Value: P500.00 RUB Leading Bid: P500.00 RUB	Bid decrem	nent:₽2.00 RUB			
Name †		Price		Quantity	Extended Price
3.1 Pricing item -		* ₽480.00	RUB (1) 📥	1 each	P480.00 RUB
Decrement bid by 20 Apply value-				(*) indicates a require	ad field
Submit Current Lot Take Lead Up	date Totals	Reload Last Bid	Save	Compose Message	
View: All Participants V Period: All V					
Price - Pricing item	Bid History				■
500.30		Participant	Price †	Su	Ibmission Time
500.25	■ <u>×</u>	Test company 253	₽500.00 F	RUB 4:3	31 PM
500.15					
500.05 600.05					
¥ 99.95					
499.90 499.85					
499.80 499.75					
499.430.41 4:31:26 4:32:11 4:32:56				Acti	ivate Windows
Time ✦ Lead ◆ Ceiling				Go to	o Settings to activate Windows.

Pic. 60

8. Account management

Supplier account in Ariba Network managed through toolbars. The toolbar contains the following components:

- 1. Ariba Apps
- 2. Company settings
- 3. Navigator of user account
- 4. Help center

Ariba	a Network	Test Mode	Upgrade from light account	Learn More	1	Company Settings	Ekaterina Aksen	ova 🔻 Help	Center »
HOME					Ó	2 Exten	nal Document 🗸	Creefe	
							3	4	In C
Orders,	Invoices and Payments		All Cus	stomers +	Last 14 days +	Now we're	mobile.		-
0						Check it o	ut.	1 m	



Ariba Apps

If you choose go to my "Proposals" you open app Ariba Sourcing. Here, URALCHEM/URALKALI publishes requests for information, requests for proposals, and can also invite you to online events, where you can submit your proposal. A more detailed description of the bidding procedure can be found in chapter 6.

In the table «Events» lists various events, such as auctions by URALCHEM/URALKALI. In the table "Tasks", depending on what functions URALCHEM\URALKALI has activated for you, you can see the following:

✓ Evaluation sheets - supplier performance evaluation sheets

✓ Tasks - tasks assigned to you by URALCHEM/URALKALI

 $\checkmark\,$ Important projects - procurement projects in which you participate and which you observe

Ariba Sourcing	Test Mode						Company Settings v	Ekaterina Aks	senova 🔻	Helj
URALCHEM OKHK AO - TEST										
URALCHEM OKHK AO - TEST Requested Profile	Welcome to the Ariba Spend Mana ensure market integrity.	agement site. This sit	e assists in identifying world	class suppliers who a	ire market leaders in qua	ality, service,	and cost. Ariba, Inc. adm	iinisters this site	in an effort to	
been completed. View customer requested fields >	Events									
	Title			ID	End	Time ↓			Event Type	
	▼ Status: Open (4)									
Public Profile Completeness	RFP Template 1			Doc3316894	12/2	4/2018 3:45	PM		RFP	
4700	RFI Template 12			Doc3327621	12/2	3/2018 2:25	PM		RFI	
Enter commodities to reach 35% >	Auction 12			Doc3330435	12/2	2/2018 4:15	PM		Auction	
There are no matched postings	RFP Template 2			Doc3330421	12/2	2/2018 3:45	PM		RFP	
	▼ Status: Pending Selection (1)									
	Закупочная процедура (2 этап)			Doc2621030	9/11/	/2018 11:59 4	AM		RFP	
	Tasks									
	Name	Status	Due Date		Completion Date	e			Alert	
				No i	tems					

If you are the administrator of your organization's account, you will see information about the company profile fields. Click "View customer requested fields" to open a company profile and fill in these fields.

8.1. Company settings

In the "Company Settings" section, you manage the company profile data, subscriptions to the Ariba Network services and other parameters, such as document processing parameters, sending out notifications and managing money transfers. The menu items available to you depend on your permissions and on the chosen Ariba solution.

Open "Company Profile" to edit and fill out your company profile. To view your company profile, as URALCHEM/URALKALI sees it, click "View public profile". To set up display options that determine who can view your profile, action data, and other information, click "Profile Visibility Settings".

8.1.1.Basic

"Basic" tab contains basic information, including the name and address of the company, the categories of goods and services, as well as where your goods and services are geographically available.

Basic (3)	Business (2)	Marketing (2)	Contacts	Certifications (1)	Customer Requested	Additional Documents
* Indicates a	a required field					
Overview						
		Company Name	::* SIPM, I]
	Company	Name (Latin Characters)	:* SIPM, AO	AOAOA]
		Other names, if any	c			
		NetworkId	: AN0139381	.2413 (j		
		Short Description			((j
					Characters left: 100	
		Website				
		Public Profile	http://disco	very.ariba.com/profile/AN	01393812413 Customize U	RL
		Privacy Statement	SAP Ariba	a Privacy Statement 🗸		

Pic. 63

To adjust the categories of goods and services supplied, click "Browse" next to the "Enter Product and Service Categories" field.

Additional Company Addresses

Address Name 1	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
				No items		
Create						
** This column displays your registration state	us with Ariba's accredited	service provider.				
Product and Service Catego	ories, Ship-to or	Service Locat	ions, and	Industries		
Product and Service Categories*						
Enter the products and services your compared	ny provides. Postings mad	de by buyers will be ma	atched to you ba	sed on the product and service ca	tegories you enter below.	
Enter Product and Service Categorie	s		Add	-or- Browse		
Motor brake X						
Ship-to or Service Locations*						
Enter the locations that your company ships serve the US, but a goods manufacturer may	to or serves. If you serve ship globally.	limited locations, enter	the locations yo	ur company serves below. If you	have global capabilities, browse and select "Globa	I." For example: a services company might only
Enter Ship-to or Service Location			Add	-or- Browse		
Russian Federation X						

Pic. 64

Select the required categories of goods or services, add them using the plus.

Product and Service Category Selection						
Search Browse						
Click the product and service category you want to add and Browse Product and Service Categories Did	click ti In't find	he + icon. Lower-level product and service categories are displa i what you were looking for? Try Search »	ayed	d after you click a product and service category. Click Of	K to sa	ve yo
Agricultural & Fishing Machinery > Agricultural & Fishing Services > Apparel, Luggage & Personal Care > Chemicals > Cleaning Supplies > Computer Hardware, Software & Telecom > Construction & Maintenance Services > Construction Materials >	^ >	Additives > Colorants > Compounds & Mixtures > Elements & Gases > Explosive Materials > Solvents > Waxes & Oils >	>	Aliphatic and aromatic compounds > Biochemicals > Fixatives > Inorganic compounds > Mixtures > Organic derivatives and substituted compounds >	 ⊕ ↓ ⊕ ⊕ ⊕ ⊕ 	>
My Selections (2) Biochemicals (View) Motor brake (View) Remove						

Pic. 65

The selected categories will appear in the My Choices list. Then click "OK".

My Selections (2)

Biochemicals (View)
Motor brake (View)
Remove

Pic. 66

The selected categories of goods or services will be displayed in the company profile:

Product and Service Categories, Ship-to or Service Locations, and Industries

Product and Service Categories*			
Enter the products and services your company provides. Postings made by buyers will b	e matched to you base	ed on the pro	oduct and service categories you enter below.
Enter Product and Service Categories Biochemicats X Motor brake X	Add	-or-	Browse
Ship-to or Service Locations*			
Enter the locations that your company ships to or serves. If you serve limited locations, $\boldsymbol{\varepsilon}$ serve the US, but a goods manufacturer may ship globally.	enter the locations you	ur company se	erves below. If you have global capabilities, browse and select "Global." For example: a services company might only
Enter Ship-to or Service Location	Add	-or-	Browse
Russian rederation			
Industries			
Select the industries your company serves.			

Pic. 67

Similarly, it is necessary to add the Regions of delivery and provision of services.

Product and Service Categories, Ship-to or Service Locations, and Industries
Product and Service Categories*
Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.
Enter Product and Service Categories Add -or- Browse
Biochemicals X Motor brake X
Ship-to or Service Locations*
Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.
Enter Ship-to or Service Location Add -or- Browse
Russian Federation X



In order to select the Russian Federation from the list, click on the active link "Browse" as shown in the picture above. Then select the value "North Asia" from the list, click on the name "Russian Federation" and select the region. To select a region, click on the "+" sign.

Click the OK button.

Ship-to or Service Location Selection Select the territories that your company serves. If your company	ny offers global coverage, choos	e Global.					
Global Global	provinces are displayed after vo	u click a country/region. Click OK to save your	changes.				
Eastern Asia > Central Asia > Western Asia (Middle East) > Northern Asia > Oceania/Australasia > Northern Africa > Eastern Africa > Misetarn Africa >		Russian Federation > All of the above	√ ⊛	Adygeya (Respublika) Aginský Buryatský avtonomryy okrug Altay (Respublika) Altayský kray Artuskaya Oblasť Arthangeľskaya Oblasť Backlostinstan (Desrukhika)		 • 	< >
My Selections (1) Russian Federation				Remove	Cancel	ОК	

Pic. 69

If the company operates worldwide, select "International Company" and click "OK".

Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.



Pic. 70

8.1.2.Business

The "Business" tab contains information such as:

- 1. Business Information;
- 2. Financial information;
- 3. Tax Information;
- 4. Shareholders;
- 5. Executive Boards;
- 6. Bank information;
- 7. Business Type;

This information is optional.

Company Profile					
Basic (3) Business (2)	Marketing (2)	Contacts	Certifications (1)	Customer Requested	Additional Documents
* Indicates a required field					
Business Information					
	Year Four	nded:			
	Number of Emplo	yees:			
	Annual Reve	enue:		\sim	
	Stock Syr	nbol:			
Financial Information					
	Supplier Legal F	Form:	\sim		
	Commercial Iden	tifier:			
	Commercial Creder	itials:			
	D-U-N-S® Nur	nber:		1	
	Global Location Nur	nber:			

Pic. 71

8.1.3.Marketing

On the "Marketing" tab, you can add marketing information, including the logo and description of the company, links to pages in social networks. Some of the Ariba Discovery marketing fields are only available when you subscribe to the Advantage program.

Company I	Profile					
Basic (3)	Business (2)	Marketing (2)	Contacts	Certifications (1)	Customer Requested	Additional Documents
* Indicates a Standard F	required field Profile Features					
Social Network Add links to your	ting Links social media channels so	that buyers can engage	with your company.			
twitter.co	om/					
in linkedin.	com/		(i)			
Company Desc Enter a full comp	zription any description that gives <u>u</u> ≡ i ≡size	buying organizations a i	nore complete view o	'your company than the brief	description on the Basic Profile pag	е.
Credit and Risl Add your Dun & B D&B D-U-N-S@ Premium F	Information from D& Bradstreet credit and risk : Number: Add Profile Features	B (j) scores to your posting re	sponses so that buyer	s can identify you as qualified	partner.	
Activate Pre The informa Sign Up her	mium Profile Features tion below is not disp e to set up your marke	s layed on your profile eting presence on Ari	until you upgrade ba Discovery and	to the Advantage Packag maximize your visibility.	e on Ariba Discovery.	

Pic. 72

This information is optional.

If there is no D-U-N-S number, the field must be left blank.

Credit and Risk Information from D&B (i) Add your Dun & Bradstreet credit and risk scores to your posting responses so that buyers can identify you as qualified partner. D&B D-U-N-S® Number: | Add



8.1.4.Contacts

On the tab "Contacts" enter contact details of company employees. For the convenience of customers, you can specify here the phone numbers and email addresses of various employees, for example, the account manager. You can specify a separate contact information for each client.

8.1.5.Certifications

On the "Certifications" tab, you can see certificates received by your company, for example, ISO certification. Customers can view this information in your company profile, as well as use it as one of the criteria when searching for new suppliers.

You can upload a scanned image of your certificate by clicking "Upload certificate file".

8.1.6.Customer Requested (Changing the profile)

Upgrade from light account
Learn More
Company Settings
Ekaterina Aksenova
Help Center
Help

To correct the form "Uralchem JSC" click on "Company settings" \rightarrow "Company profile".

Pic. 74

Click on "Customer Requested" field.

Ariba	Network	Test Mode				
Company	Profile					
Basic (4)	Business (2)	Marketing (3)	Contacts	Certifications (1)	Customer Requested	Additional Documents
* Indicates a re	equired field					

Pic. 75

Click on form «JSC URALCHEM / PJSC URALKALI».

Ariba I	Network			Test Mode		
Company F	Profile					
Basic (3)	Business (2)	Marketing (3)	Contacts	Certifications (1)	Customer Requested	Additional Documents
* Indicates a rec Sourcing Custo	quired field omer List					
Customer				Cu	ustomer Requested Profile II	nformation
URALCHEN	/I OKHK AO - TEST			Co	omplete	
_		-				

Pic. 76

Make changes, click "Submit".

Close the form by clicking on "X"».

Click "Save" \rightarrow "Close".

8.1.7.Additional documents

You can publish any documents on the "Additional Documents" tab, and customers who are registered in the Ariba Network will see them.

After adjusting the company profile, click "Save" then "Close".

Company Profile					Save
Basic (3) Business (2) Marl	keting (2) Contacts Ce	rtifications (1) Customer Requested	Additional Documents		
 Indicates a required field Only the documents for the country specified for the Documents 	main address on the Basic tab appear on t	he Additional Documents tab.			Public Profile Completeness
Document Type 1	Document Name	Document Number	Expiration Date	Upload Date	Website
		No items			Annual Revenue Certifications
Add New					D-U-N-S Number Business Type Industries Company Description

Pic. 77

8.1.8.Help center

The help center displays useful information on the right side of the screen. This information depends on your current situation and what you are working on. Here you can access user documentation, articles, tutorials and Ariba support services.



Pic. 78

8.2. User account navigator

User account navigator allows you to change account settings and password. You can also associate multiple user accounts and contact your account administrator.

8.2.1. Change account information and change password

Click "My Account" to open the page with information about the user and change the user account information. To change your password, click change password. You can also change the secret question and answer, which are used to recover the password.



Pic. 79

The password must be at least eight characters long, the password is case-sensitive and may include only alphanumeric and standard characters (no accents). To increase security, a password must include at least one digit between the first and last characters and at least one alphabetic character. To change the password, you must enter the current and new passwords, and then confirm the new password.

	Username:*	(i
	Change Password	
	Email Address:*	
	Linai Address.	

Pic. 80

Passwords for users with access to customer purchase card numbers are valid for 90 days.

The «Preferred Language» field defines the language used by the Ariba system when sending notifications to you. If you are the administrator of your company's account, the «Preferred Language» field also determines the language of section headers and field labels in purchase orders transmitted via email or fax.

My Account	Save
* Indicates a required field	
Account Information	
Username:*	dusilda30006543@yandex.ru
	Change Password
Email Address:*	dusilda3000@yandex.ru
First Name:*	Пример
Middle Name:	Тестович
Last Name:*	В
	Personal Information Change Log
Business Role:	Sales 🗸
Preferences	
Defendence in the second	
Preterred Language:	English V
Preferred Timezone:*	Europe/Moscow V
Default Currency:*	Russian Rouble Select Currency
	Allow Me to Save Filter Preferences in the Inbox/Outbox

Pic. 81

Click "My Community Profile" to upload your photo and enter your post for use in the Ariba Exchange User Community. Your photo will also be displayed at the top of the toolbar.

8.2.2. Business roles help

On the next page you can specify your business role. It depends on what actions will be displayed on your toolbar by default. Existing Ariba Network users who have not chosen a business role will be offered to do so the next time they log on. You can select or change the

business role on the My Account page at any convenient time. For more information on business roles, see Business Roles Help in section 3.2.4. Navigator user account.

	Business Role:	Sales 🗸 🗸
Preferences		Accounts Receivables
	Profession de la constante	Business Owner
	Preferred Language:	Customer Service
	Preferred Timezone:*	E-Commerce
	Default Currency:*	Field Services
		Finance
Contact Information		Information Technology
		Manager
		Marketing
	Phone:*	Order Management
	Country/Region:*	Sales
		Service Administrator
	Postal Code:*	Shipping
	State:*	Treasury
	City:*	Other



What is your primary business role in your company? Selecting a role will help us provide you with a better experience.
Tou can change your business role at any time on the wy Account page.
Accounts Receivables
Business Owner
Customer Service
E-Commerce
Field Services
Finance
Information Technology
Marketing

Pic. 83

Sheet2. Business roles

Business role	Description	Actions by default
Accounts receivables	The user with the role of "Accounts Receivables" is engaged in cash owed to the company.	Orders for creating invoices; orders requiring action; invoices in processing; rejected invoices
Business owner	A user with the "Business Owner" role tracks daily tasks to the Ariba Network.	New orders; orders requiring action; rejected invoices; payments received

Business role	Description	Actions by default
Customer service	A user with the "Customer service" role keeps track of everyday tasks on the Ariba Network.	New orders; orders for confirmation; orders requiring action; offers of cooperation
E-commerce	The user with the role of "E-commerce" monitors the state of the IT infrastructure.	New orders; orders for confirmation; orders for delivery; orders requiring action
Field services	The user with the role of "Fiels services" monitors the performance of everyday tasks in the Ariba Network.	Orders for creating invoices; orders requiring action; orders with service items; service record sheets
Finance	The user with the role of "Finance" is engaged in cash owed to the company.	Orders for creating invoices; orders requiring action; invoices in processing; rejected invoices
Information technology	The user with the role of "Information Technology" monitors the state of the IT infrastructure.	New orders; orders for creating invoices; orders requiring action; rejected invoices
Marketing	A user with the "Marketing" role keeps track of everyday tasks on the Ariba Network.	New orders; orders for confirmation; orders requiring action; offers of cooperation
Order management	A user with the "Order Management" role keeps track of everyday tasks on the Ariba Network.	New orders; orders for confirmation; orders for delivery; orders requiring action
Sales	A user with the "Sales" role keeps track of everyday tasks on the Ariba Network.	New orders; orders for confirmation; orders requiring action; offers of cooperation
Service administrator	A user with the role of "Service Administrator" monitors the state of the IT infrastructure.	Orders for creating invoices; orders requiring action; orders with service items; service record sheets
Delivery	The user with the role of "Delivery" is responsible for shipping and delivery of the ordered items.	New orders; orders for confirmation; orders for delivery; orders requiring action
Accounting	The user with the role of "Accounting" deals with the timing of payment orders.	Early payment offers; payments received; unpaid invoices; payments requiring attention
Other	This role is obtained by users whose area of responsibility differs from the description of the other roles. You can change the name of this role.	New orders; orders requiring action; rejected invoices; payments received

8.2.3.Test accounts

The account administrator can create and switch to test accounts. With the help of test accounts, you can test directories, create, send and receive documents in a test environment. To create or switch to a test account, click "Switch to" > test account.

8.2.4.Linking accounts

If you have several accounts, you can link them by clicking "My Account" \rightarrow "Link User IDs". By linking accounts, you will be able to log in to the system once and work with multiple accounts. Enter the username and password of another account and click OK.

Пример В dusilda30006543@yandex.ru My Account Link User IDs
My Account Link User IDs
Link User IDs
Contact Administrator
Switch Account
Switch To Test ID
SIPM, I
ANID: AN01393812413
Standard
Company Profile
Service Subscriptions
Settings >
Logout

Pic. 84

You can switch between linked accounts by clicking on the appropriate username.

8.2.5.Administrator help

If you need help with your account, click "Contact Administrator" to view the contact details for your company's account administrator.



Pic. 85

8.2.6.Create a new user

You can add a new user to your company profile. This requires:

1. Click on the icon with initials -> "Settings" -> "Users"

		0
ters this site in an effor	t to ensure market integrity.	Александр Петров icfnn@yandex.ru My Account Link User IDs Contact Administrator
	ACCOUNT SETTINGS	Icfnn LLC
	Users	Company Profile
	Notifications	Settings >
	SOURCING & CONTRACTS SETTINGS	Logout
	Sourcing & Contracts Notifications	

Pic. 86

1. Go to the "Manage Users" tab, click on the "+".

Customer Relationsh	iips Users	Notifications	Application Subscriptions	Account Registration	i -					
Manage Roles	Manage Users									
Users(5)										
Enable assignmen	it of orders to users or authentication (a	with limited access pplies for all users o	to Ariba Network. (i) of your organization)							
Filter										
Users (You can only s	earch on one attri	bute at a time)								
Username 🗸	Enter username			+						
Apply	Reset									
								+		
Username		Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Action	IS

Pic. 87

2. In the window that appears, fill in all the required fields with information about the new user, assign a role, click the "Done" button

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
IPlease correct the following errors and resubmit
Username:* Less@userfd hdjf.ru ①
I invalid usemane format
Email Address:* Ltdm@yandex.ru
First Name:* Test
Last Name:* User
Do not allow the user to resend involces to the buyer's account.
This user is the Ariba Discovery Contact
Limited access ①
Office Phone: USA 1 v USA 1 v

Pic. 88

After completing the above steps, a new user will appear on the "Users" tab.

Filter											
Users (Yo	u can only search on one a	ttribute at a time)		-							
Oseman	e v Enter usernan	ne		+							
Арр	ly Reset								+		=
	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned		Action	IS
			Test	TEst	No	Старший менеджер		All(0)	4 2	Action	15 🔻
		Netwo Cycentex.m	Таст	Тееевст	No	Менеджер по работе с клиентами		All(0)		Action	ns 🔻
					No	Менеджер по работе с клиентами, +1		All(0)		Action	15 🔻
					No	Старший менеджер, +1		All(0)	۹	Action	15 🔻
	lancourier rraiink- global.com	lange globa	langovayae@terralink- global.com	langovona orteensinka global.comu	No	Старший менеджер		All(0)		Action	15 🔻
	test@userfdjfhdjf.ru	icfnn@yandex.ru	Test	User	No	Старший менеджер, +1		All(0)		Action	15 🔻
Ļ	Add to Contact List	Remove from Contact L	ist								
									Save		Close

Pic. 89

Ariba login information will also be sent to the new user's email.

A	Ariba Commerce Cloud	• Your User ID on the Ariba Account. This m	essage contains important information about your new Ariba user account. You have been e
A	Ariba Commerce Cloud	Your password on the Ariba Network Account	nt. This message contains important information about your new user account related to y

Pic. 90

8.2.7. Transferring an account administrator role to another user

An employee who registers a company account with SAP Ariba is automatically assigned the Administrator role. It is recommended that you assign the Administrator role to an employee who is responsible for setting up an account, maintaining customer relations, managing users, and subscribing to services.

If you need to transfer the administrator role to another user, you must do the following:

1. At the top of the main toolbar, select "Settings" -> "Users".

	0 📧
nisters this site in an effort to ensure market integrity.	Пример В dusilda30006543@yandex.ru My Account
	Link User IDs Contact Administrator Switch Account > Switch To Test ID
ACCOUNT SETTINGS Users Notifications	SIPM, I ANID: AN01393812413 Standard Company Profile Service Subscriptions
Account Hierarchy	Settings >
SOURCING & CONTRACTS SETTINGS Sourcing & Contracts Notifications	

Pic. 91

2. Go to the "Manage Users" tab> "Actions"> "Make Administrator".

Customer Relationships Users Not	ifications Account Hiera	rchy Appl	ication Subscrip	tions Account Registra	ation					P 8
Manage Roles Manage Users										F
										Free V
Users (3)										F d
Enable assignment of orders to users with li	mited access to Ariba Network	. (i)								v P
Require multi-factor authentication (applies	for all users of your organizati	on)								
Filter										E E
Users (You can only search on one attribute a	at a time)									P
Enter asemanie			(T)							a <i>F</i>
Apply Reset										e I
								+	•	Ere F
Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned		Actions	۷ s
dusilda30003445678@yandex.ru	dusilda3000@yandex.ru	1	1	No	1		All(0)	4 %	Actions v	E
dusilda3000123234@yandex.ru	dusilda3000@yandex.ru	Пример	Afvbkbz	No	Proposals and Contracts Access		All(0)		Edit Delete	
dusilda3000123987@yandex.ru	dusilda3000@yandex.ru	Даря	К	No	Proposals and Contracts Access		All(0)		Make Administ	trator
Add to Contact List Rem	ove from Contact List									

Pic. 92

3. Select a new role for your account and click "Assign".

Assign a	Role		Assign	Cancel
Select a new rol	e for your account.			
	Name	Description		
\checkmark	Proposals and Contracts Access	Access Proposals and Contracts		

Pic. 93

4. A warning message will appear with the name of the new account administrator, click OK to transfer the role.

Assign a New Administrator	ок	Cancel
WARNING: You are about to transfer your administrator role to 1 1. After you assign the administrator role to another user, you will be logged out of your account.		

Pic. 94

This will cause Ariba to log out of the account and send an email notification to the new account administrator that he has been assigned the Administrator role. FAQ

1) Question: How to fill in the TIN, email fields mail, telephone number of the CEO / chief accountant / beneficiary, if this information is confidential?

Answer: If this information is confidential, indicate "Information not provided" in the required fields.

6 Company representatives		
▼ 6.1 General Director		
6.1.1 Full name *		
6.1.2 Phone *		
6.1.3 E-mail *		

Pic. 95

2) Question: Filling in field 3.1 "Goods and Services", how to choose the right answer option so that the system does not give an error

3 Category se	lection: goods / services
3.1 Товары <i>Уралкалий, п</i>	и успуги.Нажать «Выбрать», отметить не более 10 категорий/групп номенклатуры из узлов Уралхим и ю которым хотите принимать участие в торгах
Answer	⋆Груз самоклеящийся, набор 50шт; 60г; сви, Ж/д транспортные средства (услуги, аренд,
74104001	Транспортные средство и споцтоуника (усл, МЕБЕЛЬ UK_1052000 [select]

Pic. 96

Answer: For the correct choice of goods and services in the JSC URALCHEM / PJSC URALKALI questionnaire, you must:

2. Click on the button **>** opposite the node of URALCHEM, JSC.

Choose Values for Утвержденные товары и услуги

Add to Currently Selected	Currently Selected
Name V Search	Name † ID
Name † ID	No items
▼ All Commodities All	< >>
✓ * ПАО "УРАЛКАЛИЙ" 2000	
АО "ОХК "УРАЛХИМ" 1000	
X	
	Done

Pic. 97

3. In the expanded structure, select the required categories / groups of goods.

Add to Currently Selected

Name 🗸		Search
Name †		ID
▼ All C	ommodities	All
▶ *	ПАО "УРАЛКАЛИЙ"	2000
A	О "ОХК "УРАЛХИМ"	1000
v	Автотранспорт и запасные части к автотранспорту	0100000000

Pic. 98

- 4. Open the node of PJSC URALKALI
- 5. Select categories / groups of goods similarly to the node of URALCHEM, JSC

Choose Values for Утвержденные товары и услуги





Attention!

If you select the entire node of JSC "OKH" URALCHEM "/ PJSC" URALKALI " the system will generate an error and will not allow you to send the questionnaire for approval.

3) Question: Can I skip filling out the JSC URALCHEM / PJSC URALKALI questionnaire and take part in the procedure that is already underway?

Answer: No, you cannot skip this step. Only suppliers with a fully updated questionnaire can take part in the procedures.

4) Question: Received an invitation to participate in the next stage (Discount Request, Additional Stage) of the procurement procedure. At the "Select lots" step, you need to confirm the lots in which we took part in the first stage, how to do this if there are many positions in the event and there is a risk of incorrect lot selection?

Select Lots	Select Using Excel	

Lots Available for Bidding

2.3.1.4 Test 2.3.1.5 Test 2	Name	
2.3.1.5 Test 2	2.3.1.4 Test	
	2.3.1.5 Test 2	
L→ Confirm Selected Lots	Confirm Selected Lots	

Pic. 100

Answer: You can correctly reflect the positions in the next stage by exporting the content from the previous stage. This requires:

At the "Select lots" step, press the button "Go back to JSC URALCHEM / PJSC URALKALI Dashboard"

Ariba Sourcin	g
Go back to JSC URALCHEM / PJS	C URALKALI Dashboard
Select Lots	Doc13998524 - Test 151220
▼ Checklist	Choose the lots in which you will participate. You can cancel your intention to participate in a
1. Review Event Details	Select Lots Select Using Excel
2. Review and Accept Prerequisites	Lots Available for Bidding
3. Select Lots	Name
4. Submit Response	2.3.1.4 Test
	2.3.1.5 Test 2
	Confirm Selected Lots

Pic. 101

Go to the event of the first stage.

 Events
 ID

 Title
 ID

 ▶ Status: Completed (70)

 ▼ Status: Open (3)

 Test 151220
 Doc13998524



Go to item "3. Select lots "->" Select Using Excel "->" Download Content ". Save the file to your local computer.

	Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot: once you submit a	
▼ Checklist		
1. Review Event Details	Select Lots Select Using Excel	
2. Review and Accept		
Prerequisites	Prerequisites	
	You have been invited to 2 lot(s). To sign up to participate in some or all of these lots, follow the instructions below.	
3. Select Lots		
Step 1 Click "Download Content" to download and review your event in an Excel Spreadsheet		
4 Submit Beenenee	Step 1. Click Download content to download allo ferlew your event in an Excel spicedualect.	
 Submit Response 	Skip this step if you wish to import a previously downloaded hile. If you want to start over, click "Download Original Excel Bid Sheets".	
	Pic. 103	

Return to the stage of requesting a discount. Press the button "Go back to JSC URALCHEM / PJSC URALKALI Dashboard" -> Select the required stage.

Go to item "3. Select lots"->"Select Using Excel" tab "step 3" select the previously downloaded file

Click "Upload".

	Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot: once you submit a response you cannot withdraw it.
▼ Checklist	
1. Review Event Details	Select Lots Select Using Excel
2. Review and Accept Prerequisites	You have been invited to 2 lot(s). To sign up to participate in some or all of these lots, follow the instructions below.
Select Lots	Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
4. Submit Response	Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets". Download Content
	Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
	Step 1. Locate the saved Exact file or your compater using the Breese button. Citizential groups, Downsouth Test 15120 as Or drag file here
	Step 4. Click Upload to import the contents of the Excel file to your event. Universe Values is the Universe file will overretite and delete any values you may have entered in your saved response. Upload
	Pic. 104

NOTE!

If you get an error while trying to download a file:

1 The Excel spreadsheet file 'null' used for submitting the response is invalid for event 'Test 151220'. You should download the latest Excel Spreadsheet to submit the response.

You need to correct the content from the current event and upload it to the server again. For this:

- 1. Click the "Cancel" button in the error window
- 2. Press the button "Download content" (Step 1)
- 3. Open the downloaded file -> go to the "Offers" sheet
- 4. Copy the contents of the "Offers" sheet from the event of the first stage and paste into the second



In case of successful download, a pop-up window will appear.

Click "Use Selected Lots".

✓ Upload completed successfully

You are invited to participate in 2 lot(s), and have selected 2 of them.

Note: You can return and select additional lots at a later time.



Pic. 105

The setup is complete.

9. Contact information

For advice on registration and work in the SAP Ariba system, you can contact the hotline:

8 800 707 8689 extension number 5, then 1 (technical support from URALCHEM/URALKALI in Russian) - on issues related to tender procedures, filling out a questionnaire and any other business interaction with URALCHEM/URALKALI.

Working hours: 08:00 - 18:00 (Moscow time).

8 800 333 8942 (SAP Ariba technical support in English with the involvement of a translator) - for global work with the SAP Ariba platform, finding new business opportunities and general support.

Working hours: around the clock

For email support URALCHEM / URALKALI:

- 1. Follow the link:
- URALCHEM https://www.uralchem.ru/purchase/tenders_Ariba/
- URALKALI https://www.uralkali.com/ru/tenders/sap_ariba/
- 2. Press the button "GET SUPPORT BY E-MAIL".
- 3. Fill out the feedback form.
- 4. Press the "Parse" button.