



JSC URALCHEM / PJSC URALKALI

**URALCHEM/URALKALI group procurement
automation**

based on SAP ARIBA

SAP Ariba supplier guide

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1. Glossary

Sheet1. Glossary

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 (⚙️) in the upper right corner.
2. Choose About Internet Explorer.
3. Select the Install new versions automatically box.

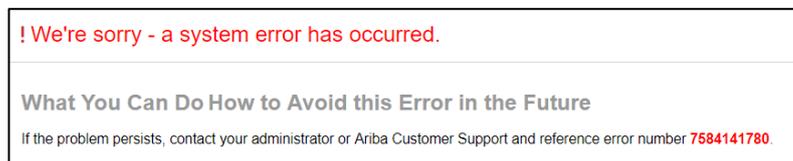
To upgrade your Firefox browser: Check the current browser version by clicking the Firefox menu and selecting About Firefox. Opening the About Firefox window will, by default, start an update check.

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.

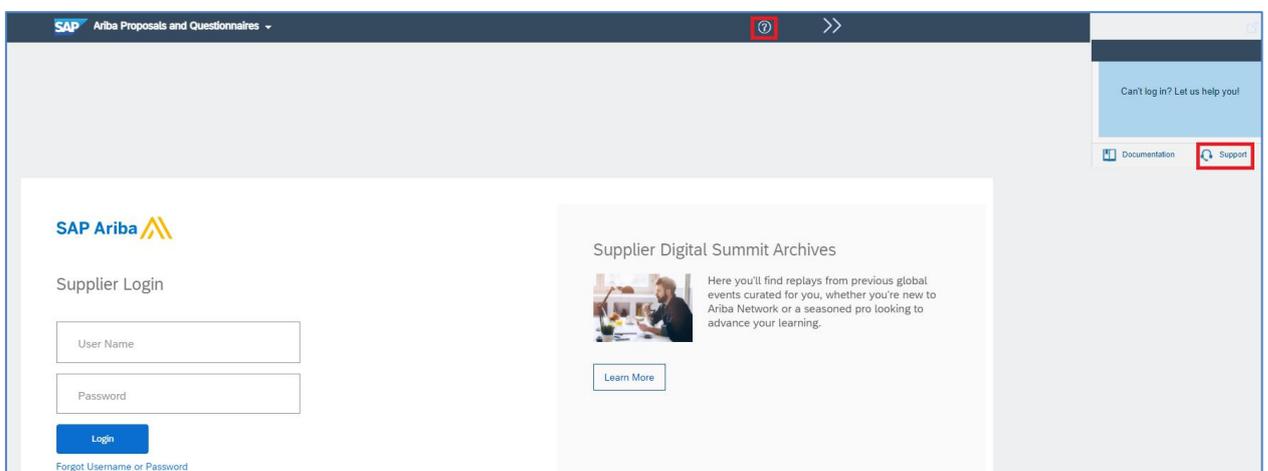
Thank you for your prompt answer to this question.

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".



Pic. 2

SAP Ariba  Help Center

Home Learning Support

I need help with

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

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:

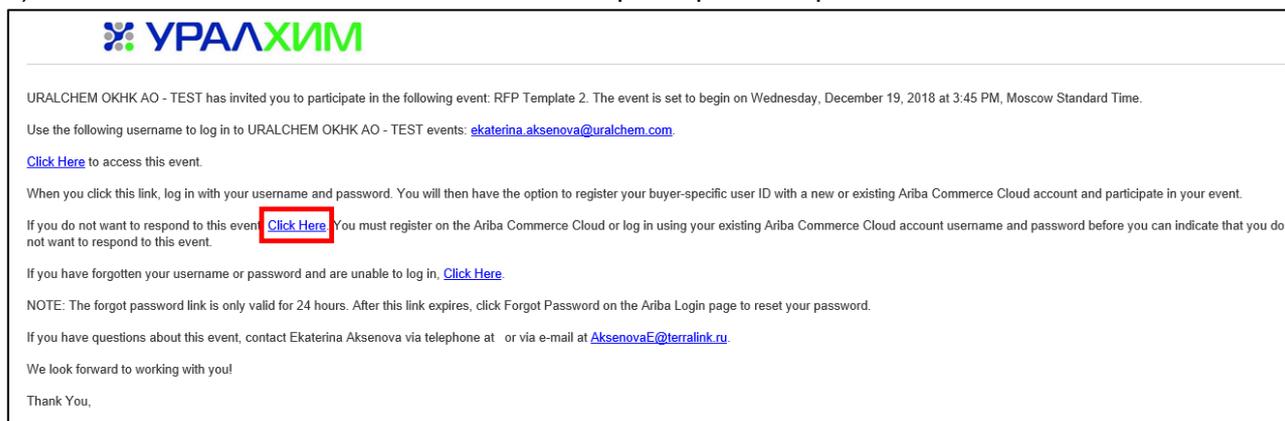
- **Beginning, registration:** data entry of company profile and user account. To get started, you need to register as a supplier of products / services in Ariba Network and entry information about company and user. Registration with Ariba Network provides centralized access to the procurement procedures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



Pic. 4

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

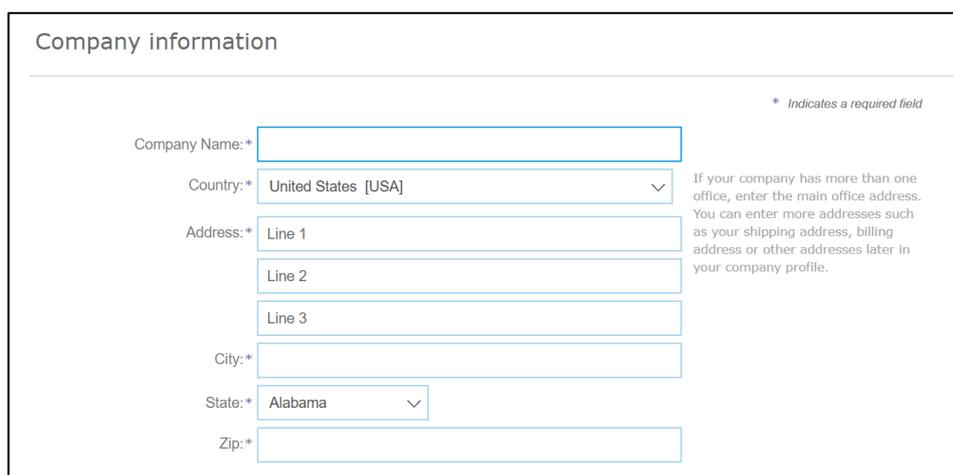
5.2. Company registration in procurement system URALCHEM Group

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).



The screenshot shows a registration form titled "Company information". It includes several input fields: "Company Name:*" (text input), "Country:*" (dropdown menu with "United States [USA]" selected), "Address:*" (three stacked text input fields labeled "Line 1", "Line 2", and "Line 3"), "City:*" (text input), "State:*" (dropdown menu with "Alabama" selected), and "Zip:*" (text input). A legend indicates that an asterisk (*) denotes a required field. A note on the right side of the form states: "If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile."

Pic. 5

How to complete the part «User account information» described in п. «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:

- 1) 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.

nitro| -or-

- Liquid **nitrogen** refrigerators
- Nitrofurazone**
- Nitrogenous** fertilizer
- Nitrogen** N
- Nitrofurantoin**
- Nitrogen** oxide analyzers
- Oilfield **nitrogen** 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 -or-

Silk yarn Mint coin collections Nitrogenous fertilizer

Pic. 8

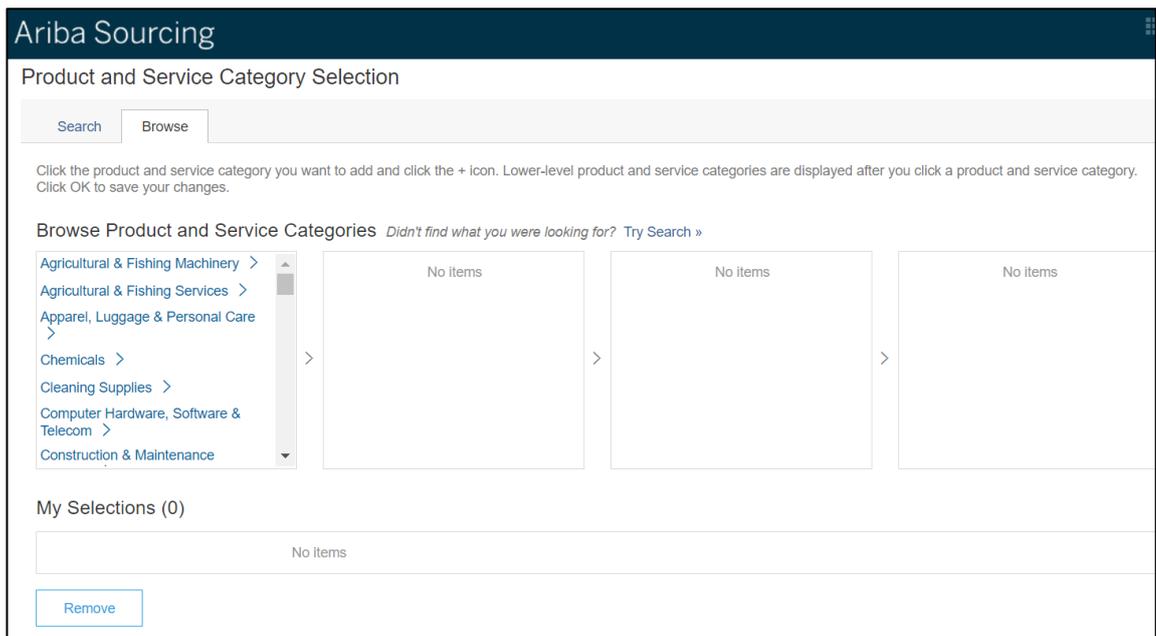
You can add several categories. To select new category, you can begin to enter the name in the input field «Product and Service Categories». If you want to delete selected category, you need to click "X".

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: -or-

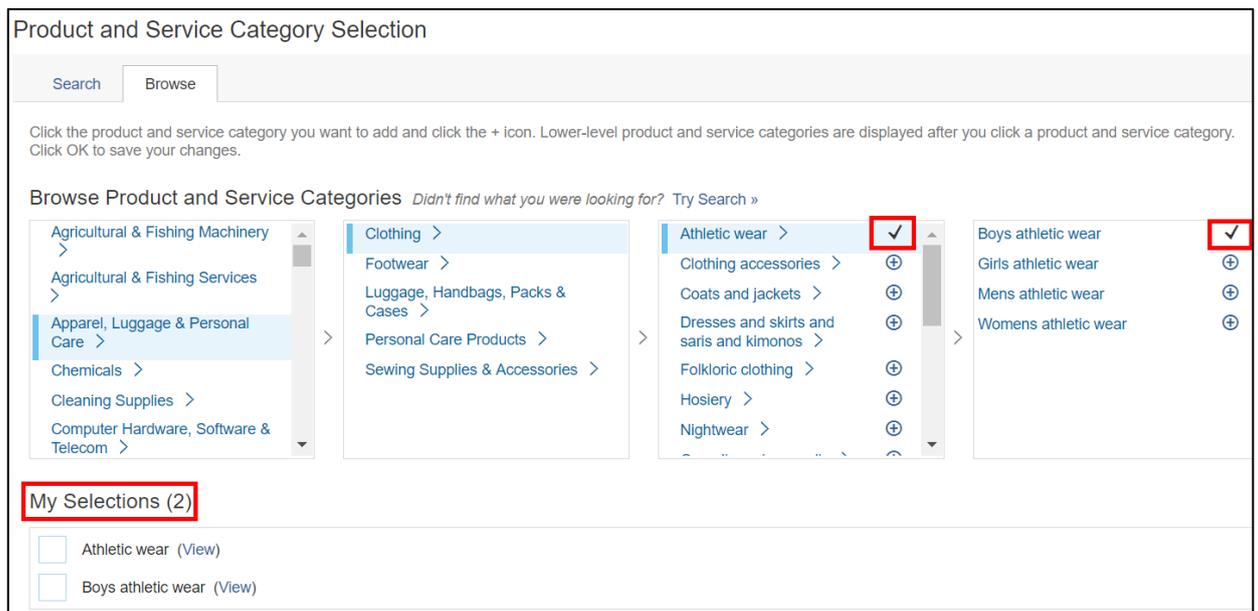
Pic. 9

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



Pic. 10

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



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”.

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.

Pic. 13

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

The screenshot shows a registration form titled "User account information". It includes the following fields and options:

- Name:** Two input fields for "First Name" and "Last Name".
- Email:** One input field.
- Username:** One input field.
- Password:** Two input fields: "Enter Password" and "Repeat Password".
- Language:** A dropdown menu currently set to "English".
- Email orders to:** One input field.

Additional features and notes on the right side of the form:

- A link for "SAP Ariba Privacy Statement".
- A checked checkbox for "Use my email as my username".
- Footnotes explaining password requirements: "Must be in email format (e.g. john@newco.com)" and "Must contain a minimum 8 characters including letters and numbers".
- A note about language: "The language used when Ariba sends you configurable notifications. This is different than your web b...".
- A note about email orders: "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 change 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".

This screenshot shows the agreement screen with the following text and elements:

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

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

Two checked checkboxes are visible:

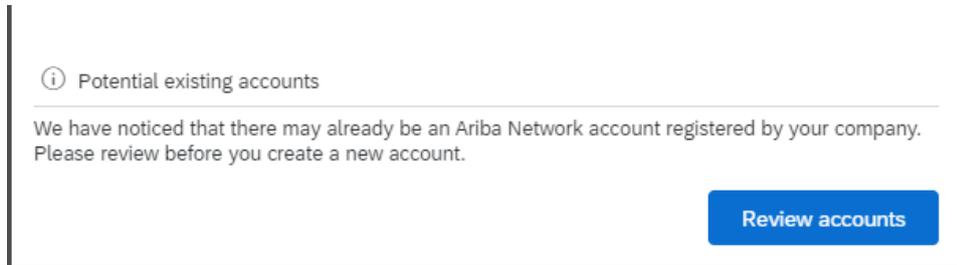
- I have read and agree to the Terms of Use
- I have read and agree to the SAP Ariba Privacy Statement

At the bottom right, there are two buttons: "Register" (in blue) and "Cancel" (in light blue).

Pic. 16

NOTE!

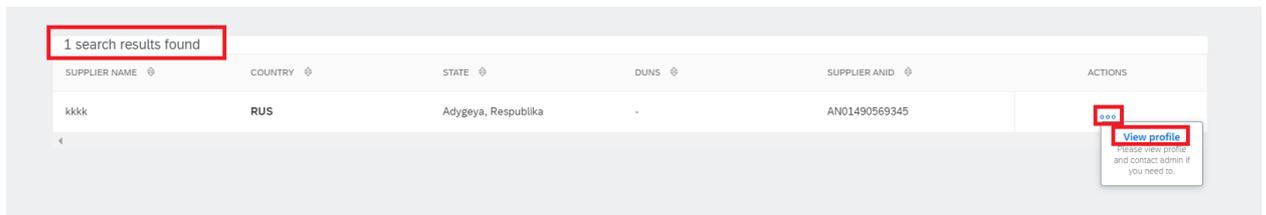
If your company profile was previously registered in the Ariba Network system, after clicking the "Register" button, a pop-up window "Potential existing accounts" will appear, for more information, click the "Review accounts" button.



Pic. 1

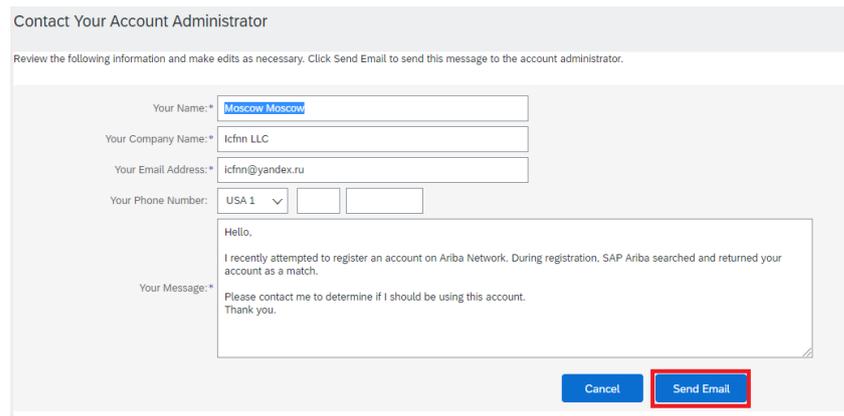
If your company appears in search results, you can contact the account administrator and request access. For this you need to:

1. In the search results, on the right from your company, click on the button, then "View profile";



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;



Pic. 3

If your company does not appear in search results, you will need to continue account creation.

Review duplicate Account

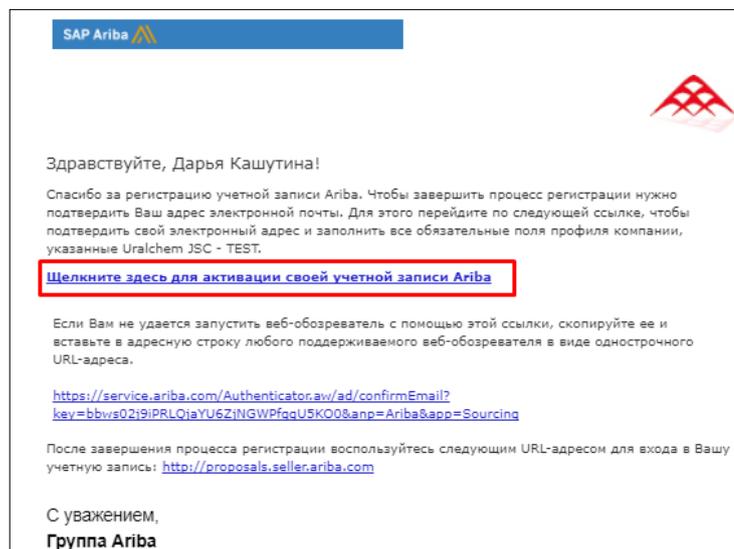
We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- 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 can [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.

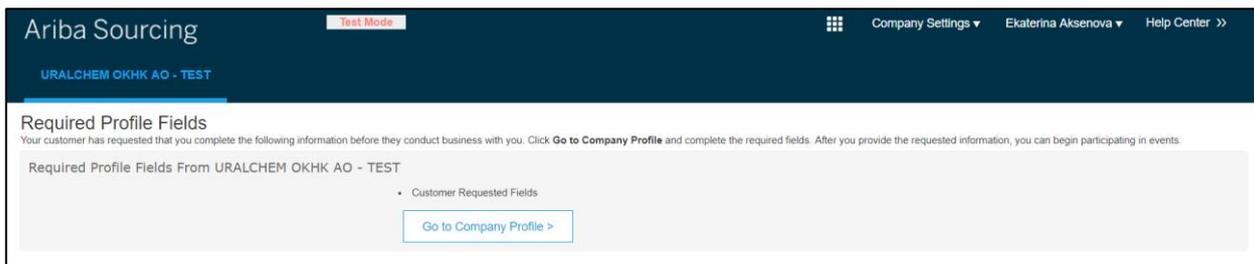


Pic. 17

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".



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.

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 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. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

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 they are accepted.

Question

1
Based on the questionnaire below, your company will get accreditation.
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.
[References](#)

2 Company information

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

2.11 Company status
 Дилер/официальный представитель производителя
 Посредник
 Производитель
 Поставщик услуг

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. Company information:

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 « ⏪ » to switch between years.

2.17 Company registration date *

2.18 Revenue for the last year *

2.19 Адрес местонахождения (в соответствии с регистрацией)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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

3.1 **Товары и услуги.** Нажать «Выбрать», отметить не более 10 категорий/групп номенклатуры из узлов Уралхим и Уралкалий, по которым хотите принимать участие в торгах

*Груз самоклеящийся, набор 50шт; 60г; сви..., Ж/д транспортные средства (услуги, аренд...,

Answer Транспортные средства и спецтехника (усл...,
МЕБЕЛЬ УК_1052000 [select]

Рис. 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

Name ▾ Search

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	▼ All Commodities	All
<input checked="" type="checkbox"/>	▶ * ПАО "УРАЛКАЛИЙ"	2000
<input checked="" type="checkbox"/>	▶ АО "ОХК "УРАЛХИМ"	1000

Currently Selected

Name ↑ ID

No items

< >

Done

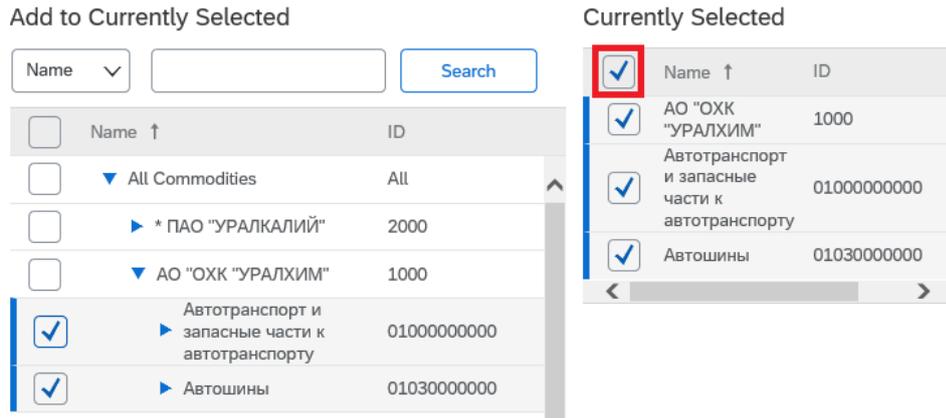
Рис. 23

Add to Currently Selected

Name ▾ Search

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	▼ All Commodities	All
<input type="checkbox"/>	▶ * ПАО "УРАЛКАЛИЙ"	2000
<input type="checkbox"/>	▼ АО "ОХК "УРАЛХИМ"	1000
<input checked="" type="checkbox"/>	▶ Автотранспорт и запасные части к автотранспорту	01000000000

Рис. 24

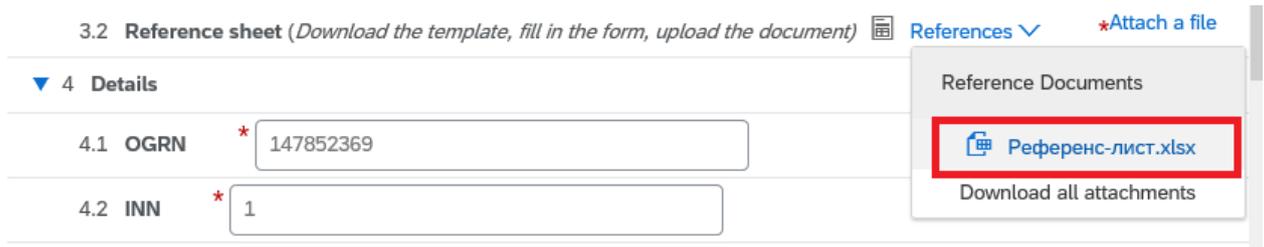


Pic. 25

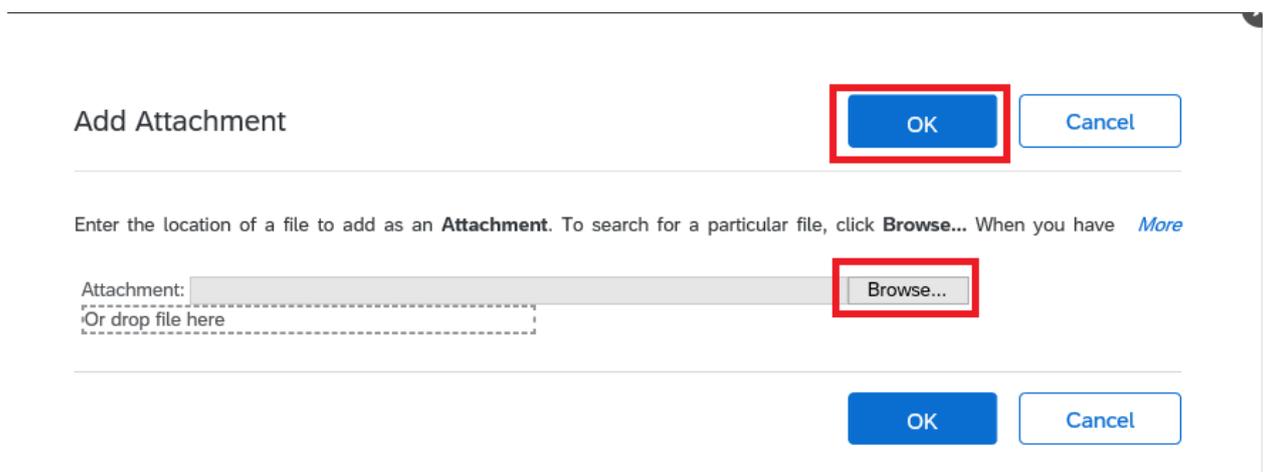
3.2 Reference sheet - Download the template, fill in the form, upload the document.



Pic. 26



Pic. 27



Pic. 28

4. Details

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. Passport

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. Company representatives

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. Company representatives

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), subsidiaries 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	<input checked="" type="checkbox"/> Согласен
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	* <input checked="" type="checkbox"/> Согласен
11.10 We hereby certify that the information provided is true and complete as of the date	
	* <input checked="" type="checkbox"/> Подтверждаю

Discard Draft

Save as Draft

Submit

Pic. 29

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

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

при утверждении, подписи, электронной подписи и печати, которая завершает подписью 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

Answer * 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

Answer * Согласен

Save as Draft Submit

Pic. 30

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

Ariba Sourcing

Test Mode

Company Settings Ekaterina Aksanova

Company Profile

Save Close

Basic (4) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
URALCHEM OKHK AO - TEST	Incomplete

Public Profile Completeness

15%

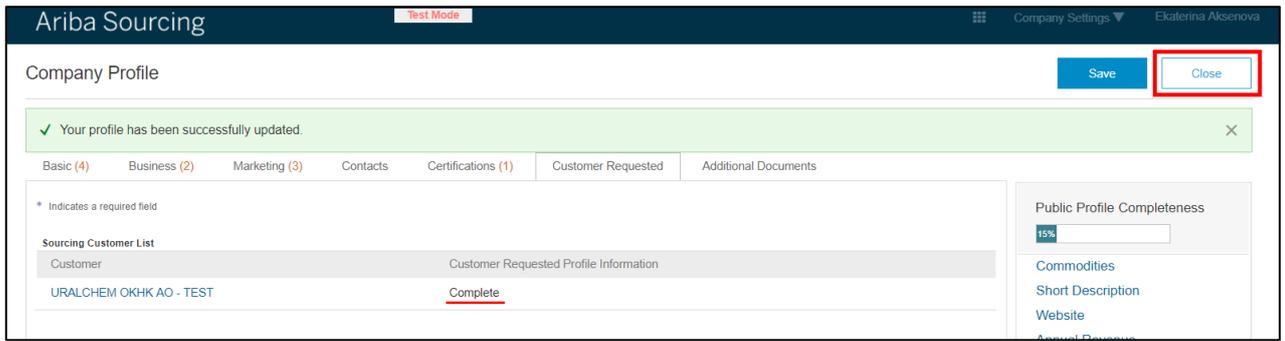
Commodities

Short Description

Website

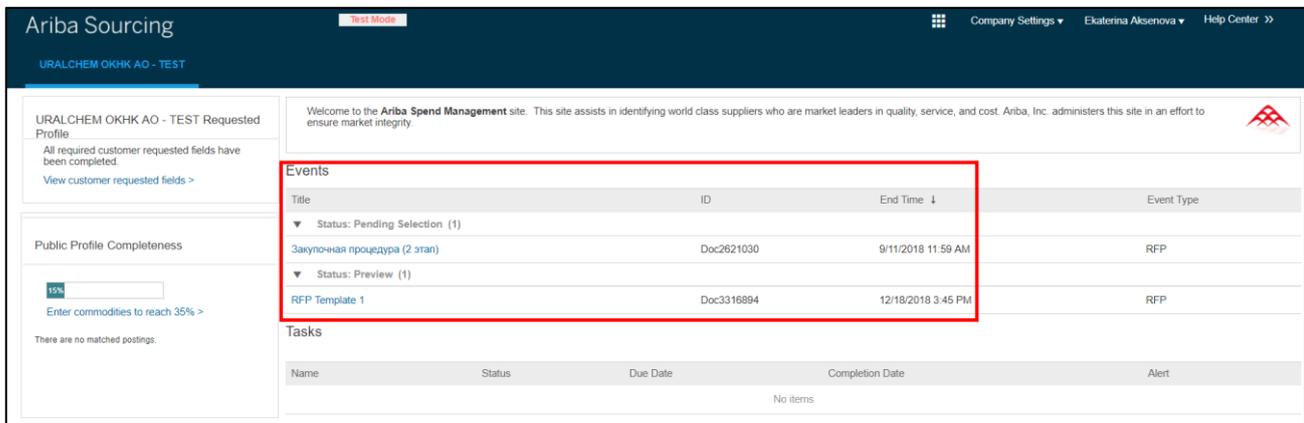
Pic. 31

Click «Close».



Pic. 32

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



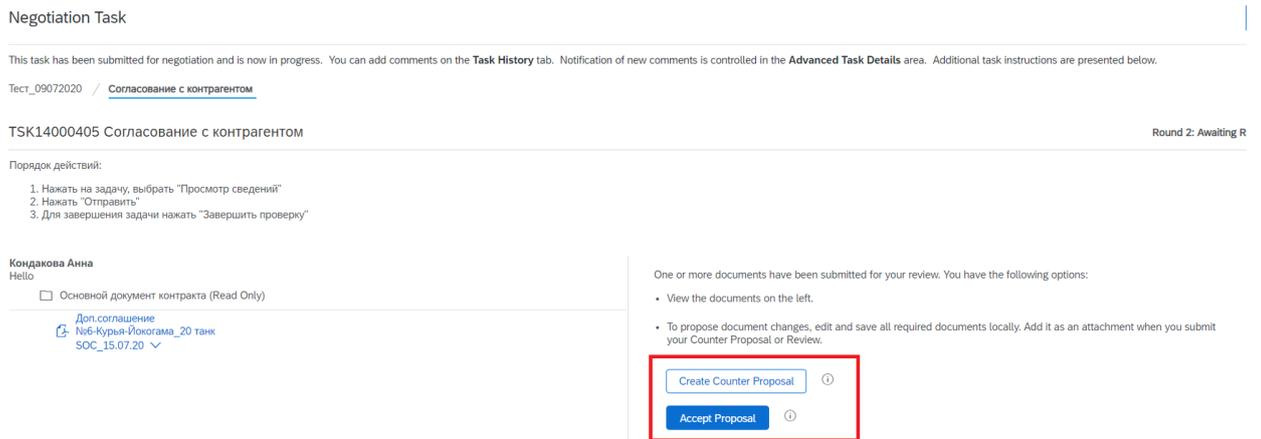
Pic. 33

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.

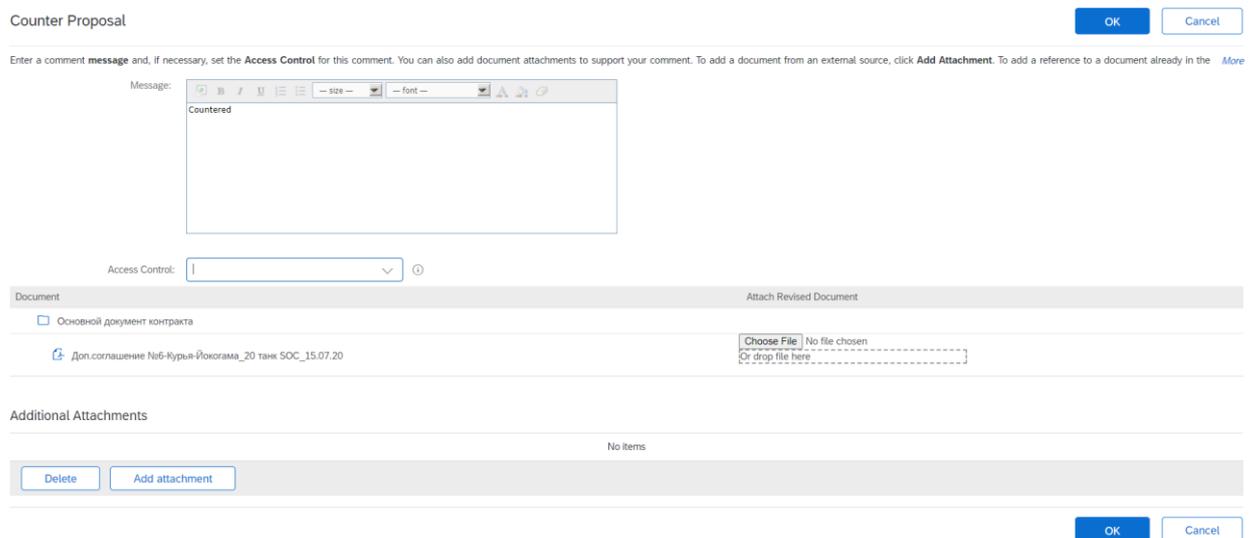
By clicking the link, the counterparty gets into the task, where he has the opportunity to "Accept proposal" or "Create a counter proposal".



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.

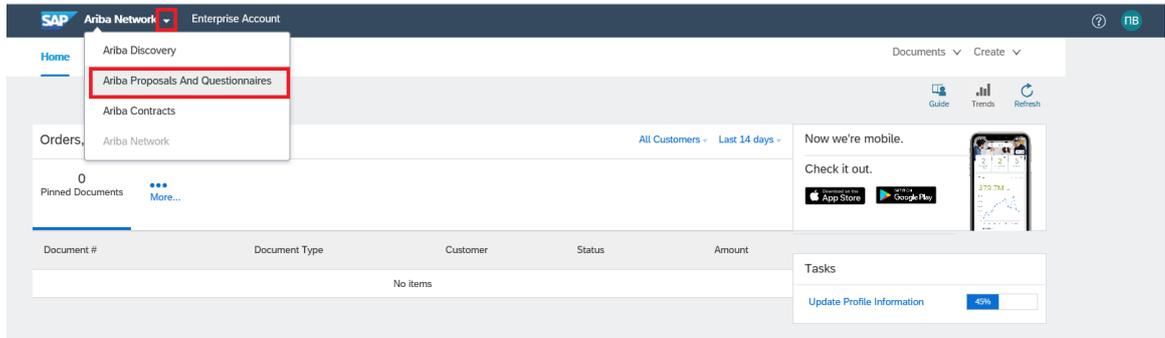
Counterparty view:



Pic. 35

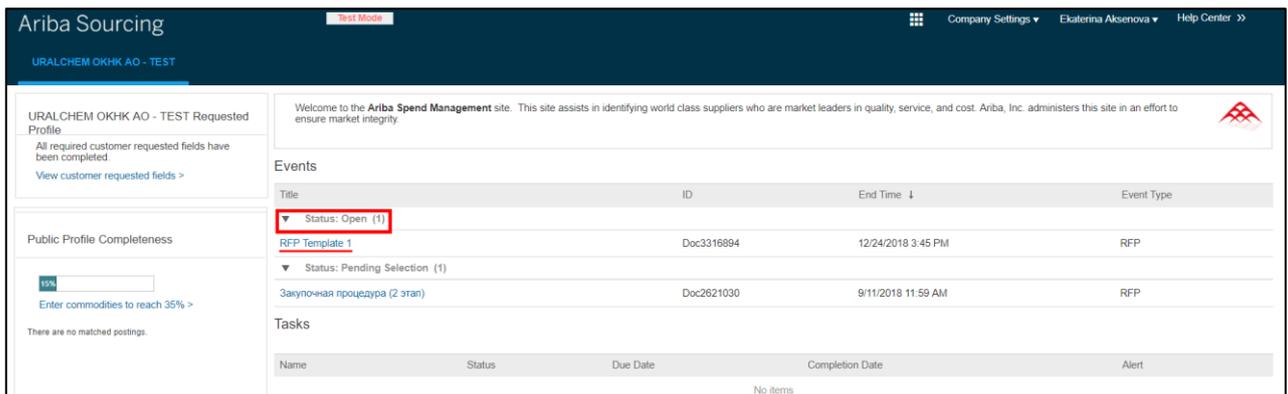
7. Participation in procurement procedures

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



Pic. 36

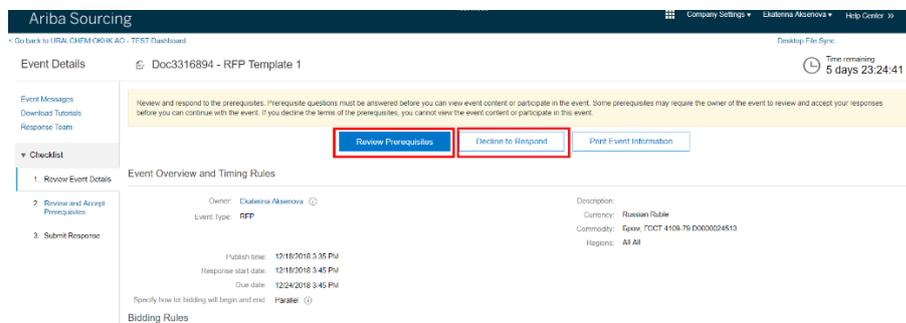
To participate in event click on event name in block "Status: Open".



Pic. 37

Note!

Before viewing the mandatory conditions, you can familiarize yourself with all the content of the event and make a decision.



Pic. 38

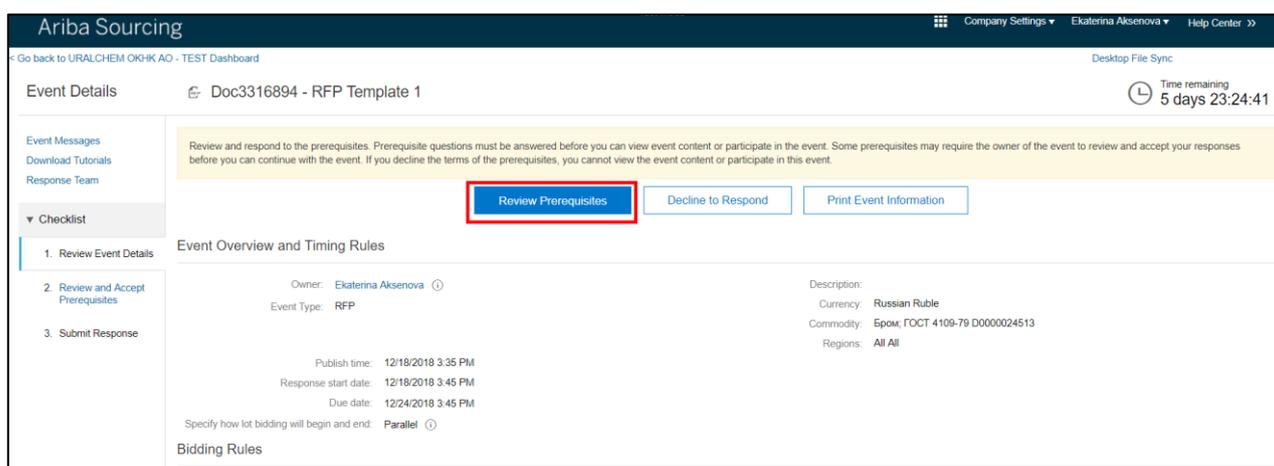
To submit an offer, you need to complete 3 steps (the required steps will be highlighted in blue):

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".

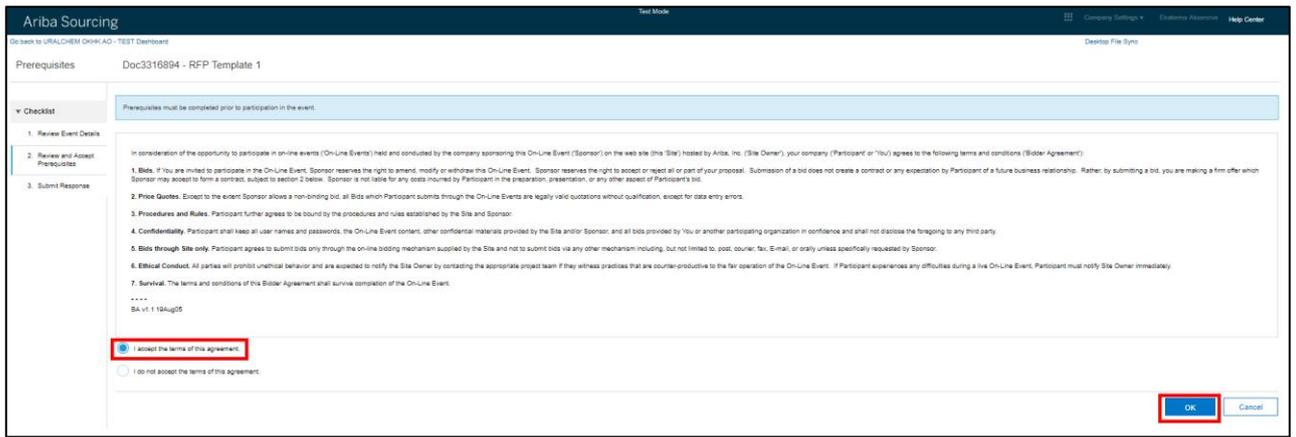


Pic. 39

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

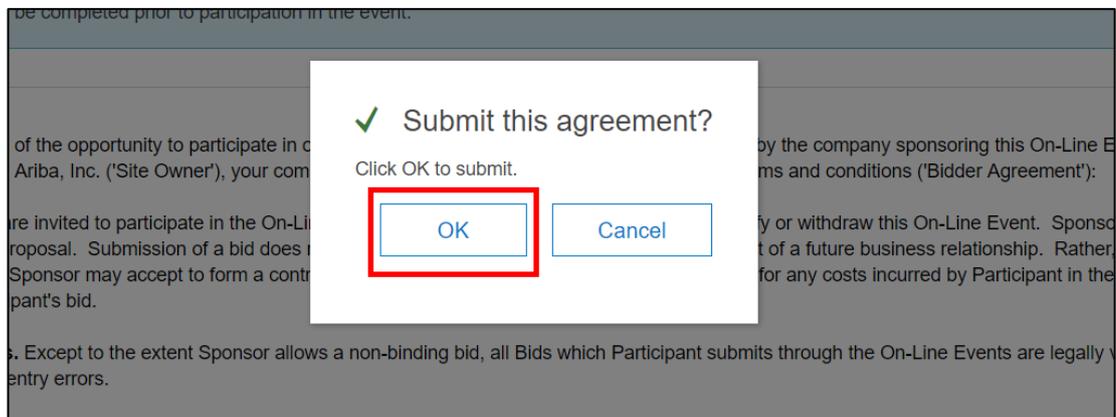
Check the box at the end of the sentence "In accordance with the settings chosen by the buyer for this event, rejected envelopes can be retrieved and opened while the event is pending selection. I accept the terms of this agreement. "

Click "OK" to confirm the action.



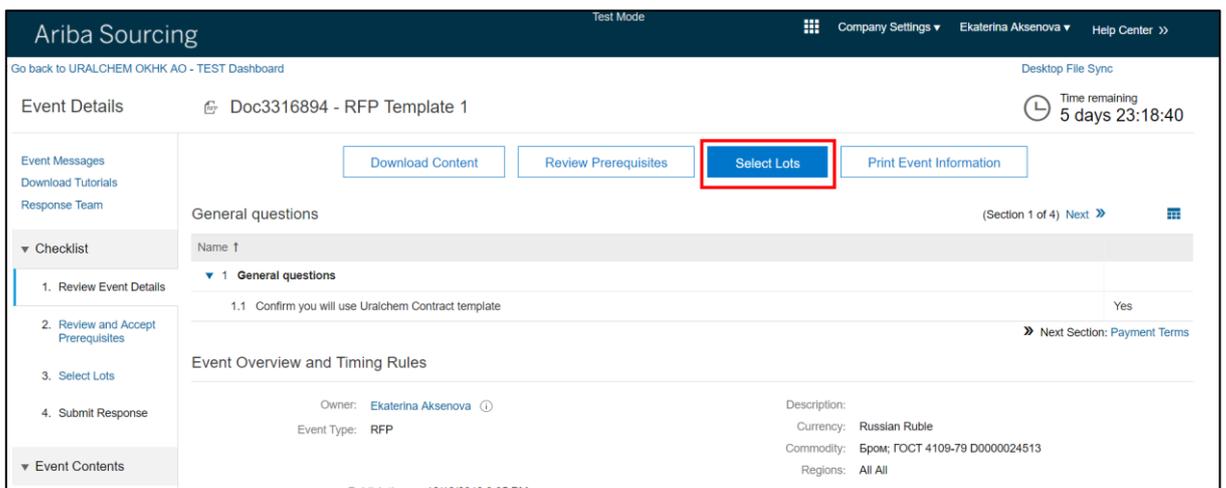
Pic. 40

Click OK to submit.



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.



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: ▾

Use a different currency for different lots

[Select Lots](#) [Select Using Excel](#)

Lots Available for Bidding

<input type="checkbox"/>	Name
<input type="checkbox"/>	2.3.1.4 Test
<input type="checkbox"/>	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.

Select Lots Doc3316894 - RFP Template 1

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response.

[Select Lots](#) [Select Using Excel](#)

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	4.1 Azot

[Submit Selected Lots](#)

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.

Note!

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.

Event Bidding Currency

Select event bidding currency: Russian Ruble ▾

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.

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.
Or drop file here [Browse...](#)

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](#)

Рис. 1

The Excel document will be downloaded. The sheets in Excel correspond to the sections in the structure of the Purchase Procedure. Complete the document. Save it on your local computer.

To download the completed Excel document with your proposal, at step 3, click "Browse". After selecting the file, click "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: * <input type="text"/> RUB
	Quantity: 1 each
	Origin of goods (Происхождение товара): * <input type="text"/>
	Analogue of goods (Предлагаемый аналог): * <input type="text"/>
	VAT: ⓘ
	Tax Duty: * <input type="text"/> RUB

Pic. 45

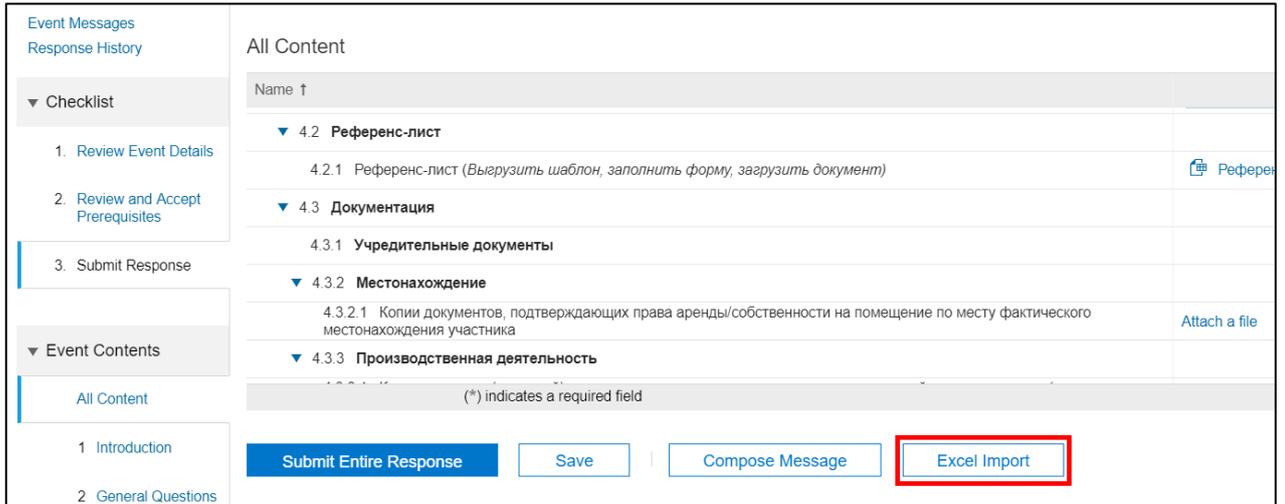
A non-pricing section contains a list of criteria that will be considered when choosing a winner. The pricing section contains commercial information for each item in the order.

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 1	
▼ 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.	

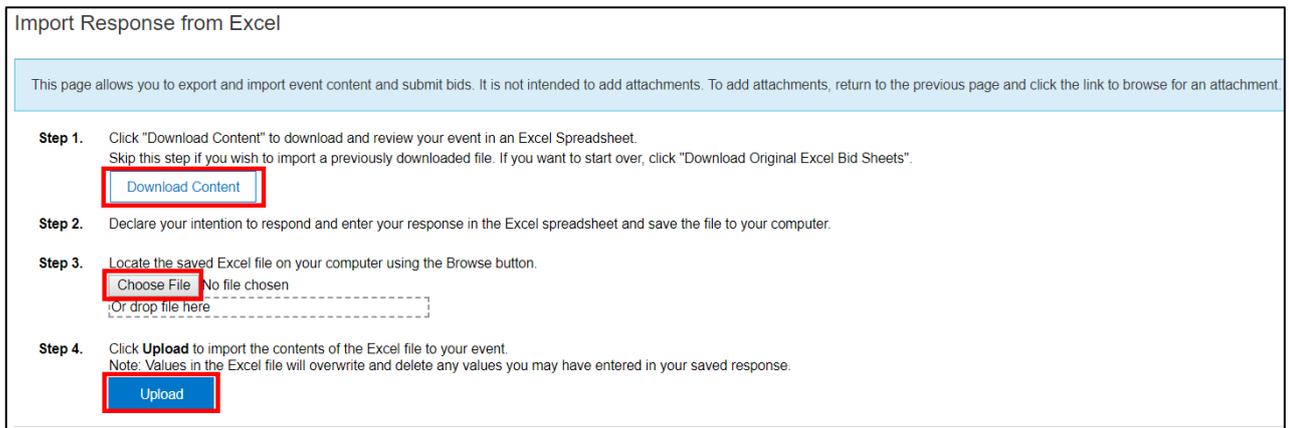
Pic. 46

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



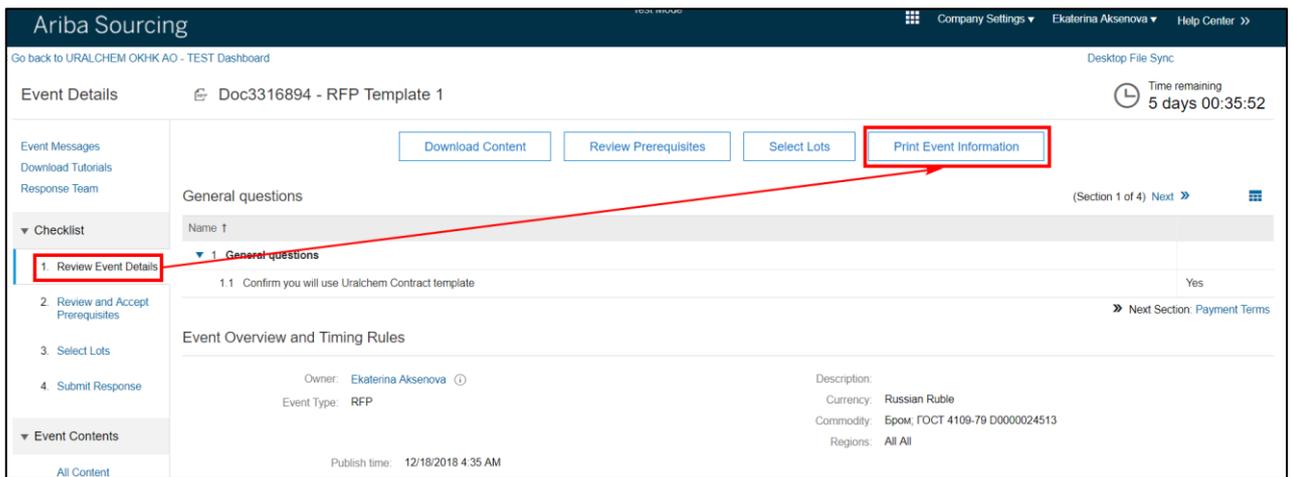
Pic. 47

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.



Pic. 48

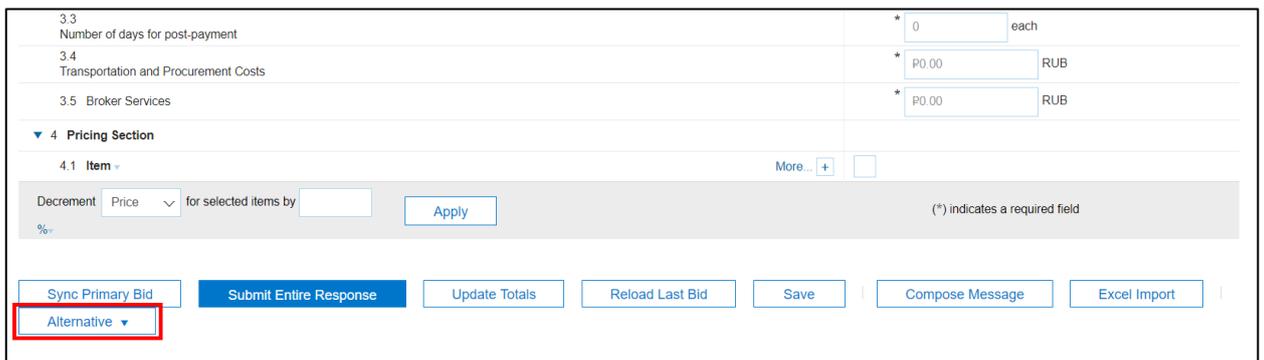
To print and sign the response, click on “Review Event Details” in checklist and click “Print event information”. The document will be uploaded in MS Word format.



Pic. 49

7.1. Submit alternative response

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

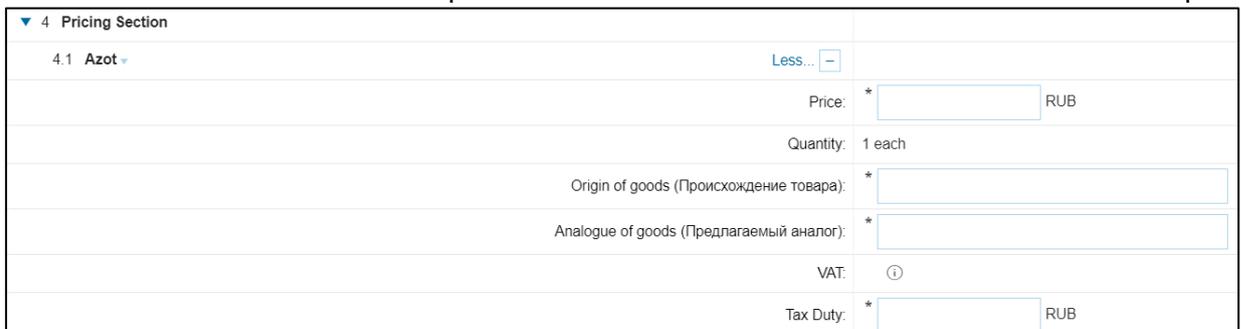


Pic. 50

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.



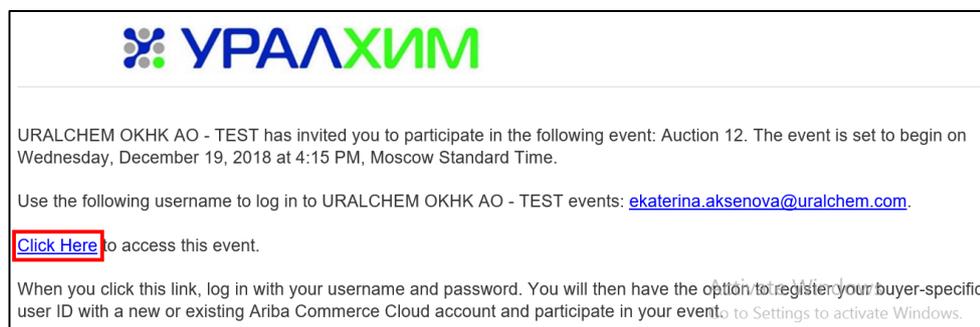
Pic. 51

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.

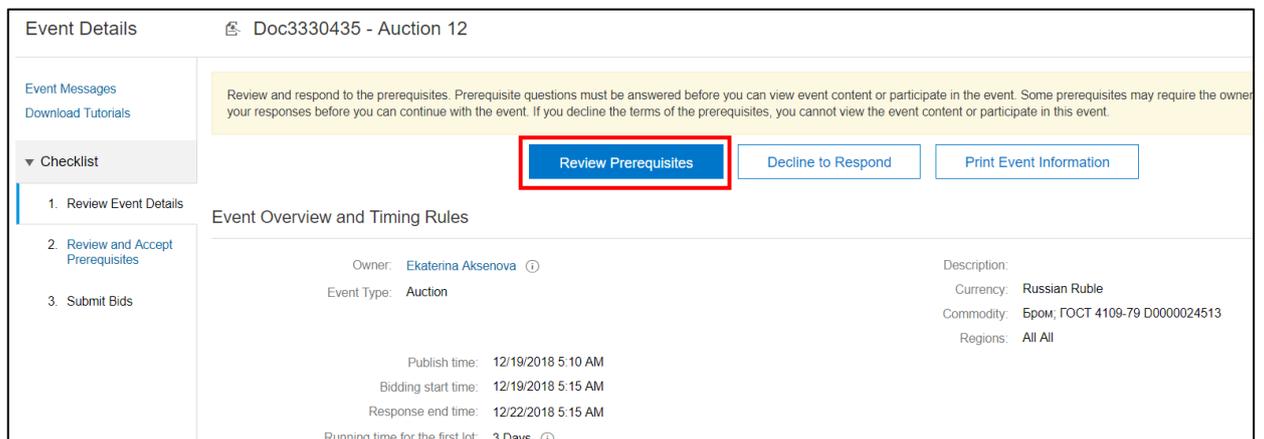
If URALCHEM/URALKALI announces the start of rebidding in the auction format, the supplier will receive an e-mail invitation containing an active link to the published event. Access to electronic trading is carried out by clicking on the active link from the invitation or directly through the personal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

1. Click on “Click Here” to access this event.



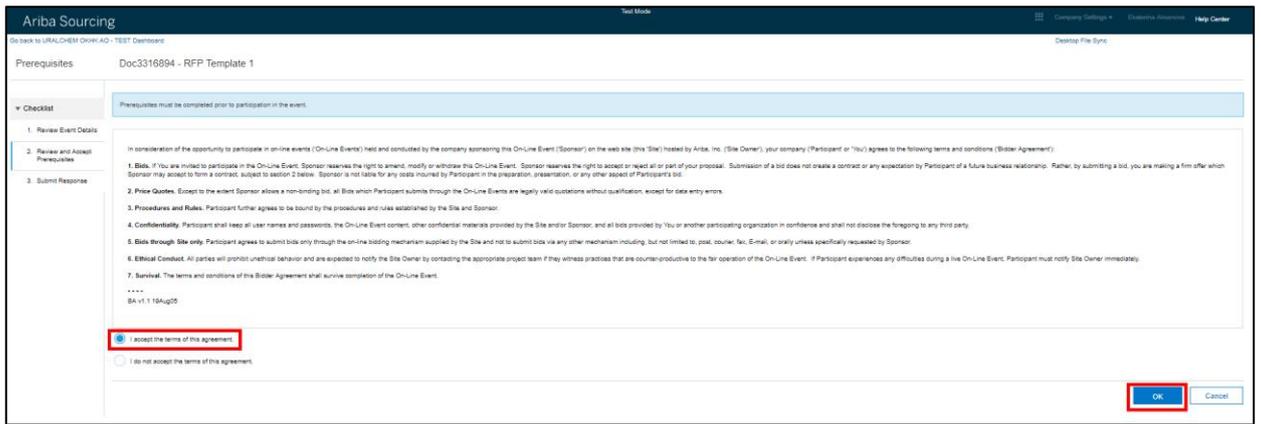
Pic. 52

2. When event is open click on “Review Prerequisites”.



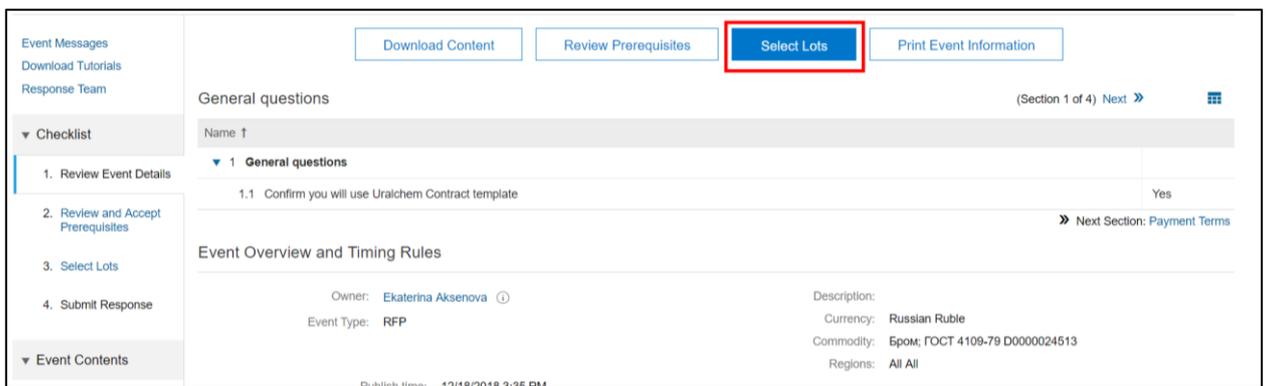
Pic. 53

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

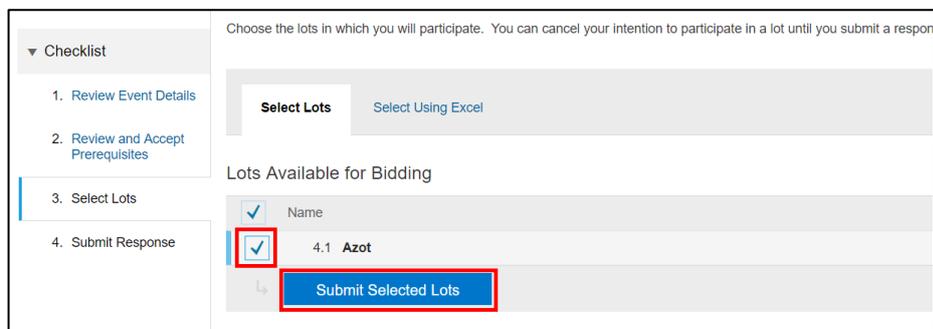


Pic. 54

4. Click on «Select Lots», choose items and click on “Submit selected lots”.

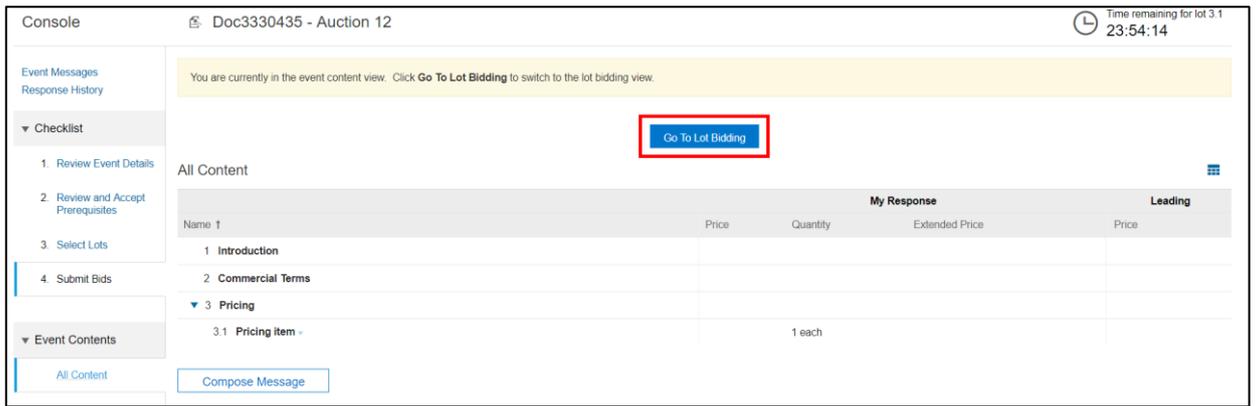


Pic. 55



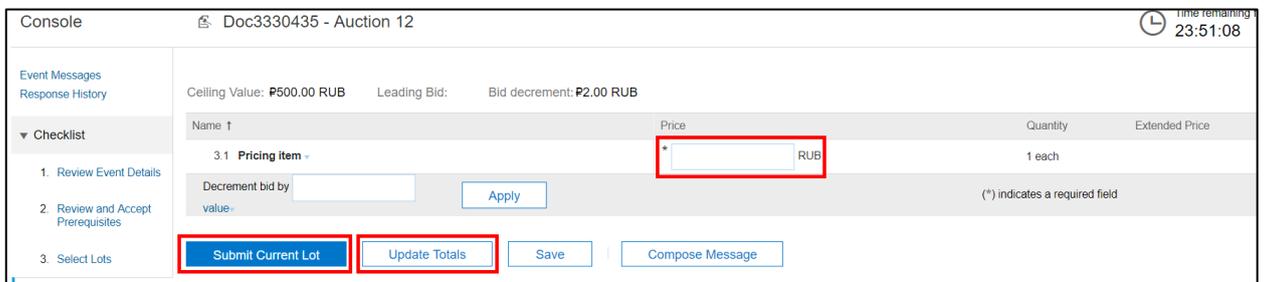
Pic. 56

5. Click on “Go to lot bidding”.



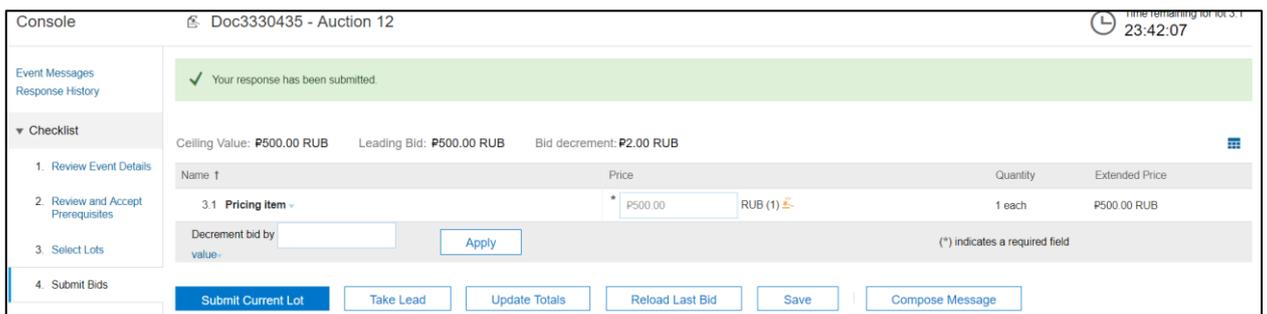
Pic. 57

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.



Pic. 58

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



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: **₽500.00 RUB** Leading Bid: **₽500.00 RUB** Bid decrement: **₽2.00 RUB**

Name ↑	Price	Quantity	Extended Price
3.1 Pricing item	* P480.00 RUB (1)	1 each	₽480.00 RUB

Decrement bid by value: (*) indicates a required field

View: Period:

Price - Pricing item

Time: ◆ Lead ◆ Ceiling

Bid History

Participant	Price ↑	Submission Time
Test company 253	₽500.00 RUB	4:31 PM

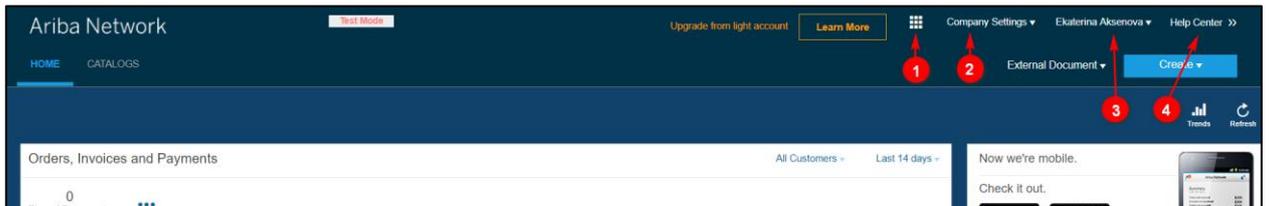
Activate Windows
Go to Settings to activate Windows.

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



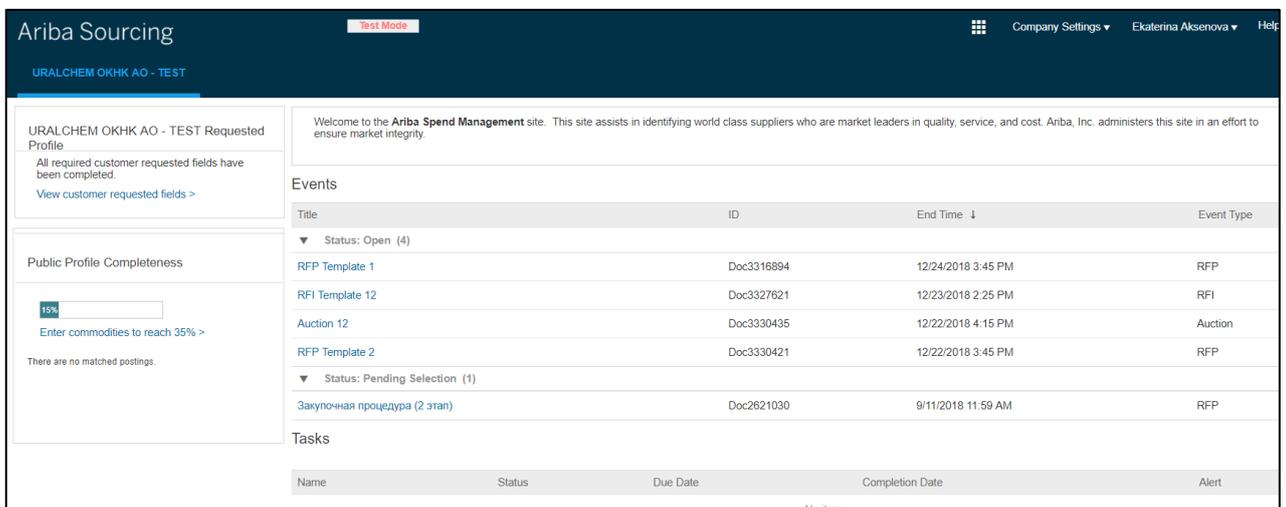
Pic. 61

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
- ✓ Important projects - procurement projects in which you participate and which you observe



Pic. 62

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.

The screenshot shows the 'Basic' tab of the Ariba Company Profile settings. The 'Basic (3)' tab is highlighted with a red box. Below the tabs, there is a legend: '* Indicates a required field'. The 'Overview' section contains the following fields:

- Company Name*: SIPM, I
- Company Name (Latin Characters)*: SIPM, AOAOAOA
- Other names, if any: (empty field)
- NetworkId: AN01393812413 ⓘ
- Short Description: ⓘ (Characters left: 100)
- Website: (empty field)
- Public Profile: <http://discovery.ariba.com/profile/AN01393812413> | [Customize URL](#)
- Privacy Statement: SAP Ariba 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 ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
No items						
Create						

** This column displays your registration status with Ariba's accredited service provider.

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](#)

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](#)

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

Browse Product and Service Categories Didn't find what you were looking for? [Try Search >](#)

Agricultural & Fishing Machinery >	Additives >	Aliphatic and aromatic compounds >
Agricultural & Fishing Services >	Colorants >	Biochemicals >
Apparel, Luggage & Personal Care >	Compounds & Mixtures >	Fixatives >
Chemicals >	Elements & Gases >	Inorganic compounds >
Cleaning Supplies >	Explosive Materials >	Mixtures >
Computer Hardware, Software & Telecom >	Solvents >	Organic derivatives and substituted compounds >
Construction & Maintenance Services >	Waxes & Oils >	
Construction Materials >		

My Selections (2)

<input type="checkbox"/> Biochemicals (View)
<input type="checkbox"/> 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 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

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.

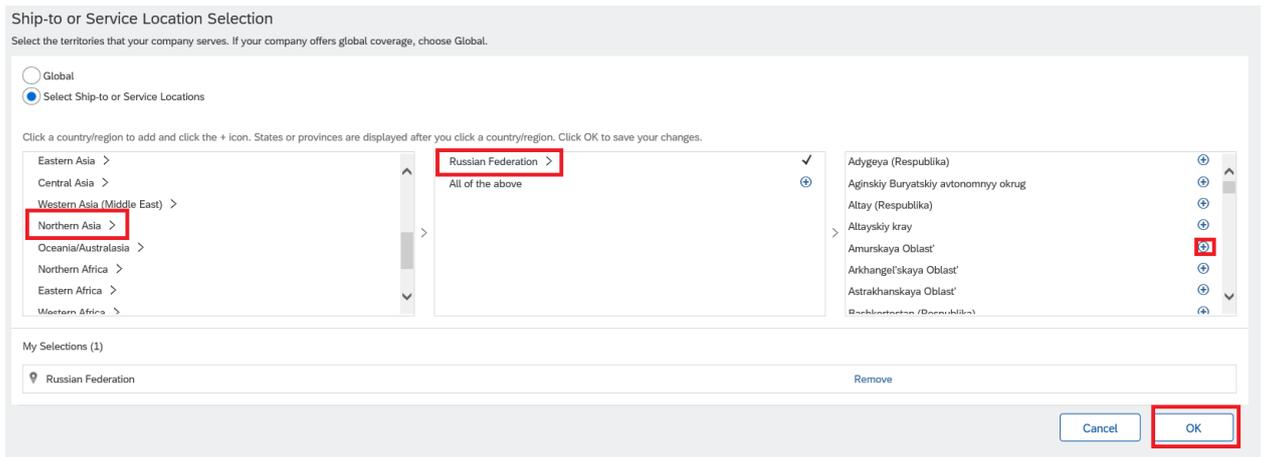
Enter Ship-to or Service Location [Add](#) -or- [Browse](#)

Russian Federation X

Pic. 68

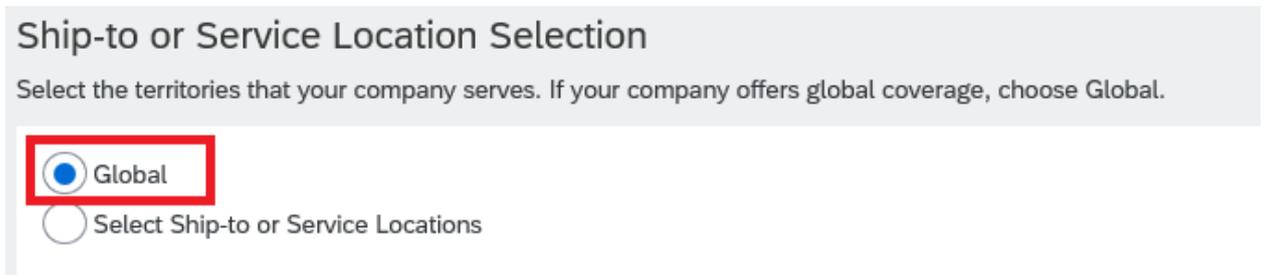
In order to select the Russian Federation from the list, click on the active link "Browse" as shown in the picture above. Then select the value "North Asia" from the list, click on the name "Russian Federation" and select the region. To select a region, click on the "+" sign.

Click the OK button.



Pic. 69

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



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 Founded:

Number of Employees:

Annual Revenue:

Stock Symbol:

Financial Information

Supplier Legal Form:

Commercial Identifier:

Commercial Credentials:

D-U-N-S® Number: - - ⓘ

Global Location Number:

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 Profile

Basic (3) Business (2) **Marketing (2)** Contacts Certifications (1) Customer Requested Additional Documents

* Indicates a required field

Standard Profile Features

Social Networking Links
Add links to your social media channels so that buyers can engage with your company.

facebook.com/

twitter.com/

linkedin.com/ ⓘ

Company Description
Enter a full company description that gives buying organizations a more complete view of your company than the brief description on the Basic Profile page.

Credit and Risk Information from D&B ⓘ
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](#)

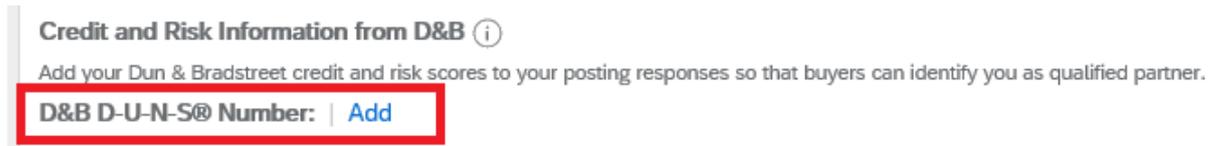
Premium Profile Features

Activate Premium Profile Features
The information below is not displayed on your profile until you upgrade to the Advantage Package on Ariba Discovery.
[Sign Up here](#) to set up your marketing presence on Ariba Discovery and maximize your visibility.

Pic. 72

This information is optional.

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



Pic. 73

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.

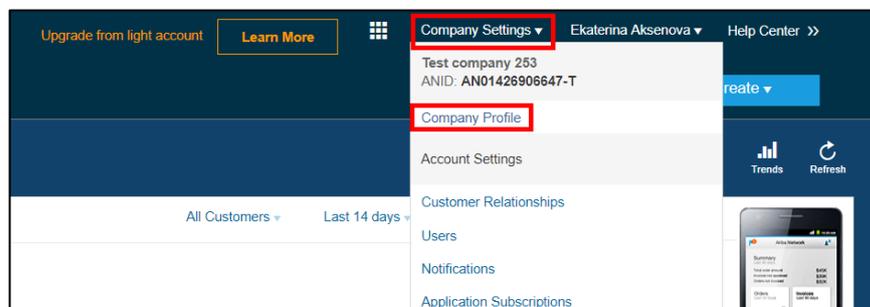
8.1.5. Certifications

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".

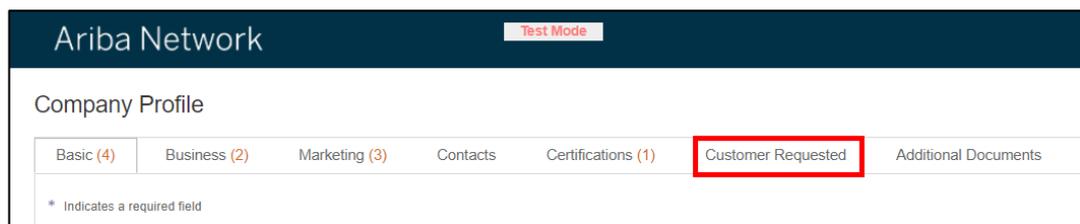
8.1.6. Customer Requested (Changing the profile)

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



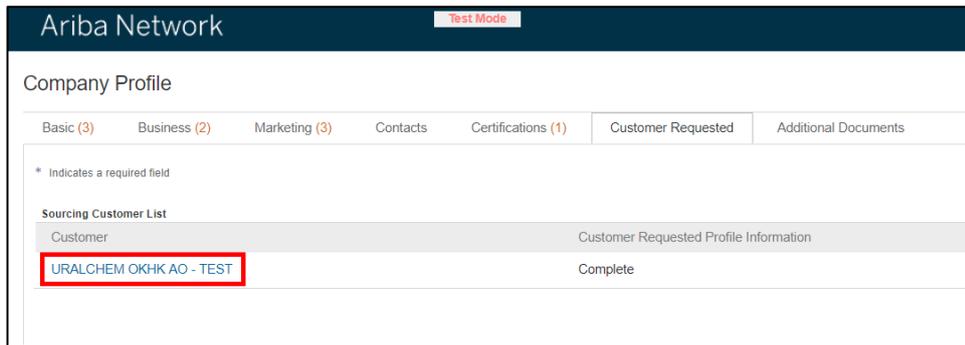
Pic. 74

Click on "Customer Requested" field.



Pic. 75

Click on form «JSC URALCHEM / PJSC URALKALI».



Pic. 76

Make changes, click “Submit”.

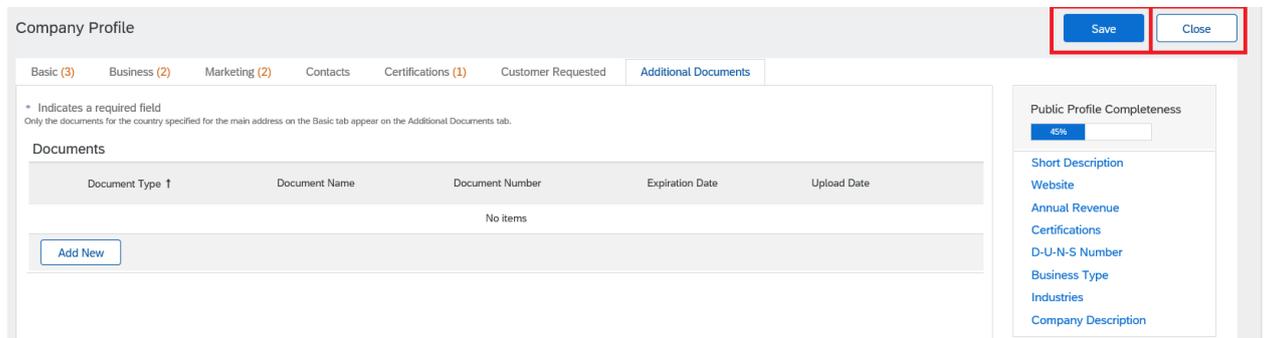
Close the form by clicking on “X”».

Click “Save” → “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.

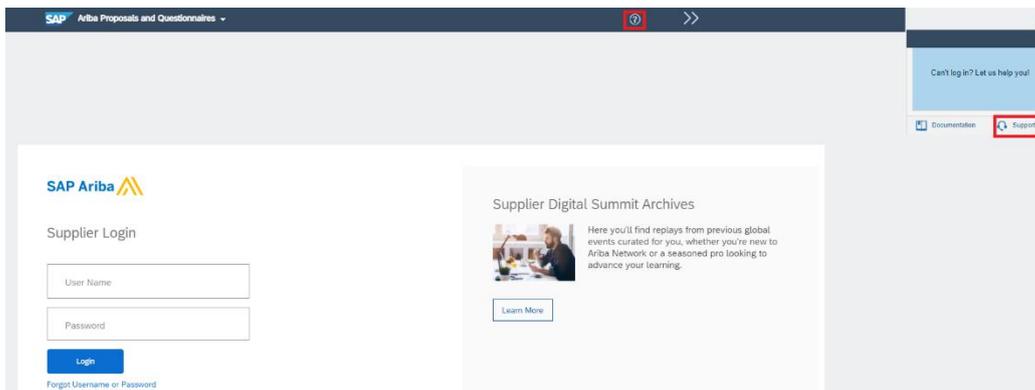
After adjusting the company profile, click "Save" then "Close".



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.



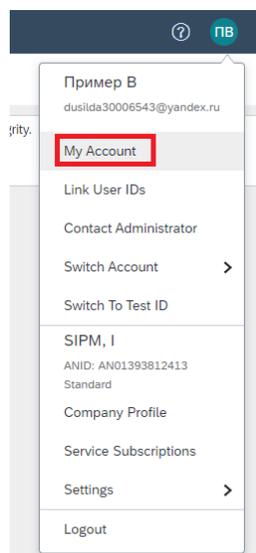
Pic. 78

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.

Account Information

Username:* ⓘ
[Change Password](#)

Email 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 Close

* Indicates a required field

Account Information

Username:* ⓘ
[Change Password](#)

Email Address:*

First Name:*

Middle Name:

Last Name:*
[Personal Information Change Log](#)

Business Role:

Preferences

Preferred Language: ⓘ

Preferred Timezone:* ⓘ

Default Currency:* Russian Rouble ⓘ

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.

The screenshot shows a user profile page with a 'Business Role' dropdown menu. The dropdown is open, displaying a list of roles. The 'Sales' role is currently selected and highlighted in bold. Other roles listed include Accounts Receivables, Business Owner, Customer Service, E-Commerce, Field Services, Finance, Information Technology, Manager, Marketing, Order Management, Service Administrator, Shipping, and Treasury. The background shows sections for 'Preferences' and 'Contact Information'.

Pic. 82

The screenshot shows a form titled "What is your primary business role in your company?". Below the title is a question: "What is your primary business role in your company? Selecting a role will help us provide you with a better experience." and a note: "You can change your business role at any time on the My Account page." Below this are eight radio button options: Accounts Receivables, Business Owner, Customer Service, E-Commerce, Field Services, Finance, Information Technology, and 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

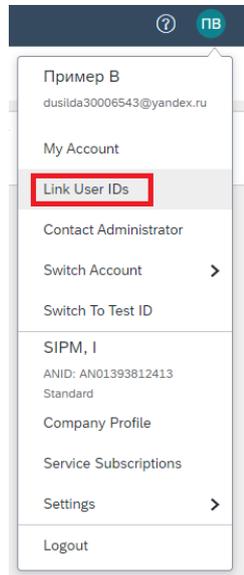
Business role	Description	Actions by default
Customer service	A user with the "Customer service" role keeps track of everyday tasks on the Ariba Network.	New orders; orders for confirmation; orders requiring action; offers of cooperation
E-commerce	The user with the role of "E-commerce" monitors the state of the IT infrastructure.	New orders; orders for confirmation; orders for delivery; orders requiring action
Field services	The user with the role of "Fields 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” → “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.

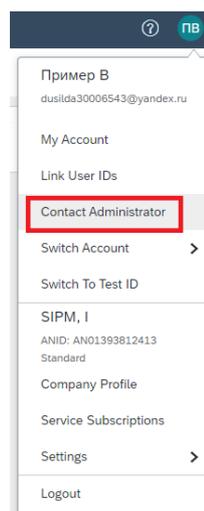


Pic. 84

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.

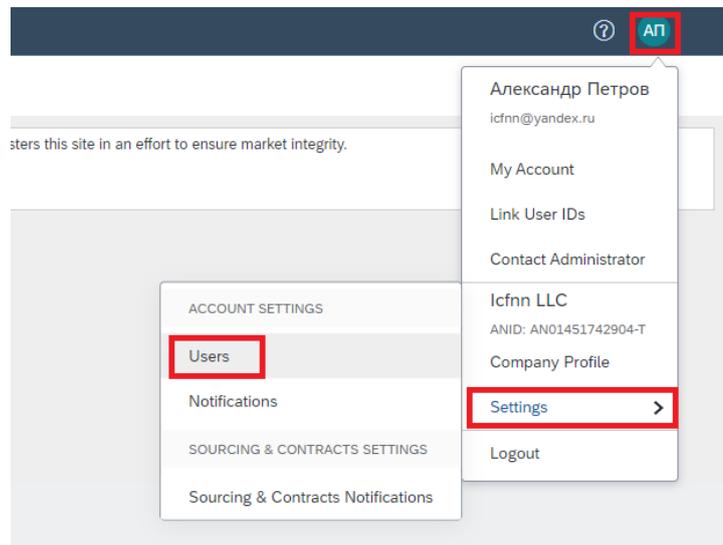


Pic. 85

8.2.6. Create a new user

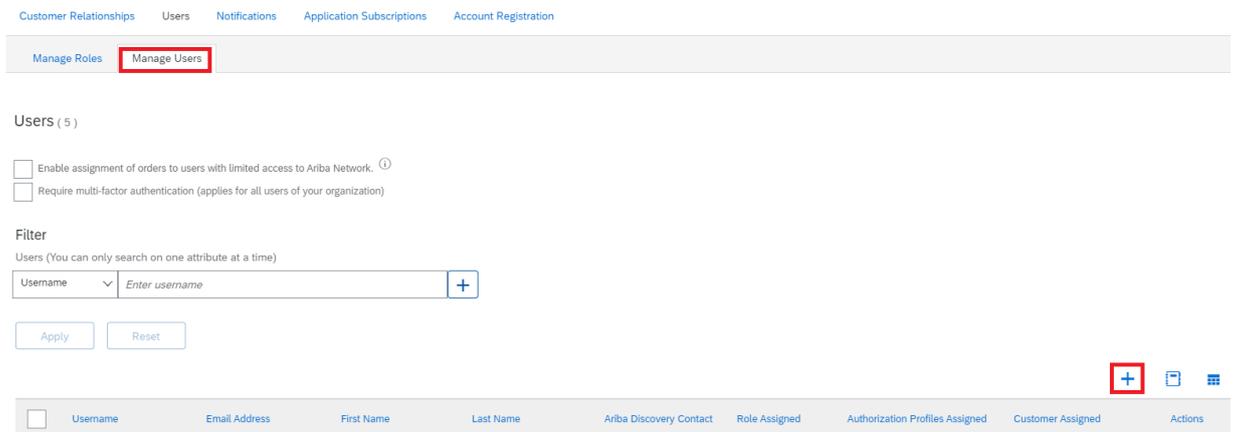
You can add a new user to your company profile. This requires:

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



Pic. 86

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



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 User **Done** Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Please correct the following errors and resubmit

Username: ⓘ
! Invalid username format

Email Address:

First Name:

Last Name:

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: Area: Number:

Role Assignment

Pic. 88

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

Filter

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

Username +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input type="checkbox"/>	hnm@p...		test	TEst	No	Старший менеджер		All(0)	Actions
<input type="checkbox"/>	icfnm@yandex.ru	icfnm@yandex.ru	Test	Тестест	No	Менеджер по работе с клиентами		All(0)	Actions
<input type="checkbox"/>	penow@go12321212.ru	penow@go12321212.ru	Aerow	Пенров	No	Менеджер по работе с клиентами, +1		All(0)	Actions
<input type="checkbox"/>	@gmail.com	test@yandex.ru	Test	Test	No	Старший менеджер, +1		All(0)	Actions
<input type="checkbox"/>	mail.5...	test@yandex.ru	Test	Test	No	Старший менеджер		All(0)	Actions
<input type="checkbox"/>	test@userfdjhdjfr.ru	icfnm@yandex.ru	Test	User	No	Старший менеджер, +1		All(0)	Actions

Add to Contact List Remove from Contact List

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 message contains important information about your new Ariba user account. You have been e...
- A** **Ariba Commerce Cloud** ● **Your password on the Ariba Network Account.** This message contains important information about your new user account related to y...

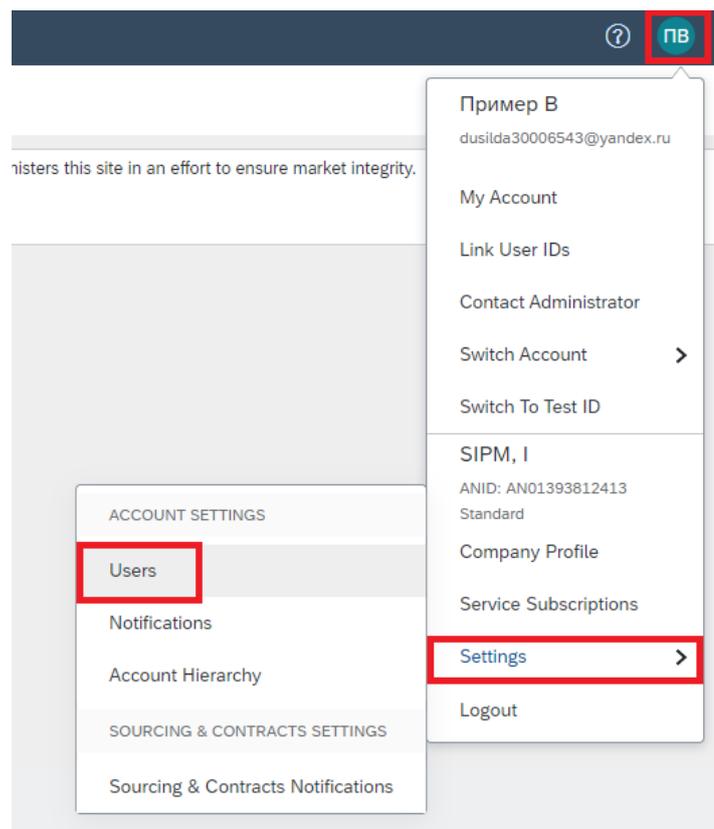
Pic. 90

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.

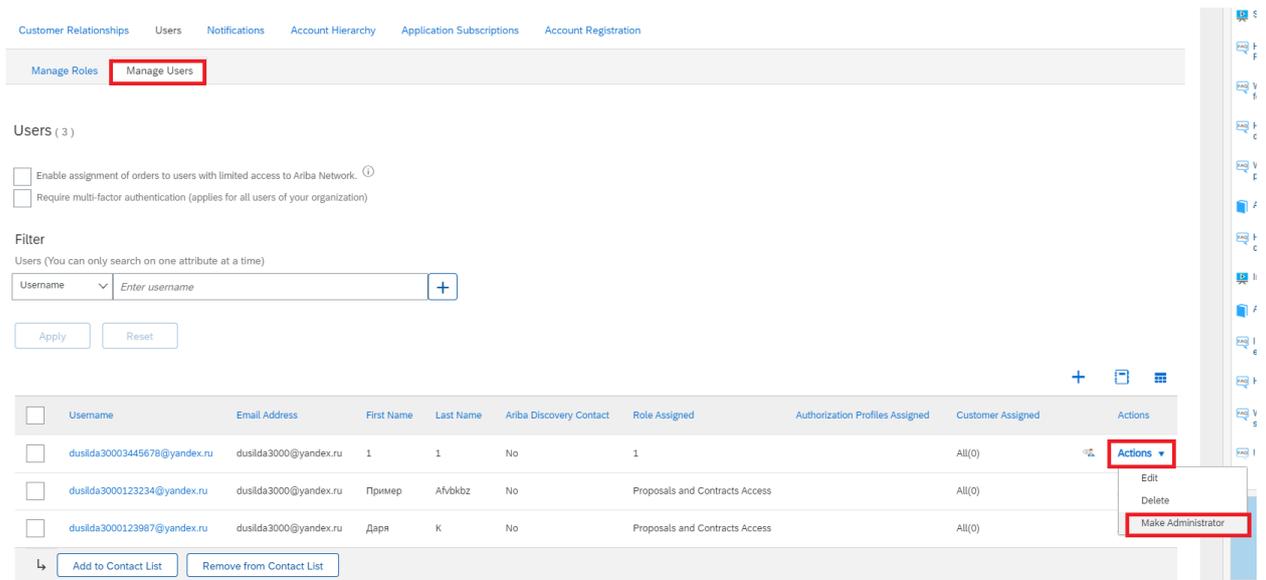
If you need to transfer the administrator role to another user, you must do the following:

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



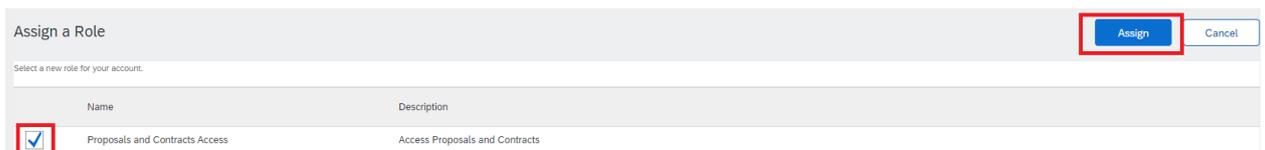
Pic. 91

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



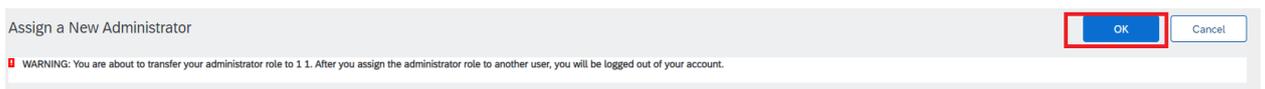
Pic. 92

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



Pic. 93

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



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 selection: goods / services

3.1 Товары и услуги. Нажать «Выбрать», отметить не более 10 категорий/групп номенклатуры из узлов Уралхим и Уралкалий, по которым хотите принимать участие в торгах

*Груз самоклеящийся, набор 50шт; 60г; сви..., Ж/д транспортные средства (услуги, аренд...,

Answer Транспортные средства и спецтехника (усл..., МЕБЕЛЬ УК_1052000

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

Name

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	▼ All Commodities	All
<input checked="" type="checkbox"/>	* ПАО "УРАЛКАЛИЙ"	2000
<input checked="" type="checkbox"/>	АО "ОХК "УРАЛХИМ"	1000

Currently Selected

Name ↑ ID

No items

Pic. 97

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

Add to Currently Selected

Name

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	▼ All Commodities	All
<input type="checkbox"/>	▶ * ПАО "УРАЛКАЛИЙ"	2000
<input type="checkbox"/>	▼ АО "ОХК "УРАЛХИМ"	1000
<input checked="" type="checkbox"/>	▶ Автотранспорт и запасные части к автотранспорту	01000000000

Fig. 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

Add to Currently Selected

Name

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	▼ All Commodities	All
<input type="checkbox"/>	▼ * ПАО "УРАЛКАЛИЙ"	2000
<input type="checkbox"/>	▼ КЛАССИФИКАТОР ТОВАРОВ УК	УК_1000000
<input checked="" type="checkbox"/>	▶ АВТОТРАНСПОРТ	УК_1002000
<input checked="" type="checkbox"/>	▶ АВТОТРАНСПОРТ И ЗАП ЧАСТИ К НЕМУ ТРАНЗИТ	УК_1003000
<input type="checkbox"/>	▶ БАЛЛОНЫ	УК_1004000
<input type="checkbox"/>	▶ БЕЗАСБЕСТОВЫЕ ИЗДЕЛИЯ	УК_1006000
<input type="checkbox"/>	▶ БЛАНОЧНАЯ ПРОДУКЦИЯ	УК_1007000
<input type="checkbox"/>	▶ БУМПРОДУКЦИЯ	УК_1008000

Currently Selected

<input checked="" type="checkbox"/>	Name ↑	ID
<input checked="" type="checkbox"/>	Груз самоклеящийся, набор 50шт; 60г; свинец; применимость: литой диск	D0000030577
<input checked="" type="checkbox"/>	Ж/д транспортные средства (услуги, аренда, лизинг)	74280200000
<input checked="" type="checkbox"/>	КЛАССИФИКАТОР ТОВАРОВ УК	УК_1000000
<input checked="" type="checkbox"/>	КЛАССИФИКАТОР УСЛУГ УК	УК_600000000
<input checked="" type="checkbox"/>	МЕБЕЛЬ	УК_1052000
<input checked="" type="checkbox"/>	Транспортные средства и спецтехника (услуги, аренда, лизинг)	74280300000

Fig. 99

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?

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”

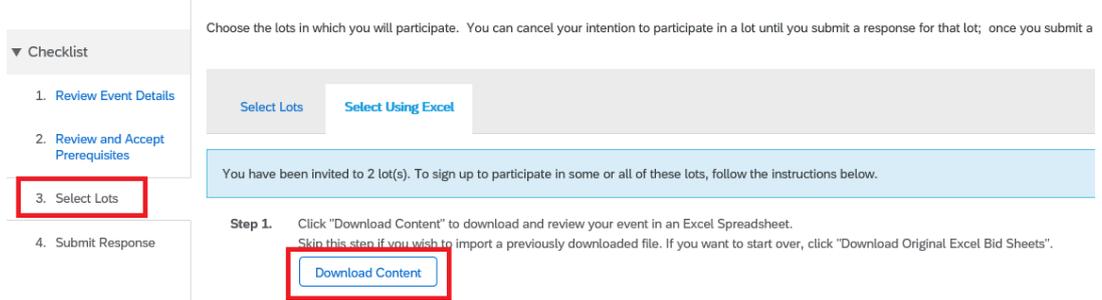
Pic. 101

Go to the event of the first stage.

Events	
Title	ID
▶ Status: Completed (70)	
▼ Status: Open (3)	
Test 151220	Doc13998524

Pic. 102

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

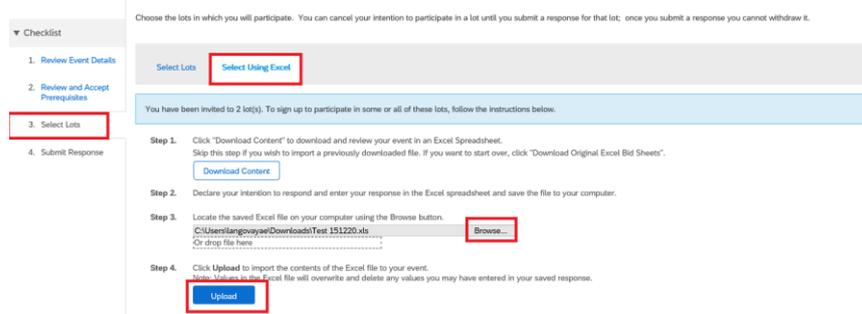


Pic. 103

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".



Pic. 104

NOTE!

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

! 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

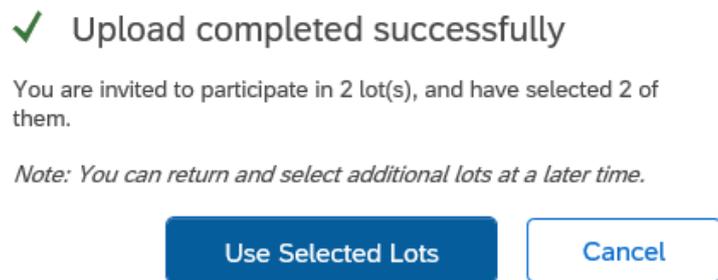
Номер	Имя	Альтернатива	Имя заявки или уровня	Действие уровня	Статус	Описание	Наличие заявки	Валюта	Единица измерения	Количество	Цена (без НДС)	Ставка НДС
Справка и параметры. Шрифты "*" - ставка, чтобы получить фактические сведения по заданным ценам												
6.1	Срок действия предложения					01/10/2021 2:55						
6.2	Поддержка выбранной валюты					RUB						
First stage event												
6.2.1	Ценовое предложение						RUB	шт	500	200	20%	
6.2.2	Позиция 2						RUB	шт	850	200	20%	
6.2.3	Позиция 3						RUB	шт	1	200	20%	
6.2.4	Позиция 4						RUB	шт	600	200	20%	
6.2.5	Внимание! Перед подачей предложения, пожалуйста,											
Second stage event												
6.2	Срок действия предложения											
6.2.1	Поддержка выбранной валюты											
6.2.2	Ценовое предложение						RUB	шт	1	200	20%	
6.2.3	Позиция 2						RUB	шт	1	200	20%	
6.2.4	Позиция 3						RUB	шт	1	200	20%	
6.2.5	Позиция 4						RUB	шт	1	200	20%	
6.2.6	Позиция 5						RUB	шт	1	200	20%	

Pic. 1

6. Upload -> upload updated file to server

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

Click "Use Selected Lots".



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.