



---

## SAP Ariba Training Manual

For

**Dolphin Energy Limited Suppliers/Contractors**

---

## Table of Contents

<b>INTRODUCTION .....</b>	<b>3</b>
<b>1 DEFINITIONS.....</b>	<b>4</b>
<b>2 SUPPLIER ACCOUNT CREATION IN ARIBA NETWORK .....</b>	<b>5</b>
<b>3 TYPES OF TENDERS .....</b>	<b>10</b>
3.1 OPEN TENDERS.....	10
3.2 CLOSED TENDER .....	10
<b>4 RESPOND TO SOI (SOLICITATION OF INTEREST) .....</b>	<b>11</b>
<b>5 RESPOND TO RFP/RFQ/ITT .....</b>	<b>14</b>
5.1 RESPOND TO RFQ/RFP/ITT FOR SERVICES.....	14
5.2 RESPOND TO RFQ/RFP/ITT FOR GOODS.....	22
5.3 BIDDER CLARIFICATIONS/PRE-BID OR POST-BID QUERIES.....	29
5.4 PRICE IMPACT OR REVISED PRICED BID .....	32
5.5 SUBMIT THE BEST AND FINAL OFFER .....	33
<b>6 E-CONTRACTING &amp; SIGNING .....</b>	<b>35</b>
6.1 SEND DRAFT LOA OR CONTRACT FOR CONTRACTOR REVIEW.....	35
6.1.1 <i>Accepting the Draft Contract</i> .....	37
6.1.2 <i>Sending A Changed/Modified Draft Back To Dolphin Energy</i> .....	38
6.2 OBTAINING CONTRACTOR SIGNATURE FOR LOA OR CONTRACT DOCUMENT.....	40
6.3 RECEIVE FULLY SIGNED DOCUMENT .....	43

## Introduction

The purpose of this document is to help Bidders/Supplier of Dolphin Energy Limited to use Ariba Network to respond to RFQ/RFP/ITTs/ SOI etc.

**Suppliers/Bidders must register their company and create an account in Ariba Network to do business with DOLPHIN ENERGY LIMITED.**

Registration on Ariba Network takes only few minutes - all what is needed is basic company information such as the company name, address, and a business contact, etc. which is exhibited in this document in a step-by-step manner.

Below are the processes covered in this training document.

1. Supplier Account Creation in Ariba Network
2. Types of Tenders
3. Respond to Solicitation Of Interest (SOI)
4. Respond to Request For Proposal (RFP/ITT)
5. E-Contracting & Signing

## 1 Definitions

- SAP Ariba:** SAP Ariba is an Electronic Procurement Application by SAP which covers various aspects of electronic procurement. It Provides free access to suppliers for standard supplier accounts enabling them to perform all activities from Supplier Registration to E-tendering, E-Contracting and Invoicing.
- SOI:** Solicitation Of Interest: It is an event where a buyer requests interested Participants to submit their interest in an RFQ/RFP/ITT or an upcoming Tender.
- RFP:** Request For Proposal: It is an event where a buyer requests interested suppliers to submit their technical or financial proposal against a scope of work with given terms & conditions.
- Ariba Network** Ariba Network is a midway Portal where Suppliers & Buyers communicate & transact. Suppliers receive their RFQ/ITT's, SOI's, Contract Negotiation requests, and Purchase Orders here.
- Access gate** It is a prerequisite response required to be submitted before being provided access to the tender documents.

## 2 Supplier Account Creation in Ariba Network

**As a first step**, it is important to know whether your company is already registered in Dolphin's SAP Ariba or not, please check within your internal SAP Ariba administrator (or equivalent) to make sure that you are added as a member within your company's SAP Ariba account.

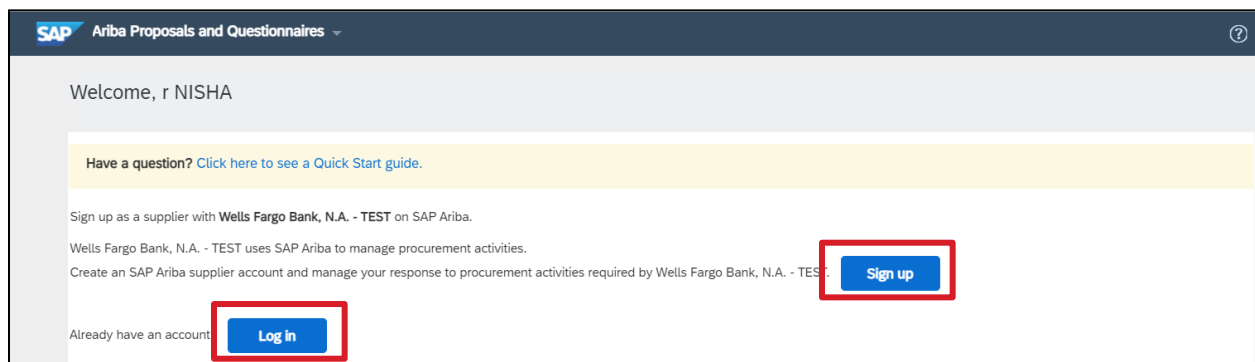
**Note:**

- A. all Supplier individual users **MUST** create SAP Ariba account before they are added into their company account to participate in RFP/ITT events.
- B. In case your company is not registered and might be considered for participation in an RFP/ITT, the Supplier focal point for this tender will receive an email notification "Registration Invite" from Dolphin Energy to trigger creating his/her account in SAP Ariba Network, to allow for communicating with Dolphin Energy in respect of this RFP/ITT. This should be followed by your company full registration process which should be completed by the RFP/ITT envelop submission date.

Please follow the Supplier Registration steps detailed in the "Training Materials" tab under Dolphin Energy website -[Click Here](#)-.

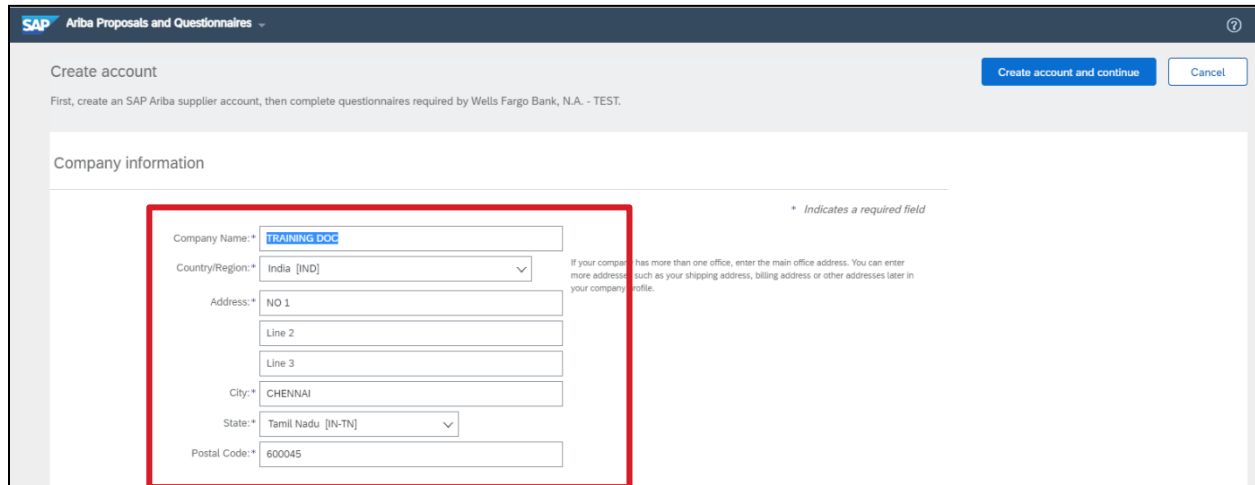
### **Suppliers with an Existing Account on Ariba**

- A. If you already have an account, click **Log in** with your existing id and password.



## Suppliers with a New Account on Ariba

B. For New Registration, click **Sign up** and then continue with below process.



**SAP Ariba Proposals and Questionnaires**

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Wells Fargo Bank, N.A. - TEST.

**Company information** \* Indicates a required field

Company Name:\* TRAINING DOC

Country/Region:\* India [IND]

Address:\* NO 1  
Line 2  
Line 3

City:\* CHENNAI

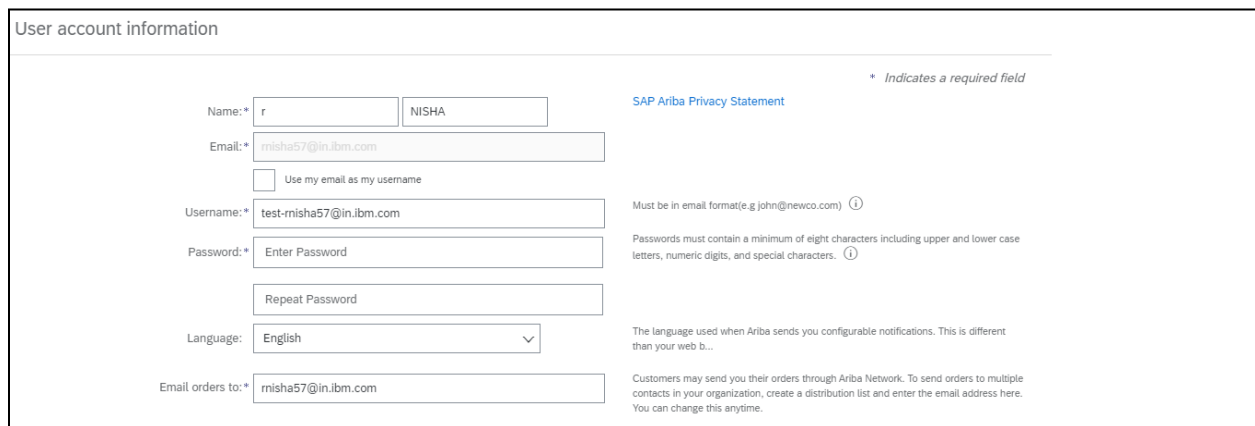
State:\* Tamil Nadu [IN-TN]

Postal Code:\* 600045

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.

1. Follow the steps in the registration wizard.

- Ariba Network asks for basic information about your business, such as your company name, address, and email address.



**User account information** \* Indicates a required field

[SAP Ariba Privacy Statement](#)

Name:\* r NISHA

Email:\* rnisha57@in.ibm.com

Use my email as my username

Username:\* test-rnisha57@in.ibm.com Must be in email format(e.g john@newco.com)

Password:\* Enter Password Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

Repeat Password

Language: English

Email orders to:\* rnisha57@in.ibm.com Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

- The wizard performs automatic address validation to detect and correct any incorrect portion of a mailing address. A pop-up window shows a recommendation, which you can accept or reject.

Tell us more about your business

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

x

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

x

Tax ID:  Enter your Company Tax ID number.

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

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

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

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

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

- There is an ISO-based country-or region-specific drop-down list for state/province in the address section of the supplier profile. Select from the drop-down list (where available) instead of entering free text.
- Read the terms of use and choose the check box if you agree to the terms.
- Click **Create account and continue**.

-or- [Browse](#)

ⓘ Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile

a for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction

d in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

2. Click on **Review accounts** to see the list of potential duplicates.

**SAP Ariba Proposals and Questionnaires**

### Review duplicate Account

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

- You can log in the account you are associated with
- Or, you can view the profile and [contact the account administrator](#) from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

**Match Based On**

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
TRAINING DOC	rnisha57@in.ibm.com			NO 1 CHENNAI Tamil Nadu, India 600045

20 search results found


SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
Illy by Coca Cola	-	-	-	AN01416067992	...
IBM India	IND	Karnataka	-	AN01006865103	...
IBM India Private Limited	IND	Karnataka	-	AN01014029422	...


- Click on **Continue Account Creation** if the account is not duplicate; if not **Go back to previous page** and contact your Company's Ariba Network Administrator to 'add you as a User under the same account.



**[EXTERNAL] Welcome to the Ariba Commerce Cloud** 8:18 PM

Ariba Commerce Cloud to me  
Please respond to network\_accounts@ariba.com [Show more](#)

 **Security:** Some images were prevented from loading. [Show Images](#) ✕



**Welcome to the Ariba Commerce Cloud**

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

Your organization's account ID: **AN01625159889-T**

Your username: **0test-rnisha57@in.ibm.com**

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

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

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

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

**Good to Know:**

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

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

You can start using Ariba Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.

Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions.

4. After clicking on **Continue Account Creation**, Supplier contact would receive an email confirming the account creation as shown above.
  - SAP Ariba provides you an option to have two types of Ariba Network Account as given below:
    1. **Standard Account** - This is **completely free** of charge account enabling you to perform all activities required to participate in a Tender or Negotiate & Sign an E-Contract.
    2. **Enterprise Account** – An Enterprise account has certain features which are available to all suppliers if they chose to Subscribe for an Enterprise Account with an Annual Fee paid directly to SAP Ariba. If your company already has an Enterprise account in Ariba Network, and if you want to use the same account for transactional activities or if you want to opt for an Enterprise account, you will be charged the annual fee by SAP Ariba.

**Note:** Please note that a Supplier is solely liable for the Enterprise Account Fee and Dolphin Energy Limited is not responsible for this Fee or any other charges whatsoever in this regard.

***Congratulations! You have created account in Ariba Network successfully.***

## 3 Types of Tenders

As a Dolphin Energy Supplier, you must know that there are two main self-explanatory types of tenders that Dolphin Energy invites participations in, which are as follow:

1. Open Advertised Tenders
2. Closed Tenders

### 3.1 Open Tenders

For an Open Advertised Tenders, Dolphin Energy will publish the advertisement in the newspaper(s) as per the current practice . Please also visit the Dolphin Energy website, under Procurement/Tenders where you can find the Tender Document related to the Open Advertised Tenders.

Interested bidders are to provide their solicitation of interest by filling in and sending the “Expression of Interest” Form to the email address included in the Form along with the necessary information and required prerequisites. Subsequently, Dolphin Energy Procurement & Contracts team may invite you to the respective E-Tendering Event through SAP Ariba if you fulfil the requirements.

### 3.2 Closed Tender

For a closed tender procurement, only specific selected suppliers will be invited to participate in an RFP/ITT after soliciting interest (if applicable) to participate in this specific RFP/ITT, as explained hereunder, or as a response to the RFP/ITT sent to your company through SAP Ariba.

#### *Notes:*

- *Registration to SAP Ariba Network is free for “Standard Account”, which allows you to contribute to all Dolphin Energy’s RFPs/ITTs*
- *Dolphin Energy is very strict in respect of E-Tendering and E-Invoicing through SAP Ariba.*
- *Closed Tender includes manufacturers, agents, OEMS, etc.*

## 4 Respond to SOI (Solicitation of Interest)

Dolphin Energy Procurement & Contracts team will invite you (the Supplier's person(s) whom the SOI is addressed to) to the respective E-Tendering Event by submitting your response against an SOI (if applicable) or responding to an RFP, where you will receive an email as per the following email exhibit.

Dolphin Energy Limited - TEST has invited you to participate in an event: Training SOI Templates.

Expires Never

### Dolphin Energy Limited - TEST

Dolphin Energy Limited - TEST has invited you to participate in the following event: Training SOI Templates. The event is set to begin on Saturday, August 26, 2023 at 10:52 PM, Pacific Daylight Time.

Use the following username to log in to Dolphin Energy Limited - TEST events: [test-ranjeet.shetty24@ibm.com](mailto:test-ranjeet.shetty24@ibm.com).

[Click Here](#) 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 event, [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.**

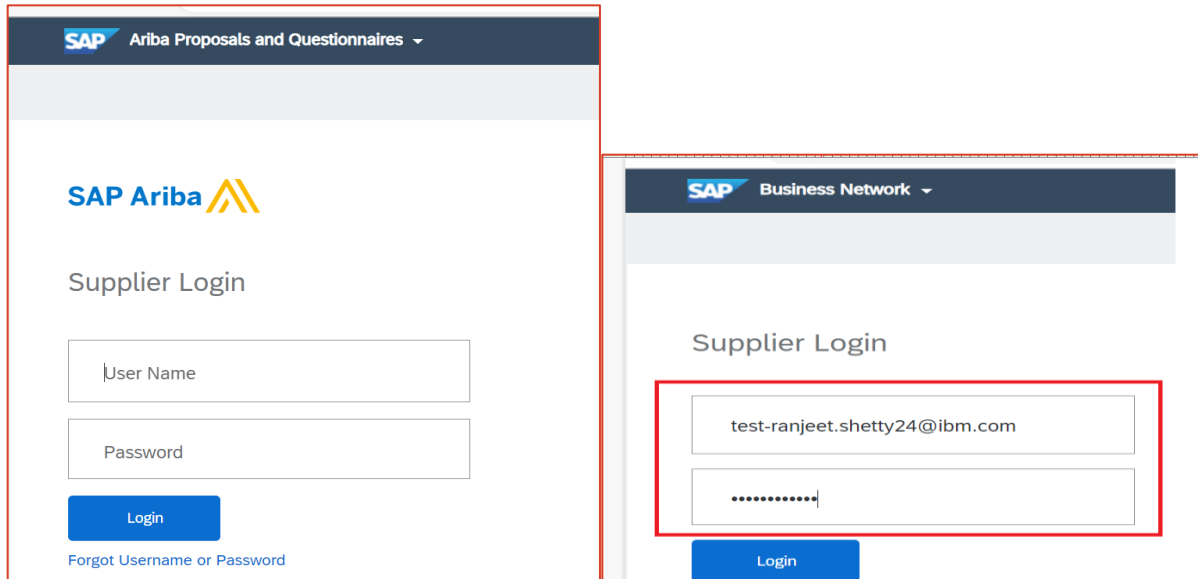
If you have questions about this event, contact Ashish Uppal via telephone at or via e-mail at [ashish.uppal@ibm.com](mailto:ashish.uppal@ibm.com).

We look forward to working with you!

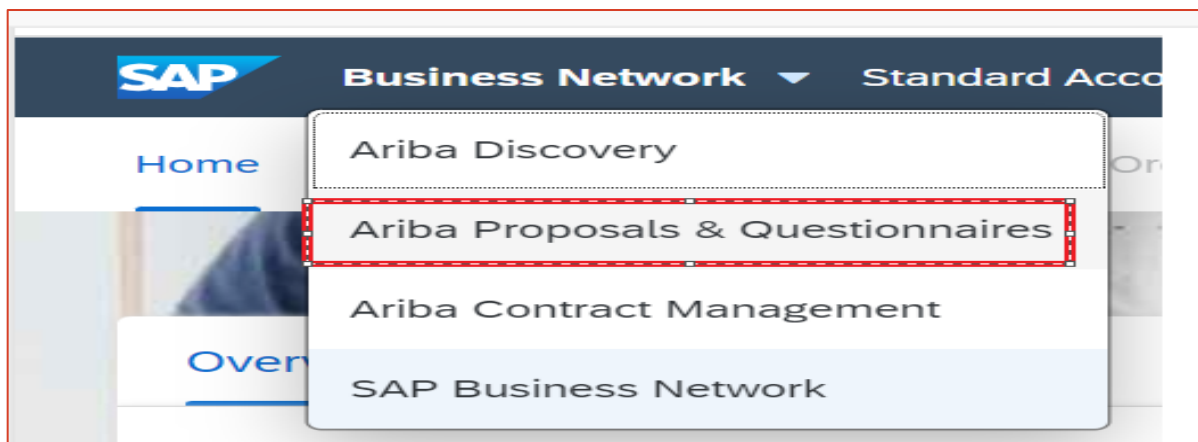
Thank You,

Dolphin Energy Limited - TEST

- [Click Here](#) to access this event.
- When you Click on the link [Click Here](#), system takes you directly on the Ariba Network Login Page where you can login using your User ID and Password.



- Once you login, you will find SOI/RFP/ITT under Business Network-> Ariba Proposals & Questionnaires



- System displays all the events (SOI/RFP) where Dolphin has invited this Bidder with the below statuses for ease of classification:
  - **Completed:** Events which are already awarded.
  - **Open:** Events which are currently open.
  - **Pending Selection:** Events in which the Bidding/SOI period is over, and it is under evaluation.

Events				
Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (37)				
▼ Status: Open (3)				
1300000029_ITT_1234 SOI	Doc1515254037	7/3/2023 10:30 PM	RFI	No
RFP Templates	Doc1509984476	6/28/2023 3:30 PM	RFP	No
RFP Templates	Doc1509909983	6/27/2023 3:57 PM	RFP	Yes
▶ Status: Pending Selection (39)				

- Click on the Event for which you are submitting the response (Example - 1300000029\_ITT\_1234\_SOI) in this case & click on Intended to participate.

Doc1515254037 - 1300000029\_ITT\_1234 SOI

Time remaining  
6 days 23:39:23

You must decide whether or not you intend to participate in this event.

- Click on the Top Right will show the Time remaining to respond to this SOI.

Doc1515254037 - 1300000029\_ITT\_1234 SOI

Time remaining  
6 days 23:39:23

You must decide whether or not you intend to participate in this event.

- When you click on intended to participate, system display all the questions Dolphin Energy is expected you to answer. For Example: In this Sample SOI we have only 01 question “Please Confirm your Solicitation for this Tender”. Chose the answer by clicking on “Intend to Participate” or “Decline to Participate”. Once Submitted, the bidder response is submitted.

All Content

Name ↑

1 Please Confirm your solicitation for this Tender. References

(\*) indicates a required field

\* Unspecified  
Yes  
No  
Unspecified

- Note – If the SOI period is not yet over, you have the option to revise your response (Via Revise Response button as shown below) till the SOI period is over.

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

[Revise Response](#)

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce

- If you click on this link and login to your account, system takes you to the below screen where you can choose Decline to Participate. This will send a notification to Dolphin Energy that you do not want to participate.

[Download Content](#) [Intend to Participate](#) [Decline to Participate](#) [Print Event Information](#)

## 5 Respond to RFP/ITT

### 5.1 Respond to RFQ/RFP/ITT for Services

You will receive the following email when someone from Dolphin Energy has invited you to submit your bids against the Request for Proposal (RFP).

Dolphin Energy Limited - TEST has invited you to participate in an event: Training RFP Templates.

Expires Never

Dolphin Energy Limited - TEST has invited you to participate in the following event: Training RFP Templates. The event is set to begin on Saturday, August 26, 2023 at 10:52 PM, Pacific Daylight Time.

Use the following username to log in to Dolphin Energy Limited - TEST events: [test-ranjeet.shetty24@ibm.com](mailto:test-ranjeet.shetty24@ibm.com).

[Click Here](#) to access this event.

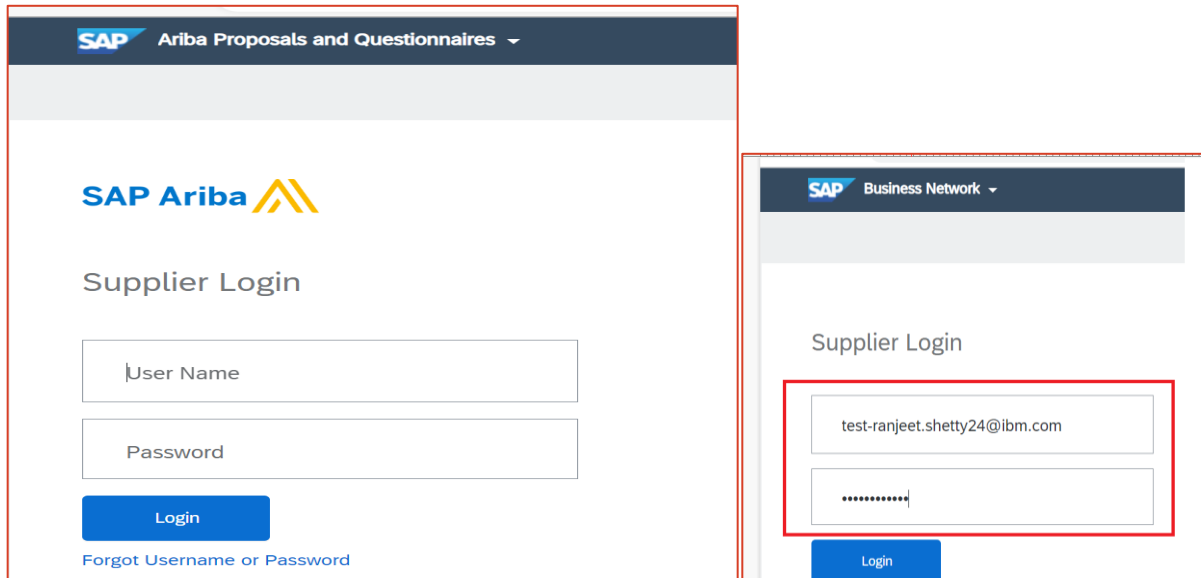
When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [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

- [Click Here](#) to access this event. Click on this link to access the Event. Enter your User id and Password to login to Ariba Network.



- Once you login, Under Business Network-> Ariba Proposals & Questionnaires. You will find the Events where you are invited or you have already submitted the response for SOI, RFP.



Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (37)				
▼ Status: Open (3)				
<a href="#">1300000029_ITT_1234 SOI</a>	Doc1515254037	7/3/2023 10:30 PM	RFI	No
<a href="#">RFP Templates</a>	Doc1509984476	6/28/2023 3:30 PM	RFP	No
<a href="#">RFP Templates</a>	Doc1509909983	6/27/2023 3:57 PM	RFP	Yes
▶ Status: Pending Selection (39)				

- **Completed:** Events which are already awarded.
- **Open:** Events which are currently open.
- **Pending Selection:** Events in which the Bidding/SOI period is over, and it is under evaluation.

▼ Status: Open (2)				
<a href="#">1300000029_ITT RFP for Best and Final Offer</a>	Doc1521468678	7/31/2023 11:00 PM	RFP	No

- Click on the Event for which you are submitting the response (1300000029\_ITT\_RFP) in this case & click on Review Prerequisites.

Doc1519089627 - 1300000029\_ITT\_1234\_RFP ⌚ Time remaining 5 days 22:39:23

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 owner of the event to review and accept 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.

Download Content
Review Prerequisites
Decline to Respond
Print Event Information

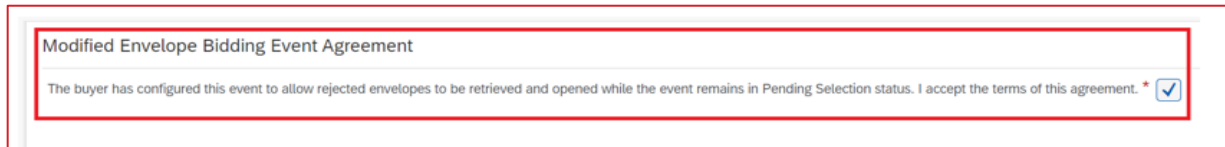
**Please Note** – If you do not want to respond to this RFP/ITT, Click on **Decline to Respond**.

- Clicking on the **Top Right** will show the **Time remaining** to respond to this RFP.



Below are the Prerequisites in this RFP/ITT:

**Modified Envelope Bidding Event Agreement** – This is to inform the bidder that Dolphin Energy has the right to open the rejected envelopes at later stage if required. **Bidder to Select/Tick the checkbox.**

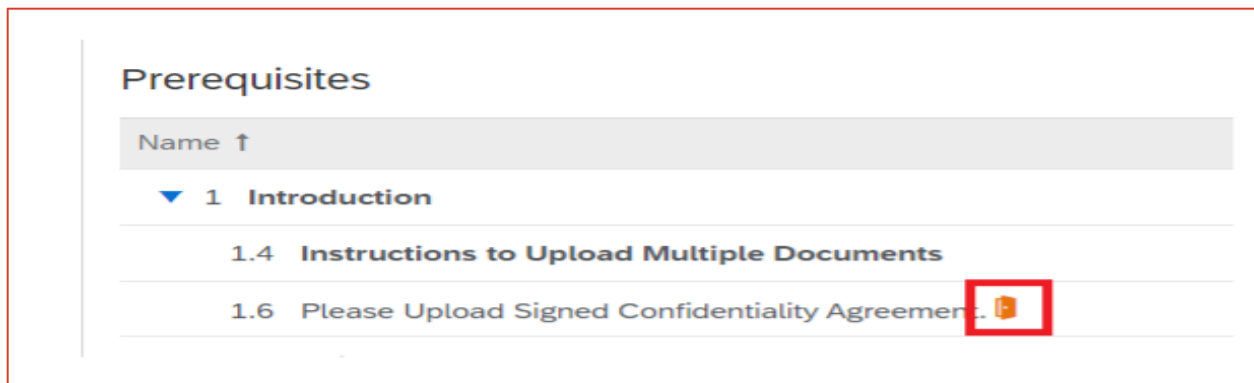


Modified Envelope Bidding Event Agreement


The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement. \*

### **Uploading Signed Confidentiality Agreement**

If the RFP/ITT has been configured by Dolphin Energy in such a way that you must download the Agreement signed and upload (Access gate as shown below).



Prerequisites

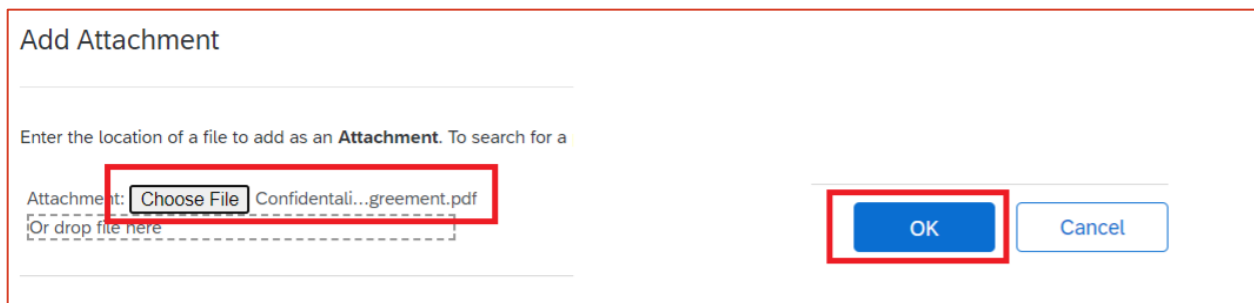
Name ↑
▼ 1 Introduction
1.4 Instructions to Upload Multiple Documents
1.6 Please Upload Signed Confidentiality Agreement 

– Please Upload the Signed Confidentiality Agreement as an attachment.



Prerequisites

Name ↑
▼ 1 Introduction
1.4 Instructions to Upload Multiple Documents
1.6 Please Upload Signed Confidentiality Agreement.  <a href="#">*Attach a file</a>



Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a



Attachment:  Confidentiali...greement.pdf

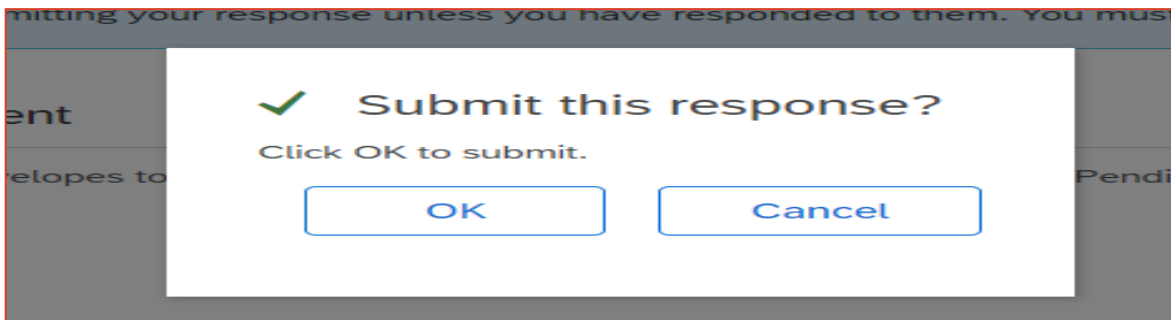
Or drop file here

Modified Envelope Bidding Event Agreement

The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement. \*

Prerequisites

Name ↑	
▼ 1 Introduction	
1.4 Instructions to Upload Multiple Documents	
1.6 Please Upload Signed Confidentiality Agreement. 	*  Confidentiality Agreement.pdf <input type="button" value="Update file"/> <input type="button" value="Delete file"/>



- Click on Ok to Submit the Signed Confidentiality Agreement to Dolphin.
- Once all the Prerequisite is Completed, Bidder get the option to Select the currency in which they would like to respond to this RFP/ITT.

**Please Note - You will not be able access to the RFQ documents until you submit the Signed Confidentiality Agreement, if Applicable.**

- Bidder to Confirm the Line item for which it will respond to in the system.

Event Bidding Currency

Select event bidding currency:

Use a different currency for different lots

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	▼ 4 Corrosion Rate Root Causes <input type="button" value="v"/>
	Corrosion Rate Root Causes
	4.1 Corrosion Rate Root Causes
	Corrosion Rate Root Causes

Select event bidding currency:

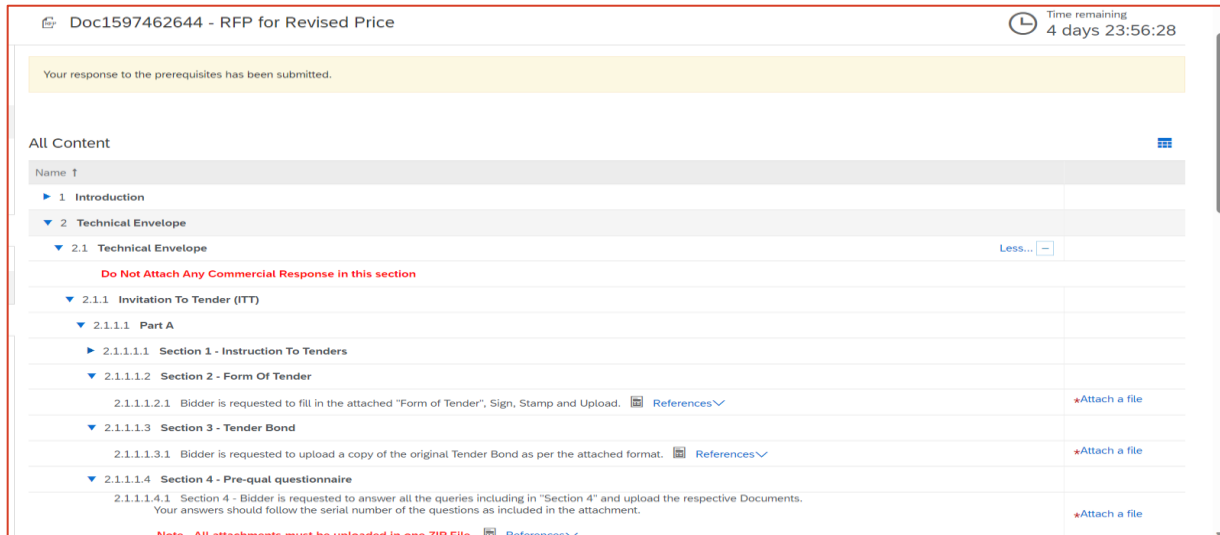
Use a different currency for different lots

Lots Available for Bidding

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

## Response to Technical Content

When the Prerequisites are submitted, Bidder to submit response to all the Technical Questions. The response could be as an attachment, Yes/No, Text based on the type of question Dolphin has configured.



Doc1597462644 - RFP for Revised Price Time remaining 4 days 23:56:28

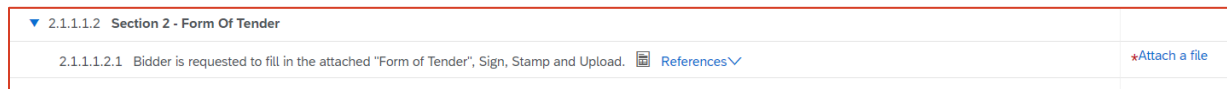
Your response to the prerequisites has been submitted.

All Content

Name	
1 Introduction	
2 Technical Envelope	
2.1 Technical Envelope	Less... [-]
<b>Do Not Attach Any Commercial Response in this section</b>	
2.1.1 Invitation To Tender (ITT)	
2.1.1.1 Part A	
2.1.1.1.1 Section 1 - Instruction To Tenders	
2.1.1.1.2 Section 2 - Form Of Tender	
2.1.1.1.2.1 Bidder is requested to fill in the attached "Form of Tender", Sign, Stamp and Upload. <a href="#">References</a>	*Attach a file
2.1.1.1.3 Section 3 - Tender Bond	
2.1.1.1.3.1 Bidder is requested to upload a copy of the original Tender Bond as per the attached format. <a href="#">References</a>	*Attach a file
2.1.1.1.4 Section 4 - Pre-qual questionnaire	
2.1.1.1.4.1 Section 4 - Bidder is requested to answer all the queries including in "Section 4" and upload the respective Documents. Your answers should follow the serial number of the questions as included in the attachment.	*Attach a file

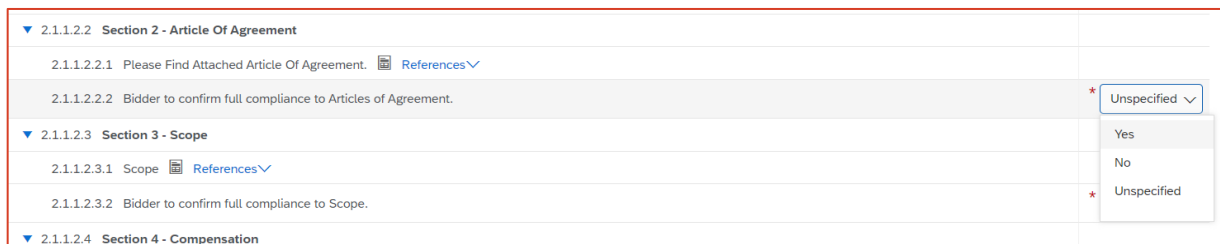
Note: All attachments must be uploaded in one ZIP File. [References](#)

## Sample Question where answer is expected as an Attachment



2.1.1.1.2 Section 2 - Form Of Tender	
2.1.1.1.2.1 Bidder is requested to fill in the attached "Form of Tender", Sign, Stamp and Upload. <a href="#">References</a>	*Attach a file

## Sample Question where answer is expected as Yes/No



2.1.1.2.2 Section 2 - Article Of Agreement	
2.1.1.2.2.1 Please Find Attached Article Of Agreement. <a href="#">References</a>	
2.1.1.2.2.2 Bidder to confirm full compliance to Articles of Agreement.	* Unspecified
2.1.1.2.2.2 Bidder to confirm full compliance to Articles of Agreement.	Yes
2.1.1.2.2.2 Bidder to confirm full compliance to Articles of Agreement.	No
2.1.1.2.2.2 Bidder to confirm full compliance to Articles of Agreement.	* Unspecified
2.1.1.2.3 Section 3 - Scope	
2.1.1.2.3.1 Scope <a href="#">References</a>	
2.1.1.2.3.2 Bidder to confirm full compliance to Scope.	
2.1.1.2.4 Section 4 - Compensation	

**Note** – Bidder must submit the response for all the mandatory questions (asterix\*).

## Response to Commercial Content

Please follow the below instructions to respond to the Commercial Content. As an example, for one of the RFP/ITT having Commercial Content is in under Section 3.

- Bidder to Download the Compensation from 3.1.

3.1 Compensation	References	
3.2 Please Upload Priced Compensation Section.	Reference Documents	<a href="#">*Attach a file</a>
3.3 Bidder is requested to fill in its prices and upload its Compensation Section.	Section 4 - Compensation - 1557.docx	
▼ 4 Corrosion Rate Root Causes	Download all attachments	Less... <input type="button" value="-"/>
Corrosion Rate Root Causes		

- Upload the Priced Compensation as an attachment in Question 3.2.

▼ 3 Commercial Content	Less... <input type="button" value="-"/>
In case of discrepancy between the figures in the following items and the attached priced table, the latter shall prevail.	
3.1 Compensation	References
3.2 Please Upload Priced Compensation Section.	<a href="#">*  Priced Compensation.docx</a> <input type="button" value="Update file"/> <input type="button" value="Delete file"/>
3.3 Bidder is requested to fill in its prices and upload its Compensation Section.	
▼ 4 Corrosion Rate Root Causes	Less... <input type="button" value="-"/>

- Enter the Total/Lump Sum Price under Section 3.5.1. Please Ensure that the Price Quoted under Section 3.5.1 must match the total Price quoted in the Priced Compensation attachment under Section 3.2.
- In case of Unit Rate Contract, enter the Price as a number “1” (one) under Section 3.5.1. The quoted Unit Rates that will be uploaded as per Priced Compensation attachment under Section 3.2.

▼ 3 Commercial Content	Less... <input type="button" value="-"/>
In case of discrepancy between the figures in the following items and the attached priced table, the latter shall prevail.	
3.1 Compensation	References
3.2 Please Upload Priced Compensation Section.	<a href="#">*Attach a file</a>
3.3 Bidder is requested to fill in its prices and upload its Compensation Section.	
▼ 3.5 Corrosion Rate Root Causes	Less... <input type="button" value="-"/>
Corrosion Rate Root Causes	
TrackingNumber: GM2865	
3.5.1 Corrosion Rate Root Causes	Less... <input type="button" value="-"/> * <input type="text" value=""/> EUR 1 AU
Corrosion Rate Root Causes	

- Once all the responses are complete, click on Submit Response.

3.5.1 Corrosion Rate Root Causes	Less... <input type="button" value="-"/> * <input type="text" value="700000"/> EUR 1 AU
Corrosion Rate Root Causes	
(*) indicates a required field	
<input type="button" value="Submit Entire Response"/> <input type="button" value="Update Totals"/> <input type="button" value="Save draft"/> <input type="button" value="Compose Message"/> <input type="button" value="Excel Import"/>	

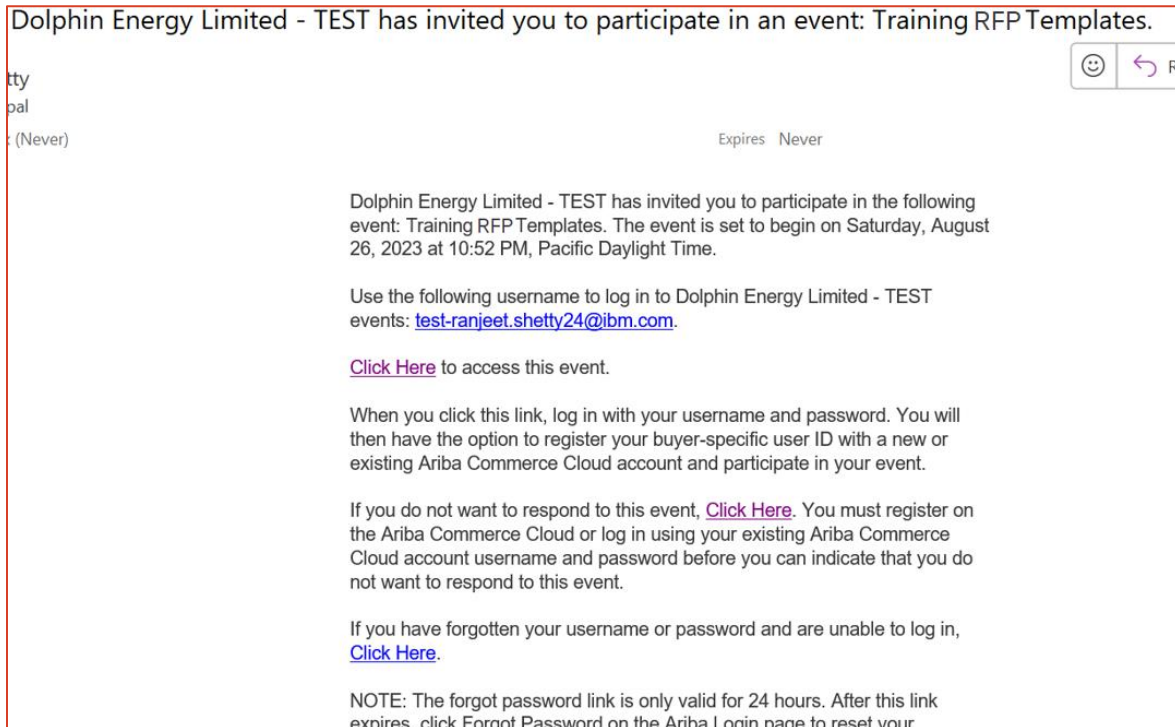
**Note** – Bidder has the option to revise their response till the Bidding period is over.

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

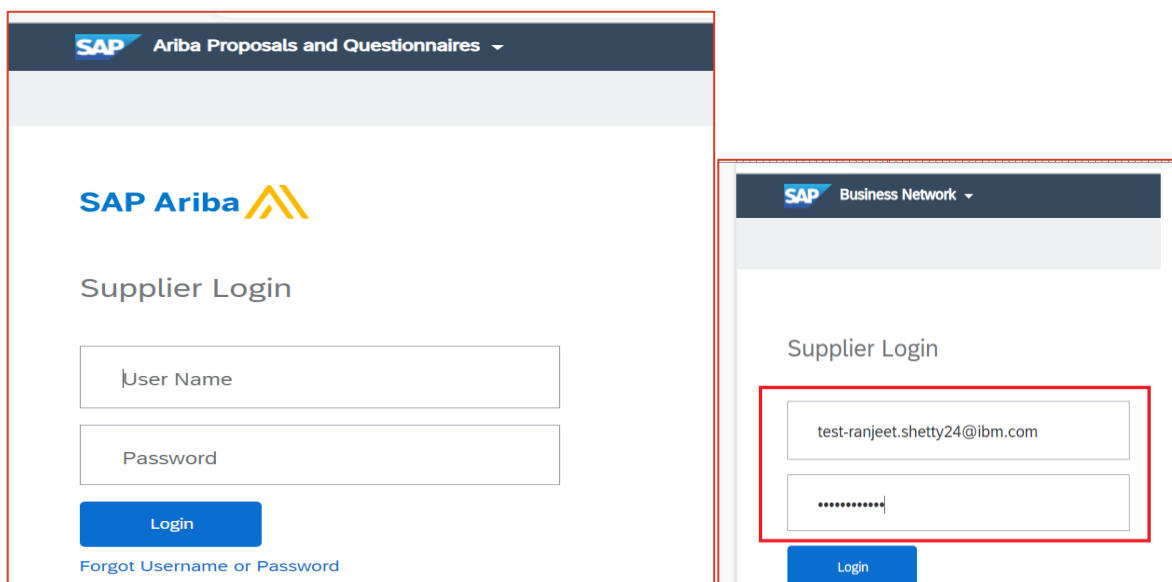
[Revise Response](#)

## 5.2 Respond to RFP/ITT For Goods

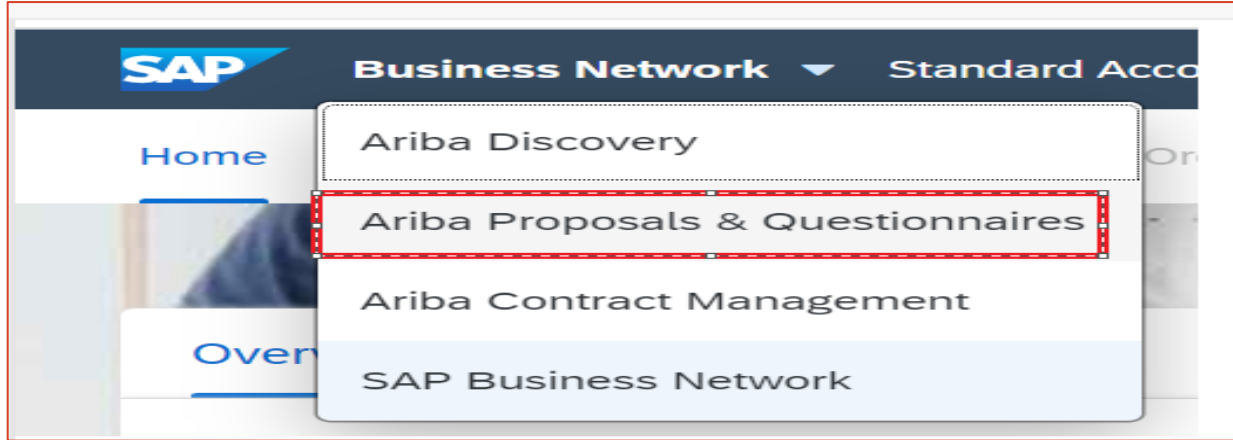
You will receive the following email when someone from Dolphin Energy has invited you to for RFP.



– [Click Here](#) to access this event. Click on this link to access the Event. Enter **your User Id** and Password to login to Ariba Network.



- Once you login, Under Business Network-> Ariba Proposals & Questionnaires. You will find the events where you are invited or you have already submitted the response (SOI, RFP (Request for Proposals)).



- **Completed:** Events which are already awarded.
- **Open:** Events which are currently open.
- **Pending Selection:** Events in which the Bidding/SOI period is over, and it is under evaluation.

Events					
Title	ID	End Time ↓	Event Type	Participated	
▶ Status: Completed (37)					
▼ Status: Open (3)					
1300000029_ITT_1234 SOI	Doc1515254037	7/3/2023 10:30 PM	RFI	No	
RFP Templates	Doc1509984476	6/28/2023 3:30 PM	RFP	No	
RFP Templates	Doc1509909983	6/27/2023 3:57 PM	RFP	Yes	
▶ Status: Pending Selection (39)					

▼ Status: Open (2)					
1300000029_ITT RFP for Best and Final Offer	Doc1521468678	7/31/2023 11:00 PM	RFP	No	

- Click on the Event for which you are submitting the response (1300000029\_ITT\_1234\_RFP) in this case & click on Review Prerequisites.

Doc1519089627 - 1300000029\_ITT\_1234\_RFP Time remaining  
5 days 22:39:23

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 owner of the event to review and accept 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.

[Download Content](#)
[Review Prerequisites](#)
[Decline to Respond](#)
[Print Event Information](#)

**Please Note** – If you Do not want to respond to this RFQ/RFP/ITT, Click on ***Decline to Respond***.

– Click on the Top Right will show the Time remaining to respond to this RFQ/RFP/ITT.

Below are the Prerequisites in this RFQ/RFP/ITT:

**Modified Envelope Bidding Event Agreement**

This is to inform the bidder that Dolphin Energy has the right to open the rejected envelopes at later stage if required. Bidder to Select the checkbox.

Modified Envelope Bidding Event Agreement


The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement. \*

**Uploading Signed Confidentiality Agreement**

IF the RFP has been configured by Dolphin Energy in such a way that you must upload the Sign Confidentiality Agreement (Access gate as shown below).

Prerequisites

Name ↑

- ▼ 1 Introduction
  - 1.4 Instructions to Upload Multiple Documents
  - 1.6 Please Upload Signed Confidentiality Agreement 

Please Upload the Sign Confidentiality Agreement as an attachment.

Prerequisites ☰

Name ↑

▼ 1 Introduction	
1.4 Instructions to Upload Multiple Documents	
1.6 Please Upload Signed Confidentiality Agreement. 	<a href="#">Attach a file</a>



### Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a


Attachment:  Confidentiali...greement.pdf

Or drop file here


### Modified Envelope Bidding Event Agreement

The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement. \*

#### Prerequisites

Name ↑	
1 Introduction	
1.4 Instructions to Upload Multiple Documents	
1.6 Please Upload Signed Confidentiality Agreement. 	<a href="#">* Confidentiality Agreement.pdf</a> <input type="button" value="Update file"/> <input type="button" value="Delete file"/>

Submitting your response unless you have responded to them. You must

 **Submit this response?**

Click OK to submit.

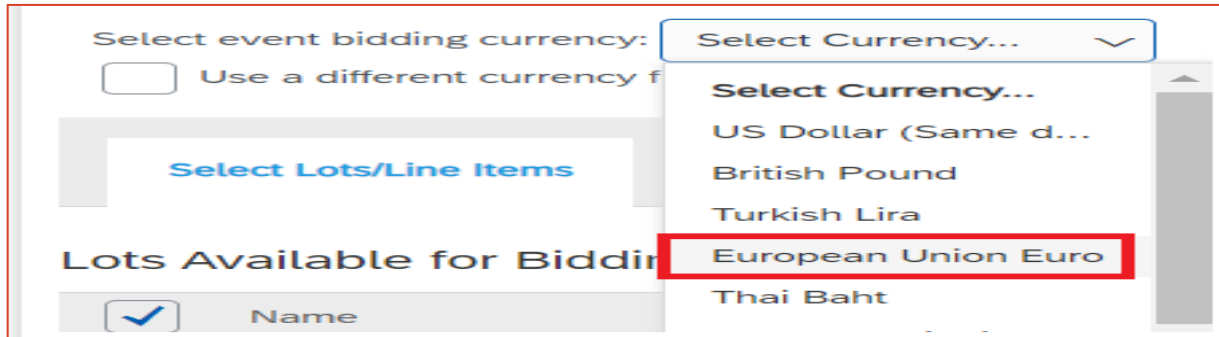
Click on Ok to Submit the Sign Confidentiality Agreement to Dolphin.

- Once both the Prerequisite is Completed, Bidder get the option to Select the currency in which they would like to respond to this RFP/ITT.
- Bidder to Confirm the Line item to confirm that they are responding on them.

[Select Lots/Line Items](#) [Select Using Excel](#)

#### Lots Available for Bidding

<input type="checkbox"/>	Name	Reason for not bidding
<input type="checkbox"/>	2.1 O-RING:2-263,SEAL,P/N 30505AAA010 O-RING:2-263,SEAL,P/N 30505AAA010	(no value) <input type="button" value="v"/>



Select event bidding currency: Select Currency... ▾

Use a different currency for

Select Lots/Line Items

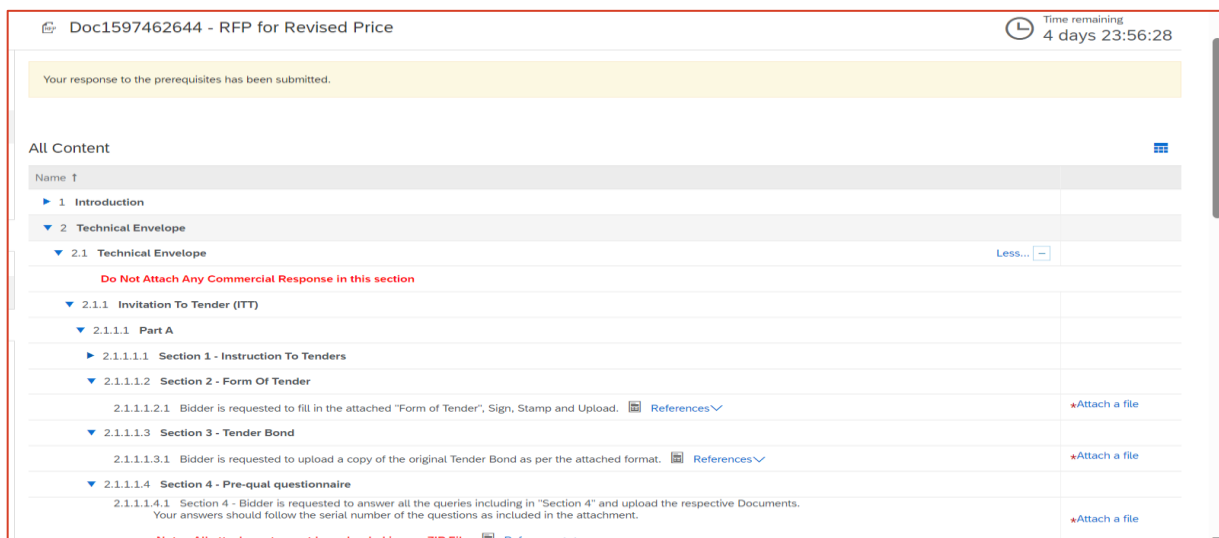
Lots Available for Bidding

Name

- Select Currency...
- US Dollar (Same d...
- British Pound
- Turkish Lira
- European Union Euro**
- Thai Baht

### Response to Technical Content

When the Prerequisites are submitted, Bidder to submit response to all the Technical Questions. The response could be as an attachment, Yes/No, Text based on the type of question Dolphin has configured.



Doc1597462644 - RFP for Revised Price Time remaining: 4 days 23:56:28

Your response to the prerequisites has been submitted.

All Content

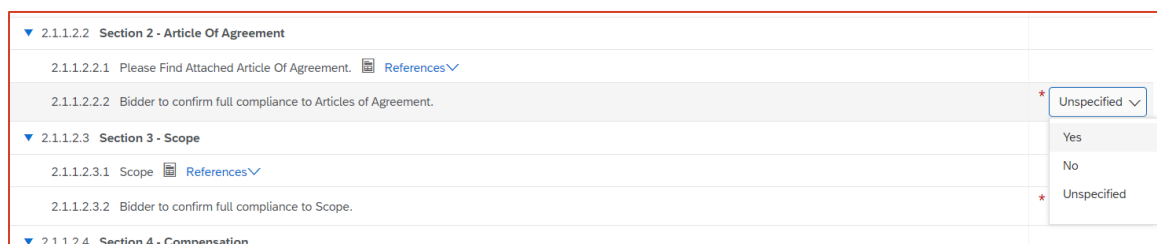
- 1 Introduction
- 2 Technical Envelope
  - 2.1 Technical Envelope Less...

**Do Not Attach Any Commercial Response in this section**

    - 2.1.1 Invitation To Tender (ITT)
      - 2.1.1.1 Part A
        - 2.1.1.1.1 Section 1 - Instruction To Tenders
        - 2.1.1.1.2 Section 2 - Form Of Tender
          - 2.1.1.1.2.1 Bidder is requested to fill in the attached "Form of Tender", Sign, Stamp and Upload. References \*Attach a file
        - 2.1.1.1.3 Section 3 - Tender Bond
          - 2.1.1.1.3.1 Bidder is requested to upload a copy of the original Tender Bond as per the attached format. References \*Attach a file
        - 2.1.1.1.4 Section 4 - Pre-qual questionnaire
          - 2.1.1.1.4.1 Section 4 - Bidder is requested to answer all the queries including in "Section 4" and upload the respective Documents. Your answers should follow the serial number of the questions as included in the attachment. \*Attach a file

*Note - All attachments must be uploaded in one ZIP File. References*

### Sample Question where answer is expected as Yes/No



- 2.1.1.2.2 Section 2 - Article Of Agreement
  - 2.1.1.2.2.1 Please Find Attached Article Of Agreement. References
  - 2.1.1.2.2.2 Bidder to confirm full compliance to Articles of Agreement. \* Unspecified ▾
- 2.1.1.2.3 Section 3 - Scope
  - 2.1.1.2.3.1 Scope References
  - 2.1.1.2.3.2 Bidder to confirm full compliance to Scope. \* Unspecified
- 2.1.1.2.4 Section 4 - Compensation

### Sample Question where answer is expected as an Attachment

Doc1519089627 - 1300000029\_ITT\_1234\_RFP

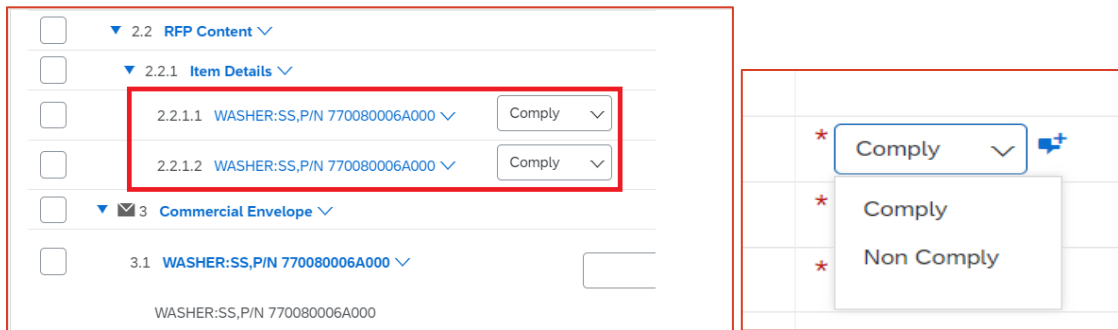
Your response to the prerequisites has been submitted.

All Content

Name ↑	Price
2.1.1.1.3.2 Bidder is requested to attach a statement confirming that the Bidder is permitted to trade within the State of Qatar.	*Attach a file
2.1.1.1.3.2 Bidder is requested to attach a copy of the Bidder's valid trading license OR certificate.	*Attach a file
2.1.1.1.3.3 Bidder is requested to attach a copy of the Tenderer's Qatar Commercial Registration clearly indicating the ownership of the company and copy of Bidder's Qatari tax certificate.	*Attach a file
2.1.1.1.3.4 Bidder is requested to attach a letter from parent company or companies signed by an authorized signatory of the company confirming that if Bidder is awarded this proposed Agreement, the parent(s) will provide the required Parent Company Guarantee in the form given in ANNEXURE 2 of the FORM OF AGREEMENT. If the Bidder has no parent/holding company(ies) a statement to that effect must be entered in this section of the Tender.	*Attach a file
2.1.1.1.3.5 Bidder is requested to attach Pricing pages/schedules of Part B Section 4 (Compensation) including pricing for all optional portions of the Scope; to be submitted as "QUOTED" in the Bidder's Unpriced Response- All the items of Part B Section 4 (Compensation) that are to be priced by the Bidder shall be marked as "Quoted" in the Bidder's Unpriced Response.	*Attach a file

### Response to Technical Content PR/SR Line Item

Bidder to mark Comply/Non-Comply against every PR/SR Line item during submitting the technical Response.



**Additional Comment/Attachment:** Click on  to add additional comment & attachment.

Add/Edit Comment

Comment: \*

Attachment: [Attach a file](#)

**Note** – Use this option to provide any technical deviations on PR/SR line item.

**Bidder must submit the response for all the mandatory questions (Asterix\*).**

## Response to Commercial Content in Commercial Envelope

- Enter the Price under line item as well as under different Cost Terms (Freight Cost, Conversion Cost, Logistics Cost) etc.

2.1 O-RING:2-263,SEAL,P/N 30505AAA010	Less... <input type="button" value="-"/>	* <input type="text"/>	USD
O-RING:2-263,SEAL,P/N 30505AAA010			
Order Unit:			
2 Years Operational Spares:	*	<input type="text"/>	USD all units
Commissioning Spares:	*	<input type="text"/>	USD all units
Conversion costs: *			
Freight Cost:	*	<input type="text"/>	USD all units
Inspection/Certification:	*	<input type="text"/>	USD all units
Logistics costs:			
(*) indicates a required field			
<input type="button" value="Submit Entire Response"/>		<input type="button" value="Update Totals"/>	<input type="button" value="Save draft"/>
		<input type="button" value="Compose Message"/>	<input type="button" value="Excel Import"/>

**Note** – If any of the Cost Term is not applicable OR already included in the Item Price. Please Enter the Price as “0” (Zero) against that specific Cost Term.

2.1 O-RING:2-263,SEAL,P/N 30505AAA010	Less... <input type="button" value="-"/>	* <input type="text" value="\$5,000.00"/>	USD	10 Piece	\$50,000.00 USD	\$50,000.00 USD
O-RING:2-263,SEAL,P/N 30505AAA010						
Order Unit:						
2 Years Operational Spares:	*	<input type="text" value="\$20.00"/>	USD all units			
Commissioning Spares:	*	<input type="text" value="\$40.00"/>	USD all units			
Conversion costs: *						
Freight Cost:	*	<input type="text" value="\$0.00"/>	USD all units			
Inspection/Certification:	*	<input type="text" value="\$70.00"/>	USD all units			
Logistics costs:						
(*) indicates a required field						
<input type="button" value="Submit Entire Response"/>		<input type="button" value="Update Totals"/>	<input type="button" value="Save draft"/>	<input type="button" value="Compose Message"/>	<input type="button" value="Excel Import"/>	

- Once all the responses are complete, click on Submit Response.

<input type="button" value="Submit Entire Response"/>	<input type="button" value="Update Totals"/>	<input type="button" value="Save draft"/>	<input type="button" value="Compose Message"/>	<input type="button" value="Excel Import"/>
---	--	---	--	---

**Note** – Bidder has the option to revise their response till the Bidding period is over.

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

Revise Response

**Note** - Please also note that you will not be able to submit the response once the Submission due date is over. However, you have option to request for an extension via Event Messages which has been explained in the next section (5.3). If Dolphin Energy has accepted your request, you will receive an email notification stating the RFP/RFQ/ITT date has been extended by this time and you will able to submit the responses.

### 5.3 Bidder Clarifications/Pre-bid or Post-bid Queries

All the outgoing and incoming communications/clarifications (technical/commercial) between Dolphin and Bidder/s will be done via Event Messages in Ariba.

Bidder to send a message directly from Ariba via **Event Messages->Compose Message Option** (as shown below).

ConsoleDoc1443303538 - RFP Template

[Event Messages](#)

[Response History](#)

▼ Checklist

1. [Review Event Details](#)
2. [Select Lots/Line Items](#)
3. [Submit Response](#)

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

#### All Content

Name ↑

**Messages**

	Id	Reply Sent	Sent Date ↓	From
<input type="radio"/>	MSG162605033	Not Applicable	05/02/2023 03:48 PM	<a href="#">Transgulf for Technology</a>
<input type="radio"/>	MSG162627034	Not Applicable	05/02/2023 03:45 PM	<a href="#">Dolphin Energy Limited - TEST</a>

**Compose New Message**

From: [Transgulf for Technology \(RAHMATH NISHA I\)](#)

To: [Project Team](#)

Subject:

Attachments:

- Once the Bidder has sent the message, system sends an email notification to specific person in Dolphin Energy with the message details and link to directly reach to message in Ariba.

**Doc1443303538 - RFP Template**

Filter by Label:

**Messages**

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To
<input type="radio"/>	MSG162605039	No	05/02/2023 03:51 PM	<a href="#">Transgulf for Technology</a>	<a href="#">RAHMATH NISHA I</a>	<a href="#">Ashish uppal</a>

You will find the response against the clarification under same Event Message Tab.



## 5.4 Price Impact or Revised Priced Bid

Bidder can also use the feature of “Event Messages” to request for submitting a Price Impact or Revised Price Envelop. In case Dolphin Energy accepts Bidder’s request, you will receive an RFP to submit the Price Impact or Revised Priced Envelope.

Once the RFP for Price Impact is submitted by Dolphin, please follow the instructions under Section 3 to submit the response.

Dolphin Energy will use the same feature of “Event Messages” and the above will be followed in case Dolphin Energy unilaterally elects to receive a Price Impact or Revised Priced Bid



## 5.5 Submit the Best and Final Offer

You might receive an event message from Dolphin Energy to quote the best and final offer. You will receive an RFP event (with 1 Envelope) to quote the best and final offer.

Doc1597462664 - Test
Time remaining  
9 days 00:08:27

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 owner of the event to review and accept 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.

Download Content
Review Prerequisites
Decline to Respond
Print Event Information

Commercial Envelope (Section 1 of 1)

Name ↑	Price	Quantity	Extended Price	Total Cost
<b>1 Commercial Envelope</b>				
1.1 Bidder is requested to fill in the prices per line item				
1.2 ELEMENT,FILTER:P/N 31-042-016-MP1-X	Less... <input type="text" value=""/>	128 Piece	\$1,000.00 USD	
ELEMENT,FILTER:P/N 31-042-016-MP1-X				
Shipping Cost: \$5.00 USD per unit				
2 Years Operational Spares: \$40.00 USD all units				
Commissioning Spares: \$50.00 USD all units				
OEM Supervision: \$60.00 USD all units				
Packing & Attestation as required: \$40.00 USD all units				
Inspection/Certification: \$30.00 USD all units				
Freight Cost: \$20.00 USD all units				

When the Prerequisites are completed, you will reach to the below screen where the system shows the earlier quoted price. Please update the price with best and Final Offer.

**Note** – System will not allow you to increase the price for any line item or Cost Term.

Doc1597462664 - Test
Time remaining  
9 days 00:07:04

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
<b>1 Commercial Envelope</b>				
			€104,776.10 EUR	€105,735.24 EUR
1.1 Bidder is requested to fill in the prices per line item				
1.2 ELEMENT,FILTER:P/N 31-042-016-MP1-X	Less... <input type="text" value=""/> * €805.97	128 Piece	EUR	€103,164.16 EUR
ELEMENT,FILTER:P/N 31-042-016-MP1-X				
Shipping Cost: <input type="text" value="€4.03"/> EUR per unit				
2 Years Operational Spares: * <input type="text" value="€32.24"/> EUR all units				
Commissioning Spares: * <input type="text" value="€40.30"/> EUR all units				
OEM Supervision: * <input type="text" value="€48.36"/> EUR all units				
Packing & Attestation as required: * <input type="text" value="€32.24"/> EUR all units				
Inspection/Certification: * <input type="text" value="€24.18"/> EUR all units				
Freight Cost: * <input type="text" value="€16.12"/> EUR all units				
TrackingNumber: 004-FEB-20				

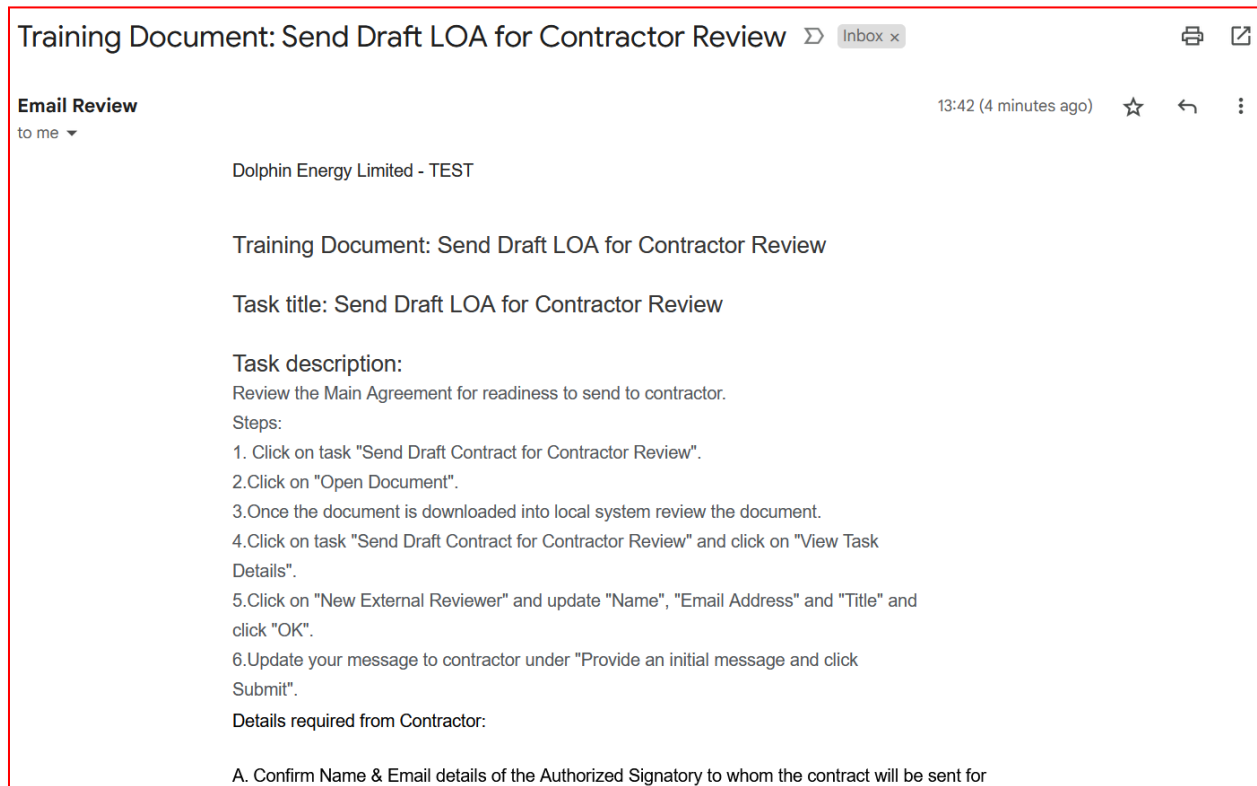
Once the Best and Final Offer is Quoted, Click on Submit Response to submit the Final Offer to Dolphin.

▼ 1 Commercial Envelope		€104,776.10 EUR	€106,375.24 EUR
1.1 Bidder is requested to fill in the prices per line item			
1.2 ELEMENT,FILTER:P/N 31-042-016-MP1-X	Less... -	* €705.97	EUR 128 Piece €103,164.16 EUR €104,513.44 EUR
ELEMENT,FILTER:P/N 31-042-016-MP1-X			
Shipping Cost:		€4.03	EUR per unit
2 Years Operational Spares:		* €32.24	EUR all units
Commissioning Spares:		* €40.30	EUR all units
OEM Supervision:		* €48.36	EUR all units
Packing & Attestation as required:		* €32.24	EUR all units
Inspection/Certification:		* €24.18	EUR all units
Freight Cost:		* €16.12	EUR all units
TrackingNumber:	004-FEB-20		
1.3 O-RING:CLOSURE,NBR,SM93050/1501/007	More... +	* €75.97	EUR 2 Piece €1,611.94 EUR €1,861.80 EUR
(*) indicates a required field			
<b>Submit Entire Response</b>		Update Totals	Reload Last Bid
Save draft		Compose Message	Excel Import

## 6 E-Contracting & Signing

### 6.1 Send Draft LOA or Contract for Contractor Review

Contractor will receive a draft contract from Dolphin Energy for review & finalization. An email is also sent to the Contractor designated email notifying for the action as shown in the below exhibit:



Training Document: Send Draft LOA for Contractor Review Σ Inbox x 🖨 🔗

**Email Review** 13:42 (4 minutes ago) ☆ ↶ ⋮

to me ▾

Dolphin Energy Limited - TEST

Training Document: Send Draft LOA for Contractor Review

Task title: Send Draft LOA for Contractor Review

Task description:  
Review the Main Agreement for readiness to send to contractor.

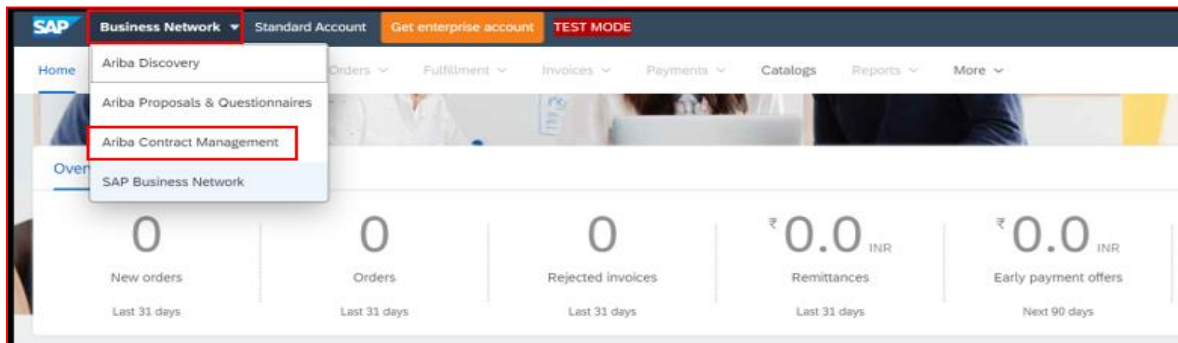
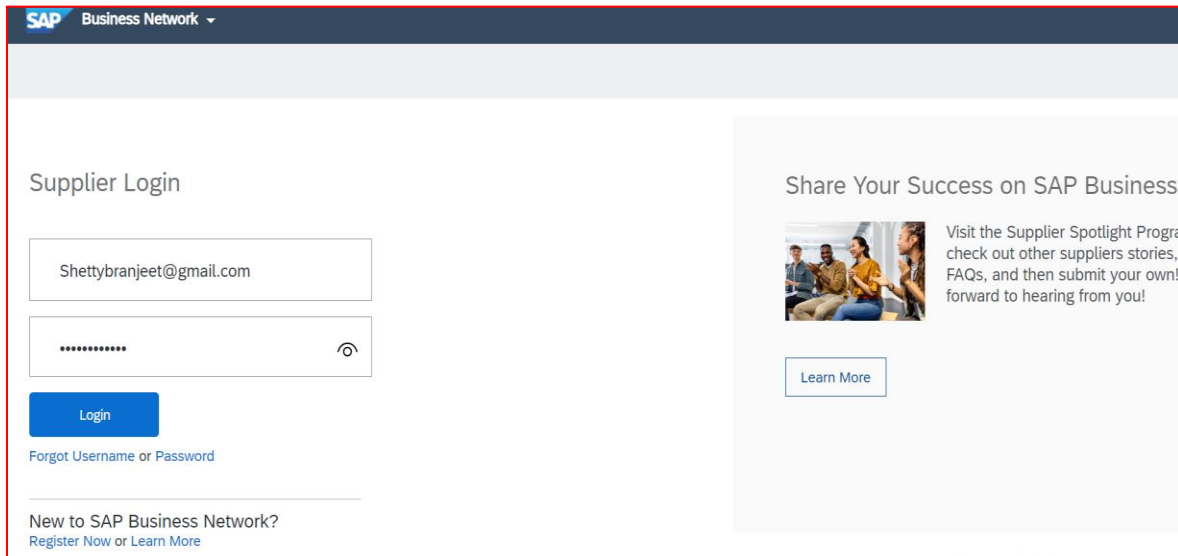
Steps:

1. Click on task "Send Draft Contract for Contractor Review".
2. Click on "Open Document".
3. Once the document is downloaded into local system review the document.
4. Click on task "Send Draft Contract for Contractor Review" and click on "View Task Details".
5. Click on "New External Reviewer" and update "Name", "Email Address" and "Title" and click "OK".
6. Update your message to contractor under "Provide an initial message and click Submit".

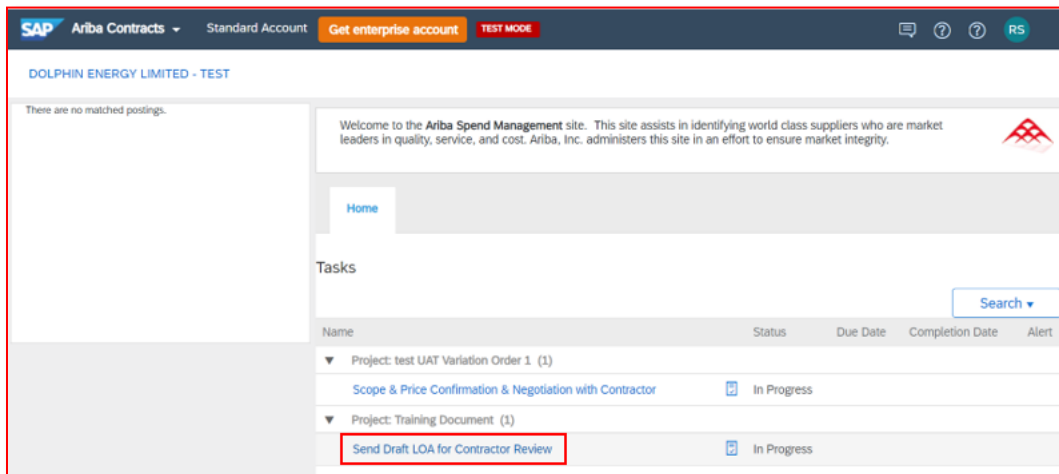
Details required from Contractor:

A. Confirm Name & Email details of the Authorized Signatory to whom the contract will be sent for

- Contractor will Login to [Ariba Network Supplier](#) Using his User ID and password credentials.



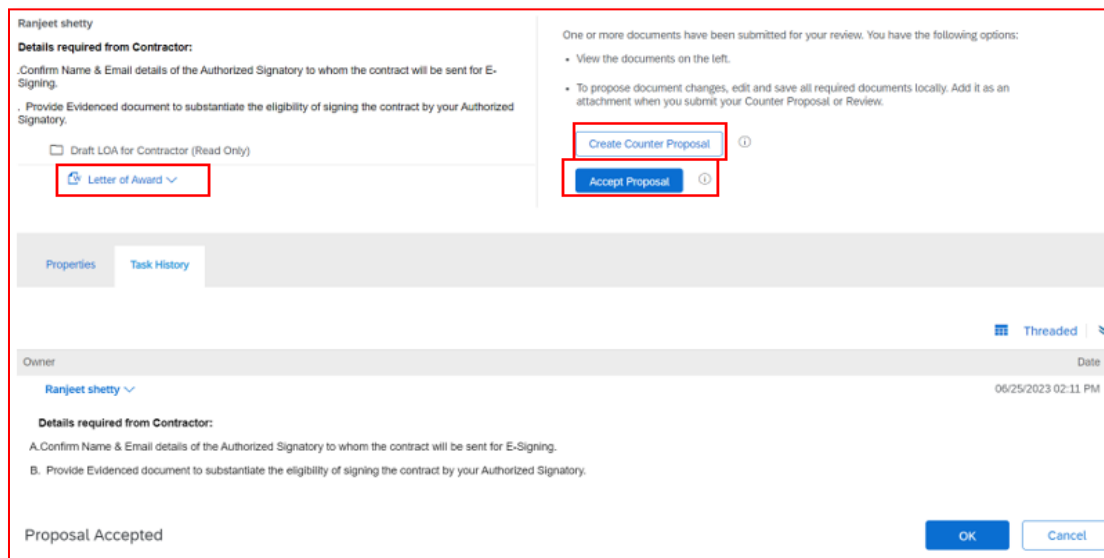
- Supplier will be navigated to Ariba Contractor account and will click on **“Business Network”** and Select **“Ariba Contract Management”**.



- Contractor will click on “**Send Draft LOA for Contractor Review**” he will be navigated to the next page.
- Contractor will download the Draft document and review.

### 6.1.1 Accepting the Draft Contract

- If the draft document sent by Dolphin Energy is good to be accepted, then Contractor will click on “**Accept Proposal**”.



Ranjeet shetty

**Details required from Contractor:**

.Confirm Name & Email details of the Authorized Signatory to whom the contract will be sent for E-Signing.

. Provide Evidenced document to substantiate the eligibility of signing the contract by your Authorized Signatory.

Draft LOA for Contractor (Read Only)

**Letter of Award** ▾

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

**Create Counter Proposal** ⓘ

**Accept Proposal** ⓘ

Properties Task History

Threaded | ▾

Owner

Ranjeet shetty ▾ Date

06/25/2023 02:11 PM

**Details required from Contractor:**

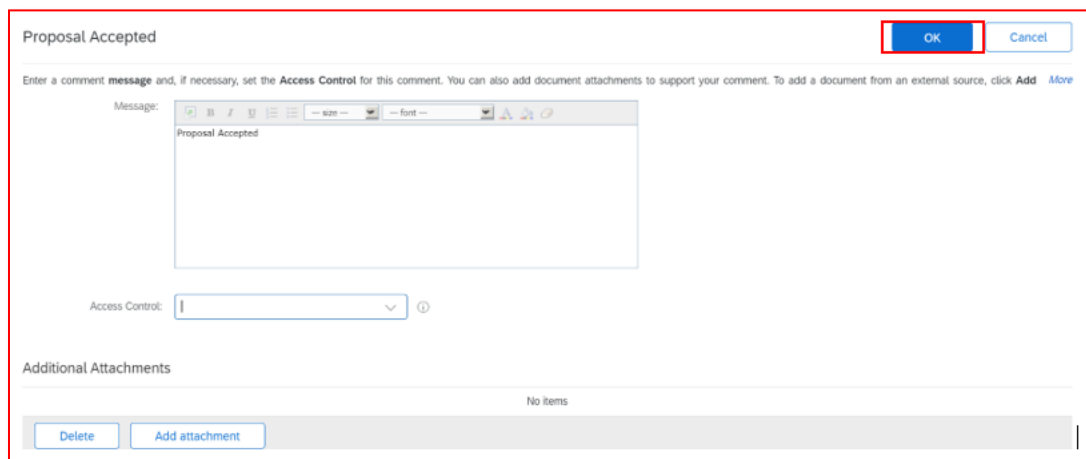
A. Confirm Name & Email details of the Authorized Signatory to whom the contract will be sent for E-Signing.

B. Provide Evidenced document to substantiate the eligibility of signing the contract by your Authorized Signatory.

Proposal Accepted

**OK** Cancel

- This will lead you to a next screen where you can insert comments e.g., Proposal Accepted in the below exhibit, and Click “**OK**”.



Proposal Accepted **OK** Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click **Add More**

Message:

Proposal Accepted

Access Control: ▾ ⓘ

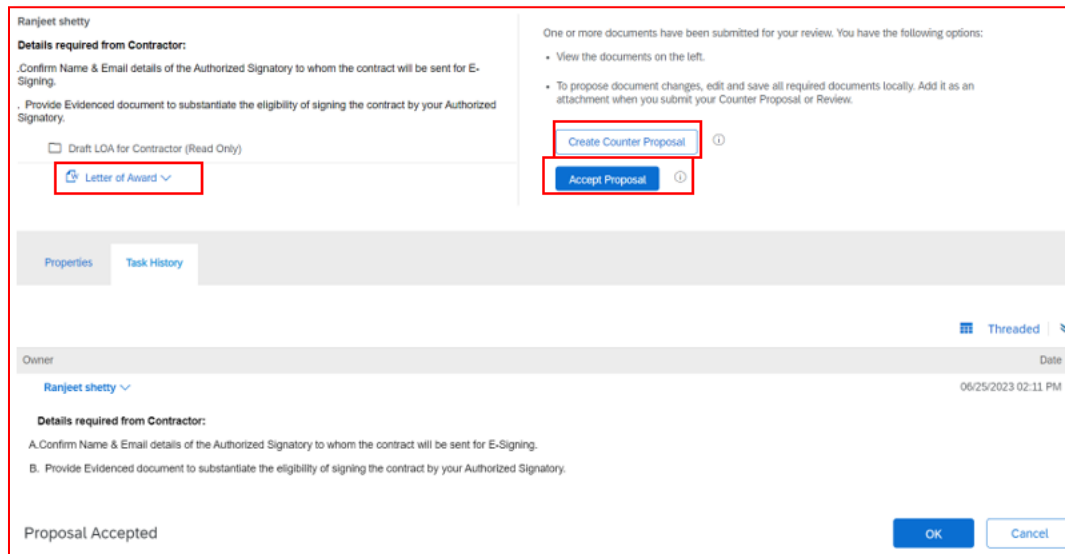
Additional Attachments

No Items

Delete Add attachment

## 6.1.2 Sending A Changed/Modified Draft Back To Dolphin Energy

If Contractor wants to make some changes into the draft LOA, then he will click on the document name (Letter of Award in the below exhibited case), on the left top side of the landing page and download the document. The document will be saved in your local machine.



Ranjeet shetty

**Details required from Contractor:**

Confirm Name & Email details of the Authorized Signatory to whom the contract will be sent for E-Signing.

Provide Evidenced document to substantiate the eligibility of signing the contract by your Authorized Signatory.

Draft LOA for Contractor (Read Only)

Letter of Award

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Create Counter Proposal

Accept Proposal

Properties Task History

Owner Date

Ranjeet shetty 06/25/2023 02:11 PM

**Details required from Contractor:**

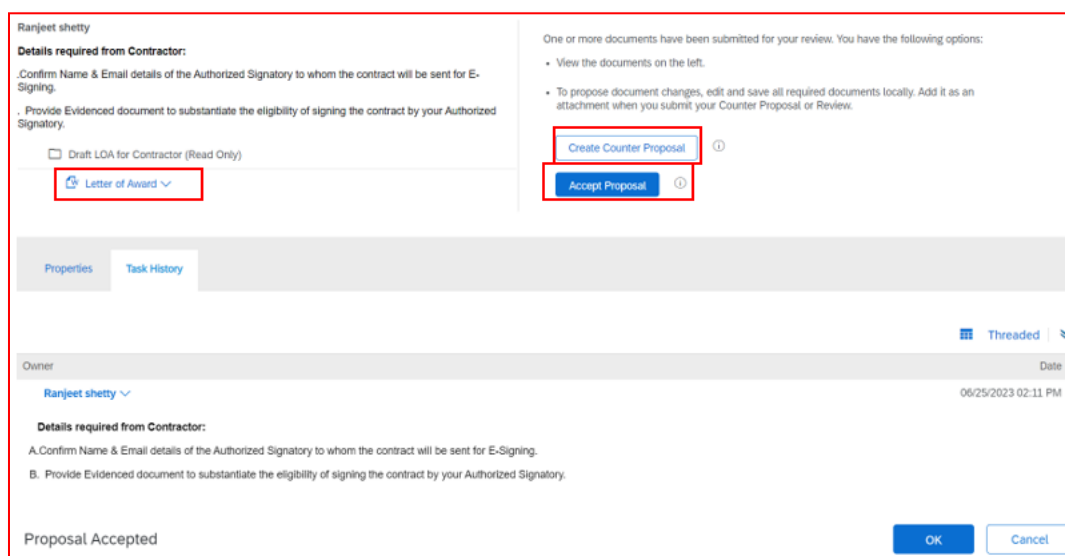
A. Confirm Name & Email details of the Authorized Signatory to whom the contract will be sent for E-Signing.

B. Provide Evidenced document to substantiate the eligibility of signing the contract by your Authorized Signatory.

Proposal Accepted

OK Cancel

You should always make changes in track changed mode in the relevant areas and save the document.



Ranjeet shetty

**Details required from Contractor:**

Confirm Name & Email details of the Authorized Signatory to whom the contract will be sent for E-Signing.

Provide Evidenced document to substantiate the eligibility of signing the contract by your Authorized Signatory.

Draft LOA for Contractor (Read Only)

Letter of Award

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Create Counter Proposal

Accept Proposal

Properties Task History

Owner Date

Ranjeet shetty 06/25/2023 02:11 PM

**Details required from Contractor:**

A. Confirm Name & Email details of the Authorized Signatory to whom the contract will be sent for E-Signing.

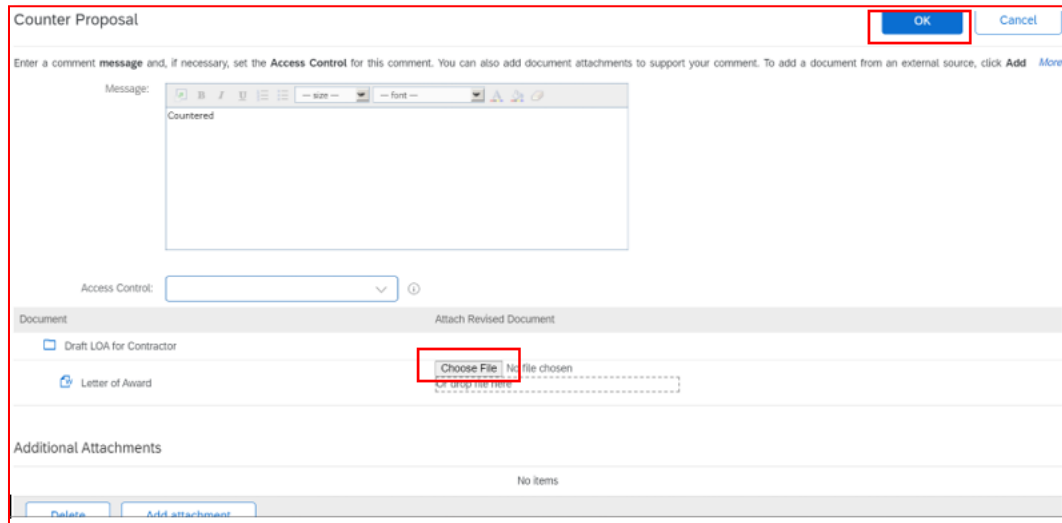
B. Provide Evidenced document to substantiate the eligibility of signing the contract by your Authorized Signatory.

Proposal Accepted

OK Cancel

As a next step, you must send the document back to Dolphin Energy via clicking on “**Create Counter Proposal**” as mentioned in the exhibit above.

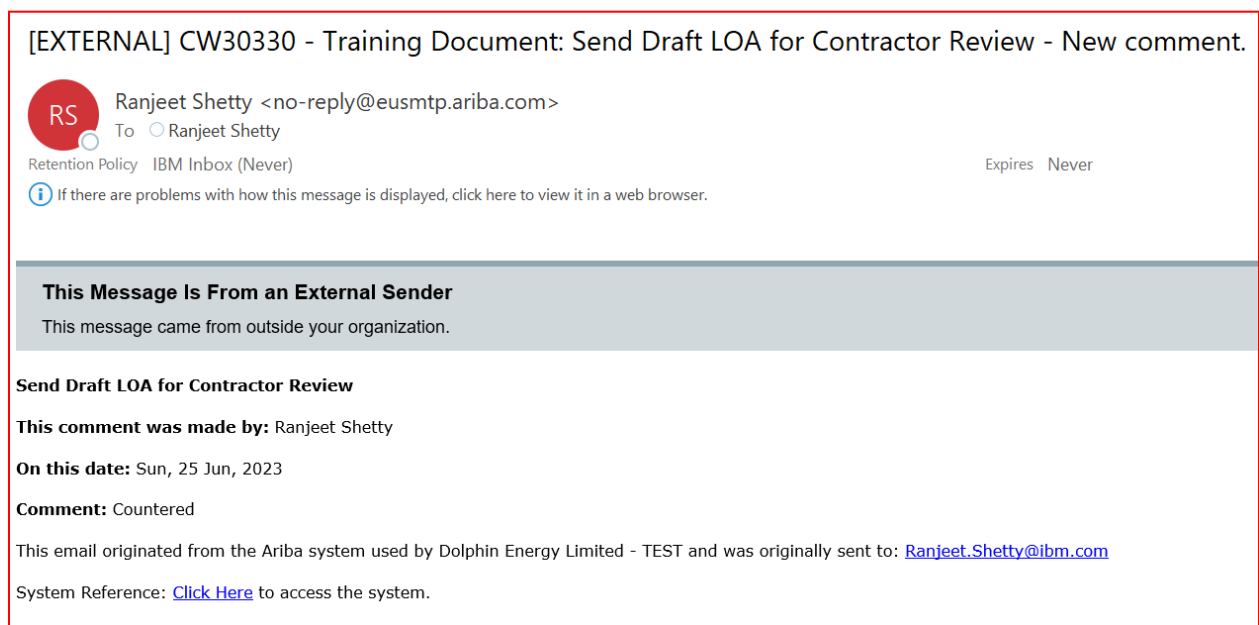
and select choose file to upload 'your changed version' and click "OK".



Dolphin Energy will be notified via email either way, if the document sent by Dolphin Energy to the Contractor has been accepted or if there is a countered document which is to be reviewed and accepted by Dolphin.

**Note:** There can be as many numbers of revisions as required until that both parties reach to an agreed document.

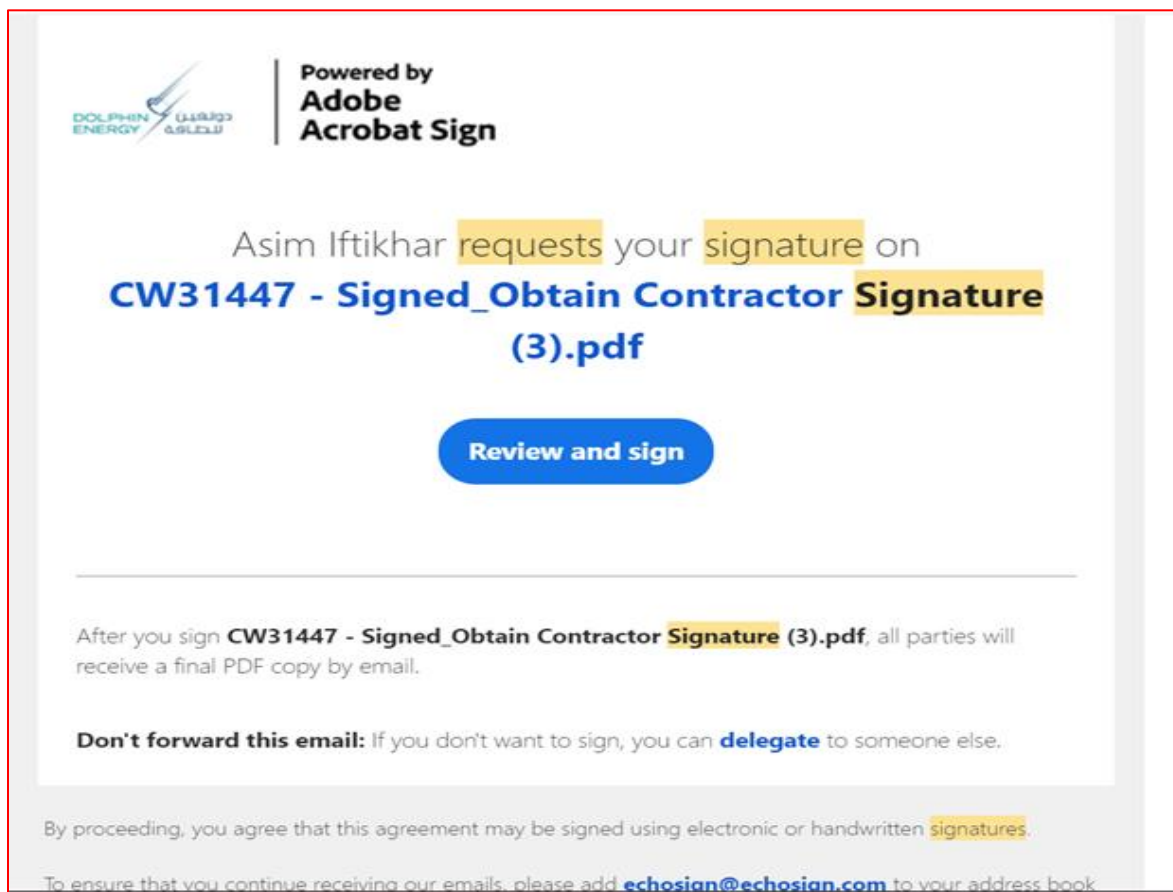
Below is the screen shot of an email notification sent to Dolphin Energy's concerned person.



## 6.2 Obtaining Contractor Signature for LOA or Contract Document

Once that both parties have agreed on a document which is being **accepted** by the Contractor in the aforementioned headings, the next step is to receive the document for electronic signing:

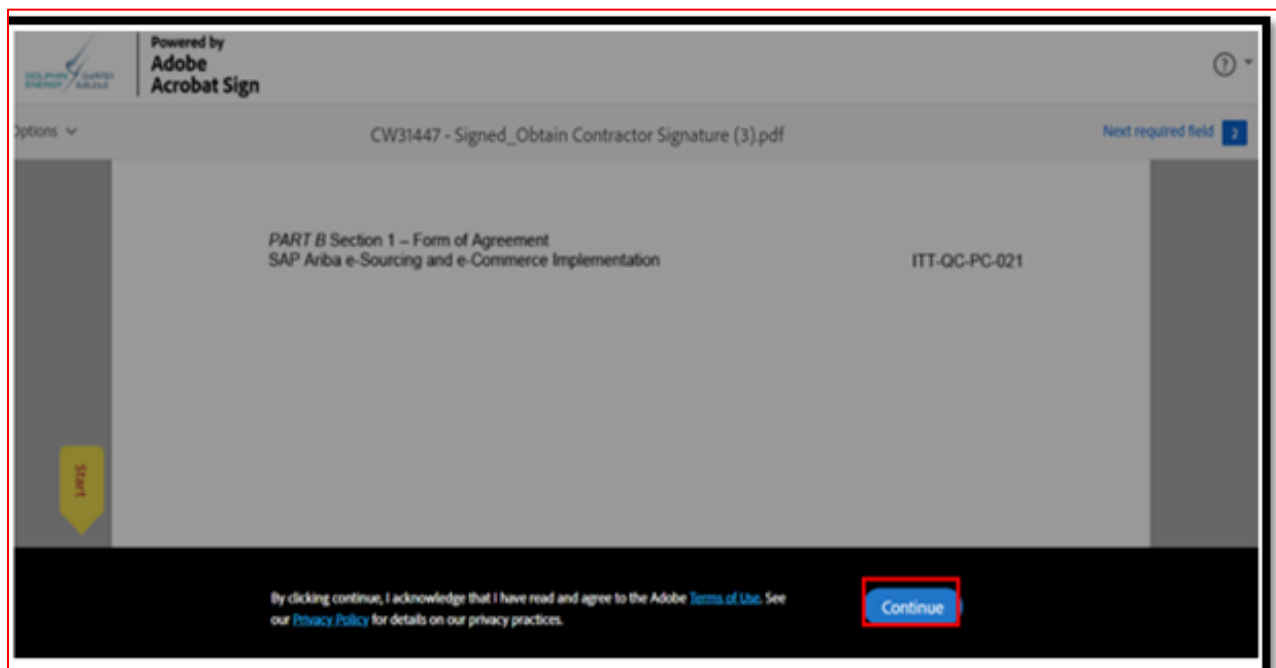
- Contract Engineer (CE) from Dolphin Energy will send a Contract Document or Letter of Award (LOA) for Contractor’s authorized person to sign the document Via Adobe E-Signing.
- The email address, name and designation of Bidder’s authorized person will be communicated to the **CE through task** “Send Draft LOA for Contractor Review” by the contractor. Which will be updated by CE in Adobe while sending the Contract Document for Signature.
- You will receive an email notification for Signature as per the below exhibit.



Please follow the below steps to complete the signing electronically:

- Click on **Review and Sign**, this will lead to another screen as shown below.





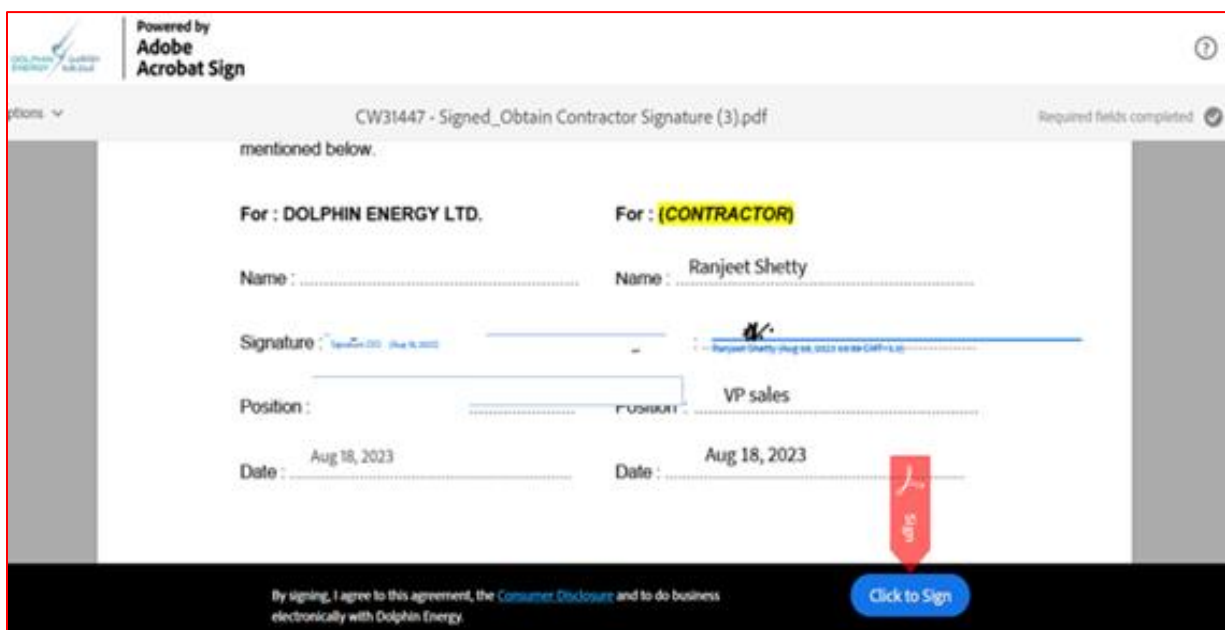
- Click on **Continue**



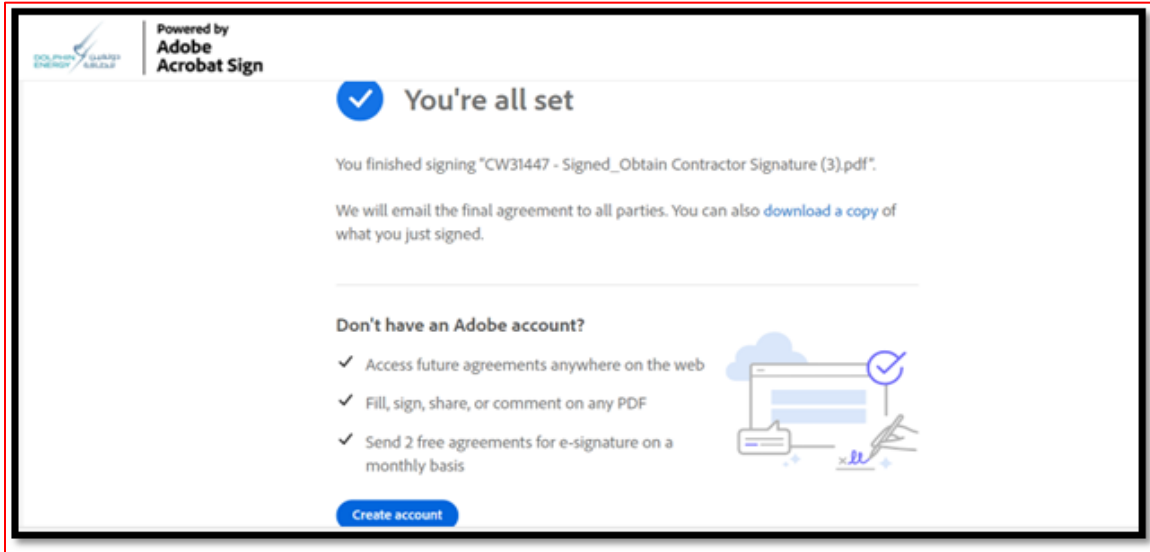
- Click **Start**
- Signatory will be navigated to required place where Contractor needs to be provided the signatures.



- Once the signature is completed, click on [Click to sign](#).



Contractor will receive a pop-up message confirming completion of the electronic signing process.



- All the signatories from Contractor's side will receive a copy of the signed Document via an autogenerated email.



The document can be downloaded and saved as a fully signed document.

### 6.3 Receive Fully Signed Document

- Contractor will receive an email notification with the signed document attached.

CW29113 - 1200000018\_RFP\_ITT\_UAT\_UAE: Send Fully Signed Contract Document - Document review. Inbox x

**Ranjeet**

to me ▾

18 Sept 2023, 19:31 (13 hours ago)

Send Fully Signed Contract Document

Ranjeet

Please review the attached document(s) and reply to me with any comments or concerns.

The following notes might also be helpful to you:

Fully Signed Contract Document.

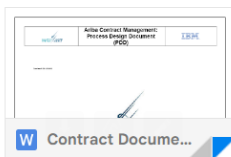
Make sure to attach the revised document(s) to your reply.

Ranjeet

Dolphin Energy Limited - TEST

This email originated from the Ariba system used by Dolphin Energy Limited - TEST and was originally sent to: [shettybranjeet@gmail.com](mailto:shettybranjeet@gmail.com)

**One attachment** • Scanned by Gmail ⓘ



Contractor Can click on Document and download the fully signed contract document.

-----END OF DOCUMENT-----