



Training Materials for Suppliers

Ariba and SAP Business Network

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June 2026

Agenda

- 1. Supplier Creation Request.**
- 2. SAP Business Network Account Setup.**
- 3. AFP Supplier Registration.**
- 4. Participation in Sourcing Events.**
- 5. User Management in SAP Business Network.**

Supplier Creation Request

Supplier Creation Request

Process Variants

There are 2
process variants:

If the Supplier Creation Request is submitted by an AFP employee (internal request).

- You will receive a registration invitation via email. In such a case, you may skip this section and proceed directly to the section relating to supplier registration.

If you are applying independently to become an AFP supplier (external request)

- Complete the application form available via the link on the AFP website. Once the application is approved, the registration process will begin.

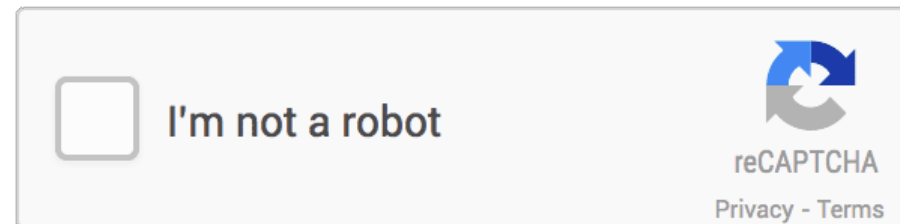
Supplier Creation Request

External Request to Become an AFP Supplier

After opening the [link](#), you will be taken to the application form.

1. Complete the reCAPTCHA verification.

Please verify your identity before proceeding to the Supplier Creation Request questionnaire, where the customer asks you to provide information about your company and contact details.



Supplier Creation Request

External Request to Become an AFP Supplier

1 Which company are you applying to be a supplier for? *

2 Department AFP

AFP

Q

Aramco Fuels Poland ✕

5 AFP section

5.1 General Supplier Information

5.1.1 Supplier Full Legal Name *

5.1.2 Supplier Main Address *

5.1.3 Contact First Name *

5.1.4 Contact Last Name *

5.1.5 Contact Email *

5.1.6 Contact Phone

Street * ⓘ

House Number * ⓘ

Street 2 ⓘ

Street 3 ⓘ

District ⓘ

Postal Code * ⓘ

City * ⓘ

Country/Region * ⓘ

2. Complete the basic information.

3. Provide the contact person details. **Once the request is approved, the designated contact person will receive an invitation to register.**

Supplier Creation Request

External Request to Become an AFP Supplier

5.2.1 Does supplier has NIP number? * ?

☒ Yes ☐ No

5.2.2 NIP number * ?

5.2.3 Does supplier has VAT number? * ?

☒ Yes ☐ No

5.2.4 VAT number *

4. In the Tax Identification Number section, answer the questions that determine which fields are displayed for the specific identifier type.

The available fields vary depending on the selected identifier type due to different system configurations.

5.2.1 Does supplier has NIP number? * ?

☐ Yes ☒ No

5.2.3 Does supplier has VAT number? * ?

☐ Yes ☒ No

5.2.5 Other tax number * ?

If a company does not possess a VAT number or Tax Identification Number (TIN), an alternative identification field will become available. This field is primarily designed for suppliers operating outside the European Union.

Supplier Creation Request

External Request to Become an AFP Supplier

5. Select at least one product category from the AFP procurement taxonomy hierarchy.

The taxonomy consists of multiple levels. Click the arrow to expand and navigate through the hierarchy. Whenever possible, select the lowest and most specific category level, as this enables a more accurate classification of the goods or services you provide.

4.6 Commodity code. Please select at least one code from **AFP hierarchy**. *

📎 30.55 kb [kategorie.png](#)

☐ AEC - All >

☒ AFP

☐ Business travel, hospitality and mobility

☐ Compliance, certification and sustainability >

☐ Engineering, industrial and technical services >

☐ Facilities, utilities and technical maintenance >

☐ Finance and insurance >

☐ Business travel services (accommodation, tickets, access badges, parking, air services and traveler services, visas and other) >

☒ Travel and Food and Lodging and Entertainment Services >

AFP × Travel and Food and ... ×

Supplier Creation Reques

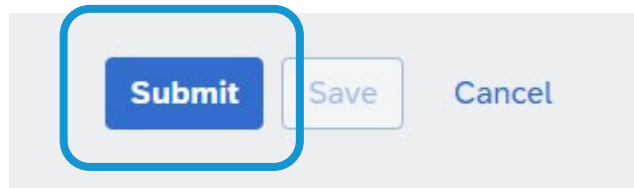
External Request to Become an AFP Supplier

6. Provide the applicable business activity code (PKD) and description, along with a brief description of your company's business activities.

4.7 PKD code and name

4.8 Characteristics of provided materials or services *

7. Once all required fields have been completed, click [Submit](#).



Submit Save Cancel

SAP Business Network

External Request to Become an AFP Supplier

- After submitting the registration request, the supplier will see a confirmation message and receive an email notification.
- Once the request has been approved, the supplier will receive an email invitation to continue the registration process.



Register as a supplier with Aramco Overseas-TEST

Hello!Bartosz Gebura has invited you to register to become a supplier with Aramco Overseas-TEST. Start by creating an account with SAP Business Network. It's free.Aramco Overseas-TEST uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Dostawca szkolenie AFP already has an account with SAP Business Network, sign in with your username and password. [Click Here](#) to create account now

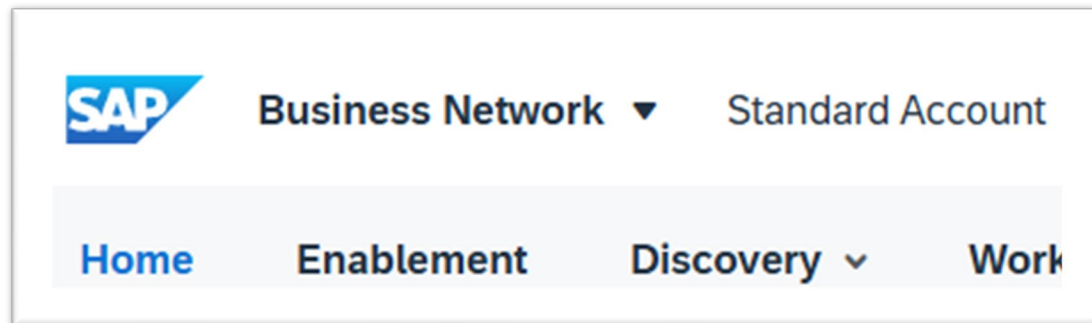
You are receiving this email because your customer, Aramco Overseas-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Aramco Overseas-TEST.

SAP Business Network Account Setup

Creating a SAP Business Network Account

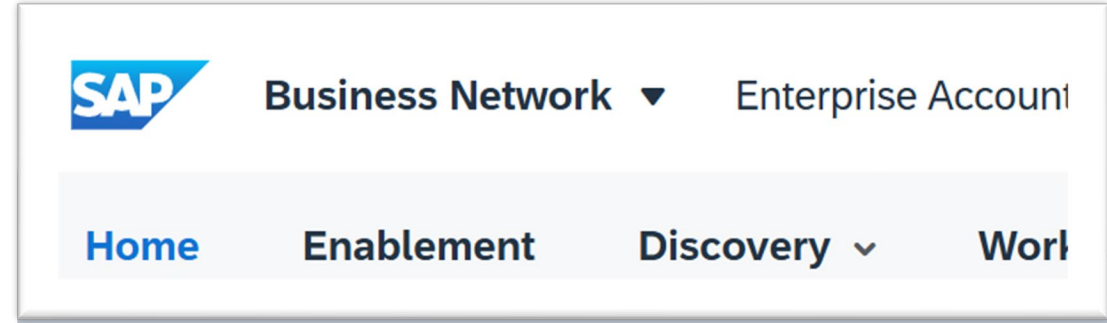
Create a new SAP Business Network Account

SAP Business Network is a global business network that connects suppliers with some of the world's largest buying organizations using SAP Ariba solutions. The platform offers two types of accounts: **Standard** and **Enterprise**.



Standard Account (Recommended):

The Standard Account is **completely free of charge** and provides all the functionality required to complete supplier registration, manage and update company profile information, and submit bids in sourcing events and tenders.



Enterprise Account (Optional):

The Enterprise Account offers advanced functionalities, including integration with ERP systems and enhanced reporting tools. As our current collaboration does not involve electronic purchase orders or invoicing through SAP Business Network, these features are not required at this time.

Important: Any newly created SAP Business Network account will be set up as a Standard Account by default.

Creating a SAP Business Network Account

Create a new SAP Business Network Account



Register as a supplier with Aramco Overseas-TEST

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

Once a registration invitation has been issued, the designated contact person will receive an automated email inviting them to register in the **SAP Business Network (SBN)**. Click the link provided in the email to access the registration page.

An SAP Business Network account is required to complete supplier registration with any buying organization using SAP Ariba.

An SBN account can be created at any time, independently of an invitation from a buying organization.

Creating a SAP Business Network Account

Create a new SAP Business Network Account

The SAP Business Network (SBN) registration landing page provides the following options:

Connect with Aramco Europe B.V. on SAP Business Network to collaborate.

We found existing accounts based on the information you entered. Please review.

Review Accounts

or

Use existing account

Create new account

Review Accounts – Based on the data entered, the system may detect an existing SAP Business Network account associated with your organization. This option allows you to verify whether an account already exists before creating a new one.

Use existing account – If your company already has an SAP Business Network account, for example from a previous registration with another buying organization, do not create a duplicate account. A single company account can accommodate multiple users.

Create new account – Choose this option if your company does not already have an SAP Business Network account.

Registration is also available at the following address: <https://supplier.ariba.com>

Creating a SAP Business Network Account

Create a new SAP Business Network Account

If we are creating a new account, we must provide the email address that will be used for registration and then enter the one-time login code sent to that email address.

The image shows two side-by-side screenshots of the SAP Business Network login interface. The left screenshot is titled 'Supplier sign-in' and features a 'Username' input field, a blue 'Next' button, a 'Forgot username' link, and a section for new users with the text 'New to SAP Business Network?' and links for 'Register Now' and 'Learn more'. The right screenshot is titled 'Enter your One Time Password' and prompts the user to enter a code sent to 'agnieszka. @aramcofuels.com'. It includes a row of six empty boxes for the password and a blue 'Continue' button.

The platform's display language is determined by the language settings of the web browser. To view the platform in Polish, the browser must also be configured to use Polish as its display language.

Creating a SAP Business Network Account

Create a new SAP Business Network Account

Company information ⓘ

DUNS number



[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *



Address line 1 *

Address line 2

Postal code *

City *

State



To register in SAP Business Network, only basic company information is required, such as the company name, address, and business contact details.

The user who creates the account will automatically become its administrator.

Creating a SAP Business Network Account

Create a new SAP Business Network Account

First name * Last name *

Guide Guide

Email *

test@sap.com

☒ Use my email as my username

Password * Repeat password *

***** *****

Business role *

Business Owner

☐ I have read and agree with the [Terms of Use](#).

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

☐ I'm not a robot


reCAPTCHA
[Privacy](#) • [Terms](#)

We recommend using the user's email address as the username.

AFP Supplier Registration

AFP Supplier Registration

Ariba Proposals and Questionnaires

If you are not using the registration link, you can also access the registration questionnaire as follows:

1. Select Ariba Proposals & Questionnaires from the home page.
2. On the next page, locate and open the AFP Registration Questionnaire.

The screenshot displays the SAP Business Network interface. At the top, the 'Business Network' header includes a 'Standard Account' status, a 'Get enterprise account' button, and a 'TEST MODE' indicator. The main navigation bar features several tabs: 'Home', 'SAP Business Network', 'Workbench', 'Catalogs', 'Assessments', and 'Proposals-Questionnaires & Contracts'. The 'Proposals-Questionnaires & Contracts' tab is highlighted with a blue box. A dropdown menu is open under 'SAP Business Network', showing options: 'Ariba Proposals & Questionnaires' (highlighted with a blue box), 'Ariba Contract Management', and 'SAP Fieldglass'. Below the navigation bar, a dashboard shows three metrics: 'Open postings' (0), 'Matched Leads' (0), and 'Invited Leads' (0), all for the 'Last 90 days'. A 'Leads' dropdown menu is set to 'By Product'. On the left sidebar, there are sections for 'Aramco Overseas-TEST Requested Profile' and 'Public Profile Completeness' (15%). The main content area shows a 'Welcome to the Ariba Spend Management site' message. Below this, there are sections for 'Events' (No items) and 'Registration Questionnaires'. The 'Registration Questionnaires' section is highlighted with a blue box and shows a table with one entry: 'Supplier Registration Questionnaire' with ID 'Doc3136517812'. Below this is a section for 'Qualification Questionnaires'.

AFP Supplier Registration

Registration Questionnaire

- The registration questionnaire contains information that was previously provided in the supplier creation request.
- Review and, if necessary, update the pre-populated information, then complete any remaining required fields.

▼ 2 AFP section

2.1 In case of additional questions regarding supplier Registration for AFP, please contact procurement@aramcofuels.com

▼ 2.2 General Supplier Information

2.2.1 Supplier Full Legal Name

2.2.2 Supplier Main Address

2.2.3 Supplier's general email

2.2.4 Website address

If you need any assistance during the registration process, please contact us at procurement@aramcofuels.com.

AFP Supplier Registration

Registration Questionnaire

Finally, we must confirm that we have read and understood the Privacy Policy and the Supplier Code of Conduct.

▼ 2.5 Code of Conduct

2.5.1 AFP's Supplier Code of Conduct [References](#)▼

2.5.2 I've acknowledged with SCOC

▼ 2.6 Privacy policy

2.6.1 Privacy policy attachment [References](#)▼

2.6.2 I've acknowledged with privacy policy

*

Unspecified

▼

Unspecified

Zapoznałem się / I've acknowledged

*

Unspecified

▼

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Click **Submit Entire Response**.

AFP Supplier Registration

Email notifications

Upon submission of the registration form, a confirmation email will be sent.



Hello Agnieszka Stachu,

Aramco Overseas-TEST has received your registration information and will review it for approval.

To check your registration status, log in to the Aramco Overseas-TEST supplier portal.

[Click Here](#)

Sincerely,
Aramco Overseas-TEST

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

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



You will also be notified of AFP's decision regarding the submitted questionnaire.



Hello Agnieszka Stachu,

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with Aramco Overseas-TEST.

[Click Here](#)

Sincerely,
Aramco Overseas-TEST

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

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



AFP Supplier Registration

Buyer Registration Approval

After submission, the questionnaire is reviewed by the buyer, who can choose from the following options:

Approve

- the registration process is completed, and the supplier becomes eligible to participate in sourcing events.

Rejection

- the registration process is closed without registration.

Additional Information Requested

- you will be asked to revise the form and resubmit it.

AFP Supplier Registration

Updating Registration Information

Registration Questionnaires

Title	ID
▼ Status: Open (1)	
1. Supplier Registration Questionnaire	Doc3136517812

Qualification Questionnaires

Title	ID	End Time ↓	Commodity
-------	----	------------	-----------

Doc3136517812 - Supplier Registration Questionnaire

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

The information provided in the registration form **can be updated** at any time, for example in the event of a change to the company's registered address.

To update the registration information:

1. Open the registration questionnaire.
2. Click the ****Revise Response**** button.

Any changes made to the registration information must be approved by the buyer.

2.

Revise Response

Participation in Sourcing Events

Participation in Sourcing Events

Invitation to a Sourcing Event and Accessing the Event in SAP Business Network (SBN)

The invitation to participate in the sourcing event will be sent via an automatically generated email from the system.



Aramco Overseas-TEST has invited you to participate in the following event: rfp przegląd. The event is set to begin on Tuesday, June 2, 2026 at 2:58 PM, Central European Summer Time.

Use the following username to log in to Aramco Overseas-TEST events:
afpsupplieruat1@gmail.com.

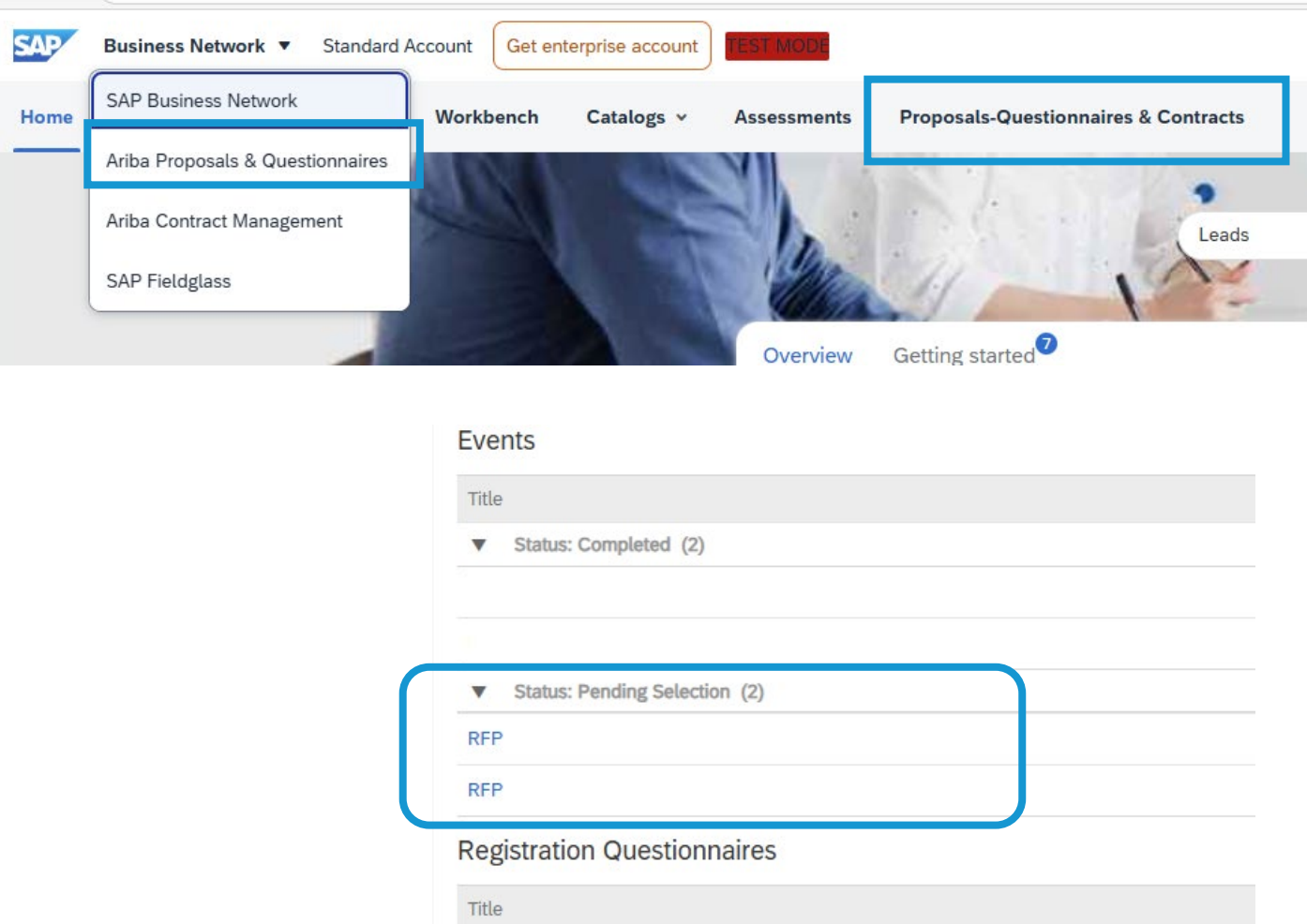
[Click Here](#) to access this event.

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.

It contains a link that takes you directly to the relevant sourcing event.

Participation in Sourcing Events

Ariba Proposals and Questionnaires



If you do not use the link provided in the invitation, an alternative way to access the sourcing event is:

1. Select Ariba Proposals & Questionnaires from the home page.
2. On the next page, you will find a list of available sourcing events.

Participation in Sourcing Events

Ariba Proposals and Questionnaires – new interface

The screenshot displays the SAP Ariba interface for 'Proposals-Questionnaires & Contracts'. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Catalogs', 'Assessments', and 'Proposals-Questionnaires & Contracts' (highlighted with a blue box). Below the navigation bar, the 'Proposals and Contracts' section is visible. On the left, under 'Customers (1)', a search bar shows 'Aramco Europe B.V.' (highlighted with a blue box). On the right, the 'Events' section is highlighted with a blue box, showing a list of events with columns for Title, Status, and a dropdown menu. The status 'Completed (2)' and 'Pending Selection (2)' are visible. Below the events list, there are links for 'RFP' and 'Registration Questionnaires'.

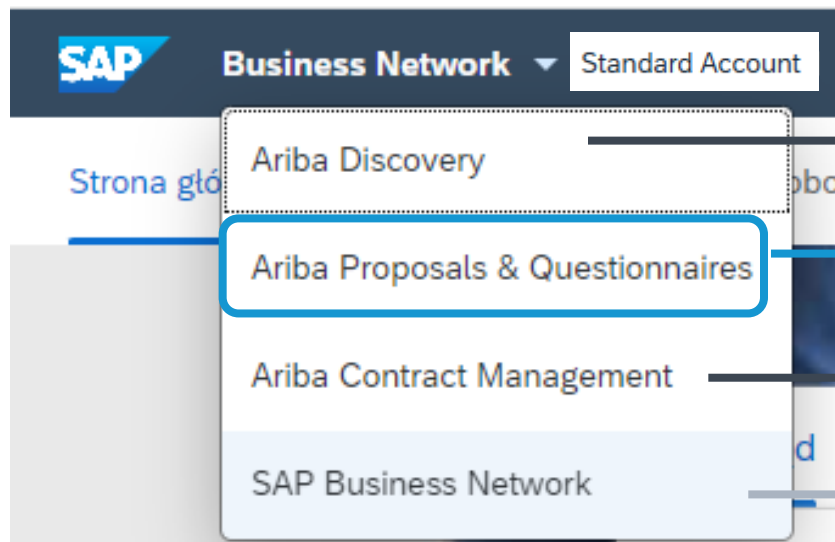
A third way to access the sourcing event (available in the latest version of SAP Business Network) is:

1. Select Proposals and Contracts from the home page.
2. Select Aramco Europe B.V. from the list of customers.
3. On the next page, you will find a list of sourcing events under the Events tab.

Participation in Sourcing Events

Invitation to the Sourcing Event and Navigation in SAP Business Network

The menu located in the upper-left corner allows users to navigate between the various functionalities of the Ariba platform



Discovery a business-to-business networking service that connects buyers and suppliers, providing access to new business opportunities from leading companies.

Ariba Proposals and Questionnaires enables suppliers to respond to sourcing events issued by buyers, complete forms and questionnaires submitted through the platform, and upload the required supporting documents.

Ariba Contract Management allows suppliers to participate in contract negotiations and review contract-related documents. AFP does **not** use this functionality.

SAP Business Network provides access to purchase orders submitted by buyers through the platform.

Participation in Sourcing Events

Types of Sourcing Events

The **Event Type** column may contain the following document types:

RFI	Request for Information- used to collect information about suppliers and available solutions.
RFP	Request for Proposal - used to request detailed proposals from suppliers for a specific requirement
Aukcja	AFP uses the Japanese auction format.

Participation in Sourcing Events

Sourcing Event Statuses

These documents can have the following statuses:

Events

Title	ID	End Time ↓
▶ Status: Completed (2)		
▶ Status: Pending Selection (2)		
▼ Status: Open (1)		
▼ Status: Preview (1)		

The number in parentheses indicates how many documents are in a given status. To expand the list, click the triangle icon located to the left of the status.

Open— events in which suppliers can submit bids or modify previously submitted bids.

Completed – events for which a bid has been submitted and a supplier has been selected.

Pending selection— events for which bids have been submitted and the submission deadline has passed. *i minął już czas ich składania.* A supplier has not yet been selected, and the buyer is currently evaluating the bids and making an award decision.

Preview – the event is in the preview stage. At this stage, suppliers can confirm their participation, review the event details, and submit questions related to the sourcing process. Bid submission is not yet available.

Participation in Sourcing Events

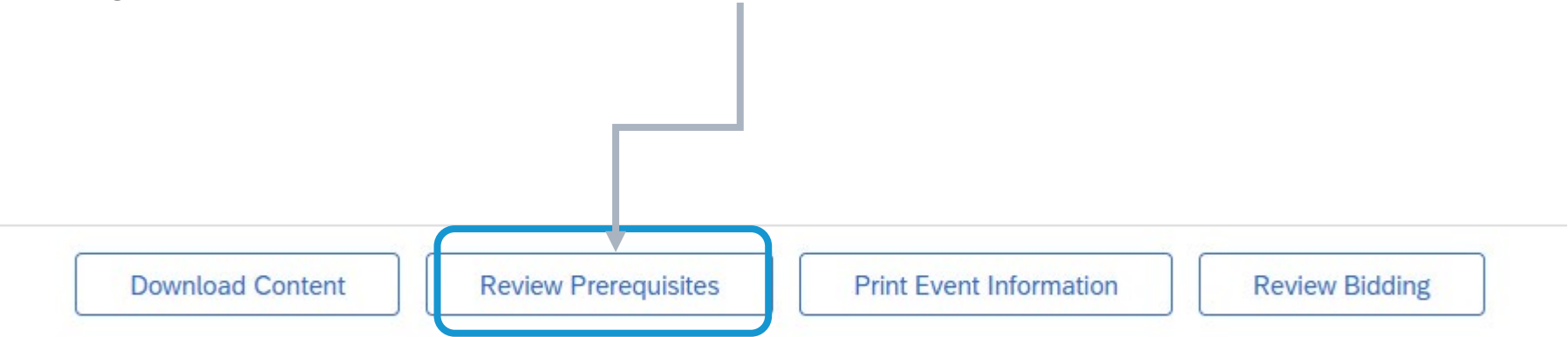
Type: preview

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Preview (1)	Doc3135635507	05/26/2026 10:08 AM	RFP	Yes

In the example above, the event is in Preview status. We can see the event name, ID, closing date and time, event type, and whether we have already confirmed our participation.

After opening the event, click **Review Prerequisites**.



Participation in Sourcing Events

Type: preview - prerequisites

Doc3135635507 - RFP

Prerequisites must be completed prior to participation in the event. You must accept the modified envelope bidding event agreement to continue.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

- 1. Bids.** If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
- 2. Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
- 3. Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- 4. Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
- 5. Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
- 6. Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
- 7. Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.
- 8. Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

- ☐ I accept the terms of this agreement.
- ☒ I do not accept the terms of this agreement.

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. *

☐

OK

Cancel

To continue, we must accept the Bidder Agreement. This will provide access to the event content.

Participation in Sourcing Events

Status: preview -submitting Messages and Questions

Here we can see the status and the preview countdown timer. Once the preview period ends, it will be possible to submit a bid in the sourcing event.

Ariba Sourcing

Go back to Aramco Overseas-TEST Dashboard

Company Settings Agnieszka Stachu Feedback Help Messages

Desktop File Sync

Round: 1

Time remaining 1 day 06:48:51

Console

Doc3135635507 - RFP

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

Event Messages

Response History

Response Team

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

Event Contents

All Content

1 Koperta 2 - część ha...

4 Koperta 1 - część me...

View All Communications

Revise Response

Name ↑	Price	Quantity	Extended Price
1.0 Koperta 2 - część handlowa			\$18,000.00 USD
1.1 cena	Less... \$18,000.00 USD	1 each	\$18,000.00 USD
poprosze o cene jednostkowa			
Send offer with an attachment:			
wiek: 1			
2.0 Questions regarding RFP - please send these by clicking Compose message - in text field or as an attachment			
3.0 dodaj załącznik KYC			
4.0 Koperta 1 - część merytoryczna			
prosimy o załączenie:			
1.			
2..			
3.			
4.			
5.			
4.1 FORMULARZ KYC DOSTAWCY - Zał nr 4_Formularz KYC Dostawcy.docx			
4.2 IDO- PRZETWARZANIE DANYCH OSOBOWYCH FORMULARZ DO UZUPELNIENIA Zał nr 6_Oświadczenie oferenta dot. przetwarzania danych osobowych.docx			
4.3 prosze o Komunikat negocjacje.docx			
5.0 tak			

Compose Message

By clicking the **Compose Message** button, we can contact the event team and submit questions related to the sourcing event.

Participation in Sourcing Events

Status: preview - submitting messages and questions about Sourcing Event

Compose New Message

From: A Stachu sp. z o. o. (Agnieszka Stachu)

To: Project Team

Subject: Doc3136517812 - Questions About the Sourcing Event

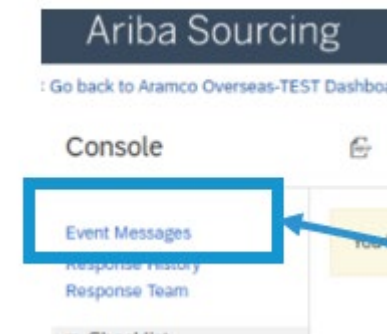
Attachments: [Attach a file](#)

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and text color. The font size is set to 1 (8 pt) and the font family is set to — font —.

Good morning,
Please answer the questions below:

- 1.
- 2.
- 3.

- It is possible to add an attachment.
- The response from the event team will be sent via a system-generated email.
- The response can also be viewed in Event Messages, accessible from the previous screen.



Participation in Sourcing Events

Status: open - Attaching a Bid and Supporting Documents

In the upper-right corner, we can see the time remaining to submit a bid.

The content is divided into a commercial section and a technical section.

All Content

Name ↑

▼ 1.0 Koperta 2 - część handlowa

1.1 cena

poprosze o cene jednostkowa

2.0 Questions regarding RFP - please send these by clicking Compose message - in text field or as an attachment

3.0 dodaj załącznik KYC

▼ 4.0 Koperta 1 - część merytoryczna

prosimy o załączenie:

1.

2.

3.

4.

5.

4.1 FORMULARZ KYC DOSTAWCY - Zał nr 4_Formularz KYC Dostawcy.docx

4.2 IDO- PRZETWARZANIE DANYCH OSOBOWYCH FORMULARZ DO UZUPELNIENIA Zał nr 6_Oświadczenie oferenta dot. przetwarzania danych osobowych.docx

4.3 prosze o Komunikat negocjacje.docx

Desktop File Sync

Round: 1

Time remaining
1 day 06:48:51

Price	Quantity	Extended Price
		\$16,400.00 USD
\$680.00 USD	5 each	\$3,400.00 USD <i>Fx</i> ✓
1		
\$700.00 USD	4 each	\$2,800.00 USD <i>Fx</i> ✓
1		
\$250.00 USD	6 each	\$1,500.00 USD <i>Fx</i> ✓

Submit Entire Response

After completing the bid and uploading the required documents, click **Submit Entire Response**.

Participation in Sourcing Events

Status: open - Modifying a Response

After submitting your response, the **Revise Response** option will be available.
You can update your response at any time **until the bid submission deadline.**

 Doc3135635507 - RFP

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

Desktop File Sync

Round: 1



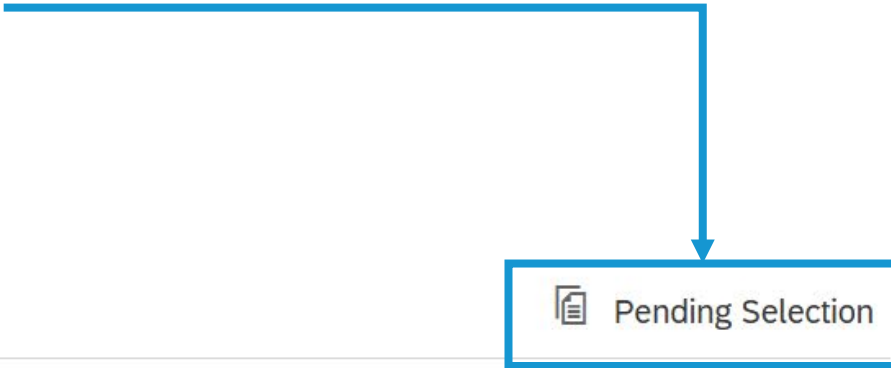
Time remaining
1 day 06:48:51

Revise Response

SAP Business Network

Status: pending selection

When the remaining time expires, the event status will change to **Pending Selection**. At this stage, we wait for further information from the procurement team.



[Download Content](#)

[Review Prerequisites](#)

[Print Event Information](#)

[Review Bidding](#)

		Price	Quantity	Extended Price
Less... -			55 each	

Participation in Sourcing Events

Status: open – event rounds

- The procurement team may invite suppliers to participate in negotiations by creating an additional round. Suppliers will be notified by email.
- In the event view, we can see a comment from the procurement team as well as information indicating that this is Round 2.

The screenshot shows a sourcing event interface. At the top left, there is a document icon and the text "Doc3135635507 - RFP". Below this, a yellow box contains the message "You have submitted a response for this event. Thank you for participating." Below that, another yellow box contains the message "You are invited to negotiate". To the right of the "You are invited to negotiate" box is a blue button labeled "Revise Response". Further to the right, a blue box contains the text "Round: 2". To the right of the "Round: 2" box is a clock icon and the text "Time remaining 1 day 06:48:51". Blue arrows point from the text in the list above to these elements: one arrow points from "Suppliers will be notified by email." to the "Doc3135635507 - RFP" text, another arrow points from "information indicating that this is Round 2." to the "Round: 2" box, and a third arrow points from the "You are invited to negotiate" text to the "Revise Response" button.

Doc3135635507 - RFP

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

You are invited to negotiate

Revise Response

Round: 2

Time remaining 1 day 06:48:51

During the negotiation phase, we can revise and resubmit our bid by clicking **Revise Response**.

User Management in SAP Business Network

User management in SAP Business Network

Log in SAP Business Network

To log in to SAP Business Network, click the link below: [Supplier SAP Business Network](#)



Account sign in

Username:

Next

[Forgot username](#)

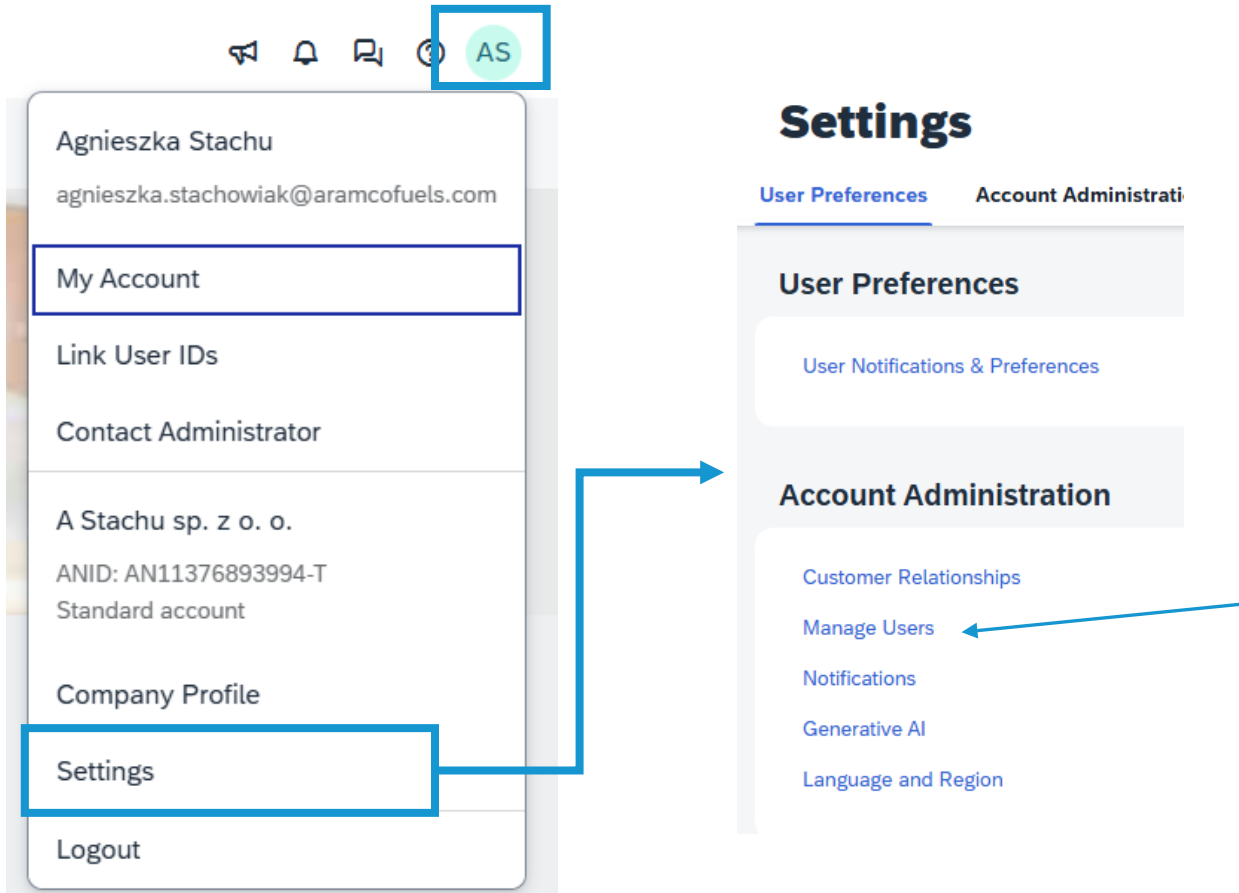
New to SAP Business Network?

[Register Now](#) or [learn more](#)

[Explore Leads](#)

User management in SAP Business Network

Creating Users in the Supplier Account



The supplier account administrator can add new users and assign appropriate roles to them, allowing multiple users within the organization to access procurement events.

To access the user management menu, click the logged-in user's initials icon in the upper-right corner and select Settings.

User management in SAP Business Network

Creating Users in the Supplier Account

Before adding a new user, the appropriate roles that will be assigned to that person must first be defined.

Clicking the plus (+) icon will open a new view where a new role can be configured.



[Customer Relationships](#)[Users](#)[Notifications](#)[Application Subscriptions](#)[Generative AI](#)

[Manage Roles](#)[Manage Users](#)[Manage User Authentication](#)[Revoked Users](#)[More...▼](#)

Roles (2)

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

Filters

Permission

Select permission assigned▼

Apply

Reset

Role Name	Users Assigned	Actions
Administrator	Agnieszka Stachu	

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Company General Use

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User management in SAP Business Network

Creating Users in the Supplier Account

Create Role

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

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

☐

Permission

Description

☐

Access Proposals and Contracts

View your organization's Ariba Sourcing events and Ariba Contract Management contracts, docun

☐

Catalog Management

Set up and manage catalog-related activities

☐

Company Information

Review and update company profile information

☐

Contact Administration

Maintain information for account contact personnel

☐

Create postings on Ariba Discovery

Create postings on Ariba Discovery

Assign Users (0)

You can add users to this role.

☐

Username ↑

Email Address

+

Save

Cancel

Role creation should begin by entering a role name.

Next, select the appropriate permissions from the available list. Please note that the number of available permissions is much greater than shown in the illustration.

In the same view, we can immediately assign the newly created role to the appropriate users by clicking the plus (+) icon in the Assign Users section (the section is located at the bottom of the page).

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User management in SAP Business Network

Creating Users in the Supplier Account

Account Settings

Customer RelationshipsUsersNotificationsApplication SubscriptionsGenerative AI

Manage RolesManage UsersManage User AuthenticationRevoked UsersMore...

Users (1)

☐ Enable assignment of orders to users with limited access to SAP Business Network. ⓘ

Filter

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

Username

Enter username

+

Apply

Reset

☐

Username

Email Address

First Name

Last Name

AN Access

Actions

☐

agnieszka.stachowiak@aramcofuels.com

agnieszka.stachowiak@aramcofuels.com

Agnieszka

Stachu

Yes

+

↳

Add to Contact List

Remove from Contact List

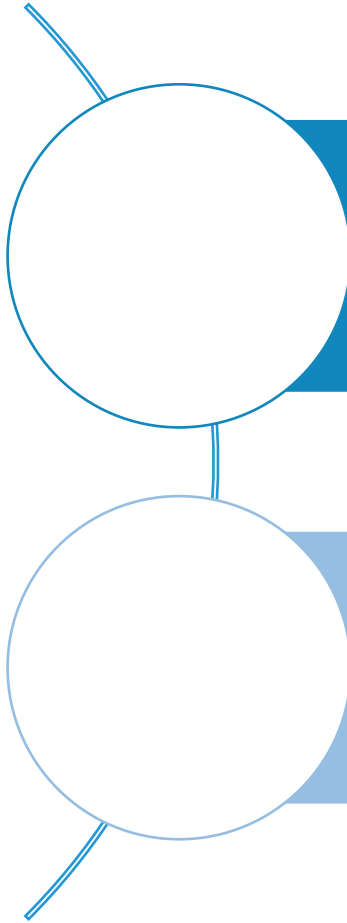
Save

Close

To create a new user, go to the User Manager tab and click the **plus (+) icon**.

SAP Business Network

Supplier Support



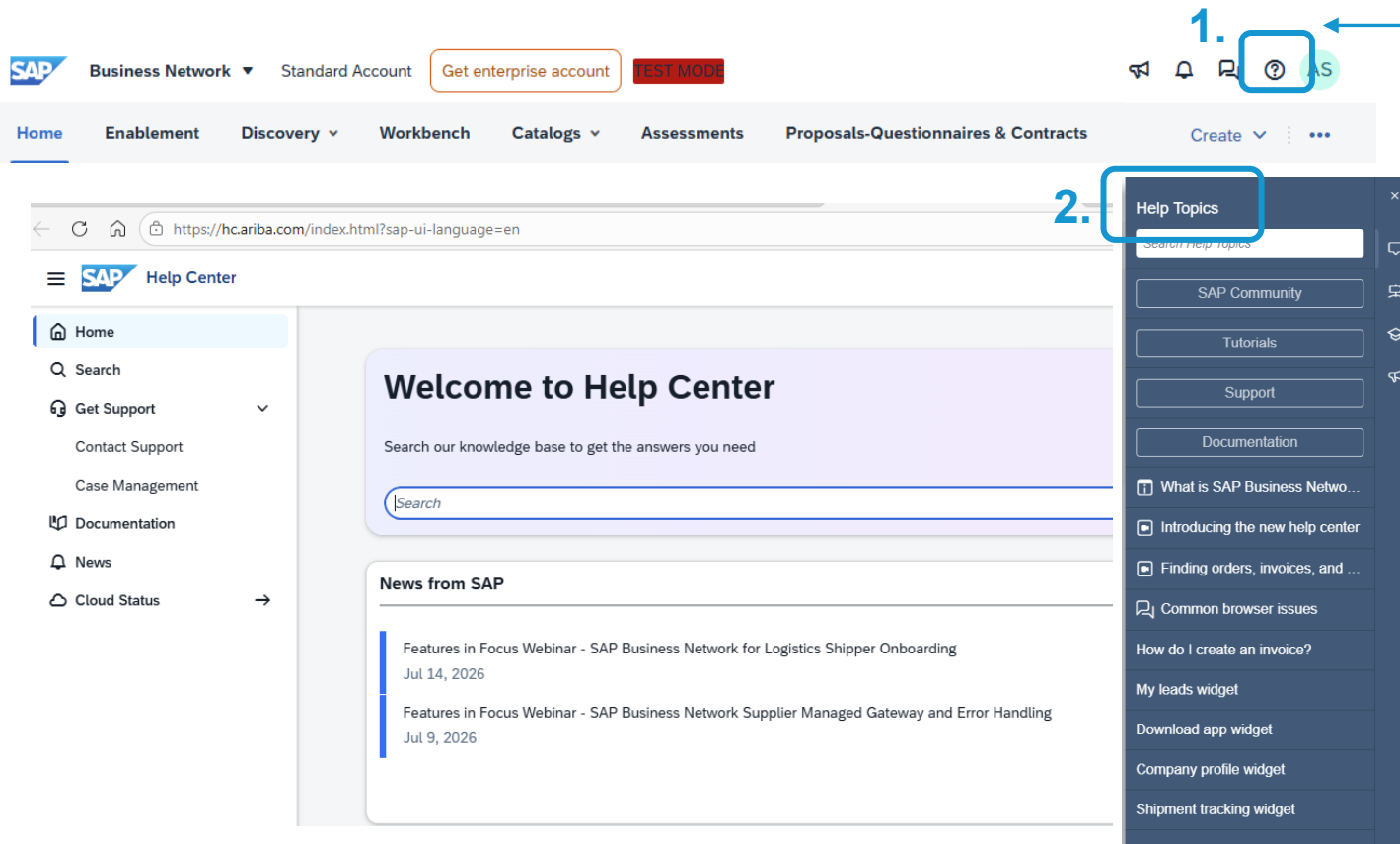
For assistance (surveys, non-functioning links, schedules, additional information, documents, etc.), please contact the AFP Procurement Department by email at procurement@aramcofuels.com.

If you require technical assistance (related to access, browser issues, username and password, system performance, etc.), please contact SAP Ariba Support by completing and submitting the online support form to receive assistance via phone and/or email.

SAP Business Network

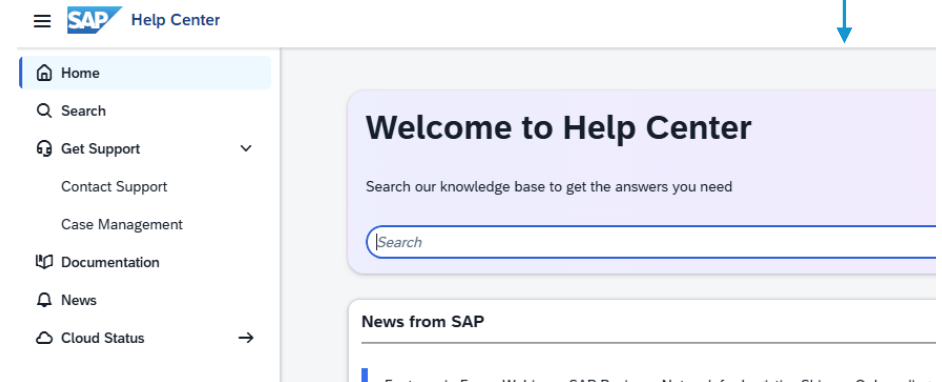
Pomóc techniczna SAP Ariba

After logging in, you will find a question mark (?) icon in the upper-right corner of the screen.



1. Clicking it will open the "Help Topics" view.

2. By selecting "Support", you will be redirected to the Help Center page.



SAP Business Network

SAP Ariba Technical Support

In the Help Center tab, click "**Contact Support**" and complete the support request form.

The screenshot shows the SAP Business Network Help Center interface. On the left is a navigation menu with the following items: Home, Search, Get Support (highlighted with a blue box and a dropdown arrow), Contact Support (highlighted with a blue box), Case Management, Documentation, News, and Cloud Status. The main content area is titled 'Contact Support' and contains a four-step process:

- Step 1: How can we support you?** (indicated by a checked radio button). Below this title is a large text input field with the placeholder text 'Provide a full description of your question or issue with document numbers and all necessary information'. A character count '3000 characters remaining' is visible at the bottom right of the field.
- Step 2: Resources** (indicated by an unchecked radio button).
- Step 3: Confirm the details** (indicated by an unchecked radio button).
- Step 4: Contact options** (indicated by an unchecked radio button).

SAP Business Network

Supplier Training

We also encourage you to explore SAP Ariba's official training materials.

The screenshot displays the SAP Business Network Help Center. On the left is a navigation sidebar with icons and labels for Home, Search, Get Support (with a dropdown arrow), Contact Support, Case Management, Documentation (highlighted with a blue box), News, and Cloud Status (with a right arrow). The main content area is titled 'Documentation and Learning' and includes a subtitle: 'This section offers product documentation, release updates, tutorials, and other resources.' Below this, there is a 'Product Documentation' section. It contains two primary cards: 'SAP Business Network for Trading Partners' and 'SAP Supplier Financing'. The first card provides a description of the platform, its version (2605), release date (20 cze 2026), and hot fix (20 cze 2026). The second card describes personalized financing. At the bottom, there are two more sections: 'Intelligent Insights' and 'Material Traceability'.

Help Center

Home

Search

Get Support

Contact Support

Case Management

Documentation

News

Cloud Status

Documentation and Learning

This section offers product documentation, release updates, tutorials, and other resources.

Product Documentation

SAP Business Network for Trading Partners

SAP Business Network for Trading Partners allows suppliers to collaborate with customers virtually and instantly on bids, contracts, orders, catalogs, invoices, and payments through a single global platform.

Version: 2605
Released: 20 cze 2026
Hot Fix: 20 cze 2026

SAP Supplier Financing

Personalized financing for SAP Business

Intelligent Insights

Material Traceability



Thank you for your attention!
Have a nice day!

