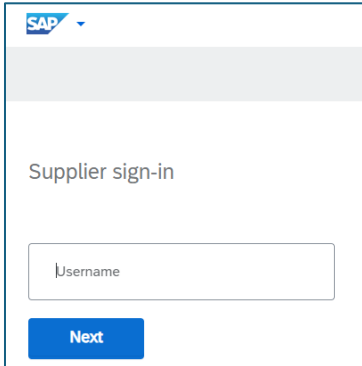
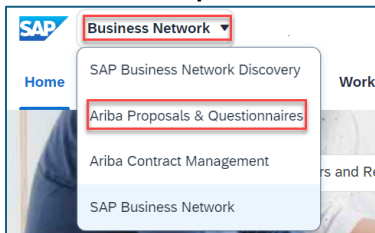


GENERAL NAVIGATION

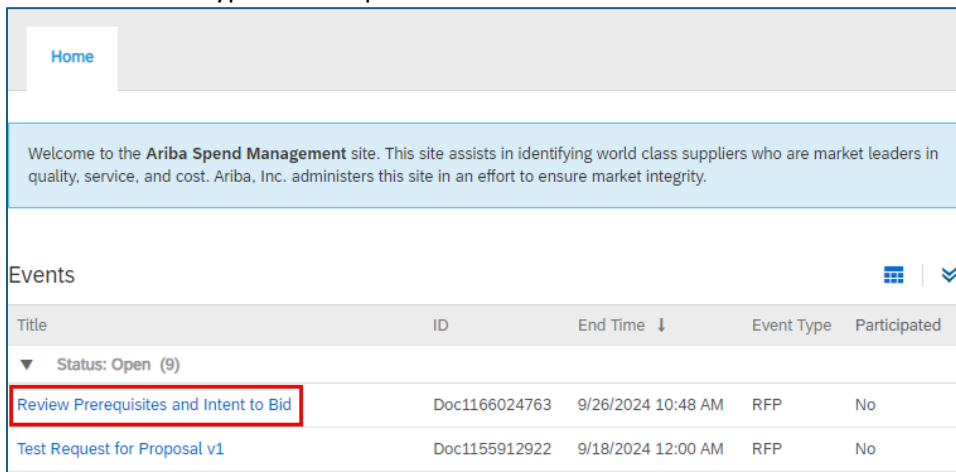
1. Log into Ariba using your username and password
 - a. Link: <https://supplier.ariba.com/>
 - b. Enter Username and Password



2. Click **Business Network** next to the SAP logo in the top left corner
 - a. Select **Ariba Proposals & Questionnaires**




3. Within the Events section, locate the relevant Event within the **Status: Open** folder
 - a. Click on hyperlink to open the Event



| Title | ID | End Time ↓ | Event Type | Participated |
|--|---------------|--------------------|------------|--------------|
| ▼ Status: Open (9) | | | | |
| Review Prerequisites and Intent to Bid | Doc1166024763 | 9/26/2024 10:48 AM | RFP | No |
| Test Request for Proposal v1 | Doc1155912922 | 9/18/2024 12:00 AM | RFP | No |

ADD COMMENT AND ATTACHMENT

The Comment  icon enables the Bidder to add additional Comments and Attachments to a specific Question within the Event. Each Comment includes the option to add a single Attachment. If multiple attachments are added, a comment is required for each attachment. It is recommended that the Bidder enter the title and description of the attachment within the Comment.

1. From the **All Content** section, navigate to the relevant Question

a. Click **Comment**  icon

| | |
|---|---|
| ▼ 5.0 CPChem's Supplier Code of Conduct | |
| 5.1 Bidder has received and reviewed Chevron Phillips Chemical's Supplier Principles of Conduct. https://www.cpchem.com/who-we-are/becoming-supplier | * Unspecified  |
| 5.2 Bidder acknowledges the expectations detailed in Chevron Phillips Chemical's Supplier Principles of Conduct or agrees that Bidder has a substantially similar code of conduct. | * Unspecified  |

b. Enter **Comment**

i. When multiple attachments need to be attached, a Comment is required for each attachment. It is recommended to enter the document title and description within the Comment field. See Additional Comments and Attachment below for more information.

Add/Edit Comment OK Cancel

Comment: *

Attachment:

OK Cancel

c. Click **Choose File** to locate the file on your computer

d. Click **OK**

Add Attachment OK Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click [More](#)




Attachment: Global Terms.docx

Cancel

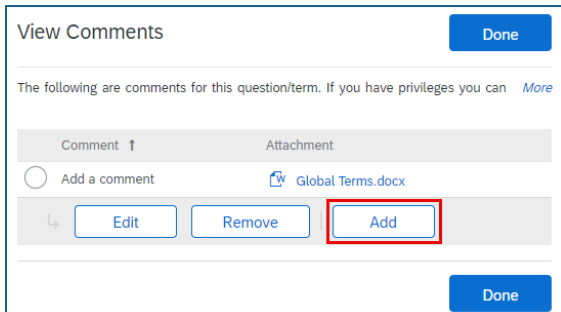
Note: File size limitation is 100MB per file. If the file size is more than 100MB, kindly compress the file and upload as a zip file or separate the document into multiple files and upload separately.

ADD ADDITIONAL COMMENTS AND ATTACHMENTS

1. To add additional Comments and Attachments:

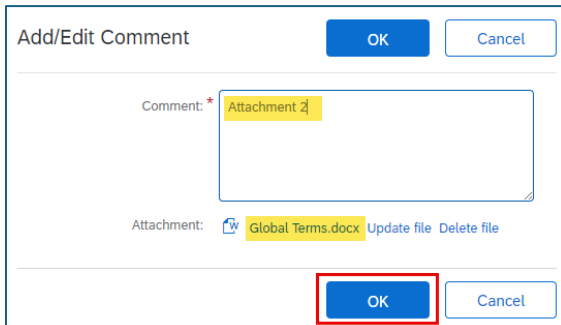
- a. Click the **Comment**  icon
 - i. Icon changes from  to  which indicates Comment has been previously added.

b. Click **Add**



The screenshot shows a 'View Comments' dialog box with a 'Done' button at the top right. Below the title bar, there is a text area with the text: 'The following are comments for this question/term. If you have privileges you can [More](#)'. Below this is a table with two columns: 'Comment' and 'Attachment'. The first row shows a radio button, the text 'Add a comment', and a file icon with the text 'Global Terms.docx'. Below the table is a row of three buttons: 'Edit', 'Remove', and 'Add'. The 'Add' button is highlighted with a red box. At the bottom right, there is another 'Done' button.

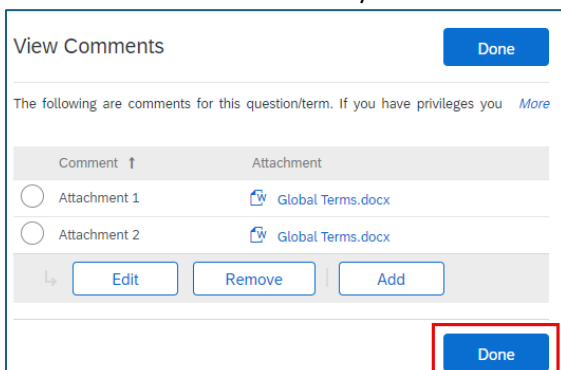
- i. Enter **Comment**
- ii. Click **Attach File**
- iii. Click **Choose File** to locate the file on your computer
- iv. Click **OK**



The screenshot shows an 'Add/Edit Comment' dialog box with 'OK' and 'Cancel' buttons at the top. Below the title bar, there is a text area labeled 'Comment: *' containing the text 'Attachment 2'. Below this is a text area labeled 'Attachment:' containing a file icon, the text 'Global Terms.docx', and the links 'Update file' and 'Delete file'. At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

Note: From the Add/Edit Comment window, there is the option to **Update file** (replace document) or **Delete file**.

c. Click **Done** after all comments/attachments have been added



The screenshot shows a 'View Comments' dialog box with a 'Done' button at the top right. Below the title bar, there is a text area with the text: 'The following are comments for this question/term. If you have privileges you can [More](#)'. Below this is a table with two columns: 'Comment' and 'Attachment'. The first row shows a radio button, the text 'Attachment 1', and a file icon with the text 'Global Terms.docx'. The second row shows a radio button, the text 'Attachment 2', and a file icon with the text 'Global Terms.docx'. Below the table is a row of three buttons: 'Edit', 'Remove', and 'Add'. At the bottom right, there is a 'Done' button highlighted with a red box.