

SAP Ariba Bidding Guide For JHAH Suppliers



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1. Objectives

After completing this training, you will be able to:

- Sign up in Ariba Platform
- Log in to SAP Ariba Supplier
- Submit a bid through SAP Ariba system
- Create Alternative responses
- Contact JHAH Buyer
- Access to SAP Ariba Help and Support

2. Sign Up in Ariba Platform

- 2.1. Through **an email invitation** from JHAH Buyer to register as a JHAH vendor on Ariba platform. Click on the highlightd link to log-in or Create an Account.

Johns Hopkins Aramco Healthcare - TEST

Register as a supplier with Johns Hopkins Aramco Healthcare - TEST

Hello!

Sara Salem has invited you to register to become a supplier with Johns Hopkins Aramco Healthcare - TEST. Start by creating an account with Ariba Network. It's free.


Johns Hopkins Aramco Healthcare - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Training Test already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Training Test

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

Offices | Data Policy | Contact Us | Customer Support

Powered by **SAP Ariba** 

2.2. An **Ariba Proposal and Questionnaires** welcome page appears. If your company is already registered in SAP Ariba platform, go to **step # 3.12** or click on the **Sign Up** button.

The screenshot shows the SAP Ariba Proposals and Questionnaires welcome page. The page title is "SAP Ariba Proposals and Questionnaires" with a help icon. The main heading is "Welcome, Training Test". Below this, there is a yellow banner with the text "Have a question? Click here to see a Quick Start guide." The main content area contains the following text: "Sign up as a supplier with **John Hopkins Aramco Healthcare - TEST** on SAP Ariba. John Hopkins Aramco Healthcare - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by John Hopkins Aramco Healthcare - TEST." A blue "Sign up" button is highlighted with a red box. Below this, there is a "Log in" button for users who already have an account. The "About Ariba Network" section explains that the Ariba Network is a single location to manage customer relationships and supplier activities, listing benefits such as responding more efficiently, working more quickly, strengthening relationships, reviewing sourcing events, and applying company profiles. It also lists tasks managed in the Ariba Network, including customer relationships, event actions, profile information, registration activities, and contact/user administrative tasks. The footer contains the SAP logo, copyright information for 2019, and links for SAP Ariba Privacy Statement, Security Disclosure, and Terms of Use.

2.3. The registration page appears. Fill in the required **Company information**, and the **User Account information**:

SAP Ariba Proposals and Questionnaires

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by John Hopkins Aramco Healthcare - TEST.

Company information

* Indicates a required field

Company Name:* Training Test

Country/Region:* Saudi Arabia [SAU]

Address:* 12335466
 Line 2

City:* Khobar

Postal Code:* 31311

State:* Ash Sharqiyah [SA-04]

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.

User account information

* Indicates a required field

Name:* Training Test

Email:*

Use my email as my username

Username:* test-sara.salem@jhah.com

Password:*

SAP Ariba Privacy Statement

Must be in email format(e.g john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

****Note:** we advice supplier to keep the “Use my email as my username” checkbox checked.

2.4. Under **Tell us more about your business** section, enter the **products and services categories** that your company provide, and click on **Add** button.

This is different than your web b...

Email orders to:* sara.salem@jhah.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.

Tell us more about your business

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

"Computer accessories" is not an exact match. Click **X**
Browse or select from these choices:

- Computer printout paper **+ Add**
- Electronic computers or data proces... **+ Add**
- Computer or network or internet sec... **+ Add**
- Computer vocational training services **+ Add**
- Computer hardware maintenance or su... **+ Add**
- Computer support work surfaces **+ Add**
- Computer support storage accessories **+ Add**
- Computer support organization **+ Add**
- Computer support parts or accessories **+ Add**

Notebook computers **X**

Ship-to or Service Locations:* Enter Ship-to or Service Location **Add** -or- Browse

Tax ID: Optional Enter your Company Tax ID number.

Vat ID: Optional Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⁽¹⁾

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you

2.5. Enter all shipping locations in the **Ship-to or Service Locations** field, or click on the **Browse** button to select all shipping locations. Then, click on **Add** button.

Ship-to or Service Locations:* Saudi Arabia **Add** -or- Browse

Saudi Arabia **X** United Arab Emirates **X**

Tax ID: Optional Enter your Company Tax ID number.

Vat ID: Optional Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⁽¹⁾

2.6. Accept terms and conditions by checking the check boxes below. Then, click on the **Create account and continue** button.

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

Create account and continue Cancel

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2.7. After clicking on **Register** button, the **Supplier registration questionnaire** for JHAH appears. Fill in all required data, then, click on **Submit Entire Response** button.

Ariba Sourcing

Go back to Johns Hopkins Aramco Healthcare - TEST Dashboard Desktop File Sync Time remaining 26 days 06:05:57

Console Doc35798663 - Supplier registration questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

7.9 SFDA Pharm, Warehouse License Expiry Date (in Gregorian not Hijri)

7.10 Attach SFDA Authorized Representative License OR Ministry of Commerce Agency Certificate. If multiple agencies exist, please attach all of them. Attach a file

7.11 SFDA Authorized Representative License OR Ministry of Commerce Agency Certificate expiry date (in case of multiple certificates, add the longest expiry date)

8 Acknowledgements & Agreements

8.1 Does any of your company staff, management or owners works in Johns Hopkins Aramco Healthcare Company or has a direct relation (Spouse, Children, Parent, Brother, Sister) with an employee working in Johns Hopkins Aramco Healthcare? No

8.2 I hereby acknowledge that all provided information related to the specified company are correct and I am an authorized representative of the above company. Yes

8.3 I acknowledge that in case of any change of the above provided information or in case of expired licenses, we are committed to update them through SAP Ariba Supplier Portal. Yes

8.4 Requester full Name Training Test

8.5 Requester's job title Sales Hold

8.6 I agree -as an authorized representative on behalf of "VENDOR"- on JHAH Non-Disclosure Agreement (click on "references" to read JHAH Non-Disclosure Agreement) References Yes

8.7 I agree -as an authorized representative on behalf of "VENDOR"- on JHAH Supplier Code of Conduct (click on "references" to read JHAH Supplier Code of Conduct) References Yes

(*) indicates a required field

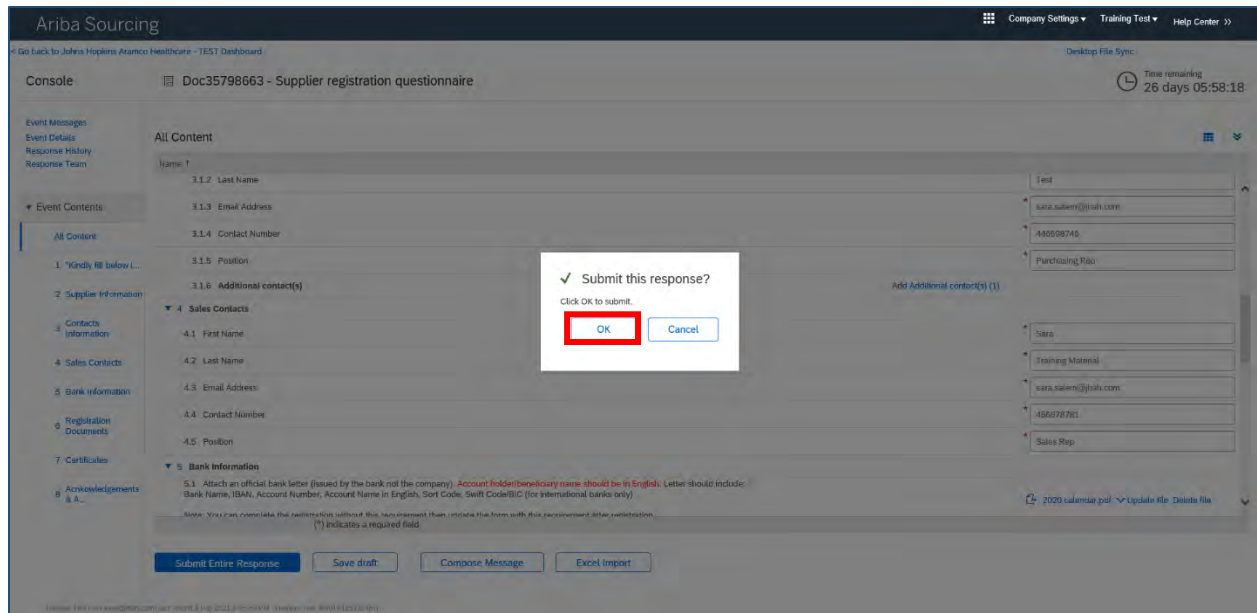
Submit Entire Response Save draft Compose Message Excel Import

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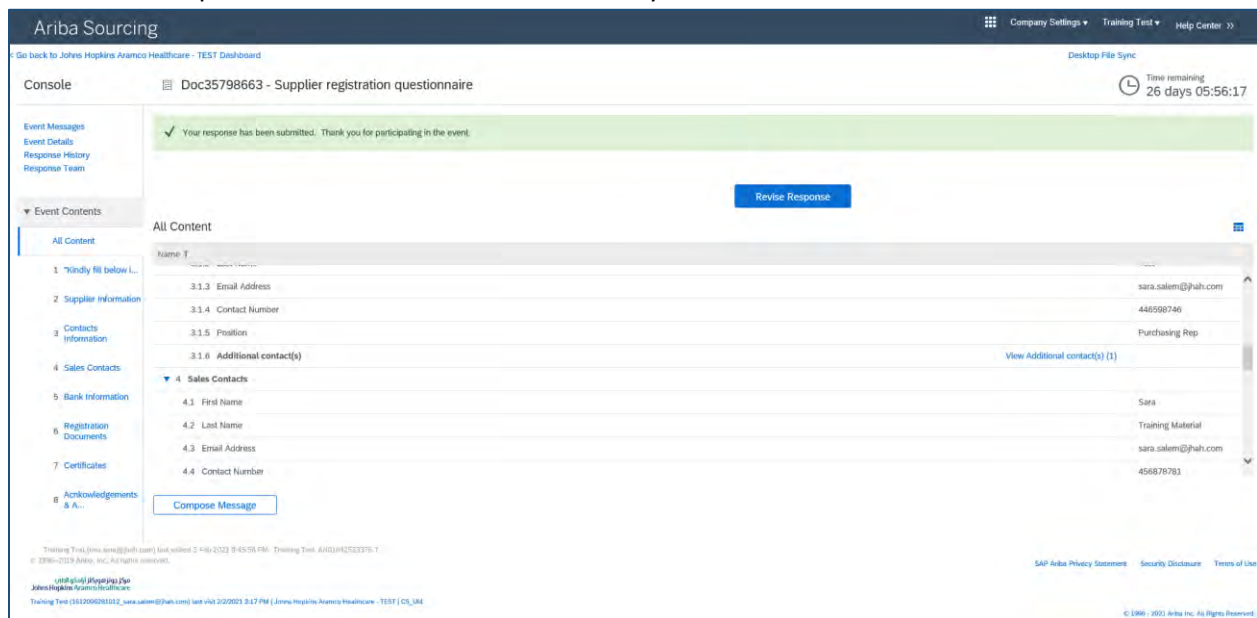
Johns Hopkins Aramco Healthcare
Training Test [35798663]_sars_admin@hah.com last visit 2023/02/13 11:11 PM | Johns Hopkins Aramco Healthcare - TEST | CS_04

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2.8. A confirmation submission pop-up window appears. Click on **OK** button.



2.9. The response has been submitted successfully.



2.10. A confirmation email will be received, indicating that the registration process has been done successfully.

Tue 2/2/2021 15:17
Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
Welcome to the Ariba Commerce Cloud

ift. -> problems with how this message is displayed, click here to view it in a web browser.

Action Items: Get more apps

EXTERNAL EMAIL

This is an external email received from the Internet. Report this message to spam@jhah.com if the email contains any suspicious content.

SAP Ariba

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Training Test is now complete.

Your organization's account ID: **AN01642533376-T**

Your username: test.sara@jhah.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)

3. RFI/RFP Submission through SAP Ariba System

- 3.1. To participate in an event (RFI/RFP), the supplier must be invited by the buyer. The supplier will get an invitation email. Click on the link provided below to log-in to SAP Ariba.

Johns Hopkins Aramco Healthcare - TEST

JHAH Supply Chain Announcement

Notification Title

Johns Hopkins Aramco Healthcare - TEST has invited you to participate in the following event: Training Test - Sourcing Project. The event is set to begin on Monday, February 8, 2021 at 4:31 AM, Pacific Standard Time.

Use the following username to log in to Johns Hopkins Aramco Healthcare - TEST events: test.sara@jhah.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 Sara Salem via telephone at or via e-mail at sara.salem@JHAH.com.

We look forward to working with you!

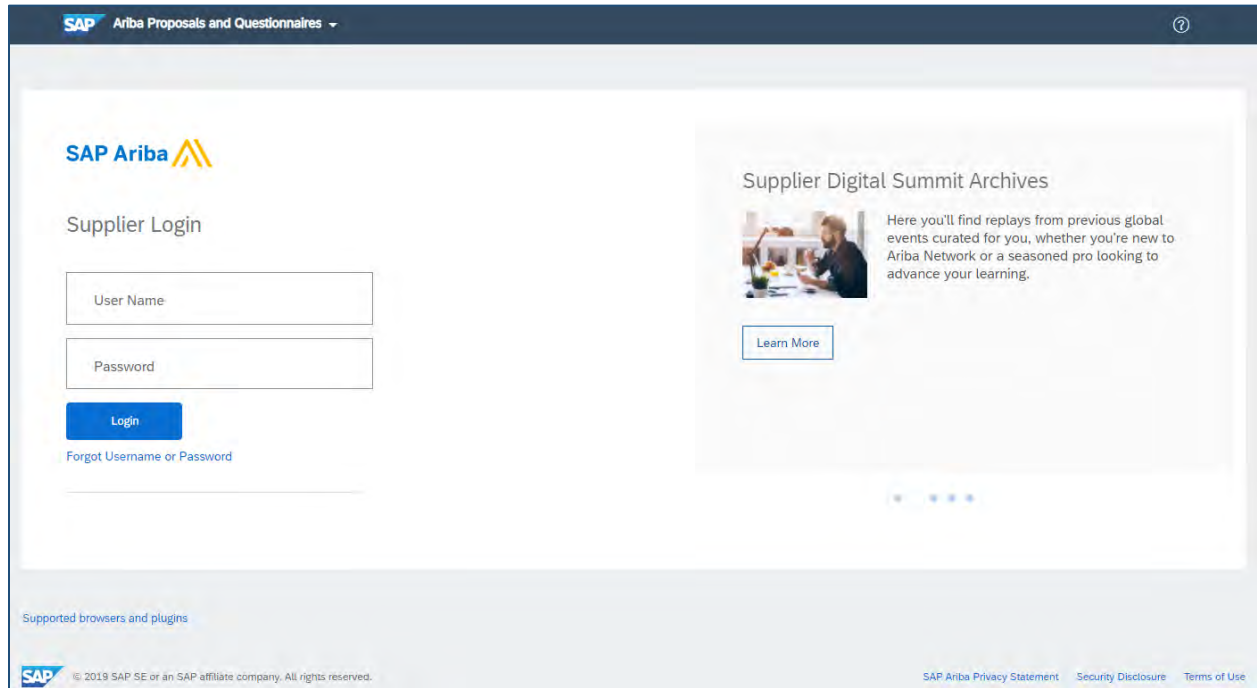
Thank You,

With best compliments from Supply Chain Department

Johns Hopkins Aramco Healthcare - TEST

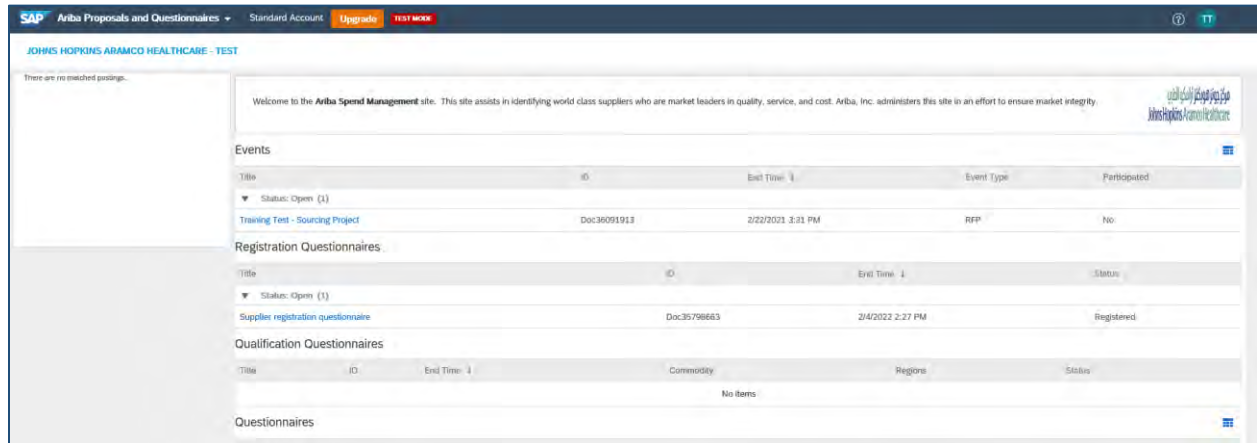
You are receiving this email because your customer, Johns Hopkins Aramco Healthcare - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Johns Hopkins Aramco Healthcare - TEST.

- 3.2. SAP Ariba Supplier Log-in page will appear. Enter your credentials, then click on the **Login** button then it will take you to the Event page directly.



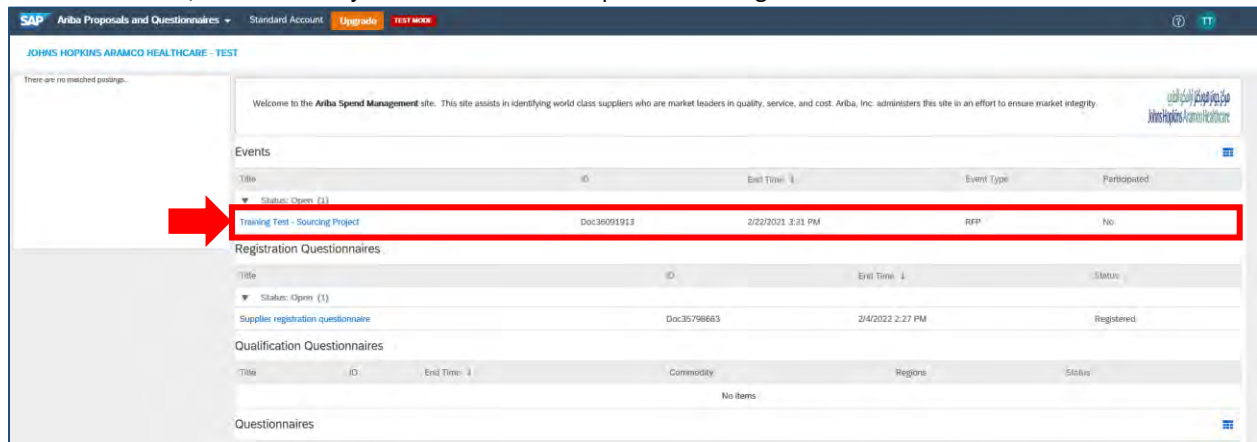
- 3.3. Also, you can always access SAP Ariba Suppliers website to view all events you are invited to by accessing <http://jhah.supplier.mn2.ariba.com/> which will take you to same above log-in page.

3.4. The Ariba main page appears showing the available events, registration questionnaires, and all related information.



4. Bid Submission through SAP Ariba

4.1. After login to SAP Ariba system, supplier will be directed to Ariba Network main page. Under the Events section, select the subject **RFP event** that is open for bidding.



4.2. The Event Main window appears, to participate in the subject event suppliers must review the prerequisites; JHAH NDA, and JHAH Supplier Code of Conduct. Click on **Review Prerequisites** button. Also, pay attention to the **time remaining**.

Acting as: Training Test Material

Event Details Doc36423272 - Training - Sourcing Project

Time remaining: 13 days 23:52:24

Buttons: Download Content, **Review Prerequisites**, Select Lots, Print Event Information

Checklist:

- Review Event Details
- Review and Accept Prerequisites**
- Select Lots
- Submit Response

Event Contents:

- All Content
- 1 About us
- 2 Instructions to Bidders
- 3 Contact Information
- 4 Commercial Terms

Event Overview and Timing Rules

Owner: Sara Salem | Currency: Saudi Riyal
Event Type: RFP | Commodity: Computer accessory kits 43211612
Publish time: 21/7/2021 10:44 AM
Due date: 3/3/2021 10:44 AM

4.3. A Prerequisites window appears. On the **Review and Accept Prerequisites** tab, the NDA appears.

Acting as: Training Test Material

Prerequisites Doc36423272 - Training - Sourcing Project

Checklist:

- Review Event Details
- Review and Accept Prerequisites**
- Select Lots
- Submit Response

You accepted the prerequisites, which permits you to participate in this event.

JOHNS HOPKINS ARAMCO HEALTHCARE COMPANY

"MUTUAL NON-DISCLOSURE AGREEMENT"

This Mutual Non-Disclosure Agreement ("Agreement") is made, by and between the company participating in this RFP (referred to as "Business Associate"), and Johns Hopkins Aramco Healthcare Company ("JHAH"), a limited liability company organized under the laws of the Kingdom of Saudi Arabia and registered under Commercial Registration Certificate number 2052002388, (each a "Party" and together the "Parties").

RECITALS

WHEREAS, the Parties wish to explore the possibilities for engaging in one or more mutually advantageous business relationships; and

WHEREAS, it is therefore necessary for each Party to disclose to the other certain information and data deemed proprietary and confidential by such Party in connection with such potential business relationships;

NOW, THEREFORE, for and in consideration of the premises and of the mutual covenants contained herein, the Parties agree as follows:

TERMS OF AGREEMENT

1. Confidential Information: "CONFIDENTIAL INFORMATION" shall be defined as any proprietary information of a Party (the "Disclosing Party") and any proprietary information of a third party held in confidence by the Disclosing Party, not publicly known whether disclosed orally, in writing or via electronic media, including but not limited to technical or business information, designs, plans, drawings, software, data, engineering and design practices, techniques, operating conditions, inventions, equipment, equipment specifications, and prototypes; procedures, operation plans, and processes; projections; results; documentation, models, maps, images; reports, letters, notes; research and other technical information disclosed by the Disclosing Party to the other Party (the "Recipient Party"), or material or items for which the Recipient Party has received notice of its proprietary and confidential nature, whether or not specifically labeled or designated as "Confidential"; and any notes, extracts, analyses, copies or other materials prepared by the Recipient Party, which are copies or derivative works of the CONFIDENTIAL INFORMATION, including but not limited to CONFIDENTIAL INFORMATION furnished to Consultant prior to the date of this Agreement.

2. Confidentiality:

2.1 The Recipient Party shall use the CONFIDENTIAL INFORMATION received from the Disclosing Party solely for the purpose of consideration, evaluation, negotiation, execution, performance or conduct of one or more proposed business relationships with the Disclosing Party. Each Party understands and acknowledges that no other use of the CONFIDENTIAL INFORMATION for any other purpose is authorized or allowed under the terms of this Agreement.

2.2 The Recipient Party shall not disclose to any third person, firm, corporation, entity, organization, institution, or party, any CONFIDENTIAL INFORMATION, except that CONFIDENTIAL INFORMATION may be disclosed by the Recipient Party on a "need to know basis" to its subsidiaries, affiliated companies, employees, staff, or professional advisers (the "Advisers") who consent to be bound by the terms of this Agreement or a similar obligation of confidentiality, or who by virtue of their relationship with the Recipient Party (such as attorneys) are subject to similar legal obligations of confidentiality, to the extent necessary in connection with the Recipient Party's authorized use of the CONFIDENTIAL INFORMATION as set forth in Section 2.1 above.

2.3 The Recipient Party shall use at least the same degree of care in safeguarding, protecting, and preserving the CONFIDENTIAL INFORMATION of the Disclosing Party as it uses for its own confidential and proprietary information.

2.4 The Recipient Party shall promptly notify the Disclosing Party in writing if it has reason to believe that unauthorized use, possession, acquisition, dissemination or disclosure of any CONFIDENTIAL INFORMATION has occurred, and the Recipient Party shall use its reasonable endeavours to cooperate with any appropriate action taken by the Disclosing Party to protect such Disclosing Party's proprietary rights, including enforcing the terms of any agreement between the Recipient Party and the individual(s) responsible for unauthorized use or disclosure.

4.4. Scroll down, and select **Accept** option, then click **OK** button.

Potential or actual violations of this Code of Conduct and other ethical irregularities are to be reported directly to the JHAH General Auditor by email, fax, or telephone as follows:

- Email: generalauditor.hotline@jhah.com
- Fax: +966 (0)13-873-7775
- Phone +966 (0)13-874-3333

Suppliers shall maintain appropriate records to substantiate compliance with the terms and conditions of this Code of Conduct and provide such evidence to JHAH upon request. JHAH or its designated representatives may engage in periodic monitoring activities to confirm Suppliers' compliance with this Code of Conduct. These monitoring activities may include on-site inspections of facilities, use of questionnaires, review of publicly available information, or other measures necessary to assess Supplier compliance with this Code of Conduct. Such monitoring activities may be performed in addition to any audit rights which may be set forth in an agreement with JHAH. A Supplier performance assessment will be used by JHAH as a factor in the selection of bidders, the administration of contracts and procurements, or to possibly restrict Supplier access to new JHAH business opportunities. Based on the assessment of information made available to JHAH, JHAH reserves the right (in addition to all other legal and contractual rights) to disqualify any potential Supplier or to terminate any relationship with a current Supplier which JHAH has found to be in violation of this Supplier Code of Conduct, without liability.

Confidentiality
As part of the process of seeking to provide goods, services, or personnel (including consultants) to JHAH or in providing such goods, services, or personnel under the terms of an applicable Agreement, Suppliers may gain access to information or material which JHAH deems to be proprietary or confidential. Suppliers, in all instances, shall comply with the obligations of confidentiality which are set forth in the applicable request for proposal, invitation to bid, other solicitation document, or agreement by and between JHAH and the Supplier. JHAH views breaches of confidentiality and unauthorized disclosure or use of proprietary or confidential information very seriously and reserves the right (in addition to all other legal and contractual rights) to disqualify any potential Supplier or to terminate any relationship with a current Supplier JHAH has found to have violated its obligations of confidentiality. All advertising, press releases, or printed matter that reference JHAH or a Supplier's relationship with JHAH must be approved by the JHAH Public Relations Department prior to publication or other use.

Application
This Supplier Code of Conduct is a general statement of JHAH's expectations and requirements with respect to its Suppliers. This Code of Conduct should not be read in lieu of, but in addition to, any Supplier obligations set forth in a) requests for proposals, invitations to bid, or other solicitation documents, or b) agreements by and between JHAH and the Supplier. In the event of a conflict between this Code of Conduct and any JHAH solicitation documents or applicable agreements, the terms of JHAH's applicable solicitation documents or agreements shall prevail. The requirements of this Code of Conduct are not subject to waiver. Neither JHAH, its Suppliers, nor their personnel or representatives are authorized to propose or approve conduct inconsistent with this Code of Conduct.

****END OF SUPPLIER CODE OF CONDUCT****

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK **Cancel**

Training Test (test.sara@jhah.com) last visited 9 Feb 2021 2:42:49 AM Training Test AN01642533376-T
© 1996-2019 Ariba, Inc. All rights reserved. [SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

4.5. A submission confirmation pop-up window appears. Click **OK** button to proceed.

• Fax: +966 (0)13-873-7775
• Phone +966 (0)13-874-3333

Suppliers shall maintain appropriate records to substantiate compliance with the terms and conditions of this Code of Conduct and provide such evidence to JHAH upon request. JHAH or its designated representatives may engage in periodic monitoring activities to confirm Suppliers' compliance with this Code of Conduct. These monitoring activities may include on-site inspections of facilities, use of questionnaires, review of publicly available information, or other measures necessary to assess Supplier compliance with this Code of Conduct. Such monitoring activities may be performed in addition to any audit rights which may be set forth in an agreement with JHAH. A Supplier performance assessment will be used by JHAH as a factor in the selection of bidders, the administration of contracts and procurements, or to possibly restrict Supplier access to new JHAH business opportunities. Based on the assessment of information made available to JHAH, JHAH reserves the right (in addition to all other legal and contractual rights) to disqualify any potential Supplier or to terminate any relationship with a current Supplier which JHAH has found to be in violation of this Supplier Code of Conduct, without liability.

Confidentiality
As part of the process of seeking to provide goods, services, or personnel (including consultants) to JHAH or in providing such goods, services, or personnel under the terms of an applicable Agreement, Suppliers may gain access to information or material which JHAH deems to be proprietary or confidential. Suppliers, in all instances, shall comply with the obligations of confidentiality which are set forth in the applicable request for proposal, invitation to bid, other solicitation document, or agreement by and between JHAH and the Supplier. JHAH views breaches of confidentiality and unauthorized disclosure or use of proprietary or confidential information very seriously and reserves the right (in addition to all other legal and contractual rights) to disqualify any potential Supplier or to terminate any relationship with a current Supplier JHAH has found to have violated its obligations of confidentiality. All advertising, press releases, or printed matter that reference JHAH or a Supplier's relationship with JHAH must be approved by the JHAH Public Relations Department prior to publication or other use.

Application
This Supplier Code of Conduct is a general statement of intent. In addition to, any Supplier obligations set forth in this Code of Conduct, all applicable laws, regulations, and contractual documents or agreements shall prevail. The requestor is not authorized to propose or approve conduct inconsistent with this Code of Conduct.

respect to its Suppliers. This Code of Conduct should not be read in lieu of, but in addition to, any applicable laws, regulations, and contractual documents, or b) agreements by and between JHAH and the Supplier. In the event of a conflict between this Code of Conduct and any applicable laws, regulations, or applicable agreements, the terms of JHAH's applicable solicitation documents shall prevail. In the event of a conflict between this Code of Conduct and any applicable laws, regulations, or applicable agreements, the terms of JHAH's applicable solicitation documents shall prevail. Neither JHAH, its Suppliers, nor their personnel or representatives are authorized to propose or approve conduct inconsistent with this Code of Conduct.

>END OF SUPPLIER CODE OF CONDUCT</p>

I accept the terms of this agreement.
 I do not accept the terms of this agreement.

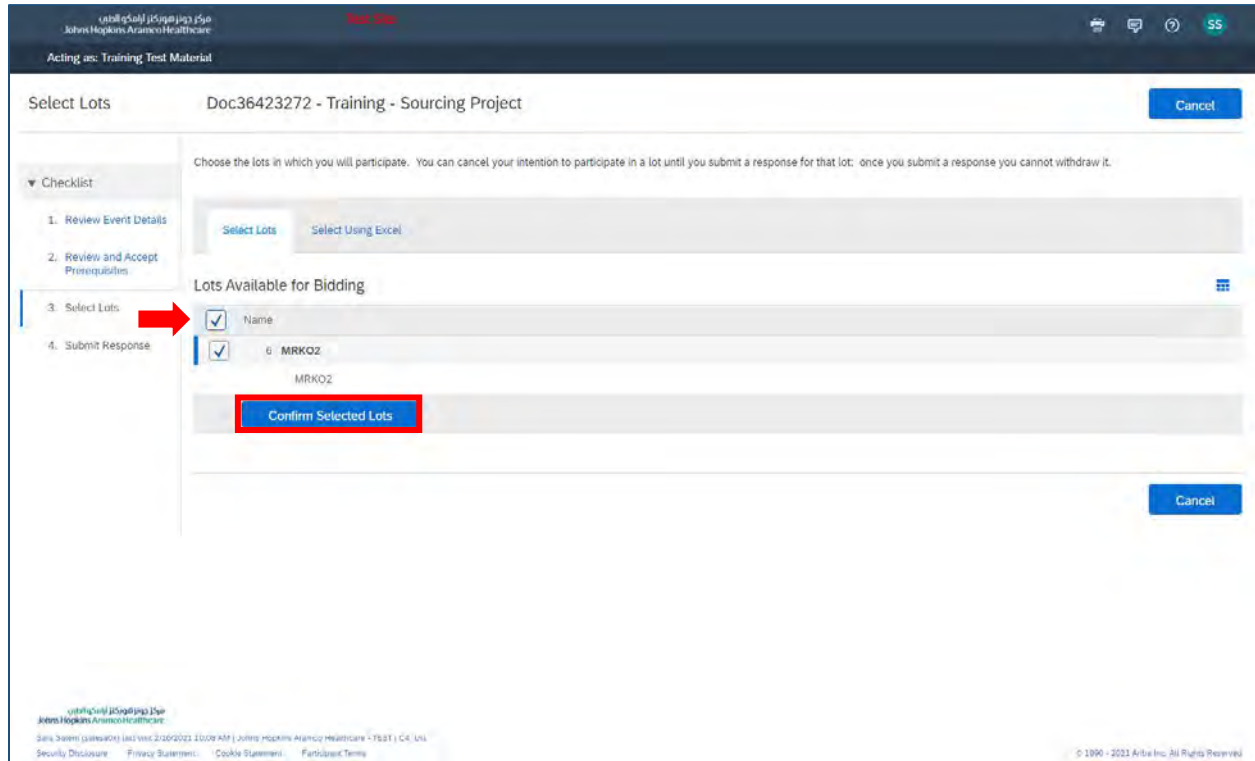
Submit this agreement?
Click OK to submit.
OK Cancel

OK Cancel

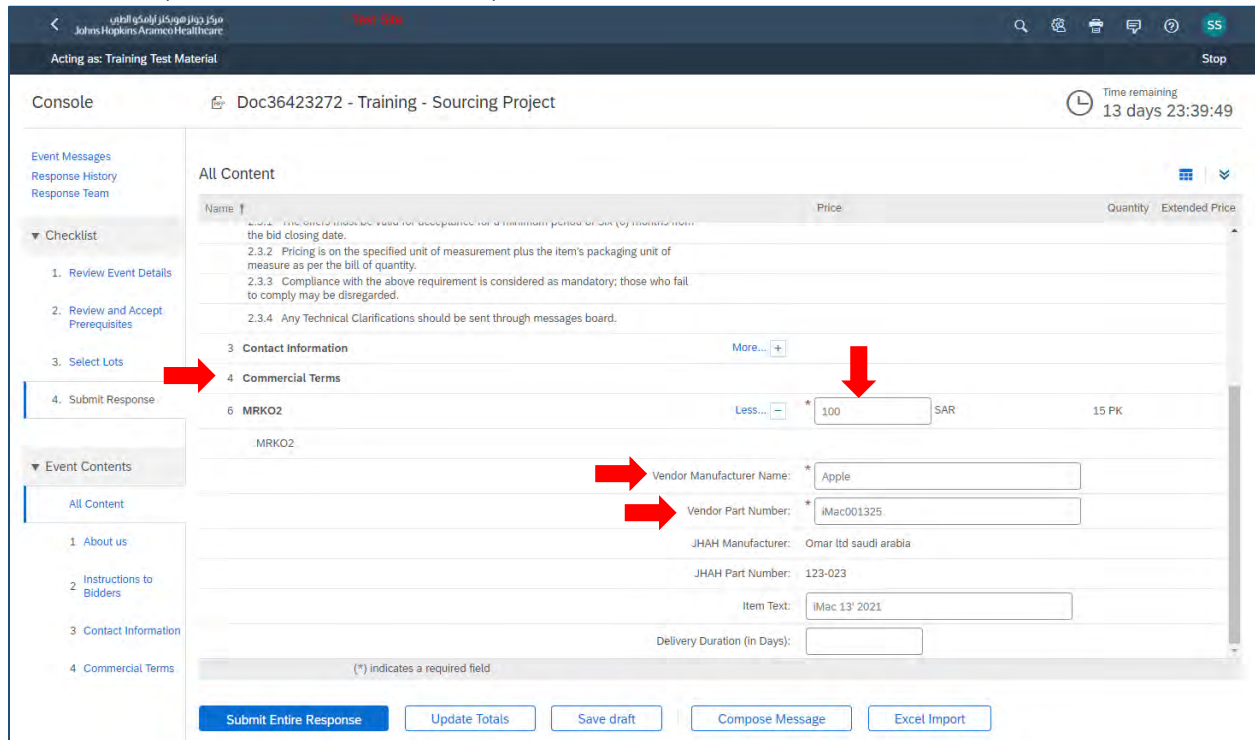
SAP Ariba
Supplier Test (testalif@gmail.com) last visited 3 Oct 2018 6:46:15 AM Test Alif khobar AN01417413260-T
SAP Ariba Privacy Statement Security Disclosure Terms of Use

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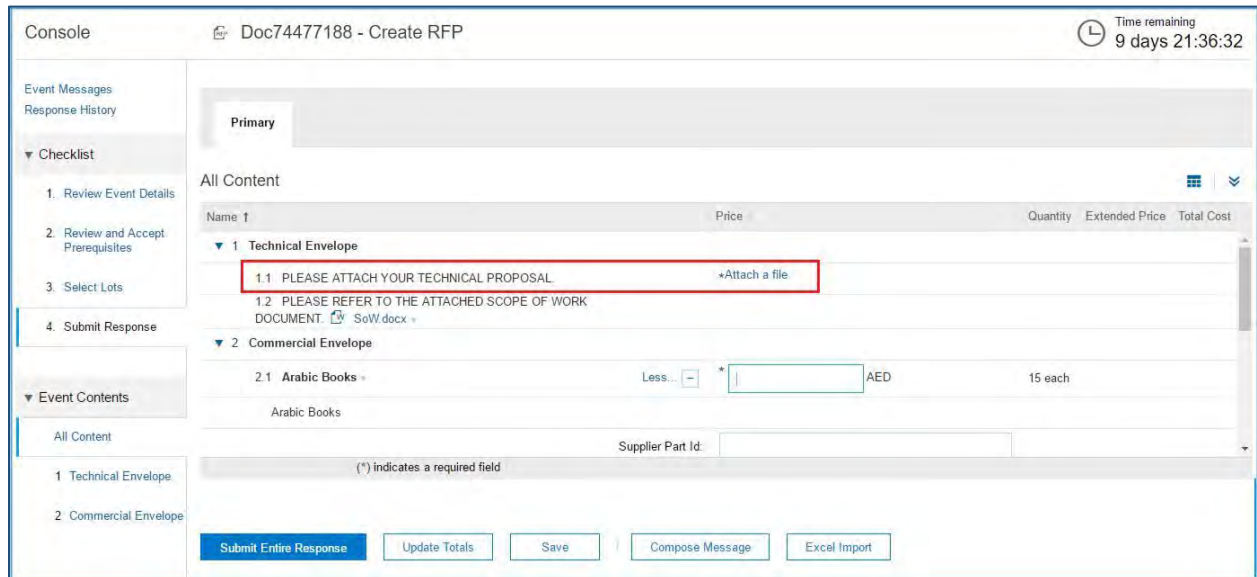
4.6. A **Select Lots** window appears. Select the line items that you want to bid for, then, click on **Submit Selected Lots** button.



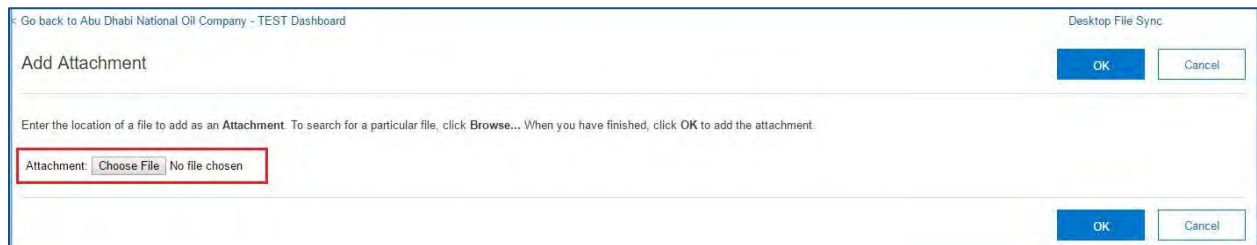
4.7. Under the **Checklist** section, the **Submit Response** tab opens. Response to all required fields such as **Price**, **Vendor Manufacturer Name**, and **Vendor Part Number** under the **Commercial Terms** section.



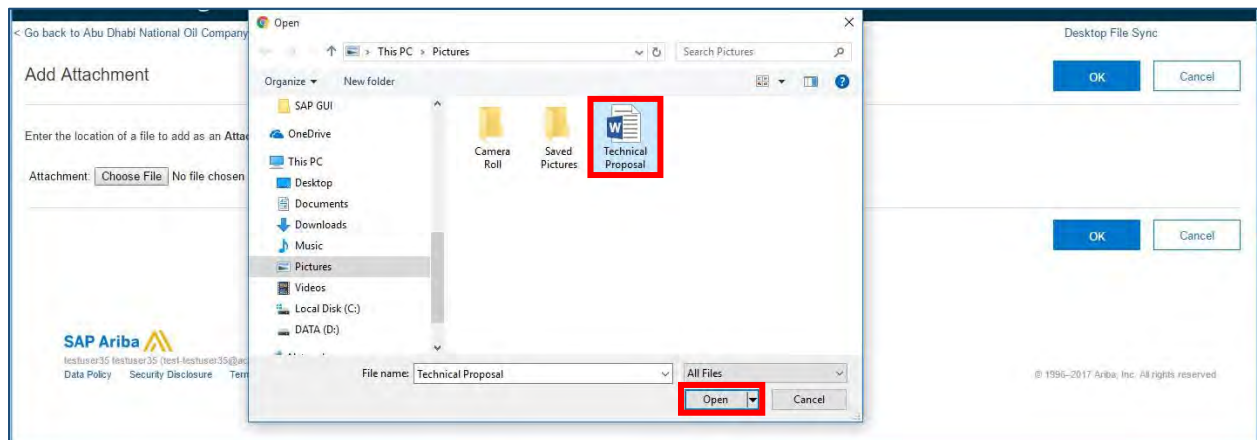
4.8. In the **Technical Envelope** section, answer questions within the envelopes, where buyer has requested suppliers to attach their technical proposals. Click on **Attach a file** button.



4.9. An **Add Attachment** window appears. Click **Choose File** to browse your computer for the required file to attach.



4.10. Select the required file, then click on **Open** button.



4.11. After adding the attachment, the name of the document will appear in front of the attachment field. Confirm, then click on the **OK** button.

Go back to Abu Dhabi National Oil Company - TEST Dashboard Desktop File Sync

Add Attachment OK Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: Choose File **Technical Proposal.docx**

OK Cancel

4.12. The file has been uploaded successfully to the event **Technical Envelope**.

Name ↑	Price	Quantity	Extended Price	Total Cost
▼ 1 Technical Envelope				
1.1 PLEASE ATTACH YOUR TECHNICAL PROPOSAL	* Technical Proposal.docx			Update file Delete file
1.2 PLEASE REFER TO THE ATTACHED SCOPE OF WORK DOCUMENT. SoW.docx				
▼ 2 Commercial Envelope				

4.13. Under the **Commercial Envelope** section, enter your quotes/bids for the selected items.

Item Name	Quantity	Price
2.1 Arabic Books	*	AED 15 each
2.2 English Books	*	AED 20 each
2.3 Islamic Studies	*	AED 15 each

4.14. The buyer may also request supplier to attach the commercial bid to the event response.

Item Name	Quantity	Price
2.1 Arabic Books	*	150 AED 15 each
2.2 English Books	*	135 AED 20 each
2.3 Islamic Studies	*	140 AED 15 each
2.4 PLEASE ATTACH YOUR COMMERCIAL BID		*Attach a file

(*) indicates a required field

4.15. To attach the commercial bid, click on the **Choose File** button to browser your computer for the commercial bid file.

Go back to Abu Dhabi National Oil Company - TEST Dashboard Desktop File Sync

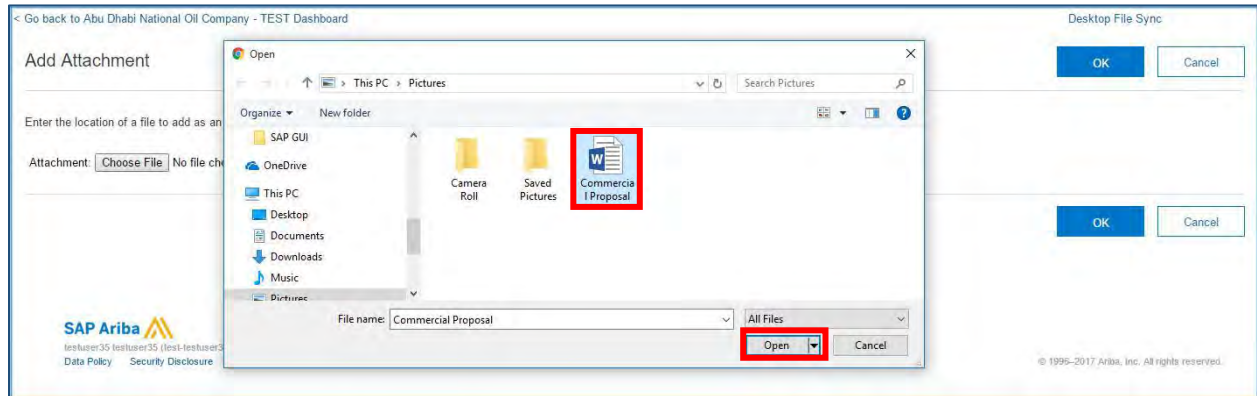
Add Attachment OK Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

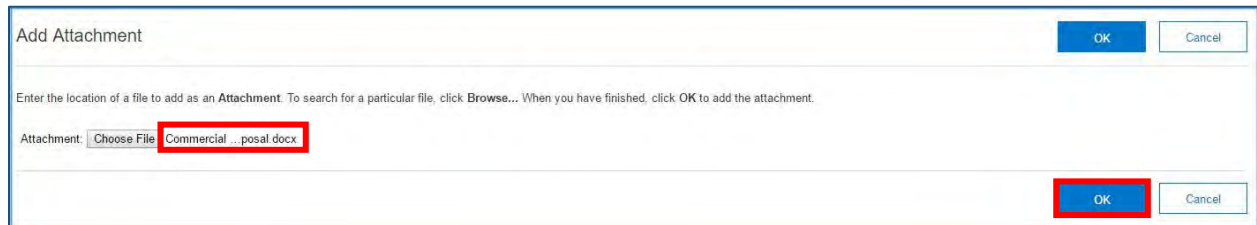
Attachment: Choose File | No file chosen

OK Cancel

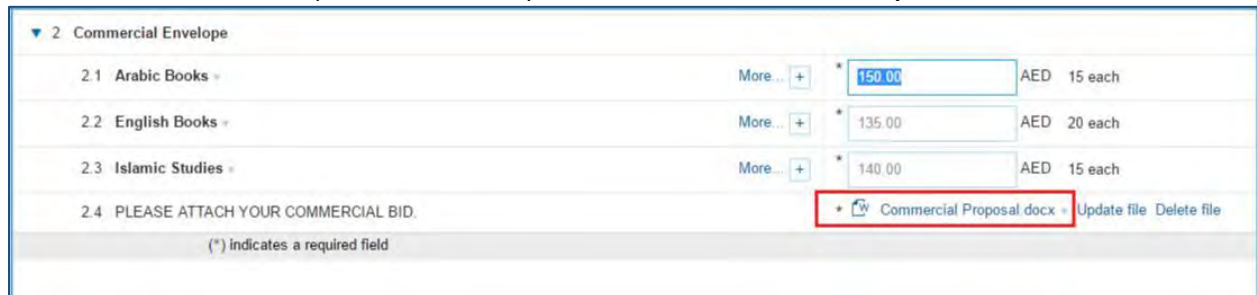
4.16. Select the required file, then click on **Open** button.



4.17. After adding the attachment, the name of the document will appear in front of the attachment field. Confirm, then click on the **OK** button.



4.18. The file has been uploaded successfully to the event **Commercial Envelope**.



4.19. Click on the **Update Totals** button to view the total value of your commercial quotation.



4.20. Click on the **Save** button if you wish to save your response and submit it later.



4.21. On the **Event Contents** tab, click on the **Commercial Terms** section, to enter the required data for each line item materials by scrolling to the left.

After entering all required information, review event contents, and the time remaining under the **Event Contents** tab. Then, click on **Submit Entire Response** button.

Ariba Sourcing

Doc4485035 - RFP Training - 2018 09 19

Time remaining: 13 days 22:52:07

Commercial Terms

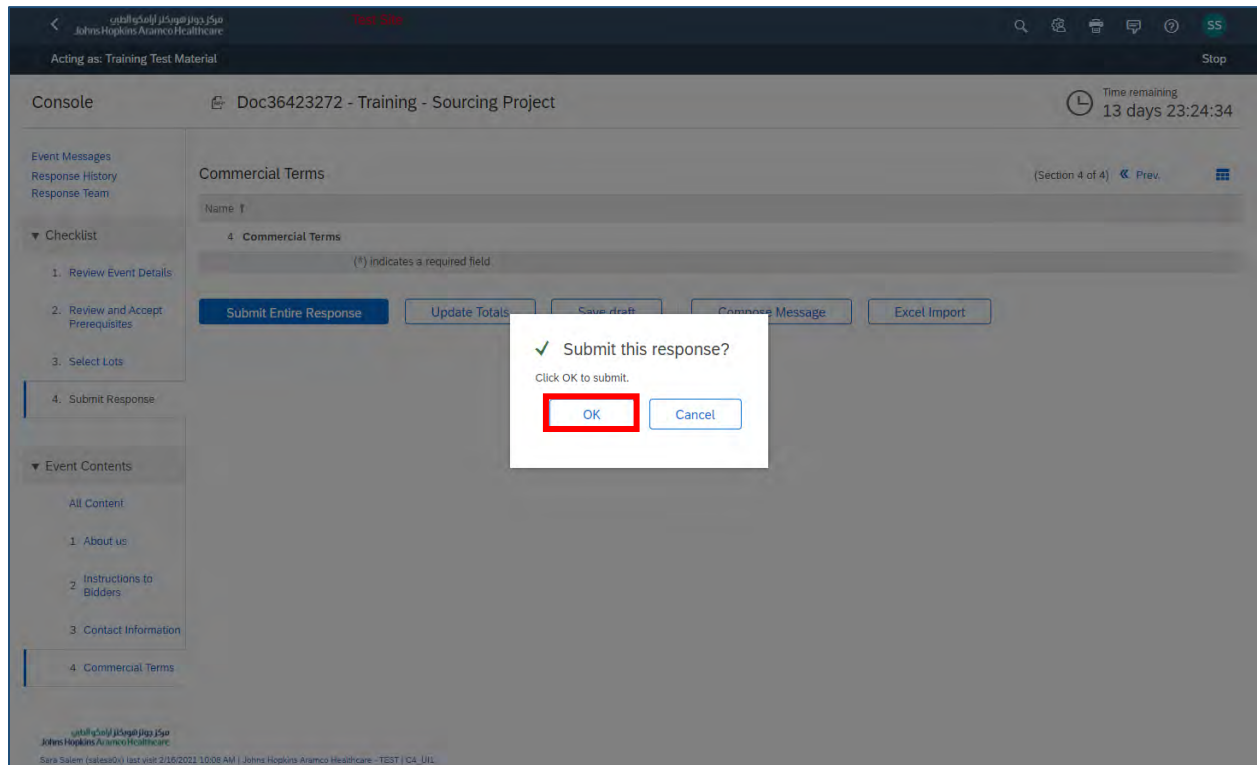
Name	Price	Quantity	Extended Price	Material Number	Description	Manufacturer
7.1 test2	\$500.00	USD 10 EA		12455663	test material	12347566
7.2 test	\$200.00	USD 10 EA		12455663	test material [x]	10123456

Submit Entire Response | Update Totals | Reload Last Bid | Save | Compose Message | Excel Import | Alternative

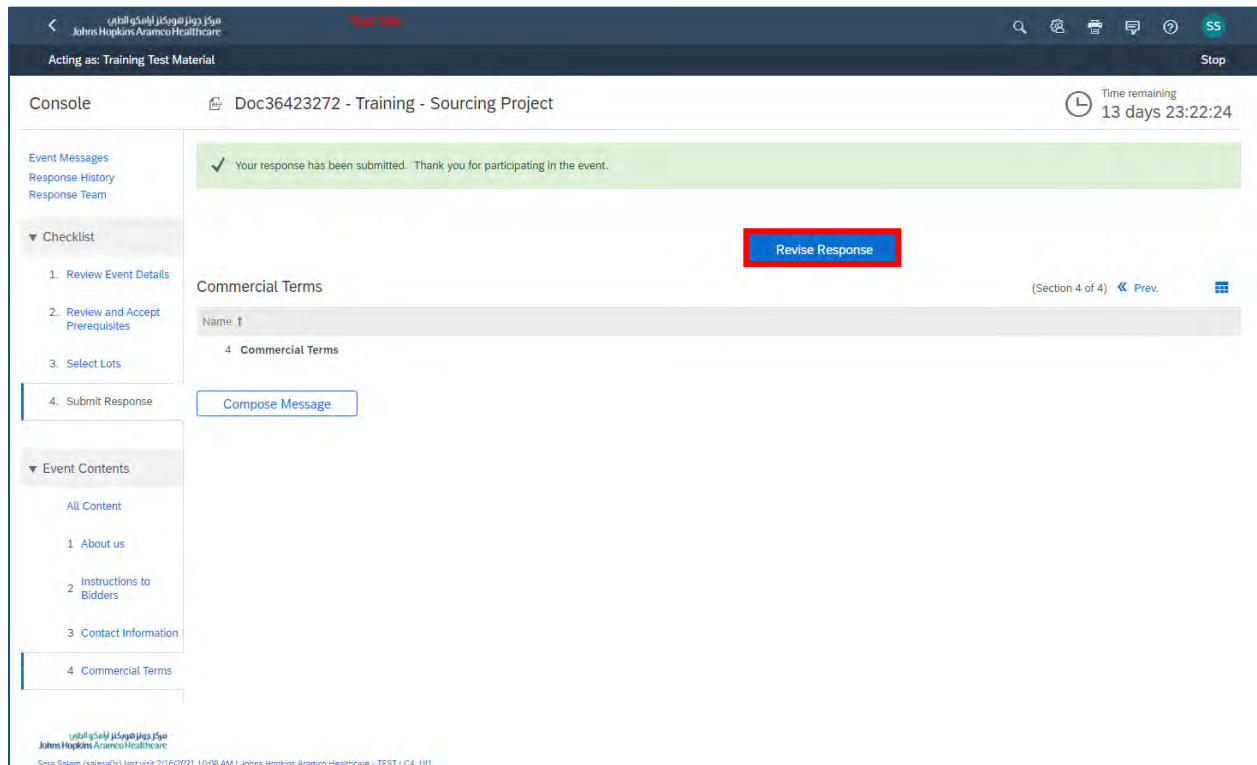
4.22. The **Submit Response** section appears. Click on **Submit Entire Response** button.

The screenshot displays the JHAH CONNECT interface for a 'Training - Sourcing Project' (Doc36423272). The user is acting as 'Training Test Material'. The main content area shows 'Commercial Terms' with a 'Name' field and a note that an asterisk (*) indicates a required field. Below the form are several buttons: 'Submit Entire Response' (highlighted with a red box), 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. On the left, a navigation menu includes 'Event Messages', 'Response History', 'Response Team', a 'Checklist' with steps 1-4, and 'Event Contents' with sub-items 1-4. A red arrow points to the '4. Submit Response' item in the Checklist. The top right shows a 'Time remaining' of 13 days 23:27:14. The footer includes the user's name 'Sara Saleem (salsara@jhah.com)' and the date 'Last visit: 2/16/2021 10:08 AM'.

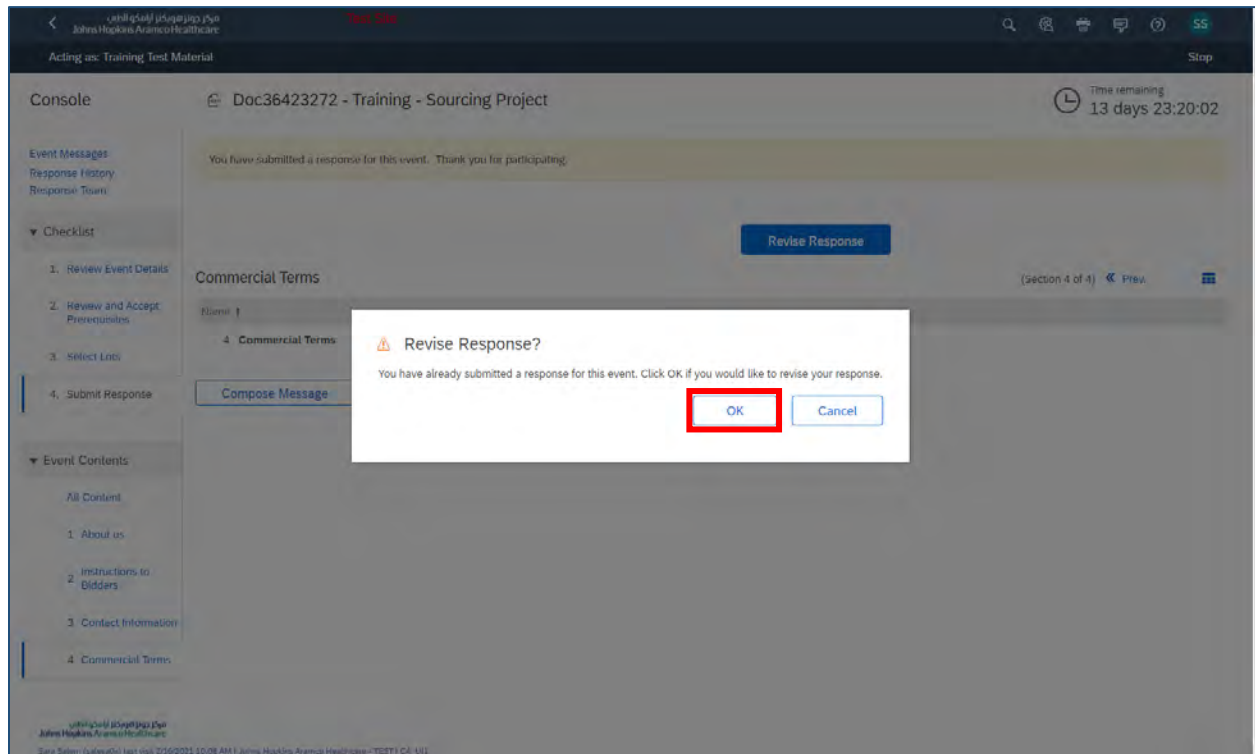
4.23. A submission confirmation pop-up window appears. Click **OK** button to proceed.



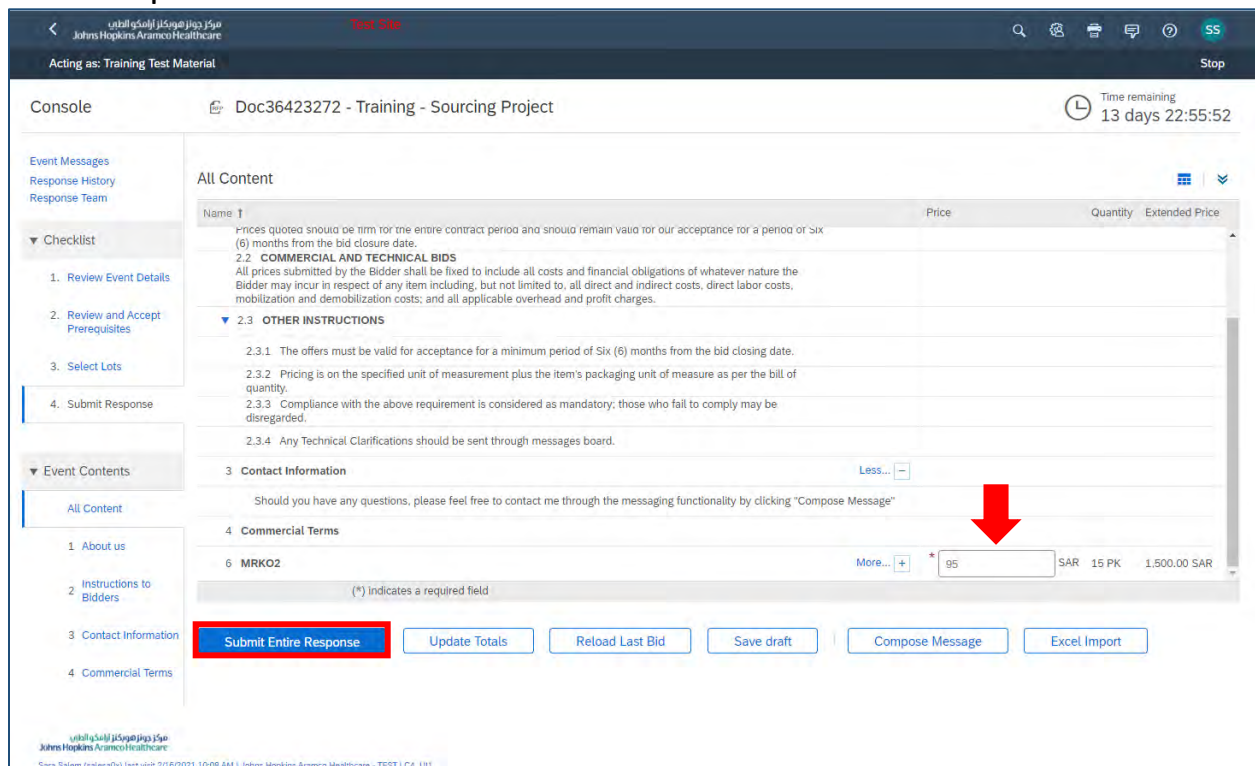
4.24. The response has been submitted successfully. If it's needed to be revised, click on the **Revise Response** button.



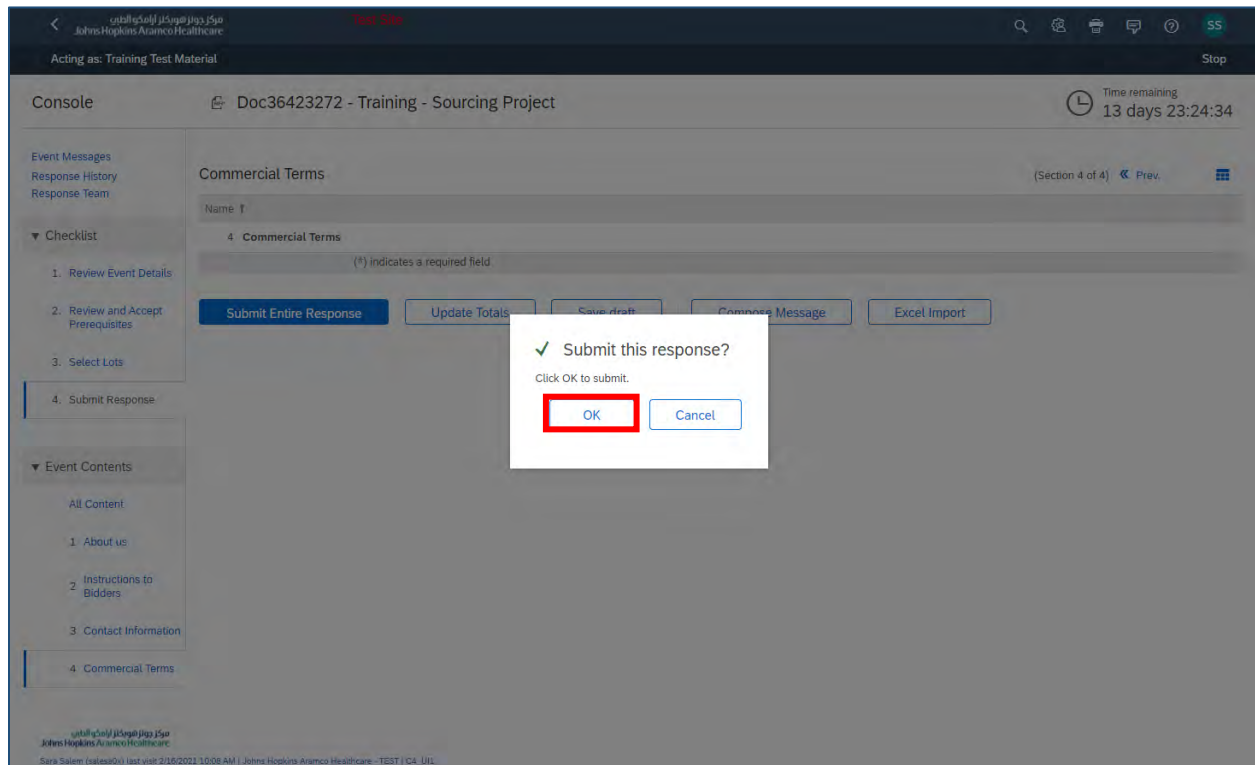
4.25. A **Revise Response** pop-up window appears. Click **OK** button to proceed.



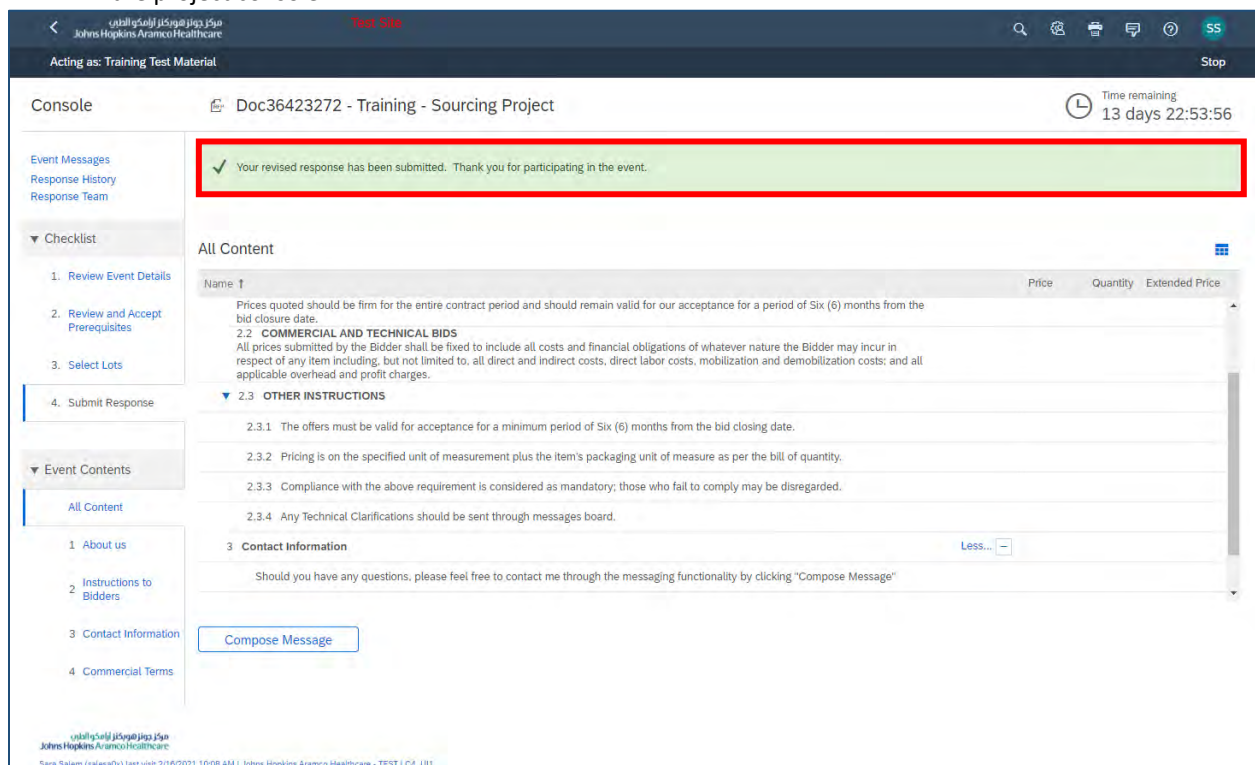
4.26. The **Checklist** section appears, and the **Submit Response** tab opens. To update your response to all questions under the **Commercial Terms**. Enter the new response and click on the **Submit Entire Response** button.



4.27. A submission confirmation pop-up window appears. Click **OK** button to proceed.



4.28. The revised response has been submitted successfully, and a confirmation message appears on top of the project console.



5. Decline to Respond:

5.1. If supplier want to decline the participation, click on the **Decline to Respond** button.

The screenshot displays the 'Event Details' page for a sourcing project. The page title is 'Doc36878895 - 6000000662 -Sourcing Project'. A timer indicates 'Time remaining: 13 days 23:55:12'. A yellow warning box states: '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.' Below this, four buttons are visible: 'Download Content', 'Review Prerequisites', 'Decline to Respond' (highlighted with a red border), and 'Print Event Information'. The left sidebar contains a 'Checklist' with items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. The main content area shows 'About us' information for 'Johns Hopkins Aramco Healthcare (JHAH)'. The 'Event Overview and Timing Rules' section lists: Owner: Sara Salem, Event Type: RFP, Publish time: 2/25/2021 12:08 PM, Due date: 3/11/2021 12:08 PM, Currency: Saudi Riyal, and Commodity: Computer accessory kits 43211612. The footer includes user information 'Sara Salem (sales@0r) last visit 2/25/2021 9:47 AM | Johns Hopkins Aramco Healthcare - TEST | C4_UI3' and copyright '© 1996 - 2021 Ariba Inc. All Rights Reserved'.

5.2. A Reason for Declining to Respond pop-up window appears. Enter the reason, then click on the **OK** button.

The screenshot shows a pop-up window titled "Reason for Declining to Respond". The window contains the following text: "Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters)." Below the text is a text input field containing the word "Test". At the bottom right of the pop-up are two buttons: "OK" (highlighted with a red box) and "Cancel".

The background interface shows a bid management page. On the left is a sidebar with "Event Contents" including "1 About us", "2 Instructions to Bidders", "3 Contact Information", and "4 Commercial Terms". The main content area is titled "Event Overview and Timing Rules" and displays the following information:

- Owner: Sara Salem
- Event Type: RFP
- Publish time: 2/25/2021 12:08 PM
- Due date: 3/11/2021 12:08 PM
- Currency: Saudi Riyal
- Commodity: Computer accessory kits 43211612

At the bottom of the page, there is a footer with the following text: "Sara Salem (Sales@J) last visit 2/25/2021 9:47 AM | Johns Hopkins Aramco Healthcare - TEST | CA_UI3 | Security Disclosure | Privacy Statement | Cookie Statement | Participant Terms | © 1999 - 2021 Aramco Inc. All Rights Reserved."

5.3. A confirmation message appears on the top of the **Sourcing Project** main page.

The screenshot displays the Sourcing Project main page for Doc36878895 - 6000000662. At the top, a yellow banner contains the message: "You have declined to respond. Click on the 'Intend to Respond' button if you are intending to participate in the event". A red arrow points to this message. Below the banner are three buttons: "Download Content", "Intend to Respond", and "Print Event Information".

The page includes a sidebar with navigation options: "Event Messages", "Download Tutorials", "Response Team", "Checklist", "Event Contents", and "All Content". The "Checklist" section shows a progress bar with three items: "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Response". The "Event Contents" section lists "1. About us", "2. Instructions to Bidders", "3. Contact Information", and "4. Commercial Terms".

The main content area features an "About us" section with a "Name" field and a "1. About us" subsection. The text describes Johns Hopkins Aramco Healthcare (JHAH) services. Below this is an "Event Overview and Timing Rules" section with the following details:

- Owner: Sara Salem
- Event Type: RFP
- Publish time: 2/25/2021 12:08 PM
- Due date: 3/11/2021 12:08 PM
- Currency: Saudi Riyal
- Commodity: Computer accessory kits 43211612

At the bottom, the footer includes the user's name "Sara Salem (sales0x)", the last visit date "2/25/2021 9:47 AM", and various legal links like "Security Disclosure", "Privacy Statement", "Cookie Statement", and "Participant Terms". A copyright notice "© 1996 - 2021 Arba Inc. All Rights Reserved" is also present.

5.4. Your response has been submitted successfully.

Go back to Johns Hopkins Aramco Healthcare - TEST Dashboard Desktop File Sync

Console Doc4485035 - RFP Training - 2018 09 19 Time remaining
13 days 22:38:35

Event Messages
 Response History
 Response Team

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

Review/Alternative Response
Create Alternative ▾

Primary

Commercial Terms (Section 7 of 7) ⏪ Prev

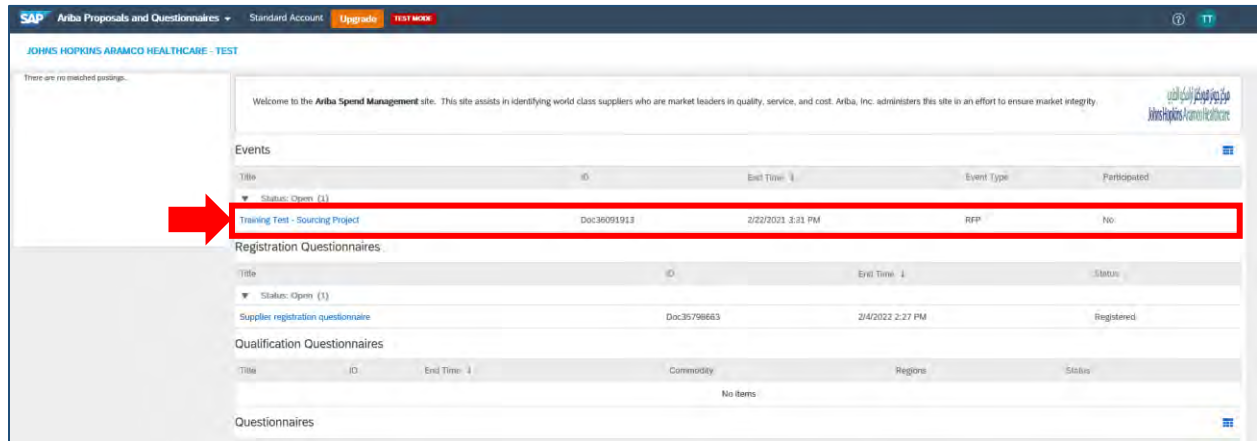
Name	Price	Quantity	Extended Price	Material Number	Description	Manufacturer	Part Number	Per UOM	Package Size	Comment
7 Commercial Terms										
7.1 test2	\$500.00 USD	10 EA	\$5,000.00 USD	12495863	test material	12347596			10	test
7.2 test	\$200.00 USD	10 EA	\$2,000.00 USD	12455663	test material 2	10123456			10	test

All Content

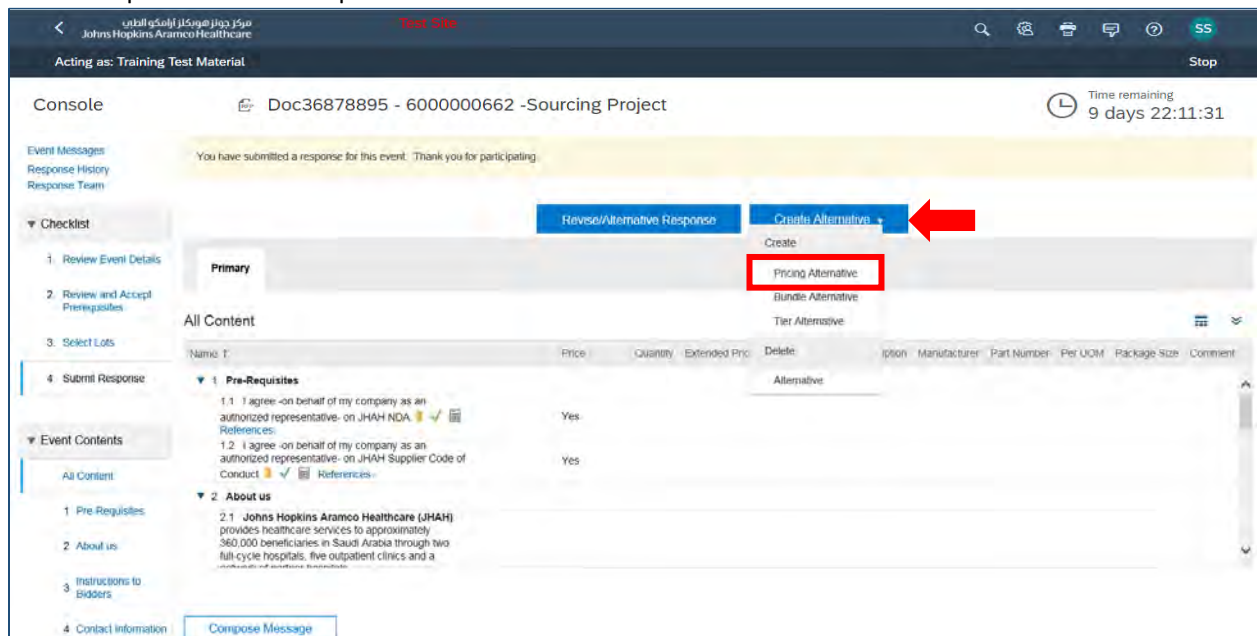
1 Pre-Requests [Compose Message](#)

6. Create Alternative Response through SAP Ariba

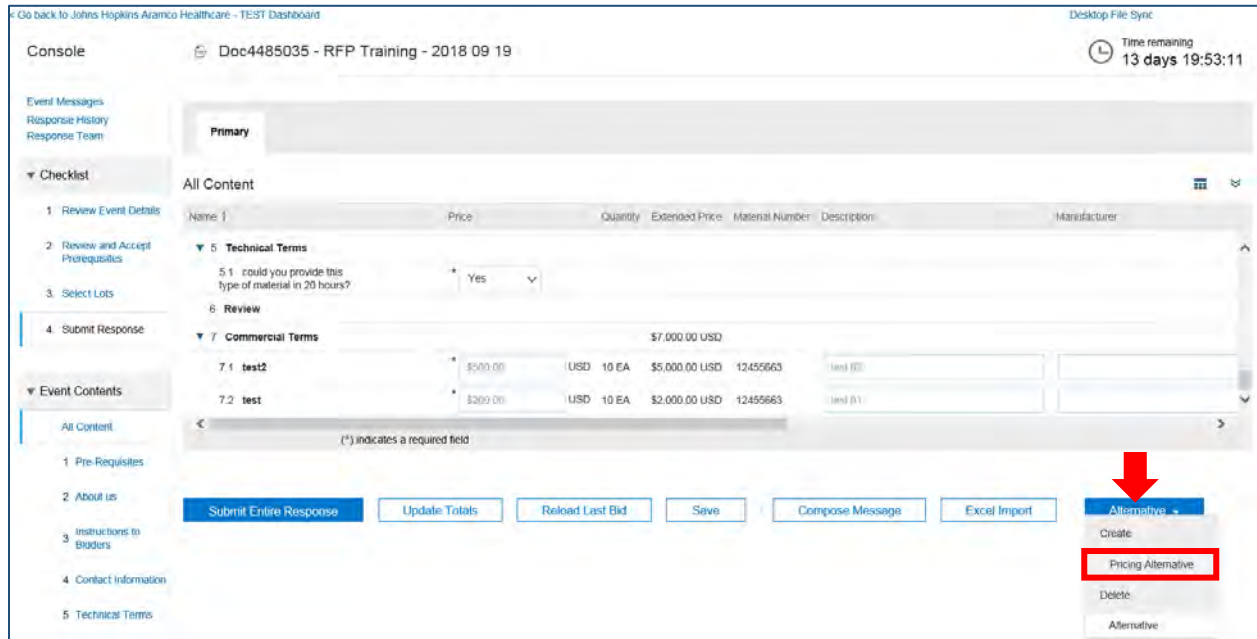
- 6.1. After submission the prices, supplier have the option to update, and change prices and details in the RFP before the deadline. On the SAP Ariba supplier dashboard, under the Open Events, select the subject RFP.



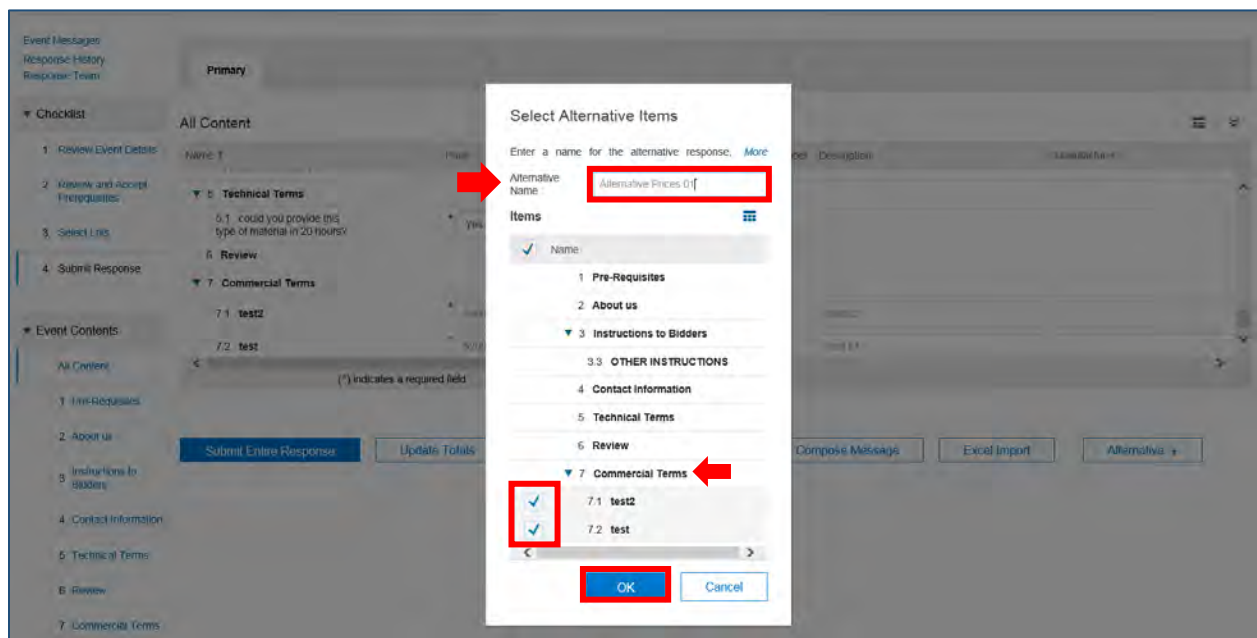
- 6.2. The RFP main window appears. Click on **Create Alternative** button, then, select **Pricing Alternative** option from the dropdown menu.



6.3. The **All Content** window appears. Click on the **Alternative** button, then, select **Pricing Alternative** option from the dropdown menu.



6.4. A **Select Alternative Items** window appears. Enter an **Alternative Name** for the updated prices. Then, from the **Commercial Terms** section, select items that needed to be updated, and click on **OK** button.



6.5. The new **Alternative Prices** tab appears, where the prices fields for the selected items are editable. Enter the new prices, then click on **Update Totals** button.

The screenshot shows the 'Alternative Prices' tab selected. The table below contains the following data:

Name	Price	Quantity	Extended Price	Material Number	Description	Manufacturer	Part Number	Per UOM	Package Size	Comments
7.1 test2	\$250.00	10 EA	\$2,500.00 USD	12455663	test 02				10	+ test
7.2 test	\$100.00	10 EA	\$1,000.00 USD	12455663	test 01				10	+ test

6.6. A confirmation pop-up window appears. Click on **OK** button.

The screenshot shows a confirmation pop-up window with the following text:

✓ Submit this response?
Click OK to submit.

The 'OK' button is highlighted with a red box.

6.7. The new alternative prices has been submitted successfully.

The screenshot shows a procurement system interface for a sourcing project. At the top, it displays the project ID 'Doc36878895 - 6000000662 -Sourcing Project' and a 'Time remaining' of 9 days 22:11:31. A green notification banner states: 'Your revised response has been submitted. Thank you for participating in the event.' Below this, there are buttons for 'Revise/Alternative Response' and 'Create Alternative'. The main content area is titled 'All Content' and contains several sections: '3.3 OTHER INSTRUCTIONS', '4 Contact Information', '5 Technical Terms', '6 Review', and '7 Commercial Terms'. The '7 Commercial Terms' section contains a table with the following data:

Name	Price	Quantity	Extended Price	Material Number	Description	Manufacturer	Part Number	Per UOM	Package Size	Comment
7.1 test2	\$250.00 USD	10 EA	\$2,500.00 USD	12455663	test 02			10		test 02
7.2 test	\$100.00 USD	10 EA	\$1,000.00 USD	12455663	test 01			10		test 01

At the bottom of the '7 Commercial Terms' section, there is a 'Compose Message' button. The left sidebar contains a checklist with items like 'Review Event Details', 'Review and Accept Prerequisites', 'Select Lots', and 'Submit Response'. The 'Event Contents' section on the left lists 'All Content', '1 Pre-Requsites', '2 About us', '3 Instructions to Bidders', and '4 Contact information'.

7. Contact buyer using Compose message

- 7.1. SAP Ariba allow suppliers to compose messages to JHAH Buyers. To compose a message for a specific event, the event status ***should be open***. On the Event window, under the **Open Status**, select the subject RFP.

The screenshot shows the SAP Ariba 'Events' page. A table lists events with columns for Title, ID, End Time, Event Type, and Participated. The event 'Training Test - Sourcing Project' (ID: Doc36091913) is highlighted with a red box, and a red arrow points to it. Below the table are sections for 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'.

- 7.2. The RFP main window appears. Click on **Compose Message** button.

The screenshot shows the SAP Ariba RFP main window. The 'Compose Message' button is highlighted with a red box. The page displays event details for 'Doc36878895 - 6000000662 -Sourcing Project' and a checklist of tasks. The 'Compose Message' button is located at the bottom of the page.

7.3. The **Compose New Message** window appears. Enter your message to JHAH supplier, then, click on **Send** button.

The screenshot displays the 'Compose New Message' interface. At the top, it shows the user is acting as 'Training Test Material'. The message details are as follows:

- From:** Training Vendor 3 (Training Test Material)
- To:** Project Team
- Subject:** Doc36878895 - 6000000662 -Sourcing Project

A red arrow points to the 'Send' button in the top right corner. The message body contains the text 'Test Message'. At the bottom of the window, there are 'Send' and 'Cancel' buttons. The footer includes the JHAH logo, user information for Sara Salem, and copyright information for Anba Inc.

7.4. The message has been sent to JHAH Supplier successfully, and you will be directed to the RFP main page.

8. Access to SAP Ariba Help and Support

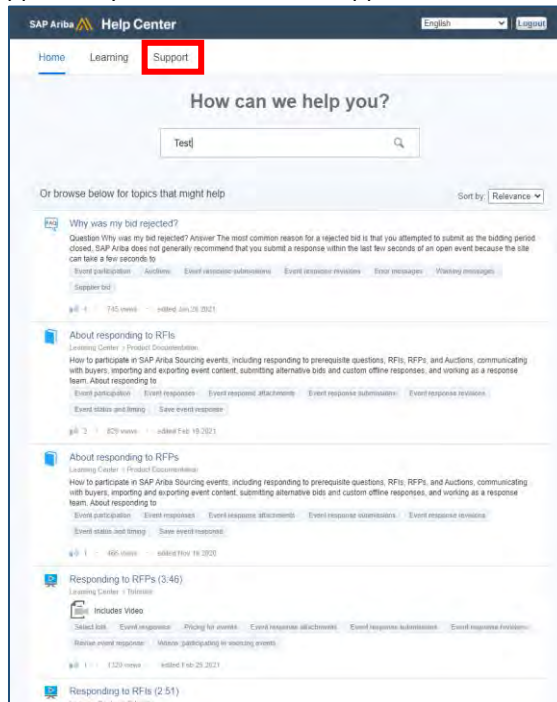
If supplier face any issue accessing SAP Ariba system, he/she may follow below steps:

8.1. On the RFP main page, on the top right corner, click on the **Help Center** link.

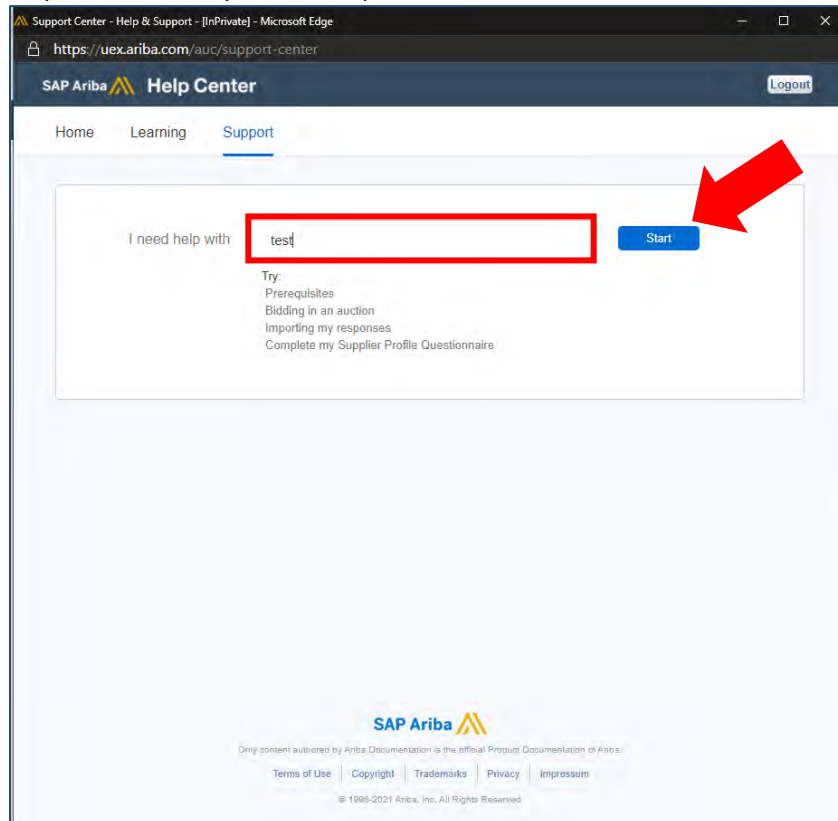
8.2. An **Ariba Help Center** window opens. In this page there are multiple sources for most common questions, and information.

Enter any key words in the **Search** field, then click on the **Search** button to check multiple answers.

8.3. On the other hand, supplier may contact SAP Ariba Support Center. Click on the **Support** tab.



8.4. Enter the key words of what you need help on, then, click on the **Start** button.



9. How to respond to RFI

- 9.1. On the SAP Ariba main window, on the Events section, under the Open items, select the subject RFI event.

The screenshot shows the SAP Ariba Sourcing interface for Johns Hopkins Aramco Healthcare. The 'Events' section is expanded to show 'Status: Open (14)'. The first event in this list, 'RFI template', is highlighted with a red box. A red arrow points to the 'RFI template' row. Below the Events section, there are sections for 'Registration Questionnaires' and 'Qualification Questionnaires'.

Title	ID	End Time ↓	Event Type
Status: Completed (30)			
Status: Open (14)			
RFI template	Doc4739440	10/17/2018 5:14 PM	RFI
RFP test	Doc4739436	10/17/2018 4:41 PM	RFP
BAB Pharma RFP2 pre-requisite test	Doc4660926	10/14/2018 10:32 AM	RFP
BAB RFP Test Pre-requisites	Doc4660004	10/14/2018 8:50 AM	RFP
RFI demo	Doc4656152	10/13/2018 12:53 PM	RFI
John Hopkins - xxxxxx (RFP)	Doc4610274	10/11/2018 9:46 AM	RFP
copy award 2	Doc4628259	10/11/2018 8:39 AM	RFP
test 112	Doc4608782	10/10/2018 7:43 AM	RFP
test 110	Doc4608728	10/10/2018 7:31 AM	RFP
John Hopkins - services rfp test (RFP)	Doc4596716	10/9/2018 10:33 AM	RFP

Title	ID	End Time ↓	Status
Status: Completed (1)			
Supplier registration questionnaire New Supplier	Doc3976308	9/9/2018 8:36 AM	Registered

Title	ID	End Time ↓	Commodity	Regions	Status
-------	----	------------	-----------	---------	--------

9.2. The RFI main page appears. Click on the **Review Prerequisites** button.

Test Mode
Company Settings ▾ Supplier Test ▾ Help Center >>
Ariba Sourcing

< Go back to Johns Hopkins Aramco Healthcare - TEST Dashboard
Desktop File Sync

Event Details

Doc4739467 - RFI test

Time remaining
13 days 23:58:39

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

Primary

Introduction (Section 1 of 2) Next >>

Name ↑

1 Introduction	
----------------	--

>> Next Section: General Questions

Event Overview and Timing Rules

<p>Owner: Abdel</p> <p>Event Type: RFI</p> <p>Publish time: 10/3/2018 5:23 PM</p> <p>Due date: 10/17/2018 5:23 PM</p>	<p>Currency: US Dollar</p> <p>Commodity: Medical catheter tip syringes 42142604</p> <p>Regions: DHMS Dhahran Medical Supply</p>
---	---

SAP Ariba

Supplier Test (testalf@gmail.com) last visited 3 Oct 2018 7:23:51 AM Test Alf khobar AN01417413260-T
SAP Ariba Privacy Statement Security Disclosure Terms of Use

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9.3. The **Review And Accept Prerequisites** tab appears showing the **Mutual Non-Disclosure Agreement**. Review it, and scroll down to select the **Agree** option, then, click on the **OK** button.

Ariba Sourcing
Test Mode
Company Settings
Supplier Test
Help Center >>

< Go back to Johns Hopkins Aramco Healthcare - TEST Dashboard
Desktop File Sync

Prerequisites Doc4739467 - RFI test

▼ Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Select Lots
- 4. Submit Response

Prerequisites must be completed prior to participation in the event.

JOHNS HOPKINS ARAMCO HEALTHCARE COMPANY

****MUTUAL NON-DISCLOSURE AGREEMENT****

This Mutual Non-Disclosure Agreement ("Agreement") is made, by and between the company participating in this RFP (referred to as "Business Associate"), and Johns Hopkins Aramco Healthcare Company ("JHAH"), a limited liability company organized under the laws of the Kingdom of Saudi Arabia and registered under Commercial Registration Certificate number 2052002388, (each a "Party" and together the "Parties").

RECITALS
WHEREAS, the Parties wish to explore the possibilities for engaging in one or more mutually advantageous business relationships, and WHEREAS, it is therefore necessary for each Party to disclose to the other certain information and data deemed proprietary and confidential by such Party in connection with such potential business relationships,
NOW, THEREFORE, for and in consideration of the premises and of the mutual covenants contained herein, the Parties agree as follows:

TERMS OF AGREEMENT

1. Confidential Information: "CONFIDENTIAL INFORMATION" shall be defined as any proprietary information of a Party (the "Disclosing Party"), and any proprietary information of a third party held in confidence by the Disclosing Party, not publicly known whether disclosed orally, in writing or via electronic media, including but not limited to technical or business information, designs, plans, drawings, software, data, engineering and design practices, techniques, operating conditions, inventions, equipment, equipment specifications, and prototypes; procedures; operation plans, and processes; projections; results; documentation, models, maps, images, reports, letters, notes; research and other technical information disclosed by the Disclosing Party to the other Party (the "Recipient Party"), or material or items for which the Recipient Party has received notice of its proprietary and confidential nature, whether or not specifically labeled or designated as "Confidential"; and any notes, extracts, abstracts, analyses, copies or other materials prepared by the Recipient Party, which are copies or derivative works of the CONFIDENTIAL INFORMATION, including but not limited to CONFIDENTIAL INFORMATION furnished to Consultant prior to the date of this Agreement.

2. Confidentiality:
2.1 The Recipient Party shall use the CONFIDENTIAL INFORMATION received from the Disclosing Party solely for the purpose of consideration, evaluation, negotiation, execution, performance or conduct of one or more proposed business relationships with the Disclosing Party. Each Party understands and acknowledges that no other use of the CONFIDENTIAL INFORMATION for any other purpose is authorized or allowed under the terms of this Agreement.
2.2 The Recipient Party shall not disclose to any third person, firm, corporation, entity, organization, institution, or party, any CONFIDENTIAL INFORMATION, except that CONFIDENTIAL INFORMATION may be disclosed by the Recipient Party on a "need to know basis" to its subsidiaries, affiliated companies, employees, staff, or professional advisers (the "Advisers") who consent to be bound by the terms of this Agreement or a similar obligation of confidentiality, or who by virtue of their relationship with the Recipient Party (such as attorneys) are subject to similar legal obligations of confidentiality, to the extent necessary in connection with the Recipient Party's authorized use the CONFIDENTIAL INFORMATION as set forth in Section 2.1 above.
2.3 The Recipient Party shall use at least the same degree of care in safeguarding, protecting, and preserving the CONFIDENTIAL INFORMATION of the Disclosing Party as it uses for its own confidential and proprietary information.

Application
This Supplier Code of Conduct is a general statement of JHAH's expectations and requirements with respect to its Suppliers. This Code of Conduct should not be read in lieu of, but in addition to, any Supplier obligations set forth in a) requests for proposals, invitations to bid, or other solicitation documents, or b) agreements by and between JHAH and the Supplier. In the event of a conflict between this Code of Conduct and any JHAH solicitation documents or applicable agreements, the terms of JHAH's applicable solicitation documents or agreements shall prevail. The requirements of this Code of Conduct are not subject to waiver. Neither JHAH, its Suppliers, nor their personnel or representatives are authorized to propose or approve conduct inconsistent with this Code of Conduct.

>END OF SUPPLIER CODE OF CONDUCT

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK

Cancel

SAP Ariba

Supplier Test (teststf@gmail.com) last visited 3 Oct 2018 7:23:51 AM Test Aifl khobar AN01417413260-T
[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

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9.4. A submission confirmation pop-up window appears. Click on **OK** button.

The screenshot displays a web application interface. The main content area shows a document titled "SUPPLIER CODE OF CONDUCT" with the following sections:

- Contact Information:**
 - Email: general.auditor.notice@jhan.com
 - Fax: +966 (0)13-873-7775
 - Phone: +966 (0)13-874-3333
- Compliance:** Suppliers shall maintain appropriate records to substantiate compliance with the terms and conditions of this Code of Conduct and provide such evidence to JHAH upon request. JHAH or its designated representatives may engage in periodic monitoring activities to confirm Suppliers' compliance with this Code of Conduct. These monitoring activities may include on-site inspections of facilities, use of questionnaires, review of publicly available information, or other measures necessary to assess Supplier compliance with this Code of Conduct. Such monitoring activities may be performed in addition to any audit rights which may be set forth in an agreement with JHAH. A Supplier performance assessment will be used by JHAH as a factor in the selection of bidders, the administration of contracts and procurements, or to possibly restrict Supplier access to new JHAH business opportunities. Based on the assessment of information made available to JHAH, JHAH reserves the right (in addition to all other legal and contractual rights) to disqualify any potential Supplier or to terminate any relationship with a current Supplier which JHAH has found to be in violation of this Supplier Code of Conduct, without liability.
- Confidentiality:** As part of the process of seeking to provide goods, services, or personnel (including consultants) to JHAH or in providing such goods, services, or personnel under the terms of an applicable Agreement, Suppliers may gain access to information or material which JHAH deems to be proprietary or confidential. Suppliers, in all instances, shall comply with the obligations of confidentiality which are set forth in the applicable request for proposal, invitation to bid, other solicitation document, or agreement by and between JHAH and the Supplier. JHAH views breaches of confidentiality and unauthorized disclosure or use of proprietary or confidential information very seriously and reserves the right (in addition to all other legal and contractual rights) to disqualify any potential Supplier or to terminate any relationship with a current Supplier JHAH has found to have violated its obligations of confidentiality. All advertising, press releases, or printed matter that reference JHAH or a Supplier's relationship with JHAH must be approved by the JHAH Public Relations Department prior to publication or other use.
- Application:** This Supplier Code of Conduct is a general statement in addition to, any Supplier obligations set forth in any applicable Agreement, Solicitation documents, or b) agreements by and between JHAH and the Supplier. In the event of a conflict between this Code of Conduct and any applicable agreements, the terms of JHAH's applicable solicitation documents or agreements shall prevail. The request for proposal, invitation to bid, other solicitation document, or agreement by and between JHAH and the Supplier. JHAH views breaches of confidentiality and unauthorized disclosure or use of proprietary or confidential information very seriously and reserves the right (in addition to all other legal and contractual rights) to disqualify any potential Supplier or to terminate any relationship with a current Supplier JHAH has found to have violated its obligations of confidentiality. All advertising, press releases, or printed matter that reference JHAH or a Supplier's relationship with JHAH must be approved by the JHAH Public Relations Department prior to publication or other use.

A confirmation pop-up window is overlaid on the document, containing the following text:

✓ **Submit this agreement?**
Click OK to submit.
[OK] [Cancel]

Below the document, there are two radio button options:

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

At the bottom right of the page, there are two buttons: [OK] and [Cancel].

The footer of the page includes the SAP Ariba logo and the following text: "Supplier Test (teststaff@gmail.com) last visited 3 Oct 2018 7:23:51 AM Test Aif khobar AN01417413260-T SAP Ariba Privacy Statement Security Disclosure Terms of Use © 1996-2018 Ariba, Inc. All rights reserved."

9.5. On the **Select Lots** tab, select the requested line items, then, click on **Submit Selected Lots** button.

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Select Lots Doc4739467 - RFI test Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot, once you submit a response you cannot withdraw it.

Select Lots Select Using Excel

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots**
- Submit Response

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	2.1 GAMMA N-HANCE (10 VIA/PAC)

Submit Selected Lots Cancel

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9.6. The event **All Content** window appears. Answer all required questions, and fill all required fields. Also, Add alternative then, click on the **Submit Entire Response** button.

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Console Doc4739467 - RFI test Time remaining 13 days 23:55:36

Event Messages Response History

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Response**

All Content

Name	Material Number	Part Number	Manufacturer	Do you provide this Part number?	Alternative Part Number	Alternat
1 Introduction						
2 General Questions						
2.1 GAMMA N-HANCE (10 VIA/PAC)	1039026	0002008	J&j	Yes		

(*) indicates a required field

Submit Entire Response Update Totals Save Compose Message Excel Import

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Console Doc4739467 - RFI test Time remaining 13 days 23:54:12

Event Messages Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents

All Content

1 Introduction

2 General Questions

Submit Entire Response Update Totals Save Compose Message Excel Import

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9.7. A submission confirmation pop-up window appears. Click on **OK** button.

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Console Doc4739467 - RFI test Time remaining 13 days 23:53:55

Event Messages Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents

All Content

1 Introduction

2 General Questions

Submit Entire Response Update Totals Save Compose Message Excel Import

Submit this response?
Click OK to submit.
OK Cancel

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9.8. The RFI has been submitted successfully.

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Console Doc4739467 - RFI test
Time remaining
13 days 23:53:38

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

Revise/Alternative Response
Create Alternative ▾

Primary

All Content

Material Number	Part Number	Manufacturer	Do you provide this Part number?	Alternative Part Number	Alternative Manufacturer	Unit of Measure	Package Size	Comment
1039026	0002008	J&j	Yes	123456				

Event Contents

All Content

1 Introduction

2 General Questions Compose Message

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