

# MOL EPROCUREMENT ROLLOUT

Supplier User manual



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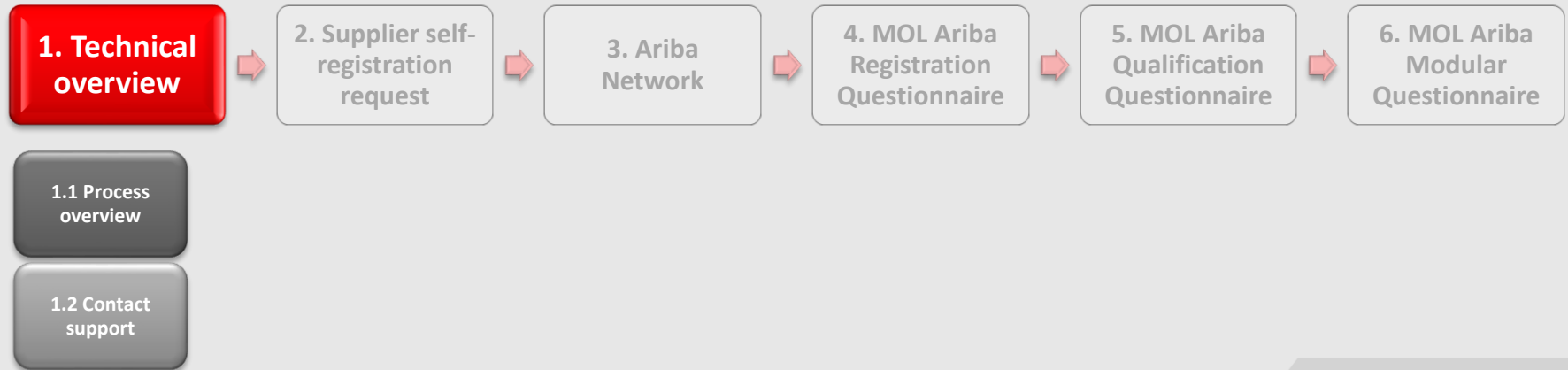
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# 1. TECHNICAL OVERVIEW



# 1.1. PROCESS OVERVIEW

## Process Lifecycle Ariba SLP

Supplier management in SAP Ariba is divided into three sub-process areas.

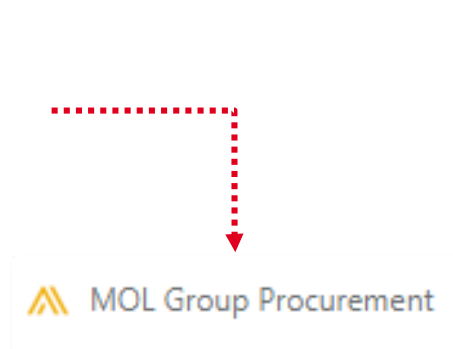


## 1.2. CONTACT SUPPORT



► **Contact Ariba Support in case of:**

- Ariba is not available
- Technical issue
- Functional issue
- Auction event review

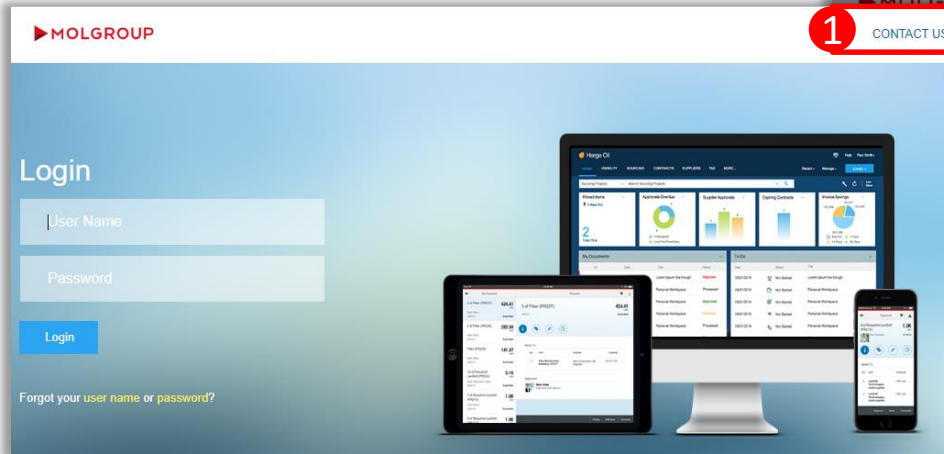


► **Contact MOL Procurement Support in case of:**

- User access request
- Process / content related questions
- Trainings / improvements / best practices
- Change requests in settings / templates

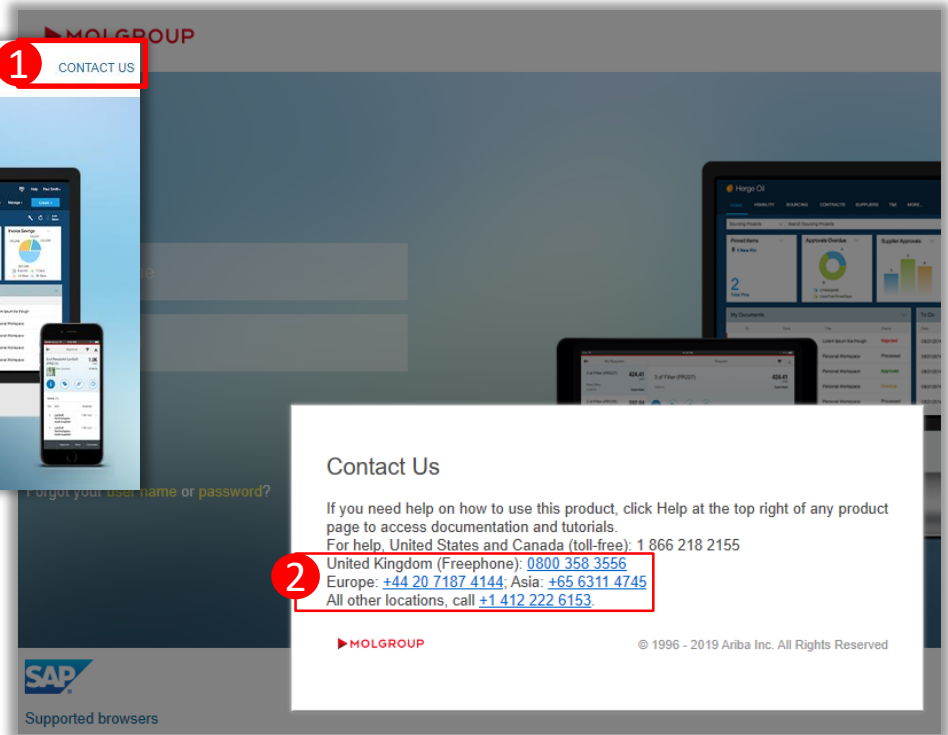
# 1.2 CONTACT SUPPORT

## Contact support over Ariba opening page



### PROCEDURE/STEPS

- ▶ Navigate to the right corner of the opening page
- ▶ 1. Click on **CONTACT US**
- ▶ 2. Call one of the support telephone numbers displayed on the pop-up message



## 1.2 CONTACT SUPPORT

### Contact MOL Procurement Support



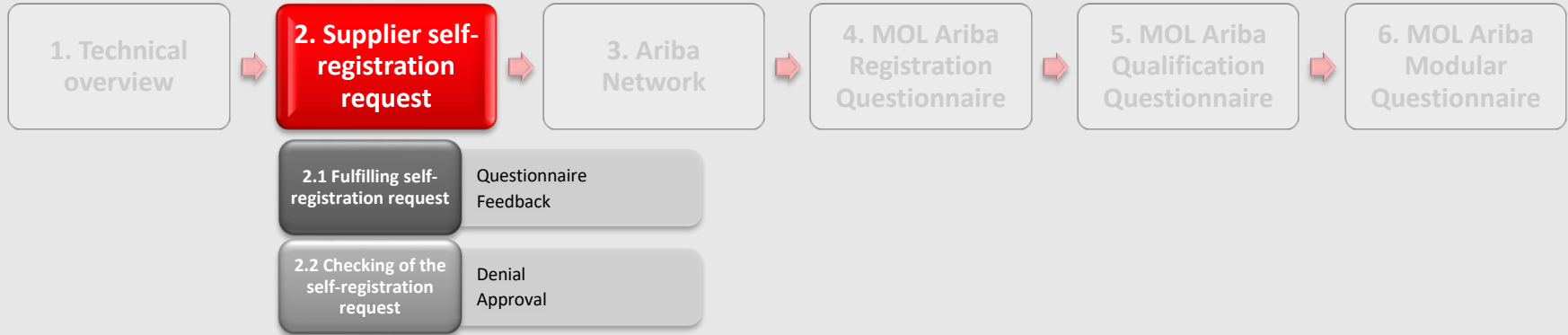
User



► Contact **MOL Procurement Support** via:

► E-mail: [aribaopsupport@mol.hu](mailto:aribaopsupport@mol.hu)

## 2. SUPPLIER SELF-REGISTRATION REQUEST





# 2.1. FULFILLING SELF-REGISTRATION REQUEST

## Questionnaire

If you are a supplier who never had any connection with MOL Group, you need to send us a self-registration request by filling out a questionnaire. It is necessary in order to have the possibility for MOL Group to check if the company is available in our supplier database.

### PROCEDURE/STEPS

- ▶ 1. Open the following link:

**1** <http://molgroup.sourcing-eu.ariba.com/ad/selfRegistration>

The language of the form depends on the language of your browser

- ▶ 2. Fill out the questionnaire (in case you need further info, please click [HERE](#))

- ▶ 3. Click on Submit

If you have ever had connection with MOL Group and/or our buyer colleagues informed you that your account is already available in our database, please do not use the above link.

For further information please contact us at [aribaopsupport@mol.hu](mailto:aribaopsupport@mol.hu)

**2**

### Supplier self-registration request form

#### 1 Supplier Information

1.1 Supplier Name *	<input type="text" value="[Name]"/>
1.2 Legal form	<input type="text"/>
1.3 Main Address *	<div>Street *</div> <div><input type="text" value="[Street]"/></div> <div>Line 2</div> <div><input type="text"/></div> <div>Line 3</div> <div><input type="text"/></div> <div>City *</div> <div><input type="text" value="[City]"/></div> <div>Country *</div> <div><input type="text" value="Hungary"/></div> <div>Region *</div> <div><input type="text" value="Gyor-Moson-Sopron (13)"/></div>
1.4 Contact First Name *	<input type="text" value="[First Name]"/>
1.5 Contact Last Name *	<input type="text" value="[Last Name]"/>
1.6 Contact Email *	<input type="text" value="email@domain.hu"/>
1.7 Contact Phone	<input type="text"/>

# 2.1. FULFILLING SELF-REGISTRATION REQUEST

## Questionnaire – 1. Supplier Information

[NEXT](#)

Question (questions with * are mandatory to be filled)	Description
1.1 Supplier name*	The legal name of your company
1.2 Legal form	You have to choose from company/entrepreneur
1.3 Main address*	The address of the company. Mandatory fields are: Street, City, Postal code, Country, Region (available after selecting the Country)
1.4 Contact first name*	First name of the contact who acts in the name of the company
1.5 Contact last name*	Last name of the contact who acts in the name of the company
1.6 Contact Email*	Email address of the contact who acts in the name of the company
1.7 Contact phone	Phone number of the contact who acts in the name of the company (not mandatory but useful)
1.8 Do you have EU VAT ID?*	If your company has an EU VAT ID, you should choose „Yes”
1.9 EU VAT ID*	If you choose „Yes” at question 1.8, you have to type the EU VAT ID of the company
1.10 Local Tax ID*	Local Tax ID of the company
1.11 Company registration number*	Company registration number
1.12 Locale*	The language you would like to communicate through Ariba with MOL Group

# 2.1. FULFILLING SELF-REGISTRATION REQUEST

## Questionnaire – 2. Additional information

Question (questions with * are mandatory to be filled)	Description
2.1 Regional presence	The regions where you provide your products. By clicking on the magnifier icon, you can choose all the countries that are available in our database, but you can refine your answer by Country and/or MOL Group entity level. <a href="#">Screenshot</a>
2.2 Category supplied	The commodities that your company supplies. By clicking on the magnifier icon, you can choose all the categories that are available in our database, but you can refine your answer by subcategory level. <a href="#">Screenshot</a>
2.3/2.4 GDPR	You can open and read the MOL Group GDPR document. The language depends on the language of your browser.
2.5 I hereby declare...	Hereby you declare that you accept the above attachment on personal data management in the eSourcing Ariba system related to EU GDPR (General Data Protection Regulation).
2.6 Comments	You can send questions or comments by using this field.

# 2.1. FULFILLING SELF-REGISTRATION REQUEST

## Questionnaire – 2. Additional information - BACKUP

### 2 Additional Information

#### 2.1 Regional presence \*

<input checked="" type="checkbox"/> All	<input type="checkbox"/> Czech republic	<input type="checkbox"/> CEGE Geotermikus Koncessziós Kft.
	<input type="checkbox"/> Germany	<input type="checkbox"/> Energopetrol d.d.
	<input checked="" type="checkbox"/> Hungary	<input type="checkbox"/> FER Tűzoltóság Kft.
	<input type="checkbox"/> Italy	<input type="checkbox"/> Fonte Viva Kft.
	<input type="checkbox"/> Montenegro	<input type="checkbox"/> Geoinform Ltd.
		<input type="checkbox"/> ISO-S7ER Enitőinari Kft.

#### 2.2 Category supplied \*

<input checked="" type="checkbox"/> All commodities	<input checked="" type="checkbox"/> CONSTRUCTION AND MAINTENANCE EQUIPMENT AND MATERIAL	<input checked="" type="checkbox"/> COMPRESSORS, PUMPS & ACCESSORIES AND SPARE PARTS	<input checked="" type="checkbox"/> Air compressors
	<input type="checkbox"/> CONSTRUCTION, INSTALLATION AND MAINTENANCE SERVICES	<input type="checkbox"/> DRIVERS, POWER SOURCES & ACCESSORIES AND SPARE PARTS	<input type="checkbox"/> Axial compressor
	<input type="checkbox"/> DIRECT MATERIAL	<input type="checkbox"/> ELECTRICAL EQUIPMENT, MATERIALS AND SPARE PARTS	<input type="checkbox"/> Centrifugal pumps
	<input type="checkbox"/> DIRECT SERVICES	<input type="checkbox"/> HEAT EXCHANGERS / HEAT TRANSFER EQUIPMENT	<input type="checkbox"/> Circulating pumps
	<input type="checkbox"/> E&P MATERIAL AND EQUIPMENT	<input type="checkbox"/> HEATERS, FURNACES, BOILERS - ACCESSORIES AND SPARE PARTS	<input type="checkbox"/> Diaphragm compressors
			<input type="checkbox"/> Diaphragm pumps

## 2.2. FEEDBACK

### Submitting the form

After submitting the questionnaire you will receive an automatic e-mail from SAP Ariba

MOL Group - TEST is reviewing your registration request Beérkezõ levelek x



**Ariba Administrator** <no-reply@eusmtp.ariba.com>

címzett: én ▾

🌐 angol ▾ > magyar ▾ [Üzenet lefordítása](#)

Dear Test supplier\_External\_15022021,

MOL Group - TEST has received your registration request and will review it for approval.

The result will be sent to the following email address: [molaribatestsupplier@gmail.com](mailto:molaribatestsupplier@gmail.com).

If you have any questions, please contact MOL Group - TEST.

This is an automatic email, please do not reply to it!

Best Regards,  
SAP Ariba team

Our colleagues will check your request and will give you a feedback.

## 2.2. FEEDBACK

### Approval

Our colleagues check whether your company exists in our database. The duplications are checked based on name, address and tax ID.

In case your company does not exist in our database, they approve your request.

After the approval, you will receive a registration invitation.

Invitation: Register to become a supplier with MOL Group - TEST [Beérkező levelek x](#)



**MOL Group Qualification** <s4system-prodeu+molgroup-T.Doc595498782@eusmtp.ariba.com>

címzett: én ▾



angol ▾



magyar ▾

[Üzenet lefordítása](#)



#### Register as a supplier with MOL Group - TEST

Dear Test User,

has invited you to register to become a supplier with MOL Group - TEST. Start by creating an account with Ariba Network. It's free.

MOL Group - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Test\_Supplier\_External\_15022021 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

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


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

Powered by [SAP Ariba](#)

## 2.2. FEEDBACK

### Denial

Our colleagues check whether your company exists in our database. The duplications are checked based on name, address and tax ID. In case your company already available in our database, our colleagues will deny your request. You will receive an email about the denial with some further clarification.

**Ariba Administrator** <no-reply@eusmtp.ariba.com> 13:43  
cimzett: én ▾

🌐 angol ▾ > magyar ▾ [Üzenet lefordítása](#) [Kikapcsolás](#)

Dear Test supplier\_External\_15022021,

**MOL Group - TEST has declined your registration request due to possible duplication.**

Reasoning of declination:  
Dear Test User,  
due to a duplication in our database, I deny this request. In case you have an ongoing procedure, please contact the buyer for further actions. In case you have other questions, please contact us at [aribaopsupport@mol.hu](mailto:aribaopsupport@mol.hu)

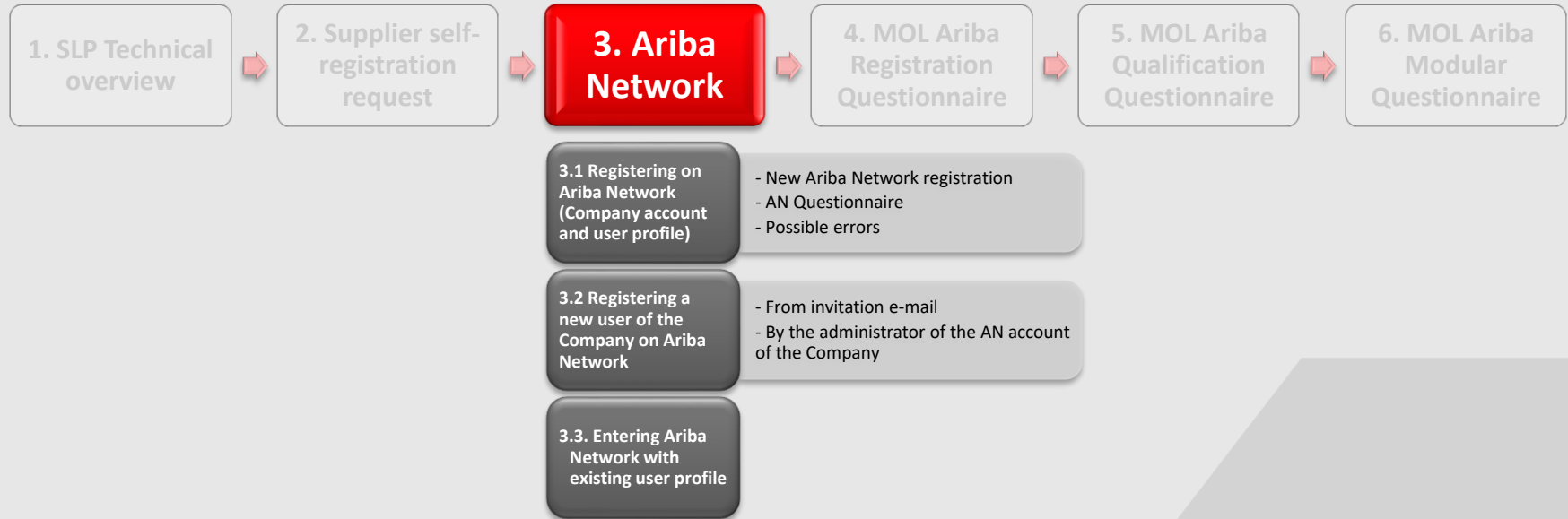
Best regards,  
MOL Procurement Helpdesk

If you have any questions, please contact MOL Group - TEST.

This is an automatic email, please do not reply to it!

Best Regards,  
SAP Ariba team

# 3. ARIBA NETWORK





# 3.1. REGISTRATION ON Ariba NETWORK (AN)

## New AN registration



### Register as a supplier with MOL Group - TEST

Dear Test User,

has invited you to register to become a supplier with MOL Group - TEST. Start by creating an account with Ariba Network. It's free.

MOL Group - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Test\_Supplier\_External\_15022021 already has an account with Ariba Network, sign in with your username and password.

**1** [Click Here](#) to create account now

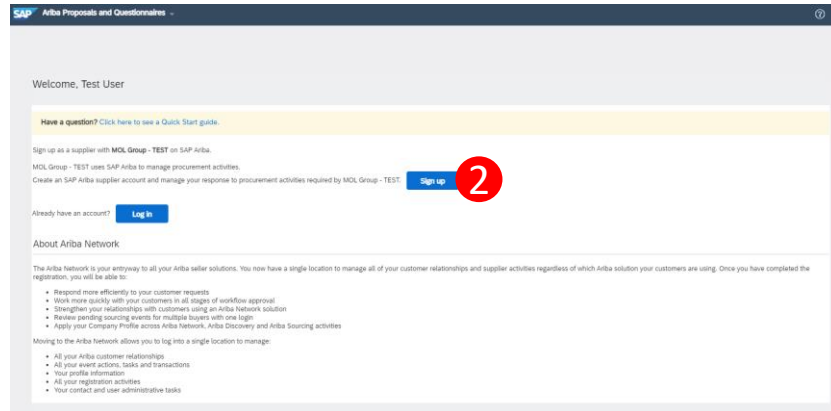
You are receiving this email because your customer, MOL Group - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact MOL Group - TEST.

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

Powered by [SAP Ariba](#)

## PROCEDURE/STEPS

1. Click on the „Click here” link at the bottom of the mail.
2. Click on „Sign up”



# 3.1. REGISTRATION ON Ariba NETWORK (AN)

## AN Questionnaire

**SAP** Ariba Proposals and Questionnaires

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by MOL Group - TEST.

**1** Company information

\* Indicates a required field

Company Name: \* Test\_Supplier\_External\_15022021

Country/Region: \* Hungary [HUN]

City: \* Budapest

Address: \* Street 18

Line 2

Postal Code: \* 1234

State: Select

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.

**2** User account information

\* Indicates a required field

Name: \* Test User

Email: \* molaribatestsupplier@gmail.com

☐ Use my email as my username

Username: \* test-molaribatestsupplier@gmail.com

Password: \* Enter Password

Repeat Password

Language: English

Email orders to: \* molaribatestsupplier@gmail.com

[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. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web browser.

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.

### PROCEDURE/STEPS

- ▶ 1. Check out the pre-filled **Company information** part and change the details if necessary
- ▶ 2. Check out the pre-filled **User account information**, set the username (we suggest to use the e-mail address), and set the password as well.
- ▶ The password must contain a minimum of 8 characters including upper and lower case, numeric digit, and special characters, like „@!\$%&”.

# 3.1. REGISTRATION ON Ariba NETWORK (AN)

## AN Questionnaire

Tell us more about your business

1 Product and Service Categories:  Enter Product and Service Categories  -or- [Browse](#)

2 Ship-to or Service Locations:  Enter Ship-to or Service Location  -or- [Browse](#)

3 Tax ID:  Optional Enter your Company Tax ID number.

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

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

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.

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

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

8

### PROCEDURE/STEPS

- ▶ 1. Choose the Product and Service categories ([Type](#), [Search](#) or [Browse](#))
- ▶ 2. Choose the Ship-to or Service Locations (Tips and hints)
- ▶ 3. Type your Tax ID (optional)
- ▶ 4. Tye your VAT ID (optional)
- ▶ 5. Type your DUNS number (optional)
- ▶ 6. Accept the Ariba Network Terms of Use
- ▶ 7. Read and agree the SAP Ariba Privacy Statement
- ▶ 8. Click on „Create account and continue”

Please make sure that after selecting the relevant Product and Service categori(es) and the Service location(s), they appear right below the free text field



Tell us more about your business

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

Ship-to or Service Locations:  Enter Ship-to or Service Location  -or- [Browse](#)  
[London City of - United Kingdom](#)

# 3.1. REGISTRATION ON Ariba NETWORK (AN)

## AN Questionnaire – Product and Service Categories Tips and Hints

You can start typing the Products and Service categories, or you can use the „Search” and the „Browse” options

Type

Tell us more about your business

Product and Service Categories:\*

Catalysts

Add -or- Browse

Ship-to or Service Locations:\*

Combustion catalysts

Custom catalysts

Acid catalysts

Cracking catalysts

Tax ID:

Vat ID:

DUNS Number: Optional

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

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

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

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

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

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

Create account and continue Cancel

It may happen that you cannot find the categories relevant for you in the database by typing.  
In such case, it is a better choice to use the „Search” or the „Browse” functions.

Search

Browse

# 3.1. REGISTRATION ON Ariba NETWORK (AN)

## AN Questionnaire – Product and Service Categories Tips and Hints

You can start typing the Products and Service categories, or you can use the „Search” and the „Browse” options

Search

The screenshot displays the SAP Ariba Proposals and Questionnaires interface. At the top, there's a header bar with the SAP logo and the text 'Ariba Proposals and Questionnaires'. Below this, the main section is titled 'Product and Service Category Selection'. It features a search bar with a 'Search' button and a 'Browse' button. A text input field contains the keyword 'Catalysts', and a 'Browse the Categories' button is visible. Below the search bar, the 'Search Results' section lists several categories with checkboxes: 'Chemicals > Additives > Catalysts > Combustion catalysts', 'Chemicals > Additives > Catalysts > Custom catalysts', 'Chemicals > Additives > Catalysts > Add catalysts', 'Chemicals > Additives > Catalysts > Cracking catalysts', 'Medical > Dental Equipment & Supplies > Dental materials > Dental impression material catalysts', and 'Chemicals > Additives > Catalysts'. An 'Add' button is located below the search results. At the bottom, the 'My Selections (1)' section shows a list of selected categories, currently containing 'Combustion catalysts (1 view)', with a 'Remove' button. At the very bottom, there are 'Cancel' and 'OK' buttons.

Type

Browse

# 3.1. REGISTRATION ON Ariba Network (AN)

## AN Questionnaire – Product and Service Categories Tips and Hints

You can start typing the Products and Service categories, or you can use the „Search” and the „Browse” options

Browse

Product and Service Category Selection

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

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

Agricultural & Fishing Machinery >	Additives >	Anti gas migration agents >	Acid catalysts
Agricultural & Fishing Services >	Colorants >	Anti oxidants >	Combustion catalysts >
Apparel, Luggage & Personal Care >	Compounds & Mixtures >	Anti sludgers >	Cracking catalysts
Chemicals >	Elements & Gases >	Bactericides >	Custom catalysts
Cleaning Supplies >	Explosive Materials >	Buffers >	
Computer Hardware, Software & Telecom >	Solvents >	Catalysts >	
Construction & Maintenance Services >	Waxes & Oils >	Chemical scavengers >	
Construction Materials >		Clay stabilizers >	

My Selections (1)

☐ Combustion catalysts ([View](#))

Type

Search

# 3.1. REGISTRATION ON Ariba NETWORK (AN)

## AN Questionnaire – Submitting questionnaire

- ▶ After submitting the Ariba Network questionnaire, the system will send an automatic e-mail to the e-mail address you registered
- ▶ This e-mail contains the organization's (Company) account ID (AN ID): starts with AN, and the username that you can use for logging in the <https://service.ariba.com> website

If the domain of your e-mail address does not match the domain of your user name, the system asks you to confirm if you still want to go on with the username with different domain.  
If yes, click on „Yes” button.

### CONFIRM DOMAIN

The domain you specified does not match your company's domain. Do you still want to use it?

Yes

No

Welcome to the Ariba Commerce Cloud [Beérkező levelek x](#)



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

cimzett: én ▾



angol ▾



magyar ▾

[Üzenet lefordítása](#)



### Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Test\_Supplier\_External\_15022021 is now complete.

Your organization's account ID: **AN01665300110-T**

Your username: [molaribatestsupplier\\_hb@gmail.com](mailto:molaribatestsupplier_hb@gmail.com)

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

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

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

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

### Good to Know:

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

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

# 3.1. REGISTRATION ON Ariba NETWORK (AN)

## Possible errors – before registering on AN

**Issue 1: By clicking on the link received in the invitation for registration, the homepage of the Ariba Network opens**

**Reason 1:** You may already have already clicked on the link once. The link for the registration is valid only for one time, if you can not finish the registration on Ariba Network due to any reason, the link expires.

**Resolution 1:** contact the buyer whom you are in contact with or the Ariba Operational support to request a new invitation

**Issue 2: By clicking on the link received in the invitation for registration, you receive an error message that the link is expired**

**Reason 2:** You may already have already clicked on the link once. The link for the registration is valid only for one time, if you can not finish the registration on Ariba Network due to any reason, the link expires.

**Resolution 2:** contact the buyer whom you are in contact with or the Ariba Operational support to request a new invitation

**Issue 3: By clicking on the link received in the invitation for registration, you receive an error message „We are sorry – a system error has occurred“**

**Reason 3:** it may have caused by system issues.

**Resolution 3:** clean the cookies in your browser/change browser. If none of the resolutions worked, contact the buyer whom you are in contact with or the Ariba Operational support to request a new invitation



## 3.1. REGISTRATION ON Ariba NETWORK (AN)

### Possible errors – after registering on AN

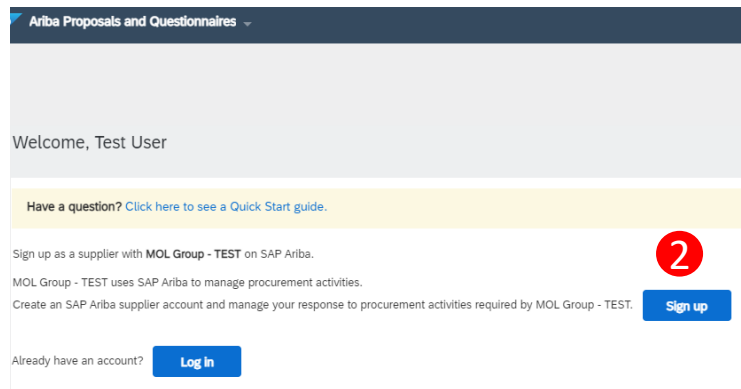
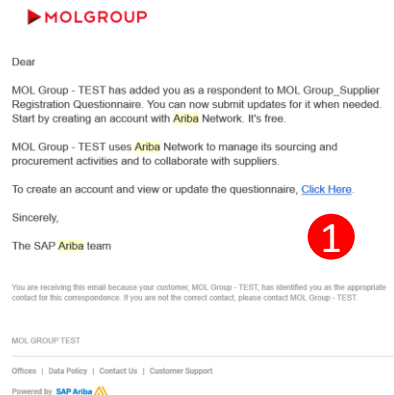
**Issue 1: After submitting the questionnaire, the system warns you that there may have duplications in Ariba network**

**Reason 1:** You may already have already clicked on the link once. The link for the registration is valid only for one time, if you can not finish the registration on Ariba Network due to any reason, the link expires.

**Resolution 1:** contact the buyer whom you are in contact with or the Ariba Operational support to request a new invitation

## 3.2. REGISTERING NEW USER PROFILE ON AN From invitation e-mail

If your Company already has an existing Ariba Network account, but you as a user do not have a user profile, you can register one in case you receive an invitation to registration or participating on a tender



The screenshot shows the registration form on the SAP Ariba website. It has a header with 'Ariba Proposals and Questionnaires' and a sub-header 'Complete questionnaires required by MOL Group - TEST'. There are two buttons: 'Create account and continue' (blue) and 'Cancel' (white). A red circle with the number '3' is placed over the 'Create account and continue' button. The form fields include: 'Name' (with a dropdown menu showing 'Test-user'), 'Email' (with a dropdown menu showing 'Use my email as my username'), 'Username' (with a dropdown menu showing 'test-test-user@gmail.com'), 'Password' (with a dropdown menu showing '\*\*\*\*\*'), and 'Language' (with a dropdown menu showing 'English'). There are also checkboxes for 'I have read and agree to the Terms of Use' and 'I have read and agree to the SAP Ariba Privacy Statement'. A link for 'SAP Ariba Privacy Statement' is also present. The form is labeled with an asterisk to indicate required fields. The footer contains a disclaimer about the right to access and modify personal data, and a link to the 'Terms of Use'.

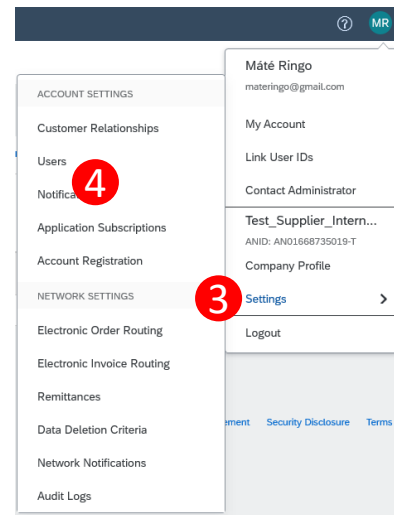
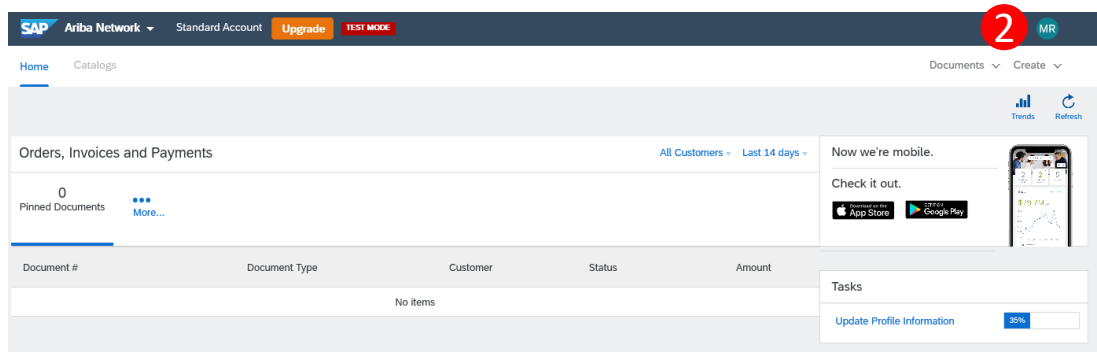
### PROCEDURE/STEPS

- ▶ 1. Click on the link in the e-mail you received
- ▶ 2. Click on the „Sign up” button
- ▶ 3. Fill out the form
- ▶ 4. Click on „Create account and continue”

## 3.2. REGISTERING NEW USER PROFILE ON AN

By the Admin of the AN account of the Supplier

If you are the Administrator of the Supplier's Ariba Network account, you are allowed to give access rights to your colleagues for further collaboration with companies who are using Ariba Network



### PROCEDURE/STEPS

- ▶ 1. Log in the Ariba Network
- ▶ 2. Click on your initials in the top right corner of the page
- ▶ 3. Go to „Settings”
- ▶ 4. Select „Users”

## 3.2. REGISTERING NEW USER PROFILE ON AN

By the Admin of the AN account of the Supplier – Manage the roles

If you want to register a new user under the Company's AN account, you have to manage the roles you want to give to the user

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles Manage Users Manage Unapproved Users Manage User Authentication

Roles (3)

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	Miké Ringo	
Admin 2	Mate Nagy-Kiss	
_ARIBA_SOURCING_ACCESS_CUSTOM_ROLE_	Test-Test Test-user	

### PROCEDURE/STEPS

1. Check the type of roles
2. If you want, you can create new role by clicking on the „+“ button
3. Give the new role a name and description
4. Select the permissions you want to include in the new role
5. Click on „Save“

Create Role

+ Indicates a required field

New Role Information

Name: \*

Description:

Permissions

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

Permission	Description
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input type="checkbox"/> Fulfillment Invitation Account Merge	Allows the assigned user to transfer a fulfillment related invitation into his existing Ariba Network Account.
<input type="checkbox"/> Create and manage postings on	Create profiles on Ariba Discovery

## 3.2. REGISTERING NEW USER PROFILE ON AN

### By the Admin of the AN account of the Supplier – Manage the users

After managing the roles, you can add the details of the new user

Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles Manage Users Manage Unapproved Users Manage User Authentication

Users (1)

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

Filter

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

Username  +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Arbia Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input type="checkbox"/>	maternagykiss@gmail.com		Mate	Nagy-Kiss	No	Admin 2		AB(0)	<a href="#">Actions</a>

[Add to Contact List](#) [Remove from Contact List](#)

- ▶ 6. In order to submit the changes in the account, click on Save at the top right corner of the window

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles Manage Users Manage Unapproved Users Manage User Authentication

[Save](#) [Close](#)

### PROCEDURE/STEPS

- ▶ 1. Go to „Manage Users” tab
- ▶ 2. If you want to create new user, click on the „+” button
- ▶ 3. Fill out the form
- ▶ 4. Assign the role you want to the new user
- ▶ 5. Click on „Done”

Create User [Done](#) [Cancel](#)

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

New User Information

Username:

Email Address:

First Name:

Last Name:

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

☐ This user is the Arbia Discovery Contact ⓘ

☐ Limited access ⓘ

Country:  Area:  Number:

Office Phone:

Role Assignment

Name	Description
<input type="checkbox"/> Admin 2	
<input type="checkbox"/> Proposals and Contracts Access	Access Proposals and Contracts

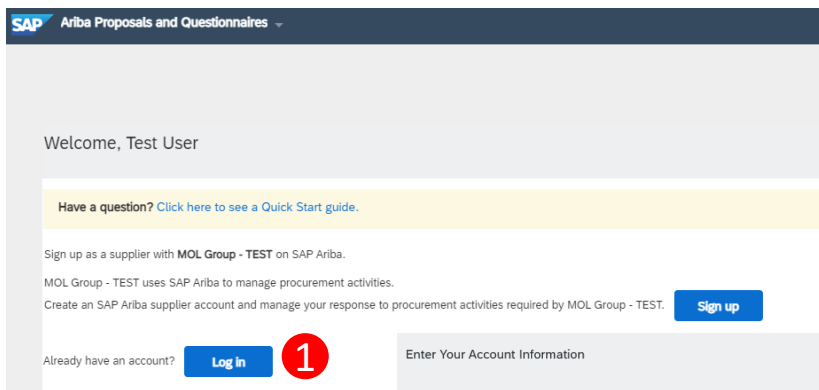
Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers

## 3.3. ENTERING AN WITH EXISTING USER PROFILE

### From invitation e-mail

If you already have an existing Ariba Network user profile under the your Company's Ariba Network account, registered with the e-mail address where the MOL Ariba registration invitation arrived, you can simply log in your account



SAP Ariba Proposals and Questionnaires

Welcome, Test User

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **MOL Group - TEST** on SAP Ariba.

MOL Group - TEST uses SAP Ariba to manage procurement activities.

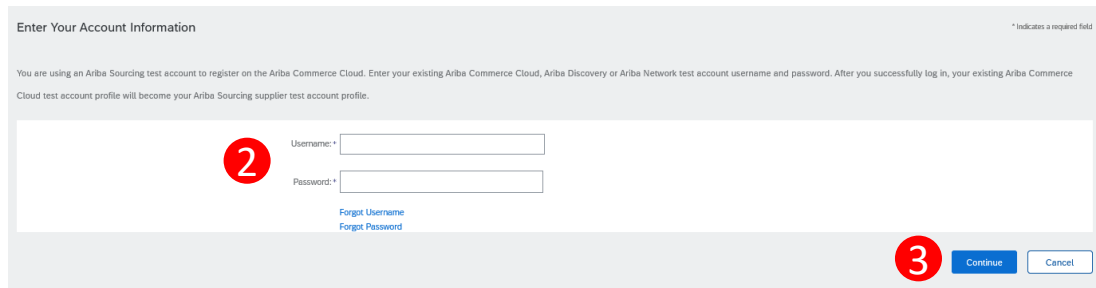
Create an SAP Ariba supplier account and manage your response to procurement activities required by MOL Group - TEST. [Sign up](#)

Already have an account? [Log In](#) **1**

You can only access MOL Group relevant documents, questionnaires in case the buyer in MOL Group sent it out to your user profile

### PROCEDURE/STEPS

- ▶ 1. Click on Log In button
- ▶ 2. Add your User Name and Password
- ▶ 3. Click on „Continue”



Enter Your Account Information \* Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

**2** Username:

Password:

[Forgot Username](#)  
[Forgot Password](#)

**3** [Continue](#) [Cancel](#)

## 3.3. ENTERING AN WITH EXISTING USER PROFILE

### From website

If you want to log in directly from Ariba Network webpage to access the events or questionnaires you are invited to fill out, you have to follow the next steps

The screenshot shows the SAP Ariba Network login process. Step 1 points to the browser address bar with the URL <https://service.ariba.com/>. Step 2 points to the 'Supplier' button on the 'Ariba Network - Where companies can get the business done' page. Step 3 points to the 'Supplier Login' section. Step 4 points to the 'Login' button. Step 5 points to the 'Sales' role selection option in the 'What is your primary business role in your company?' list. Step 6 points to the 'Continue to the Ariba Network' button.

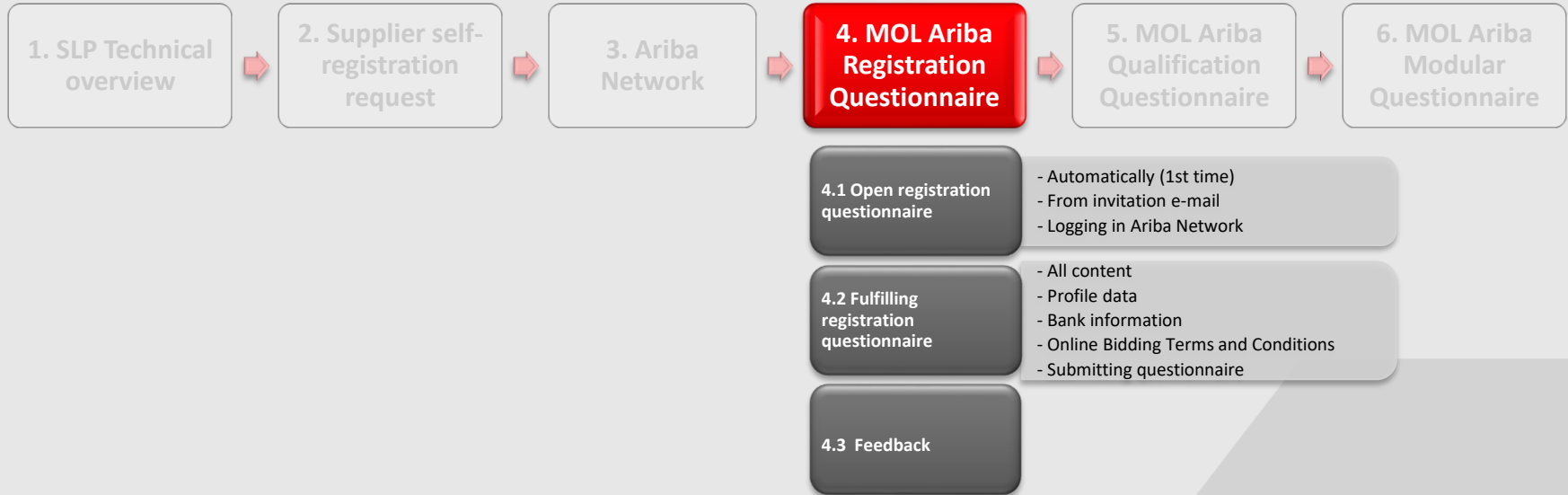
### PROCEDURE/STEPS

- ▶ 1. Open the <https://service.ariba.com> website
- ▶ 2. Choose the option „Supplier”
- ▶ 3. Add your User Name and Password
- ▶ 4. Click on „Login”

If you login for the first time, the system will ask your business role in your company

- ▶ 5. Select the relevant role
- ▶ 6. Click on Continue to the „Ariba Network”

# 4. MOL ARIBA REGISTRATION QUESTIONNAIRE





## 4.1. OPEN THE REGISTRATION QUESTIONNAIRE

In order to participate MOL Group procurement procedures, you as a Supplier have to have „Registered” status in our Ariba supplier database. For this we require to fill out a registration questionnaire that can be accessed

- in case you have an Ariba Network user account under your Company's Ariba Network company account
- and if the email address linked to your AN user account is registered as a contact detail in our Ariba supplier database.

If you do not have personal Ariba Network user account, you can register.

# 4.1. OPEN THE REGISTRATION QUESTIONNAIRE

## Automatically

After succesful submission of Ariba Network supplier account and/or user profile registration, the system automatically opens the MOL Ariba questionnaire

Ariba Sourcing

Company Settings ▼ Test User2 ▼

[Go back to MOL Group - TEST Dashboard](#)

Desktop File Sync

Time remaining  
29 days 23:18:59

Console

Doc619274663 - MOL Group\_Supplier Registration Questionnaire

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 PROFILE DATA

2 BANK INFORMATION

3 Online Bidding Terms

All Content

Name ↑

▼ 1. PROFILE DATA

1.1 Supplier name  
(limited to 40 characters)

Test Supplier Internal 15022021

1.2 Supplier name  
(continuation, limited to 40 characters)

1.3 Address

Street: Street

City: Budapest

State/Province/Region: 06 ⓘ

Postal Code: 1234

(\*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

# 4.1. OPEN THE REGISTRATION QUESTIONNAIRE

## From invitation e-mail

If you have an Ariba Network account but you are not registered on MOL Ariba portal, you can access the registration questionnaire by clicking on the link in the invitation e-mail, and logging in with your existing Ariba Network user account.

SAP Ariba Proposals and Questionnaires

Welcome, Test User

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **MOL Group - TEST** on SAP Ariba.

MOL Group - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by MOL Group - TEST. [Sign up](#)

Already have an account? [Log in](#) **1**

**Enter Your Account Information** \* indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

**2** Username:

Password:

[Forgot Username](#)  
[Forgot Password](#)

**3** [Continue](#) [Cancel](#)

# 4.1. OPEN THE REGISTRATION QUESTIONNAIRE

## Logging in Ariba Network

In case you want to fill out the questionnaire later, you can log in with your existing AN account by using the <https://service.ariba.com> website

The sequence of screenshots illustrates the login process:

- Screenshot 1:** The Ariba Network homepage. A red circle with the number '1' is placed over the browser's address bar, which shows the URL <https://service.ariba.com/>.
- Screenshot 2:** The 'Supplier Login' page. A red circle with the number '2' is placed over the 'Supplier' button in the 'Buyer' and 'Supplier' selection area.
- Screenshot 3:** The 'Supplier Login' page with input fields. A red circle with the number '3' is placed over the 'User Name' input field.
- Screenshot 4:** The 'Supplier Login' page with input fields. A red circle with the number '4' is placed over the 'Password' input field.
- Screenshot 5:** The 'Supplier Login' page with the 'Login' button. A red circle with the number '5' is placed over the 'Login' button.
- Screenshot 6:** The 'Supplier Login' page with the 'Continue to the Ariba Network' button. A red circle with the number '6' is placed over the 'Continue to the Ariba Network' button.

### PROCEDURE/STEPS

- ▶ 1. Open the <https://service.ariba.com> website
- ▶ 2. Choose the option „Supplier”
- ▶ 3. Add your User Name and Password
- ▶ 4. Click on „Login”

If you login for the first time, the system will ask your business role in your company

- ▶ 5. Select the relevant role
- ▶ 6. Click on Continue to the „Ariba Network”

# 4.1. OPEN THE REGISTRATION QUESTIONNAIRE

## Logging in Ariba Network

The screenshot illustrates the steps to access the registration questionnaire on the SAP Ariba Network. It is divided into three numbered sections:

- Step 1:** The top left corner of the SAP Ariba Network interface, showing the 'Ariba Network' dropdown menu and the 'Standard Account' status.
- Step 2:** A dropdown menu is open, showing the 'Ariba Proposals And Questionnaires' option highlighted in yellow.
- Step 3:** The 'Ariba Proposals And Questionnaires' page is displayed. It shows a list of 'Registration Questionnaires' with a table containing the following data:

Title	ID	End Time	Status
MOL Group Supplier Registration Questionnaire	Doc595498782	4/16/2021 9:18 PM	Invited

## PROCEDURE/STEPS

- ▶ 1. Click on the triangle near Ariba Network at the top left corner of the page
- ▶ 2. Select the „Ariba Proposals And Questionnaires” option
- ▶ 3. Click on the link of the questionnaire under „Registration Questionnaires”

## 4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

### All Content

[< Go back to MOL Group - TEST Dashboard](#)

Console

Doc595498782 - MOL Group\_Supplier

[Event Messages](#)  
[Event Details](#)  
[Response History](#)  
[Response Team](#)

▼ Event Contents

- 1 All Content
- 2 PROFILE DATA
- 3 BANK INFORMATION
- 4 Online Bidding Terms

All Content

Name ↑

1.7 Please upload the Certificate of incorporation

1.8 Global Ultimate Owner Name

1.9 Global Ultimate Owner DUNS

1.10 DUNS number

1.11 Please provide link to D&B Website

1.12 BvD9 Number

2 BANK INFORMATION

**Mandatory**

(\*) indicates a required field

Submit Entire Response

Save draft

### PROCEDURE/STEPS

- ▶ On the consol, you can select to see all the questions
  - ▶ 1. All content
- ▶ Or you have the possibility to open the different parts separately by clicking on their names
  - ▶ 2. PROFILE DATA
  - ▶ 3. BANK INFORMATION
  - ▶ 4. Online Bidding Terms

# 4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

## 1. Profile data

Doc595498782 - MOL Group\_Supplier Registration Questionnaire Time remaining 29 days 22:37:17

All Content

Name ↑

1 PROFILE DATA

1.1 Supplier name  
(limited to 40 characters)

1.2 Supplier name  
(continuation, limited to 40 characters)

1.3 Address

1.4 Local Tax ID

1.7 Please upload the Certificate of incorporation

Attachment: Or drop file here

OK Cancel

1 2 3 4 5

Test\_Supplier\_External\_15022021

Street: Street 18

City: Budapest

State/Province/Region: 06

Postal Code: 1234

Country/Region: Hungary

11111111-1-11

Attach a file

Browse...

### PROCEDURE/STEPS

- 1. Please check out the prepopulated data. If any modification is needed, please modify.
- 2. The questions with the „\*” are mandatory
  - Supplier name
  - Address
  - Local Tax ID
  - Company registration number
  - Uploading the Certificate of Incorporation
- 3. Click on „Attach a file”
- 4. Browse the file from your computer
- 5. Click „OK”

## 4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

### 1. Profile data questions

Question (questions with * are mandatory to be filled)	Description
1.1 Supplier name (limited to 40 characters)*	The name of your Company (the field is limited to 40 characters)
1.2 Supplier name (continuation, limited to 40 characters)	The continuation of the 1.1
1.3 Address*	The address of your Company: Street, City*, State/Region, Postal code*, Country/Region*
1.4 Local Tax ID*	The local tax ID of your Company
1.5 EU VAT ID	EU VAT ID of your Company (if applicable)
1.6 Company registration number*	The Company registration number of your Company
1.7 Please upload the Certificate of incorporation*	Please attach a valid Certificate of incorporation document
1.8 Global Ultimate Owner Name	The name of the Global Ultimate Owner of your Company
1.9 Global Ultimate Owner DUNS	The identification number of your Company' Global Ultimate Owner in the Dan & Bradstreet international company database
1.10 DUNS number	The identification number of your Company in the Dan & Bradstreet international company database
1.11 Please provide link to D&B Website	Link to the public Dan & Bradstreet profile of your Company
1.12 BvD9 Number	The identification number of your Company in the Bureau van Dijk international company database



# 4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

## 2. Bank information

All Content

Name ↑	
1.7 Please upload the Certificate of Incorporation	<a href="#">Attach a file</a>
1.8 Global Ultimate Owner Name	<input type="text"/>
1.9 Global Ultimate Owner DUNS	<input type="text"/>
1.10 DUNS number	<input type="text"/>
1.11 Please provide link to D&B Website	<input type="text"/>
1.12 BvD9 Number	<input type="text"/>
2 BANK INFORMATION	<b>1</b> <a href="#">Add BANK INFORMATION (0)</a> <a href="#">Less...</a>

**Mandatory**

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need

[All Content](#) > 2 BANK INFORMATION

BANK INFORMATION (0)

Name ↑

**2** [Add Bank data](#)

### PROCEDURE/STEPS – Part 1

- ▶ 1. Click on the „Add BANK INFORMATION (0) text at the bottom of the section
- ▶ 2. Click on „Add Bank data” button to add Bank information

# 4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

## 2. Bank information

### PROCEDURE/STEPS – Part 2

Fill out the form. Mandatory fields are:

- ▶ A) Country: Country of the Bank
  - ▶ 1. Open the drop down menu
  - ▶ 2. Select „Search more”
  - ▶ 3. Choose Value for the Country by typing the name in the „Name” field
  - ▶ 4. Click „Search”
  - ▶ 5. Click on „Select”
  - ▶ 6. Click on „Done

Choose Value for Country

# 4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

## 2. Bank information

### PROCEDURE/STEPS – Part 3

- ▶ B) Name: Name of the Bank who holds the bank account
- ▶ C) Bank key/ABA routing Number: Bank key is a country unique number, the accepted length depends on the Country you selected (in Hungary it is the first 8 digits of the Bank account)
- ▶ D) Account number: this links the account to the owner. The length depends on the Country you selected (in Hungary it is the last 8 or 16 digits of the Bank account number without any dividers)
- ▶ E) IBAN number: only mandatory if the Bank key and the bank account numbers are not available
- ▶ F) SWIFT code: the identifier code of the Bank

The screenshot shows a web form titled "BANK INFORMATION (1)". At the top right are "Save" and "Cancel" buttons. Below them is a yellow warning bar: "Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen." The form has a breadcrumb "All Content > 2 BANK INFORMATION" and a "Delete" link. A section "Bank data #1" is expanded, showing a "Bank Data:" label and an "Add an additional Bank data" button. The main form fields are: "Bank Type:" (No Choice), "Country:" (dropdown), "Name:" (text input, annotated with green circle B), "Bank Branch:" (text input), "Street:" (text input), "City:" (text input), "Bank Key/ABA Routing Number:" (text input, annotated with green circle C), "Account Number:" (text input, annotated with green circle D), "IBAN Number:" (text input, annotated with green circle E), "SWIFT Code:" (text input, annotated with green circle F), and "Bank Account Type:" (No Choice).

# 4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

## 2. Bank information

### PROCEDURE/STEPS – Part 4

- ▶ 1. After filling out the form, you have the possibility to add the data of an additional bank account (Optional)
- ▶ 2. If you are done with adding the bank information, click on the Save button at the top right corner of the page

Ariba Sourcing

< Go back to MOL Group - TEST Dashboard

Desktop File Sync

2 Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.

All Content > 2 BANK INFORMATION

BANK INFORMATION (1)

Name 1

Bank Data:

The following fields are mandatory to be filled:

- Country (Bank country)
- Name (Bank name)
- Bank Key/ABA routing Number and Account number and/OR IBAN number (if available)
- SWIFT code

Please do not use special characters, only numbers and letters.

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number: 11111111

Account Number: 1111111122222222

1 Add an additional Bank data

(\*) indicates a required field

# 4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

## 2. Bank data questions

Question (questions with * are mandatory to be filled)	Description
Bank type	Type of the account holding bank (Domestic/Foreign)
Country*	Country of the account holding bank
Name*	Name of the account holding bank
Bank Branch	Branch of the account holding bank (optional)
Street	Street of the account holding bank branch (optional)
City	City of the account holding bank branch (optional)
State/Province/Region	State/Province/Region of the account holding bank branch (optional)
Postal Code	Postal code of the account holding bank branch (optional)
Account Holder Name	Name of the holder of the bank account
Bank Key/ABA Routing Number(*)	Bank key/ABA routing number of the account. Mandatory with the Account number. In case of Hungary, it is the first 8 digits of the 16/24 digit bank account number
Account Number(*)	The number of the account. Mandatory with the Bank key. In case of Hungary, it is the last 8/16 digits of the bank account number
IBAN Number(*)	Mandatory if the Bank Key/ABA routing number and the Account number cannot be filled
SWIFT Code*	Swift code of the account holder bank
Bank Account Type	Type of the Bank account (Savings/Checking/Investment) (optional)

# 4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

## 3. Online Bidding Terms

### PROCEDURE/STEP

- ▶ In order to be registered, you have to approve the MOL Group's Online Bidding Terms and Conditions

▼ 3 Online Bidding Terms

3.1 Locale OBTC

3.5 Above document for the Online bidding terms and conditions (OBTC) must be accepted. Please confirm that you accept the conditions

(\*) indicates a required field

1 \* Unspecified ▼

\* Unspecified ▼

- ▶ 1. Select the language from the dropdown
- ▶ 2. Click on the filename in blue
- ▶ 3. Select the „Download this attachment” option
- ▶ 4. Read the document
- ▶ 5. Confirm your acceptance by selecting „Yes”

▼ 3 Online Bidding Terms

3.1 Locale OBTC

3.2 OBTC - EN  
[conditions\\_of\\_online\\_bidding\\_english.pdf](#) ▼

3.5 Above document for the Online bidding terms and con

(\*) indicates a required field

▼ 3 Online Bidding Terms

3.1 Locale OBTC

3.2 OBTC - EN  
[conditions\\_of](#) 3 Download this attachment

3.5 Above document Download all attachments edit

(\*) indicates a required field

Please note that without accepting the Online Bidding Terms, you cannot be a registered supplier of MOL Group

▼ 3 Online Bidding Terms

3.1 Locale OBTC

3.2 OBTC - EN  
[conditions\\_of\\_online\\_bidding\\_english.pdf](#) ▼

3.5 Above document for the Online bidding terms and conditions (OBTC) must be accepted. Please confirm that you accept the conditions

(\*) indicates a required field

5 \* English ▼

\* Yes ▼

## 4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

### 3. OBTC questions

Question (questions with * are mandatory to be filled)	Description
Locale OBTC	The language on which you want to download the Online Bidding Terms and Conditions document
File	After selecting the language, the file will appear, you can download.
Above document for the Online bidding terms and conditions (OBTC) must be accepted. Please confirm that you accept the conditions	In order to be fully registered in the MOL Ariba system, you have to accept the OBTC

# 4.2. FULFILLING THE REGISTRATION QUESTIONNAIRE

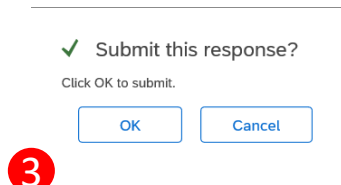
## Submitting questionnaire

### PROCEDURE/STEP

- ▶ 1. After you filled the questionnaire, click on „Submit Entire Response” button

- ▶ 2. If any mandatory information is missing, the system notifies you at the relevant question(s) and at the top of the page. Complete the missing information, and click again on „Submit entire response”

- ▶ 3. Click OK

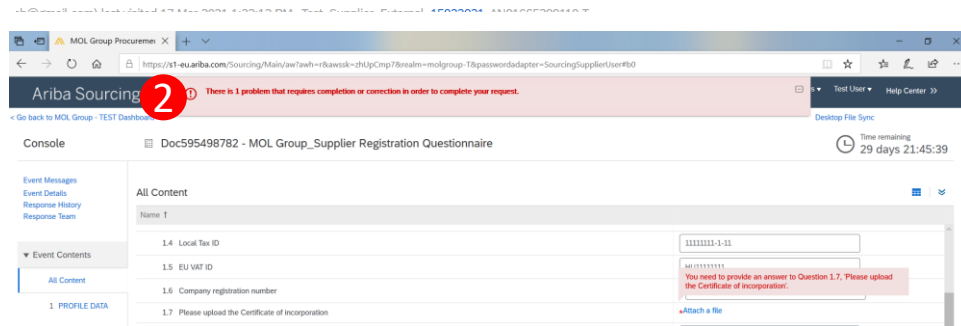


- ▶ 4. The system will notify you if the submission was succesful

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

3.5 Above document for the Online bidding terms and conditions (OBTC) must be accepted. Please confirm that you accept the conditions

(\*) indicates a required field



Doc595498782 - MOL\_Group\_Supplier Registration Questionnaire

All Content



## 4.3. FEEDBACK

### Status of the questionnaire

After submitting the questionnaire by clicking on the „Go back to MOL Group Dashboard” link you can check the status of all the questionnaires you were invited to fill out

After the approval of the registration questionnaire, you will receive an automatic email.

#### Events

Title	ID	End Time ↓	Event Type	Participated
No items				

#### Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
<a href="#">MOL Group_Supplier Registration Questionnaire</a>	Doc625611478	4/25/2021 12:02 AM	Registered



Dear Test User,

**Congratulations! Your supplier registration was approved.**

Please, log in to the supplier portal to see if you need to complete any tasks or qualifications before you enter into a business relationship with MOL Group - TEST.

[Click Here](#)

Best regards,  
SAP Ariba team

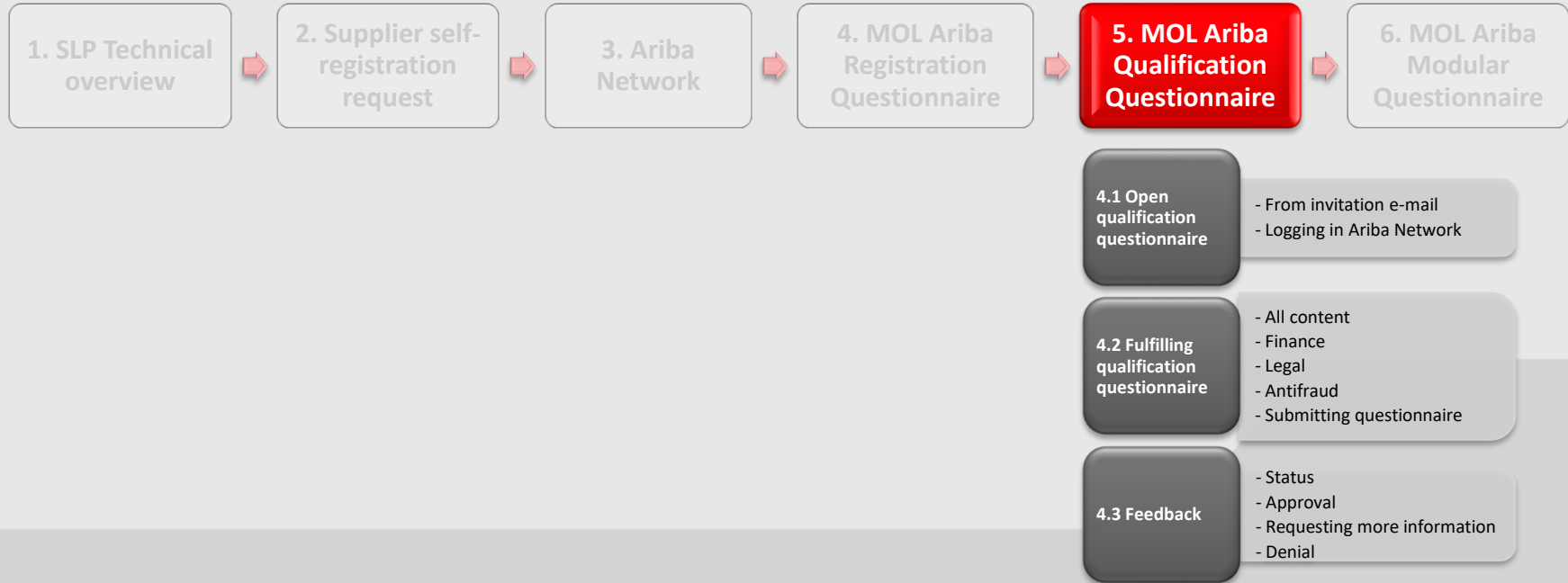
You are receiving this email because your customer, MOL Group - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact MOL Group - TEST.

MOL GROUP TEST

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# 5. MOL ARIBA QUALIFICATION QUESTIONNAIRE



# 5.1. OPEN THE QUALIFICATION QUESTIONNAIRE

## From invitation e-mail

To become a qualified supplier of MOL Group, you have to fill out a qualification questionnaire. This questionnaire is sent out by our buyers during tenders.

### PROCEDURE/STEP

- ▶ 1. You will receive an invitation email with a link to the questionnaire
- ▶ 2. Click on the link
- ▶ 3. Log in the Ariba Network with your account

**1** Action needed: Fill out qualification questionnaire to become a qualified supplier with MOL Group - TEST Beérkező levelek x

**MOL Group Qualification** <s4system-prodeu+molgroup-T.Doc625680537@eusmtp.ariba.com>  
cimzett: én <>

angol > magyar > [Üzenet lefordítása](#) Kikapcsolás a következő nyelvhöz: angol x

**MOLGROUP**

Qualification questionnaire to become a qualified supplier with MOL Group - TEST

Dear

Now that Test\_Supplier\_Internal2\_15022021 is registered as a supplier with MOL Group - TEST, you're invited you're invited to fill out one or more questionnaires to become qualified.

**2** [Click Here](#) to fill out the questionnaire

This is an automatic email, please do not reply to it!

Best regards,  
SAP Ariba team

**SAP Ariba**

Supplier Login

User Name

Password

**3** [Login](#)

[Forgot Username or Password](#)

# 5.1. OPEN THE QUALIFICATION QUESTIONNAIRE

From invitation e-mail

After logging in the Ariba Network account, the system automatically opens the MOL Ariba qualification questionnaire

Ariba Sourcing

Company Settings ▼ Málé Rángo ▼ Help Center >>

[Go back to MOL Group - TEST Dashboard](#)[Desktop File Sync](#)

ConsoleDoc625680537 - MOL Group\_Supplier qualification questionnaireTime remaining  
29 days 23:40:22

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 FINANCE

2 LEGAL

3 ANTIFRAUD

All Content

Name ↑

▼ 1 FINANCE

1.1 Number of own employees

1.2 Year of the last financial data  
(Last completed fiscal year)

1.3 Please select the currency from the list in which you will provide the financial data:

1.4 Please upload the financial statement from the last year financial year

1.5 Equity

1.6 Total equity and liabilities

1.7 Equity ratio:  $\text{Equity} / \text{Total equity and liabilities}$   
Please divide the amounts you provided in the „Equity“ and in the „Total equity and liabilities“ fields and select value.

1.11 Last year's sales  
(Last completed fiscal year)

1.12 Previous year's sales  
(One before the last completed fiscal year)

1.13 Development of Turnover:  $(\text{Last year's sales} - \text{Previous year's sales}) / \text{Previous year's sales}$   
Please withdraw the amount you provided in the „Previous year's sales“ from the amount you provided in the „Last year's sales“ fields, then divide the result with the amount provided as the previous year's sales and select value.

1.17 Current assets

(\*) indicates a required field

Submit Entire ResponseSave draftCompose MessageExcel Import

# 5.1. OPEN THE QUALIFICATION QUESTIONNAIRE

## Logging in Ariba Network

In case you want to fill out the questionnaire later, you can log in with your existing AN account by using the <https://service.ariba.com> website

The screenshot shows the SAP Ariba Network login interface. Step 1 points to the browser address bar showing the URL. Step 2 points to the 'Supplier' button in the role selection area. Step 3 points to the 'Login' button in the login form. Step 4 points to the 'Forgot Username or Password' link below the login button.

### PROCEDURE/STEPS

- ▶ 1. Open the <https://service.ariba.com> website
- ▶ 2. Choose the option „Supplier”
- ▶ 3. Add your User Name and Password
- ▶ 4. Click on „Login”

# 5.1. OPEN THE QUALIFICATION QUESTIONNAIRE

## Logging in Ariba Network

The image shows three screenshots of the SAP Ariba Network interface, illustrating the steps to open a qualification questionnaire.

**Step 1:** The first screenshot shows the SAP Ariba Network login page. The user is logged in as "Standard Account". The "Ariba Network" dropdown menu is visible in the top left corner.

**Step 2:** The second screenshot shows the "Ariba Network" dropdown menu expanded. The option "Ariba Proposals And Questionnaires" is highlighted.

**Step 3:** The third screenshot shows the "Ariba Proposals And Questionnaires" page. The "MOL GROUP - TEST" link is highlighted in the left sidebar.

The main content area of the third screenshot displays the "MOL GROUP - TEST" page. It includes a description of MOL Group, a table of events, and a section for "Registration Questionnaires". The "Registration Questionnaires" section shows a table with the following data:

Title	ID	End Time	Status
MOL Group_Supplier Registration Questionnaire	DocId25613478	4/24/2022 8:25 PM	Registered

Below the "Registration Questionnaires" section, there is a section for "Qualification Questionnaires". It shows a table with the following data:

Title	ID	End Time	Commodity	Regions	Status
MOL Group_Supplier qualification questionnaire	DocId25689537	4/24/2022 8:27 PM	EAP SERVICES 52, VEHICLES, EQUIPMENT AND R... DIRECT SERVICES 25, EAP MATERIAL AND EQUIPMENT... DIRECT MATERIAL 21, MOBILITY 43, CONSTRUCTION, INSTALLATIO... RETAIL SERVICES 42, CONSTRUCTION AND MAINTENANCE, ENERGY 91, RETAIL EQUIPMENT AND MAINT... INDIRECT SERVICES 62, Text Segment 66, LOGISTICS AND TRANSPORTAT... INDIRECT MATERIAL 61	RS Serbia, PK Pakistan, NO Norway, BA Bosnia and Herzegovina, DE Germany, PL Poland, RO Romania, AT Austria, SI Slovenia, IT Italy, CZ Czech Republic, HR Montenegro, MK Croatia, SK Slovakia, HU Hungary	Qualification Started

### PROCEDURE/STEPS

- ▶ 1. Click on the triangle near Ariba Network at the top left corner of the page
- ▶ 2. Select the „Ariba Proposals And Questionnaires” option
- ▶ 3. Click on the link of the questionnaire under „Qualification Questionnaires”

# 5.1. OPEN THE QUALIFICATION QUESTIONNAIRE

## Logging in Ariba Network

Qualification Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
<a href="#">MOL Group_Supplier qualification questionnaire</a>	Doc625680537	4/24/2021 8:27 PM	E&P SERVICES 52, VEHICLES, EQUIPMENT AND R..., DIRECT SERVICES 22, E&P MATERIAL AND EQUIPMEN..., DIRECT MATERIAL 21, MOBILITY 43, CONSTRUCTION, INSTALLATIO..., RETAIL SERVICES 42, CONSTRUCTION AND MAINTENA..., ENERGY 91, RETAIL EQUIPMENT AND MATE..., INDIRECT SERVICES 62, Test Segment 66, LOGISTICS AND TRANSPORTAT..., INDIRECT MATERIAL 61 <a href="#">View more</a>	RS Serbia, PK Pakistan, NO Norway, BA Bosnia and Herzegovina, DE Germany, PL Poland, RO Romania, AT Austria, SI Slovenija, IT Italy, CZ Czech republic, ME Montenegro, HR Croatia, SK Slovakia, HU Hungary	Qualification Started
Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status

Under the Qualification Questionnaire section you can access the MOL Group's supplier qualification questionnaire. At the Commodity and the Regions column you may see commodities and regions which are irrelevant for you. As the questionnaire contains general data, every supplier is qualified for every Commodity and Region available in MOL Group even if not all of them are relevant for the suppliers.

# 5.2. FULFILLING QUALIFICATION QUESTIONNAIRE

## All Content

Console Doc625680537 - MOL C

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

- 1 All Content
- 2 FINANCE
- 3 LEGAL
- 4 ANTIFRAUD

All Content

Name ↑

▼ 1 FINANCE

1.1 Number of own employees

1.2 Year of the last financial data (Last completed fiscal year)

1.3 Please select the currency from

1.4 Please upload the financial stat

1.5 Equity

1.6 Total equity and liabilities

1.7 Equity ratio:  $\text{Equity} / \text{Total equity}$   
Please divide the amounts you prov

### PROCEDURE/STEPS

- ▶ On the consol, you can select to see all the questions
  - ▶ 1. All content
- ▶ Or you have the possibility to open the different parts separately by clicking on their names
  - ▶ 2. FINANCE
  - ▶ 3. LEGAL
  - ▶ 4. ANTIFRAUD



## 5.2. FULFILLING QUALIFICATION QUESTIONNAIRE

### Finance section questions – Part 1

Question (questions with * are mandatory to be filled)	Description
1.1 Number of own employees*	How many employees did your company have in the last fiscal year
1.2 Year of the last financial data (Last completed fiscal year)*	Please add the year (in YYYY format) which is relevant for the financial data you provide in the questionnaire
1.3 Please select the currency from the list in which you will provide the financial data*	Please select the currency from the list which is relevant for the financial data you provide in the questionnaire
1.4 Please upload the financial statement from the last year financial year*	Attachment is necessary
1.5 Equity*	Please add the value of Equity of the year that you indicated in 1.2
1.6 Total equity and liabilities*	Please add the value of Total equity and liabilities of the year that you indicated in 1.2
1.7 Equity ratio: Equity/Total equity and liabilities*	Please add the Equity ratio by using the following formula: divide the amounts you provided in the „Equity“ and in the „Total equity and liabilities“ fields and select the value that covers the result of your calculation.
1.11 Last year's sales*	Sales value of the last completed fiscal year (the year you indicated in 1.2)
1.12 Previous year's sales*	Sales value of the year before the last completed fiscal year (the year you indicated in 1.2 minus 1 year)
1.13 Development of Turnover: (Last year's sales- Previous year's sales)/Previous year's sales.*	Please add the development of turnover by using the following formula: withdraw the amount you provided in the „Previous year's sales“ from the amount you provided in the „Last year's sales“ fields, then divide the result with the amount provided as the previous year's sales and select value.

## 5.2. FULFILLING QUALIFICATION QUESTIONNAIRE

### Finance section questions – Part 2

Question (questions with * are mandatory to be filled)	Description
1.17 Current assets	Assets value in the last completed fiscal year (the year you indicated in 1.2)
1.18 Short term liabilities	Value of short term liabilities in the last completed fiscal year (the year you indicated in 1.2)
1.19 Liquidity: Current assets/Short term liabilities	Please add the Liquidity by using the following formula: divide the amounts you provided in the „Current assets” and in the „Short term liabilities” fields.
1.23 Net Income	Value of the net income in the last competed fiscal year (the year you indicated in 1.2)
1.24 The company's age Date of company registration	Please select the right value from the drop down
1.28 Currently, or within the last 5 years has the company been subject of any investigation, claim or proceeding relating to financial integrity, valid reporting? (low impact tax related issues excluded)	Please select the correct answer
1.31 Additional Documents	You have the possibility to attach documents to the questionnaire

# 5.2. FULFILLING QUALIFICATION QUESTIONNAIRE

## Legal section questions

Question (questions with * are mandatory to be filled)	Possible answers
2.1 Is your company under bankruptcy, liquidation or dissolution proceedings?*	Yes/No
2.4 Is your company's tax number suspended?*	Yes/No
2.7 Is your company under law enforcement, receivership, injunction?*	Yes/No
2.10 Is any owner (private person or legal entity), subsidiary, joint venture, director, officer, employee of your company under any sanctions or international operational restrictions?*	Yes/No
2.13 Is your company or owner, director, officer of your company under any other prohibition or limitation regarding your company's business?*	Yes/No
2.16 Is or was your company involved in any lawsuit against any MOL Group member at present or in the last three years?	Yes/No
2.19 Has your company been subject of any investigation, claim or proceeding relating to anti-trust (e.g. cartel, dominant position matters etc.) or fair competition in the past 5 years?*	Yes/No
2.22 Does your company operate a competition law compliance programme or has a process to assess, detect, prevent and tackle competition law risks?*	Yes/No
2.23 Has your company been subject to any investigation, claim or proceeding relating privacy or information security breaches in the past 5 years?*	Yes/No
2.26 Does your company have a process to assess, detect, prevent and tackle information and data security risks and breaches (including the process to report personal data breaches to the authority/data subjects, as necessary based on law) risks?*	Yes/No
2.27 Have your company's principal shareholders, subsidiaries, or any of the executives ever been subject of any investigation, claim or proceeding relating to money laundering or terrorist financing?*	Yes/No
2.30 Does your company have a process to assess, detect, prevent, document and tackle money laundering or terrorist financing risks?*	Yes/No
2.31 Additional Documents	Attachment

## 5.2. FULFILLING QUALIFICATION QUESTIONNAIRE

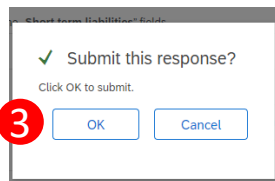
### Antifraud section questions

Question (questions with * are mandatory to be filled)	Possible answers
3.1 Currently, or within the last 5 years the company, principal shareholders, subsidiaries, or any of the executives has been subject of any investigation, claim or proceeding relating to bribery or corruption offences*	Yes/No
3.5 Does the company have a process to assess, detect, prevent and tackle bribery and corruption risks?*	Yes/No
3.6 Any principal shareholders, subsidiaries, or any of the executives of the company within the last 5 years has been investigated, prosecuted or convicted in any jurisdiction for fraud or fraudulent business activities*	Yes/No
3.10 Does the company have a process to assess, detect, prevent and tackle fraud or fraudulent business activities risks?*	Yes/No
3.11 Been the company or any principal shareholders, subsidiaries, or any of the senior officers/managers convicted of a criminal offence or any other act of grave misconduct in the course of your business or profession?*	Yes/No
3.15 Other business enterprise of any principal shareholders or any of the senior officers/managers currently, or has ever been subject of any investigation, claim or proceeding relating to any of the above mentioned misconducts?*	Yes/No
3.19 Additional Documents	Attachment

## 5.2. FULFILLING QUALIFICATION QUESTIONNAIRE

### Submitting questionnaire

- ▶ 1. After you filled the questionnaire, click on „Submit Entire Response” button
- ▶ 2. If any mandatory information is missing, the system notifies you at the relevant question(s) and at the top of the page. Complete the missing information, and click again on „Submit entire response”
- ▶ 3. Click OK
- ▶ 4. The system will notify you if the submission was succesful



Submit Entire Response | Save draft | Compose Message | Excel Import

2 There is 1 problem that requires completion or correction in order to complete your request. | Mail Range | Help Center >>

Doc625680537 - MOL Group\_Supplier qualification questionnaire | Time remaining: 29 days 22:43:11

All Content

Name		
3.5	Does the company have a process to assess, detect, prevent and tackle bribery and corruption risks?	No
3.6	Any principal shareholders, subsidiaries, or any of the executives of the company within the last 5 years has been investigated, prosecuted or convicted in any jurisdiction business activities	No
3.10	Does the company have a process to assess, detect, prevent and tackle fraud or fraudulent business activities risks?	No
3.11	Been the company or any principal shareholders, subsidiaries, or any of the senior officers/managers convicted of a criminal offence or any other act of grave misconduct or profession?	No
3.15	Other business enterprise of any principal shareholders or any of the senior officers/managers currently, or has ever been subject of any investigation, claim or proceeding relating to any of the above mentioned misconducts?	Unspecified
3.19	Additional Documents	Add Additional Documents (0)


Doc625680537 - MOL Group\_Supplier qualification questionnaire

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

## 5.3. FEEDBACK

### Status of the questionnaire

- After submitting the questionnaire by clicking on the „Go back to MOL Group Dashboard” link you can check the status of all the questionnaires you were invited to fill out

Events 

Title	ID	End Time ↓	Event Type	Participated	
No Items					
Registration Questionnaires					
Title	ID	End Time ↓	Status		
▼ Status: Open (1)					
MOL Group_Supplier Registration Questionnaire	Doc625611478	4/25/2021 12:02 AM	Registered		
Qualification Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
MOL Group_Supplier qualification questionnaire	Doc625680537	3/25/2021 8:47 PM	E&P SERVICES 52, VEHICLES, EQUIPMENT AND R..., DIRECT SERVICES 22, E&P MATERIAL AND EQUIPMEN..., DIRECT MATERIAL 21, MOBILITY 43, CONSTRUCTION, INSTALLATIO..., RETAIL SERVICES 42, CONSTRUCTION AND MAINTENA..., ENERGY 91, RETAIL EQUIPMENT AND MATE..., INDIRECT SERVICES 62, Test Segment 66, LOGISTICS AND TRANSPORTAT..., INDIRECT MATERIAL 61 <a href="#">View more</a>	RS Serbia, PK Pakistan, NO Norway, BA Bosnia and Herzegovina, DE Germany, PL Poland, RO Romania, AT Austria, SI Slovenija, IT Italy, CZ Czech republic, ME Montenegro, HR Croatia, SK Slovakia, HU Hungary	Pending Qualification Approval

## 5.3. FEEDBACK

### Approval

In case the answers on the qualification questionnaire are clear and acceptable, the experts approve your qualification. Your status is Qualified and the validity of the qualification is 1 year.



Dear Test Test,

**Congratulations! Smoke test\_1124\_PDD is now qualified to supply to MOL Group.**

You will be notified when your attention is required in case of a procurement or sourcing process.

This is an automatic email, please do not reply to it!

Best regards,  
SAP Ariba team

You are receiving this email because your customer, MOL Group, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact MOL Group.

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Please note that the „Qualified” status does not mean automatic awarding on a sourcing procedure!

## 5.3. FEEDBACK

### Requesting more information



Dear ,

Project Title: Supplier Qualification for Test\_Supplier\_Internal2\_15022021  
Project ID: WS625680527

**MOL Group - TEST has reviewed your qualification questionnaire and requires additional information described in the following comments.**

1 Comments: Please provide additional information

2 To provide the additional information that MOL Group - TEST requires, [Click Here](#) to go to the qualification questionnaire.

This is an automatic email, please do not reply to it!

Best regards,  
SAP Ariba team

In case of any issue please contact [aribaopsupport@mol.hu](mailto:aribaopsupport@mol.hu)

#### Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
<a href="#">MOL Group_Supplier qualification questionnaire</a>	Doc625680537	4/25/2021 1:00 AM	E&P SERVICES 52, VEHICLES, EQUIPMENT AND R..., DIRECT SERVICES 22, E&P MATERIAL AND EQUIPMEN..., DIRECT MATERIAL 21, MOBILITY 43, CONSTRUCTION, INSTALLATIO..., RETAIL SERVICES 42, CONSTRUCTION AND MAINTENA..., ENERGY 91, RETAIL EQUIPMENT AND MATE..., INDIRECT SERVICES 62, Test Segment 66, LOGISTICS AND TRANSPORTAT..., INDIRECT MATERIAL 61 <a href="#">View more</a>	RS Serbia, PK Pakistan, NO Norway, BA Bosnia and Herzegovina, DE Germany, PL Poland, RO Romania, AT Austria, SI Slovenia, IT Italy, CZ Czech republic, ME Montenegro, HR Croatia, SK Slovakia, HU Hungary	3 Pending Resubmission

1. The experts are checking and validating the answers and if they need more information, they send back the questionnaire for correction with a comment
2. Click on the link and log in the Ariba Network profile
3. The system will direct you to the questionnaire. The status of the Questionnaire is „Pending Resubmission”
4. Click on the „Revise response” button
5. Click „OK”

Doc625680537 - MOL Group\_Supplier qualification questionnaire

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

⚠ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

5

Revise Response

4

3



## 5.3. FEEDBACK

### Requesting more information

Doc625680537 - MOL Group\_Supplier qualification questionnaire

Latest comment [3/26/2021]: Please provide additional information

All Content

Name ↑

1 FINANCE

1.1 Number of own employees

1

2131

1.2 Year of the last financial data  
(Last completed fiscal year)

2020

1.3 Please select the currency from the list in which you will provide the financial data:

1.5 Equity

1.6 Total equity and liabilities

1.7 **Equity ratio: Equity/Total equity and liabilities**

Please divide the amounts you provided in the „Equity“ and in the „Total equity and liabilities“

1.11 Last year's sales  
(Last completed fiscal year)

(\*) indicates a required field

2

Submit Entire Response

Reload Last Bid

Save draft

By clicking „OK“, you will open the qualification questionnaire for modification. At the top of the page you can see the latest comment from the MOL Group expert.

1. Modify the data they requested
2. Click on „Submit Entire Response“ button
3. The status of the questionnaire will change to „Pending Qualification Approval“

Events

Title	ID	End Time	Event Type	Participated	
No items					
Registration Questionnaires					
Title	ID	End Time	Status		
▼ Status: Open (1)					
MOL Group_Supplier Registration Questionnaire	Doc625611478	4/25/2021 12:02 AM	Registered		
Qualification Questionnaires					
Title	ID	End Time	Commodity	Regions	Status
▼ Status: Completed (1)					
MOL Group_Supplier qualification questionnaire	Doc625680537	3/25/2021 8:47 PM	E&P SERVICES 52, VEHICLES, EQUIPMENT AND R.... DIRECT SERVICES 22, E&P MATERIAL AND EQUIPMEN.... DIRECT MATERIAL 21, MOBILITY 43, CONSTRUCTION, INSTALLATIO.... RETAIL SERVICES 42, CONSTRUCTION AND MAINTENA.... ENERGY 91, RETAIL EQUIPMENT AND MATE.... INDIRECT SERVICES 62, Test Segment 66, LOGISTICS AND TRANSPORTAT.... INDIRECT MATERIAL 61 <a href="#">View more</a>	RS Serbia, PK Pakistan, NO Norway, BA Bosnia and Herzegovina, DE Germany, PL Poland, RO Romania, AT Austria, SI Slov IT Italy, CZ Czech republic, ME Montenegro, HR Croatia, SK Slovakia, HU Hungary	<div>3</div> Pending Qualification Approval

## 5.3. FEEDBACK

### Denial

In case the answers on the qualification questionnaire are not acceptable, the experts can deny the qualification procedure. In such case you will receive an automatic email about the denial.



Dear

**Qualification request to MOL Group - TEST has been declined.**

MOL Group - TEST has reviewed the qualification questionnaire responses from UAT\_internal\_3 and declined.

This is an automatic email, please do not reply to it!

Best regards,  
SAP Ariba team

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

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3

# 6. MOL Ariba Modular Questionnaire



# 6.1. OPEN THE MODULAR QUESTIONNAIRE

## From invitation e-mail


There are procedures in case additional questionnaires have to be filled out.

In case the sourcing procedure you are participating medium or high HSE risk relevant, you have to fill out a general HSE questionnaire.

If the procedure is relevant from carriage of dangerous goods, you will receive appendices to check and approve

### PROCEDURE/STEP

- ▶ 1. You will receive an invitation email with a link to the questionnaire
- ▶ 2. Click on the link
- ▶ 3. Log in the Ariba Network with your account



Dear Diana Kiss,

**1** MOL Group - TEST has invited you to complete a questionnaire. This is required so UAT\_test\_external 6 can do business with MOL Group - TEST.

**Questionnaire Overview**  
Questionnaire name: HSE\_Questionnaire  
Respond by: Fri, 11 Dec, 2020


**2** [Submit questionnaire](#)


This is an automatic email, please do not reply to it!

Best Regards,  
SAP Ariba team

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

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Supplier Login

**3**

[Forgot Username or Password](#)

# 6.1. OPEN THE MODULAR QUESTIONNAIRE

## Logging in Ariba Network

You can reach out the Modular questionnaires directly from logging in the Ariba Network profile

### PROCEDURE/STEP

- 1. Log in the Ariba Network with your account
- 2. Open the questionnaire by clicking on the name

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
<a href="#">HSE Requirements for Carriage of Dangerous Good by Roads_MOL HU</a>	Doc597544038	19/3/2021 15:24	(no value)	HU Hungary	Approved
▼ Status: Open (1)					
<a href="#">HSE_Questionnaire</a>	Doc597544000	12/3/6104 17:38	(no value)	All All	Approved

# 6.2. FULFILLING MODULAR QUESTIONNAIRE

## HSE questionnaire

All Content

Name ↑

1 Do you understand and accept the HSE Appendix of MOL Group (valid for you and your subcontractors)? + link to the document (folder behind the link, because it is different for the countries)  
By selecting „Yes“ you accept to take full responsibility to employees during the work performed, in case of a contr

4 Do you accept that your company might be subject to

7 Will you ensure all legally required permits, licenses, a

10 Do you ensure that all machines, equipment, tools et

13 Did your company suffered or caused a fatal accident

16 Does your company have valid OHSAS 18001 certifi

17 Does your company have valid ISO 14001 certificate

18 Does your company have valid SCC certificate?

19 Hereby I declare that I understand that my company ensure safe execution of activities and control over subco

▼ 20 Documents

20.1 Additional Documents

(\*) indicates a required field

16 Does your company have valid OHSAS 18001 certificate?

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

3 Certificate Type: **OHSAS 18001**

Issuer:

Year of Publication:

Certificate Number:

Certificate Location:

Effective Date:

Expiration Date:

Attachment: [aaa\\_Test document for demo or test.docx](#) [Delete](#)

No file chosen

Or drop file here

Description:

4

1

2

5

### PROCEDURE/STEP

1. Select the answers in the drop downs
2. In case of certificate type questions, if you choose „Yes“ as the answer, click on „Details“
3. Fill out the Certificate form
  - ▶ Issuer
  - ▶ Year of Publication
  - ▶ Certificate number
  - ▶ Certificate Location
  - ▶ Effective date
  - ▶ Expiration date
  - ▶ Attachment
  - ▶ Description
4. Submit by clicking „OK“
5. Click on „Submit Entire Response“ and then „OK“

## 6.2. FULFILLING MODULAR QUESTIONNAIRE

### HSE questionnaire questions

Question (questions with * are mandatory to be filled)	Possible answers
1 Do you understand and accept the HSE Appendix of MOL Group (valid for you and your subcontractors)? + link to the document (folder behind the link, because it is different for the countries) By selecting „Yes” you accept to take full responsibility to have the conditions and stipulations laid down therein fully understood and kept by all your employees as well as all your subcontractor’s employees during the work performed, in case of a contractual relationship with MOL Group	Yes/No
4 Do you accept that your company might be subject to a pre-qualification audit by MOL Group, and it is a precondition for contracting?	Yes/No
7 Will you ensure all legally required permits, licenses, authorizations, qualifications, competencies for your company, employees and subcontractors prior to commencing any contracted activity?	Yes/No
10 Do you ensure that all machines, equipment, tools etc. are fit for purpose, are properly maintained and have all the legally required certificates?	Yes/No
13 Did your company suffered or caused a fatal accident or a major breakdown, fire, explosion or environmental pollution with damage higher than total 100 000 USD in the last 3 years?	Yes/No
16 Does your company have valid OHSAS 18001 certificate?	Yes/No (details)
17 Does your company have valid ISO 14001 certificate?	Yes/No (details)
18 Does your company have valid SCC certificate?	Yes/No (details)
19 Hereby I declare that I understand that my company can be subject to an audit from MOL Group member company in order to verify that my company operates an effective HSE Management System to ensure safe execution of activities and control over subcontractors	I confirm
20 Documents	Attachment

## 6.3. FEEDBACK

### Approval

In case the answers on the modular questionnaire are clear and acceptable, the experts approve it.  
The validity of the qualification is 1 year.



Dear Attila Nagy,

**MOL Group - TEST has approved the questionnaire that you completed.**

Questionnaire Overview

Questionnaire name: HSE\_Questionnaire

You will be notified when further action is required.

Best regards,  
SAP Ariba team

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

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## 6.3. FEEDBACK

### Requesting more information



Dear Attila Nagy,

**MOL Group - TEST has reviewed your questionnaire and requires additional information.**

Questionnaire Overview

Questionnaire name: HSE\_Questionnaire

Comments: Test request

1

For more information or if you have any questions, please contact MOL Group - TEST.

2

[Click Here](#) to view the questionnaire.

This is an automatic email, please do not reply to it!

Best regards,  
SAP Ariba team

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- ▶ 1. The experts are checking and validating the answers and if they need more information, they send back the questionnaire for correction with a comment
- ▶ 2. Click on the link and log in the Ariba Network profile
- ▶ 3. Click on the „Revise response” button
- ▶ 4. Click „OK”

Doc625680537 - MOL Group\_Supplier qualification questionnaire

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

Revise Response

3

⚠ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

4

OK

Cancel

## 6.3. FEEDBACK

### Requesting more information

All Content

Name ↑	
1 Do you understand and accept the <b>HSE Appendix of MOL Group</b> (valid for you and your subcontractors)? + link to the document (folder behind the link, because it is different for the countries) By selecting „Yes“ you accept to take full responsibility to have the conditions and stipulations laid down therein fully understood and kept by all your employees as well as all your subcontractor's employees during the work performed, in case of a contractual relationship with MOL Group	* Yes ▾
4 Do you accept that your company might be subject to a pre-qualification audit by MOL Group, and it is a precondition for contracting?	* Yes ▾
7 Will you ensure all legally required permits, licenses, authorizations, qualifications, competencies for your company, employees and subcontractors prior to commencing any contracted activity?	* Yes ▾ <b>1</b>
10 Do you ensure that all machines, equipment, tools etc. are fit for purpose, are properly maintained and have all the legally required certificates?	* Yes ▾
13 Did your company suffered or caused a fatal accident or a major breakdown, fire, explosion or environmental pollution with damage higher than total 100 000 USD in the last 3 years?	* No ▾
16 Does your company have valid OHSAS 18001 certificate?	* Yes ▾ <a href="#">Details</a>
17 Does your company have valid ISO 14001 certificate?	* No ▾
18 Does your company have valid SCC certificate?	* Yes ▾ <a href="#">Details</a>
19 Hereby I declare that I understand that my company can be subject to an audit from MOL Group member company in order to verify that my company operates an effective HSE Management System to ensure safe execution of activities and control over subcontractors	* I Confirm ▾
▼ 20 Documents	
20.1 Additional Documents	<a href="#">Add Additional Documents (0)</a>

(\*) indicates a required field

2

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

- By clicking „OK“, you will open the qualification questionnaire for modification. At the top of the page you can see the latest comment from the MOL Group expert.
- 1. Modify the data they requested
- 2. Click on „Submit Entire Response“ button

## 6.3. FEEDBACK

### Denial

In case the answers on the modular questionnaire are not acceptable, the experts can deny the procedure. In such case you will receive an automatic email about the denial.



Dear Attila Nagy,

**After reviewing the information, MOL Group - TEST has decided to decline the questionnaire.**

Questionnaire Overview

Questionnaire name: HSE Requirements for Carriage of Dangerous Good by Roads\_MOL HU

Comments: jkh

For more information or if you have any questions, please contact MOL Group - TEST.

This is an automatic email, please do not reply to it!

Best regards,  
SAP Ariba team

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## 6.3. FEEDBACK

### Certificates

You can access the uploaded certificates directly from the Ariba Network Proposals and Questionnaires tab. You can see all the necessary information.

#### Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
OHSAS 18001	12/12/2020	16/2/2022	 aaa_Test document for demo or test.docx	<a href="#">HSE_Questionnaire</a>	Valid
SCC	1/2/2020	27/2/2021	 aaa_Test document for demo or test.docx	<a href="#">HSE_Questionnaire</a>	Expired

In case any of your certificates is about to expire, the system will send you a reminder to upload the valid one in the HSE\_Questionnaire.

Dear Mihály Nagy,

**Please be informed that your [CERTIFICAT\_TYPE] certificate has expired.**

[Click Here](#) to upload the new certificate in HSE\_Questionnaire.

This is an automatic email, please do not reply to it!

Best regards,  
SAP Ariba team

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