

Reference guide for suppliers to Aker BP

Step by step guide when collaborating with Aker BP in Ivalua

Ivalua is the new contract management system in Aker BP

Aker BP have selected Ivalua as our new contract management system, with effect from 27th February 2023.

From this date all new tendering- and contract management activities will be conducted through the Ivalua portal.

The Portal is also used for supplier management, and you can maintain relevant information and contact persons for your organization.

You will be given access to the portal when it is required, i.e when you are invited to a new sourcing event or changes are made to an existing contract.

If you need any more information, please contact your SCM Specialist or read more in this training material.

Table of contents

1. General – navigation & homepage

2. Registration

1. Supplier self-registration
2. Follow up on registration status
3. Complete the registration process

3. General administration

1. Available company information
2. Create a change request
3. Document management
4. Manage your contacts
5. Sub-tier management
6. Communication with Aker BP via chat

5. Responding to sourcing/RFx event

1. How to access sourcing/RFx events from Aker BP
2. Provide access to the internal bid team members
3. Respond to sourcing/RFx event
4. How to submit questions and request clarifications to Aker BP during sourcing/RFx
5. Transitioning from sourcing/RFx to negotiation
6. Negotiating a contract with Aker BP through Ivalua
7. Negotiating a contract with Aker BP in Ivalua– e-signature

6. Contract management and collaborations

1. Browse & manage current contracts
2. Contract document management
3. Communication with Aker BP via chat – contracts

1. General – navigation & homepage

How to access Ivalua

General – navigation & homepage

Option 1 I received a login & password via email to login into Ivalua.

Click here to go to the login page:

[Login: akербp_\(ivalua.app\)](#)

Option 2 I received an invite to self-register.

Please continue with [self-registration](#)

Option 3 I have received no credentials or invite email yet.

Please contact businesspartner@akerbp.com

Homepage & navigation controls

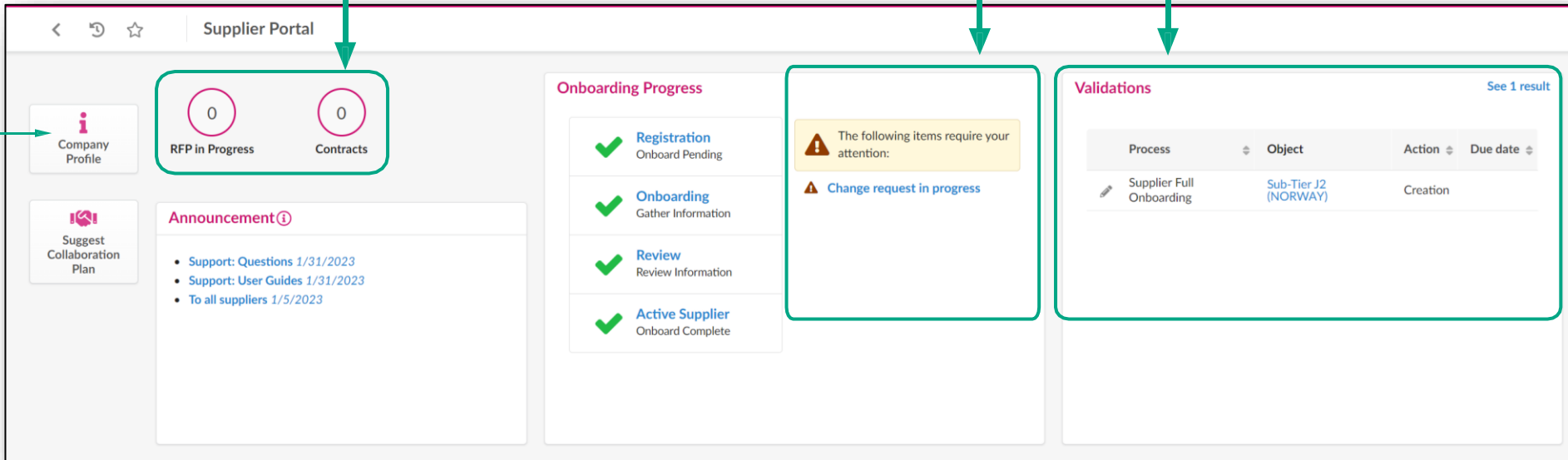
General – navigation & homepage

Once you are logged in, you get redirected to the Ivalua homepage, called the 'Supplier Portal'. This is the starting point for all your activities as a supplier to Aker BP.

Quick access to your request for proposals (RFPs) and contracts with Aker BP.

Tasks that require your attention will appear here.

Shortcut to your company's profile.



The screenshot shows the Supplier Portal interface. On the left, there is a sidebar with a 'Company Profile' icon and a 'Suggest Collaboration Plan' button. The main content area is divided into several sections. At the top, there are two circular progress indicators for 'RFP in Progress' and 'Contracts', both showing '0'. Below these is an 'Announcement' section with links to support questions, user guides, and a message to all suppliers. To the right, there is an 'Onboarding Progress' section with a list of steps: Registration (Onboard Pending), Onboarding (Gather Information), Review (Review Information), and Active Supplier (Onboard Complete). Next to this is a yellow warning box stating 'The following items require your attention:' followed by a link 'Change request in progress'. To the right of the warning box is a 'Validations' section with a table showing a validation for 'Supplier Full Onboarding' with a due date of '1/5/2023'. A 'See 1 result' link is also present.

Process	Object	Action	Due date
Supplier Full Onboarding	Sub-Tier J2 (NORWAY)	Creation	1/5/2023

2. Registration

How to register and become a supplier to Aker BP

1. Self registration form (optional)

Registration

Note: Below steps only need to be followed if you were invited to self-register via a url. If not, you can continue to the next slide.

1 Access the Supplier Portal using the link provided by Aker BP. A registration form should appear. Fill out the form. Mandatory fields are marked with a red star.

Furthermore, the security control code must be entered.

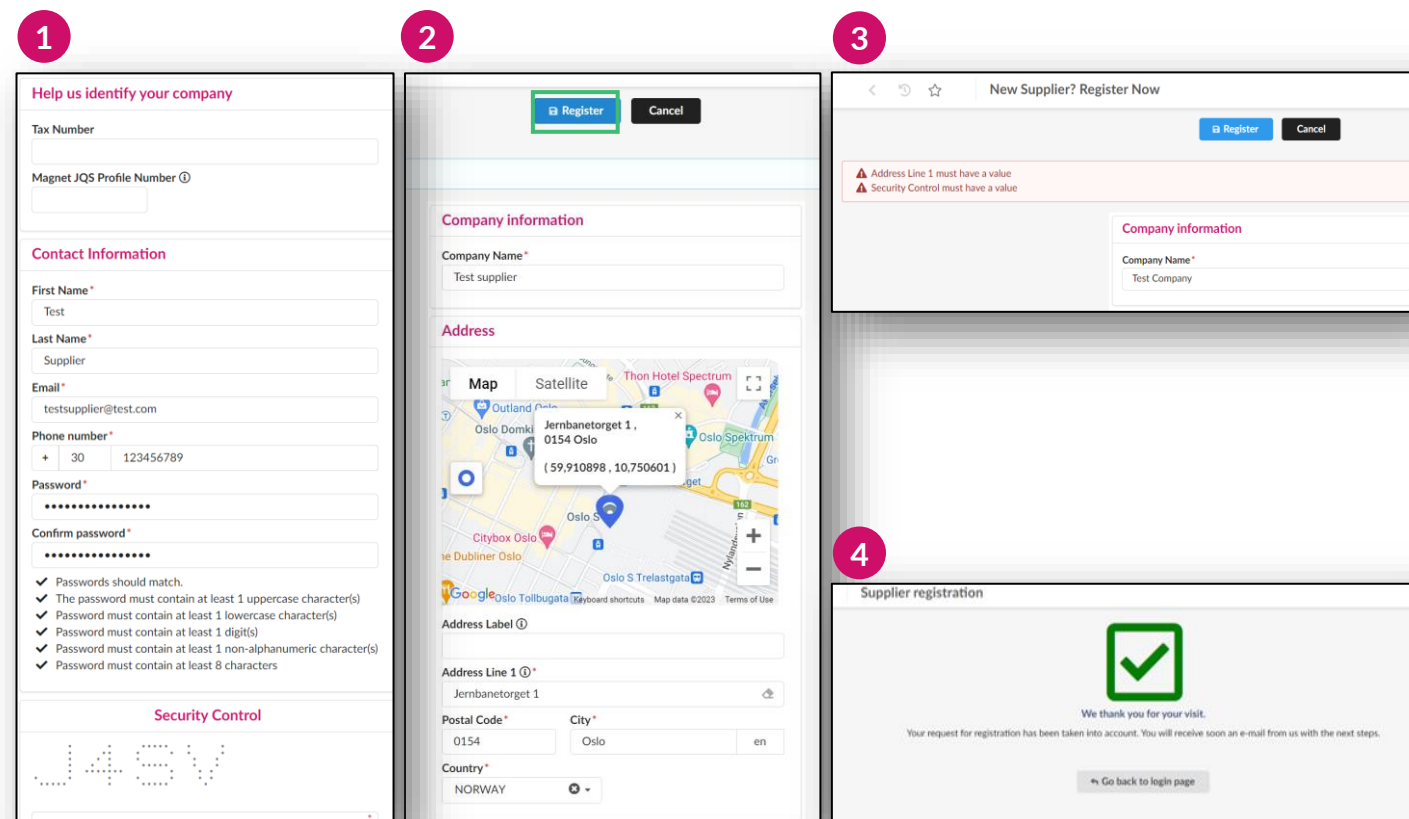
2 Submit the registration by clicking the **Register** button at the top of the screen.

3 If a mandatory field is missing, red warnings will appear at the top of the form. Edit necessary fields and submit again.

4 After registration, the screen should refresh and display a page with a confirmation message. Aker BP will now validate your registration, you can login to monitor the progress.

Note: Take note of the registered email and password, as these will be used as login credentials.

Note: For Norwegian suppliers, Aker BP will ensure the name and address information is correct by importing and synching it with Brønnøysund information



The images show the registration process in four steps:

- Step 1:** The registration form titled "Help us identify your company". It includes fields for Tax Number, Magnet JQS Profile Number, Contact Information (First Name, Last Name, Email, Phone number, Password, Confirm password), and a Security Control code (J46V).
- Step 2:** The form after clicking the "Register" button. It shows the "Company information" and "Address" sections. The "Address" section includes a map of Oslo and fields for Address Label, Address Line 1, Postal Code, City, and Country.
- Step 3:** The form after clicking the "Register" button, showing red warnings for missing mandatory fields: "Address Line 1 must have a value" and "Security Control must have a value".
- Step 4:** The "Supplier registration" confirmation screen. It displays a green checkmark and the message: "We thank you for your visit. Your request for registration has been taken into account. You will receive soon an e-mail from us with the next steps." A "Go back to login page" button is at the bottom.

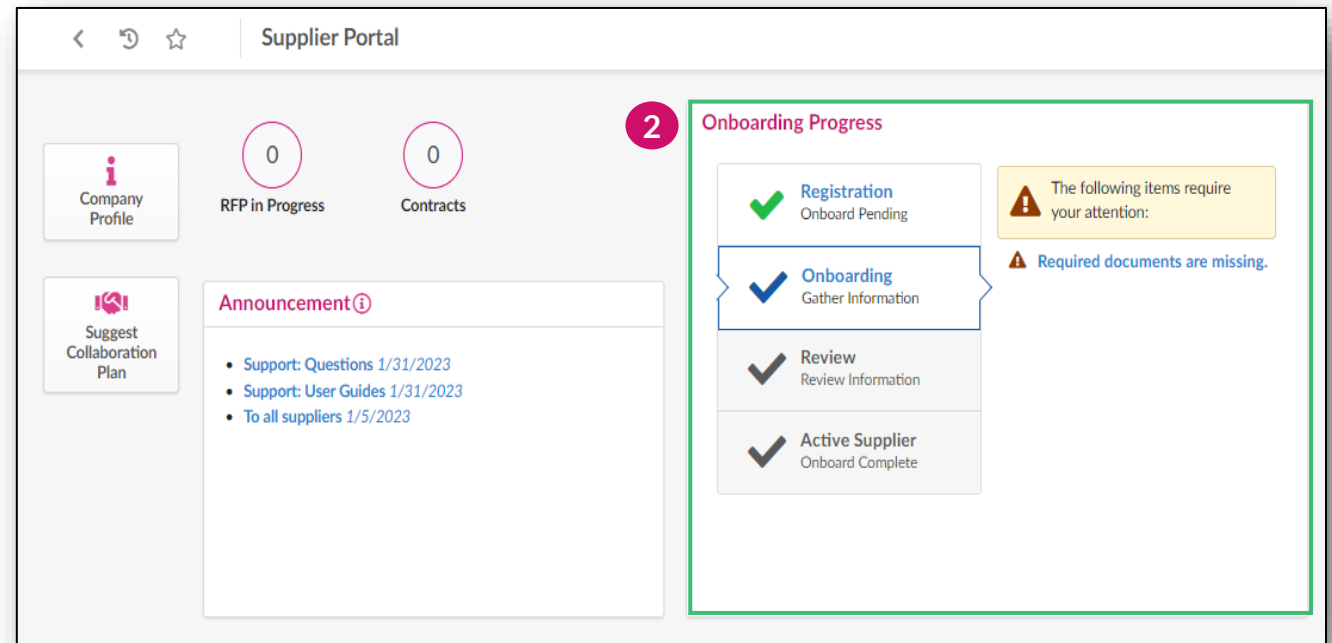
2. Follow up on your registration status

Registration

1 Log into the Ivalua platform using credentials (email & password used while registering or as shared by Aker BP). The Supplier Portal home page will open.

2 In the section 'Onboarding Progress', you can see the status of your registration as an Aker BP supplier. If there are actions required from your side, this will be displayed here, with hyperlinks.

Note: Aker BP will also inform you about these steps by email.



3. Complete the registration process

Registration

Note: Follow the below steps once Aker BP invited you via email to finish the onboarding process.

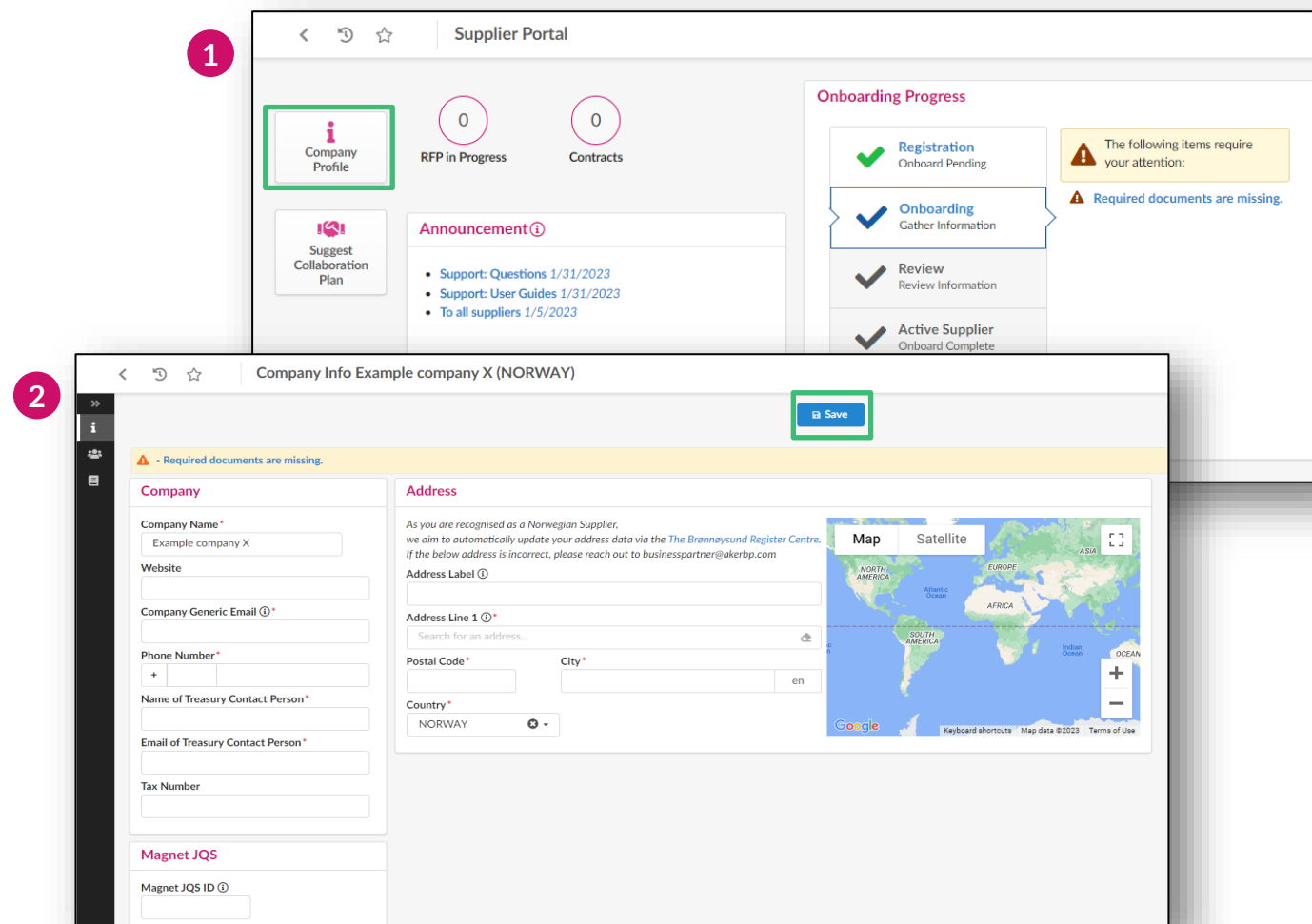
Information check & update

1 Click on the button 'Company Profile'.

*Note: You'll be taken to the **Company Information** tab where you can fill out, check and update all information fields. Mandatory fields are marked with an Asterix(*).*

2 Once complete, click **Save**.

***Note:** For Norwegian suppliers, Aker BP will ensure the name and address information is correct by importing and synching it with **Brønnøysund** information.*



The image shows two screenshots of the AkerBP Supplier Portal. The top screenshot, labeled with a red circle '1', shows the 'Supplier Portal' dashboard. It features a 'Company Profile' button highlighted with a green box. Other buttons include 'RFP in Progress', 'Contracts', 'Announcement', and 'Suggest Collaboration Plan'. On the right, an 'Onboarding Progress' section shows a checklist: 'Registration Onboard Pending' (checked), 'Onboarding Gather Information' (checked), 'Review Review Information' (checked), and 'Active Supplier Onboard Complete' (checked). A yellow warning box states 'The following items require your attention: Required documents are missing.' The bottom screenshot, labeled with a red circle '2', shows the 'Company Info Example company X (NORWAY)' form. It has a 'Save' button highlighted with a green box. The form is divided into 'Company' and 'Address' sections. The 'Company' section includes fields for Company Name, Website, Company Generic Email, Phone Number, Name of Treasury Contact Person, Email of Treasury Contact Person, and Tax Number. The 'Address' section includes fields for Address Label, Address Line 1, Postal Code, City, and Country (set to NORWAY). A map of Norway is shown on the right. A yellow warning box at the top of the form states 'Required documents are missing.'

3. Complete the registration process

Registration

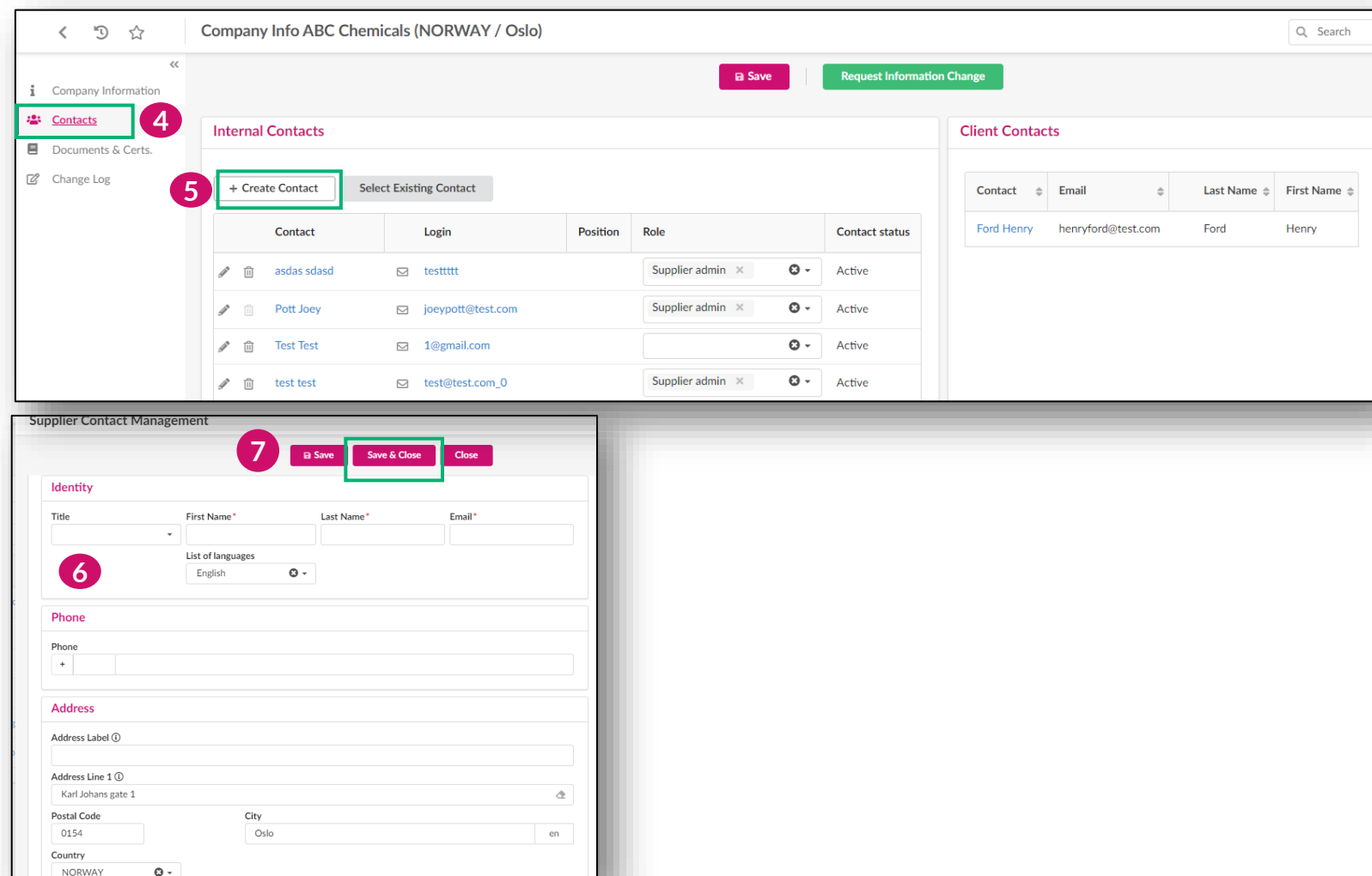
Manage Team

4 Navigate to the Contacts tab in the sidebar. Here you can add and edit your colleagues as co-workers who should have access to Aker BP information.

5 Click **Create Contact** to add a new member. A popup window with a registration form will open.

6 Fill out the form. Mandatory fields are marked with a red star.

7 Once complete, click **Save & Close**.



Company Info ABC Chemicals (NORWAY / Oslo)

Save Request Information Change

Company Information

Contacts 4

Documents & Certs.

Change Log

Internal Contacts

+ Create Contact 5 Select Existing Contact

Contact	Login	Position	Role	Contact status
asdas sdsd	testtttt		Supplier admin	Active
Pott Joey	joeypott@test.com		Supplier admin	Active
Test Test	1@gmail.com			Active
test test	test@test.com_0		Supplier admin	Active

Client Contacts

Contact	Email	Last Name	First Name
Ford Henry	henryford@test.com	Ford	Henry

Supplier Contact Management

7 Save Save & Close Close

Identity

Title First Name* Last Name* Email*

List of languages

English

6

Phone

Phone

+

Address

Address Label

Address Line 1

Karl Johans gate 1

Postal Code City

0154 Oslo en

Country

NORWAY

3. Complete the registration process

Registration

Manage Team

8

Once a contact is created, you can enter their role in the **role** field. Start typing or use the dropdown menu.

Note: It's mandatory that at least one of the contacts has the "Supplier admin" role.

9

Click the **Save** button.

10

If there was the alert "No contact with the role 'Supplier admin'", it should now disappear.

11

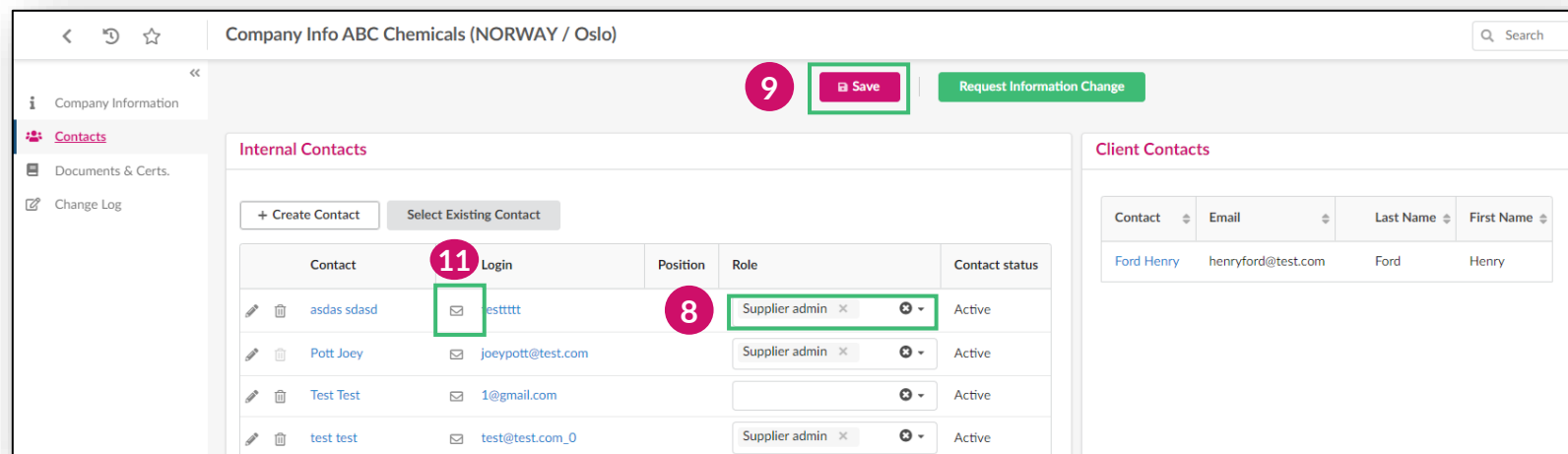
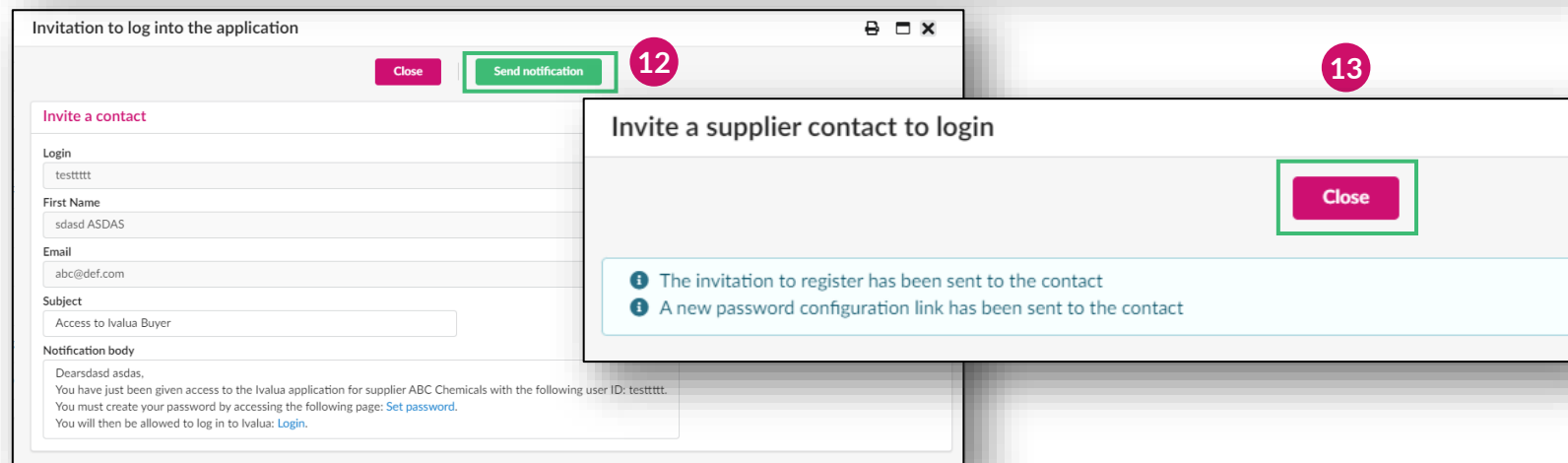
Click on the **envelope** icon. An email draft with a login invitation will open.

12

Click the **Send notification** button to send the request to the contact email address.

13

Click the **Close** button. An email with the invitation to login to the Ivalua application must have been received in the recipient's mailbox.

3. Complete the registration process

Registration

Manage Documents

The documents and certifications tab allows you to share documents with Aker BP during the registration process. In some cases, Aker BP will require you to upload some mandatory documents, e.g. the signed version of a supplier declaration.

14 Go to the **Documents & Certs.** tab in the sidebar.

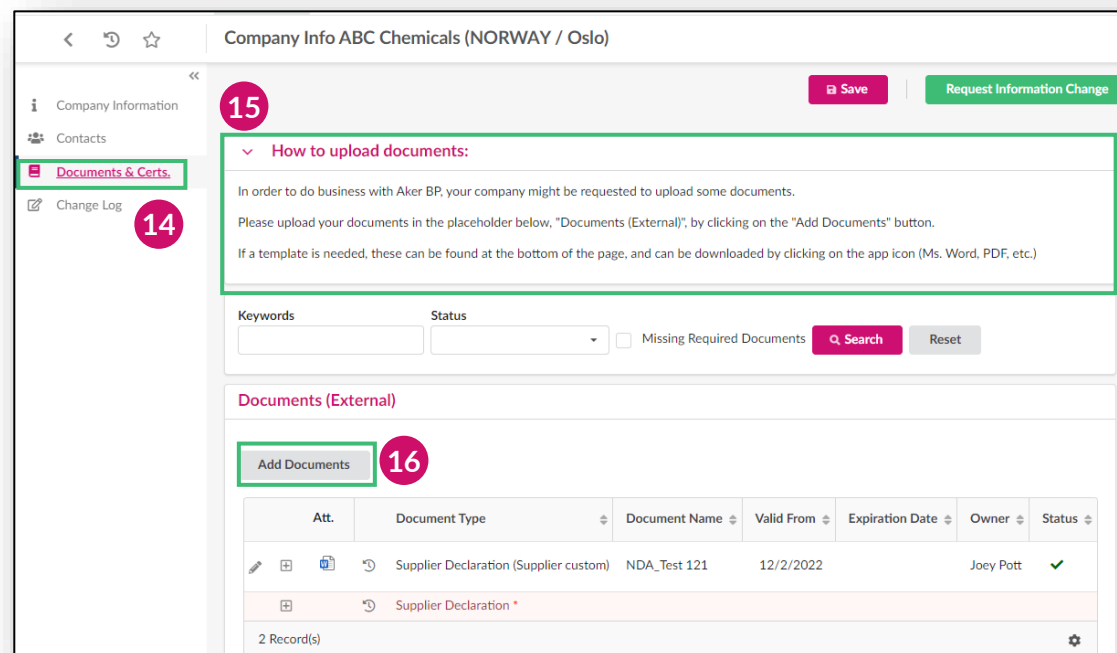
15 'How to upload documents' describes how to proceed.

16 Add documents and certifications by clicking the button "Add Documents".
For each button, a popup window will open.

17 If you need a **template**, click on the icon in the documentation table under **template** placeholder.

18 Fill out the form and upload the corresponding document file. Mandatory fields are marked with a red star.

19 Once complete, click the **Save & Close** button. The document should be uploaded successfully.



Company Info ABC Chemicals (NORWAY / Oslo)

Save Request Information Change

Company Information
Contacts
Documents & Certs.
Change Log

15 How to upload documents:
In order to do business with Aker BP, your company might be requested to upload some documents.
Please upload your documents in the placeholder below, "Documents (External)", by clicking on the "Add Documents" button.
If a template is needed, these can be found at the bottom of the page, and can be downloaded by clicking on the app icon (Ms. Word, PDF, etc.)

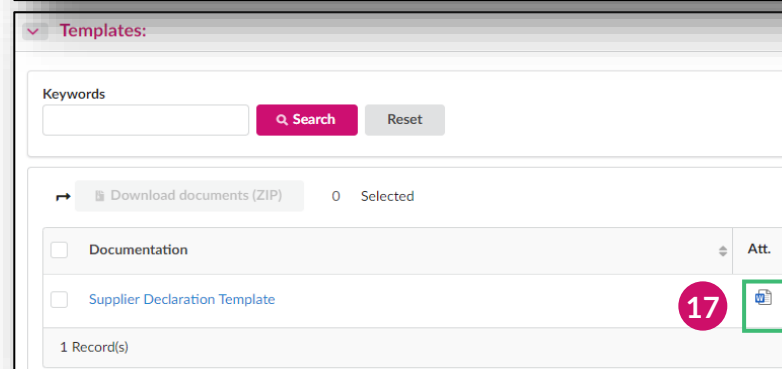
Keywords Status Missing Required Documents Search Reset

Documents (External)

Add Documents **16**

Att.	Document Type	Document Name	Valid From	Expiration Date	Owner	Status
	Supplier Declaration (Supplier custom)	NDA_Test 121	12/2/2022		Joey Pott	✓
	Supplier Declaration *					

2 Record(s)



Templates:

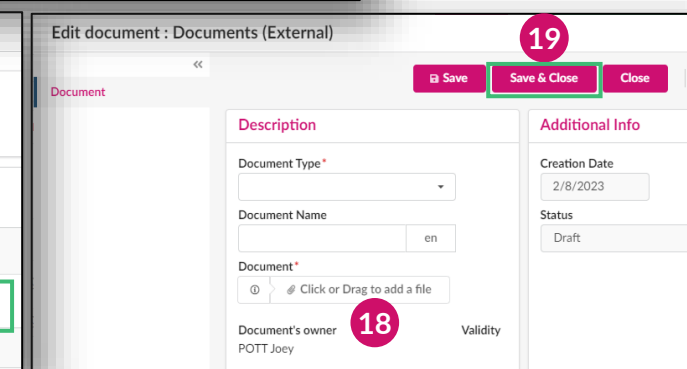
Keywords Search Reset

Download documents (ZIP) 0 Selected

	Att.
Documentation	
Supplier Declaration Template	

1 Record(s)

17



Edit document : Documents (External)

Save Save & Close Close

Document

Description

Document Type *

Document Name en

Document *

Click or Drag to add a file

Document's owner POTT Joey

Validity

Additional Info

Creation Date 2/8/2023

Status Draft

18

19

3. Complete the registration process

Registration

Send Data for Review

20

Once all the information has been filled in, click on **Data Completed**. The information is now sent to Aker BP for review.

Company Profile
Information Requests
Manage Sub-Tiers

20

Save

Data Completed

Company Name*

Friendly Fries

Website

Company Generic Email ⓘ*

tesst@test.com

Phone Number*

+ 233 848857334

Name of Treasury Contact Person*

Address

As you are recognised as a Norwegian Supplier, we aim to automatically update your address data via the [The Brønnøysund Register Centre](#). If the below address is incorrect, please reach out to businesspartner@akerbp.com

Address Label ⓘ

Address Line 1 ⓘ*

Karl Johans gate 1

Postal Code*

0154

City*

Oslo

en

Country*

NORWAY

14

3. General administration

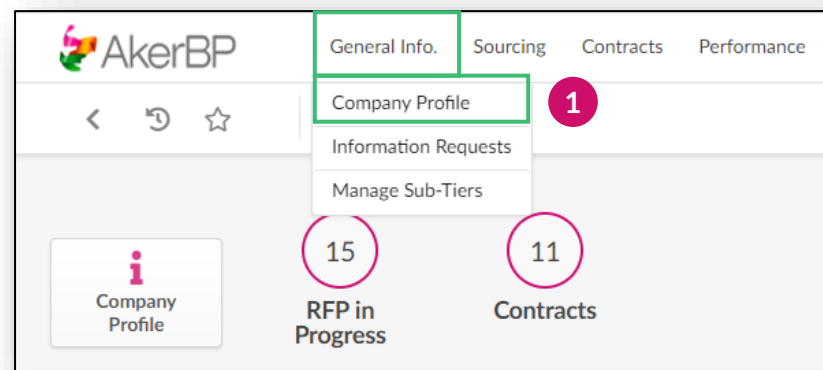
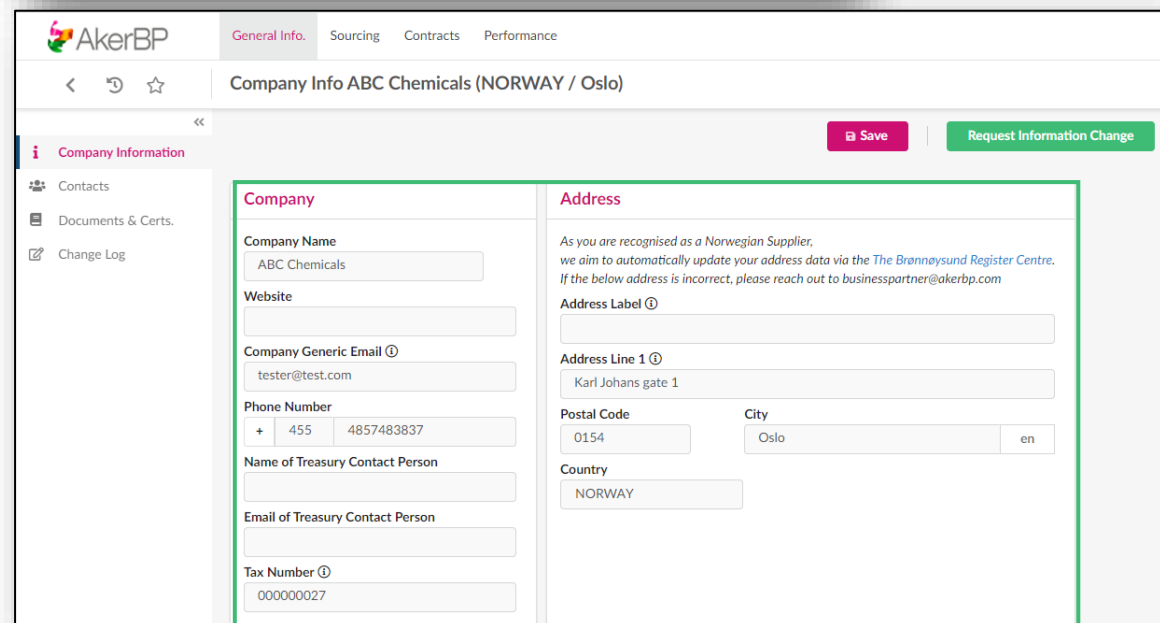
Taking ownership of the data as a supplier to Aker BP

1. Available company information

General administration

Note: You can view all your information here. Once you are an active supplier in the system, all information becomes read-only. If it becomes necessary to change information a change request must be initiated. Note that contacts, documents and certifications are editable, and not subject to change requests.

1 Go to General Info > Company Profile

Company Info ABC Chemicals (NORWAY / Oslo)

Company Information

Contacts
Documents & Certs.
Change Log

Company

Company Name
ABC Chemicals

Website

Company Generic Email
tester@test.com

Phone Number
+ 455 4857483837

Name of Treasury Contact Person

Email of Treasury Contact Person

Tax Number
000000027

Address

As you are recognised as a Norwegian Supplier, we aim to automatically update your address data via the [The Brønnøysund Register Centre](#). If the below address is incorrect, please reach out to businesspartner@akerbp.com

Address Label

Address Line 1
Karl Johans gate 1

Postal Code
0154

City
Oslo

Country
NORWAY

Save **Request Information Change**

2. Create a change request

General administration

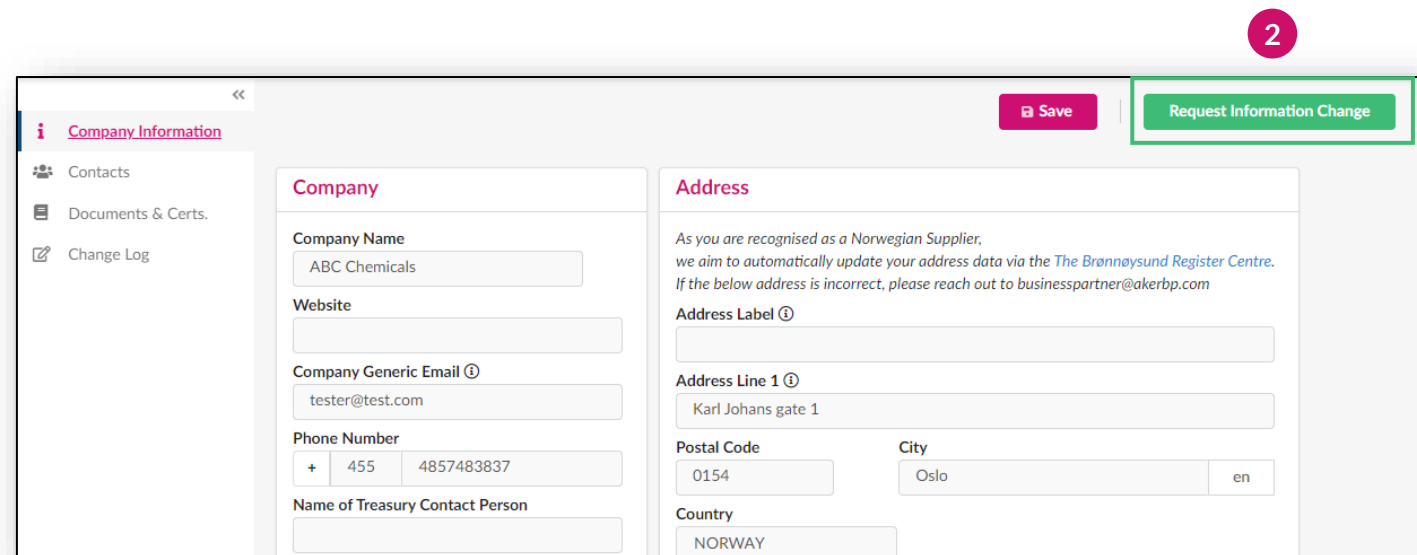
Supplier request information change

2 Click on the Request Information Change button.

Note: Before clicking the Request Information Change button, all information fields are read-only. This is why you must submit a change request to edit your information.

Note: Supplier contacts and documents can always be edited without creating a change request.

Note: If you are a Norwegian supplier, Aker BP aims to automatically update your address via The Brønnøysund Register Centre. If the address is still incorrect, please reach out to businesspartner@akerbp.com



The screenshot shows a web interface for managing supplier information. On the left is a sidebar with a menu containing 'Company Information' (selected), 'Contacts', 'Documents & Certs.', and 'Change Log'. The main content area is divided into two columns: 'Company' and 'Address'. The 'Company' column contains fields for 'Company Name' (ABC Chemicals), 'Website', 'Company Generic Email' (tester@test.com), 'Phone Number' (+455 4857483837), and 'Name of Treasury Contact Person'. The 'Address' column contains a note about automatic updates for Norwegian suppliers, followed by fields for 'Address Label', 'Address Line 1' (Karl Johans gate 1), 'Postal Code' (0154), 'City' (Oslo), and 'Country' (NORWAY). At the top right of the form are two buttons: a pink 'Save' button and a green 'Request Information Change' button, which is highlighted with a green border and a red circle with the number 2. A pink circle with the number 2 is also present in the top right corner of the overall image.

2. Create a change request

General administration

Supplier request information change

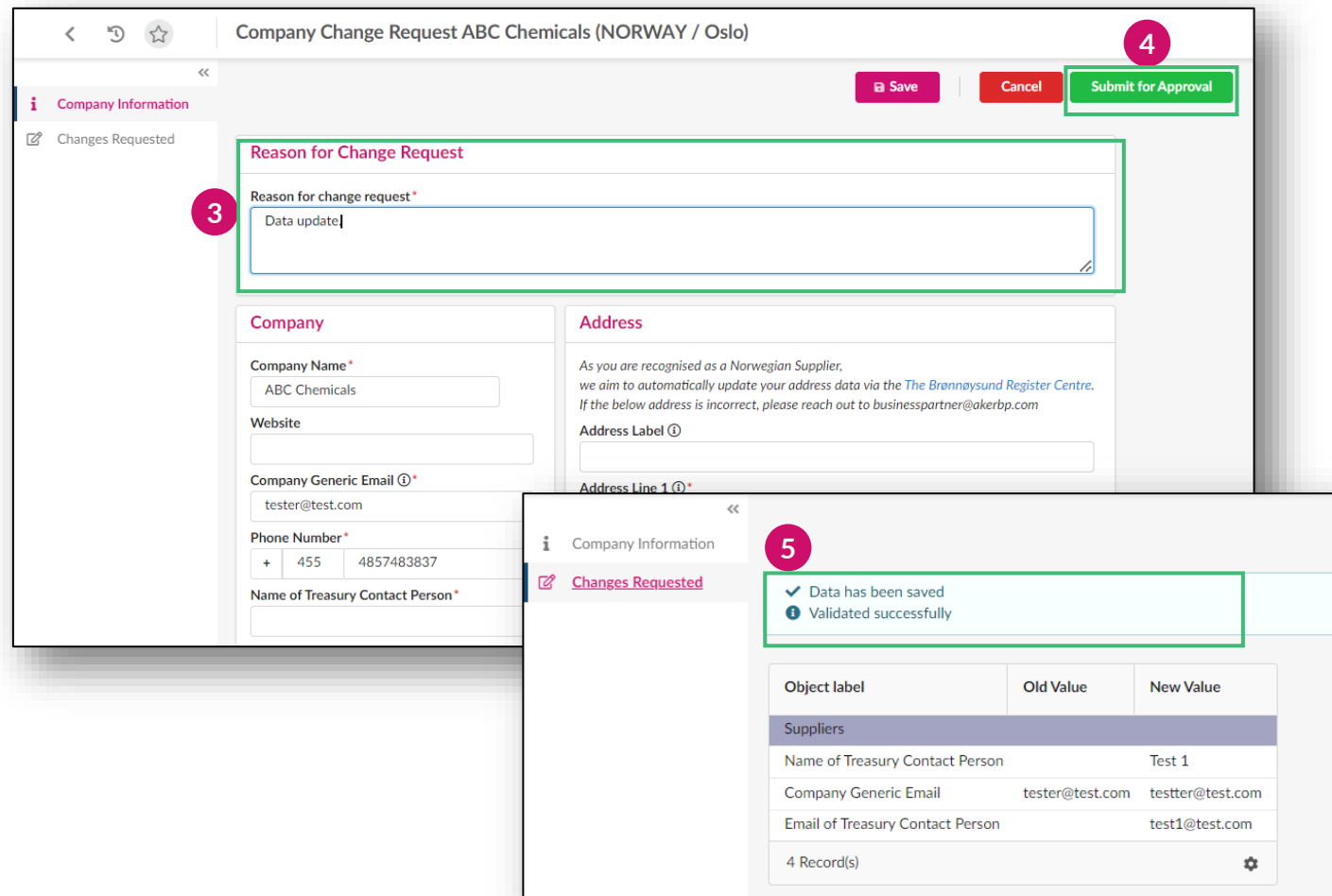
The supplier record fields are now editable and submit and cancel buttons appear.

Note: Reason for change request is a mandatory field.

- 3 Update the information.
- 4 Click on the **Submit for Approval** button.
- 5 Upon successful submission, a confirmation message will appear. The company information page becomes read-only, and all buttons disappear.

Note: You can only have one ongoing change request. Hence, the button will not re-appear before the request has been handled.

*Note: If you are a Norwegian supplier, Aker BP aims to automatically update your address via The **Brønnøysund** Register Centre. If the address is still incorrect, please reach out to businesspartner@akerbp.com*



The screenshot shows the 'Company Change Request ABC Chemicals (NORWAY / Oslo)' form. The form is divided into two main sections: 'Company Information' and 'Changes Requested'. The 'Changes Requested' section is active, showing a 'Reason for Change Request' field with the text 'Data update'. The 'Company Information' section is read-only, showing fields for 'Company Name' (ABC Chemicals), 'Website', 'Company Generic Email' (tester@test.com), 'Phone Number' (+455 4857483837), and 'Name of Treasury Contact Person'. The 'Address' section is also read-only, showing a note about automatic updates and a field for 'Address Label'. The 'Submit for Approval' button is highlighted with a green box and a red circle with the number 4.

Reason for Change Request

Reason for change request *

Data update

Company

Company Name *

ABC Chemicals

Website

Company Generic Email *

tester@test.com

Phone Number *

+ 455 4857483837

Name of Treasury Contact Person *

Address

As you are recognised as a Norwegian Supplier, we aim to automatically update your address data via the [The Brønnøysund Register Centre](#). If the below address is incorrect, please reach out to businesspartner@akerbp.com

Address Label

Address Line 1

Submit for Approval

5

✓ Data has been saved
i Validated successfully

Object label	Old Value	New Value
Suppliers		
Name of Treasury Contact Person		Test 1
Company Generic Email	tester@test.com	testter@test.com
Email of Treasury Contact Person		test1@test.com
4 Record(s)		

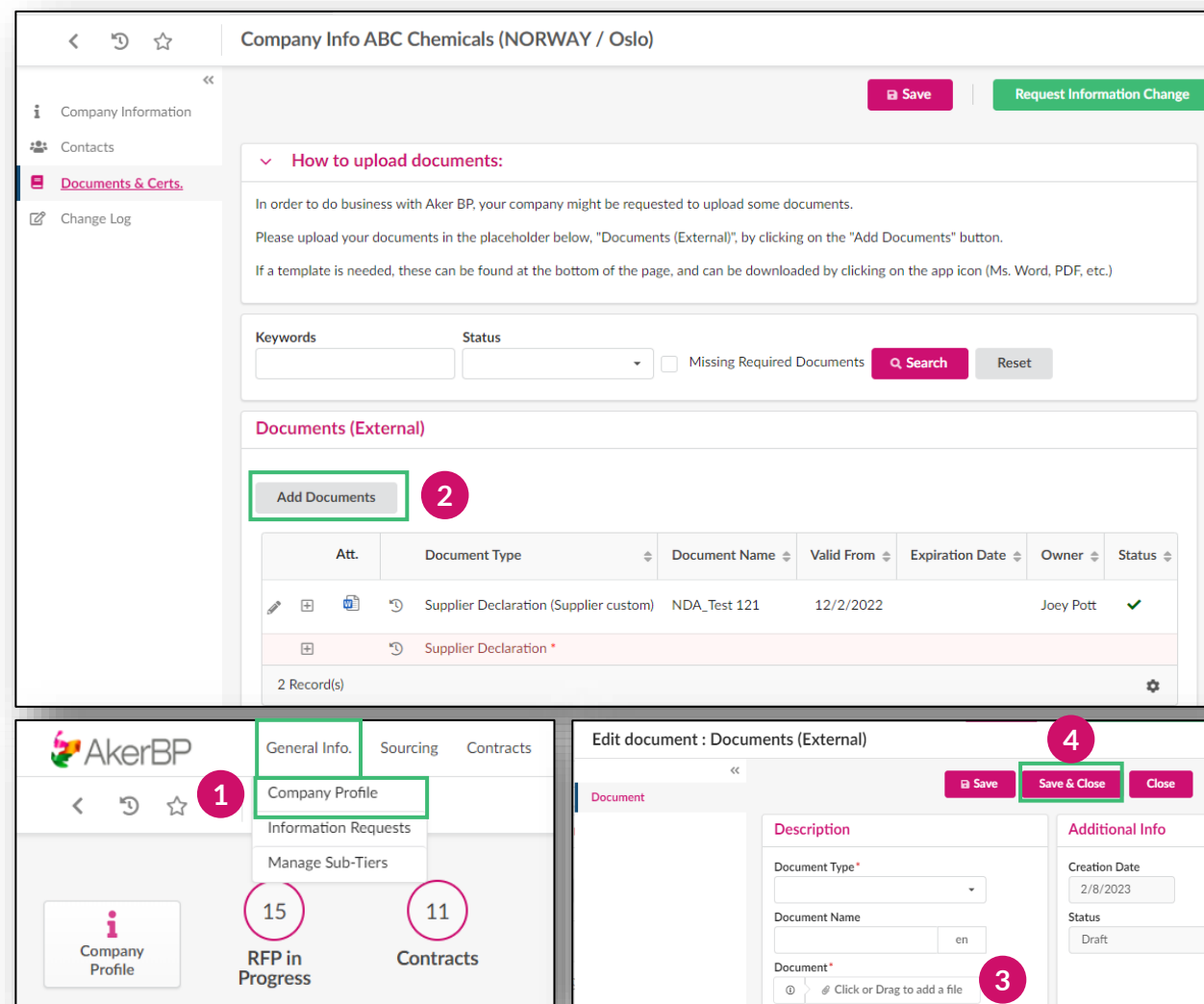
3. Document management

General administration

Note: This is where you, as a supplier, can share documents with Aker BP. For example: a signed supplier declaration document.

Manage documents

- 1 Go to general Info > company profile > Documents & Certs tab.
- 2 Add documents and certifications by clicking the buttons "Add Documents" (internal/external). For each button, a pop-up window will open.
- 3 Fill out the form and upload the corresponding document file. Mandatory fields are marked with a red star.
- 4 Once complete, click the **Save & Close** button.



Company Info ABC Chemicals (NORWAY / Oslo)

Save Request Information Change

How to upload documents:

In order to do business with Aker BP, your company might be requested to upload some documents.

Please upload your documents in the placeholder below, "Documents (External)", by clicking on the "Add Documents" button.

If a template is needed, these can be found at the bottom of the page, and can be downloaded by clicking on the app icon (Ms. Word, PDF, etc.)

Keywords Status Missing Required Documents Search Reset

Documents (External)

Add Documents 2

Att.	Document Type	Document Name	Valid From	Expiration Date	Owner	Status
	Supplier Declaration (Supplier custom)	NDA_Test 121	12/2/2022		Joey Pott	✓
	Supplier Declaration *					

2 Record(s)

Edit document : Documents (External)

Save Save & Close Close

Document

Description

Document Type*

Document Name en

Document* Click or Drag to add a file 3

Additional Info

Creation Date 2/8/2023

Status Draft

1 15 11

Company Profile RFP in Progress Contracts

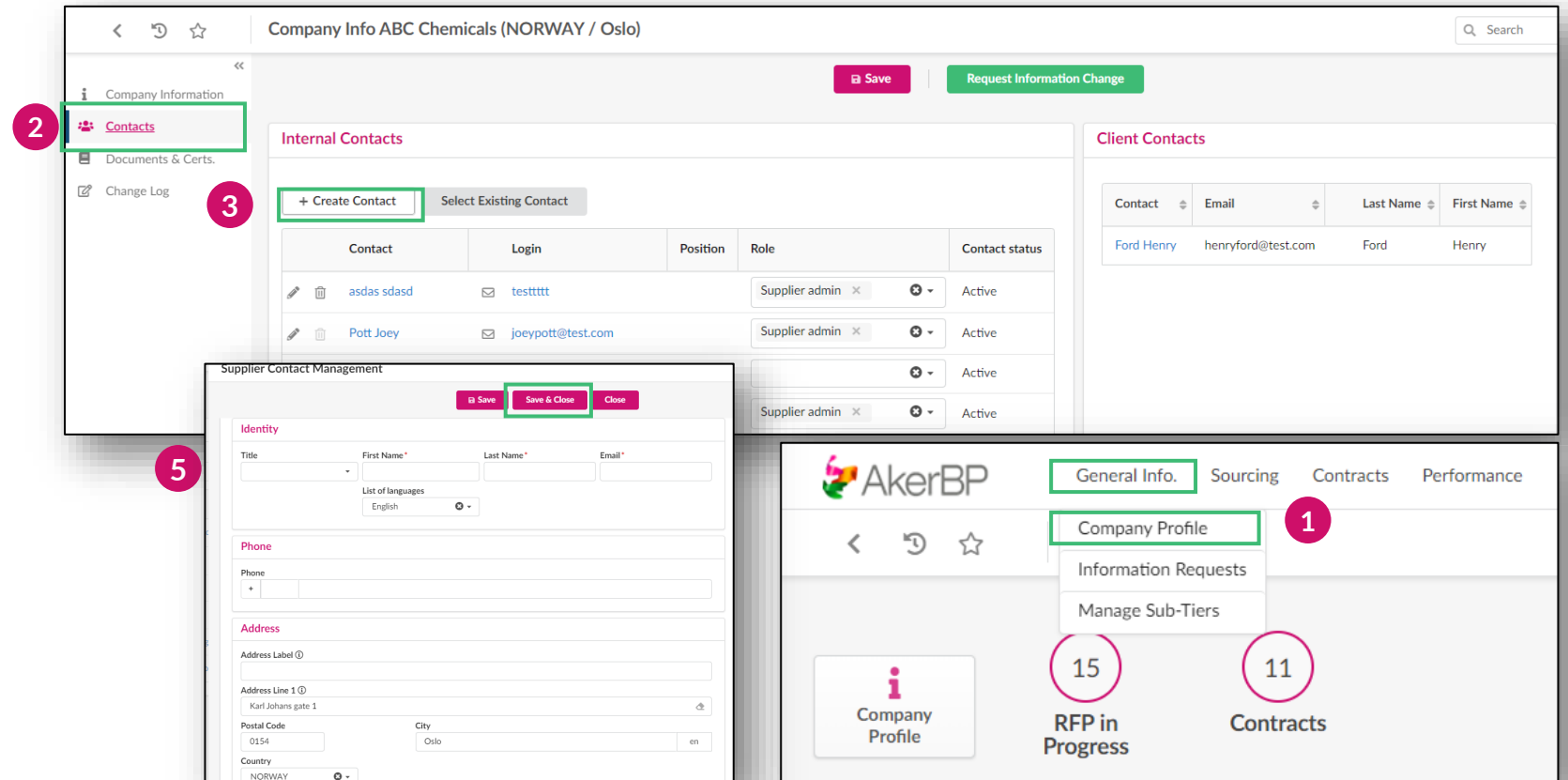
4. Manage your contacts (internal team members)

General administration

Note: You can add members from your firm as team members here. This way, they can enter Ivalua, and also access contracts they are added to.

Manage contacts

- 1 Go to general info > company profile.
- 2 Go to the **Contacts** tab in the sidebar.
- 3 Click the **+ Create Contact** button. A registration form will open.
- 4 Fill in the registration form. Mandatory fields are marked with a red star.
- 5 Click **Save & Close**.



The screenshot illustrates the AkerBP interface for managing contacts. The main window displays 'Company Info ABC Chemicals (NORWAY / Oslo)' with a sidebar on the left. The 'Contacts' tab in the sidebar is highlighted with a green box and a pink circle 2. The 'Internal Contacts' table lists existing contacts, and the '+ Create Contact' button is highlighted with a green box and a pink circle 3. An inset shows the 'Supplier Contact Management' form with fields for Identity, Phone, and Address. Another inset shows the 'General Info' tab with 'Company Profile' highlighted (pink circle 1) and 'RFP in Progress' (pink circle 15) and 'Contracts' (pink circle 11) buttons.

4. Manage your contacts

General administration

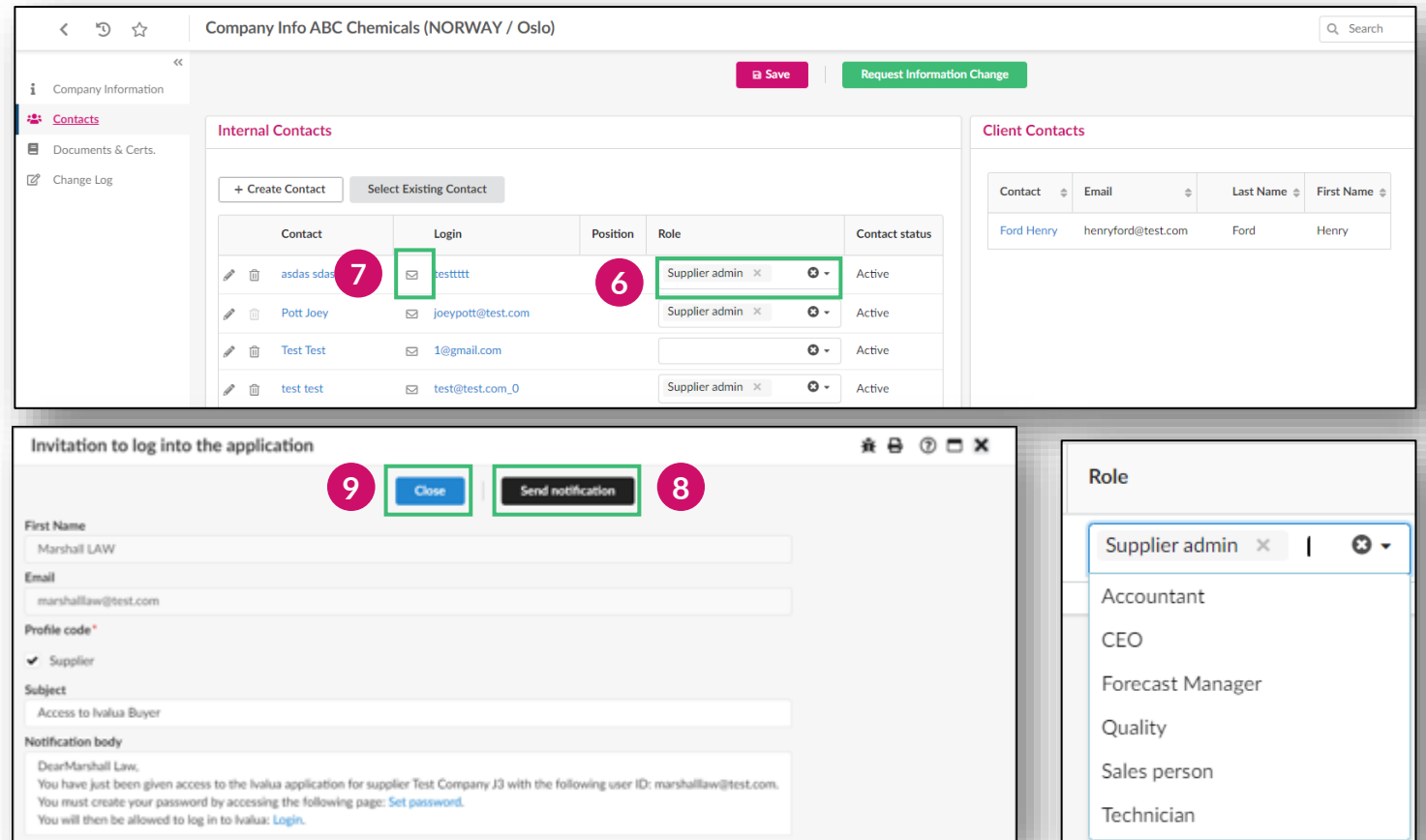
Manage contacts

- 6 Once a contact is created, you can assign them a role from the dropdown menu in the **role** field. It is possible to assign multiple roles to the same contact.

Note: It's mandatory that at least one of the contacts has the "Supplier admin" role assigned.

Note: The different roles are mainly used for administration purposes. It will not result in different access rights, but in general, the supplier admin will be contacted/notified by Aker BP in different kind of events.

- 7 Click the **envelope icon** to open an email draft for a login invitation to the newly created contact.
- 8 Click the black **Send notification** button to send the login request to the registered contact email address.
- 9 Click **Close**.



The screenshot displays the 'Company Info ABC Chemicals (NORWAY / Oslo)' interface. The 'Internal Contacts' table lists contacts with columns for Contact, Login, Position, Role, and Contact status. The 'Role' column for the first contact is highlighted with a green box and a red circle labeled '6'. The 'Send notification' button is highlighted with a green box and a red circle labeled '8'. The 'Close' button is highlighted with a green box and a red circle labeled '9'. The 'Role' dropdown menu is shown on the right, with 'Supplier admin' selected and a red circle labeled '8' next to it.

Contact	Login	Position	Role	Contact status
asdas sda	testttt		Supplier admin	Active
Pott Joey	joeypott@test.com		Supplier admin	Active
Test Test	1@gmail.com			Active
test test	test@test.com_0		Supplier admin	Active

Invitation to log into the application

First Name: Marshall LAW

Email: marshallaw@test.com

Profile code: ☐ Supplier

Subject: Access to Ivalua Buyer

Notification body: DearMarshall Law, You have just been given access to the Ivalua application for supplier Test Company J3 with the following user ID: marshallaw@test.com. You must create your password by accessing the following page: Set password. You will then be allowed to log in to Ivalua: Login.

Role

- Supplier admin
- Accountant
- CEO
- Forecast Manager
- Quality
- Sales person
- Technician

5. Sub-tier management

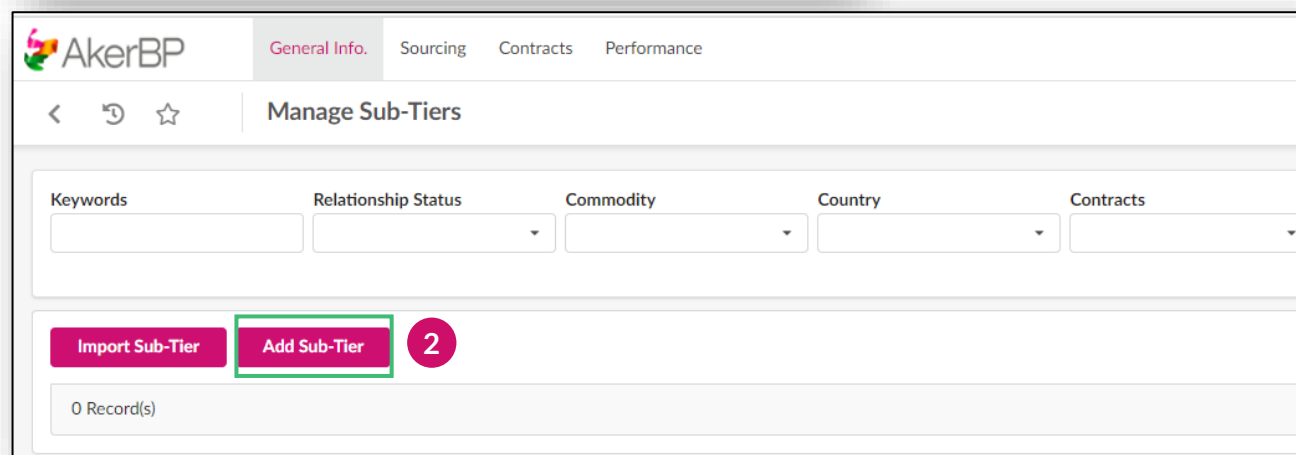
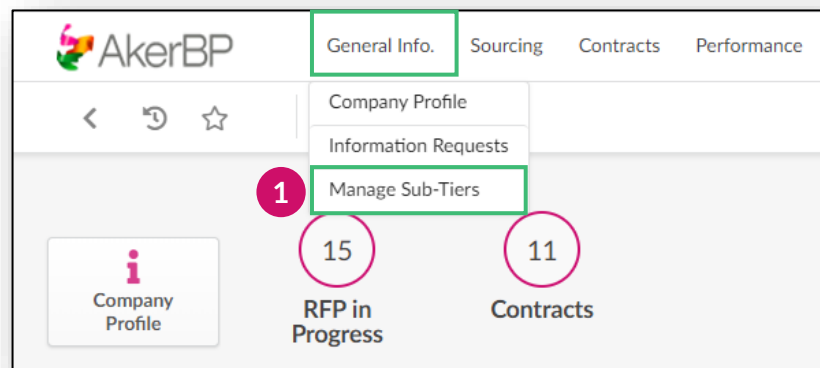
General administration

Aker BP encourages all suppliers to provide an overview of key suppliers in their supply chain. This is part of the supply chain transparency that Aker BP is looking for with partners.

From **Manage Sub-Tiers**, you can add or upload multiple sub-tier suppliers.

Add sub-tier (option 1)

- 1 On to General Info > Manage Sub-Tiers.
- 2 Click **Add Sub-Tier** button. A pop-up window with a registration form will open

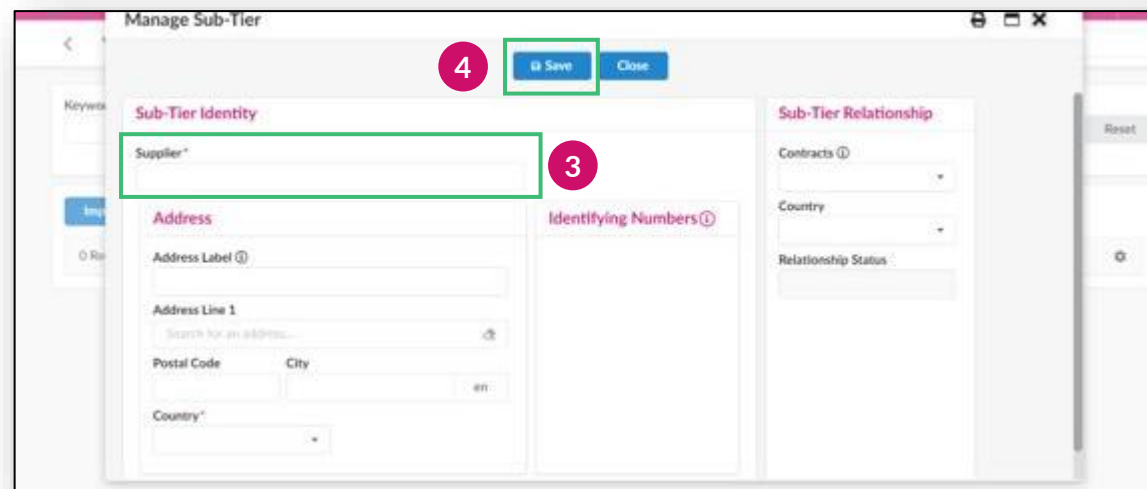


5. Sub-tier management

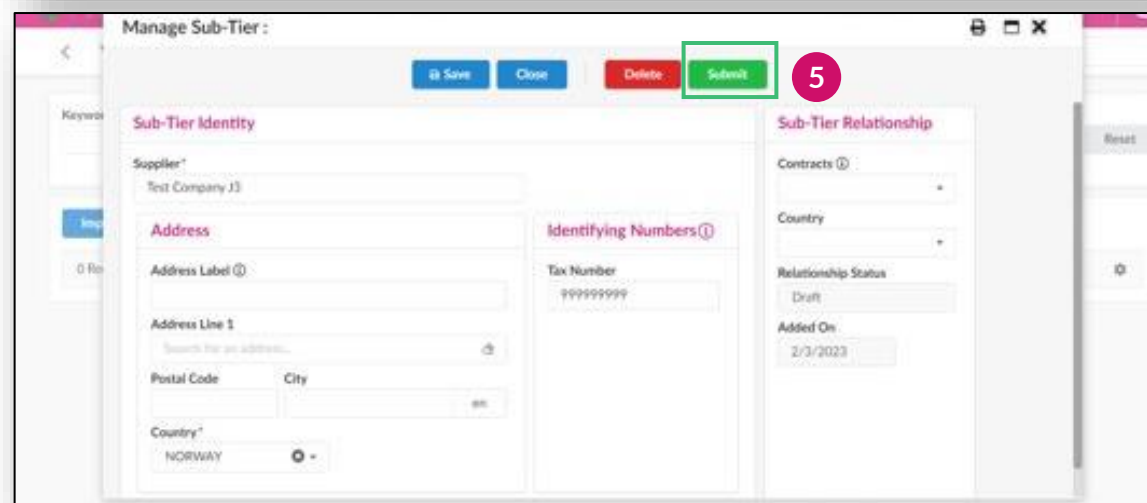
General administration

Add sub-tier (option 1)

- 3 Fill in the form. Mandatory fields are marked with a red star.
- 4 Click **Save**.
- 5 Click the **Submit** button to send to Aker BP for validation.



The screenshot shows the 'Manage Sub-Tier' form. The 'Sub-Tier Identity' section contains fields for 'Supplier*' (highlighted with a green box and a pink circle 3), 'Address Label' (with a red star), 'Address Line 1' (with a search icon), 'Postal Code', 'City', and 'Country*' (with a red star). The 'Sub-Tier Relationship' section contains 'Contracts' (with a red star), 'Country', and 'Relationship Status'. The 'Identifying Numbers' section is empty. The 'Save' button is highlighted with a green box and a pink circle 4.



The screenshot shows the 'Manage Sub-Tier' form with the following data entered: 'Supplier*' is 'Test Company JS', 'Address Label' is empty, 'Address Line 1' is empty, 'Postal Code' is empty, 'City' is empty, 'Country*' is 'NORWAY', 'Contracts' is empty, 'Country' is empty, 'Relationship Status' is 'Draft', and 'Added On' is '2/3/2023'. The 'Tax Number' field in the 'Identifying Numbers' section contains '999999999'. The 'Submit' button is highlighted with a green box and a pink circle 5.

5. Sub-tier management

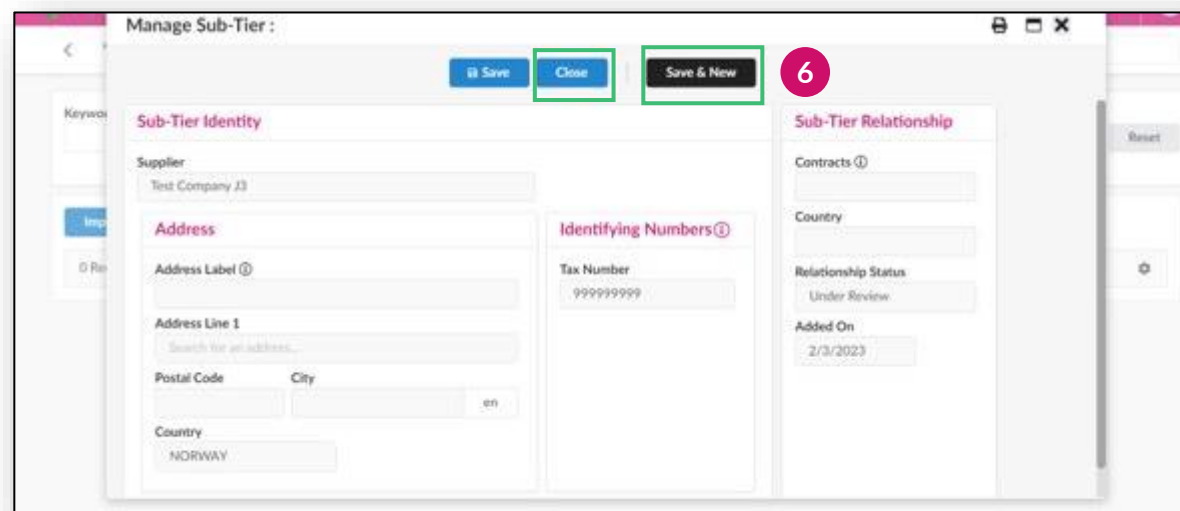
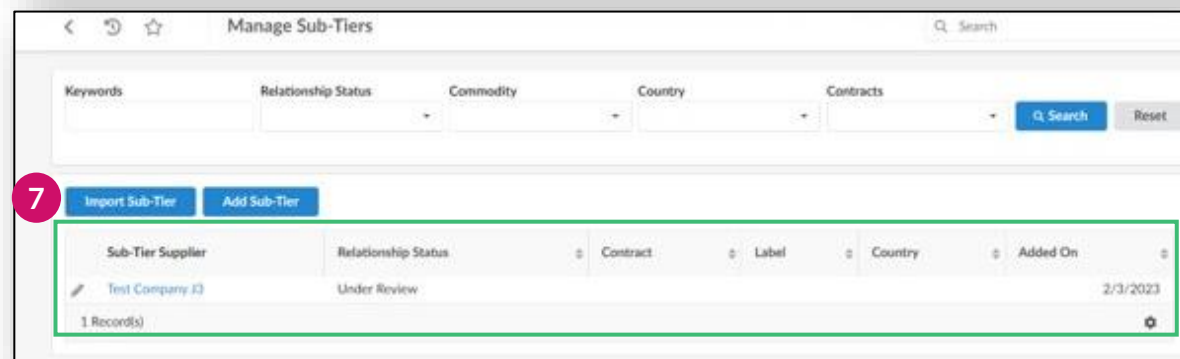
General administration

Add sub-tier (option 1)

6 Click **Close** to exit or **Save & New** to add another sub-tier.

7 The sub-tier should now appear in the list on the **Manage Sub-Tier** page.

You can also import sub-tiers here.

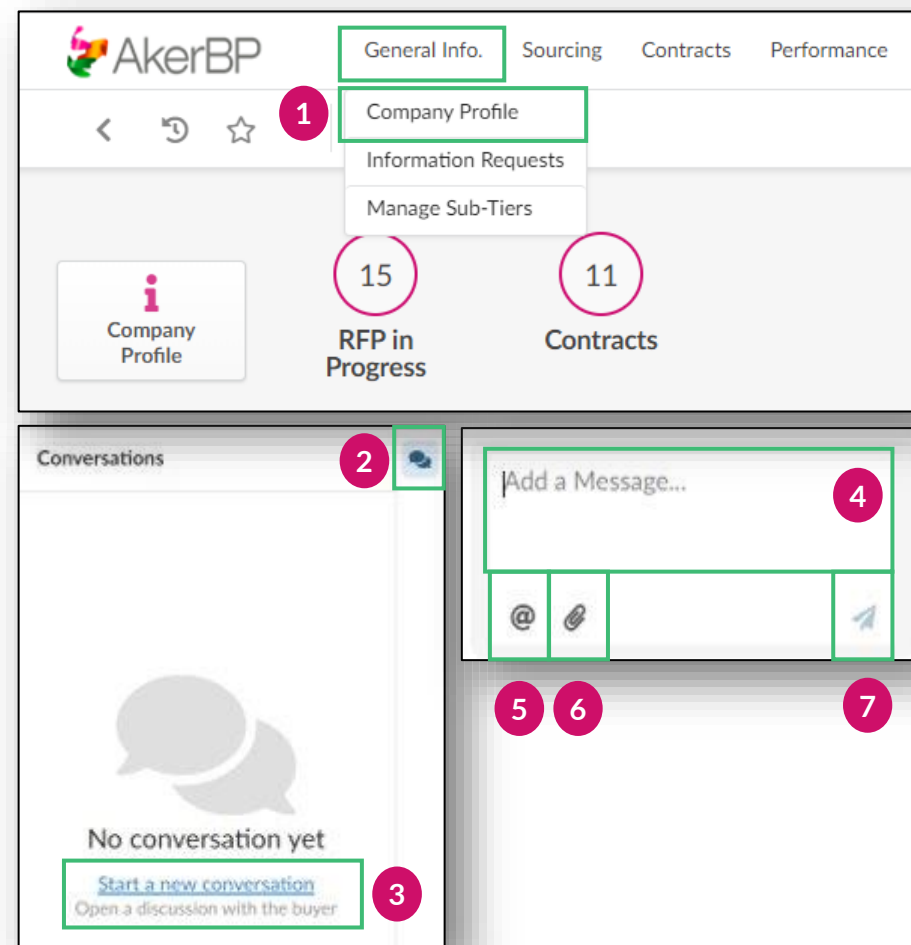
Sub-Tier Supplier	Relationship Status	Contract	Label	Country	Added On
Test Company J3	Under Review			NORWAY	2/3/2023

6. Communication with Aker BP via chat – supplier record

General administration

Initiate a chat conversation with Aker BP in Ivalua

- 1 Go to General Info. > Company Profile.
- 2 Click on one of the speech bubble icon that appears on the right side of your screen.
- 3 Click on “Start a new conversation” to open message editor.
- 4 Type your message.
- 5 Click on “@” to tag a person from client contacts or internal contacts.
- 6 Add attachments by clicking on the paper clip icon.
- 7 Click the paper plane icon to send.

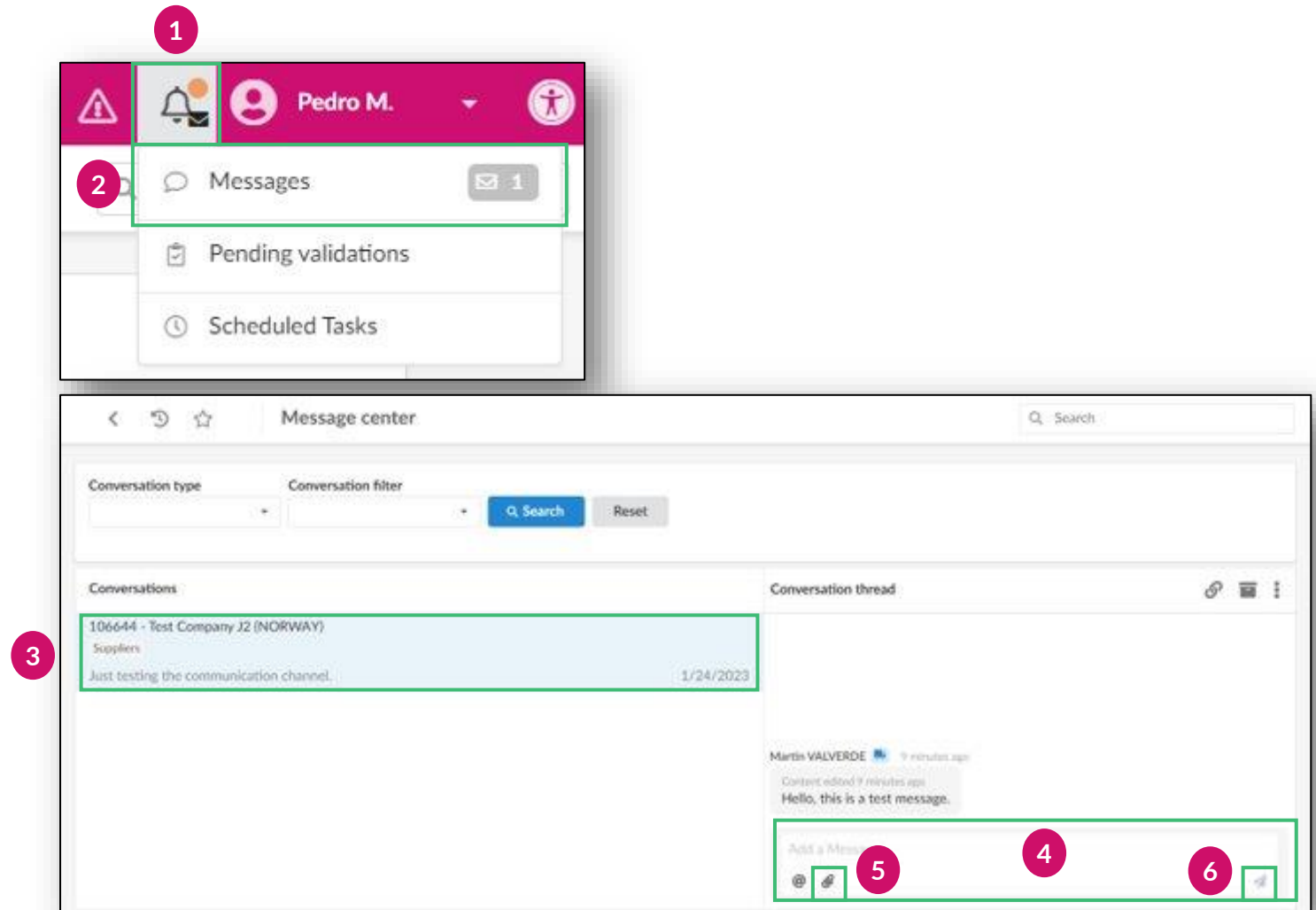


6. Communication with Aker BP via chat

General administration

Respond to a message

- 1 Go to the **bell icon** next to your name.
- 2 Click on **Messages**.
- 3 Click on the conversation with the right people.
- 4 Type your message.
- 5 Add attachments by clicking on the **paper clip icon**.
- 6 Click the **paper plane icon** to send.



Responding to sourcing/RFx events

How to respond to an RFX from Aker BP

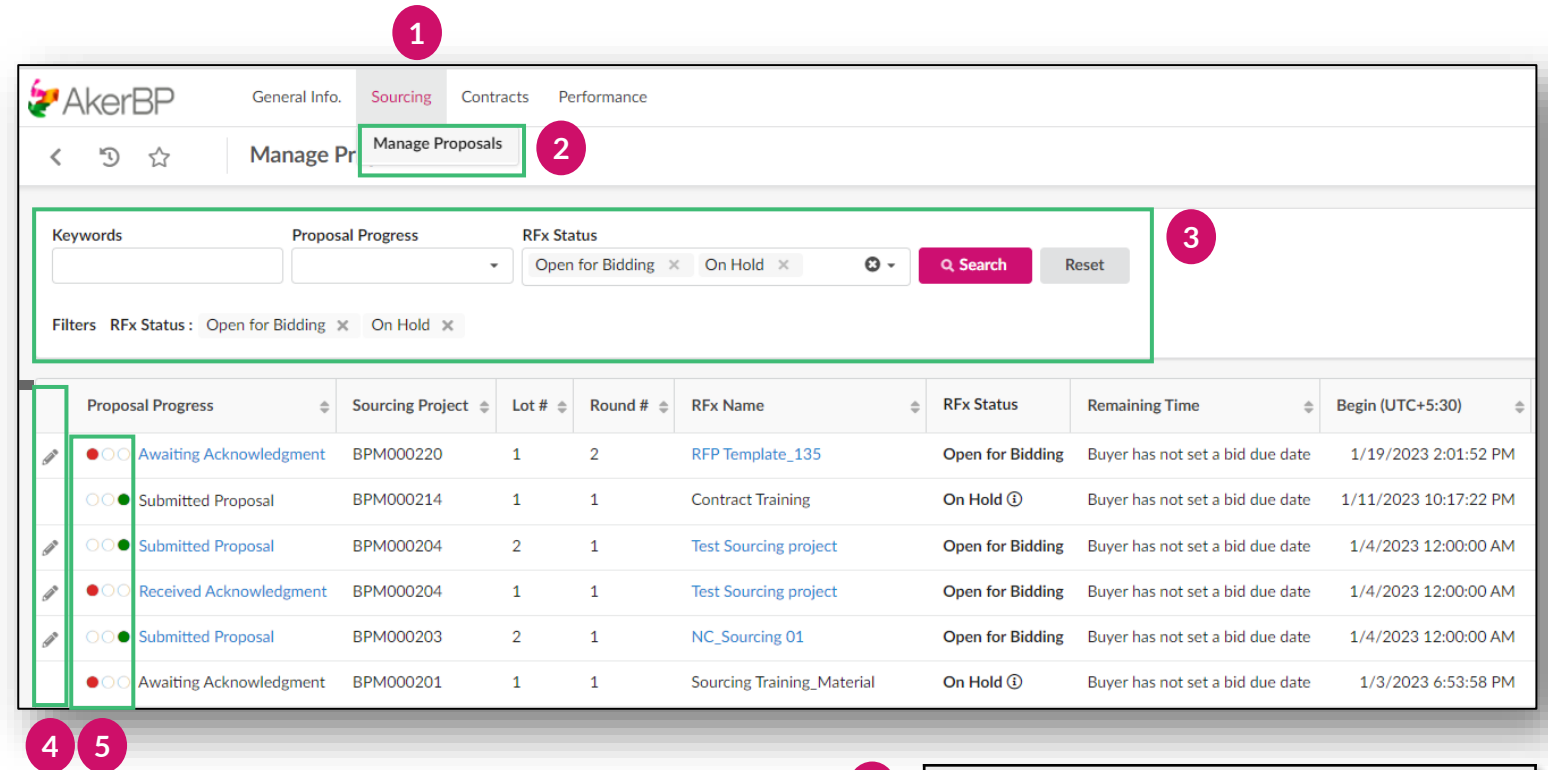
1. How to access sourcing/RFx event

Sourcing/RFx events














Note: If Aker BP sends out an RFI/RFP (and Aker BP consider your company as a potential supplier) you can find it on the supplier portal as described below.

Sourcing

- 1 Go to **Sourcing > Manage proposals** to see current RFX's. (or click "RFP in progress" on home page).
- 2 The **Manage Proposals** page shows a list of proposals you are invited to.
- 3 You can use the search bar at the top to search and filter.
- 4 Open a request for proposal by clicking the pencil icon.
- 5 The colored circles (traffic lights) show the progress of your proposal (see table on the right).



The screenshot shows the AkerBP Sourcing Manage Proposals page. Callout 1 points to the 'Sourcing' tab in the top navigation bar. Callout 2 points to the 'Manage Proposals' link in the breadcrumb trail. Callout 3 points to the search and filter section at the top, which includes fields for Keywords, Proposal Progress, and RFX Status, along with a Search button and a Reset button. Callout 4 points to the pencil icon in the first column of the proposal table. Callout 5 points to the traffic light icons in the second column of the proposal table.

Proposal Progress	Sourcing Project	Lot #	Round #	RFX Name	RFX Status	Remaining Time	Begin (UTC+5:30)
   Awaiting Acknowledgment	BPM000220	1	2	RFP Template_135	Open for Bidding	Buyer has not set a bid due date	1/19/2023 2:01:52 PM
  Submitted Proposal	BPM000214	1	1	Contract Training	On Hold ⓘ	Buyer has not set a bid due date	1/11/2023 10:17:22 PM
  Submitted Proposal	BPM000204	2	1	Test Sourcing project	Open for Bidding	Buyer has not set a bid due date	1/4/2023 12:00:00 AM
  Received Acknowledgment	BPM000204	1	1	Test Sourcing project	Open for Bidding	Buyer has not set a bid due date	1/4/2023 12:00:00 AM
  Submitted Proposal	BPM000203	2	1	NC_Sourcing 01	Open for Bidding	Buyer has not set a bid due date	1/4/2023 12:00:00 AM
  Awaiting Acknowledgment	BPM000201	1	1	Sourcing Training_Material	On Hold ⓘ	Buyer has not set a bid due date	1/3/2023 6:53:58 PM

5

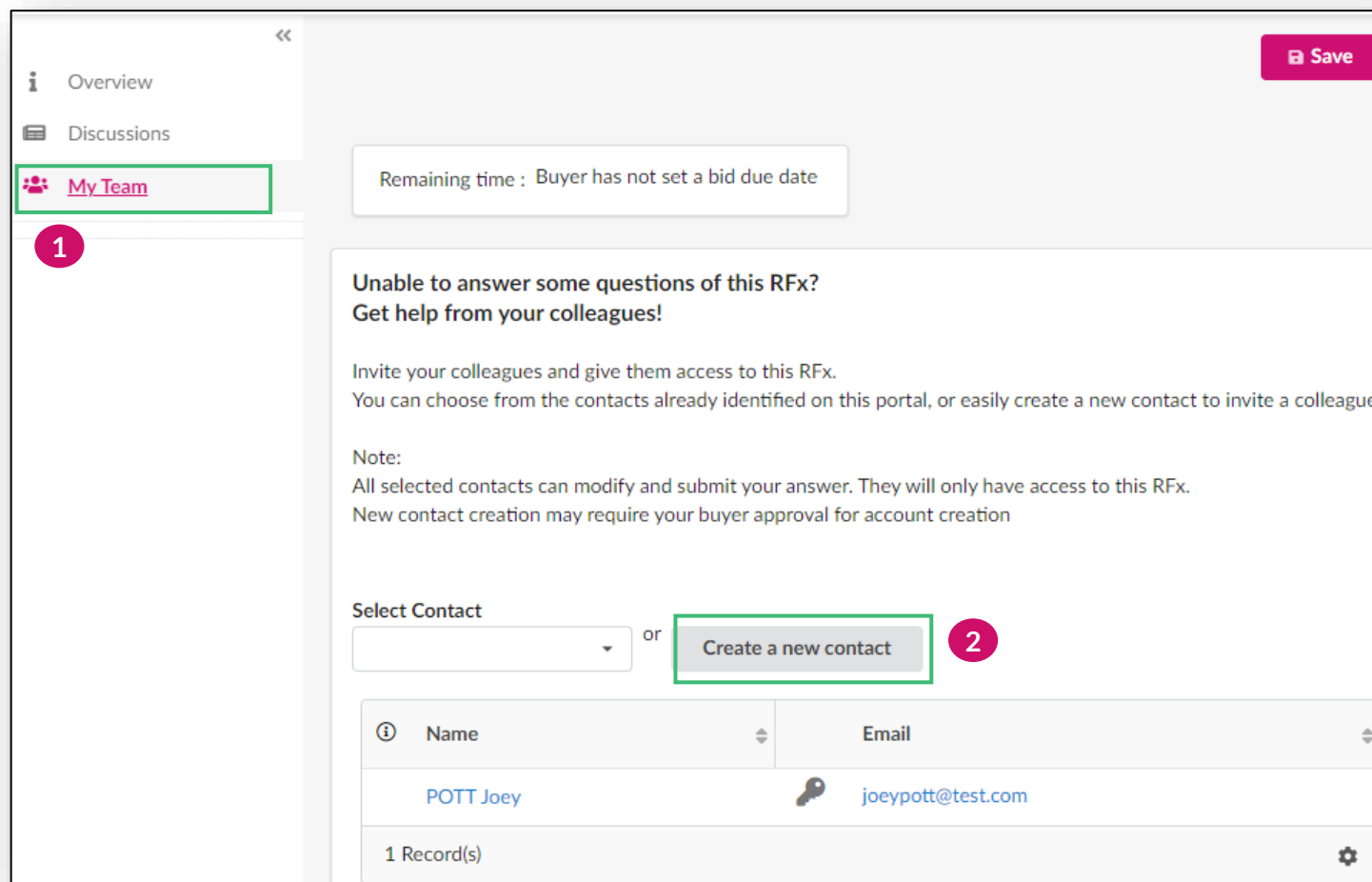
Traffic Light Color Explanation	
Red	Awaiting/Received Acknowledgement
Yellow	In Progress
Green	Submitted Proposal

2. Provide access to the internal bit team members

Sourcing/RFX events

Sourcing

- 1 In the **My Team** tab you can add colleagues to help with the RFX response and proposal to Aker BP.
- 2 Select an existing contact in the Ivalua system from the **dropdown** or click the **Create a new contact** button and fill out the registration form to invite a new team member to collaborate with you on the response to Aker BP.



The screenshot shows the AkerBP Sourcing/RFX events interface. On the left, there is a sidebar with three tabs: 'Overview', 'Discussions', and 'My Team'. The 'My Team' tab is selected and highlighted with a green box and a red circle with the number 1. The main content area shows a message: 'Remaining time : Buyer has not set a bid due date'. Below this, there is a section titled 'Unable to answer some questions of this RFX? Get help from your colleagues!'. This section contains instructions on how to invite colleagues and a 'Note' stating that all selected contacts can modify and submit answers, but new contact creation may require buyer approval. At the bottom, there is a 'Select Contact' dropdown menu and a 'Create a new contact' button, which is highlighted with a green box and a red circle with the number 2. Below the button, there is a table with two columns: 'Name' and 'Email'. The table contains one record: 'POTT Joey' with email 'joeypott@test.com'. The table is labeled '1 Record(s)' at the bottom.

Overview

Discussions

My Team

Remaining time : Buyer has not set a bid due date

**Unable to answer some questions of this RFX?
Get help from your colleagues!**

Invite your colleagues and give them access to this RFX.
You can choose from the contacts already identified on this portal, or easily create a new contact to invite a colleague.

Note:
All selected contacts can modify and submit your answer. They will only have access to this RFX.
New contact creation may require your buyer approval for account creation

Select Contact

or **Create a new contact**

Name	Email
POTT Joey	joeypott@test.com

1 Record(s)

3. Respond to Sourcing/RFx event

Sourcing/RFx events

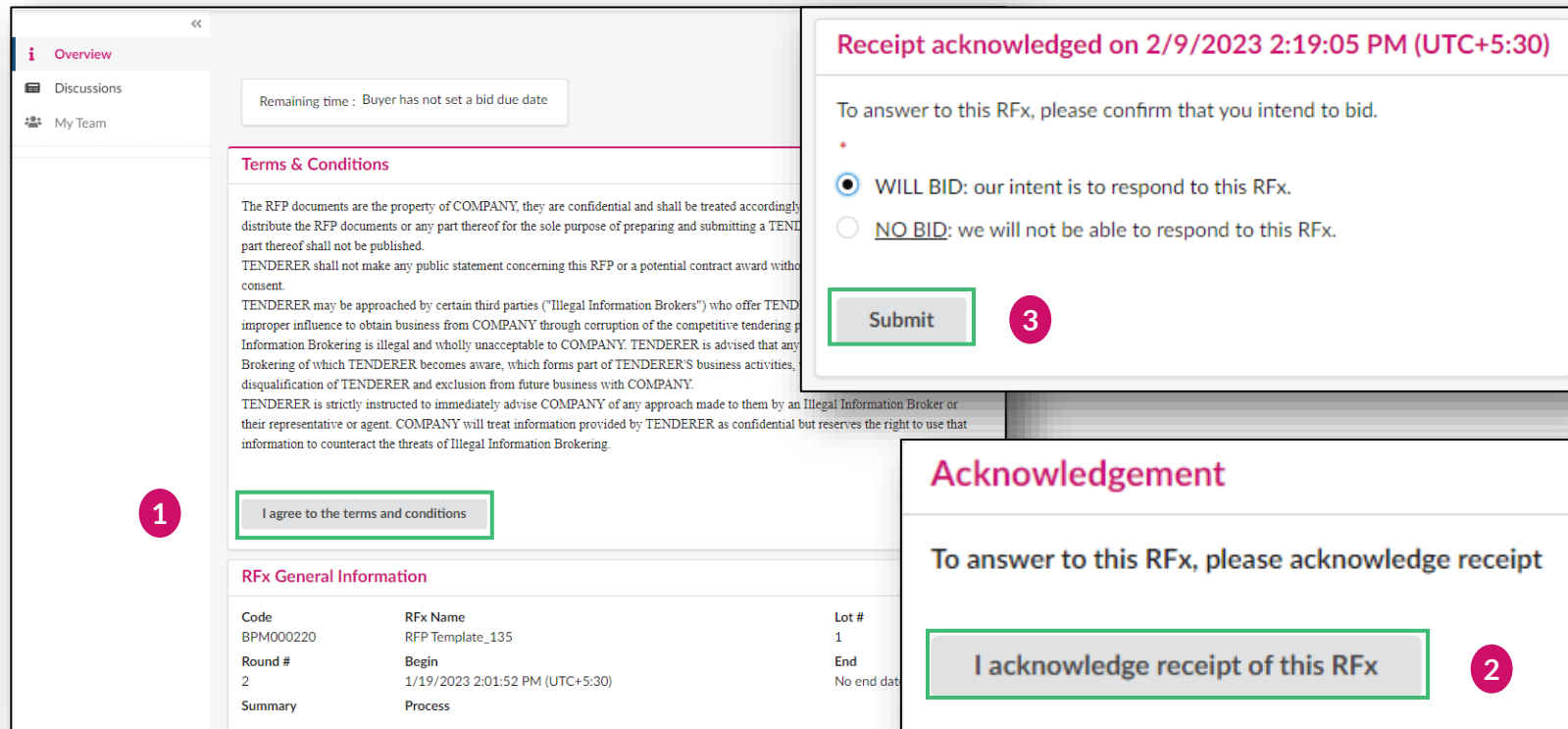
Note: Before you can participate actively in a sourcing/RFx from Aker BP (and submit a proposal), all suppliers are requested to first agree to the terms & conditions.

In order to start responding to the RFx and submitting your proposal, you will be requested to acknowledging the receipt of the RFx and declare your intent to make a proposal.

Sourcing

- 1 In the Overview tab, Click "I agree to the terms and conditions".
- 2 Afterwards, click the button "I acknowledge receipt of this RFx".
- 3 If you intend to provide a proposal, choose the option "Will Bid" and click Submit.

Note: In case you do not agree to the terms & conditions, please contact businesspartner@akerbp.com.



The screenshot displays the AkerBP Sourcing/RFx event interface. The left sidebar shows the navigation menu with 'Overview' selected. The main content area is divided into three sections: 'Terms & Conditions', 'RFx General Information', and 'Acknowledgement'.

Terms & Conditions: This section contains a detailed text block regarding the confidentiality and legal aspects of the RFP. A green box highlights the 'I agree to the terms and conditions' button, which is labeled with a red circle '1'.

RFx General Information: This section provides key details about the RFx event, including the Code (BPM000220), RFP Name (RFP Template_135), Round # (2), and the Start/End dates (1/19/2023 2:01:52 PM (UTC+5:30)).

Acknowledgement: This section prompts the user to acknowledge receipt of the RFx. A green box highlights the 'I acknowledge receipt of this RFx' button, which is labeled with a red circle '2'. Above this, a message states 'Receipt acknowledged on 2/9/2023 2:19:05 PM (UTC+5:30)'.

Submit: A green box highlights the 'Submit' button, which is labeled with a red circle '3'. Above this, a message prompts the user to confirm their intent to bid, with radio buttons for 'WILL BID: our intent is to respond to this RFx.' and 'NO BID: we will not be able to respond to this RFx.'.

3. Respond to Sourcing/RFx event

Sourcing/RFx events

Sourcing

4 Go to the **Info** tab and enter a proposal title (using the field **Label**). You can also provide a validity end date and description (executive summary) for your response/proposal. Any documents can also be attached here.

Note: The tabs in the sidebar may vary depending on sourcing category selected by the Aker BP main responsible contact person.

Sourcing Project J2 (BPM000274) - Lot: 1 / Round: 1

Save Download all contents of this RFx Validate & Submit Proposal Cancel Proposal

Remaining time: 15min 25s - No proposal has been submitted

Acknowledgement

Submission acknowledged on 1/24/2023 at 10:12 AM

General Information

Label*
Proposal # 1

Validity End
[Calendar icon]

Description

Supplier Documents

Click or Drag to add files

Sourcing

5

Note: There can be multiple grids or price books with items.

32

3. Respond to Sourcing/RFx event

Sourcing/RFx events

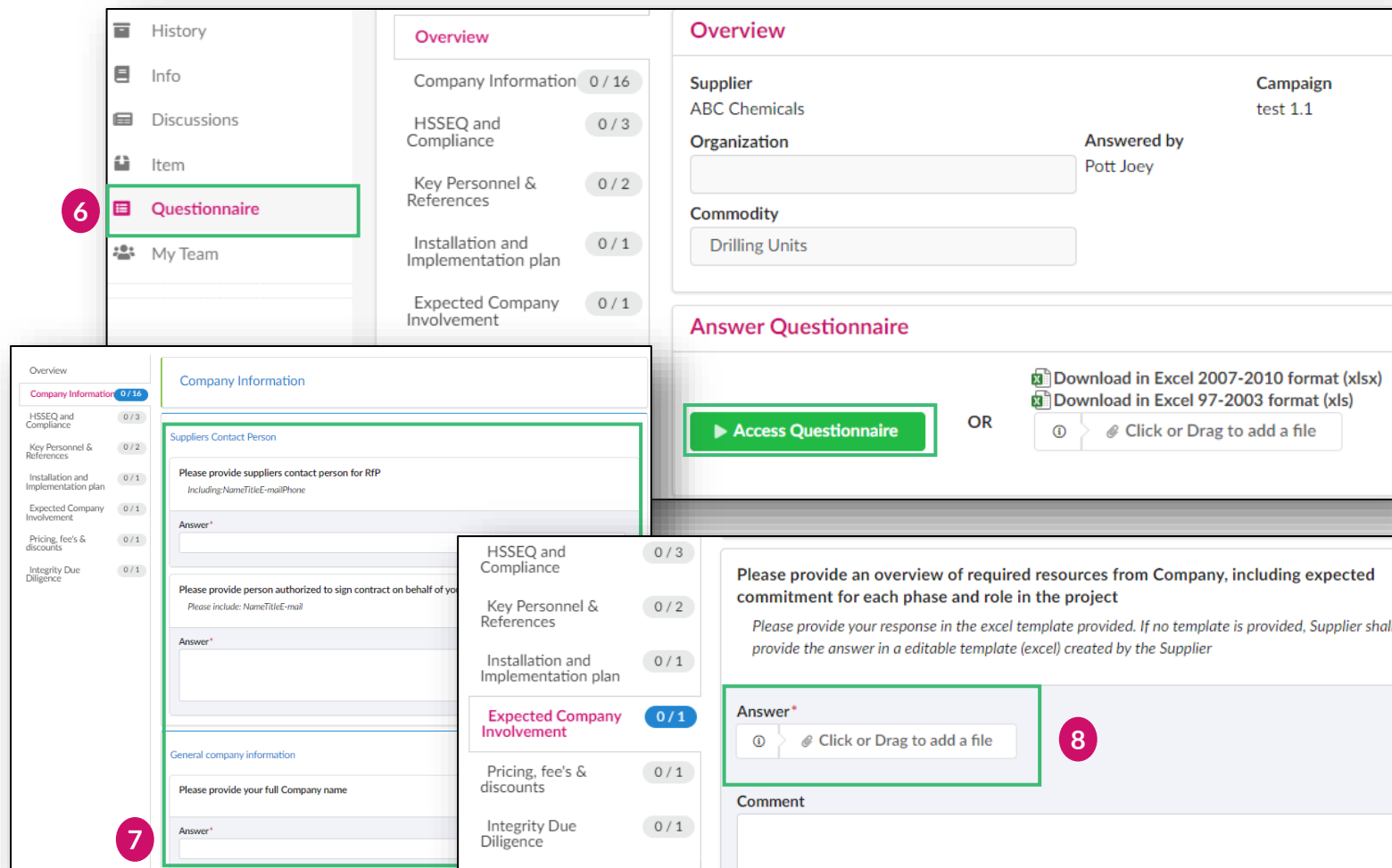
Sourcing

6 Go to the **Questionnaire** tab (if required) and complete the RFX questionnaire by clicking the **Access Questionnaire** button.

7 Provide responses to all the questions. Mandatory questions are marked with a red star.

8 You may be asked to upload mandatory document(s) as a response to a question in the questionnaire.

Note: there might be several sections to be answered in a questionnaire (navigate between sections by clicking on them). If desired, you can download the questionnaire to excel, provide your written responses, and re-upload, before completing the questionnaire with any mandatory documents.



The screenshot displays the AkerBP Sourcing/RFX questionnaire interface. On the left, a sidebar menu includes 'History', 'Info', 'Discussions', 'Item', 'Questionnaire' (highlighted with a green box and a pink '6'), and 'My Team'. The main content area is divided into two columns. The left column shows a list of sections with progress indicators: 'Company Information' (0/16), 'HSSEQ and Compliance' (0/3), 'Key Personnel & References' (0/2), 'Installation and Implementation plan' (0/1), 'Expected Company Involvement' (0/1), 'Pricing, fees & discounts' (0/1), and 'Integrity Due Diligence' (0/1). The right column shows the 'Overview' section with fields for 'Supplier' (ABC Chemicals), 'Organization' (empty), 'Commodity' (Drilling Units), and 'Campaign' (test 1.1). Below this, the 'Answer Questionnaire' section features a green 'Access Questionnaire' button and download links for Excel templates. A pink '7' is placed over the 'Company Information' section. A pink '8' is placed over the 'Answer' field for the 'Expected Company Involvement' section, which includes a file upload button labeled 'Click or Drag to add a file'.

3. Respond to Sourcing/RFx event

Sourcing/RFx events

Sourcing

9 Once you are done and want to submit your proposal, click **Validate & Submit Proposal**.

10 A popup will ask if you really want to submit. Review your proposal details and click **Submit my proposal**.

Note: You can still use the discussions tab for communication, but other fields, info and questionnaire fields are now locked.

test 1.1 (BPM000200) - Lot : 1 / Round : 1

9

Save
Download all contents of this RFx
Validate & Submit Proposal
Cancel Proposal

Do you really want to submit your proposal?

Once an offer is submitted, it cannot be modified. You will only be able to create a new one.

- 1 / 1 items have been filled.
- 25 / 25 questions have been filled.
- 9 document(s) have been attached to the proposal. (Questionnaires)
- Total number of attached documents: 9

10

Cancel
Submit my proposal

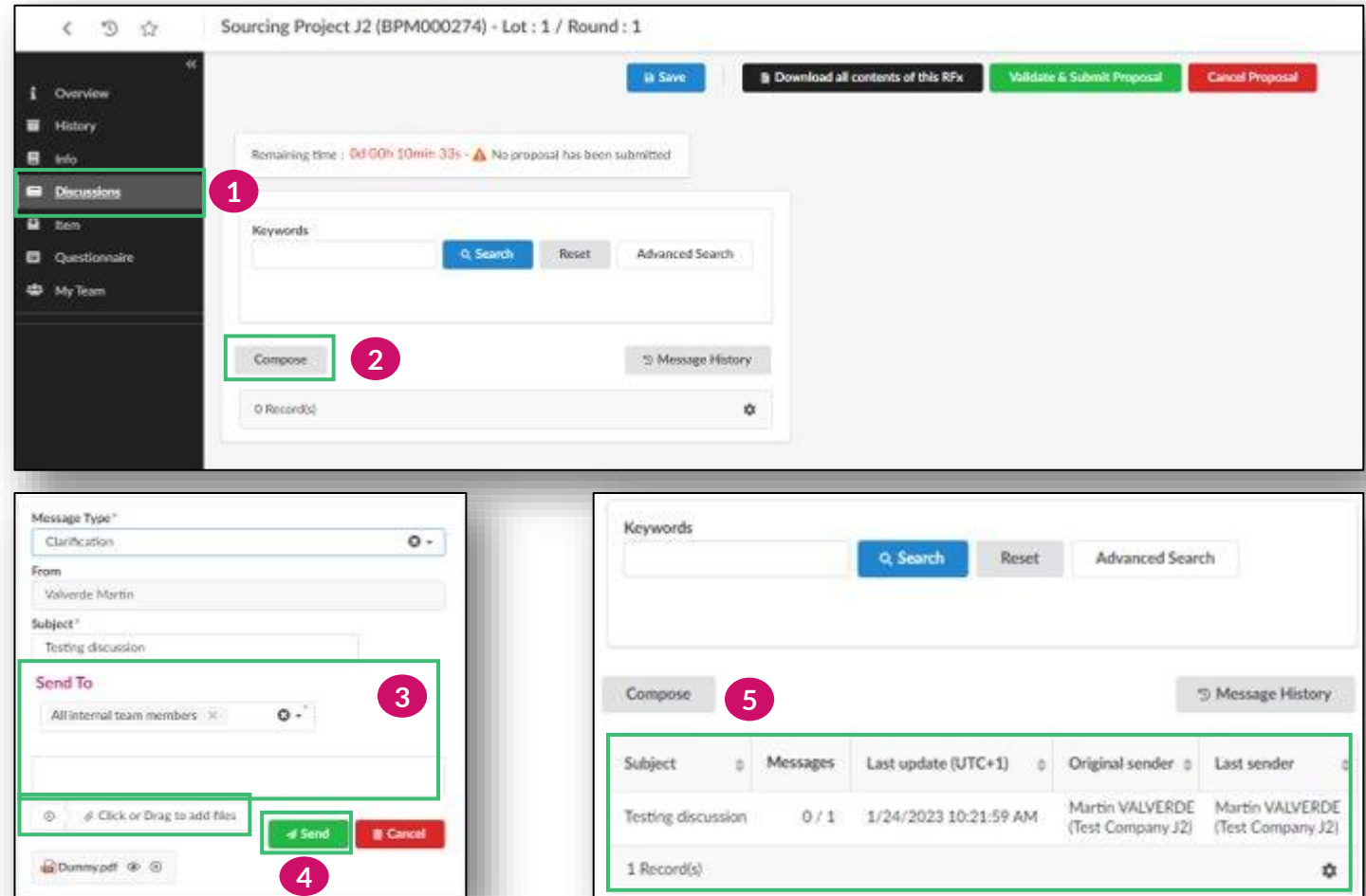
4. How to submit questions and request clarifications to Aker BP during sourcing/RFx

Sourcing/RFx events

Sourcing

- 1 In the **Discussion** tab, you can send a message to the Aker BP responsible for the RFx. You can also send messages to your internal team members.
- 2 Click **Compose**. A new form will appear.
- 3 Fill in the message form. It is also possible to attach files. You may also select 'Send To' above the message section.
- 4 Click **Send**.
- 5 A record of the message will appear in the table.

Note: Aker BP will receive your question automatically. However, replies from Aker BP may only be in accordance with the instructions provided in the RFx documentation (i.e. Aker BP may only respond at agreed time stamps in the RFx process).



Sourcing Project J2 (BPM000274) - Lot : 1 / Round : 1

Save Download all contents of this RFx Validate & Submit Proposal Cancel Proposal

Remaining time : 00:00h 10min 33s - No proposal has been submitted

Keywords Search Reset Advanced Search

Compose Message History

Record(s)

Message Type* Clarification

From Valverde Martin

Subject* Testing discussion

Send To All internal team members

Click or Drag to add files

Dummy.pdf

Send Cancel

Keywords Search Reset Advanced Search

Compose Message History

Subject	Messages	Last update (UTC+1)	Original sender	Last sender
Testing discussion	0 / 1	1/24/2023 10:21:59 AM	Martin VALVERDE (Test Company J2)	Martin VALVERDE (Test Company J2)

1 Record(s)

5. Potential post-RFx activities and contract redlining

Sourcing/RFx events

- After the submission of your proposal/response to Aker BP's RFx, there are multiple outcomes
 - Aker BP may select:
 - To shortlist a selection of suppliers/bids and start subsequent RFx rounds (re-starting the process of responding to a Sourcing / RFx process)
 - To shortlist a selection of suppliers/bids and start more detailed contract negotiations (redlining) towards potentially awarding a contract
 - To reject one, many, or all proposals (and thereby terminate the process)
- In case you are shortlisted, there may be additional rounds you are requested to respond to
- Or, as mentioned above, you may be one of the suppliers that Aker BP has shortlisted to start contract negotiations
 - If you have been shortlisted, the following section highlight how you can negotiate/collaborate/redline a contract with Aker BP using Ivalua
- If you are the supplier finally awarded with a contract from Aker BP, please be aware that Aker BP will use **DocuSign** for e-signatures

6. Negotiating a contract with Aker BP in Ivalua

Sourcing/RFX events (contract negotiation after shortlisting)

Note: If you have been shortlisted for further negotiations, you may be one of the chosen suppliers to receive a contract proposal for negotiation with Aker BP in Ivalua.

Sourcing – contract negotiation

1

Documents marked “Pending External Review” are open for review and potentially negotiation/redlining in Ivalua.

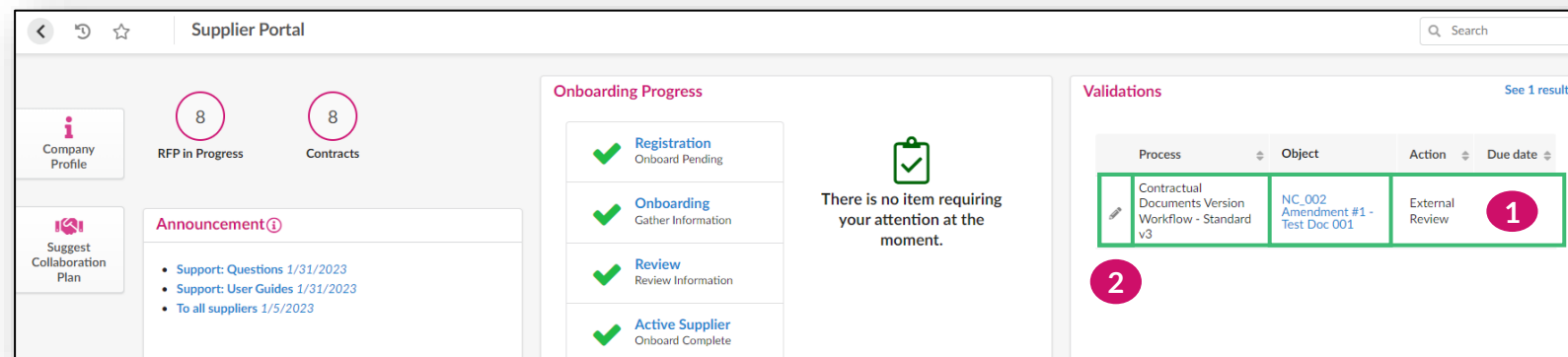
Note: Documents pending external review are also available from “Validation”- on your homepage.

2

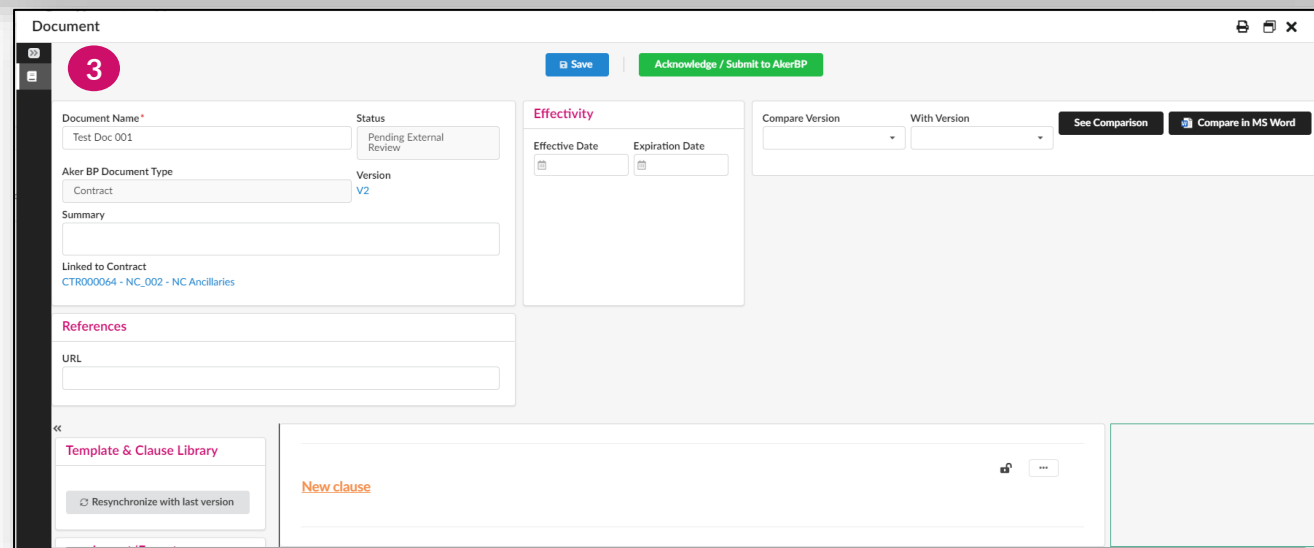
When “Pending External Review”, click on the pencil-icon.

3

A new window is opened where you can review the proposed contract document from Aker BP, and edit/negotiate the contract document.



The screenshot shows the 'Supplier Portal' dashboard. On the left, there are links for 'Company Profile', 'Suggest Collaboration Plan', 'RFP in Progress' (8), and 'Contracts' (8). The main area is divided into 'Onboarding Progress' and 'Validations'. The 'Onboarding Progress' section shows a checklist with items: 'Registration' (Onboard Pending), 'Onboarding' (Gather Information), 'Review' (Review Information), and 'Active Supplier' (Onboard Complete). A message states 'There is no item requiring your attention at the moment.' The 'Validations' section shows a table with columns: Process, Object, Action, and Due date. The table contains one row: 'Contractual Documents Version Workflow - Standard v3' (Object: NC_002 Amendment #1 - Test Doc 001, Action: External Review, Due date: 1). A pencil icon is visible next to the first row, indicating it can be edited.



The screenshot shows the 'Document' editing window. The document is titled 'Test Doc 001' and has a status of 'Pending External Review'. The 'Aker BP Document Type' is 'Contract' and the 'Version' is 'V2'. The 'Summary' field is empty. The 'Linked to Contract' field shows 'CTR000064 - NC_002 - NC Ancillaries'. The 'References' section is empty. The 'Effectivity' section shows 'Effective Date' and 'Expiration Date' fields. The 'Compare Version' section shows 'Compare Version' and 'With Version' dropdowns, with buttons for 'See Comparison' and 'Compare in MS Word'. The 'Template & Clause Library' section shows a 'Resynchronize with last version' button and a 'New clause' button.

6. Negotiating a contract with Aker BP in Ivalua

Sourcing/RFX events (contract negotiation after shortlisting)

Negotiating/redlining/editing a contract document

4 Clauses and contractual text open for negotiation will be unlocked for editing.

5 Edit directly in the document, (note that all changes made are visible to Aker BP).

6 You can also add a comment by highlighting a part of the text and click the «comment»-button (comments are also visible to Aker BP).

7 Remember to click “Save” frequently to ensure your changes have been saved.

8 When you have concluded your review, added your proposed changes or comments, click «Acknowledge / Submit to Aker BP».

The Contract/Document is now sent back to Aker BP for review of the changes you have provided.

management, supervision, indirect labour and office overheads;
all costs and expenses associated with non-payable time, travel time, accommodation, parking, meals;
all costs associated with supply and usage of mobile telephones, normal office software applications etc.;
financing costs;
corporate tax;
profit; and
All other incurred costs not explicitly listed above and required in support of the WORK shall be deemed to be included in the rates and prices.

2. ASSIGNMENT FIXED FEE MARK-UP
CONTRACTOR shall be compensated the relevant assignment fixed fee mark-up hereunder depending on agreed pricing method for each day or hour worked by PERSONNEL and APPROVED by an authorised representative of COMPANY.

DESCRIPTION	ASSIGNMENT FIXED FEE MARK-UP (NOK)	
	DAY RATE BASIS	HOURLY RATE BASIS
PERSONNEL sourced by CONTRACTOR		1000
PERSONNEL formed as a limited company (Ltd IAS) sourced by CONTRACTOR		Write something here
PERSONNEL sourced by COMPANY		Write something here
PERSONNEL formed as a limited company (Ltd IAS) sourced by COMPANY		

Notes
The assignment fixed fee mark-up shall be CONTRACTOR'S sole payment in addition to the other pricing elements specifically addressed herein this Appendix.

3. PERSONNEL COMPENSATION
This Section covers the direct costs and expenses related to PERSONNEL supplied by CONTRACTOR and, shall be deemed to be the sole compensation due to CONTRACTOR unless specifically addressed elsewhere herein this Appendix.

CONTRACTOR is obliged to perform the WORK when instructed through the issuance of a CALL OFF ORDER.
COMPANY has no obligation to procure any minimum volume of WORK under the CONTRACT and COMPANY is entitled at its sole discretion to use other contractors to perform such work.

REPRESENTATIVES OF THE PARTIES

COMPANY REPRESENTATIVE appointed in Attachment No. 1 (Special Conditions of Contract) to the Conditions of Contract shall have the necessary authority to issue instructions as may be necessary for the proper execution of the WORK and to stop or suspend any part of the WORK that, in the opinion of COMPANY REPRESENTATIVE, is not to a satisfactory standard.

COMPANY REPRESENTATIVE may delegate specific tasks to one or more persons and shall notify CONTRACTOR the names and functions of such persons. The said delegates shall have the power to issue any instructions to CONTRACTOR in so far as such instructions are necessary to enable them to discharge their functions and any instructions given by any of them for this purpose shall be deemed to have been given by COMPANY REPRESENTATIVE.

COMPANY may change COMPANY REPRESENTATIVE at any time and shall notify CONTRACTOR in writing of any change.

CONTRACTOR REPRESENTATIVE appointed in Attachment No. 1 (Special Conditions of Contract) to the Conditions of Contract shall be authorized to receive on behalf of CONTRACTOR all directions and instructions relating to the WORK from COMPANY REPRESENTATIVE. CONTRACTOR will be responsible to COMPANY REPRESENTATIVE for the proper, safe and timely performance of the WORK.

CONTRACTOR REPRESENTATIVE may delegate specific tasks to one or more persons and shall notify COMPANY of the names and functions of such persons. The said delegates shall have the power to receive any directions and instructions from COMPANY in so far as such is necessary to enable them to discharge their functions and any instructions received by any of them for this purpose shall be deemed to have been received by CONTRACTOR REPRESENTATIVE.

CONTRACTOR shall not change CONTRACTOR REPRESENTATIVE without the prior APPROVAL of COMPANY which shall not be unreasonably withheld or delayed. Such APPROVAL shall not absolve CONTRACTOR from any of CONTRACTOR'S responsibilities hereunder.

6. Negotiating a contract with Aker BP in Ivalua

Sourcing/RFX events (contract negotiation after shortlisting)

Negotiating/redlining/editing comparing versions

Contract negotiations (redlining) can go back and forth with Aker BP in Ivalua. For each iteration, a new version is created by Ivalua with changes tracked. You can always compare the different versions (incl. changes from Aker BP).

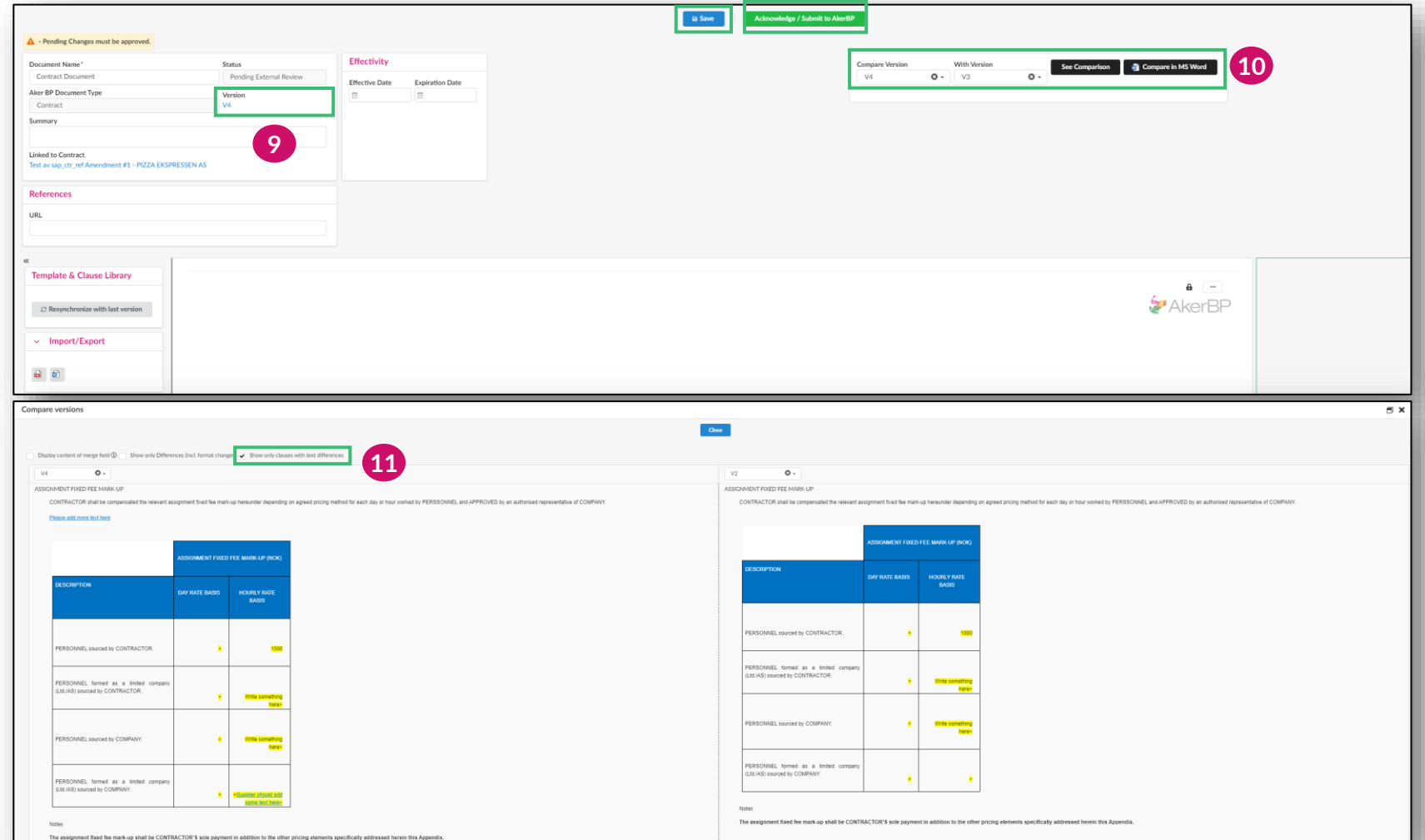
Note: Aker BP will always approve any changes. If significant discussions are required, this is still recommended to be clarified in meetings rather than trying to agree.

9 Current Document version.

10 Ability to compare: choose what versions you would like to compare, then click "See Comparison".

11 **Tip:** Check the box "Show only clauses with text differences" to only view changes since last version.

Save the contract changes and click «Acknowledge / Submit to Aker BP» when ready.



The screenshot displays the Ivalua contract management interface. The top section shows document details for 'Contract Document' with status 'Pending External Review'. A green box highlights the 'Version' field, which is set to 'V4'. A red circle with the number '9' is placed next to this field. To the right, there are buttons for 'Save' and 'Acknowledge / Submit to AkerBP'. Below the document details, there is a 'Compare versions' section. A green box highlights the 'Compare Version' dropdown, which is set to 'V4'. A red circle with the number '10' is placed next to this dropdown. Below the dropdown, there are buttons for 'See Comparison' and 'Compare in MS Word'. A red circle with the number '11' is placed next to the 'Show only clauses with text differences' checkbox, which is checked. The bottom section shows a comparison of two versions (V4 and V2) of the 'ASSIGNMENT FIXED FEE MARK-UP' table. The table has columns for 'DESCRIPTION', 'DAY RATE BASIS', and 'HOURLY RATE BASIS'. The rows list different personnel sourcing methods and their corresponding rates. A red circle with the number '11' is placed next to the 'Show only clauses with text differences' checkbox.

DESCRIPTION	DAY RATE BASIS	HOURLY RATE BASIS
PERSONNEL sourced by CONTRACTOR		1000
PERSONNEL formed as a limited company (LSE/AS) sourced by CONTRACTOR		1000
PERSONNEL sourced by COMPANY		1000
PERSONNEL formed as a limited company (LSE/AS) sourced by COMPANY		1000

7. Negotiating a contract with Aker BP in Ivalua – e-signature

Sourcing/RFX events (awarding and e-signatures using DocuSign)

Award & e-signature:

Note: Aker BP uses DocuSign for e-signatures of contracts and key documents.

If you are successful in your negotiations with Aker BP, Aker BP may award the RFX (or part of the scope) to you as supplier.

In this case, for all contract documents requiring a formal signature, Aker BP will utilize DocuSign to send the finished negotiated contract for signature with your designated representatives.

If you have any questions concerning the DocuSign process, please contact your Aker BP contact person.

Documents

Keywords

☐

Modified on

☐ Current Price ⓘ

Document Type

Status

Signature Status

Aker BP Document Type

0 Selected


Download documents (ZIP)

Amend ⓘ

Activate e-Signatures

Add ▾

☐ Only show amended documents

<input type="checkbox"/>	Document Name	Version	Last Modified Date	Document Type	Status	Visible to Supplier	Download	Pending Validations	Aker BP Document Type	Signature Status
<input type="checkbox"/>	Contract Document	V5	09.02.2023	Contract Document (Template)	Complete	Yes			Contract	<ul style="list-style-type: none"> Aborted Finalized In progress

1 Record(s)

⚙️

Contract management and collaboration

Managing contracts and documents with Aker BP in Ivalua

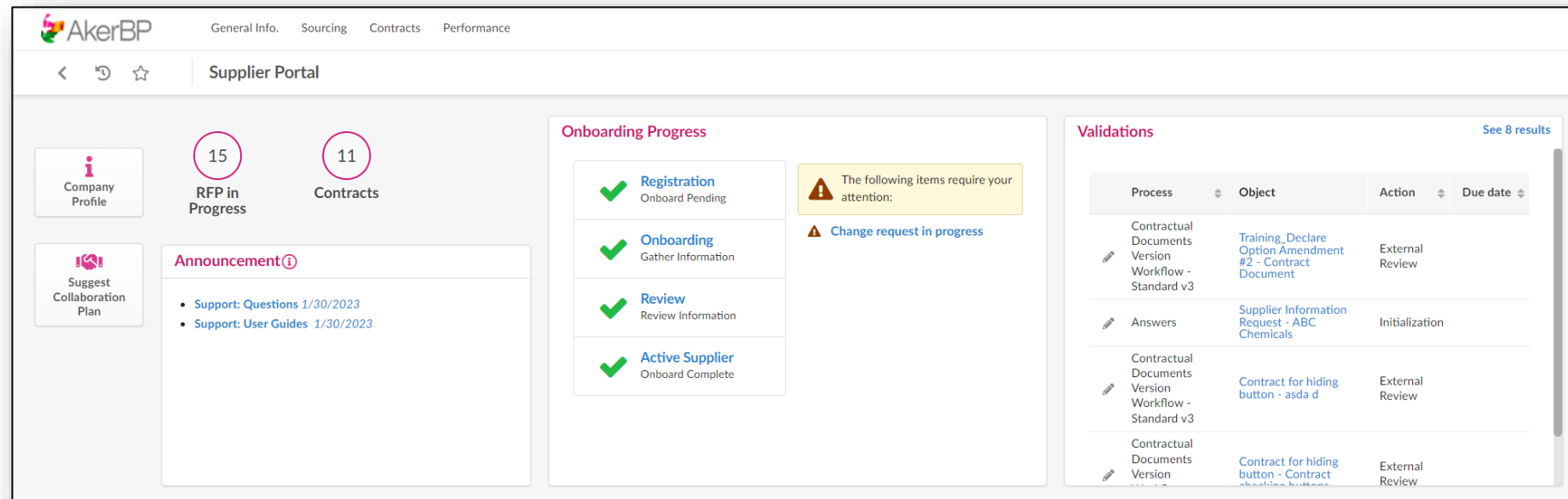
Introduction to contract management and collaboration

Contract management and collaboration in Ivalua

Ivalua will be used as a portal between Aker BP and you as a supplier.

In Ivalua you will have an overview of all active contracts shared by Aker BP. For each contract, you will have access to relevant information (e.g. contract documents) shared by Aker BP.

You will also be able to collaborate with Aker BP on contract documents directly in the system, including negotiating amendments and receiving formal contracts documents for review. There is also a feature to communicate with Aker BP through a chat function.



The screenshot displays the AkerBP Supplier Portal interface. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', and 'Performance'. The main header shows 'Supplier Portal' with navigation icons. The left sidebar contains 'Company Profile' and 'Suggest Collaboration Plan'. The main content area is divided into three sections:

- Summary Cards:** 'Company Profile', 'RFP in Progress' (15), and 'Contracts' (11).
- Announcement:** A section titled 'Announcement' with two items: 'Support: Questions 1/30/2023' and 'Support: User Guides 1/30/2023'.
- Onboarding Progress:** A section showing the status of various onboarding steps:
 - Registration: Onboard Pending (Green checkmark)
 - Onboarding: Gather Information (Green checkmark)
 - Review: Review Information (Green checkmark)
 - Active Supplier: Onboard Complete (Green checkmark)

A yellow warning box indicates: 'The following items require your attention: Change request in progress'.

Validations: A table showing validation results with columns: Process, Object, Action, and Due date. A link 'See 8 results' is available.

Process	Object	Action	Due date
Contractual Documents Version Workflow - Standard v3	Training_Declare Option Amendment #2 - Contract Document	External Review	
Answers	Supplier Information Request - ABC Chemicals	Initialization	
Contractual Documents Version Workflow - Standard v3	Contract for hiding button - asda d	External Review	
Contractual Documents Version Workflow - Standard v3	Contract for hiding button - Contract	External Review	

1. Browse & manage current contracts

Contracts

Contract information in Ivalua

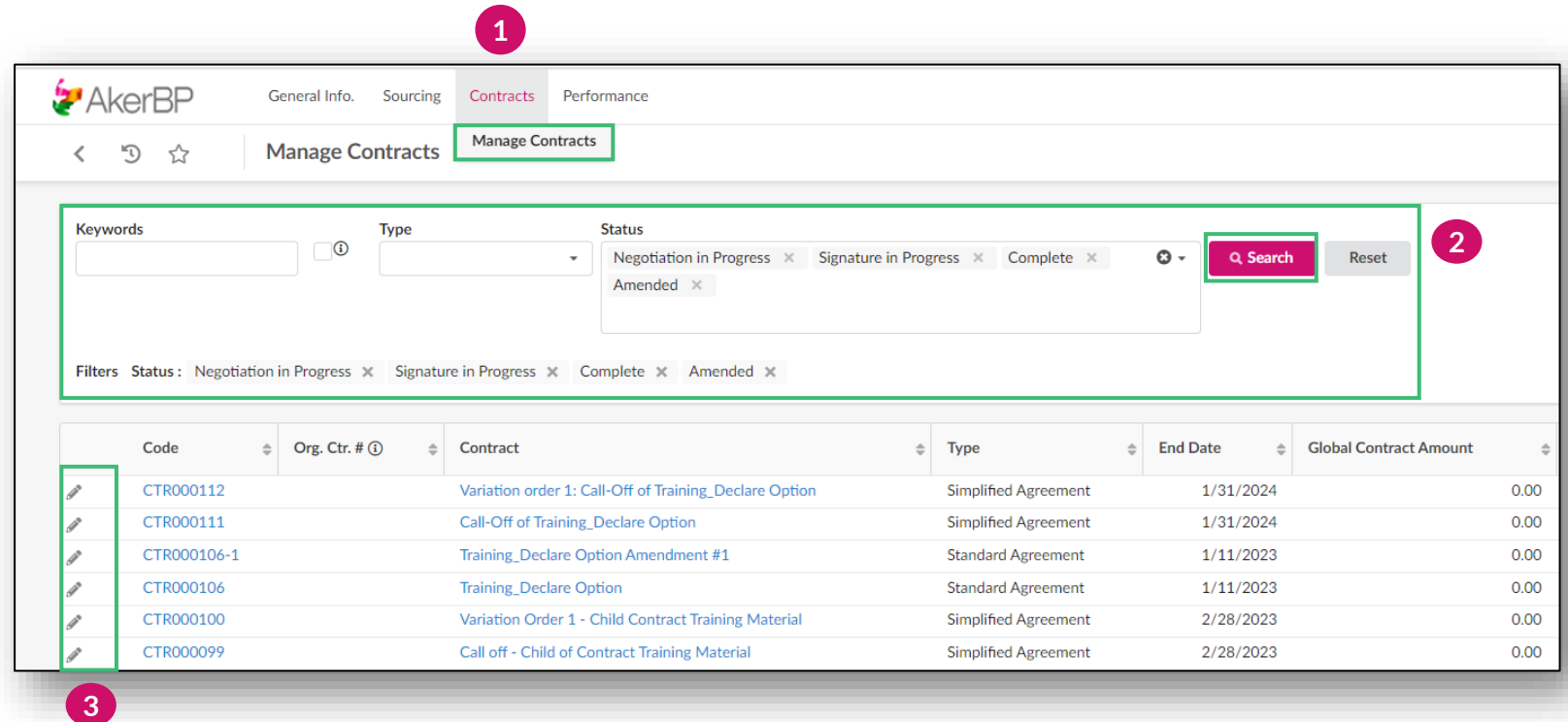
1 Go to Contracts > Manage Contracts.

The Manage Contracts page contains a list of all your contracts with Aker BP.

2 Search and filter contracts by using the search bar at the top. It is possible to filter on keywords, contract type and contract status.

Note: You must always click the **Search** button to refresh after editing filters.

3 Click the pencil icon or contract name to open a contract record.



The screenshot shows the AkerBP 'Manage Contracts' interface. At the top, there are tabs for 'General Info.', 'Sourcing', 'Contracts' (selected), and 'Performance'. Below these is a sub-header 'Manage Contracts' with a green box around it and a red circle '1' above it. The main area contains a search and filter section with a green box around it and a red circle '2' to its right. This section includes a 'Keywords' input field, a 'Type' dropdown, and a 'Status' filter with options: 'Negotiation in Progress', 'Signature in Progress', 'Complete', and 'Amended'. A red 'Search' button and a 'Reset' button are also present. Below the filters is a table of contracts with columns: 'Code', 'Org. Ctr. #', 'Contract', 'Type', 'End Date', and 'Global Contract Amount'. A green box highlights the first column of the table, and a red circle '3' is placed below it.

Code	Org. Ctr. #	Contract	Type	End Date	Global Contract Amount
CTR000112		Variation order 1: Call-Off of Training_Declare Option	Simplified Agreement	1/31/2024	0.00
CTR000111		Call-Off of Training_Declare Option	Simplified Agreement	1/31/2024	0.00
CTR000106-1		Training_Declare Option Amendment #1	Standard Agreement	1/11/2023	0.00
CTR000106		Training_Declare Option	Standard Agreement	1/11/2023	0.00
CTR000100		Variation Order 1 - Child Contract Training Material	Simplified Agreement	2/28/2023	0.00
CTR000099		Call off - Child of Contract Training Material	Simplified Agreement	2/28/2023	0.00

1. Browse & manage current contracts

Contracts

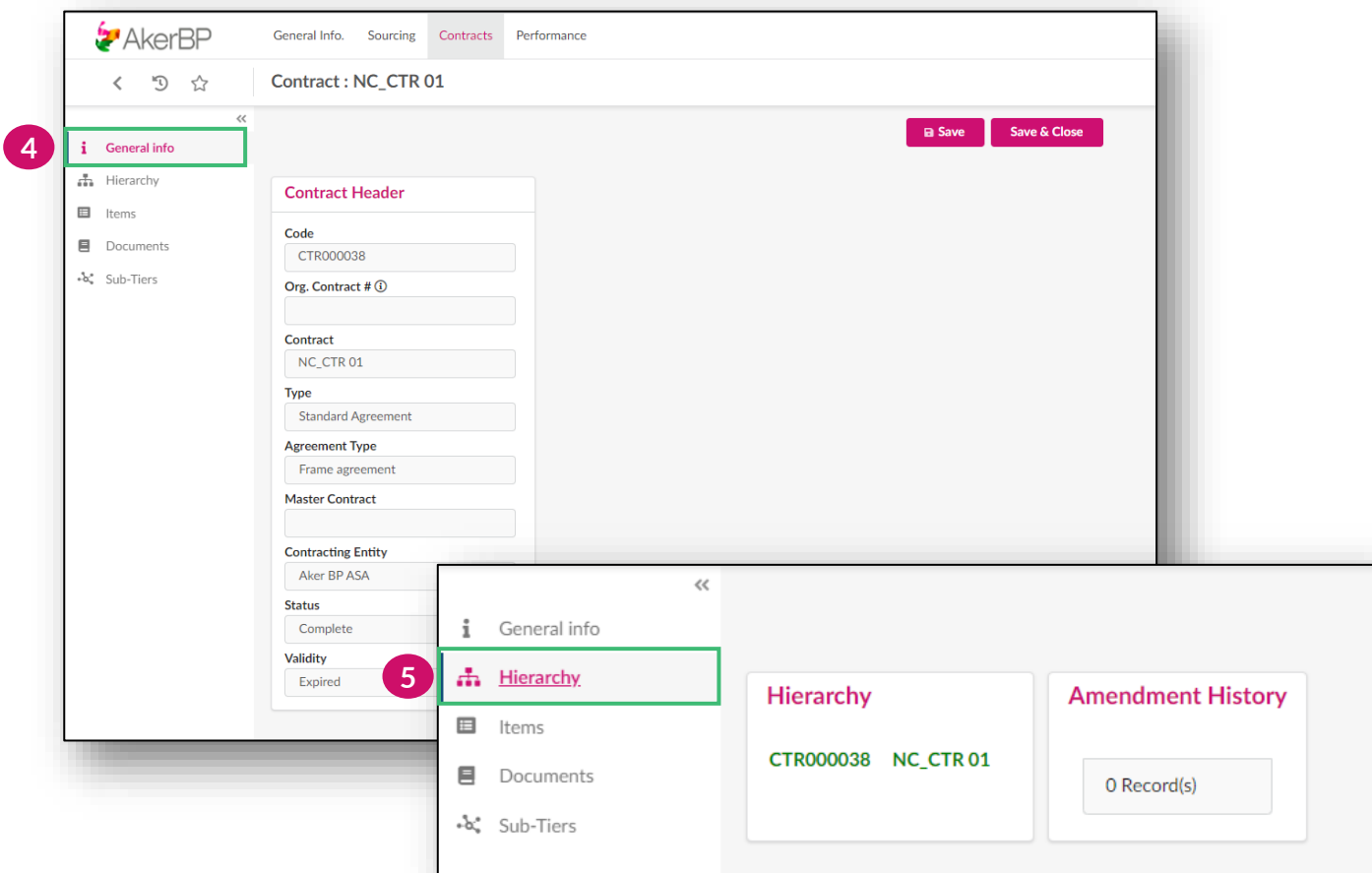
Contract information in Ivalua

4 Go to **General Info** tab.

Note: Here you can view all contract details.
For example: Contract name, type, status, validity, etc.

5 Go to **Hierarchy** tab.

Note: Here you can view the hierarchy and any amendment history of the contract.



The screenshot displays the AkerBP Ivalua interface for contract management. The top navigation bar includes tabs for General Info, Sourcing, Contracts, and Performance. The 'Contracts' tab is selected, showing the contract details for 'NC_CTR 01'. The left sidebar contains a menu with 'General info' (highlighted with a green box and a pink circle with the number 4), 'Hierarchy', 'Items', 'Documents', and 'Sub-Tiers'. The main content area shows the 'Contract Header' with fields for Code (CTR000038), Org. Contract # (NC_CTR 01), Contract (NC_CTR 01), Type (Standard Agreement), Agreement Type (Frame agreement), Master Contract, Contracting Entity (Aker BP ASA), Status (Complete), and Validity (Expired). A callout box shows the 'Hierarchy' tab selected (highlighted with a green box and a pink circle with the number 5), displaying the hierarchy (CTR000038 NC_CTR 01) and Amendment History (0 Record(s)).

1. Browse & manage current contracts

Contracts

Contract information in Ivalua

6 Go to **Items** tab.

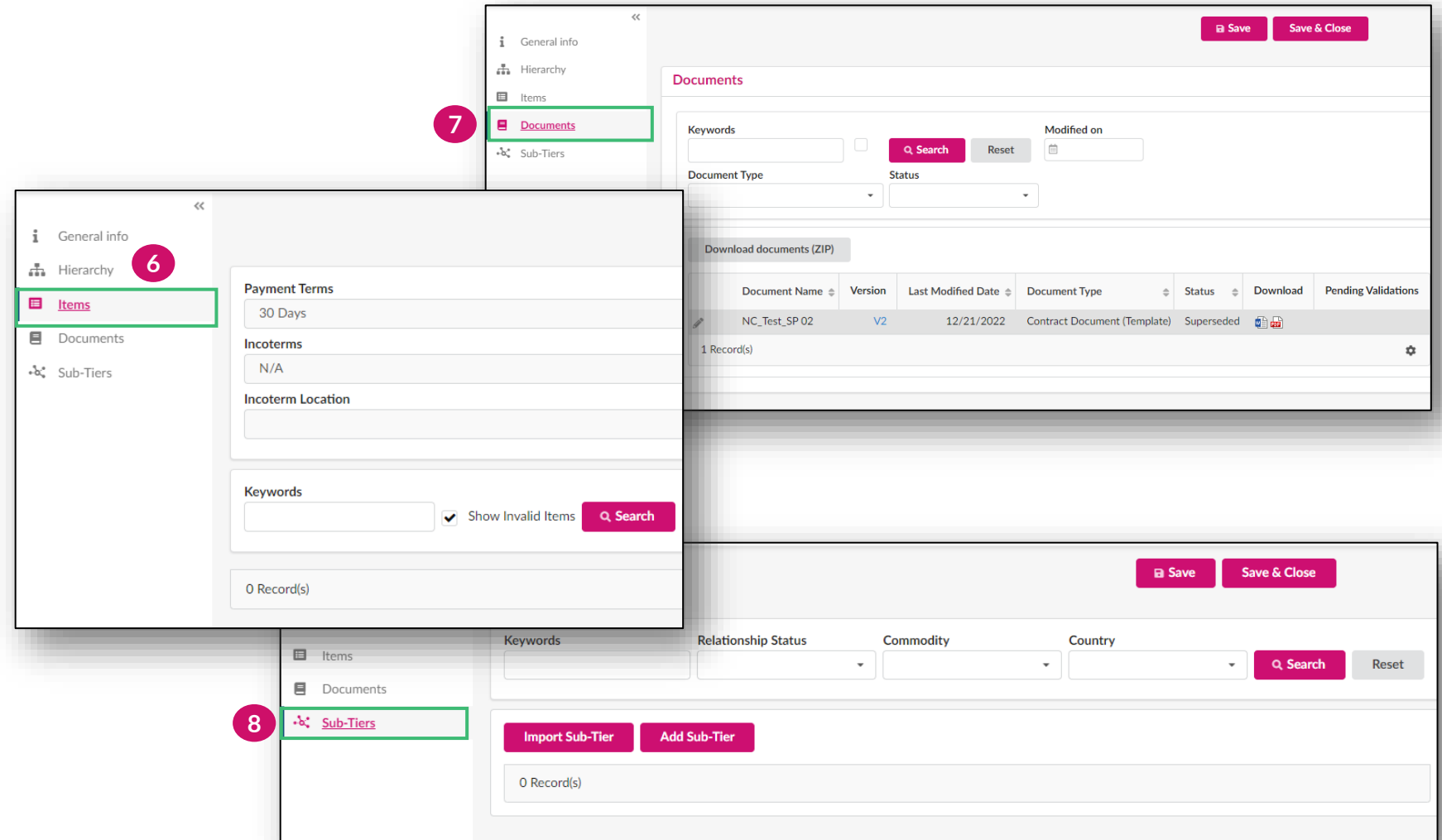
Note: The item grid along with information like payment terms and incoterms are found here.

7 Go to **Documents** tab.

Note: Contract documents are found here. You can also download documents from here.

8 Go to **Sub-Tiers** tab.

Note: Sub-tier information is found here. You can also import/add sub-tiers here in order to share your supply chain and key suppliers with Aker BP.



The screenshots illustrate the navigation steps for managing contracts in Ivalua:

- Top Screenshot (Documents tab):** Shows the 'Documents' tab selected in the sidebar. The main area displays a table with columns: Document Name, Version, Last Modified Date, Document Type, Status, Download, and Pending Validations. A single record is visible: NC_Test_SP 02, V2, 12/21/2022, Contract Document (Template), Superseded.
- Middle Screenshot (Items tab):** Shows the 'Items' tab selected in the sidebar. The main area displays fields for Payment Terms (30 Days), Incoterms (N/A), Incoterm Location, and Keywords. A 'Show Invalid Items' checkbox is checked.
- Bottom Screenshot (Sub-Tiers tab):** Shows the 'Sub-Tiers' tab selected in the sidebar. The main area displays fields for Keywords, Relationship Status, Commodity, and Country. There are buttons for 'Import Sub-Tier' and 'Add Sub-Tier'.

2. Contract document management – negotiation in Ivalua

Contracts

Some contract documents may be editable and enable negotiation (redlining) in Ivalua

Documents marked “Pending External Review” are open for review and potentially negotiation/redlining in Ivalua.

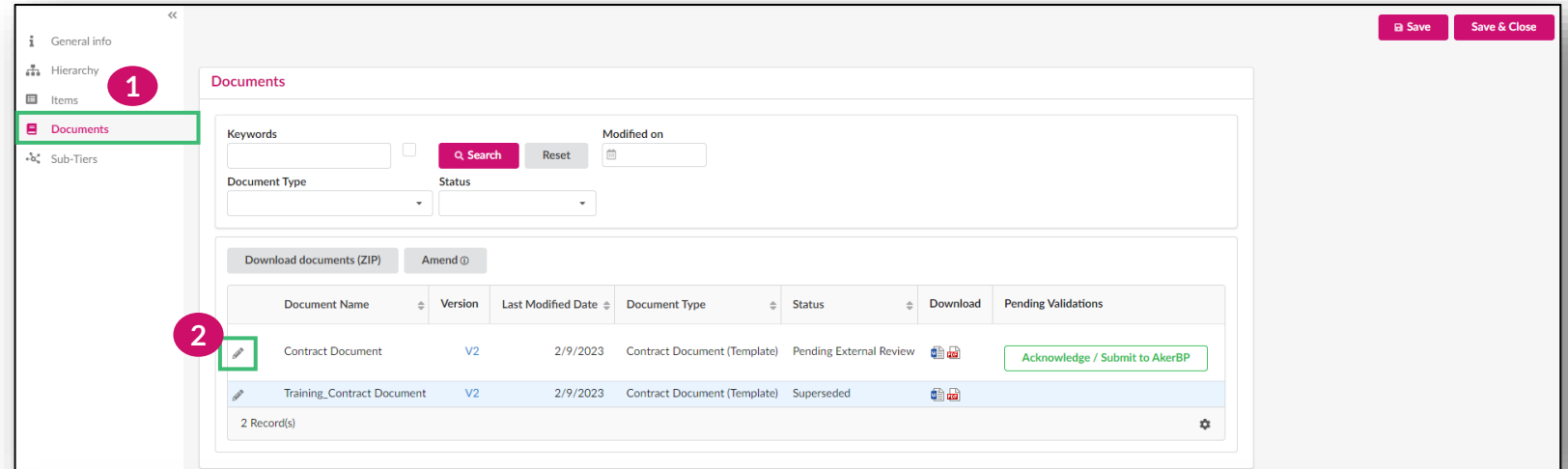
Note: Documents pending external review are also available from “Validation”- on your homepage.

When “Pending External Review”, click on the pencil-icon.

A new window is opened where you can review the proposed contract document from Aker BP and edit/negotiate the contract document.

Document Color Explanation

Blue	Document from earlier versions
White	Document from this amendment
Gray	Document amended



Documents

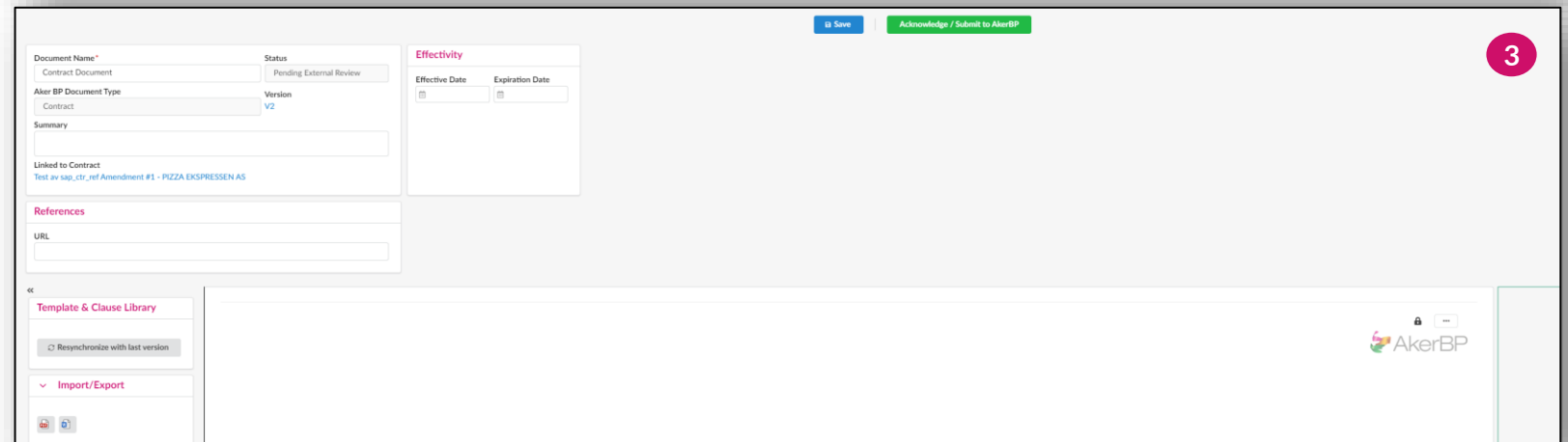
Keywords Modified on

Document Type Status

Download documents (ZIP)

Document Name	Version	Last Modified Date	Document Type	Status	Download	Pending Validations
Contract Document	V2	2/9/2023	Contract Document (Template)	Pending External Review		Acknowledge / Submit to AkerBP
Training_Contract Document	V2	2/9/2023	Contract Document (Template)	Superseded		

2 Record(s)



Document Name* Status

Aker BP Document Type Version

Summary

Linked to Contract

References

URL

Template & Clause Library

Import/Export

AkerBP

2. Contract document management – negotiation/redlining in Ivalua

Contracts

Negotiating/redlining/editing a contract document

4 Clauses and contractual text open for negotiation will be unlocked for editing.

5 Edit directly in the document, (note that all changes made are visible to Aker BP).

6 You can also add a comment by highlighting a part of the text and click the «comment»-button (comments are also visible to Aker BP).

7 Remember to click “Save” frequently to ensure your changes have been saved.

8 When you have concluded your review, added your proposed changes or comments, click «Acknowledge/Submit to Aker BP».

The Contract/Document is now sent back to Aker BP for their review.

The screenshot displays the Ivalua contract management interface. At the top, there are buttons for 'Save' (7) and 'Acknowledge / Submit to AkerBP' (8). The document content includes a table titled '2. ASSIGNMENT FIXED FEE MARK-UP' with columns for 'DESCRIPTION', 'DAY RATE BASIS', and 'HOURLY RATE BASIS'. The table contains four rows of personnel sourcing information. A green box highlights the 'HOURLY RATE BASIS' column, and a red circle with the number 5 is placed next to it. Below the table, there is a 'Notes' section. At the bottom of the document, there is a section titled '3. PERSONNEL COMPENSATION'. A comment box is visible in the bottom right corner, containing the text 'test test now' and a 'Enter your comment' field. A red circle with the number 6 is placed next to the comment box. A red circle with the number 4 is placed next to the 'Acknowledge / Submit to AkerBP' button.

DESCRIPTION	DAY RATE BASIS	HOURLY RATE BASIS
PERSONNEL sourced by CONTRACTOR.		1000-
PERSONNEL formed as a limited company (Ltd /AS) sourced by CONTRACTOR.		Write something here
PERSONNEL sourced by COMPANY.		Write something here
PERSONNEL formed as a limited company (Ltd /AS) sourced by COMPANY.		

2. Contract document management – negotiation/redlining in Ivalua

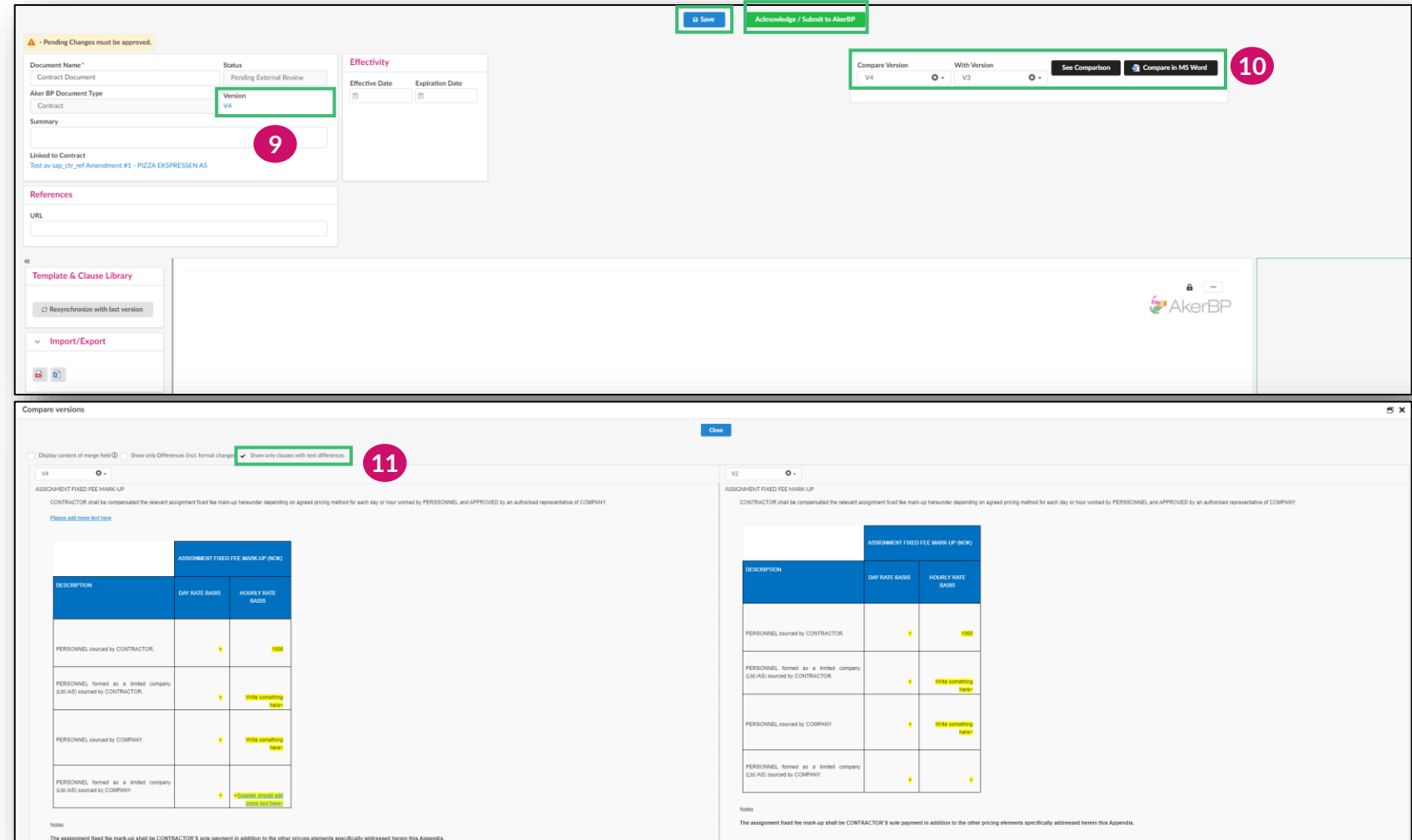
Contracts

Compare versions

Document redlining can go back and forth between Aker BP in Ivalua. For each change, a new version is created with tracked changes. You can always compare the different document versions.

Note: Aker BP will always approve any changes. If significant negotiations or alignment is needed, this is still recommended to be clarified in a meeting.

- 9 Current document version
- 10 Ability to compare: Choose what versions you would like to compare, then click “See Comparison”.
- 11 **Tip:** Check the box “Show only clauses with text differences” to only view changes since last version.
Save the contract and click «Acknowledge / Submit to Aker BP» when ready.



Document Metadata:

- Document Name: Contract Document
- Status: Pending External Review
- Aker BP Document Type: Contract
- Version: V4
- Summary: [Empty]
- Linked to Contract: Test av sap_cfr_ref Amendment #1 - PIZZA EKSPRESSEN AS
- References: [Empty]
- URL: [Empty]

Effectivity:

- Effective Date: [Empty]
- Expiration Date: [Empty]

Template & Clause Library:

- Resynchronize with last version
- Import/Export

Compare versions window:

Compare Version: V4 With Version: V3 [See Comparison] [Compare in MS Word]

Display content of merge field: [X] Show only Differences (incl. format changes): [X] Show only clauses with text differences: [X]

ASSIGNMENT FIXED FEE MARK-UP (NOK)

DESCRIPTION	DAY RATE BASIS	HOURLY RATE BASIS
PERSONNEL sourced by CONTRACTOR	1	1000
PERSONNEL, formed as a limited company (SLE AS) sourced by CONTRACTOR	1	1000 (including mark-up)
PERSONNEL sourced by COMPANY	1	1000 (including mark-up)
PERSONNEL, formed as a limited company (SLE AS) sourced by COMPANY	1	1000 (including mark-up)

Notes:

The assignment fixed fee mark-up shall be CONTRACTOR'S sole payment in addition to the other pricing elements specifically addressed herein this Appendix.

3. Contract document management – e-signature (DocuSign)

Contracts

E-signature:

Documents requiring a formal signature, Aker BP will utilize DocuSign to send the finished negotiated contract for signature with your designated representatives.

If you have any questions concerning the DocuSign process, you can use the chat functionality (next slide), or reach out to your Aker BP contact.

Documents

Keywords

☐

Modified on

☐ Current Price ⓘ

Document Type

Status

Signature Status

Aker BP Document Type

→ 0 Selected


Download documents (ZIP)

Amend ⓘ

Activate e-Signatures

Add ▾

☐ Only show amended documents

<input type="checkbox"/>	Document Name ▾	Version	Last Modified Date ▾	Document Type ▾	Status ▾	Visible to Supplier ▾	Download	Pending Validations	Aker BP Document Type ▾	Signature Status
<input type="checkbox"/>	Contract Document	V5	09.02.2023	Contract Document (Template)	Complete	Yes			Contract	<ul style="list-style-type: none"> • Aborted • Finalized • In progress

1 Record(s)

⚙️

4. Contract document management – completed documents

Contracts

Document Overview

Once the document has been approved by Aker BP the document will be available in the documents-tab of your contract with status “Complete”.

In this document overview, you will also find all contract documents Aker BP have selected to be visible to you as a supplier.

Aker BP will always control visibility on contract documents.

General info
Hierarchy
Items
Documents
Sub-Tiers

Documents

Keywords
☐

Modified on

Document Type
Status

Document Name	Version	Last Modified Date	Document Type	Status	Download	Pending Validations
Contract Document	V5	2/9/2023	Contract Document (Template)	Complete		

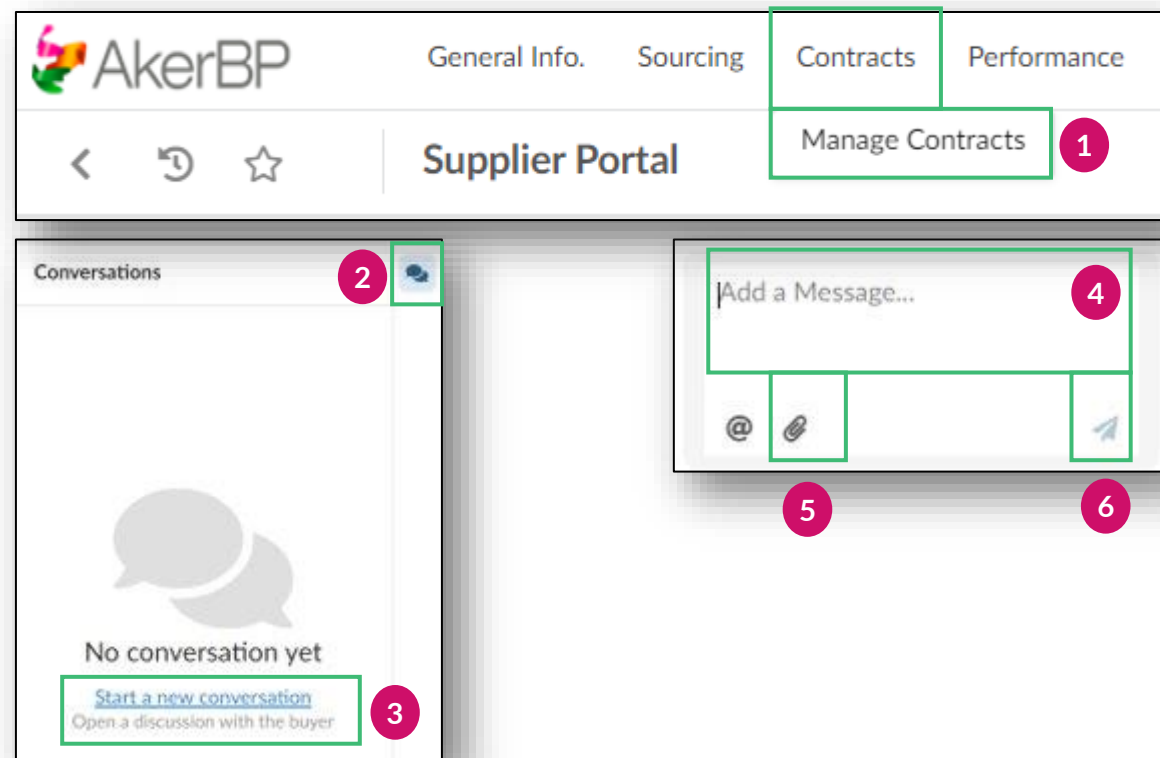
1 Record(s)

5. Communication with Aker BP via chat - contracts

Contracts

Initiate a conversation related to a specific contract with Aker BP

- 1 Go to Contracts > Manage Contracts.
- 2 Click on one of the **speech bubble icon** that appears on the right side of your screen.
- 3 Click on “**Start a new conversation**” to open message editor.
- 4 Type your message.
- 5 Add attachments by clicking on the **paper clip icon**.
- 6 Click the **paper plane icon** to send.





If anything is unclear in the above guide, please reach out to businesspartner@akerbp.com.

www.akerbp.com