Smart Source

Supplier Manual

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1. PURPOSE

To serve as a step by step guide in creating and submitting response to Expression of Interest (EoI)/ Request for Information (RFI) and Invitation to Tender (ITT)/Request for Proposal (RFP) on Smart Source, Cairn's e-Sourcing platform.

2. SCOPE

Responding to Cairn's EoI/RFI and ITT/RFP

3. ACCESSING SMART SOURCE

Supplier Login

To access Smart Source type cairnindia.supplier.ariba.com URL in the browsers address bar:
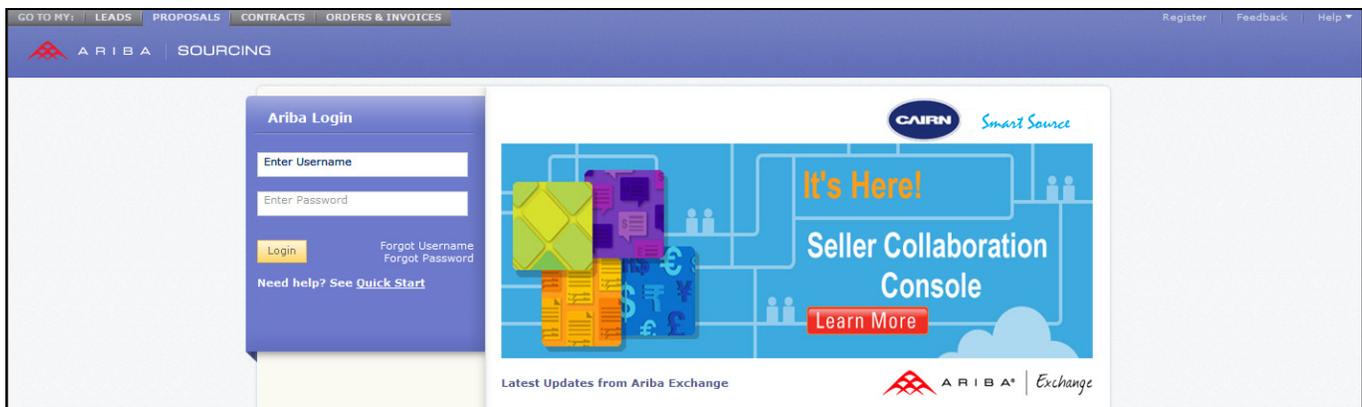
Please note that you must not prefix the address mentioned above with either http or www. Directly type cairnindia.supplier.ariba.com in the address bar and press "Enter"

To access Smart Source you will require a username and a password. In case you have received invitation to Smart Source, please follow the instructions in the mail. You will be required to set your password on first access.

Upon clicking the link given in the email, the Smart Source page will open up in the browser window.

Click on the "Continue" button to move to the next page.

As a first step you are required to enter basic information about your company. All fields marked * are compulsory. In the next step, you are required to create your username password.

By default your e mail id is your username. In case you want to have a customised username for yourself, please uncheck the field "use my email as my username" field and enter your desired username. Please note that your username must be in the email format i.e. ABCD@XYZ.com , e.g. mark.waugh@timwork.com

Please create a new password (8-16 characters, Alphanumeric) and a secret answer (minimum 5 characters) to the secret question selected. Your password must contain at least one number between the first and the last characters. An example of a correct password is sw1tzerland, since the number 1 is between the first and the last characters. An example of an incorrect password in switzerland1 or 1switzerland, since number 1 is not between the first and the last characters.

Finally, please select your secret question. This question will be used to retrieve your password in case you forget it. The answer to the secret question must have at least 5 characters.

Once you have completed all the steps above, please click on the checkbox before "I have read and agree to the Terms of Use and the Ariba Privacy Statement". To read through the Terms of Use and Ariba Privacy Statement, please click on the hyperlinks for them.

Finally, please click on the yellow button "Submit". Clicking on Submit completes your registration and takes you to the Smart Source home page. Clicking on the "Submit" button takes you to the following screen. Click on the relevant links to know more about the tool; to close the pop up, please click on the "X" at the right hand corner.
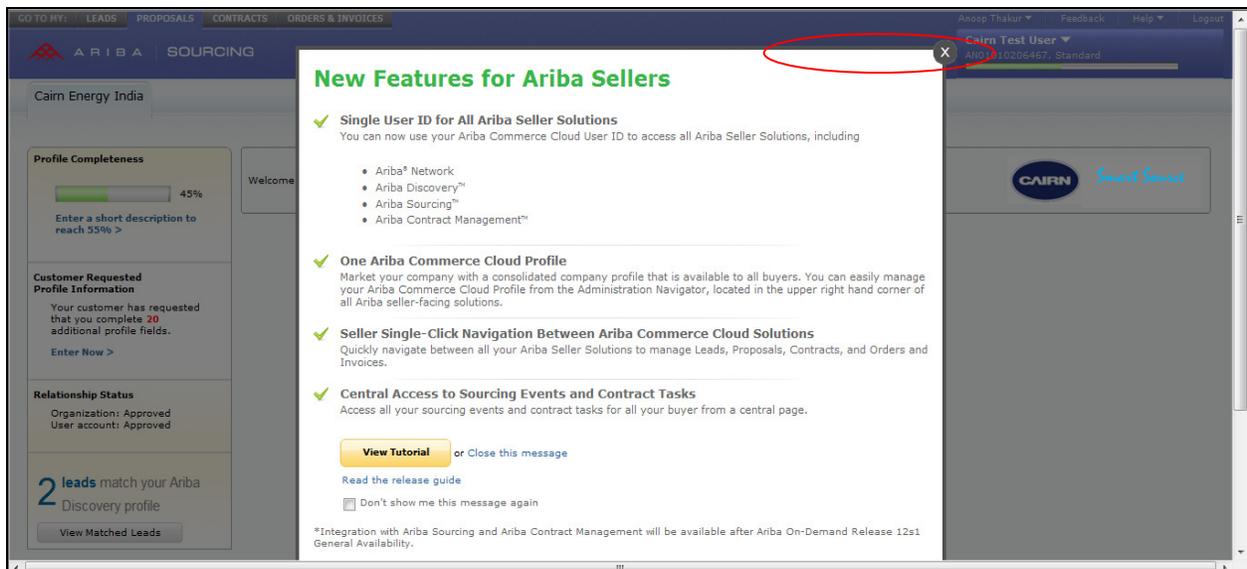
4. SMART SOURCE HOME PAGE

Smart Source homepage contains links to the EoIs/Tenders to which you have been invited by Cairn India. These would appear in the events section of the homepage.

It also contains links to the supplier profile questionnaire set up by Cairn India. Upon reaching the home page suppliers can update their organizational profile. Although this is an optional step, completing profile will allow Cairn to reach out in case of appropriate sourcing requirements. Suppliers are advised to complete their profile at the earliest available opportunity, in order to improve their prospects of being invited to Cairn's tenders.

5. SUBMITTING RESPONSE' FOR EOI/ITT

In order to submit your response to an EoI or Tender, you must first receive an "Invitation to Participate" from Cairn. The invitation will be extended via an e mail to the e mail address of the registered user from your organisation. You would then need to click on the link provided to access the EoI/Tender.
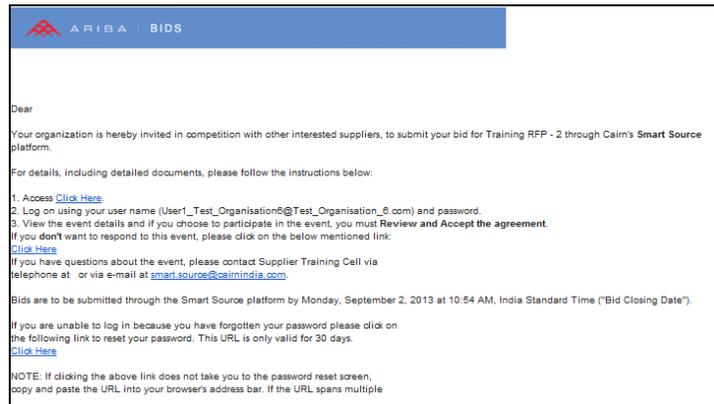
Once done, please enter your username along with the password created earlier. Entering an incorrect password more that thrice will lock your account; in such a case please contact the supplier helpdesk to get your password reset. (Please note that the username is also case sensitive.)
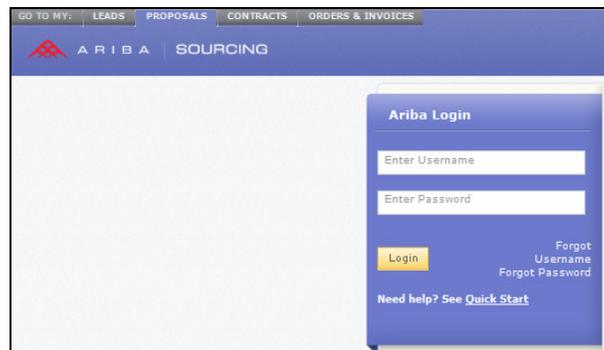
First time users will be prompted to create their password and the process is detailed in the preceding section.

After you have entered your login credentials correctly you would be taken to the Smart Source home page. Please refer to the snapshot of the home screen. You will be able to choose the applicable EoI/Tender from home screen.

EoI/Tenders that are currently open for you to submit responses will have a status of "Open". Those having "Pending Selection" or "Completed" status are past their due date and closed for bidding.

To download additional supplier guides on usage of Smart Source, please click on the "Help' and then choose "Product Documentation"

Please select the relevant EoI/Tender by clicking on its name. This will take you to the next screenshot.

Submission of your response (or Bid) in Smart Source is a three step process for EoI and four step process for a Tender. The steps are available as a "Checklist" at the Top Left Hand menu.
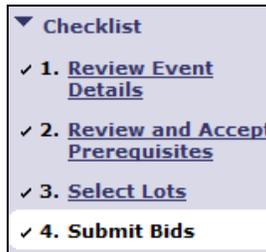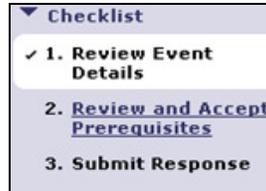
For submitting response in Smart Source project, you will need to first complete steps that are defined in the "Checklist". At any given moment the steps that are completed are marked by a tick mark (√). The next incomplete step is displayed by a blinking box. In order to proceed to complete this step, please click on "Yellow" button on the screen (in this case "Review Pre Requisites").

Please click on '**Review Prerequisites**' in order to review and accept (or decline) Bid Agreement or any other term that is mandatory for suppliers to accept. In case you choose to decline any Pre Requisite terms than you cannot submit your bid for the EoI/Tender.

The Bid Agreement can be downloaded and perused in detail offline. You need to accept Bid Agreement to access EoI/Tender contents.

Upon completing the "Review Pre-Requisite" step, you can proceed to "Submit Responses" step in case of an EoI. For a Tender you need to complete the selection of Lots before you can proceed to "Submit Responses".

To view and select the Lots available for bidding please click on the yellow button "Select Lots". Once done please select the lots for which you intend to bid by clicking on the checkbox before each lot name. Lots which are mandatory for suppliers will have a dimmed out check box with a tick and are not available for selection. Suppliers will be able to select only those lots for which they have been invited by the Buyer, other lots will not be available for selection.
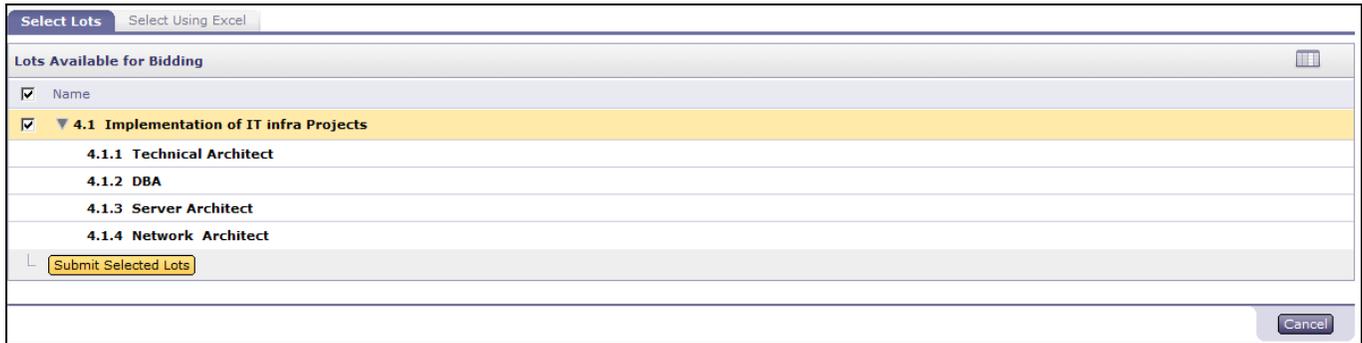
In case of Tenders involving suppliers from different countries, the buyer may choose to provide the suppliers with an option for selecting their preferred currency. In this case the currency also needs to be selected by the suppliers in the "Select Lots" step, before proceeding to select the relevant lots.
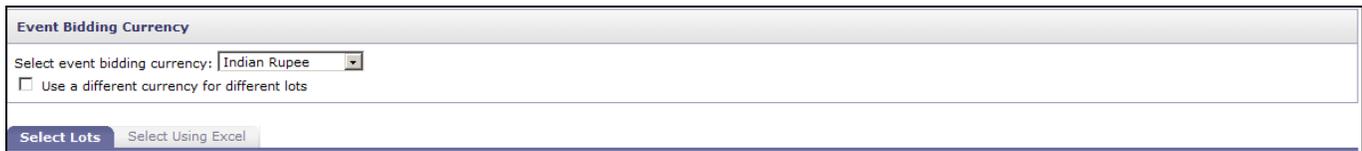
Once selected please click on the yellow button "Submit Selected Lots". This will take you to the next step in the process, which is "Submit Response". In case you need to correct your lot selection, please click on the "Select Lots" option on the checklist, correct your response and then click on "Submit Selected Lots" button.

6. RESPONSE SUBMISSION (EOI)

For all EoIs conducted through Cairn Smart Source, the contact details will be included in the text of the EoI published. In terms of submission the screen layout will be similar to that of an RFP/ITT.

7. RESPONSE SUBMISSION (ITT/RFP)

Please fill in all the mandatory fields indicated by an asterix (*) to submit Tender response. Partial Tender responses shall not be accepted by the system. You may fill partial RFP and click on '**Save**' to save it for your next login. You can complete your response over multiple login session and continue saving the details.

For all questions except attachment type you need to enter your answers by typing your response in the box provided or selecting from the menu provided.

For attachment type questions, please upload the desired attachment from your desktop by clicking on * Attach a file . In case multiple attachments need to be provided as an answer, please move them into a zip folder and then upload.

For non attachment type questions also the buyer may allow you to attach supporting documents or additional comments. Please click on [icon] in order to provide additional comments or supporting attachments, wherever applicable.

The Buyer may also provide additional documents in a question as references. To access the reference documents for a question/section please click on [icon] References

Prices in Smart Source need to be submitted in the designated section only. This will be usually be the last section of the ITT. Prices in this section are submitted by entering the prices in the line items. In the following screenshot, the line items are items 5.1 and 5.2.

If the line item has [icon] icon in front of its name (as in 5.1) then you need to submit your prices through excel upload (explained later). If there is no excel icon (as in 5.2) then you just need to type your prices and taxes etc. in the boxes provided.

For entering your prices for items requiring excel upload please follow the below mentioned steps:
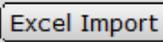
1. Click on the Excel Import icon on the bottom right hand side of your window.
2. Click on Download Content icon to download the excel sheet and save it on your computer.
3. The downloaded excel sheet has four tabs:

| Intend To Respond Instructions | Submit Response Instructions | 5 Pricing Response | **Offline Content** |

4. Please click on the 4th tab to open the excel sheet and fill up the required cells.
5. Once completed please check the totals and save the file.
6. Click on the browse button to locate the file on your desktop:

Locate the saved Excel file on your computer using the Browse button.

[   ] Browse...

7. Finally upload the file by clicking on the Upload button to upload the file onSmart Source.
8. Your total prices will be displayed against the required line item. Please check the prices and re-upload if need be.

Once you have completed the filling up of your Tender/EoI document, please click on Submit Entire Response button at the bottom left hand corner of your response window.

If required, a Cairn India Supplier Training Cell representative will contact you to train you for response submission. It is recommended that you allocate time and complete the training prior to response submission.

8. REVISE SUBMITTED RESPONSES

RFP responses once submitted can be revised by the supplier only if there is time remaining before the event expires. You can note the time remaining in the top right hand side of the Smart Source screen.

9. CONTACT BUYER USING 'COMPOSE MESSAGE' UTILITY

You can contact Cairn in case of queries related to the EoI/Tender.

Within each event an "Event Messages" link is provided in the menu on the left. Clicking on the link will take you to the messages screen.
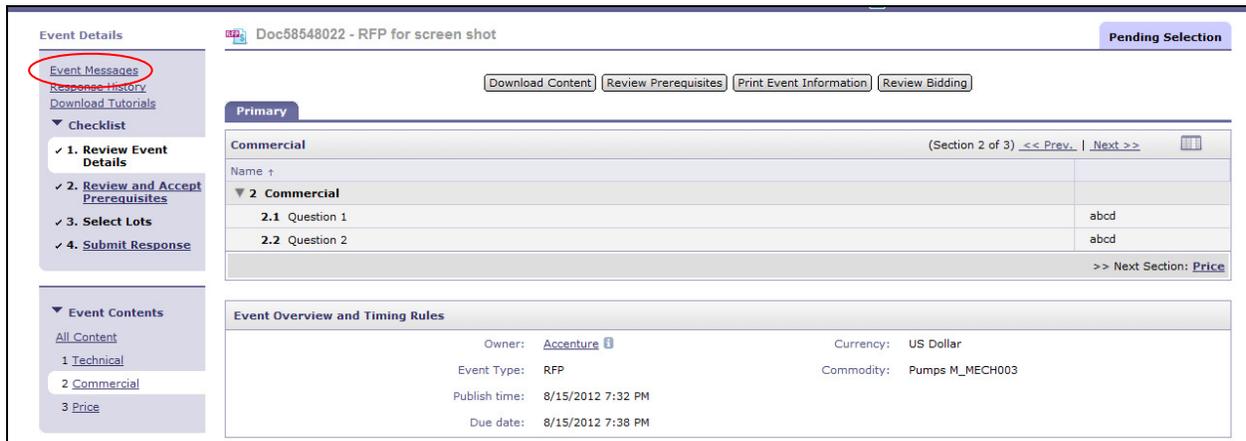

The 'Compose Message' button on the screen allows you to send your message to Cairn.
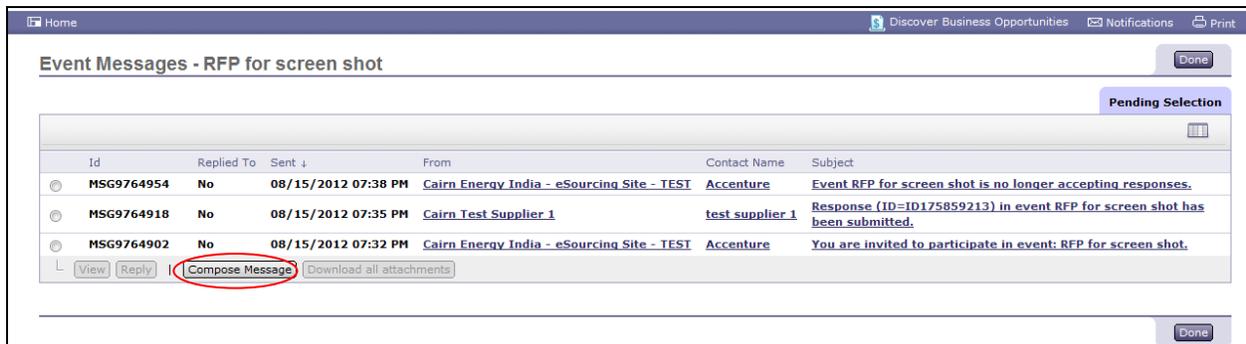
Note:
For all tenders conducted through Cairn Smart Source, the event message board will be the primary means of communication between Cairn & you. All queries and resolution messages will be shared via this functionality. Bid bulletins will also be shared though this medium.

10. AWARD DECISION AND COMMUNICATION FROM CAIRN

The responses submitted vide Smart Source shall be evaluated by Cairn team. If selected for award, the Cairn team shall initiate communication for the same.