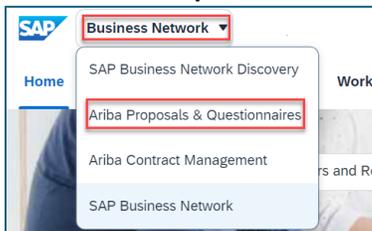


## ADD COMMENT AND ATTACHMENT

The Comments icon enables the Supplier to add additional Comments and Attachments to a specific Section or Question within the Event. Each Comment includes the option to add a single Attachment. To attach multiple documents, a Comment is required for each attachment. It is recommended that the Supplier enter the title and/or description of the attachment within the Comment field.

### Navigate to Event Home page

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



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

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

3. Click **Review Event Details** within Checklist Panel

Event Messages

Response History

Response Team

▼ Checklist

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

All Content

Name ↑

▼ 1 Introduction

1.1 Cover Letter

**Dear Valued Bidder:**  
Chevron Phillips Chemical Company LP ("Company" or "CPChem") invites you ("Bidder") to submit materials, equipment, and/or services are together, hereinafter, referred to as the "Work." Further

1.2 CPChem: The Culture

Core values include safety, respect, integrity, and drive. Drive as a value indicates the historical strong leadership and performance has allowed the opportunity to grow with new, significant capital organizational capability. Investments are mainly in the areas of safety, research, chemical as a valued part of the business.

## Add Comment and Attachment

File size limitation is 50MB per file. If the file size is more than 50MB, kindly compress the file and upload as a zip file or separate the document into multiple files and upload separately.

1. Navigate within the **All Content** section to locate the Section or Question with the Comments icon
  - a. Click **Comment**  icon

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

- b. On the Add/Edit Comment page,
  - i. Enter **Comment**
    1. When adding an attachment, enter a Description of the attached document)
  - ii. Click **Attach a file** to upload an attachment [OPTIONAL]

Add/Edit Comment OK Cancel

---

Comment: \*

Attachment:

- c. On the Add Attachment page,
  - i. Click **Choose File**
  - ii. Locate and select the desired document from your computer
  - iii. Click **OK**

Add Attachment OK Cancel

---

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

Attachment:  No file chosen

Or drop file here

**Note:** Only a single attachment can only be added to each Comment. Multiple comments can be added. See below for process to add additional comments/attachments.

# Supplier Guide: Add Comment(s) and Attachment(s)

Quick Reference Guide

d. On the Add/Edit Comment page,

i. Click **OK** to add the comment/attachment to the Section or Question

## Add Multiple Attachments

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

1. To add additional Comments and Attachments:

a. Click **Comment**  icon

i. Icon changes from  to  which indicates Comment has been previously added.

b. Click **Add** on the View Comments page

c. On Add/Edit Comment page,

i. Enter **Comment**

ii. Click **Attach File**

# Supplier Guide: Add Comment(s) and Attachment(s)

Quick Reference Guide

- d. On the Add Attachment page,
  - i. Click **Choose File**
  - ii. Locate the file on your computer
  - iii. Click **OK**

**Add Attachment** **OK** Cancel

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

Attachment: **Choose File** Attachment.docx  
Or drop file here

- e. On the Add/Edit Comment page,
  - i. Click **OK**

**Add/Edit Comment** **OK** Cancel

Comment: \* Attachment 2

Attachment: Attachment.docx Update file Delete file

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

**View Comments** **Done**

The following are comments for this question/term. If you have privileges you can add/edit/remove specific comments [More](#)

Comment ↑	Attachment
<input type="radio"/> Attachment 2	Attachment.docx
<input type="radio"/> Enter a Comment or description of attachment	Supplier_Ariba QRG_How to Comment Attach Documents (final) 10.31.24.docx

↳ Edit Remove Add

**NOTE:** On the View Comment page, there is the option to Edit or Remove Comment.