

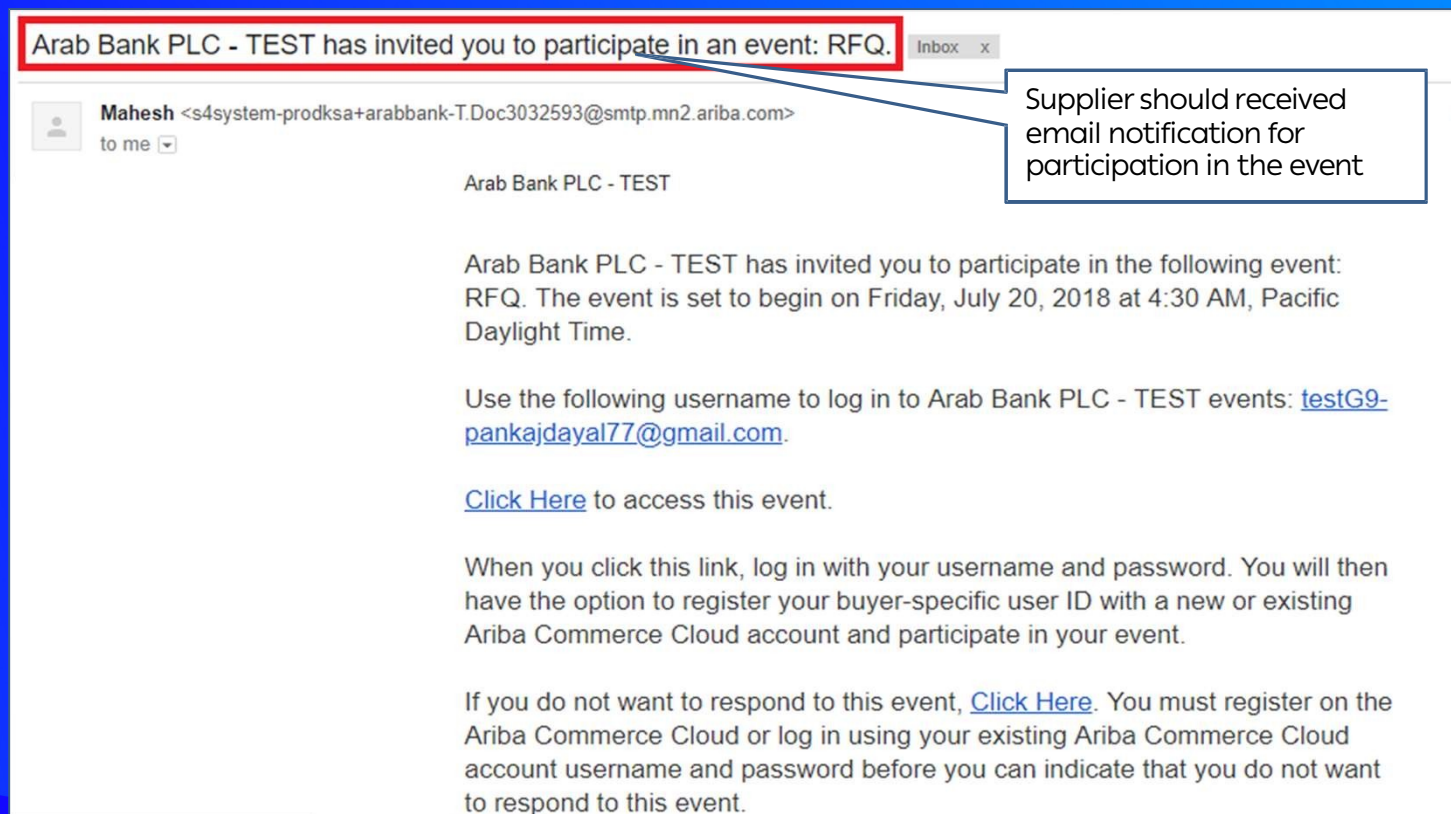


SAP Ariba Network Supplier Training Manual

Training Agenda:

Participate in a Sourcing Event

Email Notification for Event Participation



How to Log on

Login to URL: supplier.ariba.com

The screenshot shows the SAP Ariba Supplier Login page. The browser address bar displays the URL: <https://service.ariba.com/Sourcing.aw/128600009/aw/awh-r8awstsk-ngHDrzv&dard=1>. The page header includes the SAP Ariba logo, the word "Proposals", and the text "Powered by Ariba Sourcing". A "Help Center" link is visible in the top right corner. The main content area features a "Supplier Login" section with a text input field containing the email address "pankajdayal77@gmail.com", a password input field with masked characters, and a blue "Log In" button. A "Forgot Username or Password" link is located below the password field. To the right of the login section is a promotional banner titled "How Does SAP Ariba Help Suppliers Find New Business?" featuring a video thumbnail and a "Learn More" button. Three callout boxes with arrows point to the login fields and button: "Enter your USERNAME" points to the email field, "Enter your PASSWORD" points to the password field, and "Click Login" points to the "Log In" button.

Navigation – Sourcing Event

The screenshot displays the SAP Business Network Sourcing Event interface. At the top, the navigation bar includes the SAP logo, 'Business Network', 'Standard Account', and a 'Get enterprise account' button. A dropdown menu for 'SAP Business Network' is open, showing options: 'Ariba Proposals & Questionnaires', 'Ariba Contract Management', and 'SAP Fieldglass'. The main navigation bar contains links for 'Home', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'More'. A search bar is present with filters for 'Leads', 'In Location', and 'By Product'. Below the navigation bar, a 'Getting started' section shows three metrics: 'Matched Leads' (0), 'Invited Leads' (0), and 'Enablement Tasks' (0), all for the 'Last 90 days'. The 'My widgets' section is set to 'Arab Bank PLC' and includes a 'Customize' button. The widgets displayed are: a '416% three-year ROI' widget with a note 'Research shows that suppliers grow on Business Network with consistent use.', a 'Purchase orders' widget showing '17.4 K JOD' for the 'Last 3 months', and an 'Invoice aging' widget showing '0 JOD'.

SAP Business Network Standard Account [Get enterprise account](#)

Home | SAP Business Network | Discovery | Workbench | Orders | Fulfillment | Invoices | Payments | Catalogs | Reports | Messages | More

Leads | In Location | By Product

Getting started

- Matched Leads: 0 (Last 90 days)
- Invited Leads: 0 (Last 90 days)
- Enablement Tasks: 0

My widgets Arab Bank PLC [Customize](#)

416% three-year ROI
when suppliers use SAP Business Network consistently
Research shows that suppliers grow on Business Network with consistent use.

Purchase orders Last 3 months
17.4 K JOD

Invoice aging
0 JOD

Step 1: How can you Access Sourcing Events (RFI,RFQ, Auction)?

The screenshot displays the Ariba Sourcing interface for ARAB BANK PLC - TEST. The top navigation bar includes 'Test Mode', 'Company Settings', 'Pankaj Kumar', and 'Help Center'. The main content area is divided into sections: 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Events' section shows a table with columns for Title, ID, End Time, and Event Type. It lists two events: 'RFQ' (Doc3032593, 7/20/2018 10:00 PM, RFP) and 'Reverse Auction for Stapler' (Doc3052392, 7/22/2018 1:44 PM, Auction). The 'Registration Questionnaires' section shows a table with columns for Title, ID, End Time, and Status, listing 'Supplier Registration Questionnaire' (Doc3032059, 7/20/2019 2:29 PM, Registered). The 'Qualification Questionnaires' section is partially visible at the bottom.

Completed section indicates that the event is closed and you can not participate further

Open Section indicate that the Event is in progress and you can participate

Click here to open Sourcing events

View event type here

Title	ID	End Time	Event Type
▼ Status: Completed (1)			
RFQ	Doc3032593	7/20/2018 10:00 PM	RFP
▼ Status: Open (1)			
Reverse Auction for Stapler	Doc3052392	7/22/2018 1:44 PM	Auction

Title	ID	End Time	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc3032059	7/20/2019 2:29 PM	Registered

Title	ID	End Time	Commodity	Regions	Status
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Suppliers will be able to see all proposals in their AN account. The proposals are categorized based on the status and type.

Step 2 (A): Intend to Participate in a Sourcing Event

The screenshot displays the Ariba Sourcing interface in Test Mode. The top navigation bar includes 'Ariba Sourcing', 'Test Mode', 'Company Settings', and 'Pankaj Kumar'. A breadcrumb trail shows 'Go back to Arab Bank PLC - TEST Dashboard'. The main header area displays 'Event Details' and 'Doc3052392 - Reverse Auction for Stapler'. A yellow banner states: 'You must decide whether or not you intend to participate in this event.' Below this banner are four buttons: 'Download Content', 'Intend to Participate' (highlighted in blue), 'Decline to Participate', and 'Print Event Information'. A callout box points to the 'Intend to Participate' button with the text: 'Click and send intention to participate in sourcing event'. Another callout box points to the event title with the text: 'Selected sourcing event by Supplier'. In the top right corner, a red-bordered box contains a clock icon and the text: 'Time remaining in open bidding 00:24:37'. The left sidebar shows a 'Checklist' with steps: '1. Review Event Details', '2. Select Lots', and '3. Submit Bid'. Below the checklist is the 'Event Contents' section with a tree view showing 'All Content', '1. Introduction', '2. Commercial Terms', and '3. Pricing'. The main content area shows the 'All Content' section with a table of contents. The 'Event Overview and Timing Rules' section at the bottom provides details about the event, including the Owner (Mahesh), Event Type (Auction), Publish time (7/22/2018 1:14 PM), Response end time (7/22/2018 1:44 PM), Contract Commencement Date (07/31/2018), and Currency (Jordanian Dinar).

Event Details Doc3052392 - Reverse Auction for Stapler

You must decide whether or not you intend to participate in this event.

Download Content Intend to Participate Decline to Participate Print Event Information

Click and send intention to participate in sourcing event

Selected sourcing event by Supplier

Time remaining in open bidding 00:24:37

1. Review Event Details

2. Select Lots

3. Submit Bid

Event Contents

All Content

1. Introduction

2. Commercial Terms

3. Pricing

Event Overview and Timing Rules

Owner: Mahesh

Event Type: Auction

Publish time: 7/22/2018 1:14 PM

Response end time: 7/22/2018 1:44 PM

Contract Commencement Date: 07/31/2018

Currency: Jordanian Dinar

Commodity: Office supplies 4412

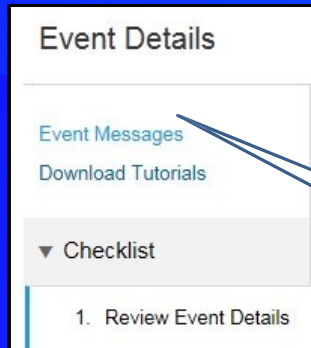
Step 2 (B): Decline to Participate in a Sourcing Event

The screenshot shows a web interface for a sourcing event titled "Doc3052392 - Reverse Auction for Stapler". In the top right corner, a red box highlights a timer showing "Time remaining in open bidding: 00:09:20". Below the header, a message states: "You must decide whether or not you intend to participate in this event." Four buttons are visible: "Download Content", "Intend to Participate", "Decline to Participate", and "Print Event Information". A callout points to the "Decline to Participate" button with the text: "Click 'Decline' if you do not wish to participate".

Below the buttons, a modal window titled "Reason for Declining to Respond" is displayed. It contains the following text: "Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters)." There is a text input field with the letter "I" entered. A callout points to this field with the text: "Provide the reason for declining". At the bottom right of the modal are "OK" and "Cancel" buttons.

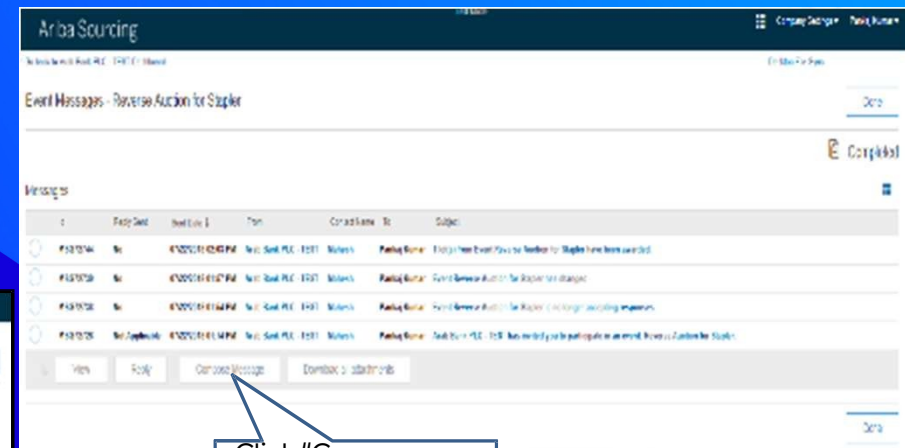
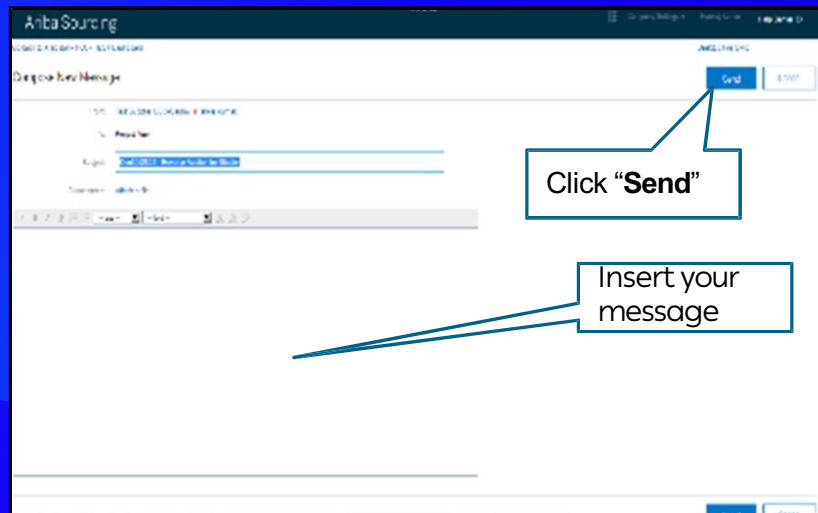
Below the modal, a message states: "You have declined to respond. Click on the 'Intend to Respond' button if you are intending to participate in the event." The buttons now are "Download Content", "Intend to Respond", and "Print Event Information". A callout points to the "Intend to Respond" button with the text: "If you wish to participate, click and participate".

Step 3: How can you send Event related messages to Buyer



If you have any project related questions please send them through the Event Message System

1. Click "Event Message"



Step 4: How to select Lots for bidding?

There may be several lots in a single event. Selecting the lot give the suppliers flexibility to indicate interest in which lot they intend to submit bids.

Why is selecting lot required?

Doc3052392 - Reverse Auction for Stapler Cancel

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. More

Event Bidding Currency View Exchange Rates

Select event bidding currency: Jordanian Dinar Select Currency

☐ Use a different currency

Select Lots Select Jordanian Dinar

Lots Available for Bidding

☒	Name	Status
☒	4 stpalers	Open
	stpalers	

Submit Selected Lots Click on Submit selected lots

Cancel

Step 5: How to answer Technical Questions ?

All Content

Name ↑	Price	Quantity	Extended Price
▼ 1 Introduction			
1.1 Do you intend to participate in this RFQ? References	*	Yes, I intend to participate in this RFQ and agree to these terms	
2 Technical Question			
What added Services can you provide?	*	Unspecified	
3 Services			
What Quality assurance programs do you provide?	*	Product Problem Resolution	
4 Please Upload Additional Documents References			
	*	Attach a file	

< (*) indicates a required field

Complete the Event Qualification and Technical Questions.

* Indicate it is required

4 Please Upload Additional Documents References

* Attach a file

▼ 5 Cor Reference Documents

5 20141229132700-attention-millennials-excel-dying-art-phone-conve

5 Download all attachments

Click to upload attachment(s)

Click to Download attachment(s)

Step 6: How to Submit Price for all selected Lots?

3 Pricing

4 staplers ▾ Less... ☐ * 38 JOD 25 Piece 0.00 JOD

staplers

Lead Time: 2 weeks

Shipping Cost: 50 JOD

Ship To: Pune 411006 India

Invoicing Term: * ejshlh

Payment Term: * 90 days

Supplier Part Id: S04K209

Requested Delivery Date: Wed, 25 Jul, 2018

Decrement Price ▾ by % ▾ Apply (*) indicates a required field

Submit Entire Response Update Totals Save Compose Message Excel Import

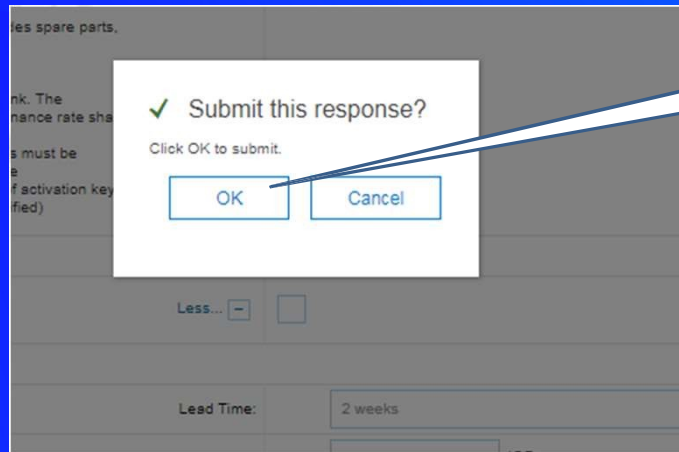
Enter price for each item here.

Enter price for each associated term

Submit your response here

Click on update totals to view extended price (price for all items)

Step 7: Your bid has been successfully submitted



Click "OK" to submit



Indicates your bid has been successfully submitted

Step 8A: How to Submit Lot in case of complex Lots using excel spreadsheet ?

Doc738385225 - SC 100017304

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

Select Lots Select Using Excel

You are invited to participate in 7 lot(s), and have already signed up for 7 of them. You can change the list of lots you are signed up for. To do so, click "Download Content".

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Browse...

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

Do you want to open or save SC 100017304.xls from s1.ariba.com?

Open Save Cancel

Click "Select using excel"

Download Content

Open Content

Step 8B: Enter price for each Lot

Number	Name	Description	Table Section Column	Alternative	Bundle or Tier Name	Tier Range	Intend To Respond	Currency	Unit of Measure	* Price	Quantity	Delivery Date (YY-MM-DD)	Lead Time	Shipping Address
Help And Options. Click on the + sign on the left for more information to fill out the cells														
4.1	STARTER,NM:S P100						Yes	Malaysian Ringgit	Each			Answer Type: Money Number of decimal places: 2 Acceptable Values: Limited Range. From 0.00 MYR to ceiling		
4.2	STARTER,NM:JP 1						Yes	Malaysian Ringgit	Each		20			
4.3	STARTER,NM:A						Yes	Malaysian Ringgit	Each		1			
4.4	INSTALL,AVR:RET-36.3T 35KVA 3P						Yes	Malaysian Ringgit	Each		50			
4.5	SUPPLY_INSTALL,GROUNDING SYSTEM						Yes	Malaysian Ringgit	Each		200	2014-08-22	0	Jl. Mega Kuningan Lo No.1, ID, Jakarta_ID
4.6	SUPPLY_INSTALL,PIPE_POLE:6 M,+SUPPORT						Yes	Malaysian Ringgit	Each		400	2014-08-22	0	Jl. Mega Kuningan Lo No.1, ID, Jakarta_ID
4.7	DISMANTLE,SHELTER						Yes	Malaysian Ringgit	Each		300	2014-08-22	0	Jl. Mega Kuningan Lo No.1, ID, Jakarta_ID

Enter price for each Lot

Save the excel spreadsheet on your PC or laptop

Step 8C: Upload Lots via excel spreadsheet

Select Lots

Select Using Excel

You are invited to participate in 7 lot(s), and have already signed up for 7 of them. You can change the list of lots you are signed up for. To do

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

C:\Users\Raveena Kohli\Documents\SC 100017304.xls

Browse...

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

Browse and upload
the excel spreadsheet

Click "Upload"

✓ Import Successful

Your response has been imported successfully.
Click the **Submit Entire Response** button, as soon as it appears on the page.

OK

Click "OK"

Step 9: Bid Revision

What if you change your mind regarding submitted bid?

Revise Response?

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

Click "OK" to submit revise bid

Step 9: Alternative Response

The screenshot shows a web interface for managing responses. At the top, a yellow banner reads: "You have submitted a response for this event. Thank you for participating." Below this, there are two buttons: "Revise Response" and "Create Alternative". A callout box points to the "Create Alternative" button with the text: "Click 'Create Alternative'". The "Create Alternative" button is a dropdown menu. Its expanded view shows the following options: "Create", "Pricing Alternative", "Bundle Alternative", "Tier Alternative", "Delete", and "Alternative". A callout box points to the "Create" option with the text: "These alternatives can be created based on the need". Another callout box points to the "Tier Alternative" option with the text: "Selected the required alternative option". On the left side of the interface, there is a tab labeled "Primary".

Step 9A: Pricing Alternative

Select Alternative Items

Enter a name for the alternative response: [More](#)

Items

☒	Name
☒	2 In/out Tray
☒	3 Windows envelopes C5

OK **Cancel**

Primary **Alternative 1**

All Content

Name ↑	Price
2 In/out Tray	Less... *407.000 JOD
In/out Tray	
Shipping Cost:	*47.000 JOD all units
Payment / Invoicing Term:	* Z003 60 days AB

Click to submit alternative

Submit Entire Response

Update Totals **Reload Last Bid** **Save**

Compose Message **Excel Import** **Alternative**

Note : -If you are unable to edit the pricing details, Request Buyer to allow alternative bids for the respective Items. Alternative Bids option availability is based on Buyer's discretion.

Step 9B: Bundle Alternative

Select Bundle Items

Enter a name for the alternative as well as Bundle

Alternative Name:

Bundle Name:

Items

☒	Name
☒	2 In/out Tray
☒	3 Windows envelopes C5

Create Alternative

Primary Alternative 1 **Alternative 2**

All Content

Name ↑	Price	Quantity
▼ 4 Bundle 1		
2 In/out Tray	Less... - *407.000 JOD	400 Piece (s)
In/out Tray		
Shipping Cost:		*47.000 JOD all units

Submit the alternative responses

(*) indicates a required field

Click to submit alternative

Note : -If you are unable to edit the pricing details, Request Buyer to allow alternative bids for the respective Items. Alternative Bids option availability is based on Buyer's discretion.

Step 9C: Tier Alternative

The screenshot shows the 'Edit Tier' interface with the following components and callouts:

- Alternative Name:** A text field containing 'Alternative 3'. Callout: 'Give the name for the Alternative'.
- Items:** A table with columns 'Name' and 'Quantity'. It lists two items: '2 In/out Tray' (400 Piece (s)) and '3 Windows envelops C5' (500 Piece (s)). Both are checked. Callout: 'Select the items, which will be part of the alternative'.
- Tier Name:** A text field containing 'Tier 1'. Callout: 'Give the name to the Tier'.
- Tiers:** A section with 'Min Quantity' and 'Max Quantity' input fields. Callout: 'Submit the min to max Quantity'.
- Buttons:** 'Delete' and 'Add' buttons are present. Callout: 'Add the different quantity options'.
- Footer:** A row of buttons including 'Tier', 'Sync Primary Bid', 'Submit Entire Response', 'Update Totals', 'Reload Last Bid', and 'Save'. Callout: 'Click Apply' (pointing to the 'Apply' button below the tiers section) and 'After editing responses, Click to submit alternative' (pointing to the 'Submit Entire Response' button).

Note : -If you are unable to edit the pricing details, Request Buyer to allow alternative bids for the respective Items. Alternative Bids option availability is based on Buyer's discretion.

Step 10: When you Win the Event

Event Messages - RFQ

If you are being awarded, you will receive the Letter of Intent message.

Awarding has been completed for this Supplier

Messages

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG72593	No	07/20/2018 10:27 PM	Arab Bank PLC - TEST	Mahesh	Pankaj Kumar	Letter of intent for awarded 1 lot(s) from Event RFQ

Completed

View Message

Id: MSG72593

From: Arab Bank PLC - TEST (Mahesh)

Sent: 07/20/2018 10:27 PM

To: Test Supplier: MSG72593(Pankaj Kumar)

Subject: Letter of intent for awarded 1 lot(s) from Event RFQ

You have been awarded 1 lot(s) from the Arab Bank PLC - TEST event (MSG72593 RFQ). This message confirms the intent of Arab Bank to contract with **(Supplier)** for the provision and implementation of **(Description)**. Our intent is strictly based on Arab Bank requirements detailed in our Doc0032593 RFQ, the subsequent changes to the scope, and on your final financial proposal dated **(Date)** for a total cost of **(Amount written)** exclusive of applicable taxes and inclusive of **(S)**.

It is understood:

While we are currently working on a draft agreement to be agreed in good faith with **(Supplier)**, you may proceed with the planning and mobilization of your resources for expediency. Nonetheless, until such contract is signed by both parties, **this letter shall constitute your obligation whatsoever to Arab Bank, whether legal, contractual or financial.**

Arab Bank reserves the conditional and non-exclusive right to amend this letter at its sole and absolute discretion, with or without any notice and without any time liability or liability whatsoever to any party.

Readily acknowledge receipt of this letter and confirm acceptance of its content listed by **(Date)**

To complete the transaction, please contact Mahesh at or via e-mail at mahesh.beate@abnbn.com.

For details about this event, please visit the Arab Bank PLC - TEST website <http://arabbank-supplier.mn2.abnbn.com/ed/webjumper?itemnum=KHUWfaksU5Awchamstmu16>.

Thank You,

Arab Bank PLC - TEST

Step 10(B): View Awards

Doc3032593 - RFQ Completed

[Download Content](#) [Review Prerequisites](#) [Print Event Information](#) [Review Bidding](#) [Download Bid Change Report](#) [View Awards](#) [Download Award Summary Report](#)

Click on View Awards to see Award summary

Award Summary

Print

You have been awarded the following total:

Name:	Total Supplier POC: Success Allocation
Totals:	
1. INTRODUCTION	
2. EVENT INFORMATION	
3. TECHNICAL REQUIREMENTS	
4. Award Financial Proposal	
4.1. Subtotal:	0000
	Price: 0000.000
	Quantity: 00 Piece
	Extended Price: 000.00.000
	Total Cost: 000.00.000
	Shipping Cost: 00.00.000
	Payment Term: 00 days
	Insurance Term: shipping
	Supplier Part No: 0004903205
	Lead Time: 2 weeks
	Requested Delivery Date: Wed: 25 Jul 2019

Training Agenda:

Contract Negotiation with Suppliers



Supplier Login to the system

The screenshot shows a web browser window with the URL <https://service.ariba.com/Sourcing.aw/12860009/aw/awh-r8awssk-ngHDrzv&dard=1>. The page header includes the SAP Ariba logo and the text "Proposals Powered by Ariba Sourcing". The main content area is titled "Supplier Login" and features a login form with the following elements:

- A text input field containing the username "testG9-pankajdayal77@gmail.com".
- A password input field with masked characters "*****".
- A blue "Login" button.
- A link for "Forgot Username or Password" below the login button.

To the right of the login form is a promotional section titled "How Does SAP Ariba Help Suppliers Find New Business?". It includes a small video thumbnail of a man speaking and a "Learn More" button.

Three callout boxes with arrows point to specific elements on the page:

- "Enter your USERNAME" points to the username input field.
- "Enter your PASSWORD" points to the password input field.
- "Click Login" points to the "Login" button.

Switching between Sourcing and Order/Invoices

The image displays two screenshots of the Ariba system interface, illustrating how to switch between different views.

Top Screenshot: Ariba Contract Management

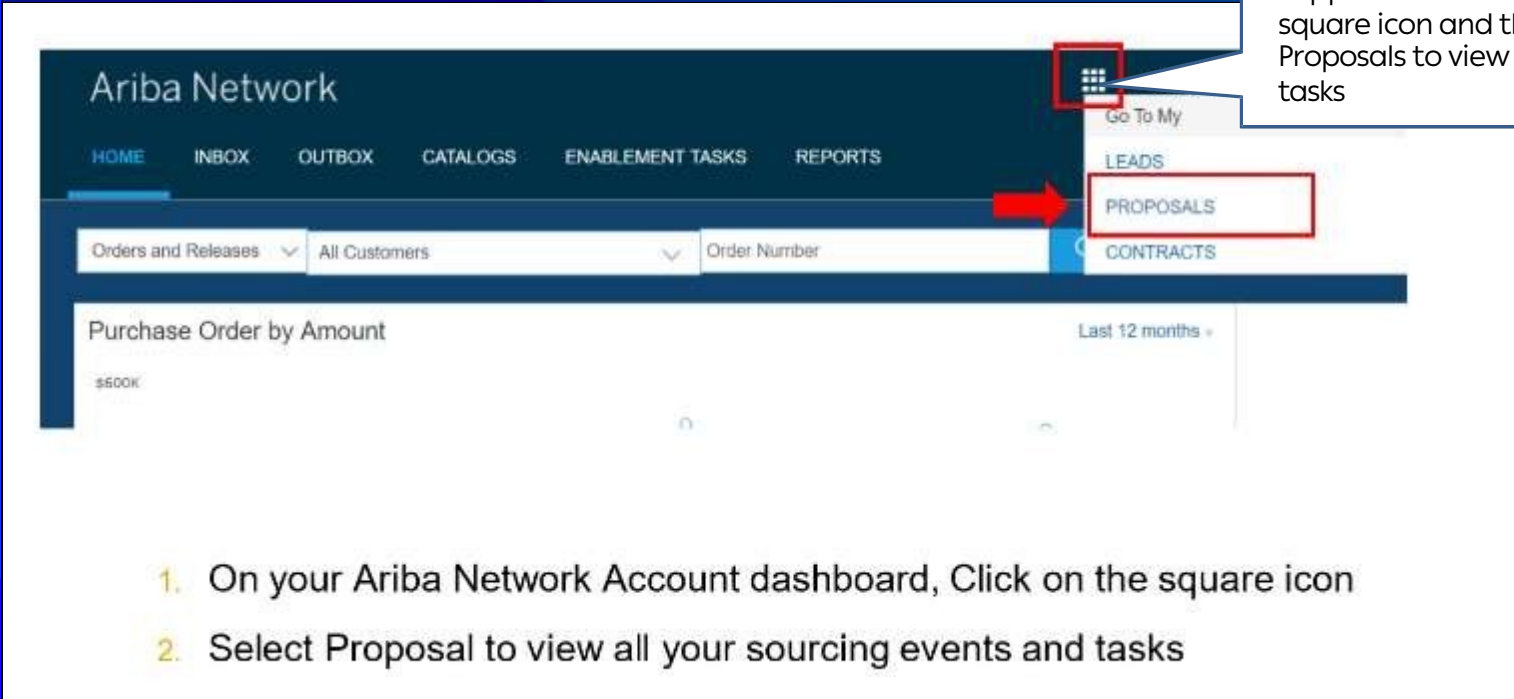
- The header shows "Ariba Contract Management" and "ARAB BANK PLC - TEST".
- A dropdown menu is open, showing options: "Go To My", "LEADS", "PROPOSALS", and "ORDERS & INVOICES".
- A red arrow points to the "ORDERS & INVOICES" option.
- A callout box with the text "Click here to view Orders/Invoices" points to the "ORDERS & INVOICES" option.

Bottom Screenshot: Ariba Sourcing

- The header shows "Ariba Sourcing" and "ARAB BANK PLC - TEST".
- A dropdown menu is open, showing options: "Go To My", "LEADS", "CONTRACTS", and "ORDERS & INVOICES".
- A red arrow points to the "CONTRACTS" option.
- A callout box with the text "Click here to view all Contracts" points to the "CONTRACTS" option.
- The main content area displays a table of "Events" with columns: Title, ID, End Time, and Event Type. The table shows one event: "SP Test 007" with ID "Doc3139250" and End Time "7/25/2010 12:04 PM".
- Below the "Events" table, there are sections for "Registration Questionnaires" and "Qualification Questionnaires", each with a table of related data.

Step 1: Locate Contracts submitted for Negotiation or Review

All contracts that require negotiation with the supplier will be displayed in supplier's AN account.



The screenshot shows the Ariba Network dashboard. The top navigation bar includes links for HOME, INBOX, OUTBOX, CATALOGS, ENABLEMENT TASKS, and REPORTS. Below this, there are filters for 'Orders and Releases', 'All Customers', and 'Order Number'. A red arrow points to the 'Go To My' dropdown menu, which is expanded to show 'LEADS', 'PROPOSALS', and 'CONTRACTS'. The 'PROPOSALS' option is highlighted with a red box. A callout box points to the square icon in the 'Go To My' menu, stating: 'Supplier should click on square icon and then select Proposals to view all your tasks'.

1. On your Ariba Network Account dashboard, Click on the square icon
2. Select Proposal to view all your sourcing events and tasks

Step 1: Locate Contracts submitted for negotiation or review

All contracts that require negotiation with the supplier will be displayed in supplier's AN account.

ARAB BANK PLC - TEST

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Tasks

Search ▼

Name	Status	Due Date	Completion Date	Alert
▼ Project: Test Contract Workspace for HANA RFQ - 8_003_PK_22July2018 (1)				
Negotiate With Supplier	In Progress	7/24/2018		

Supplier should see the Negotiation With Supplier task under the Tasks section. Click on the task.

Step 2: Supplier tasks details with the Contract

Negotiation Task Exit

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled in the **Advanced Task Details** area. Additional task [More](#)

Test Contract Workspace for HANA RFQ - 8... / [Negotiate With Supplier](#)

TSK3058001 Negotiate With Supplier Round 1: Awaiting Response(s) ⓘ

This task allows you to capture the negotiation between yourself and the supplier, and captures all comments. Internal review and edits should be made through the Agreement Review task prior to submitting a new round.

1. Select the supplier who will review the documents
2. Specify a Due Date and enter any Comments
3. Submit negotiation task

The Supplier will receive an e-mail with the documents to review. You will then upload that file into the task. Submit new rounds as needed to continue the negotiation.

Contract Manager User1
Please review and accept

☐ Contract Documents (Ready for Review)

[Line Items Document](#)

[AB Standard NDA](#)

Action

Download

Supplier should click on contract document to download the document for review.

One or more documents have been submitted for review. You will receive an e-mail the documents back to you.

- View the document(s) on the left.
- To propose document changes, edit the document and then submit your Counter Proposal.

[Create Counter Proposal](#) ⓘ

[Accept Proposal](#) ⓘ

Once done with document review, supplier should click on Create Counter Proposal if supplier wants to change anything in the contract.

Step 3: Supplier Counter Proposal Submission

< Go back to Arab Bank PLC - TEST Dashboard

Counter Proposal

Supplier should click OK to submit the proposal.

Desktop File Sync

OK Cancel

Enter a comment message and, if necessary, set the Access Control for this comment. You can also add document attachments to support your comment. To add a document from an external source, click [Add](#) [More](#)

Message:

Countered

Supplier can provide message to contract manager

Access Control: (no value) [v] [i]

Document Attach Revised Document

Contract Documents

Line Items Document

AB Standard NDA

Browse... Or drop file here

Browse... Or drop file here

Supplier should attach updated contract document

Step 4: Supplier Re-Login to the system

The screenshot shows the SAP Ariba Supplier Login page. The browser address bar displays a secure URL. The page header includes the SAP Ariba logo and the word 'Proposals'. The main content area features a 'Supplier Login' section with two input fields: one for the username (containing 'testC9-pankajdayal77@gmail.com') and one for the password (masked with dots). A blue 'Login' button is positioned below the password field. To the right of the login fields, there is a promotional banner titled 'How Does SAP Ariba Help Suppliers Find New Business?' featuring a video thumbnail and a 'Learn More' button. Three white callout boxes with arrows point to the login fields and button: 'Enter your USERNAME' points to the username field, 'Enter your PASSWORD' points to the password field, and 'Click Login' points to the 'Login' button.

Supplier Login

testC9-pankajdayal77@gmail.com

Enter your USERNAME

Enter your PASSWORD

Login

Click Login

How Does SAP Ariba Help Suppliers Find New Business?

Learn More

Step 5: Supplier logs in to submit proposal

Buyer send the updated contract based on the first round of negotiation. Supplier will see updated document to submit the proposal acceptance. Supplier will also need to upload and send signed document in similar fashion.

ARAB BANK PLC - TEST

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Tasks

Search ▾

Name	Status	Due Date	Completion Date	Alert
▼ Project: Test Contract Workspace for HANA RFQ - 8_003_PK_22July2018 (1)				
Negotiate With Supplier		In Progress	7/24/2018	

Supplier should see the updated Negotiation With Supplier task under the Tasks section. Click on the task.

البنك العربي
ARAB BANK



Step 6: Supplier Accepts Contract Proposal

< Go back to Arab Bank PLC - TEST Dashboard Desktop File Sync

Negotiation Task

Exit

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled in the **Advanced Task Details** area. Additional task [More](#)

Test Contract Workspace for HANA RFQ - 8... / [Negotiate With Supplier](#)

TSK3058067 Negotiate With Supplier

Round 2: Awaiting Response(s) ⓘ

This task allows you to capture the negotiation between yourself and the supplier, and captures all comments. Internal review and edits should be made through the Agreement Review task prior to submitting a new round.

1. Select the supplier who will review the documents
2. Specify a Due Date and enter any Comments
3. Submit negotiation task

The Supplier will receive an e-mail with the documents. You will then upload that file into the Negotiation task. Submit new rounds as needed to continue the negotiation.

Contract Manager User1
As discussed please review and accept the documents back.

☐ Contract Documents (Ready for Review)

Line Items Document +

AB Standard NDA +

Action

[Download](#)

Supplier should click on contract document to download the document for review.

One or more documents have been submitted for your review. You have the following options:

- View the document(s) and provide feedback.
- To propose document changes, edit and save the document(s) locally. Add it as an attachment when you submit your Counter Proposal.

Create Counter Proposal ⓘ

Accept Proposal ⓘ

Suppliers can choose to click on Create Counter Proposal should they choose to proceed for alternatives.

Once done with document review, supplier should click on Accept Proposal if he does not have to change anything in the contract.

Step 7: Supplier Submits Proposal

< Go back to Arab Bank PLC - TEST Dashboard Desktop File Sync

Proposal Accepted

Enter a comment **message** and, if necessary, set the Access Control. Attachments to support your comment. To add a document from an external source, click **Add** [More](#)

Message: Proposal Accepted

Supplier can provide message to contract manager.

Supplier should click OK to complete the task.

Access Control: (no value) [?](#)

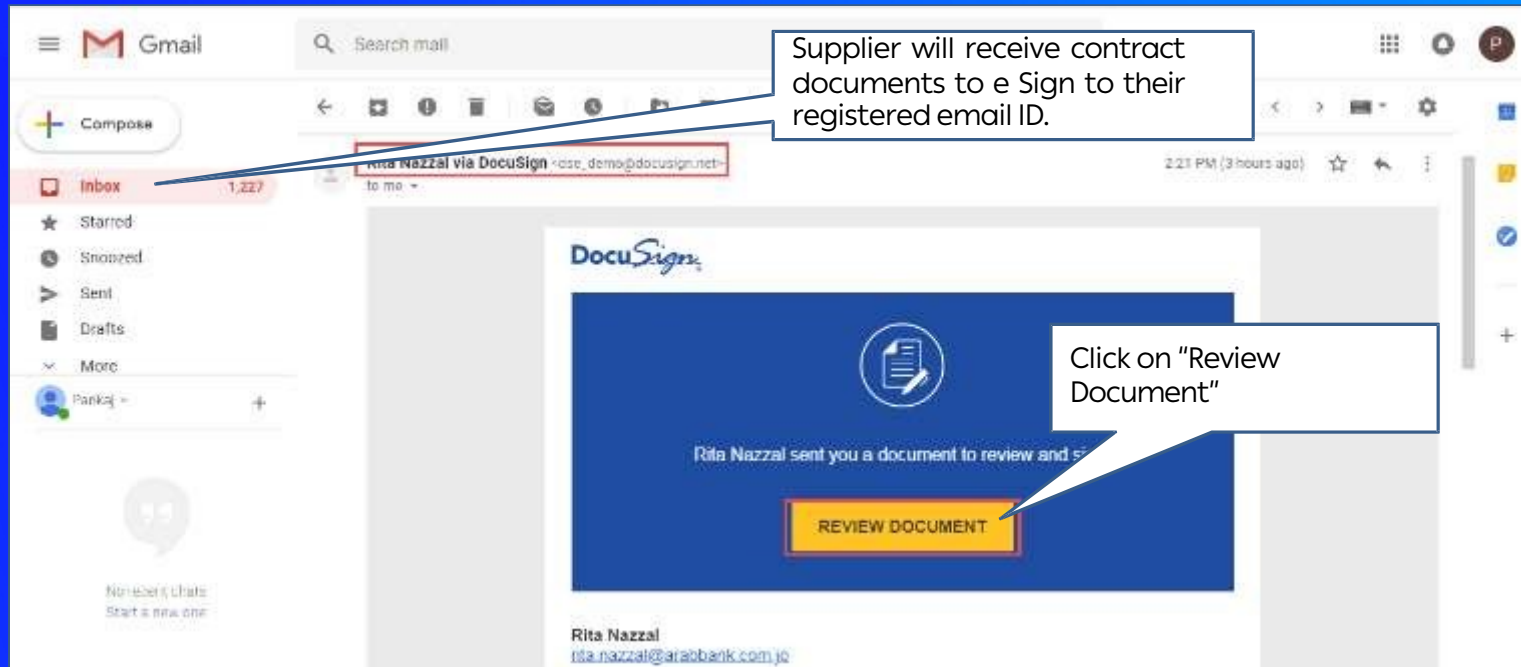
Additional Attachments

No items

[Delete](#) [Add attachment](#)

[OK](#) [Cancel](#)

Step 8: Email to E Sign Contracts



Step 9A: Start E Sign Process

Please review the documents below.

FINISH **OTHER ACTIONS**

START

DocuSign Envelope ID: 3789C177-8D5A-4B16-B535-60E

HAVE QUESTIONS ABOUT THIS DOCUMENT?
Comments are the easiest and quickest way to get answers to your questions about this document.

OK

CONFIDENTIAL

BY **SIGNING SERVICE**
Safaricom 08104 + COUN 219-0200

Click on Start to initiate e signature process

Click on "OK"

Confidentiality Agreement (this "Agreement") is entered by and between Arab Bank plc, a public shareholding company organized and existing under the laws of the Hashemite Kingdom of Jordan, and [Insert name of the party], organized and existing under the laws of [Insert country].

Each of Arab Bank, plc and [Insert name of the party] are sometimes referred to herein as a "party" and collectively as the "parties".

WHEREAS, in order to facilitate the possibility of entering into a mutually beneficial business relationship, and in particular for RFI/RFP [Insert number of RFP...] in relation to the proposed business relationship, and if entered into, the execution of such business relationship, the parties may disclose certain non-public or proprietary information to the other party and its Representatives; and

WHEREAS, the disclosing party wishes to preserve the confidentiality and prevent the unauthorized disclosure and use of any such non-public or proprietary information disclosed to the receiving party and its Representatives.

NOW THEREFORE, for valuable consideration, and as a condition to such information being disclosed by or on

Step 9B: Supplier E Sign Contracts

Select the sign field to create and add your signature.

FINISH **OTHER ACTIONS ▾**

Click on Sign. By clicking in Sign Docusign will prompt for all the placeholders where Supplier need to take action in terms of signing the contract document.

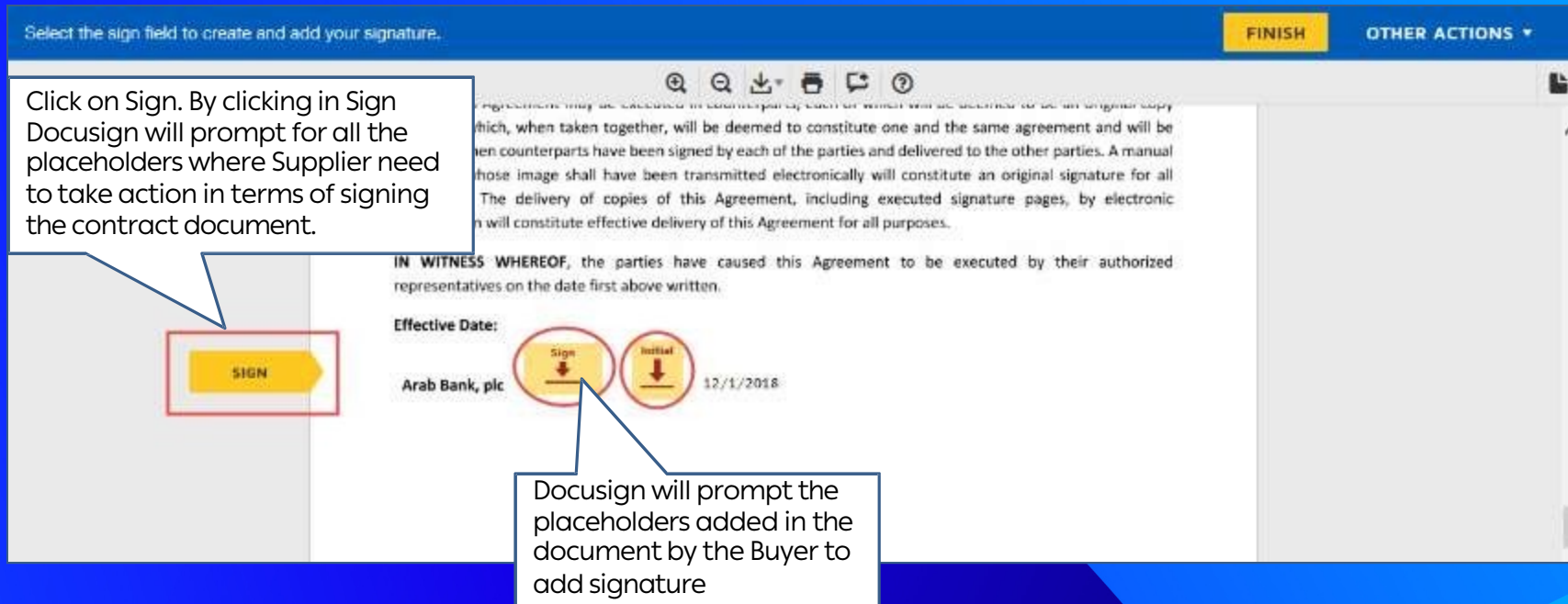
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their authorized representatives on the date first above written.

Effective Date:

Arab Bank, plc

Sign Initial 12/1/2018

Docusign will prompt the placeholders added in the document by the Buyer to add signature



Step 9C: Signature Placeholders

Select the initial field to create and add your initials.

FINISH **OTHER ACTIONS ▾**

Click on Next. By clicking on Next the "Sign" placeholder will blink

NEXT

WHEREAS, Clause no. (●) of the Agreement indicates that the Agreement may not be amended or supplemented in any manner except by an instrument in writing signed by a duly authorized representative of each of the Parties.

The Parties agree to amend the Agreement and incorporate the following amendments as per the terms and conditions of this Addendum;

NOW THEREFORE, in consideration of the mutual covenants hereunder, the Parties hereby agree as follows:

- 1. DEFINITIONS AND INTERPRETATION**; the capitalized terms used herein shall have the same meanings given in the Agreement unless otherwise stated hereunder.
- 2. ADDITIONAL UNDERTAKINGS TO THE AGREEMENT:**
 - 2.1.** (● the agreed upon amendments to be inserted)
 - 2.2.** (● the agreed upon amendments to be inserted)
 - 2.3.** (● the agreed upon amendments to be inserted)

12/1/2018

Click on "Sign"

Sign Initial

Step 9D: Adopt Signature Style

Select the sign field to create

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE **DRAW** **UPLOAD**

PREVIEW

DocuSigned by:  DS 
D281DBE52EEA424

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature or my agent's use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or my agent's.

ADOPT AND SIGN **CANCEL**

[Change Style](#)

Click on Select Style

Supplier can select signature style by clicking on Change Style. List of various options will be displayed. Select any one of the options from the list.

After selecting a signature style, click on Adopt and Sign

Step 9E: Contract e Signed

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS ▾

representative of each of the Parties.

The Parties agree to amend the Agreement and incorporate the following amendments as per the terms and conditions of this Addendum;

NOW THEREFORE, in consideration of the mutual covenants hereunder, the Parties hereby agree as follows:

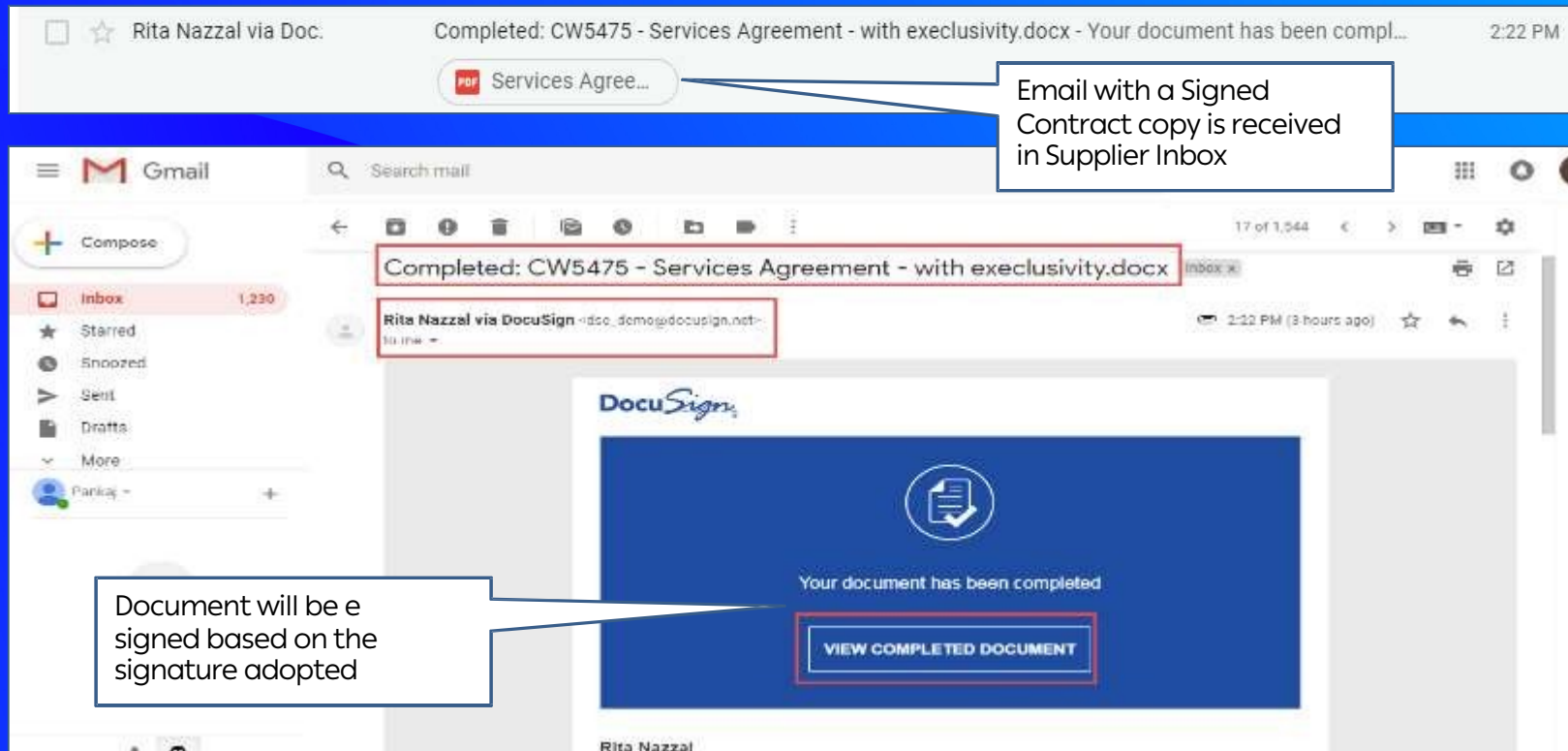
- 1. DEFINITIONS AND INTERPRETATION;** the capitalized terms used herein shall have the same meanings given in the Agreement unless otherwise stated hereunder.
- 2. ADDITIONAL UNDERTAKINGS TO THE AGREEMENT:**
Required - Initials Applied
 - 2.1. (the agreed upon amendments to be inserted)**
 - 2.2. (the agreed upon amendments to be inserted)**
 - 2.3. (the agreed upon amendments to be inserted)**
- 3. The Clauses of the Agreement shall remain in full force and effect for the w**
of this Addendum, in case of any contradiction between any Clause of the A
any Clause of this Addendum, the Clauses of this Addendum shall prevail.

1

Click on Finish

Document will be e signed based on the signature adopted

Step 10: Final email confirmation



Signed pdf copy contract is also sent to the Contract Manager