



SUPPLIERS' GUIDE
NEGOTIATING CONTRACTS
IN SAP ARIBA

Content

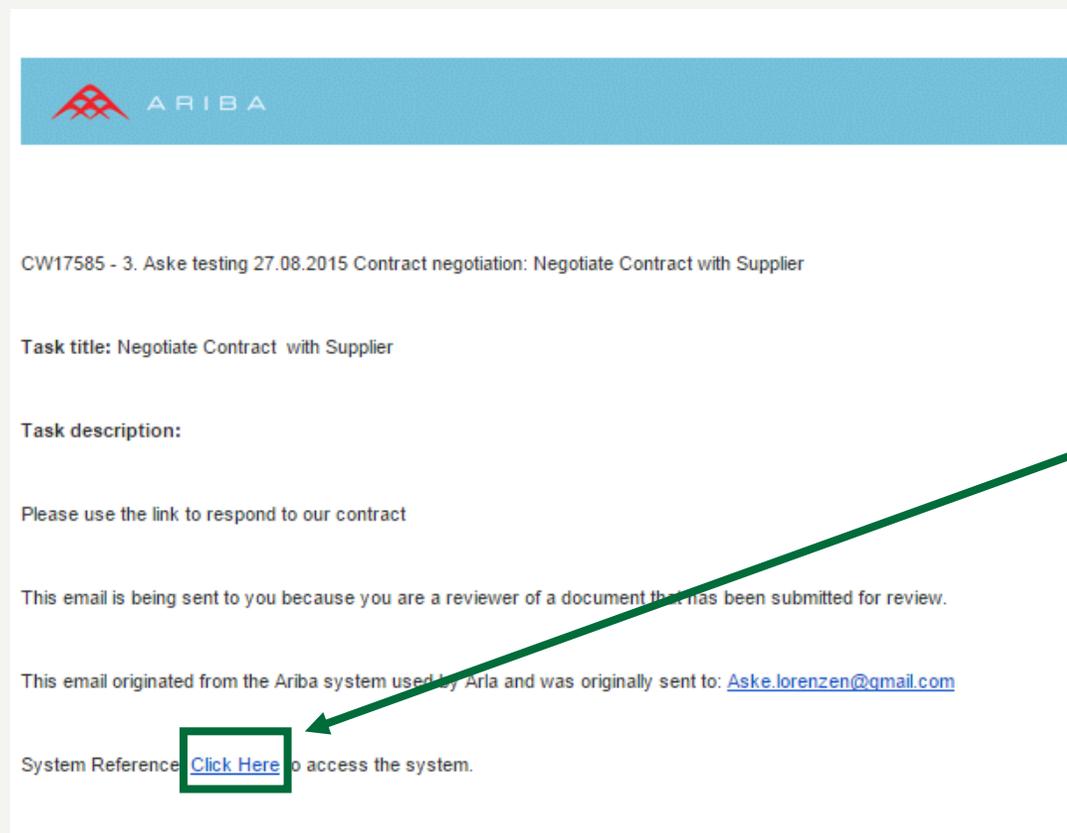
1. How to get started?
2. How to review and accept or reject the contract?
3. How to make a counter proposal?



SAP ARIBA SUPPORT HOTLINE

Denmark	+45 4331 4903
Sweden	+46 020 160 5734
Germany	0800 101 1989
United Kingdom	0800 358 3556
All other countries	+45 4331 4903

1. How to get started?



FIRST, GET INVITED

As an invitation to participate in the planned contract negotiation, you will receive an e-mail from SAP Ariba.

SECOND, ENTER ARIBA

- use the hyperlink from the invitation letter to get access to the contract negotiation page in SAP Ariba
- OR
- log in to your Ariba account and find the specific negotiation task under the 'Contracts' section

Having logged in, you will land on the Main Page.

NOW, YOU CAN...

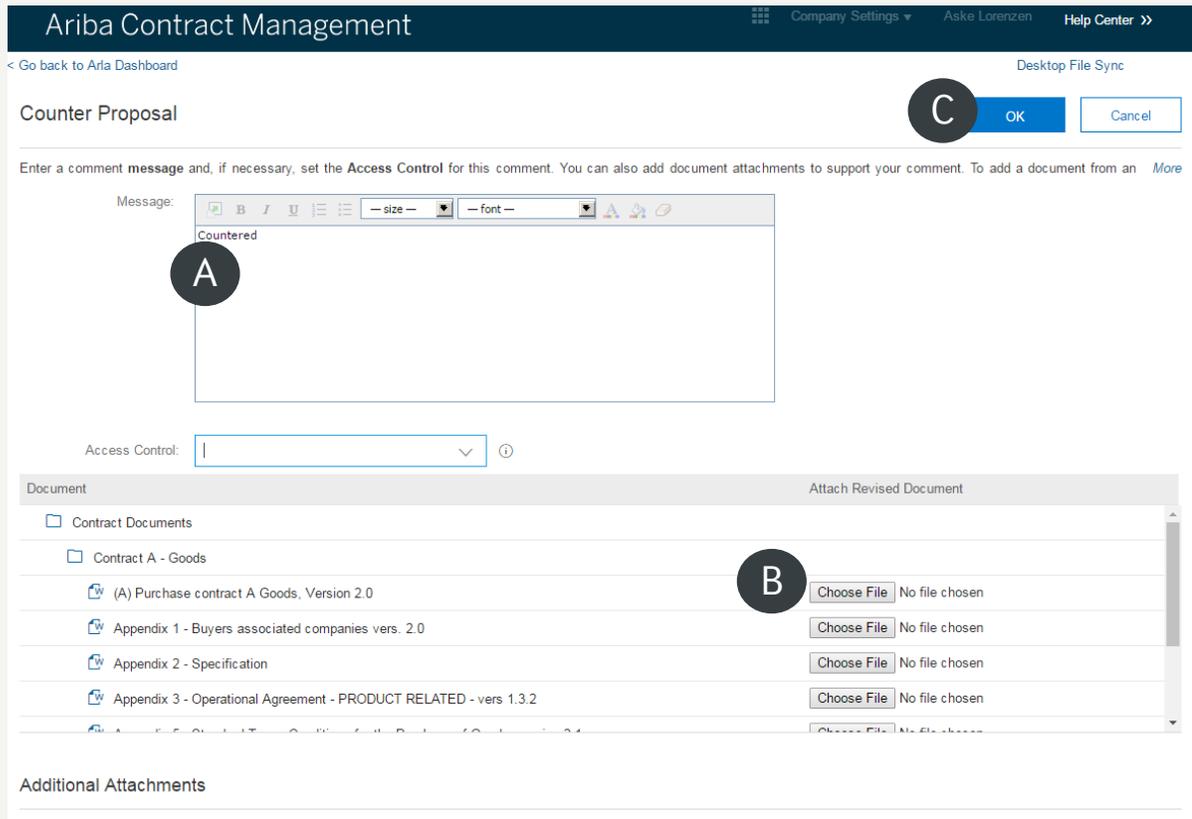
- see the contract documents
- accept a proposal
- make a counter proposal
- see the message/task history between Arla and you

2. How to review and accept or reject the contract?

The screenshot displays the 'Negotiation Task' interface. At the top, there is an 'Exit' button. Below the header, a message states: '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 [More](#)'. The breadcrumb trail shows 'Aske Test Negotiation / [Negotiate Contract with Supplier](#)'. The task title is 'TSK45857209 Negotiate Contract with Supplier' and the status is 'Round 2: Awaiting Response(s)'. A note reads: 'Negotiate with supplier through Ariba, click view task details inorder to start negotiation. The contract documents are received from the folder Contract documents in the document tab'. Under the user 'Aske Lorenzen', there is a 'Contract Documents (Read Only)' section. A document titled '(A) Purchase contract A Goods_Version 2.0' is highlighted, with a 'Download' button (labeled B) and an 'Action' dropdown. Below it, another document 'Appendix 3 - Operational Agreement - PRODUCT RELATED - vers 1.3.2' is visible. To the right, a message says: 'One or more documents have been submitted for your review. You have the following options:'. The options are: 'View the document(s) on the left.' and 'To propose document changes, edit and save the document(s) locally. Add it as an attachment when you submit your Counter Proposal or Review.' Below this, there are two buttons: 'Create Counter Proposal' (labeled D) and 'Accept Proposal' (labeled C).

- A Click on the document link
- B Click 'Download' to save and review the documents
- C **If you agree to the contract document as it is,**
 1. keep the documents as they are
 2. click on 'Accept Proposal' and wait for a new page to load
 3. leave a comment to your contact person (optional) and click 'OK'
- ✓ You will then have accepted the proposal.
- D **If you want to reject the contract as it is,**
 1. edit the downloaded documents
 2. save the modified version locally on your computer
 3. click 'Create Counter Proposal' and wait for a new page to load (see the next slide)

3. How to make a counter proposal?



Once you click ‘Create Counter Proposal’ after having reviewed the documents, you will find yourself on the ‘Counter Proposal’ page.

To propose changes to the current documentation,

- A write a message to your contact person in Arla (optional)
- B upload your counter proposal file as a Contract Document

! You only need to upload the documents in which you have made changes to the original proposal.

! Remember to make the new document files match with the previous ones.

- C When the counter proposal is uploaded, click ‘OK’.

✓ You will then have submitted a counter proposal.

Go back to the start

Thank you for participating!

See more information about Procurement in Arla at www.arla.com/procurement.