



SUPPLIERS' GUIDE

NEGOTIATING CONTRACTS IN SAP ARIBA

Content

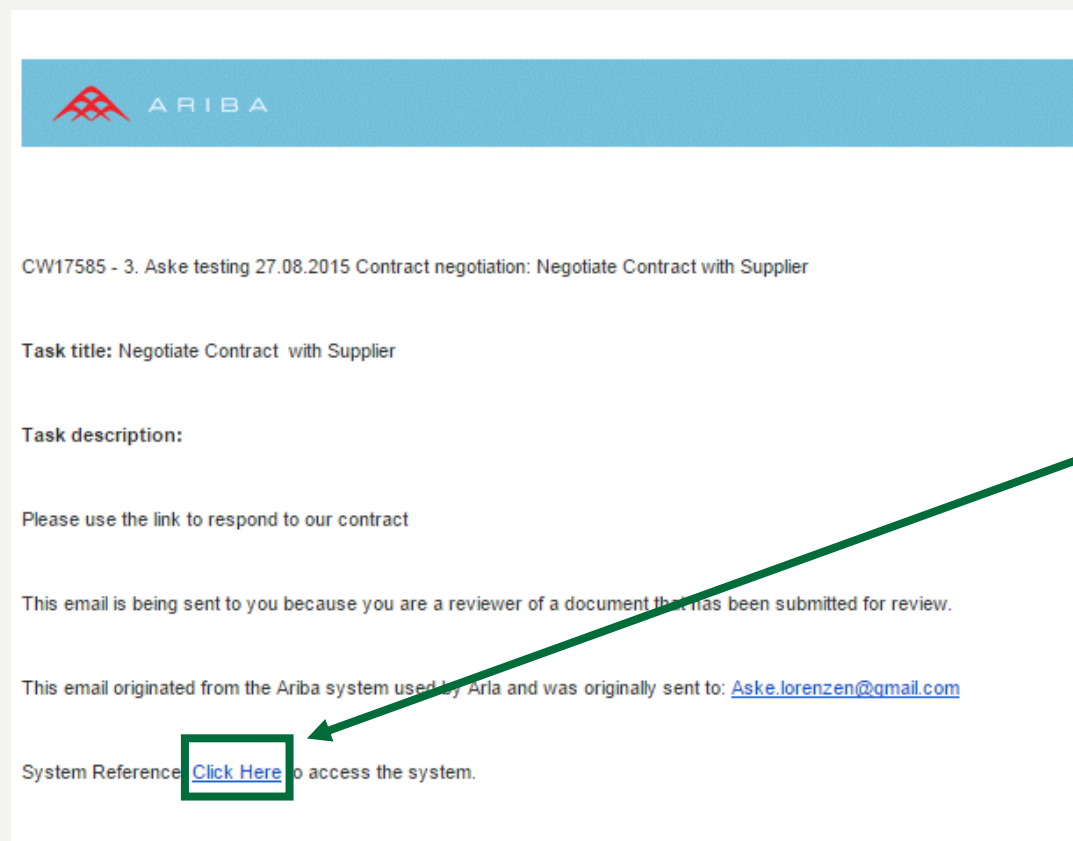
1. How to get started?
2. How to review and accept or reject the contract?
3. How to make a counter proposal?



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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?

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** [More](#)

Aske Test Negotiation / [Negotiate Contract with Supplier](#)

TSK45857209 Negotiate Contract with Supplier Round 2: Awaiting Response(s) ⓘ

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

Aske Lorenzen
sa

☐ Contract Documents (Read Only)

- ☐ Contract A - Goods
 - [\(A\) Purchase contract A Goods, Version 2.0 ▾](#)
 - Action associated companies vers. 2.0 ▾
 - [Download](#) ation ▾
 - [Appendix 3 - Operational Agreement - PRODUCT RELATED - vers 1.3.2 ▾](#)

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

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

[Create Counter Proposal](#) D

[Accept Proposal](#) 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?

Ariba Contract Management

< Go back to Ariba Dashboard

Counter Proposal

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 [Ariba](#)

Message:

Countered

Access Control:

Document

Attach Revised Document

Document	Choose File	No file chosen
Contract Documents		
Contract A - Goods		
(A) Purchase contract A Goods, Version 2.0	Choose File	No file chosen
Appendix 1 - Buyers associated companies vers. 2.0	Choose File	No file chosen
Appendix 2 - Specification	Choose File	No file chosen
Appendix 3 - Operational Agreement - PRODUCT RELATED - vers 1.3.2	Choose File	No file chosen

Additional Attachments

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 Ariba (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.