



SAP Ariba Network Supplier Training Manual

البنك العربي
ARAB BANK



Training Agenda:

Participate in a Sourcing Event

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Email Notification for Event Participation

Arab Bank PLC - TEST has invited you to participate in an event: RFQ. Inbox x

 **Mahesh** <s4system-prodksa+arabbank-T.Doc3032593@smtp.mn2.ariba.com>
to me ▾

Arab Bank PLC - TEST

Arab Bank PLC - TEST has invited you to participate in the following event:
RFQ. The event is set to begin on Friday, July 20, 2018 at 4:30 AM, Pacific
Daylight Time.

Use the following username to log in to Arab Bank PLC - TEST events: testG9-pankajdayal77@gmail.com.

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then
have the option to register your buyer-specific user ID with a new or existing
Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the
Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud
account username and password before you can indicate that you do not want
to respond to this event.

Supplier should received email notification for participation in the event

How to Log on

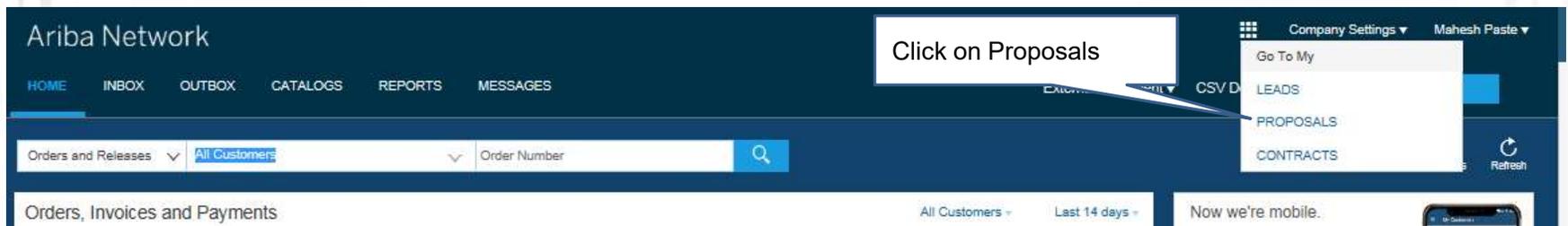
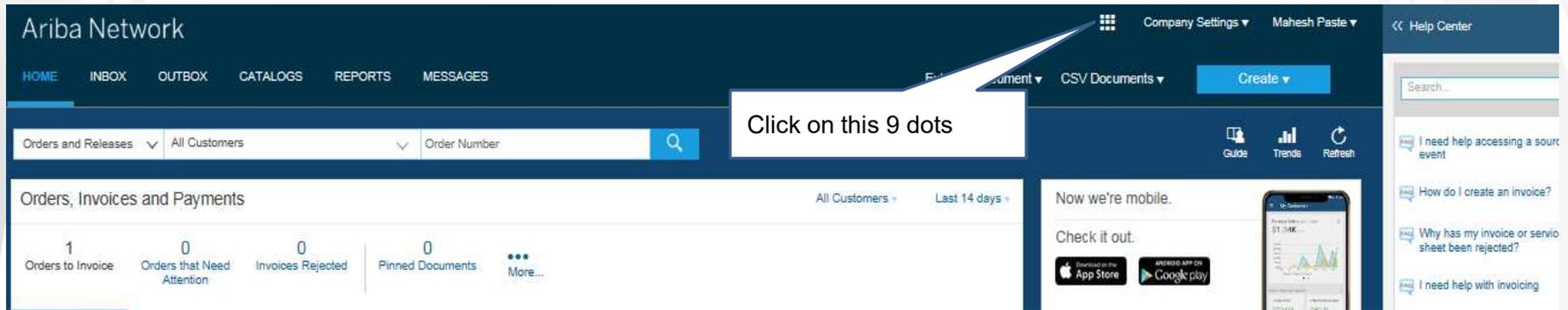
Login to URL: supplier.ariba.com

The screenshot shows a web browser window displaying the SAP Ariba Supplier Login page. The browser's address bar shows the URL: <https://service.ariba.com/Sourcing/aw/128600009/aw/awh-r1awask-ngHDrzv&dard=1>. The page header includes the SAP Ariba logo and the text "Proposals Powered by Ariba Sourcing". The main content area features a "Supplier Login" form with a "Login" button. Three callout boxes provide instructions: "Enter your USERNAME" points to the username field, "Enter your PASSWORD" points to the password field, and "Click Login" points to the "Login" button. To the right of the login form is a promotional banner titled "How Does SAP Ariba Help Suppliers Find New Business?" with a "Learn More" button.

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Navigation – Sourcing Event



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

The screenshot displays the Ariba Sourcing interface for ARAB BANK PLC - TEST. The page is in Test Mode and shows a welcome message and a list of events. The events are categorized by status: Completed and Open. The Open section includes an RFQ and a Reverse Auction for Stapler. Below the events, there are sections for Registration Questionnaires and Qualification Questionnaires.

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

Ariba Sourcing | Test Mode | Company Settings | Pankaj Kumar

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

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](#)

Time remaining in open bidding: 00:24:37

Event Messages

Download Tutorials

Checklist

1. Review Event Details
2. Select Lots
3. Submit Bids

Event Contents

- All Content
- 1. Introduction
- 2. Commercial Terms
- 3. Pricing

All Content

Name	Price	Quantity	Extended Price	Total Cost
1 Introduction				
2 Commercial Terms				
2.1 Commercial Terms and Conditions				

The following Commercial Terms and Conditions are standard and shall apply to the contract to be signed with the selected bidder, noting that all other commercial, technical, contractual, and legal terms and conditions will be communicated to the selected bidder during the contractual process.

Total Price
Should be in US dollar.

Terms of payment
Should be in US dollar.

Event Overview and Timing Rules

Owner: Mahesh | Currency: Jordanian Dinar
Event Type: Auction | Commodity: Office supplies 4412
Publish time: 7/22/2018 1:14 PM | Contract Commencement Date: 07/31/2018
Response end time: 7/22/2018 1:44 PM
Specify how lot bidding will begin and end: Parallel



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

The screenshot displays a procurement system interface for a 'Reverse Auction for Stapler' (Doc3052392). At the top right, a red box highlights a timer showing 'Time remaining in open bidding: 00:09:20'. Below the header, a yellow banner instructs the user: 'You must decide whether or not you intend to participate in this event.' A row of buttons includes 'Download Content', 'Intend to Participate', 'Decline to Participate', and 'Print Event Information'. The 'Decline to Participate' button is highlighted in blue. A callout box points to this button with the text: 'Click "Decline" if you do not wish to participate'. Below the buttons, a table titled 'All Content' is partially visible, with columns for Name, Price, Quantity, Extended Price, and Total Cost. The main section is titled 'Reason for Declining to Respond' and contains a text area with the instruction: '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)'. A callout box points to the text area with the text: 'Provide the reason for declining'. Below the text area are 'OK' and 'Cancel' buttons. A yellow banner at the bottom of the form states: 'You have declined to respond. Click on the 'Intend to Respond' button if you are intending to participate in the event'. Below this banner, the 'Intend to Respond' button is highlighted in blue. A callout box points to this button with the text: 'If you wish to participate, click and participate'. The 'ARAB BANK' logo is visible in the bottom right corner.

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

Event Details

- Event Messages
- Download Tutorials
- ▼ Checklist
- 1. Review Event Details

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

1. Click "Event Message"

Arba Sourcing

Event Messages - Reverse Auction for Staples

ID	Topic	Created	From	Contact Name	To	Subject
FA31314	No	4/20/2014 12:45 PM	Arba Sourcing	ESST	Market	Following Event has been cancelled
FA31315	No	4/20/2014 12:47 PM	Arba Sourcing	ESST	Market	Event Reverse Auction for Staples has been cancelled
FA31316	No	4/20/2014 12:48 PM	Arba Sourcing	ESST	Market	Event Reverse Auction for Staples has been cancelled
FA31317	No	4/20/2014 12:49 PM	Arba Sourcing	ESST	Market	Event Reverse Auction for Staples has been cancelled

View Reply Compose Message Download Attachments

Arba Sourcing

Compose Event Message

To: REVERSE AUCTION FOR STAPLES

From: [User Name]

Subject: [Subject]

Message: [Text Area]

Send

Click "Send"

Insert your message

Click "Compose 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.



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 Use a different currency

Select Currency...
US Dollar
Jordanian Dinar

Select Lots Select

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Status
<input checked="" type="checkbox"/>	4 stpalers stpalers	Open

Cancel

Select Currency

Select appropriate Lot

Click on Submit selected lots

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

* Indicate it is required

Complete the Event Qualification and Technical Questions.

4 Please Upload Additional Documents [References](#) * Attach a file

▼ 5 Col 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

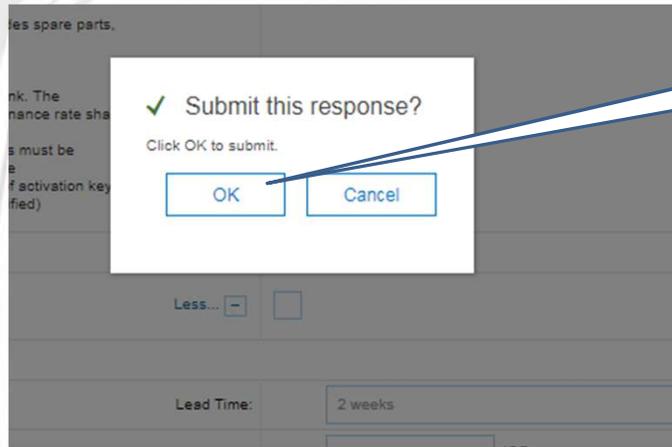
Enter price for each item here.

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

Doc3052392 - Reverse Auction for Stapler

Indicates your bid has been successfully submitted

Time remaining in open bidding
00:20:40

✓ Your response has been submitted.

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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 "Change Lots".

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 x

Step 8B : Enter price for each Lot

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		20			
4.2	STARTER,NM:JP 1						Yes	Malaysian Ringgit	Each		20			
4.3	STARTER,NM:A						Yes	Malaysian Ringgit	Each		1			
4.4	INSTALL_AVRR ET-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 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 No.1, ID, Jakarta, ID
4.7	DISMANTLE:SH ELTER						Yes	Malaysian Ringgit	Each		300	2014-08-22	0	Jl. Mega Kuningan No.1, ID, Jakarta, ID

Save the excel spreadsheet on your PC or laptop

Step 8C : Upload Lots via excel spreadsheet

The screenshot shows a web interface with two tabs: 'Select Lots' and 'Select Using Excel'. The 'Select Using Excel' tab is active. Below the tabs, there is a light blue banner with text: '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...'. Below this, there are four steps:

- 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".
Buttons: [Download Content](#), [Download Attachments](#)
- Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and upload the file to your computer.
- Step 3.** Locate the saved Excel file on your computer using the Browse button.
Text: C:\Users\Raveena Kohli\Documents\SC 100017304.xls
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.
Button: [Upload](#)

Callouts in the image:

- A box labeled 'Browse and upload the excel spreadsheet' points to the 'Browse...' button in Step 3.
- A box labeled 'Click "Upload"' points to the 'Upload' button in Step 4.
- A box labeled 'Click "OK"' points to the 'OK' button in the 'Import Successful' dialog.

Import Successful
Your response has been imported successfully.
Click the **Submit Entire Response** button, as soon as it appears on the page.
Button: [OK](#)



Step 9 : Bid Revision

What if you change your mind regarding submitted bid?

The screenshot shows a bid management interface. At the top, it displays 'Doc738385225 - SC 100017304' and a 'Time remaining 22:14:01' clock. A yellow message box states: 'You have submitted a response for this event. Thank you for participating.' Below this is a blue button labeled 'Revise/Alternative Response'. A yellow callout box points to this button with the text: 'You can submit your bid or make revisions to a submitted bid until the event closes. The event will close when the countdown clock reaches **00:00:00**.' Another callout box points to the same button with the text: 'Click "revise/alternative response" to revise your bid'. The main interface shows a table with columns for 'Quantity', 'Unit Price', 'Total Price', 'Currency', and 'Tax'. The first row shows '4 spaltara' with a unit price of '27.02 JOD' and a total price of '040.80 JOD'. Below the table are fields for 'Lead Time' (2 weeks), 'Shipping Cost' (00.00 JOD), 'Ship To' (Pune - 411005 India), and 'Invoicing Terms' (* spaltara). A blue 'Apply' button is located below these fields. A callout box points to the 'Apply' button with the text: 'Revise your bid by desired percentage or amount clicking here'. At the bottom of the interface are several buttons: 'Submit Entire Response', 'Update Totals', 'Reload Last Bid', 'Save', 'Compose Message', and 'Excel Import'. A callout box points to the 'Revise your bid' text with the text: 'Revise your bid'.

The dialog box is titled 'Revise Response?' and contains the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' Below the text are two buttons: 'OK' and 'Cancel'. A callout box points to the 'OK' button with the text: 'Click "OK" to submit revise bid'.

Step 9 : Alternative Response

You have submitted a response for this event. Thank you for participating.

Revise Response Create Alternative ▾

Primary

Create Alternative ▾

- Create
- Pricing Alternative
- Bundle Alternative
- Tier Alternative
- Delete
- Alternative

Click "Create Alternative"

These alternatives can be created based on the need

Selected the required alternative option



Step 9 A : Pricing Alternative

Select Alternative Items

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

Alternative Name:

Items

- Name
- 2 In/out Tray
- 3 Windows envelops C5

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

Buttons: Pricing ▾, Sync Primary Bid, **Submit Entire Response**, Update Totals, Reload Last Bid, Save, Compose Message, Excel Import, Alternative ▾

Give the name for the Alternative

Select the items, which will be part of the alternative

New tab will be created for the alternative

Submit the alternative responses

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 9 B : Bundle Alternative

Select Bundle Items

Enter a name for the alternative and Bundle

Alternative Name :

Bundle Name :

Items

- Name
- 2 In/out Tray
- 3 Windows envelops C5

Give the name for the Alternative as well as Bundle

Select the items, which will be part of the alternative

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 9 C : Tier Alternative

The screenshot shows the 'Edit Tier' interface with several callouts:

- Give the name for the Alternative**: Points to the 'Alternative Name' field containing 'Alternative 3'.
- Select the items, which will be part of the alternative**: Points to the 'Items' table.
- Give the name to the Tier**: Points to the 'Tier Name' field containing 'Tier 1'.
- Submit the min to max Quantity**: Points to the 'Min Quantity' and 'Max Quantity' input fields.
- Add the different quantity options**: Points to the 'Add' button in the 'Tiers' section.
- Click Apply**: Points to the 'Apply' button.
- After editing responses, Click to submit alternative**: Points to the 'Submit Entire Response' button in the bottom toolbar.

Items	Name	Quantity
<input checked="" type="checkbox"/>	2 In/out Tray	400 Piece (s)
<input checked="" type="checkbox"/>	3 Windows envelops C5	500 Piece (s)

Tiers	Min Quantity	Max Quantity
	<input type="text"/>	<input type="text"/>

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 Done

Messages Completed

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG72583	No	07/20/2018 10:27 PM	Arab Bank PLC - TEST	Mahesh	Pankaj Kumar	Letter of Intend for awarded 1 lists) from Event RFQ

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

Awarding has been completed for this Supplier

View Message Done Reply

Id: MSG72583

From: Arab Bank PLC - TEST (Mahesh)

Sent: 07/20/2018 10:27 PM

To: Test Supplier (MSG72583@ArabBank.com)

Subject: Letter of Intend for awarded 1 lists) from Event RFQ

Supplier Items awarded (Amount for 1 lists) from the Arab Bank RFQ - TEST from the ARAB BANK.

This message reflects the intent of Arab Bank to contract with (Supplier) for the provision and implementation of the RFQ.

Our intent is strictly based on Arab Bank requirements detailed in our Doc0002583 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 (Taxes).

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 no obligation whatsoever to Arab Bank, whether legal, contractual or financial.**

Arab Bank has no obligation and reserves the right to cancel this RFQ at its discretion and without any liability or penalty whatsoever to any party.

Kindly acknowledge receipt of this letter and confirm acceptance of its content signed by (Supplier)

To complete the transaction, please contact Mahesh at: or via e-mail at mahesh.pate@abonb.com.

For details about this event, please visit the Arab Bank PLC - Test website: <http://arabbank-supplier.mn2.arab.com/ed/webjumper?item=urawxh0z0k0000&wch=arab%20-%20>

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 lots:

Name	Total Supplier POC Scores
Totals	
1 INTRODUCTION	
2 EVENT INFORMATION	
3 TECHNICAL REQUIREMENTS	
4 Award Financial Proposal	
4.1 sublots	00%
	Price: 2000 JOD
	Quantity: 25 Pcs
	Extended Price: 40000 JOD
	Total Cost: 40000 JOD
	Shipping Cost: 0000 JOD
	Payment Term: 90 days
	Insuring Term: shipping
	Supplier Part ID: 004903205
	Lead Time: 2 weeks
	Requested Delivery Date: Wed, 25 Jul 2018

Training Agenda:

Contract Negotiation with Suppliers

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Supplier Login to the system

The screenshot shows a web browser window with the URL <https://service.ariba.com/Sourcing.aw/12860009/aw/awh-r&awssk-ngHDrftzv&dard-1>. The page title is "SAP Ariba Proposals" and it is powered by Ariba Sourcing. The main content area is a blue gradient with the heading "Supplier Login". Below the heading are two input fields: the first contains the email address "testG9-pankajdayal77@gmail.com" and the second contains a masked password "*****". A blue "Login" button is positioned below the password field. A link "Forgot Username or Password" is located 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?" featuring a video thumbnail and a "Learn More" button. The browser's address bar and bookmarks are visible at the top.

Enter your USERNAME

Enter your
PASSWORD

Click Login



Switching between Sourcing and Order/Invoices



Ariba Contract Management

ARAB BANK PLC - TEST

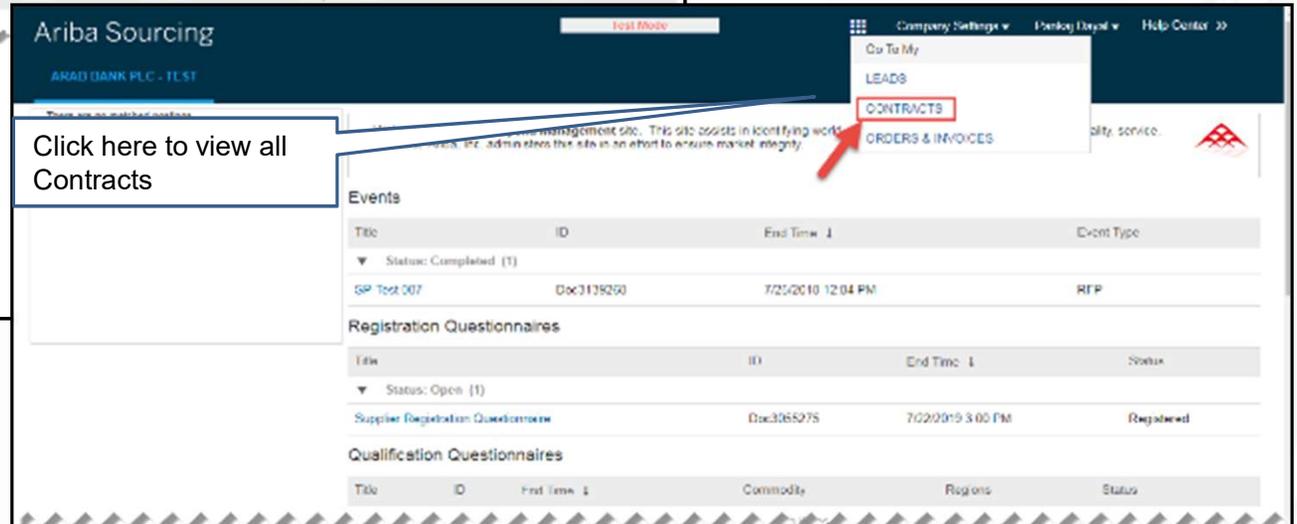
There are no matched postings.

Click here to view Orders/Invoices

Company Settings | Panels/Display | Help Center

- Go To My
- LEADS
- PROPOSALS
- ORDERS & INVOICES

Name	Status	Due Date	Completion Date	Alert
------	--------	----------	-----------------	-------



Ariba Sourcing

ARAB BANK PLC - TEST

There are no matched postings.

Click here to view all Contracts

Company Settings | Panels/Display | Help Center

- Go To My
- LEADS
- CONTRACTS
- ORDERS & INVOICES

Events

Title	ID	End Time	Event Type
▼ Status: Completed (1)			
SP Test 007	Doc3119250	7/25/2010 12:04 PM	RFP

Registration Questionnaires

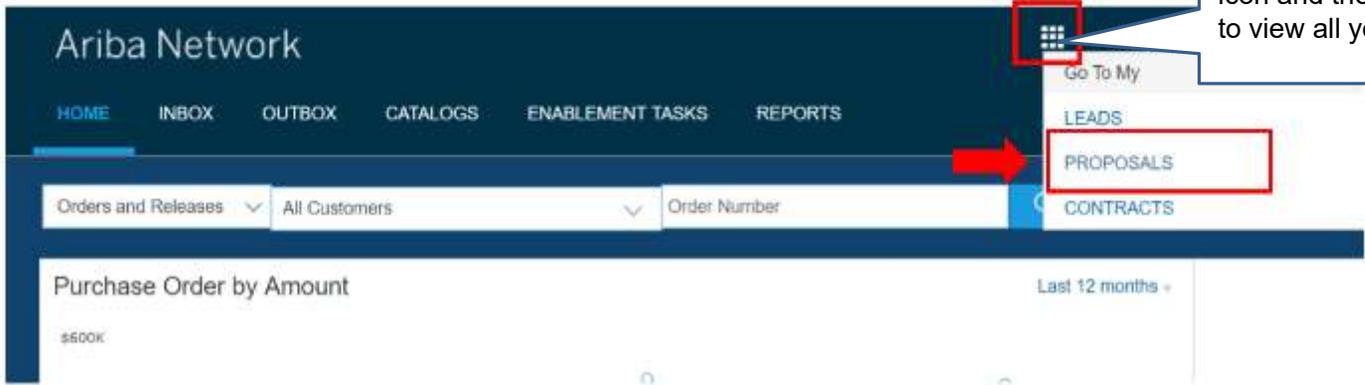
Title	ID	End Time	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc3065275	7/22/2010 3:00 PM	Registered

Qualification Questionnaires

Title	ID	End Time	Commodity	Regions	Status
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Step 1: Locate Contracts submitted for Negotiation or Review

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



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.

The screenshot shows the Ariba Spend Management interface for 'ARAB BANK PLC - TEST'. On the left, a message states 'There are no matched postings.' The main content area includes a welcome message and a 'Tasks' section. A table lists tasks, with one task highlighted: 'Negotiate With Supplier' under the project 'Project: Test Contract Workspace for HANA RFQ - 8_003_PK_22July2018 (1)'. The task status is 'In Progress' and the due date is '7/24/2018'. A red box highlights the task name, and a callout box points to it.

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. Email the documents back to you.

Contract Manager User1
Please review and accept

- Contract Documents (Ready for Review)
- Line Items Document
- AB Standard NDA**

Action

Download

One or more documents have been submitted for review.

- View the document(s) on the left.
- To propose document changes, edit the document when you submit your Counter Proposal or Accept Proposal.

Create Counter Proposal ⓘ

Accept Proposal ⓘ

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

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 ⓘ

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 a web browser window displaying the SAP Ariba Supplier Login page. The page title is "SAP Ariba Proposals" and it is powered by Ariba Sourcing. The main heading is "Supplier Login". There are two input fields: one for the username, which contains "testC9-pankajdayal77@gmail.com", and one for the password, which is masked with dots. Below the input fields is a blue "Login" button. A link for "Forgot Username or Password" is located below the login button. To the right of the login form 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 white backgrounds and black text provide instructions: "Enter your USERNAME" points to the username field, "Enter your PASSWORD" points to the password field, and "Click Login" points to the "Login" button.

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.

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.

Contract Documents (Ready for Review)

[Line Items Document](#)

AB Standard NDA

Action

[Download](#)

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

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

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

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

- View the document details.
- 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 ⓘ



Step 7: Supplier Submits Proposal

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

Proposal Accepted

Supplier can provide message to contract manager.

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 should click OK to complete the task.

Access Control: (no value) ⌵ ⓘ

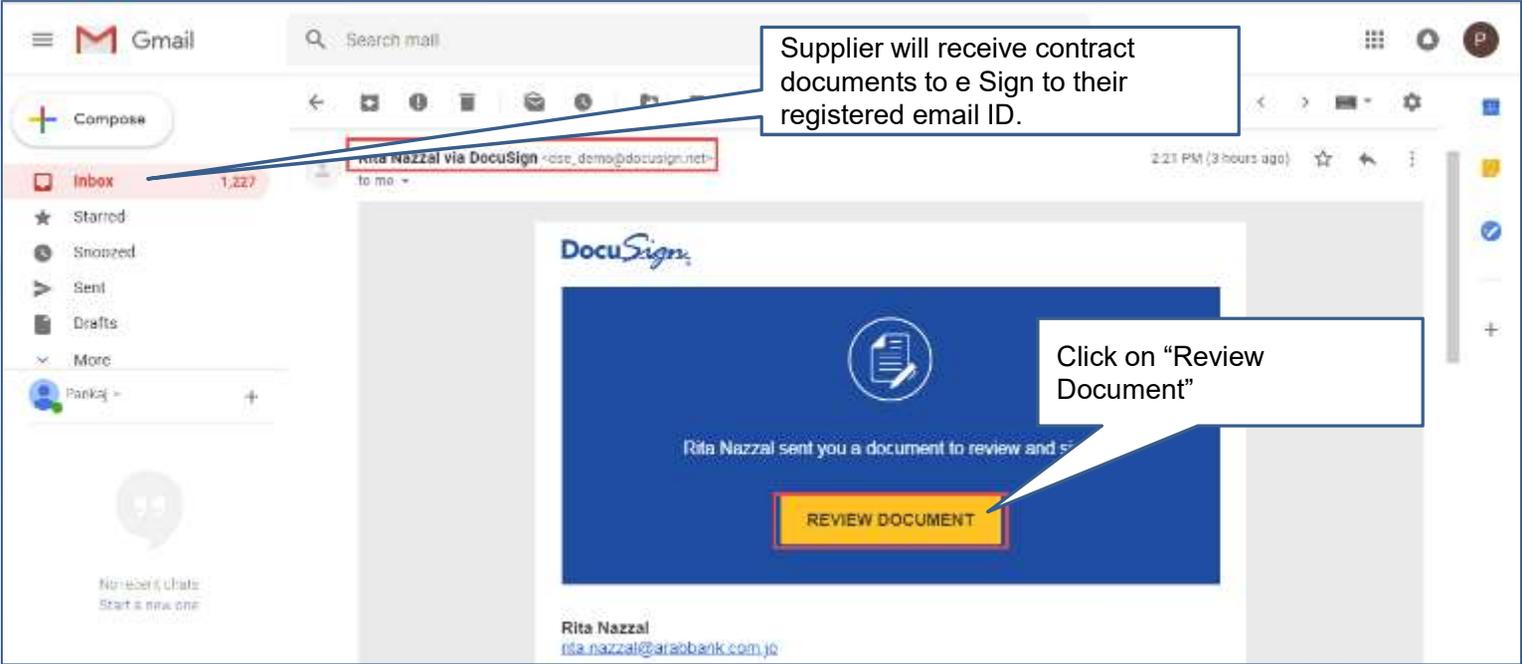
Additional Attachments

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.

START DocuSign Envelope ID: 3789C177-8D3A-4616-B635-60E

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

OK BY SIGNING SERVICE
Call: (800) 214-2100

CONFIDENTIAL

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 [Inc.], organized and existing under the laws of [Country].

Each of Arab Bank, plc and [Inc.] 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

FINISH OTHER ACTIONS ▾

Click on Start to initiate e signature process

Click on "OK"

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.

Agreement may be executed in counterparts, each of which when so executed shall be deemed to be an original copy which, when taken together, will be deemed to constitute one and the same agreement and will be deemed to be the counterparts of the original agreement. A manual copy of this Agreement, if such a copy has been transmitted electronically will constitute an original signature for all purposes. The delivery of copies of this Agreement, including executed signature pages, by electronic means will constitute effective delivery of this Agreement for all purposes.

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

Effective Date: 12/1/2018

Arab Bank, plc

Sign Initial

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 ▾**

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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)

Sign **Initial**

12/1/2018

Click on "Sign"

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

NEXT

Step 9e: Contract e Signed

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS ▾

Click on Finish

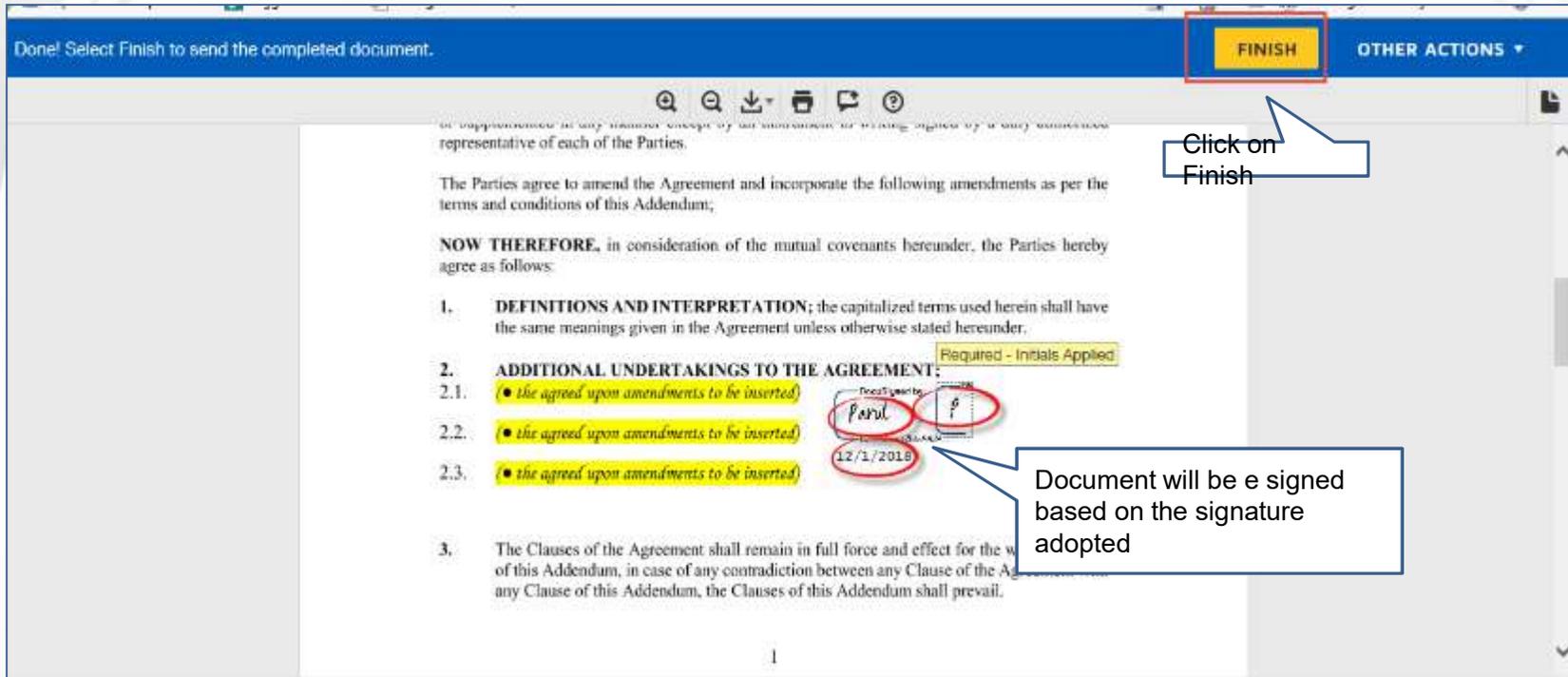
The Parties agree to amend the Agreement and incorporate the following amendments as per the terms and conditions of this Addendum;

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

- DEFINITIONS AND INTERPRETATION;** the capitalized terms used herein shall have the same meanings given in the Agreement unless otherwise stated hereunder.
- ADDITIONAL UNDERTAKINGS TO THE AGREEMENT:** Required - Initials Applied
 - *the agreed upon amendments to be inserted*
 - *the agreed upon amendments to be inserted*
 - *the agreed upon amendments to be inserted*
- 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.

Document will be e signed based on the signature adopted

1



Step 10: Final email confirmation

The image shows a Gmail interface with an email from Rita Nazzal via DocuSign. The email subject is "Completed: CW5475 - Services Agreement - with exclusivity.docx". A callout box points to the PDF icon in the subject line, stating: "Email with a Signed Contract copy is received in Supplier Inbox".

The email content shows a DocuSign confirmation page with the text: "Your document has been completed" and a button labeled "VIEW COMPLETED DOCUMENT". A callout box points to this button, stating: "Document will be e signed based on the signature adopted".

Signed pdf copy contract is also sent to the Contract Manager