



المتقدمة  
Advanced



بوابة المشتريات  
Procurement Gate

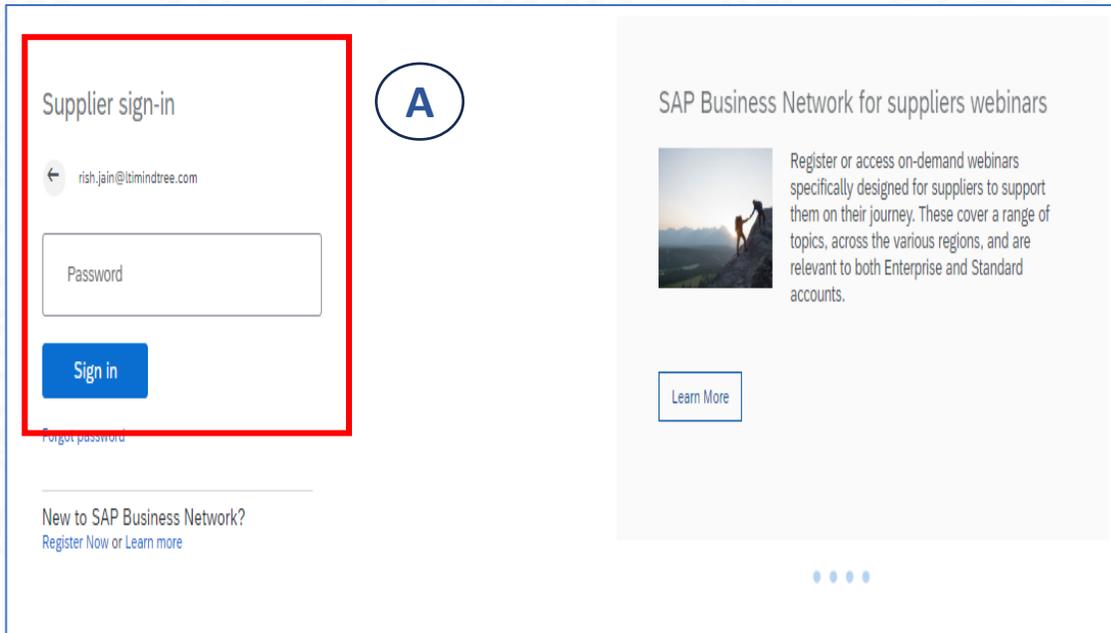
# SAP Ariba CONTRACT SUPPLIER GUIDE

# SAP ARIBA CONTRACT

Supplier can access the bidding in 2 ways:

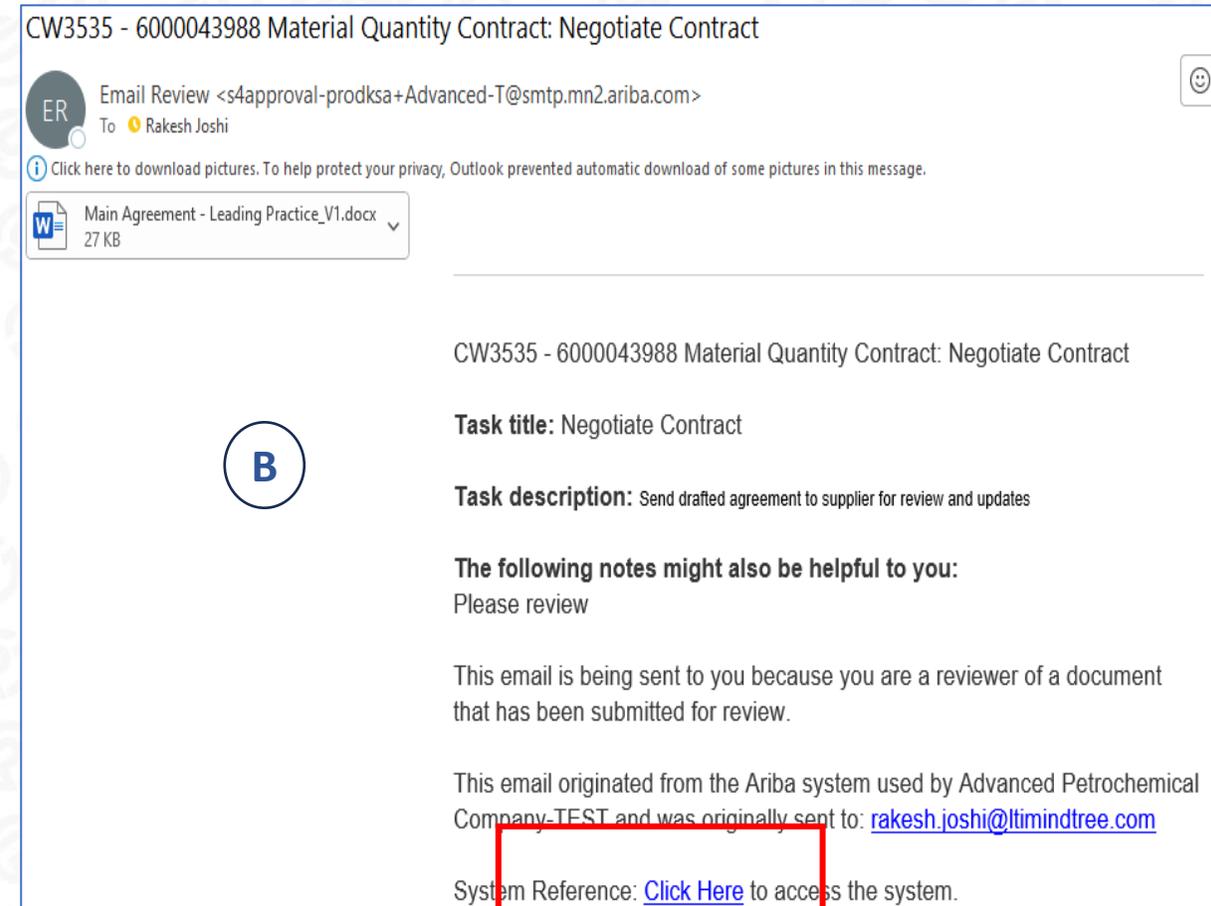
- A. Via SAP Ariba supplier registration website <https://supplier.ariba.com/>
- B. Via our invitation by email

**A**



The screenshot shows the 'Supplier sign-in' section of the SAP Business Network website. A red box highlights the sign-in form, which includes a back arrow, the email address 'rish.jain@timindtree.com', a password field, and a blue 'Sign in' button. Below the form is a 'Forgot password' link. To the right, there is a section for 'SAP Business Network for suppliers webinars' with a video thumbnail and a 'Learn More' button. At the bottom, there is a link for 'New to SAP Business Network? Register Now or Learn more'.

**B**



The screenshot shows an email from 'Email Review <s4approval-prodksa+Advanced-T@smtp.mn2.ariba.com>' to 'Rakesh Joshi'. The subject is 'CW3535 - 6000043988 Material Quantity Contract: Negotiate Contract'. The email body contains a document attachment titled 'Main Agreement - Leading Practice\_V1.docx' (27 KB). Below the attachment, the text reads: 'CW3535 - 6000043988 Material Quantity Contract: Negotiate Contract', 'Task title: Negotiate Contract', and 'Task description: Send drafted agreement to supplier for review and updates'. It also includes a note: 'The following notes might also be helpful to you: Please review'. The main body of the email states: 'This email is being sent to you because you are a reviewer of a document that has been submitted for review.' and 'This email originated from the Ariba system used by Advanced Petrochemical Company-TEST and was originally sent to: [rakesh.joshi@timindtree.com](mailto:rakesh.joshi@timindtree.com)'. At the bottom, there is a red box around the text: 'System Reference: [Click Here](#) to access the system.'



## Getting to the Contract



After logging in, you will land on the Ariba Network:

1. Select SAP "Ariba contract Management"
2. You will find all running contract from ADVANCED
3. Click on negotiate contract

The screenshot shows the SAP Business Network navigation menu. The 'Business Network' dropdown is open, and 'Ariba Contract Management' is highlighted with a red box and a circled '1'. Other options include 'SAP Business Network Discovery', 'Ariba Proposals & Questionnaires', and 'SAP Business Network'. Below the menu, there are two large zeroed-out cards for 'Matched Leads' and 'Invited Leads' for the last 90 days.

The screenshot shows the SAP Ariba Contracts interface. The 'Ariba Contracts' dropdown is highlighted with a red box. The main content area shows a table of contracts. The first row is highlighted with a red box and a circled '2'. The 'Negotiate Contract' button is highlighted with a red box and a circled '3'.

Name	Status	Due Date	Completion Date	Alert
Project: 6000043988 Material Quantity Contract (1)	In Progress	12/13/2023		



# المتقدمة Advanced



بوابة المشتريات  
Procurement Gate

After logging in, you will land on the Ariba Network:

1. Review attached contract
2. If all clauses are agreed, click “Accept Proposal”
3. Or click “Create Counter Proposal” if not agreed .

6000043998 Service Contract / [Negotiate Contract](#)

TSK129352849 Negotiate Contract Round 1: Awaiting Response(s)

Send drafted agreement to supplier for review and updates

Rakesh Joshi  
please check

External - Contract Documents (Read Only)

Main Agreement - Leading Practice

**1**

**3**

**2**

Ariba Contract Management

Go back to Advanced Petrochemical Company-TEST Dashboard Desktop File Sync

Proposal Accepted

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:

Proposal Accepted

Access Control: (No additional restrictions)



المتقدمة  
Advanced



بوابة المشتريات  
Procurement Gate

# Thanks