



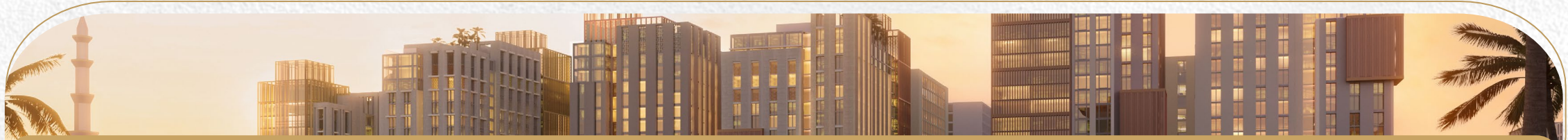
رؤى المدينة القابضة
Rua Al Madinah Holding





SAP Ariba Contract Supplier User Manual

Table of Content



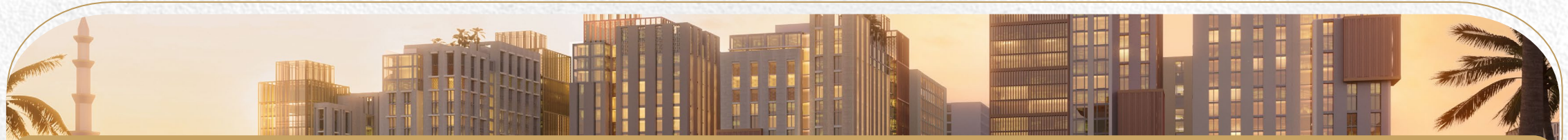
Subject

No.

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1. Introduction

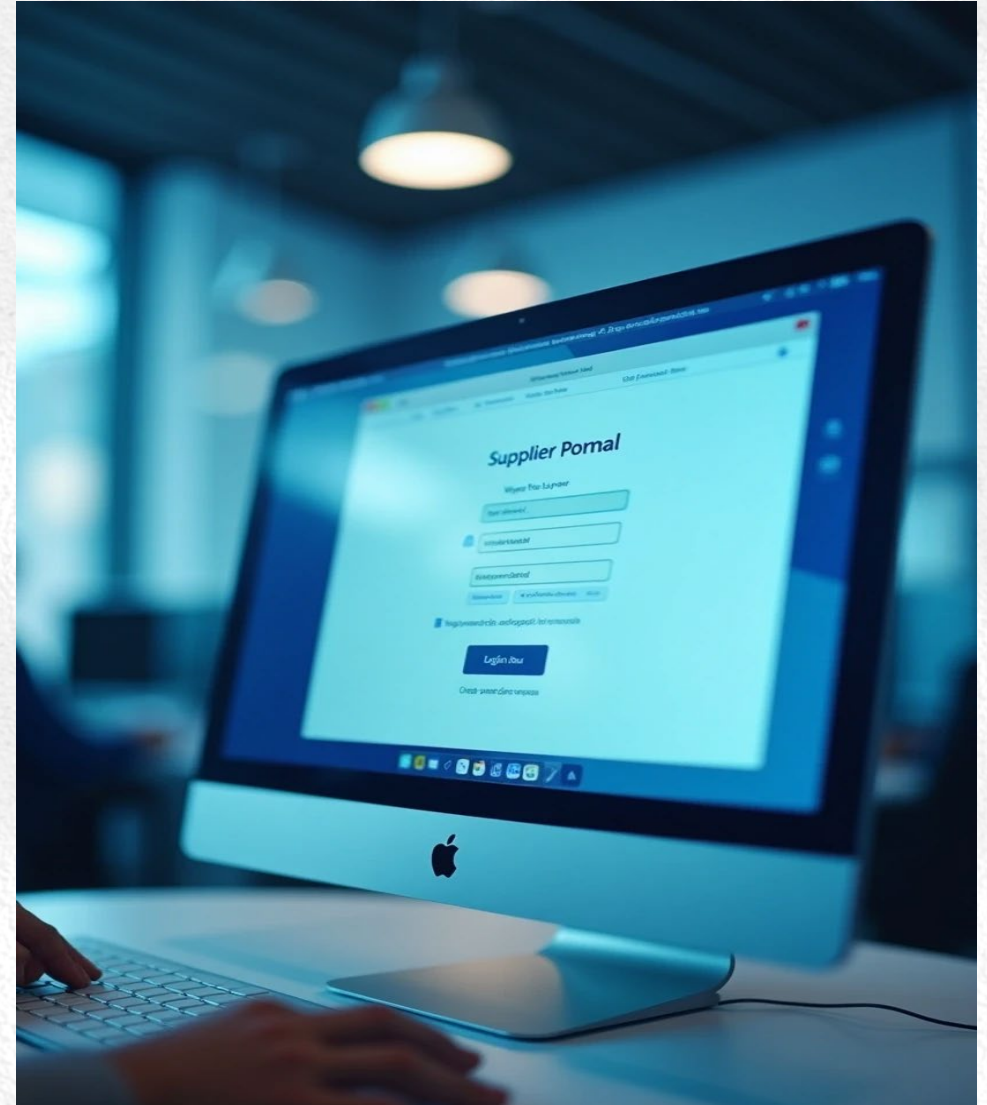
This manual provides guidance for suppliers on how to review, acknowledge, and sign contract documents through the SAP Ariba Contract Management module. It also explains the process for reviewing contract amendments, signing through DocuSign, and acknowledging final contract documents.





2. Accessing the SAP Ariba Supplier Portal

Suppliers can log in to the SAP Ariba Supplier Portal using credentials shared during registration. Once logged in, the Home page will display available sourcing events, pending actions, and important alerts.



3. Supplier Responsibilities



Suppliers are responsible for:

Reviewing all contract details, terms, and attachments.

Ensuring timely acknowledgment and signing of documents

Responding to contract amendments and final versions as requested.

Maintaining confidentiality of contract information.



4. Review and Acknowledge the Contract

Follow the steps below to Review and Acknowledge the Contract



- After the Buyer uploads and finalizes the contract agreement
- the next task is **sent to the Supplier for Review and Acknowledgment of the Contract.**

Step 1: Click on “Click here” link to access the System

Outlook interface showing an email from Ariba Administrator (AA) to Siva Sakthi. The email subject is "CW6167 - CW-Corp-Single Sourcing-04-11-25: Review and Acknowledgement of the Contract by the Supplier was withdrawn". The email body contains a "Click Here" link highlighted with a red box and a red circle with the number 1. The email also includes a task description and system reference information.

CAUTION: This email originated from outside your organization. Be careful when opening attachments or clicking links, especially from unknown senders!

RUA ALMADINAH HOLDING COMPANY-TEST

CW6167 - CW-Corp-Single Sourcing-04-11-25: Review and Acknowledgement of the Contract by the Supplier was withdrawn

Task title: Review and Acknowledgement of the Contract by the Supplier

Task description: "Supplier Review the finalized Contract agreement and acknowledge acceptance of the terms and conditions by providing confirmation".

You are being sent this email because you are an approver for a task that has been withdrawn.

This email originated from the Ariba system used by RUA ALMADINAH HOLDING COMPANY-TEST and was originally sent to: s.sakthi.c@ruaalmdinah.com

System Reference: [Click Here](#) to access the system.

You are receiving this email because your customer, RUA ALMADINAH HOLDING COMPANY-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact RUA ALMADINAH HOLDING COMPANY-TEST.

Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba



Once you have logged in to the **Supplier Portal**, the **Contract Review and Acknowledge screen** will be displayed automatically.

← → × s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=VFYvhP5Z42O.mrjj&realm=744845845-T&passwordadapter=SourcingSupplierUser&dard=1 🔍 ☆ 📁 | a ⋮

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 instructions are presented below.

CW-Single Sourcing-25-01 / Execute / Review and Acknowledgement of the Contra...

TSK217918109 Review and Acknowledgement of the Contract by the Supplier

Round 1: Awaiting Response(s) □

"Supplier Review the finalized Contract agreement and acknowledge acceptance of the terms and conditions by providing confirmation".

Nuha Alsharafi
Please review

□ Contract Documents (Read Only)

- TEMPLATE - Construction Management Services
- Agreement (Cost-plus)(WC Draft 16 September 2023) (4) (14) □

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

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

Create Counter Proposal □

Accept Proposal □

Properties

Task History

Owner Date

Nuha Alsharafi □

Please review

□ Threaded

09/14/2025 09:07 AM

Note:

Otherwise, **log in to the Supplier Portal** and **open the task** from the **Tasks** section.

Exit



Log in using your registered credentials

Step 1: Username - abc1234@abc.com

Step 2: Password - XXXX@YYYY

Step 3: Click on “Login”



RUA AL
RUA AL
Request
All req
been c
View customer requested fields >

Ariba Proposals and Questionnaires

Ariba Contracts

SAP Business Network

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.



Step 1: Click "Ariba Proposals and Questionnaires" dropdown

Step 2: Click on "Ariba Contract"

Home

Events

Title	ID	End Time	Event Type	Participated
Status: Completed	(93)			
Status: Open	(1)			
Status: Pending Selection	(159)			

Registration Questionnaires

Title	ID	End Time	Status
Status: Open	(1)		

Supplier Registration Questionnaire	Doc194301754	5/7/6108 10:34 PM	Registered
-------------------------------------	--------------	-------------------	------------



Ariba Contract screen is displayed

service.ariba.com/Contract.aw/109555002/aw?awh=r&awssk=F16Etwch&dard=1

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.

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Rua Al Madinah Holding

Home

Scorecards

Title	ID	Project Title	Performance From	Performance To
RUA-SPM-Supplier Material-Scorecard (Sep 2025)	Doc217725369	Untitled Supplier Performance Management Project	02/28/2025	08/30/2025
RUA-SPM-Supplier Material-Scorecard (Aug 2025)	Doc215816654	SPM-Material Survey-August-29th-25-01	01/31/2025	07/30/2025
RUA-SPM-Supplier Material-Scorecard (May 2025)	Doc200267541	SPM-VX-17th-May-25-01	03/01/2025	05/17/2025

Tasks

Name	Status	Due Date	Completion Date	Alert
Project: CW-Single Sourcing-25-01 (1)				
Review and Acknowledgement of the Contract by the Supplier	In Progress	9/14/2025		

Step 1: Click "Review and Acknowledgement of the Contract by the supplier"



Mail - Siva Sakthi - Outlook Ariba Spend Management

s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=VFYvhP5Z42O.mrjj&realm=744845845-T&passwordadapter=SourcingSupplierUser&dard=1

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 instructions are presented below.

CW-Single Sourcing-25-01 / Execute / Review and Acknowledgement of the Contra...

TSK217918109 Review and Acknowledgement of the Contract by the Supplier

Round 1: Awaiting Response(s)

"Supplier Review the finalized Contract agreement and acknowledge acceptance of the terms and conditions by providing confirmation".

Nuha Alsharafi
Please review

- Contract Documents (Read Only)
 - TEMPLATE - Construction Management Services Agreement (Cost-plus)(WC Draft 16 September 2023) (4) (14)**

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

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

Properties **Task History**

Owner Date

Nuha Alsharafi 09/14/2025 09:07 AM

Please review

Threaded

3

Windows taskbar: Windows, Search, File Explorer, Edge, Teams, OneDrive, Mail, Firefox, Outlook, Excel, Chrome, Teams, Word

9:43 AM 9/14/2025

Review and Acknowledge screen is displayed


Step 1: Click on "Contract Document"




Scroll down the document screen to view the document
Step 1: Supplier review the document
 Go to the task Screen

File Home Insert Draw Design Layout References Mailings Review View Help Acrobat Table Design Table Layout Comments Reviewing Share


Clipboard Font Paragraph Styles Editing Adobe Acrobat Voice Sensitivity Add-ins Editor Copilot





CONSTRUCTION MANAGEMENT SERVICES AGREEMENT (COSTS REIMBURSABLE)

 DATED 08/10/2025

Between
Rua Al Madinah Holding Company




CONTRACT AGREEMENT
 THIS CONTRACT AGREEMENT is made on this [●] day of [●] 20[●] (the "Signature Date").
BETWEEN:
 (1) **RUA AL MADINAH HOLDING COMPANY**, a closed joint stock company duly organised and existing under the laws of the Kingdom of Saudi Arabia Commercial Registration Number (46 50201596) whose principal place of business is at 3220 Fatima Bint Hassan, Sayed Ash Shahada Dist. Unit No 6, Al Madinah Al Munawwarah, 42321 – 6122, Kingdom of Saudi Arabia, (hereinafter referred to as the "Company"), and
 (2) [VX Studio Consultancy-INSERT NAME OF CONSULTANT] a [●] company duly organised and existing under the laws of [●] (registered number [●]) whose registered office is at [●] (hereinafter referred to as the "Construction Manager"),
 (each a Party, together the Parties).
RECITALS:
 (A) The Company wishes to procure the performance of the planning, management, budget and cost management, supervision, administration and co-ordination of the Project, the Works, the Works Contractors, the Project Consultants and all interfaces between the same, as described in more detail in Schedule 2 (the "Services").
 (B) The Construction Manager carries on business as a provider of such Services.
 (C) The Construction Manager, having represented to the Company that they have the required professional skills, personnel, technical resources and the know how to provide the Services, submitted its proposal to provide the Services in accordance with the Company's bidding

Page 1 of 74 24089 words Text Predictions: On Accessibility: Investigate Focus 72%



Ariba Contract Management

< Go back to RUAALMADINAH HOLDING COMPANY-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 instructions are presented below.

CW-Single Sourcing-25-01 / Execute / Review and Acknowledgement of the Contra...

TSK217918109 Review and Acknowledgement of the Contract by the Supplier

Round 1: Awaiting Response(s)

"Supplier Review the finalized Contract agreement and acknowledge acceptance of the terms and conditions by providing confirmation".

Nuha Alsharafi
Please review

Contract Documents (Read Only)

- TEMPLATE - Construction Management Services
- Agreement (Cost-plus)(WC Draft 16 September 2023) (4) (14)

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

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

Create Counter Proposal

Accept Proposal

1

Properties Task History

Step 1: Click on "Accept Proposal"

Threaded

Owner

Date

Nuha Alsharafi

09/14/2025 09:07 AM

Please review



[Go back to RUAALMADINAH HOLDING COMPANY-TEST Dashboard](#)

Desktop File Sync

Proposal Accepted

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 Attachment**. To add a reference to a document already in the system, click **Add from Project**. When [More](#)

Message:

— size — — font —

Proposal Accepted

Access Control:

Step 1: Click on "Ok"

Additional Attachments

No items

Delete Add attachment

OK Cancel


1



AutoSave Off | TEMPLATE - Construction Management Services Agreement (Cost-plus)(WC Draft 16 September 2023) (4) (22) (1) (1) | No La... | Comments | Reviewing | Share

File Home Insert Draw Design Layout References Mailings Review View Help Acrobat

Clipboard | Font | Paragraph | Styles | Editing | Adobe Acrobat | Voice | Sensitivity | Add-ins | Editor | Copilot



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SCHEDULE 7 FORM OF INSURANCE CONFIRMATION LETTER

[to be printed on the Construction Manager's letterhead]

Agreement Title: [insert] Agreement Number: [insert]

Agreement or Name: [insert] Date: [insert]


• insert company name
• insert address

The Construction Manager hereby confirms that: (i) it has procured the relevant insurance policies as required by Clause 252524 and Schedule 6 to the Construction Management Services Agreement dated [•] 20 [•]; and (ii) such insurance policies are valid and in force; and (iii) all premiums are current and have been paid in full.

Copies of the insurance certificates for such policies are attached hereto.
Executed by and on behalf of the Construction Manager

Stamp

Signature of Authorized Signatory Signature of Witness



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Rua Al Madinah Holding

**SCHEDULE 8
KEY PERSONNEL**

(Company and Construction Manager to insert Key Personnel roles and names)

Role	Name of Key Personnel

[Provide Price Schedule](#)

Page 68 of 74 24089 words Text Predictions: On Accessibility: Investigate Focus 72%

If the **Supplier** needs to **add or delete any information in the document**, they can **edit the content** and then **submit the updated version for Buyer review**.

Go to the task and upload the file



Ariba Contract Management

< Go back to RUA ALMADINAH HOLDING COMPANY-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 instructions are presented below.

CW-Corp-Single Sourcing-04-11-25 / [Review and Acknowledgement of the Contra...](#)

TSK228561054 Review and Acknowledgement of the Contract by the Supplier

Round 2: Awaiting Response(s) ⓘ

"Supplier Review the finalized Contract agreement and acknowledge acceptance of the terms and conditions by providing confirmation".

s.sakthi.c

Please Review

Contract Documents (Read Only)

TEMPLATE - Construction Management Services Agreement (Cost-plus)(WC Draft 16 September 2023) (4) ▾

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

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

Create Counter Proposal ⓘ

Accept Proposal ⓘ 1

Step 1: Click on Create Counter Proposal

Properties

Task History

Owner

s.sakthi.c ▾

Please Review

Threaded

Date

11/04/2025 09:31 PM



< Go back to RUA ALMADINAH HOLDING COMPANY

Counter Proposal

Enter a comment **message** and, if necessary, set the

Message:

Cour

Access Control: (No

Document

Contract Documents

TEMPLATE - Construction Management

Additional Attachments

Delete Add attachment

Open

Downloads

Search Downloads

Organize ▾ New folder

Pictures Recordings Desktop Downloads Documents Pictures Music Videos

Name	Date modified
Today	
TEMPLATE - Construction Management Services...	11/4/2025 11:15 PM
2311 Readiness Feature Preview Ability to Issue ...	11/4/2025 3:57 PM
2302 Readiness Feature Preview Enhancements ...	11/4/2025 3:57 PM
NAQLAH -Ariba role for Finance Director (1)	11/4/2025 9:28 AM
Yesterday	
payload_4fbeacb7-bb2c-4226-661a-b589a86f8...	11/3/2025 9:09 PM
payload_4fbeacb7-bb2c-4226-661a-b589a86f8...	11/3/2025 9:08 PM

File name: All Files

Open Cancel

Step 2: Choose “Contract Document” from the System

Step 1: Click on “Choose File”

Step 3: Click on “Open”

OK Cancel

Document. To add a reference to a document already in the system, click **Add from Project**. When you [More](#)

Attach Revised Document

Choose File No file chosen
Or drop file here

OK Cancel



s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=ZXv8UXUQ7c74RcIT&realm=744845845-T&passwordadapter=SourcingSupplierUser&...



Ariba Contract Management

Company Settings Bright Enterprises Help Messages

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard

Desktop File Sync

Counter Proposal

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 Attachment**. To add a reference to a document already in the system, click **Add from Project**. When you [More](#)

Message:

Countered

Step 1: Click on "Ok"

Access Control: (No additional restrictions) ⓘ

Document Attach Revised Document

Contract Documents

TEMPLATE - Construction Management Services Agreement (Cost-plus)(WC Draft 16 September 2023) (4)

Choose File TEMPLATE - ... (4) (25).docx
Or drop file here

Additional Attachments

No items

Delete Add attachment

OK Cancel



5. Signature (DocuSign) for Contract Documents by Supplier

Follow the steps below to Sign the Contract Via DocuSign



Once the buyer publishes the contract and sends the document to the supplier for review and signature, the supplier receives an email notification to review the document and complete the signing process through DocuSign.



Review and complete

Finish



Start

Docusign Envelope ID: 566593CD-13D6-4C05-99BB-7A6D49C248C0



DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com

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Rua Al Madinah Holding



**CONSTRUCTION MANAGEMENT SERVICES
AGREEMENT (COSTS REIMBURSABLE)**

DATED



Click *Start* to review the contract document and complete the signing process.



100%





apps-d.docusign.com/sign/app?ti=e3396ed514924391b9a017e472c678eb



Review and complete

Finish

Public Investment Fund
شركة رؤى المدينة القابضة - س.ت. 4650201596 - هاتف: +966 14 834 0555
www.ruaalmdinah.com - المملكة العربية السعودية - المدينة المنورة

TEMPLATE - Construction Management Services Agreement (Cost-plus)(WC Draft 16 September 2023) (4).do 3 of 71

Docusign Envelope ID: 37034BCA-6067-4FCA-B5BD-6E1604C5FE08

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www.docusign.com



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Rua Al Madinah Holding

Sign

Required - Sign Here



WITNESSED by:

Signature: _____

Name: _____



11/4/2025

After clicking *Start*, you will be redirected to the signing page.

Step 1: Click *Sign* to begin the signing process.



My Signatures and Initials

Choose a saved signature and initials or adopt new ones to use when signing the documents in this envelope.

	Signed by:	Initial		
<input checked="" type="radio"/>	Aadvik Construction 6506BFE107AD4FC...	AC	Edit	x
<input type="radio"/>	Adam Martin 6506BFE107AD4FC...	AM	Edit	x
<input type="radio"/>	s.sakthi.c 6506BFE107AD4FC...	S	Edit	x

If you already have a saved signature in DocuSign, you can use the saved signature to complete the signing process

If you are a new user, select *Adopt New* to create and use a new signature.



apps-d.docusign.com/sign/app?ti=e3396ed514924391b9a017e472c678eb



Review and complete

Finish

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name *

Bright Enterprises

Initials *

BE

SELECT STYLE DRAW UPLOAD

PREVIEW

Change Style

Signed by: Bright Enterprises
6506BFE107AD4FC...

DS
BE

Sign

Adopt and Sign

Cancel

Click *Adopt and Sign* to confirm and apply your signature to the document



apps-d.docusign.com/sign/app?ti=e3396ed514924391b9a017e472c678eb



Review and complete

Finish

TEMPLATE - Construction Management Services Agreement (Cost-plus)(WC Draft 16 September 2023) (4).do

3 of 71

Docusign Envelope ID: 37034BCA-6067-4FCA-B5BD-6E1604C5FE08

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www.docusign.com



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Rua Al Madinah Holding

WITNESSED by:

Signature: _____

Name: _____

Signed by:

Bright Enterprises

650BEE107AD4EC



11/4/2025

Initial

Click *Initial* to add your initials
where required in the document



apps-d.docusign.com/sign/app?ti=e3396ed514924391b9a017e472c678eb

Review and complete

Finish

TEMPLATE - Construction Management Services Agreement (Cost-plus)(WC Draft 16 September 2023) (4).do

3 of 71

Docusign Envelope ID: 37034BCA-6067-4FCA-B5BD-6E1604C5FE08



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رؤى المدينة القابضة
Rua Al Madinah Holding

WITNESSED by:

Signature: _____

Name: _____

Signed by:

Bright Enterprises
#508BEE107AD4EC

Initial

BE

11/4/2025

After completing the signature, click *Finish* to submit the signed document

Ready to Finish?

You've completed the required fields. Review your work, then select Finish.

Finish



The Agreement has been Signed Successfully

← → ↻ 📄 apps-d.docusign.com/post-sign/finish-signing?dsmktparam=%7B"AccountId"%3A"77725dee-89de-491e-8e7a-ddb8d370d171"%2C"AccountIdH... 🔍 ☆ 🏠 | a ⋮



Agreement Signed

The agreement has been signed successfully

When it comes to signing important documents, 8 out of 10 signers prefer our trusted platform. Start sending and signing today.

Upgrade to unlock templates, bulk send, and more. Collect more signatures and securely store all your agreements with a Docusign paid plan.

[View Plans](#)

Docusign FAQs



6. Supplier Review and Acknowledge

**Follow the steps below to Supplier Review and Acknowledge
Contract Amendment**



- After the Buyer uploads the Pricing Schedule document
- the next task is **sent to the Supplier for Review and Acknowledgment of the Contract.**

Step 1: Click on “**Click here**” link to access the System

The screenshot displays an Outlook web interface. The browser address bar shows the URL: outlook.office.com/mail/0/inbox/id/AAQkADUxNjFiNTAzLTJkY2QtNDE2Mi1iNDk2LTZjOWRhZTg4ZTU1OAAQAoyJG3lpUstMsD%2BwUs... The Outlook header includes the company logo (Rua Al Madinah Holding), the name 'Siva Sakthi', and a search bar. The main content area shows an email titled 'CW6167 - CW-Corp-Single Sourcing-04-11-25: Supplier Review and Acknowledgement'. The email body contains a 'Pricing Schedule - Amendme...' attachment, a caution message, and a task description from 'RUA ALMADINAH HOLDING COMPANY-TEST'. The task description includes the task title 'Supplier Review and Acknowledgement' and a 'Click Here' link highlighted with a red box. The email footer contains a disclaimer: 'You are receiving this email because your customer, RUA ALMADINAH HOLDING COMPANY-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please'.



Once you have logged in to the **Supplier Portal**, the **Contract Review and Acknowledge screen** will be displayed automatically.

The screenshot shows the Ariba Contract Management interface. At the top, there is a navigation bar with the title "Ariba Contract Management" and links for "Company Settings", "Bright Enterprises", and "Help". Below this, a breadcrumb trail reads "< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard". The main content area is titled "Negotiation Task" and includes an "Exit" button. 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 Details** area. Additional task instructions are presented below." The task details include "CW-Corp-Single Sourcing-04-11-25 / Supplier Review and Acknowledgement" and "TSK228585999 Supplier Review and Acknowledgement" with a status of "Round 1: Awaiting Response(s)". On the left, a user "s.sakthi.c" is listed with the instruction "Please review" and a link to "Pricing Schedule - Amendment". On the right, instructions state: "One or more documents have been submitted for your review. You have the following options:" followed by a list: "View the documents on the left." and "To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review." Below these are buttons for "Create Counter Proposal" and "Accept Proposal". A large note box is overlaid on the right side, containing the text: "Note: Otherwise, log in to the **Supplier Portal** and open the **task** from the **Tasks** section." The bottom of the interface shows a table with columns for "Owner", "Date", and "Threaded", with one entry for "s.sakthi.c" dated "11/05/2025 10:39 AM".



Log in using your registered credentials

Step 1: Username - abc1234@abc.com

Step 2: Password - XXXX@YYYY

Step 3: Click on “Login”



RUA AL
RUA AL
Request
All req
been c
View customer requested fields >

Public Profile Completeness

15%

Enter commodities to reach 35% >

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.



Home

Events

Title	ID	End Time	Event Type	Participated
Status: Completed	(93)			
Status: Open	(1)			
Status: Pending Selection	(159)			

Registration Questionnaires

Title	ID	End Time	Status
Status: Open	(1)		

Supplier Registration Questionnaire	Doc194301754	5/7/6108 10:34 PM	Registered
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Step 1: Click "Ariba Proposals and Questionnaires" dropdown

Step 2: Click on "Ariba Contract"



Ariba Contract screen is displayed

← → ↻ 🔍 ☆ 🏠 | a ⋮

service.ariba.com/Contract.aw/109555002/aw?awh=r&awssk=F16Etwch&dard=1

RUA ALMADINAH HOLDING COMPANY-TEST
Requested Profile
All required customer requested fields have been completed.
View customer requested fields >

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.

رؤى المدينة القابضة
Rua Al Madinah Holding

Home

Public Profile Completeness
15%
Enter commodities to reach 35% >
There are no matched postings.

Scorecards

Title	ID	Project Title	Performance From	Performance To
RUA-SPM-Supplier Material-Scorecard (Sep 2025)	Doc217725369	Untitled Supplier Performance Management Project	02/28/2025	08/30/2025
RUA-SPM-Supplier Material-Scorecard (Aug 2025)	Doc215816654	SPM-Material Survey-August-29th-25-01	01/31/2025	07/30/2025
RUA-SPM-Supplier Material-Scorecard (May 2025)	Doc200267541	SPM-VX-17th-May-25-01	03/01/2025	05/17/2025

Tasks

Search

Name	Status	Due Date	Completion Date	Alert
Project: CW-Single Sourcing-25-01 (1)				
Review and Acknowledgement of the Contract by the Supplier	In Progress	9/14/2025		

Step 1: Click "Review and Acknowledgement of the Contract by the supplier"



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 instructions are presented below.

CW-Corp-Single Sourcing-04-11-25 / [Supplier Review and Acknowledgement](#)

TSK228585999 Supplier Review and Acknowledgement

Round 1: Awaiting Response(s) ⓘ

s.sakthi.c
Please review

1 Pricing Schedule - Amendment ▾

Action

2 Download

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

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

Create Counter Proposal ⓘ

Accept Proposal ⓘ

Supplier Review and Acknowledge Screen is displayed

Step 1: Click “Document” dropdown

Step 2: Click “Download”

Properties Task History

Owner


s.sakthi.c ▾

Please review

Threaded

Date
11/05/2025 10:39 AM




 **Pricing Schedule - Amendment (3).xlsx**
11.2 KB • Done

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 instructions are presented below.

CW-Corp-Single Sourcing-04-11-25 / Supplier Review and Acknowledgement

TSK228585999 Supplier Review and Acknowledgement Round 1: Awaiting Response(s) ⓘ

s.sakthi.c
Please review
 Pricing Schedule - Amendment

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

- View the documents on the left.

Updating...

all required documents locally. Add it as an attachment when you submit your Counter

Properties **Task History**

Owner	Date
s.sakthi.c	11/05/2025 10:39 AM
Please review	

The Pricing Schedule document will be downloaded.
Click and open the document to review its details

Price Schedule Screen is displayed. After reviewing the Pricing Schedule, the supplier returns to the task screen in Ariba.



The screenshot shows the Microsoft Excel interface with the following data in the 'Price Schedule' table:

S.No.	Item Description	Unit	Rate (SAR)	Amount (SAR)
1	Shifting the model from Madinah, Saudi Arabia to Sharjah, UAE	ls	100	2000
2	Updating the 3D model	ls	150	3000
3	Shifting back the model from Sharjah, UAE to Al madinah, KSA including Installation at RAM site.	ls	200	5000
Total (Exc VAT, Inclusive of all WHT)				



Exit

Negotiation Task

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 instructions are presented below.

CW-Corp-Single Sourcing-04-11-25 / [Supplier Review and Acknowledgement](#)

TSK228585999 Supplier Review and Acknowledgement

Round 1: Awaiting Response(s) ⓘ

s.sakthi.c
Please review
[Pricing Schedule - Amendment](#) ▾

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

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

[Create Counter Proposal](#) ⓘ

Accept Proposal ⓘ

1

Properties Task History

Owner: s.sakthi.c ▾ Please review

Date: 11/05/2025 10:39 AM

Threaded

Show hidden icons

The supplier reviews the document and submits their response by clicking 'Accept Proposal'

Step 1: Click "Accept Proposal"



[Go back to RUAALMADINAH HOLDING 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 Attachment**. To add a reference to a document already in the system, click **Add from Project**. When [More](#)

Message:

Rich text editor with toolbar (bold, italic, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, size, font, background color, text color, link icon, unlink icon, insert link, insert image) and content area containing "Proposal Accepted".

Access Control:

Dropdown menu with a vertical bar and a square icon.

Step 1: Click on "Ok"

Additional Attachments

No items

1



7. Review and Acknowledge from the Supplier

Follow the steps below to Review and Acknowledge from the Supplier



- After the Buyer Prepare/Upload the Final Amended Contract
- the next task is **sent to the Supplier for Review and Acknowledgment from the Supplier.**

Step 1: Click on “**Click here**” link to access the System

The screenshot displays an Outlook web interface. The browser address bar shows the URL: outlook.office.com/mail/0/inbox/id/AAQkADUxNjFiNTAzLTJkY2QtNDE2Mi1iNDk2LTZjOWRhZTg4ZTU1OAAQAONSbBy4dQpEjw%... The Outlook header includes the company logo, the name 'Siva Sakthi', and a search bar. The left sidebar shows the 'Favorites' section with 'Inbox' (12519) and 'Drafts'. The main content area shows a list of emails from 'Ariba Administrator' with subject lines like 'CW6167 - CW-Corp-Singl...'. The selected email is titled 'CW6167 - CW-Corp-Single Sourcing-04-11-25: Review and Acknowledgement from the Supplier'. The email body contains a warning about blocked content, a 'Final Amendment Document...' attachment, and a 'CAUTION' message. The main text of the email is from 'RUA ALMADINAH HOLDING COMPANY-TEST' and includes details about the task: 'Review and Acknowledgement from the Supplier'. It describes the task as 'Supplier Review the Revised Contract Document and acknowledge acceptance of the terms and conditions by providing confirmation'. It also mentions that the email is being sent to the user as a reviewer and provides a 'Click Here' link to access the system.



Once you have logged in to the **Supplier Portal**, the **Review and Acknowledge from the Supplier screen** will be displayed automatically.

The screenshot displays the Ariba Contract Management interface. At the top, the browser address bar shows the URL: `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=tOSfPUTd2HyeLzml&realm=744845845-T&passwordadapter=SourcingSupplierUser&...`. The page header includes "Ariba Contract Management" and navigation links for "Company Settings", "Bright Enterprises", and "Help". Below the header, there is a "Negotiation Task" section with an "Exit" button. The task description 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 Details** area. Additional task instructions are presented below." The task title is "TSK228585987 Review and Acknowledgement from the Supplier" with a status of "Round 1: Awaiting Response(s)". A sub-section titled "Supplier Review the Revised Contract Document and acknowledge acceptance of the terms and conditions by providing confirmation" contains a document viewer for "Final Amendment Document" and a list of options: "View the documents on the left." and "To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review." Below these options are buttons for "Create Counter Proposal" and "Accept Proposal". At the bottom, there is a "Task History" tab and a table with columns for "Owner" (s.sakthi.c) and "Date" (11/05/2025 11:38 AM).

Note:

Otherwise, **log in to the Supplier Portal** and **open the task** from the **Tasks** section.



Log in using your registered credentials

Step 1: Username - abc1234@abc.com

Step 2: Password - XXXX@YYYY

Step 3: Click on “Login”



- Ariba Proposals And Questionnaires
- Ariba Contracts
- SAP Business Network

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.



Step 1: Click "Ariba Proposals and Questionnaires" dropdown

Step 2: Click on "Ariba Contract"

Home

Events

Title	ID	End Time	Event Type	Participated
Status: Completed	(93)			
Status: Open	(1)			
Status: Pending Selection	(159)			

Registration Questionnaires

Title	ID	End Time	Status
Supplier Registration Questionnaire	Doc194301754	5/7/6108 10:34 PM	Registered



Ariba Contract screen is displayed

service.ariba.com/Contract.aw/109582004/aw?awh=r&awssk=3sEmZW2P&dard=1

SAP Ariba Contracts Standard Account [Get enterprise account](#) TEST MODE

RUA ALMADINAH HOLDING COMPANY-TEST

RUA ALMADINAH HOLDING COMPANY-TEST Requested Profile
All required customer requested fields have been completed.
[View customer requested fields >](#)

Public Profile Completeness
15%
Enter commodities to reach 35% >
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.

رؤى المدينة القابضة
Rua Al Madinah Holding

Home

Scorecards

Title	ID	Project Title	Performance From	Performance To ↓
RUA-SPM-Supplier Material-Scorecard (Sep 2025)	Doc220961943	Brightline Performance Management Project	09/30/2025	09/30/2026

Tasks

Name	Status	Due Date	Completion Date	Alert
▼ Project: CW-Corp-Single Sourcing-04-11-25 (1)				
Review and Acknowledgement from the Supplier	In Progress	11/5/2025		

Search ▼

Step 1: Click "Review and Acknowledgement of the Contract by the supplier"



Ariba Contract Management

< Go back to RUA ALMADINAH HOLDING COMPANY-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 instructions are presented below.

CW-PR-Development-SS-28-25-01 / Amendments - Amendments or Renewal / [Review and Acknowledgement from the Supp...](#)

TSK215806778 Review and Acknowledgement from the Supplier

Round 1: Awaiting Response(s) ⓘ

Supplier Review the Revised Contract Document and acknowledge acceptance of the terms and conditions by providing confirmation

s.sakthi.c
Please Review
Final Amendment Document ▾
Action
Download

1

2

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

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

Create Counter Proposal ⓘ

Accept Proposal ⓘ

Properties Task History

Step 1: Click "Document" dropdown

Step 2: Click "Download"

Threaded

Owner

Date

s.sakthi.c ▾

08/29/2025 05:56 PM

Please Review



Document Downloaded
Step 1: Open the Document

Browser address bar: s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=h5f4nCMDqXOLbYfL&realm=744845845-T&passwordapter=SourcingSupplierUser...

Ariba Contract Management

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard

Negotiation Task

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 instructions are

CW-PR-Development-SS-28-25-01 / Amendments - Amendments or Renewal / Review and Acknowledgement from the Supp...

TSK215806778 Review and Acknowledgement from the Supplier

Supplier Review the Revised Contract Document and acknowledge acceptance of the terms and conditions by providing confirmation

s.sakthi.c
Please Review
[Final Amendment Document](#)

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

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

[Create Counter Proposal](#) ⓘ

[Accept Proposal](#) ⓘ

Final Amendment Document
220 KB • Done

Contract Amendment - To be DocuSigned.docx.pdf
307 KB • 2 hours ago

TEMPLATE - Construction Management Services Agreement (Cost-plus)(WC Draft 16 September 2023) (4).do (1).pdf
1,244 KB • 3 hours ago

Pricing Schedule - Amendment.xlsx
11.2 KB • 7 hours ago

Properties | **Task History**

Owner: s.sakthi.c | Date: 08/29/2025 05:56 PM

Please Review



Clipboard Paste Font Paragraph Styles Editing Adobe Acrobat Voice Sensitivity Add-ins Editor Copilot

AMENDMENT NUMBER 01

It is hereby agreed that Contract No. **Project code / Project name** (The service) with effective date **_____**, between the Rua Al Madinah Holding Company ("RUA") and **Service provider / Consultant**, be further amended as follows:

- 1- All capitalized terms not otherwise defined herein shall have the meanings assigned to them in the Agreement.

This Amendment shall be effective as of **Date**.
Except as modified hereinabove, All other Terms and Conditions of Agreement No. **Project code** shall otherwise remain unchanged and shall continue in full force and effect in accordance with its terms

WITNESS: **Rua Al Madinah Holding Company**

By: _____ Title: _____ Date: _____
 By: _____ Title: _____ Date: _____

WITNESS: **Service provider name**

By: _____ Title: _____ Date: _____
 By: _____ Title: _____ Date: _____

The supplier reviews the document and returns to the task screen in Ariba.



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 instructions are presented below.

CW-PR-Development-SS-28-25-01 / Amendments - Amendments or Renewal / [Review and Acknowledgement from the Supp...](#)

TSK215806778 Review and Acknowledgement from the Supplier

Round 1: Awaiting Response(s) ⓘ

Supplier Review the Revised Contract Document and acknowledge acceptance of the terms and conditions by providing confirmation

s.sakthi.c
Please Review
📄 Final Amendment Document ▾

- One or more documents have been submitted for your review. You have the following options:
- View the documents on the left.
 - To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Create Counter Proposal ⓘ

Accept Proposal ⓘ



Properties Task History

Owner	Date
s.sakthi.c ▾ Please Review	08/29/2025 05:56 PM

The supplier reviews the document and submits their response by clicking 'Accept Proposal'

Step 1: click "Accept Proposal"

Exit



[Go back to RUAALMADINAH HOLDING COMPANY-TEST Dashboard](#)

Desktop File Sync

Proposal Accepted 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 Attachment**. To add a reference to a document already in the system, click **Add from Project**. When [More](#)

Message:

— size — — font —

Proposal Accepted

Access Control:

Step 1: Click on "Ok"

Additional Attachments

No items

Delete Add attachment

OK Cancel

1



8. Signature (DocuSign) Final Amendment Document by Supplier

Follow the steps below to Signature (DocuSign) Final Amendment Document by Supplier

Once the buyer publishes the contract and sends the document to the supplier for review and signature, the supplier receives an email notification to review the document and complete the signing process through DocuSign.



Outlook interface showing an email from Sakthi via Docusign Test. The email subject is *****Test Document***CW6167 - Final Amendment Document.docx**. The sender is Sakthi via Docusign Test (dse_demo@docusign.net). The email body contains a warning: **[CAUTION: This email originated from outside your organization. Be careful when opening attachments or clicking links, especially from unknown senders]** and **This document is for demonstration purpose only.** Below this is a DocuSign notification box with the text: **Sakthi sent you a document to review and sign.** and a button labeled **REVIEW DOCUMENT**. A callout box on the right indicates: **Step 1: Click "Revise Document" complete the Signing Process**.



apps-d.docusign.com/sign/app?ti=eda5f31fdc81481db732fcbe49e098ba



Review and complete

Finish

Start

Docusign Envelope ID: CD4D05C8-5E99-4038-88FA-1E5254EC8A02

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com



AMENDMENT NUMBER 01

It is hereby agreed that Contract No. **Project code / Project name** (The service) with effective date **_____**, between the **Rua Al Madinah Holding Company** ("RUA") and **Service provider** ("Consultant"), be further amended as follows:

- 1- All capitalized terms not otherwise defined herein shall have the meanings assigned to them in the Agreement.

Click *Start* to review the contract document and complete the signing process.



apps-d.docuSign.com/sign/app?ti=eda5f31fdc81481db732fcbe49e098ba



Review and complete

Finish



WITNESS:

Rua Al Madinah Holding Company

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

WITNESS:

Service provider name

Sign

By: _____

By: _____

Title: _____

Title: Contractor

Date: _____

Date: 11/4/2025

After clicking *Start*, you will be redirected to the signing page. The Title and Date fields are automatically filled in by DocuSign

Step 1: Click *Sign* to begin the signing process.



apps-d.docusign.com/sign/app?ti=eda5f31fdc81481db732fcbe49e098ba

Review and complete

Finish

WITNESS:

By: _____
Title: _____
Date: _____

WITNESS:

By: _____
Title: _____
Date: _____

Rua Al Madinah Holding Company

By: _____
Title: _____
Date: _____

Service provider name

Signed by:
By: Bright Enterprises
8608BFE107AD4FC
Title: Contractor
Date: 11/4/2025

The Title and Date fields are automatically filled in by DocuSign

Next

Ready to Finish?

You've completed the required fields. Review your work, then select Finish.

Finish



The Agreement has been Signed Successfully

← → ↻ [apps-d.docusign.com/post-sign/finish-signing?dsmktparam=%7B"AccountId"%3A"77725dee-89de-491e-8e7a-ddb8d370d171"%2C"AccountIdH...](https://apps-d.docusign.com/post-sign/finish-signing?dsmktparam=%7B%22AccountId%3A%2277725dee-89de-491e-8e7a-ddb8d370d171%22%2C%22AccountIdH...) 🔍 ☆ 🏠 | a ⋮



Agreement Signed

The agreement has been signed successfully

When it comes to signing important documents, 8 out of 10 signers prefer our trusted platform. Start sending and signing today.

Upgrade to unlock templates, bulk send, and more. Collect more signatures and securely store all your agreements with a Docusign paid plan.

[View Plans](#)

[Docusign FAQs](#)

9. Frequently Asked Questions (FAQ)



Q1

I didn't receive a contract email what should I do?

A: Check your spam folder or verify your registered email ID in Ariba Network.

Q2

Can I download the signed contract copy?

A: Yes, after all approvals are complete, the final signed contract will be available for download in the contract workspace.

Q3

Do I need a DocuSign account to sign the contract?

A: No. You can sign directly through the email link no separate login is required.

Q4

How do I sign the contract electronically?

A: You will receive an email notification once the document is ready for e-signature. Follow the link to sign through DocuSign or Ariba's integrated e-signature tool.

Q5

I clicked the signature link, but it shows "Document already signed." What does it mean?

A: The signing process is already complete, and your signature has been recorded successfully.



Thank You



A PIF COMPANY