

Complete Contract Review on Ariba

Review draft agreement and accept/counter proposal



إكسبو 2020 EXPO 2020
دبي، الإمارات العربية المتحدة
DUBAI, UNITED ARAB EMIRATES

Look out for this email to review the contract on Ariba

You will receive an email to review the contract on Ariba as shown below:

From: Email Review

Subject contains: Send Agreement to Supplier for Negotiation

Please look out for this email, and follow the instructions

CW2740 - Training_CMS Solution: Send Agreement to Supplier for Negotiation

Email Review <s4approval-produae+expo2020dubai-T@smtp.mn1.ariba.com>

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Main Agreement Example (2).docx 26 KB
Price Line Item Details.xls 14 KB
Main Agreement Example_.docx 55 KB

i The contract for your review is included as an attachment

The following notes might also be helpful to you:
kindly review the agreement and provide the acceptance

This email is being sent to you because you are a reviewer of a document that has been submitted for review.

If you're a supplier and your organization is **not already registered on Ariba** then click on this link to sign up and later login as a supplier to view this tasks - <https://service.ariba.com/Supplier.aw/125000058/aw?awh=r&awssk=3XDqWwiy&dard=1>

This email originated from the Ariba system used by Expo 2020 Dubai - TEST and was originally sent to: tanuj.saxena@bccone.com

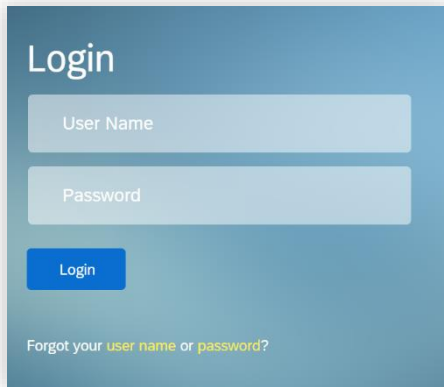
System Reference: **Click Here** to access the system.

i Click here if you are **not registered** on Ariba to sign up first

i Click here to **login to your Ariba account** and complete the review

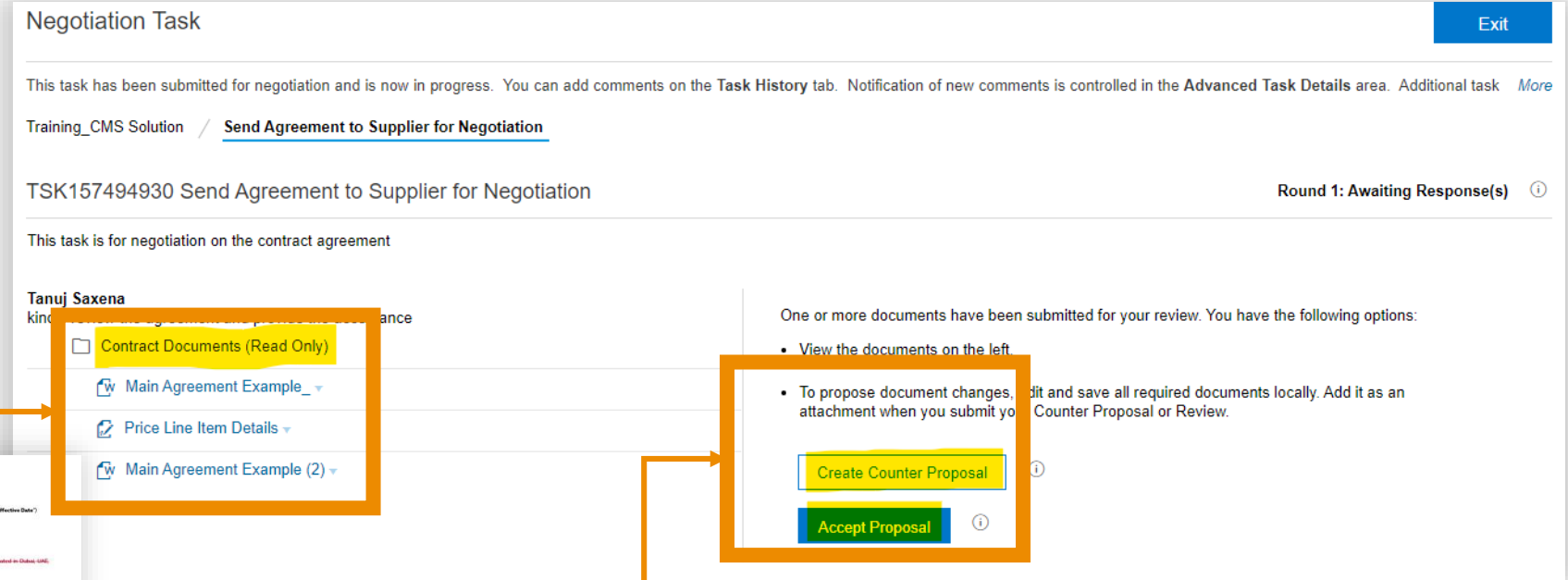
Login and review the contract on Ariba

1 Login to your Ariba account

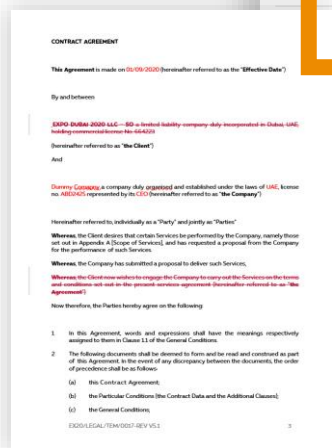


The login form features a blue header with the word "Login" in white. Below the header are two input fields: "User Name" and "Password". A blue "Login" button is positioned below the password field. At the bottom left, there is a link that says "Forgot your user name or password?".

2 Click to download and review the Contract here



The interface shows a "Negotiation Task" page. At the top right is an "Exit" button. Below the header, there is a breadcrumb trail: "Training_CMS Solution / [Send Agreement to Supplier for Negotiation](#)". The task title is "TSK157494930 Send Agreement to Supplier for Negotiation" with a status of "Round 1: Awaiting Response(s)". A description states "This task is for negotiation on the contract agreement". The user "Tanuj Saxena" is listed as the kind of person. A list of documents is shown, with "Contract Documents (Read Only)" highlighted in yellow. Below it are "Main Agreement Example_" and "Main Agreement Example (2)". On the right, a message says "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 this list are two buttons: "Create Counter Proposal" (yellow) and "Accept Proposal" (green).



3 After review, you may click to 'Accept' or 'Counter'

Accept the proposed contract on Ariba

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 ⓘ


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** [More](#)

Message: 

Proposal Accepted

Access Control: (No additional restrictions) ⓘ



If you are satisfied with the Contract, please click on '**Accept Proposal**'.
You can add any message and click '**OK**' to submit

Submit counter proposal to contract in case of any changes

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 and attach them as a document attachment when you submit your Counter Proposal or Review.

Create Counter Proposal

Accept Proposal

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](#) [More](#)

Message:

Contract Counter proposed

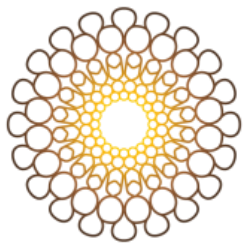
Access Control: (No additional restrictions) ⓘ

Additional Attachments

No items

Delete Add attachment

If you wish to propose changes to the Contract, please click on '**Create Counter Proposal**'. Click '**Add Attachment**' to upload your revised/marked up contract and click '**OK**' to submit



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