

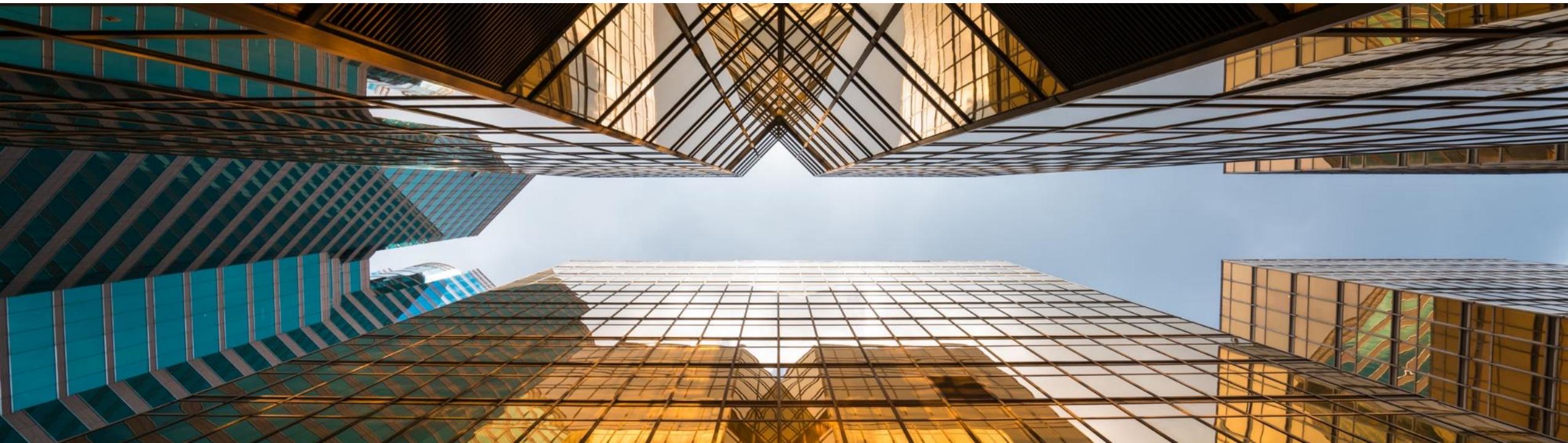
# SAP ARIBA CONTRACTS SUPPLIER USER GUIDE

## HOW TO RESPOND TO CONTRACTS DOCUMENTS

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# INTRODUCTION AND BACKGROUND



# OVERVIEW

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**1** INTRODUCTION AND  
BACKGROUND

**2** HOW TO RESPOND TO CVL  
CONTRACT DOCUMENTS

**3** HOW TO DIGITALLY SIGN  
CONTRACT DOCUMENTS  
THROUGH DOCUSIGN



# INTRODUCTION AND BACKGROUND

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- Crystal Ventures Limited (CVL) uses SAP Ariba to manage its supplier management, sourcing and contract management processes across its South African operations
- The solution automates the way Suppliers transact and interact with CVL
- This has improved and simplified engagements with our valued suppliers, resulting in a better supplier experience
- SAP Ariba is used to exchange electronic sourcing and contract documents, and enables Suppliers to self-register and maintain their supplier profile data
- This user guide covers how suppliers will respond to contract documents sent for review and signing.



# INTRODUCTION TO THE SAP BUSINESS NETWORK

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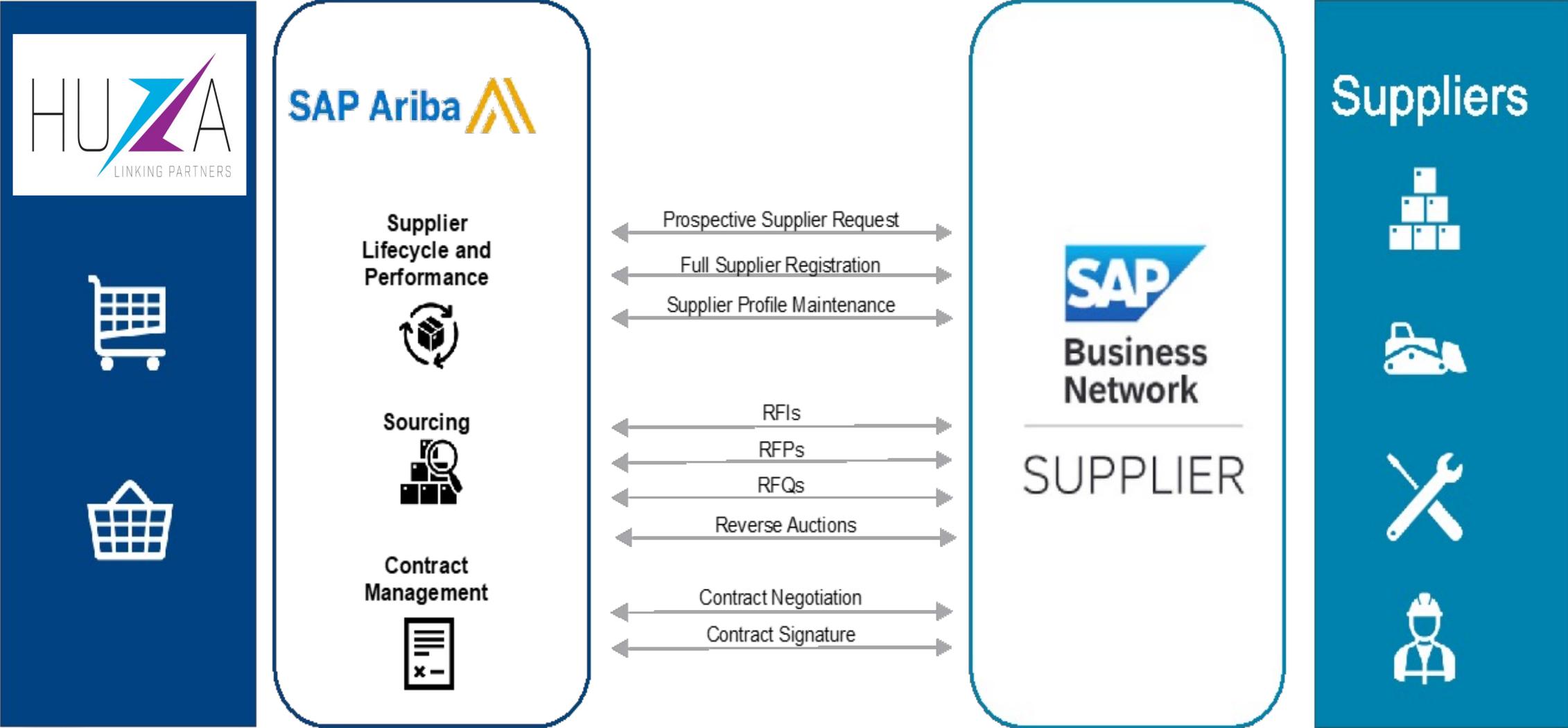


The **SAP Business Network** connects suppliers with customers, enabling them to do business together.

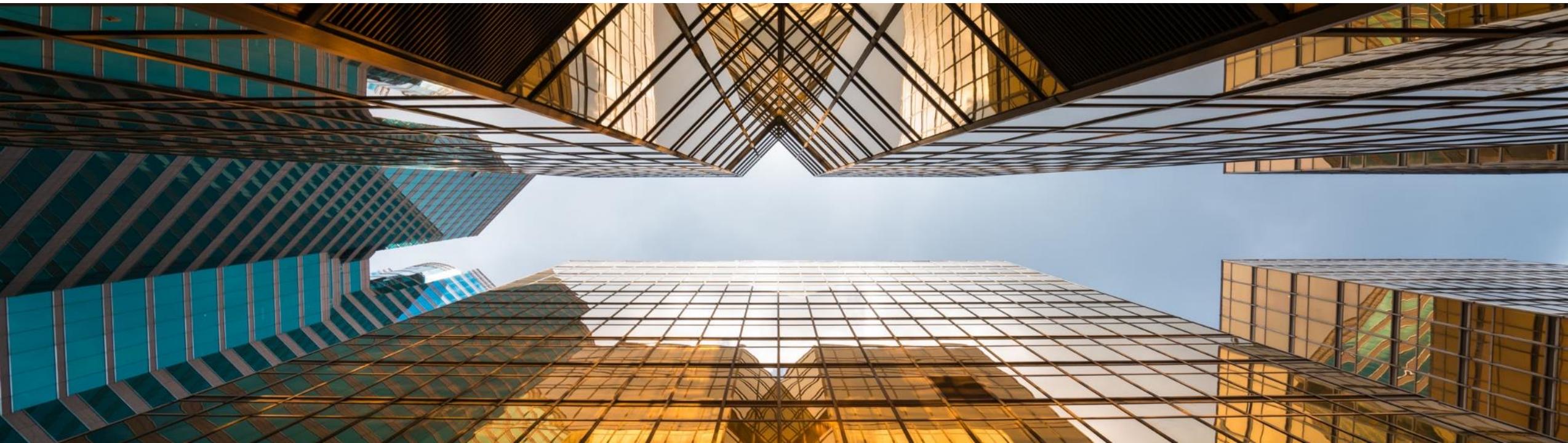
**CVL** uses the SAP Business Network to collaborate with suppliers, enabling effective sourcing of goods and services, supplier registration and contract management.

The SAP Business Network is the **new method for suppliers to transact** and exchange procurement information with CVL and its subsidiaries , including RFQs, RFIs, RFPs, Reverse Auctions and Contracts.

# CVL SAP ARIBA SOLUTION OVERVIEW



# HOW TO RESPOND TO CONTRACTS



# OVERVIEW

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**A** HIGH LEVEL CONTRACTS  
PROCESS FLOW

**B** HOW TO RESPOND TO CVL  
CONTRACTS

**C** HOW TO DIGITALLY SIGN  
DOCUMENTS WITH DOCUSIGN

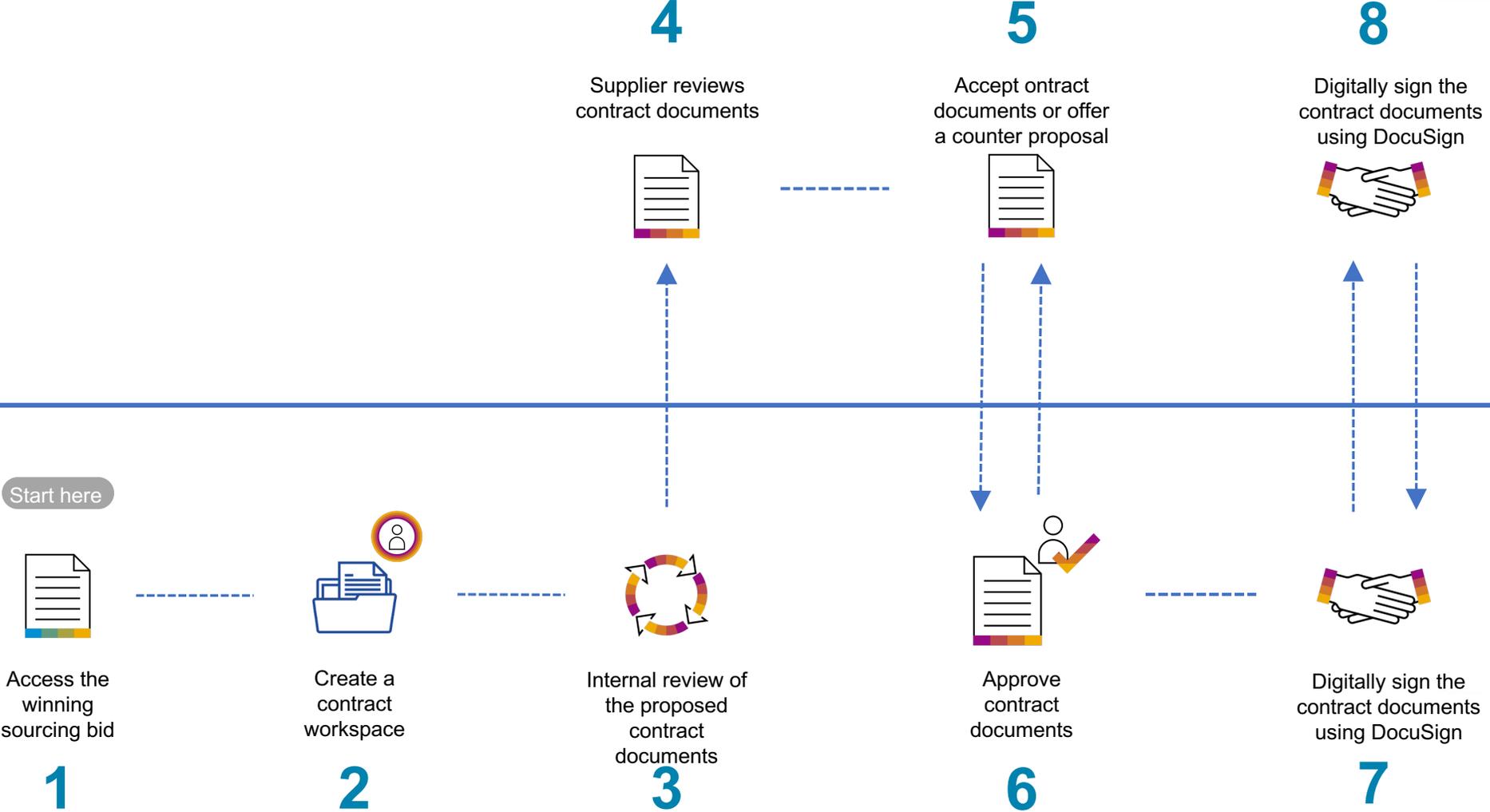
# HIGH-LEVEL CONTRACTS PROCESS FLOW



**Suppliers**

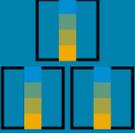
**SAP Business Network**

**SAP Ariba Contracts**



# HIGH-LEVEL CONTRACT AMENDMENT PROCESS FLOW

**Suppliers**



**SAP Business Network**



**SAP Ariba Contracts**

Start here



Gather contract amendment details from supplier or end user

1



Create a Contract Amendment against an existing contract

2



Perform relevant contract amendment analysis

3



Prepare Contract Modification Supporting Document

4



Approve Contract Modification Supporting Document

5



Digitally sign the Contract Modification Document using DocuSign

6



Digitally sign the Contract Modification Document using DocuSign

7



# OVERVIEW

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**A** HIGH LEVEL CONTRACTS  
PROCESS FLOW

**B** HOW TO RESPOND TO CVL  
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# HOW TO RESPOND TO CONTRACTS

B

1. As part of the process to create a new contract with CVL, the selected supplier will receive an email with the subject “**Review Crystal Venture’s Supply Agreement**”

***Important note:***

*Please read the content of the email carefully.*

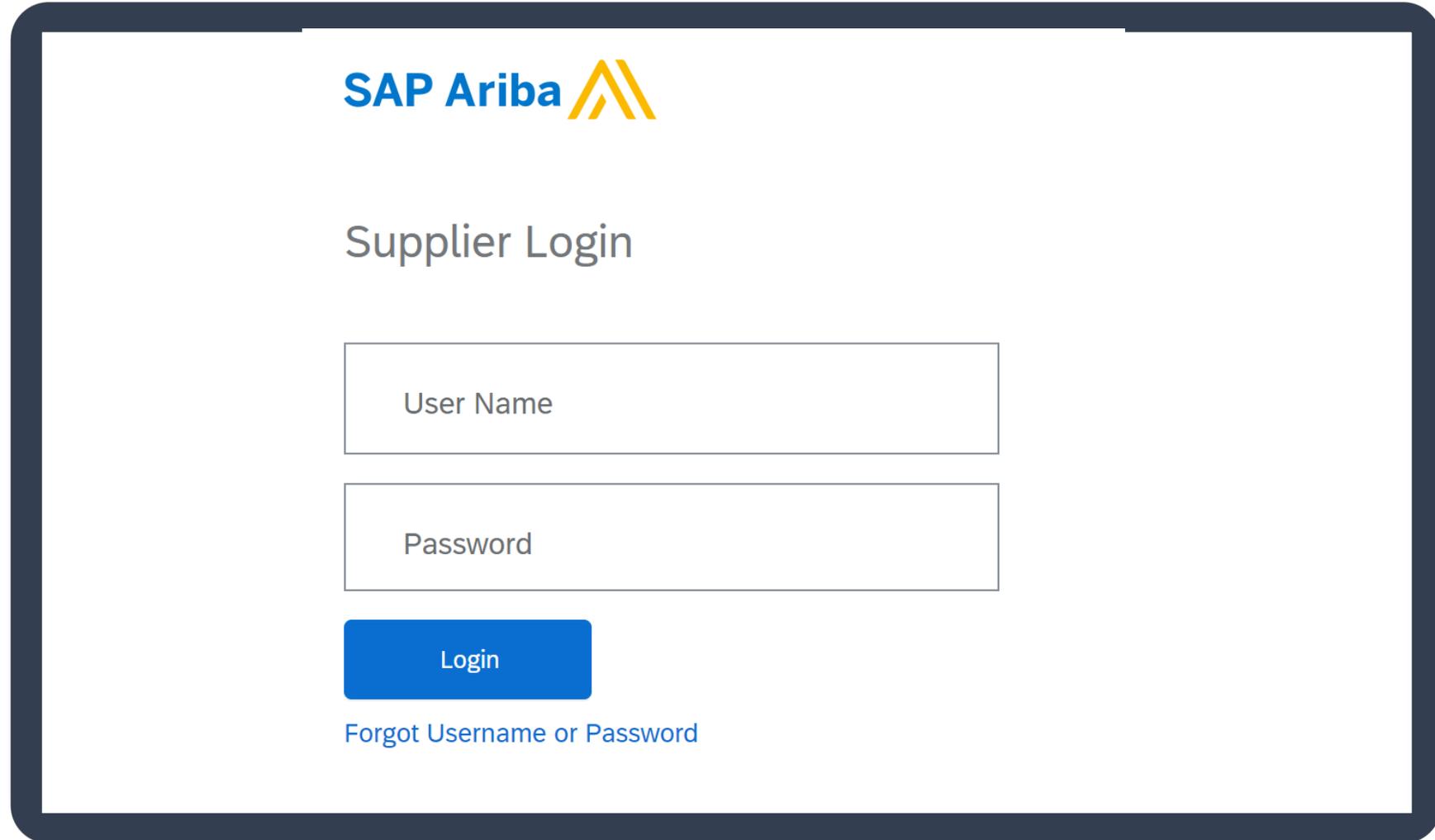
Click on “**Click Here**” to access the Ariba System and the documents for review

A screenshot of an email interface within a dark blue frame. At the top, the subject line reads "CW4531 - Better Me - Contract Workspace (Procurement): Review Contract Agreement Internally". Below this is the HUZA logo with the tagline "LINKING PARTNERS". A file attachment is shown as "Dummy Data Placement.pdf" (33 KB). The main body of the email contains the following text: "CW4531 - Better Me - Contract Workspace (Procurement): Review Contract Agreement Internally", "Task title: Review Contract Agreement Internally", "Task description: 1) Review Contract Agreement.", and "The following notes might also be helpful to you:". Below this, there are two paragraphs of text: "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 CRYSTAL VENTURES LTD-TEST and was originally sent to: thuledu.tshabalala@bayajulaservices.com". The final line reads "System Reference: [Click Here](#) to access the system.", where "Click Here" is highlighted with a red box. At the bottom, there are two buttons: "Reply" and "Forward".

# HOW TO RESPOND TO CONTRACTS

B

2. You will be redirected to the SAP Ariba Supplier Login Page
  - A. Enter your **username**
  - B. Enter your **password**
  - C. Click on the “**Login**” button



**SAP Ariba**

## Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)



# HOW TO RESPOND TO CONTRACTS

B

- Once you are logged in to the Ariba system, the "Negotiation Task" window will appear where you will review CVL' documents.

The contract document can be downloaded to facilitate your review of the agreement.

Click on the document, then select "Download" to download it to your desktop. Add your comments to the document and save it as a new version.

- Once reviewed, you can either accept the proposal or make a counter proposal.
- To counter the proposal click "Create counter proposal".

## 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](#)

[2.Better Me - Contract Workspace \(Procur...](#) / [1. Contract Creation using CVL Template](#) / [Contract Review and Approval](#) / [Review Contract Agreement as Supplier](#)

### TSK963581597 Review Contract Agreement as Supplier

Round 1: Awaiting Response(s) ⓘ

- Supplier Review of the Contract Agreement.
- Once Contract Agreement is Agreed with the Supplier, Save the PDF Version in the Final - Contract Agreement Folder located in the Documents Tab.
- Ensure that the PDF version is also Published

#### CVL Huza Team

Dear Reviewers,  
Please review.  
Regards,  
Management

1

External - Contract Agreements (Read Only)

Edited Contract Agreement ▾

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 ⓘ

2

Accept Proposal ⓘ



# HOW TO RESPOND TO CONTRACTS

B

6. In the “**Counter Proposal**” window add your comments. You must attach documentation with your counter proposal notes.

7. Click on “**OK**” when done. Your counter proposal is sent back to CVL, who will review your feedback.

Ariba Contract Management

Company Settings Chris Jeon Help Messages

Go back to CRYSTAL VENTURES LTD-TEST Dashboard Desktop File Sync

### Counter Proposal

3

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**. [More](#)

Message:

1

Countered

Access Control: (No additional restrictions)

Document Attach Revised Document

2

Choose File Edited Contr...reement.pdf

Or drop file here



# HOW TO RESPOND TO CONTRACTS

B

- CVL Contracts tasks are shown in the **“Ariba Contracts”** drop-down option.
- Click the Contract task **“Link”** to see more Contract details.

The screenshot displays the SAP Ariba Contracts interface. At the top, the SAP logo is followed by a dropdown menu labeled "Ariba Contracts" (highlighted with a red box), "Standard Account", a "Get enterprise account" button, and a "TEST MODE" button. On the right, there are icons for chat, help, and user profile (CJ). Below the header, the page title is "CRYSTAL VENTURES LTD-TEST". A message states "There are no matched postings." To the right, there is a welcome message and the HUZ A logo with the tagline "LINKING PARTNERS". A "Home" link is visible. Below, a "Tasks" section contains a table with columns: Name, Status, Due Date, Completion Date, and Alert. A search button is located to the right of the table. The table shows one task: "Project: CTR- Supply of Pickup (1)" with a status of "In Progress" and a due date of "1/8/2024". The task name "Review Contract Agreement as Supplier" is highlighted with a red box.

Name	Status	Due Date	Completion Date	Alert
Project: CTR- Supply of Pickup (1) Review Contract Agreement as Supplier	In Progress	1/8/2024		



# HOW TO RESPOND TO CONTRACTS

B

10. Once your proposed changes have been reviewed and accepted by CVL, you will be notified via email again. Click on “**Click Here**” to access the Ariba System and the documents for review.

CW4531 - Better Me - Contract Workspace (Procurement): Review Contract Agreement Internally was fully reviewed.



Ariba Administrator <no-reply@ansmtp.ariba.com>

To: Thuledu Tshabalala



Mon 1/8/2024 12:27 PM

CW4531 - Better Me - Contract Workspace (Procurement): Review Contract Agreement Internally was fully reviewed.

**Task Title:** Review Contract Agreement Internally

**Task Description:** 1) Review Contract Agreement.

You are being sent this email because you are the owner of a task that has been reviewed by all people in the approval flow.

This email originated from the Ariba system used by CRYSTAL VENTURES LTD-TEST and was originally sent to: thuledu.tshabalala@bayajulaservices.com

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

← Reply

→ Forward



# HOW TO RESPOND TO CONTRACTS

B

11. You are taken to the Negotiation Task screen again, where you can review the updated contract document from CVL.
12. Review the updated document. If you are satisfied, click “**Accept Proposal**”. If you are not satisfied, click on “**Create Counter Proposal**” again to send feedback to CVL.

The screenshot displays the Ariba Contract Management interface. At the top, the title 'Ariba Contract Management' is visible, along with navigation links for 'Company Settings', 'Chris Jeon', and 'Help'. Below the title, there is a link to 'Go back to CRYSTAL VENTURES LTD-TEST Dashboard' and a 'Desktop File Sync' option. The main heading is 'Negotiation Task', with an 'Exit' button on the right. 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 More'. The task details include 'CTR- Supply of Pickup / Review Contract Agreement as Supplier' and 'TSK963570260 Review Contract Agreement as Supplier' with a status of 'Round 1: Awaiting Response(s)'. A list of instructions is provided: '1) Supplier Review of the Contract Agreement.', '2) Once Contract Agreement is Agreed with the Supplier, Save the PDF Version in the Final - Contract Agreement Folder located in the Documents Tab.', and '3) Ensure that the PDF version is also Published'. The interface shows a message from 'Contract\_Administrator04' to the 'Supplier' with the text: 'Dear Supplier, Please review and reply to us urgently.' Below this is a checkbox for 'External - Contract Agreements (Read Only)' and a 'Draft Contract Agreement' link. On the right, a message states: '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.' At the bottom right, there are two buttons: 'Create Counter Proposal' and 'Accept Proposal', with the latter highlighted by a red box.



# HOW TO RESPOND TO CONTRACTS

B

13. Enter any comments for accepting the contract document and click **“OK”**.
14. Following your acceptance of the contract document, the **“Review CVL Contract Document”** will disappear from you list of tasks on your Ariba Business Network account.
15. CVL will receive your acceptance and will in turn digitally sign the documents and then send them back for supplier signature.

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**. [More](#)

Message:

Proposal Accepted

OK Cancel

SAP Ariba Contracts Standard Account Get enterprise account TEST MODE

CRYSTAL VENTURES LTD-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.

HUZA  
LINKING PARTNERS

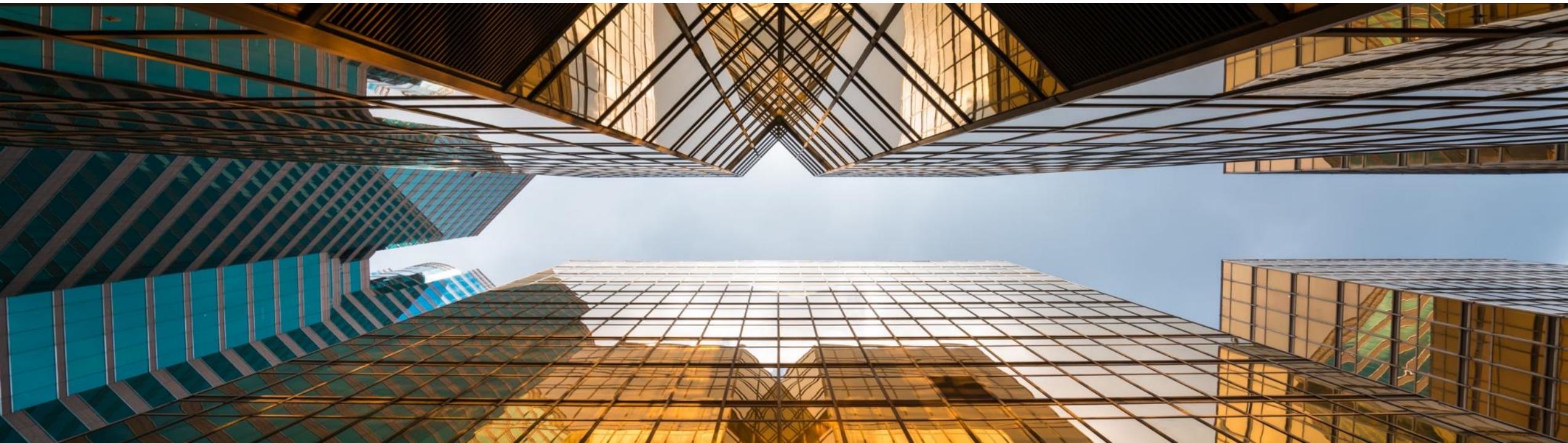
Home

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				



# HOW TO DIGITALLY SIGN DOCUMENTS WITH DOCUSIGN



# OVERVIEW

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**A** HIGH LEVEL CONTRACTS  
PROCESS FLOW

**B** HOW TO RESPOND TO CVL  
CONTRACTS

**C** HOW TO DIGITALLY SIGN  
DOCUMENTS WITH DOCUSIGN



# INTRODUCTION

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- The CVL SAP Ariba Solution uses DocuSign for digitally signing contract documents
- You will be required to sign contract documents digitally using DocuSign
- There are two types of documents that you will be required to digitally sign:
- New Contract Agreements negotiated between you and CVL, and
- Contract Modification Documents negotiated between yourselves and CVL, where an existing contract needs to be amended. The amendments include price adjustments, scope changes, contract extensions and any other amendments that may need to be performed to an existing contract

**Note:**

*It is important to promptly sign the new contract documents or contract modification documents that you have been sent so that new contracts or contract amendments can become effective immediately.*



# DIGITALLY SIGNING DOCUMENTS WITH DOCUSIGN

C

1. Be on the look-out for an email notification containing contract documents negotiated between your organisation and CVL that need to be digitally signed by yourselves.

The subject line will contain the contract number followed by the name of the contract document.

CW71133 - Contract\_Agreement\_.pdf

**DocuSign**



Amanda Francois sent you a document to review and sign.

**REVIEW DOCUMENT**

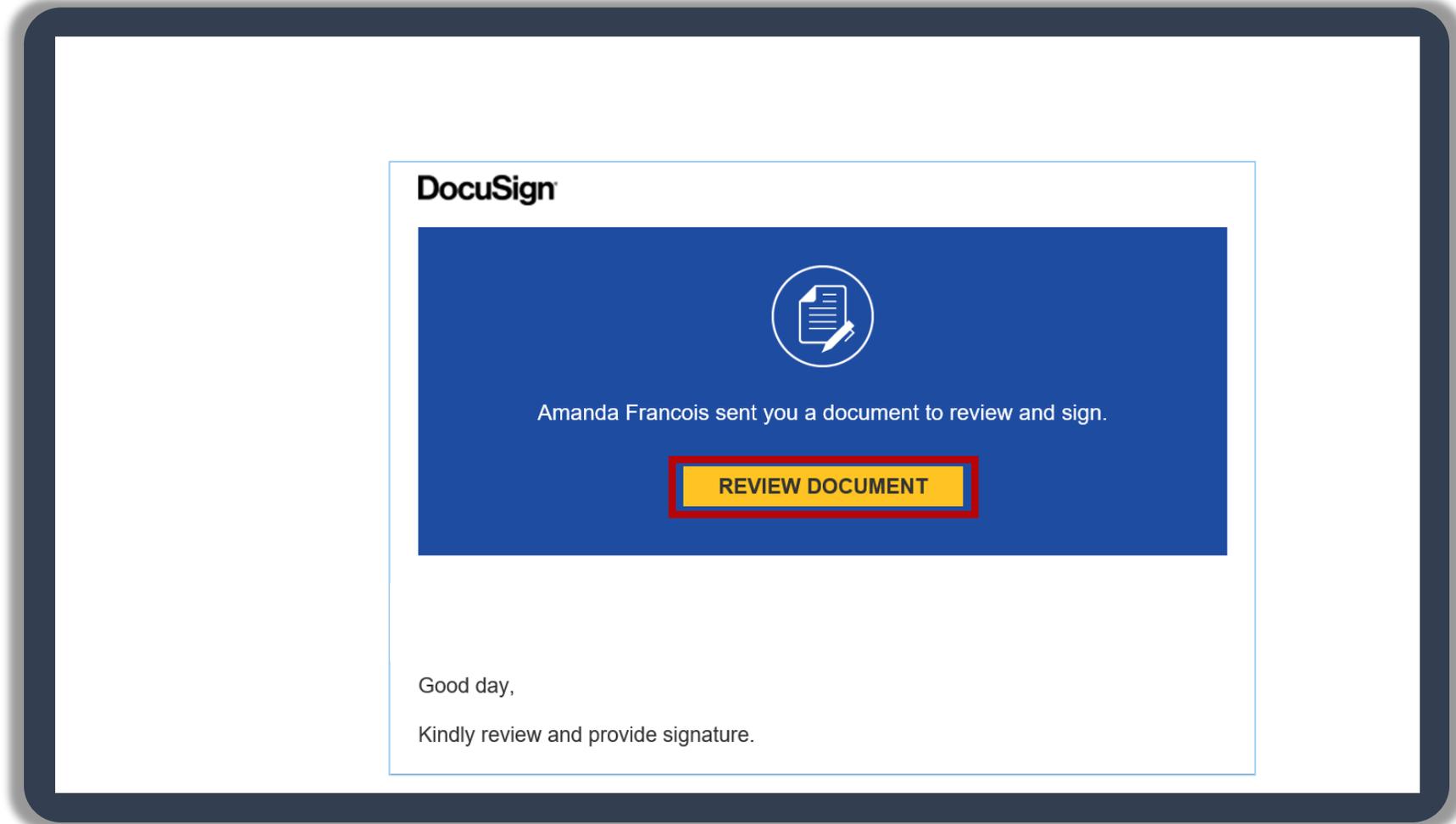
Good day,

Kindly review and provide signature.

# DIGITALLY SIGNING DOCUMENTS WITH DOCUSIGN

C

2. Click “Review Document”.



# DIGITALLY SIGNING DOCUMENTS WITH DOCUSIGN

C

3. The “**Review & Act on these Documents**” window will appear.

Read the “**Electronic Record and Signature Disclosure**”.

Once satisfied, tick the “box” to accept the terms.

Click “**Continue**”.

Please Review & Act on These Documents

DocuSign

View More

Please read the Electronic Record and Signature Disclosure.

I agree to use electronic records and signatures.

CONTINUE

OTHER ACTIONS ▾

NOW, THEREFORE, in consideration of the premises and the mutual promises and covenants contained herein, the parties hereto agree as follows.

"Confidential Information" shall mean

Confidential Information, whether written

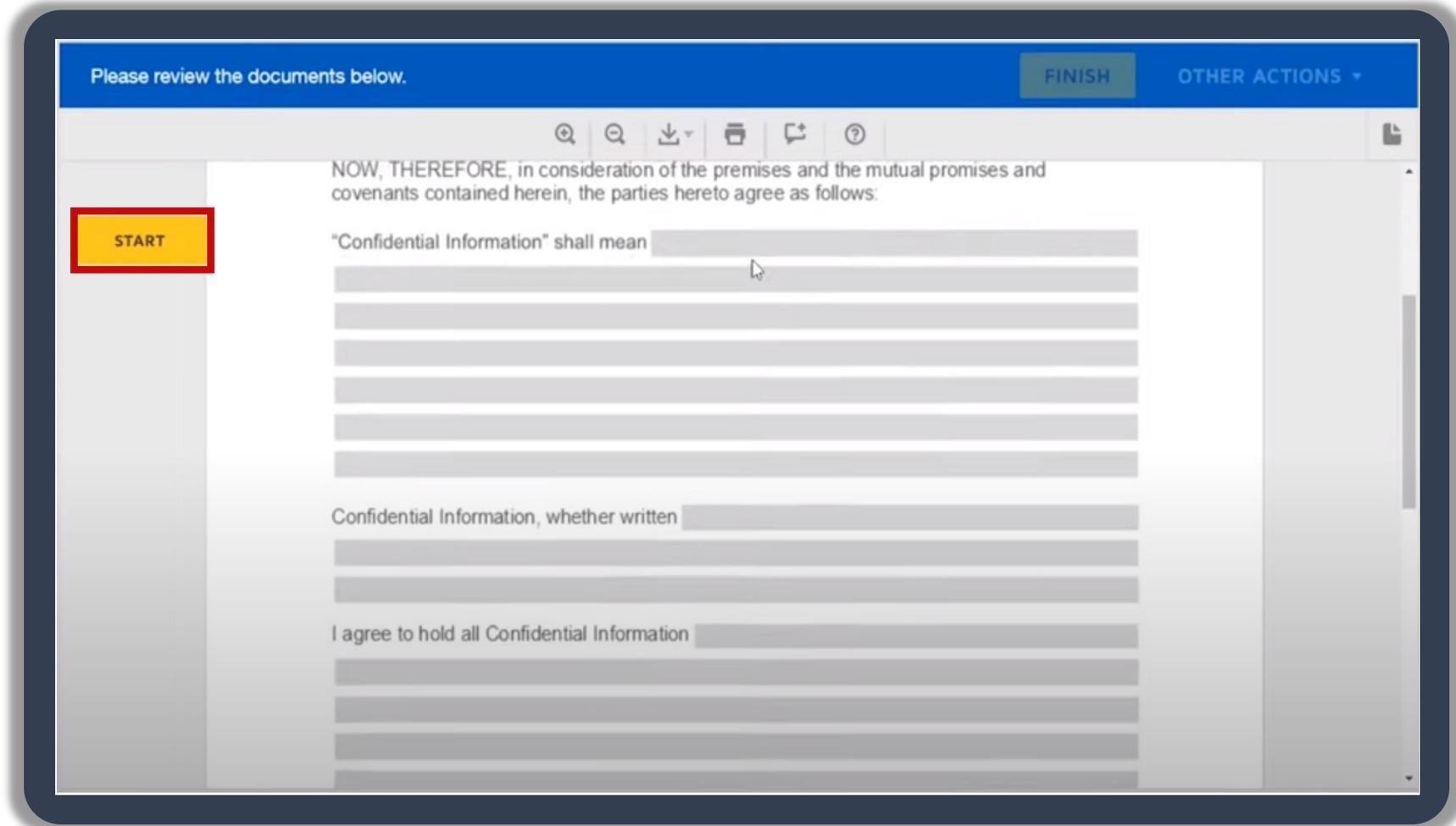
I agree to hold all Confidential Information



# DIGITALLY SIGNING DOCUMENTS WITH DOCUSIGN

C

4. Click “**Start**” to begin the reviewing the contract, followed by the signature process



# DIGITALLY SIGNING DOCUMENTS WITH DOCUSIGN

C

5. To sign the contract:
  - i. Click **“Next”**.
  - ii. Click **“Sign”** to continue.

The screenshot displays the DocuSign interface for signing a document. At the top, there is a toolbar with icons for zooming, searching, downloading, printing, commenting, and help. Below the toolbar, there are several text input fields for providing confidential information and agreeing to terms. A large blue circle with the number '1' is positioned over a yellow 'NEXT' button, which is also enclosed in a red rectangular box. Below this, there are two columns for signing: 'Employee' and 'Manager'. The 'Employee' column has a blue circle with the number '2' above it. A red rectangular box highlights the 'Sign' button (a blue square with a white arrow pointing down) in the 'Employee' column. Below the 'Sign' button are input fields for 'Signature', 'Name' (with a placeholder 'Full Name'), 'Title' (with a placeholder 'Title'), and 'Date' (with a placeholder 'Date Signed'). The 'Manager' column has similar fields for 'Signature', 'Name' (with a placeholder 'Full Name'), 'Title' (with a placeholder 'Title'), and 'Date' (with a placeholder 'Date Signed').

# DIGITALLY SIGNING DOCUMENTS WITH DOCUSIGN

C

6. Input your **“Full Name”** and your **“Initials”**.

In the **“Preview”** section there are three possible ways to sign the contract

- i. A default style
- ii. Draw or
- iii. Upload your signature.

Choose the most applicable and click **“Adopt and Sign”**.

Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

Full Name\* Jane Doe

Initials\* JD

SELECT STYLE DRAW UPLOAD

PREVIEW

DocuSigned by: Jane Doe F9C4CF1ADFA74A3... DS JD

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

# DIGITALLY SIGNING DOCUMENTS WITH DOCUSIGN

C

7. If you choose to draw your signature, you may need to use your mouse or a pen if your computer/tablet has one.

Click **“Adopt and Sign”**.

### Adopt Your Signature ×

Confirm your name, initials, and signature.

\* Required

**Full Name\***  **Initials\***

SELECT STYLE **DRAW** UPLOAD

**DRAW YOUR SIGNATURE** Clear



By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** CANCEL

# DIGITALLY SIGNING DOCUMENTS WITH DOCUSIGN

C

8. If you choose to upload your signature, click **“Upload your Signature”**.

Then select the file containing your signature and click **“Open”**.

Click **“Adopt and Sign”**.

The screenshot shows the 'Adopt Your Signature' interface. The 'Full Name\*' field contains 'Jane Doe'. The 'UPLOAD' tab is selected. A file selection dialog is open over the 'UPLOAD YOUR SIGNATURE' button, showing the 'Downloads' folder. The dialog's 'File name' field and file type filter are highlighted with a red box. A blue circle with the number '2' is next to the dialog. A blue circle with the number '1' is next to the 'UPLOAD YOUR SIGNATURE' button. A blue circle with the number '3' is next to the 'ADOPT AND SIGN' button. The 'ADOPT AND SIGN' button is highlighted with a yellow box. Below the dialog, there is a preview area and a disclaimer: 'By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.'

# DIGITALLY SIGNING DOCUMENTS WITH DOCUSIGN

C

- Complete the rest of the required details, particularly the “Signed at” section.

Click “Finish” when completed.

Done! Select Finish to send the completed document.

2

FINISH OTHER ACTIONS ▾

START

Confidential Information, whether written

I agree to hold all Confidential Information

Employee Manager

Signature *James Harden* Signature

Name James Harden Name

Title **Supervisor** Title

Date 7/28/2022 | 5:30 PM EDT Date

Employee Confidentiality Agreement-Boxes.pdf 1 of 1

FINISH



# DIGITALLY SIGNING DOCUMENTS WITH DOCUSIGN

C

10. You have an option to **save a copy of your document**.

Create a password, select your region/country, then click **“Submit”**.

Save a Copy of Your Document

Sign up for a FREE DocuSign account today and sign all your documents electronically.

Email

Electronically sign any document.

Get signatures from others.

Sign on the go with DocuSign Mobile!

Password

Confirm Password

Country/Region

South Africa

I agree to receive marketing communications and promotional offers from DocuSign.

By clicking the 'SUBMIT' button, you agree to the [Terms & Conditions](#) and [Privacy Policy](#).

**SUBMIT** NO THANKS

1

2

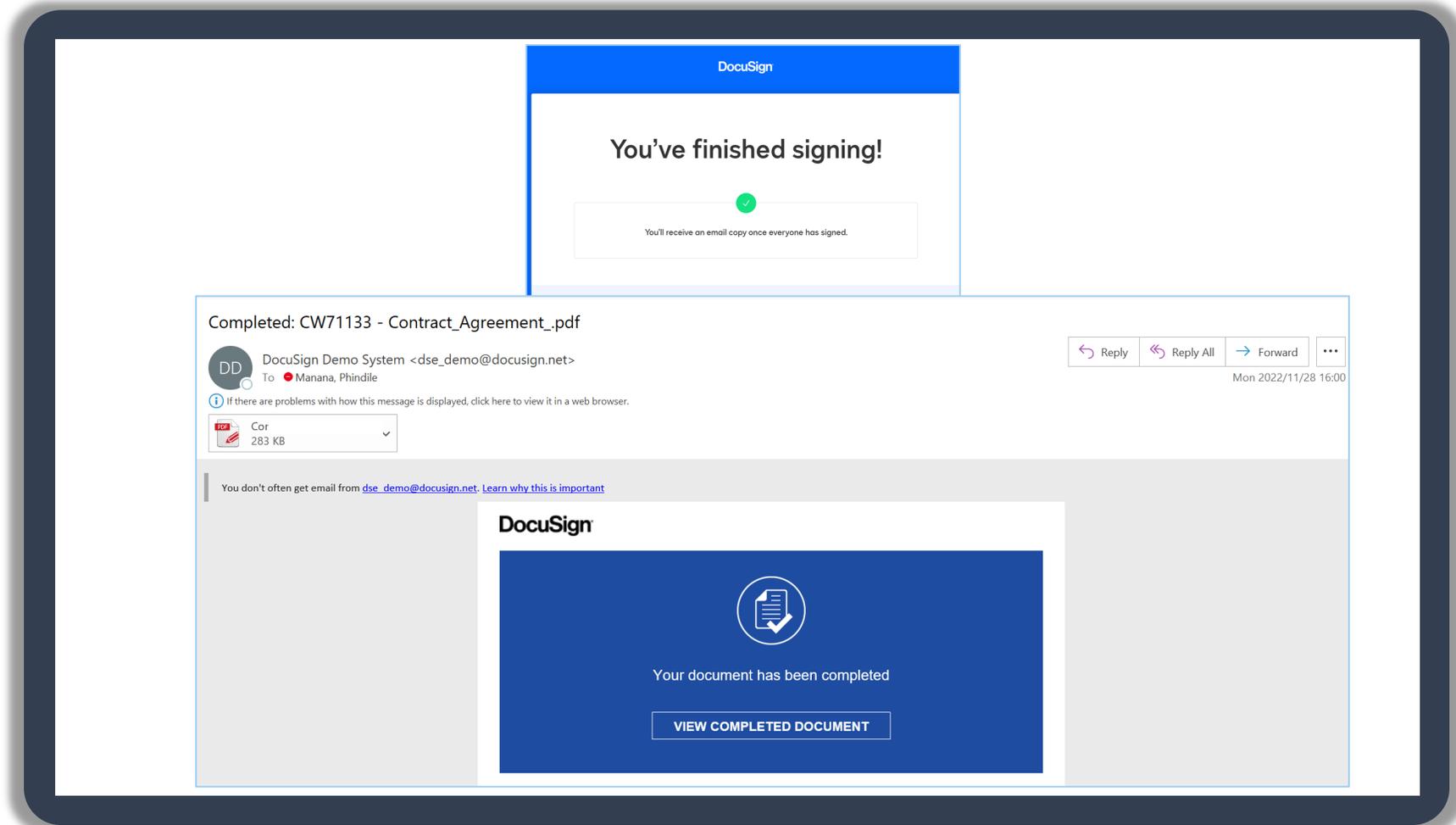
3

# DIGITALLY SIGNING DOCUMENTS WITH DOCUSIGN

C

10. You have completed digitally signing your contract document. **Congratulations** on signing your contract!

You can view your document as a PDF or login to DocuSign to view it.



**THANK YOU**

