

This **Supplier Quick Guide** shows you how to...
**WORK WITH AGREEMENT
DOCUMENTS IN ARIBA**

...in **three simple steps**

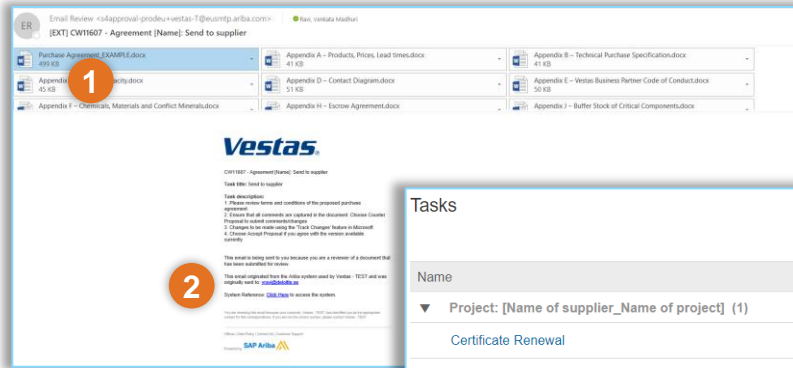


1. VIEW AGREEMENTS FROM VESTAS

Step-by-step

1. When you receive an agreement (e.g. contract or NDA) from Vestas, you will be notified by email. The documents are attached to the email.
2. Your task is described in the email. Click the link to access Ariba.
3. On this page, you will be able to see all tasks from the buyer related to contracts, NDAs and amendments.
4. Click on the project that links to the agreement, that you would like to work with.

Illustration



Tasks

Name	Status	Due Date	Completion Date	Alert
▼ Project: [Name of supplier_Name of project] (1)				
Certificate Renewal	⚠	Notifying	11/20/2019	
▼ Project: Agreement [Name] (1)				
Send to supplier	📄	In Progress		
▼ Project: test_NDA replace doc (2)				
Review Terms & Conditions	📄	In Progress		
send for the update	📄	In Review		
▼ Project: UAT1_NDA_CAPEX_LABCA (4)				
Review and Accept Terms & Conditions	📄	In Progress		

Tips & Tricks

- Please read the 'Task description' in the email to understand the steps required for the specific task.
- You can also view the agreement in Ariba when you log in directly from your browser: To access contracts, click on 'Ariba Network' in the top navigation pane and select 'Ariba Contract Management'.

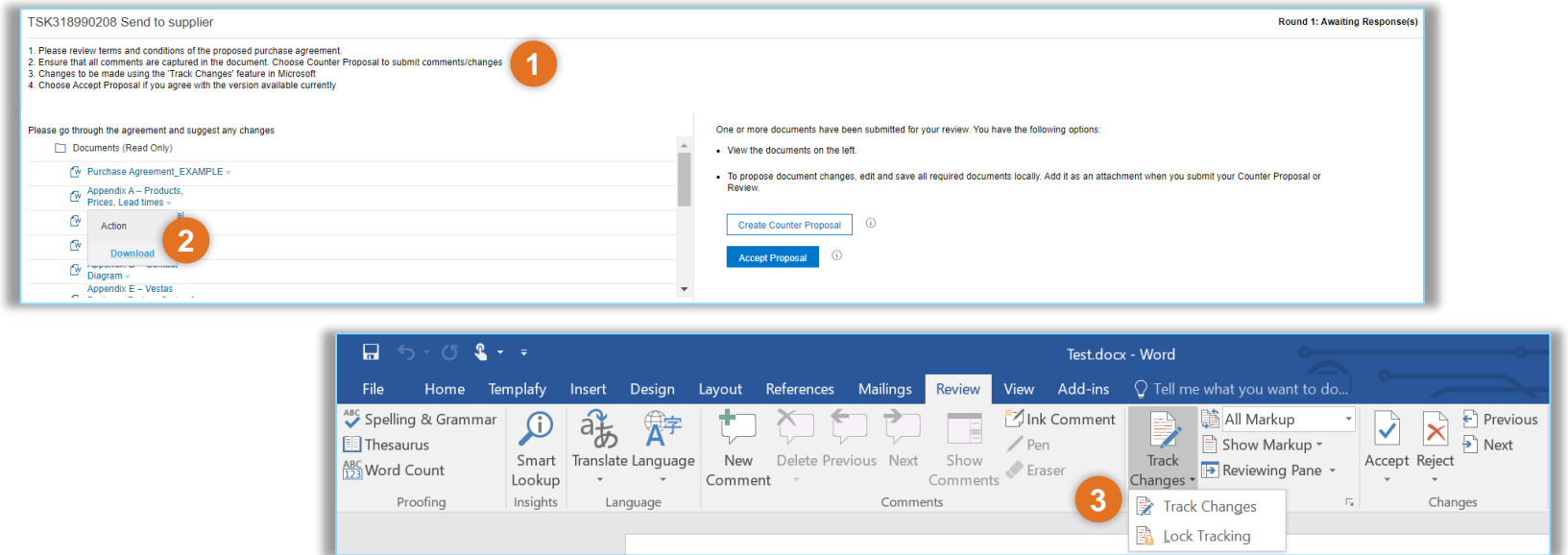


2. DOWNLOAD AND EDIT AGREEMENT DOCUMENTS

Step-by-step

1. In the subsequent page, you can see the details of the agreement. Your task is described here.
2. Click on the relevant agreement document(s) and click 'Download' to save a local copy of the document.
3. In the word document, ensure that you enable the feature 'Track Changes'. This allows for the buyer and supplier to follow changes proposed by either parties.
4. In the word document, plug in the changes that you would like to propose.

Illustration



Tips & Tricks

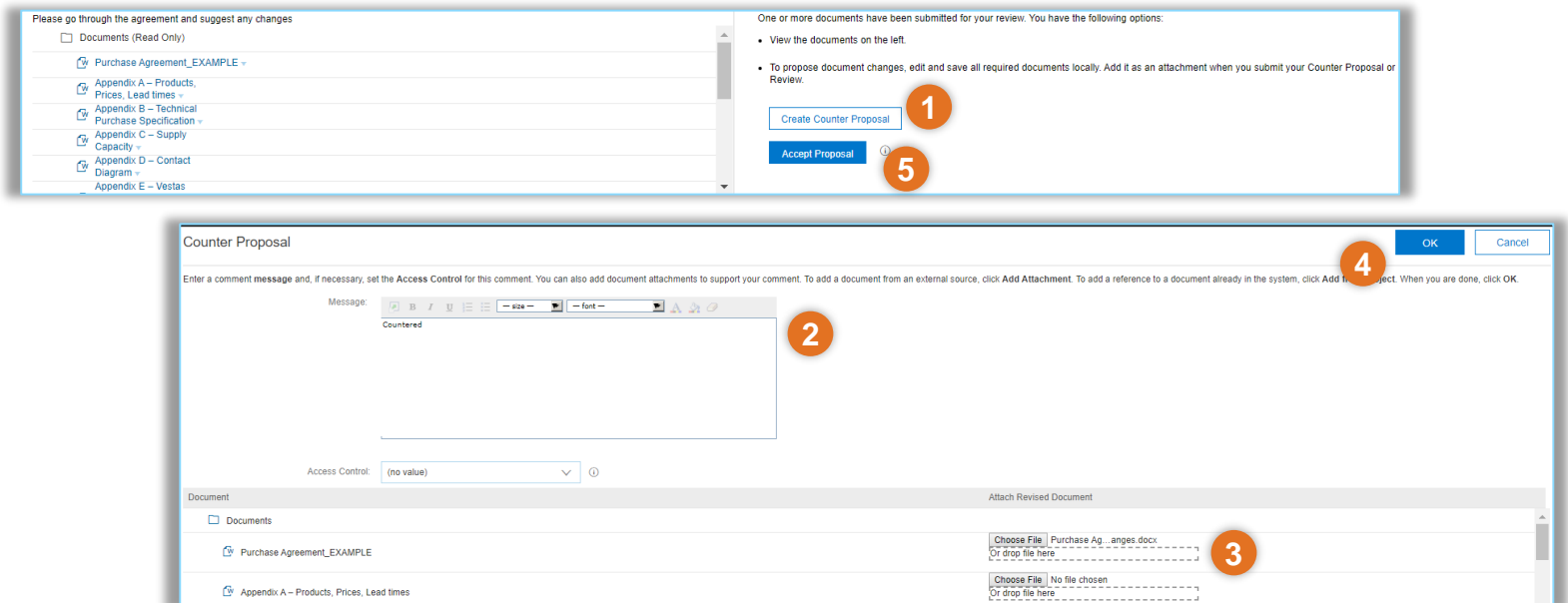
- Make sure that you save the document(s) after you make any changes.

3. COUNTER OR ACCEPT PROPOSAL

Step-by-step

1. Back in Ariba, click on 'Create Counter Proposal'.
2. In the subsequent page, enter any message or comments to the buyer.
3. Upload the updated document(s).
4. Click 'OK' to save the changes.
5. If you have no proposed changes, click directly on 'Accept Proposal'. The agreement document(s) will be accepted as they appear in the documents panel on the left of the page.

Illustration



Tips & Tricks

- If the buyer responds with another round of changes, you can follow the same set of steps to complete the task.
- The list of tasks will be updated automatically. Only pending tasks will be displayed.

NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and guides** from the Digital Procurement program in Vestas, visit our [website](#)



For general **Ariba resources**, visit the [Ariba Supplier Portal](#)

