

Suppliers

How to respond a contract negotiation event

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eContracts - Initial remarks

eContracts is our platform to negotiate contracts with you as Supplier. It is hosted by SAP ARIBA, a procurement cloud-base solution. eContracts will be used for negotiation purposes, but also to electronically sign the contract once the negotiation has finalised through an interface with DocuSign

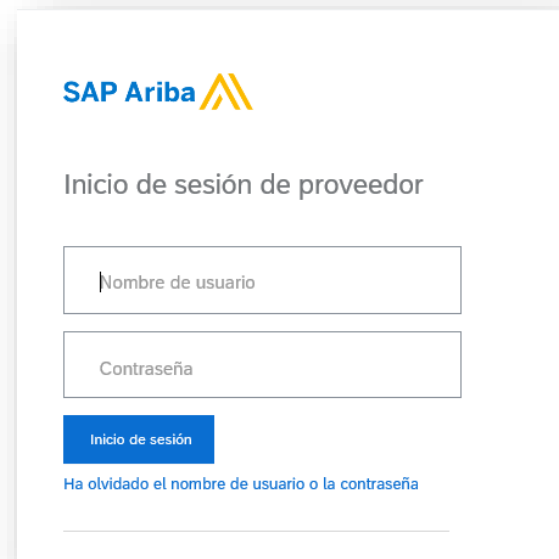
Initial remarks

- According to our standard contracting processes Almirall will propose terms and conditions that will govern the contracting activity with you as supplier.
- Generally, negotiation will take place in our eContract tool hosted by SAP Ariba. Only in exceptional cases, negotiation might take place outside of the tool.
- All suppliers will be requested to inform and confirm the contact person within the organisation to receive the draft of agreement, for negotiation purposes.
- When the project is awarded, you will receive a notification by e-mail from the corresponding Lead buyer or a message from Ariba to access to the platform.
- All contracts will be proposed to be signed through DocuSign, a global lead solution to sign and store contracts electronically

eContracts – Tips & tricks

Here you have some tips and tricks to handle the negotiation process through SAP ARIBA

1. Use the Word document from the e-mail. Only a word(x) version can be uploaded in Ariba
2. Keep the Word tracking option in order to ease the review and the changes tracking
3. You can share the document within your organisation outside of the platform to consolidate comments and edits
4. Once you have the final version to be proposed to Almirall by your organisation, use the e-mail link to upload the reviewed draft in Ariba



The screenshot shows the SAP Ariba login interface for a provider. At the top, the 'SAP Ariba' logo is displayed. Below it, the text 'Inicio de sesión de proveedor' (Provider login) is centered. There are two input fields: 'Nombre de usuario' (Username) and 'Contraseña' (Password). A blue button labeled 'Inicio de sesión' (Login) is positioned below the password field. At the bottom, there is a link that says 'Ha olvidado el nombre de usuario o la contraseña' (Forgot username or password).



IMP! You need an ARIBA Network account to access the platform

eContracts – Step by step process

Step 1. Supplier's business contact will receive an email from Ariba with the following information to initiate the negotiation event



eContracts – Available options

Step 2. Once you have accessed the platform, you will be requested to create a counterproposal or accept the one sent by Almirall as shown below

The screenshot displays the Ariba Contract Management interface. At the top, the header reads "Ariba Contract Management" with user information "Company Settings" and "Sara Bueno". Below the header, a navigation bar includes a link "< Go back to ebuy Almirall - TEST Dashboard" and a "Desktop File Sync" button. The main section is titled "Negotiation Task" with 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 [More](#)". Below this, the task details are shown: "Test Sara_Suppliers Training / Negotiation for Main Agreement". The specific task is "TSK380963155 Negotiation for Main Agreement" with a status of "Round 1: Awaiting Response(s)". The email body content includes: "AAA", "Sara Bueno Ortin", "Dear Supplier,", "Please find the Contracts attached for revision.", "BR,", and "Sara Bueno". At the bottom left, there is a link "Main Agreement" with a dropdown arrow. On the right side, a message states: "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 the list, two buttons are shown: "Create Counter Proposal" and "Accept Proposal", both with information icons. A red box highlights these two buttons, and a red arrow points from a text box on the right to the "Create Counter Proposal" button.

You can Create a counterproposal or Accept the one sent by Almirall

eContracts

Step 3. Select “Counter Proposal” to propose an alternative wording to Almirall

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

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 [More](#)

Message:

Countered

You can include a message

Access Control:

Document

Main Agreement

Attach your draft with changes

Additional Attachments

No items

Delete

Add attachment

Add an additional attachment if you deem it convenient

OK

Cancel

eContracts

Step 4. If you are in agreement with the version proposed by Almirall, you can accept the proposal

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.

You can include a message and then click Ok

Create Counter Proposal ⓘ

Accept Proposal ⓘ

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 [More](#)

Message:

Rich text editor with toolbar (Bold, Italic, Underline, Bulleted List, Numbered List, Size, Font) and content area containing "Proposal Accepted".

Access Control:

Dropdown menu with a downward arrow and an information icon.

Additional Attachments

No items

Delete

Add attachment

OK

Cancel

eContracts

Step 5. If you scroll down the page, you will find all the history (versions and messages) related to the negotiation event

Properties

Task History

Owner

Sara Bueno Ortin

Dear Supplier,

Please find the Contracta attached for revision.

BR,

Sara Bueno

View

Threaded

Chronological

History

Past Versions

Show / Hide Columns

Owner

Date

Threaded

Date

26/03/2020 10:57

Counter Proposal

OK

Cancel

The revised file name Daniela_Test_4.docx does not match the reference file name Main Agreement.docx. You can ignore this warning if you are sure it is the correct file, otherwise please click the Delete Attachment button to delete Daniela_Test_4.docx.

It is easier to review the tracking by choosing "chronological order" option

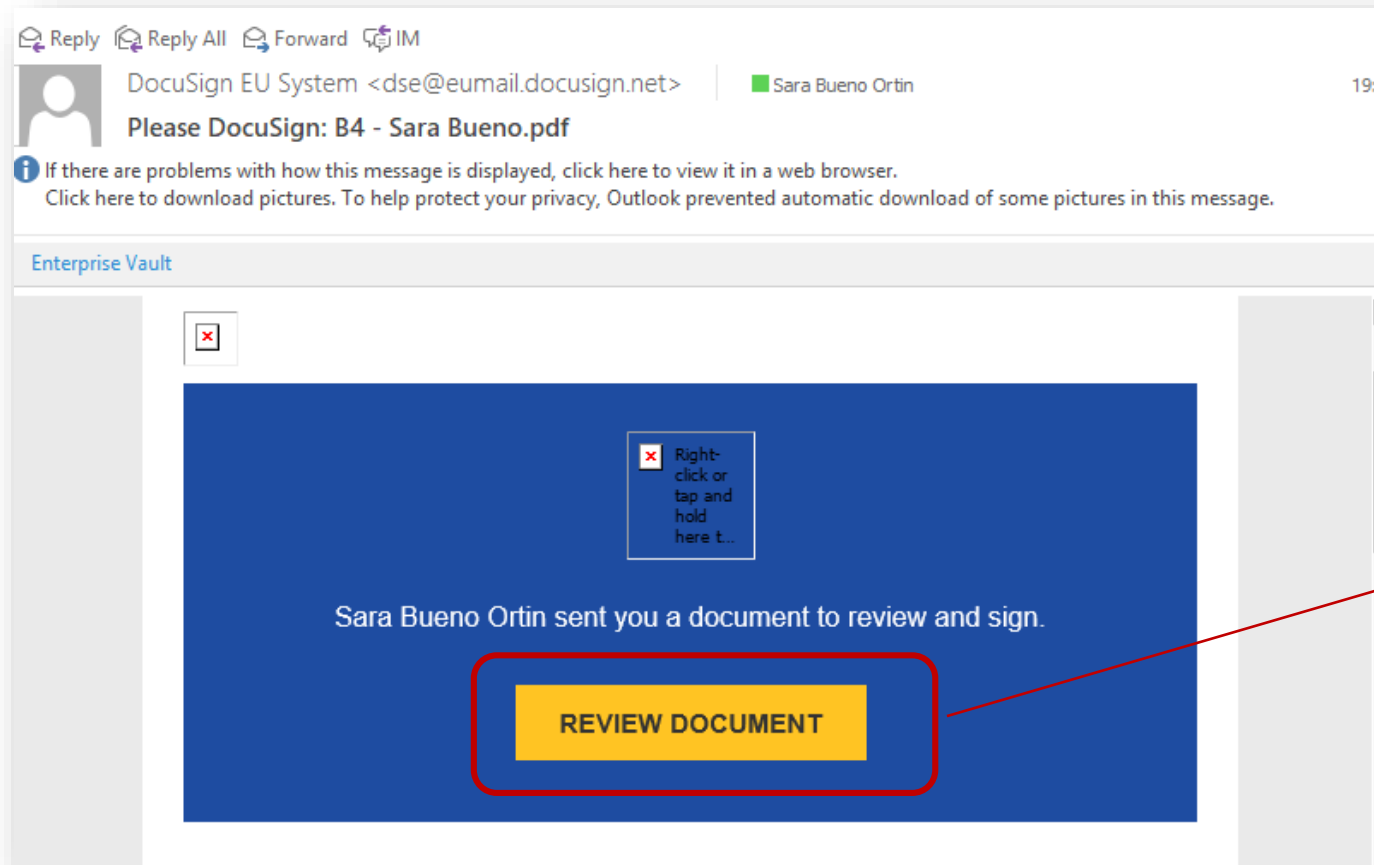
It is easier to review the tracking by choosing "chronological order" option

If this message appears regarding the Contract doc title just click again on Accept

If this message appears regarding the Contract doc title just click again on Accept

eContracts

Step 6. When the contract has been agreed, you will be requested by Almirall to provide the email address of the signer from your organisation. The recipient will be receiving the contract for signature purposes through DocuSign



Signer must click on "Review Document" to start the signature process

eContracts

Step 7. The link in the email will take the signer to the DocuSign platform. The process is very simple and intuitive

1. Click on Continue
2. Search the yellow “Sign” labels
3. Click on them and adopt your signature by selecting a style or drawing it
4. The flag (number 2) will be replaced by your adopted signature (number 4)

Please Review & Act on These Documents

Sara Bueno Ortin
Almirall S.A.

Powered by DocuSign

Please review the documents below.

CONTINUE OTHER ACTIONS ▾

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Sara Bueno Ortin Initials* SBO

SELECT STYLE DRAW

PREVIEW Change Style

DocuSigned by: Sara Bueno Ortin DS DAB4A988FABA4E4...

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

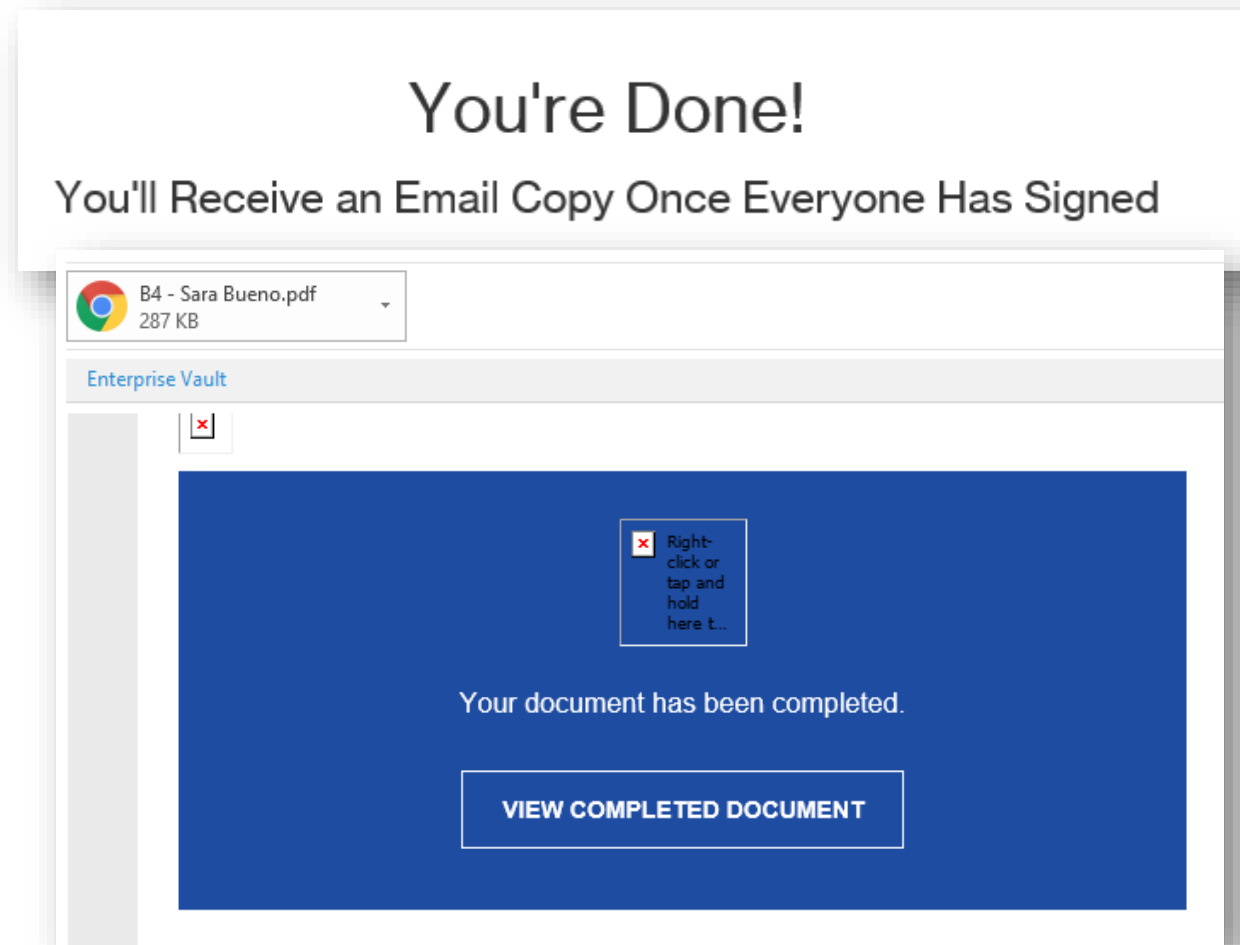
Sign

Required - Signature Applied

DocuSigned by: Sara Bueno Ortin DAB4A988FABA4E4...

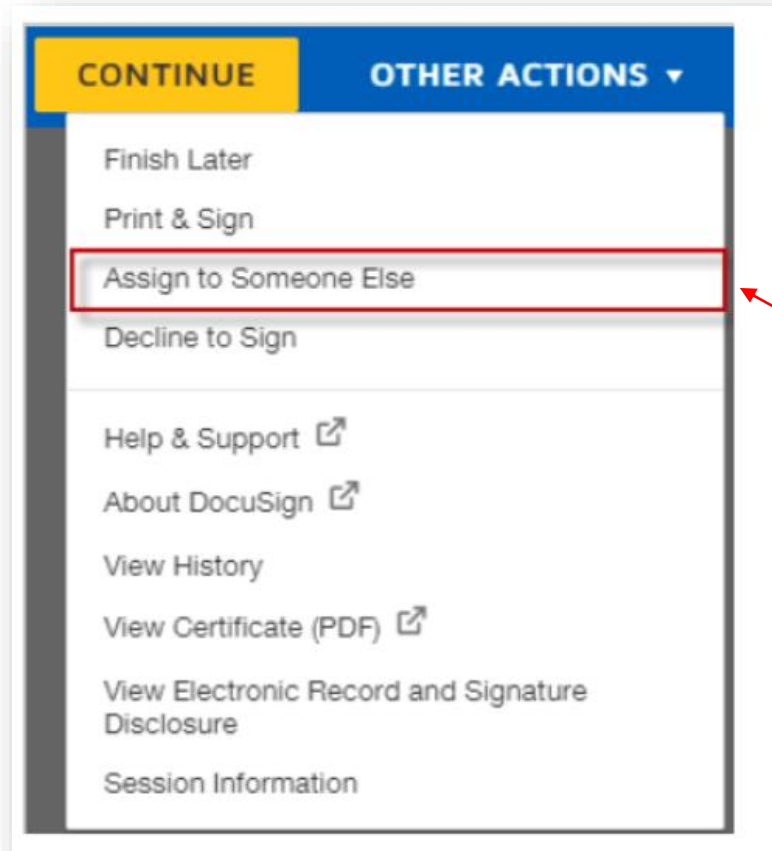
eContracts

Step 8. Click on “FINISH” to end the process. You will receive the document executed once all the signers of the document have completed the signature process



eContracts

Step 9. If you are not the signer, you can delegate the signature to someone else within your organisation by clicking on “Other Actions” and selecting the option “Assign to Someone Else”



Once you assign the task, the signature will be only available to the new signer and you will not be able to sign the document



Thank you