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**InterGlobe Aviation  
Limited**

**Buyer Manual:  
SAP ARIBA Contract  
Management**

## Document Control Information

### Document Information

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<b>Date</b>	<b>Name</b>	<b>Organization/Title</b>	<b>Comments</b>
1.5.2023	Mr. Sumit Kesharwani	Deloitte	

## Table of Contents

<b>1. Introduction:</b>	<b>4</b>
Purpose: .....	4
Applicable Business Roles: .....	4
Triggers: .....	4
Prerequisites: .....	4
URL: .....	4
<b>2. SAP Ariba Login:</b>	<b>5</b>
<b>3. Contract Creation from Dashboard:</b>	<b>6</b>
<b>4. How to Start To-Do task</b>	<b>10</b>
<b>5. How to Edit Team</b>	<b>11</b>
<b>6. How to Start &amp; Complete Internal Review task</b>	<b>13</b>
<b>7. How to Complete an Internal Review Task by Project Owner</b>	<b>16</b>
<b>8. How to Start Internal Review by Legal Task</b>	<b>17</b>
<b>9. How Legal Representative Completes Internal Review</b>	<b>18</b>
<b>10. How Project Owner Complete Internal Review by Legal Task</b>	<b>22</b>
<b>11. How to Start the Negotiation Task</b>	<b>24</b>
<b>12. How to Start Internal Review After Negotiation Task</b>	<b>30</b>
<b>13. How to Complete Internal Review After Negotiation Task by Procurement Executive</b>	<b>31</b>
<b>14. How to Start the Negotiation Task Again</b>	<b>36</b>
<b>15. How to Start the Internal Review by Legal Executive task</b>	<b>41</b>
<b>16. How Legal Representative Completes Internal Review</b>	<b>42</b>
<b>17. How to Finalize Agreement</b>	<b>46</b>
<b>18. How to Start the Approval for Final Contract Container</b>	<b>50</b>
<b>19. How to Approve/Deny via Email</b>	<b>52</b>
<b>20. How to Approve from System</b>	<b>53</b>
<b>21. How to Finalize the Document</b>	<b>55</b>
<b>22. How to Create Contract Line Items Document</b>	<b>58</b>
<b>23. How to Publish the Contract Workspace</b>	<b>61</b>
<b>24. How to Amend Contract</b>	<b>63</b>

## **Introduction:**

### **Purpose:**

This buyer manual document is intended to illustrate how to perform Creation of Contract Workspace from Dashboard as well as from Sourcing Award. This document will describe in a lucid yet detailed way the procedure required to Contract Creation and Contract Amendment in SAP Ariba Standalone system

### **Applicable Business Roles:**

This buyer manual is applicable to the following business roles:

- Business User Department
- Procurement Department
- Finance Department
- Tax Department
- Legal Department
- Suppliers
- \*Fixed Asset Team\_ In case of Fixed Asset contracts

### **Triggers:**

- NA

### **Prerequisites:**

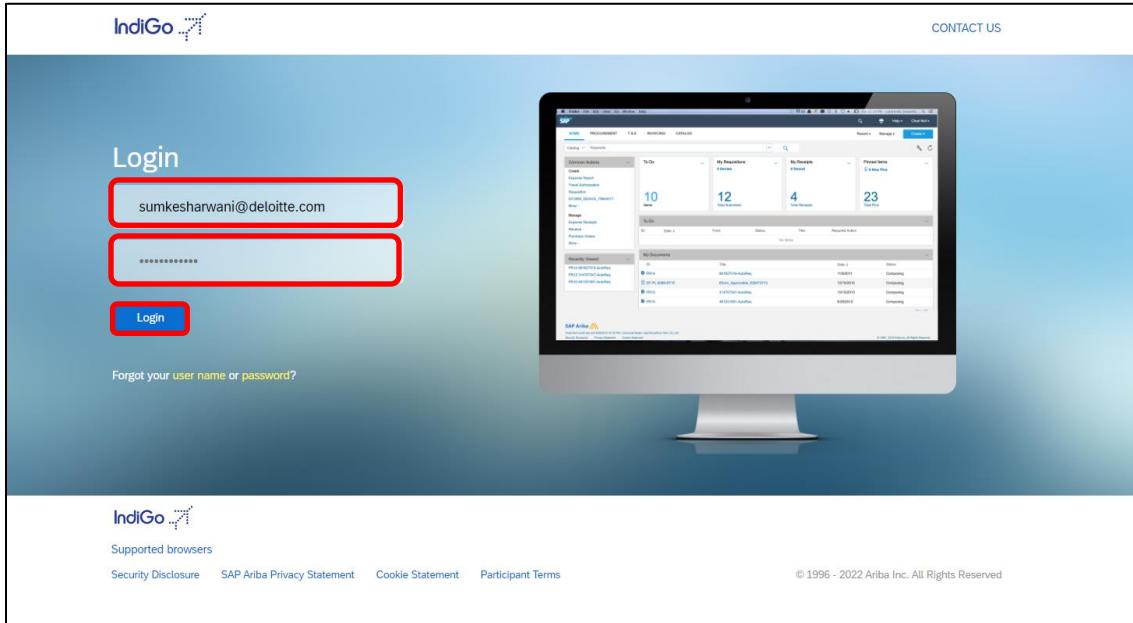
- Ariba Contract URL
- Ariba Credentials

### **URL:**

- Test Realm: <http://interglobbee-procurement-t.sourcing3.ariba.com/>
- Production Realm: <http://interglobbee-procurement.sourcing3.ariba.com/>

## 1. SAP Ariba Login:

1. Open the browser, Enter URL: <http://interglobee-procurement.sourcing3.ariba.com>. Login page will appear, Enter the **Username & Password**. Click on **Login**

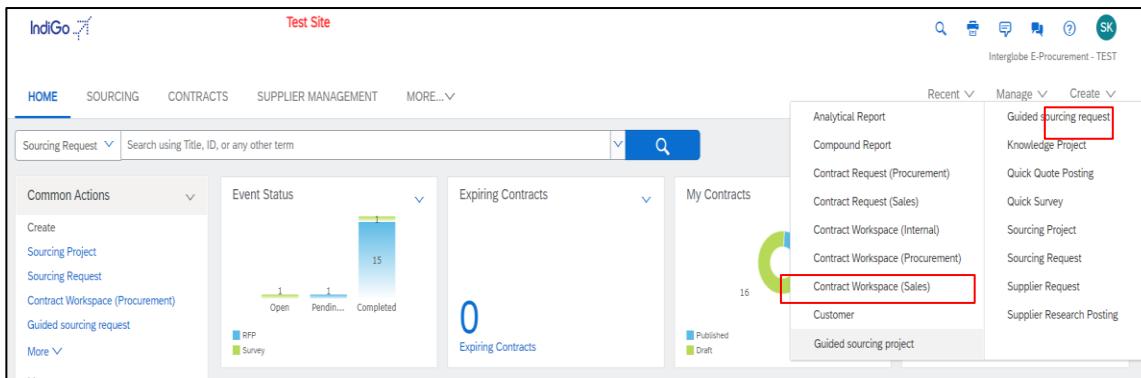


2. After clicking on "Login" button, User will land on **Ariba Dashboard** and have visibility of different tiles consisting of various type of data

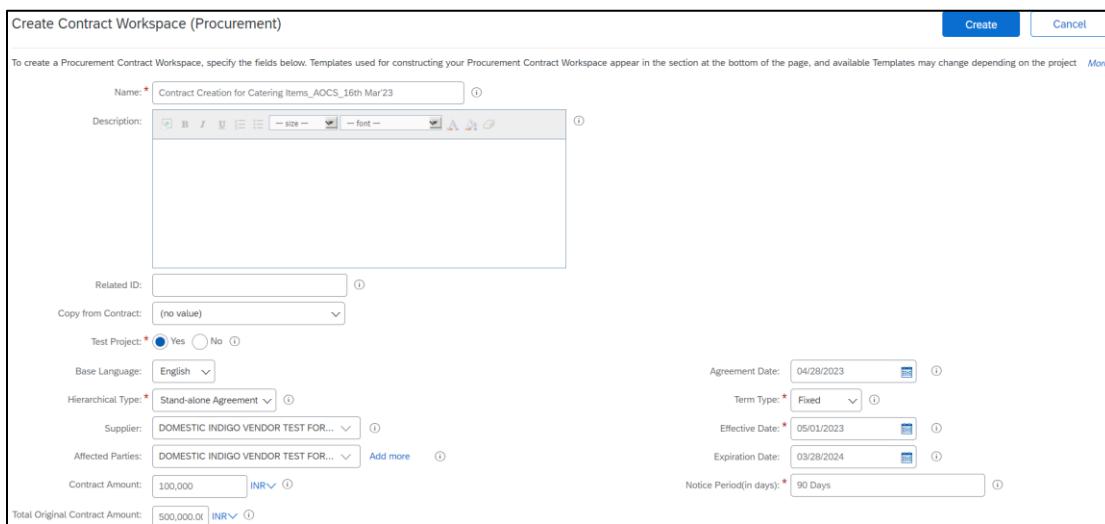
## 2. Contract Creation from Dashboard:

### Contract Creator have to perform Contract Creation, Review, Negotiation, Approval and Signature

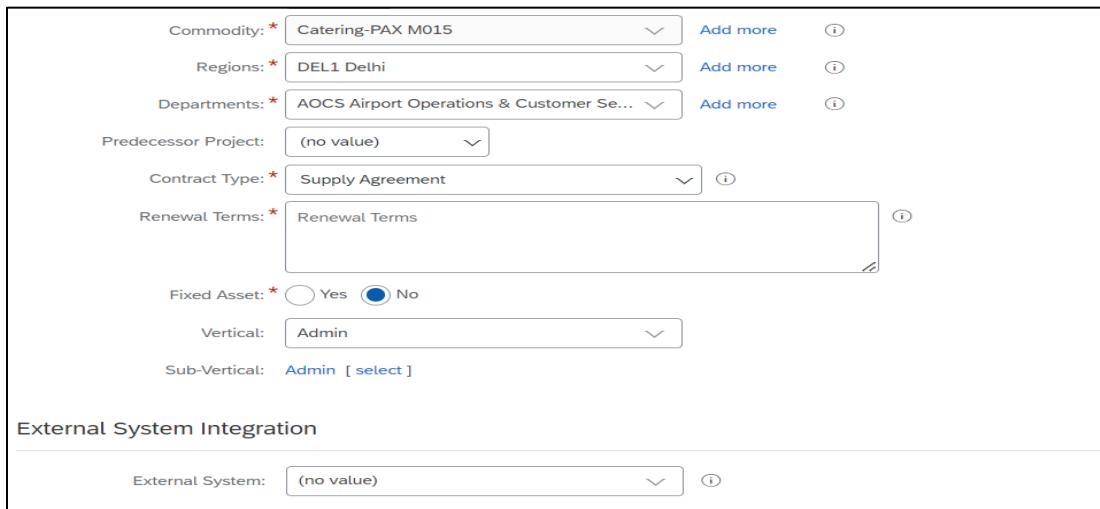
- To Create the contract from dashboard, click on Create and then Contract Workspace (Procurement)



- Once you click on the contract workspace, you will fill the header fields and then click on create.



The screenshot shows the 'Create Contract Workspace (Procurement)' form. The 'Contract Workspace (Procurement)' option is highlighted in a red box. The form includes fields for Name, Description, Related ID, Copy from Contract, Test Project, Base Language, Hierarchical Type, Supplier, Affected Parties, Contract Amount, Total Original Contract Amount, Agreement Date, Term Type, Effective Date, Expiration Date, and Notice Period (in days).



Commodity: \* Catering-PAX M015

Regions: \* DEL1 Delhi

Departments: \* AOCS Airport Operations & Customer Se...

Predecessor Project: (no value)

Contract Type: \* Supply Agreement

Renewal Terms: \* Renewal Terms

Fixed Asset: \*  Yes  No

Vertical: Admin

Sub-Vertical: Admin [ select ]

**External System Integration**

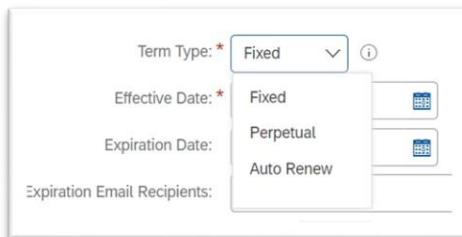
External System: (no value)

- **Some Header Level Fields Definitions:**

- i. **Name:** Pls enter Title of the Project, for example Contract Creation for Catering Items\_AOCS\_16th Mar'23
- ii. **Test Project:** If creating Test Project, Select "Yes" else "No"
- iii. **Hierarchy Type:** Select the Hierarchy Type from the drop down –
- iv. **Stand-alone Agreement:** Select this when there is no Hierarchy means you are creating an independent Contract workspace
- v. **Master Agreement:** Select if you are creating a parent (master)agreement
- vi. **Sub Agreement:** Select if it is a child agreement to a master agreement
- vii. **Supplier:** Add the organisation name with contract is to initiate
- viii. **Affected Parties:** Add the parties affected with this agreement
- ix. **Contract Amount:** Enter the value of contract
- x. **Commodity:** Select the Commodity for which contract is initiated
- xi. **Regions:** Select the Region for which contract is required. Multiple Selection of regions are possible
- xii. **Departments:** Select the Departments for which contract is required
- xiii. **Contract Type:** Select the type of contract what's to create i.e., Supply, Service, AOCS, Manpower etc.
- xiv. **Renewal Terms:** Can specify the terms which can be finalised with supplier if further renewal is done. In case of no terms pls mention NA
- xv. **Fixed Asset:** Choose when contract is initiated for Fixed Asset like building, machinery, or any capex item. In this case the Fixed Asset time also comes in pictures during approval
- xvi. **Vertical:** Select the vertical
- xvii. **Sub-Vertical:** Select the associated sub-vertical

**xviii. Agreement Date:** Date of agreement

xix. **Term Type:** The Term Type controls the behaviour of the contract when it reaches the date specified in the Expiration Date. Setting this to Auto Renew causes the contract to automatically extend past the expiration date. When using Auto Renew, you must also specify Renewal Interval and Maximum number of Renewals. Setting Term Type to Fixed means that it will expire permanently on the Expiration date. You can extend the contract even for this type, but it must be done manually by Amending the contract and changing the Expiration Date. Setting Term Type to Perpetual means that the contract will never expire. This is sometimes known as an Evergreen Contract. Depending on what you set the Term Type to, the fields available might change



The screenshot shows a dropdown menu for 'Term Type'. The selected option is 'Fixed'. Other visible options include 'Perpetual' and 'Auto Renew'. There are also icons for a calendar and a question mark.

**xx. Effective Date:** Date on which the contract becomes effective

xxi. **Expiration Date:** The date on which the contract expires. Only used in workspace with Fixed or Auto renew term types

xxii. **Notice Period:** The Notice Period controls the amount of time before the current expiration date a notification is required for changes to a contract. Setting the Notice Period to 0 means there is no Notification Period applicable for this contract, and no email reminders are sent.

- Fill the external system integration fields (if required, in case of integration scenario)
- Select the Template and give answer to below questions in dropdown:

InterGlobe\_Contract Workspace Template (Standard)

This template is use in case of New Requirement and Non Standard Main Agreement

Will buyer paper or supplier paper be used for this contract?  Buyer Paper

What termination clause is required for this contract?  Termination by buyer with 14 days notice

- Users will reach on **Overview** tab of Contact Workspace where can find out the unique id

Contract Workspace (Procurement)

Overview Documents Tasks Team Message Board History

Contract ID: CW4157

Version: Original  
Owner: Sunit Keshavani (i)  
Test Project: Yes (i)  
Commodity: MAGGI NOODLES 200 GM 78 (i)  
Base Language: English  
Regions: DEL1 Delhi (i)  
Departments: All All (i)  
Access Control: (No restrictions - Accessible to all users) (i)  
Description: (i)

Actions Process

- Prepare & Draft
- Internal Review
- Negotiate Contract
- Internal Review After Negotiation
- Finalize
- Contract Approval
- Contract Signature
- Finalize & Publish

External System Integration

External System: (no value) (i)

Announcements

Welcome to the project!

New Details

30/03/2023 Sunit Keshavani

Contract Attributes

Related ID: (i)  
Last Published: (no value) (i)  
Hierarchical Type: Master Agreement (i)  
Contract Amount: (i)

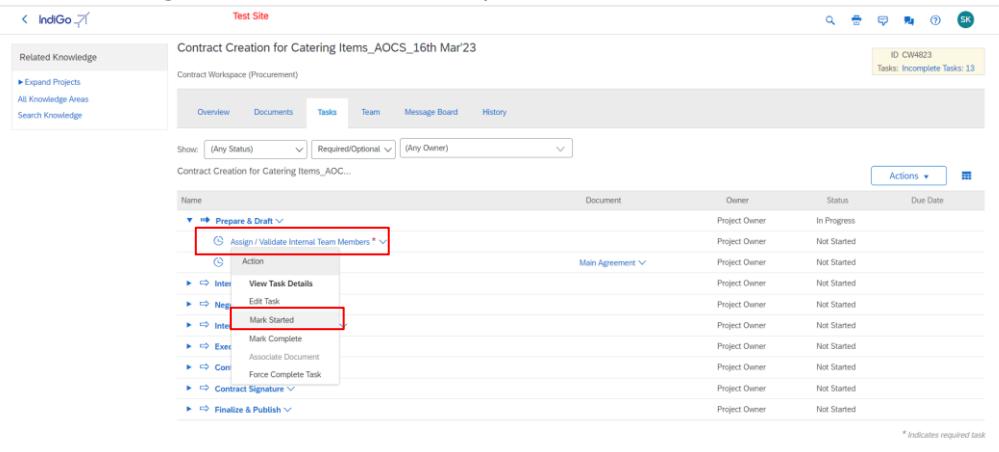
- Under Documents tab, expand the folder "External – Contract Container" and click on Main Agreement and select view details from the dropdown window

Name	Owner	Status
Contract Use Item	Project Owner	Not Created
External - Contract Documents	Project Owner	Draft
<b>Main Agreement</b>	Project Owner	Draft
Final Contract Container	Project Owner	Draft
External - Signed Contract	Project Owner	Draft

- On the left-hand side of page, click on Main Agreement to download the word file. In the downloaded word file, check the standard clauses, terms & conditions and add if anything need to be part of agreement
- After editing the word file, drag and drop the edited main agreement on Ariba portal. Once dropped user will get the Warning: What action to perform
- Incase want to add the clauses from Clause Library, click on Actions, select add clauses. New window will open, select the clause and click on Ok. Selected clause will be visible in the bottom of the page under Outline view tab

### 3. How to Start To-Do task

1. Go to the 'Task Tab' and start the task "Assign/Validate Internal team member", then go the 'Team' tab and update the team members.

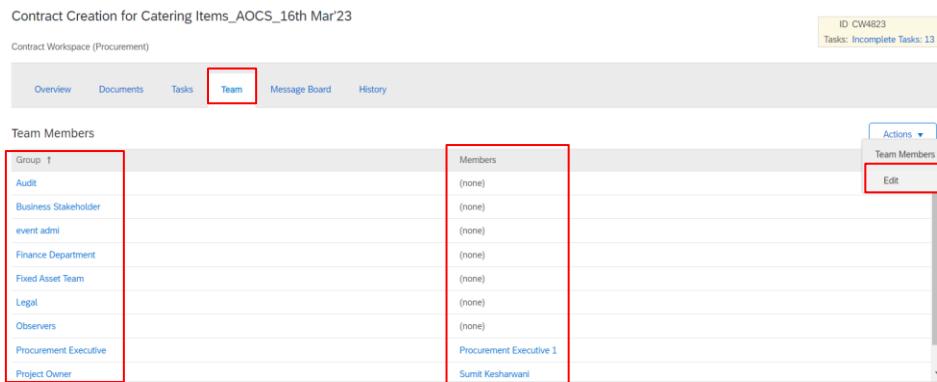


The screenshot shows the IndiGo software interface for a 'Contract Creation for Catering Items\_AOCS\_16th Mar'23. The 'Tasks' tab is selected. A context menu is open over a task named 'Assign / Validate Internal Team Members \*'. The 'Mark Started' option in the menu is highlighted with a red box. The main table lists tasks with columns: Name, Document, Owner, Status, and Due Date. Most tasks are owned by 'Project Owner' and are in 'Not Started' status. One task is in 'In Progress' status.

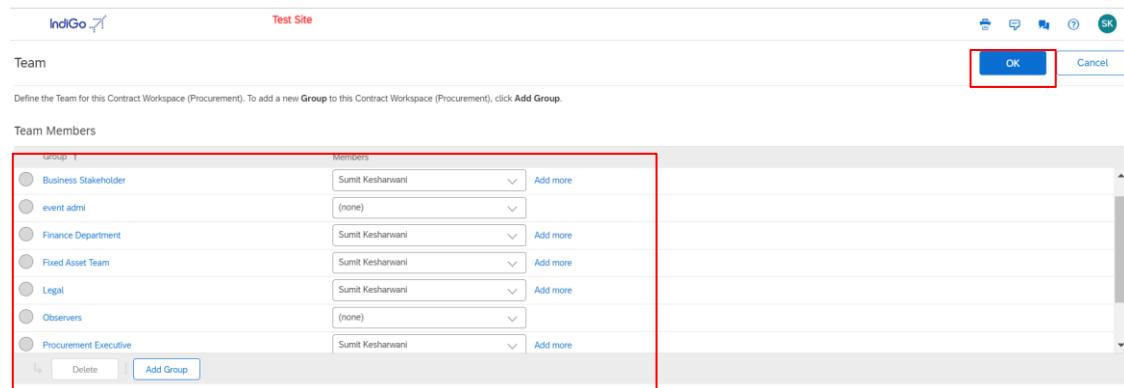
Name	Document	Owner	Status	Due Date
Prepare & Draft		Project Owner	In Progress	
Assign / Validate Internal Team Members *		Project Owner	Not Started	
Action		Project Owner	Not Started	
View Task Details		Project Owner	Not Started	
Edit Task		Project Owner	Not Started	
New		Project Owner	Not Started	
Integrate		Project Owner	Not Started	
Mark Complete		Project Owner	Not Started	
Associate Document		Project Owner	Not Started	
Force Complete Task		Project Owner	Not Started	
Contract Signature		Project Owner	Not Started	
Finalize & Publish		Project Owner	Not Started	

## 4. How to Edit Team

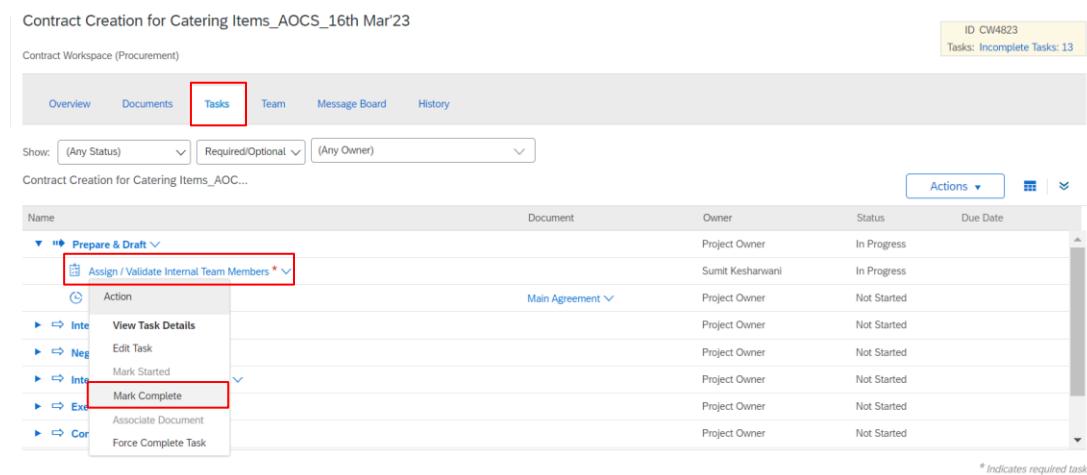
1. Go to the teams tab >> Click on Action >> Click on Edit



2. Select the users in the groups and click on ok



3. Go back to the 'Tasks Tab' and mark the task 'Assign/Validate Internal Team Members' as Complete



---

4. Once the Update Team Members task completes, Prepare Main Agreement task is completed after cross verifying the draft version from legal

Contract Creation for Catering Items\_AOCS\_16th Mar'23

Contract Workspace (Procurement)

ID: CW4823  
Tasks: Incomplete Tasks: 13

Overview Documents Tasks Team Message Board History

Show: (Any Status) Required/Optional (Any Owner)

Actions

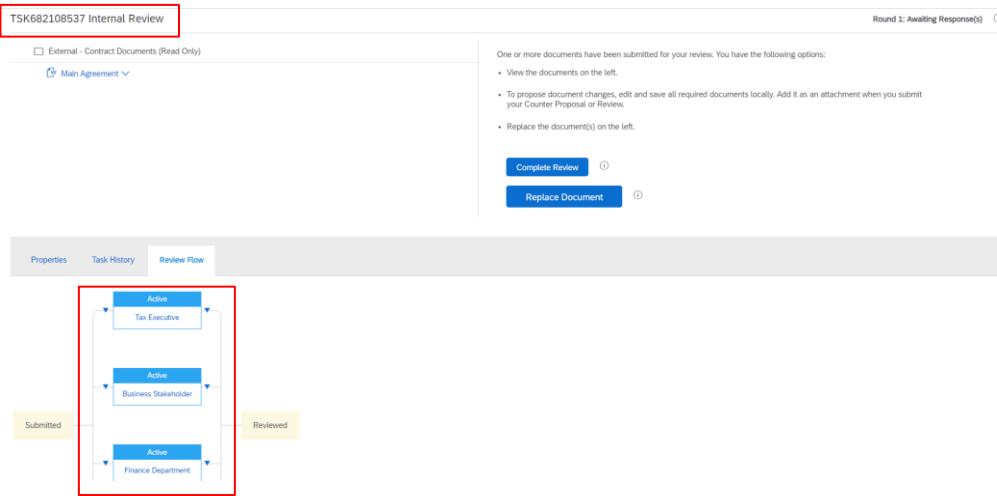
Contract Creation for Catering Items\_AOCS\_16th Mar'23...

Name	Document	Owner	Status	Due Date
Prepare & Draft		Project Owner	In Progress	
Assign / Validate Internal Team Members*		Sumit Kesharwani	In Progress	
Prepare Main Agreement*	Main Agreement	Project Owner	Not Started	
Action		Project Owner	Not Started	
View Task Details		Project Owner	Not Started	
Edit Task		Project Owner	Not Started	
Open Main Agreement		Project Owner	Not Started	
Mark Started		Project Owner	Not Started	
Mark Complete		Project Owner	Not Started	
Force Complete Task		Project Owner	Not Started	
Finalize & Publish		Project Owner	Not Started	

The screenshot shows a software interface for managing contract tasks. The 'Tasks' tab is selected. A specific task, 'Prepare Main Agreement\*', is highlighted with a red box. A context menu is open over this task, also with a red box around it. The menu items include: View Task Details, Edit Task, Open Main Agreement, Mark Started, and Mark Complete. The 'Mark Complete' option is also highlighted with a red box.

## 5. How to Start & Complete Internal Review task

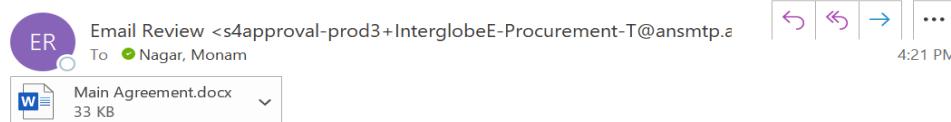
- Automatically Internal Review task will initiate to all the Stakeholders



The screenshot shows the Ariba Internal Review interface. At the top, there's a header with the task ID 'TSK682108537 Internal Review' and a note 'Round 1: Awaiting Response(s)'. Below the header, there's a section for document submission with options like 'View the documents on the left.', 'Propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.', and 'Replace the document(s) on the left.' At the bottom, there are buttons for 'Complete Review' and 'Replace Document'.

- Once task initiated the Stakeholder will get the notification on mail, click on **Click Here** to access the system:

CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Internal Review



CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Internal Review

**Task title:** Internal Review

**Task description:**

**Action:** Complete Review - [Click Here](#)

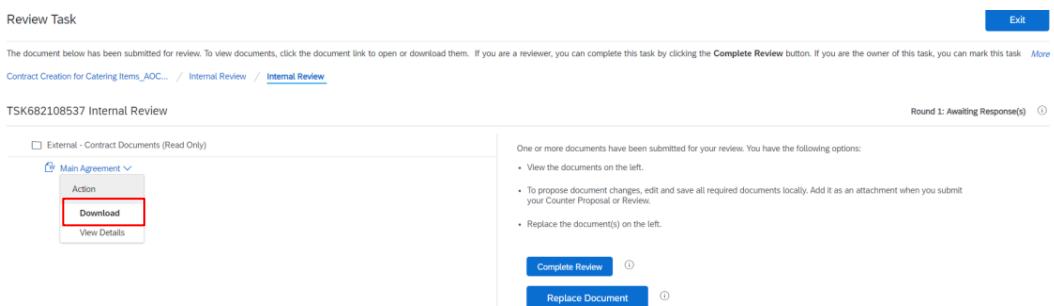
This email is being sent to you because you are a reviewer of a document that has been submitted for review.

This email originated from the Ariba system used by Interglobe E-Procurement - TEST and was originally sent to: [mnagar@deloitte.com](mailto:mnagar@deloitte.com)

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

- Stakeholder will open the login to system and directly reach to the task

- Click on Main Agreement and Select Download



The screenshot shows the Ariba Internal Review interface. At the top, there's a header with the task ID 'TSK682108537 Internal Review' and a note 'Round 1: Awaiting Response(s)'. Below the header, there's a section for document download with options like 'View the documents on the left.', 'Propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.', and 'Replace the document(s) on the left.' At the bottom, there are buttons for 'Complete Review' and 'Replace Document'.

5. Open the Downloaded Main Agreement and Make the changes in the agreement if required, Save the document
6. On Ariba Portal, Click on Replace Document

Review Task

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can complete this task by clicking the **Complete Review** button. If you are the owner of this task, you can mark this task [More](#)

Contract Creation for Catering Items\_AOC... / Internal Review / Internal Review

TSK682108537 Internal Review

Round 1: Awaiting Response(s) 

External - Contract Documents (Read Only)

 **Main Agreement** 

Action

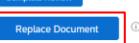
**Download**

[View Details](#)

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.
- Replace the document(s) on the left.

**Complete Review** 

**Replace Document** 

7. On Replace Document page, again click on **Replace Document**

Replace Document

Select a document to replace in the task.

Document

External - Contract Documents

 **Main Agreement**

**Replace Document** 

**Done**

8. On next page, Click on Choose File and add the modified main agreement. Click on Replace

HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE...   

Replace Document

Choose a document to replace the **Original Document** and enter a **Description** to explain why the document is being replaced. You can replace the Original Document by uploading a new one from an external source, or by replacing it with a document from a project. A [New](#) [More](#)

Original Document:  **Main Agreement.docx**

Description:

New Document:  Upload  **Choose File** No file chosen   
 drop file here  
 Replace original document with a document from a project

**Replace** 

9. On next page, Select the Use the original document name and continue uploading of file

HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE...   

Replace Document

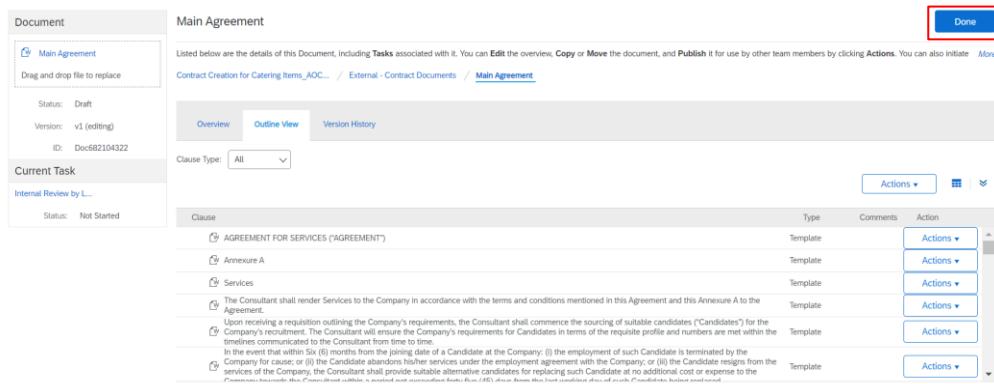
Choose a document to replace the **Original Document** and enter a **Description** to explain why the document is being replaced. You can replace the Original Document by uploading a new one from an external source, or by replacing it with a document from a project. A [New](#) [More](#)

You are uploading a new file **Main Agreement (1).docx** to replace **Main Agreement.docx**. Please select one of the following options to indicate how you would like to proceed with the upload: Do you want to:

Use the original document name and continue uploading of file   
 Select another file for upload.

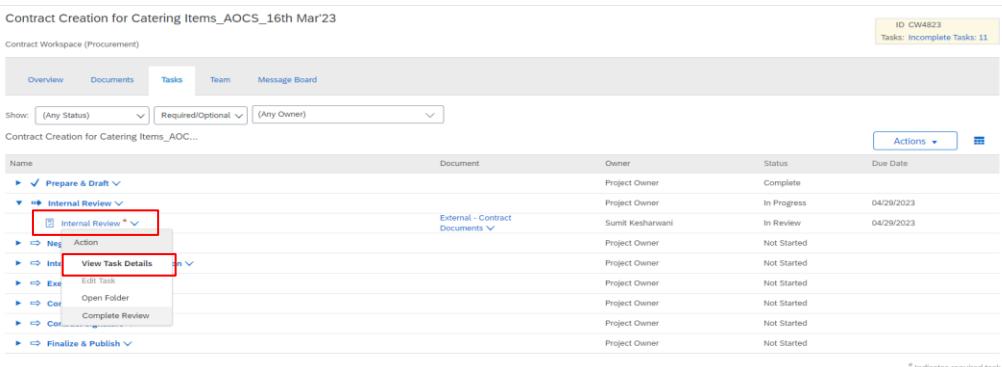
**OK** 

10. On Main Agreement page, click on Done



The screenshot shows the 'Main Agreement' page. At the top right, there is a blue 'Done' button with a white border. Below it, the page displays details about the document, including its status as 'Draft', version 'v1 (editing)', and ID 'Doc#8210432'. A 'Current Task' section shows 'Internal Review by L...' with a status of 'Not Started'. The main content area is titled 'Clause' and lists several clauses under 'Type' (Template). The first clause is 'AGREEMENT FOR SERVICES ("AGREEMENT")'.

11. On Task Page, Click on Internal Review task and Mark Complete



The screenshot shows the 'Contract Creation for Catering Items\_AOCS\_16th Mar'23' task page. At the top right, there is a yellow box containing 'ID: CW4823' and 'Tasks: Incomplete Tasks: 11'. The 'Tasks' tab is selected. A sidebar on the left shows a tree view of tasks: 'Prepare & Draft' (selected), 'Internal Review' (highlighted with a red box), 'Neg', 'Action', 'Int', 'Edit Task', 'Ex...', 'Cor...', 'Open Folder', 'Complete Review', and 'Finalize & Publish'. The main table lists tasks for 'External - Contract Documents'. One task in the 'Internal Review' category is highlighted with a red box and labeled 'View Task Details'. The table columns are 'Name', 'Document', 'Owner', 'Status', and 'Due Date'.

## 6. How to Complete an Internal Review Task by Project Owner

- Once review is completed by all the Stakeholder, task owner (Project Owner) will receive a notification email about the Main Agreement reviewed and attached
- This email will contain a link to Login to system

CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Internal Review



CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Internal Review

**Task title:** Internal Review

**Task description:**

**Action:** Complete Review - [Click Here](#)

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

This email originated from the Ariba system used by Interglobe E-Procurement - TEST and was originally sent to: [ravyadav@deloitte.com](mailto:ravyadav@deloitte.com)

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

- On Internal Review Task page, Click on Main Agreement to download and check the updated document reviewed by all the Stakeholders

- After review of document, Click on Mark Complete

## 7. How to Start Internal Review by Legal Task

- Come on Tasks tab, click the Internal Review by Legal and select View Task Details

Contract Creation for Catering Items\_AOCS\_16th Mar'23

ID CW4823  
Tasks: Incomplete Tasks: 10

Contract Workspace (Procurement)

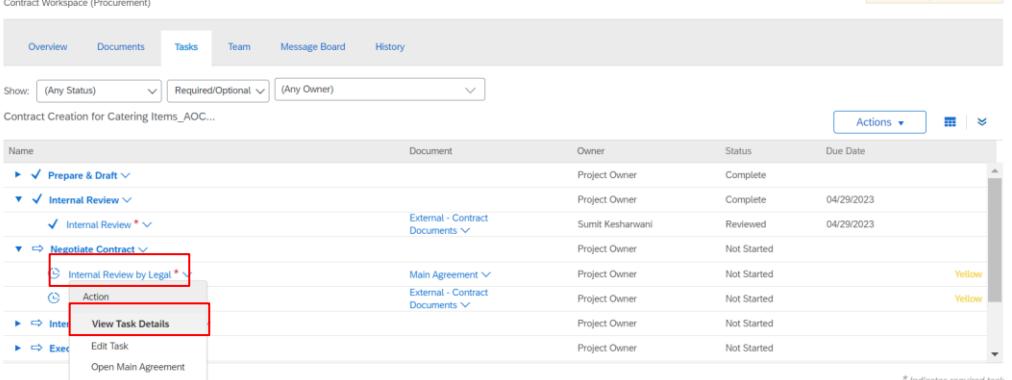
Overview Documents Tasks Team Message Board History

Show: (Any Status) Required/Optional (Any Owner)

Contract Creation for Catering Items\_AOC...

Name	Document	Owner	Status	Due Date
▶ ✓ Prepare & Draft		Project Owner	Complete	
▼ ✓ Internal Review		Project Owner	Complete	04/29/2023
✓ Internal Review * ▾	External - Contract Documents ▾	Sunit Kesharwani	Reviewed	04/29/2023
▼ ⇨ Negotiate Contract		Project Owner	Not Started	
🕒 Internal Review by Legal *	Main Agreement ▾	Project Owner	Not Started	Yellow
🕒 Action	External - Contract Documents ▾	Project Owner	Not Started	Yellow
▶ Inter		Project Owner	Not Started	Yellow
▶ Exec		Project Owner	Not Started	Yellow
Edit Task		Project Owner	Not Started	Yellow
Open Main Agreement		Project Owner	Not Started	Yellow
Force Complete Task		Project Owner	Not Started	Yellow

\* Indicates required task



- On Review Task, specify the Due Date, provide the message, and click on Submit

Review Task

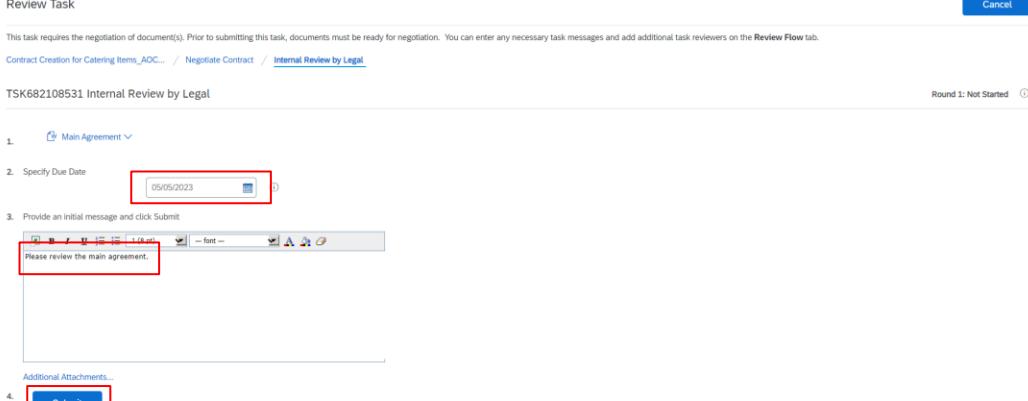
Cancel

This task requires the negotiation of document(s). Prior to submitting this task, documents must be ready for negotiation. You can enter any necessary task messages and add additional task reviewers on the Review Flow tab.

Contract Creation for Catering Items\_AOC... / Negotiate Contract / Internal Review by Legal

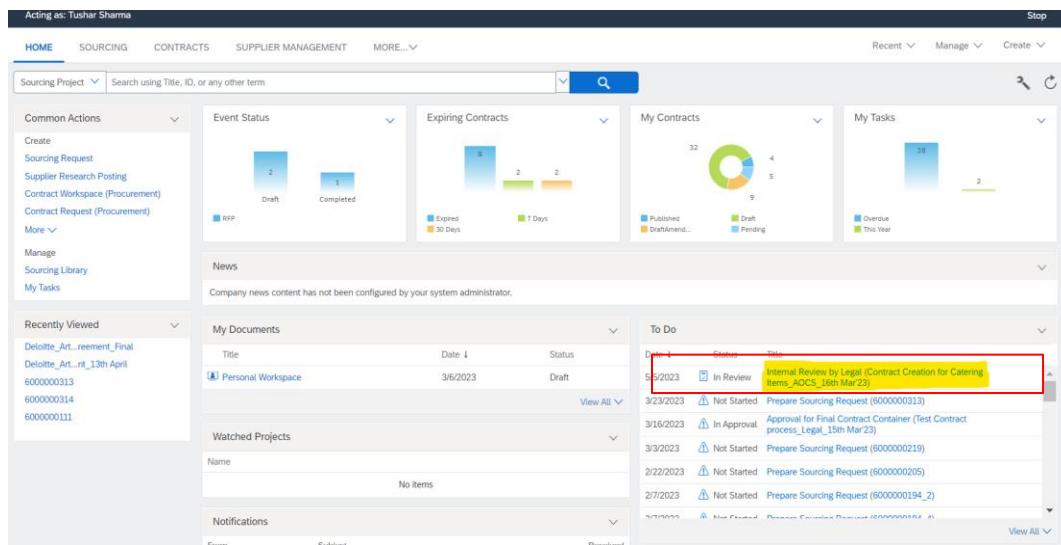
TSK682108531 Internal Review by Legal Round 1: Not Started

- Main Agreement
- Specify Due Date
- Provide an initial message and click Submit
- Submit



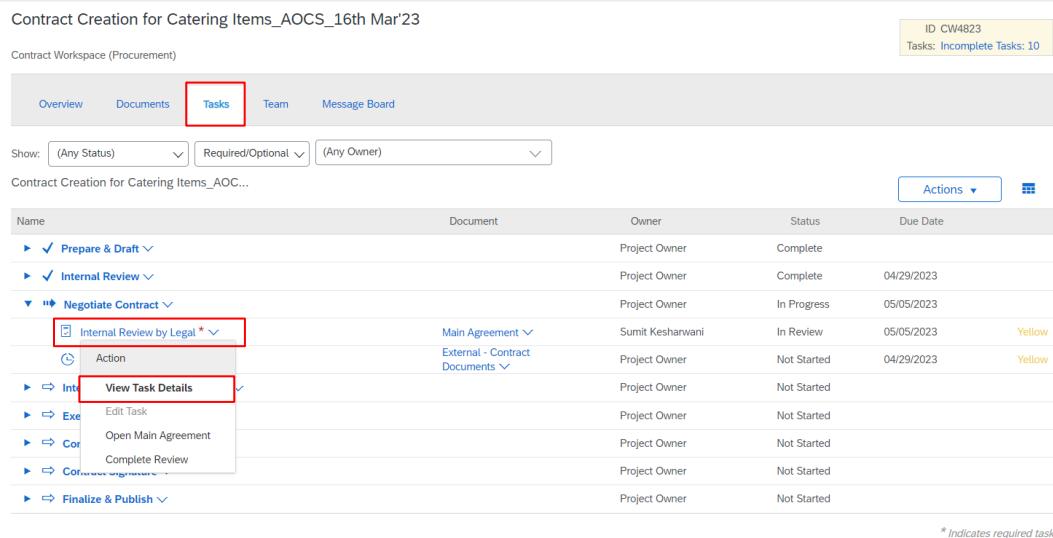
## 8. How Legal Representative Completes Internal Review

- Legal Reviewer will login to page and select the task initiated under To Do table



The screenshot shows the Ariba Home interface. On the left, there's a sidebar with 'Common Actions' like Create Sourcing Request and Manage Sourcing Library. Below that is 'Recently Viewed' with items like 'Deloitte\_Agreement\_Final'. The main area has sections for 'Event Status', 'Expiring Contracts', 'My Contracts', and 'My Tasks'. The 'To Do' section is expanded, showing a list of tasks. One task is highlighted with a red box: 'Internal Review by Legal [Contract Creation] for Catering Items\_AOCS\_16th Mar'23'.

- Click on Tasks tab, select View Task Details on Internal Review by Legal



The screenshot shows the 'Tasks' tab for the 'Contract Creation for Catering Items\_AOCS\_16th Mar'23' item. The 'Tasks' tab is highlighted with a red box. Below it, a context menu is open over a task named 'Internal Review by Legal \*'. The 'View Task Details' option in the menu is also highlighted with a red box.

- On Review Task page, Click of Main Agreement and select Download

Acting as: Tushar Sharma

Review Task

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can complete this task by clicking the **Complete Review** button. If you are the owner of this task, you can mark [More](#)

Contract Creation for Catering Items\_AOC... / Negotiate Contract / Internal Review by Legal

TSK682108531 Internal Review by Legal

Sumit Kesharwani  
Please review the main agreement

[Main Agreement](#)   
[Action](#)  
[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.
- Replace the document(s) on the left.

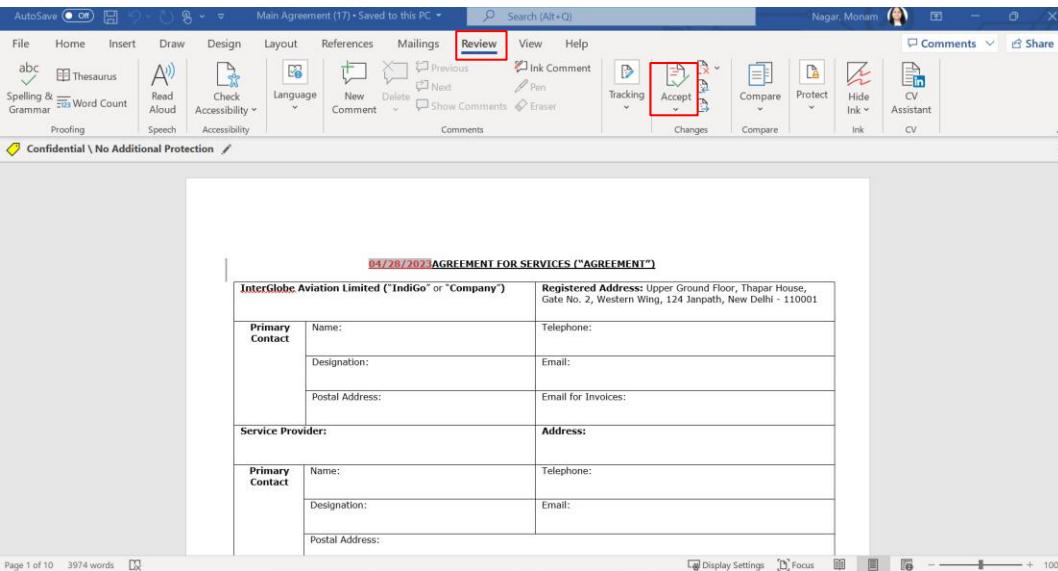
[Complete Review](#)   
[Replace Document](#) 

Properties Task History Review Flow

Owner Sumit Kesharwani  Date 04/28/2023 07:38 PM

Please review the main agreement.

4. Open the Downloaded Main Agreement word file, Accept all the track changes under Review tab



54/20/2023 AGREEMENT FOR SERVICES ("AGREEMENT")

<b>InterGlobe Aviation Limited ("IndiGo" or "Company")</b>		Registered Address: Upper Ground Floor, Thapar House, Gate No. 2, Western Wing, 124 Janpath, New Delhi - 110001
<b>Primary Contact</b>	Name:	Telephone:
	Designation:	Email:
	Postal Address:	Email for Invoices:
<b>Service Provider:</b>		<b>Address:</b>
<b>Primary Contact</b>	Name:	Telephone:
	Designation:	Email:
	Postal Address:	

Page 1 of 10 3974 words 

5. Save the Document and Click on Replace Documents tab

Acting as: Tushar Sharma

**Review Task**

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can complete this task by clicking the **Complete Review** button. If you are the owner of this task, you can mark [More](#)

Contract Creation for Catering Items\_AOC... / Negotiate Contract / Internal Review by Legal

TSK682108531 Internal Review by Legal

Sumit Keshwanani  
Please review the main agreement.  
[Main Agreement](#)

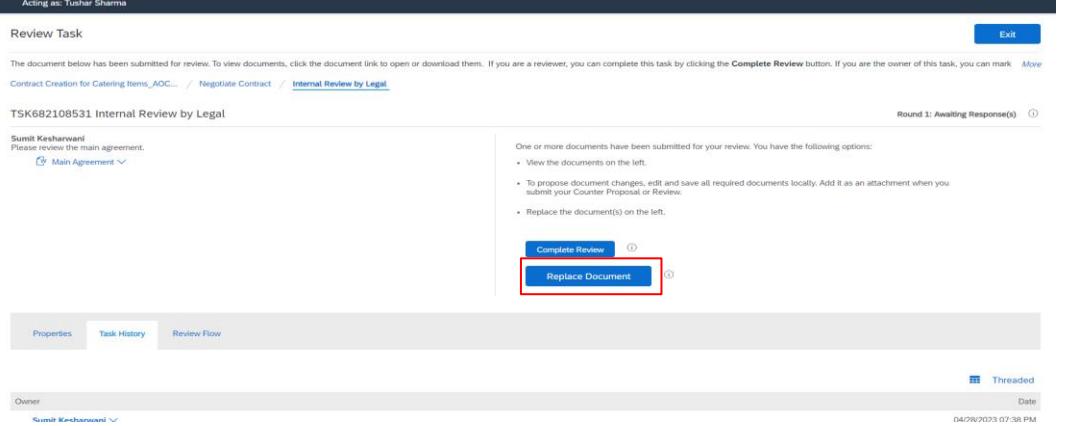
One or more documents have been submitted for your review. You have the following options:

- 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.
- Replace the document(s) on the left.

**Complete Review** [\(i\)](#)  
**Replace Document** [\(i\)](#)

Properties Task History Review Flow

Owner Sumit Keshwanani [\(i\)](#) Threaded Date 04/26/2023 07:38 PM



## 6. On Replace Document, Click on Choose File and Select Replace button

Acting as: Tushar Sharma

**HOME** SOURCING CONTRACTS SUPPLIER MANAGEMENT MORE... [\(i\)](#) Stop

Recent [\(i\)](#) Manage [\(i\)](#) Create [\(i\)](#)

**Replace Document**

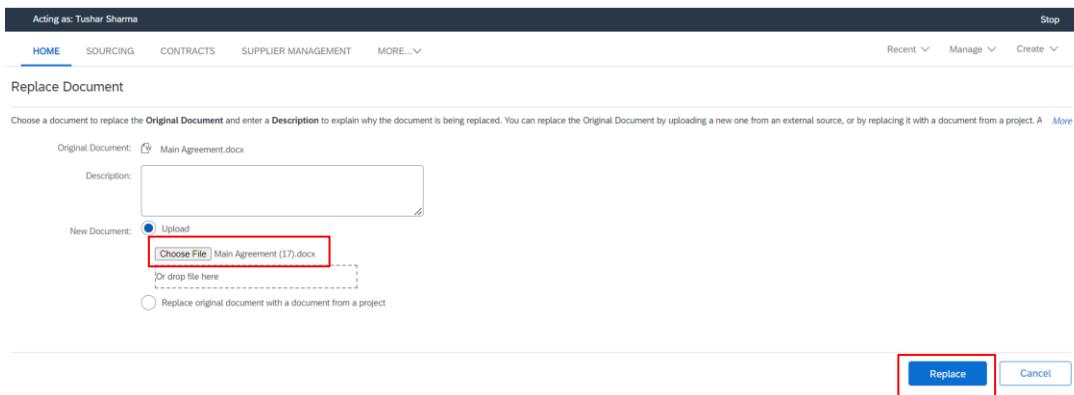
Choose a document to replace the **Original Document** and enter a **Description** to explain why the document is being replaced. You can replace the Original Document by uploading a new one from an external source, or by replacing it with a document from a project. A [More](#)

Original Document: [Main Agreement.docx](#)

Description:

New Document:  Upload [Choose File](#) Main Agreement (17).docx  
 Or drop file here  
 Replace original document with a document from a project

**Replace** [Cancel](#)



## 7. On next page, Select the radio button "Use the original document name and continue uploading of file"

Acting as: Tushar Sharma

**HOME** SOURCING CONTRACTS SUPPLIER MANAGEMENT MORE... [\(i\)](#) Stop

Recent [\(i\)](#) Manage [\(i\)](#) Create [\(i\)](#)

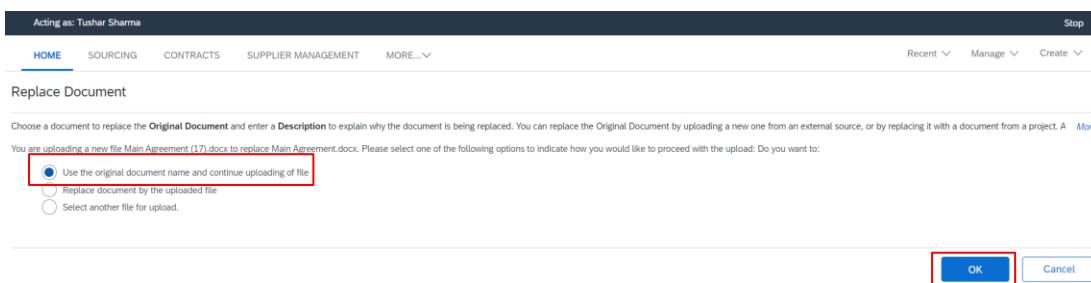
**Replace Document**

Choose a document to replace the **Original Document** and enter a **Description** to explain why the document is being replaced. You can replace the Original Document by uploading a new one from an external source, or by replacing it with a document from a project. A [More](#)

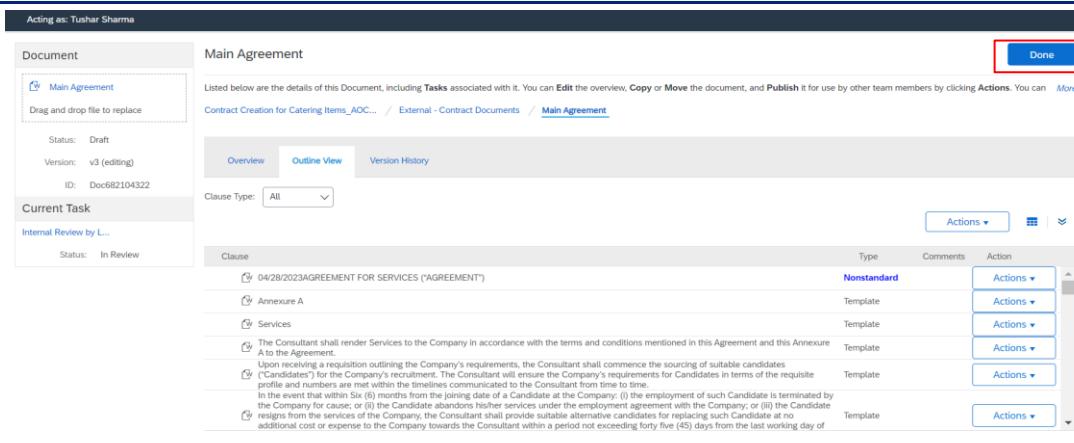
You are uploading a new file Main Agreement (17).docx to replace Main Agreement.docx. Please select one of the following options to indicate how you would like to proceed with the upload: Do you want to:

Use the original document name and continue uploading of file  
 Replace document by the uploaded file  
 Select another file for upload.

**OK** [Cancel](#)



## 8. On Main Agreement page, Click on Done



Acting as: Tushar Sharma

**Main Agreement**

Listed below are the details of this document, including Tasks associated with it. You can Edit the overview, Copy or Move the document, and Publish it for use by other team members by clicking Actions. You can More

Contract Creation for Catering Items\_AOC... / External - Contract Documents / Main Agreement

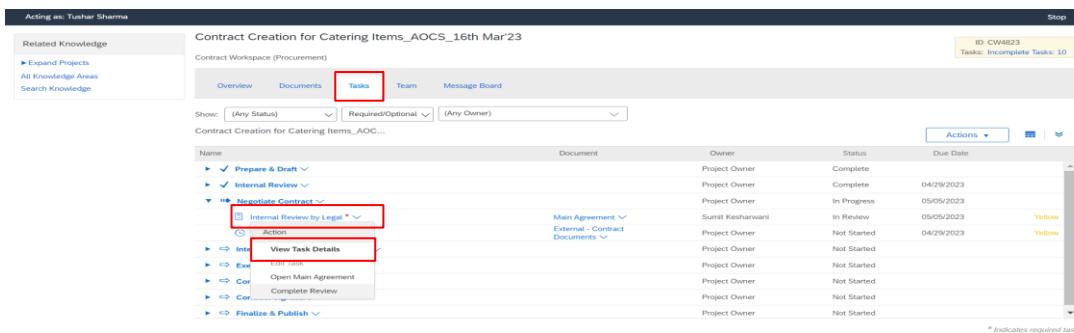
Overview Outline View Version History

Clause Type: All

**Clause**

Type	Comments	Action
Nonstandard		Actions ▾
Template		Actions ▾

## 9. On Task tab, click on Internal Review by Legal and select Complete Review



Acting as: Tushar Sharma

**Contract Creation for Catering Items\_AOCS\_16th Mar'23**

Contract Workspace (Procurement)

ID CW48823 Tasks: Incomplete Tasks: 10

Overview Documents Tasks Team Message Board

Show: (Any Status) RequiredOptional (Any Owner)

**Contract Creation for Catering Items\_AOC...**

Name	Document	Owner	Status	Due Date
✓ Prepare & Draft		Project Owner	Complete	
✓ Internal Review		Project Owner	Complete	04/29/2023
▼ Negotiate Contract		Project Owner	In Progress	05/05/2023
Internal Review by Legal		Sunit Keshavani	In Review	05/05/2023
Actions		Project Owner	Not Started	04/29/2023
View Task Details		Project Owner	Not Started	
Open Main Agreement		Project Owner	Not Started	
Complete Review		Project Owner	Not Started	
Finalize & Publish		Project Owner	Not Started	

\* Indicates required task

## 9. How Project Owner Complete Internal Review by Legal Task

- Project Owner receives the notification mail and login to system

CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Internal Review

 Email Review <s4approval-prod3+InterglobeE-Procurement-T@ansm:  
To Ravi Yadav, Ravi

Main Agreement.docx 33 KB

Fri 4/28/2023 2:25 PM

CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Internal Review

**Task title:** Internal Review

**Task description:**

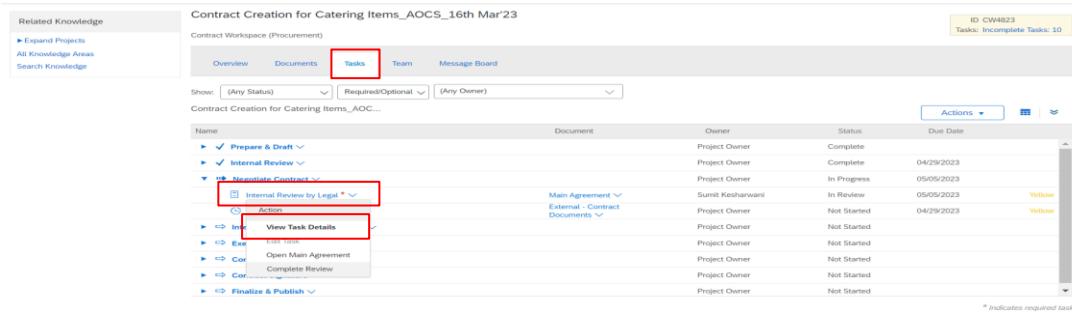
**Action:** Complete Review - [Click Here](#)

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

This email originated from the Ariba system used by Interglobe E-Procurement - TEST and was originally sent to: [raviyadav@deloitte.com](mailto:raviyadav@deloitte.com)

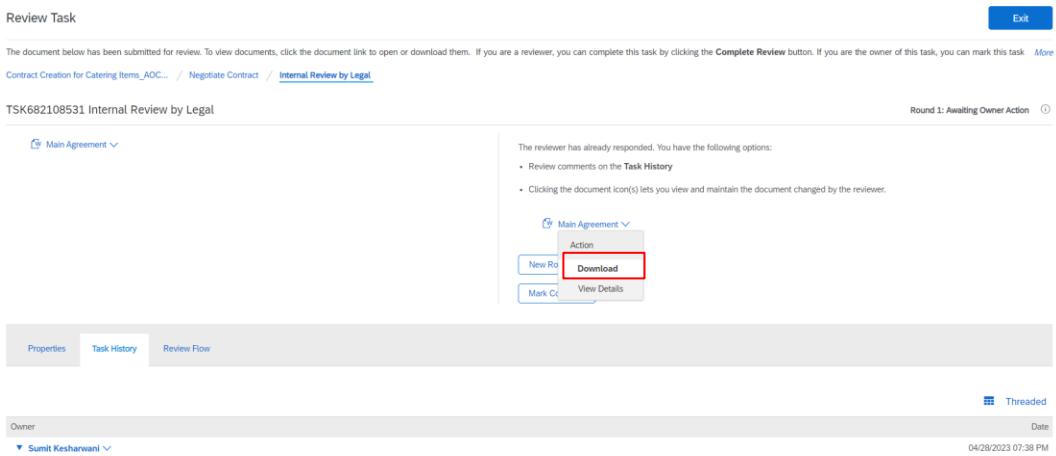
System Reference: [Click Here](#) to access the system.

- Comes in Tasks tab, Click on Internal Review by Legal and select View Task Details



Name	Document	Owner	Status	Due Date
✓ Prepare & Draft		Project Owner	Complete	
✓ Internal Review		Project Owner	Complete	04/29/2023
▼ Negotiate Contract		Project Owner	In Progress	05/05/2023
Internal Review by Legal	Main Agreement	Sumit Kesharwani	In Review	05/05/2023
Actions	External - Contract Documents	Project Owner	Not Started	04/29/2023
View Task Details		Project Owner	Not Started	
Exit		Project Owner	Not Started	
Open Main Agreement		Project Owner	Not Started	
Complete Review		Project Owner	Not Started	
Finalize & Publish		Project Owner	Not Started	

- On Review task, cross verify the Main Agreement by clicking on download



The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can complete this task by clicking the **Complete Review** button. If you are the owner of this task, you can mark this task [More](#)

Contract Creation for Catering Items\_AOCS\_16th Mar'23 / Negotiate Contract / Internal Review by Legal

TSK682108531 Internal Review by Legal

Main Agreement

The reviewer has already responded. You have the following options:

- Review comments on the Task History
- Clicking the document icon(s) lets you view and maintain the document changed by the reviewer.

Action

New Response Download Mark Complete View Details

Properties Task History Review Flow

Owner

Sumit Kesharwani

Date

04/28/2023 07:38 PM

- 
4. After checking the downloaded document, on the Ariba portal open the Review task and click on Mark Complete

Review Task Exit

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can complete this task by clicking the **Complete Review** button. If you are the owner of this task, you can mark this task. [More](#)

Contract Creation for Catering Items\_AOC... / Negotiate Contract / Internal Review by Legal

TSK682108531 Internal Review by Legal Round 1: Awaiting Owner Action

 Main Agreement ▾

The reviewer has already responded. You have the following options:

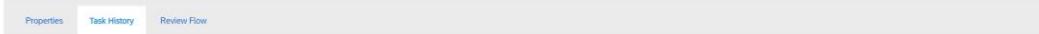
- Review comments on the [Task History](#)
- Clicking the document icon(s) lets you view and maintain the document changed by the reviewer.

 Main Agreement ▾

[New Round](#) (1)

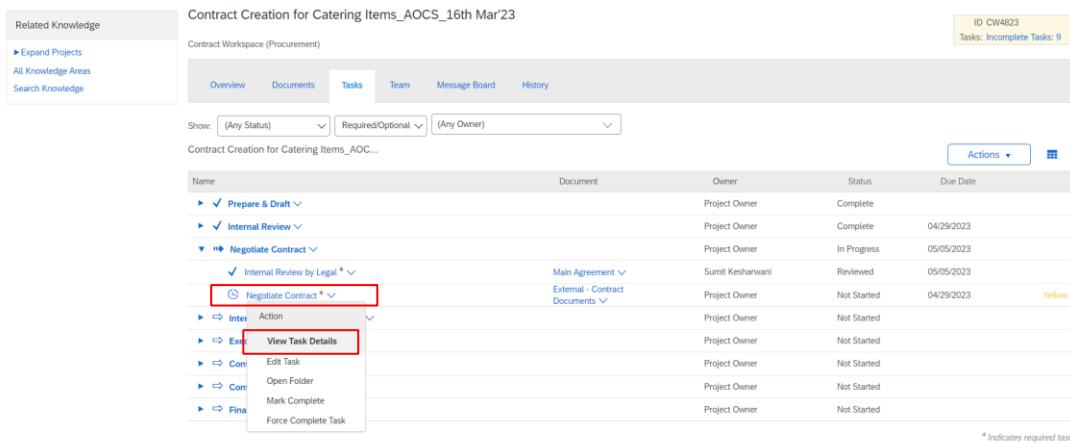
[Mark Complete](#) (1)

[Properties](#) [Task History](#) [Review Flow](#)



## 10. How to Start the Negotiation Task

- To start the negotiation task, click on the task 'Negotiate Contract' and then click on 'View Task Details' from the dropdown.

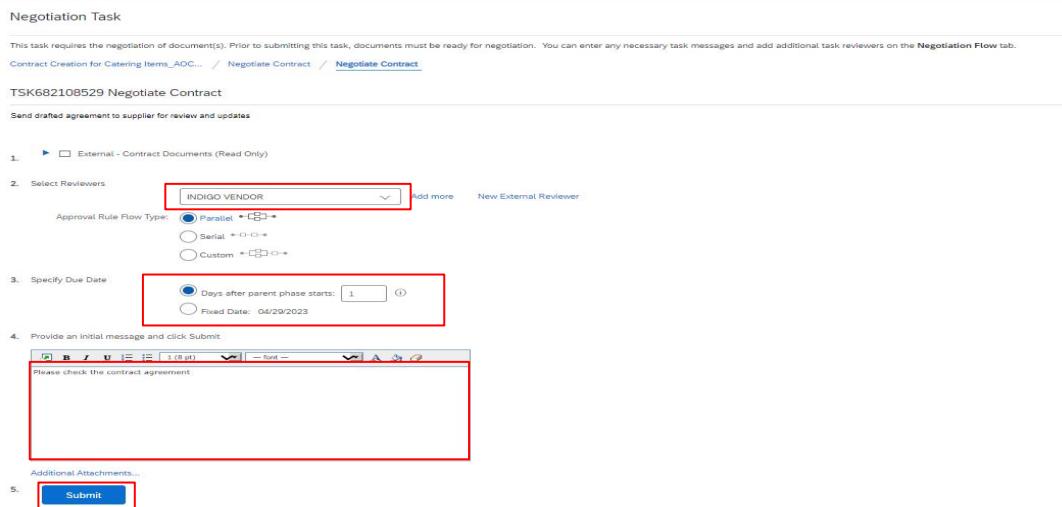


The screenshot shows a software interface for managing contracts. At the top, it says 'Contract Creation for Catering Items\_AOCS\_16th Mar'23'. Below that is a navigation bar with tabs: Overview, Documents, Tasks, Team, Message Board, and History. The 'Tasks' tab is selected. On the left, there's a sidebar with 'Related Knowledge' sections like 'Expand Projects', 'All Knowledge Areas', and 'Search Knowledge'. The main area displays a table of tasks:

Name	Document	Owner	Status	Due Date
Prepare & Draft		Project Owner	Complete	
Internal Review		Project Owner	Complete	04/29/2023
Negotiate Contract		Project Owner	In Progress	05/05/2023
Internal Review by Legal	Main Agreement	Sumit Kesharwani	Reviewed	05/05/2023
Negotiate Contract	External - Contract Documents	Project Owner	Not Started	04/29/2023
Action		Project Owner	Not Started	
Edit Task		Project Owner	Not Started	
Open Folder		Project Owner	Not Started	
Mark Complete		Project Owner	Not Started	
Force Complete Task		Project Owner	Not Started	

A dropdown menu is open over the 'Negotiate Contract' row, with 'View Task Details' highlighted. Other options in the dropdown include 'Inter', 'Edit Task', 'Con', 'Open Folder', 'Con', 'Final', and 'Force Complete Task'. The status bar at the bottom right says '\* Indicates required task'.

- Add the Supplier Contact in the reviewer
- Select the due date, if required
- Provide an initial message, if required
- Click on submit



**Negotiation Task**

This task requires the negotiation of document(s). Prior to submitting this task, documents must be ready for negotiation. You can enter any necessary task messages and add additional task reviewers on the **Negotiation Flow** tab.

Contract Creation for Catering Items\_AOCS... / Negotiate Contract / Negotiate Contract

TSK682108529 Negotiate Contract

Send drafted agreement to supplier for review and updates

- External - Contract Documents (Read Only)
- Select Reviewers: INDIGO VENDOR Add more New External Reviewer
- Approval Rule Flow Type: Parallel: [ ]
- Serial: [ ]
- Custom: [ ]
- Specify Due Date: Days after parent phase starts: 1
- Provide an initial message and click Submit

Please check the contract agreement.

Additional Attachments...

**Submit**

- Once you submit the negotiation task, supplier will receive a mail along with the Agreement as an attachment and a system reference link to access the contract. Supplier will click on 'Click Here'



CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Negotiate Contract

**Task title:** Negotiate Contract

**Task description:** Send drafted agreement to supplier for review and updates

**The following notes might also be helpful to you:**  
Please check the contract agreement copy

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

This email originated from the Ariba system used by Interglobe E-Procurement - TEST and was originally sent to: [cvd2019@gmail.com](mailto:cvd2019@gmail.com)

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

**One attachment • Scanned by Gmail**

**Reply** **Forward**

7. Supplier will reach on login page, enters the credentials and supplier will directly reach to the Negotiation Task
8. In Negotiation Task, page supplier can download the agreement by click on Main Agreement

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.

Contract Creation for Catering Items\_AOCS... / Negotiate Contract

TSK682108529 Negotiate Contract

Round 1: Awaiting Response(s)

Send drafted agreement to supplier for review and updates

Sumit Keshavani  
Please check the contract agreement copy  
 External - Contract Documents (Read Only)

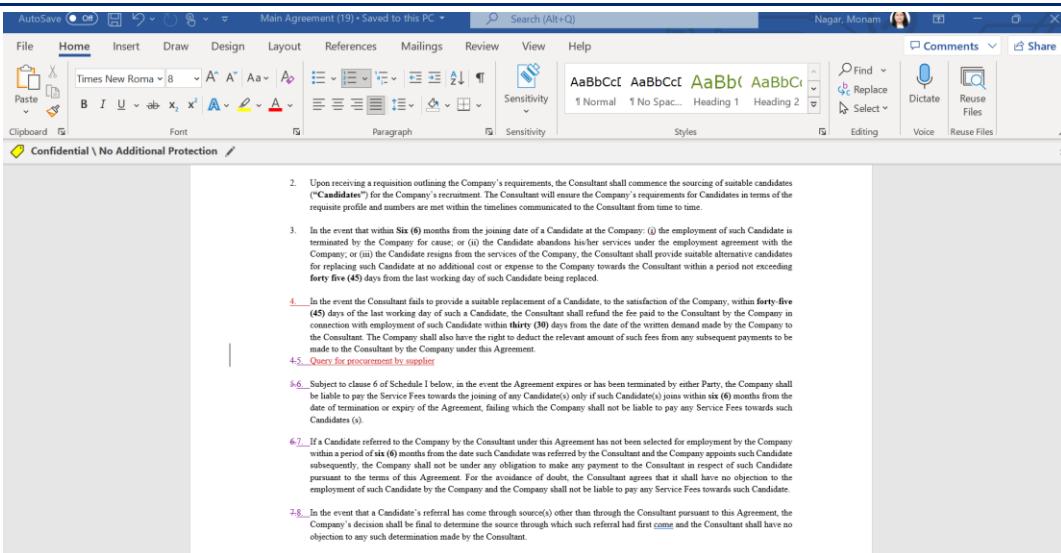
**Main Agreement**   
**Action** **Download**

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**

**Properties** **Task History**

9. After downloading the word file, check the clauses and if needed can ask query or add clause for specific department/stakeholder



## 10. If supplier wants to give a counter proposal and make the changes in the agreement, then supplier will click on 'Create Counter Proposal'

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.

Contract Creation for Catering Items\_ADC... / [Negotiate Contract](#)

TSK682108529 Negotiate Contract

Send drafted agreement to supplier for review and updates

Sumit Kesharwani  
Please check the contract agreement copy  
 External - Contract Documents (Read Only)

[Main Agreement](#) [Action](#) [Download](#)

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

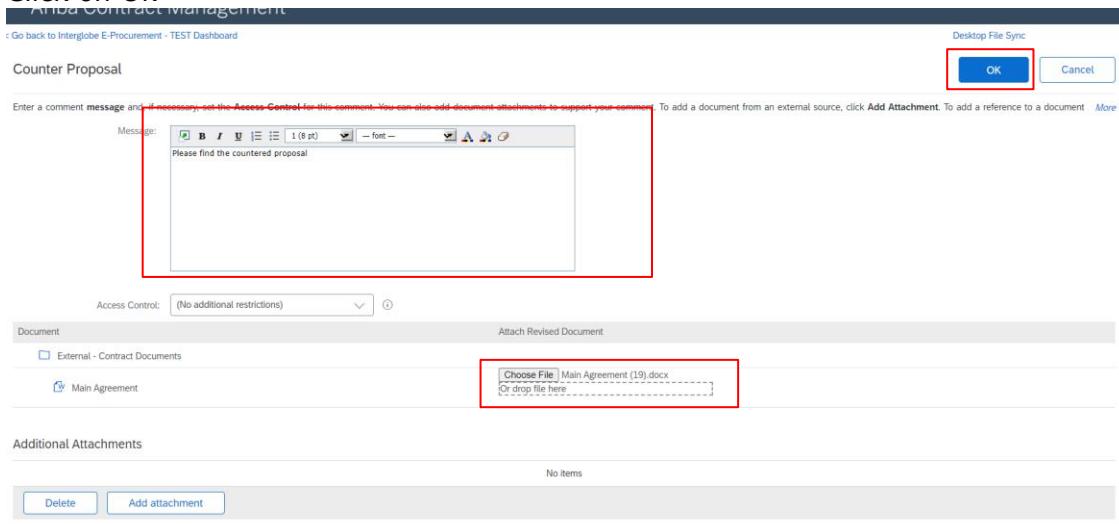
- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

[Create Counter Proposal](#) [\(i\)](#)

[Accept Proposal](#) [\(i\)](#)

Properties Task History

11. On Counter Proposal page, add the attach the revised file, add a message and then Click on Ok



The screenshot shows the 'Counter Proposal' screen. At the top right are 'OK' and 'Cancel' buttons, with 'OK' highlighted by a red box. Below them is a 'Desktop File Sync' button. In the center is a rich text editor with a red border around its content area. Below the editor is an 'Access Control' dropdown set to '(No additional restrictions)'. To the right is an 'Attach Revised Document' section with a 'Choose File' button and a placeholder 'Or drop file here'. At the bottom left is an 'Additional Attachments' section with a 'Delete' and 'Add attachment' button.

12. Once supplier gives response on review task, then task owner will receive a confirmation mail with a reference link.  
13. Task owner can directly access the task by opening this link.

CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Negotiate Contract was reviewed by INDIGO VENDOR.



[Reply](#) [Reply All](#) [Forward](#) [...](#)  
Sun 4/30/2023 12:08 AM

CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Negotiate Contract was reviewed by INDIGO VENDOR.

**Task Title:** Negotiate Contract

**Task Description:** Send drafted agreement to supplier for review and updates

**The following notes might also be helpful to you:**  
Please find the countered proposal

This email is being sent to you because you are the owner of a task that has been completed as reviewed.

This email originated from the Ariba system used by Interglobe E-Procurement - TEST and was originally sent to: [ravyayadav@deloitte.com](mailto:ravyayadav@deloitte.com)

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

14. You can review the changes provided by supplier by clicking on the 'Review Changes' and check the status/comment of INDIGO VENDOR as 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 instructions are presented below.

[Contract Creation for Catering Items\\_AOC...](#) / [Negotiate Contract](#) / [Negotiate Contract](#)

TSK682108529 Negotiate Contract

Round 1: Awaiting Owner Action 

Send drafted agreement to supplier for review and updates

External - Contract Documents (Read Only)

 [Main Agreement](#) 

INDIGO VENDOR Counter Proposal  
Please find the countered proposal

The reviewer has already responded. You have the following options:

- Review comments on the [Task History](#)
- Review and merge document changes sent back from the reviewer. Clicking the document icon lets you see the document attached by the reviewer and clicking the [Review Change](#) link allows you to merge those changes into the server version of the document. If this link is not visible for a document, then you must merge the changes manually.

 [Main Agreement \(19\).docx](#) [\(Review Change\)](#)

[New Round](#) 

[Mark Complete](#) 

Properties

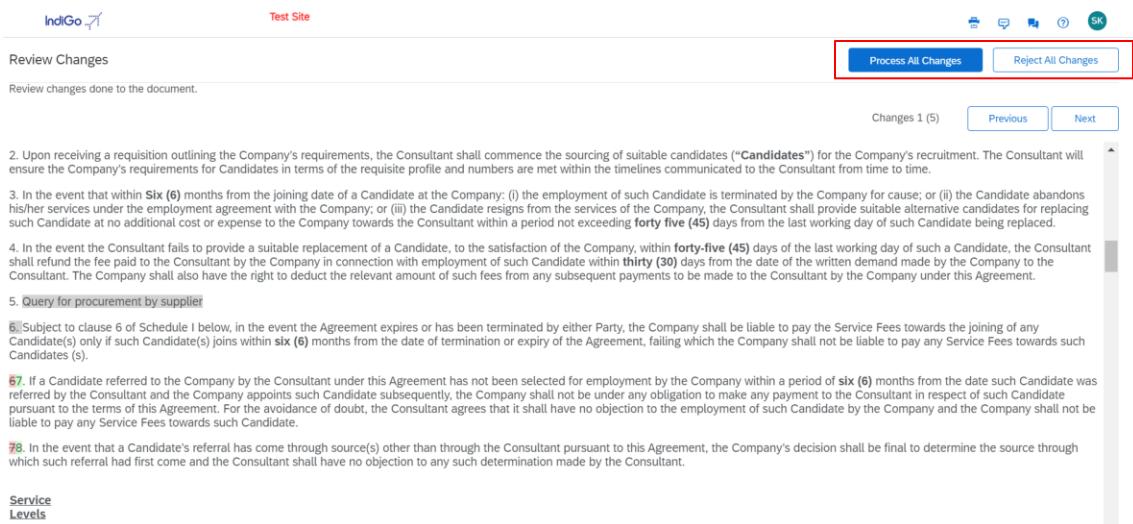
Task History

Negotiation Flow

 Threaded

15. Once you click on the Review Changes below screen will appear where you can track the changes made by supplier

16. You can 'Accept or Reject All changes' accordingly



Test Site

Review Changes

Review changes done to the document.

Changes 1 (5) Previous Next

Process All Changes Reject All Changes

2. Upon receiving a requisition outlining the Company's requirements, the Consultant shall commence the sourcing of suitable candidates ("Candidates") for the Company's recruitment. The Consultant will ensure the Company's requirements for Candidates in terms of the requisite profile and numbers are met within the timelines communicated to the Consultant from time to time.

3. In the event that within **Six (6)** months from the joining date of a Candidate at the Company: (i) the employment of such Candidate is terminated by the Company for cause; or (ii) the Candidate abandons his/her services under the employment agreement with the Company; or (iii) the Candidate resigns from the services of the Company, the Consultant shall provide suitable alternative candidates for replacing such Candidate at no additional cost or expense to the Company towards the Consultant within a period not exceeding **forty five (45)** days from the last working day of such Candidate being replaced.

4. In the event the Consultant fails to provide a suitable replacement of a Candidate, to the satisfaction of the Company, within **forty-five (45)** days of the last working day of such a Candidate, the Consultant shall refund the fee paid to the Consultant by the Company in connection with employment of such Candidate within **thirty (30)** days from the date of the written demand made by the Company to the Consultant. The Company shall also have the right to deduct the relevant amount of such fees from any subsequent payments to be made to the Consultant by the Company under this Agreement.

5. **Query for procurement by supplier**

6. Subject to clause 6 of Schedule 1 below, in the event the Agreement expires or has been terminated by either Party, the Company shall be liable to pay the Service Fees towards the joining of any Candidate(s) only if such Candidate(s) joins within **six (6)** months from the date of termination or expiry of the Agreement, failing which the Company shall not be liable to pay any Service Fees towards such Candidates (s).

7. If a Candidate referred to the Company by the Consultant under this Agreement has not been selected for employment by the Company within a period of **six (6)** months from the date such Candidate was referred by the Consultant and the Company appoints such Candidate subsequently, the Company shall not be under any obligation to make any payment to the Consultant in respect of such Candidate pursuant to the terms of this Agreement. For the avoidance of doubt, the Consultant agrees that it shall have no objection to the employment of such Candidate by the Company and the Company shall not be liable to pay any Service Fees towards such Candidate.

8. In the event that a Candidate's referral has come through source(s) other than through the Consultant pursuant to this Agreement, the Company's decision shall be final to determine the source through which such referral had first come and the Consultant shall have no objection to any such determination made by the Consultant.

Service Levels

## 17. And save the changes in a new version of agreement

Review Changes

Please review your changes. You may enter comments on each changed clause. If you check in these changes as a new Document version you may also enter an overview comment for the entire set of changes.

Yes, save as v5  No, save and continue editing v4

Version Comment: Reviewed by Supplier

**Overview** **Outline View**

Clause	Type	Comments
04/28/2023 AGREEMENT FOR SERVICES ("AGREEMENT")	Ad Hoc	
Annexure A	Template	
Services	Template	
The Consultant shall render Services to the Company in accordance with the terms and conditions mentioned in this Agreement and this Annexure A to the Agreement.	Template	
Upon receiving a regulation outlining the Company's requirements, the Consultant shall commence the sourcing of suitable candidates ("Candidates") for the Company's recruitment. The Consultant will ensure the Company's requirements for Candidates in terms of the requisite profile and numbers are met within the timelines communicated to the Consultant from time to time.	Template	
In the event that within Six (6) months from the joining date of a Candidate at the Company, (i) the employment of such Candidate is terminated by the Company for cause; or (ii) the Candidate abandons his/her services under circumstances where the Company has no other reasonable resources to replace the Candidate, the Company shall provide suitable alternative candidates for replacing such Candidate at no additional cost or expense. In this Clause, "Candidate" means a person who has been recruited by the Company and is not an employee of the Company.	Template	

## 18. If the negotiation is complete, then click on 'Mark Complete'

You can also create a new round of negotiation by clicking on 'New Round'

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.

Contract Creation for Catering Items\_AOC... / Negotiate Contract / Negotiate Contract

TSK682108529 Negotiate Contract

Round 1: Awaiting Owner Action 

Send drafted agreement to supplier for review and updates

External - Contract Documents (v4/4) (Read Only)

Main Agreement (v4/5) 

INDIGO VENDOR Counter Proposal  
Please find the countered proposal.

The reviewer has already responded. You have the following options:

- Review comments on the **Task History**
- Review and merge document changes sent back from the reviewer. Clicking the document icon lets you see the document attached by the reviewer and clicking the **Review Change** link allows you to merge those changes into the server version of the document. If this link is not visible for a document, then you must merge the changes manually.

 Main Agreement (19).doc (Review Change)





**Properties** **Task History** **Negotiation Flow**

## 19. If you mark complete, then write a message-on-Message Box and click on 'Ok'

Completed

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, [More](#)

Message:

Completed

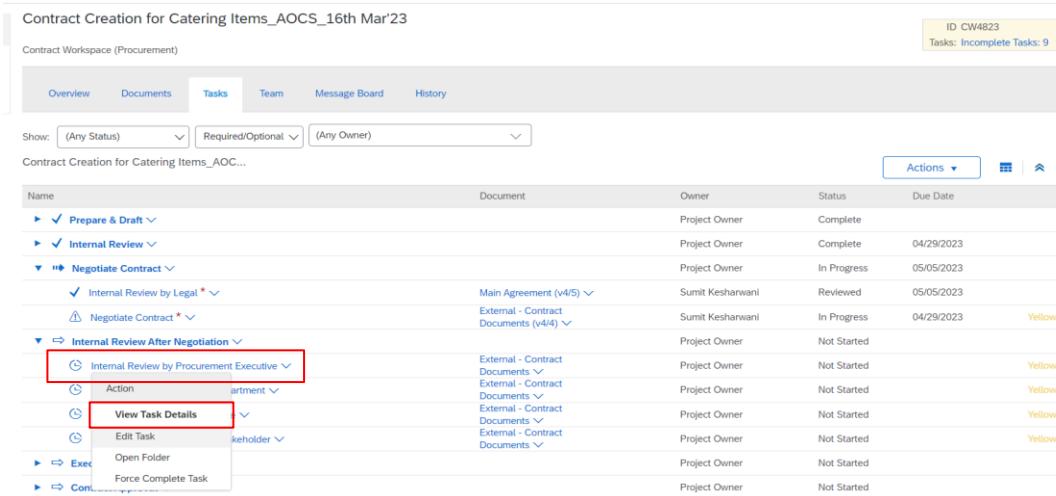
Access Control: (No additional restrictions)  View Details 

Additional Attachments

No items

## **11. How to Start Internal Review After Negotiation Task**

1. After getting the counter proposal from supplier, project owner click on negotiate contract task to open and download the word document with changes
2. After checking the document and found the query raised by supplier for procurement department
3. Again, project owner comes in Tasks tab, select Internal Review by Procurement Executive and select View Task Details



Contract Creation for Catering Items\_AOCS\_16th Mar'23

Contract Workspace (Procurement)

ID CW4823  
Tasks: Incomplete Tasks: 9

Overview Documents Tasks Team Message Board History

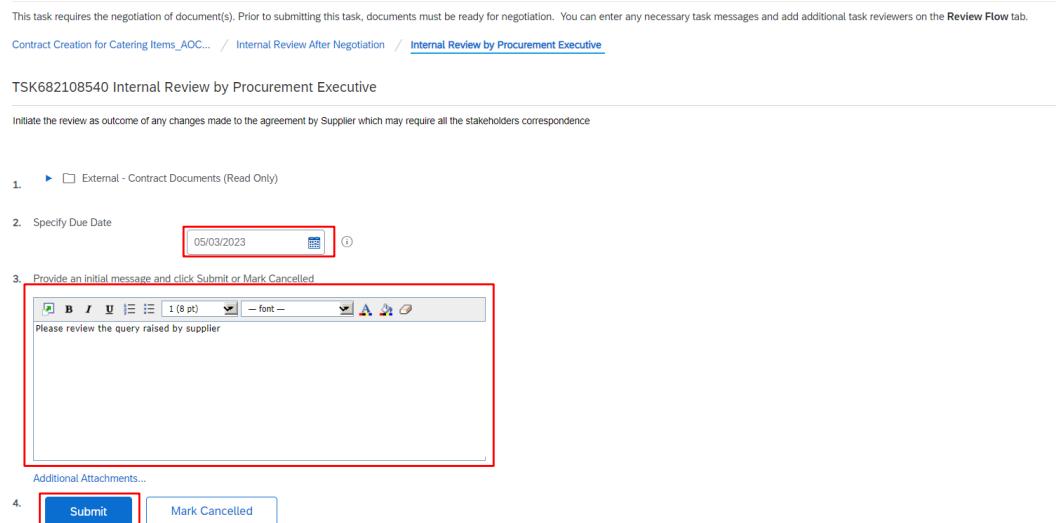
Show: (Any Status) Required/Optional (Any Owner)

Contract Creation for Catering Items\_AOC...

Actions ▾

Name	Document	Owner	Status	Due Date
▶ Prepare & Draft		Project Owner	Complete	
▶ Internal Review		Project Owner	Complete	04/29/2023
▼ ▶ Negotiate Contract		Project Owner	In Progress	05/05/2023
✓ Internal Review by Legal *	Main Agreement (v4/5) ▾	Sumit Keshwanani	Reviewed	05/05/2023
⚠ Negotiate Contract *	External - Contract Documents (v4/4) ▾	Sumit Keshwanani	In Progress	04/29/2023
▼ ▶ Internal Review After Negotiation		Project Owner	Not Started	
⌚ Internal Review by Procurement Executive		Project Owner	Not Started	Yellow
Action	External - Contract Documents ▾	Project Owner	Not Started	Yellow
View Task Details	External - Contract Documents ▾	Project Owner	Not Started	Yellow
Edit Task	External - Contract Documents ▾	Project Owner	Not Started	Yellow
Open Folder	External - Contract Documents ▾	Project Owner	Not Started	Yellow
Force Complete Task		Project Owner	Not Started	

4. On Task page, specify Due Date, provide initial message, and Click on Submit Review Task



This task requires the negotiation of document(s). Prior to submitting this task, documents must be ready for negotiation. You can enter any necessary task messages and add additional task reviewers on the Review Flow tab.

Contract Creation for Catering Items\_AOC... / Internal Review After Negotiation / Internal Review by Procurement Executive

TSK682108540 Internal Review by Procurement Executive

Initiate the review as outcome of any changes made to the agreement by Supplier which may require all the stakeholders correspondence

1. ▶ External - Contract Documents (Read Only)
2. Specify Due Date  (i)
3. Provide an initial message and click Submit or Mark Cancelled   

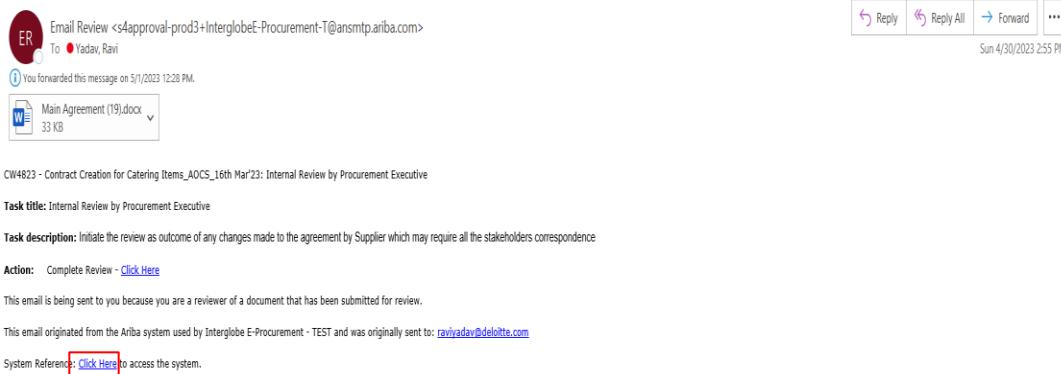
Please review the query raised by supplier

Additional Attachments...
4.

## **12. How to Complete Internal Review After Negotiation Task by Procurement Executive**

- Once Project Owner submits the Internal Review task, Procurement Executive will receive a mail along with the Agreement as an attachment and a system reference link to access the contract,

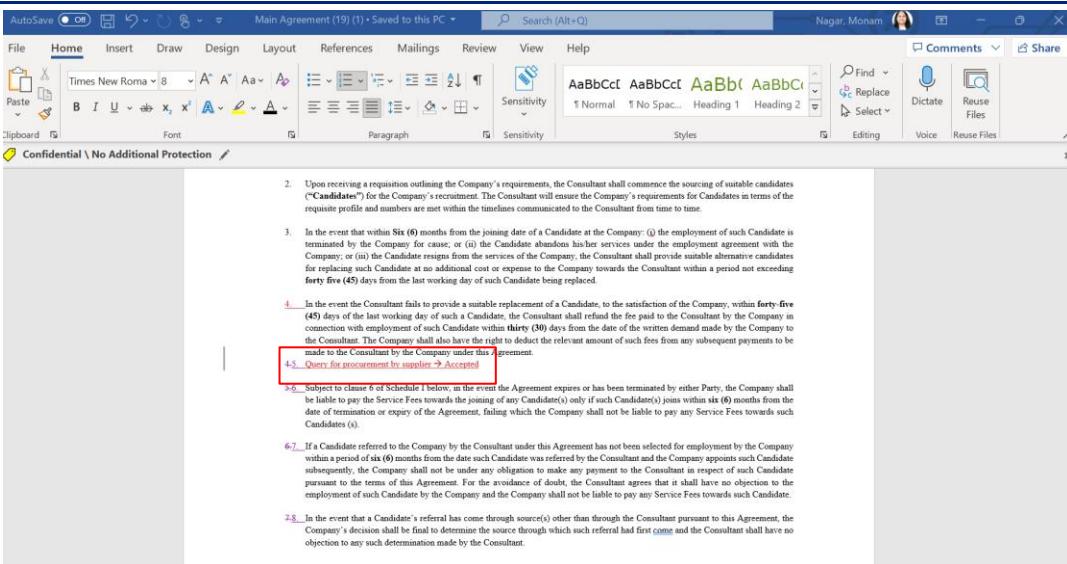
CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Internal Review by Procurement Executive



- After clicking on Click Here, directly reach on Review Task to download the word document by clicking on Main Agreement

The screenshot shows the Ariba Review Task interface. The title is "Review Task". The main content area displays a document titled "Main Agreement (19)" with a "Download" button highlighted with a red box. Below the document, there is a note: "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, there are tabs for "Properties", "Task History", and "Review Flow". A footer bar shows the "Owner" as "Sumit Kesharwani" and the "Date" as "04/30/2023 02:51 PM".

- In the downloaded word file, check the query raised by supplier and revert for the query



#### 4. Save the word document

#### 5. On the Review Task of Ariba portal, Click on Complete Review

The screenshot shows the Ariba Internal Review interface. A task titled "Contract Creation for Catering Items\_AOC..." is displayed with a status of "Round 1: Awaiting Response(s)". A red box highlights the "Complete Review" button. Below the main area, there are tabs for "Properties", "Task History", and "Review Flow". At the bottom, there is a message from the owner: "Please review the query raised by supplier".

#### 6. On next page, mention the message and click on choose file to attach the updated file. Click on OK

Reviewed

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 More

Message:

Reviewed

Access Control: (No additional restrictions)
[View Details](#)

Document

External - Contract Documents

 Main Agreement (19)

[Choose File](#) Main Agree...1 (19) (1).docx  
Or drop file here

Additional Attachments

No items

[Delete](#) [Add attachment](#) [Add from Project](#)

## 7. Project Owner gets the mail notification and directly reach on Internal Review task after clicking on Click Here

CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Internal Review by Procurement Executive was fully reviewed.



Deloitte Ariba

To  Ravi, Ravi

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Sun 4/30/2023 6:02 PM

CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Internal Review by Procurement Executive was fully reviewed.

**Task Title:** Internal Review by Procurement Executive

**Task Description:** Initiate the review as outcome of any changes made to the agreement by Supplier which may require all the stakeholders correspondence

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 InterGlobe E-Procurement - TEST and was originally sent to: [raviyadav@deloitte.com](mailto:raviyadav@deloitte.com)

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

## 8. Check the changes done by Procurement Executive by clicking on Review Changes

Exit

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can complete this task by clicking the Complete Review button. If you are the owner of this task, you can mark More

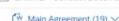
Contract Creation for Catering Items\_AOCS\_16th Mar'23 / Internal Review After Negotiation / [Internal Review by Procurement Executive](#)

TSK682108540 Internal Review by Procurement Executive

Round 1: Awaiting Owner Action [...](#)

Initiate the review as outcome of any changes made to the agreement by Supplier which may require all the stakeholders correspondence

External - Contract Documents (Read Only)



Main Agreement (19)

Reviewed

The reviewer has already responded. You have the following options:

- Review comments on the Task History
- Review and merge document changes sent back from the reviewer. Clicking the document icon lets you see the document attached by the reviewer and clicking the [Review Change](#) link allows you to merge those changes into the server version of the document. If this link is not visible for a document, then you must merge the changes manually.

 Main Agreement (19) (1).docx [\(Review Change\)](#)

[New Round](#) [...](#)

[Mark Complete](#) [...](#)

[Properties](#) [Task History](#) [Review Flow](#)

 Threaded

Date

04/30/2023 02:51 PM

Owner

 Sumit Kesharwani

Please review the query raised by supplier

## 9. On Review Changes page, Changes made by the reviewer will be highlighted 10. Click on either Process or Reject All Changes accordingly

Review Changes

Review changes done to the document.

[Process All Changes](#)[Reject All Changes](#)

Changes 1 (1)

[Previous](#)[Next](#)

2. UPON RECEIVING A REQUISITION OUTLINING THE COMPANY'S REQUIREMENTS, THE CONSULTANT SHALL COMMENCE THE SOURCING OF SUITABLE CANDIDATES ("CANDIDATES") FOR THE COMPANY'S RECRUITMENT TIME. Consultant will ensure the Company's requirements for Candidates in terms of the requisite profile and numbers are met within the timelines communicated to the Consultant from time to time.

3. In the event that within Six (6) months from the joining date of a Candidate at the Company: (i) the employment of such Candidate is terminated by the Company for cause; or (ii) the Candidate abandons his/her services under the employment agreement with the Company; or (iii) the Candidate resigns from the services of the Company, the Consultant shall provide suitable alternative candidates for replacing such Candidate at no additional cost or expense to the Company towards the Consultant within a period not exceeding forty five (45) days from the last working day of such Candidate being replaced.

4. In the event the Consultant fails to provide a suitable replacement of a Candidate, to the satisfaction of the Company, within forty-five (45) days of the last working day of such a Candidate, the Consultant shall refund the fee paid to the Consultant by the Company in connection with employment of such Candidate within thirty (30) days from the date of the written demand made by the Company to the Consultant. The Company shall also have the right to deduct the relevant amount of such fees from any subsequent payments to be made to the Consultant by the Company under this Agreement.

5. Query for procurement by supplier Accepted

6. Subject to clause 6 of Schedule I below, in the event the Agreement expires or has been terminated by either Party, the Company shall be liable to pay the Service Fees towards the joining of any Candidate(s) only if such Candidate(s) joins within six (6) months from the date of termination or expiry of the Agreement, failing which the Company shall not be liable to pay any Service Fees towards such Candidates (s).

7. If a Candidate referred to the Company by the Consultant under this Agreement has not been selected for employment by the Company within a period of six (6) months from the date such Candidate was referred by the Consultant and the Company appoints such Candidate subsequently, the Company shall not be under any obligation to make any payment to the Consultant in respect of such Candidate pursuant to the terms of this Agreement. For the avoidance of doubt, the Consultant agrees that it shall have no objection to the employment of such Candidate by the Company and the Company shall not be liable to pay any Service Fees towards such Candidate.

8. In the event that a Candidate's referral has come through source(s) other than through the Consultant pursuant to this Agreement, the Company's decision shall be final to determine the source through which such referral had first come and the Consultant shall have no objection to any such determination made by the Consultant.

**Service  
Levels**

## 11. Save the changes as new version after mentioning the Version Comment

Review Changes

[Save](#)[Cancel](#)

Please review your changes. You may enter comments on each changed clause. If you check in these changes as a new Document version you may also enter an overview comment for the entire set of changes.

Save these changes as a new version?  Yes, save as v6  No, save and continue editing v5

Version Comment: Internal Review via Procurement changes accepted

[Overview](#) [Outline View](#)

Clause	Type	Comments
04/28/2023 AGREEMENT FOR SERVICES ("AGREEMENT")	Ad Hoc	
Annexure A	Template	
Services	Template	
The Consultant shall render Services to the Company in accordance with the terms and conditions mentioned in this Agreement and this Annexure A to the Agreement.	Template	
Upon receiving a requisition outlining the Company's requirements, the Consultant shall commence the sourcing of suitable candidates ("Candidates") for the Company's recruitment. The Consultant will ensure the Company's requirements for Candidates in terms of the requisite profile and numbers are met within the timelines communicated to the Consultant from time to time.	Template	
In the event that within Six (6) months from the joining date of a Candidate at the Company: (i) the employment of such Candidate is terminated by the Company for cause; or (ii) the Candidate abandons his/her services under the employment agreement with the Company; or (iii) the Candidate resigns from the services of the Company, the Consultant shall provide suitable alternative candidates for replacing such Candidate at no additional cost or expense to the Company towards the Consultant within a period not exceeding forty five (45) days from the last working day of such Candidate being replaced.	Template	

## 12. Click on 'Mark Complete' in case of Review is complete.

(You can also initiate a new round of review if required by clicking on 'New Round')

## Review Task

[Exit](#)

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can complete this task by clicking the [Complete Review](#) button. If you are the owner of this task, you can mark [More](#)

[Contract Creation for Catering Items\\_AOC...](#) / [Internal Review After Negotiation](#) / [Internal Review by Procurement Executive](#)

TSK682108540 Internal Review by Procurement Executive

Round 1: Awaiting Owner Action 

Initiate the review as outcome of any changes made to the agreement by Supplier which may require all the stakeholders correspondence

External - Contract Documents

 [Main Agreement \(19\) \(1\)](#) 

Sumit Kesharwani [Review](#)  
Reviewed

The reviewer has already responded. You have the following options:

- Review comments on the [Task History](#)
- Review and merge document changes sent back from the reviewer. Clicking the document icon lets you see the document attached by the reviewer and clicking the [Review Change](#) link allows you to merge those changes into the server version of the document. If this link is not visible for a document, then you must merge the changes manually.

 [Main Agreement \(19\) \(1\).docx](#) ([Review Change](#))

[New Round](#)   
[Mark Complete](#) 

Properties

Task History

Review Flow

 Threaded

**13. If you 'Mark Complete' then add message**

**14. Click on 'OK'**

Completed

[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 [More](#)

Message:

Completed

[More](#)

Access Control: [\(No additional restrictions\)](#)

[View Details](#) 

Additional Attachments

No items

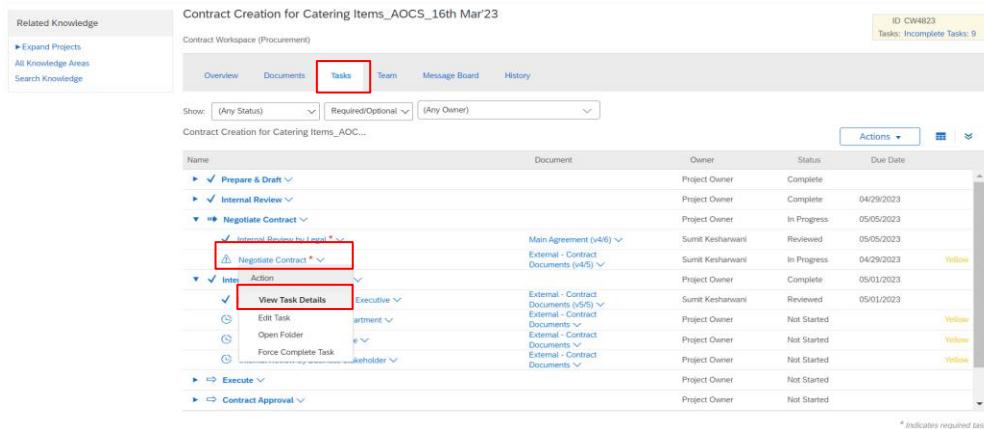
[Delete](#)

[Add attachment](#)

[Add from Project](#)

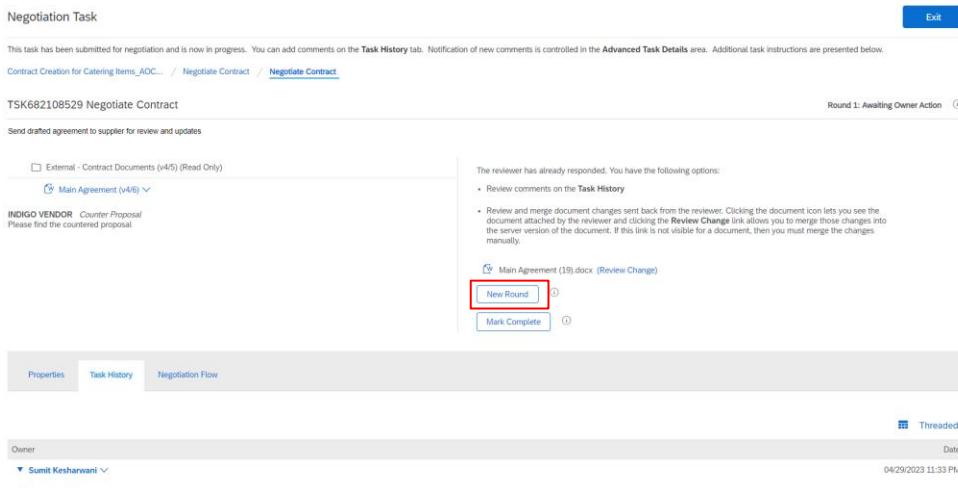
## 13. How to Start the Negotiation Task Again

- Come on Tasks Tab, click on Negotiate Contract and select View Task Details



The screenshot shows the 'Contract Creation for Catering Items\_AOCS\_16th Mar'23' workspace. The 'Tasks' tab is selected. Under the 'Internal Review' section, there is a task titled 'Negotiate Contract'. A red box highlights this task. Below it, a dropdown menu is open, and another red box highlights the 'View Task Details' option. The main table lists various tasks with columns for Name, Document, Owner, Status, and Due Date. Some tasks have yellow status indicators.

- On Negotiate Task, click on New Round



The screenshot shows the 'Negotiation Task' page for TSK682108529 Negotiate Contract. It displays a list of documents and actions. In the 'Main Agreement (19).docx (Review Change)' section, there is a 'New Round' button, which is highlighted with a red box. Other buttons visible include 'Mark Complete' and 'Exit'.

- On Next page, click on blue arrow along with External - Contract Documents (Read Only)
- Click on Main Agreement, select Replace Document

## Negotiation Task

[Cancel](#)This task requires the negotiation of document(s). Prior to submitting this task, documents must be ready for negotiation. You can enter any necessary task messages and add additional task reviewers on the [Negotiation Flow](#) tab.Contract Creation for Catering Item\_AOC... / Negotiate Contract / [Negotiate Contract](#)

TSK683718829 Negotiate Contract

Round 2: Not Started

Send drafted agreement to supplier for review and updates

1.  External - Contract Documents (Read Only)  
 Main Agreement (19) (1)    

2. Select Reviewer  
 Replace Document   

Approve Rule Flow Type:  Parallel   

3. Specify Due Date  
 Days after parent phase starts:    Fixed Date: 04/29/2023

4. Provide an initial message and click Submit  


## 5. On Replace Document page, click on choose file and Replace

## Replace Document

Choose a document to replace the **Original Document** and enter a **Description** to explain why the document is being replaced. You can replace the Original Document by uploading a new one from an external source, or by replacing it with a document from a project. [More](#)

Original Document:  Main Agreement (19) (1).docx

Description: Internal Review via Procurement changes accepted

New Document:  Upload    
 Choose File Main Agree...t (19) (2).docx  
 Replace original document with a document from a project

## 6. On next page, select "Use the original document name and continue uploading of file" and click on OK

## Replace Document

Choose a document to replace the **Original Document** and enter a **Description** to explain why the document is being replaced. You can replace the Original Document by uploading a new one from an external source, or by replacing it with a document from a project. [More](#)

You are uploading a new file Main Agreement (19) (2).docx to replace Main Agreement (19) (1).docx. Please select one of the following options to indicate how you would like to proceed with the upload: Do you want to:

Use the original document name and continue uploading of file  
 Replace document by the uploaded file  
 Select another file for upload.

## 7. On Main Agreement page, click on Done

**Main Agreement (19) (1)**

Listed below are the details of this Document, including Tasks associated with it. You can **Edit** the overview, **Copy** or **Move** the document, and **Publish** it for use by other team members by clicking **Actions**. You can **Drag and drop file to replace**

Status: Draft  
Version: v6 (editing)  
ID: Doc682104322

**Last Task**

Internal Review by L...

Status: Reviewed

**Clause**

Clause	Type	Comments	Action
④ 04/28/2023 AGREEMENT FOR SERVICES ("AGREEMENT")	Ad Hoc		<a href="#">Actions ▾</a>
⑤ Annexure A	Template		<a href="#">Actions ▾</a>
⑥ Services	Template		<a href="#">Actions ▾</a>
⑦ The Consultant shall render Services to the Company in accordance with the terms and conditions mentioned in this Agreement and this Annexure A to the Agreement.	Template		<a href="#">Actions ▾</a>
⑧ Upon receiving a requisition outlining the Company's requirements, the Consultant shall commence the sourcing of suitable candidates and shall provide the Company with a shortlist of candidates for Candidates in terms of the requisite profile and numbers are met within the timelines communicated to the Consultant from time to time.	Template		<a href="#">Actions ▾</a>
⑨ In the event that within Six (6) months from the joining date of a Candidate at the Company: (i) the employment of such Candidate is terminated by the Company for cause; or (ii) the Candidate abandons his/her services under the employment agreement with the Company; or (iii) the Candidate resigns from the Company, the Consultant shall provide suitable alternative candidates for replacing such Candidate at no additional cost or expense to the Company towards the Consultant within a period not exceeding forty five (45) days from the last working day of such Candidate being replaced.	Template		<a href="#">Actions ▾</a>
⑩ In the event the Consultant fails to provide a suitable replacement of a Candidate, to the satisfaction of the Company, within forty-five (45) days of	Template		<a href="#">Actions ▾</a>

8. On the Tasks Tab, click on Negotiate Contract and select View Task Details

Contract Creation for Catering Items\_AOCS\_16th Mar'23

Contract Workspace (Procurement)

ID CW4823  
Tasks: Incomplete Tasks:

Overview Documents Tasks Team Message Board History

Show: (Any Status) Required/Optional (Any Owner)

Contract Creation for Catering Items\_AOC...

Name	Document	Owner	Status	Due Date
▶ ✓ Prepare & Draft		Project Owner	Complete	
▶ ✓ Internal Review		Project Owner	Complete	04/29/2023
▼ ▶ Negotiate Contract		Project Owner	In Progress	05/05/2023
▶ ✓ Internal Review by Legal*	Main Agreement (v4/6) ▾	Sumit Keshwanvi	Reviewed	05/05/2023
▶ Negotiate Contract *	External - Contract Documents ▾	Sumit Keshwanvi	Not Started	04/29/2023
▶ Inter Action		Project Owner	Complete	05/01/2023
▶ Ex... View Task Details		Project Owner	Not Started	
▶ Con... Edit Task		Project Owner	Not Started	
▶ Con... Open Folder		Project Owner	Not Started	
▶ Con... Force Complete Task		Project Owner	Not Started	
▶ Fin... View Task Details		Project Owner	Not Started	

- On Negotiate Task page, specify the Due Date, provide initial message, and click on Submit

**Negotiation Task**

This task requires the negotiation of documents. Prior to submitting this task, documents must be ready for negotiation. You can enter any necessary task messages and add additional task reviewers on the [Negotiation Flow tab](#).

Contract Creation for Catering Items\_AOC... / Negotiate Contract / [Negotiate Contract](#)

TSK683718829 Negotiate Contract

Sent drafted agreement to supplier for review and updates

1.  External - Contract Documents (Read Only)

2. Select Reviewers  Add more New External Reviewer

Approval Rule Flow Type:  Parallel +  Serial +  Custom +

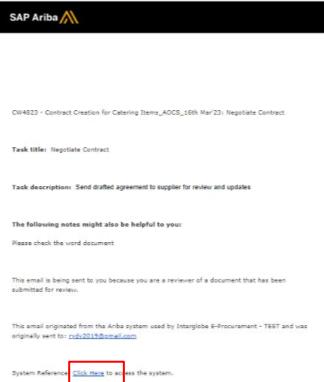
3. Specify Due Date  Days after parent phase starts:    Fixed Date: 04/29/2023

4. Provide an initial message

5.

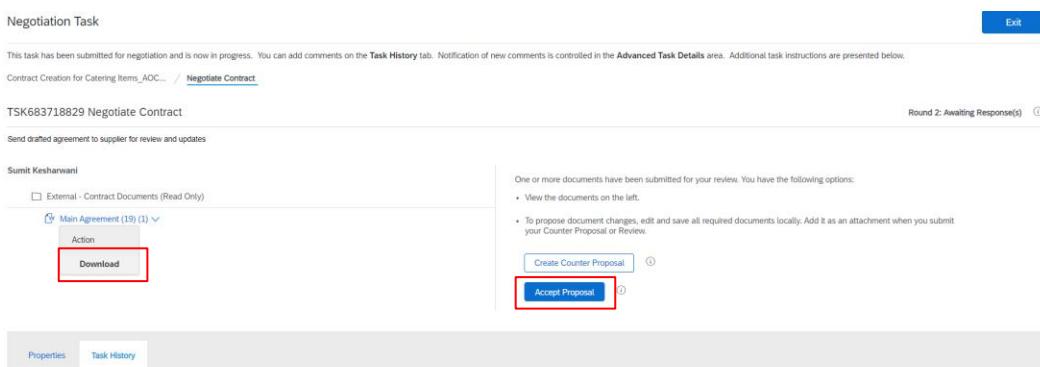
10. Once project owner submits the negotiation task, supplier will receive a mail along with the Agreement as an attachment and a system reference link to access the contract

11. Supplier will click on 'Click Here' to access the systems



12. Supplier will reach on login page, enters the credentials and supplier will directly reach to the Negotiation Task

13. In Negotiation Task page supplier can download the agreement by click on Main Agreement. If supplier accepts the agreement, then he will click on 'Accept Proposal'



14. Project Owner receives the mail notification; he will click on Click Here and directly reach on Negotiate Contract page

CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar23: Negotiate Contract - New comment.



Deloitte Ariba  
To Ravi Yadav, Ravi

Reply Reply All Forward ...  
Sun 4/30/2023 7:03 PM

Negotiate Contract

This comment was made by: INDIGO VENDOR

On this date: Sun, 30 Apr, 2023

Comment: Proposal Accepted

This email originated from the Ariba system used by Interglobe E-Procurement - TEST and was originally sent to: ravi.yadav@deloitte.com

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

15. On Negotiate Contract Page, project owner can see the status of supplier as "Proposal Accepted" under Main Agreement and Click on Mark Completed

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.

Contract Creation for Catering Items\_AOCS\_16th Mar23 / Negotiate Contract / Negotiate Contract

TSK683718829 Negotiate Contract

Round 2: Awaiting Owner Action

Send drafted agreement to supplier for review and updates

External - Contract Documents (Read Only)

Main Agreement (1) (1)

**INDIGO VENDOR** Proposal Accepted

The reviewer has already responded. You have the following options:

- Review comments on the Task History

New Round

Mark Complete

Properties Task History Negotiation Flow

Threaded

Owner

Sumit Kesharwani

Date

04/30/2023 06:22 PM

Sumit Kesharwani

04/30/2023 06:42 PM

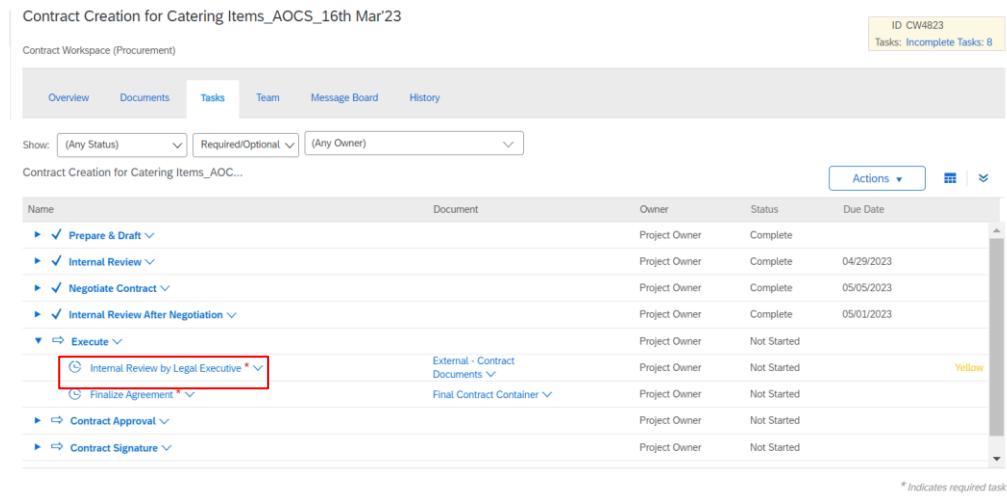
Please check the word document

Sumit Kesharwani (Round 1:  External - Contract Documents (v4/6))

04/29/2023 11:33 PM

## **14. How to Start the Internal Review by Legal Executive task**

1. Come on Tasks tab, click the Internal Review by Legal and select View Task Details



Contract Creation for Catering Items\_AOCS\_16th Mar'23

Contract Workspace (Procurement)

ID CW4823  
Tasks: Incomplete Tasks: 8

Overview Documents Tasks Team Message Board History

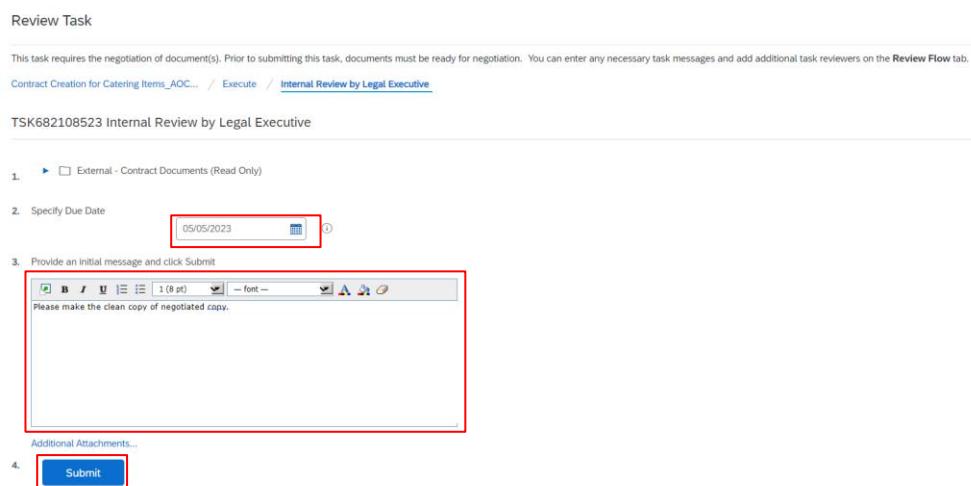
Show: (Any Status) Required/Optional (Any Owner)

Actions

Name	Document	Owner	Status	Due Date
▶ ✓ Prepare & Draft		Project Owner	Complete	
▶ ✓ Internal Review		Project Owner	Complete	04/29/2023
▶ ✓ Negotiate Contract		Project Owner	Complete	05/05/2023
▶ ✓ Internal Review After Negotiation		Project Owner	Complete	05/01/2023
▼ ⇄ Execute		Project Owner	Not Started	
⌚ Internal Review by Legal Executive *	External - Contract Documents	Project Owner	Not Started	Yellow
⌚ Finalize Agreement	Final Contract Container	Project Owner	Not Started	
⇄ Contract Approval		Project Owner	Not Started	
⇄ Contract Signature		Project Owner	Not Started	

\* Indicates required task

2. On Review Task, specify the Due Date, provide the message, and click on Submit



Review Task

This task requires the negotiation of document(s). Prior to submitting this task, documents must be ready for negotiation. You can enter any necessary task messages and add additional task reviewers on the [Review Flow](#) tab.

Contract Creation for Catering Items\_AOC... / Execute / [Internal Review by Legal Executive](#)

TSK682108523 Internal Review by Legal Executive

1. [External - Contract Documents \(Read Only\)](#)
2. Specify Due Date
3. Provide an initial message and click Submit

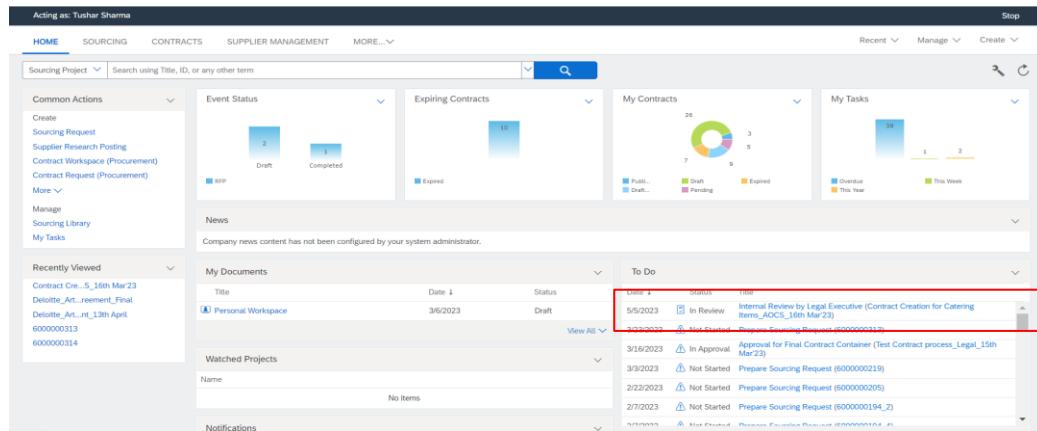
Please make the clean copy of negotiated copy.

Additional Attachments...

4. [Submit](#)

## **15. How Legal Representative Completes Internal Review**

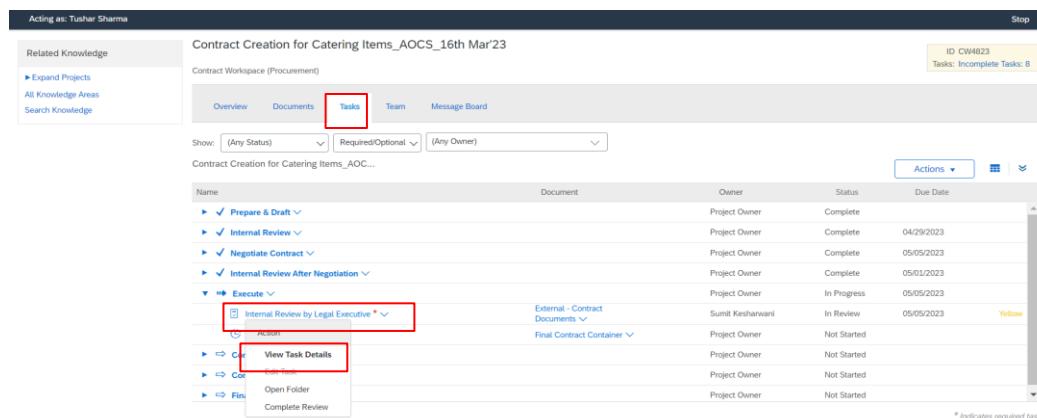
1. Legal Reviewer will login to page and select the task initiated under To Do/Need Review table



The screenshot shows the SAP Ariba Home interface. On the right, there's a 'To Do' table with several tasks listed. One task is highlighted with a red box: 'Internal Review by Legal Executive (Contract Creation for Catering Items\_AOCS\_16th Mar'23)'. The table includes columns for Due Date, Status, and Task Description.

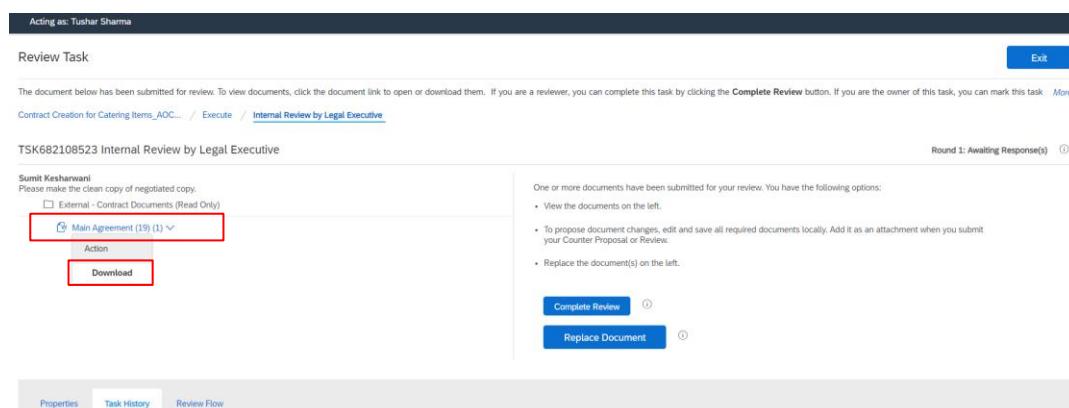
Due Date	Status	Task Description
5/5/2023	In Review	Internal Review by Legal Executive (Contract Creation for Catering Items_AOCS_16th Mar'23)
3/16/2023	In Progress	Approve for Final Contract Container (Test Contract process_Legal_15th Mar'23)
3/3/2023	Not Started	Prepare Sourcing Request (60000000219)
2/22/2023	Not Started	Prepare Sourcing Request (60000000205)
2/7/2023	Not Started	Prepare Sourcing Request (60000000194_Z)

2. Click on Tasks tab, select View Task Details on Internal Review by Legal Executive



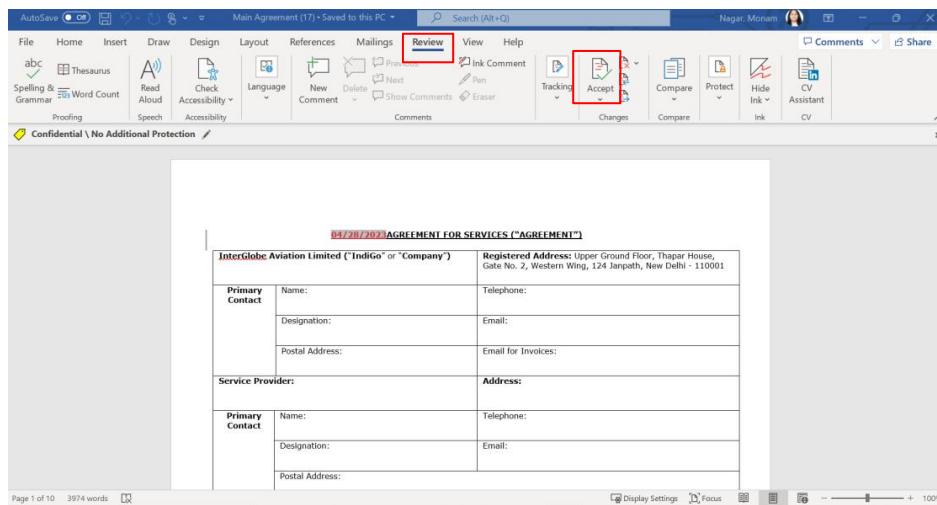
The screenshot shows the task details for 'Contract Creation for Catering Items\_AOCS\_16th Mar'23'. The 'Tasks' tab is selected. A specific task is highlighted with a red box: 'Internal Review by Legal Executive'. Below it, a 'View Task Details' button is also highlighted with a red box.

3. On Review Task page, Click of Main Agreement and select Download



The screenshot shows the 'Review Task' page for task TSK68210852. It displays a list of documents for review. A specific document link is highlighted with a red box: 'Main Agreement (19) (1)'. Below it, a 'Download' button is also highlighted with a red box.

4. Open the Downloaded Main Agreement word file, Accept all the track changes under Review tab



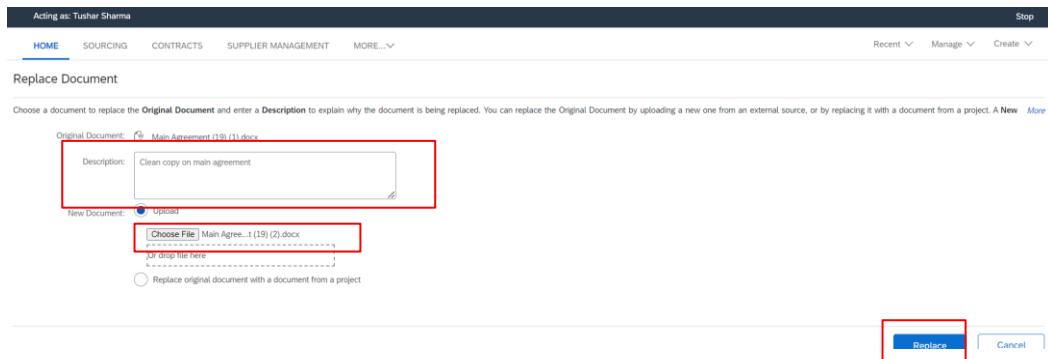
5. Save the Document and Click on Replace Documents tab

The screenshot shows the SAP Internal Review by Legal Executive interface. At the top, it says "Acting as: Tushar Sharma" and "Review Task". In the center, it displays a task titled "TSK682108523 Internal Review by Legal Executive" for "Sumit Kesharwani". It shows a list of documents: "External - Contract Documents (Read Only)" and "Main Agreement (19) (1)". On the right, it says "Round 1: Awaiting Response(s)" and provides options for viewing documents or proposing changes. At the bottom, there are buttons for "Complete Review" and "Replace Document", with the "Replace Document" button highlighted by a red box. Navigation tabs at the bottom include "Properties", "Task History", and "Review Flow".

6. On Replace Document, Click on Choose File and Select Replace button

The screenshot shows the SAP Replace Document interface. At the top, it says "Acting as: Tushar Sharma" and "Replace Document". It asks to "Select a document to replace in the task." Below is a list of documents: "External - Contract Documents" and "Main Agreement (19) (1)". At the bottom, there is a "Replace Document" button, which is highlighted with a red box.

7. On next page, enter the Description and click on Choose File to attach the word agreement and click on Replace



Acting as: Tushar Sharma

HOME SOURCING CONTRACTS SUPPLIER MANAGEMENT MORE... Stop Recent Manage Create

Replace Document

Choose a document to replace the **Original Document** and enter a **Description** to explain why the document is being replaced. You can replace the Original Document by uploading a new one from an external source, or by replacing it with a document from a project. A New More

Original Document:

Description:

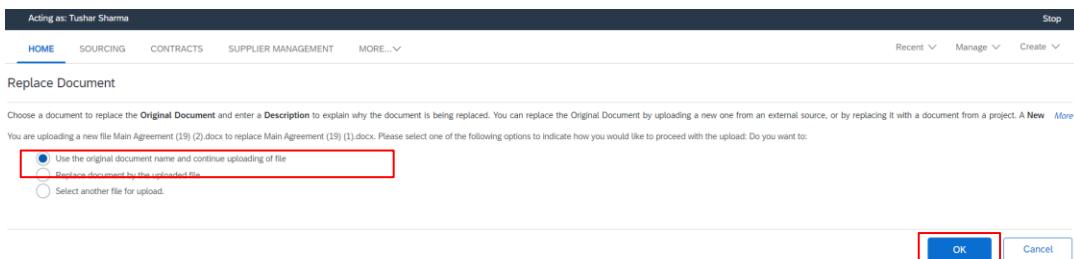
New Document:  Upload

Or drop file here

Replace original document with a document from a project

Replace Cancel

8. On Replace Document page, click on radio button "Use the original document name and continue uploading of file"



Acting as: Tushar Sharma

HOME SOURCING CONTRACTS SUPPLIER MANAGEMENT MORE... Stop Recent Manage Create

Replace Document

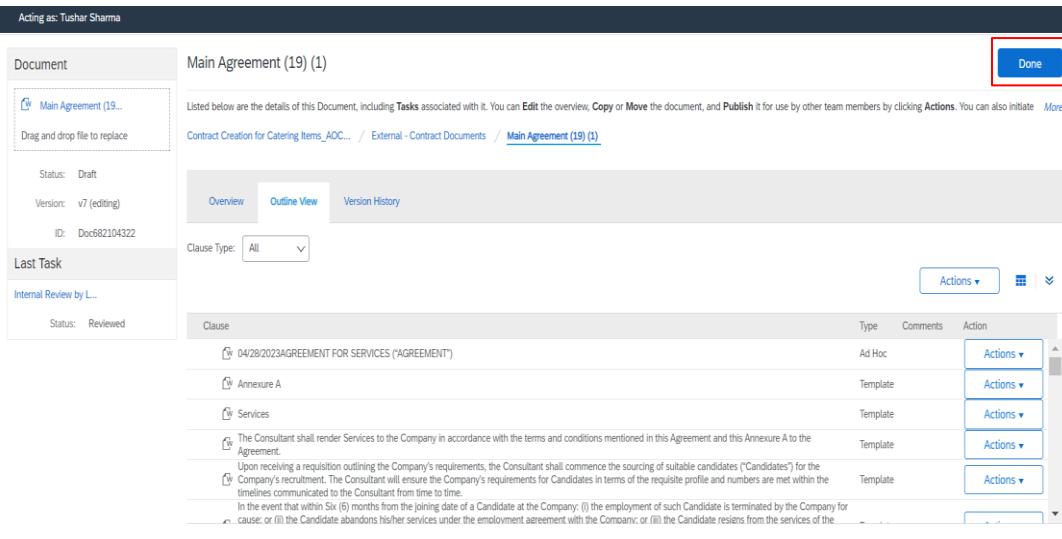
Choose a document to replace the **Original Document** and enter a **Description** to explain why the document is being replaced. You can replace the Original Document by uploading a new one from an external source, or by replacing it with a document from a project. A New More

You are uploading a new file Main Agreement (19) (2).docx to replace Main Agreement (19) (1).docx. Please select one of the following options to indicate how you would like to proceed with the upload: Do you want to:

Use the original document name and continue uploading of file  Replace document by the uploaded file  Select another file for upload.

OK Cancel

9. On Main Agreement page, Click on Done



Acting as: Tushar Sharma

Document Main Agreement (19) (1) Done

Main Agreement (19) (1)

Listed below are the details of this Document, including Tasks associated with it. You can Edit the overview, Copy or Move the document, and Publish it for use by other team members by clicking Actions. You can also initiate More

Contract Creation for Catering Items\_AOC... / External - Contract Documents / Main Agreement (19) (1)

Overview Outline View Version History

Status: Draft Version: v7 (editing) ID: Doc682104322

Last Task Internal Review by L...

Status: Reviewed

Clause	Type	Comments	Action
04/28/2023 AGREEMENT FOR SERVICES ("AGREEMENT")	Ad Hoc		Actions
Annexure A	Template		Actions
The Consultant shall render Services to the Company in accordance with the terms and conditions mentioned in this Agreement and this Annexure A to the Agreement.	Template		Actions
Upon receiving a requisition outlining the Company's requirements, the Consultant shall commence the sourcing of suitable candidates ("Candidates") for the Company's recruitment. The Consultant will ensure the Company's requirements for Candidates in terms of the requisite profile and numbers are met within the timelines communicated to the Consultant from time to time.	Template		Actions
In the event that within Six (6) months from the joining date of a Candidate at the Company: (i) the employment of such Candidate is terminated by the Company for cause; or (ii) the Candidate abandons his/her services under the employment agreement with the Company; or (iii) the Candidate resigns from the services of the	Template		Actions

10. On Task tab, click on Internal Review by Legal and select Complete Review

The screenshot shows a workspace titled 'Contract Creation for Catering Items\_AOCS\_16th Mar'23'. The 'Tasks' tab is selected. A red box highlights the 'Internal Review by Legal Executive' task in the list. Another red box highlights the 'View Task Details' button below the task list.

11. Project Owner receives notification Review Task is completed by Legal Executive. In the mail click on Click Here to access the system and directly reach on Review Task page

The screenshot shows an email from 'Deloitte Ariba' to 'Yadav, Ravi'. The subject is 'CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Internal Review by Legal Executive was fully reviewed.'. The email body contains a 'Task Title: Internal Review by Legal Executive' and a 'Task Description:'. At the bottom, there is a link 'Click Here to access the system' which is highlighted with a red box.

12. Download the word document provided by Legal and Click on Mark Complete

The screenshot shows the 'Review Task' interface for 'TSK682108523 Internal Review by Legal Executive'. It displays a 'Main Agreement' document with a 'Download' button highlighted with a red box. At the bottom right, there is a 'Mark Complete' button highlighted with a red box.

## 16. How to Finalize Agreement

- On Tasks tab, Click on Finalize Agreement and select Mark Started

Contract Creation for Catering Items\_AOCS\_16th Mar'23

Contract Workspace (Procurement)

Related Knowledge

- Expand Projects
- All Knowledge Areas
- Search Knowledge

Tasks

Show: (Any Status) Required/Optional (Any Owner)

Name Document Owner Status Due Date

✓ Prepare & Draft		Project Owner	Complete
✓ Internal Review		Project Owner	Complete
✓ Negotiate Contract		Project Owner	Complete
✓ Internal Review After Negotiation		Project Owner	In Progress
→ Execute		Sunit Keshwani	Reviewed
Internal Review by Legal Executive		Project Owner	Not Started
Finalize Agreement		Project Owner	Not Started
View Task Details		Project Owner	Not Started
Edit Task		Project Owner	Not Started
Open Folder			
Mark Started			
More Options			
Force Complete Task			

\* Indicates required task

SAP Sunil Keshwani (sunilekshwani@deloitte.com) last visit 4/30/2023 5:24 PM | ID CW4823 | Tasks: Incomplete Tasks: 7

- Come on Document tab, expand the folder External – Contract Documents
- Click on Main Agreement and select Publish from drop down window

Contract Creation for Catering Items\_AOCS\_16th Mar'23

Contract Workspace (Procurement)

Documents

Tasks Team Message Board History

Name Action Owner Status

Download Draft		Project Owner	Not Created
View Details		Project Owner	
Edit Attributes		Project Owner	Draft
Move		Project Owner	
Publish		Project Owner	

Add to Quick Links  
Lock  
Replace Document

Create New Task

To Do  
Review  
Approval  
Negotiation  
Signature  
Notification

It 4/30/2023 5:24 PM | Cookie Statement | U2 | © 1996 - 2023 Ariba Inc. All Rights Reserved

- Status of Document changed from Draft to Finalized

Contract Creation for Catering Items\_AOCS\_16th Mar'23

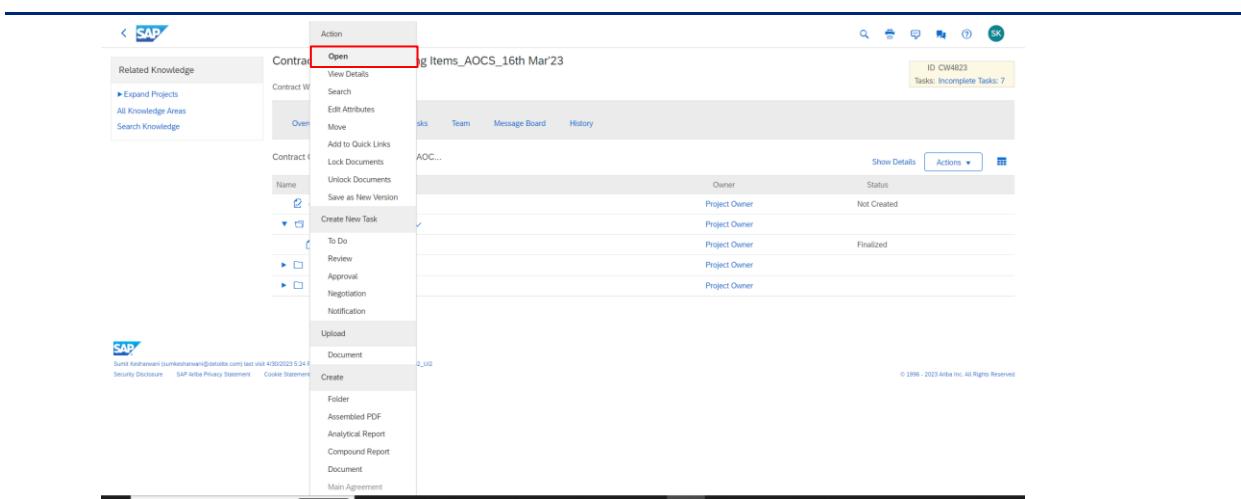
Contract Workspace (Procurement)

Overview Documents Tasks Team Message Board History

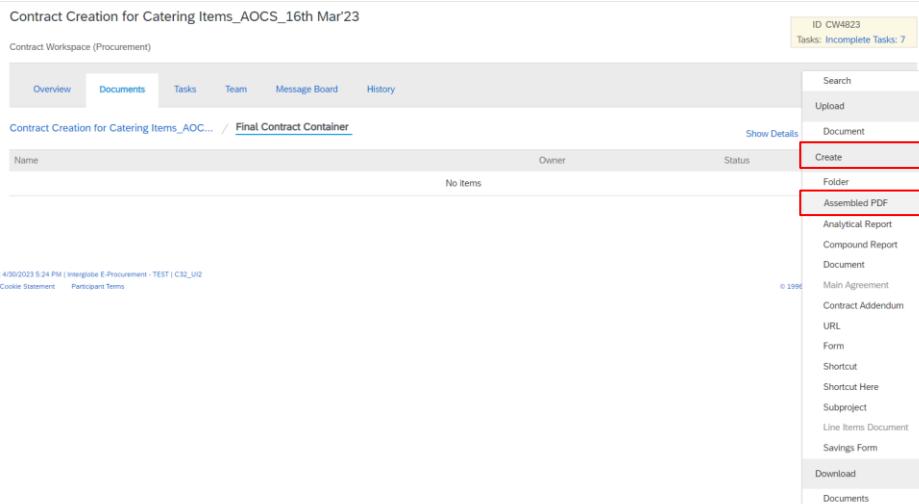
Name Owner Status

Contract Line Items	Project Owner	Not Created
External - Contract Documents	Project Owner	
Main Agreement (19) (1)	Project Owner	Finalized
Final Contract Container	Project Owner	
External - Signed Contract	Project Owner	

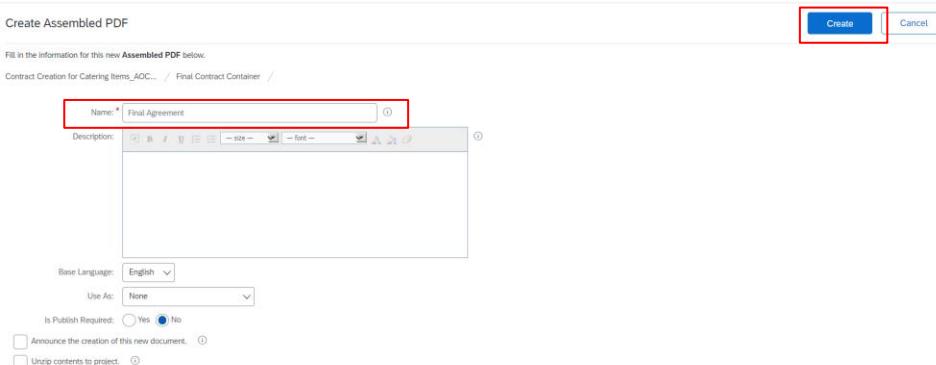
- Click on Folder Final Contract Container, select Open from drop down window



**6. On next screen, click on Action and select Assembled PDF under section Create**



**7. On Create Assembled PDF page, provide the name of folder and click on Create**



**8. On Final Agreement page, select Content and click on Add Document**

Document Final Agreement

Status: Not Generated Version: Original ID: Doc683733624

Overview Content Version History

Add Document Generate PDF

9. On Add PDF Content page, expand the folder: External – Contract Documents and select Main Agreement. Click on Add Document(s)

Add PDF Content

Contract Line Items Project Owner Line Items Document

External - Contract Documents Project Owner Main Agreement

Main Agreement (19) (1) Project Owner Folder

Final Contract Container Project Owner Main Agreement

External - Signed Contract Project Owner Folder

Add Document(s) Cancel

10. Again, on Final Agreement page, select the added Main Agreement and Click on Generate PDF. Click on Done

Document Final Agreement

Status: Not Generated Version: Original ID: Doc683733624

Overview Content Version History

Document Main Agreement (19) (1).docx Remove Add Document Generate PDF

Owner: Sumit Kesharwani Status: Published

Done

11. On Final Contract Container page, Click on Final Agreement and select Publish

Contract Creation for Catering Items\_AOCS\_16th Mar'23

Contract Workspace (Procurement)

Overview Documents Tasks Team Message Board History

Contract Creation for Catering Items\_AOCS\_16th Mar'23 / Final Contract Container

Name	Action	Owner	Status
Download Draft		Sumit Kesharwani	Draft
View Details		Sumit Kesharwani	Published
<b>Generate PDF</b>			
Edit Attributes			
Move			
<b>Publish</b>			

Show Details Actions

Add to Quick Links Lock Delete Old Versions Save as New Version Create New Task To Do Review Approval Signature Notification

Cookie Statement

ID: CW4823 Tasks: Incomplete Tasks: 7

12. Come on Tasks tab, click on Finalize Agreement and select Mark Complete

Contract Creation for Catering Items\_AOCS\_16th Mar'23

Contract Workspace (Procurement)

ID: CW4923 Tasks: Incomplete Tasks: 7

Overview Documents **Tasks** Team Message Board History

Show: (Any Status) Required/Optional (Any Owner)

Contract Creation for Catering Items\_AOCS...

Actions

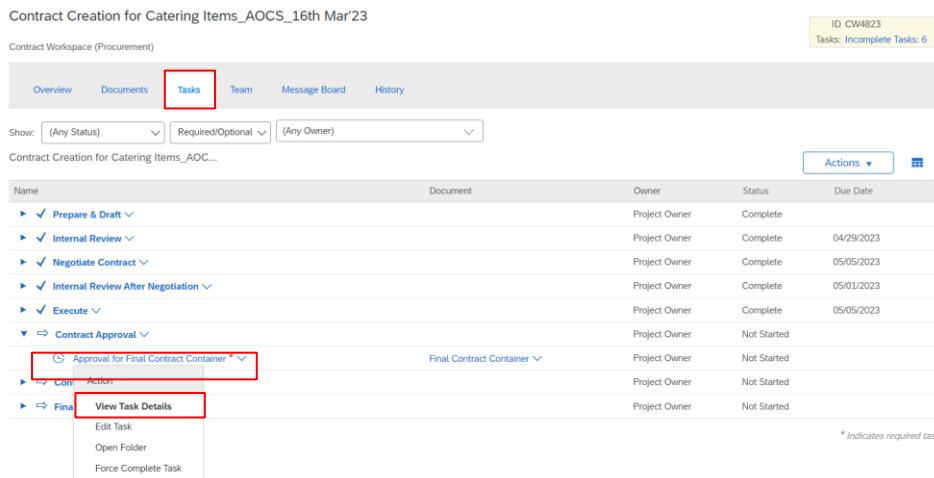
Name	Document	Owner	Status	Due Date
▶ ✓ Prepare & Draft		Project Owner	Complete	
▶ ✓ Internal Review		Project Owner	Complete	04/29/2023
▶ ✓ Negotiate Contract		Project Owner	Complete	05/05/2023
▶ ✓ Internal Review After Negotiation		Project Owner	Complete	05/01/2023
▼ ➔ Execute		Project Owner	In Progress	05/05/2023
✓ Internal Review by Legal Executive *	External - Contract Documents (v77) ▾	Sumit Keshwanani	Reviewed	05/05/2023
Finalize Agreement *	Final Contract Container ▾	Sumit Keshwanani	In Progress	
▶ ➔ Cont Action		Project Owner	Not Started	
▶ ➔ Cont View Task Details		Project Owner	Not Started	
▶ ➔ Cont Edit Task		Project Owner	Not Started	
▶ ➔ Cont Open Folder		Project Owner	Not Started	
Mark Started				
Mark Complete				
Force Complete Task				

\* Indicates required task

Actions: Mark Started, Mark Complete, Force Complete Task

## 17. How to Start the Approval for Final Contract Container

1. Once Internal Review is complete, Project Owner will start the approval task
2. To start the approval task, click on the task 'Approval for Final Contract Container'
3. Click on 'View Task Details'



Contract Creation for Catering Items\_AOCS\_16th Mar'23

Contract Workspace (Procurement)

ID CW4823  
Tasks: Incomplete Tasks: 6

Overview Documents Tasks Team Message Board History

Show: (Any Status) Required/Optional (Any Owner)

Contract Creation for Catering Items\_AOC...

Actions

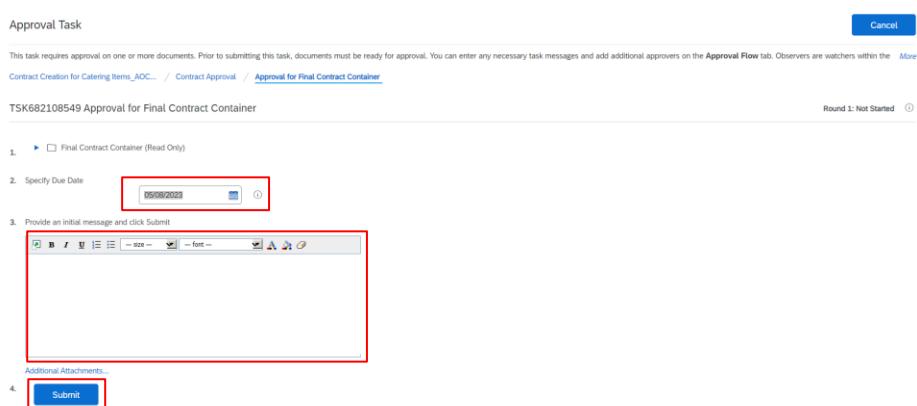
Name	Document	Owner	Status	Due Date
▶ ✓ Prepare & Draft		Project Owner	Complete	
▶ ✓ Internal Review		Project Owner	Complete	04/29/2023
▶ ✓ Negotiate Contract		Project Owner	Complete	05/05/2023
▶ ✓ Internal Review After Negotiation		Project Owner	Complete	05/01/2023
▶ ✓ Execute		Project Owner	Complete	05/05/2023
▼ ⇨ Contract Approval		Project Owner	Not Started	
▶ Approval for Final Contract Container	Final Contract Container	Project Owner	Not Started	
▶ Com...		Project Owner	Not Started	
▶ Fin...		Project Owner	Not Started	

\* Indicates required task

Action menu options: Edit Task, Open Folder, Force Complete Task

4. Specify Due Date (if required)
5. Enter the initial message
6. You can also add the attachment by clicking on 'Additional Attachment'
7. Submit the task

(In the Approval Flow tab, you can check the approval flow and status)



Approval Task

This task requires approval on one or more documents. Prior to submitting this task, documents must be ready for approval. You can enter any necessary task messages and add additional approvers on the Approval Flow tab. Observers are watchers within the ... More

Contract Creation for Catering Items\_AOC... / Contract Approval / Approval for Final Contract Container

TSK682108549 Approval for Final Contract Container

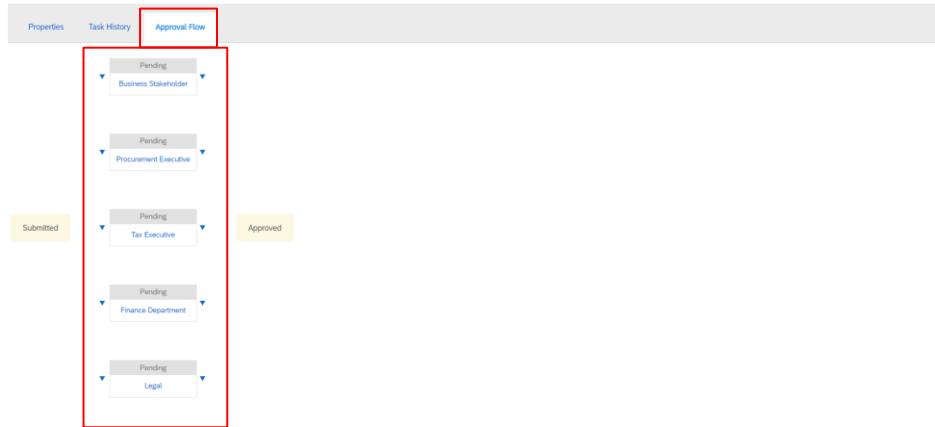
Round 1: Not Started

- ▶ □ Final Contract Container (Read Only)
- Specify Due Date
- Provide an initial message and click Submit

Additional Attachments:

Submit

---

**8. Check the Approval Flow****9. Once project owner submits the task, approvers will receive a notification mail**

## 18. How to Approve/Deny via Email

- Approval mail will contain agreement as an attachment. To approve or deny by email use the action links ([Approve - Click Here](#); [Deny - Click Here](#))

CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Approval for Fi...



CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Approval for Final Contract Container

**Task title:** Approval for Final Contract Container

**Task description:**

The following notes might also be helpful to you:

**Action:**

Approve - [Click Here](#)

Deny - [Click Here](#)

You are being sent this email because you are an approver for a task attached to a document that has been submitted for approval.

This email originated from the Ariba system used by Interglobe E-Procurement - TEST and was originally sent to: [mnagar@deloitte.com](mailto:mnagar@deloitte.com)

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

**Action:**

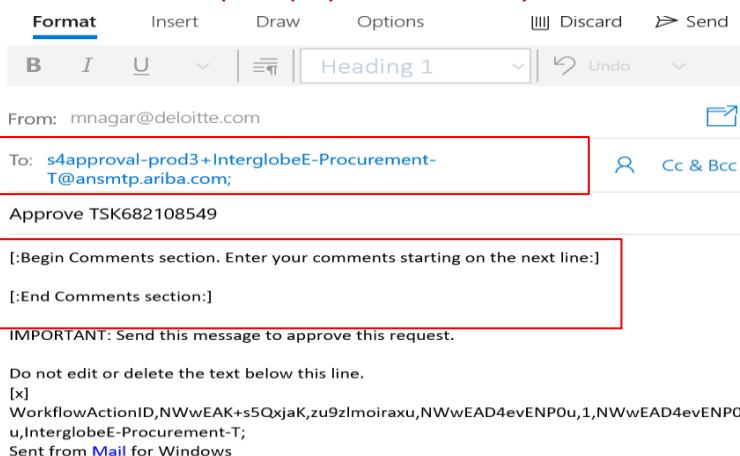
Approve - [Click Here](#)

Deny - [Click Here](#)

- You can add your comment between Begin and End Comment section as shown in below mail

- Once you add the comment, send the email to the automatic generated email ID

**Please note:** Do not modify the Email ID, Subject and other content automatic generated content (except your comment)



## 19. How to Approve from System

- To approve from system, Approvers can either directly login to the system and navigate the task or approvers can also click on system reference link 'Click Here' in the mail

CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Approval for Fi...



CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Approval for Final Contract Container

**Task title:** Approval for Final Contract Container

**Task description:**

The following notes might also be helpful to you:

**Action:**

Approve - [Click Here](#)  
Deny - [Click Here](#)

You are being sent this email because you are an approver for a task attached to a document that has been submitted for approval.

This email originated from the Ariba system used by Interglobe E-Procurement - TEST and was originally sent to: [mnagar@deloitte.com](mailto:mnagar@deloitte.com)

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

- Once you click on the link approver will directly reach to the Approval Task
- Approvers can check all the details and Approve/ Deny accordingly

Approval Task

This task has been submitted for document approval. If you are the task approver, you may either Approve or Deny this task. Clicking Approve accepts one or more documents without change. Clicking Deny allows information about the document changes to be [More](#)

Contract Creation for Catering Items\_AOCS\_16th Mar'23 / Contract Approval / Approval for Final Contract Container

TSK682108549 Approval for Final Contract Container

Sumit Kesharwani Round 1: Awaiting Response(s) ⓘ

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

- View the documents on the left.

[Deny](#) [Approve](#)

Properties Task History Approval Flow

Owner Date

Sumit Kesharwani 04/30/2023 11:37 PM

Threaded

- Once approver clicks on 'Approve', a new window will open
- Here you can write message and click on 'OK'

Approved

Enter a comment, message and, if necessary, set the Access Control for this comment. You can also add documents, attachments, and links to support your comment. To add a document from an external source, click Add Attachment. To add a reference to a document already in [More](#)

Message:   
Approved

Access Control: (No additional restrictions) View Details

Additional Attachments No items

Delete Add attachment Add from Project

OK Cancel

## 6. Once it's fully approved, Project Owner will receive a notification mail

CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Approval for Final Contract Container was fully approved.



Deloitte Ariba

To ● Yada, Ravi

Reply Reply All Forward ...  
Mon 5/1/2023 12:02 AM

CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23: Approval for Final Contract Container was fully approved.

Task Title: Approval for Final Contract Container

Task description:

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

This email originated from the Ariba system used by InterGlobe E-Procurement - TEST and was originally sent to: [ravyayadav@deloitte.com](mailto:ravyayadav@deloitte.com)

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

## 7. Complete the tasks related to Contract Signature

Contract Creation for Catering Items\_AOCS\_16th Mar'23

ID: CW4823

Contract Workspace (Procurement)

Tasks: Incomplete Tasks: 5

Name	Document	Owner	Status	Due Date
▶ ✓ Prepare & Draft ▾		Project Owner	Complete	
▶ ✓ Internal Review ▾		Project Owner	Complete	04/29/2023
▶ ✓ Negotiate Contract ▾		Project Owner	Complete	05/05/2023
▶ ✓ Internal Review After Negotiation ▾		Project Owner	Complete	05/01/2023
▶ ✓ Execute ▾		Project Owner	Complete	05/05/2023
▶ ✓ Contract Approval ▾		Project Owner	Complete	05/01/2023
▼ ▷ Contract Signature ▾		Project Owner	Not Started	
⌚ Issue Contract for Supplier Signature * ▾	External - Signed Contract	Project Owner	Not Started	
⌚ Issue Contract for Procurement Executive Signature * ▾	External - Signed Contract	Project Owner	Not Started	
⌚ Issue Copies of Final Signed Contract to Both Parties * ▾	External - Signed Contract	Project Owner	Not Started	
▶ ▷ Finalize & Publish ▾		Project Owner	Not Started	

## 8. Once all agreement related task completes, finalize & publish the agreement

Contract Creation for Catering Items\_AOCS\_16th Mar'23

ID: CW4823

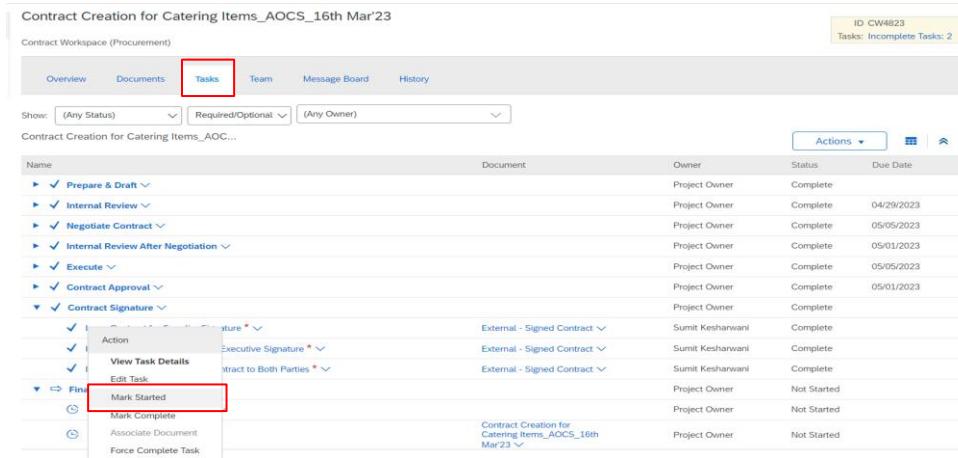
Contract Workspace (Procurement)

Tasks: Incomplete Tasks: 2

Name	Document	Owner	Status	Due Date
▶ ✓ Prepare & Draft ▾		Project Owner	Complete	
▶ ✓ Internal Review ▾		Project Owner	Complete	04/29/2023
▶ ✓ Negotiate Contract ▾		Project Owner	Complete	05/05/2023
▶ ✓ Internal Review After Negotiation ▾		Project Owner	Complete	05/01/2023
▶ ✓ Execute ▾		Project Owner	Complete	05/05/2023
▶ ✓ Contract Approval ▾		Project Owner	Complete	05/01/2023
▼ ✓ Contract Signature ▾		Project Owner	Complete	
⌚ Issue Contract for Supplier Signature * ▾	External - Signed Contract	Sumit Keshwanani	Complete	
⌚ Issue Contract for Procurement Executive Signature * ▾	External - Signed Contract	Sumit Keshwanani	Complete	
⌚ Issue Copies of Final Signed Contract to Both Parties * ▾	External - Signed Contract	Sumit Keshwanani	Complete	
▶ ▷ Finalize & Publish ▾		Project Owner	Not Started	
⌚ Upload Final Contract Copy * ▾		Project Owner	Not Started	
⌚ Publish Contract * ▾	Contract Creation for Catering Items_AOCS_16th Mar'23	Project Owner	Not Started	

## 20. How to Finalize the Document

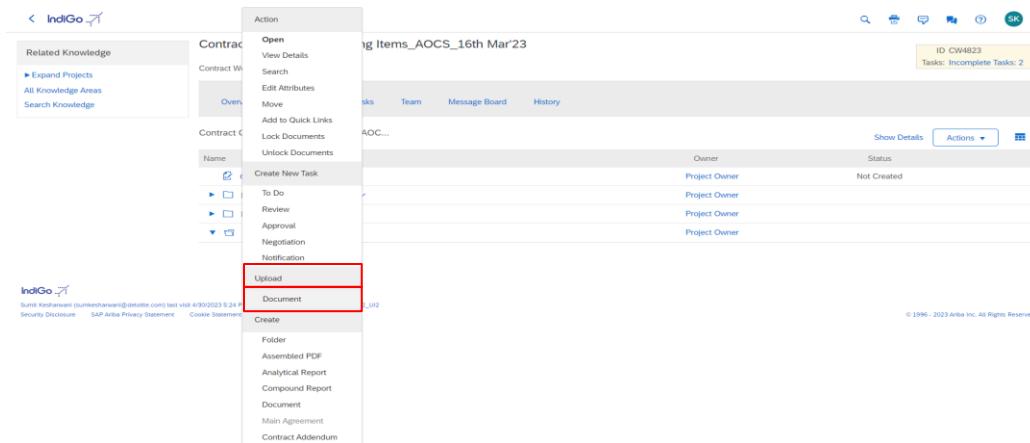
1. Start the Section 'Finalize and Publish'
2. Click on Upload Final Contract Copy and select Mark Started



The screenshot shows the 'Contract Creation for Catering Items\_AOCS\_16th Mar'23' workspace. The 'Tasks' tab is selected. A context menu is open over a task, with the option 'Mark Started' highlighted. The main table lists various tasks and their status.

Name	Document	Owner	Status	Due Date
Prepare & Draft	External - Signed Contract	Project Owner	Complete	
Internal Review	External - Signed Contract	Project Owner	Complete	04/29/2023
Negotiate Contract	External - Signed Contract	Project Owner	Complete	05/05/2023
Internal Review After Negotiation	External - Signed Contract	Project Owner	Complete	05/01/2023
Execute	External - Signed Contract	Project Owner	Complete	05/05/2023
Contract Approval	External - Signed Contract	Project Owner	Complete	05/01/2023
Contract Signature	External - Signed Contract	Project Owner	Complete	
Action	External - Signed Contract	Sumit Keshawani	Complete	
View Task Details	External - Signed Contract	Sumit Keshawani	Complete	
Edit Task	External - Signed Contract	Sumit Keshawani	Complete	
<b>Mark Started</b>	External - Signed Contract	Project Owner	Not Started	
Finalize Contract to Both Parties	External - Signed Contract	Project Owner	Not Started	
Mark Complete	Contract Creation for Catering Items_AOCS_16th Mar'23	Project Owner	Not Started	
Associate Document				
Force Complete Task				

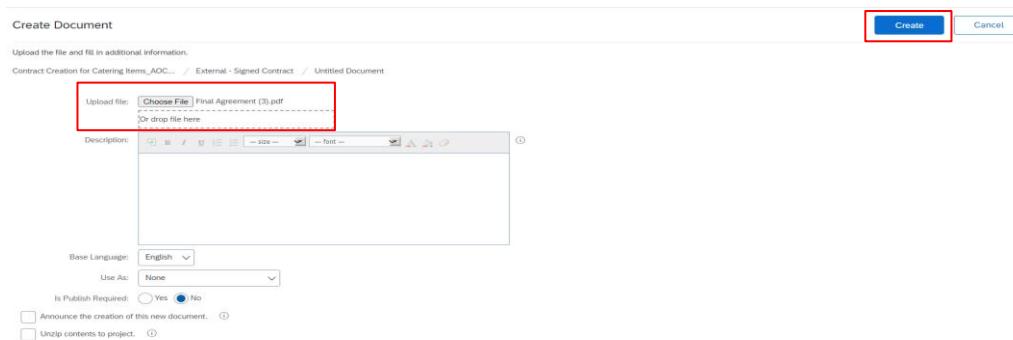
3. Come on 'Documents' tab, click on folder External - Signed Contract and select Document under Upload



The screenshot shows the 'Create New Task' context menu open. The 'Upload' option is highlighted. The main workspace shows a table of tasks.

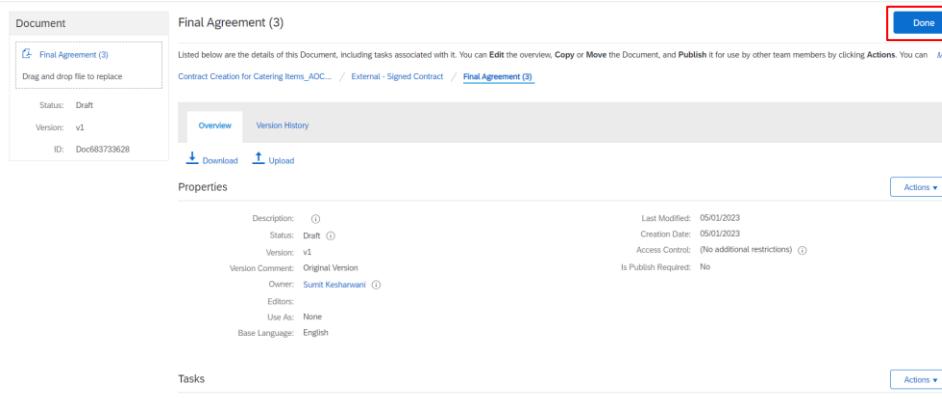
Name	Owner	Status
To Do	Project Owner	Not Created
Review	Project Owner	
Approval	Project Owner	
Negotiation	Project Owner	
Notification		

4. On Create Document page, Choose the Final Agreement to upload and Click on Create



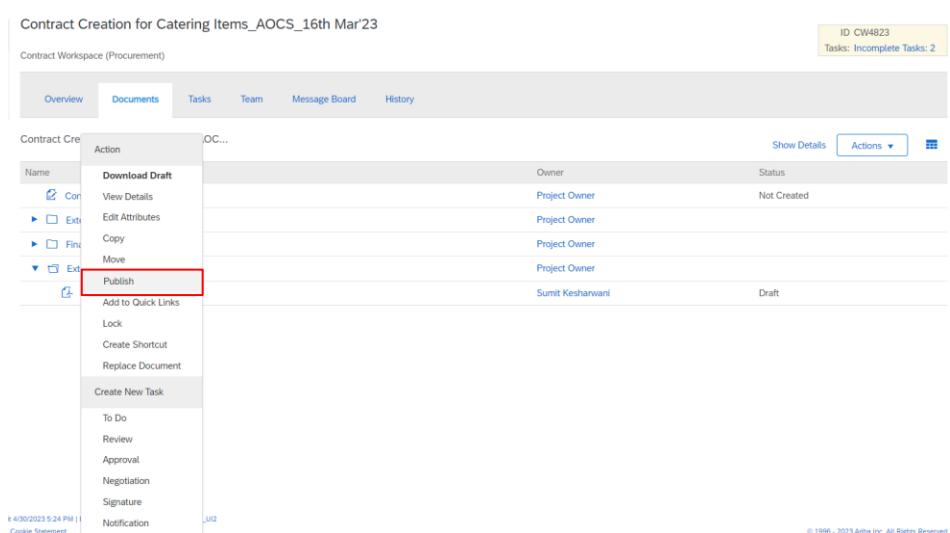
The screenshot shows the 'Create Document' page. The 'Choose File' button for uploading the 'Final Agreement (3).pdf' file is highlighted. The 'Create' button is also highlighted.

5. On Next page, click on Done



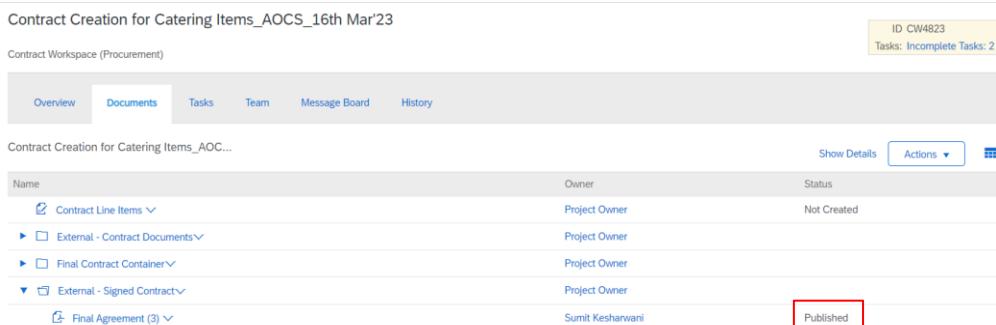
The screenshot shows a document titled "Final Agreement (3)". The "Actions" button at the top right is highlighted with a red box. Below it, the "Properties" section displays various document details like status, version, and owner. The "Tasks" section indicates there are no tasks for this document.

6. Again, on Documents tab, Click on Final Agreement and select Publish



The screenshot shows the "Documents" tab of the "Contract Creation for Catering Items\_AOCS\_16th Mar'23" workspace. In the "Action" column for the "External - Signed Contract" row, the "Publish" option is highlighted with a red box. The "Status" column for this row shows "Draft".

7. After clicking on Publish, status of document change from Draft to Published

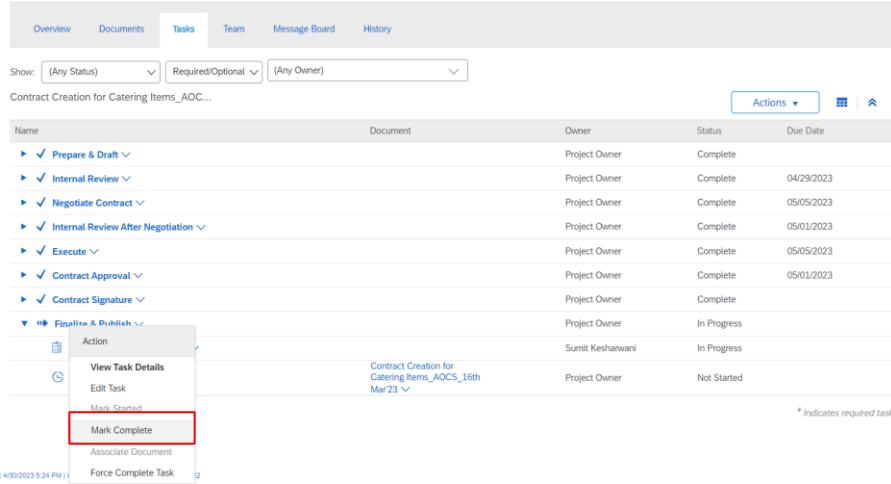


The screenshot shows the "Documents" tab of the "Contract Creation for Catering Items\_AOCS\_16th Mar'23" workspace. The "External - Signed Contract" row now has a "Status" column value of "Published", indicated by a red box.

**8. Click on the Tasks tab and complete the task 'Upload Final Contract Copy'**

Contract Creation for Catering Items\_AOCS\_16th Mar'23

Contract Workspace (Procurement) ID CW4823 Tasks: Incomplete Tasks: 2



Name	Document	Owner	Status	Due Date
► ✓ Prepare & Draft		Project Owner	Complete	
► ✓ Internal Review		Project Owner	Complete	04/29/2023
► ✓ Negotiate Contract		Project Owner	Complete	05/05/2023
► ✓ Internal Review After Negotiation		Project Owner	Complete	05/01/2023
► ✓ Execute		Project Owner	Complete	05/05/2023
► ✓ Contract Approval		Project Owner	Complete	05/01/2023
► ✓ Contract Signature		Project Owner	Complete	
▼ ► Finalize & Publish	Contract Creation for Catering Items_AOCS_16th Mar'23	Sumit Kesharwani	In Progress	
Action		Project Owner	Not Started	

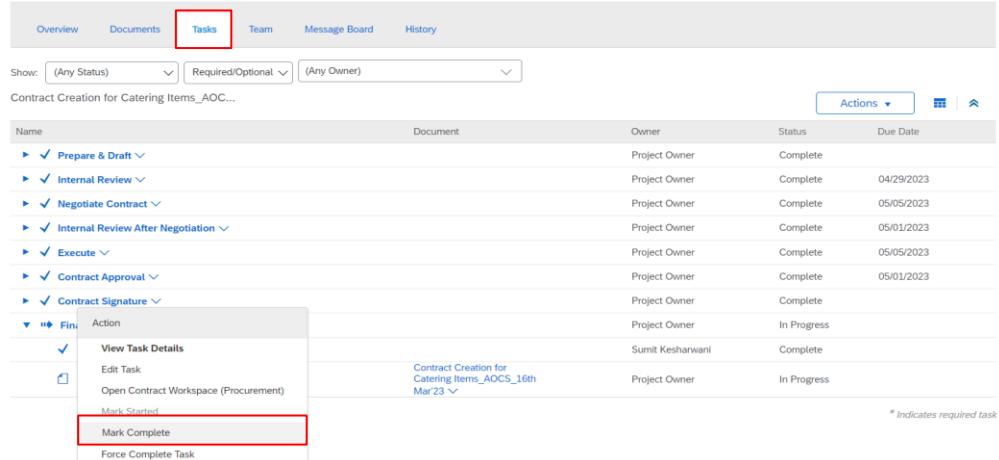
\* Indicates required task

4/30/2023 5:24 PM

**9. Click on the Tasks tab and complete the task 'Publish Contract'**

Contract Creation for Catering Items\_AOCS\_16th Mar'23

Contract Workspace (Procurement) ID CW4823 Tasks: Incomplete Tasks: 1



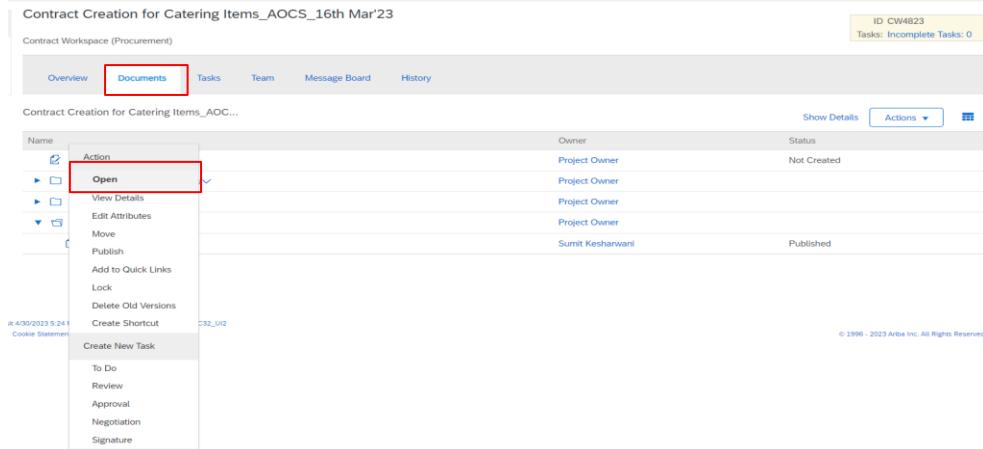
Name	Document	Owner	Status	Due Date
► ✓ Prepare & Draft		Project Owner	Complete	
► ✓ Internal Review		Project Owner	Complete	04/29/2023
► ✓ Negotiate Contract		Project Owner	Complete	05/05/2023
► ✓ Internal Review After Negotiation		Project Owner	Complete	05/01/2023
► ✓ Execute		Project Owner	Complete	05/05/2023
► ✓ Contract Approval		Project Owner	Complete	05/01/2023
► ✓ Contract Signature		Project Owner	Complete	
▼ ► Fin	Contract Creation for Catering Items_AOCS_16th Mar'23	Sumit Kesharwani	Complete	
Action		Project Owner	In Progress	

\* Indicates required task

4/30/2023 5:24 PM

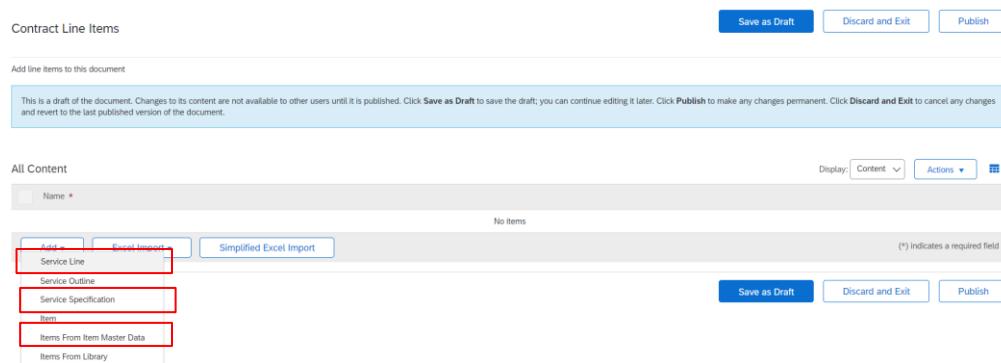
## 21. How to Create Contract Line Items Document

- Come in Documents tab, click on Contract Line Items and select Open from drop down window



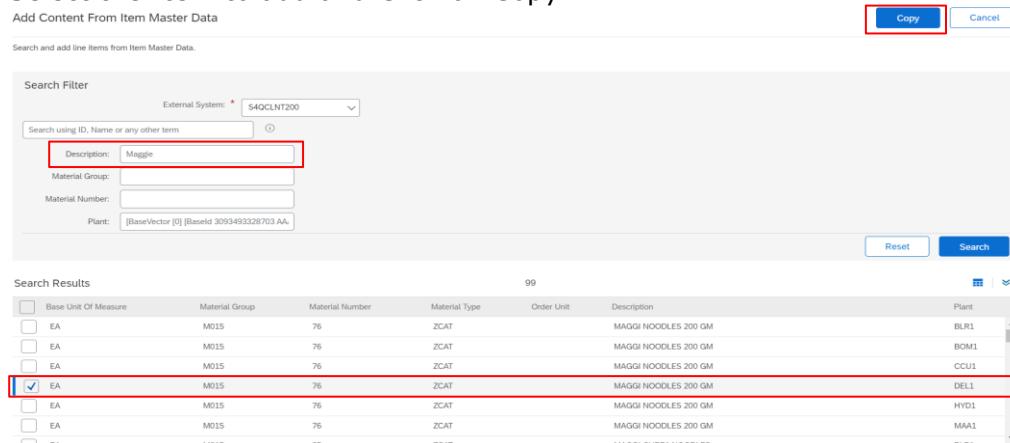
The screenshot shows the 'Contract Creation for Catering Items\_AOCS\_16th Mar'23' page. The 'Documents' tab is selected. A context menu is open over a row, with 'Open' highlighted.

- On Contract Line Items page, Click on Add. Can add Items from Item Master Data or add Service Line & Service Specification



The screenshot shows the 'Contract Line Items' page. The 'Add' button is highlighted. Below it, there are several import options: 'Service Line', 'Service Outline', 'Service Specification', 'Item', 'Items From Item Master Data', and 'Items From Library'. Buttons for 'Save as Draft', 'Discard and Exit', and 'Publish' are also visible.

- Click on Items from Item Master Data and search the Item to add
- Select the Item to add and Click on Copy



The screenshot shows the 'Add Content From Item Master Data' search interface. The search filter has 'Description: Maggie' entered. The search results table shows a single item: 'MAGGI NOODLES 200 GM' with 'Plant: DELL'. The 'Copy' button is highlighted.

Base Unit Of Measure	Material Group	Material Number	Material Type	Order Unit	Description	Plant
EA	M015	76	ZCAT		MAGGI NOODLES 200 GM	BLR1
EA	M015	76	ZCAT		MAGGI NOODLES 200 GM	BOM1
EA	M015	76	ZCAT		MAGGI NOODLES 200 GM	CCU1
<input checked="" type="checkbox"/> EA	M015	76	ZCAT		MAGGI NOODLES 200 GM	DELL
EA	M015	76	ZCAT		MAGGI NOODLES 200 GM	HYD1
EA	M015	76	ZCAT		MAGGI NOODLES 200 GM	MAA1

**5. Select Item is visible under All Content. Enter Price, Quantity, Tax, Requested Delivery Date, ShipTo**

Contract Line Items

Add line items to this document

This is a draft of the document. Changes to its content are not available to other users until it is published. Click **Save as Draft** to save the draft; you can continue editing it later. Click **Publish** to make any changes permanent. Click **Discard and Exit** to cancel any changes and revert to the last published version of the document.

All Content

Name *	Price	Quantity	Extended Price	Total Cost	Savings	Unit Cost	Packaging & Forwarding Percentage%	Freight Percentage%	Other Charges	Total Without Tax	Pies
MAGGI NOODLES 200 G	20	INR 100	2,000.00 INR	2,000.00 INR	(0.00%) INR	2,000.00 INR	0%			2,000.00 INR	18.1

Add ▾ Edit ▾ Delete ▾ Excel Import ▾ Simplified Excel Import (\*) indicates a required field

**6. Click on Validate Master Data**

Contract Line Items

Add line items to this document

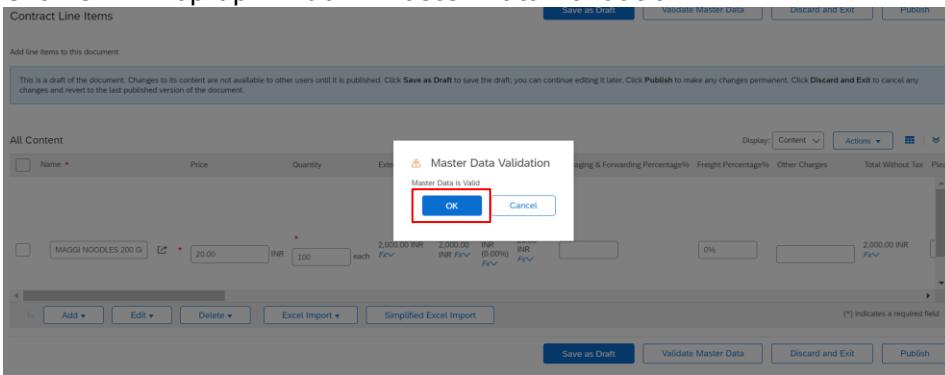
This is a draft of the document. Changes to its content are not available to other users until it is published. Click **Save as Draft** to save the draft; you can continue editing it later. Click **Publish** to make any changes permanent. Click **Discard and Exit** to cancel any changes and revert to the last published version of the document.

All Content

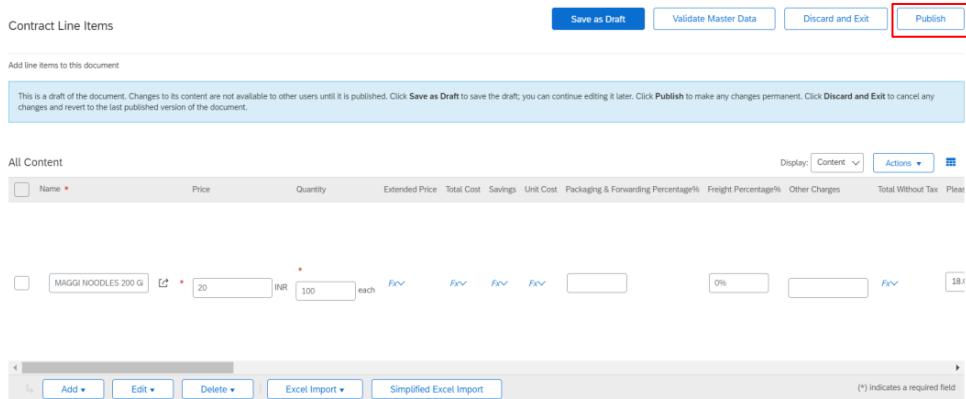
Name *	Price	Quantity	Extended Price	Total Cost	Savings	Unit Cost	Packaging & Forwarding Percentage%	Freight Percentage%	Other Charges	Total Without Tax	Pies
MAGGI NOODLES 200 G	20	INR 100	2,000.00 INR	2,000.00 INR	(0.00%) INR	2,000.00 INR	0%			2,000.00 INR	18.1

Add ▾ Edit ▾ Delete ▾ Excel Import ▾ Simplified Excel Import (\*) indicates a required field

**7. Click OK in Pop up window "Master Data Validation"**



---

**8. Click on Publish**

Contract Line Items

Add line items to this document

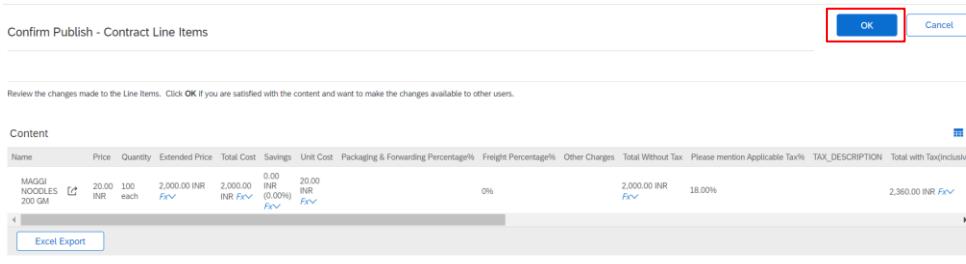
This is a draft of the document. Changes to its content are not available to other users until it is published. Click Save as Draft to save the draft; you can continue editing it later. Click Publish to make any changes permanent. Click Discard and Exit to cancel any changes and revert to the last published version of the document.

Display: Content Actions 

Name *	Price	Quantity	Extended Price	Total Cost	Savings	Unit Cost	Packaging & Forwarding Percentage%	Freight Percentage%	Other Charges	Total Without Tax	P&H
MAGGI NOODLES 200 G	20.00 INR	100 each	2,000.00 INR	2,000.00 INR	0.00 INR	20.00 INR	0%	0%	0%	2,000.00 INR	18.00% INR

Add  Edit  Delete  Excel Import 

(\*) indicates a required field

**9. On Confirm Publish – Contact Line Items page, click on OK**

Confirm Publish - Contract Line Items

Review the changes made to the Line Items. Click OK if you are satisfied with the content and want to make the changes available to other users.

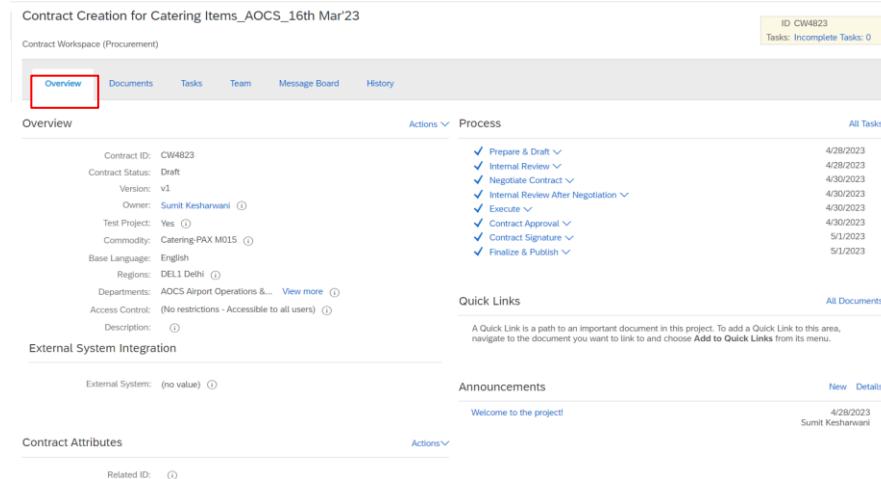
Content

Name	Price	Quantity	Extended Price	Total Cost	Savings	Unit Cost	Packaging & Forwarding Percentage%	Freight Percentage%	Other Charges	Total Without Tax	Please mention Applicable Tax% TAX_DESCRIPTION Total with Tax/inclusive
MAGGI NOODLES 200 GM	20.00 INR	100 each	2,000.00 INR	2,000.00 INR	0.00 INR	20.00 INR	0%	0%	0%	2,000.00 INR	18.00% 2,360.00 INR

Excel Export

## 22. How to Publish the Contract Workspace

- Once all the tasks are complete, publish the contract workspace
- To publish the contract, go to the 'Overview' tab.



Contract Creation for Catering Items\_AOCS\_16th Mar'23

ID: CW4823 Tasks: Incomplete Tasks: 0

**Overview** Documents Tasks Team Message Board History

**Process**

- ✓ Prepare & Draft ✓
- ✓ Internal Review ✓
- ✓ Negotiate Contract ✓
- ✓ Internal Review After Negotiation ✓
- ✓ Execute ✓
- ✓ Contract Approval ✓
- ✓ Contract Signature ✓
- ✓ Finalize & Publish ✓

**Quick Links**

A Quick Link is a path to an important document in this project. To add a Quick Link to this area, navigate to the document you want to link to and choose Add to Quick Links from its menu.

**External System Integration**

External System: (no value)

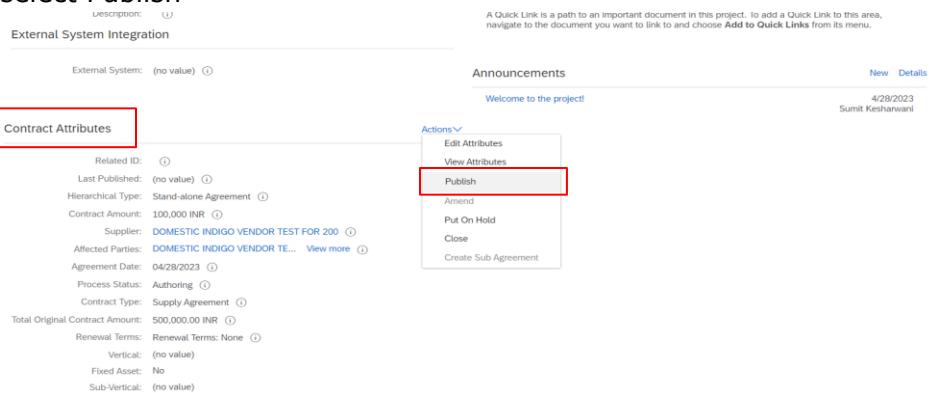
**Announcements**

Welcome to the project! New Details 4/28/2023 Sumit Keshawani

**Contract Attributes**

Related ID: (no value)

- Scroll down the page and go to Contract Attributes. Click on 'Action' button and select Publish



Subscription: (no value)

External System Integration

External System: (no value)

**Contract Attributes**

Related ID: (no value)

Last Published: (no value)

Hierarchical Type: Stand-alone Agreement

Contract Amount: 100,000 INR

Supplier: DOMESTIC INDIGO VENDOR TEST FOR 200

Affected Parties: DOMESTIC INDIGO VENDOR TE... View more

Agreement Date: 04/28/2023

Process Status: Authoring

Contract Type: Supply Agreement

Total Original Contract Amount: 500,000.00 INR

Renewal Terms: Renewal Terms: None

Vertical: (no value)

Fixed Asset: No

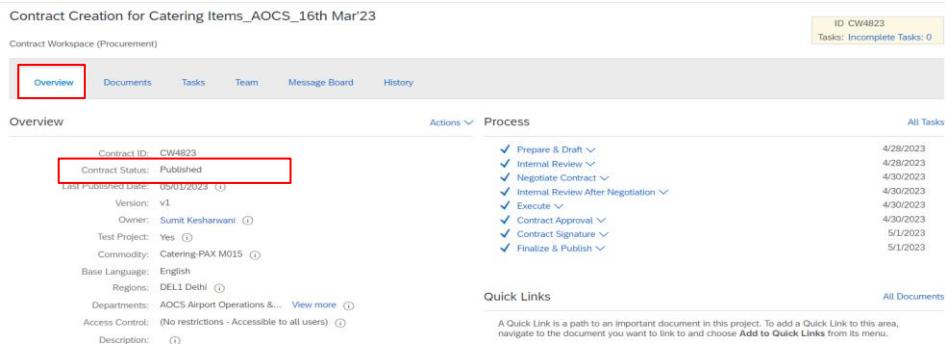
Sub-Vertical: (no value)

**Actions**

- Edit Attributes
- View Attributes
- Publish
- Amend
- Put On Hold
- Close
- Create Sub Agreement

Welcome to the project! New Details 4/28/2023 Sumit Keshawani

- Once you Publish the Contract, Contract Status will be changed to 'Published'



Contract Creation for Catering Items\_AOCS\_16th Mar'23

ID: CW4823 Tasks: Incomplete Tasks: 0

**Overview** Documents Tasks Team Message Board History

**Process**

- ✓ Prepare & Draft ✓
- ✓ Internal Review ✓
- ✓ Negotiate Contract ✓
- ✓ Internal Review After Negotiation ✓
- ✓ Execute ✓
- ✓ Contract Approval ✓
- ✓ Contract Signature ✓
- ✓ Finalize & Publish ✓

**Quick Links**

A Quick Link is a path to an important document in this project. To add a Quick Link to this area, navigate to the document you want to link to and choose Add to Quick Links from its menu.

- 
5. Once you Publish the Contract, Project Owner receives mail notification of Project Status changed to 'Published'

Project state update: CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23



Deloitte Ariba

To ● Yadav, Ravi



Mon 5/1/2023 12:55 AM

Project state update: CW4823 - Contract Creation for Catering Items\_AOCS\_16th Mar'23

**The state of the following project has recently changed:** Contract Creation for Catering Items\_AOCS\_16th Mar'23

**The current state of the project is:** Published

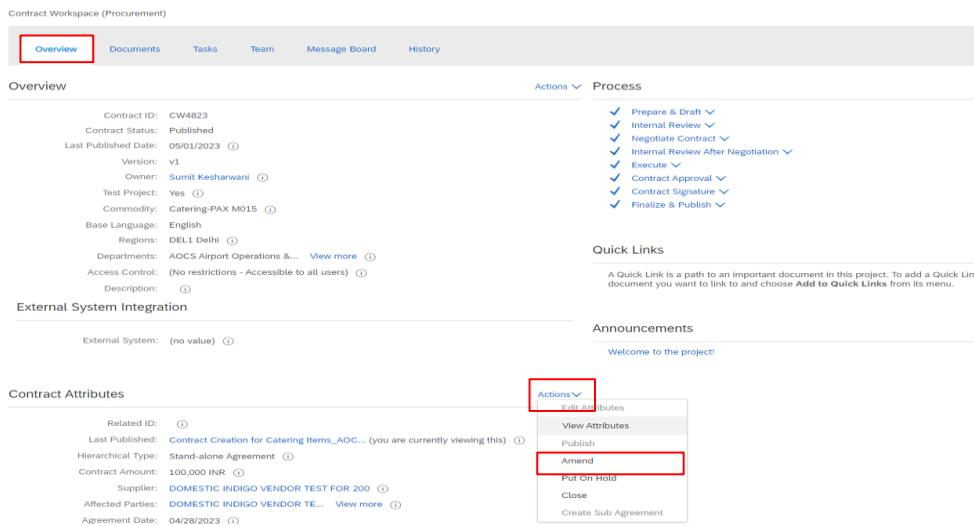
**Project description:**

This email originated from the Ariba system used by Interglobe E-Procurement - TEST and was originally sent to: [ravyayadav@deloitte.com](mailto:ravyayadav@deloitte.com)

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

## 23. How to Amend Contract

1. To amend the contract, go to the 'Overview' tab.
2. Go to contract attributes, click on 'Action' and select 'Amend'



Contract Workspace (Procurement)

**Overview**

Contract ID: CW4823  
Contract Status: Published  
Last Published Date: 05/01/2023  
Version: v1  
Owner: Sumit Kesharwani  
Test Project: Yes  
Commodity: Catering-PAX M015  
Base Language: English  
Regions: DELI Delhi  
Departments: AOC5 Airport Operations &... View more  
Access Control: (No restrictions - Accessible to all users)  
Description:

**Actions** ▾ **Process**

- ✓ Prepare & Draft
- ✓ Internal Review
- ✓ Negotiate Contract
- ✓ Internal Review After Negotiation
- ✓ Execute
- ✓ Contract Approval
- ✓ Contract Signature
- ✓ Finalize & Publish

**Quick Links**

A Quick Link is a path to an important document in this project. To add a Quick Link document you want to link to and choose Add to Quick Links from its menu.

**External System Integration**

External System: (no value)

**Announcements**

Welcome to the project!

**Contract Attributes**

Related ID: (i)  
Last Published: Contract Creation for Catering Items\_AOC... (you are currently viewing this)  
Hierarchical Type: Stand-alone Agreement  
Contract Amount: 100,000 INR  
Supplier: DOMESTIC INDIGO VENDOR TEST FOR 200  
Affected Parties: DOMESTIC INDIGO VENDOR TE... View more  
Agreement Date: 04/28/2023

**Actions** ▾

- Edit All Duties
- View Attributes
- Publish
- Amend**
- Put On Hold
- Close
- Create Sub Agreement

3. Select the Amendment type



Amend Contract Contract Creation for Catering Items\_AOCS\_16th Mar'23

The Amendment Type indicates the reason for amending this contract. There are five types of amendments: Renewal, Amendment, Administrative, Price Update and Termination. Renewal type amendments may be used to only renew a contract. Amendment type amendments support the change. More

Amendment Type: **Renewal**

Amendment Reason Comment: Contract is Amendment

**OK** **Cancel**

4. Provide the reason for amendment

5. Click on 'OK'



Amend Contract Contract Creation for Catering Items\_AOCS\_16th Mar'23

The Amendment Type indicates the reason for amending this contract. There are five types of amendments: Renewal, Amendment, Administrative, Price Update and Termination. Renewal type amendments may be used to only renew a contract. Amendment type amendments support the change. More

Amendment Type: **Amendment**

Amendment Reason Comment: Contract is Amendment

**OK** **Cancel**

## 6. Once we amend the contract, Contract Status changes to 'Draft Amendment'

Contract Creation for Catering Items\_AOCS\_16th Mar'23

Contract Workspace (Procurement)

ID CW4823  
Tasks: Incomplete Tasks: 9

Overview	Documents	Tasks	Team	Message Board	History
<b>Contract ID:</b> CW4823 <b>Contract Status:</b> Draft Amendment <b>Last Published date:</b> 09/03/2023 <b>Version:</b> v1 (editing) <b>Owner:</b> Sumit Keshavani <b>Test Project:</b> Yes <b>Commodity:</b> Catering-PAX M015 <b>Base Language:</b> English <b>Region:</b> DEL1 Delhi <b>Departments:</b> AOCS-Airport Operations & ... <a href="#">View more</a> <b>Access Control:</b> (No restrictions - Accessible to all users) <b>Description:</b>	<b>Actions</b> ▾	<b>Process</b>	<b>All Tasks</b>		
		<ul style="list-style-type: none"> <li>✓ Prepare &amp; Draft ✓</li> <li>✓ Internal Review ✓</li> <li>✓ Negotiate Contract ✓</li> <li>✓ Internal Review After Negotiation ✓</li> <li>✓ Execute ✓</li> <li>✓ Contract Approval ✓</li> <li>✓ Contract Signature ✓</li> <li>✓ Finalize &amp; Publish ✓</li> <li>⇒ Negotiate Amendment</li> <li>⇒ Execute Amendment</li> </ul>	4/28/2023 4/29/2023 4/30/2023 4/30/2023 4/30/2023 4/30/2023 5/1/2023 5/1/2023 5/1/2023		
		<b>Quick Links</b>	<a href="#">All Documents</a>		

## 7. Under the Tasks tab, tasks related to Amendment are visible under Section 'Negotiate Amendment' and 'Execute Amendment' with Not Started status

Name	Document	Owner	Status	Due Date
► ✓ Contract Signature ✓		Project Owner	Complete	
► ✓ Finalize & Publish ✓		Project Owner	Complete	
▼ ⇒ Negotiate Amendment ▼		Project Owner	Not started	
↳ Negotiate Contract * ✓	External_Contract Documents ✓	Project Owner	Not Started	Yellow
↳ Internal Review Procurement (Amendment) ✓	Contract Creation for Catering Items_AOCS_16th Mar'23 ✓	Project Owner	Not Started	Yellow
↳ Internal Review Business (Amendment) ✓	Contract Creation for Catering Items_AOCS_16th Mar'23 ✓	Project Owner	Not Started	Yellow
↳ Internal Review Tax (Amendment) ✓	Contract Creation for Catering Items_AOCS_16th Mar'23 ✓	Project Owner	Not Started	Yellow
↳ Internal Review Finance (Amendment) ✓	Contract Creation for Catering Items_AOCS_16th Mar'23 ✓	Project Owner	Not Started	Yellow
↳ Internal Review Legal (Amendment) * ✓	Contract Creation for Catering Items_AOCS_16th Mar'23 ✓	Project Owner	Not Started	Yellow
↳ Finalize Agreement * ✓	Contract Creation for Catering Items_AOCS_16th Mar'23 ✓	Project Owner	Not Started	Yellow
▼ ⇒ Execute Amendment ▼		Project Owner	Not Started	
↳ Submit Amendment for Approval * ✓	Contract Creation for Catering Items_AOCS_16th Mar'23 ✓	Project Owner	Not Started	Yellow
↳ Issue Contract for Supplier Signature * ✓	Contract Creation for Catering Items_AOCS_16th Mar'23 ✓	Project Owner	Not Started	Yellow
↳ Issue Contract for Procurement Executive Signature * ✓	Contract Creation for Catering Items_AOCS_16th Mar'23 ✓	Project Owner	Not Started	Yellow
↳ Issue Copies of Final Signed Contract to Both Parties * ✓	Contract Creation for Catering Items_AOCS_16th Mar'23 ✓	Project Owner	Not Started	Yellow
↳ Amend Contract Enablement * ✓	Contract Creation for Catering Items_AOCS_16th Mar'23 ✓	Project Owner	Not Started	Yellow
↳ Publish Contract * ✓	Contract Creation for Catering Items_AOCS_16th Mar'23 ✓	Project Owner	Not Started	Yellow

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