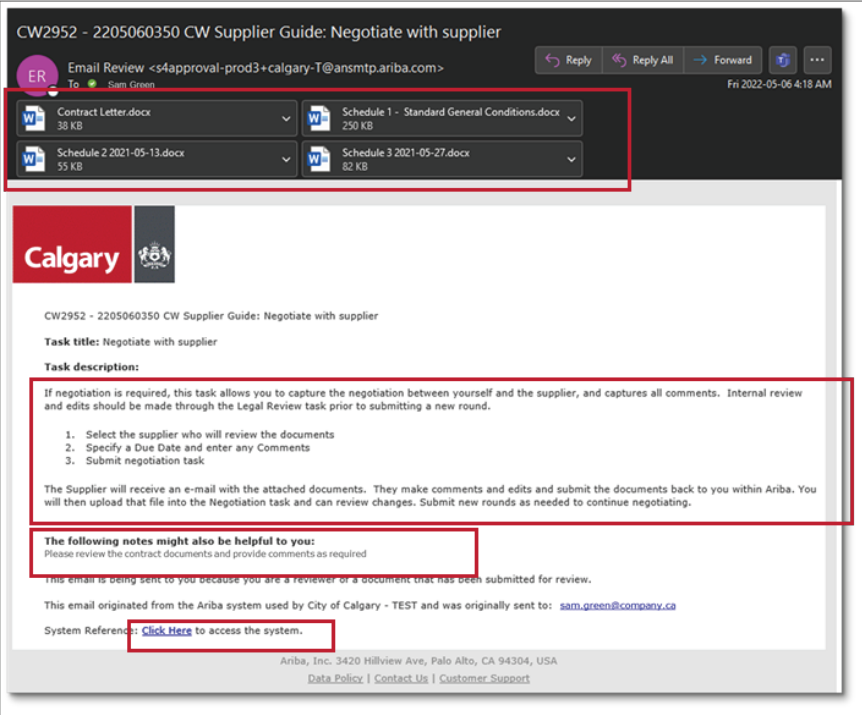


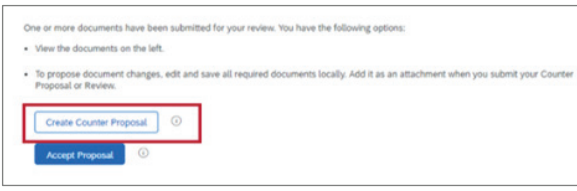
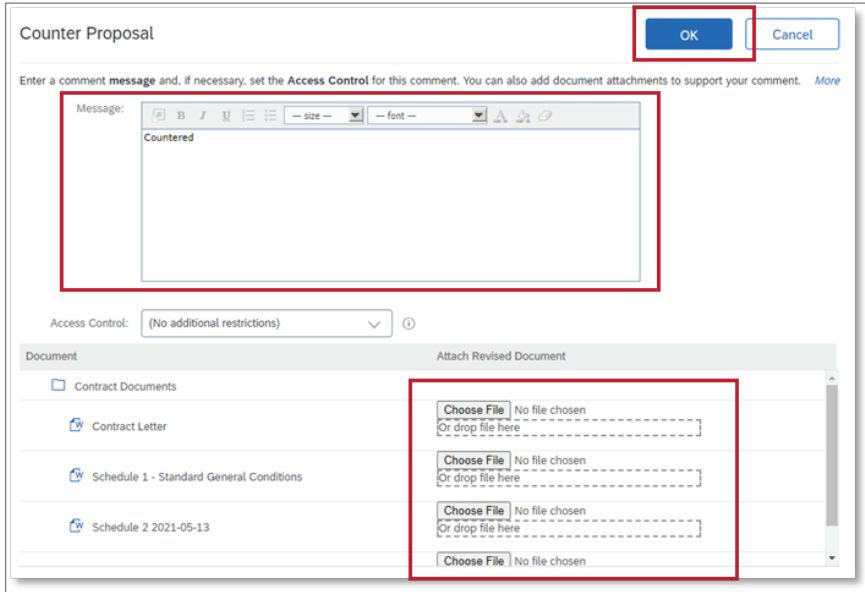


# How to Negotiate a Contract

## When to use this *How to Guide*:

Follow the steps in this guide to negotiate a contract with The City.

STEP	ACTION
PART 1	RECEIVE CONTRACT NOTIFICATION
	<p>SAP Ariba facilitates communication between suppliers and The City during the contract negotiation phase. When a City Buyer is ready to begin contract negotiation, you will receive an email:</p> <ol style="list-style-type: none"> <li>i. Save all contract documents attachments for your review.</li> <li>ii. The <b>Task description</b> is included for City Buyers. Suppliers may disregard this section.</li> <li>iii. Review comments from the City Buyer under <b>The following notes might also be helpful to you.</b></li> <li>iv. Click <b>Click Here</b> to access the system.</li> <li>v. Sign in to the SAP Business Network.</li> </ol>  <p>The screenshot shows an email titled "CW2952 - 2205060350 CW Supplier Guide: Negotiate with supplier" from "Email Review" to "Sam Green". It contains four attachments: "Contract Letter.docx", "Schedule 1 - Standard General Conditions.docx", "Schedule 2 2021-05-13.docx", and "Schedule 3 2021-05-27.docx". The task description explains the negotiation process and includes a list of steps: 1. Select the supplier, 2. Specify a Due Date, and 3. Submit negotiation task. A note states that the supplier will receive an e-mail with attachments and can review changes. A link "Click Here" is provided to access the system.</p>

STEP	ACTION
PART 2	CREATE & RECEIVE COUNTER PROPOSALS
1.	<p>To revise any portion of the draft contract, click <b>Create Counter Proposal</b>.</p> 
2.	<p>On the <b>Counter Proposal</b> page:</p> <ol style="list-style-type: none"> <li>i. Enter a <b>Message</b> to the City Buyer.</li> <li>ii. Click <b>Choose File</b> to attach your counter proposal document(s).</li> <li>iii. Click <b>OK</b>.</li> </ol> 



## STEP ACTION

3. If the City Buyer makes a counter proposal, you will receive another email:
  - i. Save all contract documents attachments for your review.
  - ii. The **Task description** is included for City Buyers. Suppliers may disregard this section.
  - iii. Review comments from the City Buyer under **The following notes might also be helpful to you.**
  - iv. Click **Click Here** to access the system.
  - v. Sign in to the SAP Business Network.

CW2952 - 2205060350 CW Supplier Guide: Negotiate with supplier

Email Review <s4approval-prod3+calgary-T@ansmtp.ariba.com>  
 To: Sam Green  
 Fri 2022-05-06 4:18 AM

Attachments:

- Contract Letter.docx (38 KB)
- Schedule 1 - Standard General Conditions.docx (250 KB)
- Schedule 2 2021-05-13.docx (55 KB)
- Schedule 3 2021-05-27.docx (82 KB)

**Calgary**

CW2952 - 2205060350 CW Supplier Guide: Negotiate with supplier

**Task title:** Negotiate with supplier

**Task description:**

If negotiation is required, this task allows you to capture the negotiation between yourself and the supplier, and captures all comments. Internal review and edits should be made through the Legal Review task prior to submitting a new round.

1. Select the supplier who will review the documents
2. Specify a Due Date and enter any Comments
3. Submit negotiation task

The Supplier will receive an e-mail with the attached documents. They make comments and edits and submit the documents back to you within Ariba. You will then upload that file into the Negotiation task and can review changes. Submit new rounds as needed to continue negotiating.

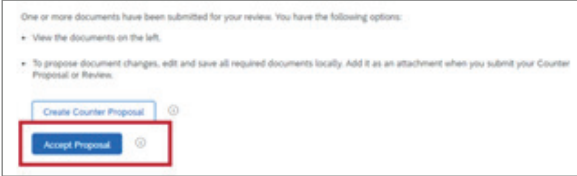
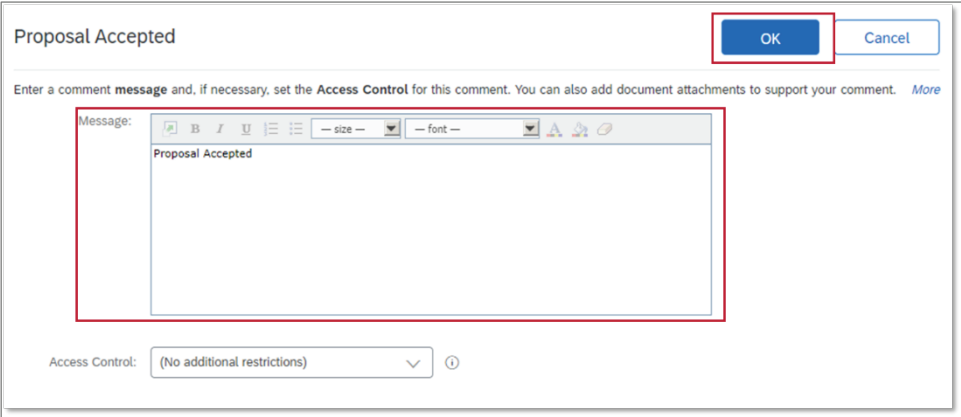
**The following notes might also be helpful to you:**  
 Please review the countered documents

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 City of Calgary - TEST and was originally sent to: [sam.green@company.ca](mailto:sam.green@company.ca)

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

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA  
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

STEP	ACTION
PART 3	ACCEPT CONTRACT PROPOSAL
1.	<p>You and the City Buyer may continue creating counter proposals until the negotiation is complete. When you are ready to accept the City Buyer’s latest proposal click <b>Accept Proposal</b>.</p> 
2.	<p>On the <b>Proposal Accepted</b> page:</p> <ol style="list-style-type: none"> <li>Enter a <b>Message</b> to the City Buyer.</li> <li>Click <b>OK</b>.</li> </ol> 
3.	<p>If the City Buyer accepts one of your counter proposals, you will receive an email notification. The <b>Comment</b> will be “Completed” and the City Buyer can edit this message as needed.</p> 