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# SUPPLIER GUIDE

## CONTRACT VALIDATION

**SONAE**   
**ARRAUCO**

Taking wood further

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# SUPPLIER GUIDE

## CONTRACT VALIDATION

## CONTEXT

# TAKING WOOD FURTHER

**Dear Supplier,**

With the fast-changing digital age, it is more and more important to continuously evolve, therefore it is our vision in procurement to have a digitalized, modern end-to-end buying experience, that allows us to optimize our value together.

**Sonae Arauco has implemented a world class e-procurement solution from SAP Ariba.**

SAP Ariba is an online solution that allows Sonae Arauco and its suppliers to collaborate online and facilitate the sourcing process.

The Ariba Network is the interface which makes it easy for Sonae Arauco and its suppliers to collaborate in a transparent way, strengthen relationships and discover new business opportunities.

It enables and simplifies the exchange of information between the Sonae Arauco procurement team and the sellers ensuring a fair but competitive environment.

The supplier access to event participation using an Ariba Network account is free of charges.

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# SUPPLIER GUIDE

CONTRACT  
VALIDATION

NOTIFICATION

SONAE  
ARAUCO



# SUPPLIER GUIDE

## CONTRACT VALIDATION

## NOTIFICATION

Once Sonae Arauco needs your company to validate a contract, the Supplier will receive an email invitation.

Click in the link.

## SONAE ARAUCO

Taking wood further

Dear Dummy Contact,

You are assigned a review task. Please check the task details below.

**Project name: Contract Workspace - Test**

- **Task title:** Review: Contract Documents to be reviewed with the Supplier
- **Task description:** Please revise all the documents attached to the "Folder - Contract Documents to share with Supplier".  
Thank you.

The following notes might also be helpful to you:

- **Task comments:** Dear supplier,

Please check the draft of the contract document attached.

Thank you.

*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 SONAE ARAUCO and was originally sent to: [ariba.support@sonaearauco.com](mailto:ariba.support@sonaearauco.com)

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



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# SUPPLIER GUIDE

CONTRACT  
VALIDATION

**SUPPLIER  
ACCESS**



# SUPPLIER GUIDE

## CONTRACT VALIDATION

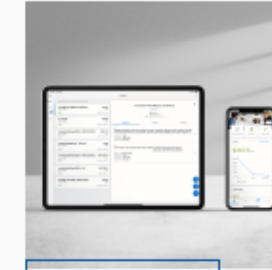
## SUPPLIER ACCESS



Supplier Login

[Forgot Username or Password](#)

Experience Ariba Network in Your Pocket



[Learn More](#)

With the SAP Ariba Supplier mobile app, you can access Ariba Network wherever, whenever. Respond to customers, create documents, and even get insights right from your fingertips.

Once you click in the link, you will be redirected to Ariba Network site where you need to log in using your username and password.

# SUPPLIER GUIDE

## CONTRACT VALIDATION

## SUPPLIER ACCESS

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 Workspace - Test / [Review: Contract Documents to be reviewe...](#)

TSK632629761 Review: Contract Documents to be reviewed with the Supplier Round 1: Awaiting Response(s) ⓘ

Please revise all the documents attached to the "Folder - Contract Documents to share with Supplier".  
Thank you.

**Diana Sofia Santos de Freitas**  
Dear supplier,

Please check the draft of the contract document attached.

Thank you.

Folder - Contract Documents shared with Supplier (Read Only)

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[Contract \[Title\]](#) ▾

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](#) ⓘ



Click in the file to  
check the document  
content.

You can either click  
in **Create Counter  
Proposal** to add a  
new file or **Accept  
Proposal**.

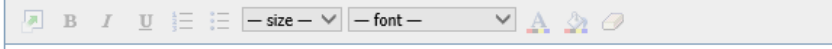
# SUPPLIER GUIDE

## CONTRACT VALIDATION

## SUPPLIER ACCESS

Counter Proposal OK Cancel

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

Message:   
Countered

Access Control:  ⓘ

Document Attach Revised Document

Folder - Contract Documents shared with Supplier

Contract [Title] Or drop file here Browse...

Additional Attachments

No items

Delete Add attachment

In the cases you need to Create Counter Proposal, you can leave any comments and browse a new to document for Sonae Arauco review.



# SUPPLIER GUIDE

## TENDER PARTICIPATION

## SAP ARIBA OFFICIAL LINKS

### Video and Manual

To help you through this transition we have established a dedicated team to answer any of your questions or concerns:

[ariba.support@sonaearauco.com](mailto:ariba.support@sonaearauco.com)

More information about Ariba and frequently asked questions can be found by [clicking here.](#)

To check an Official SAP Ariba video, please click in the arrow.



To check an Official SAP Ariba manual, please click in the manual icon.





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