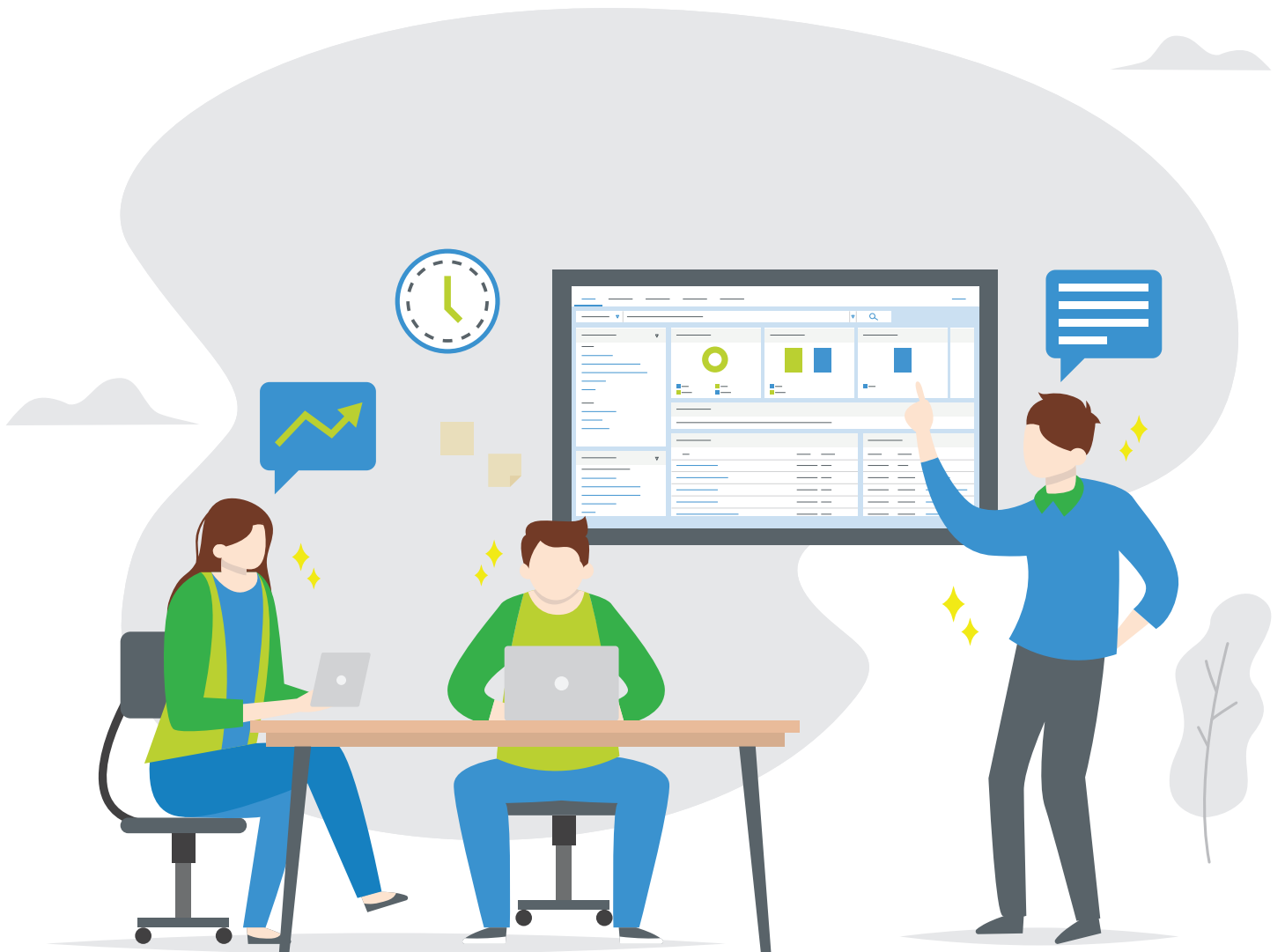


# Sarawak Energy e-Procurement

## Supplier User Guide: Contract Management





# Contract Management Professional

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Process Flow for Contract Drafting

## **1.1**

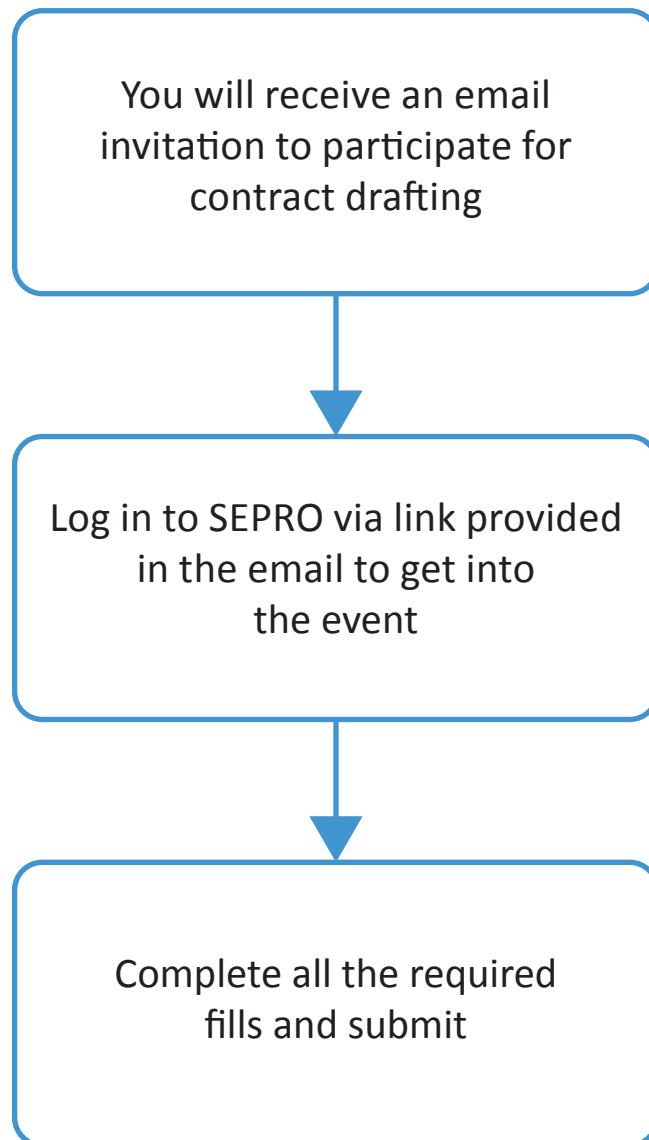
Contract Drafting with Supplier

## **1.2**

Obtain Supplier Signatures

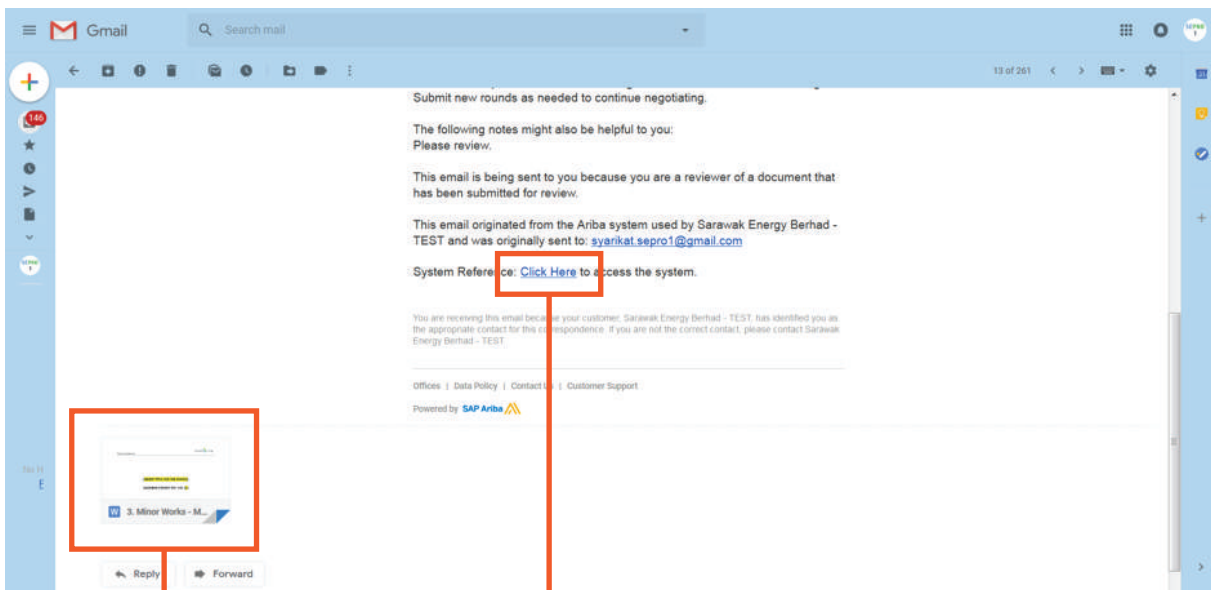
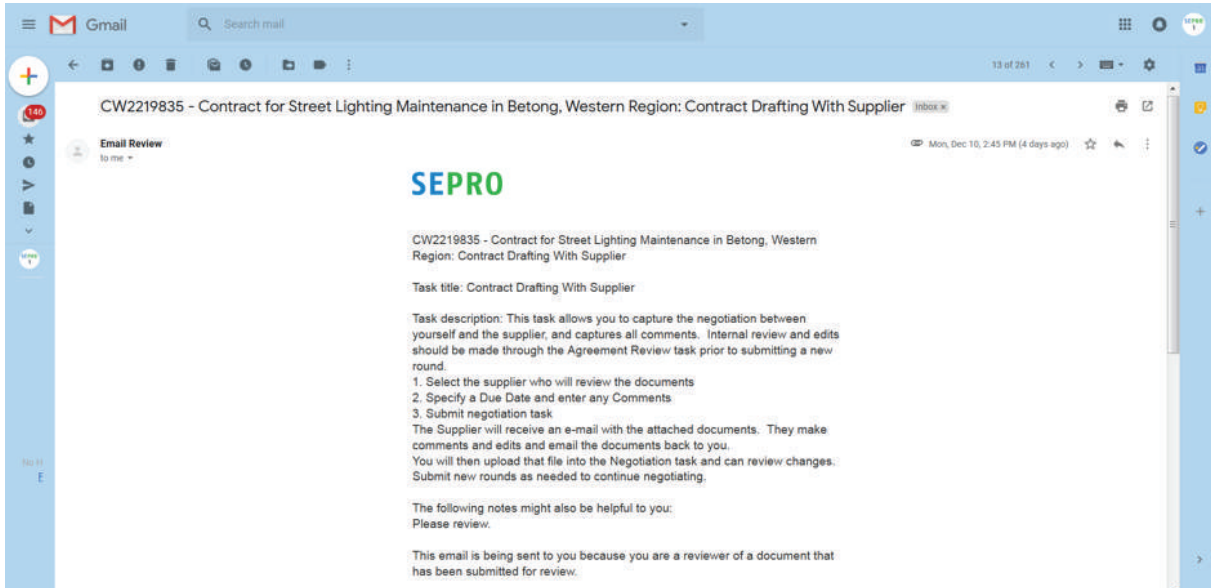
# 1.0 Process Flow for Contract Drafting

You will be able to participate in contract authoring for Sarawak Energy's tenders and quotations on the system.



# 1.1 Contract Drafting with Supplier: Notification Email & Login Page

You will receive an email from Sarawak Energy team to participate for contract drafting.



The draft of the contract agreement is attached in the email for reference

Click on the link to be redirected to Ariba login page and log in to the event by using the username and given to provide your comments



# Supplier Login


User Name

Password

Login

[Forgot Username or Password](#)

## Supplier Success Day: Europe



At this virtual event, you'll learn how to make the most of your Ariba Network subscription including integration, catalog management, and more. Register to join us online on 5 December from 13:00-17:00 CET.

[Learn More](#)

Gmail

CW2219835 - Contract for Street Lighting Maintenance in Betong, Western Region: Contract Drafting With Supplier - New comment.

Khang Wee Yeo <no-reply@ansmtp.ariba.com> to me

Mon, Dec 10, 2:50 PM (4 days ago)

### SEPRO

Contract Drafting With Supplier

This comment was made by: Khang Wee Yeo

On this date: Sun, 09 Dec, 2018


Comment: Completed

This email originated from the Ariba system used by Sarawak Energy Berhad - TEST and was originally sent to: [syarikat.sepro1@gmail.com](mailto:syarikat.sepro1@gmail.com)

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

You are receiving this email because your customer, Sarawak Energy Berhad - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Sarawak Energy Berhad - TEST.

Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba 

There will be series of email between the procuring officer and vendor if there are comments on the draft of contract agreement.

If there is no more comments, the procuring officer will mark the event as 'Completed'

## 1.2 Obtain Supplier Signatures

This is a manual offline activity where procuring officer will request for signatures from authorized representative and witness to create a legally binding contract.

The screenshot displays the SAP Aniba Connect interface for a contract workspace. The main content area shows a task list for 'Cleaning Services Syarikat Sepro 3'. The tasks are as follows:

Name	Document	Owner	Status	Due Date
Approve and Finalize		Project Owner	Complete	01/11/2018
Obtain Supplier Signatures		Siti Sumaiyah Nor Ahad	Complete	
Obtain Internal Signatures		Siti Sumaiyah Nor Ahad	Complete	
Upload Signed Document	Signed Contract Documents	Siti Sumaiyah Nor Ahad	Complete	
Send to Legal for Adjudication		Siti Sumaiyah Nor Ahad	Complete	
Stamping Process		Siti Sumaiyah Nor Ahad	Complete	
Send Hardcopy of Contract				


After contract drafting is completed, procuring officer will manually obtain your signatures before subsequent stamping process



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