

*“Our commitment to you –
Enabling your entire procurement
value chain to run “smooth as silk”
”*

Digital Procurement Platform for Thai Airways

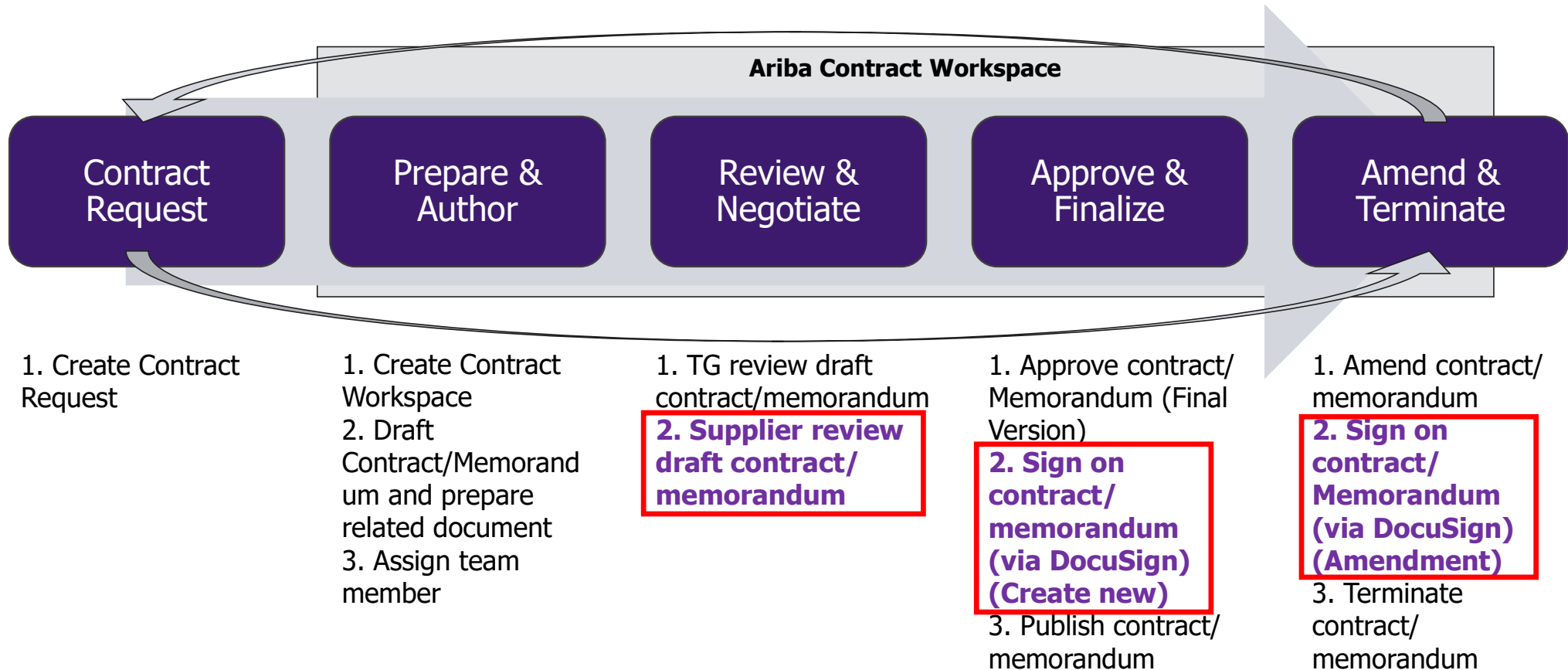
- Review Draft Contract/Memorandum



1. SAP Ariba Contracts Lifecycle



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2. Review Draft Contract/Memorandum Document



2. Review Draft Contract/Memorandum Document

This step is for Supplier and Customer review draft of contract or draft of memorandum together. In case revise document supplier can attach document on review step to send to your customer. All authorization person will sign the document via DocuSign after supplier and customer reviewed document.

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

Forgot Username or Password

Now available: SAP Business Network, promote subscription

Get discovered by new customers and grow your business with this new add-on subscription.

Learn More

- User Login to Ariba Sourcing
Go to => <https://supplier.ariba.com>
1. Enter your username at User Name filed.
 2. Enter your password at Password filed.
 3. Click "Login" button for Login to Ariba

Home

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time	Event Type	Participated
Status: self-managed (1)				

Registration Questionnaires

Title	ID	End Time	Commodity	Regions	Status
Status: Open (1)					

Qualification Questionnaires

Title	ID	End Time	Commodity	Regions	Status
No Items					

2. Review Draft Contract/Memorandum Document (Cont.)

This step is for Supplier and Customer review draft of contract or draft of memorandum together. In case revise document supplier can attach document on review step to send to your customer. All authorization person will sign the document via DocuSign after supplier and customer reviewed document.

Tasks

Show: (Any Projects) Incomplete (All)/Complete (Last 7 Days) (Any Date) Actions

Required Owner/Approver/Reviewer/Watcher/Recipient

Name	Status	Due Date	Completion Date
Project: CW for PO14170000110.1 (1)			
Supplier Review Contract Documents *	In Review		
Action			
View Task Details	In Progress	2/12/2025	
Open Folder			
Complete Review			

4. Go to "Taks" then go to the project you need to review document. Then click on task "Supplier Review Contract Documents *"

5. At "Action" select "View Task Details"

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 [More](#)

CW for PO14170000110.1 / Review and Approve Contract / Supplier Review Contract Documents

TSK1521828567 Supplier Review Contract Documents Round 1: Awaiting Response(s)

Send drafted agreement to supplier for review and updates.

Chanyapat Wirojtammatorn

2 External_Contract Documents (Read Only)

Template - ร่างสัญญาว่าจ้าง
อยู่ในขั้นตอนการรอส่งมอบงาน

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.

Complete Review

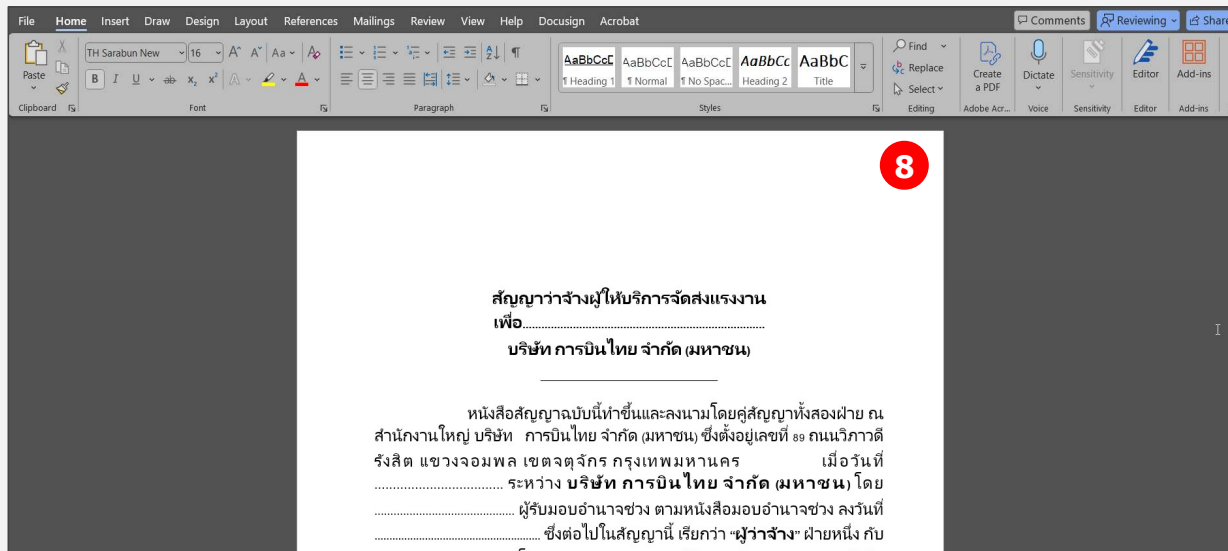
At Review Task

6. Select at contract/memorandum document you need to review.

7. At "Action" select "Download" to download document for review.

2. Review Draft Contract/Memorandum Document (Cont.)

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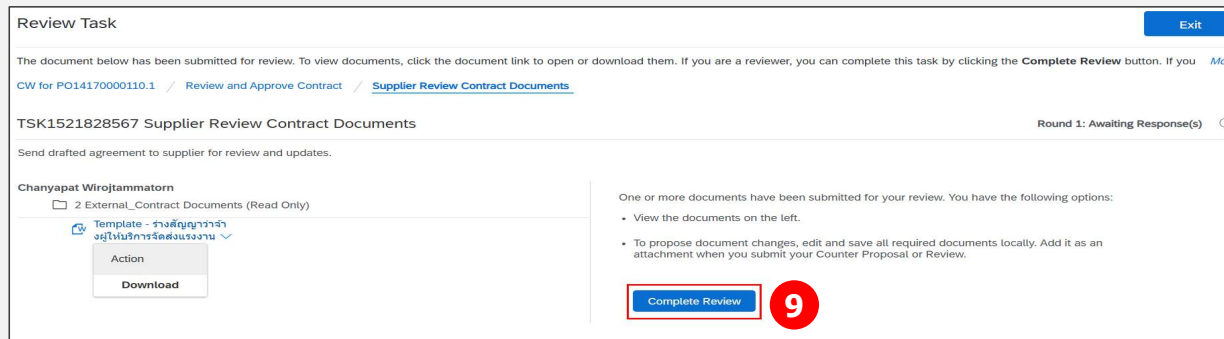


Review draft contract/memorandum details.

If you revise contract/memorandum detail, please save your file as .docx.

2. Review Draft Contract/Memorandum Document (Cont.)

This step is for Supplier and Customer review draft of contract or draft of memorandum together. In case revise document supplier can attach document on review step to send to your customer. All authorization person will sign the document via DocuSign after supplier and customer reviewed 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 [More](#)

CW for PO14170000110.1 / [Review and Approve Contract](#) / [Supplier Review Contract Documents](#)

TSK1521828567 Supplier Review Contract Documents Round 1: Awaiting Response(s) ⓘ

Send drafted agreement to supplier for review and updates.

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2 External_Contract Documents (Read Only)

Template - ร่างสัญญาว่าจ้างอยู่ในระหว่างการติดต่อประสานงาน

Action

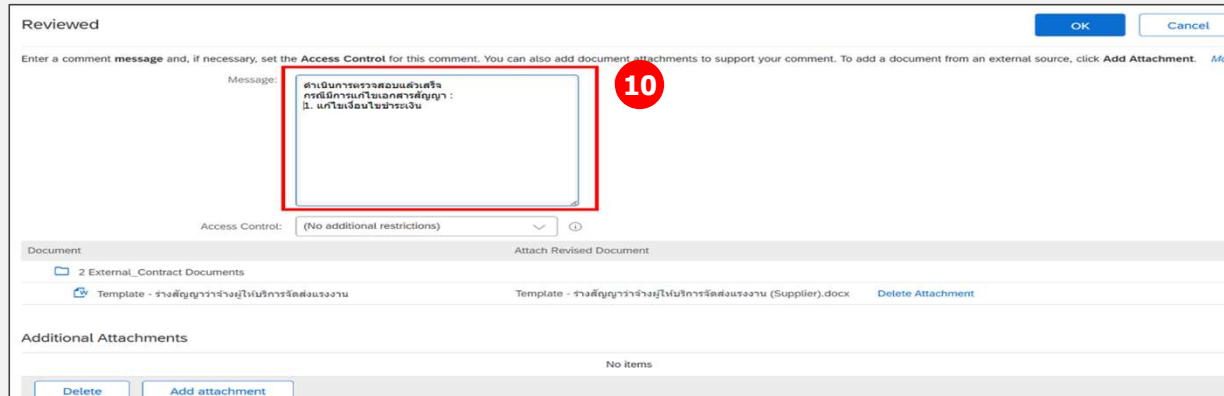
Download

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.

Complete Review 9

9. Click "Complete Review" button.



Reviewed

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**. [More](#)

Message: ดำเนินการตรวจสอบแล้วเสร็จ กรณีมีการแก้ไขเอกสารสัญญา : 1. แก้ไขเงื่อนไขการจ้าง

Access Control: (No additional restrictions) ⓘ

Document

2 External_Contract Documents

Template - ร่างสัญญาว่าจ้างอยู่ในระหว่างการติดต่อประสานงาน

Template - ร่างสัญญาว่าจ้างอยู่ในระหว่างการติดต่อประสานงาน (Supplier).docx

Delete Attachment

Additional Attachments

No Items

Delete Add attachment

10. At Reviewed subject:

- Message : You can enter any message that need to send to your customer here.

Example is send message to inform customer that you revise draft contract/memorandum.

2. Review Draft Contract/Memorandum Document (Cont.)

This step is for Supplier and Customer review draft of contract or draft of memorandum together. In case revise document supplier can attach document on review step to send to your customer. All authorization person will sign the document via DocuSign after supplier and customer reviewed document.

The screenshot shows a 'Reviewed' document interface. At the top, there are 'OK' and 'Cancel' buttons. Below them is a text area for a comment with the message: 'ดำเนินการตรวจสอบแล้วเสร็จ กรณีมีการแก้ไขเอกสารสัญญา : 1. แก้ไขเงื่อนไขชำระเงิน'. Below the comment is an 'Access Control' dropdown set to '(No additional restrictions)'. Under the 'Document' section, there is a list of '2 External_Contract Documents' and a 'Template - ร่างสัญญาว่าจ้างให้บริการจัดส่งแรงงาน'. In the 'Attach Revised Document' section, there is a red box around the 'Choose File' button and the text 'No file chosen Or drop file here'. A red circle with the number '11' is next to this box.

In case revise document please attach document on this step.
11. Click "Choose File" then select file for attach to review task.

12. Document attached to review task.

The screenshot shows the same 'Reviewed' document interface as above. In the 'Attach Revised Document' section, a document titled 'Template - ร่างสัญญาว่าจ้างให้บริการจัดส่งแรงงาน (Supplier).docx' is now listed. A red box is around this document name, and a red circle with the number '12' is next to it. A red callout bubble with the text 'เอกสารแนบสำเร็จ' (Attachment completed) points to the document name. There is also a 'Delete Attachment' link next to the document name.

2. Review Draft Contract/Memorandum Document (Cont.)

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Reviewed

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** [More](#)

Message:

ดำเนินการตรวจสอบแล้วเสร็จ
กรณีมีการแก้ไขเอกสารสัญญา :
1. แก้ไขเงื่อนไขชำระเงิน

Access Control: (No additional restrictions) ⓘ

Document Attach Revised Document

2 External_Contract Documents

Template - ร่างสัญญาว่าจ้างผู้ให้บริการจัดส่งแรงงาน

Template - ร่างสัญญาว่าจ้างผู้ให้บริการจัดส่งแรงงาน (Supplier).docx Delete Attachment

Additional Attachments

No items

Delete Add attachment

OK Cancel

13. Click "OK" button for complete review.

