

AM/NS CALVERT

A joint venture between ArcelorMittal and
Nippon Steel & Sumitomo Metal Corporation

A photograph of an industrial facility, likely a steel mill, featuring several large, cylindrical green storage tanks with white horizontal stripes. The tanks are arranged in a row, and there are various pipes, ladders, and structural elements visible. The sky is clear and blue.

SAP Sourcing –Contract Management for Suppliers

September 12, 2016

Contract Management

**AM/NS Calvert now uses SAP Sourcing for
Contract Management.**

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**The following slides provide a guide that suppliers
can use to participate in Contract Management activities in
SAP Sourcing.**

Contract Invitation

- ☐ Suppliers invited to review a contract document in SAP Sourcing will first receive an email with a USER ID and temporary password.
- ☐ Follow the instructions in the email to activate your USER ID and create a permanent password.

Sample E-Mail:

Welcome to SAP Sourcing

**AM/NS
CALVERT**

Subject: AM/NS Calvert Welcome to SAP Sourcing

Dear SUPPLIER,

Welcome to SAP Sourcing. You have been established as a user of SAP Sourcing software, which is used to facilitate sourcing events for AM/NS Calvert. Because this email contains important Log On information, please keep it in your records.

You will receive another email notification when your participation is requested for a specific sourcing event. In the interim, please follow the steps listed below to ensure you can connect to the system.

A temporary SAP Sourcing application password has been generated for you. After you Logon using the new temporary password, you will be prompted to change your password.

Your user name: 1000245

Your temporary password: QWt2n

To use SAP Sourcing, simply follow these steps:

1. Click on the URL: https://sourcing.calvert.arcelormittalusa.com/amnsourcing/fsvendor/vendordesktop/index?allow_redirect=true
2. In the Username field, enter your user name.
3. In the Password field, enter your temporary password, then click Log On.
4. On the Change Password screen, enter your temporary password in the 'Old Password' field.
5. Enter a new password in the 'New Password' field and 'Re-enter New Password' fields, then click OK.
6. You are now ready to use SAP Sourcing.

Contract Document Notification

- ☐ Suppliers will receive an additional email indicating that a contract document has been published and is available for review.
- ☐ Using your USER ID and permanent password, logon to SAP Sourcing to view the contract.

Sample E-Mail:

Agreement / Contract Document Notification

**AM/NS
CALVERT**

Subject: Agreement: Construction Services Agreement, Contract Document CONTRACT-00698.docx Version Has Been Published by AM/NS Calvert

Dear Lisa,

This message is to inform you that a user from AM/NS Calvert, for Agreement: MA-PUR-2016-0088, Construction Services Agreement has made a version of the contract document CONTRACT-00698.docx available to you via the SAP Sourcing system portal.

To access the Contract Documents for this Agreement please click on the URL:

https://qasourcing.calvert.arcelormittalusa.com:50000/amnsourcing/fsvendor/contracts/sellside/contracts_sel_summary,-73400319:1004?rqaction=load&hook=contract_uirg&page=contractdocuments&allow_redirect=true.

Do not reply to this message. If you have questions or difficulty using this application, please contact support at (251) 289-4441 or email support at AMNS_SupplierTechSupport@ArcelorMittal.com.

Contract Management

- ❑ Once you have accessed SAP Sourcing, the contract should display on the Contract Documents tab.

The screenshot displays the AM/NS CALVERT SAP Sourcing interface. At the top, the logo is visible. Below it are tabs for 'Recent Items' and 'Favorites'. A navigation bar contains icons for 'RFx', 'Auctions', 'Contracts', and 'XPress'. The main header reads 'Displaying: Master Agreement MA-PUR-2016-0088: Construction Services Agreement'. Below this are tabs for 'Attachments', 'Discussions', and 'Favorites'. The 'Contract Documents' tab is selected, showing a table with columns: Type, Name, Checked Out By, and Status. The table contains one record: Type 'Contract', Name 'CONTRACT-00698.docx', Checked Out By (blank), and Status 'Supplier Review'. At the bottom, there is a pagination bar showing 'Page 1 of 1', a 'Go' button, and the text 'Displaying 1-1 of 1 records.'

Type	Name	Checked Out By	Status
Contract	CONTRACT-00698.docx		Supplier Review

Contract Management

- Summary Tab

AM/NS
CALVERT

- ☐ Review key information related to the contract here.

Displaying: Master Agreement MA-PUR-2016-0088: Construction Services Agreement

ID: MA-PUR-2016-0088
Name: Construction Services Agreement
Description:
Product Category:
Effective Date: 09/13/2016
☐ Perpetual Term
Expiration Date: 09/13/2017
Agreement Owner: Lisa Dyess
Phone Number: [Not Available]
E-Mail: lisa.dyess@arcelormittal.com

Agreements

Contract Management

- Contract Documents Tab

**AM/NS
CALVERT**

- ❑ On the Contract Documents tab, click on the contract file name to open the contract document file.

The screenshot displays the AM/NS CALVERT web application interface. At the top left is the logo. Below it are 'Recent Items' and 'Favorites' dropdown menus. A navigation bar contains icons for a building, 'RFx', 'Auctions', 'Contracts', and 'XPress'. A banner below the navigation bar reads 'Displaying: Master Agreement MA-PUR-2016-0088: Construction Services Agreement'. Below the banner are 'Attachments', 'Discussions', and 'Favorites' buttons. The 'Contract Documents' tab is selected, showing a table with columns: Type, Name, Checked Out By, and Status. The table contains one row: 'Contract' | 'CONTRACT-00698.docx' | (blank) | 'Supplier Review'. The 'CONTRACT-00698.docx' text is highlighted in yellow. At the bottom, there is a pagination control showing 'Page 1 of 1' and a 'Go' button, followed by the text 'Displaying 1-1 of 1 records.'

Type	Name	Checked Out By	Status
Contract	CONTRACT-00698.docx		Supplier Review

Contract Management

- Contract Documents Tab

- ☐ Click on the contract file name to open the contract document in Microsoft Word.

Displaying: Contract Document in Master Agreement MA-PUR-2016-0088: Full Screen

Construction Services Agreement : CONTRACT-00698.docx

Document Actions Favorites

General

Name: CONTRACT-00698.docx
Description:
Type: Contract

Check-Out Information

Checked Out By:
Check-Out Comment:

Final Signed Document

File name:

Version History

Compare

	Date Added	File Name	Added By	Comment	Status
<input type="checkbox"/>	09/13/2016 05:35 PM (CDT)	CONTRACT-00698.docx	AM/NS Calvert		Supplier Review

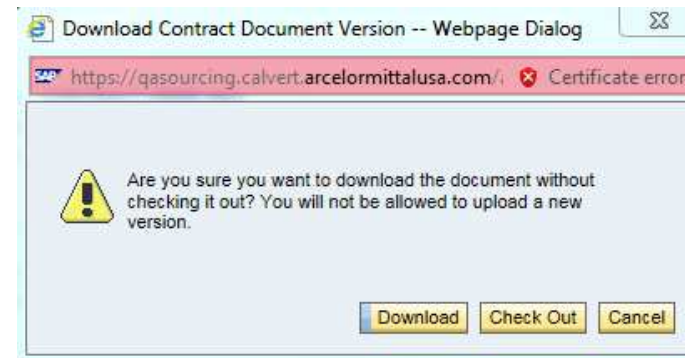
Page 1 of 1 Go Displaying 1-1 of 1 records.

Contract Management

- Contract Documents Tab

**AM/NS
CALVERT**

- ☐ To simply review the document without editing, select Download when prompted.

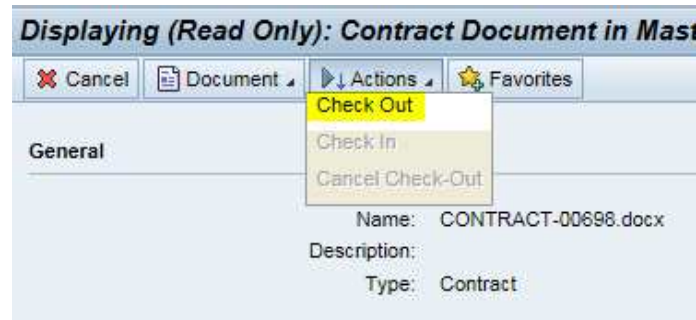


- ☐ In Discussions tab, send message to Buyer indicating acceptance of terms;
- ☐ Buyer will route contract for signature using DocuSign.

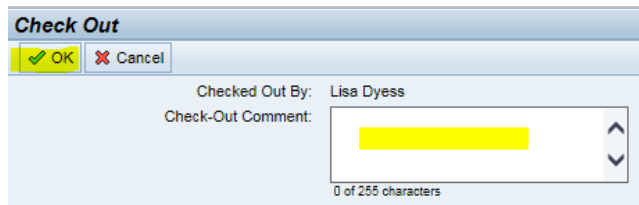
Contract Management

- Contract Documents Tab

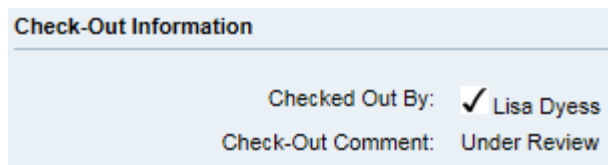
- ☐ To propose changes to the contract select  then Check Out



- ☐ Add Check-Out Comment then click OK



- ☐ Check-Out Information will be updated.



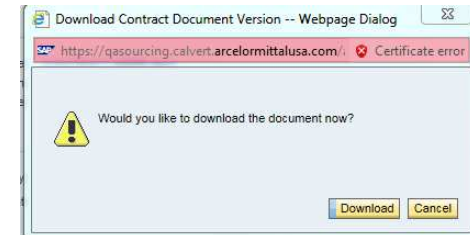
Contract Management

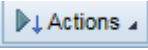
- Contract Documents Tab

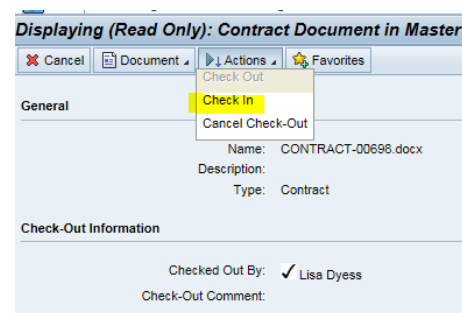
- ❑ To download the contract document for editing, click the file name

	Date Added	File Name	Added By
<input type="checkbox"/>	09/13/2016 07:09 PM (CDT)	CONTRACT-00698.docx	Lisa Dyess

then click download when prompted.



- ❑ Save contract document to desktop and make proposed changes;
- ❑ When edits are complete, return to Contract Documents tab, select  then select Check In.

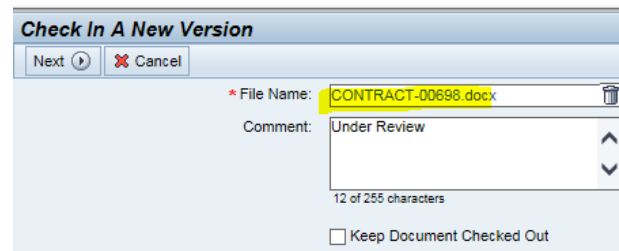


Contract Management

- Contract Documents Tab

**AM/NS
CALVERT**

- ❑ Enter the file name containing your proposed changes then select Next.



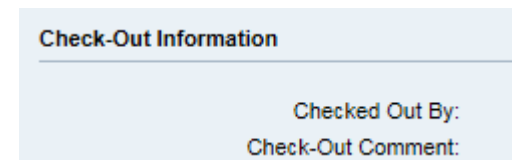
A screenshot of a 'Check In A New Version' dialog box. It has a title bar with the text 'Check In A New Version'. Below the title bar are two buttons: 'Next' with a right arrow and 'Cancel' with a red X. The main area contains a 'File Name' field with the text 'CONTRACT-00698.docx' and a trash icon to its right. Below that is a 'Comment' text area with the text 'Under Review' and a character count '12 of 255 characters'. At the bottom is a checkbox labeled 'Keep Document Checked Out'.

- ❑ When processing status is 100% complete click 



A screenshot of a 'Step 2: Processing Request' dialog box. It has a title bar with the text 'Step 2: Processing Request'. Below the title bar are three buttons: 'Back' with a left arrow, 'OK' with a green checkmark, and 'Cancel' with a red X. The main area shows 'Status: Complete' and 'Percent Complete: 100' with a progress bar. Below the progress bar is a warning message: 'Warning: Once you click the "OK" button above, this new contract document version will be saved and will not be able to be deleted.'

- ❑ Check-Out Information will be updated.








A screenshot of a 'Check-Out Information' dialog box. It has a title bar with the text 'Check-Out Information'. The main area contains two labels: 'Checked Out By:' and 'Check-Out Comment:'.

Contract Management

- Contract Documents Tab


**AM/NS
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- ☐ The original version and the revised version are now available in Version History


Version History					
 Compare					
	Date Added	File Name	Added By	Comment	Status
<input type="checkbox"/>	09/13/2016 07:09 PM (CDT)	CONTRACT - 00698.docx	Lisa Dyess	Under Review	Supplier Review
<input type="checkbox"/>	09/13/2016 05:35 PM (CDT)	CONTRACT - 00698.docx	AM/NS Calvert		Supplier Review
  Page <input type="text" value="1"/> of 1 <input type="button" value="Go"/>   Displaying 1-2 of 2 records.					

Contract Management



- Contract Documents Tab

- ☐ To view the changes between the two (2) documents select both versions and click  **Compare**.

Version History

 **Compare**

	Date Added	File Name	Added By	Comment	Status
<input checked="" type="checkbox"/>	09/13/2016 07:09 PM (CDT)	CONTRACT - 00698.docx	Lisa Dyess	Under Review	Supplier Review
<input checked="" type="checkbox"/>	09/13/2016 05:35 PM (CDT)	CONTRACT - 00698.docx	AM/NS Calvert		Supplier Review

 Page of 1  Displaying 1-2 of 2 records.

- ☐ Open the Version Compare Document

Version Compare

Version Compare Document: **CONTRACT-00698_compare.docx**

☐ Add Compare Document As a New Version

Contract Management

- Contract Documents Tab

**AM/NS
CALVERT**

- ❑ Changes are highlighted in red.

EXECUTION SHEET

CONSTRUCTION CONTRACT (AMUSA-101)

FOR ARCELORMITTAL USA HOLDING LLC COMPANIES (FEBRUARY 2013)

→ This CONSTRUCTION CONTRACT ("Construction Contract") is made as of this 10/03/2016, between

(DATE)

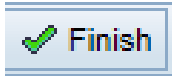
Legal Name of Contractor	AM/NS Calvert LLC	
Full Legal Name of Contractor ("Contractor")	Full Legal Name of ArcelorMittal Company ("Owner")	
Delaware	Delaware	
State of Incorporation	State of Incorporation	
1 Main Street	1 AM/NS Way	
New York, NY 10345, USA	Calvert, AL 36513, USA	
Address of Contractor	Address of Owner	
Contractor Signature	Owner Signature - Procurement	Owner Signature - Operations
CEO		
Title - Printed	Title - Printed	Title - Printed
John Doe		
Officer Name - Printed	Officer Name - Printed	Officer Name - Printed

Contract Management

- Contract Documents Tab

**AM/NS
CALVERT**

- ☐ After reviewing the Compare Version document click




- ☐ Be sure to review all Attachments and Discussions before exiting the Contract Document in SAP Sourcing.

Contract Management

- Attachments

- ❑ Review all attachments from AM/NS by clicking


 Attachments (1)

- ❑ Click the file name to open the attached document.

Displaying: Master Agreement MA-PUR-2016-0088: Attachments

 Download Selected Files

<input type="checkbox"/>	Server File	File name	Description	Size	Date Added	Added By
▼	Contract Attachments					
<input type="checkbox"/>	<input type="checkbox"/>	Attachment for Contract Document.docx		14kb	09/13/2016 06:09 PM (CDT)	Lisa Dyess

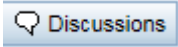
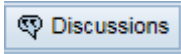
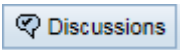
  Page 1 of 1 Go   Displaying 1-1 of 1 records.

- ❑ Click  to exit Attachments menu and return to the Master Agreement.

Contract Management

- Discussions

**AM/NS
CALVERT**

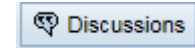
- ☐ AM/NS will communicate with suppliers regarding Contract Documents via SAP Sourcing - Discussions.
- ☐ Suppliers will receive an email notification when a discussion is added to an existing Agreement.
- ☐ The following icons have the following meaning:
 - No Discussions were created 
 - Unread Discussions exist 
 - Read Discussions exist 

Contract Management

- Answer Discussions

**AM/NS
CALVERT**

- ☐ To view and respond to a message click
- ☐ Click the highlighted Topic



Displaying: Master Agreement MA-PUR-2016-0088: Construction Services Agreement

Finish

Discussions

☒ Mark as Read

<input type="checkbox"/>	Msg	Topic/Subject Name	Last Posting	Author	Company Name	Visibility	Subscribed
<input type="checkbox"/>	▼	▼ Contract Review (1 Unread Messages)				Internal Users and External Users	
<input type="checkbox"/>	▼	Draft Contract Sent for Review	09/13/2016 07:27 PM (CDT)	Lisa Dyess	AM/NS Calvert	Specific External User	
<input type="checkbox"/>	▼	General Discussions (0 Unread Messages)				Internal Users and External Users	

Page 1 of 1 Go Displaying 1-3 of 3 records.

- ☐ Review the message and click **Reply** to answer.

Displaying: Subject in Topic : Contract Review : Draft Contract Sent for Review

Finish

Topic: Contract Review
Subject: Draft Contract Sent for Review
Visibility: Specific External User
Specific External User: EZ Pezy

Messages

☒ Mark as Read

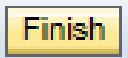
<input type="checkbox"/>	Msg	Message Contents	
<input type="checkbox"/>		Draft Contract Sent for Review 09/13/2016 07:27 PM (CDT) Lisa Dyess AM/NS Calvert	
<input type="checkbox"/>		Please review this contract and confirm acceptance of these terms before the document is routed for signature through DocuSign.	<input type="button" value="Reply"/>

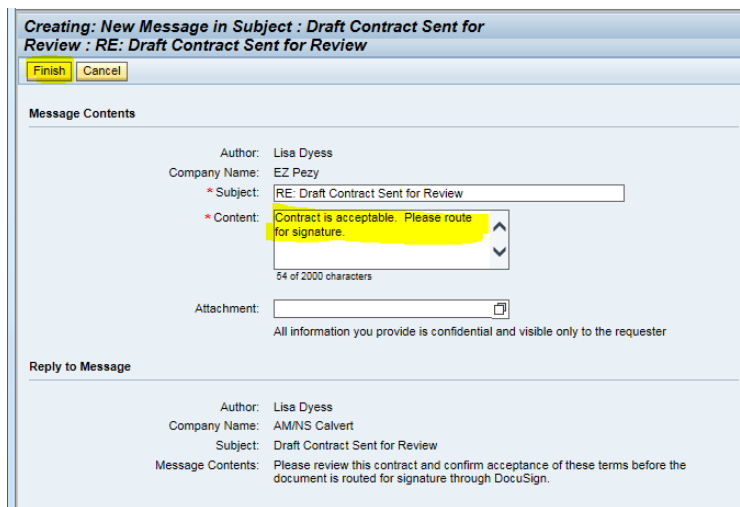
Page 1 of 1 Go Displaying 1-1 of 1 records.

Contract Management

- Answer Discussions

**AM/NS
CALVERT**


- ❑ Enter text in Content section of New Message and click  to submit the message.



Creating: New Message in Subject : Draft Contract Sent for Review : RE: Draft Contract Sent for Review

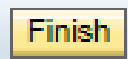
Finish Cancel

Message Contents

Author: Lisa Dyess
Company Name: EZ Pezy
* Subject: RE: Draft Contract Sent for Review
* Content: Contract is acceptable. Please route for signature.
64 of 2000 characters
Attachment: 
All information you provide is confidential and visible only to the requester

Reply to Message


Author: Lisa Dyess
Company Name: AM/NS Calvert
Subject: Draft Contract Sent for Review
Message Contents: Please review this contract and confirm acceptance of these terms before the document is routed for signature through DocuSign.

- ❑ Click  until you have returned to the Contract Documents tab.
- ❑ Log off when finished.

Contract Management

- Home Page Workbench

AM/NS
CALVERT

- ☐ A workbench is provided to summarize ongoing activities for each supplier.
- ☐ To access the overview workbench that includes a summary of all ongoing sourcing activities click  .
- ☐ To access a list of all Master Agreements assigned to you for review click Contracts from the menu bar.



Contract Management

For technical assistance using SAP Sourcing for Contract Management

please contact support at

(251) 289-4441 or email support at

AMNS_SupplierTechSupport@ArcelorMittal.com

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