

One World.  Made Better.™



Coupa CLM Supplier Manual – Contract Collaboration Process

January 2021

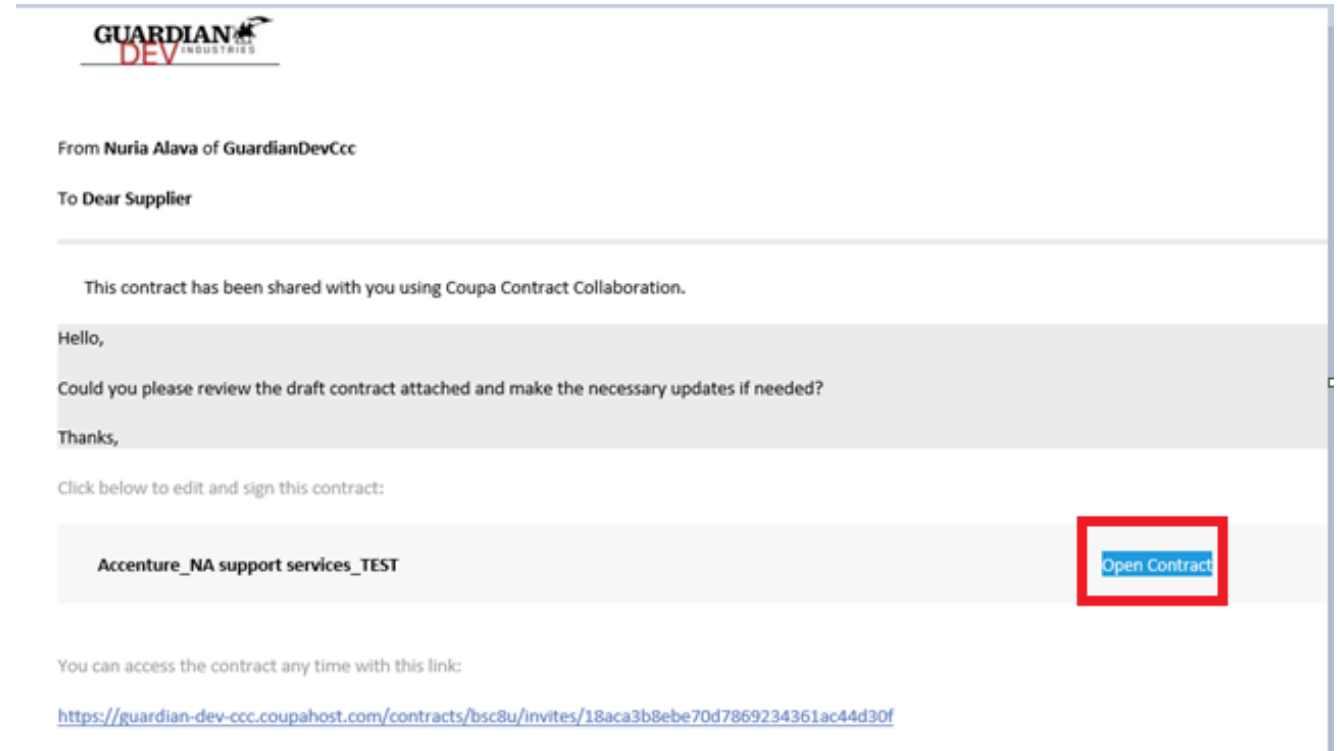


Coupa CLM Contract Collaboration – Supplier Guide

When Guardian contract owner starts the contract collaboration process, the supplier is invited to review and update (if needed) the contract shared.

Supplier will receive an email with a link to access directly the draft contract in Coupa system.

Click “Open Contract” link.



Coupa CLM Contract Collaboration – Supplier Guide

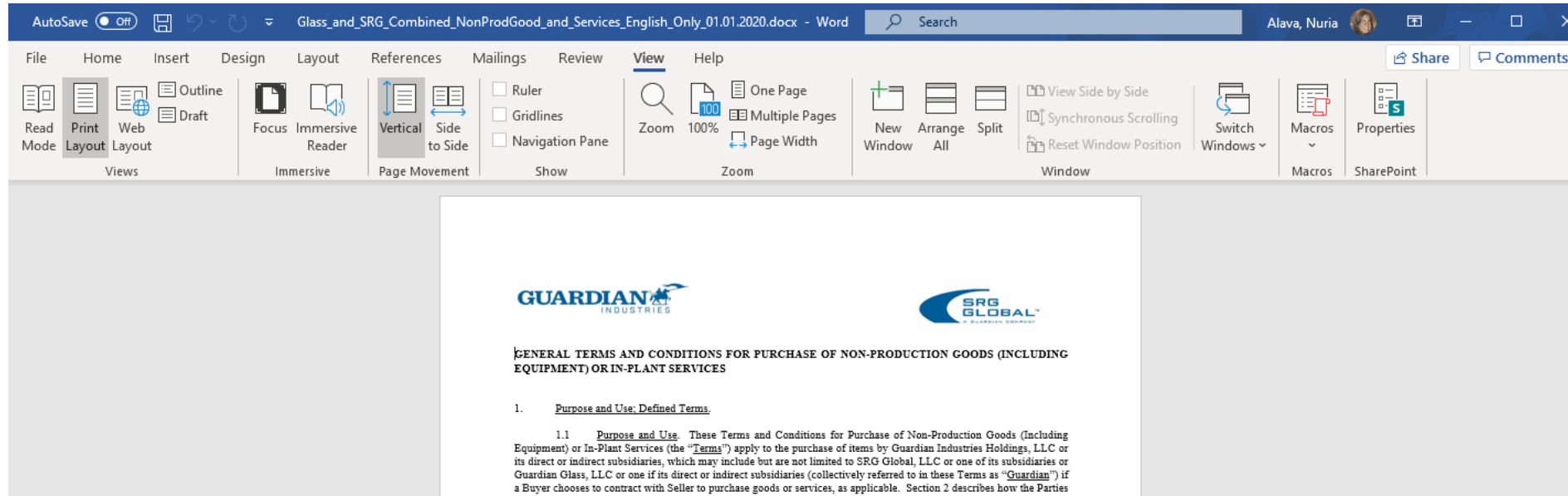
Supplier is redirected to Coupa Contract Collaboration page.

The screenshot displays the Coupa Contract Collaboration interface. At the top right, the 'Supplier Name' is 'GLASS-ACCENTURE LLP-C0303706', and the 'Contract status' is 'Draft'. The main content area shows the contract document titled 'Accenture_NA support services_TEST' under the 'Agreement' tab. The document content includes the logos for Guardian Industries and SRG Global, and the title 'GENERAL TERMS AND CONDITIONS FOR PURCHASE OF NON-PRODUCTION GOODS (INCLUDING EQUIPMENT) OR IN-PLANT SERVICES'. The first section is '1. Purpose and Use: Defined Terms.', with sub-section '1.1 Purpose and Use.' detailing the terms for purchase of non-production goods. On the right sidebar, the 'Edit Document' dropdown menu is open, with 'Download for Edit' highlighted. Other options include 'Download Read Only', 'Messages', 'Full History', and 'Parties' (GuardianDevCcc, GLASS-ACCENTURE LLP-C0303706). At the bottom of the sidebar are 'Invite Colleague' and 'Invite Other Party' buttons, along with 'Paper Options' and 'Contract Options' dropdowns.

Click **“Edit Document”** dropdown button, then select **“Download for Edit”**. The agreement will automatically download in your computer.

Coupa CLM Contract Collaboration – Supplier Guide

The agreement will be opened in Word, update it as needed and save the changes. The agreement will be updated.



Coupa CLM Contract Collaboration – Supplier Guide

Go back to the browser where the contract was initially located.
Click **“Upload”** button.

The screenshot shows the Coupa CLM interface for a contract titled "Accenture_NA support services_TEST". The contract is locked by the user. The document content includes logos for Guardian Industries and SRG Global, and the text "GENERAL TERMS AND CONDITIONS FOR PURCHASE OF NON-PRODUCTION GOODS (INCLUDING". On the right-hand side, there is a sidebar with several buttons: "Draft", "Upload", "Download", "Send to Other Party", "Compare Versions", "Fields", "Messages" (with a notification icon), and "Full History". The "Upload" button is highlighted with a red rectangular box.

“DOCUMENT UPLOAD” pop up window is displayed.

Click **“Upload my changes”** and select the agreement updated earlier.

The image shows a "DOCUMENT UPLOAD" pop-up window. It has a blue header with the text "DOCUMENT UPLOAD" and a blue button below it with a document icon and the text "Upload my changes".

Coupa CLM Contract Collaboration – Supplier Guide

After the agreement upload, it is successfully uploaded and saved.
Click **“Send to Other Party”** button.

The screenshot displays the Coupa CLM interface for a contract document. At the top left, the Guardian Dev Industries logo is visible. The document title is "Accenture_NA support services_TEST" and it is locked by "GLASS-ACCENTURE LLP-C0303706". A "Draft" button is in the top right. The document content includes the Guardian Industries and SRG Global logos, followed by the title "GENERAL TERMS AND CONDITIONS FOR PURCHASE OF NON-PRODUCTION GOODS (INCLUDING EQUIPMENT) OR IN-PLANT SERVICES". Section 1.1, "Purpose and Use: Defined Terms," is partially visible. On the right sidebar, a menu is open with "Send to Other Party" highlighted in a red box. Other options include "Edit Document", "Compare Versions", "Messages" (with a notification badge), and "Full History". Below the sidebar, the "Parties" section lists "GuardianDevCcc" and "GLASS-ACCENTURE LLP-C0303706" with an "Invite Colleague" button.

Contract document has been sent to Guardian party.

Coupa CLM Contract Collaboration – Supplier Guide

Hover mouse over the username link and click “End Session”

The screenshot displays the Coupa CLM Contract Collaboration interface. At the top left is the Guardian Dev Industries logo. The top right shows the contract ID "GLASS-ACCENTURE LLP-C0303706" and a "HELP" link. A red box highlights the "End Session" button in the top right corner. The main content area shows the contract title "Accenture_NA support services_TEST" and a section titled "Agreement". The agreement text reads: "objects to, and does not accept, any changes or additions to the Contract that Seller makes and no such changes or additions are part of the Contract unless each Party expressly agrees to them in writing." Below this is section 2.4, "Affiliate Adoption", which states: "Seller agrees that if any Affiliates of Guardian or Buyer wish to purchase Goods or Services from Seller by issuing Purchase Orders or entering into other Commercial Agreements with Seller (an 'Affiliate Contract'), these Terms will be incorporated by reference in any such Affiliate Contract as if these Terms were separately executed by such Affiliate (and solely by such Affiliate), provided, however, that (i) such Affiliate Contract may contain such additional supplementary provisions or amendments to these Terms as Affiliate and Seller may agree upon in writing and (ii) if there is a conflict between the terms of the Affiliate Contract and these Terms, the Affiliate Contract controls. For purposes of such Affiliate Contract, the term 'Buyer' in these Terms will be deemed to apply to such Affiliate. The applicable rights, obligations, and liabilities of a Buyer under an Affiliate Contract will be solely those of such Buyer and". At the bottom left of the document is the footer: "Guardian & SRG - Global Equipment and In Plant Services Terms Rev. 01.01.2020". At the bottom right is "Page 2 of 19". The right sidebar contains a "Draft" button, an "Edit Document" dropdown menu, and a list of actions: "Compare Versions", "Messages" (with a notification badge of 1), and "Full History". Below these are "Parties" listed as "GuardianDevCcc" and "GLASS-ACCENTURE LLP-C0303706", with buttons for "Invite Colleague" and "Invite Other Party". At the bottom of the sidebar are "Paper Options" and "Contract Options" dropdown menus.