SUPPLIER GUIDE

Coupa Contract
Collaboration

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Coupa Contract Collaboration

TFG

Coupa Contract Collaboration email

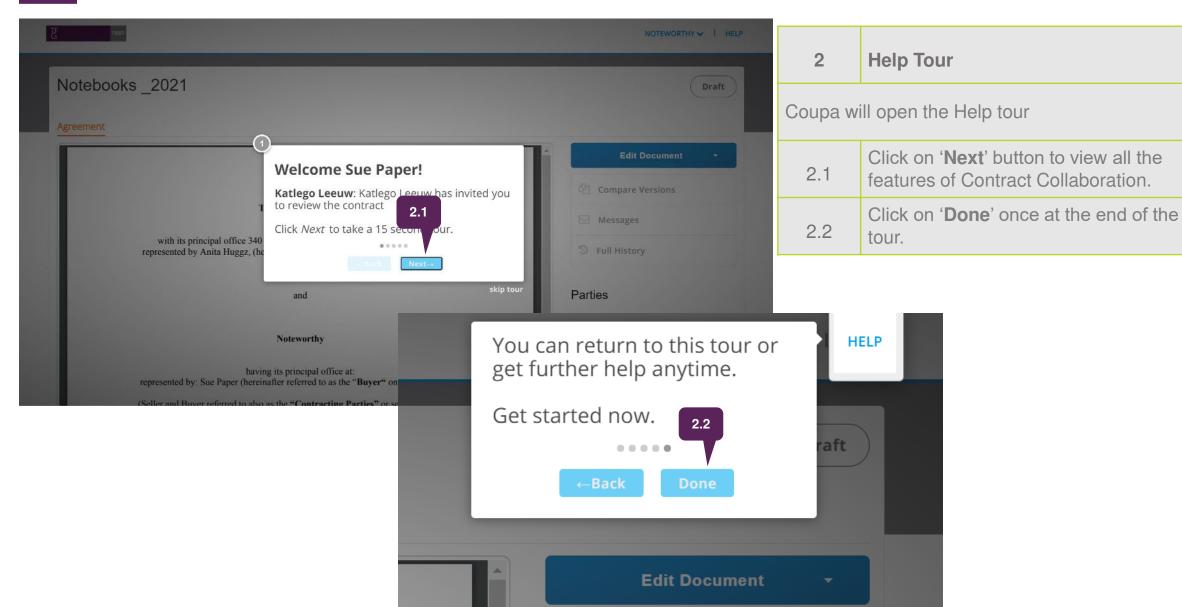| 1	**Contract email**
You will receive an email The body of the email states that this contract has been shared with you using Coupa Contract Collaboration.	
1.1a	Click on the link to access the contract.
1.1b	Alternatively, click on the '**Open Contract**' button to access the contract. **Note**: Coupa does not require the supplier to login, A temporary web page will open upon clicking on either of the two links.

Help tour

2	Help Tour
Coupa will open the Help tour	
2.1	Click on '**Next**' button to view all the features of Contract Collaboration.
2.2	Click on '**Done**' once at the end of the tour.

Edit the contract

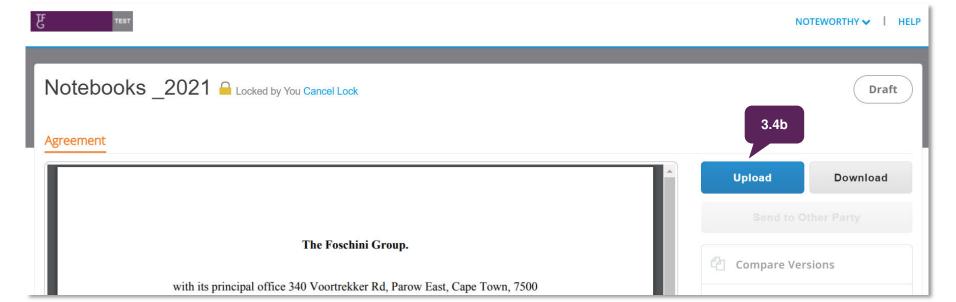| 3	**Edit the contract**
3.1	The contract name appears at the top of the page.
3.2	Under '**Agreement**' tab, you'll find the draft contract.

Edit the contract

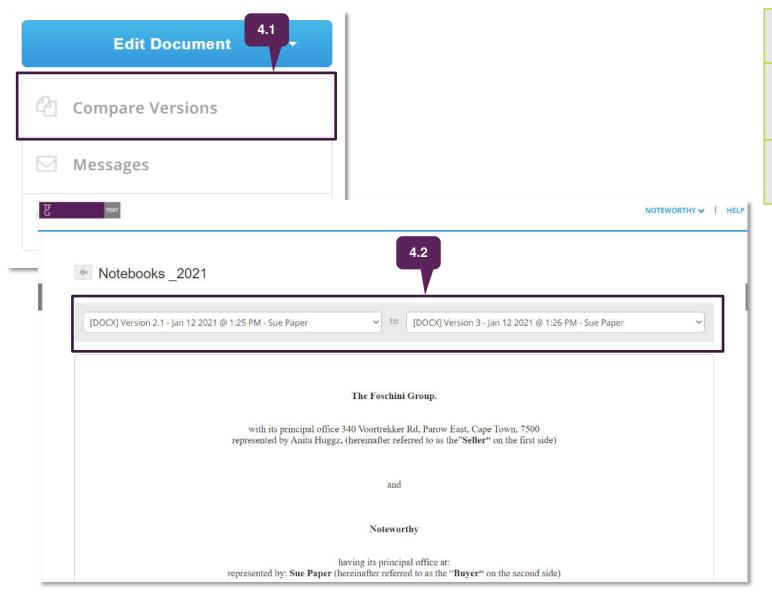| 3.3	Click on the '**Edit Document**' button and two options present.
3.4a	Click on the '**Download for Edit**' button to download the contract in MS Word format and make edits to the contract.
3.4b	Once you have made your edits, save the document then click on the '**Upload**' button to upload the edited document.
3.5	Click on the '**Download Read Only**' button to download the contract in a read only format.

Edit the contract

Edit Document 3.7

Send to Other Party

| 3.6 | Upon uploading the edited contract, click on the "Send to Other Party' to send the contract back to TFG. |

Compare contract versions

Edit Document 4.1

	Compare Versions
	Messages

4	**Compare versions**
4.1	Click on the 'Compare Versions' button to track changes and compare the different versions of the contract.
4.2	Click on the arrow to return to the main page.

NOTEWORTHY ∨ | HELP

← Notebooks _2021

4.2

[DOCX] Version 2.1 - Jan 12 2021 @ 1:25 PM - Sue Paper   to   [DOCX] Version 3 - Jan 12 2021 @ 1:26 PM - Sue Paper

The Foschini Group.

with its principal office 340 Voortrekker Rd, Parow East, Cape Town, 7500
represented by Anita Huggz, (hereinafter referred to as the"**Seller**" on the first side)

and

Noteworthy

having its principal office at:
represented by: **Sue Paper** (hereinafter referred to as the "**Buyer**" on the second side)

Edit Document

Compare Versions

5.1

Messages

Full History

MESSAGES

Everyone

Add User **5.2**

+ Message

Please read clause 1.1 **5.3**

Post **5.4**

5	**Messages**
5.1	Click on the '**Messages**' to read messages, reply and to send messages to other collaborators of this contract. Contract collaborators include the contract owner or someone from the legal department at TFG.
5.2	Click on the '**Add User**' drop down menu to select the message recipient.
5.3	Type in your message in the field provided.
5.4	Click on '**Post**' to send your message.

Contract history

Edit Document

- Compare Versions
- Messages

6.1

- Full History

6	History
6.1	Click on the '**Full History**' button.
6.2	A history of all activities on the contract presents.

HISTORY

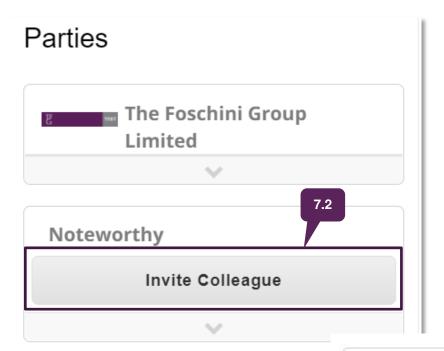| January 12, 2021 | 1:26 PM | edited by Sue Paper |
| January 12, 2021 | 10:33 AM | accepted invite for Notebooks _2021 by Sue Paper |
| January 12, 2021 | 10:01 AM | invited noteworthy@testing.s2pconsulting.co.za by Katlego Leeuw |

6.2

Parties

The Foschini Group Limited **7.1**

Katlego Leeuw

7	**Parties**
7.1	Under the Parties heading, click on 'The Foschini Group Limited' to see a list of all the users from your customer.

Contracting parties

Parties

The Foschini Group Limited

Noteworthy

7.2

Invite Colleague

Invite Other Party

Paper Options ▾   Contract (

7.2	Click on the '**Invite Colleague**' button to ask a coworker to review the contract.	
7.3	Then insert their names.	
7.4	Insert their email address.	
7.5	Click on the '**Ask to**' dropdown button and select Review.	

Noteworthy

7.3 Tom Noteworthy

7.4 noteworthy@testing.s2pconsultir

7.5 Ask to ▾

Review

Contracting parties

Parties

The Foschini Group Limited

Noteworthy

Invite Colleague   **7.6**

Invite Other Party

Paper Options ▼   Contract Options ▼

INVITE

The invite email will contain an access link to the contract. Anyone with the link can view this contract.

First Name
Ann

Last Name
Gamble

Email Address
Ann@testing.s2pconsulting.co.za

They will be signing as...
○ An individual (e.g. employee)   ● An Organization

Full Legal Name of Organization
Gamble Attorneys

7.7

Assign Tasks
☑ View & Invite   ☑ Fill Fields   ☑ Edit

Message to Invitee
Please review

This message will also be visible to all members of this contract.

☐ Save as template

7.8

Send

7.6	Click on the 'Invite Other Party' button to ask another party i.e. your legal team, to collaborate on the contract.
7.7	A pop-up window appears. Complete all the fields provided incl. assigning tasks to the invited party.
7.8	Click on the '**Send**' button to extend the invitation.

Other options

Invite Other Party

Paper Options ▼   8.1   Contract Options ▼

PDF Preview

Invite Other Party

Paper Options ▼   Contract Options ▼   8.2

Attach File

8	Other options
8.1	Click on the '**Paper Options**' dropdown menu and select PDF Preview to download a PDF version of the contract.
8.2	Click on the '**Contract Options**' dropdown arrow and select Attach File to share a document.

Should TFG make other changes to the contract, it will be sent back you to review and/or make edits in the same manner you received the first draft agreement.

Once the agreement has been finalised by both parties, you will be sent the final legal agreement via DOCUSIGN for you to initial and sign.

Upon all parties signing the document, a copy of the signed agreement will be sent to you for your records.

THANK YOU