

A person wearing a grey coat and teal sneakers walking on a stone-paved street. The person is captured from the waist down, moving towards the right. The background is a light-colored stone wall. The text 'SUPPLIER GUIDE' is overlaid in purple, and 'Coupa Contract Collaboration' is overlaid in yellow-green.

SUPPLIER GUIDE

Coupa Contract
Collaboration



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NAVIGATION

Click on the section name to navigate to the topic



Click on Home button to return to Table of Contents



HOME

Coupa Contract Collaboration


TF
G

Reply Reply All Forward Delete Move Mark Add View Print Close

The Foschini Group Limited invited you to Notebooks _2021
Tue 1/12/2021 10:01 AM @

From: Katlego Leeuw via Coupa Contract Collaboration
To: noteworthy@testing.s2pconsulting.co.za

Message Attachments 2

 TEST

From Katlego Leeuw of The Foschini Group Limited
To Sue Paper

This contract has been shared with you using Coupa Contract Collaboration.

Click below to edit and sign this contract:

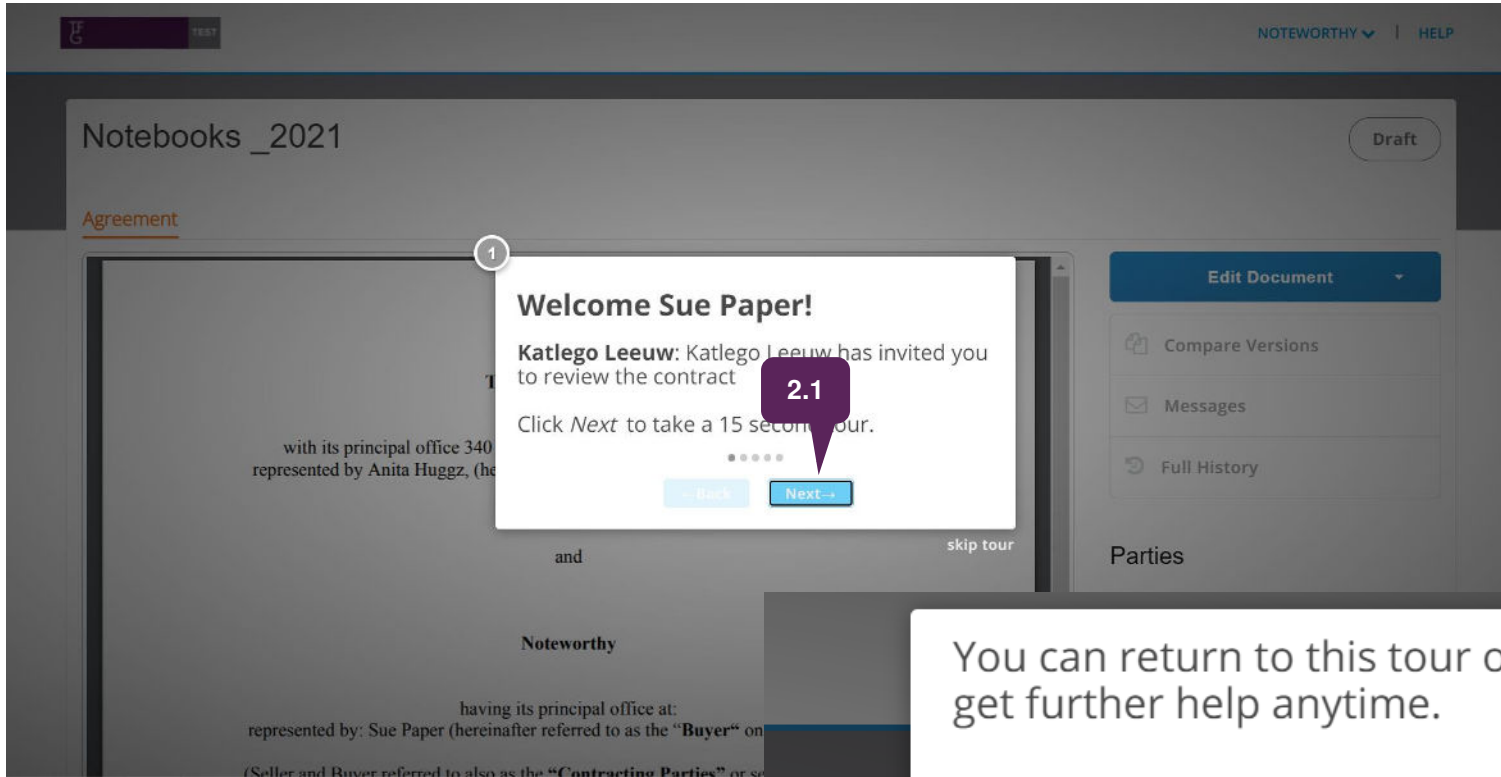
Notebooks _2021 [Open Contract](#)

You can access the contract any time with this link:
<https://tfg-test-ccc.coupahost.com/contracts/bsc7f/invites/4b13de958a8cbf0dcd0ec118b4ae2f0d>

To get change your notification preferences, go [here](#) and adjust your settings

1.1a 1.1b

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.



1

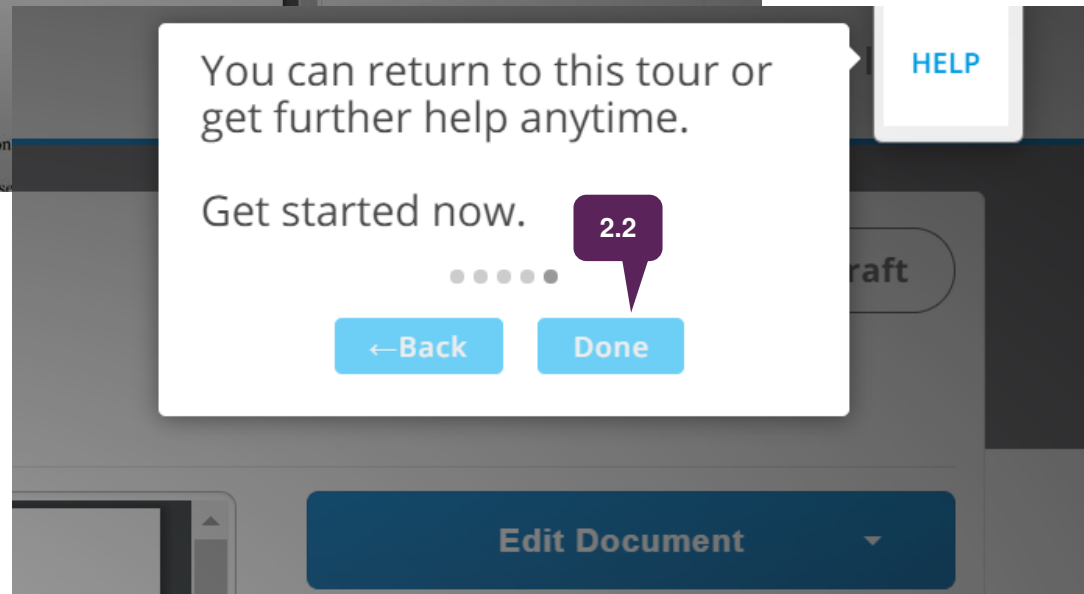
Welcome Sue Paper!

Katlego Leeuw: Katlego Leeuw has invited you to review the contract

Click *Next* to take a 15 second tour.

2.1

← Back Next →



HELP

You can return to this tour or get further help anytime.

Get started now.

2.2

← Back Done

raft

Edit Document

2

Help Tour

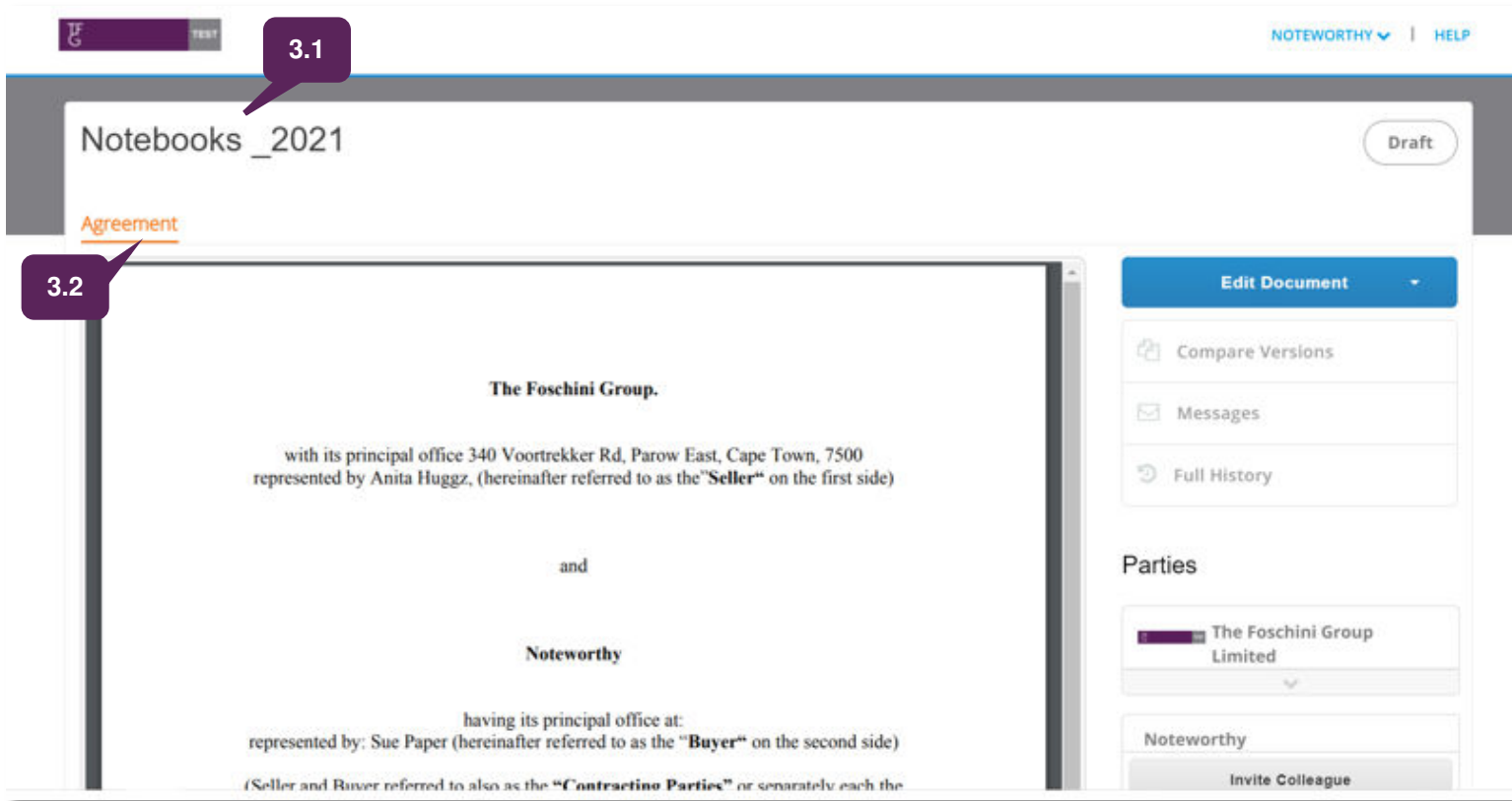
Coupa will open the Help tour

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.



TF G TEST

NOTEWORTHY | HELP

Notebooks_2021 Draft

Agreement

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)
(Seller and Buyer referred to also as the "Contracting Parties" or separately each the

Edit Document

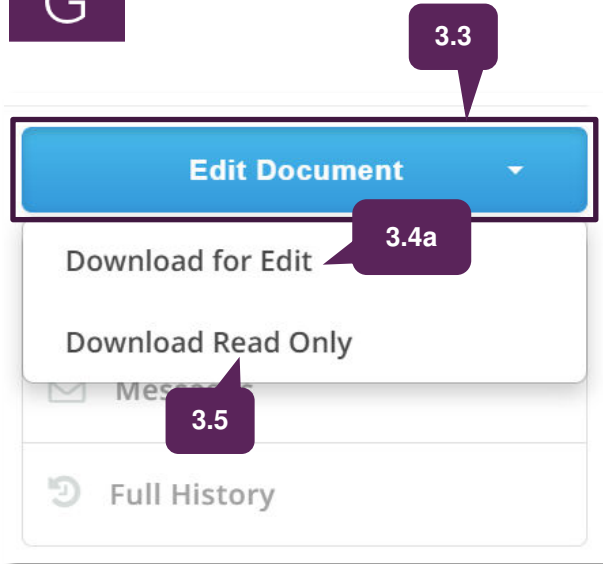
- Compare Versions
- Messages
- Full History

Parties

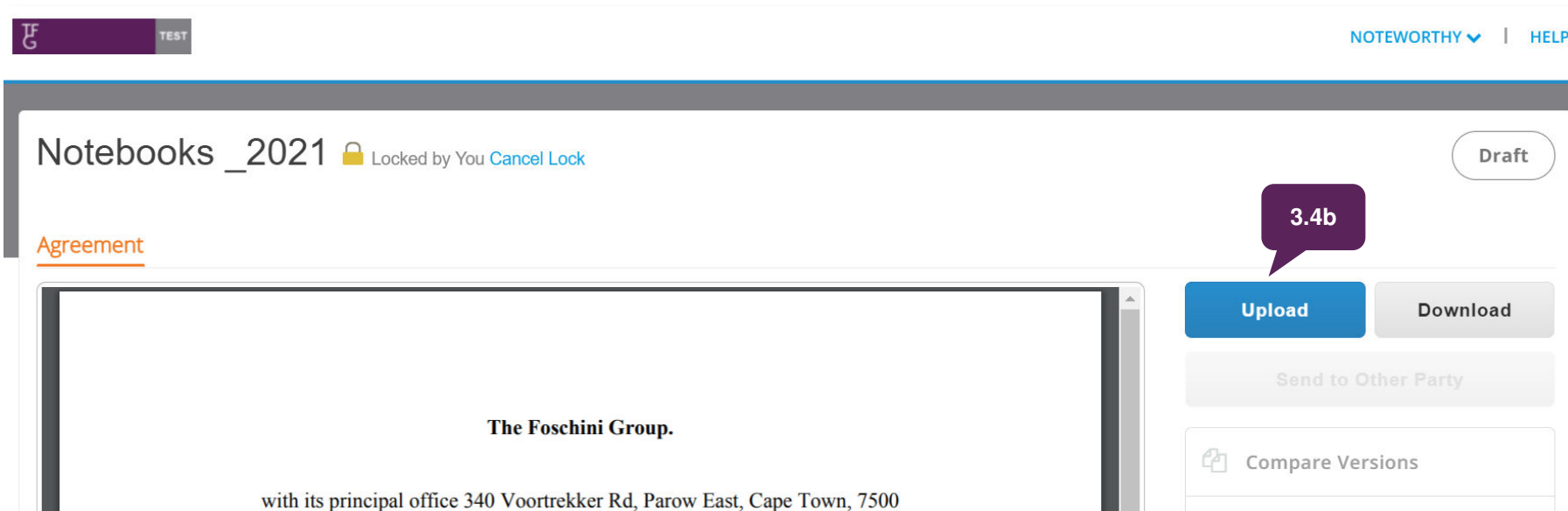
- The Foschini Group Limited
- Noteworthy

Invite Colleague

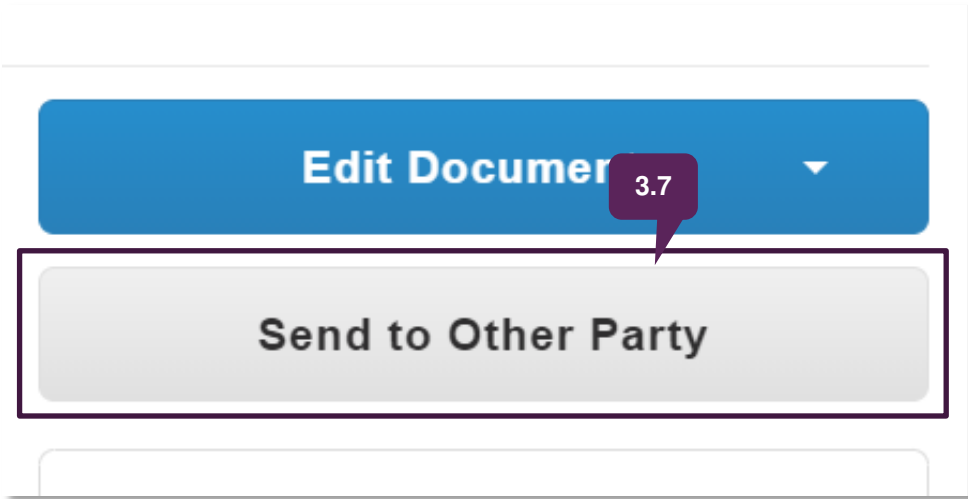
3	Edit the contract
3.1	The contract name appears at the top of the page.
3.2	Under 'Agreement' tab, you'll find the draft contract.



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.

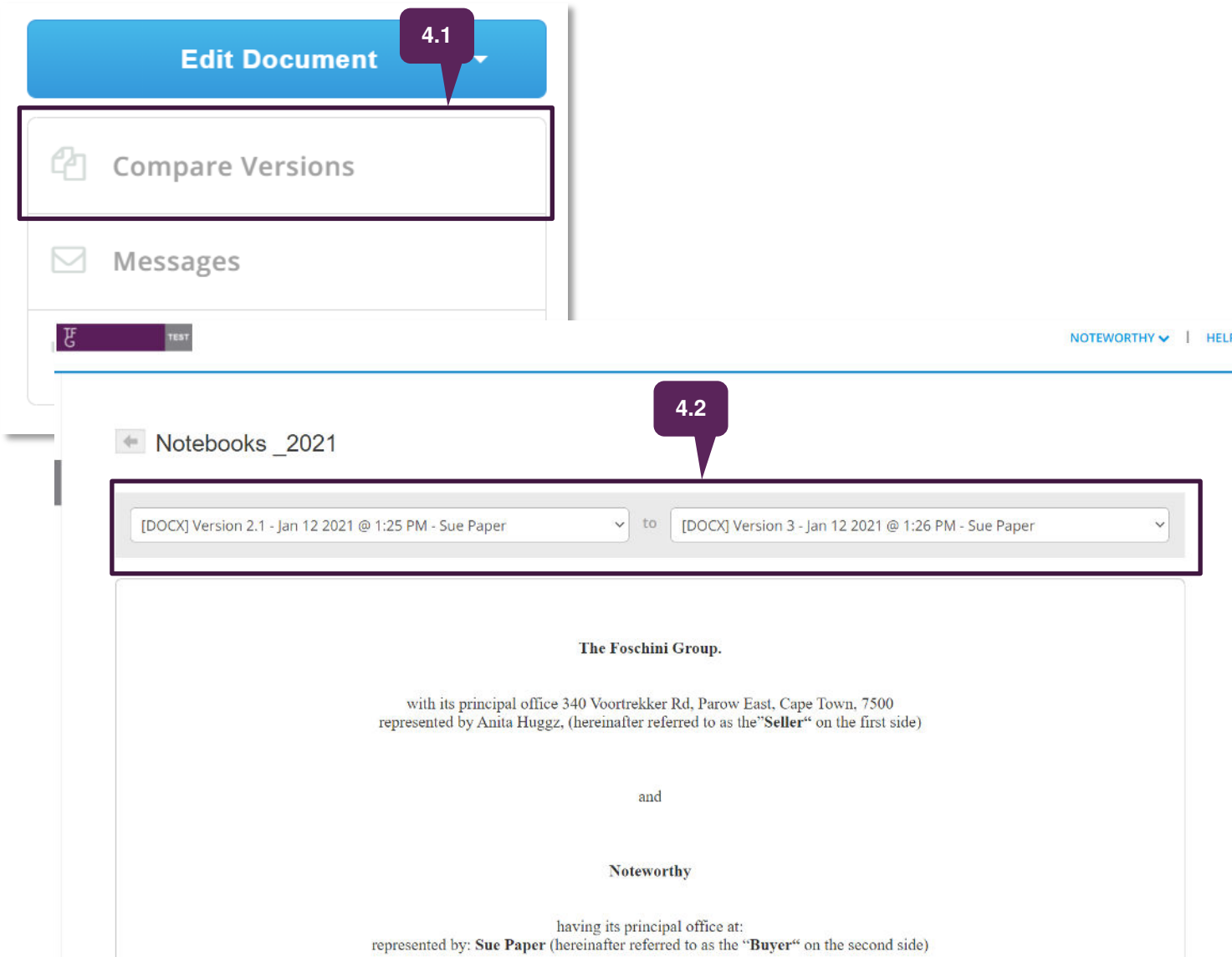


A screenshot of a document editing interface. The document title is 'Notebooks _2021' and it is 'Locked by You'. The document content shows 'The Foschini Group.' and 'with its principal office 340 Voortrekker Rd, Parow East, Cape Town, 7500'. On the right side, there are buttons for 'Upload' (callout 3.4b), 'Download', and 'Send to Other Party'. Below these is a 'Compare Versions' button. The top right corner has 'NOTEWORTHY' and 'HELP' links.



3.6

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



The screenshot shows a software interface for document management. At the top left, there is a blue button labeled 'Edit Document' with a dropdown arrow and a callout bubble containing '4.1'. Below this button is a white box with a red border containing the 'Compare Versions' option, also with a callout bubble containing '4.1'. Below that is a 'Messages' section. The main document area shows a document titled 'Notebooks_2021' with a callout bubble containing '4.2' pointing to a comparison window. This window has two dropdown menus: the first is '[DOCX] Version 2.1 - Jan 12 2021 @ 1:25 PM - Sue Paper' and the second is '[DOCX] Version 3 - Jan 12 2021 @ 1:26 PM - Sue Paper', with 'to' between them. The document content below shows the following text:

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)

4

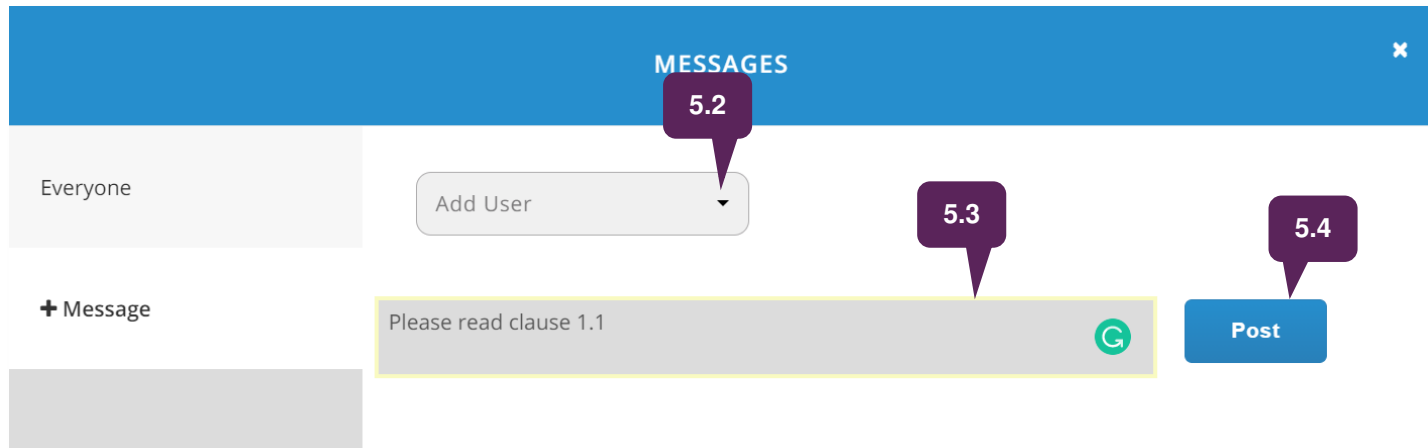
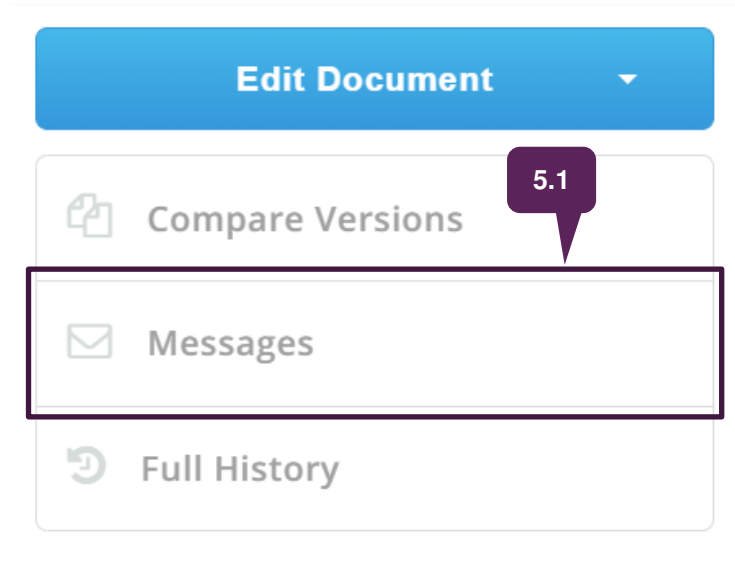
Compare versions

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.




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.

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.

Parties

 The Foschini Group
Limited

Noteworthy

Invite Colleague

Invite Other Party

Paper Options ▾

Contract C

Noteworthy

Tom Noteworthy

noteworthy@testing.s2pconsultir

Ask to ▾

Review

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.

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: Last Name:

Email Address:

They will be signing as...

An individual (e.g. employee) An Organization

Full Legal Name of Organization:

Assign Tasks

View & Invite Fill Fields Edit

Message to Invitee

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

Save as template

Send

7.6

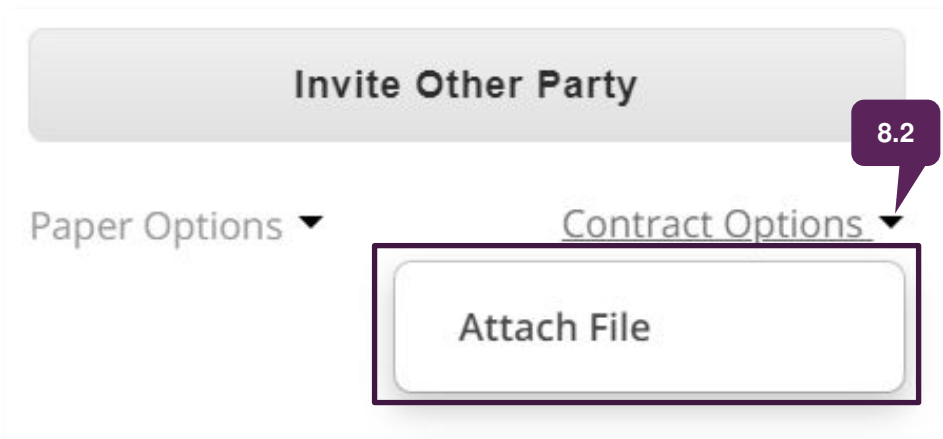
Click on the 'Invite Other Party' button to ask another party i.e. your legal team, to collaborate on the contract.

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.



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.



HOME

TF
G

THANK YOU