



CONTRACTS MANAGEMENT USER MANUAL

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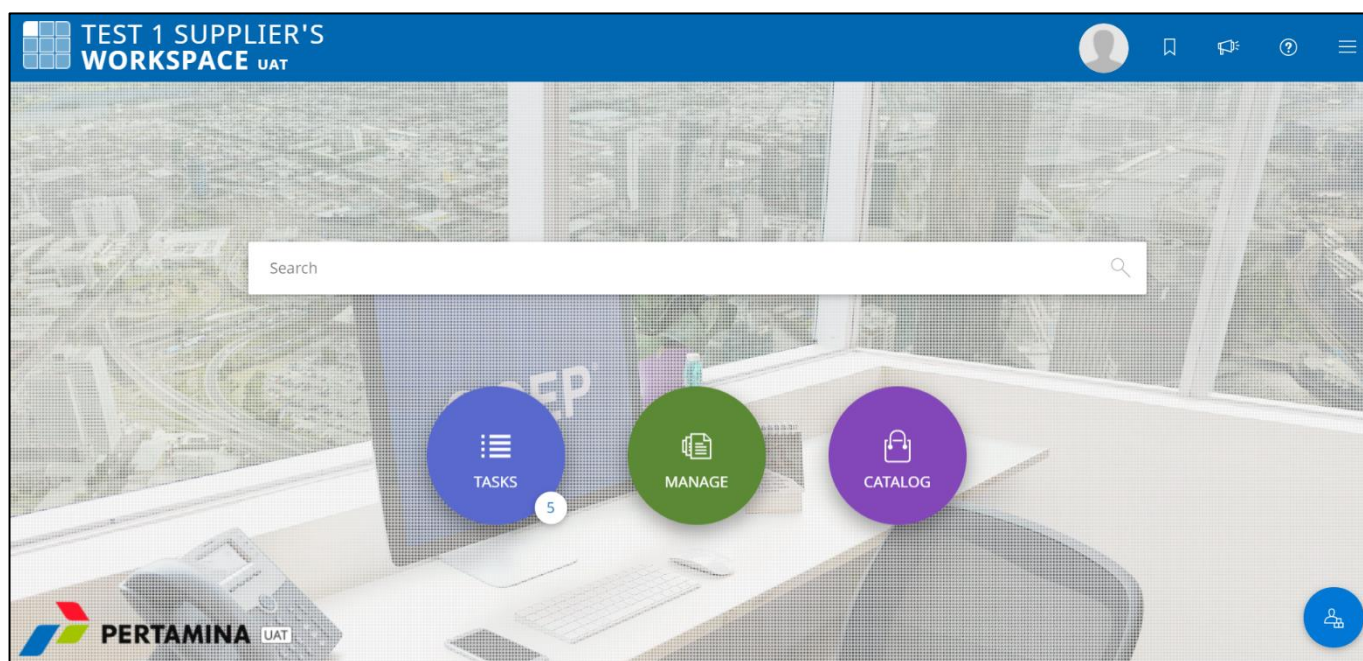
Chapter 1: **Introduction**

SMART by GEP Contract Management enables you, as a supplier to review the contract through a single centralized automated repository. Its end-to-end capabilities simplify the process of contract signature, approval, negotiation and management.

The following guide helps you navigate through the application and make effective use of its various features and capabilities.

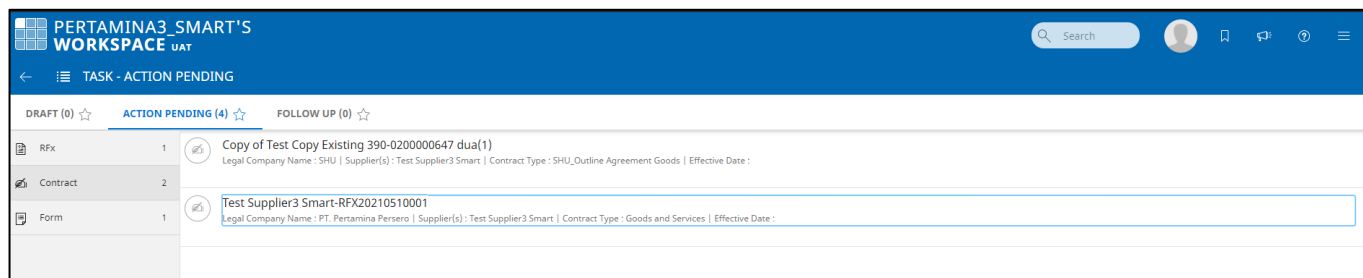
Chapter 2: Overview

On successful login, the Workspace home page is displayed as shown below:



In Workspace, you can view the existing Contracts documents either under the Task section or the Manage section.

Under the Task section, the documents are categorized and displayed according to the action that is pending for you. For example, you will view the task that are pending your signature under the “Action Pending” bucket.



Under the Manage section, the documents are arranged according to the document types. Scroll through the cards to locate Contracts on the Contracts card, click the required Contract document.

You can also search for a contract document using the search field on the Workspace home page.

 CONTRACTS MANAGEMENT USER MANUAL**Note**

*For information on logging into SMART by GEP and navigating the Task and Manage sections of Workspace, see **Workspace Overview User Manual**.*

Chapter 3: Working with Contracts

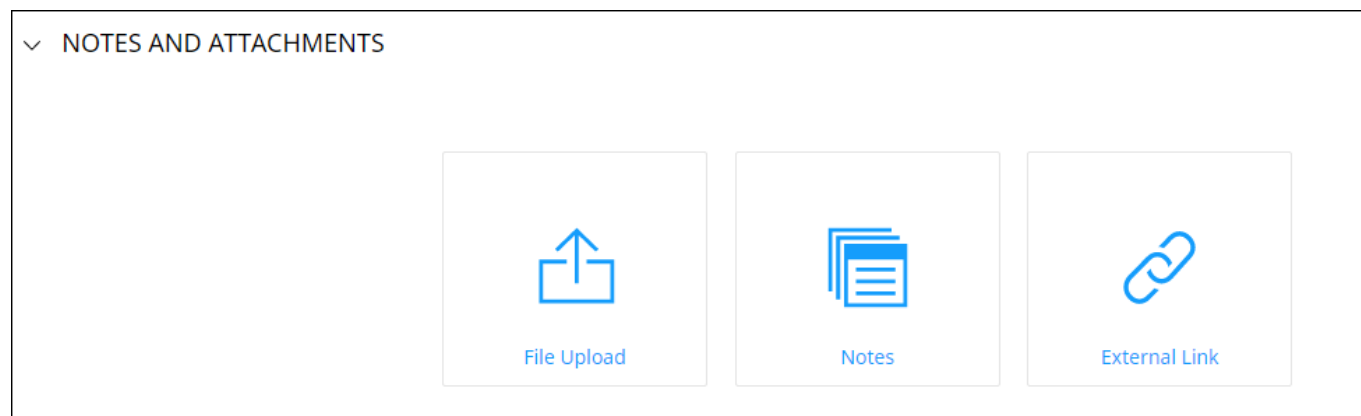
As a supplier, you can view the progress of the contracts. For example, you can view if the contract on the buyer side is sent for buyer signature. You do not have access to see the contracts in Draft and Draft Amendment status. You can Sign a contract only when the contract is assigned to you.

3.1 Notes and Attachments

You can upload soft copies of the contract documents and additional documents for the contract. You can also add notes and external links.

Upload all relevant documents either as scanned or as individual attachments, including:

- Internal Process Sign off Forms
- Appendices
- Notes and external links
- Any other documents pertaining to the contract that may be useful



To upload a document:

- 1) Click **File Upload**, browse to the document, select it and click Open to upload the document.
OR
Drag and drop the document.

Attachments

Drag and drop file here OR **UPLOAD DOCUMENTS**

Supported file formats: .doc,.docx,.txt,.csv,.pdf,.xls,.xlsx,.jpg,.jpeg,.bmp,.tif,.ppt,.pptx.

Limited to file(s) of 10MB each.

Maximum 5 files can be uploaded.

CLOSE

You can even select the required document and click on **Download Selected**  icon which will download the selected document. You can also download multiple documents at once. Select multiple documents and click on

Download Selected  icon, all the documents will be collated into a zip file.

If you would like to delete document, select the document you want to delete and the click the **Delete**  icon. After deleting the required document system will ask for confirmation, select **Yes** to delete the selected document or else select **No**.

✓ NOTES AND ATTACHMENTS						
☐	Name	Classification	Type	Added	Added By	File Size
☐	Template_Appendix_HSSE (1).docx	Please Select	File	04/29/2020	Test 1 Supplier Pertamina	19.00 KB

To add Notes, click **Notes**, on the notes pop-up enter the name and description for the notes and click **Save**.

Notes

Name

|

Please enter name

Description

CANCEL

SAVE

Similarly, to add external link, click **External link**, enter the name and URL for the external link and click **Save**.

EXTERNAL LINK

Name

Please enter name

URL

CANCEL

SAVE

3.2 Exporting a Contract

You can download the entire contract. For more information refer [Downloading Contract Document](#) or can choose to download contract coversheet details, contractual language, attachment or line items in Word or PDF format.

Perform the following steps to export a contract:

- 1) From the Workspaces home page, click **Manage**, and under the Contracts card click the contract name.
- 2) Click **Export** from the Actions menu. The following Export pop-up appears:

 Export
☒ Contract Details & Additional Info
☐ Contractual Language
☐ Attachment
☐ Line Items
VIEW LOG CANCEL EXPORT

- 3) Select the required document and click **Export**. The success message appears.
The document will be downloaded in zip format in your **Downloads** folder. Click on the zip file to view the details in the attachment.
- 4) To view the downloaded document details click **View Log**.

3.3 Supplier Signature

You are enabled the signature mode that is selected at the buyer side.

Once the Buyer clicks on Send for Supplier Signature, the contract is available to you with status as Supplier Signature Pending. You will receive an email to sign the contract.



Once you open the contract, you'll have to click on sign contract to accept the contract or reject to reject the contract.

Once you click on sign contract, you'll have to then download the contract sign it, and upload it. Once successfully uploaded, the contract is signed on the supplier side.

Click on Sign Contract button at the bottom left of the screen.

← CONTRACT FOR DRUMS (SUPPLIER SIGNATURE PENDING) | |

▼ BASIC DETAILS Manage Optional Fields

Contract Name* Contract Number* Document Type*
 Contract for Drums 2020.000212 Master Agreement

Contract Type* Contract Administrator
 Goods Only Jimmy Dmello test

✓ Mark as Confidential

> APPLICABLE FOR

> INTERNAL PARTY

> EXTERNAL PARTY

> TERMS

PREVIEW CANCEL REJECT SIGN CONTRACT

Pop-up to download the document appears. Click on the DOWNLOAD option to get a PDF format of the contract.

PERTAMINA3 SMART'S WORKSPACE

← COPY OF TEST COPY EXISTING 390-0200000647 DUA(1) (SUPPLIER SIGNATURE PENDING) | |

▼ BASIC DETAILS Manage Optional Fields

Contract Name* Contract Number* Document Type* Contract Type* Contract Administrator Contract Creator
 Copy of Test Copy Existing 390-02000006... 21.0001455 SHU_Stand-Alone Agreement SHU_Outline Agreement Goods Buyer NexGen_003 Buyer NexGen_003

Description
 test create contract (UAT - 20210827 - copy existing dua) - edited

> APPLICABLE FOR

> INTERNAL PARTY

> EXTERNAL PARTY

> TERMS

> CONTRACT LANGUAGE - Authoring

> NOTES AND ATTACHMENTS

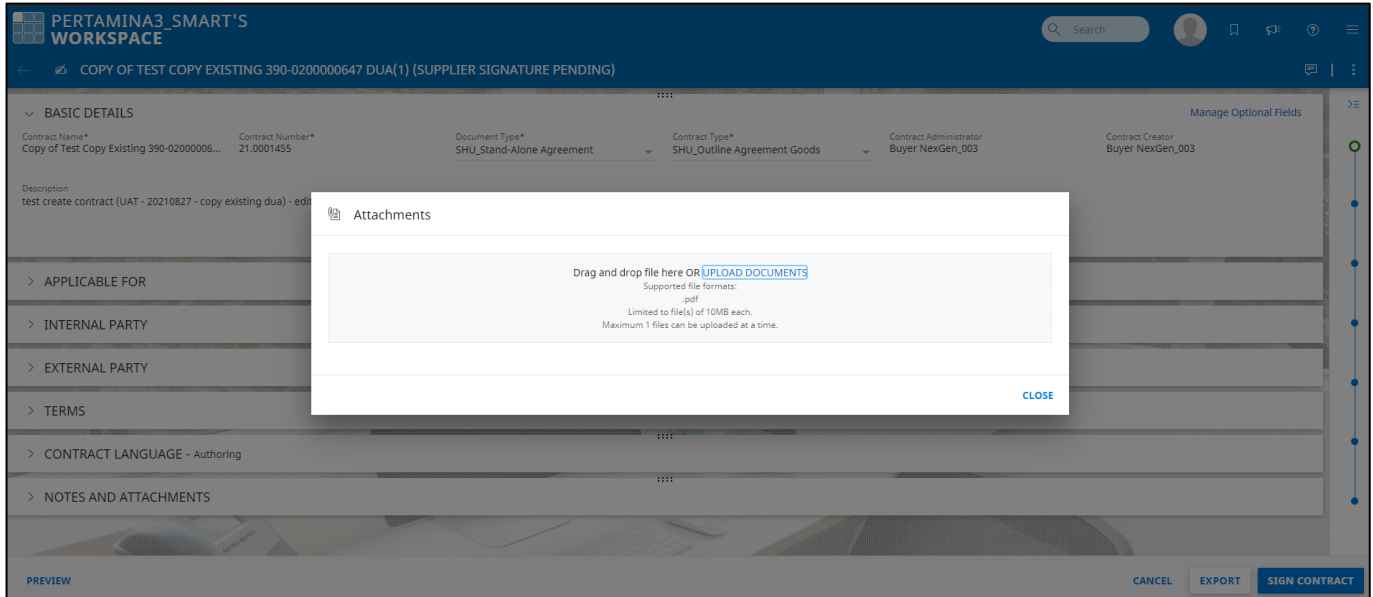
PREVIEW CANCEL EXPORT SIGN CONTRACT

Offline Signature

Please download document for offline signature.

DOWNLOAD CANCEL

After downloading, supplier will get directed to the pop-up to upload the signed PDF copy of the contract. Once the signed copy is uploaded, the contract will get updated to “Supplier signed” status.



About SMART by GEP

GEP helps global enterprises operate more efficiently and effectively, gain competitive advantage, boost profitability, and maximize business and shareholder value.

Fresh thinking, innovative products, unrivalled domain and subject expertise, and smart, passionate people – this is how GEP creates and delivers unified business solutions of unprecedented scale, power and effectiveness.

With 14 offices and operations centers in Europe, Asia and the Americas, Clark, New Jersey-based GEP helps enterprises worldwide realize their strategic, operational and financial objectives.

Recently named Best Supplier at the EPIC Procurement Excellence Awards, GEP is frequently honored as an innovator and leading provider of source-to-pay procurement software by top industry and technology analysts, such as Forrester, Gartner, Spend Matters, Paystream and Ardent Partners. GEP also earns top honors in consulting and managed services from the industry's leading research firms, professional associations and journals, including Everest Group on its PEAK Matrices of Procurement Services Providers and Supply Chain Services Providers; NelsonHall on its NEAT Matrix of Global Procurement BPO Service Providers; HfS in its Blueprint Report on Procurement-as-a-Service; and ALM Intelligence in its Vanguard Reports on both Procurement Consulting and Supply Chain Consulting.

To learn more about our comprehensive range of strategic and managed services, please visit www.gep.com. For more about SMART by GEP, our cloud-native, unified source-to-pay platform, please visit www.smartbygep.com.