

A black and white photograph of two men on the deck of a sailboat. They are looking out at a vast, choppy ocean under a cloudy sky. One man is pointing towards the horizon. The sailboat's rigging and sails are visible on the left side of the frame.

Quick Reference Guide Supplier Contract Management

GEP Smart

Viewing a Contract Document

You can find the required Contract document under the Contract tab on your home page. On the home page, you can view the existing Contract documents under All.

To view Contracts in Live, Expired, Awarded or other statuses, click the respective tabs.

Click **My Tasks** to view your pending task.

The screenshot shows the 'Contract' tab in the Straumann Group Sourcing system. The navigation menu on the left includes 'Home', 'My Tasks' (with a notification badge of 13), 'Create', and 'Supplier Profile'. The main content area is titled 'Documents' and features a 'CONTRACT' filter. Three status cards are displayed: 'All 2' (highlighted in blue), 'Approved 1', and 'Supplier Review Pending 1'. Below the cards is a table of contract documents with columns for Contract Name, Contract ID, Legal Co..., Contract ID, Sup..., Contract ID, Effective..., Contract ID, and Status. The table contains two rows of data: 'Test contract' and 'Test contract 1.1'. The interface also includes a search bar, export options, and pagination controls.

Contract Name	Contract ...	Legal Co...	Contract ...	Sup...	Contract ...	Effective...	Contract ...	Status
Test contract	2022.000457	-	Vlad-Paul Tan...	TestTrai...	-		Vlad-Paul ...	Appro
Test contract 1.1	2022.000483	-	Vlad-Paul Tan...	TestTrai...	-		Vlad-Paul ...	Suppli

Basic Details and Applicable For

- 1. Basic Details:** Basic information regarding the RFx event such as the event name, description, type, currency, category, business unit and region.

BASIC DETAILS			
Contract Name*	Contract Number*	<input type="checkbox"/> Mark as Confidential	Document Type*
Test Contract 032 - KPIs	2022.000386		Procurement
Contract Type*	Contract Administrator		
Frame Service Agreement	Nadir Baubec		
Description*			
Test Contract 032 - KPIs			

- 2. Applicable For:** Contact information regarding the buyer.


APPLICABLE FOR		
Category	Organization Entity	Region
Indirect	1550 - Anthogyr SAS	Europe (excl. HQ)

Internal and External Party

Internal Party: The Internal Party section captures the company specific information like buyer company name and authorized signatory.

INTERNAL PARTY			
Name*	Referred As	Contract Sponsor*	Contract Creator
Anthogyr SAS	Straumann	Nadir Baubec	Nadir Baubec

External Party: The External Party section captures the information specific to you like supplier name, supplier contact and the supplier signatory.

EXTERNAL PARTY			
Supplier*		Referred As	Supplier Contact
Consulting Supplier		Agent	Bryan John

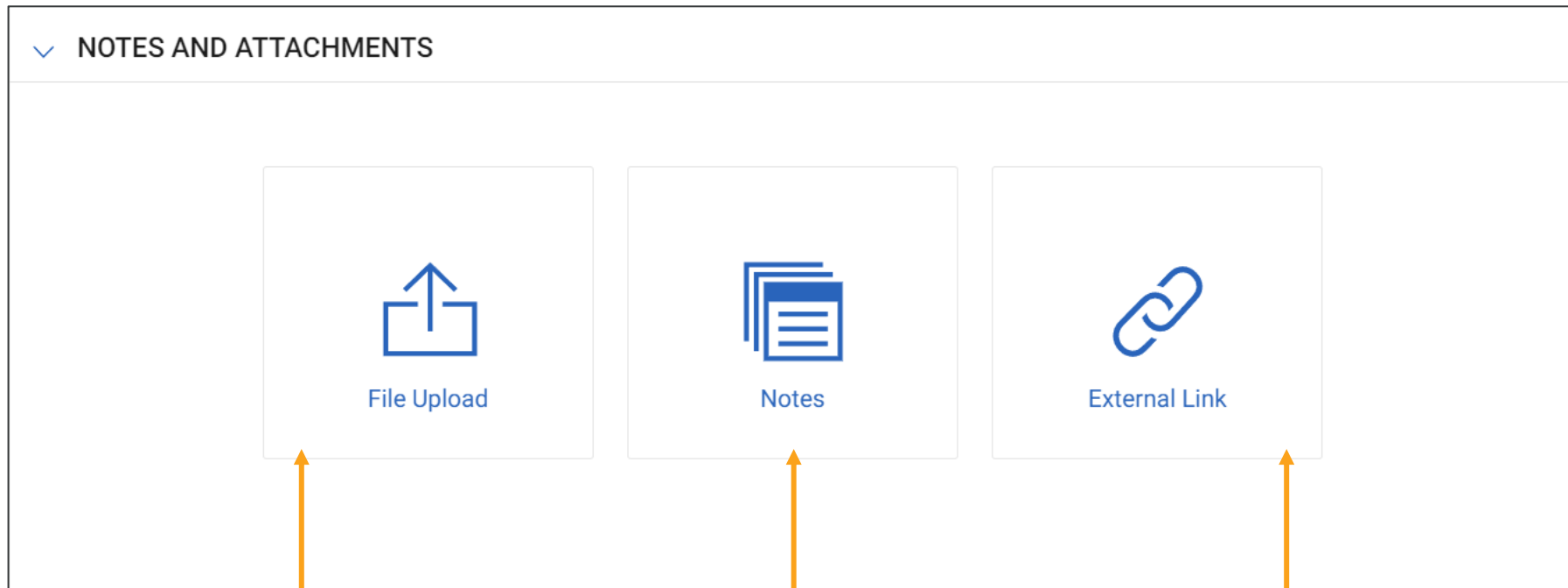
Terms

The Terms section captures information related to the contract terms and conditions like currency, contract value, parent contract number, parent contract name and the effective duration.

TERMS			
Contract Value CHF 100,000.00		Effective Date 10/14/2022	
Parent Contract Number	Parent Contract Name		
Currency* CHF	Contract Value* 100,000.00	Contract Limit	
Commencing On Effective Date	Effective Date* 10/14/2022	Remain in effect for period of	Effective Period* 2
Day(s)			
Renewal automatically	Every 2	Period Day(s)	Times 100

Notes and Attachments

The Notes and Attachments section enables you to upload soft copies of the documents related to the contract. You can also add notes and external links.



Click **File Upload**, browse to the document, select it and click **Open** to open the document.

Click **Notes**. On the Notes pop-up enter the name and description and click **Save**.

Click **External Link**. On the External Link pop-up enter the name and URL and click **Save**.

Contract Language

The Contract Language section elaborates the terms and conditions of the agreement. It also defines the roles and responsibilities of each party that is part of the contract. For information on how to download and review a contract language, refer [Reviewing a Contract](#) and Downloading a Contract Document.

Test Contract 032 - Approvals Draft

COMMENTS DISCUSSION FORUM More

CONTRACT DETAILS ADDITIONAL INFORMATION **CONTRACT LANGUAGE** OBLIGATIONS PERFORMANCE

Authoring Copy URL Export

TOTAL DOCUMENTS
4

Download Selected Download Plugin To Draft Offline

<input type="checkbox"/>	Name	Comments	Contract Administrator	Modified By	Type	Modified On	Version
<input type="checkbox"/>	Standard Workflow.pptx		Nadir Baubec	Nadir Baubec	Newly Added	08/24/2022	1
<input type="checkbox"/>	How KPI functions (3).pdf		Nadir Baubec	Nadir Baubec	Newly Added	08/24/2022	1

Click to create a Discussion Forum.

Reviewing a Contract

After the buyer completes drafting the contract, you will receive the contract for review. You can view the contract on the Contract card under Manage with the status as Supplier Review Pending. If you want to make modifications to the contract, you can make changes using one of the below methods:

- Edit the contract in the browser itself
- Download the contract and work on it offline and upload a minor version of the contract
- Work in the [Word Plugin](#).

← Demo Contract Supplier Review Pending COMMENTS TRACKSTATUS DISCUSSION FORUM More

CONTRACT DETAILS CONTRACT LANGUAGE OBLIGATIONS PERFORMANCE Export

Documents
Contract Language : 1
Attachments : 0

Commercial Terms
Contract Value : USD 0
Contract Expiring in : 1 Day(s)

Obligations
To Be Achieved : 0
Not Relevant : 0
Failed : 0
Achieved : 0

Performance
Rolling Average : -
Contract Score : -

BASIC DETAILS

Contract Name*	Contract Number*	Document Type*	Contract Type*
Demo Contract	2020001542	Operationalization Type 3 - One - ...	Patient, Patient Group, Advocacy

Contract Administrator
Winfried Hann

Description
-

PREVIEW CANCEL REJECT ACCEPT

Click **Accept** to accept the Contract.

Click **Reject** to reject the Contract.

Reviewing a Document - Check out a Contract

From the Contract Language section, open the contractual document. Click **Check Out** to check out the contractual document and work on the document in the browser. You can also work on the contract using the Word plugin. For more information on working with the Word plugin refer [Word Plugin](#).

← **DOCUSIGN.DOCX** ▾

Contract Administrator : Winfried Hann | Last Modified By : Winfried Hann On 05.11.2020 Version 1.0 ▾ |

Standard Services Agreement

Always upload your project agreement and statement of work document to the Elance Private Message Board ("PMB").
This Standard Services Agreement is a sample provided for your information only and may not be relied upon as legal advice. This agreement might not be appropriate for your requirements. Elance makes no warranty about the suitability of this sample agreement and accepts no liability arising out of the use of this agreement. Please consult your legal or business advisor for further information or advice.

STANDARD SERVICES AGREEMENT

THIS AGREEMENT is made on [Month, day, year]
BETWEEN

- [the Buyer] of (the "Buyer"); and
- [the Service Provider] of (the "Service Provider").

collectively referred to as the "Parties". **RECITALS**

The Buyer wishes to be provided with the Services (defined below) by the Service Provider and the Service Provider agrees to provide the Services to the Buyer on the terms and conditions of this Agreement.

- Key Terms

GO BACK **CHECK OUT**

Click **Check Out** to edit the document.

Reviewing a Contract - Editing a Contract Document

Once you download the contractual document, you can now edit the contract document. Click **Continue Editing** to start editing the document.

The screenshot displays the DocuSign interface for a document named 'DOCUSIGN.DOCX'. The document title is 'Standard Services Agreement'. The interface includes a header with 'Contract Administrator : Winfried Hann | Checked Out By: Vignan Supplier Sampara Rondo On 05.11.2020' and 'Version 1.0'. The main content area shows the document text, which includes a disclaimer and the beginning of the 'STANDARD SERVICES AGREEMENT'. At the bottom of the interface, there are two buttons: 'GO BACK' and 'CONTINUE EDITING'. An orange arrow points to the 'CONTINUE EDITING' button.

16) You have finalized on the signature, now wherever your signature is required, just click the **Sign** box and your signature will automatically pull up.

17) Click **Finish** so that the next signatory in the process will receive an email to sign the document.

18) Once all the signatories have completed the process, the Contract status will change to **Live**.

Click **Continue Editing** to continue using the online editor.

Reviewing a Contract - Editing a Contract Document

The left pane repository displays the clauses and variables. Clauses contain legal language and are the building blocks of a contract language. Clauses are numbered per the order that they are placed in a contract.

With your cursor positioned where you want the clause content to appear, select the clause from the left panel to insert it. Once the variables and clauses are inserted, click **Save As Draft** to update the changes.

The screenshot shows the DocuSign interface for a contract document. The top bar displays "DOCUSIGN" and "Contract Administrator: Winfried Hann | Checked Out By: Vignan Supplier Sampara Rondo On 05.11.2020". The left pane is titled "Variables" and contains a search bar and a list of "Basic Variables" including Administrator, Administrator Email, Administrator First Name, Administrator Last Name, Administrator Phone Number, and Approvers. The main document area shows a "Standard Services Agreement" with legal text and a signature line. The bottom bar contains buttons for "UPLOAD MINOR VERSION", "CANCEL", "SAVE AS DRAFT", and "CHECK IN".

- 16) You have finalized on the signature, now wherever your signature is required, just click the **Sign** box and your signature will automatically pull up.
- 17) Click **Finish** so that the next signatory in the process will receive an email to sign the document.
- 18) Once all the signatories have completed the process, the Contract status will change to Live.

[Administrator] [Administrator Email]

Click **Check In**, to mark the document as the latest updated version.

Reviewing a Contract - Downloading the Contractual Document

Once you download the contractual document, you can now edit the contract document and make the necessary change and upload a minor version of the document. The minor version is visible only to you, until you check-in the change.

← DOCUSIGN.DOCX ▾

Contract Administrator : Winfried Hann | Checked Out By: Vignan Supplier Sampara Rondo On 05.11.2020

Version 2.0 ▾

Standard Services Agreement

Always upload your project agreement and statement of work document to the Elance Private Message Board ("PMB").

This Standard Services Agreement is a sample provided for your information only and may not be relied upon as legal advice. This agreement might not be appropriate for your requirements. Elance makes no warranty about the suitability of this sample agreement and accepts no liability arising out of the use of this agreement. Please consult your legal or business advisor for further information or advice.

STANDARD SERVICES AGREEMENT

THIS AGREEMENT is made on [Month, day, year] BETWEEN

- [the Buyer] of the "Buyer"; and
- [the Service Provider] of the "Service Provider".

collectively referred to as the "Parties". RECITALS

The Buyer wishes to be provided with the Services (defined below) by the Service Provider and the Service Provider agrees to provide the Services to the Buyer on the terms and conditions of the Agreement.

- Key Terms

16) You have finalized on the signature, now wherever your signature is required, just click the **Sign** box and your signature will automatically pull up.

17) Click **Finish** so that the next signatory in the process will receive an email to sign the document.

18) Once all the signatories have completed the process, the Contract status will change to **Live**.
sangita.shetty@gep.com

UPLOAD MINOR VERSION

GO BACK CONTINUE EDITING ▾

Click **download** to download and work on the contractual document offline.

Click **Upload Minor Version**, to direct upload a new version of the document.

Reviewing a Contract - Editing a Contract Document

Once you download the contractual document, you can now edit the contract document. Click **Continue Editing** to start editing the document.

The screenshot shows the DocuSign document editor interface. At the top, there is a navigation bar with a back arrow, a document icon, and the text 'DOCUSIGN.DOCX'. Below this, the document title 'Contract Administrator : Winfried Hann | Checked Out By: Vignan Supplier Sampara Rondo On 05.11.2020' is displayed. On the right side of the navigation bar, there is a 'Version 2.0' dropdown menu and three icons: a document with a checkmark, a document with a pencil, and a document with a download arrow. The main content area displays a document titled 'Standard Services Agreement'. The document text includes a disclaimer: 'Always upload your project agreement and statement of work document to the Elance Private Message Board ("PMB"). This Standard Services Agreement is a sample provided for your information only and may not be relied upon as legal advice. This agreement might not be appropriate for your requirements. Elance makes no warranty about the suitability of this sample agreement and accepts no liability arising out of the use of this agreement. Please consult your legal or business advisor for further information or advice.' Below this, the document title 'STANDARD SERVICES AGREEMENT' is centered. The document text continues: 'THIS AGREEMENT is made on [Month, day, year] BETWEEN 1. [the Buyer] of the "Buyer"; and 2. [the Service Provider] of the "Service Provider", collectively referred to as the "Parties". RECITALS The Buyer wishes to be provided with the Services (defined below) by the Service Provider and the Service Provider agrees to provide the Services to the Buyer on the terms and conditions of this Agreement. 1. Key Terms'. At the bottom of the document, there is a dark grey bar with three buttons: 'UPLOAD MINOR VERSION', 'GO BACK', and 'CONTINUE EDITING'. The 'CONTINUE EDITING' button is highlighted with a red arrow pointing to it from a callout box on the right.

16) You have finalized on the signature, now wherever your signature is required, just click the **Sign** box and your signature will automatically pull up.

17) Click **Finish** so that the next signatory in the process will receive an email to sign the document.

18) Once all the signatories have completed the process, the Contract status will change to **Live**.

sangita.shetty@gep.com

Click **Continue Editing** to continue using the online editor.

Viewing Scorecard

After the contract is saved and Executed. You will receive the scorecard for evaluation.
You can view the scorecard under My Task.

Click **My Task**, to view the Scorecard

The screenshot shows the 'My Tasks' section of the Straumann Group Sourcing portal. The 'My Tasks' menu item is highlighted with a callout box. The 'ACTION PENDING (10)' tab is selected, showing a scorecard count of 3. Below is a table of scorecards.

Scorecard Name	Document Number	Purpose	Frequency	Created By	Modified...	Sta
Test scorecard training	SCRD-2022.00063	Performance Evaluation		Vlad-Paul Tan...	10/14/2022 0...	Put
Training Material Test 1	SCRD-2022.00060	Performance Evaluation		Elias De Ceust...	10/13/2022 0...	Put

Action Pending

You can view the scorecard, under the Action Pending tab. Click on the scorecard name to begin evaluation.

Click Action Pending tab, to view the Scorecard.

The screenshot shows the 'My Tasks' interface for the Straumann Group. The top navigation bar includes 'Sourcing', 'Contract', and 'Supplier' tabs, along with a search bar and utility icons. The left sidebar contains navigation options: Home, My Tasks (with a '10' notification badge), Create, and Supplier Profile. The main content area is titled 'My Tasks' and features three tabs: 'DRAFT (0)', 'ACTION PENDING (10)', and 'FOLLOW UP (0)'. The 'ACTION PENDING' tab is selected, displaying a summary of task counts: Auction (4), Scorecard (3), Action Plan (1), Supplier Profile (1), and Form (1). Below this summary is a table listing the scorecards.

Scorecard Name	Document Number	Purpose	Frequency	Created By	Modified...	Sta
Test scorecard training	SCRD-2022.00063	Performance Evaluation		Vlad-Paul Tan...	10/14/2022 0...	Pub
Training Material Test 1	SCRD-2022.00060	Performance Evaluation		Elias De Ceust...	10/13/2022 0...	Pub

Scorecard – Submit Response

You can respond to the KPI and while doing so, provide scores for non-informative type questions that carry weightage.

← ? TRAINING MATERIAL TEST .1. (FINALIZED) | 2022 ▾

Repeatability Factor
Non-Procurement - Europe (excl. H...

Category
B - Manufacturing Equipment and T...

Region
Global

Training Material

* indicates required fields

Q1. What is your ESG score?*

Between 0-4

Between 4.01-6 **Sub Question**

CLOSE SAVE SUBMIT ALL KPIS

Click **Submit All KPIs.**

Score Summary

After you evaluate the scorecard, you can view the score summary. You can also view the total Contract score for the scorecard.

The KPI scores along with the weightages roll up to KPI Group level score and similarly, the KPI scores roll up to Contract level score.

← TRAINING MATERIAL TEST .1. (FINALIZED) | 2022

BASIC DETAILS

TIMELINE

SCORECARD REPEATABILITY

AUTO ASSIGN SUPPLIER

SCORECARD RATING

SUPPLIERS

KPI

NOTIFICATIONS

↓ BASIC DETAILS

*indicates required fields

Scorecard Name* Training Material Test .1. Type Qualitative Purpose Performance Evaluation Scorecard Document Number SCRD-2022.00067

Category B - Manufacturing Equ... Business Unit 0001 - CH01 Zentralei... Region Global

Confidential Scorecard Supplier can view evaluator's name

> TIMELINE

> SCORECARD REPEATABILITY

SAVE SCORE SUMMARY

Click to view the Score Summary.

Word Plugin

The SMART by GEP plugin will help you use the SMART functionality in Word. You can perform all the activities on the Contract Language in Word that you perform using SMART by GEP. For more information on using the MS Word plugin refer the Contracts User Manual. You can perform the following using the

Word plugin:

- Search for a contract
- Review a contract using the Check Out option.
- Compare two different versions of a contractual document
- Author a contract

The screenshot shows the SMART by GEP ribbon in Microsoft Word. The ribbon is divided into four main sections: Contract Information, Contract Operations, Compare Versions, and Actions. Contract Information includes fields for Contract Number Or Name, Author (Sibin17 Nambiar...), Number (2016.015000), Status (Team Review Pend...), and Name (Supply Items). Contract Operations includes a search icon, Section(s) dropdown (7410-000-002-0-...), Version(s) dropdown (2.0), and Section Status (Team Review Pen...). Compare Versions includes From and To dropdowns (both 2.0) and a Compare button. Actions includes View Clause Library, user name (Sibin17 Nambiar17), and a Logout button.


Signing a Contract

After the contract is approved, the contract needs to be signed by both the contractual parties.

For your organization, SMART by GEP is configured to use [DocuSign](#).

Signing a Contract - Offline Signature

In the offline mode, signatories can download the contract, sign it and upload the signed contract as a **PDF** document.

 Offline Signature

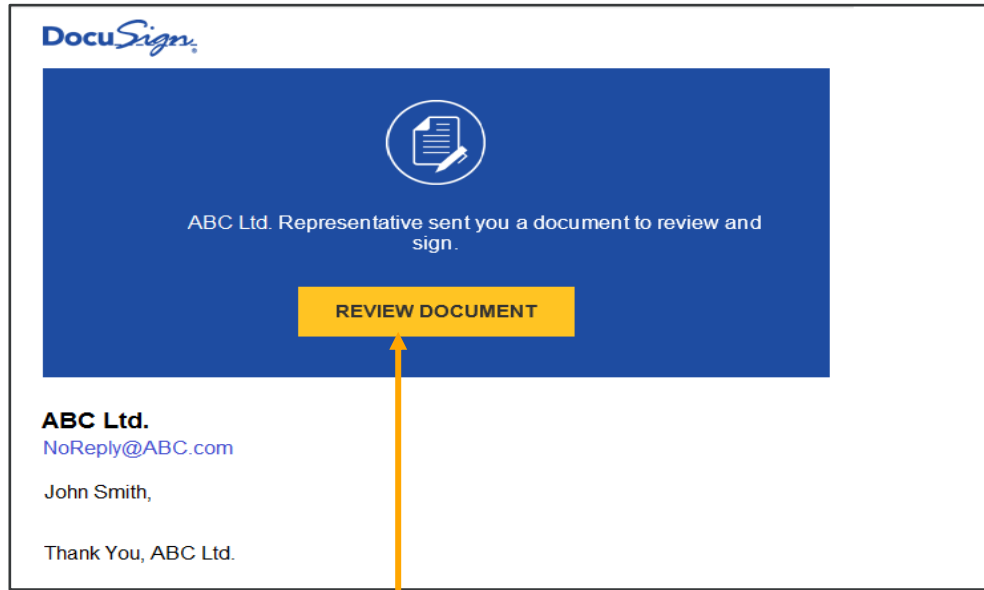
Please download document for offline signature.

DOWNLOAD **CANCEL**

Download the contract documents and through the Attachments pop-up, upload the signed document.

Signing a Contract - DocuSign

In case you want to use DocuSign, the signatories will receive the below email:



Click the link to sign the document.