Quick Reference Guide
Supplier Contract Management

GEP Smart

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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.

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.

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

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Internal and External Party

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

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

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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.

Source to Contract - Digitalization

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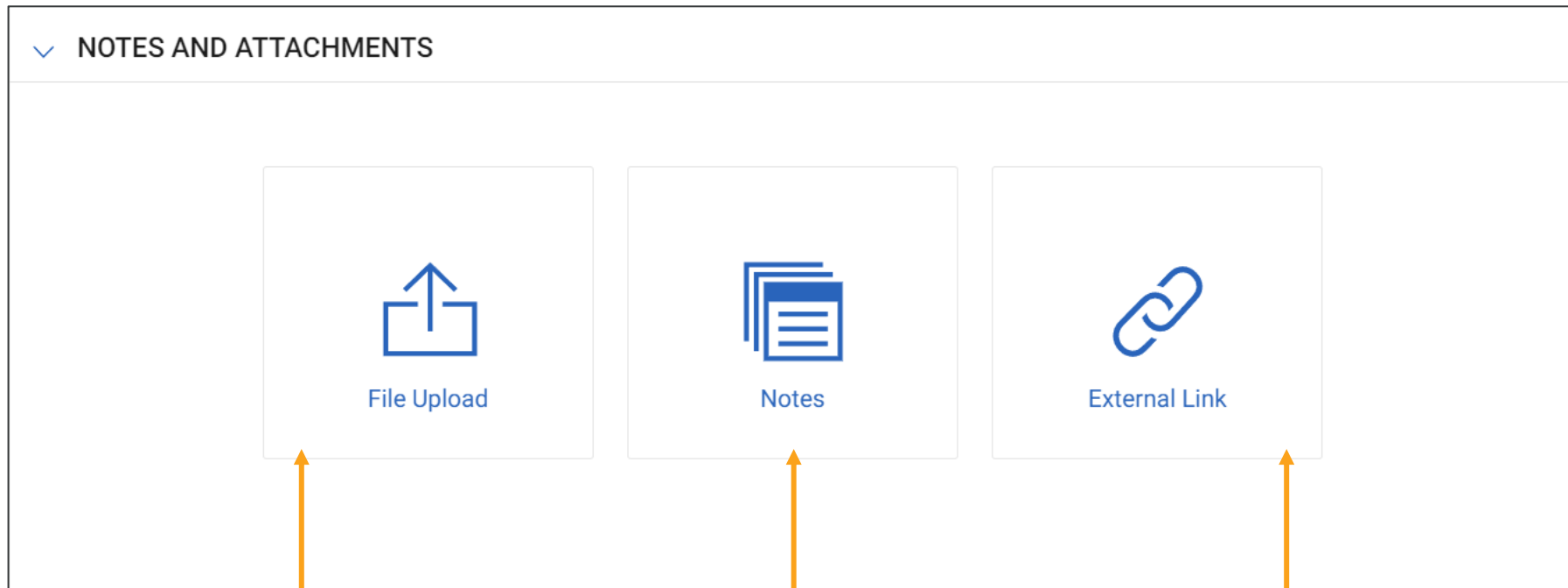
Click **File Upload**, browse to the document, select it and click **Open** to open the document.

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.**

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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.

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.

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](#).

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

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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.

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

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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.

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.

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

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

Source to Contract - Digitalization

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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.

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

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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

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.

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Sourcing   Contract   Supplier

Search

My Tasks

DRAFT (0)   ACTION PENDING (10)   FOLLOW UP (0)

Auction	Scorecard	Action Plan	Supplier Profile	Form
4	3	1	1	1

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

Home

My Tasks
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Create

Supplier Profile

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Scorecard – Submit Response

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

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.

Click to view the Score Summary.

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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

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.

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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.
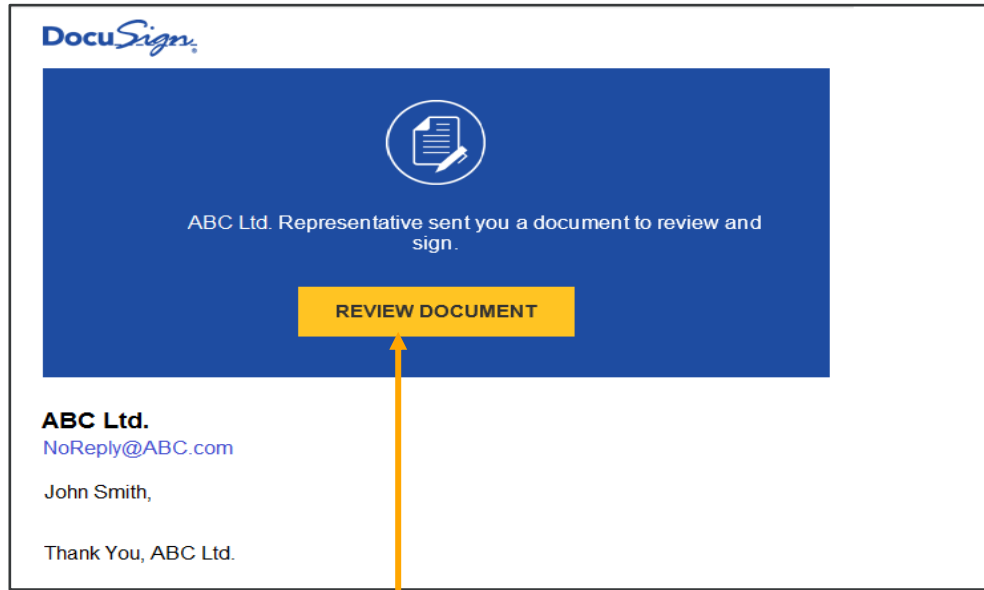

Offline Signature

Please download document for offline signature.

DOWNLOAD   CANCEL

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

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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.

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