Coupa

S2C Contracts (CLM) – Suppliers

Version 1.01

BRENNTAG

Version history

Version	Date	Author	Description
1.0	May 2022	BRENNTAG	Document creation
1.01	June 2022	BRENNTAG	Document refinement

Training content

B

01
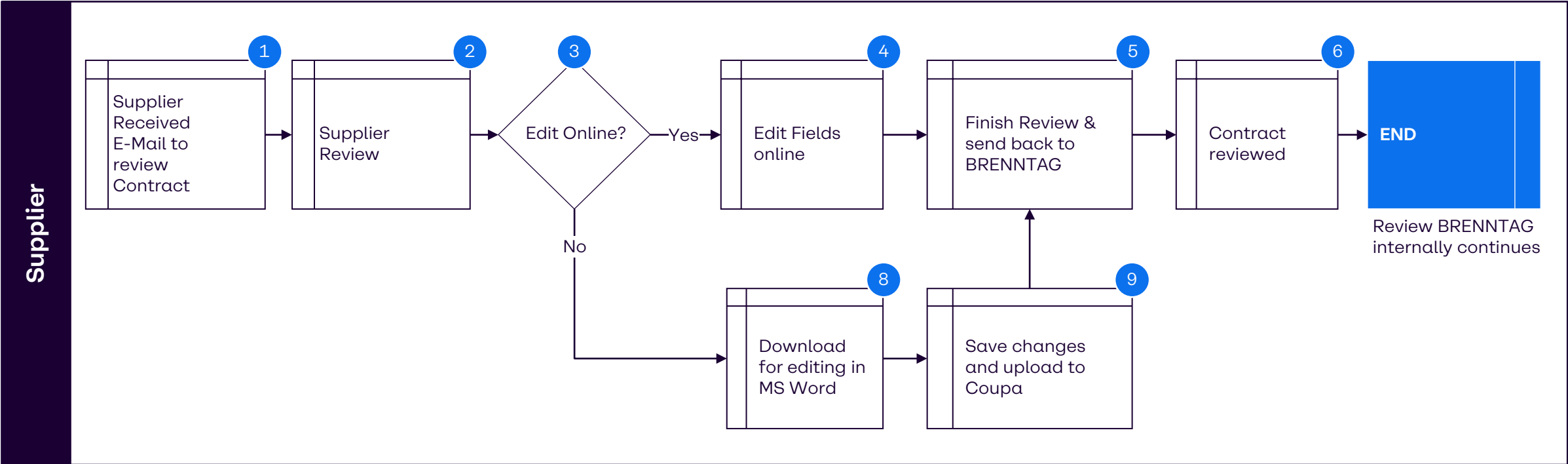# Introduction

Coupa CLM for suppliers

These training materials will enable you to …

- Respond to the BRENNTAG contract proposal via Coupa Contract Collaboration
- Streamlined contract reviews and alignment with BRENNTAG directly in Coupa with a red-lining capability (online collaboration)
- Digitally sign a contract using DocuSign*

Please keep in mind …

- Invitations to review a contract will always be received by E-Mail
- No additional accounts will need to be created
- Contracts cannot be seen or edited out of the CSP (Coupa Supplier Portal)

* Note: No DocuSign license is required and free of charge

Contracts – supplier response process

Supplier

1. Supplier Received E-Mail to review Contract
2. Supplier Review
3. Edit Online?
   - Yes → 4. Edit Fields online
   - No → 8. Download for editing in MS Word
4. Edit Fields online
5. Finish Review & send back to BRENNTAG
6. Contract reviewed
8. Download for editing in MS Word
9. Save changes and upload to Coupa

END — Review BRENNTAG internally continues

Supported browsers for Coupa

The latest Coupa Release (R33) supports the latest versions of these web browsers:

- Google Chrome 99.0
- Mozilla Firefox 98.0
- Microsoft Edge 99.0

02
Reviewing and Editing a Contract

Supplier Review

1 To review a contract document, you can click on **Open Contract** or the **URL** from the invite email to access the contract document.
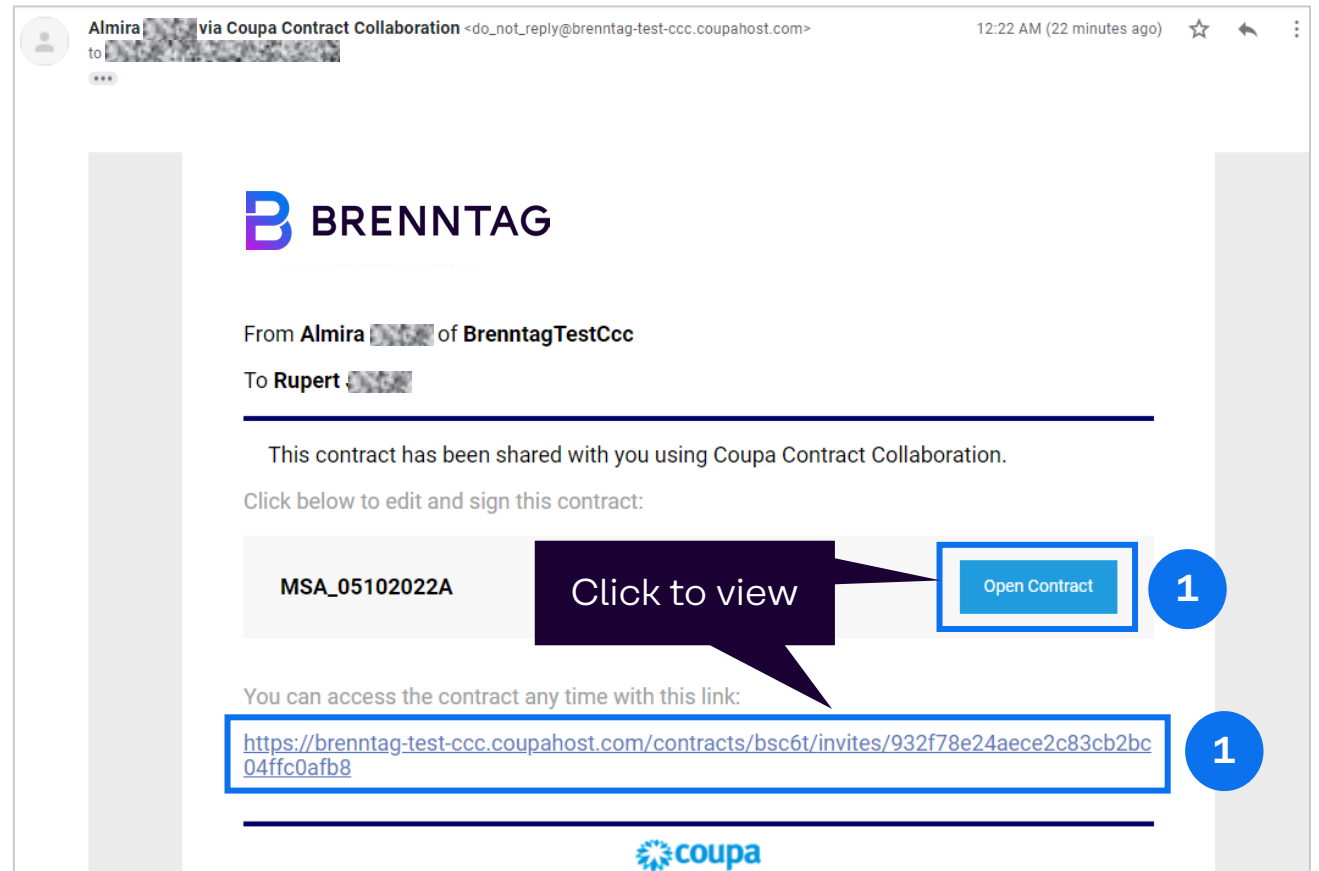
Supplier Review

2 Once Supplier opened the link, it will be navigated to a new page where a contract document is displayed.

A pop-up window for Start Tour is displayed. Supplier can click **Skip Tour**.

The supplier will be invited to take a tour when they first join.

3 New pop-up window will show. Click **Done** to go to the contract document.

Click to skip tour

Click to go to contract
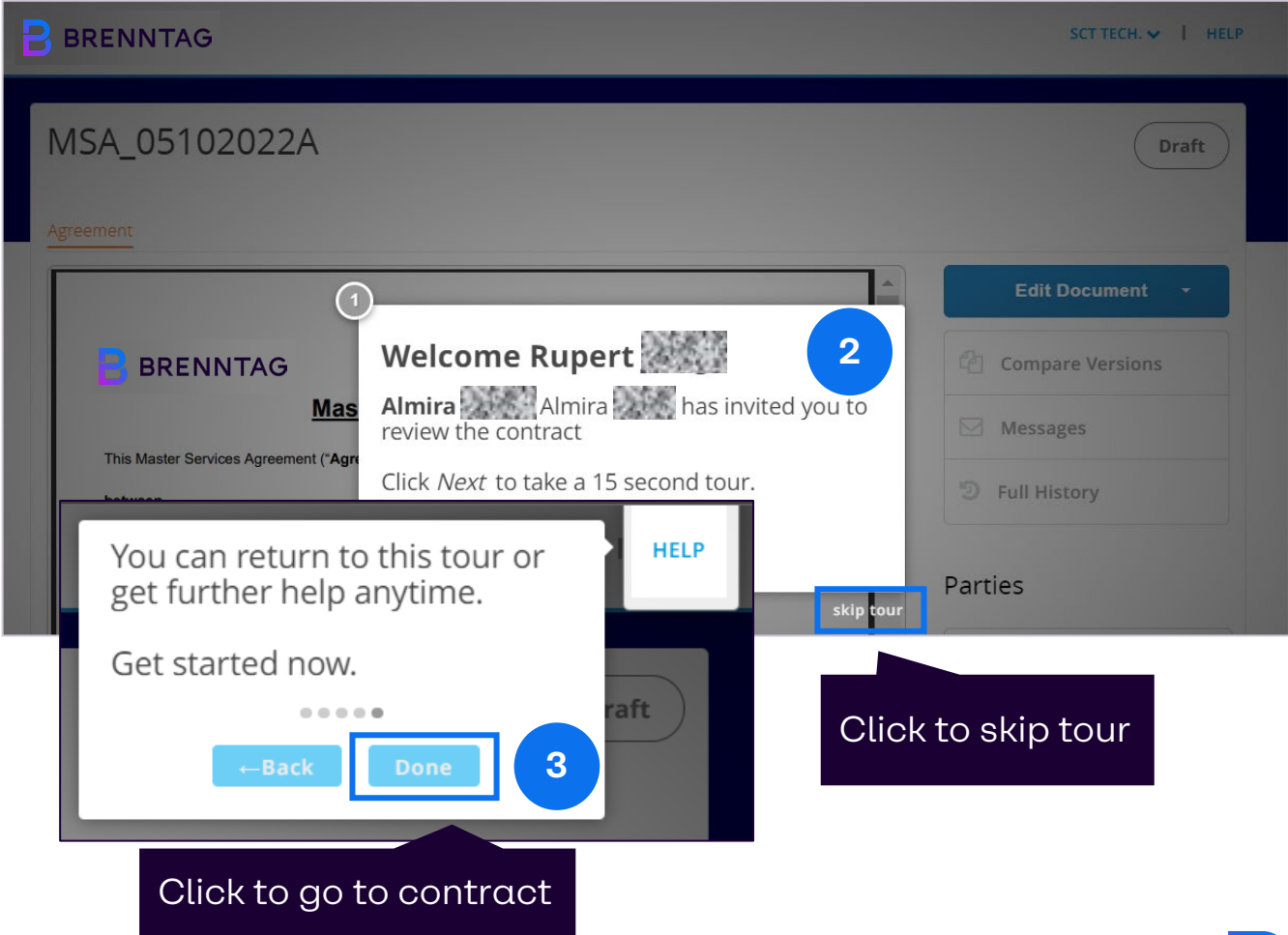
Supplier Review

Once the link is opened, you are navigated to a new page where a contract document is displayed.

(4) To start reviewing and editing the document, go to **Edit Document.**

To review, click **Download Read Only**.

Contract will be downloaded in **pdf version** and Supplier can now review the contract offline.

MSA_05102022A

Draft

Agreement

B BRENNTAG

Master Services Agreement

This Master Services Agreement ("**Agreement**") is entered into on **May 12, 2022** ("Eff

between

Edit Document

Download for Edit

Download Read Only **(4)**

Messages

Note:
Unlike in editing mode where contract document will be downloaded in MS Word, clicking **Download Read Only** will download a **pdf version of the contract document.**

📄 Brenntag__MSA_x....pdf ^

11

B
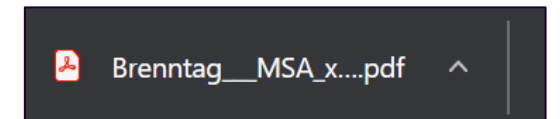
Supplier Edit

Edits can be started online in the list of 'Fields'. When additional changes are required the contract document must be downloaded.

5 Go to Fields and review the list of available fields and properties will be displayed. Click into this area.

6 Update the fields as needed by typing into them and click **Done**.

Edit Document

Compare Versions

Fields   3   **5**

6   **Done**

Properties

Company Type

A

List of configured fields

Contract Start Date *

📅 May 31, 2022

Supplier Display Name *

A   SCT Tech.

Supplier Edit

If you need to edit the contract itself and fields are not available to these changes, you have the option to edit the contract document via MS Word.

Since BRENNTAG will utilize MS Word function for authoring/editing a contract, it will be available for editing offline. **Download for Edit** will allow you to download the contract template in MS Word and make edits and formatting inside the MS Word application directly.

7 To start editing the document, go to **Edit Document** and click **Download for Edit**.

MSA_05102022A

Draft

Agreement

B BRENNTAG

Master Services Agreement

This Master Services Agreement ("**Agreement**") is entered into on [insert date] ("Effective

Edit Document ▼

Download for Edit **7**

Download Read Only

Messages

Supplier Edit

8 The document will be then downloaded to your computer. You can now start to edit or review the contract offline.

You no longer have the options to edit the contract directly in CLM via the fields option.
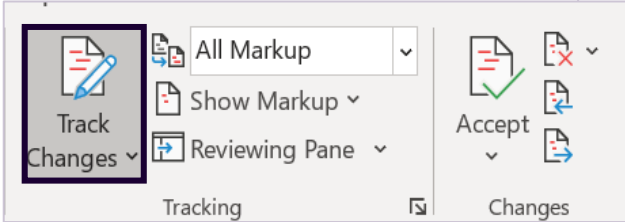
Note: Redlining is tracked in MS Word.

Supplier Edit

9 Once done with the edit, you can now upload the updated contract.

Click **Upload** button.

10 A **Document Upload** window will pop.

Click **Upload my changes**.

Supplier Edit

11 Select the updated contract and click **Open** to attach the file. The updated field in the contract document should be displayed.

12 The contract document should be locked by you until clicking **Send to Counterparty**.

MSA_05102022A

Draft

Agreement

🔒 Locked by LiCo Technologies

Edit Document ▾

12 Send to Counterparty

📋 Compare Versions

✉ Messages

🕓 Full History

Parties

BRENNTAG

Master Services Agreement

This Master Services Agreement ("**Agreement**") is entered into on **May 12, 2022** ("**Effective Date**")

between

Brenntag SE
Messeallee 11
45131 Essen,
Germany

Updated/edited field

Open

Name	Date modified
11	Brenntag__MSA_x649d4a_docx	5/12/2022 11:42 PM

Click to attach the updated file

File name: Brenntag__MSA_x649d4a_docx   tom Files

Open   Cancel

Note:
Once clicking **Send to** Counterparty, BRENNTAG will receive an email that you have updated and shared the contract document. Changes by BRENNTAG or the supplier can continue until the contract document is agreed by both parties.
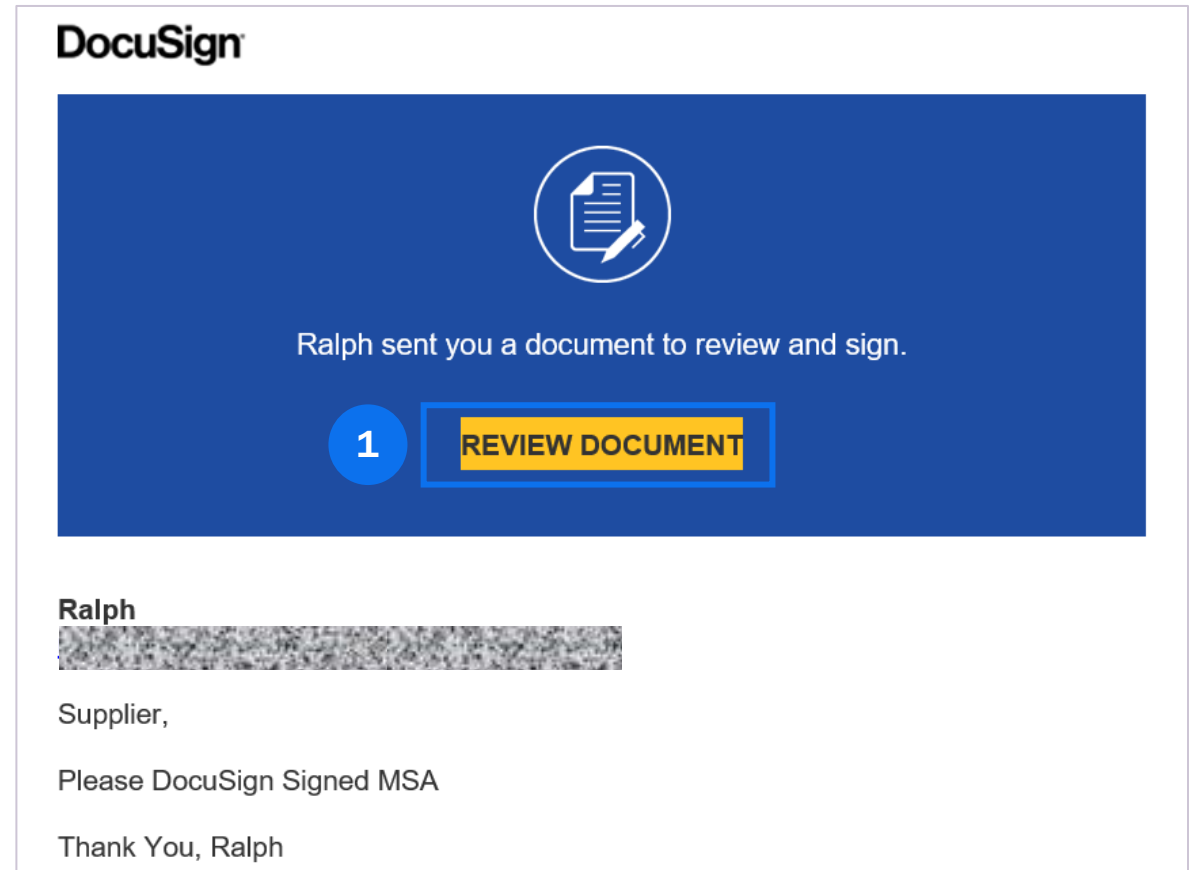
03
Contract Signatures with DocuSign

Contract Signatures with DocuSign

1 When a contract has been approved, you will receive an email requiring an action for E-Signature via DocuSign.

Click **Review Document**.

Contract Signatures with DocuSign

2 You will be redirected to a DocuSign page displaying a message to review and act on the document and a preview of approved contract.

Tick **"I agree to use electronic records and signatures"** and click **Continue**.

Contract Signatures with DocuSign

3 You are now able to review the contract document in DocuSign.

To begin, click **Start** to navigate to a part of contract that requires action.

**4** Select the **Sign** field to create and add Signature.

Contract Signatures with DocuSign

5 **Adopt Your Signature window will be displayed.**

You can select 3 options for Signature to adopt:

a **Select Style** – includes Supplier full name and initials

b **Draw** – Supplier will be able to draw signature

c **Upload** – Supplier may upload signature in DocuSign.
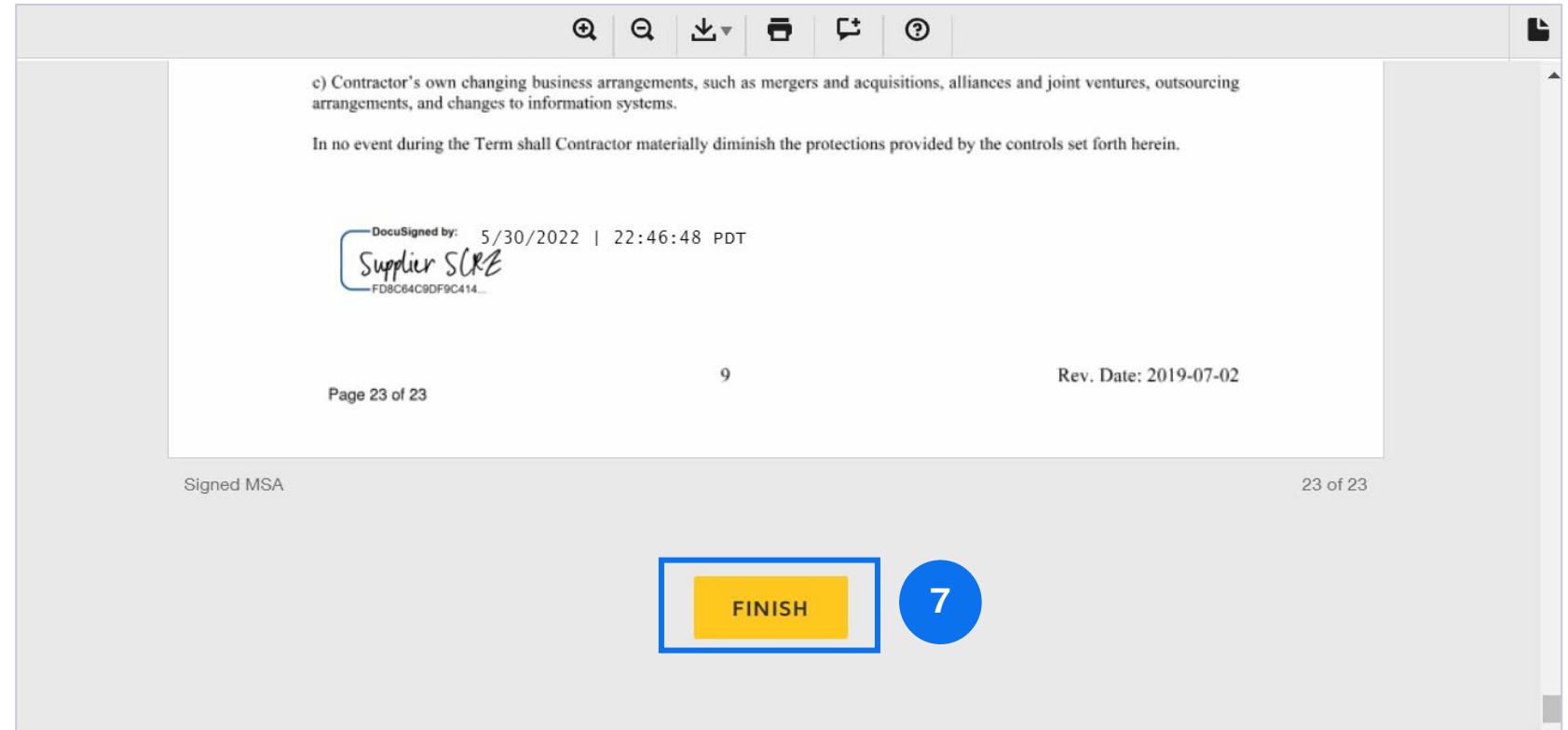
6 Once signature has been placed, click **Adopt and Sign** button.
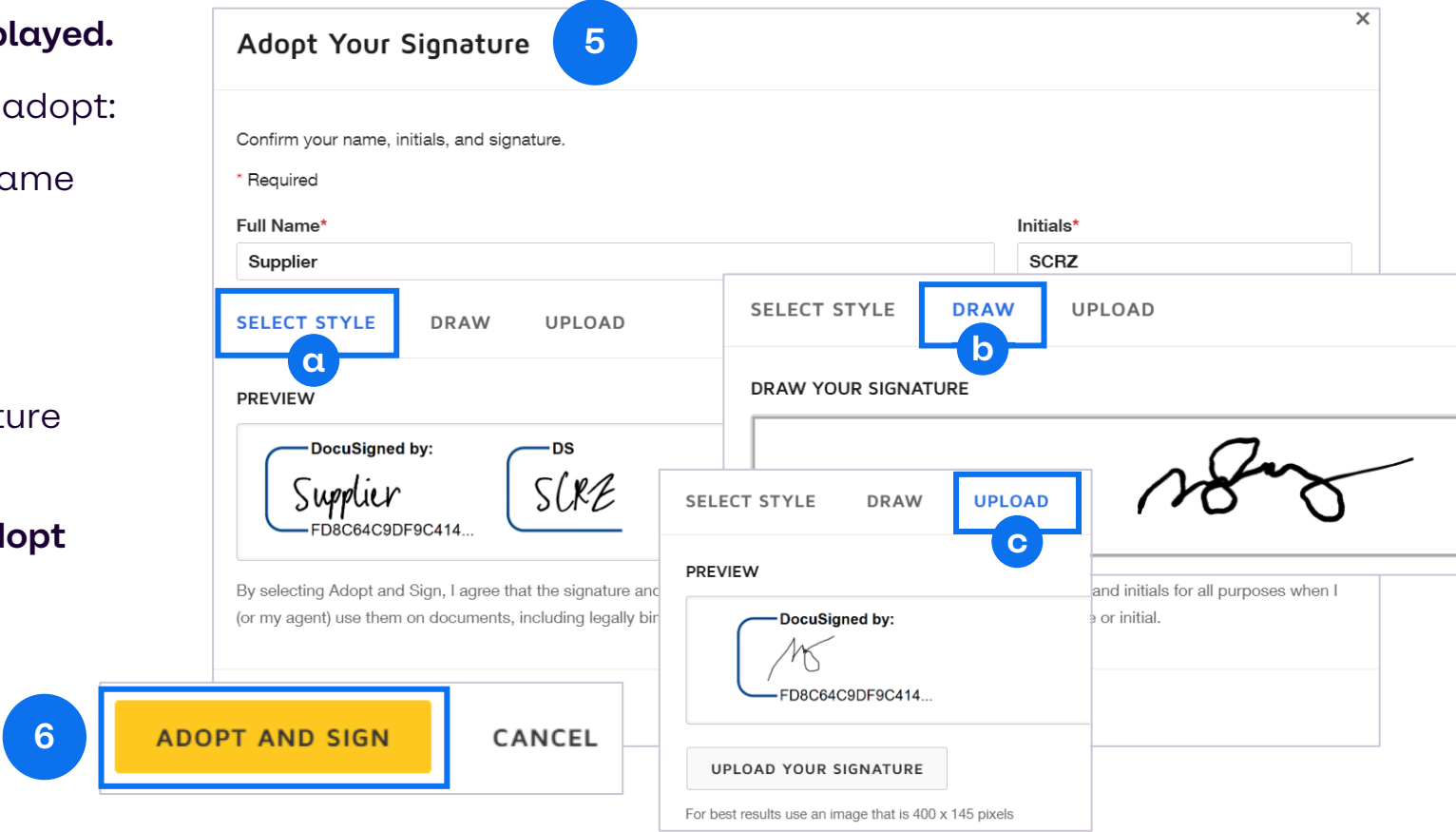
Contract Signatures with DocuSign

7 Your signature is now successfully added and displayed in the document.

Click **Finish** to send the completed document.

Contract Signatures with DocuSign

8 A window will pop up stating that you are done signing.

Click **Continue** to finish.

You are now able to download or print a copy of the contract document even if not all contract signers have placed their signatures.

Once everyone has signed, they will automatically receive an email copy of the document.

You're Done Signing

A copy of this document will be sent to your email address when completed by all signers. You can also download or print using the icons above.

CONTINUE **8**

You've finished signing!

Confirmation message box that the supplier has finished signing.

You'll receive an email copy once everyone has signed.

Thank you!