



Coupa

S2C Contracts (CLM) – Suppliers

Version 1.01

Version history

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

Training content

01 Introduction

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01 Introduction

Coupa CLM for suppliers

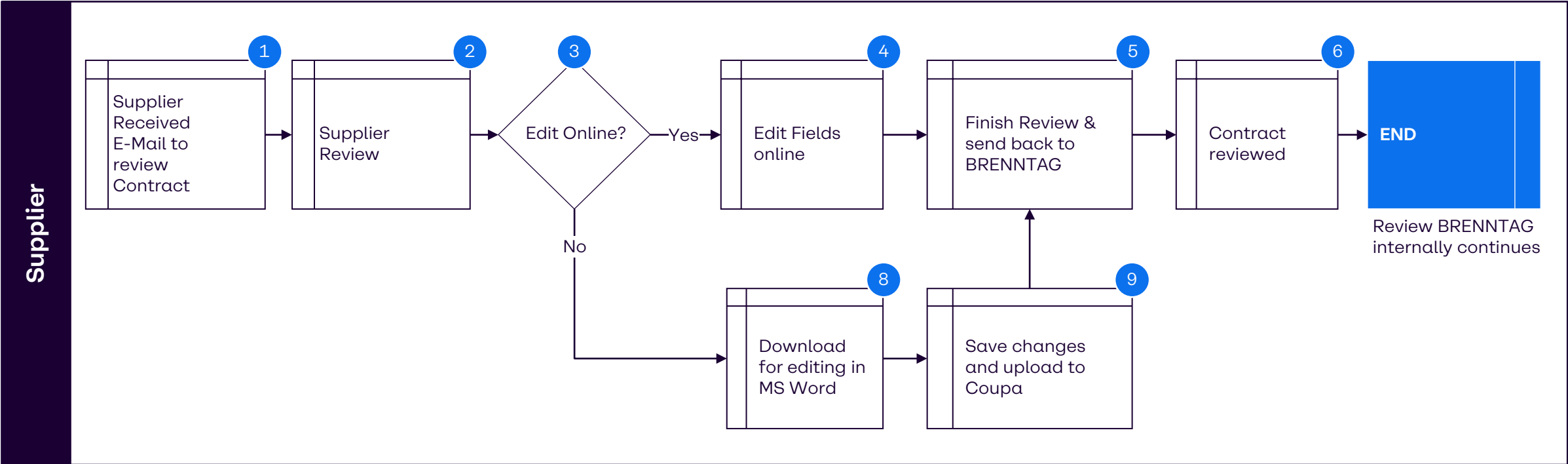
These training materials will enable you to ...

- 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)

Contracts - supplier response process



Supported browsers for Coupa

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

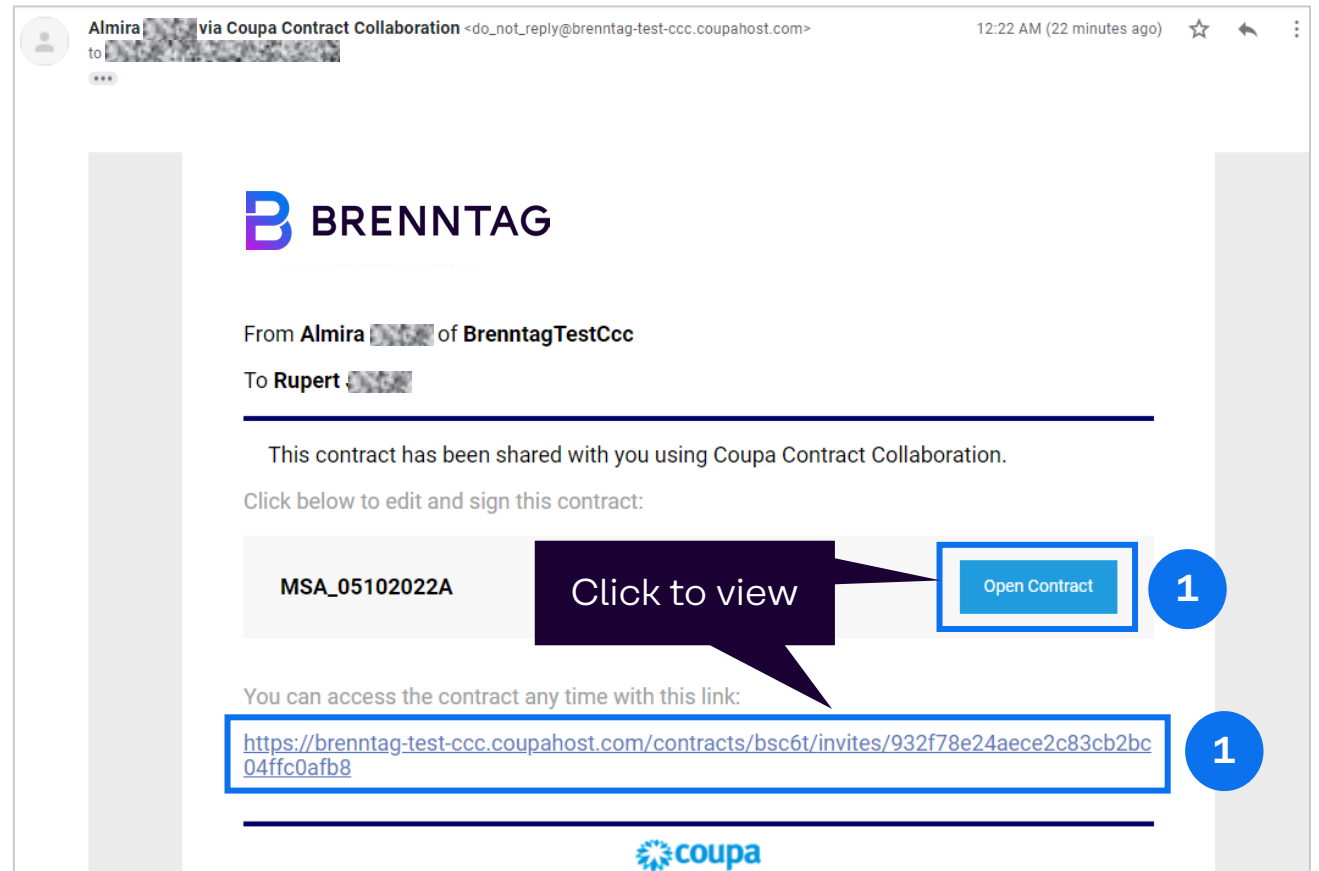
- Google Chrome 99.0
- Mozilla Firefox 98.0
- Microsoft Edge 99.0

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.



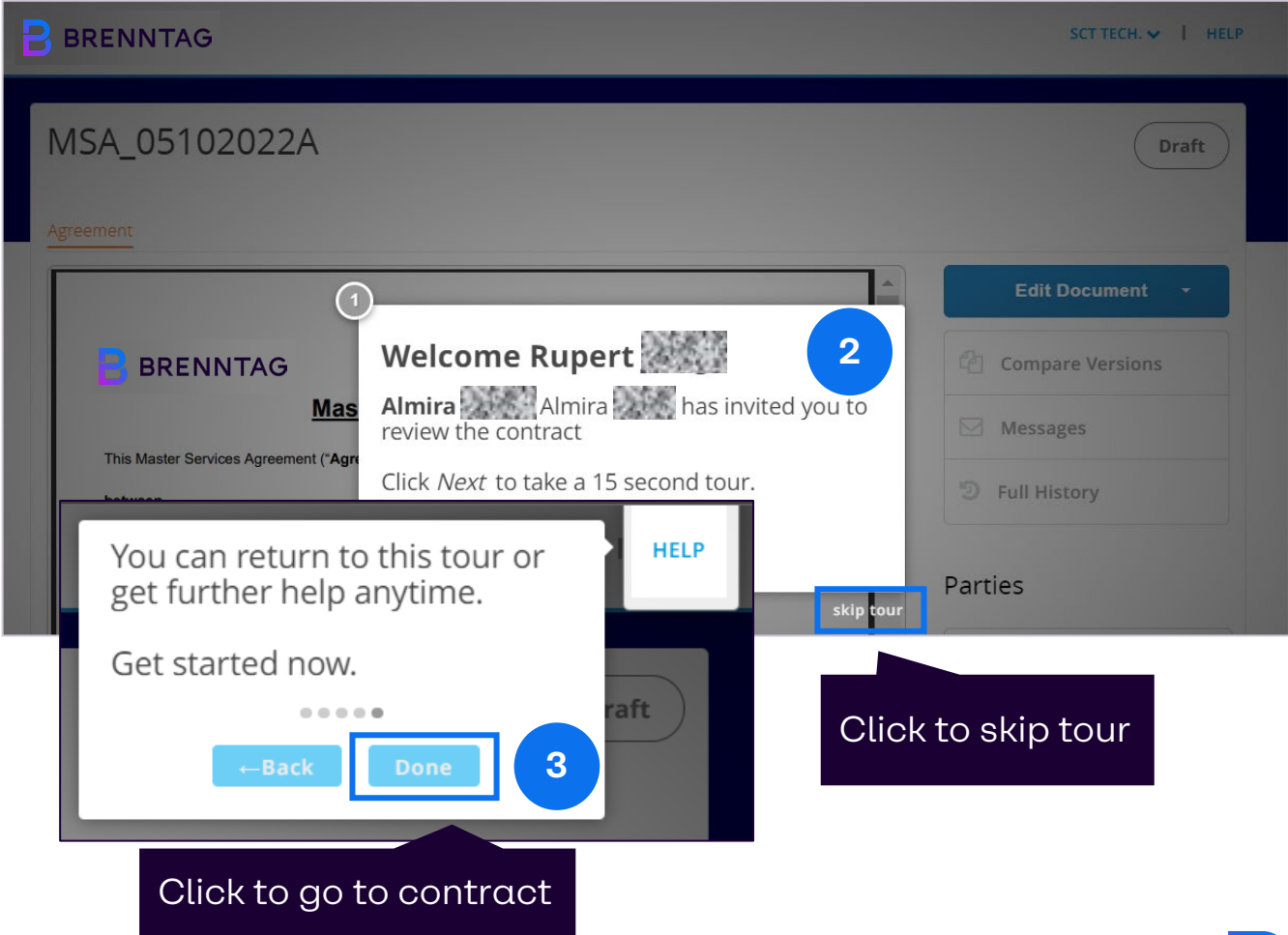
Supplier Review

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.



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

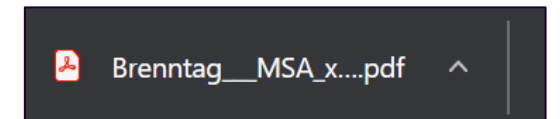
Download for Edit

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**.



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**.

The screenshot shows the 'Edit Document' interface. At the top is a blue bar with the text 'Edit Document'. Below it is a 'Compare Versions' section. The 'Fields' section is highlighted with a blue box and contains a '3' in a circle. Below the 'Fields' section is a 'Done' button, also highlighted with a blue box. The 'Properties' section is visible below the 'Done' button, showing fields for 'Company Type' (A), 'Contract Start Date *' (May 31, 2022), and 'Supplier Display Name *' (A SCT Tech.).

List of configured fields

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**.

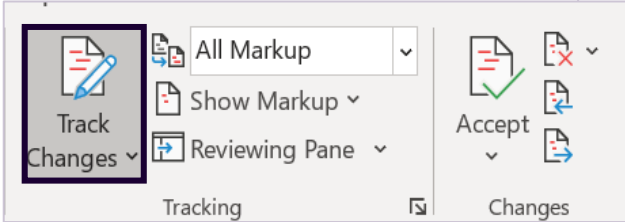
The screenshot shows a document viewer interface. At the top left, the document ID 'MSA_05102022A' is displayed. At the top right, there is a 'Draft' button. Below the ID, the word 'Agreement' is written in orange. The main content area shows the BRENNTAG logo and the title 'Master Services Agreement'. Below the title, the text reads: 'This Master Services Agreement ("Agreement") is entered into on [insert date] ("Effective'. A dropdown menu is open on the right side of the document, showing three options: 'Edit Document', 'Download for Edit', and 'Download Read Only'. The 'Download for Edit' option is highlighted with a blue border and a blue circle containing the number '7'. Below the dropdown menu, there is a 'Messages' button with an envelope icon.

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.

A screenshot of the Brenntag CLM interface. The document title is 'MSA_05102022A' and it is in 'Draft' status. The document content is a 'Master Services Agreement' for Brenntag SE, with redlined text indicating changes. The interface includes a 'Download' button and a 'Show all' button. A blue box highlights the 'Download' button and the '8' icon in the bottom right corner of the interface.



Supplier Edit

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

Click **Upload** button.

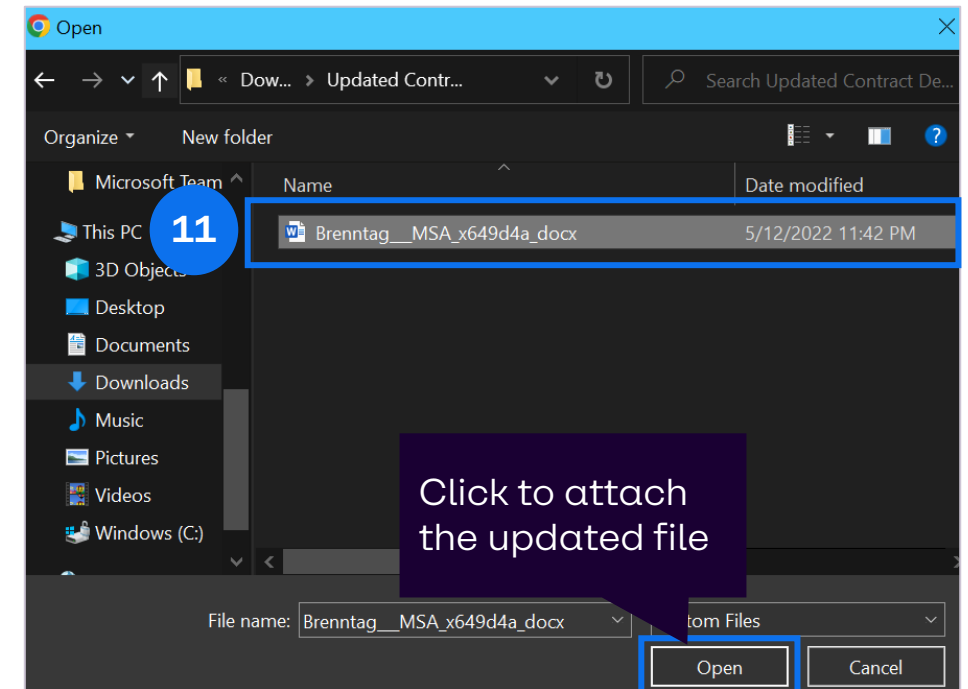
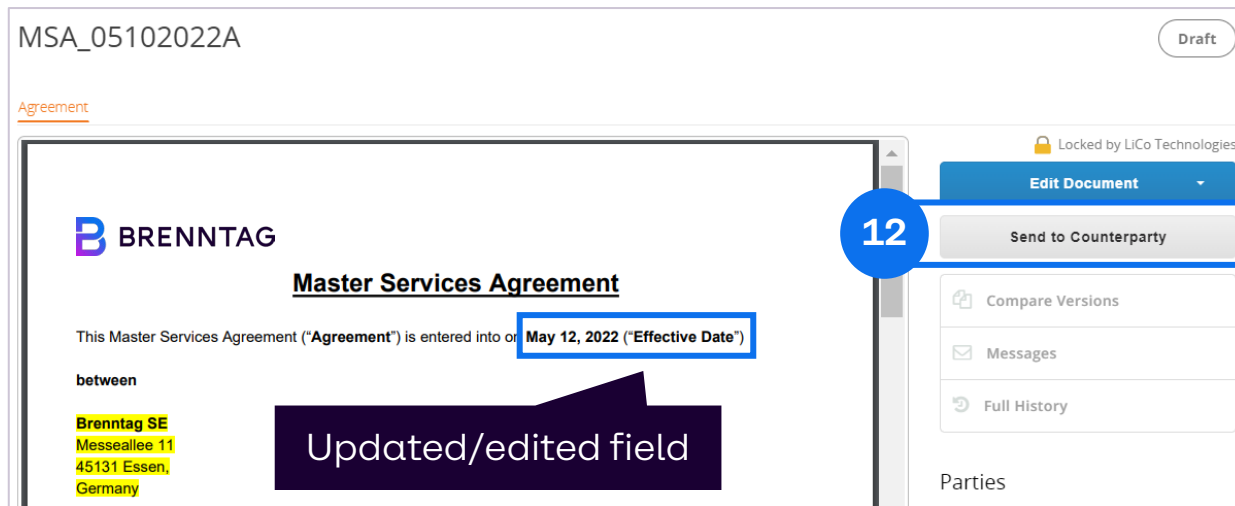
10 A **Document Upload** window will pop.

Click **Upload my changes**.

The screenshot displays the Brenntag user interface. At the top, the 'BRENNTAG' logo and a 'HELP' link are visible. The main content area shows a document titled 'MSA_05102022A' with a 'Draft' status. Below the title, there is a section for 'Agreement' with a 'Locked by You Cancel Lock' indicator. A 'DOCUMENT UPLOAD' modal window is overlaid on the document, featuring an 'Upload my changes' button. The document text includes the Brenntag logo, the title 'Master Services Agreement', and a placeholder for the Brenntag legal entity name and address: 'Brenntag SE, Messeallee 11, 45131 Essen, Germany'. The document also mentions 'hereinafter "Brenntag"' and a placeholder for the 'Supplier's full legal entity name'. On the right side of the document, there are buttons for 'Upload', 'Send to Counterparty', and 'Compare Versions'. A 'Draft' button is also present in the top right corner of the document area.

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**.



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.

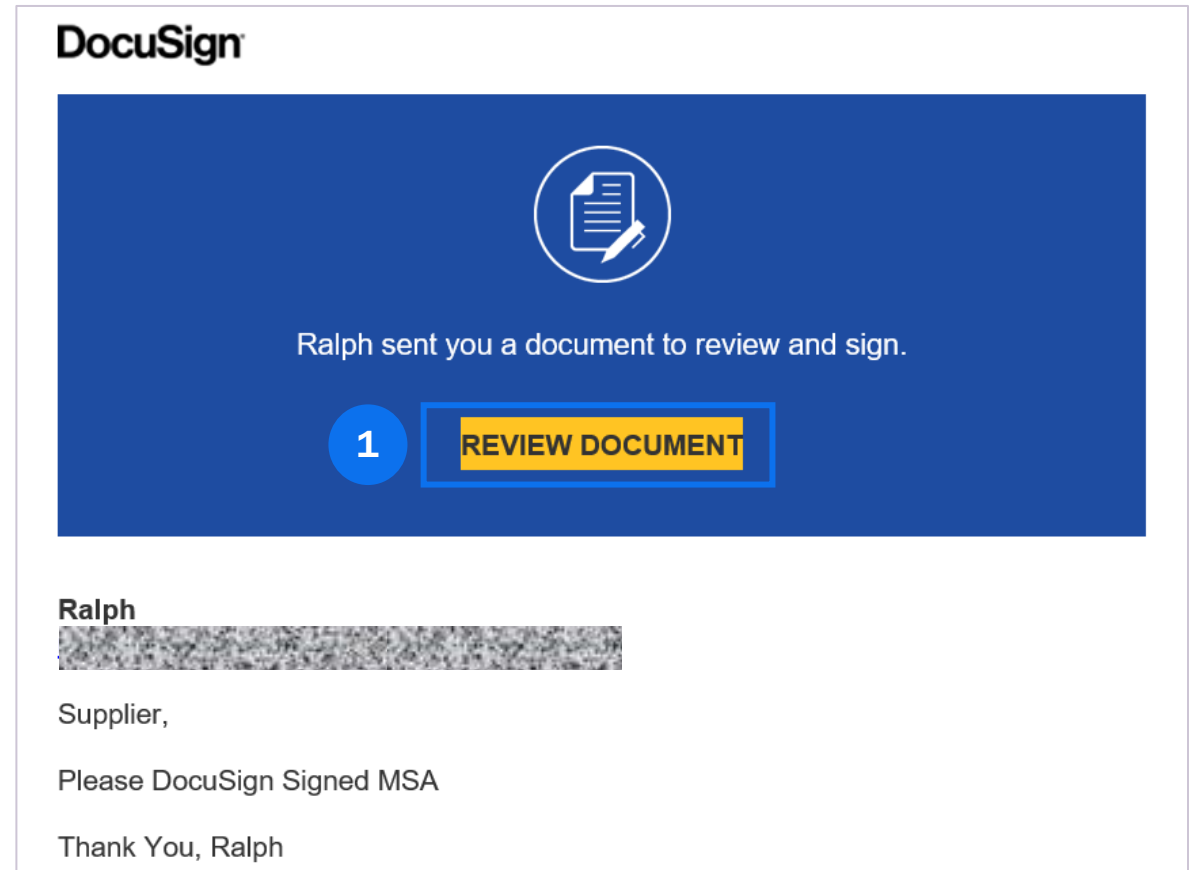
03

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**.



The screenshot shows a DocuSign email notification. At the top left is the DocuSign logo. Below it is a blue banner with a white icon of a document and a pen. The text in the banner reads "Ralph sent you a document to review and sign." Below this text is a blue circle with the number "1" and a yellow button with the text "REVIEW DOCUMENT". Below the banner, the name "Ralph" is displayed above a redacted area. The text below the redaction reads: "Supplier, Please DocuSign Signed MSA Thank You, Ralph".

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**.

Please Review & Act on These Documents DocuSign

Ralph Brenntag Gruppe

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures. CONTINUE OTHER ACTIONS ▾

on behalf of itself and each of its Affiliates (as defined below) (collectively, "Brenntag"), and (Demo Supplier) a [redacted] with an address of [redacted] ("Contractor"). Each of Brenntag and Contractor are referred to as a "Party," and collectively, as the "Parties." The Parties agree as follows:

on the Effective Date and, unless earlier terminated, ends on [May 1, 2022] (the "Initial Term"). [redacted] will automatically renew for successive twelve (12)-month terms (each, a "Renewal Term"), unless either Party provides written notice of non-renewal at least sixty (60) days prior to the end of the Initial Term or any Renewal Term (the "Term").

1. Services and SOWs.

1.1. Services.

1.1.1 SOWs. From time to time during the Term, upon request by Brenntag or any of its Affiliates (as defined below) and agreement by Contractor, Contractor will perform certain services in connection with a particular project ("Project"). Each such agreement will be embodied and described more fully in a written Statement of Work between Brenntag or its requesting Affiliate (each referred to herein as "Brenntag") and Contractor in substantially the form of Attachment A (a "SOW") and shall be signed by a duly authorized representative of the applicable Brenntag entity and Contractor.

1.1.2 Description of Services. The services provided ("Services") include (a) all the work to be provided by Contractor pursuant to a SOW and all Deliverables (as defined in [Section 14](#)) to be developed by Contractor pursuant to a SOW, including the design, development and delivery of all inventions, business methods, processes, concepts, drawings, designs, blueprints, photographs, sketches, works of authorship, reports, plans, software (in source and object code format), documentation, databases, data, information and

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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.

The screenshot displays the DocuSign interface for reviewing a document. At the top, a blue header contains the text "Please review the documents below." and two buttons: "FINISH" and "OTHER ACTIONS". Below the header is a toolbar with icons for zooming, searching, downloading, printing, commenting, and help. The document content includes a "Sign Envelope ID" field, a "START" button, and a "Sign" button. A "Required - Sign Here" label is positioned above the "Sign" button. The document text includes a disclaimer: "DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE 999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200 www.docuSign.com Confidential - For Internal Discussion Only" and a warning: "This draft shall not be considered final or binding on the parties unless executed and delivered by both parties." The document title is "MASTER PROFESSIONAL SERVICES AGREEMENT". The text of the agreement includes: "This Master Professional Services Agreement (this 'Agreement'), effective as of the last date of signature below (the 'Effective Date') is by and between Brenntag North America, Inc. a Delaware corporation with an address of 5083 Pottsville Pike, Reading, PA 19605, of as ty the w) ch ch Sign Inc. | V2R". A list of "14. Program Adjustments" is shown, including: "a) Any relevant changes in technology and any internal or external threats to Contractor or the Brenntag Data;" "b) Security and data privacy regulations applicable to Contractor; and" "c) Contractor's own changing business arrangements, such as mergers and acquisitions, alliances and joint ventures, outsourcing arrangements, and changes to information systems." Below the list, it states: "In no event during the Term shall Contractor materially diminish the protections provided by the controls set forth herein." At the bottom of the document, there is a "SIGN" button, a "Sign" button with a downward arrow, and a timestamp "5/30/2022 | 22:42:30 PDT". The footer contains "Page 23 of 23", "9", and "Rev. Date: 2019-07-02".



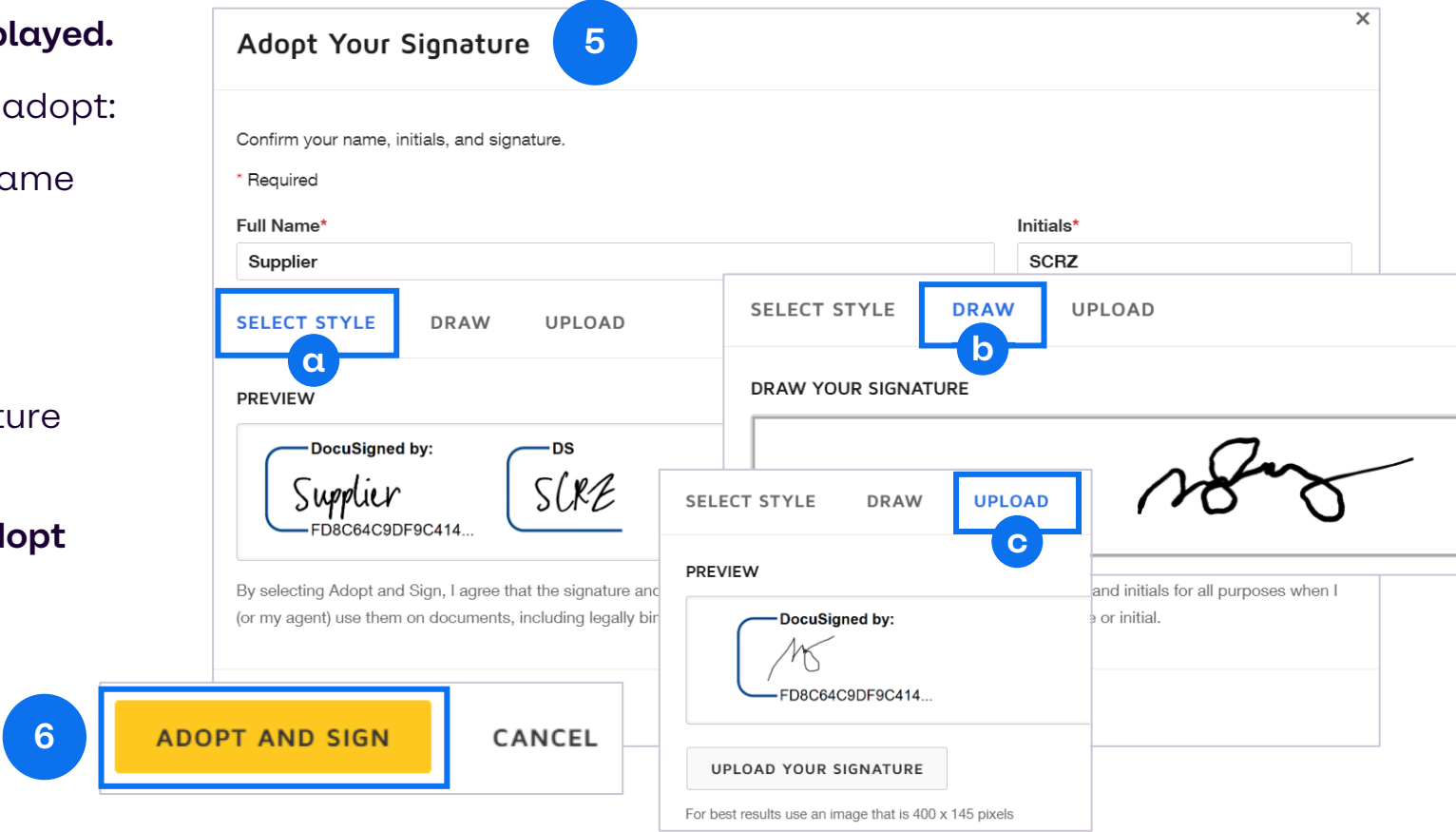
Contract Signatures with DocuSign

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.

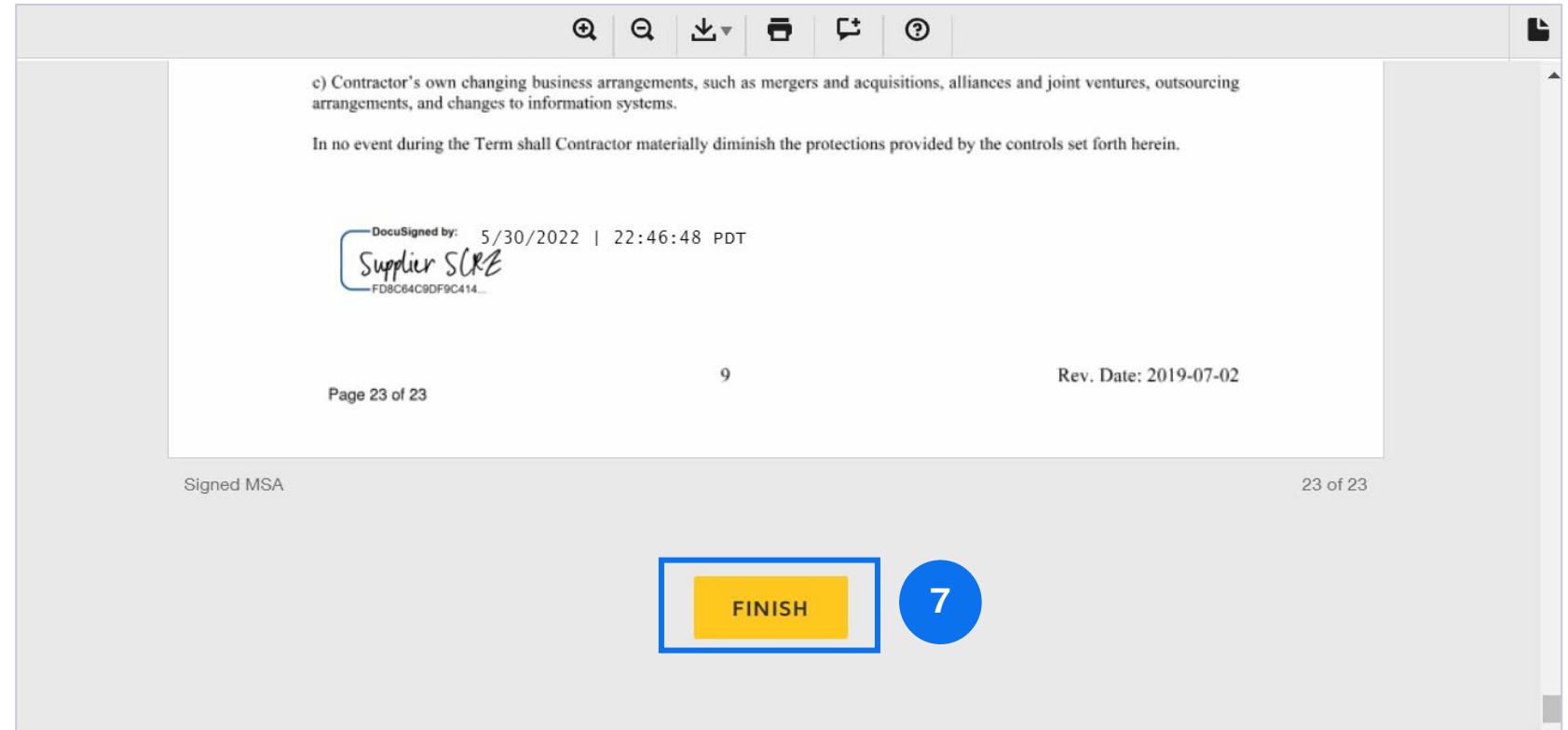
6 Once signature has been placed, click **Adopt and Sign button.**



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.

The screenshot shows a window titled "You're Done Signing" with a download icon and a print icon in the top right corner. Below the title, it says: "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." At the bottom of the window is a yellow "CONTINUE" button. A blue circle with the number "8" is positioned over the button. A callout box with a dark purple background and a white border points to the button, containing the text: "Confirmation message box that the supplier has finished signing." To the right of the callout box is a green circle with a white checkmark. Below the callout box, the text reads: "You'll receive an email copy once everyone has signed."



Thank you!