



CONTRACTS COLLABORATION



Course Outline

Description

This course explains how to collaborate with Distell on an contract.

Objectives

After completing this course, you will be able to:

1. Understand the various types of contracts
2. Open a contract
3. Collaborate on a contract
4. Invite colleagues to review contract
5. Download and upload a contract
6. Send a message
7. Compare contract versions
8. Signing a contract

Contract Types

The term Contract is used throughout this document for the purpose of ease, however the term also includes / refers to the below listed documents:

Distell Contract Types

Master services Agreement (Services)	Royalty Agreement
Master Services Agreement (Goods)	Sponsorship Agreement
Distribution Agreement	Memorandum of Understanding
Lease Agreement	Supplier Exemption
Letter of intent	Rates agreement
Licence Agreement	Agency agreement
Software Licence Agreement	Security Certificate
Service Level Agreement	Grape and Wine Supply Agreement
Maintenance Agreement	

Contract Notifications

You will receive a notification email that a draft contract has been shared with you

Process Steps:

- 1 Click on "Open Contract" to view and edit the contract.
- 2 A link will be provided that can be used to access the contract at any time.



From Daisy Mogaila of DistellTestCcc

To Flora Faun

This contract has been shared with you using Coupa Contract Collaboration.

Good day,

Find attached contract for review and editing.

Thanks,
Daisy

Click below to edit this contract:

SLA_Incredible consulting



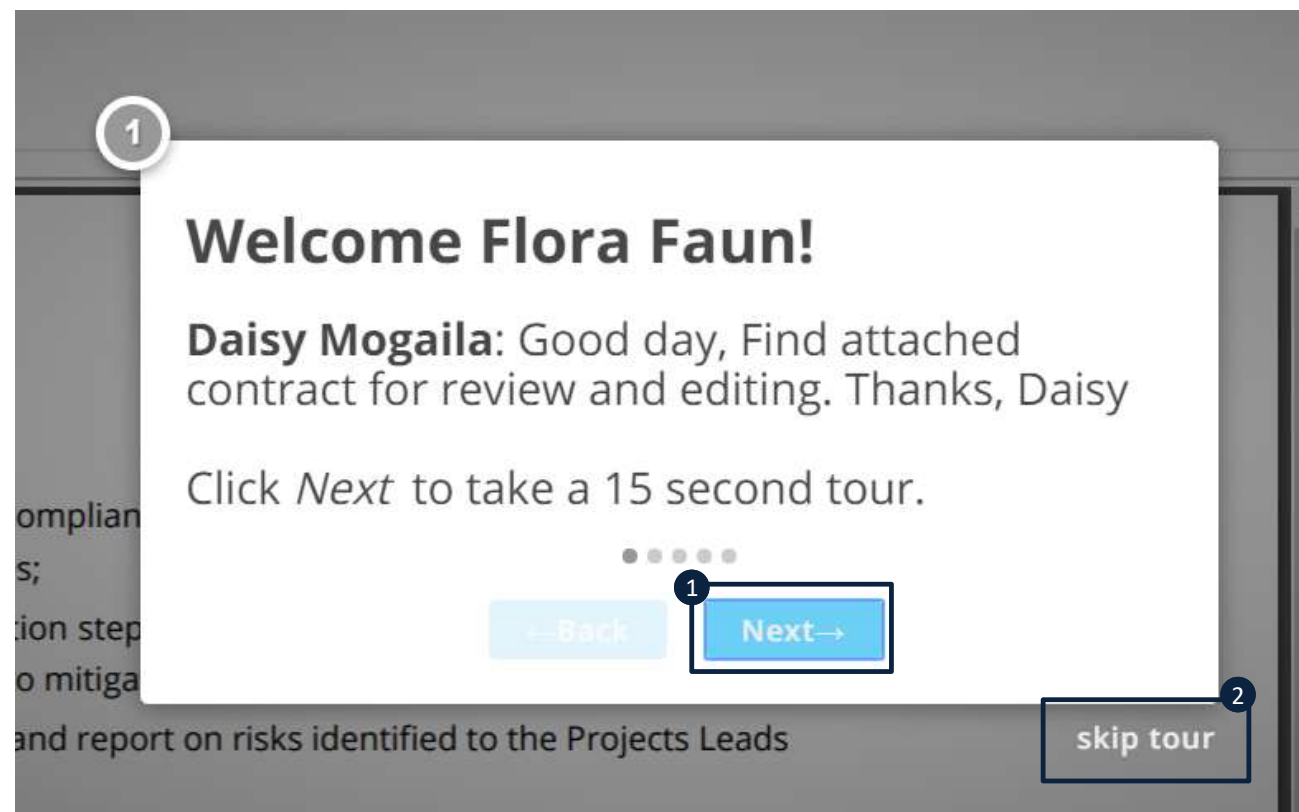
2 You can access the contract any time with this link:
<https://distell-test-ccc.coupahost.com/contracts/bsc80/invites/b37787a62b97f02ba2f77f91dc80099>

Navigating the Contracts Page

Click on “Open Contract” to access the contract document:

Process Steps:

- 1 Click on the “open contract” link to access the contract document. You will be greeted by the welcome tour. Click on “Next” to move through the tour.
- 2 Click on “skip tour” to skip the tour.



Contract Collaboration

Navigation

- 1

Contract

Shows a review of the contract.
- 2

Edit document

This option allows you to download the contract for read only or download for edit.
- 3

Send to other party

Send the contract back to the Distell contract manager.
- 4

Compare versions

This option allows you to compare different versions of the contract to view changes made.
- 5

Messages

You can send and receive messages from Distell. Send and receive messages from your internal team.
- 6

Full History

View the history of the contract.
- 7

Help

Allows you to request for Coupa help or a tour of the contract collaboration.
- 8

Locked

When a contract is in editing it will be locked.

NOTE : If the contract is locked by Distell you will not be able to edit it.

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Navigation

- 1 Distell Party
View of the contract manager/owner from Distell.
- 2 Invite Colleague
Invite your line manager, your internal counsel or any other team members.
- 3 Paper options
Shows a preview of the PDF version of the contract.
- 4 Contract Options
Allows you to attach a file from your pc.

2. Goals & Objectives

The **purpose** of this Agreement is to ensure that the proper elements and commitments are in place to provide consistent IT service support and delivery to the Customer(s) by the Service Provider(s).

The **goal** of this Agreement is to obtain mutual agreement for IT service provision between the **Distell** and **Incredible Consulting**

The **objectives** of this Agreement are to:

- Provide clear reference to service ownership, accountability, roles and/or responsibilities.
- Present a clear, concise and measurable description of service provision to the customer.
- Match perceptions of expected service provision with actual service support & delivery.

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Parties

DistellTestCcc
can edit and sign

Incredible Consulting
can edit

Invite Colleague


Invite Other Party

Paper Options

Contract Options

2

Parties

DistellTestCcc

Incredible Consulting
can edit

Invite Colleague

Invite Other Party

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4

7

Contract Collaboration

Navigation

- 1 Upload**
This option allows you to upload your edited contract.
- 2 Download**
Allows you to download the contract for editing or read only.
- 3 Upload my changes**
Once you have made edits to the contract click on upload the upload my changes pop up allow you to upload your edited contract.

*Note: Please ensure that you download, edit and upload the changes you have made to the contract in **Word** format (not PDF) to allow other users to be able to make further edits and / or comment on changes made to the contract.*

INCREIBLE CONSULTING | HELP

SLA_Incredible consulting
Locked by You
Cancel Lock
Draft

1 of 1

1. Agreement Overview

This Agreement represents a Service Level Agreement ("SLA" or "Agreement") between *Distell*. And **Incredible Consulting** for the provisioning of consulting services required to support and sustain the service.

2. Goals & Objectives

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The **objective** of this Agreement are to:

Upload

Download

1

2

Compare Versions

Fields

Messages

Full History

Fields

Messages

Full History

Parties

DistellTestCcc
can edit and sign

DOCUMENT UPLOAD

3


Upload my changes

Contract Collaboration

Navigation

- 1 Compare versions**
 Allows you to compare different versions of the contract.
- 2 Version comparison**
 Allows you to select versions of the contract to see changes made.

1



Compare Versions

SLA_Incredible consulting

[DOCX] Version 6 - Jun 1 2020 @ 11:55 AM - Daisy Mogaila

to

Version 7 - DRAFT - Not shared yet

2

1. Agreement Overview

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SLA_Incredible consulting

[DOCX] Version 6 - Jun 1 2020 @ 11:55 AM - Daisy Mogaila

to

Version 7 - DRAFT - Not shared yet

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9

Navigation

- 1 Messages**
Click on messages to send a message to the contract manager.
- 2 Type your message**
To type your message click on the box and type the message you want to send to the contract manager.
- 3 Post**
This option sends the message to the contract manager.

Upload

Download

Send to Other Party

Compare Versions

Fields

Messages

1

Full History

MESSAGES

Everyone

+ Message

Type to leave a message

Post

Daisy Mogaila

Good day,

Find attached contract for review and editing.

Thanks,
Daisy

25 days ago

Contract Signing

Navigation

- 1 Approved**
The contract has been approved by Distell.
- 2 Sign**
Allows you to sign the contract.
- 3 Upload my changes**
Once you have made edits to the contract click on upload the upload my changes pop up allow you to upload your edited contract.

Note: you will only be able to sign the contract once it has gone through the Distell approval process

Contract 233I ncredible consulting

Agreement

1 of 1

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Approved

- 2**
- Sign
 - Compare Versions
 - Full History

Parties

	DistellTestCcc can edit and sign
▼	
	Incredible Consulting can sign
▼	
	DistellTestCcc can edit and sign
▼	
	Incredible Consulting can sign
▼	
Invite Colleague	
▼	
Invite Other Party	

Paper Options ▼

Contract Signing

Navigation

- 1

Sign
Click on sign to once you have reviewed and are happy with the contract.
- 2

Full Name
Verify that your full name is correct, if not you can edit this.
- 3

Full legal name of organization
Verify that your legal organization name is correct.
- 4

Sign
Sign the contract by typing in the signature box below or with a mouse.
- 5

Your signature
Sign the contract by typing in the signature box below or with a mouse.
- 6

Sign
Click on sign to sign the contract.

Note: you will only be able to sign the contract once it has gone through the Distell approval process

Approved

1


Sign

Compare Versions

Messages

Full History

Parties

DistellTestCcc
can edit and sign

Incredible Consulting
can sign

Invite Colleague

Invite Other Party

Paper Options ▾

SIGN CONTRACT 233I NCREDIBLE CONSULTING

2

Full Name*

Flora Faun

3

Full Legal Name of Organization*

Incredible Consulting

4

Sign

☒ By typing

☐ With mouse

5

Your Signature

Clicking 'Sign' is the same as signing by hand.

6

Sign

12

Contract Signing

Navigation

- 1

Pending signature
The contract still needs to be signed by the Distell contract manager.
- 2

Signed
Shows that you have signed the contract.
- 3

Complete
Once the contract has been signed by Distell the status will be complete
Note : you cannot make changes to a complete contract.
- 4

Email notification
You will receive an email notification that the contract has been fully signed. The pdf contract will be attached.

Note: you will only be able to sign the contract once it has gone through the Distell approval process

1

Pending Signatures

3

Complete

Sign

Compare Versions

Withdraw Signatures

Messages

Full History

by DISTELL

DistellTestCcc

0 of 1 signed

Incredible Consulting

Signed

2

Invite Colleague

Flora Faun

Signed


Daisy Mogaila via Coupa Contract Collaboration <do_not_reply@distell-test-ccc.coupacloud.com>
to distellcoupatesting@flora

TEST DISTELL

The contract has been fully signed and a PDF is attached for your records.

Contract 2331 ncredible consulting

You can access the contract any time with this link:
https://distell-test-ccc.coupacloud.com/contracts/bccc3?user_token=98b8216f11af70ed803dd9d643fe6575a55b337d1880decc47778e3e4d4bf3f33f1facc6e6779a8e4a37c7841f02b2a57f58e7bebbe108f849fe9176199ef64f

coupa

To get change your notification preferences, go [here](#) and [adjust your settings](#)
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Contract Signing

PDF Preview of Contract

1. Agreement Overview

This Agreement represents a Service Level Agreement (“SLA” or “Agreement”) between *Distell*. And **Incredible Consulting** for the provisioning of consulting services required to support and sustain the service.


2. Goals & Objectives

The **purpose** of this Agreement is to ensure that the proper elements and commitments are in place to provide consistent IT service support and delivery to the Customer(s) by the Service Provider(s).

The **goal** of this Agreement is to obtain mutual agreement for IT service provision between the **Distell** and **Incredible Consulting**


The **objectives** of this Agreement are to:

- Provide clear reference to service ownership, accountability, roles and/or responsibilities.
- Present a clear, concise and measurable description of service provision to the customer.
- Match perceptions of expected service provision with actual service support & delivery.

Signed and Stored at Coupa Contract Collaboration


<https://distell-test-ccc.coupacloud.com/contracts/bccc3/signed>
Document Fingerprint:
09c34f6c2bd162d57d854dd322ea5c9f8ae08b77

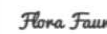
DistellTestCcc



Daisy Mogaila
dmogaila@deloitte.co.za

TIME: 10:22:11.000 DOC: /D/C/400302B532C18330B3/C181F0B81B08C1D7

Incredible Consulting



Flora Faun
distellcoupatesting+flora@gmail.com

June 22, 2020 | 12:38pm UTC From IP: 102.182.221.66 Signature Fingerprint: 0617e13951ca4cceb0df114bfc6bd09f3a2aa77



»»» **END- THANK YOU**

