

HOW PERFORMANCE-DRIVEN PROCUREMENT GETS RESULTS

Contracts

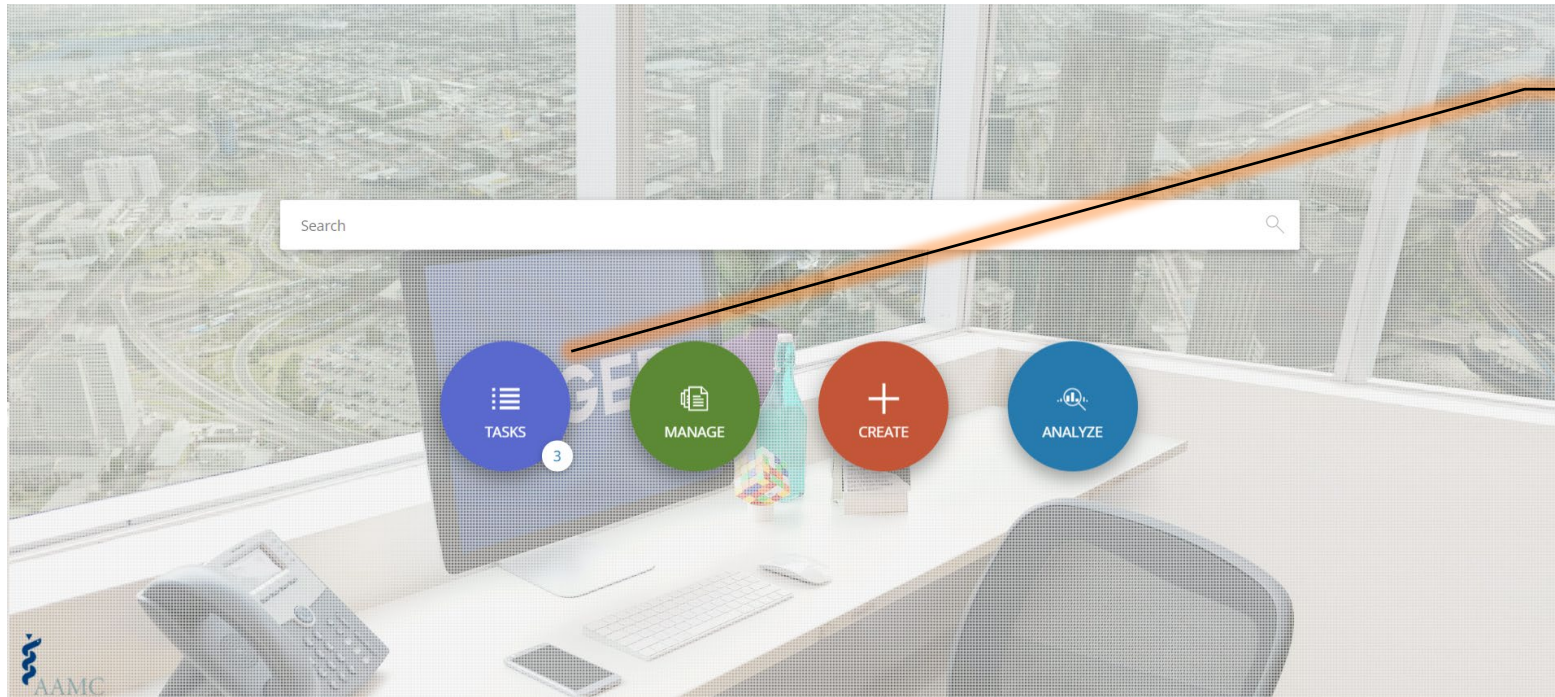
Quick Reference Guide – Power User – CPO

THE INDUSTRY'S LEADING SOURCE-TO-PAY PLATFORM

- These are the steps a contract follows at the AAMC. Suppliers are involved at the circled times





- **There are three ways in which a team member can review a contract:**
 - Offline : Involves downloading the contract language document and making changes to it and upload a minor version back into the system
 - Online : Involves making changes to the contract language online
 - Using Word Plugin : Involves making changes to the contract language in word and updating it in the system using the plugin
- **To review a contract, please follow the following steps:**




Click on **Tasks**, to access the **Action Pending Card**

To review a contract, you will receive a task and email. To continue, please follow the steps:

ACTION PENDING  2

 Demo_Review_1
Legal Company Name : | Supplier(s) : AAMC supplier 1

 Contract for QRG
Legal Company Name : | Supplier(s) : Dyson GEP

Click the **contract name** and navigate to the **Contract Summary screen**

[SHOW ALL](#)

- Contract Language elaborates the terms and conditions of the agreement
- It also defines the roles and responsibilities of each party that is part of the contract
- Clauses can be added to Contract Language
- During the review process, redlining of the contract also takes place in Contract Language
- In the end of Contract Authoring process, Both the parties (Internal / External) would need to sign the Contract Language
- The Contract Language section also imports values directly from the Contract Meta data fields into the Contract Body, using the 'Variables' functionality. For example, Contract Sponsor, Supplier Legal Name, Contract Effective Date etc.

- Contract summary screen : Here you can review contracts details like information, suppliers, contract body and line items

The screenshot displays a contract summary screen with a list of sections on the left and a vertical navigation bar on the right. The sections are:



- > BASIC DETAILS
- > APPLICABLE FOR
- > INTERNAL PARTY
- > EXTERNAL PARTY
- > TERMS
- > CONTRACT LANGUAGE - Authoring
- > NOTES AND ATTACHMENTS
- > LINES
- > NOTIFICATIONS
- > ADDITIONAL INFORMATION

The vertical navigation bar on the right consists of a series of blue dots, with the dot corresponding to the 'TERMS' section highlighted in green. At the top right of the screen, there is a menu icon (three horizontal lines) and a right-pointing arrow. At the bottom of the screen, there are three buttons: 'PREVIEW' (in blue text), 'CANCEL' (in blue text), 'REJECT' (in blue text), and 'ACCEPT' (in white text on a blue background).

- Reviewing Contract Language (Offline)

1. To review contract language offline, first click on the **contract language** section

CONTRACT LANGUAGE - Authoring

<input type="checkbox"/>	Name	Comments	Contract Administrator	Modified By	Type 	Modified On	Version
<input type="checkbox"/>	 MSA_Template_0518		Vibhanshu Singh	Vibhanshu Singh	Newly Added	03/18/2020	1

2. Click on the **Contract Name** to access the contract editing workspace

- Reviewing Contract Language (Offline)

VIBHANSHU'S WORKSPACE

MSA_TEMPLATE_0518.DOCX

Contract Administrator : Vibhanshu Singh | Last Modified By : Vibhanshu Singh On 03/18/2020

Version 1.0

MASTER SERVICES AGREEMENT BETWEEN THE ASSOCIATION OF AMERICAN MEDICAL COLLEGES AND

THIS AGREEMENT ("Agreement") is entered into this _____ ("Effective Date") between the Association of American Medical Colleges, an Illinois not-for-profit corporation having a principal place of business at 655 K Street N.W., Suite 100 Washington, D.C. 20001-2399 ("AAMC"), and _____ ("Supplier"), for the purpose of providing assistance to AAMC.

Contracted Services
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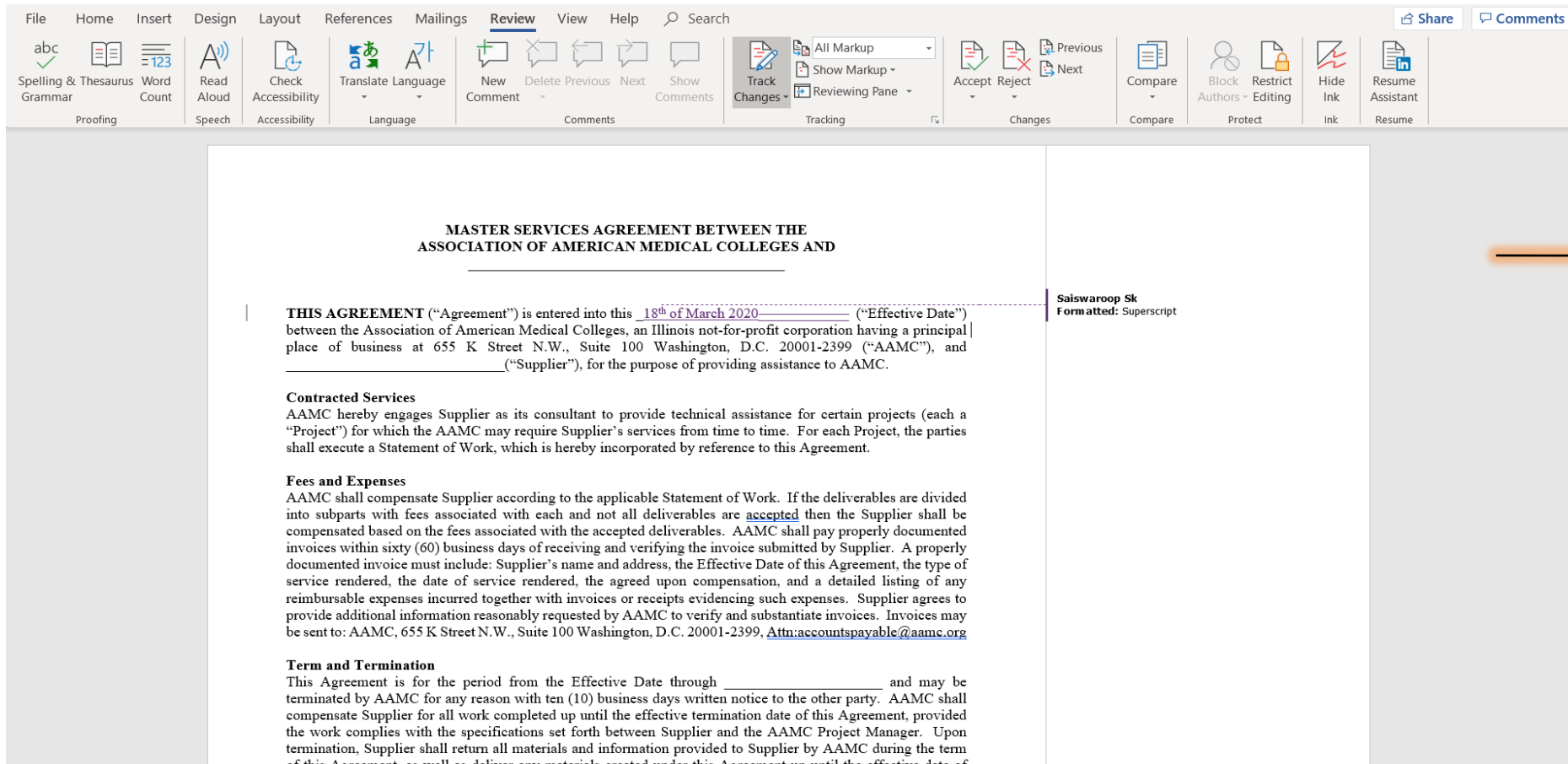
No Agency
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GO BACK CHECK OUT

1. Click on Checkout and then click on this button to **Download** the current version of contract language for editing

The contract body is displayed in this section

- Reviewing Contract Language (Offline)



Open the document in MS Word, make the necessary changes, save the document to a folder on your computer.

Note : You can enable Track Changes in MS Word, however SMART will highlight any changes made to the contract compared to it's previous versions.

- Reviewing Contract Language (Offline)

← MSA_TEMPLATE_0518.DOCX ▾

Contract Administrator : Vibhanshu Singh | Checked Out By: Vibhanshu Singh On 03/18/2020 Version 1.1 ▾ |

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UPLOAD MINOR VERSION **GO BACK** **CONTINUE EDITING** ▾

To upload the updated contract language click on **Upload Minor Version**

- Reviewing Contract Language (Offline)

Attachments

Drag and drop file here OR [UPLOAD DOCUMENTS](#)

Supported file formats: .doc,.docx.

Limited to file(s) of 10MB each.

Maximum 1 files can be uploaded at a time.

Browse for your file using the **Upload Documents** Button and upload it

[CLOSE](#)

- Reviewing Contract Language (Offline)

← MSA_TEMPLATE_0518.DOCX ▾

Contract Administrator : Vibhanshu Singh | Checked Out By: Vibhanshu Singh On 03/18/2020

Version 1.2 ▾

MASTER SERVICES AGREEMENT BETWEEN THE ASSOCIATION OF AMERICAN MEDICAL COLLEGES AND

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UPLOAD MINOR VERSION

GO BACK CONTINUE EDITING ▾

The system creates a new version for reference and version comparison

The changes get reflected in this section

3. Click on 'Check in' from the dropdown to proceed to next step of Team Review.

- Reviewing Contract Language (Online)

1. To review contract language online, first click on the **contract language** section

<input type="checkbox"/>	Name	Comments	Contract Administrator	Modified By	Type	Modified On	Version
<input type="checkbox"/>	MSA_Template_0518		Vibhanshu Singh	Vibhanshu Singh	Newly Added	03/18/2020	1

2. Click on the **Contract Name** to access the contract editing workspace

- Reviewing Contract Language (Online)

The contract body is displayed in this section

1. Click on **Check Out** button

← MSA_TEMPLATE_0518.DOCX ▾

Contract Administrator : Vibhanshu Singh | Last Modified By : Vibhanshu Singh On 03/18/2020 Version 2.0 | [Share] [Download]

MASTER SERVICES AGREEMENT BETWEEN THE ASSOCIATION OF AMERICAN MEDICAL COLLEGES AND

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GO BACK **CHECK OUT**

- Reviewing Contract Language (Online)

← MSA_TEMPLATE_0518.DOCX ▾

Contract Administrator : Vibhanshu Singh | Checked Out By: Vibhanshu Singh On 03/18/2020 Version 2.0 ▾ |

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[UPLOAD MINOR VERSION](#) [GO BACK](#) [CONTINUE EDITING ▾](#)

1. Click on **Continue Editing** button

- Reviewing Contract Language (Online)

← MSA_TEMPLATE_0518

Contract Administrator : Vibhanshu Singh | Checked Out By: Vibhanshu Singh On 03/18/2020

Version 2.0

Clauses Variables

Limitation of Liability new

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UPLOAD MINOR VERSION CANCEL SAVE AS DRAFT CHECK IN

1. Any changes made to a contract will be reflected in this section

2. You can add Clauses and Variables to the Contract Language from this section

- Reviewing Contract Language (Online)

The screenshot shows the GEP contract review interface. At the top, there is a blue header with a back arrow, a document icon, and the text "MSA_TEMPLATE_0518". Below this, a status bar indicates "Contract Administrator : Vibhanshu Singh | Checked Out By: Vibhanshu Singh On 03/18/2020" and "Version 2.0" with a refresh icon. The main content area features a rich text editor toolbar with various icons for undo, redo, search, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, text color, background color, and text alignment. On the left, there is a sidebar with "Clauses" and "Variables" tabs. Under "Clauses", a search icon and a list of clauses are visible, with "Limitation of Liability new" highlighted. The main document area displays the title "MASTER SERVICES AGREEMENT BETWEEN THE ASSOCIATION OF AMERICAN MEDICAL COLLEGES AND" followed by a horizontal line. The text of the agreement includes: "THIS AGREEMENT ("Agreement") is entered into this ____ 18th March 2020 ____ ("Effective Date") between the Association of American Medical Colleges, an Illinois not-for-profit corporation having a principal place of business at 655 K Street N.W., Suite 100 Washington, D.C. 20001-2399 ("AAMC")", and ____ AAMC QRG ____ ("Supplier"), for the purpose of providing assistance to AAMC." Below this, there are sections for "Contracted Services" and "Fees and Expenses". At the bottom of the interface, there are three buttons: "UPLOAD MINOR VERSION", "CANCEL", and "SAVE AS DRAFT" (highlighted with a white border), and a "CHECK IN" button with a dropdown arrow.

1. Click on a clause to add it to the contract Language

- Reviewing Contract Language (Online)

← MSA_TEMPLATE_0518

Contract Administrator : Vibhanshu Singh | Checked Out By: Vibhanshu Singh On 03/18/2020 Version 2.0 |

Clauses Variables

Limitation of Liability new

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EITHER PARTY’S AGGREGATE LIABILITY ARISING FROM OR RELATING TO THIS ORDER IS LIMITED TO THE AMOUNT PAID BY AAMC FOR THE SERVICES. TO THE MAXIMUM EXTENT ALLOWABLE UNDER APPLICABLE LAW, NEITHER PARTY SHALL BE LIABLE UNDER THIS AGREEMENT FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT, OR PUNITIVE DAMAGES.

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UPLOAD MINOR VERSIONCANCELSAVE AS DRAFTCHECK IN

The highlighted sections shows the clause that has been added to the Contract Language

- Reviewing Contract Language (Online)

← MSA_TEMPLATE_0518

Contract Administrator : Vibhanshu Singh | Checked Out By: Vibhanshu Singh On 03/18/2020 Version 2.0 |

Clauses **Variables**

Supplier name

Basic Variables

Supplier Name

Signatories

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UPLOAD MINOR VERSION **CANCEL** **SAVE AS DRAFT** **CHECK IN** ▾

Click on Check-In to finalize the changes you’ve made to the document and proceed further.

- Reviewing Contract Language (Online)

← MSA_TEMPLATE_0518.DOCX ▾

Contract Administrator : Vibhanshu Singh | Last Modified By : Vibhanshu Singh On 03/18/2020 Version 3.0 ▾ |

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[GO BACK](#) [CHECK OUT](#)

2. The system creates a new version for reference and version comparison

1. The changes get reflected in this section

3. Click on ‘Go Back’ to proceed to next step of Team Review.

- Reviewing Contract Language (Word-Plugin)

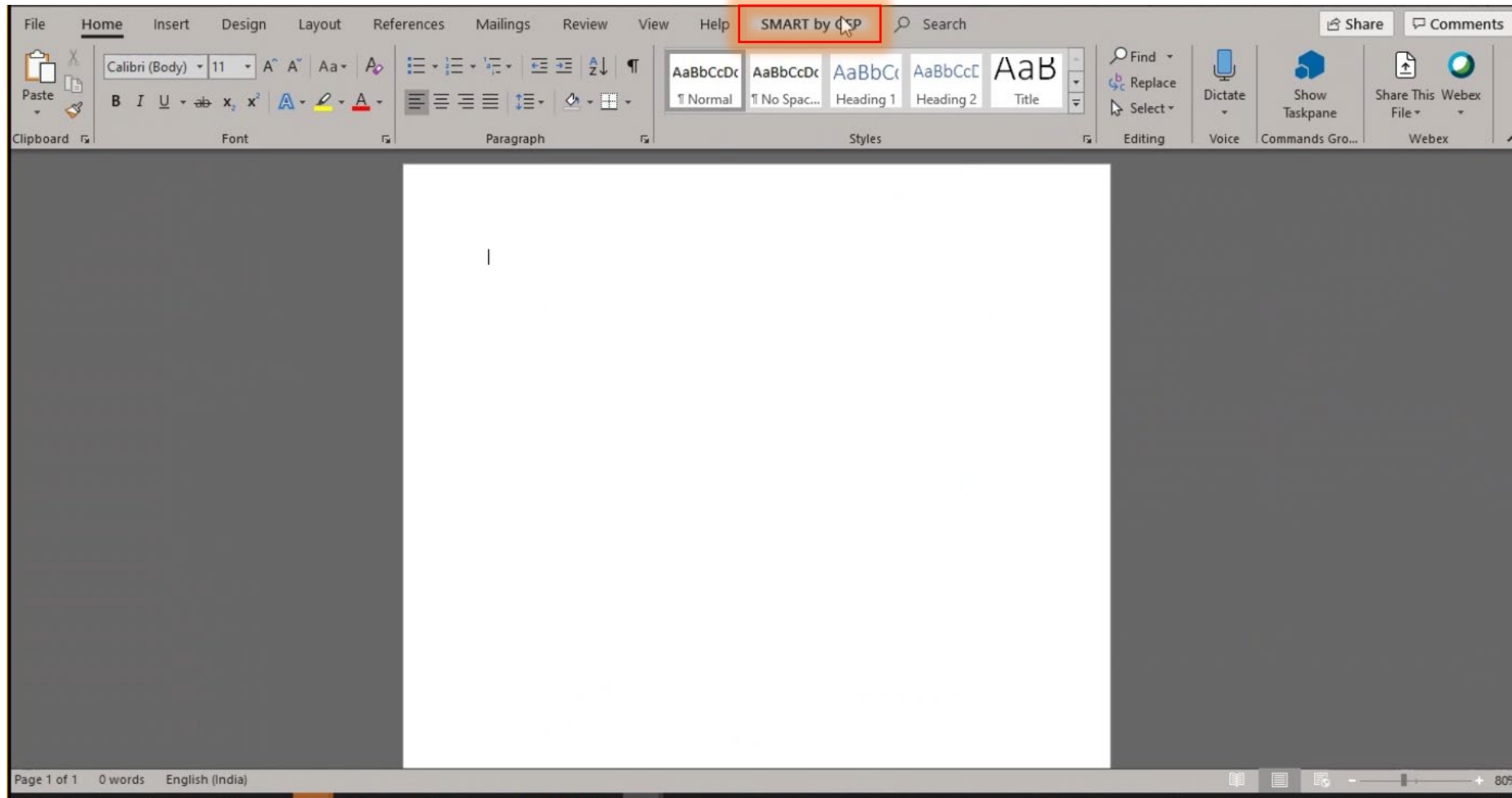
1. To review contract language online, first click on the **contract language** section

CONTRACT LANGUAGE - Authoring

<input type="checkbox"/>	Name	Comments	Contract Administrator	Modified By	Type	Modified On	Version		
<input type="checkbox"/>	MSA_Template_0518		Vibhanshu Singh	Vibhanshu Singh	Newly Added	03/18/2020	1		

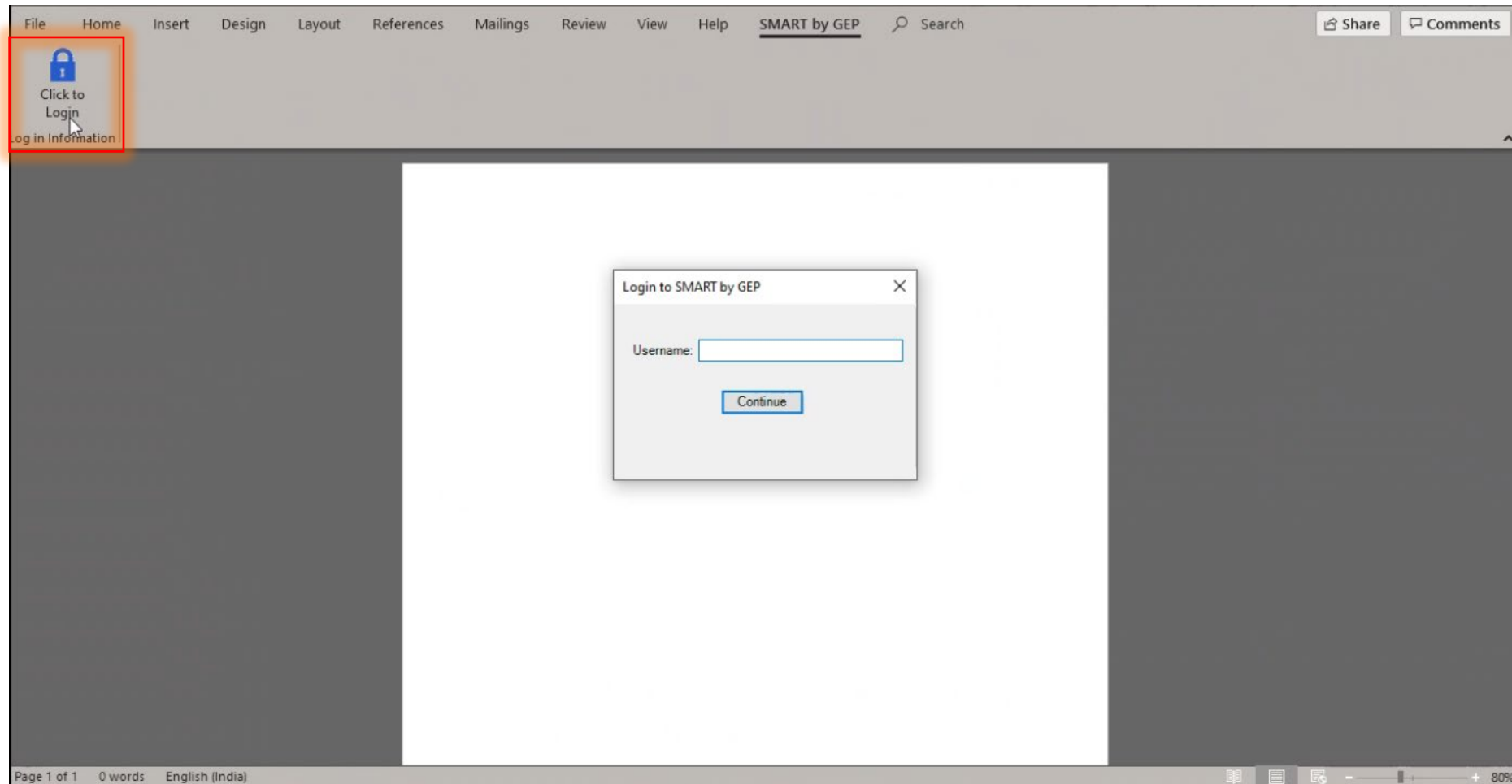
2. Click on '**Download Plugin to draft online**' button to download the Word Plugin and install it

- Reviewing Contract Language (Word-Plugin)



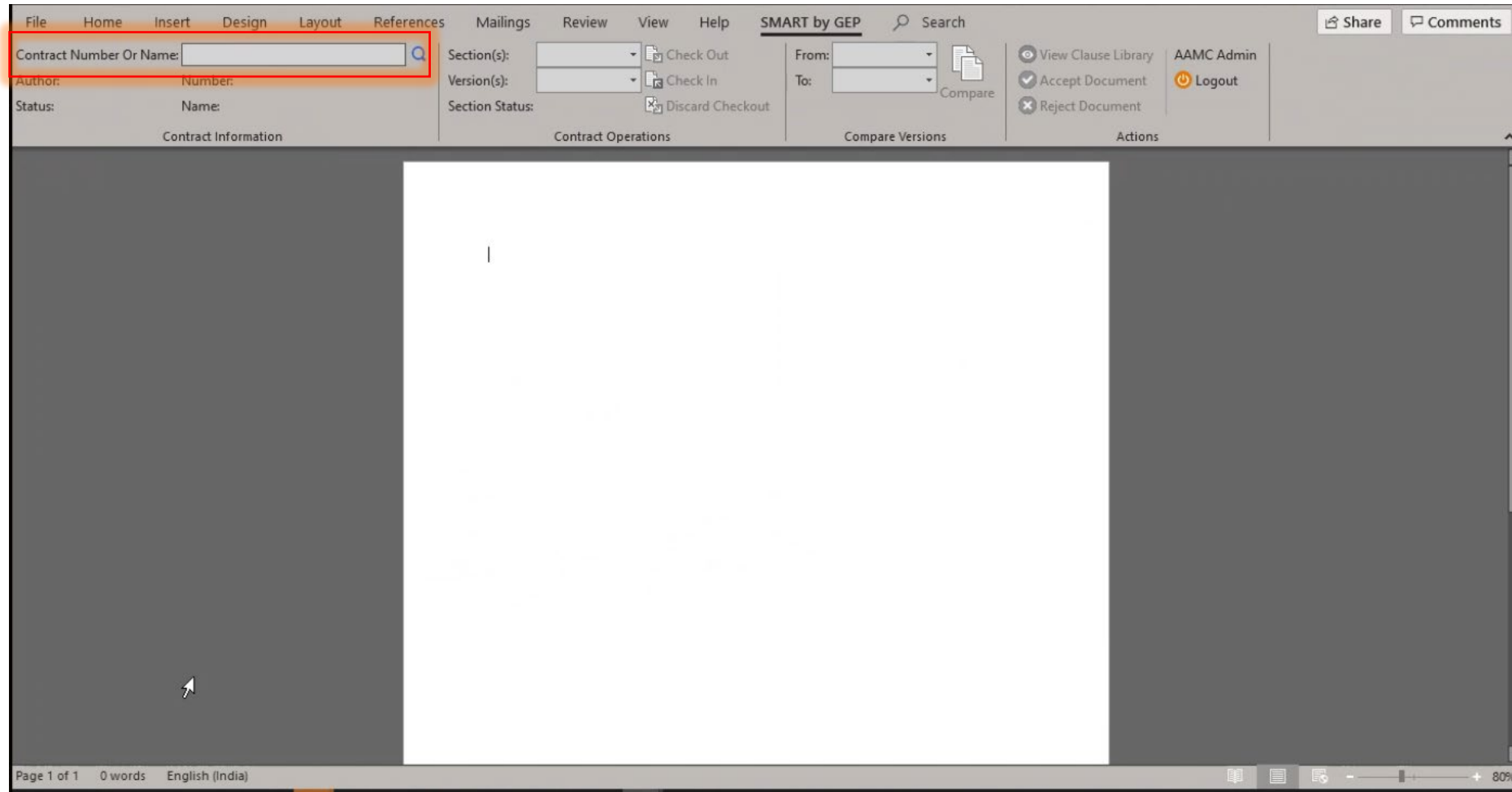
After installing the Plugin, open a blank document in Microsoft Word and Click on SMART by GEP tab

- Reviewing Contract Language (Word-Plugin)



- Click on 'Click to Login' button
- Enter your full credentials from SMART

- Reviewing Contract Language (Word-Plugin)



- The following screen appears after the user logs into Word-Plugin
- You can search for Contracts by their name in the search box highlighted above

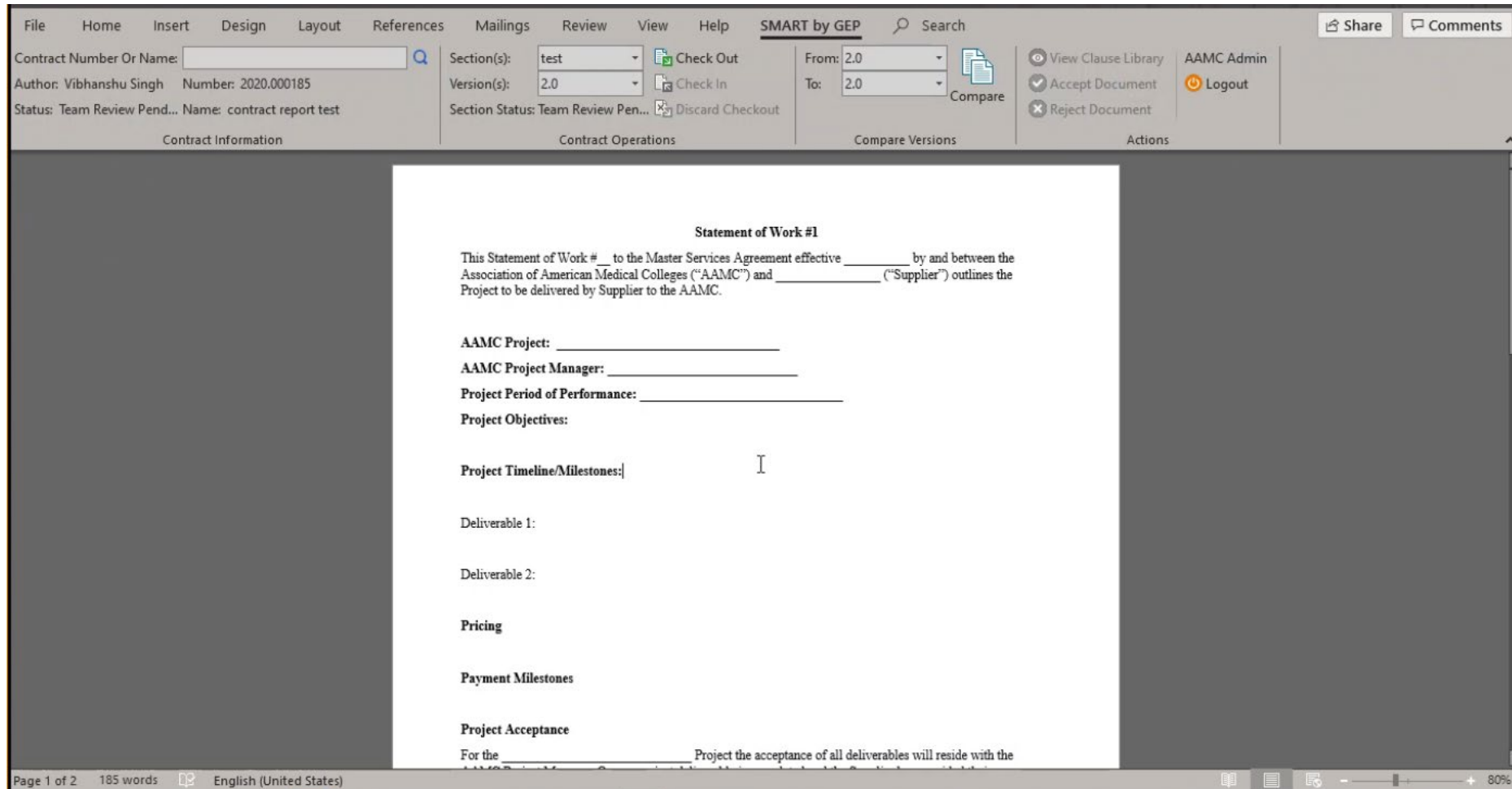
- Reviewing Contract Language (Word-Plugin)

The screenshot displays the SMART by GEP Word-Plugin interface. The top ribbon includes tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, View, and Help. The 'SMART by GEP' tab is active, showing a search bar and various contract management options like 'Check Out', 'Check In', 'Discard Checkout', 'Compare', 'View Clause Library', 'Accept Document', and 'Reject Document'. A 'Search Contract' dialog box is open, featuring a search input field with the text 'contract' and a 'Search' button. Below the search bar, a table lists search results with columns for Contract Title, Contract Number, and Contract Status. The first row is highlighted in blue.

Contract Title	Contract Number	Contract Status
contract report testing	2020.000186	Team Review Pending
test contract 1	2019.000175(Revision 1)	Expired
Contract without lines	2020.000253	Approval Pending
Contract for QRG	2020.000219	Live
contract for approval	2020.000238	Team Reviewed
Contract for QRG	2020.000191	Expired
Contract for CPO	2019.000179	Approval Pending
contract report test	2020.000185	Team Review Pending

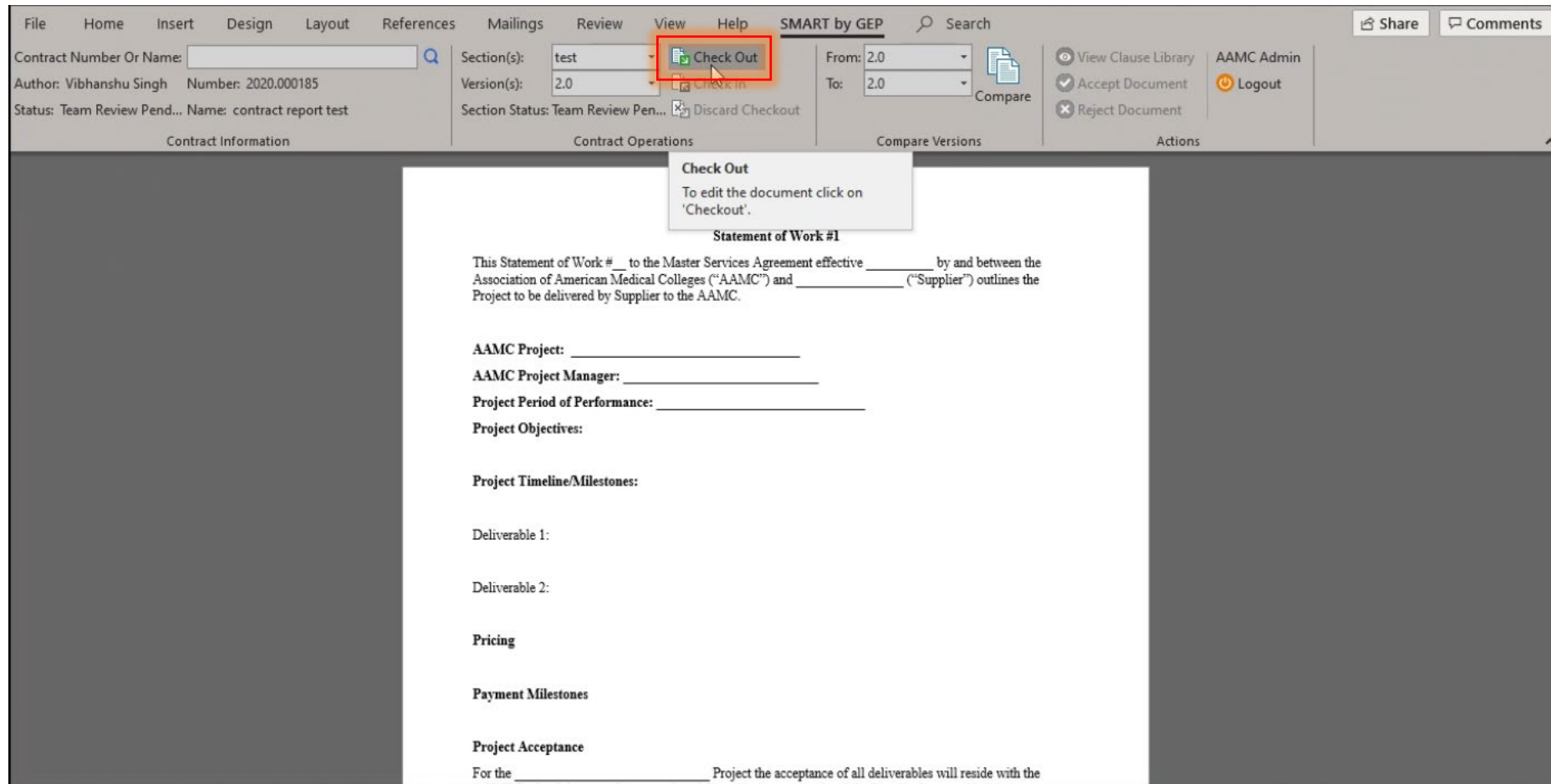
- You can search for Contracts by their name in the search box highlighted above

- Reviewing Contract Language (Word-Plugin)



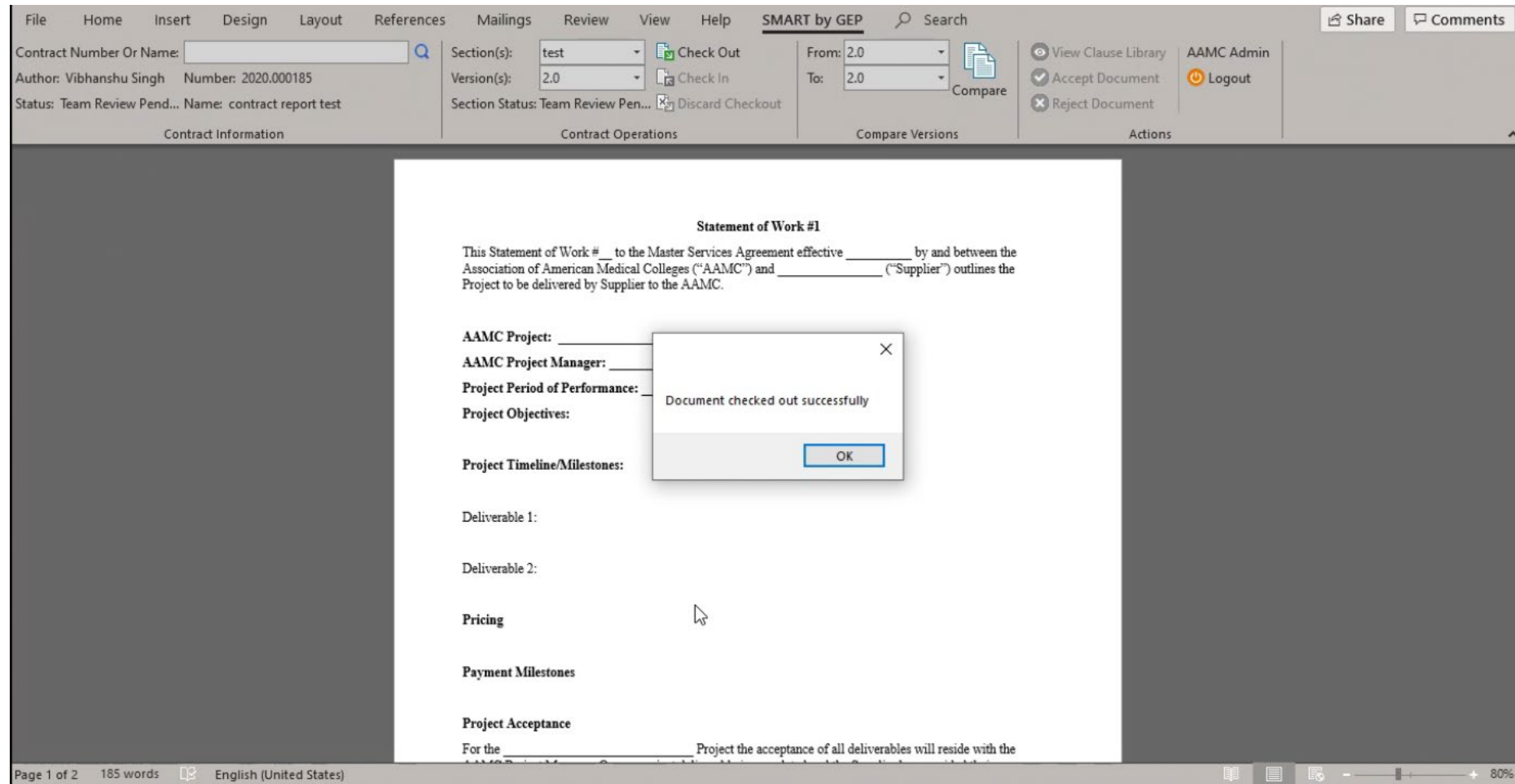
- The selected contract is now available for editing and reviewing

- Reviewing Contract Language (Word-Plugin)



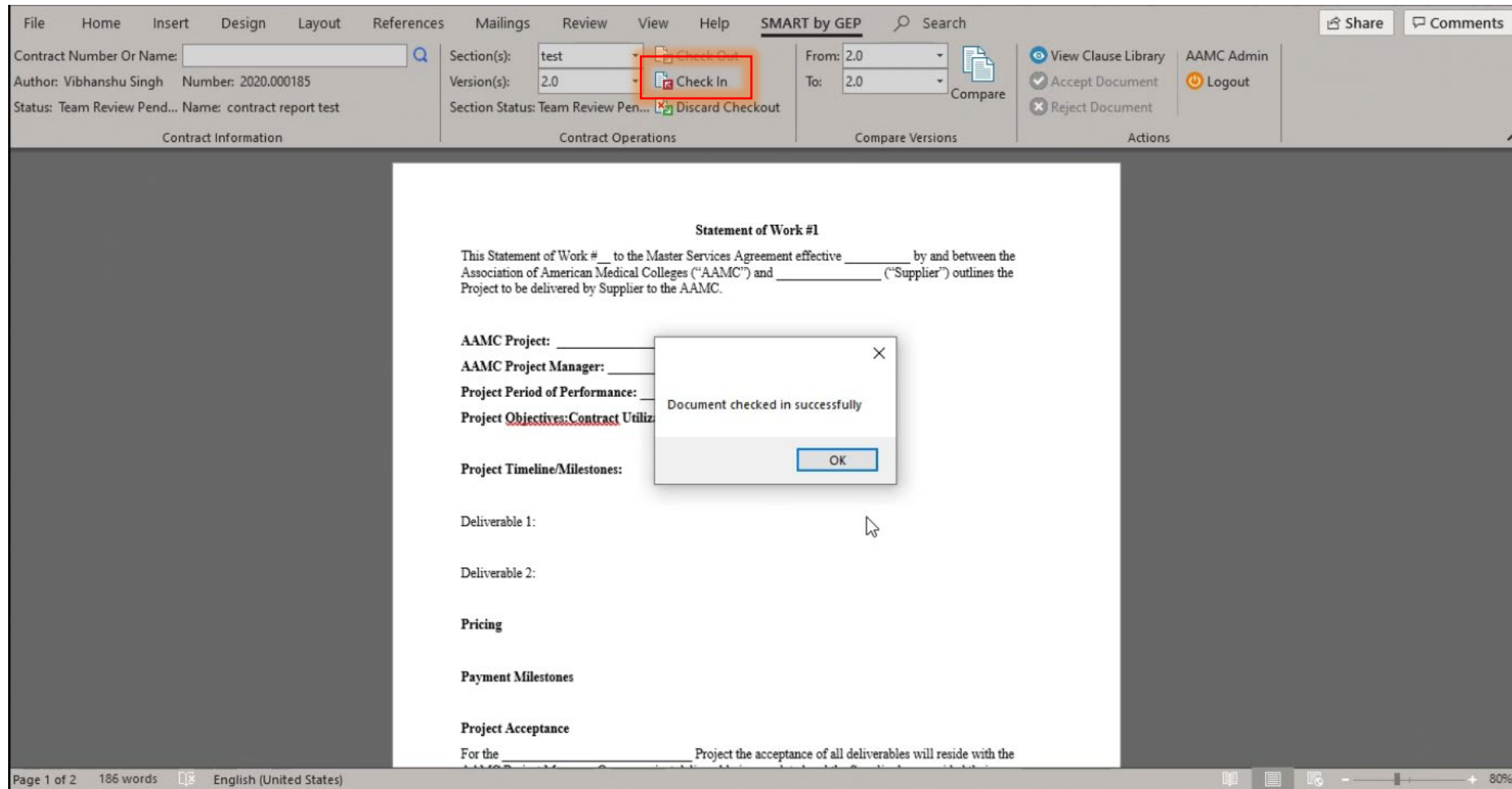
- Click on 'Check Out' to start editing and reviewing the Contract

- Reviewing Contract Language (Word-Plugin)



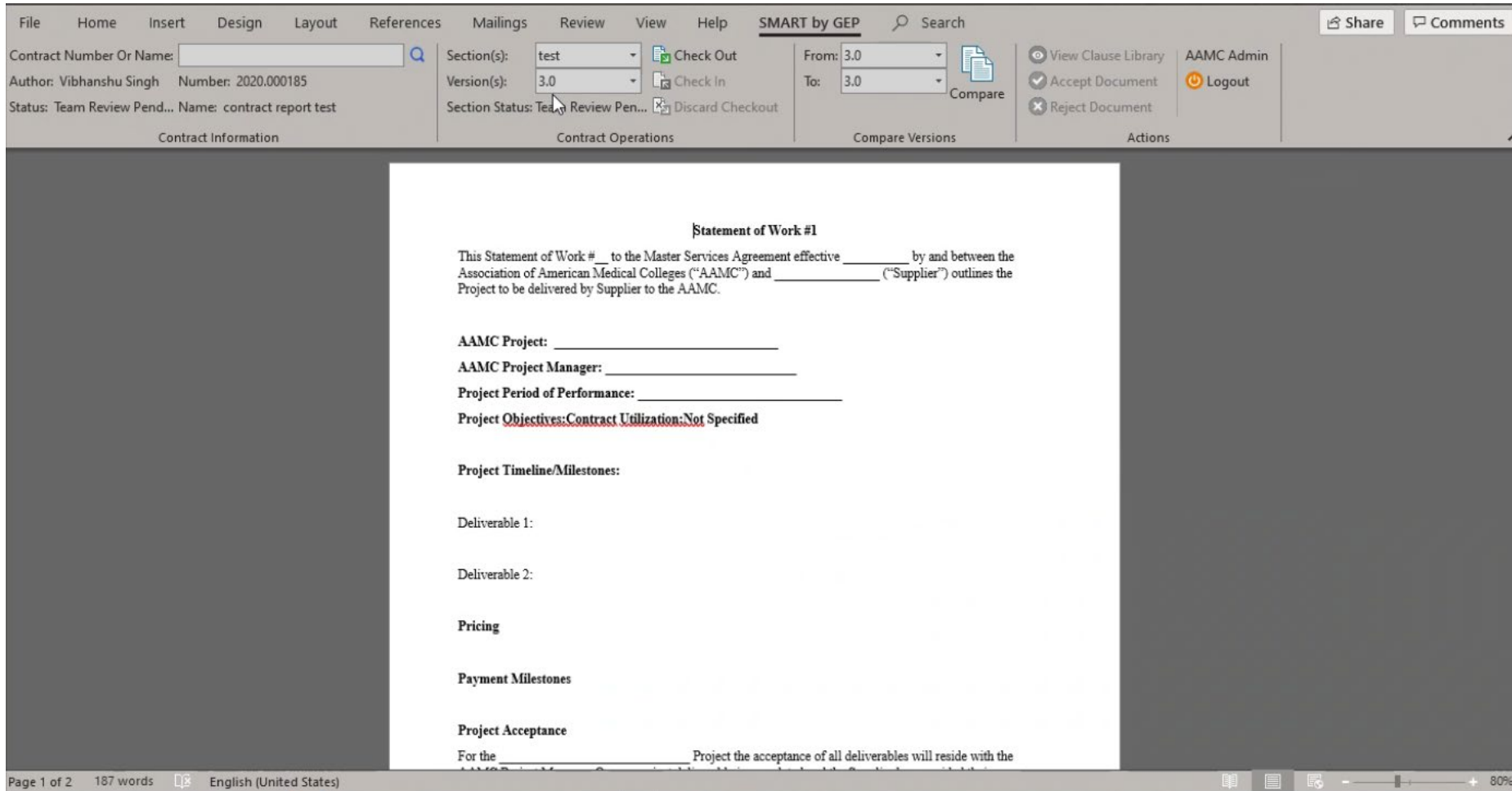
- The Document is successfully checked out

- Reviewing Contract Language (Word-Plugin)



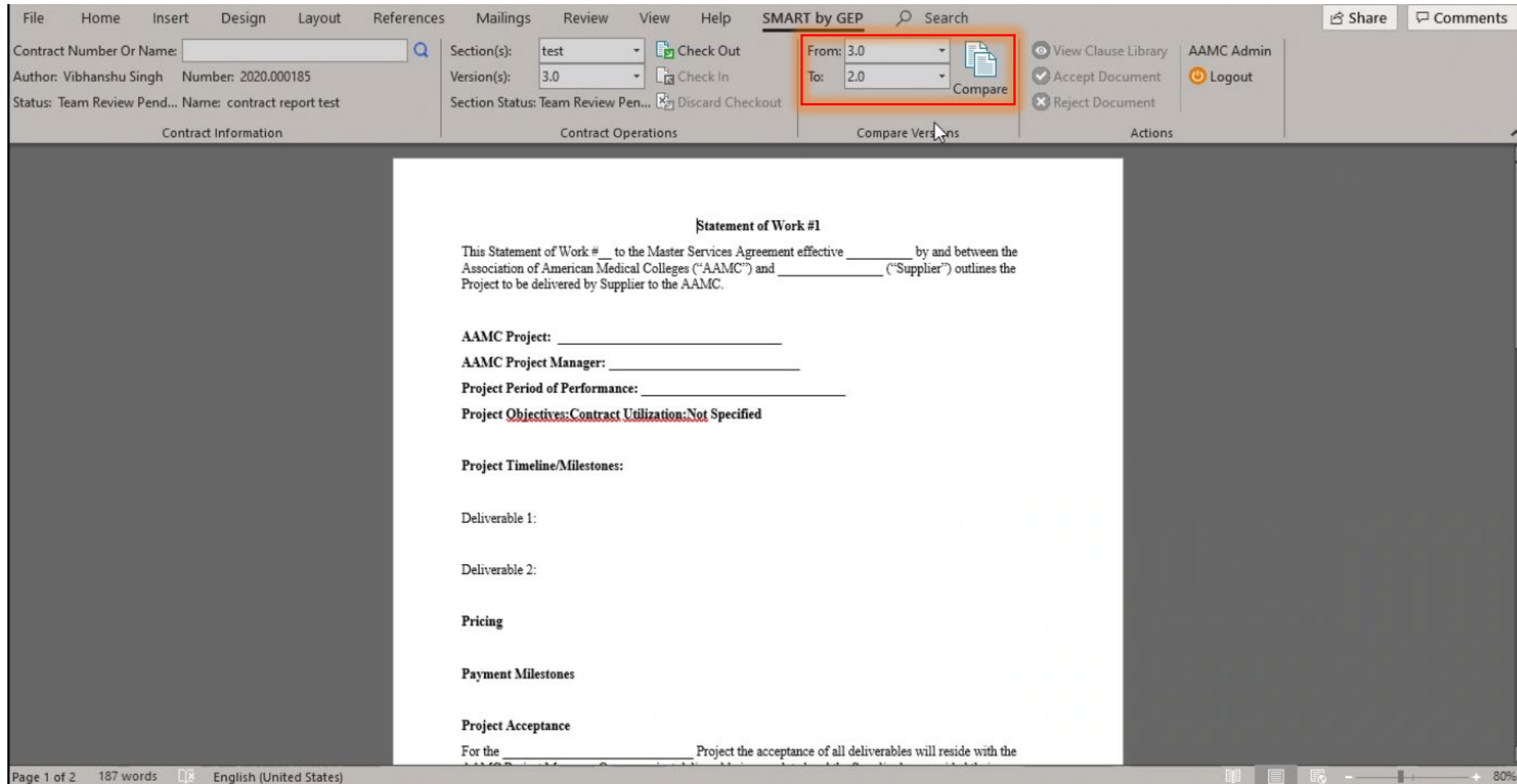
- After making the required changes, click on 'Check In'

- Reviewing Contract Language (Word-Plugin)



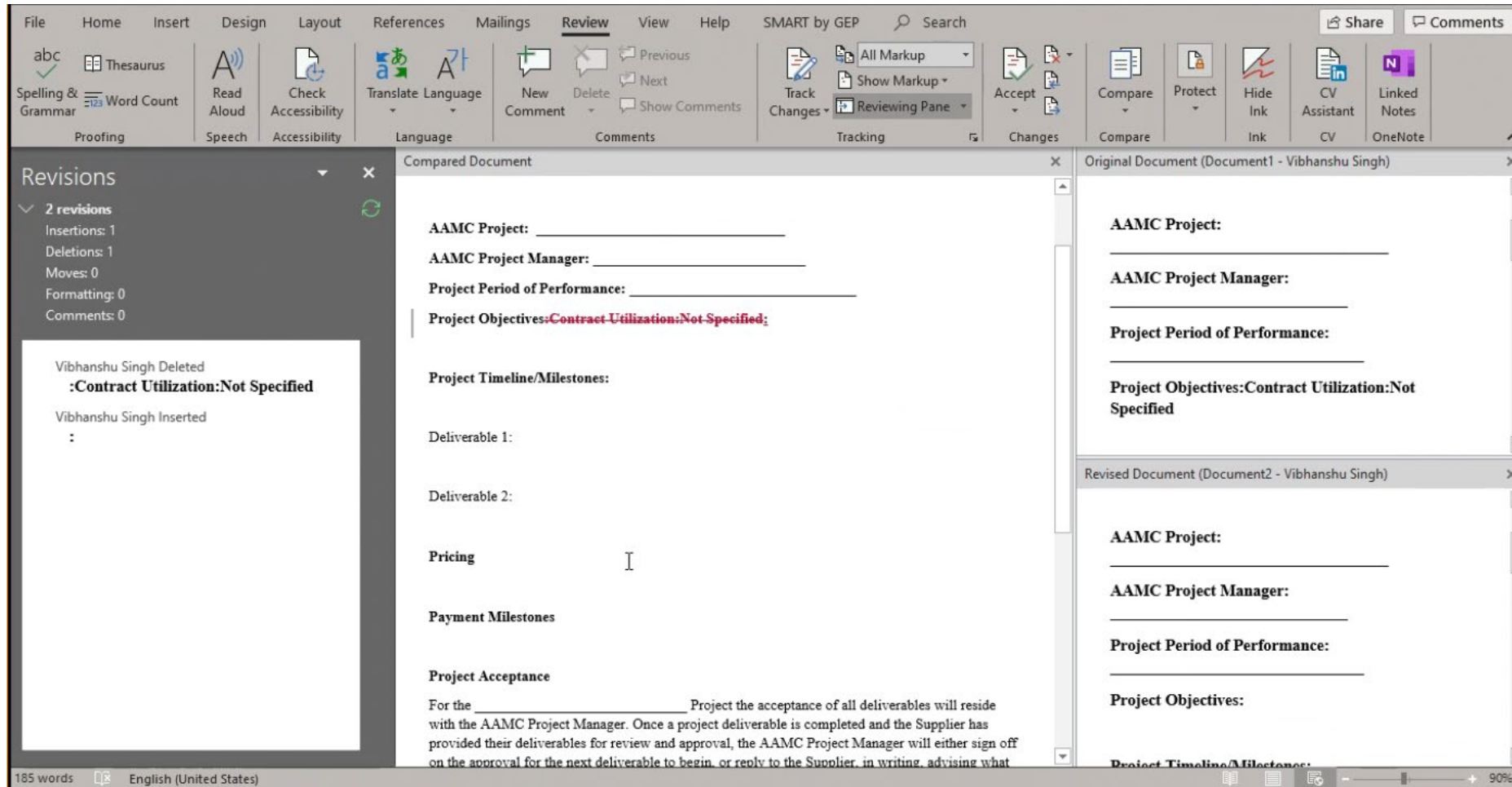
- The changes are now saved in SMART by GEP

- Reviewing Contract Language (Word-Plugin)



- The changes made to a Contract can be compared to its previous versions by selecting the two versions and clicking on **'Compare'**, in the section highlighted in the above screenshot

- Reviewing Contract Language (Word-Plugin)



- The following screen appears on clicking on 'Compare'

- Reviewing a Contract

The interface displays a list of contract sections for review:

- > BASIC DETAILS
- > APPLICABLE FOR
- > INTERNAL PARTY
- > EXTERNAL PARTY
- > TERMS
- > CONTRACT LANGUAGE - Authoring
- > NOTES AND ATTACHMENTS
- > LINES
- > NOTIFICATIONS
- > ADDITIONAL INFORMATION

At the bottom, there are three buttons: **PREVIEW**, **CANCEL**, **REJECT**, and **ACCEPT**. A vertical progress indicator on the right side shows a green circle next to the 'CONTRACT LANGUAGE - Authoring' section, indicating the current step.

Click on **'Accept'** to complete the review process and move the contract to the next step

- Reviewing a Contract

Comments

Withdrawn by **Vibhanshu Singh** (Shared with Internal users only) 2/27/2020 05:45 PM

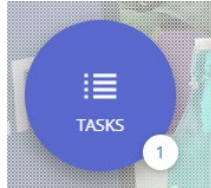
Testing

Share with : Internal users only

Enter your comments here

Enter the relevant comments and Click on **'Accept'**

- When a contract is ready to be signed, the supplier signatory will receive a task via email. To sign, click on the task:



- Suppliers must sign before AAMC will sign a document
- Click “Sign Contract”



- When prompted, select the mode you would like to use.

Please select signature method

- Online mode Offline mode

- To sign offline, when prompted, select “Offline Mode”.

Please select signature method

Online mode Offline mode

- Download the document

Offline Signature

Please download document for offline signature.

[DOWNLOAD](#) [CANCEL](#)

- Sign and upload again and click “close”

Attachments

Drag and drop file here OR [UPLOAD DOCUMENTS](#)


Supported file formats: .pdf.

Limited to file(s) of 10MB each.

Maximum 5 files can be uploaded at a time.

[CLOSE](#)

- You have completed the task and it will now go back for Buyer signature.


- To sign a contract on the SMART system, you must first set up your Password. To do this:
- Click your Profile Icon: 

Electronic Signature Settings

Enable Signature

Available For Contract Procurement

Create Signature Upload Signature

Test McTesterson  20 

Test McTesterson

Set Signature Password 

- At the bottom, look at the Electronic Signature Settings , click “enable Signature,
- Click “Contract”
- Then either create your signature, which will be a basic Text Signature with limited fonts, or Upload a picture of your actual signature. The latter is preferred.
- Set a Signature Password and make sure to note it.

- To sign online, select “Online Mode”

Please select signature method

Online mode Offline mode

- Fill in the required fields and click “sign”:

Sign Contract

Signatory Password*

You must enter a value for the attribute



Place*

You must enter a value for the attribute

Title*

You must enter a value for the attribute

Date

04/22/2020

I have authority to enter into this contract on behalf of my organization. I have read this contract in its entirety.

PREVIEW

CANCEL

SIGN

- You have completed the task and it will now go back for Buyer signature.