



Contract Authoring

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Contract Authoring for the Vendor

Receiving and Editing the Contract Agreement

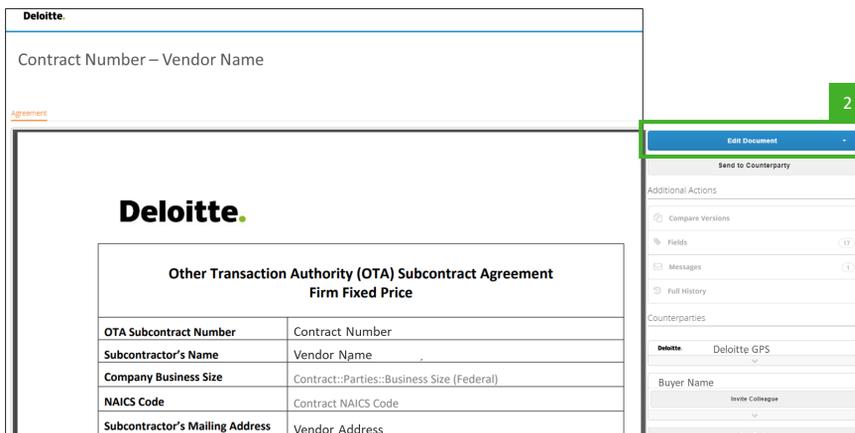
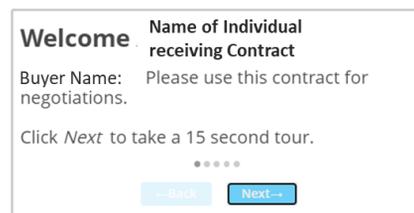
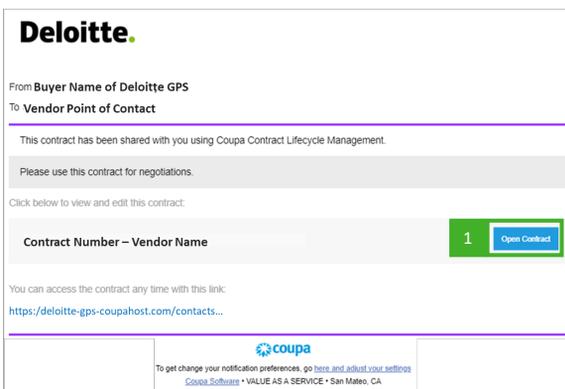
Coupa Supplier Portal (CSP) supports the contracting process between Deloitte GPS and its vendors. The Procurement Professional (Buyer) will initiate the subcontract collaboration process. Registration or access to CSP is not required to edit or execute the subcontract.

Contract Authoring by the Counterparty

After the Buyer invites the counterparty to collaborate on the contract, you will receive an email invitation with a link to Coupa. This link provides restricted access to the Coupa Contract Collaboration tool. You will be able to download the agreement, make edits and re-upload the document into Coupa. You will not be able to edit document fields that pull from Deloitte's underlying contract data.

Download Contract

- 1 To view the contract and submit edits, click **Open Contract** in the invitation email. The first time you access Coupa, you will be prompted to take a tour. You can select Skip Tour to continue. View the contract document in your browser window.
- 2 Click **Edit Document** to download the document.
 - Click **Download for Edit** to download and modify the contract. The contract is saved to your default download folder. If desired, select Invite Colleague to send the contract to someone in your organization.
 - Click **Download Read Only** to download the contract as “read only”.
 - When editing the document, make your changes in your word processing program.



Note: Deloitte GPS may turn on “Track Changes” in the Word document to enable both parties to monitor revisions. Additionally, Coupa will track different versions of the contract that parties exchange with one another.

File

Contract Authoring for the Vendor

Receiving and Editing the Contract Agreement

Coupa Supplier Portal (CSP) supports the contracting process between Deloitte GPS and its vendors. The Procurement Professional (Buyer) will initiate the subcontract collaboration process. Registration or access to CSP is not required to edit or execute the subcontract.

Contract Authoring by the Counterparty

Upload Contract

When you have completed edits, open the email and click **Open Contract** again.

- 3 If you would like to include a message, click **Messages**, enter text and click **Post**.
- 4 Click **Upload** to import the document back to Coupa.
- 5 Click **Upload My Changes** and locate the folder where the modified contract is saved, select **Open**.
- 6 When the **Upload** screen is completed, click **Send to Counterparty**. A notice displays to confirm contract was submitted. The Buyer will be notified once you return the contract and can begin to review any modifications.

IMPORTANT: Once the document is uploaded, the document will be locked. Do not continue editing the document from your computer as those changes will not be included in the version uploaded in Coupa.



The screenshots illustrate the steps for uploading a contract and sending it to the counterparty:

- Step 3:** The 'Additional Actions' menu is shown with 'Messages' highlighted. A 'Messages' dialog box is open, showing a text input field and a 'Post' button.
- Step 4:** The 'Upload' button is highlighted in the document interface.
- Step 5:** The 'DOCUMENT UPLOAD' screen is shown with the 'Upload my changes' button highlighted.
- Step 6:** The 'Send to Counterparty' button is highlighted in the document interface.

Additional details from the screenshots include: 'Locked by You Cancel Lock' and 'Locked by Vendor Name' status indicators, and a confirmation message: 'Contract has been submitted with your Counterparty and current negotiation round is closed.'

Contract Authoring for the Vendor and Procurement Professional (Buyer)

Executing the Contract Agreements and Publishing the Contract

Coupa Supplier Portal (CSP) supports the contracting process between Deloitte GPS and its vendors. The Procurement Professional (Buyer) will initiate the subcontract collaboration process. Registration or access to CSP is not required to edit or execute the subcontract.

Signature Process to Execute the Agreement

Executing the Agreement

Once contract collaboration is completed, the contract is ready for signature.

- 1 The Buyer will send the contract to you via email. To execute the contract, open the email and click **REVIEW DOCUMENT**. You will be directed to **DocuSign** – an application that is external to Deloitte which enables parties to apply electronic signature. If you have questions regarding the DocuSign application, contact gpscoupahelp@deloitte.com.
- 2 Click the **checkbox** to agree to use electronic signature and click **Continue**. If another individual should sign the contract, forward the email or click **Other Options**, select **Assign to Someone Else** and complete the screen.
- 3 Click **Start** to initiate the signature process.
- 4 Click **Sign**. You will be taken to one or more fields that require you to add a title or signature. You may be prompted to create/draw a signature in which case follow the steps to complete that process and proceed with signing the contract.
- 5 When all fields requiring your signature are completed, click **Finish**. You will receive a confirmation that that the Contract is signed. The contract is then returned to the Buyer for full execution. Once the Buyer or appropriate Deloitte GPS representative signs the contract, the contract is fully executed, and an email .
- 6 After full execution, the contract is **Published**, and a link to the fully executed contract is emailed to you.

The following steps illustrate the signature process in DocuSign:

- Step 1:** The user receives an email from the Buyer. In the DocuSign interface, they click the **REVIEW DOCUMENT** button.
- Step 2:** The user is prompted to agree to use electronic records and signatures. They check the checkbox and click **CONTINUE**.
- Step 3:** The user is shown the DocuSign Envelope ID and clicks the **START** button to begin the signing process.
- Step 4:** The user is taken to the **SIGN** screen, where they enter their signature, name, title, and date for both Deloitte and the Vendor Name.
- Step 5:** After completing the signature fields, the user clicks the **FINISH** button to complete the document.
- Step 6:** The user receives a confirmation message: "Your document has been completed" and is directed to **VIEW COMPLETED DOCUMENT**.

Resources

Quick Reference Guides and Support Information

Below are reference material to assist you in navigating various transactions with Deloitte GPS and obtaining support.

Quick Reference Guides

- [Vendor Setup for Coupa Supplier Portal \(CSP\)](#)
- [Sourcing Instructions for Vendors](#)
- [Contract Authoring](#)
- [Purchase Orders](#)
- [CSP Invoicing](#)

NOTE: The Quick Reference Guides are also available in two locations:

- [GPS Vendor Connect Coupa Supplier Portal](#) page; select **Coupa Supplier Portal**
- Your GPS Vendor Portal dashboard under the **Coupa User Guides Links** tile

Support Contacts

Topic	Who to Contact
Coupa Supplier Portal Registration	<ul style="list-style-type: none"> • Access Coupa Chat in the lower right of the screen • Utilize Help feature in the upper right of the screen • Contact Coupa Support at supplier@coupa.com
MFA Questions – Coupa only	<ul style="list-style-type: none"> • Contact Coupa Support at supplier@coupa.com
Invoice and Payment Status	<ul style="list-style-type: none"> • Contact Deloitte GPS Accounts Payable at invoices@deloitte-gps.couphost.com
Purchase Orders Status	<ul style="list-style-type: none"> • Contact your Deloitte Procurement Representative • Contact GPS Vendor Portal System Management team at usgpsvendorportalsystemmgt@deloitte.com
Contracting and DocuSign	<ul style="list-style-type: none"> • Contact your Deloitte Procurement Representative
Other Coupa questions related to transactions with Deloitte	<ul style="list-style-type: none"> • Contact your Deloitte Procurement Representative • Contact GPS Vendor Portal System Management team at usgpsvendorportalsystemmgt@deloitte.com
Other questions related to Coupa functionality	<ul style="list-style-type: none"> • Access Coupa Chat in the lower right of the screen • Utilize Help feature in the upper right of the screen • Contact Coupa Support at supplier@coupa.com



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