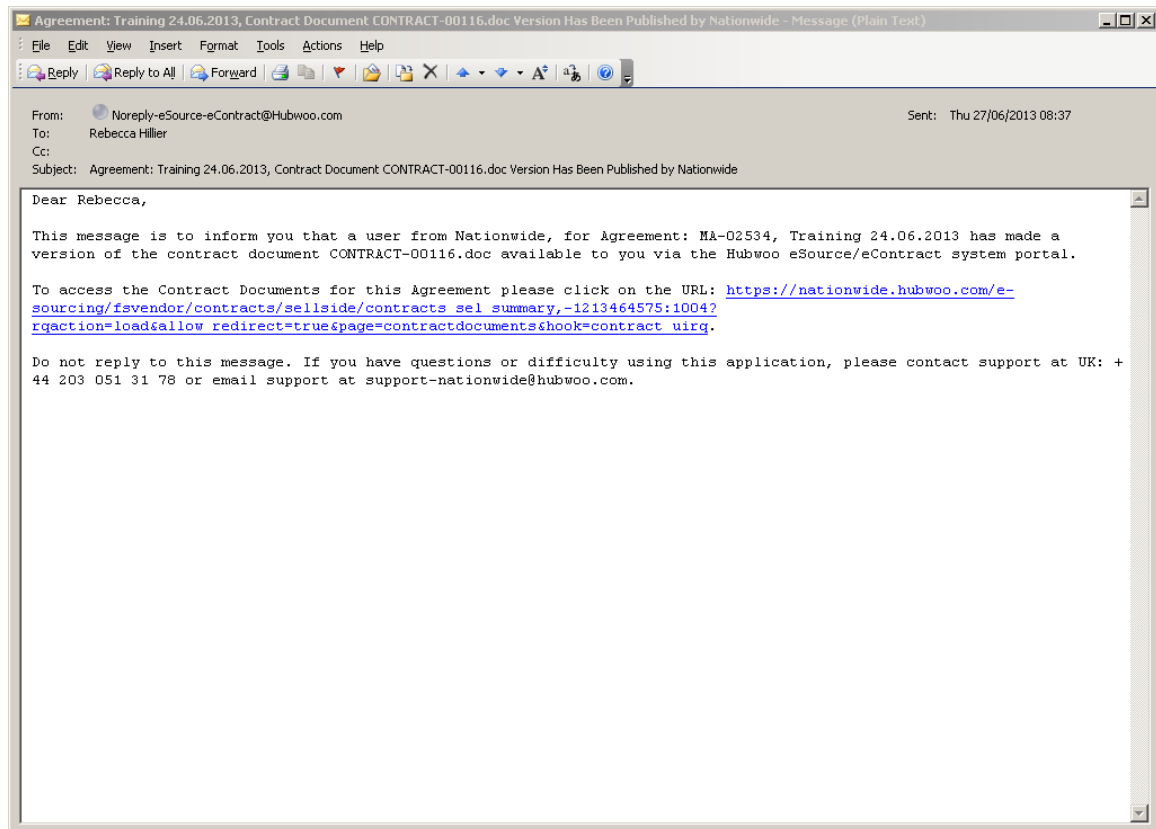




Contract Management Training

This user guide covers the process of negotiating contract terms on the online contract management tool.



You will receive an e-mail from No Reply SAP Sourcing. Please click on the link and log into the tool.



Click on the contract name 'Training Contract'

Nationwide
On your side

Welcome **R. Hillier** | My Settings | Help | About | Log Off

RFX | Auctions | Contracts | XPress

Back | Master Agreement: Training 24.06.2013 > Training Contract

Displaying: Contract Document in Master Agreement MA-02534: Training 24.06.2013 : Training Contract

Document | Actions

General

Name: Training Contract
Description:
Type: Framework

Check-Out Information

Checked Out By:
Check-Out Comment:

Final Signed Document

File name:

Version History

Compare

	Date Added	File Name	Added By	Comment	Status
<input type="checkbox"/>	27-06-2013 08:35 (BST)	Training contract.doc	Nationwide		Supplier Draft

Next click on actions and check out.

Displaying: Contract Document in Master Agreement M

Document | Actions

General

Check Out
Check In
Cancel Check-Out Contract Document

Check out the contract document

Description:

Enter check out comments and then click on OK.

Check Out

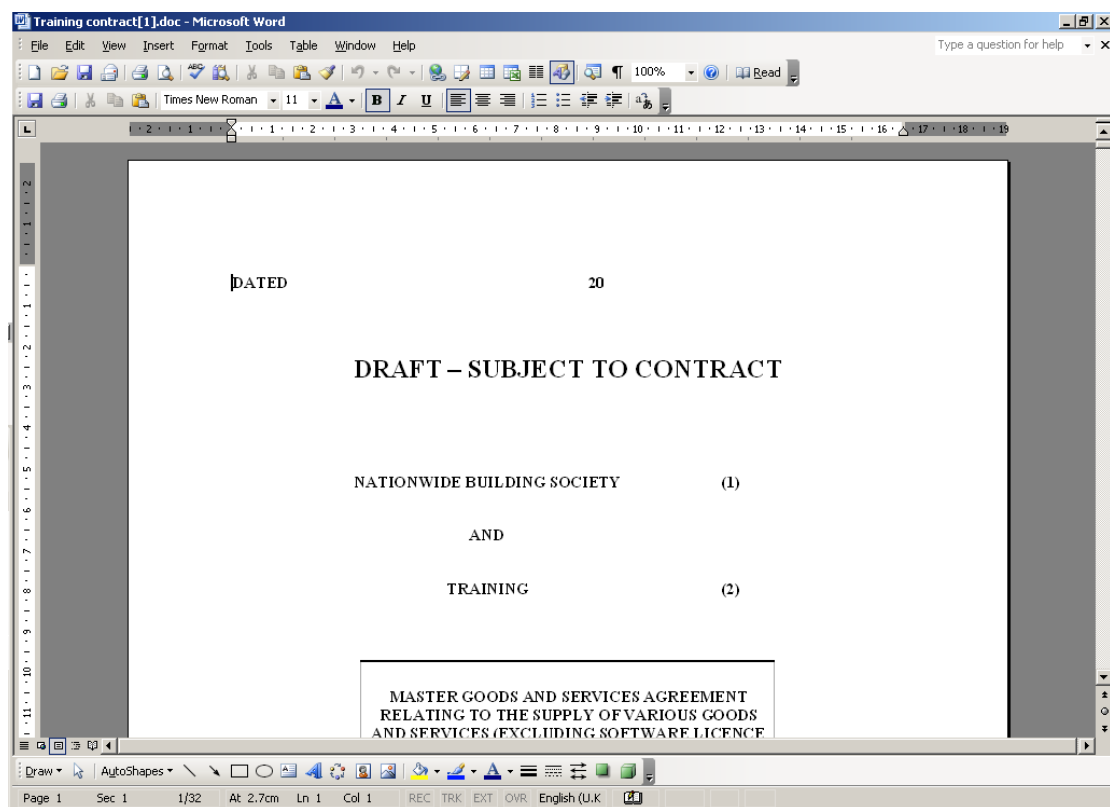
Checked Out By: Rebecca Hillier

Check-Out Comment:

0 of 255 characters

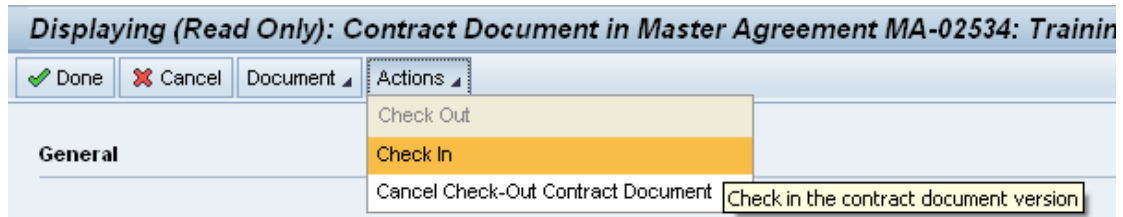


Next click on the file name to download the contract document.



Review the contract document and make any changes before saving the document locally.

Navigate back to SAP Sourcing and click on Actions – Check In.



Once the document has been check in an automatic e-mail will be sent to the Nationwide Sourcing Specialist so they can review the changes.

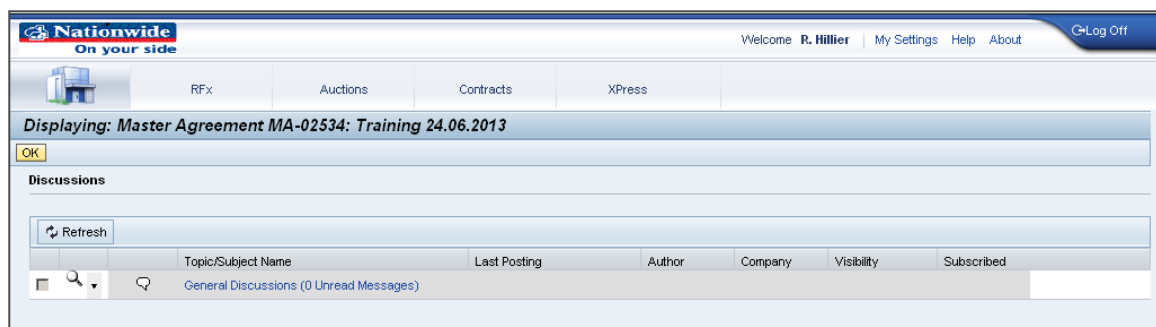
Discussions

Any clarifications or comments relating to the negotiation of the contract document must be communicated to Nationwide using the discussions e-mail functionality.

To create a new discussion, click onto 'Discussions'.



Then onto General Discussions.



Click onto New Message

Nationwide
On your side

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Back | Master Agreement: Training 24.06.2013 > General Discussions

Displaying: Topic in Master Agreement MA-02534: Training 24.06.2013 : General Discussions

OK

Topic Name: General Discussions
Description: Use this topic to post general discussions for this event or change the name to post specific discussions about a different topic

Subjects

New Message | Refresh

Subject	Last Posting	Author	Company	Visibility	Subscribed
---------	--------------	--------	---------	------------	------------

Enter a subject, e-mail content and attachment (If applicable) and then click on OK.

Nationwide
On your side

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RFX | Auctions | Contracts | XPress

Back | Master Agreement: Training 24.06.2013 > Topic: General Discussions > Schedule 1

Creating: New Message in New Subject : null : Schedule 1

OK | Cancel

Message Contents

Author: Rebecca Hillier
Company: Barbara Hill
* Subject: Schedule 1
* Content: Please see attached comments relating to schedule 1 of the services contract
77 of 2000 characters
Attachment: Training contract.doc