

Contract Negotiations Quick Reference Guide

The screenshot shows the Broadlane Frictionless SRM interface. At the top, the logo 'broadlane' is on the left, and 'Workbench ? Help' and 'Logged in as: S. 1 Log Off' are on the right. Below the logo, 'Frictionless SRM' and 'Interchange' are displayed. A navigation bar contains 'RFx', 'Auctions', and 'Contracts'. The main content area shows a breadcrumb trail 'Contract List > RK PROJ 31 Aug 06' and a timestamp 'Last page refresh: 9/5/06 2:31 PM (CDT)'. A contract record is displayed with the following elements:

- 3**: Contract ID 'CON 71-2006: RK PROJ 31 Aug 06' (circled in red)
- 4**: Contract title '71-2006: RK PROJ 31 Aug 06' (circled in red)
- 1**: 'Summary' tab (circled in red)
- 2**: 'Contract Documents' tab (circled in red)
- 3**: 'Attachments' icon (circled in red)
- 5**: 'Contract Name' column containing a blue hyperlink 'AGR-000240-2006a.doc' (circled in red)

Type	Name	Checked Out By	Status
Contract	AGR-000240-2006a.doc		Vendor Draft

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1. **Summary**-Provides information such as effective and close dates, contract manager contact information, etc.
2. **Contract Documents**-Provides direct access to the contract
3. **Attachments**- Add attachments or retrieve attachments provided by contract manager (contract revisions SHOULD NOT be place here).
4. **Discussions**- Create an online discussion with the contract manager. This is ideal if you have questions or need clarification.
5. **Contract Name**-Direct hyperlink (blue) to retrieve / check out the contract to review and edit as necessary.

Contract Negotiations

When a buyer has designated a contract document for your review, you will receive an email notification of the event and also see it listed on the Contract Documents page. The application will help maintain version control while you have the ability to check out the document, review it and edit it if needed, and check the document back in. Use the following outline as a checklist to ensure that required information has been completed.

To review and edit a contract document using version control:

- 1) From the Workbench screen, select the **Contracts** button.



a. The contract list screen appears

- 2) On the **Contract List** screen, click the link for the contract document to review.

ID Δ	Agreement Name Δ	Effective Δ	Perpetual Δ
ABS-000029-2006	Comprehensive	6/21/06	
CON-00003-2006	ContractABC_SD_1	6/21/06	
CON-00020-2006	ContractABC_BF_1	6/21/06	

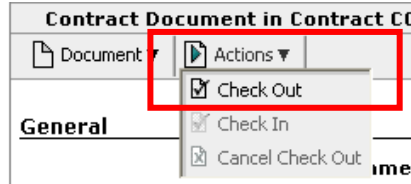
a. The contract summary tab screen appears

- 3) Select the **Contract Documents** tab
- 4) Click the link for the Contract to review



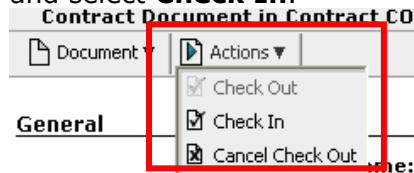
- (a) The version history screen appears. Review any notes provided by the Broadlane Contract Manager found in the Check In Comments column


- 5) Click the **Actions** button in the toolbar and select Check Out.



- 6) In the Check Out dialog box, enter comments to describe your anticipated actions (i.e. reviewing document and will complete by COB tomorrow) and click **OK**.
- 7) Click the contract name in the **File Name** column and save the contract to your hard drive. (Pay particular attention to the name of the document for easy location afterwards)

- 8) Open the contract from its saved location and review/edit it as necessary in Microsoft Word.
- 9) **Save** your changes.
- 10) On the Contract Document Details page, click the **Actions** button in the toolbar and select **Check In**.



- 11) In the **Check In a New Version** dialog box, click the **Browse** icon () to find the contract document you edited (saved to your hard drive).
- 12) Browse your hard drive and select the edited document.
- 13) Click **OK**.
- 14) Enter a comment (for the Broadlane Contract Manager to review) in the Comment field.

NOTE: Ensure the **Keep document Checked Out** field is **NOT** checked.

Keep Document Checked Out

Frictionless automatically creates a new version of the contract, incorporates the changes, updates the document version number and stores it in the Version History Table on the Contract Document Details page. The Broadlane Contract Manager is notified of your actions and will respond to your document.

This process will repeat through the negotiations process until all parties agree on the final document.



Comparing Documents

To compare two contract document versions:

- 1) On the **Contract Documents** tab, click the blue hyperlink for the contract document. *(The Contract Document Details screen appears and the various versions are listed.)*
- 2) In the Version History table, select two contract document versions to compare.
- 3) Click **Compare**.
- 4) Click the contract document name in the Version Compare wizard to view the results of the comparison.
- 5) Click **Finish**

