

How to Review and Redline Legal Agreements for Suppliers

Coupa



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*For the best learning experience, please click the **Editing** button and select **Open in Desktop** to view this document in your desktop application of Microsoft Word. Viewing this document in SharePoint or in-browser may distort the placement of images and text.*



Your screen in Coupa may differ slightly from this training, but the steps to complete the activity will be the same.

Purpose

This Quick Reference Card (QRC) explains **How to Review and Redline** Legal Agreements for Suppliers. It is intended to support Suppliers in executing the following activities:

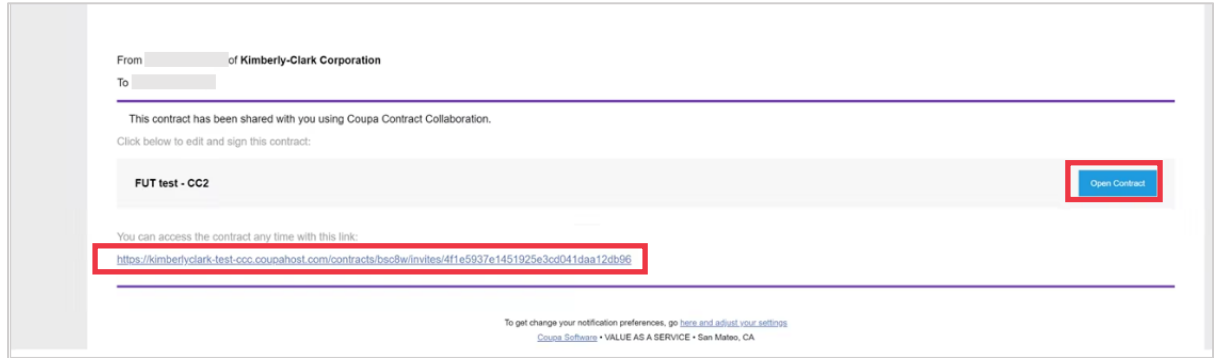
- **Task 1:** How to Review and Redline Legal Agreements

Key Terms

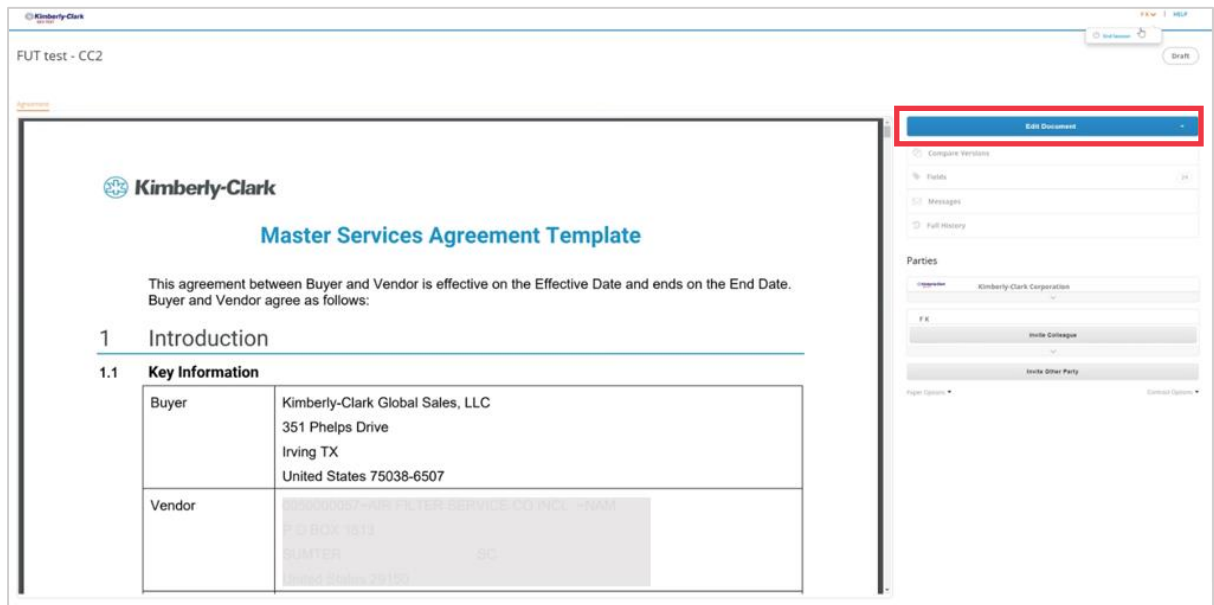
- The **Contract Reviewer** are people / teams that are added as ad hoc content reviewers for visibility or notes
- The **Contract Owner** is a person who creates the contract record, drafts the legal agreement, and drives the contracting process. Also, will receive notifications about contract record renewals and expirations. The Contract Owner can be changed during or after the contracting process
- The **Legal Agreement** is a legal document drafted and reviewed with the supplier. A legal agreement is not required to enable a contract record in Coupa for transactions.

How to Review and Redline Legal Agreements for Suppliers

1. After internal Kimberly-Clark Review, the Legal Agreement will be sent to the supplier.
2. The supplier will receive an **email** with the link to start the review of the legal agreement. Click on **Open Contract** to start the review of the legal agreement.



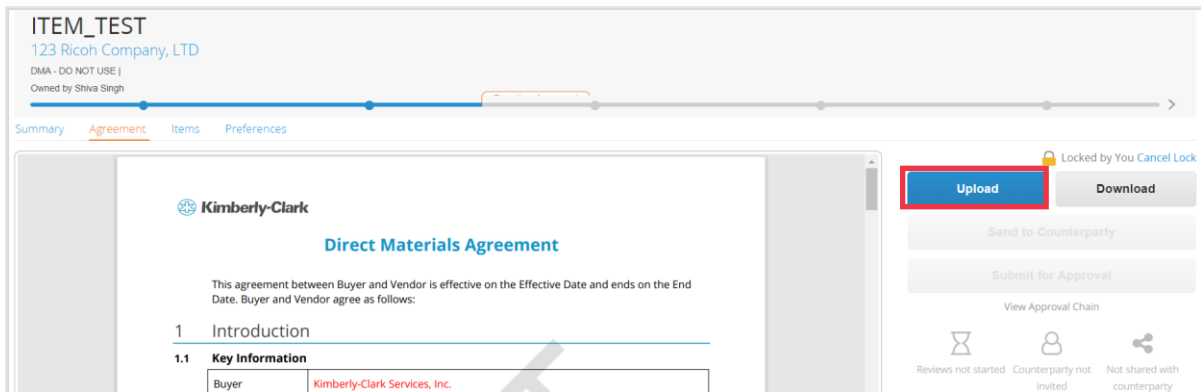
3. On the **Agreement** screen, click the **Edit Document** drop-down menu and select **Edit Document**.
 - a. **Note:** When selecting the Edit Document button, click the **Download for Edit** option to download the file onto your local computer in a Word Document to make edits.
 - b. **Note:** During review, the Word file name should not be changed.



4. Open the downloaded **Legal Agreement** Word document and make edits as needed in Microsoft Word.
 - a. When you have completed the redlines and review, save the **Legal Agreement** on your local computer. Ensure that tracked changes is and remains enabled in the Word document when reviewing and redlining.
 - b. **Note:** During review, the Word file name should not be changed.



5. Return to the **Legal Agreement** screen, click the **Upload** button to upload your revised agreement.



6. A **Document Upload** pop-up screen will appear, click the **Upload** my changes to upload the revised **Legal Agreement**.
 - a. **Note:** The new version of the agreement will be available and previous version can be seen in Coupa.
7. Click **Send to Counterparty** button to submit.
8. After the new version of the legal agreement is uploaded, it will remain with the **Contract Owner** until another review is triggered.