



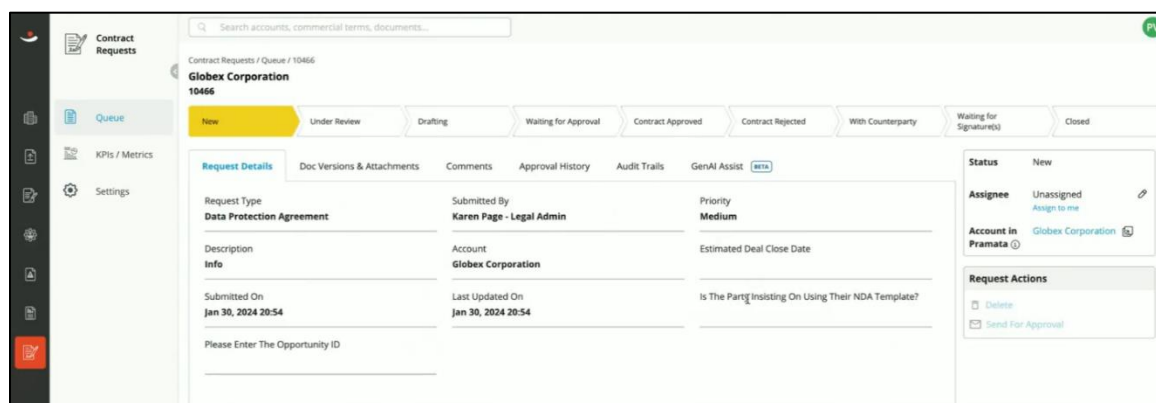
CONTRACT REQUEST

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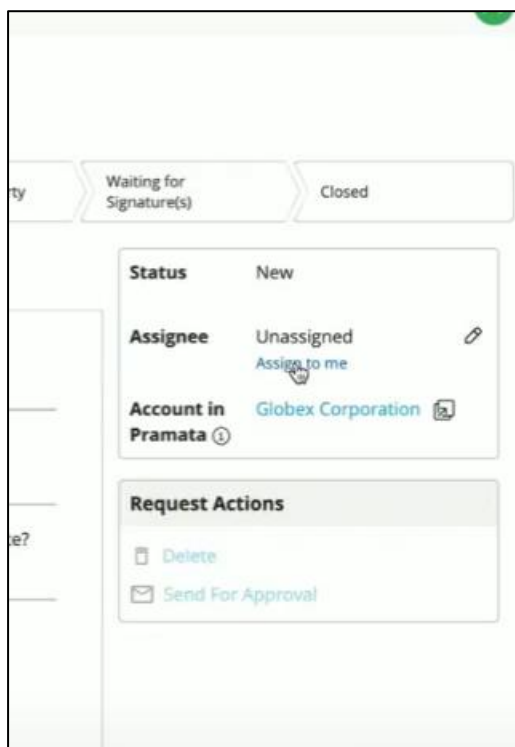
1. Dashboard

The dashboard of the contract request appears to all the legal users when a request is generated from the sales team. For a particular request, only a single user can work on that and it totally depends on the priority order. All the demographics are present on the Request Details section.



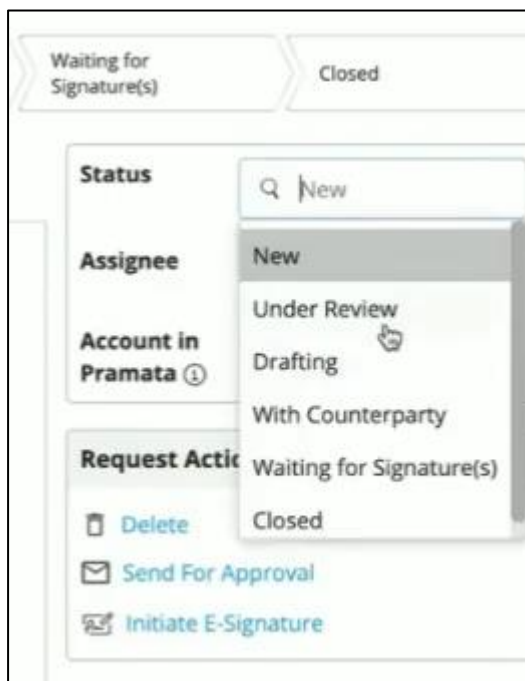
2. Assigning

Once the request order is opened by a single user, then the user needs to change the Assignee name from 'Unassigned' to their name. So, the contract request will be under that user's belt. Since it is a new request, the status will be showing as 'New'.



3. Status Change

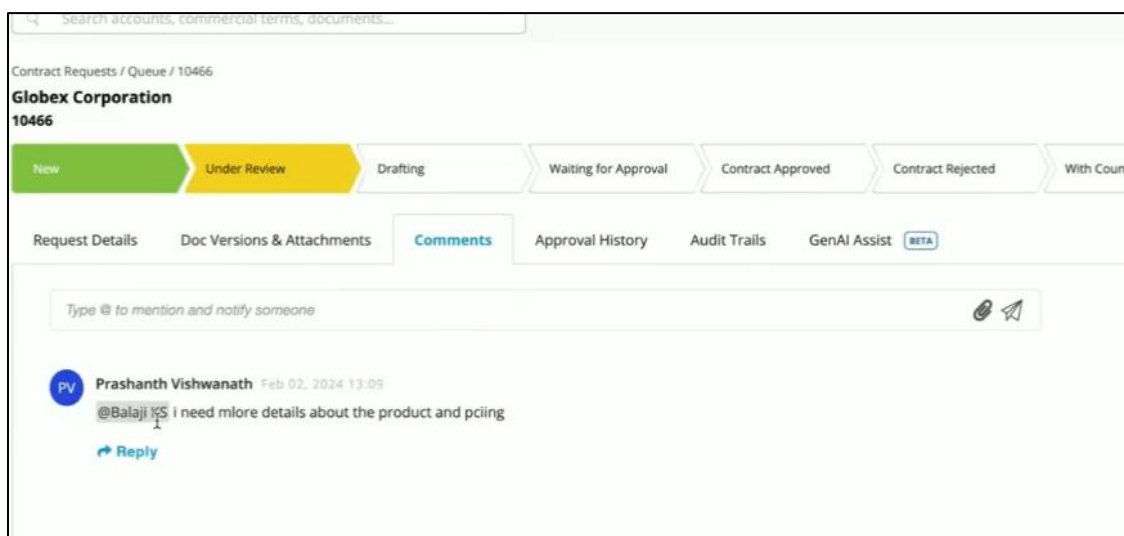
The user can change the status according to their work and their needs.



4. Drafting

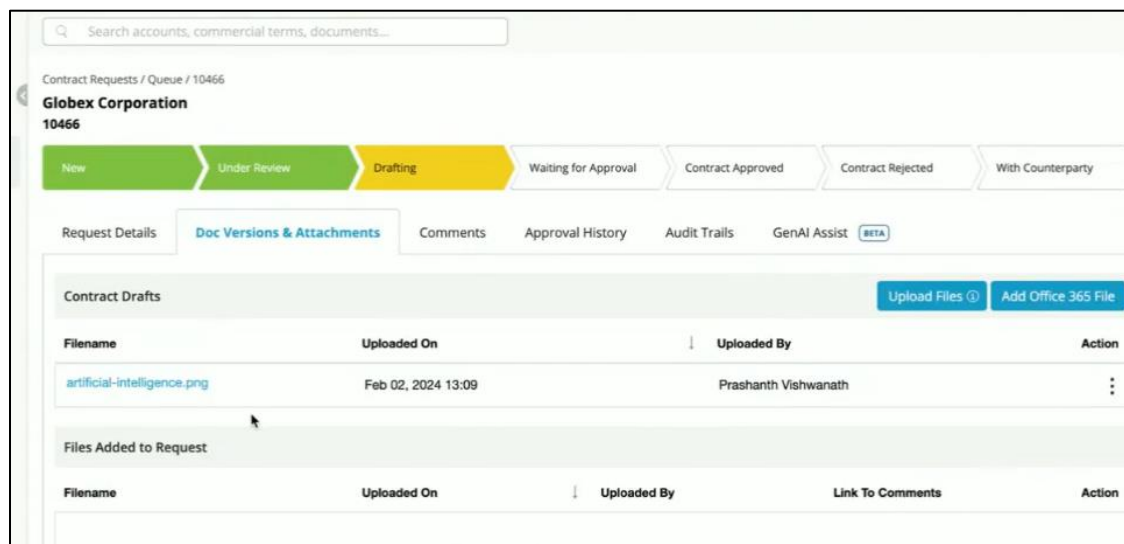
4.1 Comments section

The user can mention someone in the comments and even they can attach any type of documents over there to get it reviewed.



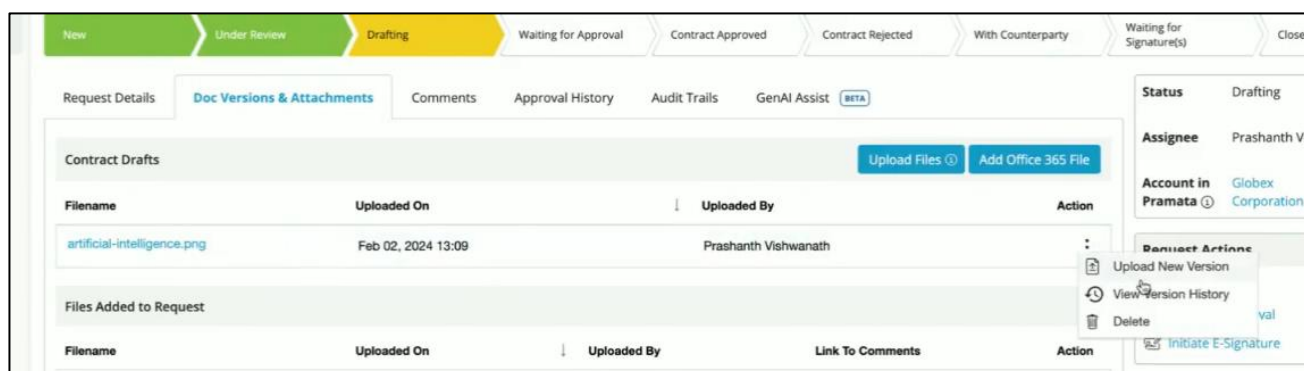
4.2 Doc Versions & Attachments

The status gets changed automatically to the drafting mode or the user can change the status at regular intervals. Here, under doc versions and attachments, the files can be attached.



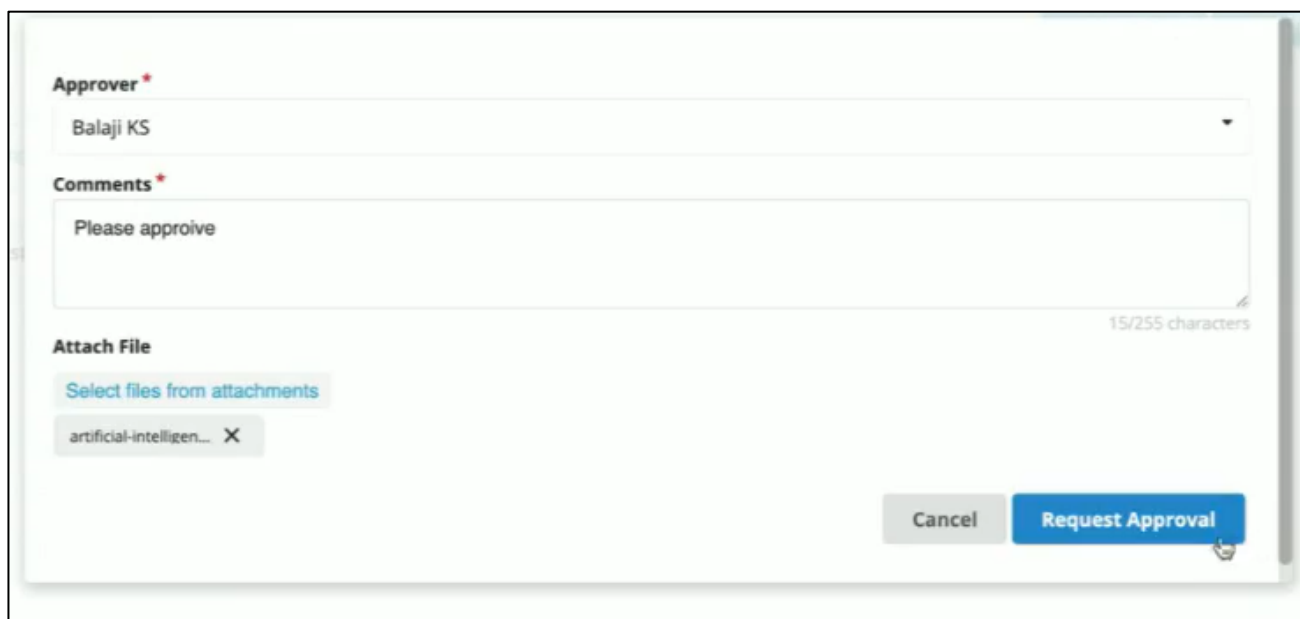
4.2.1 Upload Files

Once the file is uploaded, it can be modified by uploading a newer version of it or it can be deleted permanently.



4.2.2 Request Approval

It will ask for the Request approval to check on the uploaded document.



The image shows a 'Request Approval' form. It has three main sections: 'Approver', 'Comments', and 'Attach File'. The 'Approver' section has a dropdown menu with 'Balaji KS' selected. The 'Comments' section has a text area with 'Please approve' and a character count of '15/255 characters'. The 'Attach File' section has a button 'Select files from attachments' and a file upload area showing 'artificial-intelligen...' with a close button 'X'. At the bottom right, there are two buttons: 'Cancel' and 'Request Approval'.

5. Closing Request

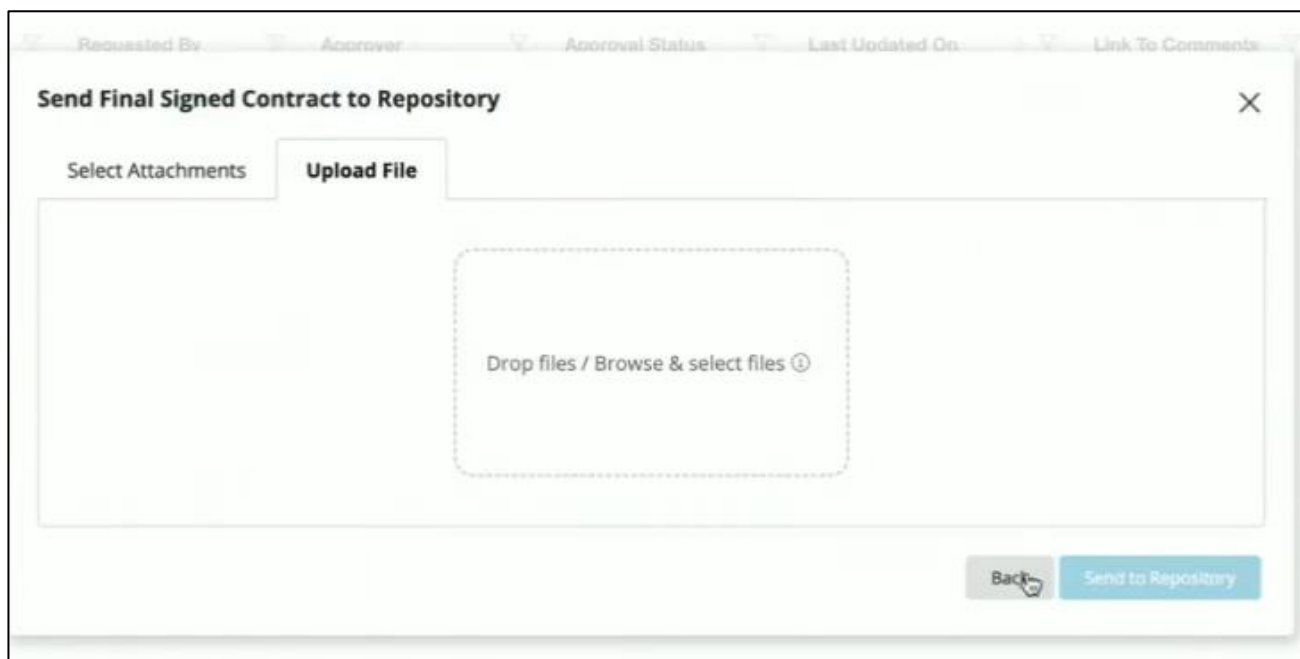
The request can be approved or rejected by the approver depending on certain circumstances. Let us assume that it has been approved. So, the next step is to close the request from the user end. When the user changes the status to Closed, then this screen will appear as shown below.



The image shows a dialog box titled 'Is there a final signed contract for this request?'. It has three radio button options: 'Yes - Send to Repository', 'Yes - eSigned / In Repository', and 'No / Not Applicable'. A 'Next' button is located at the bottom right. There is a close button 'X' in the top right corner.

5.1 To Repository

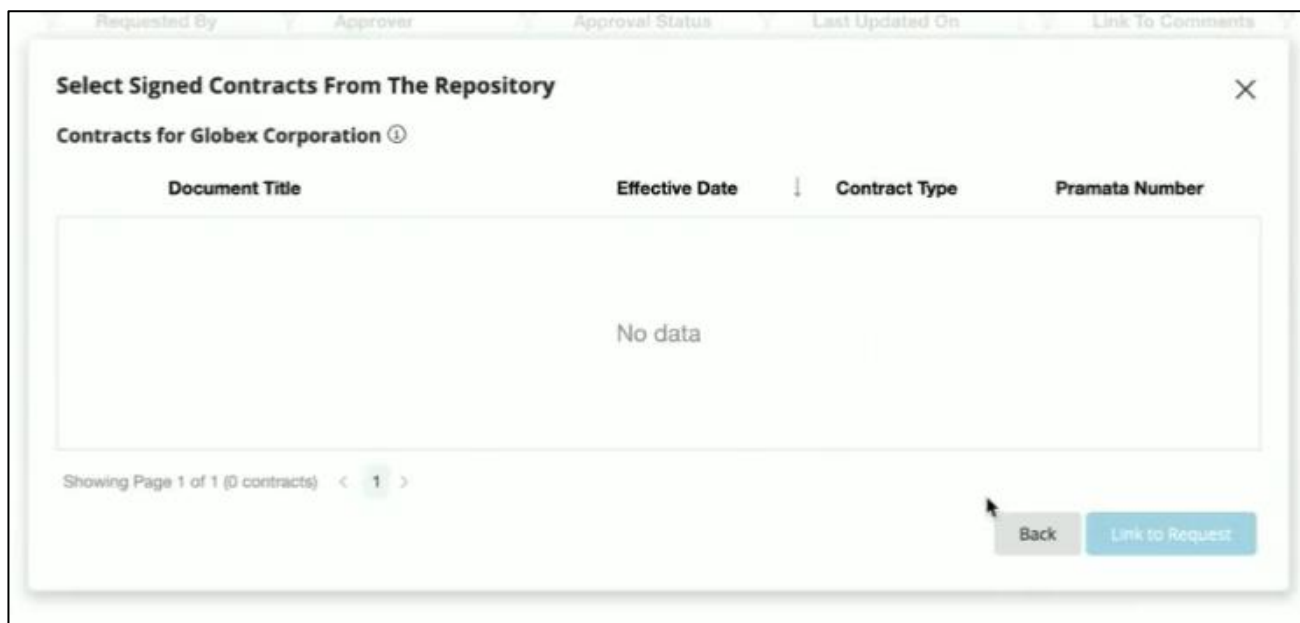
The user can upload the new signed document here to the repository.



The screenshot shows a modal dialog titled "Send Final Signed Contract to Repository". At the top, there are tabs for "Select Attachments" and "Upload File", with "Upload File" being the active tab. Below the tabs is a large dashed rectangular area containing the text "Drop files / Browse & select files" with an information icon. At the bottom right of the dialog, there are two buttons: "Back" and "Send to Repository". Above the dialog, a header bar contains several filter icons and labels: "Requested By", "Approver", "Approval Status", "Last Updated On", and "Link To Comments".

5.2 From Repository

If there are already signed documents present in the repository, the user can mention it by providing the document title.



The screenshot shows a modal dialog titled "Select Signed Contracts From The Repository". Below the title is a subtitle "Contracts for Globex Corporation" with an information icon. Below this is a table with the following headers: "Document Title", "Effective Date", "Contract Type", and "Pramata Number". The table body is empty and contains the text "No data". At the bottom left, there is a pagination bar that says "Showing Page 1 of 1 (0 contracts)" with navigation arrows and the number "1". At the bottom right, there are two buttons: "Back" and "Link to Request". Above the dialog, a header bar contains several filter icons and labels: "Requested By", "Approver", "Approval Status", "Last Updated On", and "Link To Comments".

5.3 Not Applicable

And if there are no relevant signed documents present, user can select the 'Not Applicable' option and need to provide a reason to close the request.



The image shows a 'Provide Reason' dialog box. It has a title bar with a close button (X) in the top right corner. Below the title bar, the text 'Add Reason' is followed by a red asterisk, indicating a required field. There is a large text input area with a cursor. In the bottom right corner, there are two buttons: 'Back' and 'Close Request'.

Provide Reason ✕

Add Reason *

0/30

Back Close Request