

# Legal

## Dashboard

- 1) Click on “**Dashboard**” from Side Menu.
- 2) “**Pending Sign-off**” Contains Number of Approved Contracts.
- 3) Click on “**Pending Sign-off**” navigates to Approved and Pending for sign-off table.
- 4) “**Pending Approval**” Contains Numbers of Pending Approval Contracts.
- 5) Click on “**Pending Approval**” navigates to Pending Approval table.

The screenshot shows the Legal application's dashboard. At the top, there are four colored boxes representing different contract statuses: Pending Sign-off (blue, 0), Pending Approval (green, 0), Rework / Rejected (orange, 0), and Expired (red, 0). Below these are two tables. The first table, titled "Approved and Pending for Sign-off", has a "Pending" button highlighted. It shows 0 entries. The second table, titled "Pending approval", also has a "Pending" button highlighted. It also shows 0 entries. Both tables have columns for View, Contract ID, Contract Name, Contract Type, Cluster, Function, Initiated On, and Pending From. A search bar and a message to activate Windows are visible at the bottom of the dashboard area.

- 6) “**Rework/Reject**” Contains Number of Rejected or Rework Contracts.
- 7) Click on “**Rework/Reject**” navigates to Rejected or Rework table.
- 8) “**Expired**” Contains Number of Expired Contracts.

The screenshot shows the dashboard of a Contract Management System. At the top, there are four colored status cards: blue for Pending Sign-off (0), green for Pending Approval (0), orange for Rework / Rejected (0), and red for Expired (8). Below these cards is a section titled "Approved and Pending for Sign-off" with a sub-section "Pending approval". The interface includes search and filter options, and a message at the bottom stating "No data available in table".

**6**

Pending Sign-off 0

Pending Approval 0

Rework / Rejected 0

Expired 8

Approved and Pending for Sign-off

Pending approval

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

7

Rejected / Rework 0

Activate Windows  
Go to Settings to activate Windows.

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

9) Click on “Expired” navigates to Expired table.

The screenshot shows the dashboard again, but the focus is now on the "Expired" table. The "Expired" button is highlighted with a yellow box. The table interface is identical to the others, with search and filter options and a message at the bottom stating "No data available in table".

**8**

Expired 0

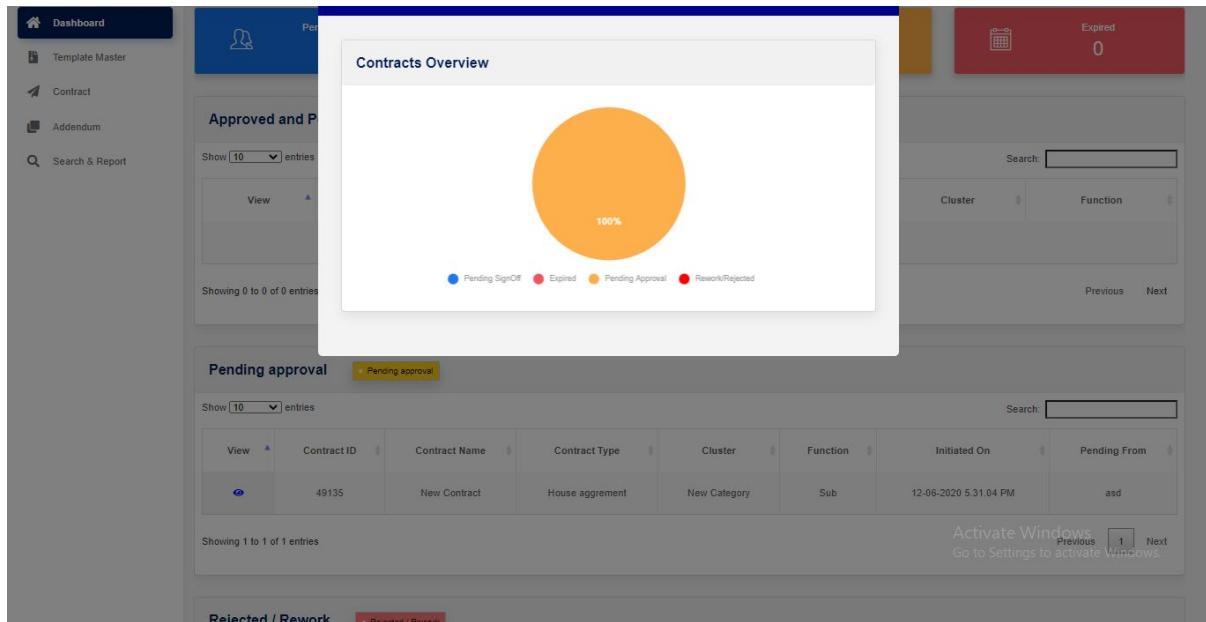
Activate Windows  
Go to Settings to activate Windows.

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

10) Click on “Analytics”.

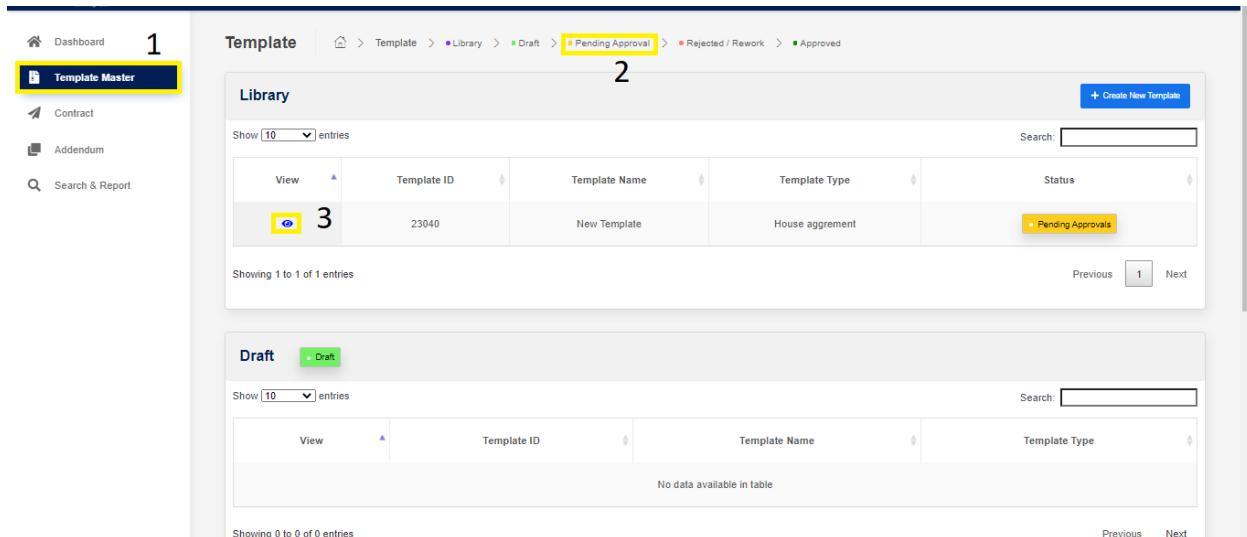


*Graphical representation*

## Template

### 1. Template Approval : Legal Approver

- 1) Click on “Template Master” in side menu.
- 2) Click on “Pending Approvals” navigation link for **pending approval** table.
- 3) Click on **View** icon to **view** the template details.



*Application will redirect to “Template Details” page.*

- 4) Click on “Next” button.

Template ID : 23040 > Template > Details

New Template Details Pending Approval

Template Name *	New Template	Type of Contract *	House agreement																								
Template Description Template Description																											
<b>Approver(s) *</b> <table border="1"> <thead> <tr> <th></th> <th>Employee ID</th> <th>Employee Name</th> <th>Employee Email Address</th> <th>Employee Designation</th> <th>Employee Role(s)</th> <th>Approval Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>11</td> <td>Legal</td> <td>vanitha.o@albottech.com</td> <td>developer</td> <td>Legal Approver</td> <td>Pending Approval</td> </tr> <tr> <td><input type="checkbox"/></td> <td>12</td> <td>Legal</td> <td>Poojitha.js@albottech.com</td> <td>Developer</td> <td>Legal Approver</td> <td>Review Pending</td> </tr> </tbody> </table>								Employee ID	Employee Name	Employee Email Address	Employee Designation	Employee Role(s)	Approval Status	<input type="checkbox"/>	11	Legal	vanitha.o@albottech.com	developer	Legal Approver	Pending Approval	<input type="checkbox"/>	12	Legal	Poojitha.js@albottech.com	Developer	Legal Approver	Review Pending
	Employee ID	Employee Name	Employee Email Address	Employee Designation	Employee Role(s)	Approval Status																					
<input type="checkbox"/>	11	Legal	vanitha.o@albottech.com	developer	Legal Approver	Pending Approval																					
<input type="checkbox"/>	12	Legal	Poojitha.js@albottech.com	Developer	Legal Approver	Review Pending																					
<span style="border: 1px solid red; padding: 2px;">Back</span> <span style="border: 1px solid blue; padding: 2px;">Edit</span> <span style="border: 1px solid orange; padding: 2px;">History</span>																											
<span style="border: 1px solid green; background-color: #008000; color: white; padding: 5px 10px; border-radius: 5px;">Next</span>																											

Application will redirect to “**Template Draft View**” page.

- 5) Click on “**Edit Content**” button to edit the Template.

23040 - New Template Pending Approval

Back Edit Reject Download Version History

5

**MANUFACTURING AGREEMENT**

This AGREEMENT is made and entered into at Bengaluru on this XX day of MONTH, 2018

**BY AND BETWEEN**

ITC Limited, a Company under the Companies Act, 2013 having its registered office at 37, Jawaharlal Nehru Road, Kolkata - 700 071, through its Foods Business Division headquartered at ITC Limited, 18 Banaswadi Main Road, Maruthiveva Nagar, Bengaluru - 560 005 hereinafter referred to as "ITC" (which expression shall be deemed to mean and include its nominees and successors-in-interest and assigns) of the ONE PART

**AND**

[Name of the Company] a company under the Companies Act, 2013 having its registered office at [Registered office address as per ROC] hereinafter referred to as the "Manufacturer" which expression shall be deemed to have reference to the context shall

Place Holder	Action
Duration from	<span style="border: 1px solid blue; padding: 2px;">+ Add</span>
Duration to	<span style="border: 1px solid blue; padding: 2px;">+ Add</span>
Vendor Name	<span style="border: 1px solid blue; padding: 2px;">+ Add</span>
Vendor CIN	<span style="border: 1px solid blue; padding: 2px;">+ Add</span>
Authorised Signatory	<span style="border: 1px solid blue; padding: 2px;">+ Add</span>
Registered Address	<span style="border: 1px solid blue; padding: 2px;">+ Add</span>
Branch1 Address	<span style="border: 1px solid blue; padding: 2px;">+ Add</span>
Branch2 Address	<span style="border: 1px solid blue; padding: 2px;">+ Add</span>
Branch3 Address	<span style="border: 1px solid blue; padding: 2px;">+ Add</span>
Branch4 Address	<span style="border: 1px solid blue; padding: 2px;">+ Add</span>
Branch5 Address	<span style="border: 1px solid blue; padding: 2px;">+ Add</span>

Comments

- 6) Click on “**Draft**” button to draft the Template.

23040 - New Template Pending Approval

**MANUFACTURING AGREEMENT**

This AGREEMENT is made and entered into at Bengaluru on this XX day of MONTH, 2018

**BY AND BETWEEN**

ITC Limited, a Company under the Companies Act, 2013 having its registered office at 37, Jawaharlal Nehru Road, Kolkata - 700 071, through its Foods Business Division headquartered at ITC Limited, 18 Banaswadi Main Road, Maruthiveva Nagar, Bengaluru - 560 005 hereinafter referred to as "ITC" (which expression shall be deemed to mean and include its nominees and successors-in-interest and assigns) of the ONE PART

AND

(Name of the Company) a company under the Companies Act, 2013 having its registered office at (Registered office address as per RoC) hereinafter referred to as the "Manufacturer" (which expression unless repugnant to the context shall

**Comments**

**6**

Place Holder	Action
Duration from	+ Add
Duration to	+ Add
Vendor Name	+ Add
Vendor CIN	+ Add
Authorised Signatory	+ Add
Registered Address	+ Add
Branch1 Address	+ Add
Branch2 Address	+ Add
Branch3 Address	+ Add
Branch4 Address	+ Add
Branch5 Address	+ Add

*Application will redirect to same page.*

## 7) Place Holders

- Click on “Add Place Holder”.

23041 - New Template Pending Approval

**AGREEMENT FOR BAILMENT OF MACHINES**

This Agreement is made at Bengaluru on this XX day of XX, 2018 (hereinafter referred to as the "Agreement")

By and between:

ITC LIMITED, a Company under the Companies Act, 2013 having its Registered Office at 'Virginia House', 37 Jawaharlal Nehru Road, Kolkata 700 071, West Bengal through its Foods Division situated at 18, Banaswadi Main Road, Maruthiveva Nagar P.O., Bangalore- 560 005 (hereinafter referred to as "ITC", which expression shall unless excluded by or repugnant to the context include successors in interest and assigns) of the ONE PART.

AND

(Name of the Company) a company under the Companies Act, 2013 having its registered office at (registered office address as per RoC) hereinafter referred to as

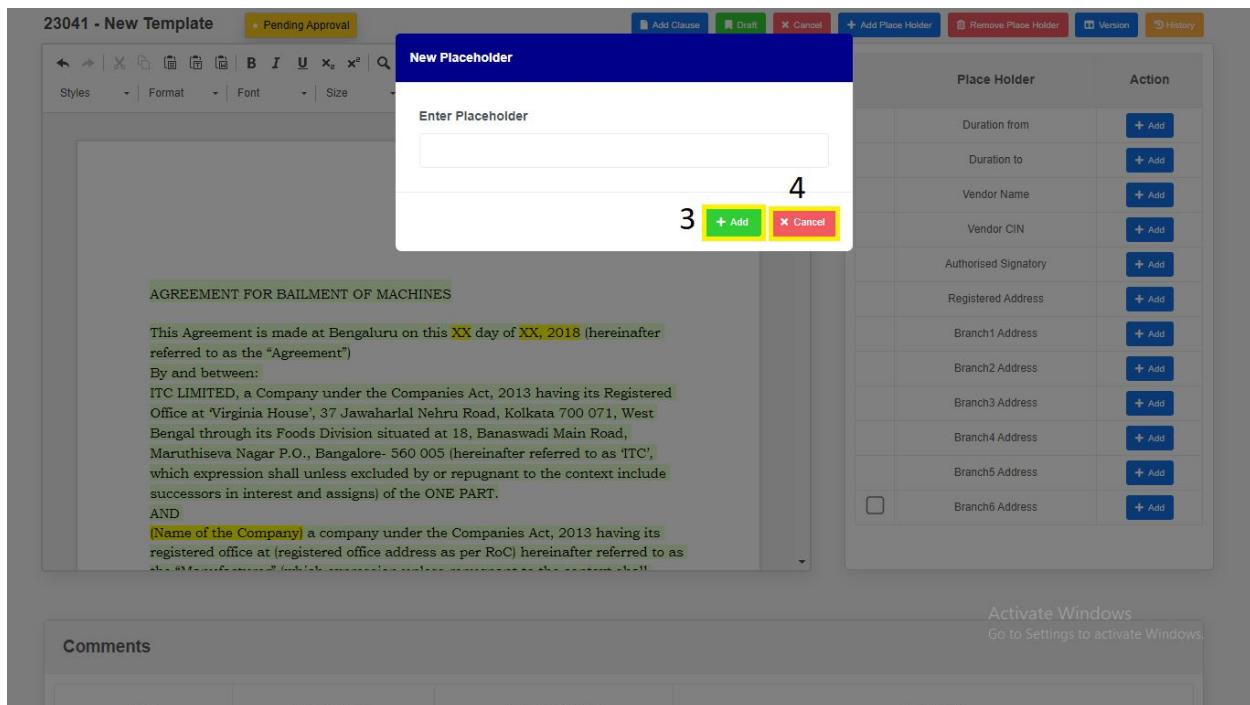
**Comments**

**1**

Place Holder	Action
Duration from	+ Add
Duration to	+ Add
Vendor Name	+ Add
Vendor CIN	+ Add
Authorised Signatory	+ Add
Registered Address	+ Add
Branch1 Address	+ Add
Branch2 Address	+ Add
Branch3 Address	+ Add
Branch4 Address	+ Add
Branch5 Address	+ Add
Branch6 Address	+ Add

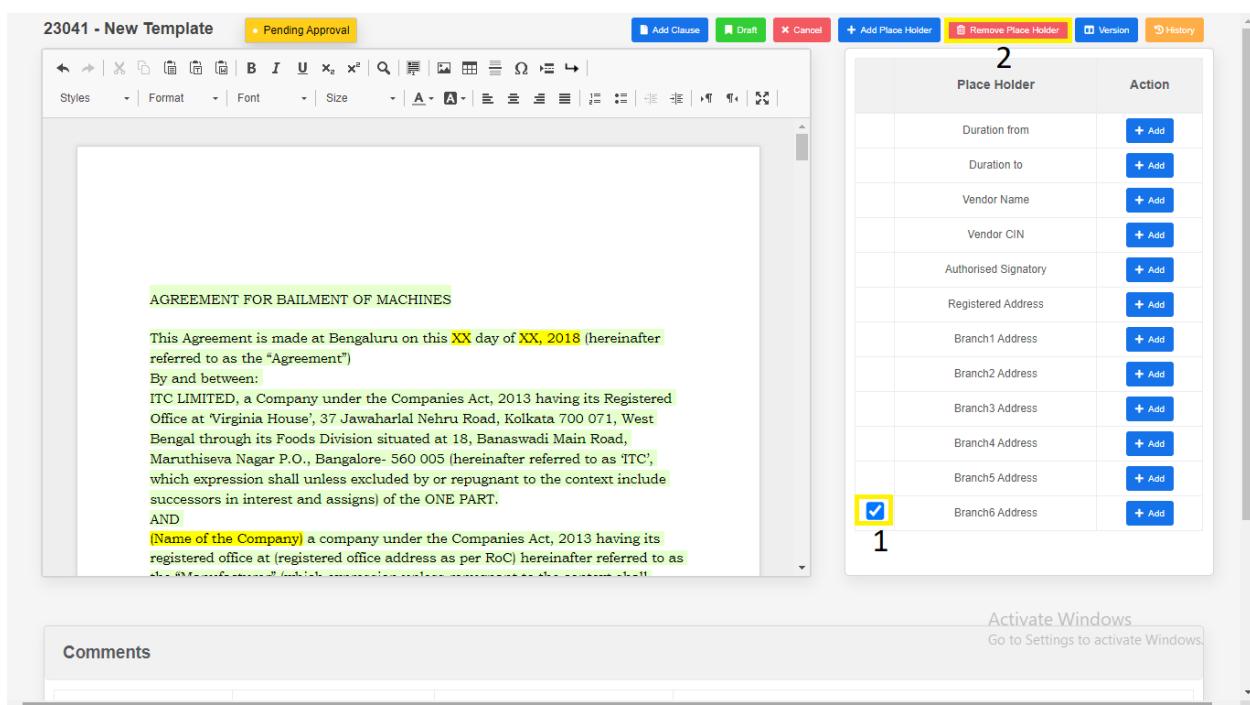
Activate Windows  
Go to Settings to activate Windows.

- Enter “Place Holder”.
- Click on “Add”. New variables will be add in place holder table.
- Click on “Cancel”.



*Modal will redirect to “**Template Draft view**” page.*

- 8) Remove Place Holders.
    1. Select Checkbox.
    2. Click on “**Remove Placeholders**” variables will be removed.



- 9) Click on “Version Compare”.

23041 - New Template Pending Approval

Add Clause Draft Cancel Add Place Holder Remove Place Holder Version History

Styles | Format | Font | Size | A A- | B C D E F G H I J K L M N O P Q R S T U V W X Y Z |

AGREEMENT FOR BAILMENT OF MACHINES

This Agreement is made at Bengaluru on this XX day of XX, 2018 (hereinafter referred to as the "Agreement")

By and between:

ITC LIMITED, a Company under the Companies Act, 2013 having its Registered Office at 'Virginia House', 37 Jawaharlal Nehru Road, Kolkata 700 071, West Bengal through its Foods Division situated at 18, Banaswadi Main Road, Maruthisera Nagar P.O., Bangalore- 560 005 (hereinafter referred to as ITC', which expression shall unless excluded by or repugnant to the context include successors in interest and assigns) of the ONE PART.

AND

(Name of the Company) a company under the Companies Act, 2013 having its registered office at (registered office address as per RoC) hereinafter referred to as

Comments

Place Holder Action

Duration from	+ Add
Duration to	+ Add
Vendor Name	+ Add
Vendor CIN	+ Add
Authorised Signatory	+ Add
Registered Address	+ Add
Branch1 Address	+ Add
Branch2 Address	+ Add
Branch3 Address	+ Add
Branch4 Address	+ Add
Branch5 Address	+ Add
<input checked="" type="checkbox"/> Branch6 Address	+ Add

Activate Windows  
Go to Settings to activate Windows.

1. Select the “Version”.
2. Click on “Download”.
  - a) Download as “PDF”.
  - b) Download as “Word Document”.
3. Click on “Restore”. It restores the content which version has been selected.
4. Click on “Close”.

23041 - New Template Pending Approval

Add Clause Draft Cancel Add Place Holder Remove Place Holder Version History

Initiator --select-- Current Version Initiator

Download Restore Current Ver: 1 Download Restore Close

1

AGREEMENT FOR BAILMENT OF MACHINES

This Agreement is made at Bengaluru on this XX day of XX, 2018 (hereinafter referred to as the "Agreement")

By and between:

ITC LIMITED, a Company under the Companies Act, 2013 having its Registered Office at 'Virginia House', 37 Jawaharlal Nehru Road, Kolkata 700 071, West Bengal through its Foods Division situated at 18, Banaswadi Main Road, Maruthisera Nagar P.O., Bangalore- 560 005 (hereinafter referred to as ITC', which expression shall unless excluded by or repugnant to the context include successors in interest and assigns) of the ONE PART.

AND

(Name of the Company) a company under the Companies Act, 2013 having its registered office at (registered office address as per RoC) hereinafter referred to as the "Manufacturer" (which expression unless repugnant to the context include successors in interest and assigns) of the ONE PART.

2

AGREEMENT FOR BAILMENT OF MACHINES

This Agreement is made at Bengaluru on this XX day of XX, 2018 (hereinafter referred to as the "Agreement")

By and between:

ITC LIMITED, a Company under the Companies Act, 2013 having its Registered Office at 'Virginia House', 37 Jawaharlal Nehru Road, Kolkata 700 071, West Bengal through its Foods Division situated at 18, Banaswadi Main Road, Maruthisera Nagar P.O., Bangalore- 560 005 (hereinafter referred to as ITC', which expression shall unless excluded by or repugnant to the context include successors in interest and assigns) of the ONE PART.

AND

(Name of the Company) a company under the Companies Act, 2013 having its registered office at (registered office address as per RoC) hereinafter referred to as the "Manufacturer" (which expression unless repugnant to the context include successors in interest and assigns) of the ONE PART.

3

Comments

Comments

Comments

- 10) Click on “Approve” button to approve the template.
  - i. Enter Comments.

- ii. Click on “Yes, Approve” button to **approve** the Template.

**MANUFACTURING AGREEMENT**

This **AGREEMENT** is made and entered into at Bengaluru on this **XX** day of **MONTH, 2018**

**BY AND BETWEEN**

**ITC Limited**, a Company under the Companies Act, 2013 having its registered office at 37, Jawaharlal Nehru Road, Kolkata - 700 071, through its Foods Business Division headquartered at ITC Limited, 18 Banaswadi Main Road, Maruthisera Nagar, Bengaluru – 560 005 hereinafter referred to as “**ITC**” (which expression shall be deemed to mean and include its nominees and successors-in-interest and assigns) of the **ONE PART**

**AND**

[Name of the Company] a company under the Companies Act, 2013 having its registered office at [Registered office address as per RoC] hereinafter referred to as

**Comments**

Activate Windows  
Go to Settings to activate Windows.

*Or*

- Click on “**Reject**” button to **reject** the Template.

- i. Enter Comments.
- ii. Click on “**Yes, Reject**” button to **reject** the Template.

*Application will redirect to same page.*

**AGREEMENT - New Templ**

This Agreement is made on this the \_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_ by and between:

ITC LIMITED, a Company within the meaning of the Companies Act, 2013 having its Registered Office at "Virginia House" 37, J.L.Nehru Road, Kolkata - 700 071, and the Divisional Head Quarters of its Paperboards and Specialty Papers Division at 106, Sardar Patel Road, Secunderabad - 500 003, which division inter-alia has one of its manufacturing facilities at Village Sarapaka, Mandal Burgampahad, Bhadrakri Kothagudem Dist, Unit Bhadrachalam, hereinafter referred to as 'ITC' which expression shall mean and include its successors in business and permitted assigns) of the One Part.

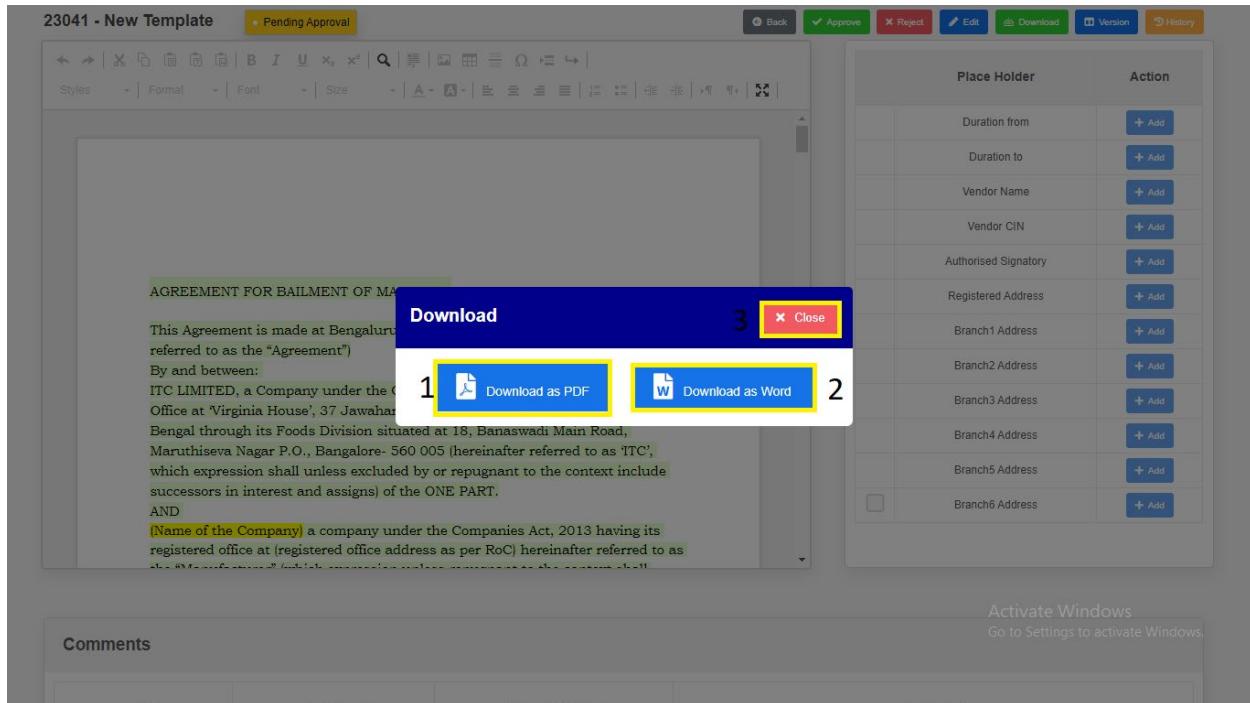
And

1) Company:

**11) Click on “Download”.**

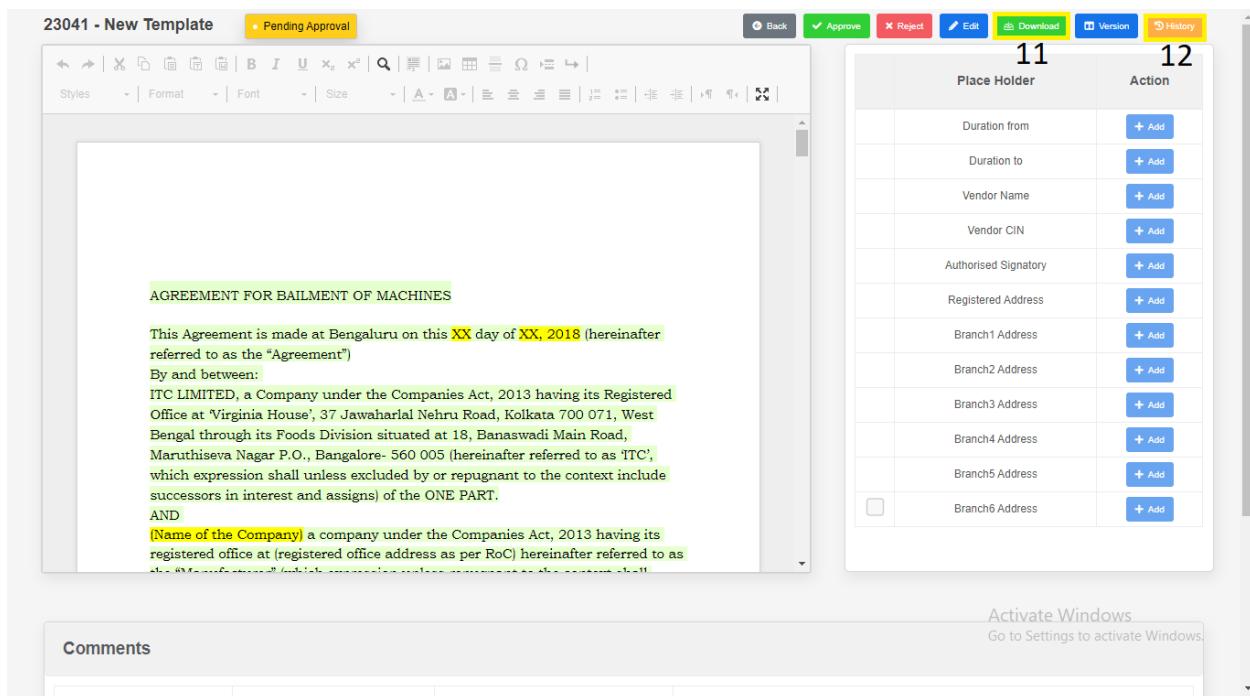
1. Download as “**PDF**”.

2. Download as “Word Document”.
3. Click on “Close”.



*Modal will redirect to “Template Draft View” Page.*

- 1) Click on “History”. Changes done in the template will be recorded in history.



# Contract

## Contract Approval : Legal Approver

- 1) Click on “Contract” in side menu.
- 2) Click on “Pending Approvals” navigation link for pending approval table.
- 3) Click on View icon to view the contract details.

The screenshot shows the Contract application interface. On the left, there is a sidebar with the following items:

- Dashboard
- Template Master 1
- Contract** (highlighted with a yellow box)
- Addendum
- Search & Report

The main content area has two tabs:

- Repository** (highlighted with a yellow box):
  - Breadcrumb: Contract > Repository > Draft > Pending Approval
  - Table:

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Status
	49133	New Contract	House agreement	New Category	Sub	
  - Buttons: Create New Contract, Previous (1), Next
- Draft**:
  - Breadcrumb: Contract > Draft
  - Table:

View	Contract ID	Contract Name	Contract Type	Cluster	Function
  - Text: No data available in table
  - Buttons: Previous, Next

*Application will redirect to “Contract Details” page.*

- 4) Click on “Next” button.

Contract ID : 49133

New Contract Details

Contract Name \*: New Contract

Contract Type \*: House agrement

Contract Description: Contract Description

Cluster \*: New Category

Function \*: Sub

Template Type \*: Choose From Template

Template Name: New Contract

Approver(s):

	Employee ID	Employee Name	Employee Email Address	Employee Designation	Employee Role (s)	Approval Status
<input type="checkbox"/>	121	Approver one	abc@aibotstech.com	Developer	Approver	Approved
<input type="checkbox"/>	11	Legal	vaniha.c@aibotstech.com	developer	Legal Approver	Pending Approval

Activate Windows  
Go to Settings to activate Windows.

4 **Next**

*Application will redirect to “Contract Draft View” page.*

### 5) Click on “Edit Content” button to edit the Contract.

49133 - New Contract

Pending Approval

Back Attachments Approve Re却 Edit Download Version History

MANUFACTURING AGREEMENT

This **AGREEMENT** is made and entered into at Bengaluru on this XX day of MONTH, 2018

BY AND BETWEEN

ITC Limited, a Company under the Companies Act, 2013 having its registered office at 37, Jawaharlal Nehru Road, Kolkata - 700 071, through its Foods Business Division headquartered at ITC Limited, 18 Banaswadi Main Road, Maruthisheva Nagar, Bengaluru - 560 005 hereinafter referred to as ‘ITC’ (which expression shall be deemed to mean and include its nominees and successors-in-interest and assigns) of the **ONE PART**

AND

(Name of the Company) a company under the Companies Act, 2013 having its registered office at [Registered office address as per RoC] hereinafter referred to as

Comments

5 Place Holder Values Action

Duration from	03/06/2020	<input type="button" value=""/>	+
Duration to	09/06/2020	<input type="button" value=""/>	+
Vendor Name	AiBots Technologies	<input type="button" value=""/>	+
Vendor CIN	UI2345678	<input type="button" value=""/>	+
Authorised Signatory	aibot	<input type="button" value=""/>	+
Registered Address	bangalore	<input type="button" value=""/>	+
Branch1 Address	whitefield	<input type="button" value=""/>	+
Branch2 Address	Ramagondanalli	<input type="button" value=""/>	+
Branch3 Address	Varthur	<input type="button" value=""/>	+
Branch4 Address	Jai Bharathnagar	<input type="button" value=""/>	+
Branch5 Address	Ulsoor	<input type="button" value=""/>	+

Activate Windows  
Go to Settings to activate Windows.

4 **Next**

### 6) Click on “Draft” button to draft the Contract.

49133 - New Contract • Pending Approval

**MANUFACTURING AGREEMENT**

This **AGREEMENT** is made and entered into at Bengaluru on this XX day of MONTH, 2018

**BY AND BETWEEN**

**ITC Limited**, a Company under the Companies Act, 2013 having its registered office at 37, Jawaharlal Nehru Road, Kolkata - 700 071, through its Foods Business Division headquartered at ITC Limited, 18 Banaswadi Main Road, Maruthisewa Nagar, Bengaluru - 560 005 hereinafter referred to as "**ITC**" (which expression shall be deemed to mean and include its nominees and successors-in-interest and assigns) of the **ONE PART**

**AND**

[Name of the Company] a company under the Companies Act, 2013 having its registered office at [Registered office address as per RoC] hereinafter referred to as

Place Holder	Values	Action
Duration from	03/06/2020	
Duration to	09/06/2020	
Vendor Name	AiBots Technologies	
Vendor CIN	UI2345678	
Authorised Signatory	aibot	
Registered Address	bangalore	
Branch1 Address	whitefield	
Branch2 Address	Ramagondanalli	
Branch3 Address	Varthur	
Branch4 Address	Jai Bharathnagar	
Branch5 Address	Ulsoor	

Comments

Activate Windows  
Go to Settings to activate Windows.

*Application will redirect to same page.*

## 7) Place Holders

1. Click on “Add Place Holder”.

49135 - New Contract • Pending Approval

**new clausees**

a company under the Companies Act, 2013 and having its registered office at (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXX running a proprietorship concern in the name of **NAME OF THE**

Place Holder	Values	Action
Duration from	11/06/2020	
Duration to	12/06/2020	
Vendor Name	AiBots Technologies	
Vendor CIN	UI2345678	
Authorised Signatory	aibot	
Registered Address	bangalore	
Branch1 Address	whitefield	
Branch2 Address		
Branch3 Address		
Branch4 Address		
Branch5 Address		

Comments

Activate Windows  
Go to Settings to activate Windows.

2. Enter “Place Holder”.

3. Click on “Add”. New variables will be add in place holder table.

4. Click on “Cancel”.

**New Placeholder**

Enter Placeholder

3 **+ Add** **Cancel** 4

Place Holder	Values	Action
Duration from	11/06/2020	[Calendar icon]
Duration to	12/06/2020	[Calendar icon]
Vendor Name	AiBots Technologies	[+]
Vendor CIN	UI2345678	[+]
Authorised Signatory	aibot	[+]
Registered Address	bangalore	[+]
Branch1 Address	whitefield	[+]
Branch2 Address		[+]
Branch3 Address		[+]
Branch4 Address		[+]
Branch5 Address		[+]

Modal will redirect to “**Contract Draft view**” page.

## 8) Remove Place Holders.

1. Select Checkbox.

2. Click on “**Remove Placeholder**” variables will be removed.

**Remove Placeholder**

2 Values

1

Place Holder	Values	Action
Duration from	11/06/2020	[Delete icon]
Duration to	12/06/2020	[Delete icon]
Vendor Name	AiBots Technologies	[+]
Vendor CIN	UI2345678	[+]
Authorised Signatory	aibot	[+]
Registered Address	bangalore	[+]
Branch1 Address	whitefield	[+]
Branch2 Address		[+]
Branch3 Address		[+]
Branch4 Address		[+]
Branch5 Address		[+]
Branch 6		[+]

## 9) Click on “Version Compare”.

49135 - New Contract Pending Approval

Add Clause Draft Cancel Add Place Holder Remove Place Holder Version History

**new clausees**

a company under the Companies Act, 2013 and having its registered office at (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXX running a proprietorship concern in the name of NAME OF THE

Place Holder	Values	Action
Duration from	11/06/2020	+ <input type="button" value=""/>
Duration to	12/06/2020	+ <input type="button" value=""/>
Vendor Name	AiBots Technologies	+ <input type="button" value=""/>
Vendor CIN	UI2345678	+ <input type="button" value=""/>
Authorised Signatory	aibot	+ <input type="button" value=""/>
Registered Address	bangalore	+ <input type="button" value=""/>
Branch1 Address	whitefield	+ <input type="button" value=""/>
Branch2 Address		+ <input type="button" value=""/>
Branch3 Address		+ <input type="button" value=""/>
Branch4 Address		+ <input type="button" value=""/>
Branch5 Address		+ <input type="button" value=""/>
Branch 6		+ <input checked="" type="checkbox"/>

Comments

Activate Windows  
Go to Settings to activate Windows.

1. Select the “Version”.
2. Click on “Download”.
  - a) Download as “PDF”.
  - b) Download as “Word Document”.
3. Click on “Restore”. It restores the content which version has been selected.
4. Click on “Close”.

49135 - New Contract Pending Approval

Add Clause Draft Cancel Add Place Holder Remove Place Holder Version History

Initiator Download Restore

Initiator Download Restore Close

**new clausees**

a company under the Companies Act, 2013 and having its (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his XXXXXXXXXX running a proprietorship concern in the name PROPRIETORSHIP CONCERN having its office at (hereinafter referred to as the Service Provider or the receiving party, which expression shall unless it be repugnant to the context or merely and include his legal heirs, legal representatives, executors, permitted assigns) of the OTHER PART

**new clausees**

a company under the Companies Act, 2013 and having its (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his XXXXXXXXXX running a proprietorship concern in the name PROPRIETORSHIP CONCERN having its office at (hereinafter referred to as the Service Provider or the receiving party, which expression shall unless it be repugnant to the context or merely and include his legal heirs, legal representatives, executors, permitted assigns) of the OTHER PART

Comments

Modal will redirect to “Contract Draft View” Page.

10) Click on “**Approve**” button to **approve** the contract.

iii. Enter Comments.

iv. Click on “**Yes, Approve**” button to **approve** the Contract.

The screenshot shows a software interface for managing contracts. At the top, it says "49135 - New Contract" and "Pending Approval". Below the title is a toolbar with various icons for file operations like back, attachments, approve, and reject. The main content area has a large text box containing a clause about clausees and a placeholder for a signature. To the right is a sidebar with a table showing vendor information such as Duration from, Duration to, Vendor Name, Vendor CIN, Authorised Signatory, Registered Address, Branch1 Address, Branch2 Address, Branch3 Address, Branch4 Address, Branch5 Address, and Branch 6. Each row in the table has an "Edit Content" button and a plus sign icon. At the bottom left is a "Comments" section which is currently empty. At the bottom right, there is a watermark that says "Activate Windows" and "Go to Settings to activate Windows".

*Or*

Click on “**Reject**” button to **reject** the Contract.

iii. Enter Comments.

iv. Click on “**Yes, Reject**” button to **reject** the Contract.

*Application will redirect to same page.*

11) Click on “**Download**”.

49135 - New Contract Pending Approval

new clausees

a company under the Companies Act, 2013 and having its registered office at (*hereinafter* referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXX running a proprietorship concern in the name of **NAME OF THE**

Place Holder	Values	Action
Duration from	11/06/2020	<span style="color: green;">+</span>
Duration to	12/06/2020	<span style="color: green;">+</span>
Vendor Name	AiBots Technologies	<span style="color: green;">+</span>
Vendor CIN	UI2345678	<span style="color: green;">+</span>
Authorised Signatory	aibot	<span style="color: green;">+</span>
Registered Address	bangalore	<span style="color: green;">+</span>
Branch1 Address	whitefield	<span style="color: green;">+</span>
Branch2 Address		<span style="color: green;">+</span>
Branch3 Address		<span style="color: green;">+</span>
Branch4 Address		<span style="color: green;">+</span>
Branch5 Address		<span style="color: green;">+</span>
Branch 6		<span style="color: green;">+</span>

Comments

Activate Windows  
Go to Settings to activate Windows.

- 1) Download as “PDF”.
- 2) Download as “Word Document”.
- 3) Click on “Close”.

49135 - New Contract Pending Approval

new clausees

a company under the Companies Act, 2013 and having its registered office at (*hereinafter* referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXX running a proprietorship concern in the name of **NAME OF THE**

1 2 3

Place Holder	Values	Action
Duration from	11/06/2020	<span style="color: green;">+</span>
Duration to	12/06/2020	<span style="color: green;">+</span>
Vendor Name	AiBots Technologies	<span style="color: green;">+</span>
Vendor CIN	UI2345678	<span style="color: green;">+</span>
Authorised Signatory	aibot	<span style="color: green;">+</span>
Registered Address	bangalore	<span style="color: green;">+</span>
Branch1 Address	whitefield	<span style="color: green;">+</span>
Branch2 Address		<span style="color: green;">+</span>
Branch3 Address		<span style="color: green;">+</span>
Branch4 Address		<span style="color: green;">+</span>
Branch5 Address		<span style="color: green;">+</span>

Comments

Activate Windows  
Go to Settings to activate Windows.

*Modal will redirect to “Contract Draft View” Page.*

- 12) Click on “History”. Changes done in the Contract will be recorded in history.

**new clausees**

a company under the Companies Act, 2013 and having its registered office at (*hereinafter* referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXX running a proprietorship concern in the name of NAME OF THE

Place Holder	Values	Action
Duration from	11/06/2020	+
Duration to	12/06/2020	+
Vendor Name	AiBots Technologies	+
Vendor CIN	UI2345678	+
Authorised Signatory	aibot	+
Registered Address	bangalore	+
Branch1 Address	whitefield	+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+
Branch 6		+

Comments

Activate Windows  
Go to Settings to activate Windows.

## Contract Addendum

### 1. Contract Addendum Approval : Legal Approver

- 1) Click on “Addendum” in side menu.
- 2) Click on “Pending Approvals” navigation link for pending approval table.
- 3) Click on View icon to view the contract details.

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Status	Amendment Type
	47127	NONDISCLOSURE AND CONFIDENTIALITY AGREEMENT NONDISCLOSURE AND CON	Rental Agreement	New Category	Sub	<span style="background-color: green; border: 1px solid black; padding: 2px;">• Executed</span>	<span style="background-color: purple; border: 1px solid black; padding: 2px;">Extension</span>
	47128	Testing Contract	House aggrement	New Category	Sub	<span style="background-color: green; border: 1px solid black; padding: 2px;">• Executed</span>	<span style="background-color: purple; border: 1px solid black; padding: 2px;">Amendments</span>
	48129	new contract testing sample	hgdf	New Category	Sub	<span style="background-color: orange; border: 1px solid black; padding: 2px;">• Pending Approvals</span>	<span style="background-color: purple; border: 1px solid black; padding: 2px;">Amendments</span>
	49133	New Contract	House aggrement	New Category	Sub	<span style="background-color: orange; border: 1px solid black; padding: 2px;">• Pending Approvals</span>	<span style="background-color: purple; border: 1px solid black; padding: 2px;">Amendments</span>

Showing 1 to 4 of 4 entries

Previous 1 Next

Activate Windows  
Go to Settings to activate Windows.

Draft	Draft
Show 10 entries	Search <input type="text"/>

Activate Windows  
Go to Settings to activate Windows.

*Application will redirect to “Contract Details” page.*

4) Click on “Next” button.

Contract ID : 49133

New Contract Details

Contract Name \* New Contract

Contract Type \* House agreement

Contract Description

Cluster \* New Category

Function \* Sub

Template Type \* Choose From Template

Template Name New Contract

Approver(s)

	Employee ID	Employee Name	Employee Email Address	Employee Designation	Employee Role(s)	Approval Status
<input type="checkbox"/>	121	Approver one	abc@aibotstech.com	Developer	Approver	Approved
<input type="checkbox"/>	11	Legal	vanilha.c@aibotstech.com	developer	Legal Approver	Approved

Activate Windows  
Go to Settings to activate Windows.

4 Next

*Application will redirect to “Contract Draft View” page.*

5) Click on Addendum type button to navigate to Contract Addendum Draft View page.

49133 - New Contract

• Executed

5

MANUFACTURING AGREEMENT

This **AGREEMENT** is made and entered into at Bengaluru on this XX day of MONTH, 2018

BY AND BETWEEN

ITC Limited, a Company under the Companies Act, 2013 having its registered office at 37, Jawaharlal Nehru Road, Kolkata - 700 071, through its Foods Business Division headquartered at ITC Limited, 18 Banaswadi Main Road, Maruthisheva Nagar, Bengaluru – 560 005 hereinafter referred to as "ITC" (which expression shall be deemed to mean and include its nominees and successors-in-interest and assigns) of the ONE PART

AND

(Name of the Company) a company under the Companies Act, 2013 having its registered office at [Registered office address as per RoC] hereinafter referred to as

Place Holder	Values	Action
Duration from	03/06/2020	<span style="font-size: small;">+/-</span>
Duration to	09/06/2020	<span style="font-size: small;">+/-</span>
Vendor Name	AiBots Technologies	<span style="font-size: small;">+/-</span>
Vendor CIN	UI2345678	<span style="font-size: small;">+/-</span>
Authorised Signatory	aibot	<span style="font-size: small;">+/-</span>
Registered Address	bangalore	<span style="font-size: small;">+/-</span>
Branch1 Address	whitefield	<span style="font-size: small;">+/-</span>
Branch2 Address	Ramagondanalli	<span style="font-size: small;">+/-</span>
Branch3 Address	Varthur	<span style="font-size: small;">+/-</span>
Branch4 Address	Jai Bharathnagar	<span style="font-size: small;">+/-</span>
Branch5 Address	Ulsoor	<span style="font-size: small;">+/-</span>

Comments

Activate Windows  
Go to Settings to activate Windows.

*Application will redirect to “Contract Addendum Draft View” page.*

- 6) Click on “Edit Content” button to **edit** the Contract.
- 7) Click on “Draft” button to **draft** the Contract.

**new clausees**

a company under the Companies Act, 2013 and having its registered office at (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXX running a proprietorship concern in the name of NAME OF THE PROPRIETORSHIP CONCERN having its office at OFFICE ADDRESS (hereinafter referred to as the Service Provider or the receiving party which expression shall unless it be repugnant to the context or meaning thereof mean

Place Holder	Values	Action
Duration from	09/06/2020	<input type="button" value=""/>
Duration to	12/06/2020	<input type="button" value=""/>
Vendor Name	AiBots Technologies	<input type="button" value=""/>
Vendor CIN	UI2345678	<input type="button" value=""/>
Authorised Signatory	aibot	<input type="button" value=""/>
Registered Address	bangalore	<input type="button" value=""/>
Branch1 Address	whitefield	<input type="button" value=""/>
Branch2 Address		<input type="button" value=""/>
Branch3 Address		<input type="button" value=""/>
Branch4 Address		<input type="button" value=""/>
Branch5 Address		<input type="button" value=""/>
Branch5		<input type="button" value=""/>

Comments

Activate Windows  
Go to Settings to activate Windows.

Windows Search Bar: Search      Icons: File Explorer, Mail, Photos, OneDrive, Edge, Microsoft Store, Paint, Snipping Tool, Task View, File History, Control Panel, Task Scheduler, System, Help & Support

System Tray: ENG US 05:48 PM 12-06-2020

*Application will redirect to same page.*

- 8) Place Holders
  1. Click on “Add Place Holder”.

**new clausees**

a company under the Companies Act, 2013 and having its registered office at (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXXXX having his permanent address XXXXXXXXXX running a proprietorship concern in the name of NAME OF THE PROPRIETORSHIP CONCERN having its office at OFFICE ADDRESS (hereinafter referred to as the Service Provider or the receiving party which expression shall unless it be repugnant to the context or meaning thereof mean

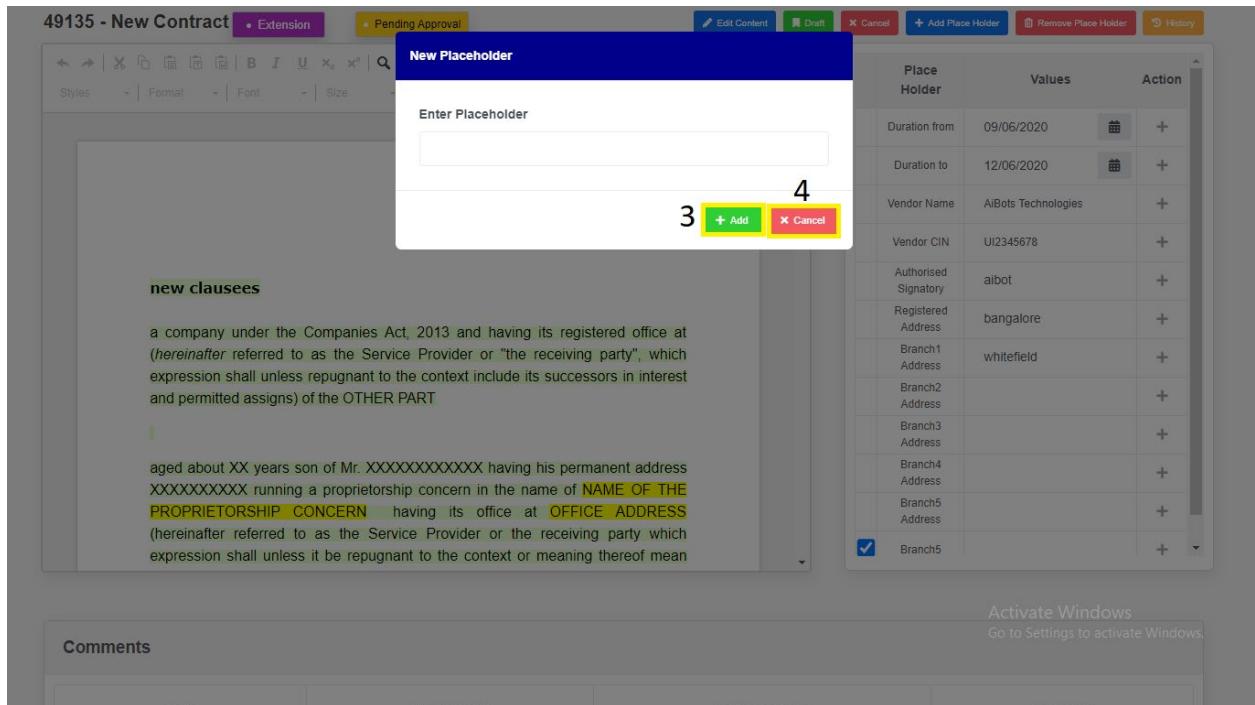
Place Holder	Values	Action
Duration from	09/06/2020	<input type="button" value=""/>
Duration to	12/06/2020	<input type="button" value=""/>
Vendor Name	AiBots Technologies	<input type="button" value=""/>
Vendor CIN	UI2345678	<input type="button" value=""/>
Authorised Signatory	aibot	<input type="button" value=""/>
Registered Address	bangalore	<input type="button" value=""/>
Branch1 Address	whitefield	<input type="button" value=""/>
Branch2 Address		<input type="button" value=""/>
Branch3 Address		<input type="button" value=""/>
Branch4 Address		<input type="button" value=""/>
Branch5 Address		<input type="button" value=""/>
Branch5		<input checked="" type="checkbox"/>

Comments

Activate Windows  
Go to Settings to activate Windows.

2. Enter “Place Holder”.
3. Click on “Add”. New variables will be add in place holder table.

4. Click on “Cancel”.

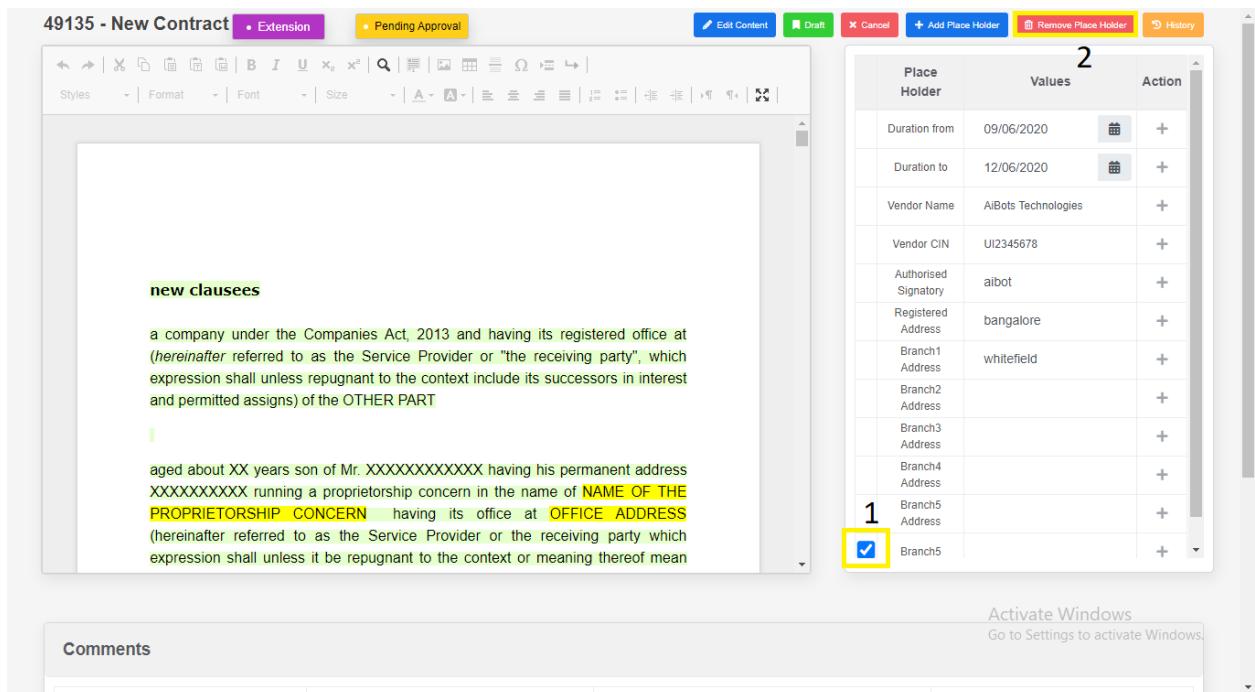


Modal will redirect to “Contract Addendum Draft view” page.

9) Remove Place Holders.

1. Select Checkbox.

2. Click on “Remove Placeholders” variables will be removed.

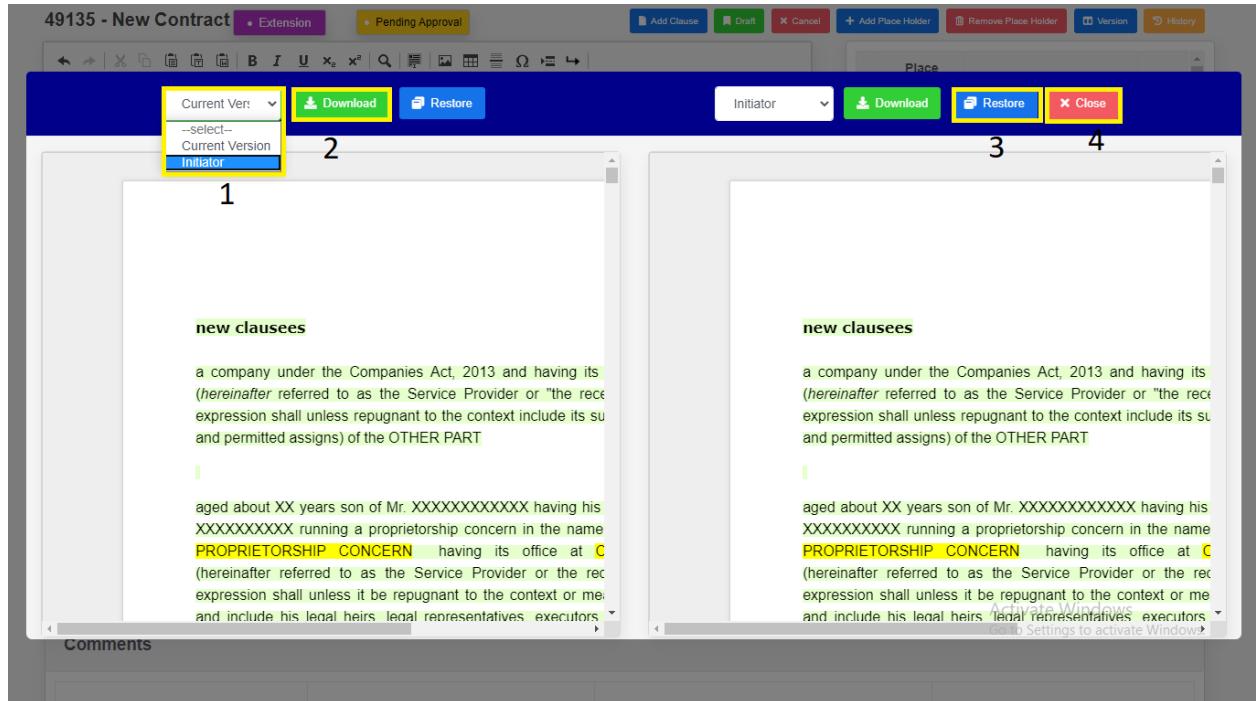


10) Click on “Version Compare”.

1. Select the “Version”.

2. Click on “Download”.

- 1) Download as “PDF”.
- 2) Download as “Word Document”.
3. Click on “Restore”. It restores the content which version has been selected.
4. Click on “Close”.



*Modal will redirect to “Contract Addendum Draft View” Page.*

- 11) Click on “Approve” button to **approve** the contract.
  - v. Enter Comments.
  - vi. Click on “Yes, Approve” button to **approve** the Contract.

*Or*

Click on “Reject” button to **reject** the Contract.

- v. Enter Comments.
- vi. Click on “Yes, Reject” button to **reject** the Contract.

49135 - New Contract • Extension • Pending Approval

11

**new clausees**

a company under the Companies Act, 2013 and having its registered office at (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

aged about XX years son of Mr. XXXXXXXXXX having his permanent address XXXXXXXXXX running a proprietorship concern in the name of NAME OF THE PROPRIETORSHIP CONCERN having its office at OFFICE ADDRESS (hereinafter referred to as the Service Provider or the receiving party which expression shall unless it be repugnant to the context or meaning thereof mean

Place Holder	Values	Action
Duration from	09/06/2020	+
Duration to	12/06/2020	+
Vendor Name	AiBots Technologies	+
Vendor CIN	UI2345678	+
Authorised Signatory	aibot	+
Registered Address	bangalore	+
Branch1 Address	whitefield	+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+
Branch5		+

Comments

Activate Windows  
Go to Settings to activate Windows.

*Application will redirect to same page.*

**12) Click on “Download”.**

49135 - New Contract • Extension • Pending Approval

12

**new clausees**

a company under the Companies Act, 2013 and having its registered office at (hereinafter referred to as the Service Provider or "the receiving party", which expression shall unless repugnant to the context include its successors in interest and permitted assigns) of the OTHER PART

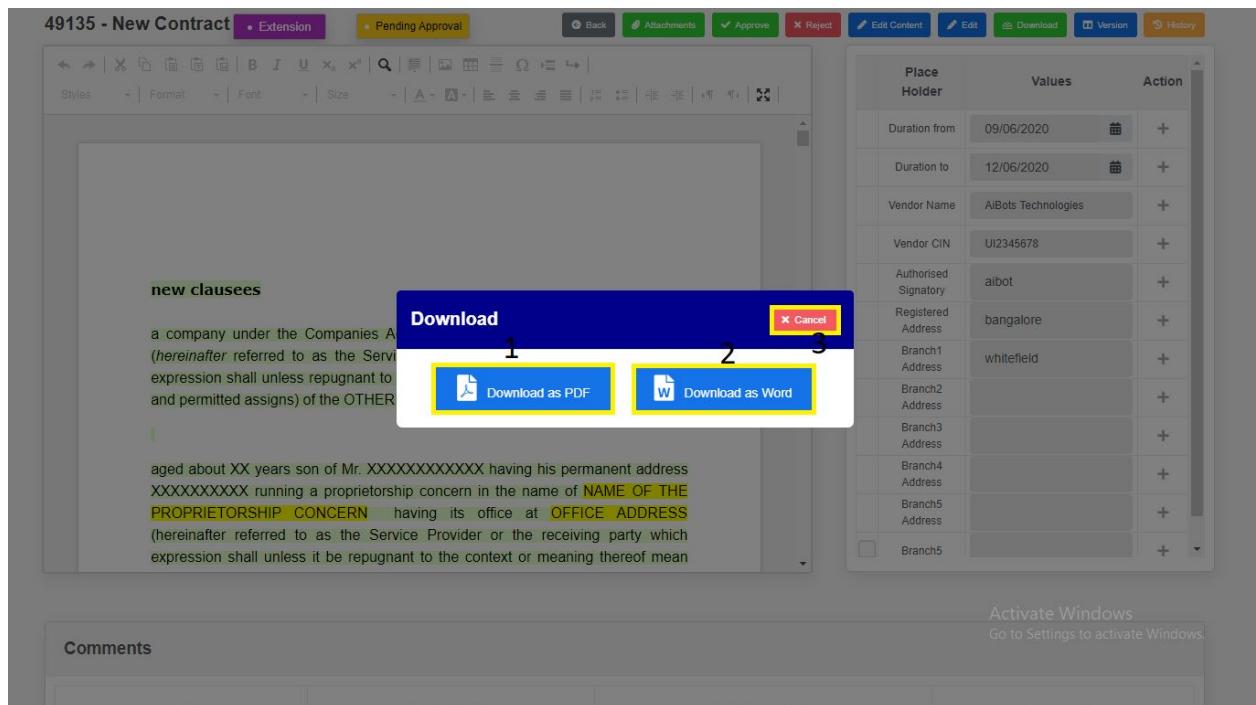
aged about XX years son of Mr. XXXXXXXXXX having his permanent address XXXXXXXXXX running a proprietorship concern in the name of NAME OF THE PROPRIETORSHIP CONCERN having its office at OFFICE ADDRESS (hereinafter referred to as the Service Provider or the receiving party which expression shall unless it be repugnant to the context or meaning thereof mean

Place Holder	Values	Action
Duration from	09/06/2020	+
Duration to	12/06/2020	+
Vendor Name	AiBots Technologies	+
Vendor CIN	UI2345678	+
Authorised Signatory	aibot	+
Registered Address	bangalore	+
Branch1 Address	whitefield	+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+
Branch5		+

Comments

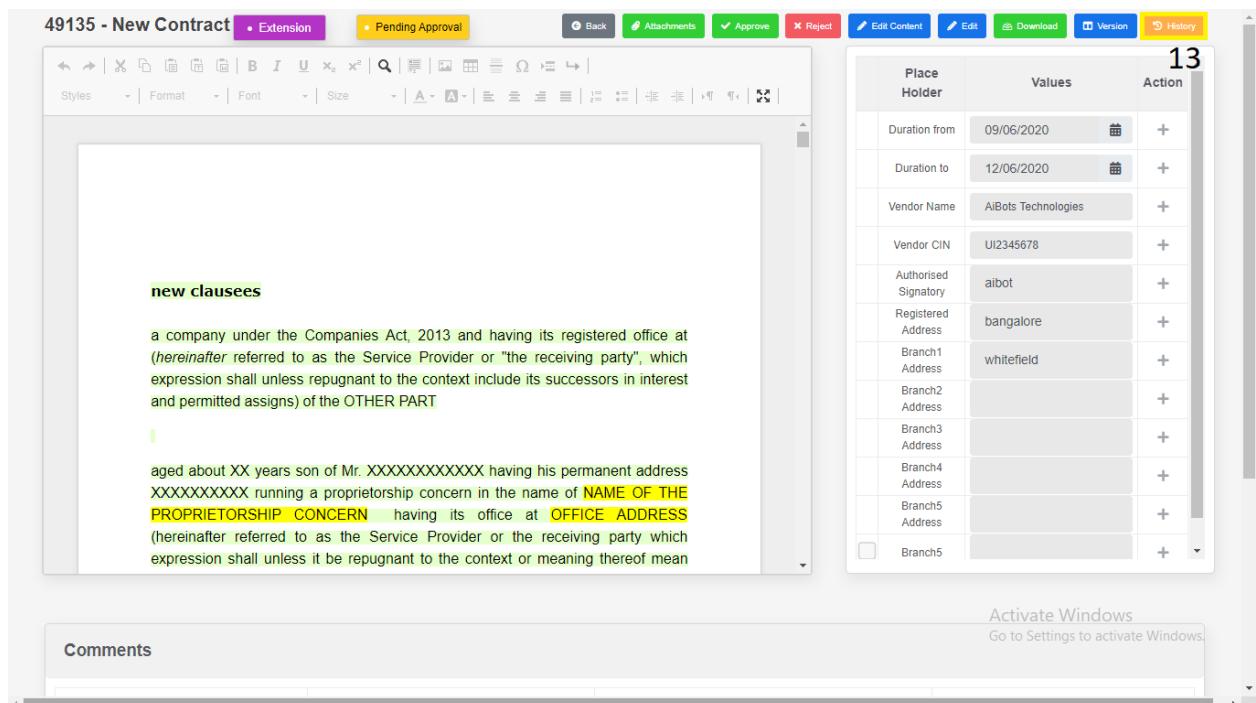
Activate Windows  
Go to Settings to activate Windows.

- 1) Download as “PDF”.
- 2) Download as “Word Document”.
- 3) Click on “Close”.



*Modal will redirect to “Contract Addendum Draft View” Page.*

- 13) Click on “History”. Changes done in the Contract Addendum will be recorded in history.



## Search & Report

- 1) Click on “Search & Report” from Side Menu (Access to Admin Only).

Search & Report > Search

**Contract**    **Template**    **Vendor**    **User**    **Clause**    **Cluster & Functions**

**Basic**    **Advanced**

**Contract UID**: Contract UID  
**Contract Name**: Name  
**Cluster**: -- select --  
**Function**: -- select --  
**Description**:  
**Contract Type**: -- select --

**CSV**    **PDF**

Show 10 entries    Search:

Activate Windows  
Go to Settings to activate Windows.

### 1) Click on “Contract” tab.

Search & Report > Search

**Contract**    **Template**    **Vendor**    **User**    **Clause**    **Cluster & Functions**

**Basic**    **Advanced**

**Contract UID**: Contract UID  
**Contract Name**: Name  
**Cluster**: -- select --  
**Function**: -- select --  
**Description**:  
**Contract Type**: -- select --

**CSV**    **PDF**

Show 10 entries    Search:

Activate Windows  
Go to Settings to activate Windows.

1. Click on Basic Contract.
2. Enter Basic Contract Details.
  - a) Enter “Contract UID” (*Only Numbers are allowed*).
  - b) Enter “Contract Name” (*Only Characters are allowed*).
  - c) Select “Contract Type”.
  - d) Select “Cluster”.
  - e) Select “Function”.
3. Click on “Search”.
4. Search the contract details and displays in the contract table.
5. Click on “CSV”.

6. CSV downloads the contract details in Excel format.
7. PDF downloads the contract details in PDF format.
8. Click on “Clear”.

The screenshot shows the 'Search & Report' interface. On the left, there's a sidebar with links: Dashboard, Template Master, Contract, Addendum, and Search & Report (which is highlighted). The main area has tabs: Contract (selected), Template, Vendor, User, Clause, and Cluster & Functions. Below the tabs are two buttons: 'Basic' (highlighted with a yellow box) and 'Advanced'. The search form includes fields for Contract UID (with value '1'), Contract Name (with placeholder 'Name'), Cluster (with placeholder '= select ='), Function (with placeholder '= select ='), and Description. To the right of the search form is a dropdown for 'Contract Type' with the placeholder '= select ='. At the bottom of the search form are two buttons: 'CSV' (highlighted with a yellow box) and 'PDF' (highlighted with a yellow box). To the right of the search form are buttons for 'Search' (highlighted with a yellow box) and 'Clear' (highlighted with a yellow box). A status message at the bottom right says 'Activate Windows' and 'Go to Settings to activate Windows.' Below the search form is a table with columns: View, Contract ID, Contract Name, Contract Type, Cluster, Function, Status, and Sub. One row is visible: View (dropdown), Contract ID (51137), Contract Name (New Contract), Contract Type (asd), Cluster (Biscuits and Cakes), Function (Sub), Status (Draft), and Sub (Draft). The table footer shows 'Showing 1 to 1 of 1 entries' and navigation buttons for Previous (disabled), Next, and Last.

*Application will redirect to “Search & Report” page.*

9. Click on “Advance” Contract.
10. Enter Advance Contract Details.
  - f) Enter “Contract UID” (*Only Numbers are allowed*).
  - g) Enter “Contract Name” (*Only Characters are allowed*).
  - h) Select “Contract Type”.
  - i) Select “Cluster”.
  - j) Select “Function”.
  - k) Select “Vendor Name”.
  - l) Enter “Execution Date”.
  - m) Enter “Termination Date”.
  - n) Enter “Description” (*Only Characters & Numbers are allowed*).
11. Click on “Search”.
12. Search the contract details and displays in the contract table.
13. Click on “CSV”.
14. CSV downloads the contract details in Excel format.
15. PDF downloads the contract details in PDF format.
16. Click on “Clear”.

Search & Report > Search

Contract	Template	Vendor	User	Clause	Cluster & Functions
<b>Basic</b>	<b>Advanced</b> 9				
Contract UID Contract UID	Contract Type -- select --				
Contract Name Name					
Cluster -- select --					
Function -- select --					
Vendor Name -- select --					
Execution Date From	To	Termination Date From	To		
Description					

13 15 11 16  
Activate Windows Go to Settings to activate Windows.

Show [10] entries Search:

**CSV** **PDF**

*Application will redirect to “Search & Report” page.*

## 2) Click on “Template” tab.

Search & Report > Search

Contract	<b>Template</b>	Vendor	User	Clause	Cluster & Functions
2					
Template Name Template Name					
Template Type -- select --					

**CSV** **PDF**

Show [10] entries Search:

Activate Windows Go to Settings to activate Windows.

View	Template ID	Template Name	Template Type	Status
23040	New Template	House aggrement	Executed	

Showing 1 to 1 of 1 entries Previous 1 Next

1. Click on “Template”.
2. Enter Basic Template Details.
  - a) Enter “Template Name”.
  - b) Enter “Template Type”.
3. Click on “Search”.
4. Search the Template details and displays in the Template table.
5. Click on “CSV”
6. CSV downloads the Template details in Excel format.
7. Click on “PDF” downloads the Template details in PDF format.
8. Click on “Clear”.

Template Name

Template Type

View    Template ID    Template Name    Template Type    Status

23040    New Template    House agreement    Active

Show 10 entries

Search:

CSV    PDF

3    8

Showing 1 to 1 of 1 entries

Previous    1    Next

*Application will redirect to “Search & Report” page.*

### 3) Click on “Vendor” tab.

Vendor Name

Type of Entity

Corporate Identification Number(CIN)

View    Vendor Name    Type of Entity    CIN    Authorised Signatory

as&#amp;amp;amp;amp;amp;dm    Company    PIUYT242134u    fadd&amp;

asd&amp;    Partnership Firm    fadd&amp;

Show 10 entries

Search:

CSV    PDF

3

Basic    Advanced

1. Click on “Basic” Vendor.
2. Enter Basic Vendor Details.
  - a) Enter “Vendor Name”.
  - b) Select “Type of entity”.
  - c) Enter “Corporate Identification Number(CIN)”
3. Click on “Search”.
4. Search the Vendor details and displays in the Vendor table.
5. Click on “CSV”.
6. CSV downloads the Vendor details in Excel format.

7. Click on “PDF” downloads the Vendor details in PDF format.
8. Click on “Clear”.

The screenshot shows the 'Search & Report' interface. On the left sidebar, there are links for Dashboard, Template Master, Contract, Addendum, and Search & Report (which is highlighted). The main area is titled 'Search & Report' and shows a breadcrumb path: Home > Search. There are tabs at the top: Contract, Template, Vendor (which is selected and highlighted in blue), User, Clause, and Cluster & Functions. Below the tabs are two buttons: 'Basic' (highlighted with a yellow box) and 'Advanced'. The search form includes fields for 'Vendor Name' (with placeholder 'Vendor Name') and 'Corporate Identification Number(CIN)' (with placeholder 'Corporate Identification Number(CIN)'). To the right of these fields is a dropdown menu labeled '-- select --'. At the bottom of the search form are two buttons: 'Search' (highlighted with a yellow box) and 'Clear'. Below the search form is a table with the following data:

View	Vendor Name	Type of Entity	CIN	Authorised Signatory
	as&amp;amp;amp;amp;amp;amp;dm	Company	PIUYT242134u	Activate Windows ast&amp;amp;amp;amp;amp;amp;windows
	asd&amp;	Partnership Firm		fadd&amp;

Below the table are buttons for 'CSV' (highlighted with a yellow box) and 'PDF' (highlighted with a yellow box). A search bar with placeholder 'Search:' and a dropdown for 'Show [10 entries]' are also present.

*Application will redirect to “Search & Report” page.*

9. Click on “Advance” Vendor.
10. Enter Advance Vendor Details.
  - a) Enter “Vendor Name”.
  - b) Select “Type of entity”.
  - c) Enter “Corporate Identification Number(CIN)”
  - d) Enter “Authorized Signature”.
  - e) Enter “Address”.
11. Click on “Search”.
12. Search the Vendor details and displays in the Vendor table.
13. Click on “CSV”.
14. CSV downloads the Vendor details in Excel format.
15. Click on “PDF” downloads the Vendor details in PDF format.
16. Click on “Clear”.

**Search & Report**

Contract   Template   Vendor   User   Clause   Cluster & Functions

Basic   Advanced **9**

Vendor Name   Type of Entity  
Corporate Identification Number(CIN)   Address  
Authorized Signature

**13** **15** **16**

Show 10 entries   **11** **Search** **Clear**

View   Vendor Name   Type of Entity   CIN   Authorised Signatory

CSV   PDF

Search Windows   Go to Settings to activate Windows.

*Application will redirect to “Search & Report” page.*

4) Click on “User” tab.

**Search & Report**

Contract   Template   Vendor   **User**   Clause   Cluster & Functions

**4**   Basic   Advanced

Employee ID   Role  
Employee Name   Status  
Email Address

**13** **15** **16**

Show 10 entries   **11** **Search** **Clear**

View   Employee ID   Name   Email address   Cluster   Function   Role   Status

CSV   PDF

Activated Windows   Search   Go to Settings to activate Windows.

1. Click on “Basic” User.
2. Enter Basic User Details.
  - a) Enter “Employee ID”.
  - b) Enter “Employee Name”.
  - c) Select “Role”.
  - d) Enter “Email Address”.
  - e) Select “Status”.
3. Click on “Search”.
4. Search the User details and displays in the User table.
5. Click on “CSV”.

6. CSV downloads the User details in Excel format.
7. Click on “PDF” downloads the User details in PDF format.
8. Click on “Clear”.

The screenshot shows the 'Search & Report' interface for the 'User' section. The search form includes fields for Employee ID, Employee Name, Email Address, Role, and Status. It features 'Basic' and 'Advanced' search modes. Below the form is a table with columns: View, Employee ID, Name, Email address, Cluster, Function, Role, and Status. At the bottom are CSV, PDF, and Search/Clear buttons. Numerical labels 1 through 8 are overlaid on specific elements: 1 is on the Basic button, 2 is on the Employee ID field, 3 is on the Role dropdown, 4 is on the Status dropdown, 5 is on the CSV button, 6 is on the PDF button, 7 is on the Search button, and 8 is on the Clear button.

*Application will redirect to “Search & Report” page.*

9. Click on “Advance” User.
10. Enter Advance User Details.
  - a) Enter “Employee ID”.
  - b) Select “Cluster”.
  - c) Select “Function”.
  - d) Select “Role”.
  - e) Enter “Employee Name”.
  - f) Enter “Email Address”.
  - g) Select “Designation”.
  - h) Select “Status”.
11. Click on “Search”.
12. Search the User details and displays in the User table.
13. Click on “CSV”.
14. CSV downloads the User details in Excel format.
15. Click on “PDF” downloads the User details in PDF format.
16. Click on “Clear”.

Search & Report

User

Employee ID: Enter ID  
Employee Name: Enter Name  
Email Address: Enter Email address

Cluster: -- select --  
Function: --select--  
Role: --Select--

Designation: -- select --  
Status: --Select--

13 15

CSV PDF

Show 10 entries

Search:  Go to Settings to activate Windows.

View	Employee ID	Name	Email address	Cluster	Function	Role	Status

*Application will redirect to “Search & Report” page.*

5) Click on “Clause” tab.

Search & Report

Clause

Clause Title: Title  
Clause Description: Description

CSV PDF

Show 10 entries

Search:  Go to Settings to activate Windows.

View	Clause Title	Last Modified
1	New Clauses	31-05-2020 2.31.18 PM
2	Sample Clause	25-05-2020 8.35.38 PM
3	new clauses	30-05-2020 10.29.22 AM

1. Click on “Clause”.
2. Enter Clause Details.
  - a) Enter “Clause Tittle”.
  - b) Enter “Clause Description”.
3. Click on “Search”.
4. Search the Clause details and displays in the Clause table.
5. Click on “CSV”.
6. CSV downloads the Clause details in Excel format.
7. Click on “PDF” downloads the Clause details in PDF format.
8. Click on “Clear”.

Clause Title

Clause Description

CSV PDF

3 8

Search Clear

5 7

Show 10 entries

Search:

View	Clause Title	Last Modified
	New Clauses	31-05-2020 2.31.18 PM
	Sample Clause	25-05-2020 8.35.38 PM <small>Go to Settings to activate Windows.</small>
	new clausees	30-05-2020 10.29.22 AM

*Application will redirect to “Search & Report” page.*

## 6) Click on “Cluster & Function” tab.

Cluster Function Filter -select-

6

CSV PDF

Show 10 entries

Search:

View	Cluster	Function
	Biscuits and Cakes	Sub
	Biscuits and Cakes	function
	Chocolates	<small>Activate Windows</small> Druk Chocolate <small>Go to Settings to activate Windows.</small>
	Druk Chocolates	Amul products

1. Click on “Cluster and Function”.
2. Enter Cluster and Function Details.
3. Select “Cluster”.

Search & Report

Contract Template Vendor User Clause Cluster & Functions

Cluster Function Filter

3

-- Select --  
asddddddss s ggg hhhh  
Biscuits and Cakes  
Chocolates  
Drak Chocolates  
Drak Fantasy

CSV PDF

Show 10 entries

View Cluster Function

View	Cluster	Function
Eye icon	Biscuits and Cakes	Sub
Eye icon	Biscuits and Cakes	function
Eye icon	Chocolates	Activate Windows Drak Chocolate Go to Settings to activate Windows.
Eye icon	Drak Chocolates	Amul products

Search:

CSV PDF

Show 10 entries

Search:

#### 4. Select “Function”.

Search & Report

Contract Template Vendor User Clause Cluster & Functions

Cluster Function Filter

4

-- Select --  
Sub  
function  
Drak Chocolate  
Amul products

CSV PDF

Show 10 entries

View Cluster Function

View	Cluster	Function
Eye icon	Biscuits and Cakes	Sub
Eye icon	Biscuits and Cakes	function
Eye icon	Chocolates	Activate Windows Drak Chocolate Go to Settings to activate Windows.
Eye icon	Drak Chocolates	Amul products

Search:

CSV PDF

Show 10 entries

Search:

#### 5. Click on “Search”.

6. Search the Cluster and Function details and displays in the Cluster and Function table.
7. Click on “CSV”.
8. CSV downloads the Cluster and Function details in Excel format.
9. Click on “PDF” downloads the Cluster and Function details in PDF format.
10. Click on “Clear”.

Dashboard

Template Master

Contract

Addendum

Search & Report

Search & Report

Search

Contract Template Vendor User Clause Cluster & Functions

Cluster Function Filter - Select -

7 9

5 10

CSV PDF

Show 10 entries

Search:

View	Cluster	Function
Eye icon	Biscuits and Cakes	Sub
Eye icon	Biscuits and Cakes	function
Eye icon	Chocolates	Activate Windows Drak Chocolate Go to Settings to activate Windows.
Eye icon	Drak Chocolates	Amul products

*Application will redirect to “Search & Report” page.*