

Reviewer

Contract

- 1) Click on “**Contract**” in side menu.
- 2) Click on **View** icon to navigate to the **details** page.

The screenshot shows the 'Contract' page with a side menu on the left. The 'Contract' menu item is highlighted with a yellow box and labeled '1'. The main content area has two tabs: 'Executed' (active) and 'Expired'. The 'Executed' tab shows a table with columns: View, Contract ID, Contract Name, Contract Type, Cluster, Function, and Physical Copy Verified. The first row of the table has a blue eye icon in the 'View' column, highlighted with a yellow box and labeled '2'. The table contains one entry with Contract ID 49133, Contract Name 'New Contract', Contract Type 'House agreement', Cluster 'New Category', Function 'Sub', and Physical Copy Verified '✓'. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons. The 'Expired' tab also shows a similar table with one entry, including an 'Expired On' date of 09/06/2020.

Application will redirect to “Contract Details” page.

- 3) Click on “**Next**” button.

The screenshot shows the 'Contract Details' page for Contract ID 49133. The page has a header with the contract ID and a 'Download Signed Contract' button. The main content area is titled 'New Contract Details' and has two tabs: 'Executed' (active) and 'Amendments'. The 'Executed' tab shows a form with fields for Contract Name, Contract Type, Contract Description, Cluster, Function, Template Type, and Template Name. Below the form is a table for 'Approver(s)' with columns: Employee ID, Employee Name, Employee Email Address, Employee Designation, Employee Role(s), and Approval Status. The table contains two entries: one for Employee ID 121 (Approver one) and one for Employee ID 11 (Legal). At the bottom right of the page, there is a 'Next' button highlighted with a yellow box and labeled '3'. An 'Activate Windows' watermark is visible in the bottom right corner.

Application will redirect to “Contract Draft View” page.

- 4) Enter the Details,
 - a. Enter “**Physical Document Location**”.
 - b. Enter “**Reviewer Comments**”.

- 5) Click on “Save” button.
Save Reviewer details.

Comments

Role	Employee ID	Employee Name	Comments
Initiator	1	admin	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, Maruthiseva Nagar, Bengaluru – 560 005 hereinafter referred to as 'ITC'
Approver 1	121	Approver one	The Manufacturer agrees to manufacture and package the Product/s, in accordance with the knowhow provided by ITC inclusive of any improvement/modifications approved by ITC, for the purposes of and in terms of this Agreement. The package shall bear the Trademarks (as defined hereinafter) of ITC.
Approver 2	11	Legal	asfd

Physical Verification

✖ Not Verified

Last Verified By :Last Verified On :

Add Comments

Save Comments

✖ Clear

5

Physical Document Location

Reviewer Comments

Physical Document Location

Reviewer Comments

Activate Windows
Go to Settings to activate Windows.

- 6) Click on “Clear” button
Clears all Reviewer Comments.

Comments

Role	Employee ID	Employee Name	Comments
Initiator	1	admin	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, Maruthiseva Nagar, Bengaluru – 560 005 hereinafter referred to as 'ITC'
Approver 1	121	Approver one	The Manufacturer agrees to manufacture and package the Product/s, in accordance with the knowhow provided by ITC inclusive of any improvement/modifications approved by ITC, for the purposes of and in terms of this Agreement. The package shall bear the Trademarks (as defined hereinafter) of ITC.
Approver 2	11	Legal	asfd

Physical Verification

✖ Not Verified

Last Verified By :Last Verified On :

Add Comments

Save Comments

✖ Clear

6

Physical Document Location

Reviewer Comments

Physical Document Location

Reviewer Comments

Activate Windows
Go to Settings to activate Windows.

- 7) Contract is Physically Verified.

Comments

Role	Employee ID	Employee Name	Comments
Initiator	1	admin	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, Maruthi seva Nagar, Bengaluru - 560 005 hereinafter referred to as 'ITC'
Approver 1	121	Approver one	The Manufacturer agrees to manufacture and package the Product/s, in accordance with the knowhow provided by ITC inclusive of any improvement/modifications approved by ITC, for the purposes of and in terms of this Agreement. The package shall bear the Trademarks (as defined hereinafter) of ITC.
Approver 2	11	Legal	asfd

Physical Verification

7 ✓ Verified

Last Verified By : 333 - Reviewer Two

Last Verified On : 11-06-2020 9.43.12 AM

Add Comments

Physical Document Location

Reviewer Comments

Physical Document Location

Reviewer Comments

Addendum

- 1) Click on “**Addendum**” in side menu.
- 2) Click on **View** icon to navigate to the **details** page.

Contract 1

Addendum

Addendum

Executed

Show 10 entries

Search:

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Physical Copy Verified
2	51136	contract from template	sd	New Category	Sub	✗

Showing 1 to 1 of 1 entries

Previous 1 Next

Expired

Show 10 entries

Search:

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Expired On	Physical Copy Verified
	49135	New Contract	House agreement	New Category	Sub	12/06/2020	✗
	51136	contract from template	sd	New Category	Sub	19/06/2020	✗
	51137	New Contract	asd	Biscuits and Cakes	Sub	22/06/2020	✗

Showing 1 to 3 of 3 entries

Previous 1 Next

Application will redirect to “Contract Details” page.

- 3) Click on “**Next**” button.

Contract ID : 49133

Download Signed Contract

New Contract Details

Contract Name * New Contract

Contract Type * House agreement

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	vanitha.cd@aibotstech.com	developer	Legal Approver	Approved

Activate Windows
Go to Settings to activate Windows.

4) Click on “Amendments” button.

51136 - contract from template

Amendments

Place Holder

Values

Action

Duration from	17/06/2020	+
Duration to	18/06/2020	+
Vendor Name	Aibots Tech	+
Vendor CiN	14310852ofus	+
Authorised Signatory	Aibots	+
Registered Address	Ramagondnalli	+
Branch1 Address	Whitefield	+
Branch2 Address	Oform	+
Branch3 Address	wertyu	+
Branch4 Address	as	+
Branch5 Address	as	+
<input type="checkbox"/> initiator	initiator	+

Comments

Activate Windows
Go to Settings to activate Windows.

- 5) Enter the Details,
 - a. Enter “Physical Document Location”.
 - c. Enter “Reviewer Comments”.
- 6) Click on “Save” button.
Save Reviewer details.

Physical Verification

Not Verified

Last Verified By :

Last Verified On :

Add Comments

Save Comments

Clear

6

Physical Document Location

Reviewer Comments

Physical Document Location

Reviewer Comments

Activate Windows

Go to Settings to activate Windows.

7) Click on “Clear” button
Clears all Reviewer Comments.

Approver 2

11

Legal

scdfvn

Physical Verification

Not Verified

Last Verified By :

Last Verified On :

Add Comments

Save Comments

Clear

7

Physical Document Location

Reviewer Comments

Physical Document Location

Reviewer Comments

Activate Windows

Go to Settings to activate Windows.

8) Contract is Physically Verified.

Comments

Role	Employee ID	Employee Name	Comments
Initiator	1	admin	qwedrftgh
Approver 1	121	Approver one	swedf
Approver 2	11	Legal	scdfvn

Physical Verification

✓ Verified 8

Last Verified By : 333 - Reviewer Two

Last Verified On : 22-06-2020 11:35:32 PM

Add Comments

Save Comments Clear

Physical Document Location	Reviewer Comments
<input type="text"/>	<input type="text"/>

Physical Document Location	Reviewer Comments
<input type="text"/>	<input type="text"/>

Activate Windows
Go to Settings to activate Windows.