

# Initiator

## 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 Initiator application's dashboard interface. At the top, there is a navigation bar with icons for Home, Dashboard, Contract Master, Addendum, and Search & Report. Below the navigation bar are four colored boxes representing different contract statuses:

- Pending Sign-off**: Blue box with a person icon and '0'.
- Pending Approval**: Green box with a circular arrow icon and '0'.
- Rework / Rejected**: Orange box with a crossed-out circle icon and '0'.
- Expired**: Red box with a calendar icon and '0'.

Below these boxes is a table titled "Approved and Pending for Sign-off". The table has a yellow header row with columns for View, Contract ID, Contract Name, Contract Type, Cluster, and Function. The main body of the table is empty, displaying "No data available in table".

At the bottom of the table, there are buttons for "Previous" and "Next".

Further down the page, another table titled "Pending approval" is shown. This table also has a yellow header row with columns for View, Contract ID, Contract Name, Contract Type, Cluster, Function, Initiated On, and Pending From. It too is empty, showing "No data available in table".

At the very bottom right of the page, there is a message: "Activate Windows Previous Next Go to Settings to activate Windows."

- 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 a dashboard interface with a sidebar on the left containing links: Dashboard, Template Master, Contract, Addendum, and Search & Report. The main area features four colored status cards:

- Pending Sign-off: 0
- Pending Approval: 0
- Rework / Rejected: 0
- Expired: 8

Below the cards, there are two tables:

- Approved and Pending for Sign-off**: Shows 0 entries.
- Pending approval**: Shows 0 entries.

A yellow box highlights the "Expired" card and the "Expired" link in the second table.

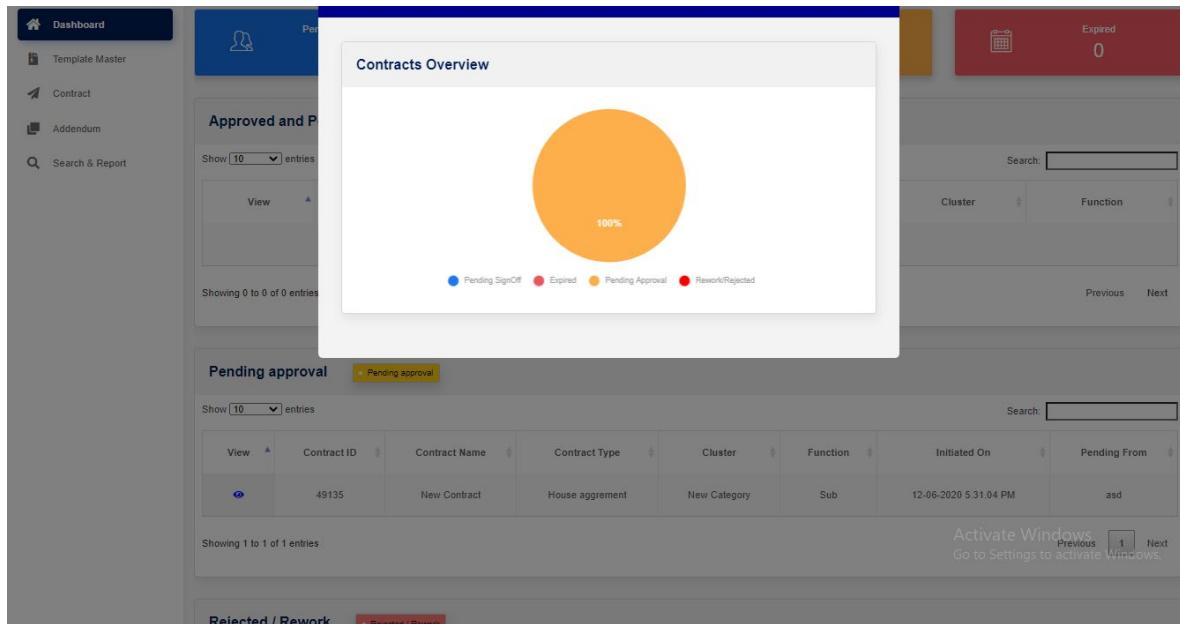
9) Click on “Expired” navigates to Expired table.

The screenshot shows the same dashboard interface as above. The sidebar links are identical. The main area displays the "Expired" table:

View	Contract ID	Contract Name	Contract Type	Cluster	Function	Initiator	Rejected By	Assign To
No data available in table								

A yellow box highlights the "Expired" card and the "Expired" link in the table header.

10) Click on “Analytics”.



*Graphical representation*

## Template

### 1. Existing Template Master:

- 1) Click on “Template” in side menu.
- 2) Click on View icon to view the Template which is in Executed.

**Template**

1

**Template Master**

View	Template ID	Template Name	Template Type	Status
<a href="#">View</a>	23040	New Template	House agreement	<span style="background-color: green; color: white; padding: 2px;">Approved</span>

Showing 1 to 1 of 1 entries

Activate Windows  
Go to Settings to activate Windows.

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

- 3) Click on “Next”.

Template ID : 23040

New Template Details • Approved

Template Name \* New Template

Type of Contract \* House agreement

Template Description Template Description

Approver(s)

	Employee ID	Employee Name	Employee Email Address	Employee Designation	Employee Role (s)	Approval Status
<input type="checkbox"/>	11	Legal	vanitha.c@albotstech.com	developer	Legal Approver	Approved
<input type="checkbox"/>	12	Legal	Poojitha.js@albotstech.com	Developer	Legal Approver	Approved

Activate Windows  
Go to Settings: 3 Next

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

#### 4) Click on “Version Compare”.

23040 - New Template • Approved

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, Maruthi Seva 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 Ro] hereinafter referred to as the "Manufacturer" (which expression unless renounce to the context shall

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

Comments

Role	Employee ID	Employee Name	Comments
Initiator	1	admin	ITC Limited, a Company under the Companies Act, 2013 having its registered office at 37, Jawaharlal Nehru Road, Kolkata - 700 071, through its Foods

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 “Close”.

23040 - New Template    Approved

Current Ver Download

Initiator Download Close

**MANUFACTURING AGREEMENT**

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

**BY AND BETWEEN**

ITC Limited, a Company under the Companies Act, 2013 having office at 37, Jawaharlal Nehru Road, Kolkata - 700 071, through 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 the "Manufacturer" (which expression unless repugnant to the context shall

Role	Employee ID	Employee Name	Comments	Action
Initiator	1	admin	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	<a href="#">Activate Windows</a> Go to Settings to activate Windows.

### 5) Click on “Download”.

23040 - New Template    Approved

Download

Place Holder Action

**MANUFACTURING AGREEMENT**

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**BY AND BETWEEN**

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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				Action
Role	Employee ID	Employee Name	Comments	Action
Initiator	1	admin	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	<a href="#">Activate Windows</a> Go to Settings to activate Windows.

**Place Holder**

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

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

**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, Maruthiseva 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			Activate Windows
Role	Employee ID	Employee Name	Comments
Initiator	1	admin	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, Maruthiseva Nagar, Bengaluru – 560 005

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

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

**MANUFACTURING AGREEMENT**

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**BY AND BETWEEN**

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**AND**

(Name of the Company) a company under the Companies Act, 2013 having its

## Contract

### 1) Contract Creation

- 1) Click on “Contract” in side menu.
- 2) Click on “Create New Contract” button to create new Contract

The screenshot shows the application's navigation bar at the top with links for Dashboard, Template Master, Addendum, and Search & Report. Below this, there are two main sections:

- Section 1 (Repository):** A table view titled "Repository" with columns: View, Contract ID, Contract Name, Contract Type, Cluster, Function, and Status. A yellow box highlights the "Contract" link in the left sidebar under "Contract".
- Section 2 (Draft):** A table view titled "Draft" with columns: View, Contract ID, Contract Name, Contract Type, Cluster, Function. A yellow box highlights the "+ Create New Contract" button in the top right corner.

Both sections include search and filter options, and a message at the bottom of the Draft section: "Activate Windows. Go to Settings to activate Windows."

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

- 3) Enter **Contract** details,
  - i. Enter “**Contract Name**”. (*Alphabets and Space only*).
  - ii. Enter “**Contract Type**”. (*Alphabets and Space only*).
  - iii. **Approval Workflow** will auto generate based on Department and Sub Department.
  - iv. Choose **Create Contract Using**.
  - v. Select **Category**.
  - vi. Select **Sub Category**.
- 4) Click on “**Search**”:
  1. Reporting Manager **ID** (*Numbers Only*).
  2. Reporting Manager **Name** (*Characters Only*).
  3. Reporting Manager **Email** (*Characters Numbers and Email validation only*).
- 5) Select the “**Checkbox**”
- 6) Click on “**Remove**” Approval fields will be removed.
- 7) Click on “**Save and Continue**” button to **save** the new Contract.

The screenshot shows the 'Contract' section with a 'New Contract' button highlighted (step 3). The form includes fields for 'Contract Name' (Enter Contract Name), 'Contract Type' (Enter Contract Type), 'Contract Description' (Enter Contract Description), 'Cluster' (Biscuits and Cakes), 'Function' (Sub), 'Create Contract Using' (dropdown menu), and 'Approver(s)' (table with two rows, where the second row is highlighted (step 5)). Buttons at the bottom include 'Discard', 'Save and Continue' (highlighted), and 'Activate Windows'.

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

## 2) Contract Initiate

- 1) Click on “Edit Content” button to **edit** the Contract.
- 2) Click on “Draft” button to **draft** the Contract.
- 3) Click on “Attachments” button to **Upload** supporting files.

The screenshot shows the '49133 - New Contract' draft view. It includes a rich text editor with toolbar (step 3), a variables table (step 4), and a comments section (step 7). The variables table lists fields like Place Holder, Value, and Action. The comments section has columns for Role, Employee ID, Employee Name, and a 'Comments' input field.

- 4) Click on “Edit” button to **edit** the Variables.
- 5) Click on “Draft” button to **save** the Variables.

49133 - New Contract
Draft
Add Clause
Draft
Cancel
+ Add Place Holder
Remove Place Holder
Version
History

5
Place Holder
Values
Action

Place Holder	Values	Action
Duration from		<input type="button" value=""/>
Duration to		<input type="button" value=""/>
Vendor Name		<input type="button" value=""/>
Vendor CIN		<input type="button" value=""/>
Authorised Signatory		<input type="button" value=""/>
Registered Address		<input type="button" value=""/>
Branch1 Address		<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=""/>

**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, Maruthi Seva 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**

Role	Employee ID	Employee Name	
			Activate Windows Go to <a href="#">Settings</a> to activate Windows.

## 6) Place Holders

1. Click on “Add Place Holder”.

49135 - New Contract

Draft

Add Clause Draft Cancel

Add Place Holder Remove Place Holder Version History

Styles Format Font Size

Place Holder Values Action

Place Holder	Values	Action
Duration to		<input type="button" value=""/>
Vendor Name		<input type="button" value=""/>
Vendor CIN		<input type="button" value=""/>
Authorised Signatory		<input type="button" value=""/>
Registered Address		<input type="button" value=""/>
Branch1 Address		<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=""/>
<input checked="" type="checkbox"/> Branch6 Address		<input type="button" value=""/>

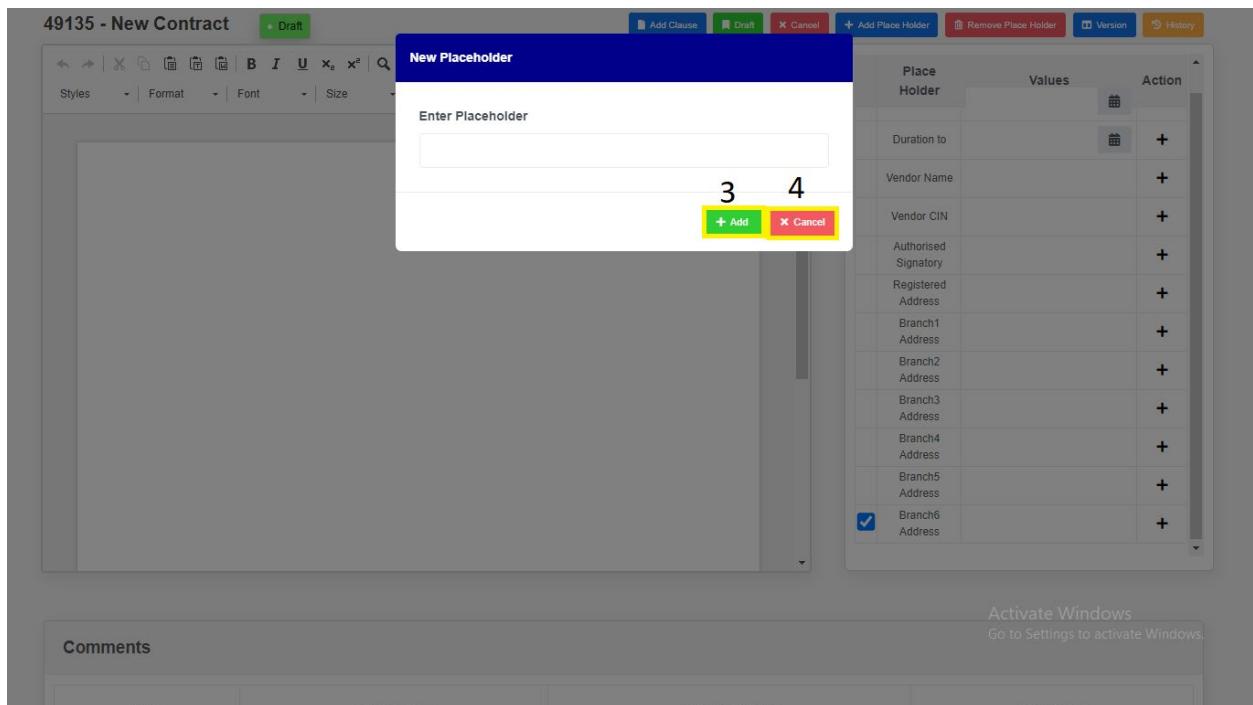
Comments

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.

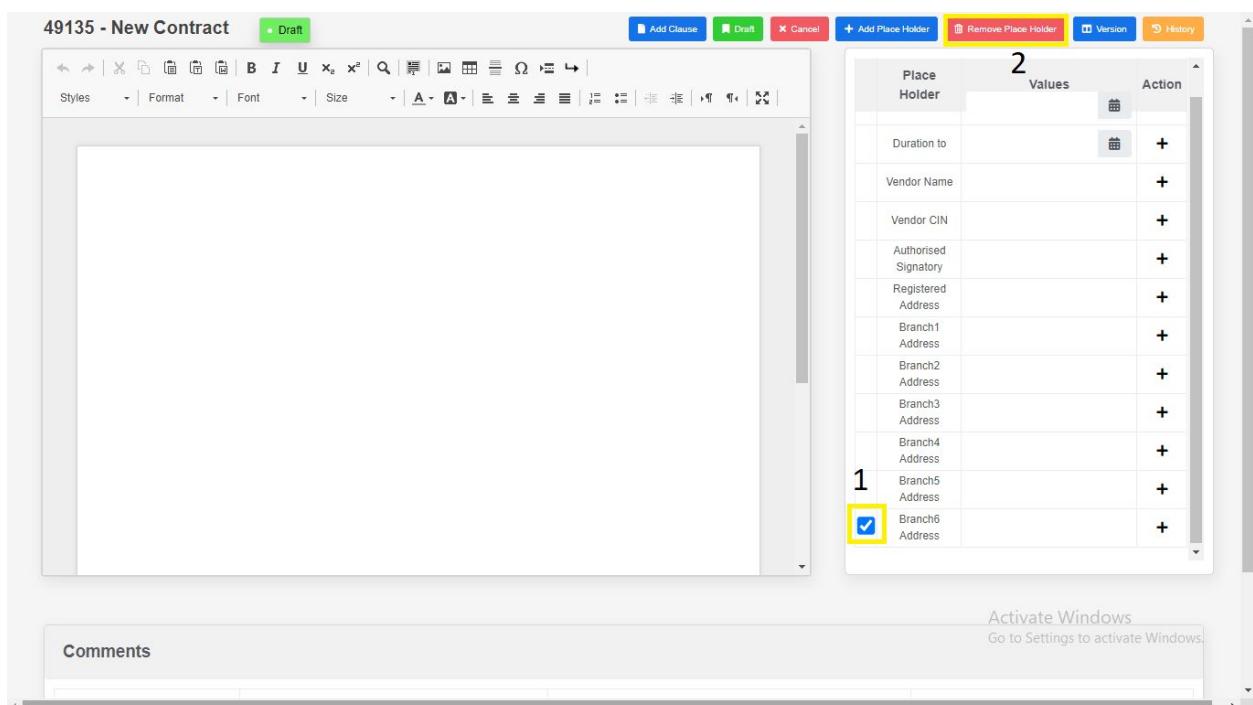
4. Click on “Cancel”.



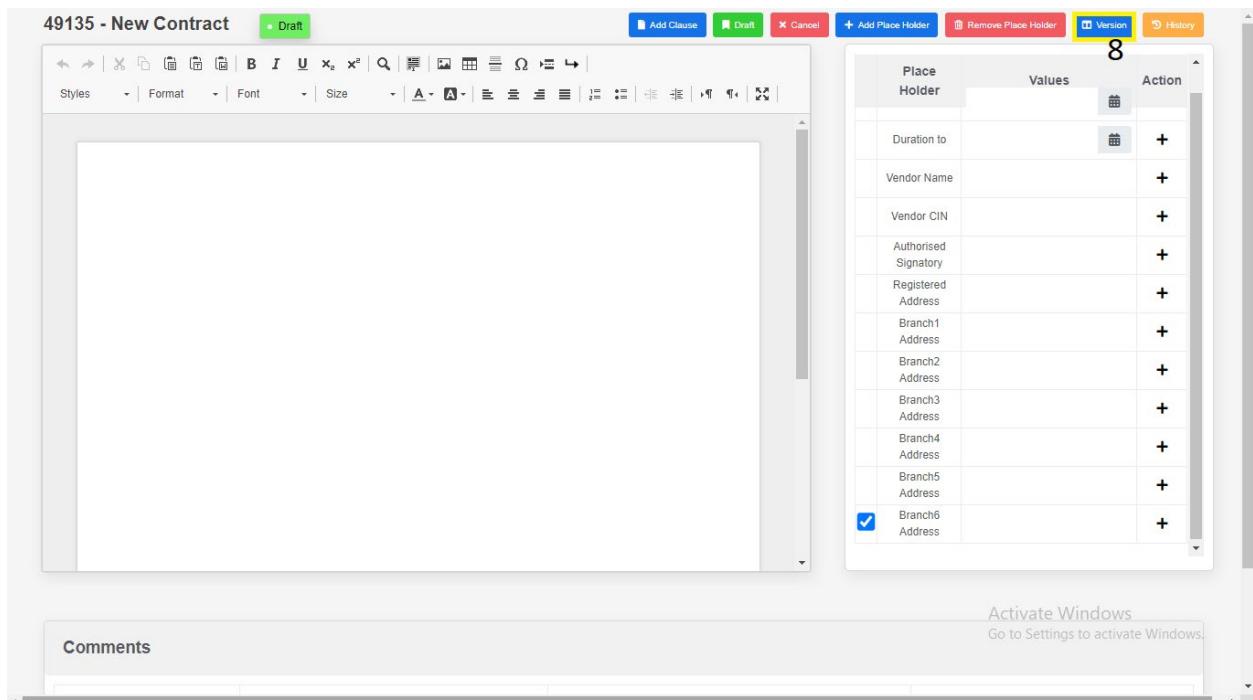
*Modal will redirect to “Contract Draft view” page.*

#### 7) Remove Place Holders.

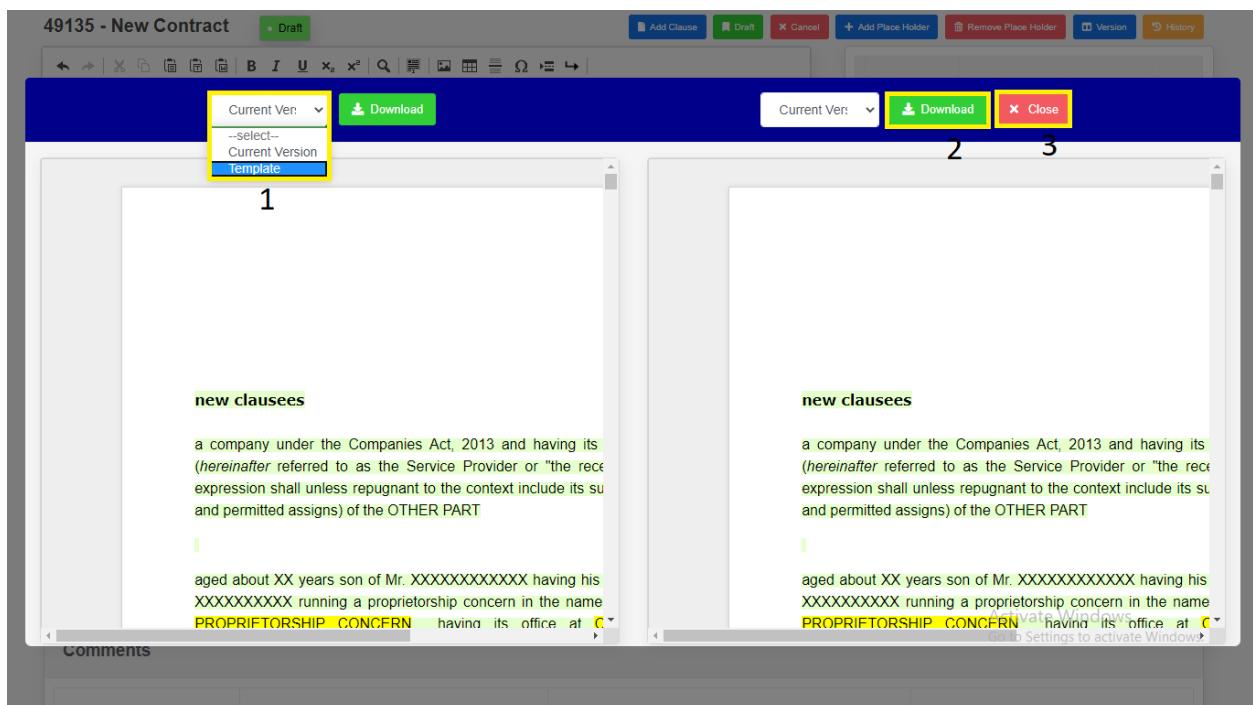
1. Select Checkbox.
2. Click on “Remove Placeholder” variables will be removed.



#### 8) Click on “Version Compare”.



1. Select the “Version”.
2. Click on “Download”.
  - a) Download as “PDF”.
  - b) Download as “Word Document”.
3. Click on “Close”.



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

- 9) Click on “Attachments”.

49135 - New Contract • Draft

Back Attachments Edit Content Initiate Edit Download 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

**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		+
Duration to		+
Vendor Name		+
Vendor CIN		+
Authorised Signatory		+
Registered Address		+
Branch1 Address		+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+

Comments

Activate Windows  
Go to Settings to activate Windows.

10) Click on “choose file”.

1. “Upload”.

49134 - New Contract • Draft

Back Attachments Edit Content Initiate Edit Download 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

**MANUFACTURING AGREEMENT**

This AGREEMENT is made and entered into on the 1<sup>st</sup> DAY OF JUNE, 2018

BY AND BETWEEN

ITC Limited, a Company under the Companies Act, 2013 having its registered office at 37, Jawaharlal Nehru Industrial Estate, Business Division headquarters, Maruthiveva Nagar, Bengaluru - 560037, Karnataka, India (hereinafter referred to as the Service Provider or "the receiving party", which expression shall be deemed to include its successors in interest and assigns) of the OTHER PART

AND

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

**Supporting Documents**

SI. No Browse Upload / Remove

1	Choose File Copy of CMS...R2020.xlsx	
2	Choose File No file chosen	
3	Choose File No file chosen	
4	Choose File No file chosen	
5	Choose File No file chosen	

Activation from 03/06/2020 +

Activation to 11/06/2020 +

Vendor Name AIbots Technologies

Vendor CIN UI2345678

Authorised Signatory abot

Registered Address bangalore

Branch1 Address whitefield

Branch2 Address

Branch3 Address

Branch4 Address

Branch5 Address

Activate Windows  
Go to Settings to activate Windows.

2. “Download”.

3. “Remove”.

4. “Close”.

49134 - New Contract Draft

**Supporting Documents**

Sl. No	Browse	Upload / Remove
1	<input type="button" value="Choose File"/> Copy of CMS...R2020.xlsx <input type="button" value="Remove"/>	4
2	<input type="button" value="Choose File"/> No file chosen 2	3
3	<input type="button" value="Choose File"/> No file chosen	
4	<input type="button" value="Choose File"/> No file chosen	
5	<input type="button" value="Choose File"/> No file chosen	

Comments

Role	Employee ID	Employee Name

Activate Windows  
Go to Settings to activate Windows.

10) Click on “Add Clause” Clause Details can be added to contract.

49135 - New Contract Draft

10

**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**

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

Comments

Activate Windows  
Go to Settings to activate Windows.

1. “Preview”.

2. “Select”.

**49134 - New Contract** Pending Approval

**Clause Library**

Show 10 entries Search:

Preview	Select Clause	Clause Title	Description
	1	New Clauses	description
	2	Sample Clause	Clause Description
		new clausees	clause description
		House Agrement	Check and review the details

Showing 1 to 4 of 4 entries Previous 1 Next

**Comments**

Role	Employee ID	Employee Name	Comments
Initiator	1	admin	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, Maruthisева Nagar, Bengaluru - 560 005

Activate Windows Go to Settings to activate Windows.

- 12) Click on “**Initiate**” button to **initiate** the Contract.
- 13) Enter the Comments.
- 14) Click on “**Yes, Initiate**” button to **initiate** the Contract.

**49135 - New Contract** Draft

**Place Holder**

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

**Comments**

Activate Windows Go to Settings to activate Windows.

*Application will redirect to same page.*

- 15) Click on “**Download**”.

49135 - New Contract • Draft

Back Attachments Edit Content Initiate Edit Download Version History

Styles Format Font Size A A+ Alignment Paragraph

**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		+
Duration to		+
Vendor Name		+
Vendor CIN		+
Authorised Signatory		+
Registered Address		+
Branch1 Address		+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+

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 • Draft

Back Attachments Edit Content Initiate Edit Download Version History

Styles Format Font Size A A+ Alignment Paragraph

**new clausees**

a company under the Companies A (hereinafter referred to as the Servi 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

Download 3

1 
2

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

Comments

Activate Windows  
Go to Settings to activate Windows.

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

- 16) Click on “History”. Changes done in the contract will be recorded in History.

The screenshot shows a contract editing interface. On the left, there is a rich text editor window containing a section titled "new clausees". The text describes a company under the Companies Act, 2013, 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. Below this, there is a line about a person aged XX years son of Mr. XXXXXXXXXX having his permanent address XXXXXXXXX running a proprietorship concern in the name of NAME OF THE. On the right, there is a sidebar with a table titled "Place Holder" showing various fields like Duration from, Duration to, Vendor Name, etc., each with a "Values" column and an "Action" column. At the bottom right of the sidebar, there is a message: "Activate Windows Go to Settings to activate Windows." A "Comments" section is also visible at the bottom.

## Contract - Addendum

### 2. Contract Addendum Creation:

- 7) Click on “Contract” in side menu.
- 8) Click on “Executed” navigational link for Executed table.
- 9) Click on View icon to view the Contract which is in Executed.

The screenshot shows the FBD Contract Management System interface. On the left, there is a sidebar with navigation links: Dashboard, Template Master (1), Contract (highlighted with a yellow box), Addendum, and Search & Report. The main area has two tabs: "Contract" (highlighted with a yellow box) and "Draft". The "Contract" tab shows a breadcrumb path: Home > Contract > Repository > Draft > Pending Approval > Rejected / Rework > Approved > Executed > Expired. Below this is a "Repository" section with a table showing one entry: Contract ID 51137, Contract Name New Contract, Contract Type asd, Cluster Biscuits and Cakes, Function Sub, and Status Executed. The "Draft" tab shows a table with no data available. At the bottom right of the main area, there is a message: "Activate Windows Go to Settings to activate Windows." A "Comments" section is also visible at the bottom.

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

10) Click on “Next” button.

The screenshot shows the 'New Contract Details' page with the following fields filled:

- Contract Name: New Contract
- Contract Type: asd
- Contract Description: asd
- Cluster: Biscuits and Cakes
- Function: Sub
- Template Type: Choose From Template
- Template Name: New Contract
- Approver(s): Two entries listed:
  - Employee ID: 11, Employee Name: Legal, Employee Email Address: vanitha.c@albotstech.com, Employee Designation: developer, Employee Role(s): Legal Approver, Approval Status: Approved
  - Employee ID: 12, Employee Name: Legal, Employee Email Address: Poojitha.js@albotstech.com, Employee Designation: Developer, Employee Role(s): Legal Approver, Approval Status: Approved

At the bottom right, there is a green 'Next' button highlighted with a yellow box.

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

- 11) Click on select dropdown and choose type of **Addendum**.
- 12) Click on selected **Addendum type** button.

The screenshot shows the '49133 - New Contract' page with the following details:

**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**

On the right side, there is a sidebar titled "Amend" with a dropdown menu showing "Amendments". A yellow box highlights the "Amendments" button. Below it is a table with columns "Place", "Values", and "Action".

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

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

- 13) Click on “Edit Content” button to edit the Contract.
- 14) Click on “Draft” to draft the Contract.

## 15) Place Holders

#### **1. Click on “Add Place Holder”.**

49135 - New Contract

Extension • Draft

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

Styles Format Font Size A A

Place Holder Values Action

Place Holder	Values	Action
Duration from	<input type="button" value="Calendar"/>	+
Duration to	<input type="button" value="Calendar"/>	+
Vendor Name		+
Vendor CIN		+
Authorised Signatory		+
Registered Address		+
Branch1 Address		+
Branch2 Address		+
Branch3 Address		+
Branch4 Address		+
Branch5 Address		+
<input checked="" type="checkbox"/> Branch5		+

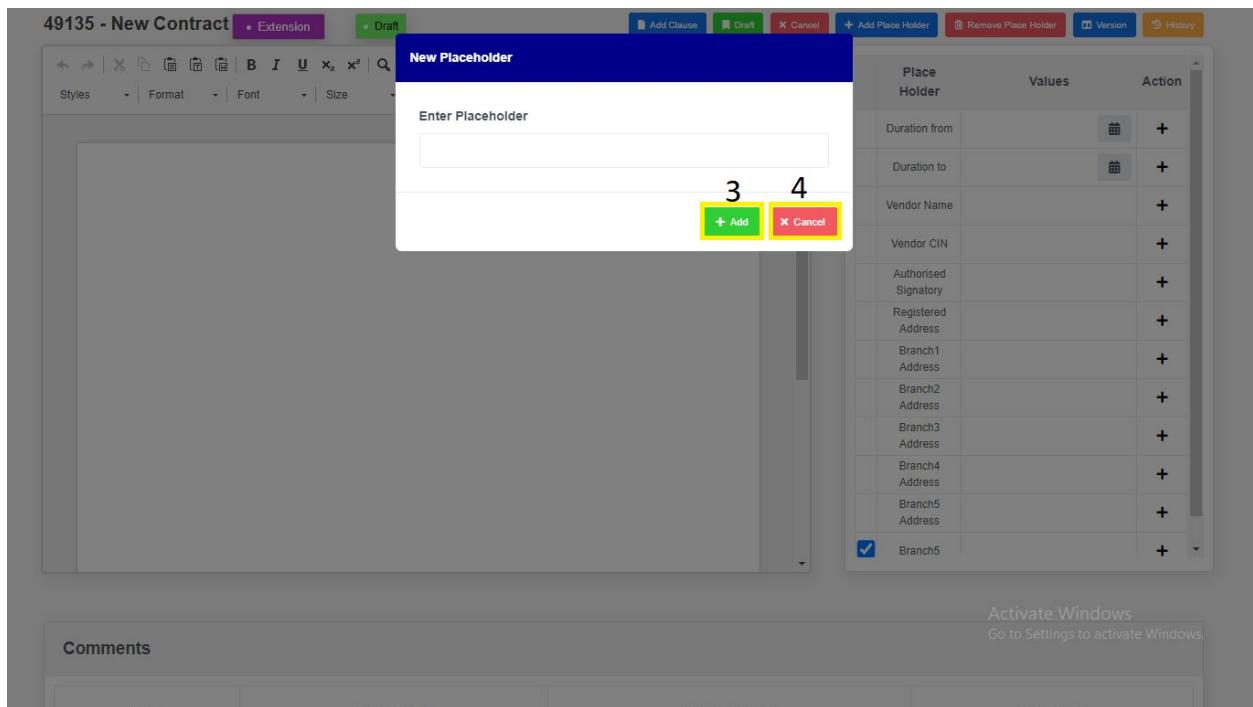
Comments

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”.

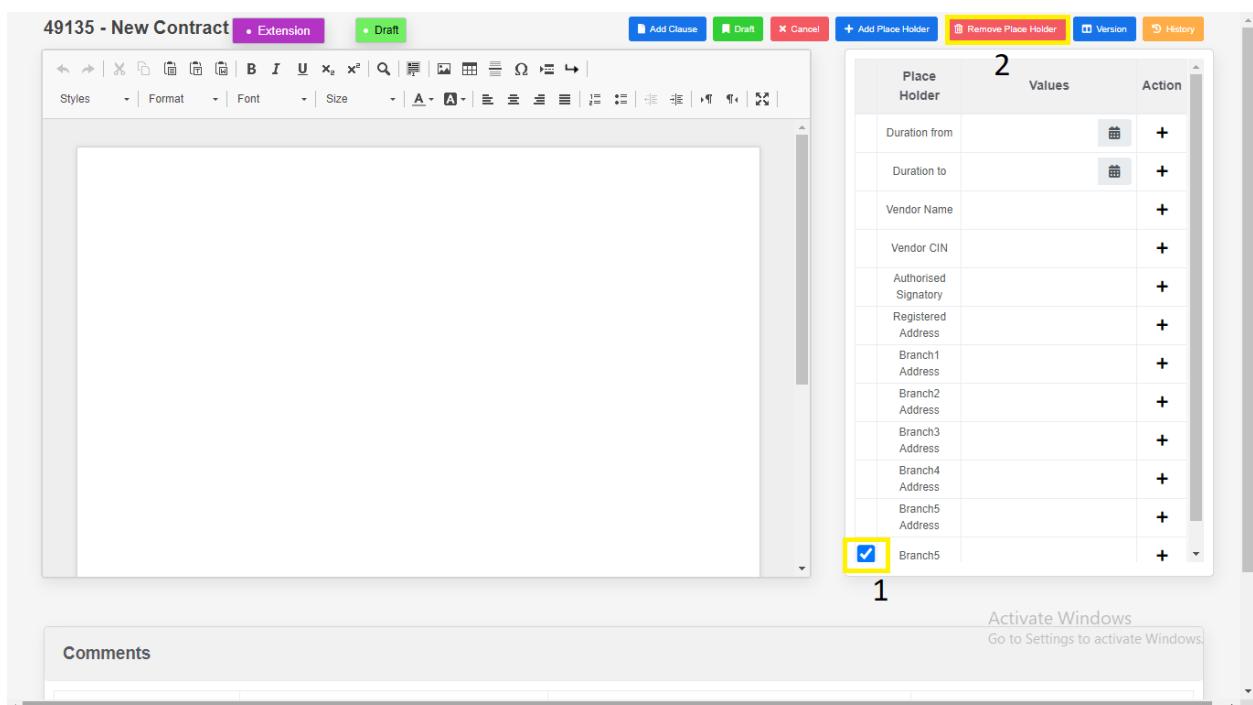


*Modal will redirect to “Contract Addendum Draft view” page.*

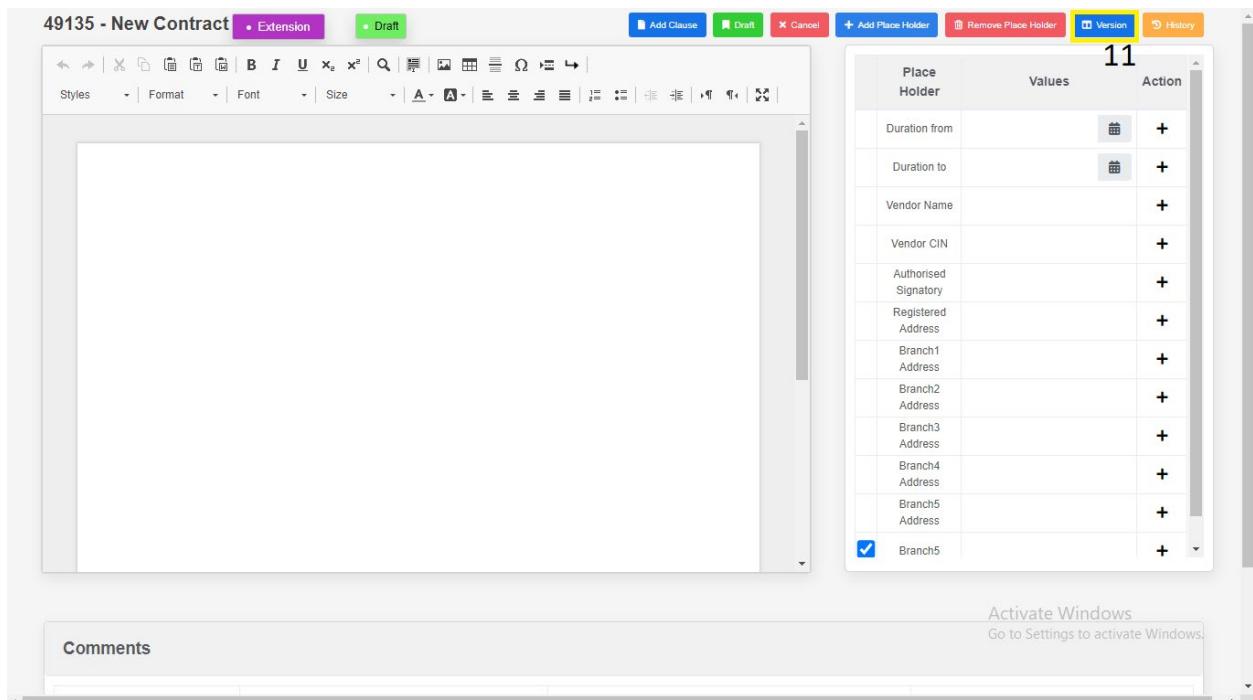
#### 16) Remove Place Holders.

1. Select Checkbox.

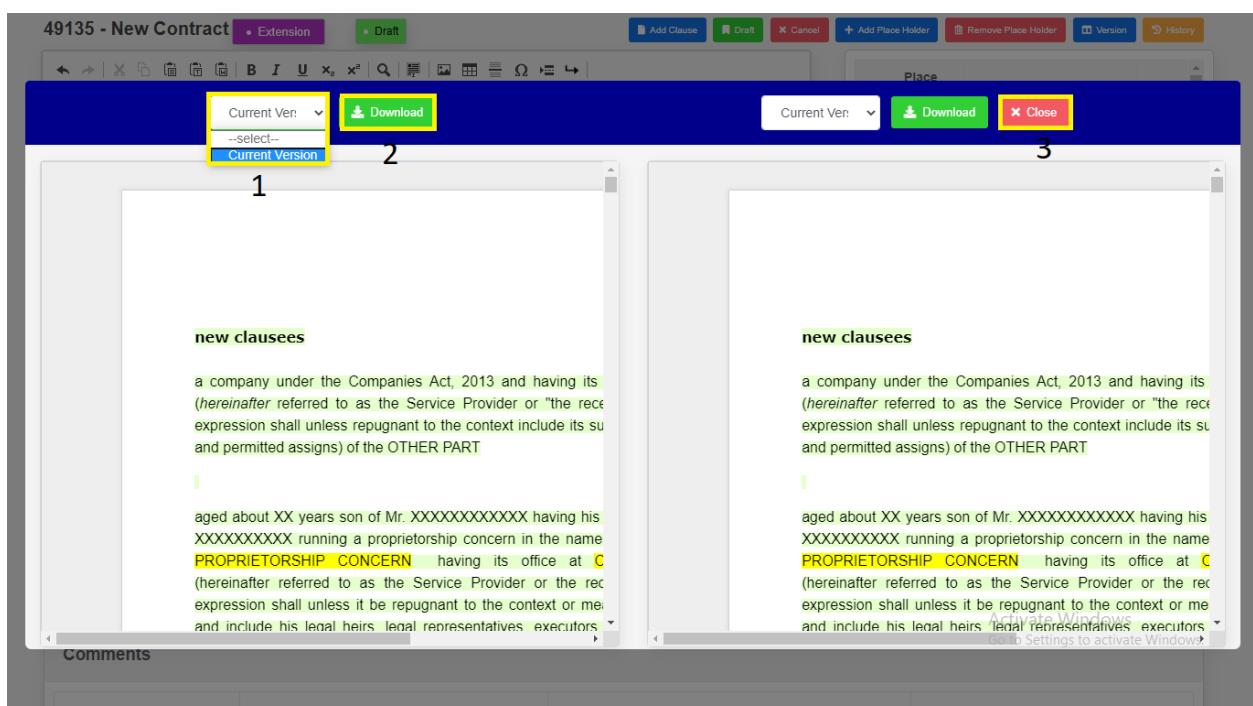
2. Click on “Remove Placeholder” variables will be removed.



#### 17) Click on “Version Compare”.



1. Select the “Version”.
2. Click on “Download”.
  - a) Download as “PDF”.
  - b) Download as “Word Document”.
3. Click on “Close”.



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

- 18) Click on “**Initiate**” button to **initiate** the Modified Contract.
- 19) Enter the Comments.
- 20) Click on “**Yes, Initiate**” button to **initiate** the Modified Contract.

The screenshot shows a software interface for creating a new contract. At the top, there are tabs for 'Extension' (selected), 'Draft', 'Back', 'Attachments', 'Edit Content', 'Initiate' (highlighted in green), 'Edit', 'Delete', 'Download', 'Version', and 'History'. Below the tabs is a toolbar with various icons for document manipulation. The main area contains a large text editor window with the following content:

**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

Below the text editor is a 'Comments' section with a text input field. To the right of the text editor is a table titled '12' with columns for 'Place Holder', 'Values', and 'Action'.

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

At the bottom right of the interface, there is a message: "Activate Windows Go to Settings to activate Windows."

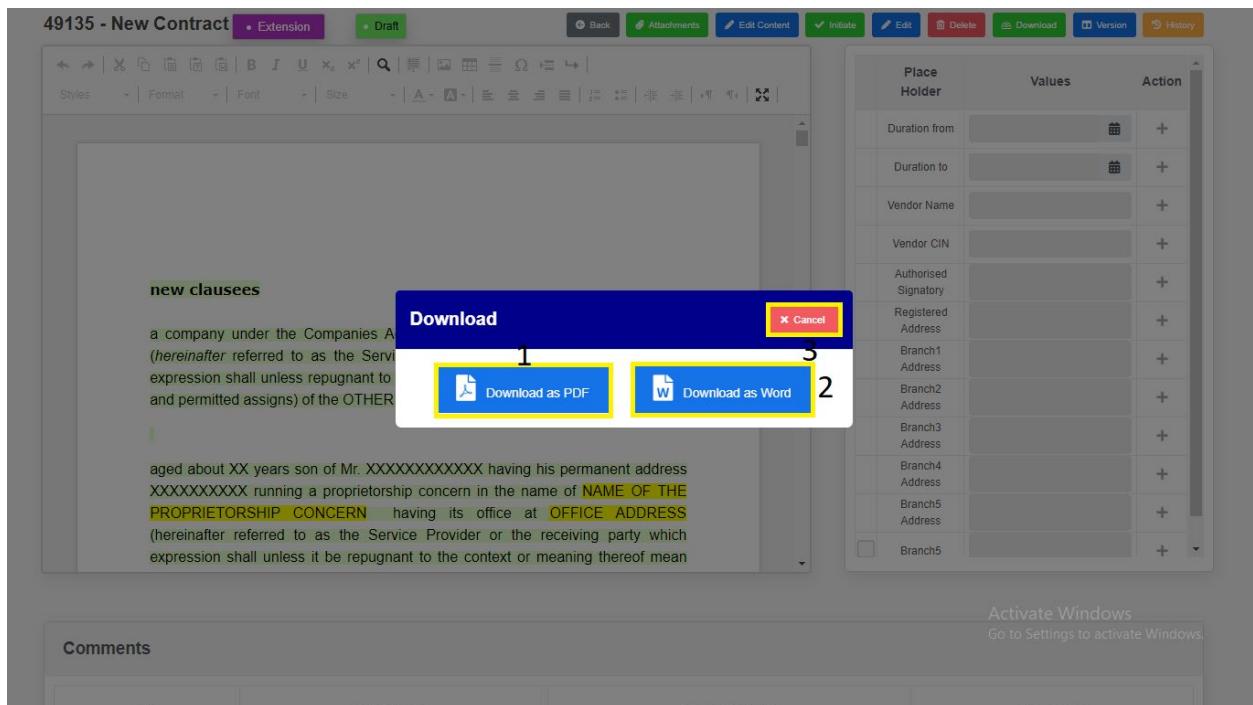
- Application will redirect to same page.*
- 21) Click on “**Download**”.

The screenshot shows the same software interface as the previous one, but with a different table configuration. The table is titled '15' and has the same three columns: 'Place Holder', 'Values', and 'Action'.

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

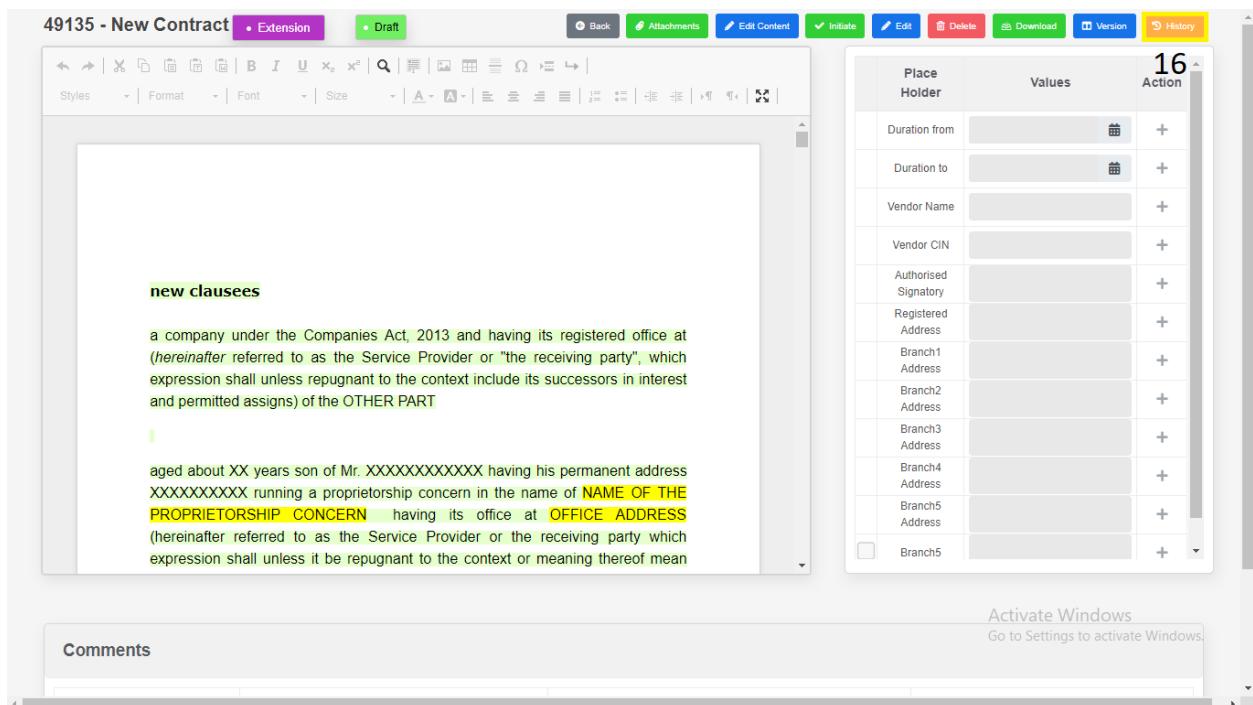
The rest of the interface is identical to the first screenshot, including the text editor content and the 'Comments' section.

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



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

- 22) Click on “History”. Changes done in the Contract 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
<b>Basic</b>	<b>Advanced</b>				
Contract UID <input type="text"/>	Contract Type -- select --				
Contract Name <input type="text"/>					
Cluster -- select --					
Function -- select --					
Description <input type="text"/>					
<input type="button" value="Search"/> <input type="button" value="Clear"/> <small>Activate Windows Go to Settings to activate Windows.</small>					
<input type="button" value="CSV"/> <input type="button" value="PDF"/> Show [10] entries <input type="text"/> Search: <input type="text"/>					

### 1) Click on “Contract” tab.

Search & Report > Search

Contract	Template	Vendor	User	Clause	Cluster & Functions
<b>Basic</b>	<b>Advanced</b>				
Contract UID <input type="text"/>	Contract Type -- select --				
Contract Name <input type="text"/>					
Cluster -- select --					
Function -- select --					
Description <input type="text"/>					
<input type="button" value="Search"/> <input type="button" value="Clear"/> <small>Activate Windows Go to Settings to activate Windows.</small>					
<input type="button" value="CSV"/> <input type="button" value="PDF"/> Show [10] entries <input type="text"/> Search: <input type="text"/>					

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 (highlighted with a yellow box). 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>				
Contract UID Contract ID	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.	
<input type="button" value="CSV"/> <input type="button" value="PDF"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> Show 10 entries <input type="text" value="Search:"/> <input type="button" value="Search"/>					

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

## 2) Click on “Template” tab.

Search & Report > Search

Contract	<b>Template</b>	Vendor	User	Clause	Cluster & Functions										
<b>2</b>															
Template Name <input type="text" value="Template Name"/> Template Type -- select --															
<input type="button" value="CSV"/> <input type="button" value="PDF"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> Show 10 entries <input type="text" value="Search:"/> <input type="button" value="Search"/>															
<table border="1"> <thead> <tr> <th>View</th> <th>Template ID</th> <th>Template Name</th> <th>Template Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>23040</td> <td>New Template</td> <td>House agreement</td> <td>Active</td> </tr> </tbody> </table> Showing 1 to 1 of 1 entries <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>						View	Template ID	Template Name	Template Type	Status		23040	New Template	House agreement	Active
View	Template ID	Template Name	Template Type	Status											
	23040	New Template	House agreement	Active											

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”.

Search & Report

Contract	<b>Template</b>	Vendor	User	Clause	Cluster & Functions
Template Name	Template Name				
Template Type	-- select --				
<input type="button" value="CSV"/> <input type="button" value="PDF"/>					
<input type="button" value="Search"/> <input type="button" value="Clear"/>					

Show [10] entries

View	Template ID	Template Name	Template Type	Status
	23040	New Template	House agreement	Activate Windows  Executed Go to Settings to activate Windows.

Showing 1 to 1 of 1 entries

Previous  Next

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

### 3) Click on “Vendor” tab.

Search & Report

Contract	Template	<b>Vendor</b>	User	Clause	Cluster & Functions
<input type="button" value="Basic"/> <input type="button" value="Advanced"/>					
Vendor Name	Type of Entity				
Corporate Identification Number(CIN)	-- select --				
<input type="button" value="CSV"/> <input type="button" value="PDF"/>					
<input type="button" value="Search"/> <input type="button" value="Clear"/>					
Show [10] entries					

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

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”.

**Search & Report**

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

**Basic**    Advanced

Vendor Name **1**    Type of Entity **2**  
 -- select --

Corporate Identification Number(CIN) **3**    **8**

**5** **7**

Show 10 entries    Search:

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

*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)	-- select --				
Authorized Signature	Address				
Address	Address				
<b>13</b>	<b>15</b>	<b>16</b>	<b>11</b>	<b>Search</b>	<b>Clear</b>
Show [10] entries					
View	Vendor Name	Type of Entity	CIN	Authorised Signatory	

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

- 4) Click on “User” tab.

Search & Report

Contract	Template	Vendor	User	Clause	Cluster & Functions		
Basic	Advanced	4					
Employee ID	Role						
Employee ID	--Select--						
Employee Name	Status						
Name	--Select--						
Email Address							
Email Address							
<b>CSV</b>	<b>PDF</b>	<b>Search</b>	<b>Clear</b>				
Show [10] entries							
View	Employee ID	Name	Email address	Cluster	Function	Role	Status

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 with the 'User' tab selected. The 'Basic' tab is active. The search form includes fields for Employee ID, Employee Name, and Email Address, each with dropdown menus for selection. Below the form is a table with 10 entries. At the bottom right of the search area, there are 'CSV' and 'PDF' download buttons, along with a 'Search' button and a 'Clear' button. A tooltip for 'Activated Windows' is visible in the top right corner.

*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

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

Basic    **Advanced**    9

Employee ID Enter ID	Cluster -- select --	Function --select--	Role --Select--
Employee Name Enter Name	Designation -- select --	Status --Select--	
Email Address Enter Email address			

13    15    16

11    **Search**    **Clear**

Show [10] entries    Search:  Activated Windows 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

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

Clause Title  
Title

Clause Description  
Description

CSV    PDF

Show [10] entries    Search:  Activated Windows Go to Settings to activate Windows.

View	Clause Title	Last Modified
Eye icon	New Clauses	31-05-2020 2.31.18 PM
Eye icon	Sample Clause	25-05-2020 8.35.38 PM
Eye icon	new clausees	30-05-2020 10.29.22 AM

1. Click on “Clause”.
2. Enter Clause Details.
  - a) Enter “Clause Title”.
  - 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

Title

Clause Description

Description

8

3

Search & Report

5

6

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 Activate Windows Go to Settings to activate Windows.
	new clausees	30-05-2020 10.29.22 AM

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

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

Search & Report

Contract Template Vendor User Clause Cluster & Functions

6

Cluster Function Filter --select--

CSV PDF

Show [10] entries

Search:

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

-- Select --  
asddddddssss ggg hhh  
Biscuits and Cakes  
Chocolates  
Drak Chocolates  
**Drak Fantasy**

CSV    PDF

Show 10 entries

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

Search:

Clear

#### 4. Select “Function”.

Search & Report

Contract    Template    Vendor    User    Clause    Cluster & Functions

Cluster     Function    Filter

-- Select --  
Sub  
function  
Drak Chocolate  
Amul products

CSV    PDF

Show 10 entries

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

Search:

Clear

#### 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

Contract Template Vendor User Clause Cluster & Functions

Cluster Function Filter -- Select --

7 9

CSV PDF

Show 10 entries

Search:

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

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