[FOR INTERNAL USE ONLY]

**CONTRACT SUMMARY APPROVAL FORM**

**SECTION 1: CSA DETAILS**

|  |  |
| --- | --- |
| Date: |  |
| CSA ID:\* |  |
| Contract ID:  *Leave Blank; to be filled by Contracts Team* |  |
| Company: |  |
| Business Unit and User Department: |  |

\*The Initiator shall assign the CSA ID by taking the first three initials of the group company, followed by the first three letters of the Supplier’s name, followed by the date. E.g. CSA for Contract between BSPL and Nestle, where the CSA is initiated on 26th August 2024, shall have CSA ID **BSP/NES/26.8.2024**

**SECTION 2: CONTRACT DETAILS**

|  |  |
| --- | --- |
| Approved PR Ref: |  |
| Supplier Name: | {{Supplier Name}} |
| Contract Title: | {{Contract Title}} |
| Contract Type: | {{Contract Type}} |
| Principal Contract Ref / Title (if applicable): | {{Principal Contract Ref / Title (if applicable)}} |
| Brief Scope of Service/Supply: | {{Brief Scope of Service/Supply}} |
| Date of Contract: | {{Date of Contract}} |
| Backdated: (yes/no) |  |
| Effective Date:  *As per contract* | {{Effective Date}} |
| Commencement Date of Supply/Service  *(if different from Effective Date)* | {{Commencement Date of Supply/Service (if different from Effective Date)}} |
| Commencement Date of Supply/Service:  *As per LOI/PO (if applicable)* | {{Commencement Date of Supply/Service}} |
| Term or Duration of Service/Supply: | {{Term or Duration of Service/Supply}} |
| Expiry Date of Contract: | {{Expiry Date of Contract}} |
| Purchase Order Reference No. (if already issued): | {{Purchase Order Reference No. (if already issued)}} |
| Notice Period for Termination: | {{Notice Period for Termination}} |
| Contract Price or Value: | {{Contract Value}} |
| Delivery Timelines: | {{Delivery Timelines}} |
| Payment Terms and Timelines:  *Please also indicate in case terms are different from PO/LOI* | * 1. {{Payment Terms}} |
| Payment Currency: | {{Payment Currency}} |
| Applicable Taxes:  *Also provide reference clause number for taxation* | {{Applicable Taxes}} |
| Advance Payment (yes/no) and Amount: | {{Advance Payment (yes/no) and Amount}} |
| Security, Bond or Guarantee details if applicable: | {{Security, Bond or Guarantee details if applicable}} |
| Warranty:  *Including start date and number of years* | {{Warranty Details}} |
| Penalties (e.g. late payment charges): | {{Penalties}} |
| Liquidated Damages clause (yes/no): | {{Liquidated Damages clause (yes/no)}} |

**SECTION 3: DOCUMENTATION [THIS SECTION IS TO BE COMPLETED BY THE INITIATIOR]**

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| List of Required Documents to be attached with the Initiation Email: |
| 1. ***Contract****: Fully negotiated / finalized draft contract which has been approved for Initiation by the Contracts Team* 2. ***Contract Annexures, Appendices & Schedules****: This includes any document which the contract relies on, including the BOQ, Conditions of Contract etc.* 3. ***Related Contract****: Where the initiated contract is an addendum, amendment, settlement or novation, the principal contract shall be attached. Previous/earlier LOIs, MOUs, addendums or amendments (if any) shall also be uploaded.* 4. ***Document to evidence authorization of signatory****: Any documentation provided by the Supplier which evidences that the person which intends to sign the contract on behalf of the Supplier is authorized to do so.* 5. ***Other documents and forms****: Any document which is applicable to the contract (e.g. PO, CAM etc.)* |
| Major Deviations from Company Policies (in the contract) and approvals thereon:  *(Please provide all such approvals in the attachments)* |
|  |

**SECTION 4: DECLARATION**

By initiating this Form for approvals, the Initiator hereby declares and undertakes that the contents of this Contract Summary Approval Form and the information and data provided herein are accurate and have been verified individually by the Initiator.

No Approver shall be liable for any inaccuracy, misrepresentation or false information contained in this CSA Form and shall solely be responsible for the review and approval as per such Approver’s scope defined in the SC Contract Management Manual.

**SECTION 5: APPROVAL SUMMARY [TO BE COMPLETED BY CONTRACTS TEAM AFTER APPROVALS]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **APPROVAL CONTROL MATRIX** | | | | | |
| **Approval Type** | **Approving Authority** | **Approver Name**  **and Designation** | **Approval Status**  ***(Approved / Rejected)*** | **Action Date** | **Comments** |
| Commercial Approval | Supply Chain Category Manager |  |  |  |  |
| Legal Approval | Contracts Team |  |  |  |  |
| Finance and Tax Approval | Finance Controller |  |  |  |  |
| Business Unit / Department Approval | BU Head / User Department Head |  |  |  |  |
| Sustainability Approval  (If applicable) | Sustainability Department POC |  |  |  |  |
| **USER VERFICATION MATRIX** | | | | | |
| **Verification Type** | **Verifying Officer** | **Verifying Officer Name and Designation** | **Verification Status** | **Action Date** | **Comments** |
| User Verification | User Team POC |  |  |  |  |