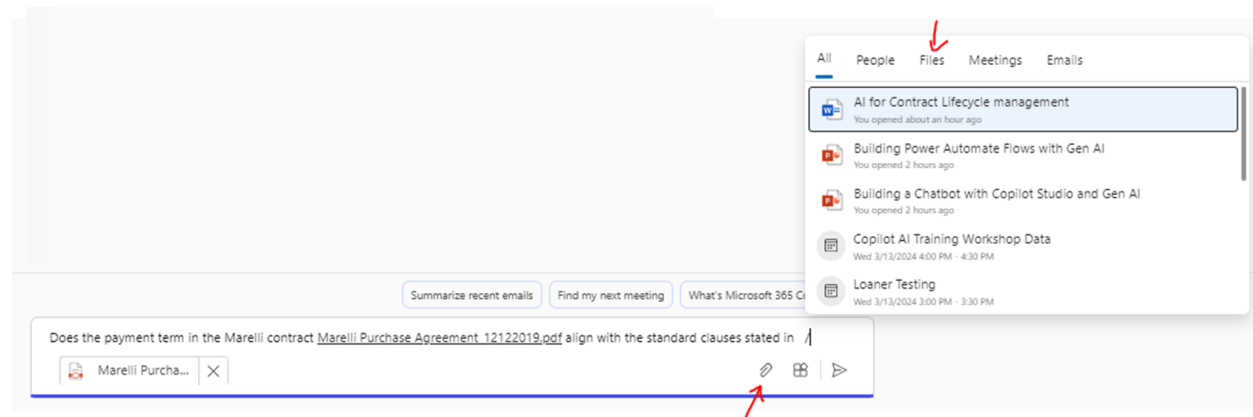


A “Rough” Guide for Using Copilot in Microsoft 365 for Contract Review

[Prompt Engineering]

- [Copilot | Microsoft 365 \(office.com\)](#)
- Document files should be accessible on your OneDrive / SharePoint.
- When entering your prompt:
 1. Indicate which contract(s) you want Copilot to review and attach the corresponding file(s)
 2. Be specific with the contract clause or scope that you want to review (e.g. payment term)
 3. Insert words or phrases that highlight your intent to do a comparison or review (e.g. align with, differ, compare against)
 4. Mention and attach the standard / reference document to compare with
 5. Provide additional contextual information, if necessary.



Examples

Prompt:

Does the payment term in the Marelli contract Marelli Purchase Agreement 12122019.pdf align with the standard clauses stated in AI for Contract Lifecycle management.docx ?


Does the payment term in the Marelli contract [Marelli Purchase Agreement_12122019.pdf](#) align with the standard clauses stated in [AI for Contract Lifecycle management.docx](#) ?




According to the document "AI for Contract Lifecycle management.docx", the standard clauses for payment terms are as follows:

- Preferred Position: Net 30 payment terms.
- Fallback Position: Net 45 payment terms.
- Final Position: Net 60 payment terms. ^[1]

According to the document "Marelli Purchase Agreement_12122019.pdf", the payment term is 60 days from the end of the month during which the Supplier's invoice is received by MARELLI. MARELLI shall effect payments on or before the 10th day of the month following that in which the above 60 days period has elapsed. ^[2]

Based on this information, the payment term in the Marelli contract "Marelli Purchase Agreement_12122019.pdf" aligns with the final position of the standard clauses stated in "AI for Contract Lifecycle management.docx".

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2 references  9/30 AI-generated content may be incorrect  

Does the payment term in contract [Magna POterms_20090901.pdf](#) compare against this standard clause [AI for Contract Lifecycle management.docx](#) ?

March 13, 2024 at 10:37 PM


Does the payment term in contract [Magna POterms_20090901.pdf](#) compare against this standard clause [AI for Contract Lifecycle management.docx](#) ?




According to the document "AI for Contract Lifecycle management.docx", the standard clauses for payment terms are as follows:



- Preferred Position: Net 30 payment terms.
- Fallback Position: Net 45 payment terms.
- Final Position: Net 60 payment terms. ^[1]



According to the document "Magna_POterms_20090901.pdf", the payment term is 60 days after the end of the month during which the Goods were delivered and/or the Services performed, or 60 days after the invoice date. ^[2]

Based on this information, the payment term in the Magna contract "Magna_POterms_20090901.pdf" aligns with the final position of the standard clauses stated in "AI for Contract Lifecycle management.docx".

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2 references  10/30 AI-generated content may be incorrect  

^[1]  AI for Contract Lifecycle management 

^[2]  Magna_POterms_20090901 

Are the payment terms in the Marelli contract [Marelli Purchase Agreement_12122019.pdf](#) and Magna contract [Magna POterms_20090901.pdf](#) similar, and do they comply with the standard clauses stated in [AI for Contract Lifecycle management.docx](#) ?

Are the payment terms in the Marelli contract [Marelli Purchase Agreement_12122019.pdf](#) and Magna contract [Magna_POterms_20090901.pdf](#) similar, and do they comply with the standard clauses stated in [AI for Contract Lifecycle management.docx](#)?


According to the document "AI for Contract Lifecycle management.docx", the standard clauses for payment terms are as follows:



- Preferred Position: Net 30 payment terms.
- Fallback Position: Net 45 payment terms.
- Final Position: Net 60 payment terms. ^[1]

According to the document "Marelli Purchase Agreement_12122019.pdf", the payment term is 60 days from the end of the month during which the Supplier's invoice is received by MARELLI. MARELLI shall effect payments on or before the 10th day of the month following that in which the above 60 days period has elapsed. ^[2]

According to the document "Magna_POterms_20090901.pdf", the payment term is 60 days after the end of the month during which the Goods were delivered and/or the Services performed, or 60 days after the invoice date. ^[3]

Based on this information, the payment terms in both the Marelli contract "Marelli Purchase Agreement_12122019.pdf" and the Magna contract "Magna_POterms_20090901.pdf" align with the final position of the standard clauses stated in "AI for Contract Lifecycle management.docx".

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3 references ▾ ● 11/30 AI-generated content may be incorrect  



List out the different Incoterms specified in these documents - [Brose GTCP June2013.pdf](#), and [eDrive - Bosch - Contract Automotive Steering Column. - 3.14.2023.docx](#)

List out the different Incoterms specified in these documents - [Brose GTCP June2013.pdf](#), and [eDrive - Bosch - MYC_JENA_JE signed - Contract Automotive Steering Column. - 3.14.2023.docx](#)

Here is a list of the different Incoterms specified in the documents you mentioned:

- In the document "Brose GTCP_June2013.pdf", the Incoterm used is DAP (Delivered At Place) to the named place of destination. ^[1]
- In the document "eDrive - Bosch - MYC_JENA_JE signed - Contract Automotive Steering Column. - 3.14.2023.docx", the Incoterm used is FCA (Free Carrier) at JENA Chicago/USA, as per INCOTERMS 2020. ^[2]

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2 references ▾ ● 17/30 AI-generated content may be incorrect  

Do the warranty clauses in this agreement [Marelli Purchase Agreement_12122019.pdf](#) meet the requirements of the standard warranty clauses stated in [AI for Contract Lifecycle management.docx](#)?

Do the warranty clauses in this agreement [Marelli Purchase Agreement_12122019.pdf](#) meet the requirements of the standard warranty clauses stated in [AI for Contract Lifecycle management.docx](#)?

According to the document "Marelli Purchase Agreement_12122019.pdf", the warranty clause in the agreement states that the supplier warrants that the products shall be free from defects in design, materials, workmanship, and performance, be of merchantable quality and fit for the particular purpose for which the products are sold, comply with all MARELLI Drawings, Acceptance Drawings, and Specifications, be free and clear of all liens and encumbrances, comply with all Applicable Laws, and comply with all other warranties implied or provided for by law. All warranties shall extend to MARELLI for at least the time and mileage limitations of relevant Car Maker warranties. ^[1]

In the document "AI for Contract Lifecycle management.docx", the standard warranty clause preferred position is a standard OEM factory warranty for the product or service provided. The fallback position is a limited warranty extension beyond the standard OEM factory warranty with specific exclusions. The final position is an as-is provision with no warranties beyond what is required by law. ^[2]

Based on the information provided, it appears that the warranty clause in the Marelli Purchase Agreement meets the requirements of the standard warranty clauses stated in "AI for Contract Lifecycle management.docx" as it provides a standard OEM factory warranty for the product or service provided.

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2 references ▾

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