

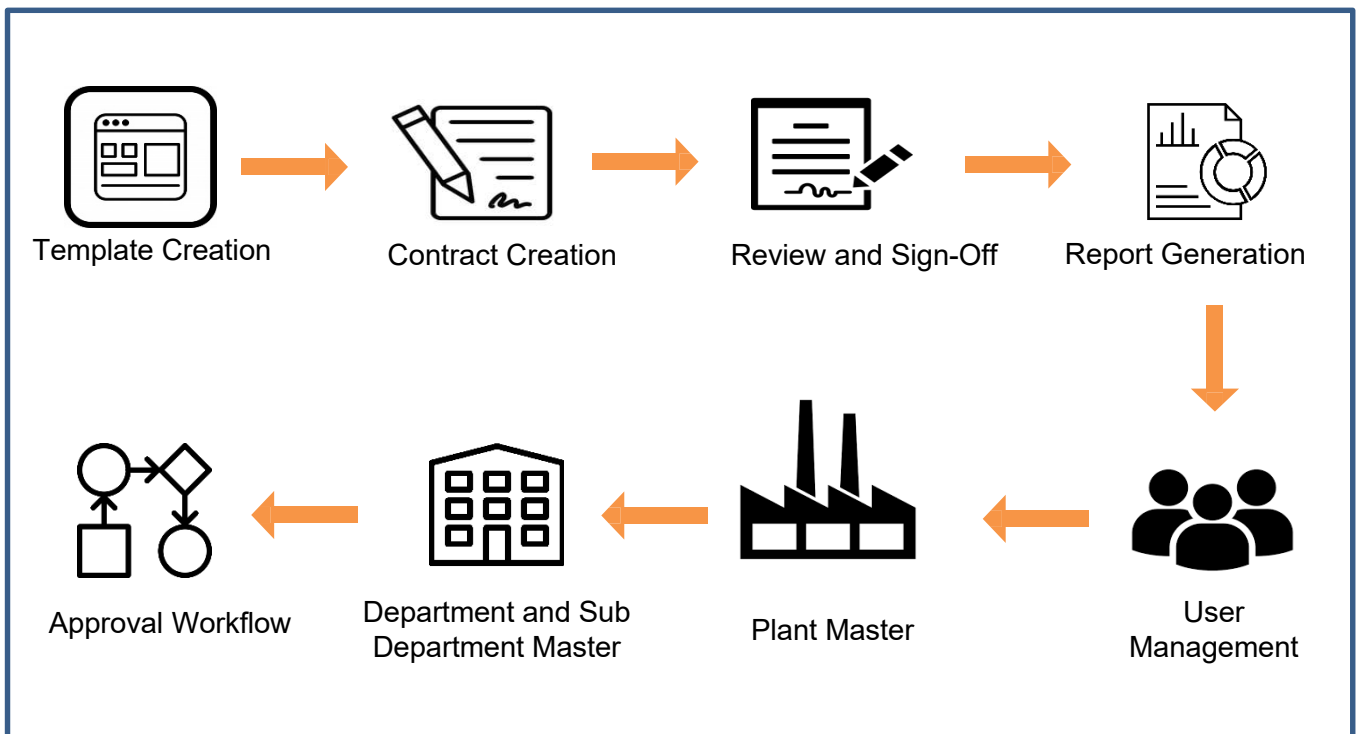


### Overview

Contract management is the management of contracts made with vendors, customers, or employees. Contract management includes negotiating the terms and conditions in contracts and ensuring compliance with the terms and conditions, as well as documenting and agreeing on any changes or amendments that may arise during its implementation or execution. It can be summarized as the process of systematically and efficiently managing contract creation, execution, and analysis for the purpose of maximizing financial and operational performance and minimizing risk. The purpose of the contract management framework is to provide a clear and standardized approach to managing and administering contracts of the respective Divisions.

The objective of the document is to handhold the users to create and manage the contracts through Contract Management System.

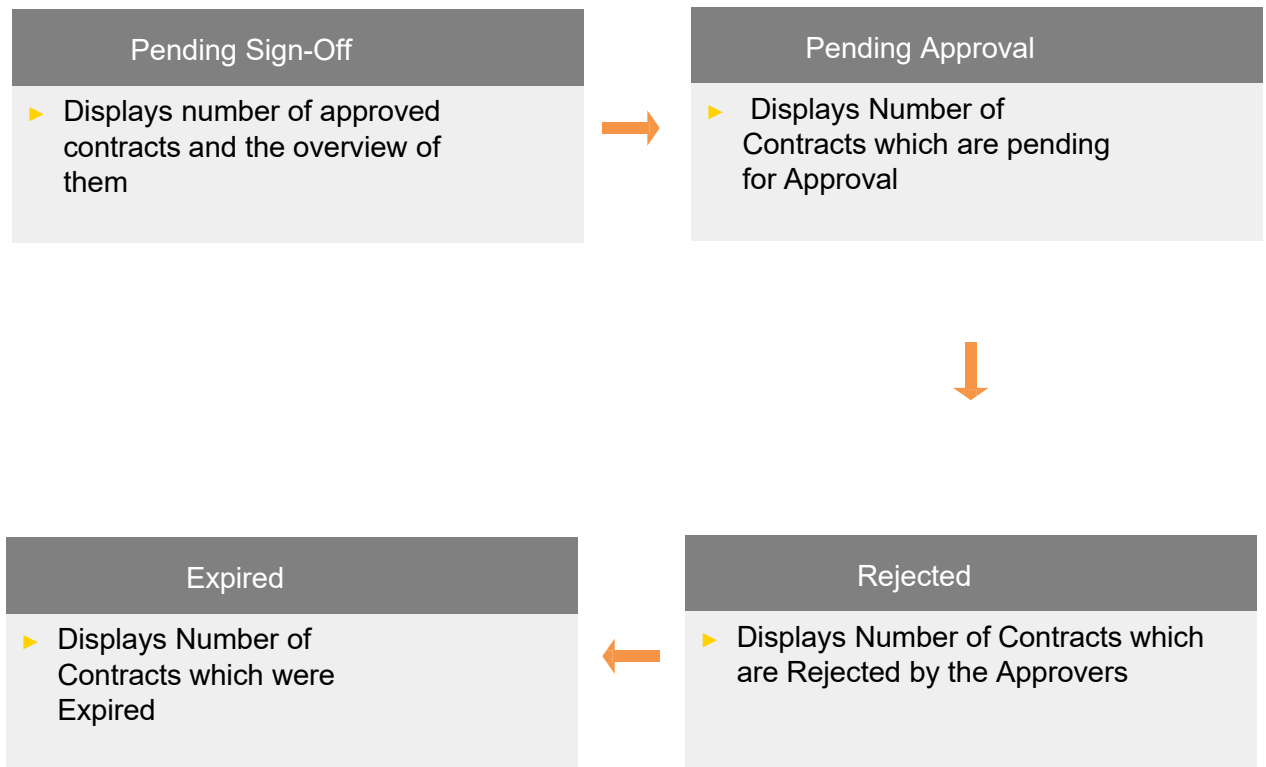
### Features of Contract Management System



The following components will be available for the Users in Contract Management System

### Dashboard

- ▶ Provides a complete overview of contracts which are on different stages. An Admin user can access the dashboard by clicking 'Dashboard' option on the left of Contract Management System Application
- ▶ Dashboard URL: <https://localhost:44348/Home/Dashboard>
- ▶ Below are the components available under Dashboard



1 Pending Sign-Off

1

Pending Sign-off 1

Pending Approval 0

Rejected 0


Expired 1

Approved and Pending for Sign-off

Approved

Show 10 entries

Search:

View	Contract ID	Contract Name	Contract Type	Category	Sub Category
	17115	Sample	Critical	CSS	SpreadSheet

Showing 1 to 1 of 1 entries

Previous 1 Next

Pending approval

Pending approval

Show 10 entries

Search:

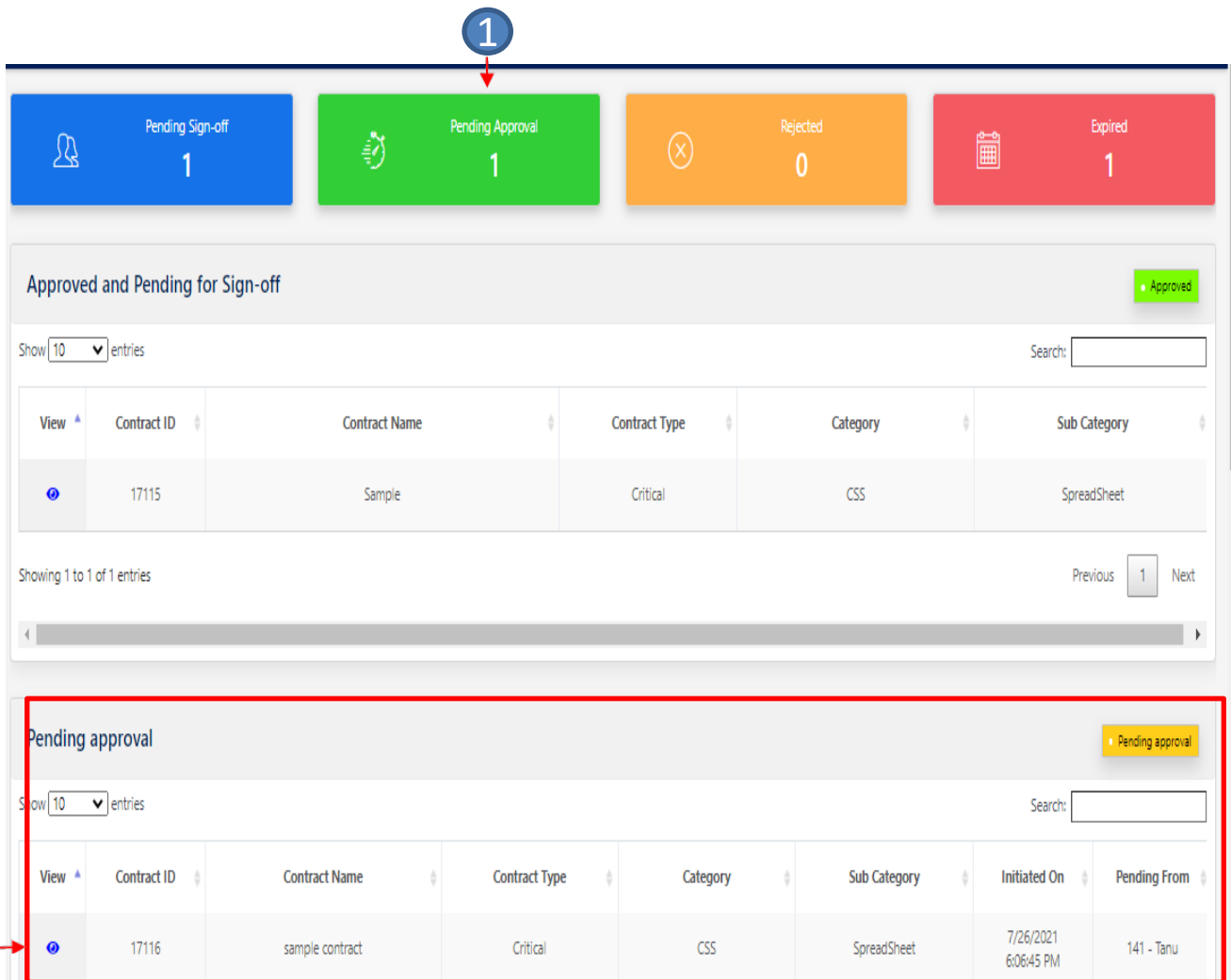
View	Contract ID	Contract Name	Contract Type	Category	Sub Category	Initiated On	Pending From
No data available in table							

2

#	Details
1	Clicking on Pending Sign-Off icon navigates to the pending Sign-off table
2	User can view a particular contract by clicking on the view icon

## 2 Pending Approval

1



Pending Sign-off 1

Pending Approval 1


Rejected 0

Expired 1

Approved and Pending for Sign-off

Show 10 entries

Search:

View	Contract ID	Contract Name	Contract Type	Category	Sub Category
	17115	Sample	Critical	CSS	SpreadSheet


Showing 1 to 1 of 1 entries

Previous 1 Next

Pending approval

Show 10 entries


Search:

View	Contract ID	Contract Name	Contract Type	Category	Sub Category	Initiated On	Pending From
	17116	sample contract	Critical	CSS	SpreadSheet	7/26/2021 6:06:45 PM	141 - Tanu


#	Details
1	Clicking on Pending Approval icon navigates to the pending Approval table
2	User can view a particular contract by clicking on the view icon

### 3 Rejected

1


Pending Sign-off  
1


Pending Approval  
1


Rejected  
1



Expired  
1

#### Rejected

Rejected

Show 10 entries

Search:

View	Contract ID	Contract Name	Contract Type	Category	Sub Category	Initiator	Rejected By	Assign To
	17117	new sample contract	Critical	CSS	SpreadSheet	1 - Vinod Kumar	141 - Tanu	1 - Vinod Kumar

Showing 1 to 1 of 1 entries


Previous 1 Next

#### Expired

Expired

Show 10 entries

Search:

View	Contract ID	Contract Name	Contract Type	Category	Sub Category	Expired On
	16112	test	Critical	Fiyash Disposal	Boiler	23/07/2021

Showing 1 to 1 of 1 entries

Previous 1 Next

#	Details
1	Clicking on Rejected icon navigates to the pending Approval table
2	User can view a particular contract by clicking on the view icon

### 3 Expired

Navigation bar with four status filters, each showing a count of 1:

- Pending Sign-off (blue button)
- Pending Approval (green button)
- Rejected (orange button)
- Expired (red button, highlighted with a blue circle and arrow labeled 1)

Rejected

Show 10 entries Search:

View	Contract ID	Contract Name	Contract Type	Category	Sub Category	Initiator	Rejected By	Assign To
	17117	new sample contract	Critical	CSS	SpreadSheet	1 - Vinod Kumar	141 - Tanu	1 - Vinod Kumar

Showing 1 to 1 of 1 entries Previous 1 Next

Expired

Show 10 entries Search:

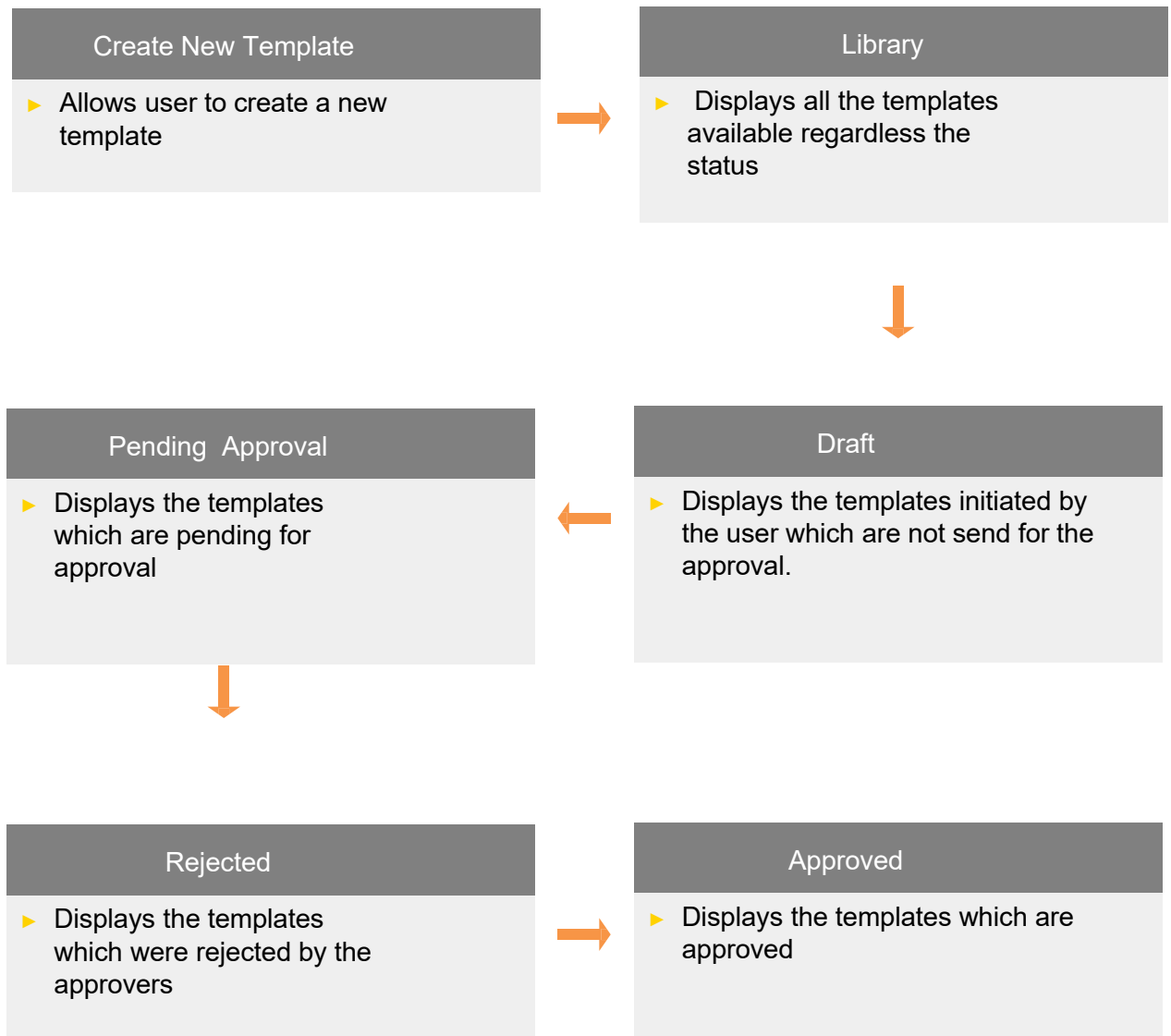
View	Contract ID	Contract Name	Contract Type	Category	Sub Category	Expired On
	16112	test	Critical	Fiyash Disposal	Boiler	23/07/2021

Showing 1 to 1 of 1 entries Previous 1 Next

#	Details
1	Clicking on Rejected icon navigates to the pending Approval table
2	User can view a particular contract by clicking on the view icon

## Templates

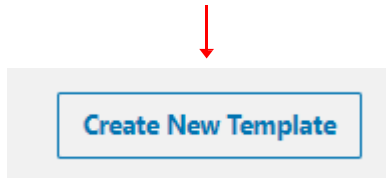
- ▶ Allows users to create a new template which can be used for contract creation.
- ▶ Users can easily view the templates which are under various stages by referring the tables under template page
- ▶ Template URL: <https://localhost:44348/Template/Repository>
- ▶ Below are the components available under Template page





### 1 Template Creation

Click on Create New Template to create a new template



Use to terminate the template creation

**Template Master** > Template Master > New Template

**New Template** Cancel

Template Name \*

Template Description

Template Type \*      Template Sequence \*      Template Category \*      Template Sub - Category \*

--Select--            --Select--      --Select--

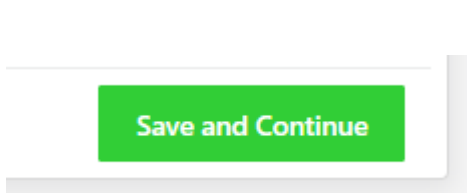
**Approver (s) \***

Approval Level	Select Approvers	Employee ID	Employee Name	Employee Email Address	Employee Designation	Employee Role (s)
Approver 1	71974532 - legalfive ▼	71974532	legalfive	abc@gmail.com	Developer	Legal Approver
Approver 2	77777777 - Legalfour ▼	77777777	Legalfour	abcd@gmail.com	Arch	Legal Approver
Approver 3	777 - Poojitha JS ▼	777	Poojitha JS	poojitha.js@aibotstech.com	Developer	Legal Approver

**Save and Continue**

- The below table shows the details to be entered in the “Template Creation” page. Please note that all fields marked with \* in this Form are **Mandatory**

#	Field Name	Details
1	Template Name	Provide a Name for the template ( Alphabets and space only)
2	Template Description	Helps to Identify the template purpose quickly
3	Template Type	Select the template type from drop-down menu (Category or Sub Category)
4	Template Sequence	Numbers only
5	Template Category	Select the Category from drop-down menu
6	Template Sub-Category	Select the Sub Category from drop-down menu (Option will be disabled, if the template Type is Category)
7	Approvers	Select the approvers to whom the approval request to be send

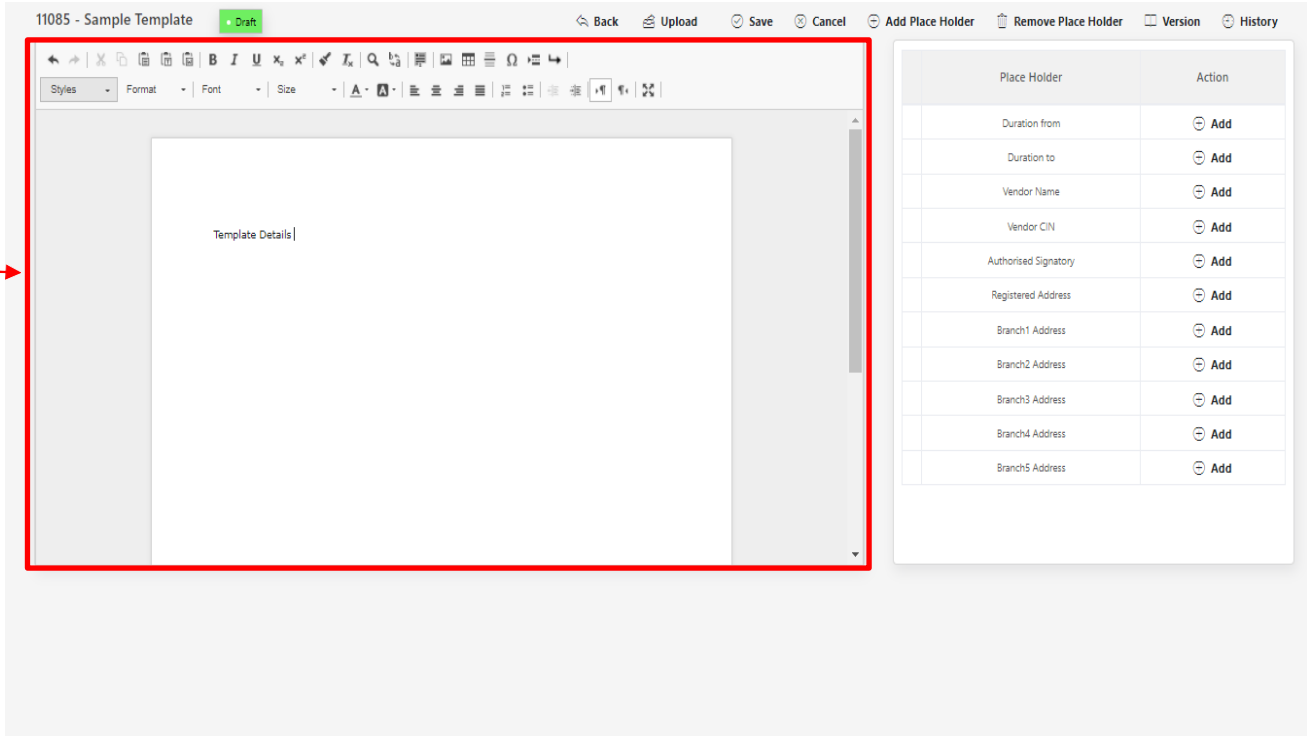


Click on Save and Continue after filling the details



On the popup window, Click on Ok

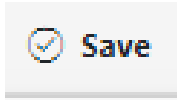
- ▶ Next Step is to Draft the template



- ▶ The below table shows the details to be entered in the Draft page.

#	Field Name	Details
1	Editor	Allows user to enter the contents for the template
2	Place Holder	Contains default information which are commonly used in a contract creation (Example : Duration from and to)
3	Add Place holder	This feature allows to create a new custom place holder for the template
4	Remove Place holder	This feature is used to remove an existing custom place holder
5	Version	Allows user to view the various version and do a side by side comparison
6	History	Allows user to view the modifications made for the template
7	Upload	Use to upload the supporting document for the template (Only .docx file type is supported)

Follow below steps once the details are filled



Click on Save

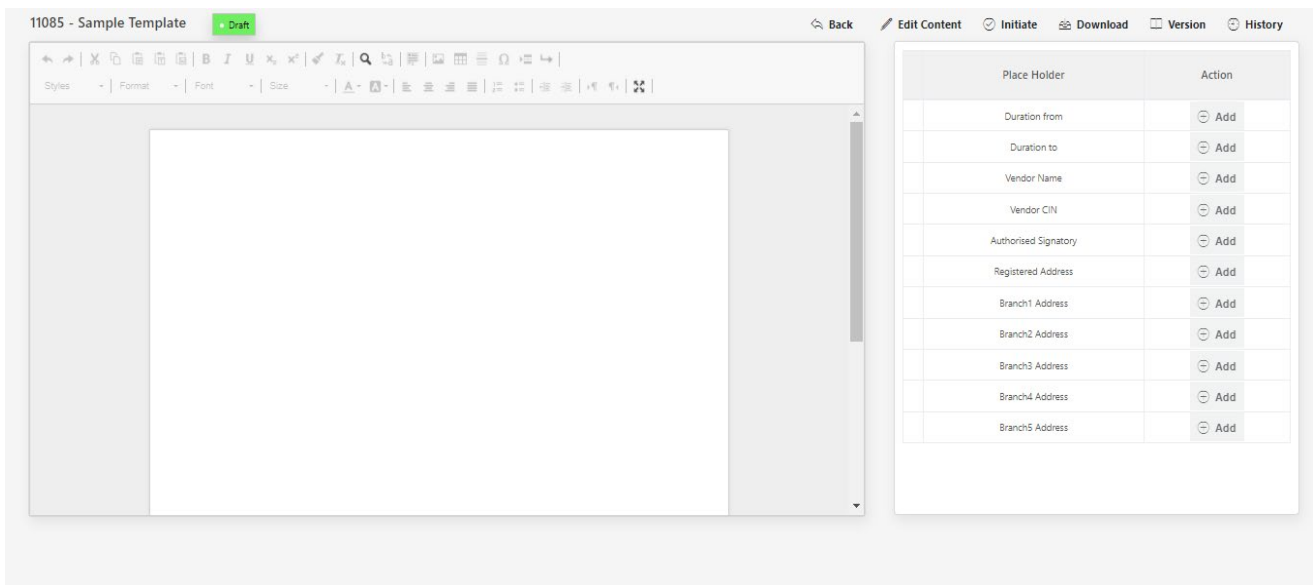


Template drafted



On popup window, click on OK

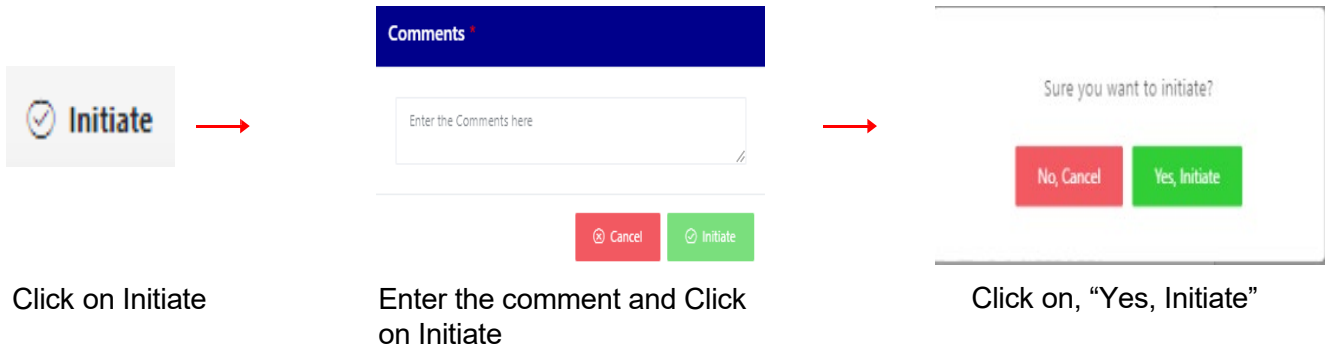
► Once the Template saved, the user will be navigated to Draft View page



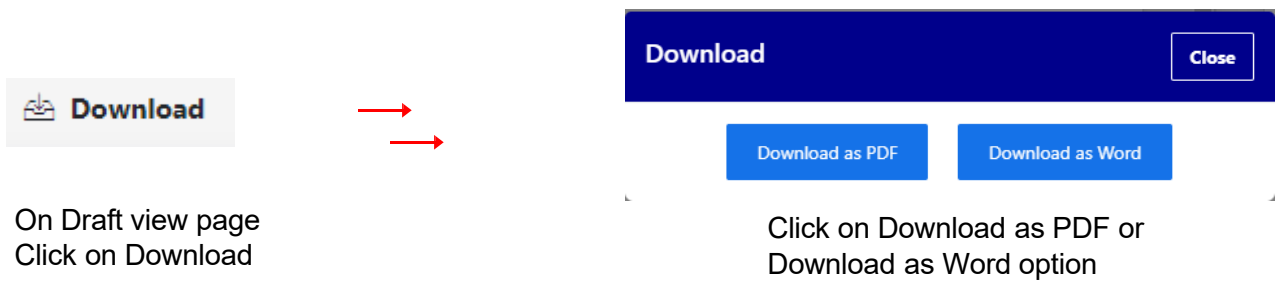
► The below table shows the options available in the Draft view page.

#	Field Name	Details
1	Edit content	Revert back to Draft mode where user can edit the template details
2	Initiate	Allows user to submit the template for approval with necessary comments
3	Download	Allows to download the template in PDF or MS Word format
4	Version	Allows user to view the various version and do a side by side comparison
5	History	Allows user to view the modifications made for the template
6	Back	Navigate to the previous page

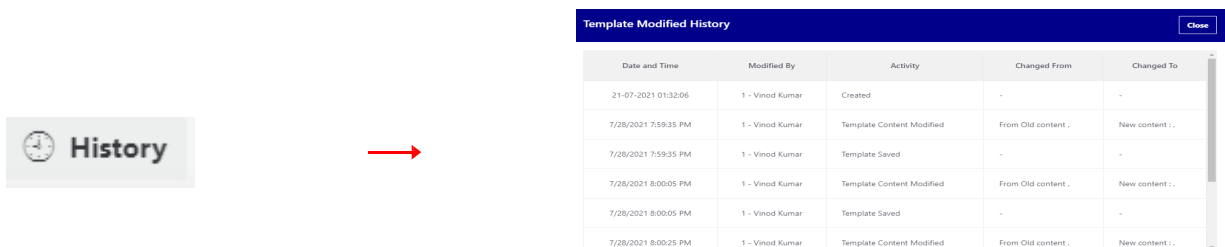
Follow below steps to submit the template for approval



### ► Steps to download the template



### ► Steps to view version history of the template

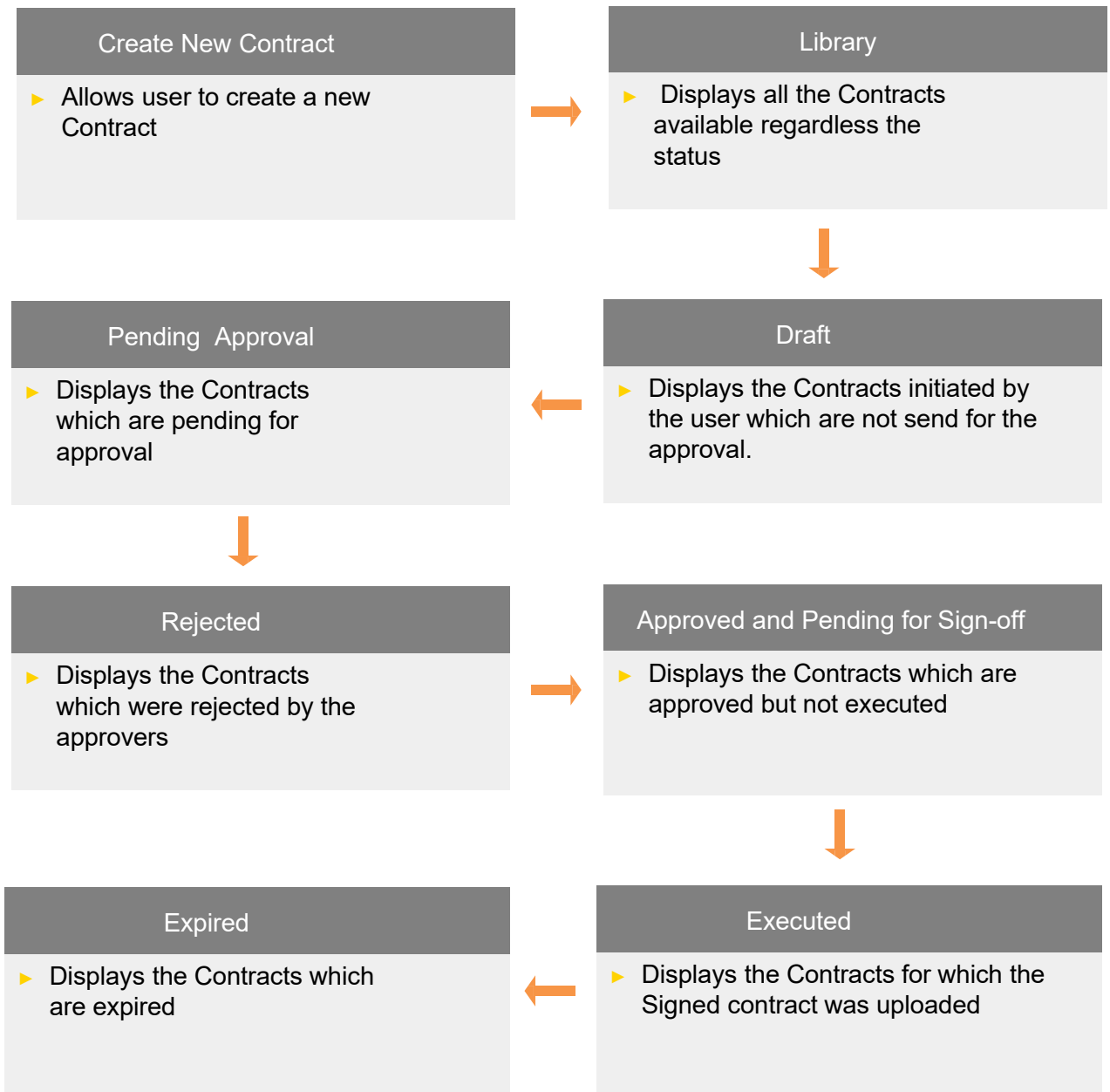


On Draft view page  
Click on Version

Version history popup window  
opens with the template history

### Contracts

- ▶ Allows users to create a new contract.
- ▶ Users can easily view the contract which are under various stages by referring the tables under contract page
- ▶ Contracts URL: <https://localhost:44348/Contract/Repository>
- ▶ Below are the components available under Contract page



### 1 Contract Creation

Click on Create New Contract to create a new Contract



Create New Contract

Use to terminate the contract creation



 Cancel

#### New Contract

Contract Name \*

Enter Contract Name

Contract Type \*

-- Select --

Contract Description

Enter Contract Description

Department \*

Deptone

Sub Department \*

subdepttwo

Create Contract Using \*

-- Select --

Category \*

-- Select --

Sub Category \*

-- Select --

#### Approver (s) \*

Approval Level	Select Approvers	Employee ID	Employee Name	Employee Email Address	Employee Designation	Employee Role (s)
Approver 1	141 - Tanu	141	Tanu	vanitha@aiobotstech.com	Developer	Approver
Approver 2	87 - Sujatha LS	87	Sujatha LS	abcd@gmail.com	Developer	Legal Approver

Save and Continue

- The below table shows the details to be entered in the “Contract Creation” page. Please note that all fields marked with \* in this Form are **Mandatory**

#	Field Name	Details
1	Contract Name	Provide a Name for the Contract ( Alphabets and space only)
2	Contract Description	Helps to Identify the Contract purpose quickly
3	Contract Type	Select the template type from drop-down menu (Critical or Non Critical)
4	Create using	Select the preferred way to create a contract from drop down menu (From template, Upload an existing contract or Fresh Contract)
5	Category	Select the appropriate category from the drop down menu
6	Sub-Category	Select the appropriate Sub-category from the drop down menu
7	Approvers	Select the approvers to whom the approval request to be send



Click on Save and Continue after filling the details

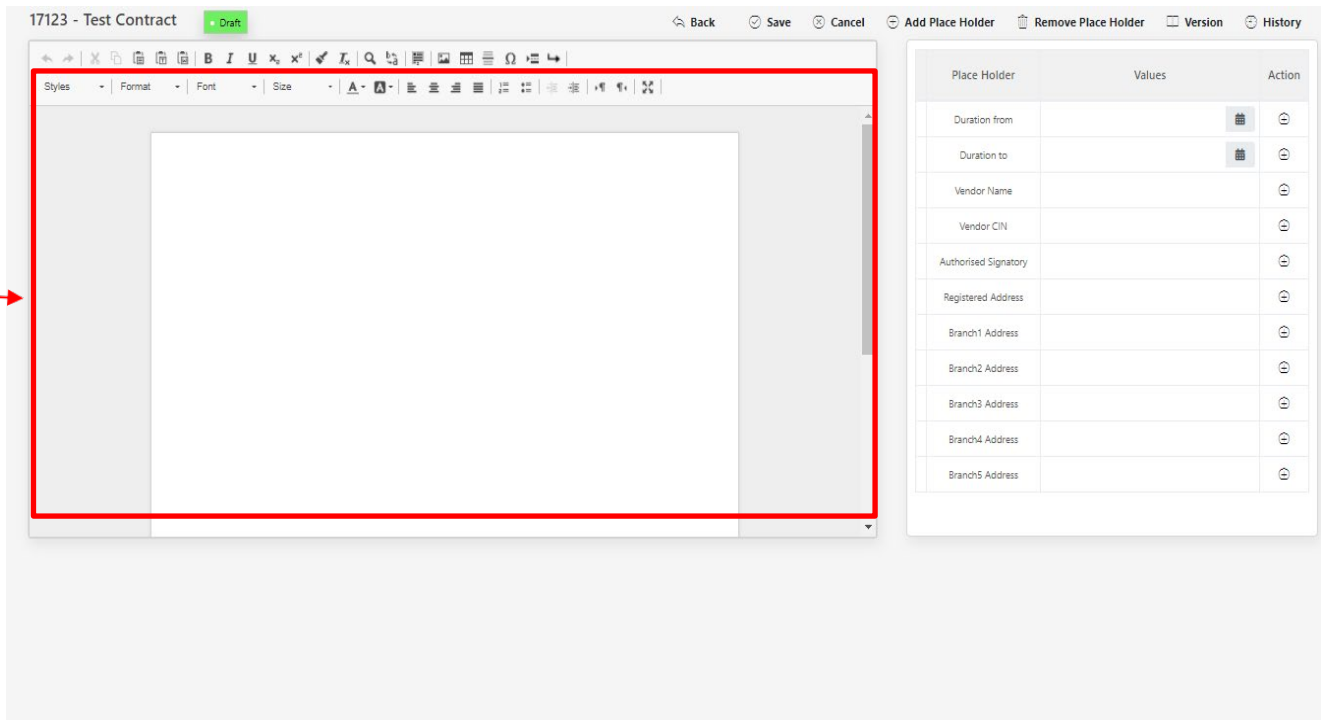
On the popup window, Click on Ok
















- ▶ Next Step is to Draft the Contract.
- ▶ There are 3 ways for creating a Contract

### Fresh Contract

On contract creation page if the option “Create Contract Using” selected fresh contract, then it will redirect to Contract Draft page.

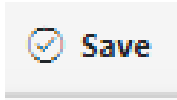


Place Holder	Values	Action
Duration from		 
Duration to		 
Vendor Name		
Vendor CIN		
Authorized Signatory		
Registered Address		
Branch1 Address		
Branch2 Address		
Branch3 Address		
Branch4 Address		
Branch5 Address		

- ▶ The below table shows the details to be entered in the Draft page.

#	Field Name	Details
1	Editor	Allows user to enter the contents for the contract
2	Place Holder	Contains default information which are commonly used in a contract creation (Example : Duration from and to)
3	Add Place holder	This feature allows to create a new custom place holder for the Contract
4	Remove Place holder	This feature is used to remove an existing custom place holder
5	Version	Allows user to view the various version and do a side by side comparison
6	History	Allows user to view the modifications made for the contract
7	Cancel	Allow user to exit of the a contract

Follow below steps once the details are filled



Click on Save

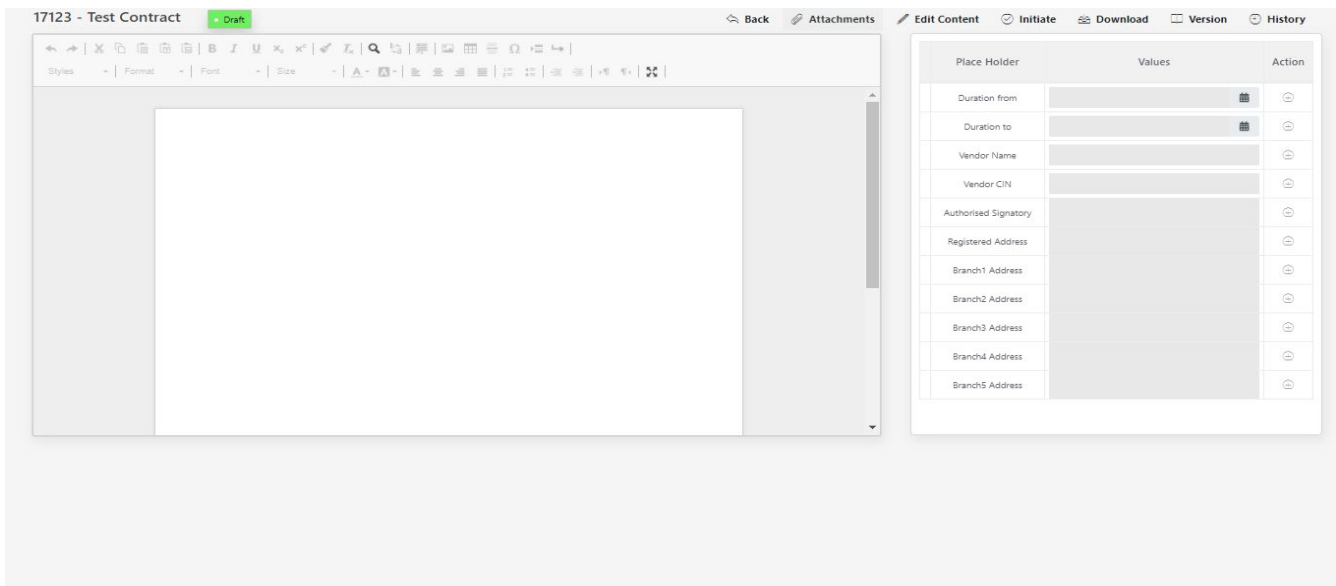


Contract drafted



On popup window, click on OK

- Once the contract saved, the user will be navigated to Draft View page



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

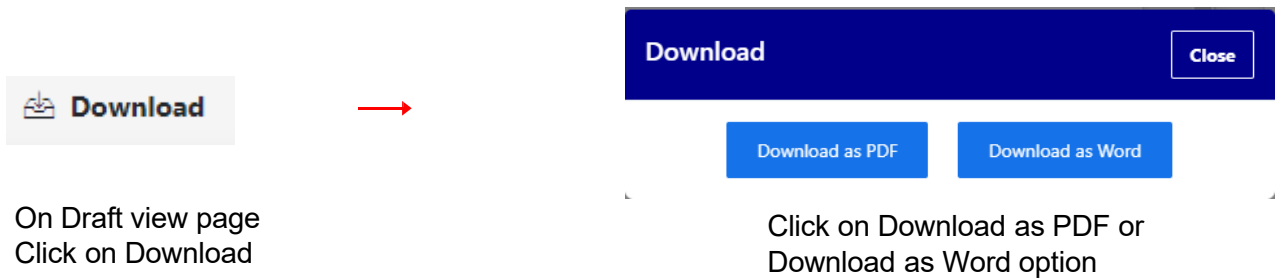
- The below table shows the options available in the Draft view page.

#	Field Name	Details
1	Edit content	Revert back to Draft mode where user can edit the contract details
2	Initiate	Allows user to submit the contract for approval with necessary comments
3	Download	Allows to download the template in PDF or MS Word format
4	Version	Allows user to view the various version and do a side by side comparison
5	History	Allows user to view the modifications made for the contract
6	Attachments	Allows user to attach supporting documents (Up to 5 files). At least one supporting file is mandatory to initiate a contract for approval
7	Back	Navigate to the previous page

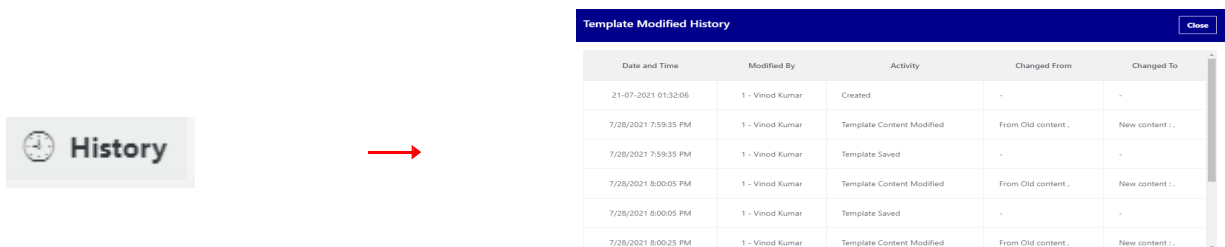
Follow below steps to submit the contract for approval



### ► Steps to download the Contract



### ► Steps to view version history of the Contract Amendment



Template Modified History				
Date and Time	Modified By	Activity	Changed From	Changed To
21-07-2021 01:32:06	1 - Vinod Kumar	Created	-	-
7/28/2021 7:59:35 PM	1 - Vinod Kumar	Template Content Modified	From Old content .	New content .
7/28/2021 7:59:35 PM	1 - Vinod Kumar	Template Saved	-	-
7/28/2021 8:00:05 PM	1 - Vinod Kumar	Template Content Modified	From Old content .	New content .
7/28/2021 8:00:05 PM	1 - Vinod Kumar	Template Saved	-	-
7/28/2021 8:00:25 PM	1 - Vinod Kumar	Template Content Modified	From Old content .	New content .

Upload Existing Contract

On contract creation page if the option “Create Contract Using” selected Upload Existing Contract, then it will redirect to Existing Contract View page.

1 →

Existing Contract

Choose File

Browse

17124 - Upload Existing Contract Testing

Draft

Back

Attachments

Edit

Initiate

History

Required Attributes	Values
Duration from	<div></div>
Duration to	<div></div>
Vendor Name	<div></div>
Vendor CIN	<div></div>
Authorised Signatory	<div></div>
Registered Address	<div></div>

► The below table shows the details to be entered in the Draft page.

#	Field Name	Details
1	Edit	Converts Existing Contract View page to editable mode
2	Required Attributes	Allows to enter the details specific to the new contract
3	Browse	Allows to upload an existing contract based on which the new contract will be created (Only PDF format is supported)
4	Attachments	Allows user to attach supporting documents (Up to 5 files). At least one supporting file is mandatory to initiate a contract for approval
5	Initiate	Allows user to submit the contract for approval with necessary comments
6	History	Allows user to view the modifications made for the contract
7	Back	Navigates to create new contract page

Follow below steps to submit the contract for approval



### ► Steps to download the Contract

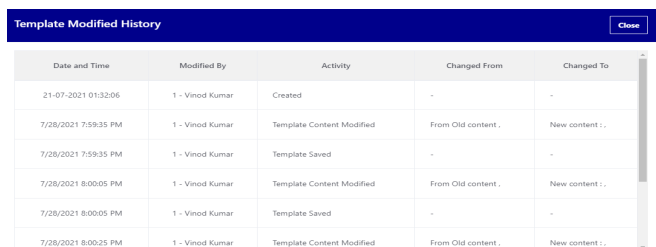


File will be downloaded in PDF format

On Existing Contract Draft view page Click on Download

### ► Steps to view version history of the template

2  
1



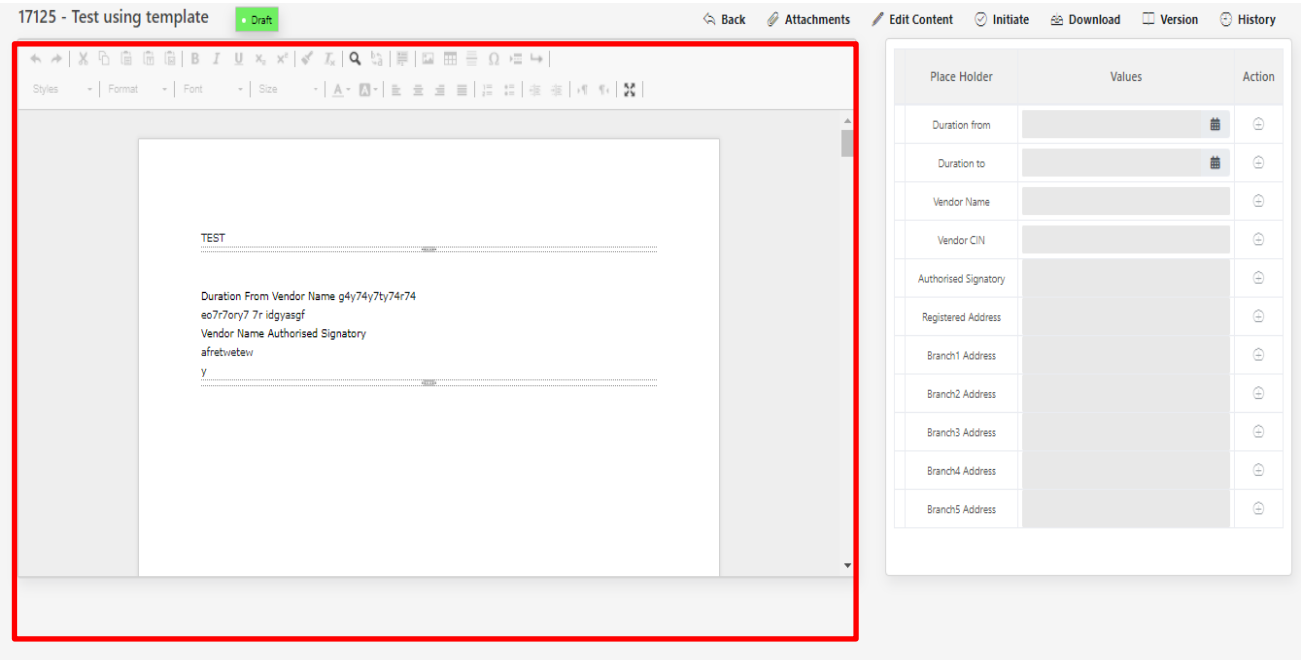
Date and Time	Modified By	Activity	Changed From	Changed To
21-07-2021 01:32:06	1 - Vinod Kumar	Created	-	-
7/28/2021 7:59:35 PM	1 - Vinod Kumar	Template Content Modified	From Old content .	New content .
7/28/2021 7:59:35 PM	1 - Vinod Kumar	Template Saved	-	-
7/28/2021 8:00:05 PM	1 - Vinod Kumar	Template Content Modified	From Old content .	New content .
7/28/2021 8:00:05 PM	1 - Vinod Kumar	Template Saved	-	-
7/28/2021 8:00:25 PM	1 - Vinod Kumar	Template Content Modified	From Old content .	New content .

On Existing Contract Draft view page Click on History

Version history popup window opens with the template history

From Template

On contract creation page if the option “Create Contract Using” selected as Using template, then it will redirect to Contract Draft view page. The templates details will be available in the Editor window which can be customized in the editor mode.



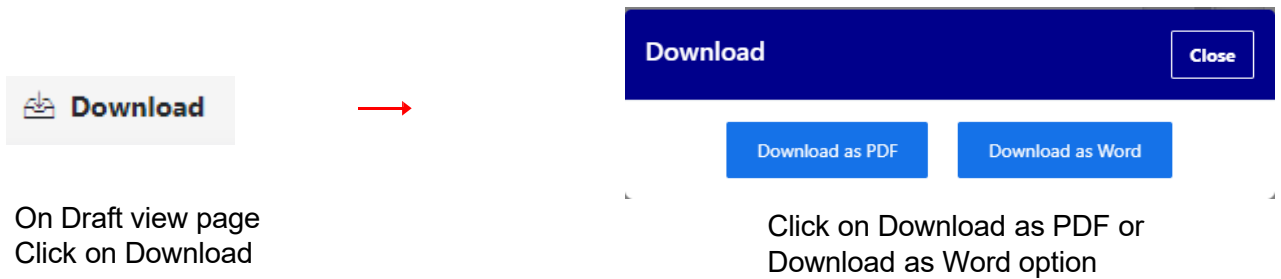
► The below table shows the details to be entered in the Draft page.

#	Field Name	Details
1	Editor	Allows user to enter the contents for the contract
2	Edit Content	Converts Draft View into editable mode
2	Place Holder	Contains default information which are commonly used in a contract creation (Example : Duration from and to)
3	Add Place holder	This feature allows to create a new custom place holder for the Contract
4	Remove Place holder	This feature is used to remove an existing custom place holder
5	Version	Allows user to view the various version and do a side by side comparison
6	History	Allows user to view the modifications made for the contract
7	Download	Allows to download the template in PDF or MS Word format
8	Initiate	Allows user to submit the contract for approval with necessary comments

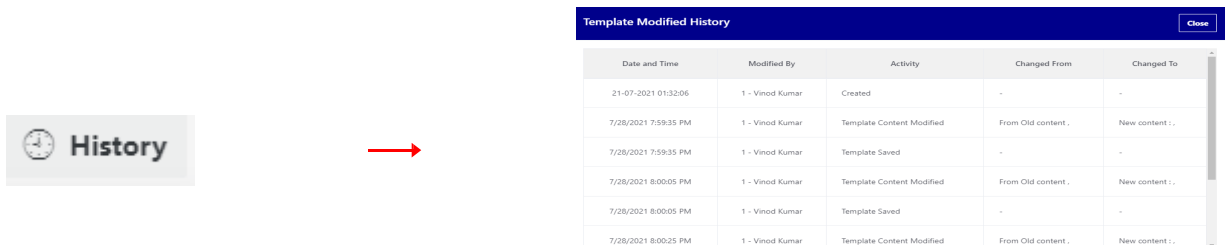
Follow below steps to submit the contract for approval



### ► Steps to download the Contract



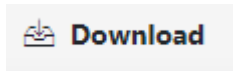
### ► Steps to view version history of the template



On Draft view page  
Click on Version

Version history popup window  
opens with the template history

### ► Steps to download the Contract



On Draft view page  
Click on Download

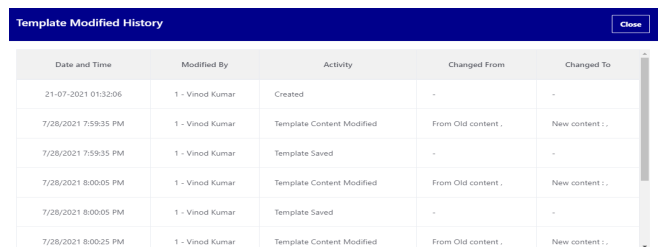


Click on Download as PDF or  
Download as Word option

### ► Steps to view history of the contract



On Draft view page  
Click on History

A popup window titled "Template Modified History" with a "Close" button. It contains a table with the following data:

Date and Time	Modified By	Activity	Changed From	Changed To
21-07-2021 01:32:06	1 - Vinod Kumar	Created	-	-
7/28/2021 7:59:35 PM	1 - Vinod Kumar	Template Content Modified	From Old content .	New content .
7/28/2021 7:59:35 PM	1 - Vinod Kumar	Template Saved	-	-
7/28/2021 8:00:05 PM	1 - Vinod Kumar	Template Content Modified	From Old content .	New content .
7/28/2021 8:00:05 PM	1 - Vinod Kumar	Template Saved	-	-
7/28/2021 8:00:25 PM	1 - Vinod Kumar	Template Content Modified	From Old content .	New content .

Version history popup window  
opens with the template history

### ► Steps to view version comparison of the contract

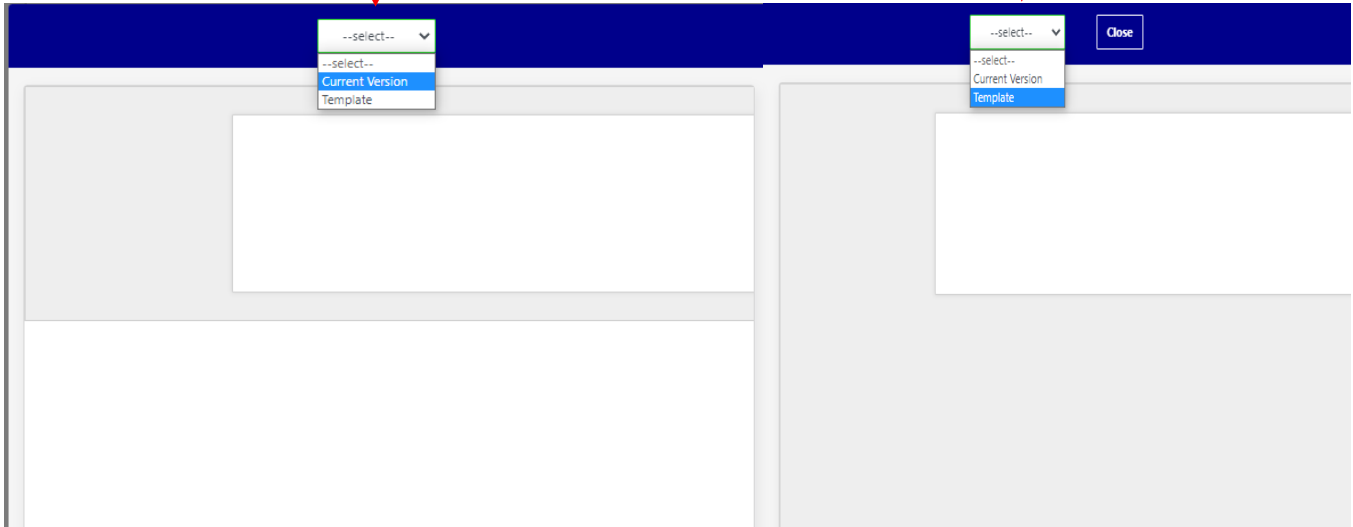
Click on Create New Contract to create a new Contract



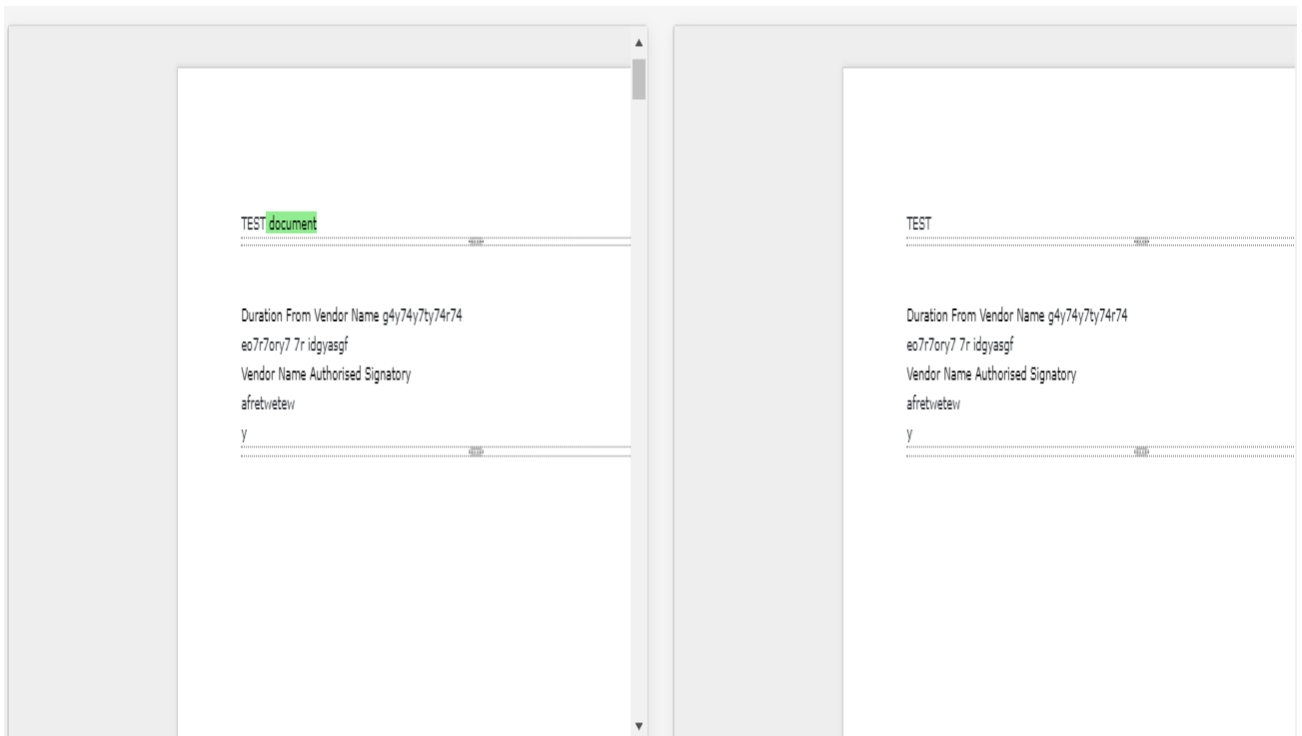


Click on Select and from drop down menu choose current version


Click on Select and from drop down menu choose any of the previous version



Once the options are selected, the editor window will display the contents of each version and highlight the changes



### ► Executing an approved contract

Approved and Pending for Sign-off						Approved
Show 10 entries						Search:
View	Contract ID	Contract Name	Contract Type	Category	Sub Category	
	17130	new contract	Non Critical	CSS	SpreadSheet	
Showing 1 to 1 of 1 entries						Previous 1 Next

Under Contract Tab, locate the contract and click on view icon

On the Contract Details page, Click on Upload Signed Contract option

Contract ID : 17130

Contract > Details

Upload Signed Contract

new contract Details

Contract Name \* new contract

Contract Type \* Non Critical

Contract Description testing

Department \* Deptone

Sub Department \* subdepttwo

Create Contract Using \* Fresh Contract

Category \* CSS

Sub Category \* SpreadSheet

Select the Signed Contract from the system and click on Upload

Upload Signed Contract

Close

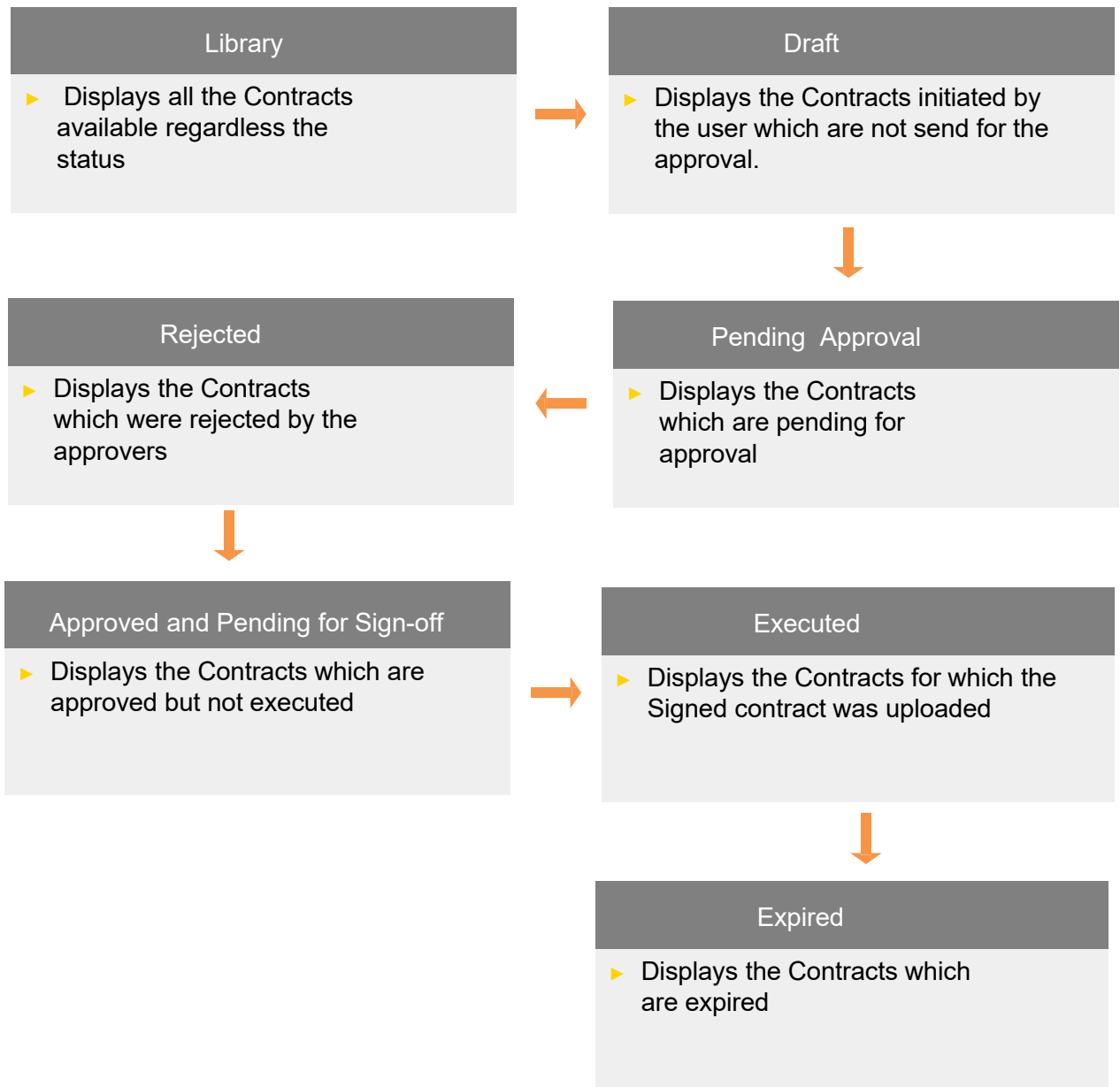
869b6d41-f496-4d78-a044-6806adc45d4e\_Fr002021.pdf

Browse

Upload

### Contracts Addendum


- ▶ Allows users to view the contract addendum details
- ▶ Users can easily view the contract addendums which are under various stages by referring the tables under contract addendum page
- ▶ Contracts Addendum URL: <https://localhost:44348/Addendum/Repository>
- ▶ Below are the components available under Contract page



### 1 Contract Addendum Creation

- ▶ The Contract Addendum option will be enabled only for the contracts which are already executed

Follow below steps to add Addendum to a contract.

Executed						• Executed
Show 10 entries						Search: <input type="text"/>
View	Contract ID	Contract Name	Contract Type	Category	Sub Category	
	17126	New Contract	Critical	CSS	SpreadSheet	

Under Contract tab locate the contract for which the addendum need to be added and click on the view icon

**Contract ID : 17126** [Contract](#) > [Details](#) [Download Signed Contract](#)

**New Contract Details** • Executed • Amendments [Back](#) [History](#)

**Contract Name \***  
New Contract

**Contract Type \***  
Critical

**Contract Description**  
new test scontract

**Department \***  
Deptone

**Sub Department \***  
subdepttwo

**Create Contract Using \***  
Fresh Contract

**Category \***  
CSS

**Sub Category \***  
SpreadSheet

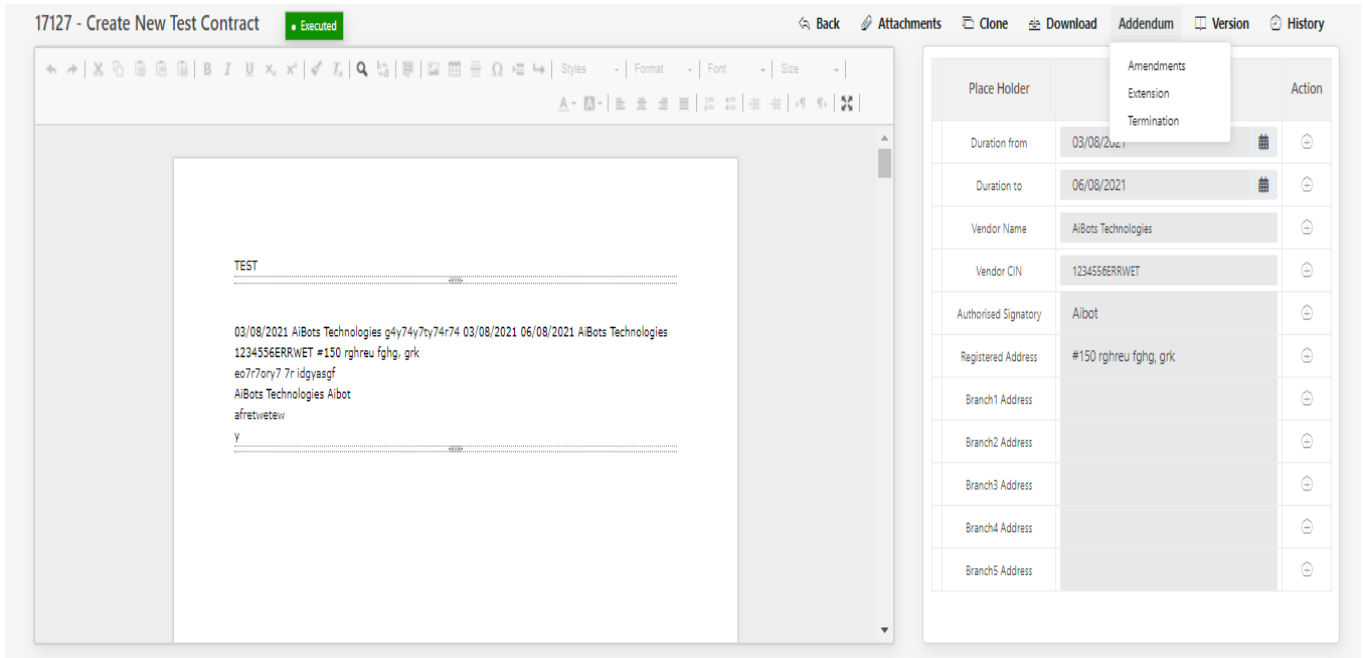
**Approver (s) \***

Approval Level	Employee ID	Employee Name	Employee Email Address	Employee Designation	Employee Role (s)	Approval Status
Approver 1	141	Tanu	vanitha@albotstech.com	Developer	Approver	Approved
Approver 2	87	Sujatha LS	abcd@gmail.com	Developer	Legal Approver	Approved

[Next](#)

On the Contract view page, click on Next

On the Contract view page, click on Addendums



17127 - Create New Test Contract Executed

Back Attachments Clone Download Addendum Version History

Place Holder Amendments Extension Termination Action

Duration from	03/08/2021	
Duration to	06/08/2021	
Vendor Name	AiBots Technologies	
Vendor CIN	123456ERRWET	
Authorised Signatory	Aibot	
Registered Address	#150 rghreu fghg, grk	
Branch1 Address		
Branch2 Address		
Branch3 Address		
Branch4 Address		
Branch5 Address		

TEST

03/08/2021 AiBots Technologies g4y74y7cy74r74 03/08/2021 06/08/2021 AiBots Technologies  
123456ERRWET #150 rghreu fghg, grk  
eo7r7ory7 7r idgvasgf  
AiBots Technologies Aibot  
affretweteu  
Y

Under Addendum menu, there are 3 options.

- Amendments
- Extension
- Termination

### 1 Amendments Creation

Under Addendum select Amendments

17127 - Create New Test Contract Executed

Back Attachments Clone Download Addendum Version History

Amendments  
Extension  
Termination

Place Holder Action

Duration from	03/08/2021	
Duration to	06/08/2021	
Vendor Name	AiBots Technologies	
Vendor CIN	1234556ERRWET	
Authorised Signatory	Albot	
Registered Address	#150 rghreu fghg, grk	
Branch1 Address		
Branch2 Address		
Branch3 Address		
Branch4 Address		
Branch5 Address		

TEST

03/08/2021 AiBots Technologies g4y74y7y74/74 03/08/2021 06/08/2021 AiBots Technologies  
1234556ERRWET #150 rghreu fghg, grk  
eo7r7ory7 7r idgyasgf  
AiBots Technologies Albot  
afretvstev  
Y

Select Amendments and then click on “Yes, Continue!”

17127 - Create New Test Contract Executed

Back Attachments Clone Download Addendum Amendments Version History

Place Holder Values Action

Duration from	03/08/2021	
Duration to	06/08/2021	
Vendor Name	AiBots Technologies	
Vendor CIN	1234556ERRWET	
Authorised Signatory	Albot	
Registered Address	#150 rghreu fghg, grk	
Branch1 Address		
Branch2 Address		
Branch3 Address		
Branch4 Address		
Branch5 Address		

TEST

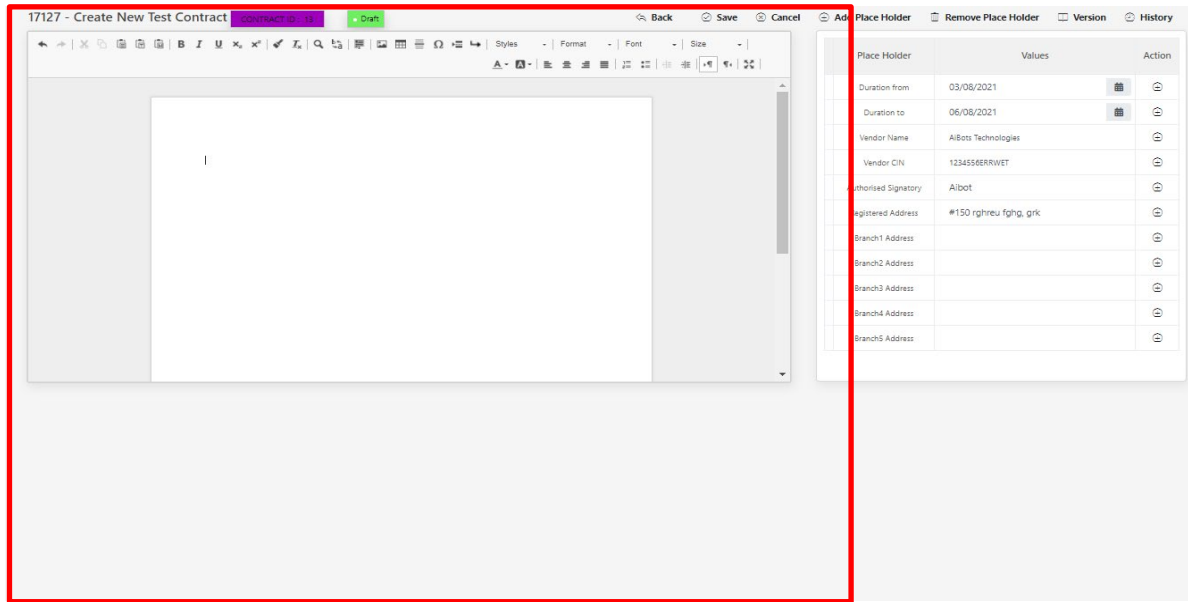
03/08/2021 AiBots Technologies g4y74y7y74/74 03/08/2021 06/08/2021 AiBots Technologies  
1234556ERRWET #150 rghreu fghg, grk  
eo7r7ory7 7r idgyasgf  
AiBots Technologies Albot  
afretvstev  
Y

Comments

Role	Employee ID	Employee Name	Comments
Initiator	3422	Chandru Ini	Ready for Approval
Approver 1	141	Tanu	Approved
Approver 2	87	Sujatha LS	Approved

[Download video from this page](#)

### Amendments Draft window appears

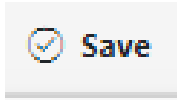


Place Holder	Values	Action
Duration from	03/08/2021	
Duration to	06/08/2021	
Vendor Name	AlBots Technologies	
Vendor CIN	1234567890123	
Authorised Signatory	AlBot	
Registered Address	#150 rghreu fghg, grk	
Branch1 Address		
Branch2 Address		
Branch3 Address		
Branch4 Address		
Branch5 Address		

► The below table shows the details to be entered in the Draft page.

#	Field Name	Details
1	Editor	Allows user to enter the contents for the amendment
2	Place Holder	Contains default information which are commonly used in a contract creation (Example : Duration from and to)
3	Add Place holder	This feature allows to create a new custom place holder for the Contract
4	Remove Place holder	This feature is used to remove an existing custom place holder
5	Version	Allows user to view the various version and do a side by side comparison
6	History	Allows user to view the modifications made for the contract
7	Cancel	Allows user to cancel the creation of Amendment
8	Save	Allows user to save the changes made for the Amendment

Follow below steps once the details are filled



Click on Save

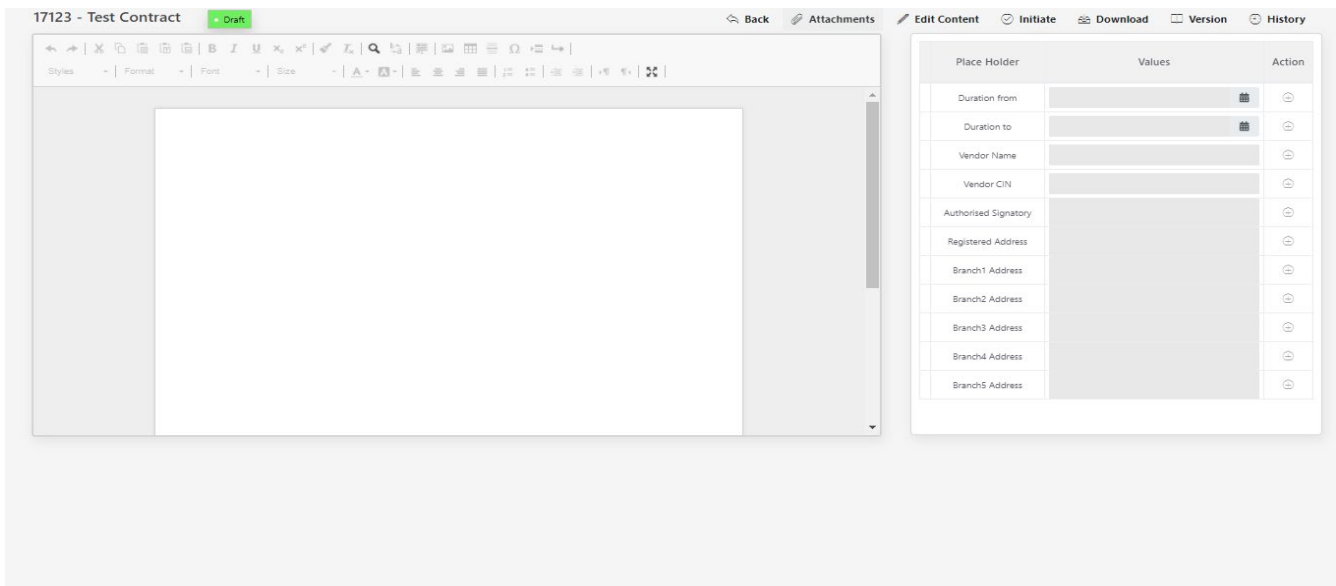


Contract drafted



On popup window, click on OK

- Once the contract saved, the user will be navigated to Draft View page



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

- The below table shows the options available in the Draft view page.

#	Field Name	Details
1	Edit content	Revert back to Draft mode where user can edit the contract details
2	Initiate	Allows user to submit the contract for approval with necessary comments
3	Download	Allows to download the template in PDF or MS Word format
4	Version	Allows user to view the various version and do a side by side comparison
5	History	Allows user to view the modifications made for the contract
6	Attachments	Allows user to attach supporting documents (Up to 5 files). At least one supporting file is mandatory to initiate a contract for approval
7	Back	Navigate to the previous page



Follow below steps to submit the contract Amendment for approval

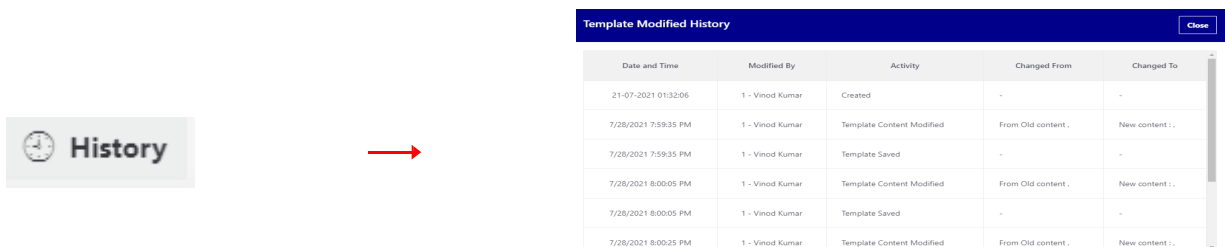


### ► Steps to download the Contract Amendment



### ► Steps to view version history of the template





3  
3



On Existing Contract Draft view page Click on History

Version history popup window opens with the template history

### ► Executing an approved Amendment

Library									Create New Contract
Show 10 entries		Search:							
View	Contract ID	Addendum ID	Contract Name	Contract Type	Category	Sub Category	Status	Amendment Type	
	17126	4050	New Contract	Critical	CSS	SpreadSheet		Amendments	
	17127	4051	Create New Test Contract	Critical	CSS	SpreadSheet		Amendments	


Under Contract Addendum tab, locate the contract and click on view icon



On the Contract Addendum Details page, Click on Upload Signed Contract option

Addendum ID : 4051

Upload Signed Contract

Create New Test Contract Details

 CONTRACT ID : 17127

 Back  History

Contract Name \*

Create New Test Contract

Contract Type \*

Critical

Contract Description

Creating new test contract

Department \*

Deptone

Sub Department \*

subdepttwo

Create Contract Using \*

From Template

Category \*

CSS

Sub Category \*

SpreadSheet

Select the Signed Contract from the system and click on Upload

### Upload Signed Contract

[Close](#)[Browse](#)[Upload](#)

## 2 Extension Creation

Under Addendum select Extension

17130 - new contract Executed

Back Attachments Clone Download Addendum Version History

Place Holder

Duration from	05/08/2021	
Duration to	19/08/2021	
Vendor Name	AiBots Technologies	
Vendor CIN	123456ERRWET	
Authorized Signatory	Albot	
Registered Address	#150 rghreu fghg, grk	
Branch1 Address		
Branch2 Address		
Branch3 Address		
Branch4 Address		
Branch5 Address		

Action

Testing AiBots Technologies 123456ERRWET Albot #150 rghreu fghg, grk

Select Extension and then click on “Yes, Continue!”

17130 - new contract Executed

Back Attachments Clone Download Addendum **Extension** Version History

Place Holder

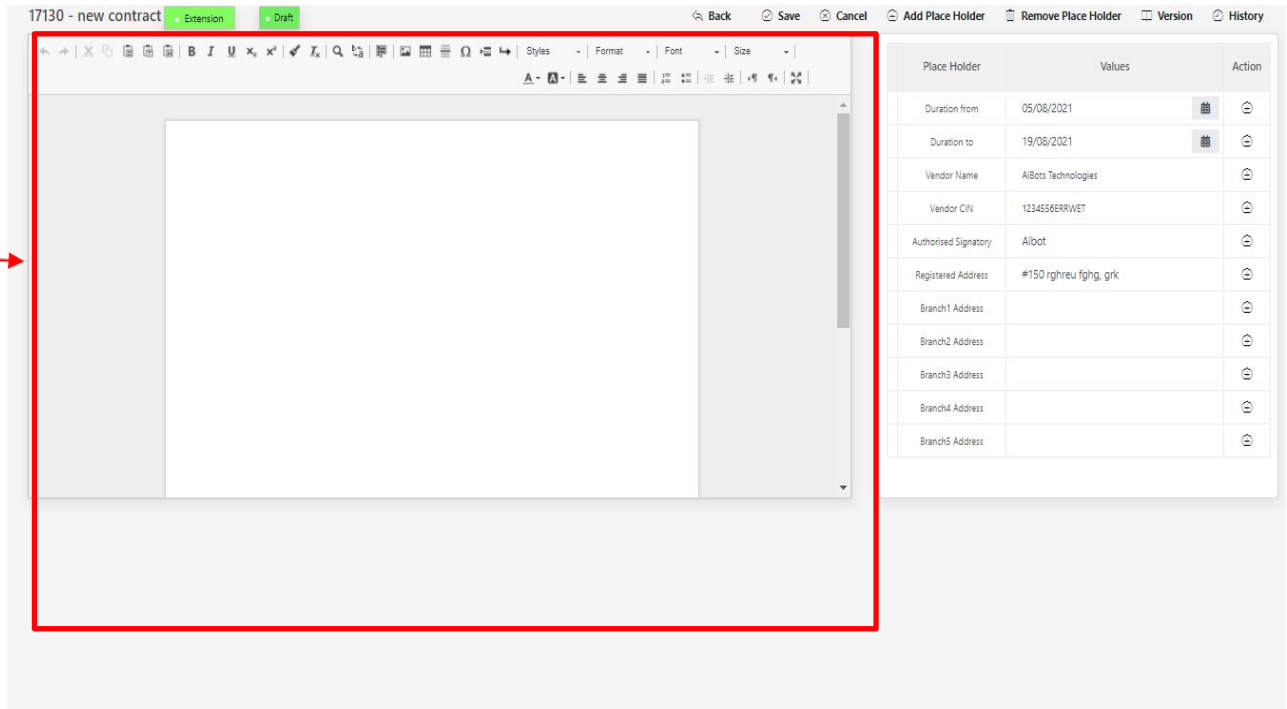
Duration from	05/08/2021	
Duration to	19/08/2021	
Vendor Name	AiBots Technologies	
Vendor CIN	123456ERRWET	
Authorized Signatory	Albot	
Registered Address	#150 rghreu fghg, grk	
Branch1 Address		
Branch2 Address		
Branch3 Address		
Branch4 Address		
Branch5 Address		

Values

Action

Testing AiBots Technologies 123456ERRWET Albot #150 rghreu fghg, grk

### Extension Draft window appears



► The below table shows the details to be entered in the Draft page.

#	Field Name	Details
1	Editor	Allows user to enter the contents for the amendment
2	Place Holder	Contains default information which are commonly used in a contract creation (Example : Duration from and to)
3	Add Place holder	This feature allows to create a new custom place holder for the Contract
4	Remove Place holder	This feature is used to remove an existing custom place holder
5	Version	Allows user to view the various version and do a side by side comparison
6	History	Allows user to view the modifications made for the contract
7	Cancel	Allows user to cancel the creation of Amendment
8	Save	Allows user to save the changes made for the Amendment

Follow below steps once the details are filled



Click on Save

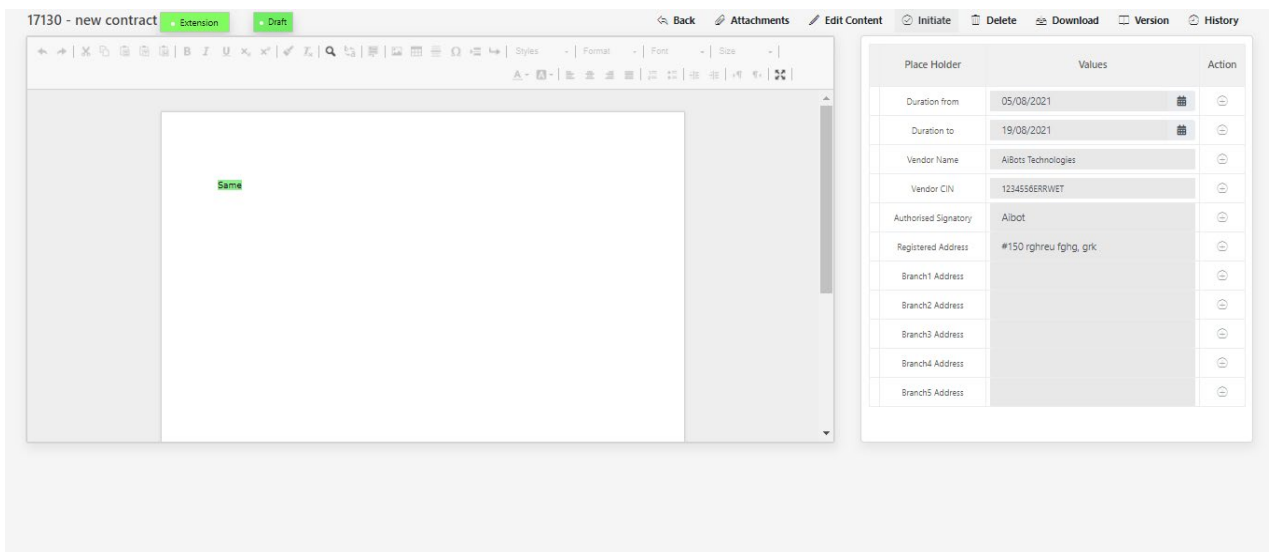


Contract drafted



On popup window, click on OK

► Once the contract saved, the user will be navigated to Draft View page



Place Holder	Values	Action
Duration from	05/06/2021	
Duration to	19/06/2021	
Vendor Name	AiBots Technologies	
Vendor CIN	1234556ERRWET	
Authorised Signatory	Albot	
Registered Address	#150 rghreu fggh, grk	
Branch1 Address		
Branch2 Address		
Branch3 Address		
Branch4 Address		
Branch5 Address		

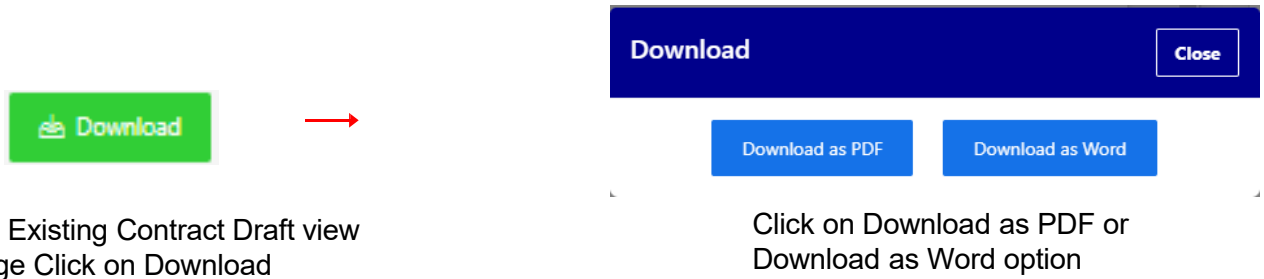
► The below table shows the options available in the Draft view page.

#	Field Name	Details
1	Edit content	Revert back to Draft mode where user can edit the contract details
2	Initiate	Allows user to submit the contract for approval with necessary comments
3	Download	Allows to download the template in PDF or MS Word format
4	Version	Allows user to view the various version and do a side by side comparison
5	History	Allows user to view the modifications made for the contract
6	Attachments	Allows user to attach supporting documents (Up to 5 files). At least one supporting file is mandatory to initiate a contract for approval
7	Back	Navigate to the previous page

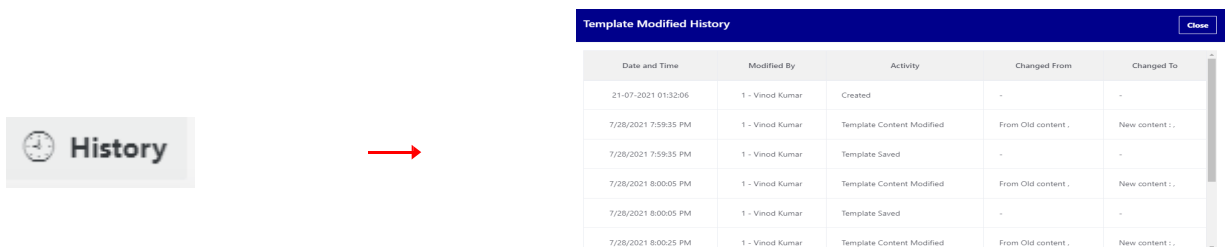
Follow below steps to submit the contract Extension for approval



### ► Steps to download the Contract Amendment



### ► Steps to view version history of the template



On Existing Contract Draft view page Click on History

Version history popup window opens with the template history

### ► Executing an approved Extension

**Addendum** [Addendum](#) > [Library](#) > [Draft](#) > [Pending Approval](#) > [Rejected](#) > [Approved](#) > [Executed](#) > [Expired](#)

**Library** [Create New Contract](#)

Show  entries

View	Contract ID	Addendum ID	Contract Name	Contract Type	Category	Sub Category	Status	Amendment Type
	17126	4050	New Contract	Critical	CSS	SpreadSheet	<a href="#">Draft</a>	<a href="#">Amendments</a>
	17127	4051	Create New Test Contract	Critical	CSS	SpreadSheet	<a href="#">Approved</a>	<a href="#">Amendments</a>
	17130	4052	new contract	Non Critical	CSS	SpreadSheet	<a href="#">Approved</a>	<a href="#">Extension</a>

Under Contract Addendum tab, locate the contract and click on view icon

On the Contract Addendum Details page, Click on Upload Signed Contract option

**Addendum ID : 4052** [Upload Signed Contract](#)

**new contract Details** [Approved](#) [CONTRACT ID : 17130](#) [Back](#) [History](#)

Contract Name \*  Contract Type \*

Contract Description

Department \*  Sub Department \*  Create Contract Using \*

Category \*  Sub Category \*

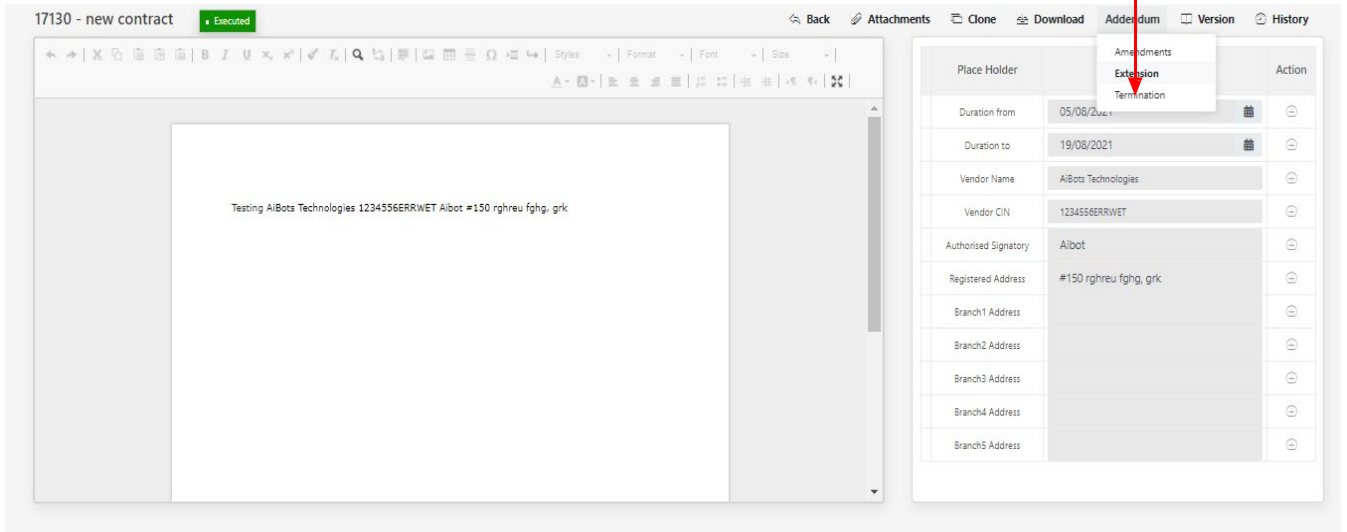
Select the Signed Contract from the system and click on Upload

**Upload Signed Contract** [Close](#)

[Browse](#) [Upload](#)

### 3 Termination Creation

Under Addendum select Termination



17130 - new contract Executed

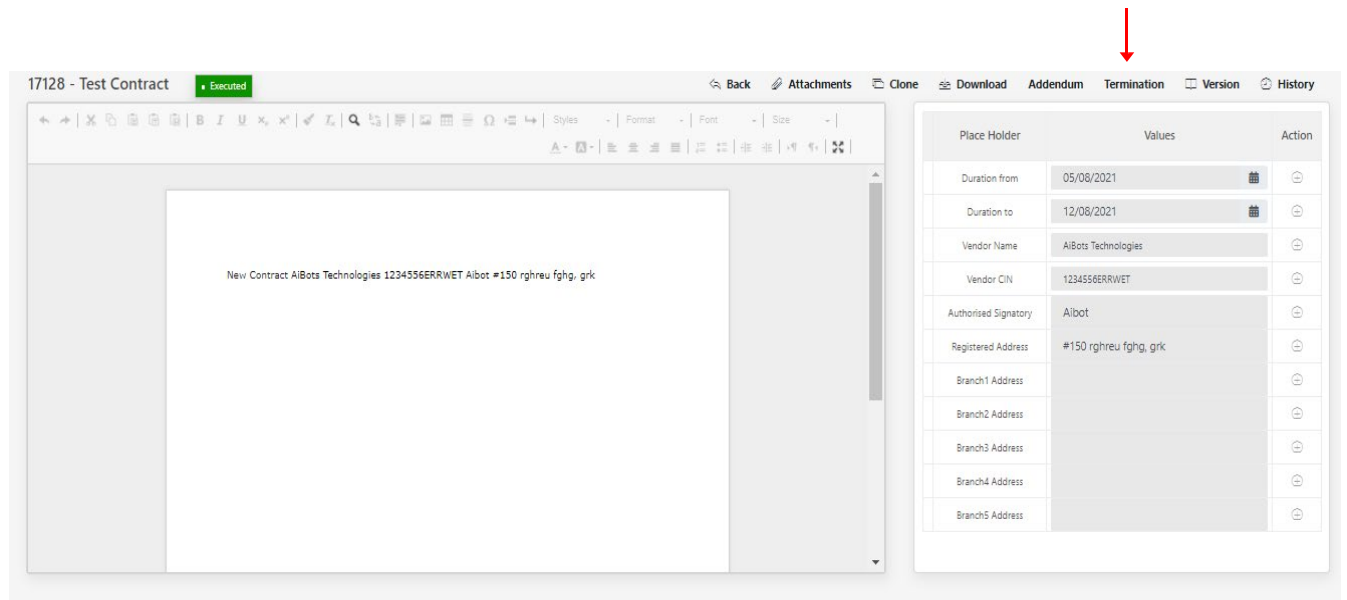
Back Attachments Clone Download Addendum Version History

Place Holder

Duration from	05/08/2021	
Duration to	19/08/2021	
Vendor Name	AiBots Technologies	
Vendor CIN	1234556ERRWET	
Authorised Signatory	Albot	
Registered Address	#150 rghreu fghg, grk	
Branch1 Address		
Branch2 Address		
Branch3 Address		
Branch4 Address		
Branch5 Address		

Action

Select Extension and then click on “Yes, Continue!”



17128 - Test Contract Executed

Back Attachments Clone Download Addendum Termination Version History

Place Holder

Duration from	05/08/2021	
Duration to	12/08/2021	
Vendor Name	AiBots Technologies	
Vendor CIN	1234556ERRWET	
Authorised Signatory	Albot	
Registered Address	#150 rghreu fghg, grk	
Branch1 Address		
Branch2 Address		
Branch3 Address		
Branch4 Address		
Branch5 Address		

Action



Follow below steps once the details are filled



Click on Save

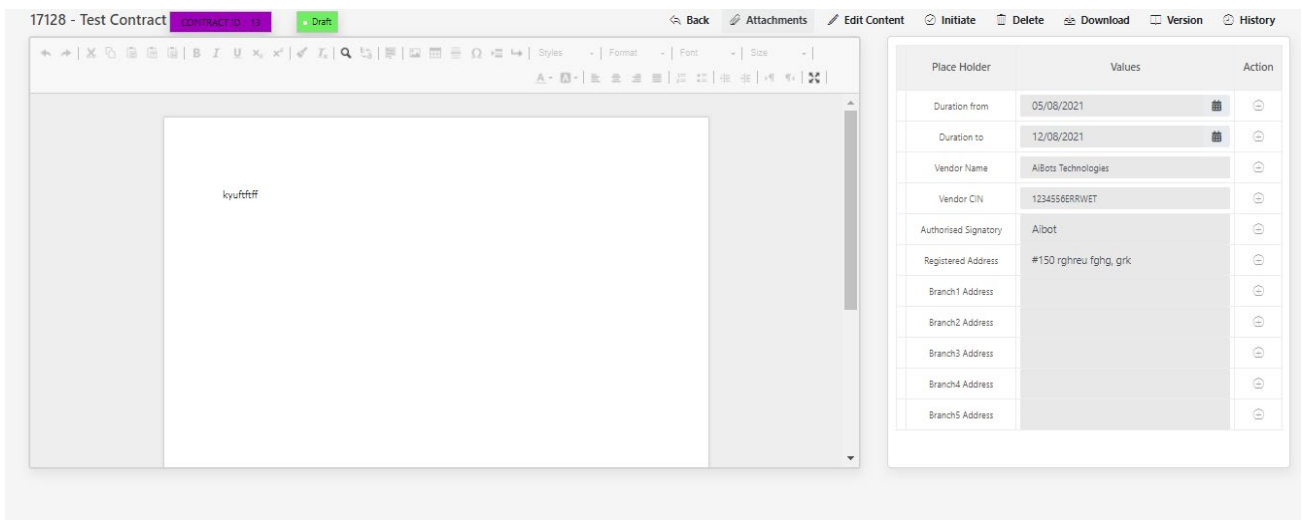


Contract drafted
















On popup window, click on OK

► Once the contract saved, the user will be navigated to Draft View page



The screenshot shows the 'Draft View' page for a contract titled '17128 - Test Contract'. The page is divided into two main sections. On the left is a large text editor with a toolbar at the top containing various formatting options like bold, italic, underline, and font color. The text area contains the placeholder text 'kyuftrff'. On the right is a table with contract details. The table has three columns: 'Place Holder', 'Values', and 'Action'. The rows include 'Duration from' (05/08/2021), 'Duration to' (12/08/2021), 'Vendor Name' (AiBots Technologies), 'Vendor CNI' (1234556ERRWET), 'Authorised Signatory' (Albot), 'Registered Address' (#150 rghreu fggh, grk), and five 'Branch' addresses (Branch1 Address to Branch5 Address). Each row has an 'Action' column with icons for editing and deleting.

Place Holder	Values	Action
Duration from	05/08/2021	 
Duration to	12/08/2021	 
Vendor Name	AiBots Technologies	
Vendor CNI	1234556ERRWET	
Authorised Signatory	Albot	
Registered Address	#150 rghreu fggh, grk	
Branch1 Address		
Branch2 Address		
Branch3 Address		
Branch4 Address		
Branch5 Address		

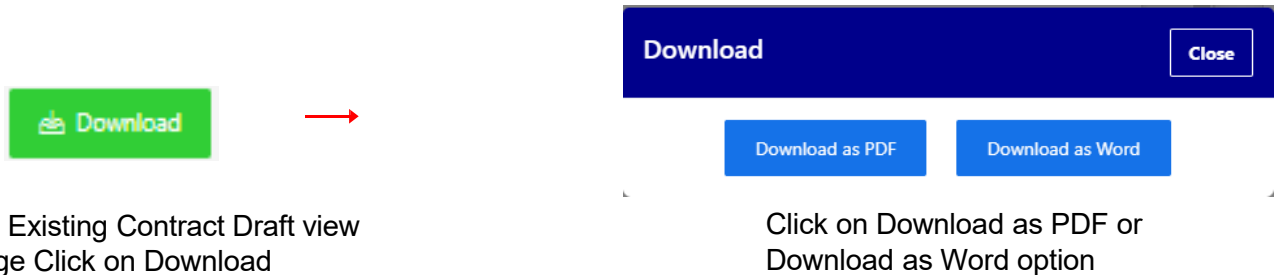
► The below table shows the options available in the Draft view page.

#	Field Name	Details
1	Edit content	Revert back to Draft mode where user can edit the contract details
2	Initiate	Allows user to submit the contract for approval with necessary comments
3	Download	Allows to download the template in PDF or MS Word format
4	Version	Allows user to view the various version and do a side by side comparison
5	History	Allows user to view the modifications made for the contract
6	Attachments	Allows user to attach supporting documents (Up to 5 files). At least one supporting file is mandatory to initiate a contract for approval
7	Back	Navigate to the previous page

Follow below steps to submit the contract Amendment for approval

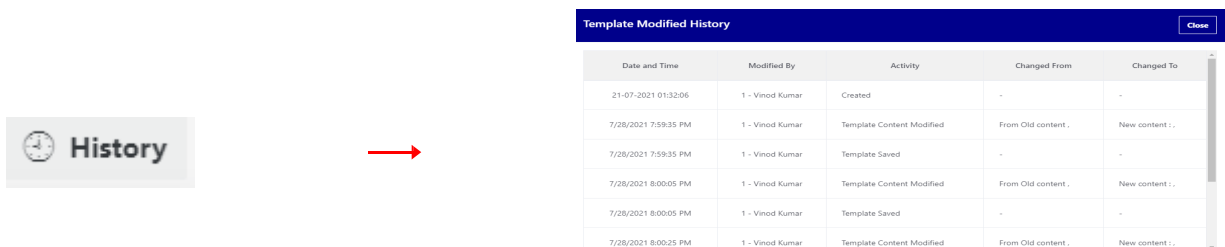


### ► Steps to download the Contract Amendment



### ► Steps to view version history of the template

4  
2



On Existing Contract Draft view page Click on History

Version history popup window opens with the template history

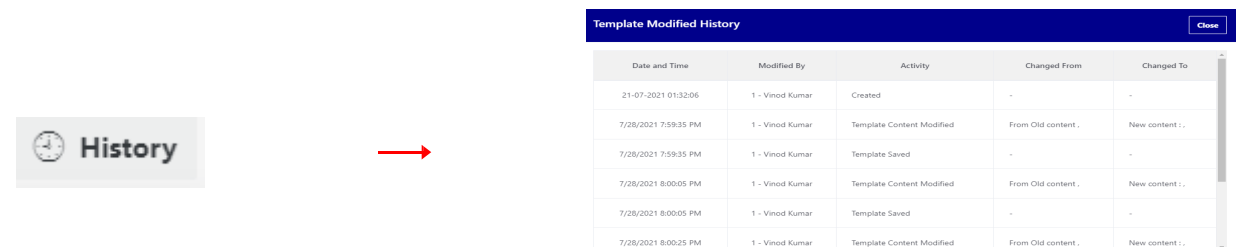
Follow below steps to submit the contract Termination for approval



### ► Steps to download the Contract Addendum



### ► Steps to view version history of the template



### ► Executing an approved Termination

**Addendum** [Addendum](#) > [Library](#) > [Draft](#) > [Pending Approval](#) > [Rejected](#) > [Approved](#) > [Executed](#) > [Expired](#)

**Library** [Create New Contract](#)

Show  entries Search:

View	Contract ID	Addendum ID	Contract Name	Contract Type	Category	Sub Category	Status	Amendment Type
	17126	4050	New Contract	Critical	CSS	SpreadSheet	<a href="#">Draft</a>	<a href="#">Amendments</a>
	17127	4051	Create New Test Contract	Critical	CSS	SpreadSheet	<a href="#">Approved</a>	<a href="#">Amendments</a>
	17130	4052	new contract	Non Critical	CSS	SpreadSheet	<a href="#">Executed</a>	<a href="#">Extension</a>
	17128	4053	Test Contract	Critical	CSS	SpreadSheet	<a href="#">Approved</a>	<a href="#">Termination</a>

Under Contract Addendum tab, locate the contract and click on view icon

On the Contract Addendum Details page, Click on Upload Signed Contract option

**Addendum ID : 4053** [Upload Signed Contract](#)

**Test Contract Details** [Approved](#) [CONTRACT ID : 17128](#) [Back](#) [History](#)

Contract Name \*  Contract Type \*

Contract Description

Department \*  Sub Department \*  Create Contract Using \*

Category \*  Sub Category \*

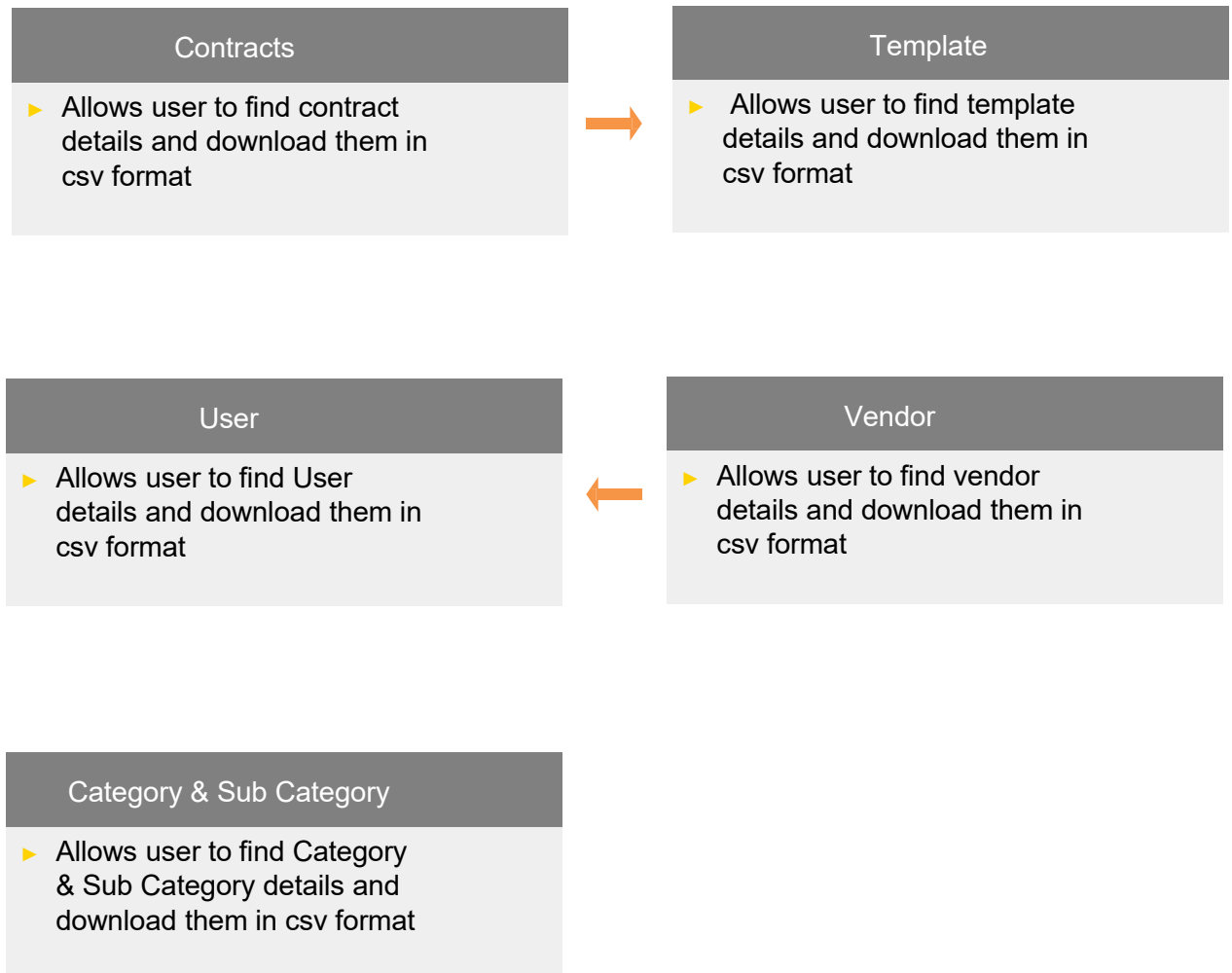
Select the Signed Contract from the system and click on Upload

**Upload Signed Contract** [Close](#)

[Browse](#) [Upload](#)

### Search & Report

- ▶ Allows search details of contract, template, vendor, User, Category & Sub Category and download them in csv format.
- ▶ Search & Report URL: <https://localhost:44348/Search/Index>
- ▶ Below are the components available under Search & Report page



## 1 Contract Search & Download

Under Contract tab, there are two ways to search and find the details. Basic or Advanced.

## Advanced Search

Search & Report

Contract

Template

Vendor

User

Category & Sub Category

Basic

Advanced

Contract UID

Contract UID

Contract Name

Name

Category

-- select --

Sub Category

-- select --

Vendor Name

-- select --

Execution Date

From

To

Description

Contract Type

-- select --

Search

Download

Clear

After entering the details click on Search  
find the search result

Click on Download the download the search results

- The below table shows the details to be entered in the Contract Advanced search page.

#	Field Name	Details
1	Contract UUID	Allows users to search contracts using the contract ID
2	Contract	Allows users to search contracts using the name of the contract
3	Contract Type	Allows users to filter the contract based on its type
4	Category	Allows user to filter the contracts based on its category
5	Sub Category	Allows user to filter the contracts based on its Sub category
6	Vendor Name	Allows user to filter the contracts based on Vendor name
7	Execution Date	Allows user to filter the contracts based on particular time period
8	Descriptions	Allows users to search contracts using the contract Description

### Basic Search

#### Search & Report

[Contract](#) [Template](#) [Vendor](#) [User](#) [Category & Sub Category](#)

Basic

Advanced

Contract UUID

Contract UUID

Contract Name

Name

Category

-- select --

Sub Category

-- select --

Description

Contract Type

-- select --

Search

Download

Clear

- The below table shows the details to be entered in the Contract basic search page.

#	Field Name	Details
1	Contract UUID	Allows users to search contracts using the contract ID
2	Contract Name	Allows users to search contracts using the name of the contract
3	Contract Type	Allows users to filter the contract based on its type
4	Category	Allows user to filter the contracts based on its category
5	Sub Category	Allows user to filter the contracts based on its Sub category
8	Description	Allows users to search contracts using the contract Description

### 1 Template Search & Download

#### Search & Report

Contract **Template** Vendor User Category & Sub Category

Template Name

Template Type  

--Select--

Search

Download

Clear

Show 

100

 entries

Search:

View	Template ID	Template Name	Template Type	Status
No data available in table				

Showing 0 to 0 of 0 entries

PreviousNext



► The below table shows the details to be entered in the Template search page.

#	Field Name	Details
1	Template Name	Allows users to search templates using the name of the template
2	Template Type	Allows users to filter the templates based on its type

### 1 Vendor Search & Download

#### Search & Report

ContractTemplateVendorUserCategory & Sub Category

BasicAdvanced

Vendor Name

Vendor Name

Type of Entity

-- select --

Corporate Identification Number(CIN)

Corporate Identification Number(CIN)

Search

Download

Clear

Show100▼entries

Search:

View▼	Vendor ID	Vendor Name	Type of Entity	CIN	Authorised Signatory
	4006	ITC Private Limited	IT	43434FDGFG	Albot
	4007	AiBots Technologies	IT	1234556ERRWET	Albot

Showing 1 to 2 of 2 entries

Previous1Next

- The below table shows the details to be entered in the Vendor search page.

#	Field Name	Details
1	Vendor Name	Allows users to search Vendors using the name of the Vendor
2	Type of Entity	Allows users to filter the Vendors based on its type
3	Corporate Identification Number	Allows users to search Vendors using the Corporate Identification Number (CIN)

### 1 User Search & Download

Under User tab, there are two ways to search and find the details. Basic or Advanced.

#### Advanced Search

#### Search & Report

ContractTemplateVendor**User**Category & Sub Category

BasicAdvanced

Employee ID

Enter ID

Employee Name

Enter Name

Email Address

Enter Email address

Plant

Badrachalam - BCM

Department

--Select--

Sub Department

--select--

Designation

-- select --

Role

--Select--

Status

--Select--

SearchDownloadClear

Show 100 entries

Search:

► The below table shows the details to be entered in the Users Basic search page.

#	Field Name	Details
1	Employee ID	Allows to search users using the Employee ID
2	Employee Name	Allows to search users using the name of the employee
3	Role	Allows to filter users using the user role
4	Email Address	Allows to search users using the Employee address
5	Status	Allows to filter users using the status (Activate or Inactive)

### 1 Category and Sub Category Search & Download

Under Category and Sub Category tab, there are two tabs

Category – Allows to view and download the category details

Search & Report

Contract

Template

Vendor

User

Category & Sub Category

☒ Category

☐ Sub Category

Filter

--select--

Search

Download

Clear

Show 100 entries

Search:

View	ID	Category	Sub Category
	22050	IT	Finance
	22051	Food Div	Sub
	22052	Fiyash Disposal	Boiler
	22053	Fiyash Disposal	Disposal
	22054	CSS	SpreadSheet

- The below table shows the details to be entered in the Users Advanced search page.

#	Field Name	Details
1	Employee ID	Allows to search users using the Employee ID
2	Employee Name	Allows to search users using the name of the employee
3	Department Type	Allows to filter users using the Department type
4	Sub Department Type	Allows to filter users using the Sub Department type
5	Role	Allows to filter users using the user role
6	Email Address	Allows to search users using the Employee address
7	Designation	Allows to filter users using the employee designation
8	Status	Allows to filter users using the status (Activate or Inactive)

### Basic Search

#### Search & Report

ContractTemplateVendorUserCategory & Sub Category

BasicAdvanced

Employee ID

Employee ID

Employee Name

Name

Employee ID

Employee ID

Employee Name

Name

Email Address

Email Address

Email Address

Email Address

Role

--Select--

Role

--Select--

Status

--Select--

Status

--Select--

SearchDownloadClear

Show 100 entries

Search:

► The below table shows the details to be entered in the Users Basic search page.

#	Field Name	Details
1	Employee ID	Allows to search users using the Employee ID
2	Employee Name	Allows to search users using the name of the employee
3	Role	Allows to filter users using the user role
4	Email Address	Allows to search users using the Employee address
5	Status	Allows to filter users using the status (Activate or Inactive)

### 1 Category and Sub Category Search & Download

Under Category and Sub Category tab, there are two tabs

Category – Allows to view and download the category details

Search & Report

Contract

Template

Vendor

User

Category & Sub Category

☒ Category

☐ Sub Category

Filter

--select--

Search

Download

Clear

Show 100 entries

Search:

View	ID	Category	Sub Category
	22050	IT	Finance
	22051	Food Div	Sub
	22052	Fiyash Disposal	Boiler
	22053	Fiyash Disposal	Disposal
	22054	CSS	SpreadSheet

Sub Category – Allows to view and download the Sub category details

Search & Report

Contract

Template

Vendor

User

Category & Sub Category

Category

Sub Category

Filter

--select--

Search

Download

Clear

Show100entries

Search:

Showing 1 to 5 of 5 entries

Previous

1

Next