# Clause Approval

Dear ##USER\_FIRST\_NAME## ##USER\_LAST\_NAME##,  
  
Please review and respond with your questions, comments or approval of the proposed changes to the language in ##CLAUSE\_NAME## in ##CONTRACT\_TITLE##.  
  
Click here to open the contract ##CONTRACT\_URL##.  
  
Sincerely,  
  
##SENDER\_FIRST\_NAME## ##SENDER\_LAST\_NAME##  
  
##SENDER\_COMPANY\_NAME##  
##SENDER\_EMAIL##  
##SENDER\_PHONE##   
  
If you don't remember your password or if you do not have a password assigned, please contact our customer support at <email address TBD>.  
  
**INSTRUCTIONS**  
1) In the Contract Editor, click the Open icon on the far right of the blue toolbar to open the contract in Word.  
2) At the top of the Table of Contents on the right, select Mark Clauses: Needing My Approval.  
3) Click on each clause name marked with an asterisk.  
4) Review the clause displayed in the body of the Word document.  
5) If you approve of the clause text changes, click the Approve icon at the top of page, within the Emptoris ribbon.  
6) If you do not approve, you can click the Reject Clause icon; or, edit the clause then click Approve.  
7) If desired, click the comment bubble icon, and enter your comments related to the clause(s).  
8) When you complete all of your clause approvals, Save, close Word, and close the Contract Editor.   
  
The contract will return to the Author. the Author will see your clause edits (if any), and your comments.

# Clause Approval Rejected

Dear ##USER\_FIRST\_NAME## ##USER\_LAST\_NAME##,  
  
Your requested changes to ##CONTRACT\_TITLE## ##CLAUSE\_NAME## have been declined.  
  
Click here to open the contract ##CONTRACT\_URL##.  
  
Sincerely,  
  
##SENDER\_FIRST\_NAME## ##SENDER\_LAST\_NAME##  
  
##SENDER\_COMPANY\_NAME##  
##SENDER\_EMAIL##  
##SENDER\_PHONE##   
  
If you don't remember your password or if you do not have a password assigned, please contact our customer support at <email address TBD>.  
  
INSTRUCTIONS  
1) In the Contract Editor, click the Open icon on the far right of the blue toolbar to open the contract in Word.  
2) At the top of the Table of Contents on the right, select Mark Clauses: Needing Approval.  
3) Click on each clause name marked with an asterisk.  
4) Review the clause displayed in the body of the Word document.  
5) Click on any comment bubble icon by clause names to read the Approver's comments.  
6) Revise the clause text as needed.  
7) When you complete each of your clause edits, click the Approve icon in the Emptoris Ribbon.  
8) If desired, click the comment bubble icon, and enter your comments related to the clause(s).  
9) Save, close Word, and close the Contract Editor.   
  
The contract will go to the Clause Approver(s) again.

# Clause Approval Cancelled

Dear ##USER\_FIRST\_NAME## ##USER\_LAST\_NAME##,  
  
Please ignore the previous Clause Approval request for ##CONTRACT\_NAME## with ##CONTRACT\_COMPANY\_NAME##.  
  
When the clause edits are complete you will receive another Approval Request.  
  
Sorry for the inconvenience. No action is required on your part at this time.  
  
##SENDER\_FIRST\_NAME## ##SENDER\_LAST\_NAME##  
  
##SENDER\_COMPANY\_NAME##  
##SENDER\_EMAIL##  
##SENDER\_PHONE##

# Clause Approved

Dear ##USER\_FIRST\_NAME## ##USER\_LAST\_NAME##,  
  
Your requested changes to ##CONTRACT\_TITLE## ##CLAUSE\_NAME## have been approved.  
  
Click here to open the contract ##CONTRACT\_URL##.  
  
Sincerely,  
  
##SENDER\_FIRST\_NAME## ##SENDER\_LAST\_NAME##  
  
##SENDER\_COMPANY\_NAME##  
##SENDER\_EMAIL##  
##SENDER\_PHONE##   
  
If you don't remember your password or if you do not have a password assigned, please contact our customer support at <email address TBD>.  
  
INSTRUCTIONS  
1) In the Contract Editor, click the Open icon on the far right of the blue toolbar to open the contract in Word.  
2) Click on any comment bubble icon by clause names to read the Approver's comments.  
3) Save, close Word, and close the Contract Editor.   
  
Once all clause approvals are complete, proceed with the next step in your process.

# Contract Approval

Dear ##USER\_FIRST\_NAME## ##USER\_LAST\_NAME##,  
  
Please review the proposed ##CONTRACT\_CLASS## Contract between ##EXTERNAL\_PARTY\_NAME## and ##INTERNAL\_PARTY\_NAME## from:  
  
##CONTRACT\_NAME## <##CONTRACT\_URL##>  
  
Your approval is required prior to formal presentation of this contract to the other party, or execution of the contract.  
  
You are only receiving this Approval Request after those before you in the approval chain have approved the contract. To check previous approvals, highlight the contract on your Emptoris Contracts system home page, and click the Activity Log icon.   
  
To approve the terms as stated, please press the Approve button located at the top of the contract.   
  
Sincerely,  
  
##SENDER\_FIRST\_NAME## ##SENDER\_LAST\_NAME##  
  
If you don't remember your password or if you do not have a password assigned, please contact our customer support at <email address TBD>.

# Contract Approval Cancelled

Dear ##USER\_FIRST\_NAME## ##USER\_LAST\_NAME##  
  
Please ignore the contract approval request for the ##CONTRACT\_CLASS## between ##EXTERNAL\_PARTY\_NAME## and ##INTERNAL\_PARTY\_NAME## .   
  
A future request will be forthcoming when all edits have been completed.  
  
Sorry for the inconvenience. No further action is required on your part at this time.  
  
Thank you,  
  
##SENDER\_FIRST\_NAME## ##SENDER\_LAST\_NAME##  
  
##SENDER\_COMPANY\_NAME##

# Negotiable Contract Presentation

Dear ##EXTERNAL\_CONTACT\_FIRST\_NAME## ##EXTERNAL\_CONTACT\_LAST\_NAME##,  
  
##COMPANY\_NAME## would like to formally present the Contract   
##CONTRACT\_TITLE## for your review.  
  
This document is viewable and editable in Microsoft Word 2003 and 2007.   
If you are using Microsoft Word 2000, please reply back to this message so   
that I can distribute the contract to you in a different file format.   
Please perform the following steps to review the document:  
  
 1.) Save all of the attached files to the same location on your system.  
 2.) Click on the ##CONTRACT\_NAME## file from that location. Microsoft   
 Word will open and display the contract.  
  
If the existing contract version is acceptable, please follow these steps   
in order to sign the agreement:  
  
 1.) Turn off the Print Track Change if any are visible. Disable Highlight changes in printed document   
 2.) Print out the contract in duplicate from the Print function under the   
 File heading.   
 3.) Sign both copies  
 4.) Send both copies back to the address at the bottom of this e-mail.   
  
I look forward to doing business with you.  
  
Sincerely,  
  
##SENDER\_FIRST\_NAME## ##SENDER\_LAST\_NAME##  
  
##SENDER\_COMPANY\_NAME##  
##SENDER\_EMAIL##  
##SENDER\_PHONE##   
##SENDER\_FAX##  
##SENDER\_STREET1##  
##SENDER\_CITY##, ##SENDER\_STATE## ##SENDER\_ZIP##