

Lindt & Sprüngli - Contractual Documents

Supplier User manual





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Receive e-mail notification regarding the contract

Contract notification

- 1 You will receive an email notifying you of the need to review and sign a contractual document from the following address
do-not-reply@flow.coupahost.com
- 2 To review the contractual document, click on the “Open Contract” link.

1

LindtTestCcc invited you to Demo Learning Contract Inbox x

**Klaus Pueschel via Coupa Contract Collaboration** <do_not_reply@lindt-test-ccc.coupahost.com>
to me ▾

8:55 AM (1 hour ago) ☆ ↶ ⋮

2

This contract has been shared with you using Coupa Contract Collaboration.

Click below to edit and sign this contract:

Demo Learning Contract

Open Contract

You can access the contract any time with this link:

<https://lindt-test-ccc.coupahost.com/contracts/bsc9a/invites/27ae7eae24ce095e7adb35b651169744>

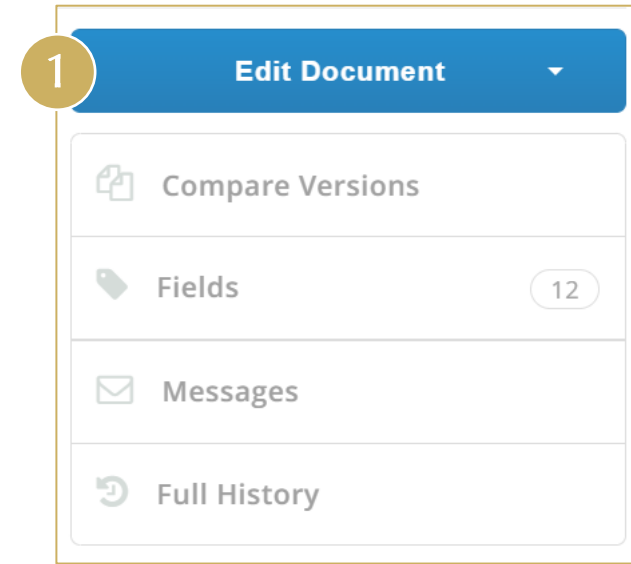


To get change your notification preferences, go [here and adjust your settings](#)

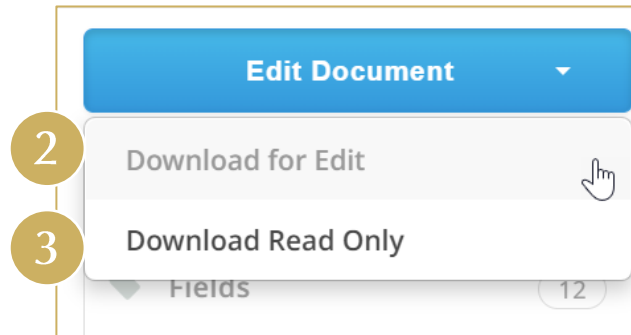
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Contract review, update and send back to Lindt & Sprüngli

View and download the contract for edit



1 When you have clicked on the link, you will see a box containing several options. Click on “Edit Document” to reveal 2 options.



2 Click on “Download for Edit” to open a Word document copy of the contract. This can then be edited offline if necessary.

3 Click on “Download Read Only” to open a PDF copy of the contract . This cannot be edited.



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Contract review, update and send back to Lindt & Sprüngli

Review and update the contract

1

SUPPLY AND PURCHASE AGREEMENT

by and between

Lindt & Sprüngli (International) AG
as Customer

and

Demo Supplier
as Supplier

1 Having clicked on “Download for Edit”, you will be able to edit the Word version of the contract if necessary. You will need to save a version of the Word document offline.

2

Locked by You [Cancel Lock](#)

Upload **Download**

Send to Counterparty

2 Once you have made any changes and comments on the offline version of the contract , it can be uploaded back into Coupa by clicking on “Upload”.

3

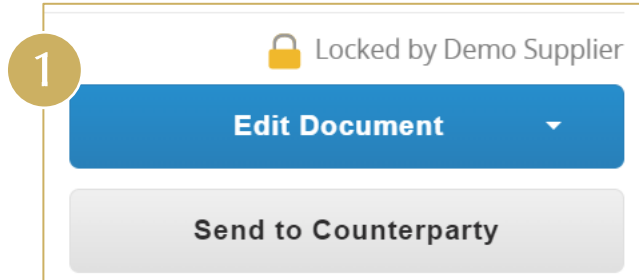
DOCUMENT UPLOAD

Upload my changes

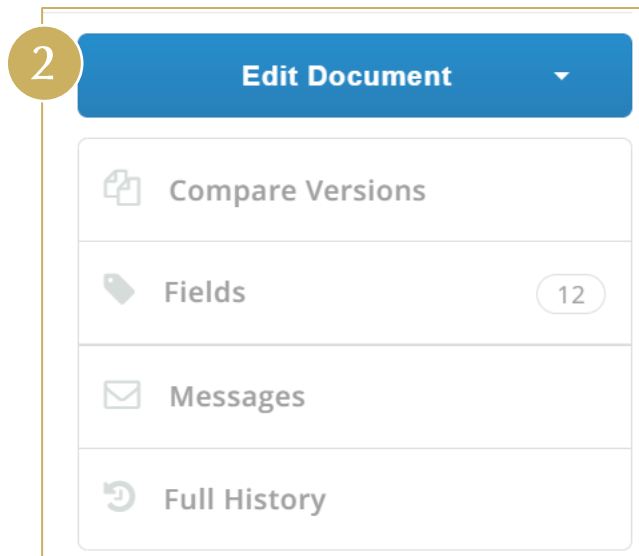
3 Select the edited document to upload. You can repeat this process several times to enable an ongoing dialogue between you and the L&S business owner.

Contract review, update and send back to Lindt & Sprüngli

Send the updated version to Lindt & Sprüngli



1 Once you have uploaded the adjusted contract, you can send it back to L&S. Click on “Send to Counterparty”. Note that the text in this box is now highlighted indicating you can click on this box.



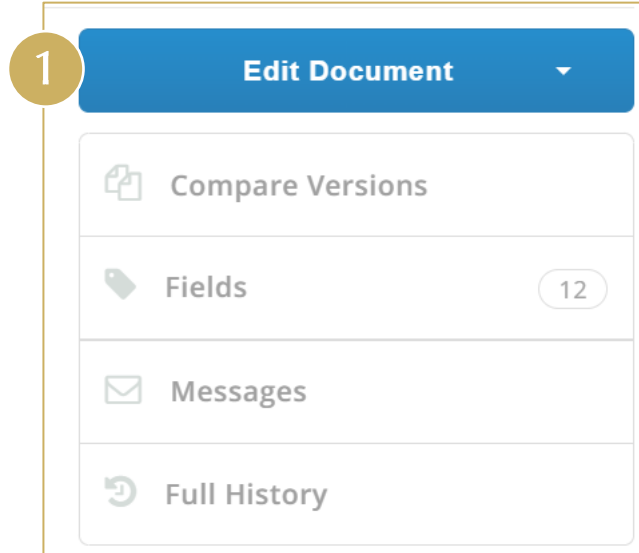
2 Clicking on “Send to Counterparty” automatically sends the contract back to the L&S business owner. Once the document has been sent, the button will not be visible anymore.



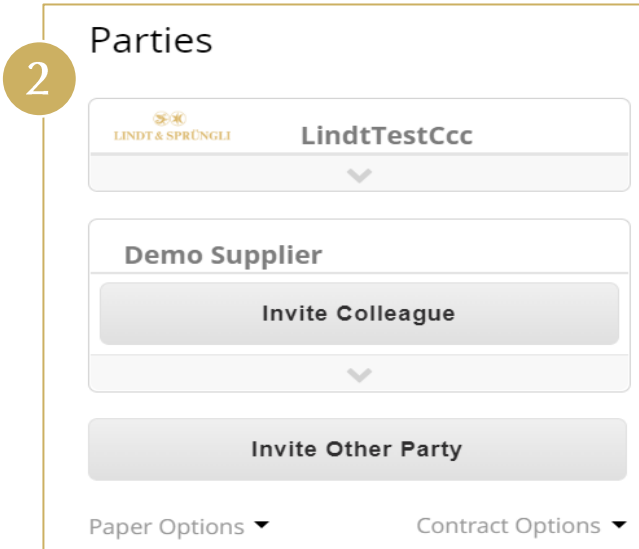
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Negotiation rounds

Comparing Versions & Inviting Colleagues



1 During the negotiation process with L&S, you will receive the contract back with changes and comments. To understand the changes, you will be able to use the “Compare Versions” option to view different versions of the document compared to previous versions, including the original one.



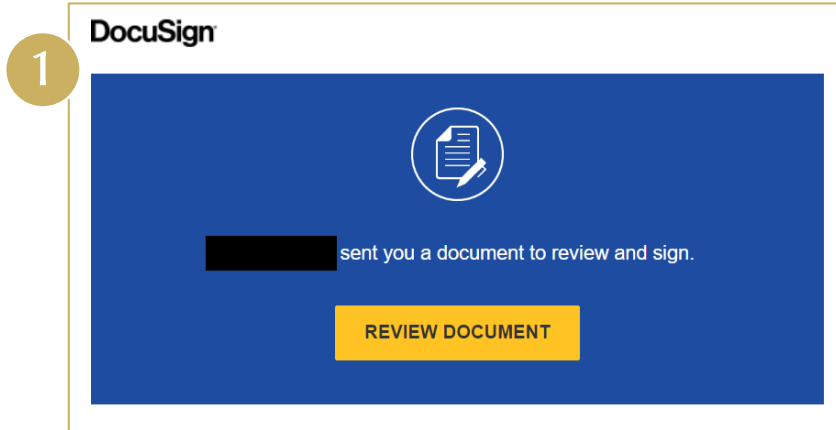
2 You can use the “Invite Colleague” option to give access to the document to a colleague, if you would like another person from your company to review the document.



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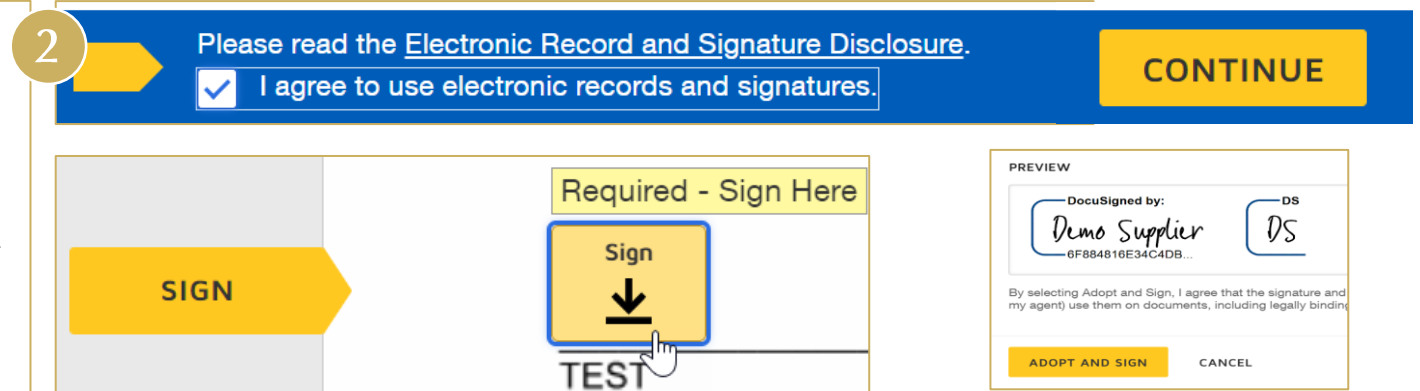
Contract Signature

Sign the contract via DocuSign

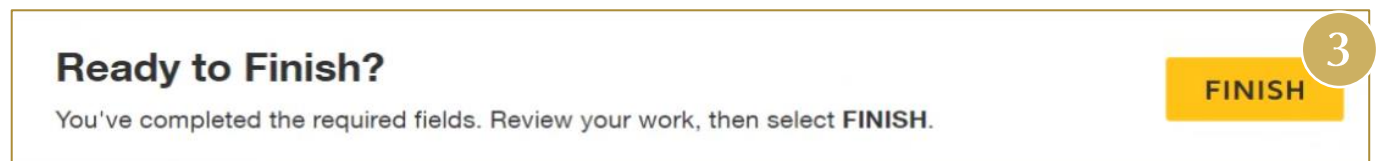


- 1 If you are asked to use DocuSign to sign the contract, you will receive an email asking you to sign the NDA using DocuSign. Click on “Review Document”.

- 2 Accept the disclosure agreement and click on “continue”. Follow the DocuSign tabs by adding your signature to the document. If you are a first-time user, you can select a pre-drawn signature or create your own signature.



- 3 Click Finish to send the signed document to L&S. Once the document is signed, everyone is alerted by email and the document is stored securely.





Thank you.