C Kimberty-Clark

C Kimberly-Clark

Powering Kimberly-Clark's digital future

How to Review and Redline Legal Agreements for Suppliers



Coupa

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For the best learning experience, please click the **Editing** button and select **Open in Desktop** to view this document in your desktop application of Microsoft Word. Viewing this document in SharePoint or in-browser may distort the placement of images and text.



Your screen in Coupa may differ slightly from this training, but the steps to complete the activity will be the same.

Purpose

This Quick Reference Card (QRC) explains **How to Review and Redline** Legal Agreements for Suppliers. It is intended to support Suppliers in executing the following activities:

• Task 1: How to Review and Redline Legal Agreements

Key Terms

- The **Contract Reviewer** are people / teams that are added as ad hoc content reviewers for visibility or notes
- The **Contract Owner** is a person who creates the contract record, drafts the legal agreement, and drives the contracting process. Also, will receive notifications about contract record renewals and expirations. The Contract Owner can be changed during or after the contracting process
- The **Legal Agreement** is a legal document drafted and reviewed with the supplier. A legal agreement is not required to enable a contract record in Coupa for transactions.

How to Review and Redline Legal Agreements for Suppliers

- 1. After internal Kimberly-Clark Review, the Legal Agreement will be sent to the supplier.
- 2. The supplier will receive an **email** with the link to start the review of the legal agreement. Click on **Open Contract** to start the review of the legal agreement.

This con	tract has been shared with you using Coupa Contract Collaboration.
Click below	r to edit and sign this contract:
FUT te	st - CC2
You can ac	cess the contract any time with this link:
https://kiml	vertyclark-test-ccc.coupshost.com/contracts/bsc8w/invites/4f1e5937e1451925e3cd041daa12db96

- 3. On the **Agreement** screen, click the **Edit Document** drop-down menu and select **Edit Document**.
 - a. **Note**: When selecting the Edit Document button, click the **Download for Edit** option to download the file onto your local computer in a Word Document to make edits.
 - b. Note: During review, the Word file name should not be changed.

			Compare Versions	
672	Kimberly-C	lark	Telds	
e	itaniberiy o		ST Messages	
		Master Services Agreement Template	D Full History	
			Parties	
	This agreemen Buyer and Ven	t between Buyer and Vendor is effective on the Effective Date and ends on the End Date.	Comparison Kimberly-Clark C	erperation
	Dayor and Ton		- FK	
1	Introduct	ion		ute Colleague
1.1	Key Informati	on		its Other Party
	Buyer	Kimberly-Clark Global Sales, LLC	Piper Options •	
		351 Phelps Drive		
		Irving TX		
		United States 75038-6507		
	274 C			
	Vendor	0050000057-AIRI FILTER-BERVICE-CO INCL HNAM		

- 4. Open the downloaded **Legal Agreement** Word document and make edits as needed in Microsoft Word.
 - a. When you have completed the redlines and review, save the **Legal Agreement** on your local computer. Ensure that tracked changes is and remains enabled in the Word document when reviewing and redlining.
 - b. Note: During review, the Word file name should not be changed.

	Contract Manufacturing Services Agreement		
	This agreement be Buyer and Vendor	etween Buyer and Vendor is effective on the Effective Date and ends on the End Date. agree as follows:	
1	Introduction Key Information		
1.1			
	Buyer	Kimberly-Clark Services, Inc. KC Entity Address KC Contact Email	
	Vendor	[Supplier Legal Name] [Supplier Primary Address Line 1] [Supplier Primary Address Line 1] [Supplier Primary Address City][Supplier Primary Address State] [Supplier Primary Address Country][Supplier Primary Address Postal Code] Supplier Contact Email	
	Effective Date	10/23/2022	
	End Date	For pricing provisions: [Contract End Date]. For other provisions: Five years from the Effective Date.	
	Goods	See Exhibit B.	
	Price	See Exhibit B.	

5. Return to the **Legal Agreement** screen, click the **Upload** button to upload your revised agreement.

ITEM_TEST 123 Ricoh Company, LTD DMA - DO NOT USE I Owned by Shiva Singh		2			>
Summary Agreement Items Preferences					
		*		C Locked	by You Cancel Lock
Rimberty Clark			Upload		Download
©	Direct Materials Agreement				
This agreement between Buyer and Vendor is effective on the Effective Date and ends on the End Date. Buyer and Vendor agree as follows:					
1 Introduction	n		Vie	w Approval Chain	
1.1 Key Information			X	8	< 6
Buyer	Kimberly-Clark Services, Inc.		Reviews not started C	ounterparty not invited	Not shared with counterparty

- 6. A **Document Upload** pop-up screen will appear, click the **Upload** my changes to upload the revised **Legal Agreement**.
 - a. **Note**: The new version of the agreement will be available and previous version can be seen in Coupa.
- 7. Click Send to Counterparty button to submit.
- 8. After the new version of the legal agreement is uploaded, it will remain with the **Contract Owner** until another review is triggered.

Change Version

Version History						
Version	Date	Change Description	Author			
0.5	1/30/2023	Original	Frederik Terheggen (KPMG)			
0.5	2/6/2023	Functional Feedback Incorporated	Faizan Khuwaja (KPMG)			
1.0	3/3/2023	Round 1 K-C Feedback Incorporated	Frederik Terheggen (KPMG)			
2.0	3/9/2023	Round 2 K-C Feedback Incorporated	Frederik Terheggen (KPMG)			
3.0	3/16/2023	Round 3 K-C Feedback Incorporated	Frederik Terheggen (KPMG)			