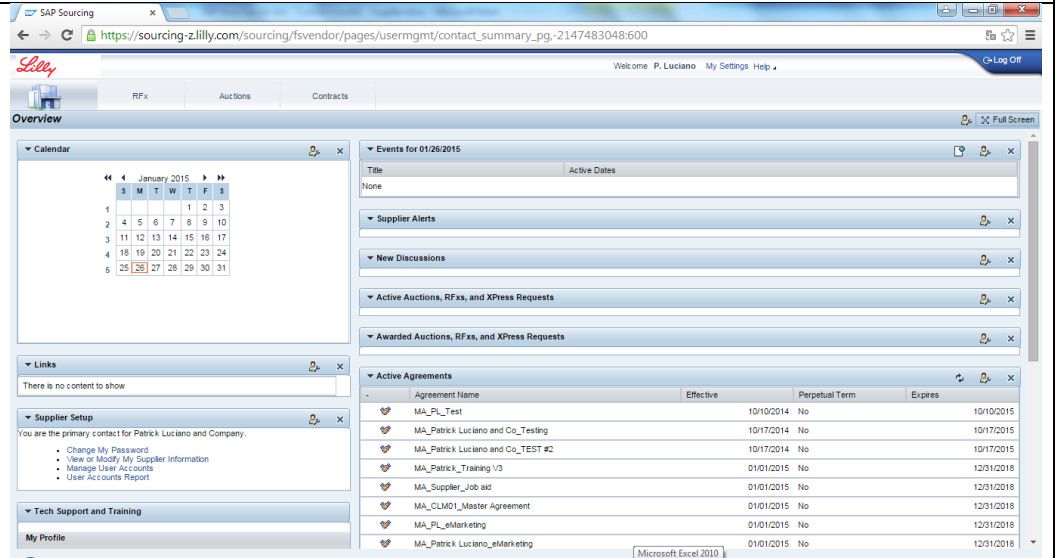


SAP Sourcing Job Aid

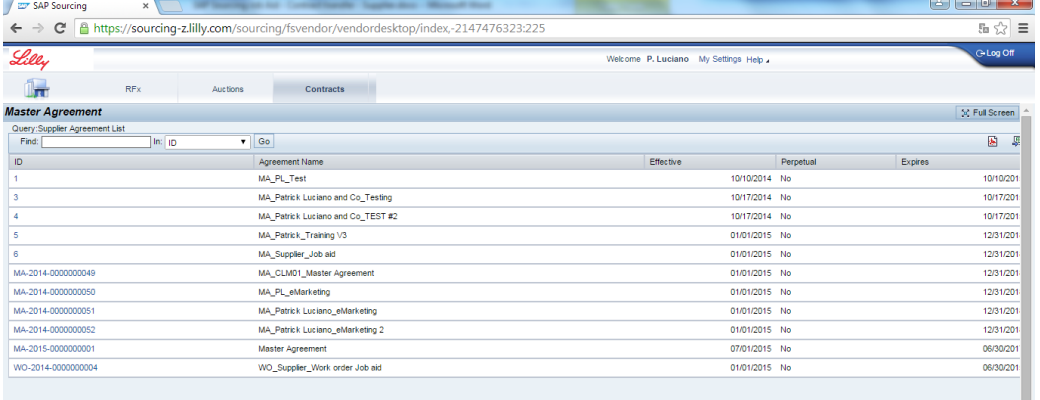
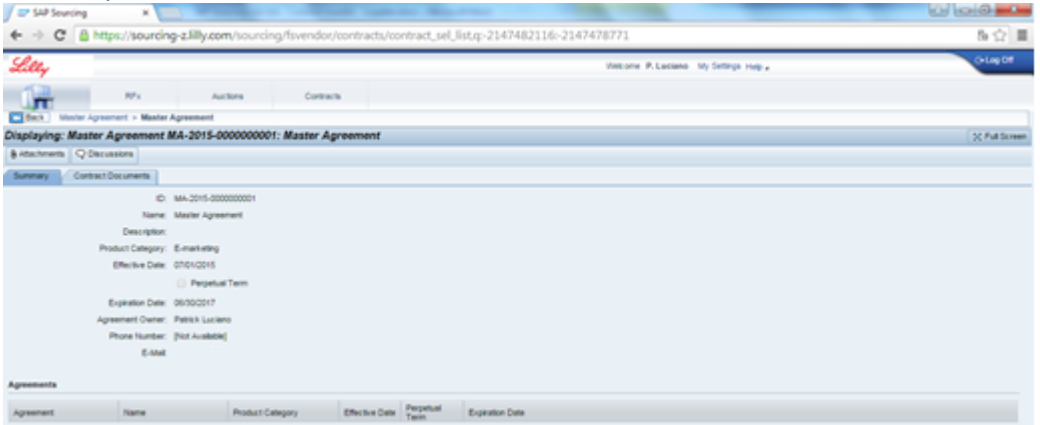
Contract Transfer - Supplier

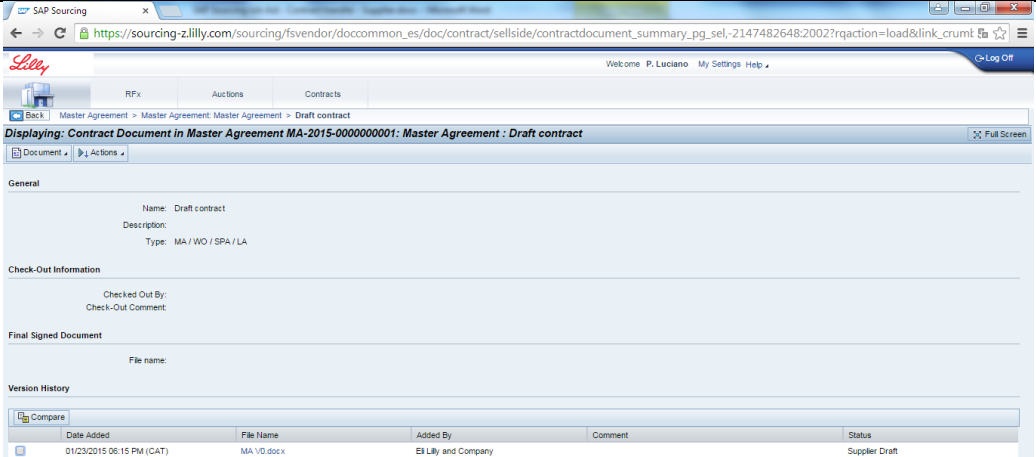
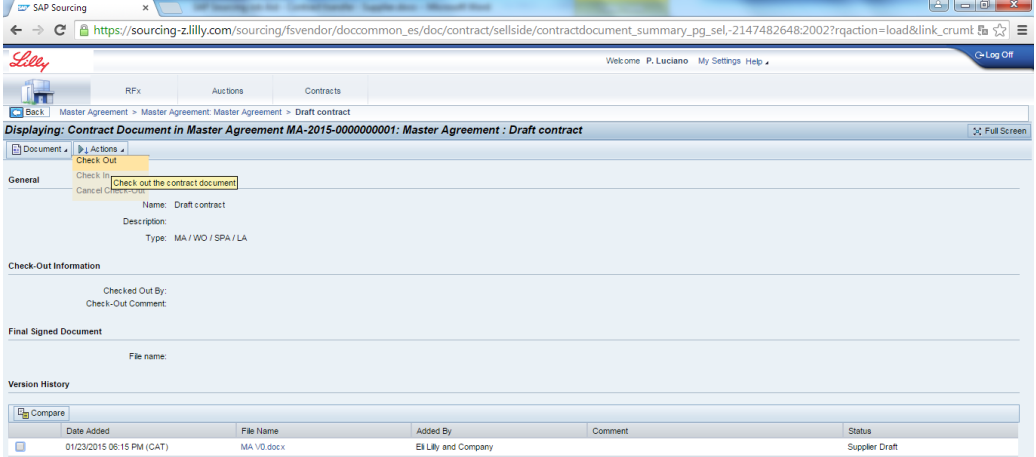
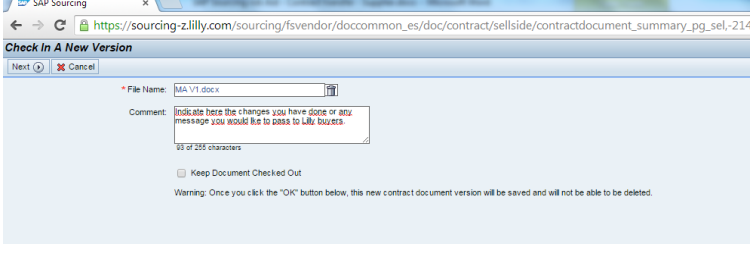
Objectives:

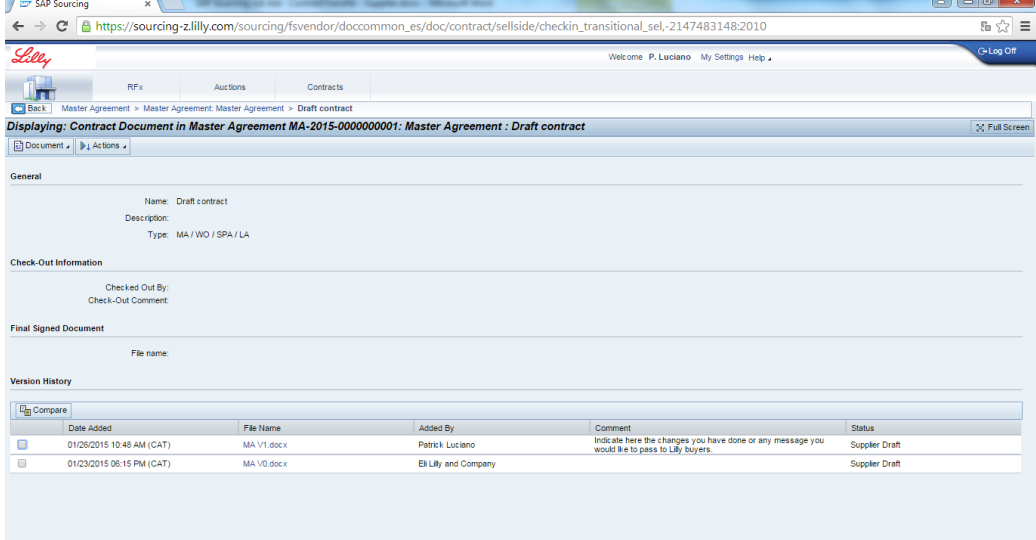
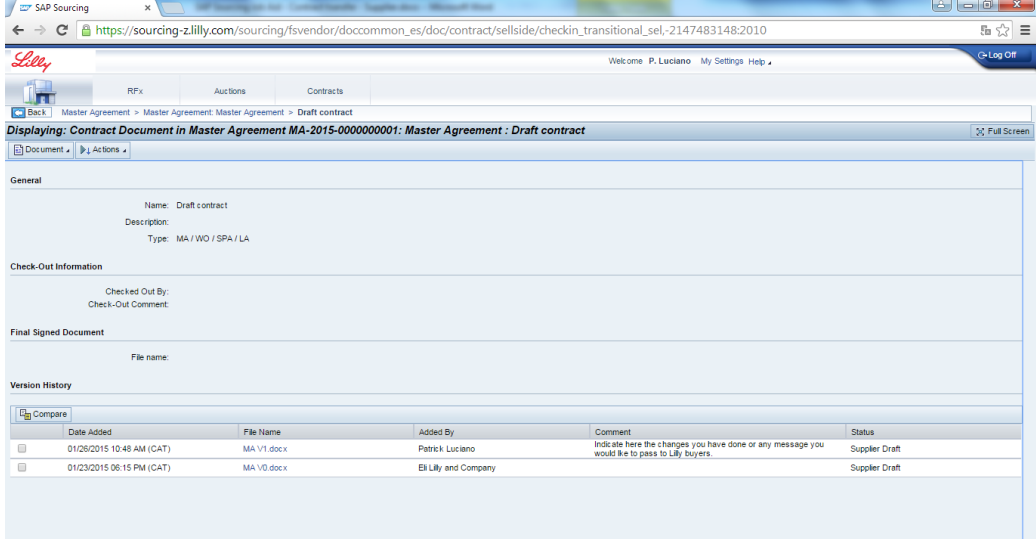
In this job aid, you will learn how to interact with Lilly as part of a contract negotiation through SAP Sourcing.

No.	Description of Steps	Visual
1	Pre-requisites <ul style="list-style-type: none"> Login and password set up in SAP Sourcing. When Lilly buyers recorded you in the SAP Sourcing system, you have received your user ID and password by email. 	
2	Emails <ul style="list-style-type: none"> If you need to access SAP Sourcing to provide information or to respond to a request, you will always receive an email from SAP Sourcing 	
3	Log in the system Log in SAP Sourcing at [URL]	 <p>The screenshot displays the SAP Sourcing web application interface. At the top, there is a navigation bar with the 'Lilly' logo and tabs for 'RFIs', 'Auctions', and 'Contracts'. Below this, the 'Overview' section is visible, featuring a calendar for January 2015 on the left. The main content area on the right lists various active agreements with columns for Agreement Name, Effective date, Perpetual Term, and Expires. The agreements listed include 'MA_PL_Test', 'MA_Patrick Luciano and Co_Testing', 'MA_Patrick Luciano and Co_TEST #2', 'MA_Patrick_Training v3', 'MA_Supplier_Job aid', 'MA_CLM01_Master Agreement', 'MA_PL_eMarketing', and 'MA_Patrick Luciano_eMarketing'. A 'My Profile' section is also visible at the bottom left of the main content area.</p>

No.	Description of Steps	Visual																		
4	<p><i>Naming conventions</i></p> <p>If possible , please use the following naming convention to upload_a document</p> <p><u>Contract document</u></p> <p>A Naming convention has been defined for the contract document records. The format is DOCTYPE_NUMBER with the values on the right.</p>	<p>Contract document - values</p> <p>DOCTYPE:</p> <ul style="list-style-type: none"> - MA – Master agreement - CDA – Confidentiality agreement - SPA – Single Project agreement - Amend – Amendment - CO – Change Order - WO – Work Order - Internal Doc_Type of doc – Internal document, Type of doc described the document - LA_XX – Localization agreement + code ISO of the country (e.g. DE for Germany) <p>NUMBER:</p> <p>Number is used only for Amend, CO, WO: from 001 up to 999</p> <p>VERSION:</p> <p>Vn – for the negotiation versions where n is a number</p> <p>Final – For the version agreed with the supplier</p> <p>Signed Supplier – For the document signed by the supplier</p> <p>Fully executed – For the document signed by all parties</p>																		
5	<p><i>Contract document phase</i></p> <p>The contract document can have different status providing supplier different access to the document itself</p>	<table border="1"> <thead> <tr> <th>Document status</th><th>Description</th><th>Access for Supplier</th></tr> </thead> <tbody> <tr> <td>Draft</td><td>Contract preparation</td><td>No access</td></tr> <tr> <td>Supplier Draft</td><td>Negotiation phase with the supplier, the document can go back and force between the 2 parties</td><td>Full access to download and upload documents</td></tr> <tr> <td>Open for Internal Review</td><td>The document is being reviewed internally at Lilly</td><td>No access</td></tr> <tr> <td>Out for Signature</td><td>The final approved document is posted in PDF and is signed by the supplier</td><td>Full access to download and upload documents</td></tr> <tr> <td>Executed</td><td>The contract is fully executed (both parties have signed it)</td><td>View only</td></tr> </tbody> </table>	Document status	Description	Access for Supplier	Draft	Contract preparation	No access	Supplier Draft	Negotiation phase with the supplier, the document can go back and force between the 2 parties	Full access to download and upload documents	Open for Internal Review	The document is being reviewed internally at Lilly	No access	Out for Signature	The final approved document is posted in PDF and is signed by the supplier	Full access to download and upload documents	Executed	The contract is fully executed (both parties have signed it)	View only
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No.	Description of Steps	Visual
6	<p>Access the contract record</p> <p>You can either use the link in the email you have received or click on “Contracts” and then select the record.</p>	 <p>The screenshot shows the SAP Sourcing interface with the 'Contracts' tab selected. It displays a 'Master Agreement' list with columns for ID, Agreement Name, Effective date, Perpetual status, and Expires. The list includes several entries, such as 'MA_PL_Test', 'MA_Patrick Luciano and Co_Testing', and 'MA-2015-0000000001'.</p>
7	<p>Access the document</p> <p>Click on the tab “Contract documents” and then click on the contract name to open the document.</p>	<p>Summary tab:</p>  <p>The screenshot shows the 'Summary' tab for the 'Master Agreement MA-2015-0000000001'. It displays details such as Name, Description, Product Category (E-marketing), Effective Date (07/01/2015), and Expiration Date (06/30/2017). Below the details is a table with columns for Agreement, Name, Product Category, Effective Date, Perpetual Term, and Expiration Date.</p> <p>Contract document tab:</p>

No.	Description of Steps	Visual
		 <p>The screenshot shows the SAP Sourcing web interface. The breadcrumb trail is: Master Agreement > Master Agreement: Master Agreement > Draft contract. The document title is 'Contract Document in Master Agreement MA-2015-0000000001: Master Agreement : Draft contract'. The 'General' section shows 'Name: Draft contract', 'Description:', and 'Type: MA / WO / SPA / LA'. The 'Check-Out Information' section is empty. The 'Final Signed Document' section shows 'File name:'. The 'Version History' table has one entry: '01/23/2015 06:15 PM (CAT)' for 'MA V0.docx' added by 'El Lilly and Company' with status 'Supplier Draft'.</p>
8	<p>Open the document</p> <p>In order to avoid the document to be changed while you are working on it, you have to check it out. Click on “Actions” and select “Check out”. Indicate in the comment field that you are reviewing the document. And then click on the file name to open the document.</p> <p>You can also compare 2 document versions using the compare functionality.</p>	 <p>This screenshot is similar to the previous one, but the 'Actions' menu is open, and 'Check Out' is highlighted. A tooltip for 'Check Out' is visible, showing 'Check in', 'Check out the contract document', and 'Cancel Check-out'. The 'Version History' table remains the same.</p>
9	<p>Review the document and make your comments</p> <p>While reviewing the document and making changes, you can either use the “Track Changes” feature in Word or not.</p> <p>If you are about to sign the contract document – Document in Status “Out for Signature”, please use if possible an electronic signature. If you sign the paper version, scan the document, upload it in SAP Sourcing and send</p>	 <p>The screenshot shows the 'Check In A New Version' dialog box. It has fields for 'File Name' (MA V1.docx) and 'Comment'. A warning message at the bottom states: 'Warning: Once you click the "OK" button below, this new contract document version will be saved and will not be able to be deleted.'</p>

No.	Description of Steps	Visual															
	<p>the paper version to Lilly.</p> <p>When you are done, you can upload your document by using the action “Check in” – Use the naming convention above. Select the file and use the “Comment” field to indicate the changes you have done or any message you would like to pass to Lilly buyers.</p> <p>Then click on “Next” and when the upload is done, click on “OK”. Your document appears in the “Version History” with your comments.</p> <p>Lilly Buyer will receive an email to indicate you have uploaded a document.</p>	 <p>The screenshot displays the SAP Sourcing web application. The breadcrumb trail indicates the user is in the 'Draft contract' section. The 'General' tab is active, showing the document name 'Draft contract' and description 'MA / WO / SPA / LA'. The 'Version History' section contains a table with the following data:</p> <table><tr><th>Date Added</th><th>File Name</th><th>Added By</th><th>Comment</th><th>Status</th></tr><tr><td>01/26/2015 10:48 AM (CAT)</td><td>MA V1.docx</td><td>Patrick Luciano</td><td>Indicate here the changes you have done or any message you would like to pass to Lilly buyers.</td><td>Supplier Draft</td></tr><tr><td>01/23/2015 06:15 PM (CAT)</td><td>MA V0.docx</td><td>Eli Lilly and Company</td><td></td><td>Supplier Draft</td></tr></table>	Date Added	File Name	Added By	Comment	Status	01/26/2015 10:48 AM (CAT)	MA V1.docx	Patrick Luciano	Indicate here the changes you have done or any message you would like to pass to Lilly buyers.	Supplier Draft	01/23/2015 06:15 PM (CAT)	MA V0.docx	Eli Lilly and Company		Supplier Draft
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10	<p>Log off</p> <p>Log off by click on the “Log off” button at the top right of the screen.</p>	 <p>This screenshot is identical to the one above, showing the same SAP Sourcing interface with the 'Draft contract' document and its version history. The 'Log off' button is visible in the top right corner of the interface.</p>															