



# Coupa Supplier Contracts – Training Guide



## Introduction

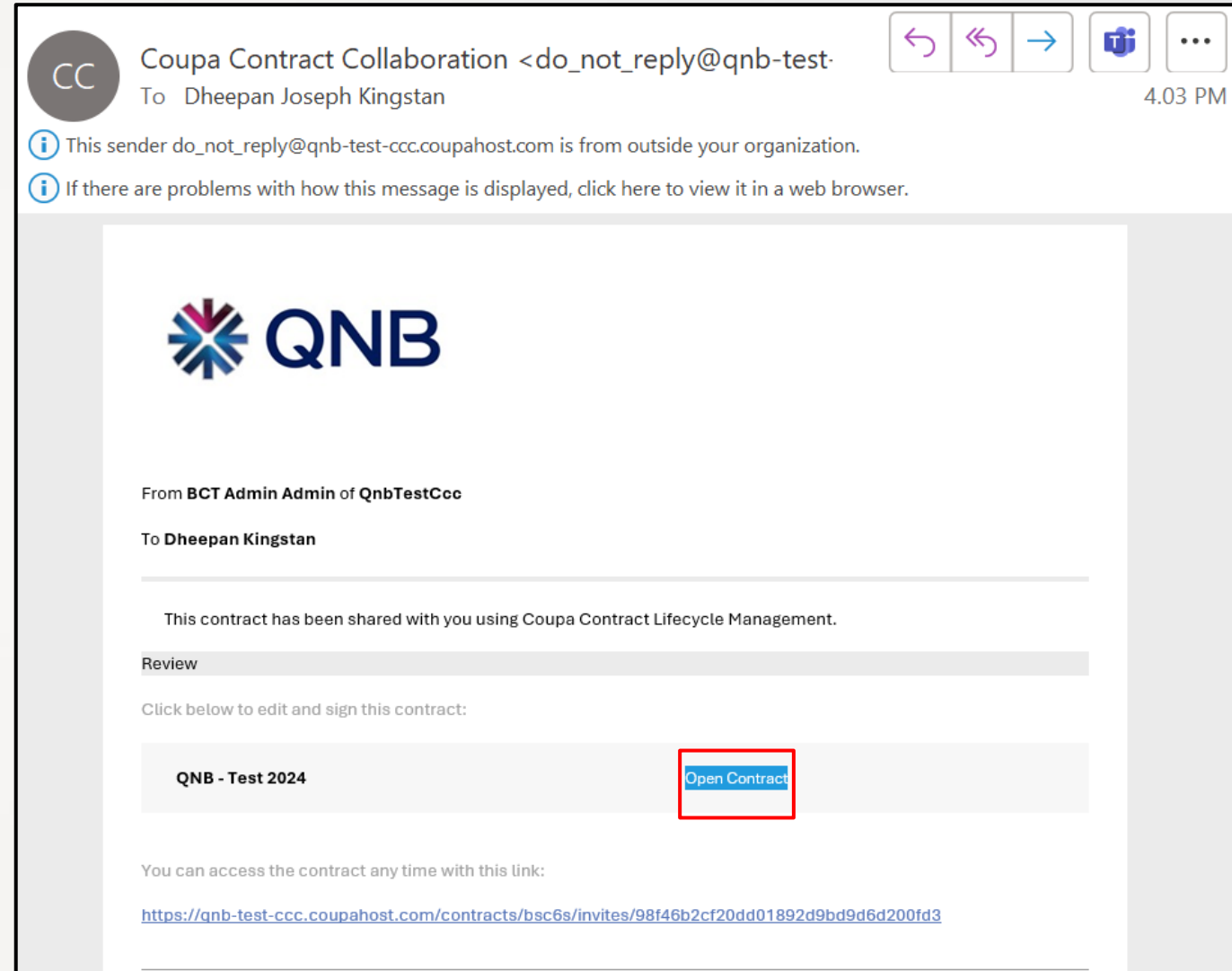
*When suppliers need to respond to a contract initiated through Coupa, the process typically involves several steps. Here's a general guide on how suppliers can respond to a Coupa contract:*

- 1. Notification:** Suppliers will often be notified via email or through the Coupa Supplier Portal about a new contract or an update to an existing one. The notification may include details about the contract.
- 2. Access Coupa Supplier Portal:** Suppliers should log in to the Coupa Supplier Portal using their credentials or use the link in the email received from QNB Contract Team.
- 3. Review Contract Details:** Once logged in, suppliers can access the specific contract. They should thoroughly review all the details, including the terms, conditions, pricing, and any special clauses.
- 4. Document Upload:** The Contract is downloaded for review and updated contract with the changes are uploaded in Coupa
- 5. Submit Response:** Once the response is ready, suppliers can use the designated functionality in Coupa to submit their response. This action notifies QNB buyer/Contract Manager that the supplier has reviewed the contract and is providing a formal response.

# Contract Notification - Login to Coupa

## Steps to be followed

1. Login to Coupa Supplier Portal by using the Link in the email Notification to view the Contract or click the “Open Contract” which will direct the supplier to Contract Page



# Review Contract Details

2. The Supplier will click on Edit Document.

- Supplier will get two options to download for 'Edit' or 'Read Only'
- Supplier will click on 'Download for Edit' to make changes in the Contract

The screenshot displays a document viewer interface. The document content is centered and reads:

(1) **QATAR NATIONAL BANK (Q.P.S.C.)**

and

(2) **[INSERT SUPPLIER]**

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**MASTER SUPPLY AGREEMENT**

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The interface includes a top toolbar with search, zoom, and navigation icons. The document is identified as 'Agreement' and is page 1 of 76. On the right sidebar, the 'Edit Document' button is highlighted with a red box. Other sidebar options include 'Send to Counterparty', 'Additional Actions' (Compare Versions, Messages, Full History), and 'Counterparties' (QNB, QnbTestCcc).

# Document Upload

3. Post review and changes in the contract supplier will upload Contract back to the CSP by clicking on 'Upload' button

The screenshot shows a document viewer interface for a document titled "Agreement". The document content includes:

- Classification: Internal
- [INSERT APPROPRIATE HEADER FOR THE CLIENT]
- (1) QATAR NATIONAL BANK (Q.P.S.C.)
- and
- (2) [INSERT SUPPLIER]

On the right side of the viewer, there is a toolbar with the following elements:

- A lock icon with the text "Locked by You" and a link "Cancel Lock".
- An "Upload" button, which is highlighted with a red rectangular box.
- A "Download" button.
- A "Send to Counterparty" button.
- A section titled "Additional Actions" containing:
  - Compare Versions
  - Fields
  - Messages
  - Full History
- A section titled "Counterparties".

## Submit Responses

4. Once the contract is uploaded, the supplier will be able to view the 'Send to Counterparty' button to send the Contract to the Contract Manager/Buyer for the Round 1 Negotiation

The screenshot displays a document viewer interface for a contract titled "Agreement". The document content is centered and reads:

(1) QATAR NATIONAL BANK (Q.P.S.C.)  
and  
(2) [INSERT SUPPLIER]

Below the text, a horizontal line is visible, and the words "MASTER SUPPLY AGREEMENT" are partially visible at the bottom. The interface includes a toolbar with search, zoom, and navigation icons. On the right side, a sidebar shows the document is "Locked by Qatar Computer Services" and features a blue "Edit Document" button. Below this, a grey "Send to Counterparty" button is highlighted with a red border. Further down, the "Additional Actions" section includes "Compare Versions", "Messages", and "Full History". The "Counterparties" section is also visible at the bottom of the sidebar.

**Thank you**