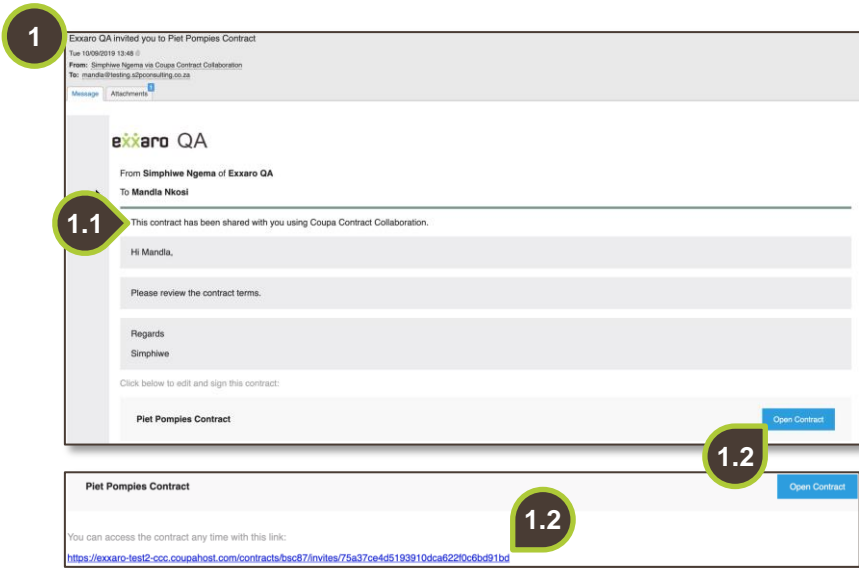


**Contract Collaboration**

A contract is a legally binding agreement between Exxaro and our suppliers which contain all legal details regarding our professional relationship. Suppliers might be invited to contract collaboration through the Coupa application. This means that you will have the ability to comment on content and/or make changes as required.

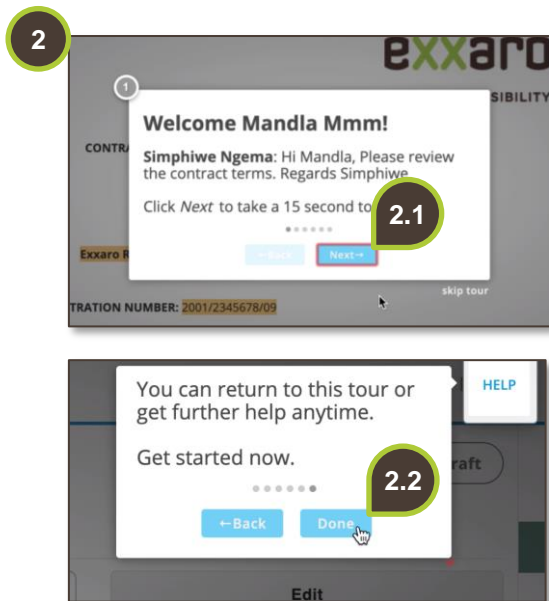


**1. Email**

You will receive an email

**1.1.** The body of the email states that **this contract has been shared with you using Coupa Contract Collaboration.**

**1.2.** Click on the **Open Contract** button or on the **link** at the bottom of the email. Coupa does not require the supplier to login, A temporary web page will open.

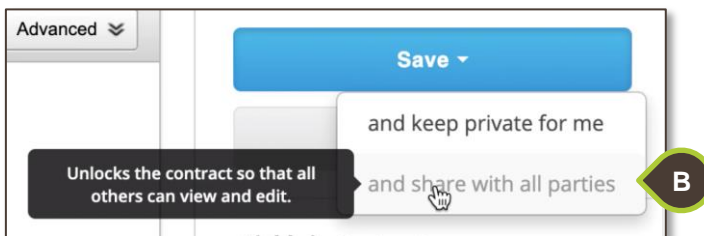
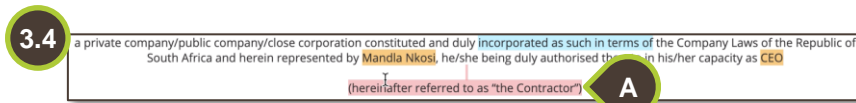
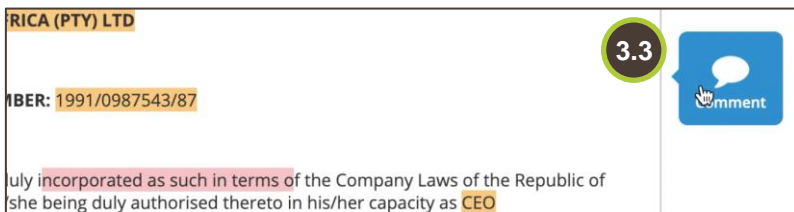
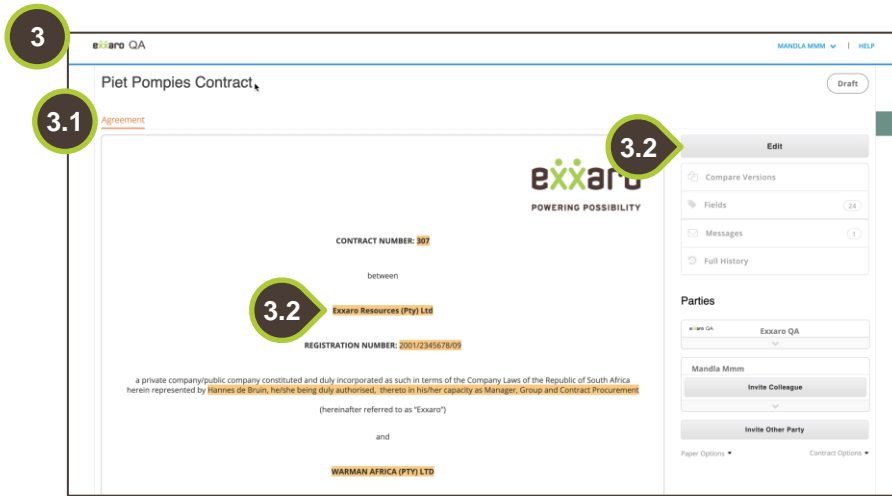


**2. Help Tour**

Coupa will open the Help tour.

**2.1.** Click **Next** to view all the features of Contract Collaboration.

**2.2.** Click **Done** once the tour is over.



### 3. Author the Contract

**3.1.** The contract name appears at the top of the page and under **Agreement**, you'll find the draft contract.

**3.2.** Click **Edit** to make changes to the specific contract fields (highlighted text).

If you do not have an **Edit** button, this means you only have permission to comment on the body of the contract. Exxaro grants permission at their discretion.

**3.3.** To provide comments, highlight the relevant section and click **Comment**.

**3.4.** At Exxaro's discretion, you might be able to edit the body of the contract as well the specific fields. Refer to step 3.2 (click **Edit**).

A. Remove a section from the agreement by clicking on **Edit** and delete the desired text.

B. Click the **Save and share with all parties** button when all changes have been made.

For additional support contact 0872 839 704, or email [vendor.services@exxaro.com](mailto:vendor.services@exxaro.com) for assistance