

sCONTRACT SCM-Reviewer



sContract
SCM-Reviewer

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Reviewer

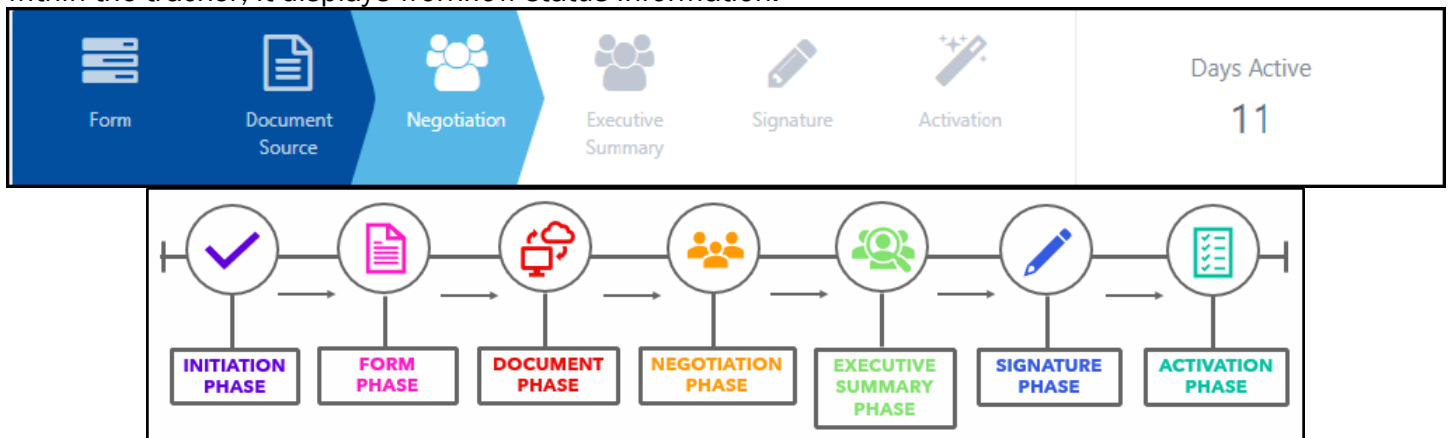
The **Reviewer** is responsible for reviewing redlined agreement terms and conditions that are made within a contract. The review is completed in the **Negotiation Phase**.

Reviewers can:

- Record comments
- Download and upload agreements
- Redline agreements
- Submit review

Phase Tracker

The phase tracker appears at the top of the page for each phase of contract. If you hover over a phase within the tracker, it displays workflow status information.



Workflow Phase	Definition
Initiation	Initiate a new workflow process.
Form	Populate the workflow-specific details and attach supporting documentation.
Document (Source)	Upload the main agreement and associated documentation.
Negotiation	Negotiate agreement terms with external and internal parties.
Executive Summary	Perform final review of the negotiations and arrangements approved in the negotiation phase as well as the attachments prior to signature.
Signature	Collect signature on agreement from internal and external parties.
Activation	Activate the fully executed agreement and associated documentation.

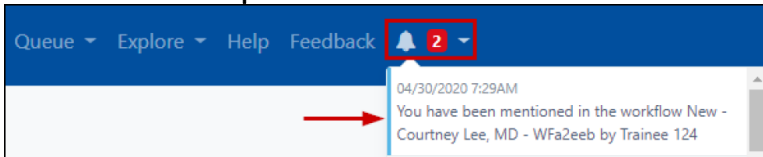
SCM-Reviewer Quick Start Guide



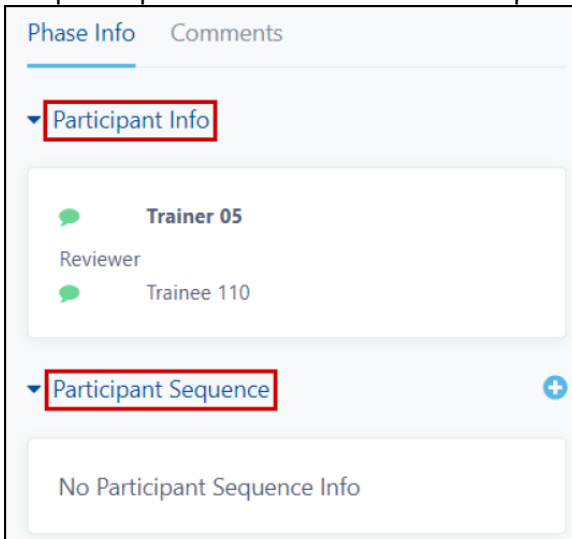
Participants

Before you can perform tasks as a **Reviewer** in the negation phase, the **Phase Owner** must add you as a participant. You can view notifications by clicking the **bell** icon in the top menu bar.

Notification Example:



The **Participant Info** section displays all of the participants. The **Participant Sequence** section only displays the participants that **Phase Owner** sequences into the workflow phase.



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Negotiation Phase

As a **Reviewer**, you can view and update. When you need to act on a workflow, you'll see a visual indicator of this next to **My Worklist**.

1. Click on **# pending my action** next to **My Worklist**.
2. Select the workflow needing to be reviewed.

The screenshot shows the 'My Worklist' section of the Symply CONTRACT application. At the top, there is a notification: 'The system has been updated since you last logged in. Click here to see the associated Release Notes.' Below this, the 'My Worklist' header shows '1 pending my action' in a red box, with a red circle '1' next to it. A toggle switch for 'include Previously Completed Items' is visible. Below the toggle are options for 'Filter Table', 'Manage Columns', 'Export', and 'Additional Columns'. A dropdown menu shows 'Status: In Process: Blocked' with a '(clear all)' link. A table with 7 columns is displayed: 'Days Active', 'Workflow Name', 'Action', 'Contract Type', 'Description', 'Phase & Participant Info', and 'Phase Owner'. The first row is highlighted in light blue and has a red circle '2' next to it. The row contains: '8', 'Amend - ABBOTT LABORATORIES - WF68e44', 'Amend', 'IT Services Agreement', 'Negotiation Phase (2/4) - Divya Reddy (Reviewer)', and 'Vickie Nicholson'.

3. Click the agreement(s) you need to review.
4. Make any edits/changes to the agreement.
5. Once your review of all agreements is complete, click **Submit Review**.

The screenshot shows the details of the 'Amend - ABBOTT LABORATORIES - WF68e44' workflow. At the top, there is a 'Days Active' indicator showing '8'. Below this are navigation tabs: 'Agreement Source Phase', 'Negotiation Phase', 'Signature Phase', and 'Action Phase'. The 'Negotiation Phase' is selected. The main content area is divided into two columns. The left column contains metadata: 'Organization: Information Technology', 'Contract Name: IT Services Agreement - ABBOTT LABORATORIES - CT06305', 'Contract Categories: Other', 'Contract Type: IT Services Agreement', 'Contract Description: Amend', and 'Action: Amend'. The right column contains 'Primary Other Party: ABBOTT LABORATORIES', 'Secondary Other Parties', and 'Contract Locations'. Below this is a 'Negotiation Phase' section with a 'Decline Review' button (red) and a 'Submit Review' button (blue). A red circle '3' highlights the 'Submit Review' button. Below the 'Negotiation Phase' is an 'Executive Summary' section with tabs for 'IT Master Agreement' and 'Statement of Work'. The 'Statement of Work' tab is selected and highlighted with a red box. Below this is a document preview for 'Testing download.docx' with a 'Statement of Work' document. A red circle '4' highlights the 'Methodist' logo in the document preview. A red circle '5' highlights the 'Submit Review' button.

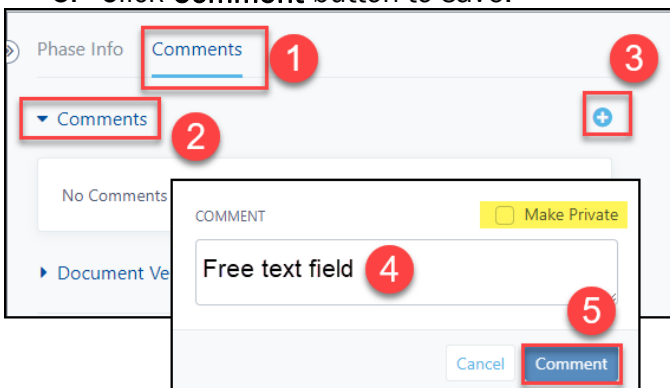
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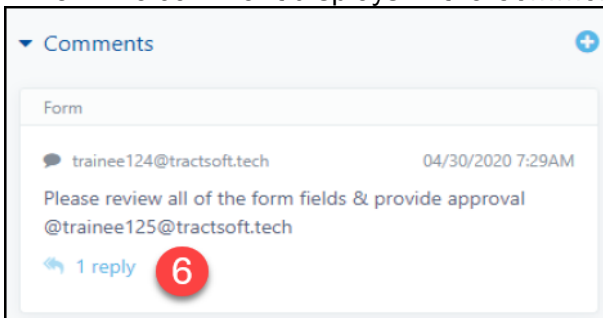
Comments

As a reviewer you can leave comments.

1. In the workflow, select the **Comments** tab.
2. Click **Comments**.
3. Click the **blue plus** icon to the right of the **Comments** section header.
4. In the comment pop-up window, type a message.
 - o You have the option to make the comment private.
5. Click **Comment** button to save.



6. The comment displays in the **Comments** tab, with the total number of replies.



7. To view the comments thread, click the **reply** hyperlink.

