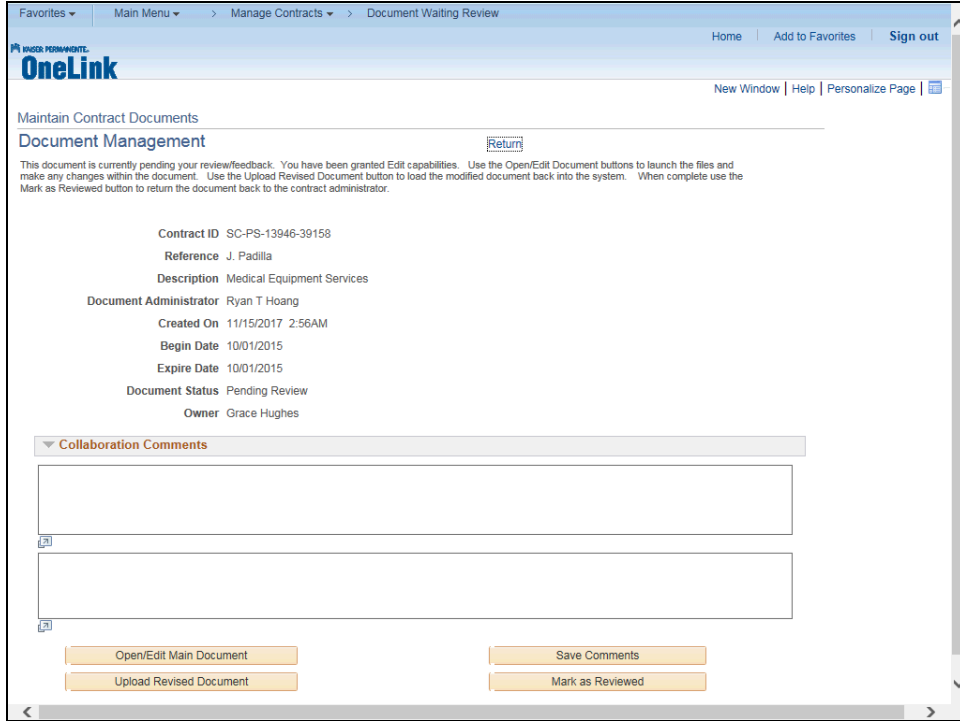
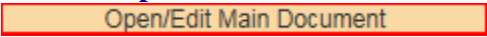
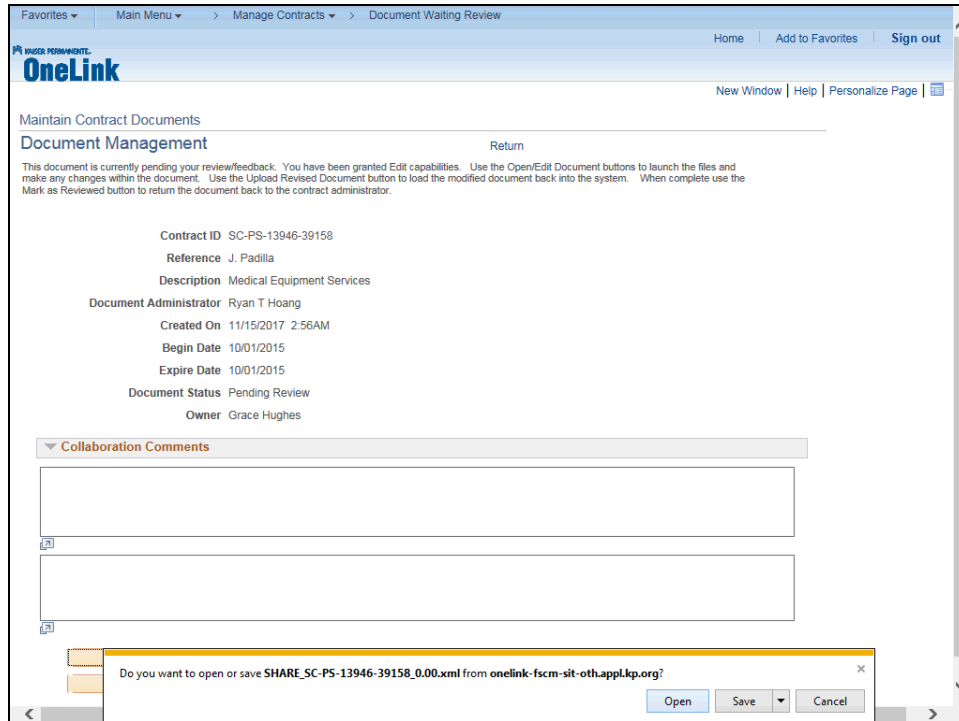


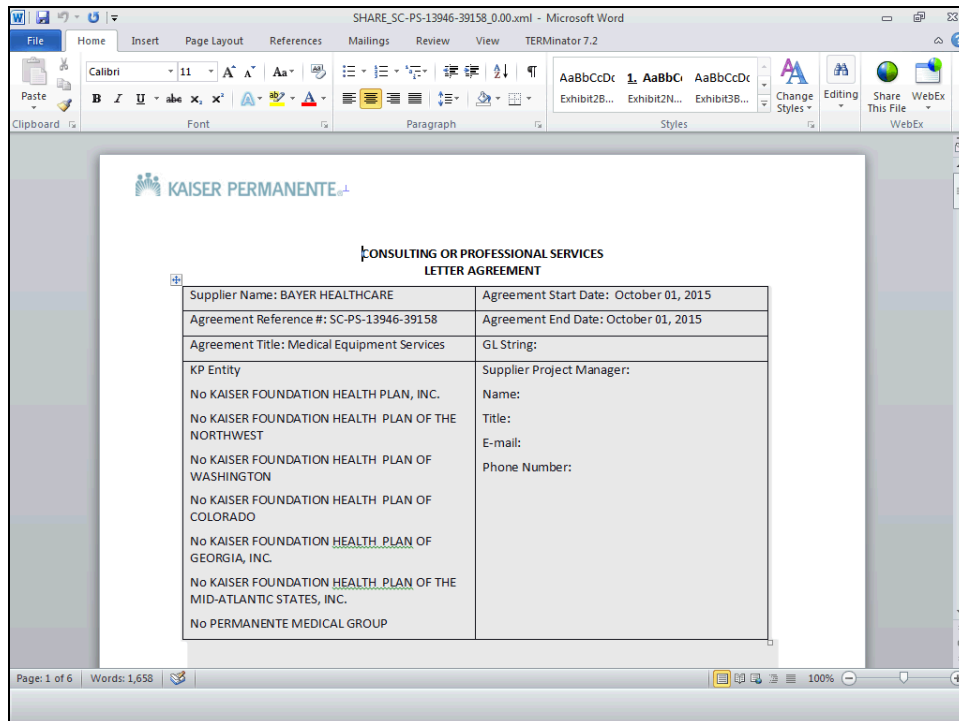
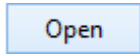
Step	Action
4.	The list of documents awaiting your review is listed here. Choose the required document to review.



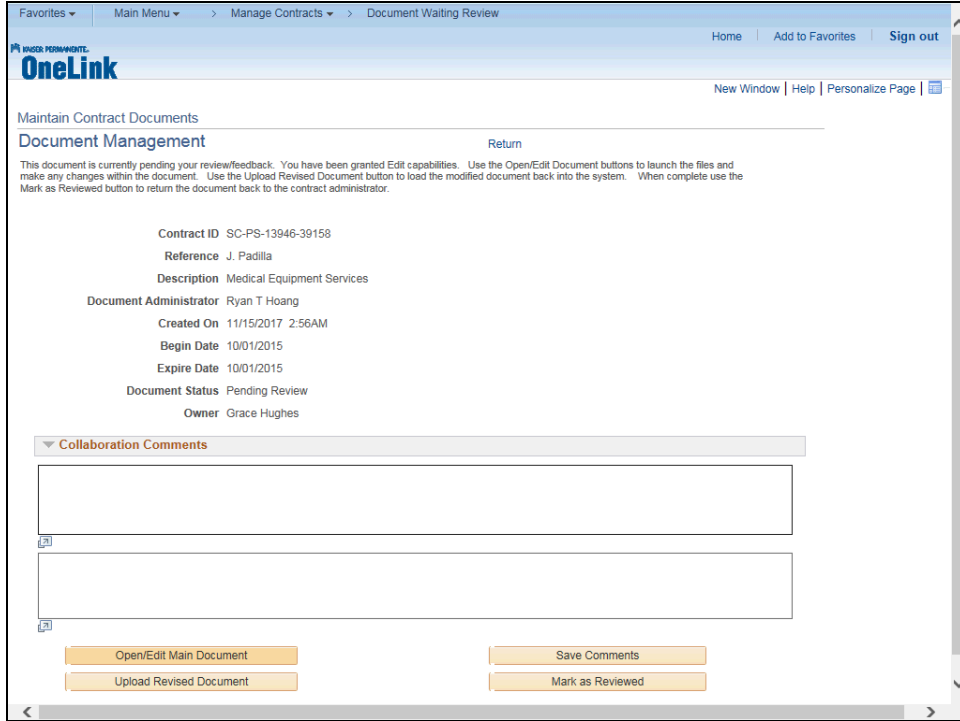
Step	Action
5.	The Document Management page is displayed. Note: The owner lists the supplier representative.
6.	Click the Open/Edit Main Document button. 



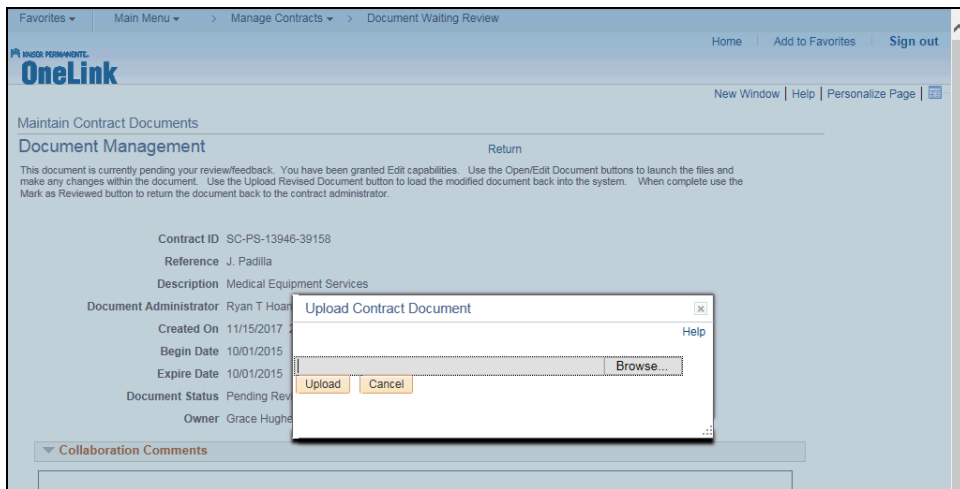
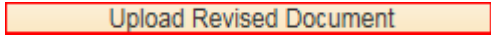
Step	Action
7.	Click the Open button.

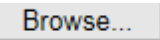


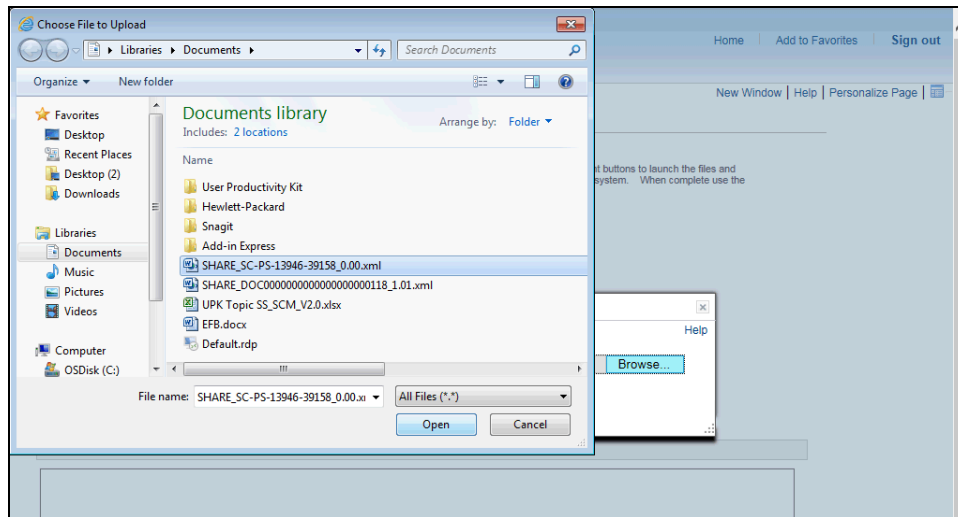
Step	Action
8.	The Contract Document is displayed. Make any necessary changes and save it to your computer.

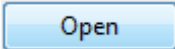


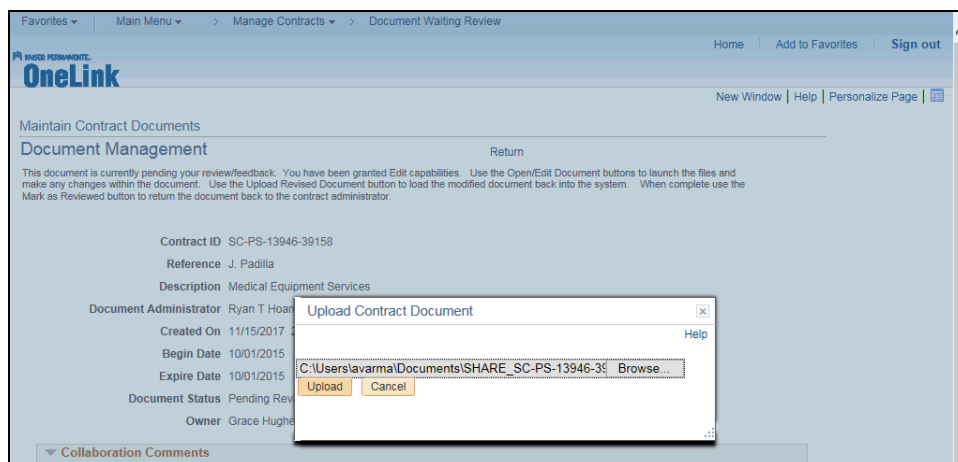
Step	Action
9.	Click the Upload Revised Document button.

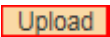


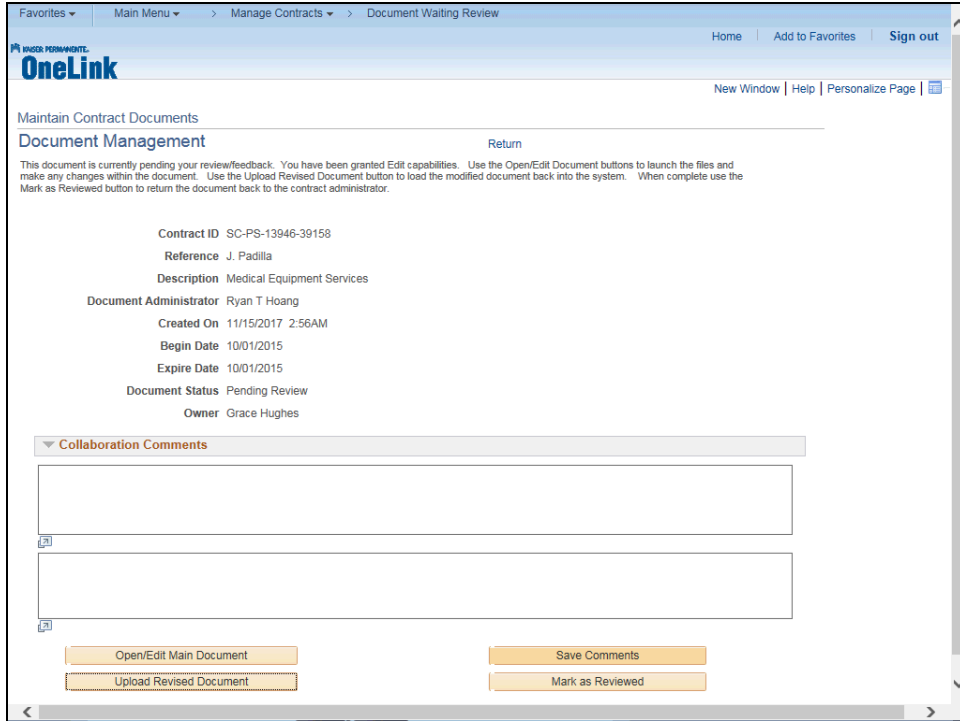
Step	Action
10.	Click the Browse button. 



Step	Action
11.	Choose the document you saved earlier. Click the Open button. 



Step	Action
12.	Click the Upload button. 



Step	Action
13.	As necessary, enter any comments describing your changes. Click the Save Comments button. <div style="border: 1px solid red; padding: 2px; display: inline-block; margin: 5px 0;">Save Comments</div>
14.	Click the Mark as Reviewed button. <div style="border: 1px solid red; padding: 2px; display: inline-block; margin: 5px 0;">Mark as Reviewed</div>



Step	Action
15.	Congratulations! You have successfully collaborated on a supplier contract document End of Procedure.