International Monetary Fund

Supplier Reference Guides

- Contracting

- Invitation to a Contract
- Reviewing and Editing Contract

Invitation to Sourcing Event

You will receive an invitation to participate in an IMF Sourcing Event via email notification.

IMF | PRISM

From **Isaac Matsko** of **IMF TEST**

To **Justin Case**

This contract has been shared with you using Coupa Contract Lifecycle Management.

Click below to view and edit this contract:

TESTING CONTRACT Open Contract

You can access the contract any time with this link:

https://imf-test-ccc.coupahost.com/contracts/bsc7h/invites/9c3db6fd38fdd48e47354fa09322a275

coupa

To get change your notification preferences, go here and adjust your settings

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- When you are invited by the IMF to negotiate on a contract, you will receive an email like the one shown above.
- The email will detail the name of the contract and a link that can sent across your organization to access and edit the contract.
- When you first access this link Coupa will provide you with a tour of the contracts interface, we encourage you to use this tour to gain further familiarity with the tool.

Contract Review

The left-hand side of the contract review screen will be an online version of the document which you can review before you download for edits.

Contract Actions

In Coupa, the right-hand side of the screen will provide actions to edit the contract and negotiate with the IMF.

1. Use the “Edit Document” button to download the agreement to Word and then re-upload when any edits are made.

2. Click “Send to Counterparty” to send the contract back to the IMF after you are done reviewing.

3. Additionally, you can use the highlighted section to Compare different versions of the contract, review fields used the in contract, and write a message to the IMF.

4. You are also able to define another individual in your organization and invite them to review the contract.