



HJF CLM SUPPLIER RESPONSE MANUAL

Training Manual Document

Dilip Edakunny
dedakunny@hjf.org

Table of Content

Stage 1: Access and Introduction.....	2
1.1 General Navigation.....	2
1.2 Accessing Contracts module in Synertrade	3
Stage 2: Supplier reviews and approves contract language.....	4
2.1 EMAIL: Awaiting Review and Approval.....	4
2.2 DOCUMENTS tab: Download contract documents and review contract	5
2.3 APPROVAL tab: Approve/Reject the Document.....	5
Stage 3: Supplier Signs the Contract and activates the contract.....	6
3.1 Supplier Signatures.....	6
Stage 4: Supplier Actions Post Contract Award.....	8
3.1 Upload Contract Deliverables & Reports:.....	8
3.1 Contract Close Out Process:.....	10

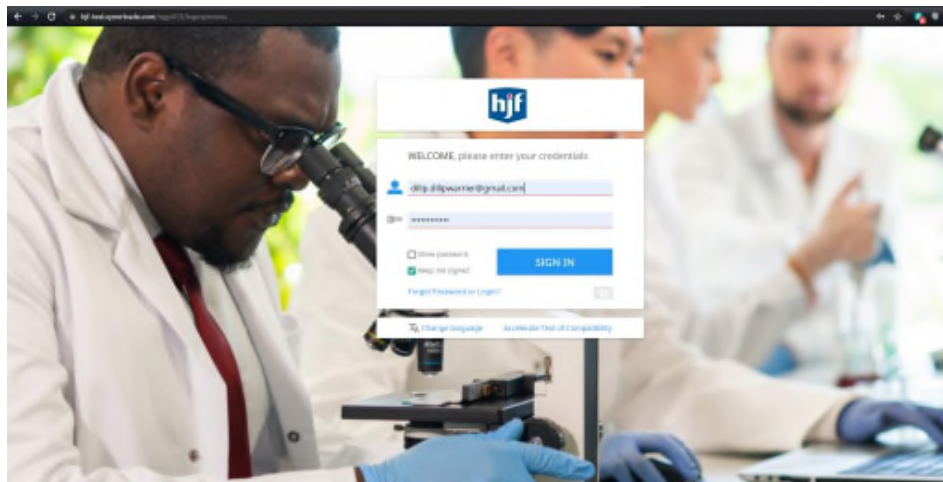
Stage 1: Access and Introduction

1.1 General Navigation

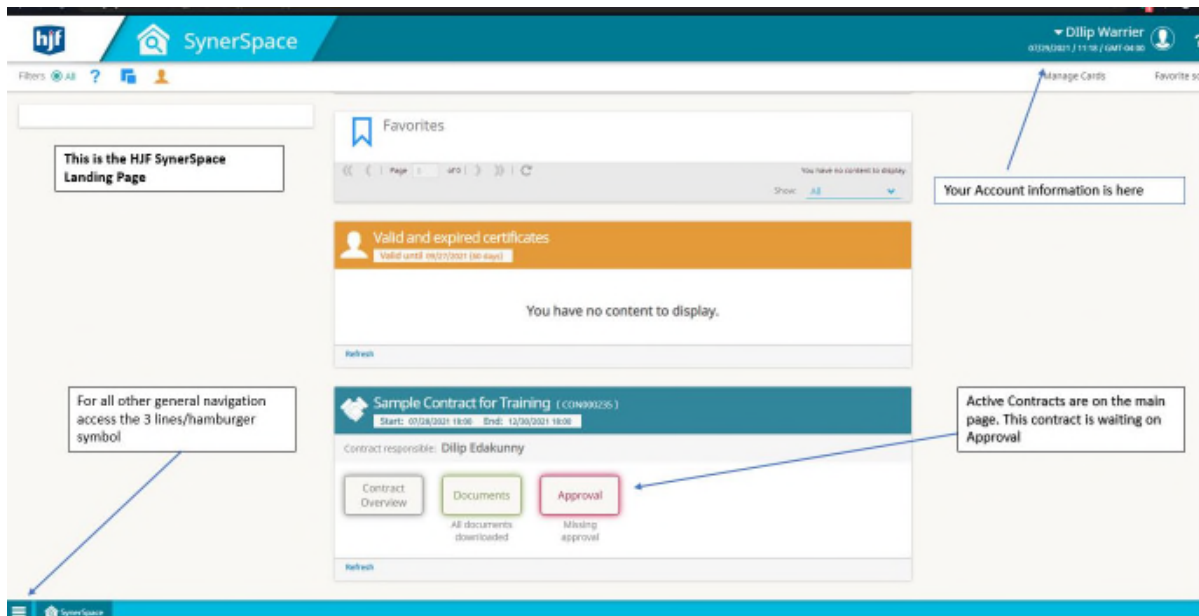
Supplier contacts receive email Inviting them to participate in the CLM Process.

If you are accessing the platform for the first time, a login ID ([Email address](#)) and Password will be provided in 2 separate emails. If you don't receive the emails, please reach out to your HJF Buyer contact.

Logon to the HJF's e-sourcing platform <https://hjf.synertrade.com>

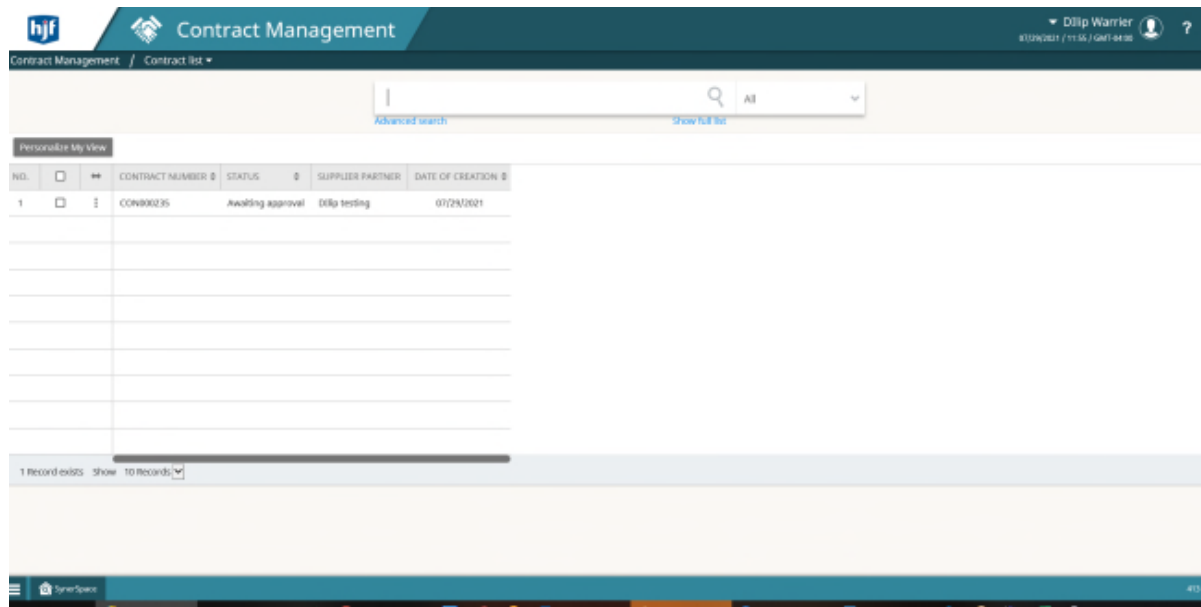
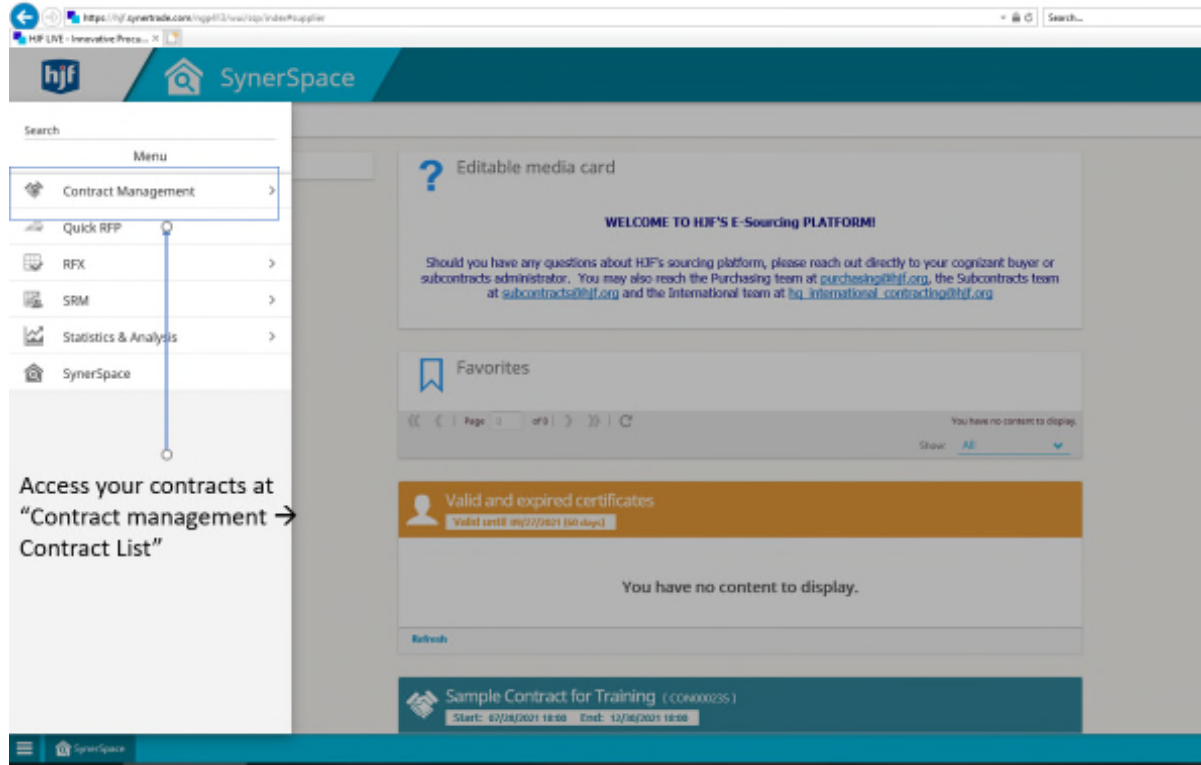


Following is the snapshot of the landing page (SYNERSPACE).



1.2 Accessing Contracts module in Synertrade

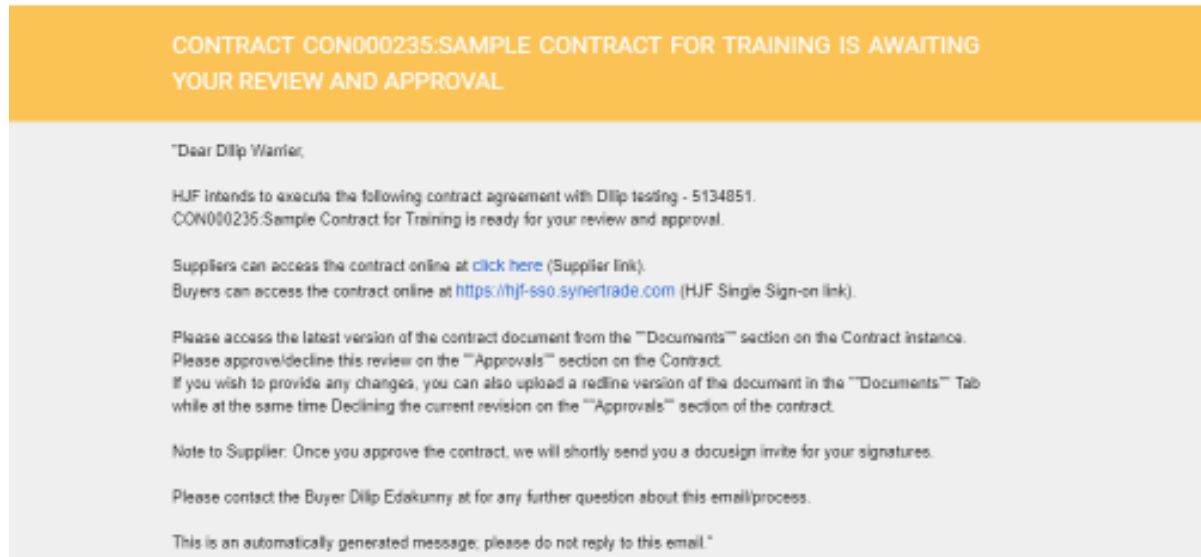
Your contracts are accessible at Contract management → Contract List



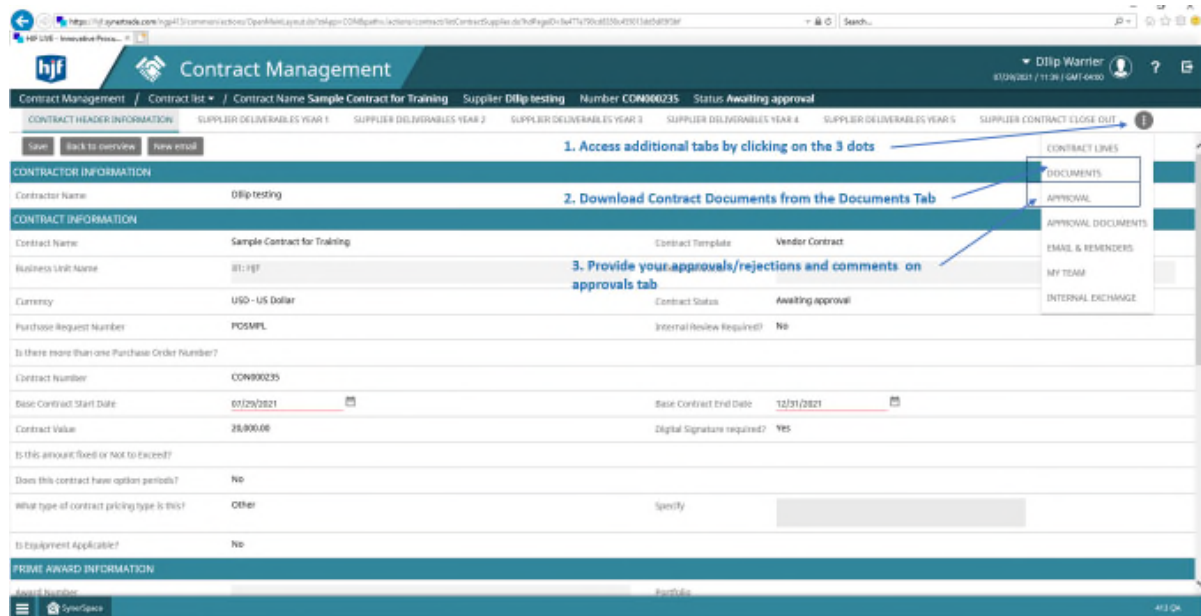
Stage 2: Supplier reviews and approves contract language

2.1 EMAIL: Awaiting Review and Approval

Suppliers receive following email Inviting them to participate in the CLM Process.

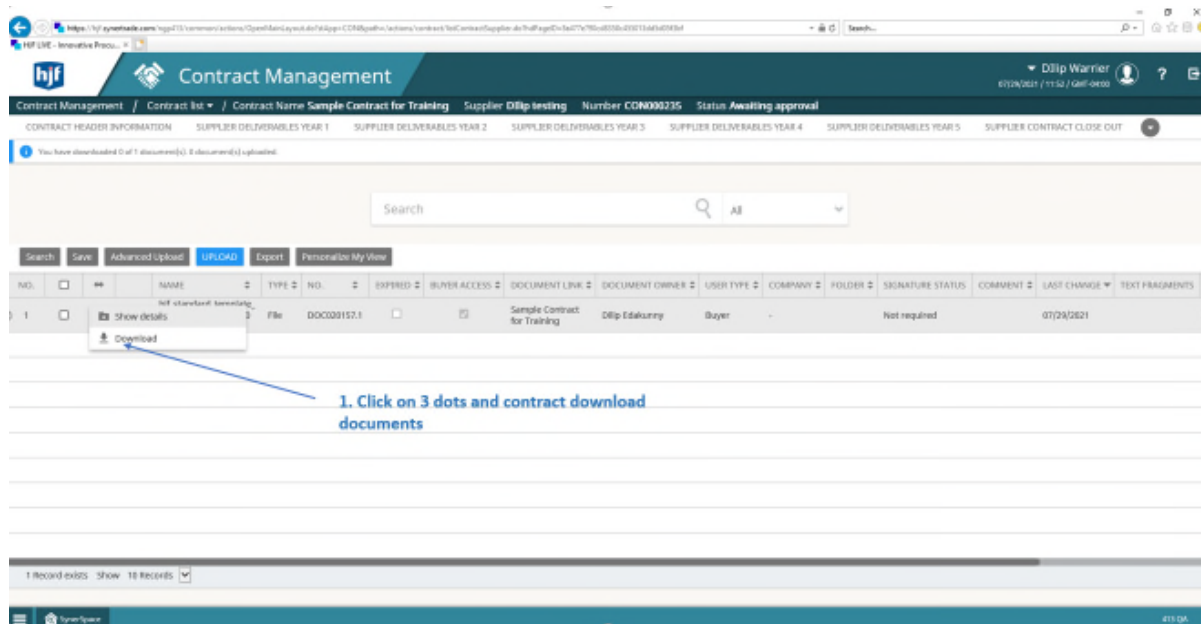


Access the contract Instance and follow next steps



2.2 DOCUMENTS tab: Download contract documents and review contract

Access the documents tab and download contract documents

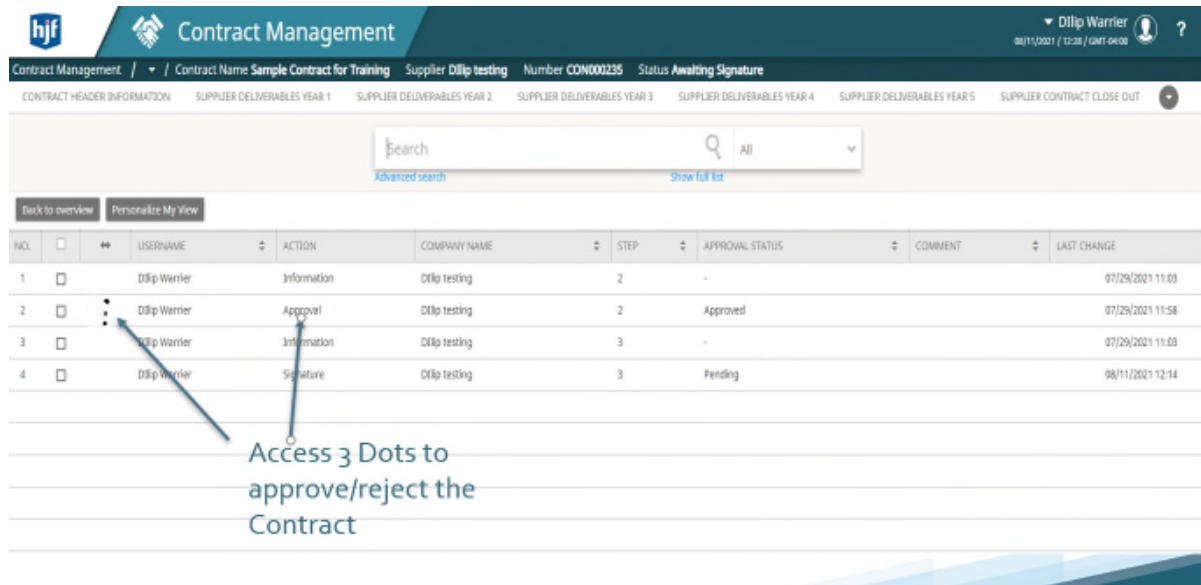


The screenshot shows the 'Contract Management' interface. The breadcrumb trail is: Contract Management / Contract list / Contract Name Sample Contract for Training / Supplier Dilip testing / Number CON000235 / Status Awaiting approval. The main content area has a search bar and a table of documents. The first document is highlighted, and a 'Download' button is visible next to it. A blue arrow points to the 'Download' button with the text: '1. Click on 3 dots and contract download documents'.

NO.	NAME	TYPE	NO.	EXPIRED	BUYER ACCESS	DOCUMENT LINK	DOCUMENT OWNER	USER TYPE	COMPANY	FOLDER	SIGNATURE STATUS	COMMENT	LAST CHANGE	TEXT FRAGMENTS
1	Sample Contract for Training	File	DOC000157.1				Dilip Edakunny	Buyer			Not required		07/29/2021	

2.3 APPROVAL tab: Approve/Reject the Document

Access the Approval tab and Click on 3 dots to approve/reject the version of the contract.



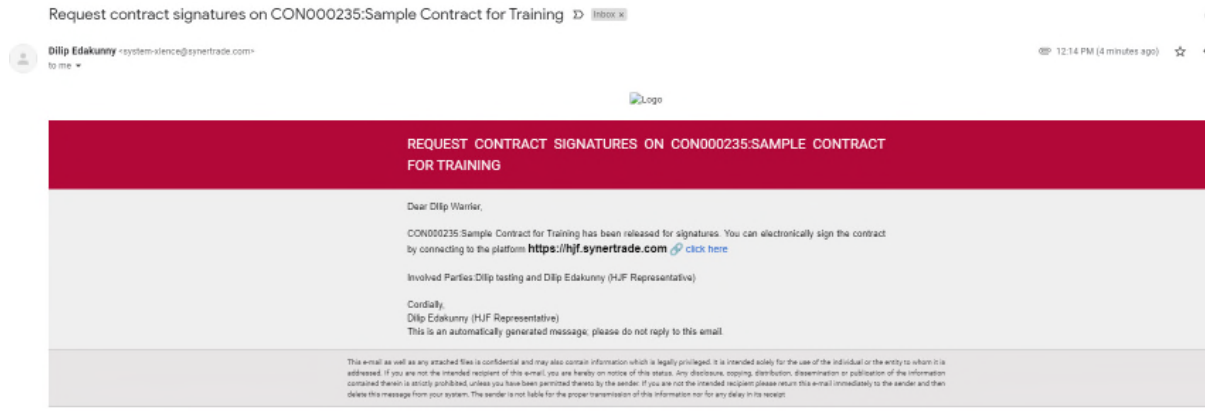
The screenshot shows the 'Contract Management' interface. The breadcrumb trail is: Contract Management / Contract Name Sample Contract for Training / Supplier Dilip testing / Number CON000235 / Status Awaiting Signature. The main content area has a search bar and a table of approval actions. The second row is highlighted, and a '3 Dots' button is visible next to it. A blue arrow points to the '3 Dots' button with the text: 'Access 3 Dots to approve/reject the Contract'.

NO.	USER NAME	ACTION	COMPANY NAME	STEP	APPROVAL STATUS	COMMENT	LAST CHANGE
1	Dilip Warrior	Information	Dilip testing	2	-		07/29/2021 11:03
2	Dilip Warrior	Approval	Dilip testing	2	Approved		07/29/2021 11:58
3	Dilip Warrior	Information	Dilip testing	3	-		07/29/2021 11:03
4	Dilip Warrior	Signature	Dilip testing	3	Pending		08/11/2021 12:14

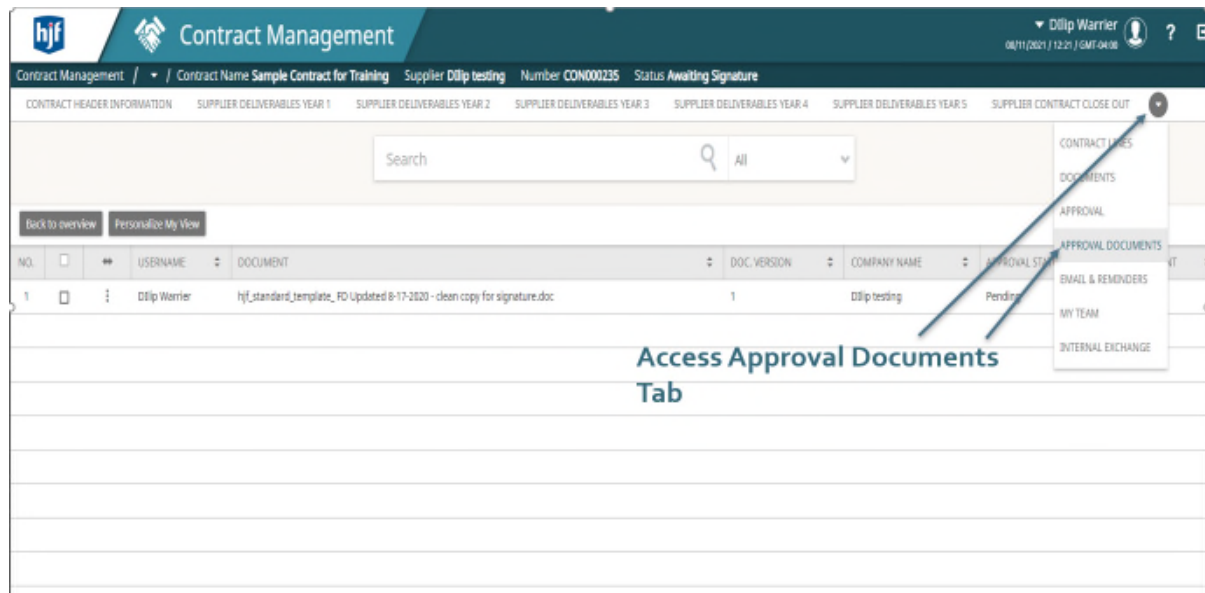
Stage 3: Supplier Signs the Contract and activates the contract

3.1 Supplier Signatures

Supplier receives email requesting signatures.



Supplier Logs on to the Platform and access “Approval Documents” tab and “Sign” the Contract



Contract Management Dilip Warrior
08/11/2021 | 12:14 | GMT-04:00

Contract Management / Contract Name **Sample Contract for Training** Supplier **Dilip testing** Number **CON000235** Status **Awaiting Signature**

CONTRACT HEADER INFORMATION SUPPLIER DELIVERABLES YEAR 1 SUPPLIER DELIVERABLES YEAR 2 SUPPLIER DELIVERABLES YEAR 3 SUPPLIER DELIVERABLES YEAR 4 SUPPLIER DELIVERABLES YEAR 5 SUPPLIER CONTRACT CLOSE OUT

Search All

[Back to overview](#) [Personalize My View](#)

NO.		USERNAME	DOCUMENT	DOC VERSION	COMPANY NAME	APPROVAL STATUS	COMMENT
1	<input type="checkbox"/>		_standard_template_PD updated 8-17-2020 - clean copy for signature.doc	1	Dilip testing	Pending	-

load document with s...

On the DocuSign POP up screen, sign document and Click Finish.

DocuSign Envelope ID: E29A5F1-021-417C-8687-9E84C38B62C
HJF Contract Standard, USAMRAA & Nonprofit & Educational Institutions August 2020

START **FINISH** OTHER ACTIONS ▾

Contract

This Contract (the "Contract"), effective as of the later date of execution in A.11 below, is entered into by and between The Henry M. Jackson Foundation for the Advancement of Military Medicine, Inc. ("HJF") and the Contractor named below (collectively "the Parties," or individually a "Party") for the procurement of goods or services (or both) in support of the Prime Award (see A.3.) issued by the Awarding Agency (see A.3.), and as such the Contract is subject to all applicable U.S. Federal statutes, regulations, and executive orders governing the procurement of supplies and services in support of such awards. The Parties hereby agree to the following terms and conditions.

Section A - General Information

A.1. Institution/Organization ("HJF") Name: The Henry M. Jackson Foundation for the Advancement of Military Medicine, Inc. Address: 6720-A Rockledge Drive Suite 100 Bethesda, MD 20817	A.2. Institution/Organization ("Contractor") Name: <input type="button" value="Sign"/> Address: <input type="button" value="Download"/> DUNS Number: Or Applicable Tax Identification Number (EIN)
A.3. HJF Contacts Administrative Contact Name: Address: 6720-A Rockledge Drive Suite 100 Bethesda, MD 20817 Telephone: Email: Authorized Official Name: Address: 6720-A Rockledge Drive Suite 100 Bethesda, MD 20817 Telephone: Email:	A.4. Contractor Contacts Administrative Contact Name: Address: Telephone: Email: Authorized Official Name: Address: Telephone: Email:
A.5. Purchase Order No.: Contract No.:	A.6. Contract Period of Performance (or required delivery date):
A.7. Contract Type (check one): <input type="checkbox"/> Cost Reimbursement (CR) <input type="checkbox"/> Cost-Plus-Fixed-Fee (CPFF) <input type="checkbox"/> Firm-Fixed-Price (FFP) <input type="checkbox"/> Time-and-Materials (T&M) <input type="checkbox"/> Labor-Hour <input type="checkbox"/> Other (please specify):	A.8. Contract Amount: \$ This amount is (check one): <input type="checkbox"/> Fixed <input type="checkbox"/> Not-to-Exceed (NTE) Acquisition Date:

Press Finish when Complete

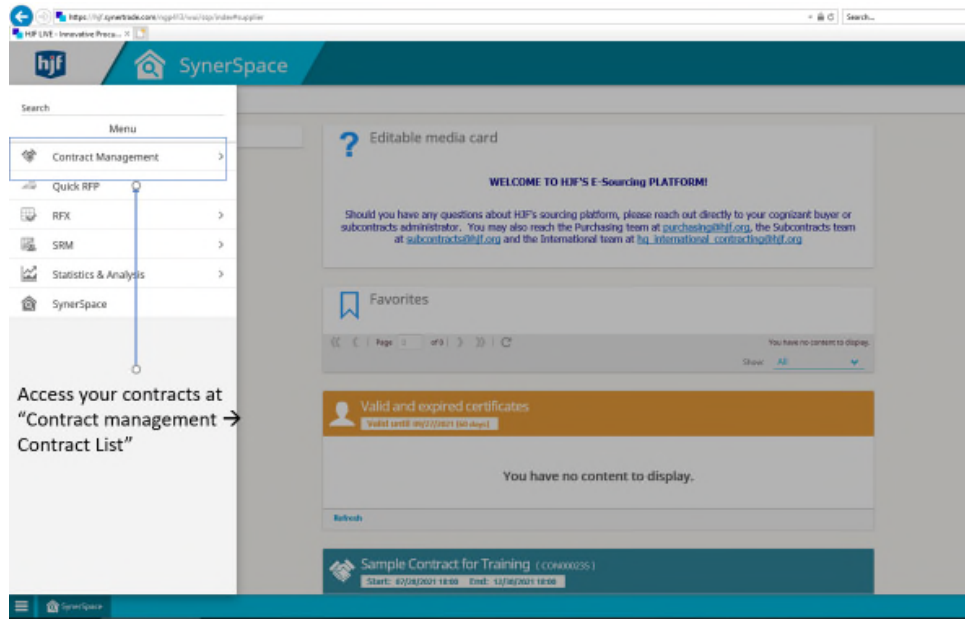
Sign the document

Stage 4: Supplier Actions Post Contract Award

3.1 Upload Contract Deliverables & Reports:

Supplier is responsible to upload contract deliverables regularly into the contract instance. To access deliverables screen. Goto Contract management → Contract List and Open an active Contract.

Access “SUPPLIER DELIVERABLES YEAR 1-5” Tabs, Describe 7 Upload the deliverables.



The screenshot shows the 'Contract list' page in the SynerSpace portal. The page header includes 'Contract Management / Contract list' and a search bar. Below the search bar, there is a table with columns: NO., STATUS, CONTRACT NUMBER, CONTRACT NAME, BUYER, SUPPLIER PARTNER, and BASE CONTRACT START DATE. The table contains 10 rows of contract data.

NO.	STATUS	CONTRACT NUMBER	CONTRACT NAME	BUYER	SUPPLIER PARTNER	BASE CONTRACT START DATE
1	Awaiting Signature	CON090235	Sample Contract for Training	Dilip Edakunty	Dilip testing	01/26/2021
2	Active	CON090239	4249-FQ2332-Extended the pop by one year and add funds amounting to \$912,771.73 for the extended period	Girma Abdi	Dilip testing	02/28/2016
3	Active	CON090240	4286-FQ2343-FY20 CONTRACT TO KEMPE FOR XPERT ULTRA	Girma Abdi	Dilip testing	01/31/2016
4	Active	CON090241	4411-FQ948059-FY 21 CONTRACT AFRICAN INLAND CHURCH LITEB HOSPITAL (AIC)	Girma Abdi	Dilip testing	08/29/2016
5	Active	CON090242	4413-FQ948072-FY19-23 CONTRACT JAMES FINLAY (J) LTD	Girma Abdi	Dilip testing	08/29/2016
6	Active	CON090243	4415-FQ948074-FY 19 CONTRACT KAPSABET DISTRICT HOSPITAL	Girma Abdi	Dilip testing	08/29/2016
7	Active	CON090244	4416-FQ948075-FY 21 CONTRACT KERCHO DISTRICT HOSPITAL	Girma Abdi	Dilip testing	08/29/2016
8	Active	CON090245	4417-FQ945944-To increase LOE of medical personnel working on VMHC and accordingly add funds amounting to KES 208,800. GA	Girma Abdi	Dilip testing	08/29/2016
9	Active	CON090246	4419-FQ948059-CONTRACT KONECT YOUTH CONSORTIUM	Girma Abdi	Dilip testing	08/29/2016
10	Active	CON090247	4420-FQ948011-FY 19 CONTRACT LIVE WITH HOPE CENTER (LWHC)	Girma Abdi	Dilip testing	08/29/2016

At the bottom of the table, it says '151 Records exist' and provides pagination options: '11 21 31 41 51 61 71 81 91 More Show 10 Records'.

DELIVERABLES/REPORTS STATUS

CONTRACT START

How many deliverables will you require in year 1?

Deliverable/Report	Year	Milestone Deliverable	Deliverables/Report Title/Description	Milestone Deliverable	Date Date	Date Uploaded	Period of Report Start Date	Period of Report End Date
Deliverable/Report 1	2021	Milestone Deliverable			09/02/2021	09/02/2021	01/01/2021	09/30/2021
Deliverable/Report 2					Date	Date Uploaded	Period of Report Start Date	Period of Report End Date
Deliverable/Report 3					Date	Date Uploaded	Period of Report Start Date	Period of Report End Date
Deliverable/Report 4					Date	Date Uploaded	Period of Report Start Date	Period of Report End Date

Date Uploaded	Period of Report Start Date	Period of Report End Date	Report Request?	No Approval	Yes Approval	Comments	Upload Deliverable/Report here
09/06/2021	01/01/2021	09/06/2021					Upload Deliverable/Report here
Date Uploaded	Period of Report Start Date	Period of Report End Date	Report Request?	No Approval	Yes Approval	Comments	Upload Deliverable/Report here
Date Uploaded	Period of Report Start Date	Period of Report End Date	Report Request?	No Approval	Yes Approval	Comments	Upload Deliverable/Report here
Date Uploaded	Period of Report Start Date	Period of Report End Date	Report Request?	No Approval	Yes Approval	Comments	Upload Deliverable/Report here

3.1 Contract Close Out Process:

After the contract expires, supplier is expected to upload contract closeout and completed release forms.

To access deliverables screen. Goto Contract management → Contract List and Open an active Contract. Access “SUPPLIER CONTRACT CLOSE OUT” Tabs, Describe 7 Upload the deliverables.

