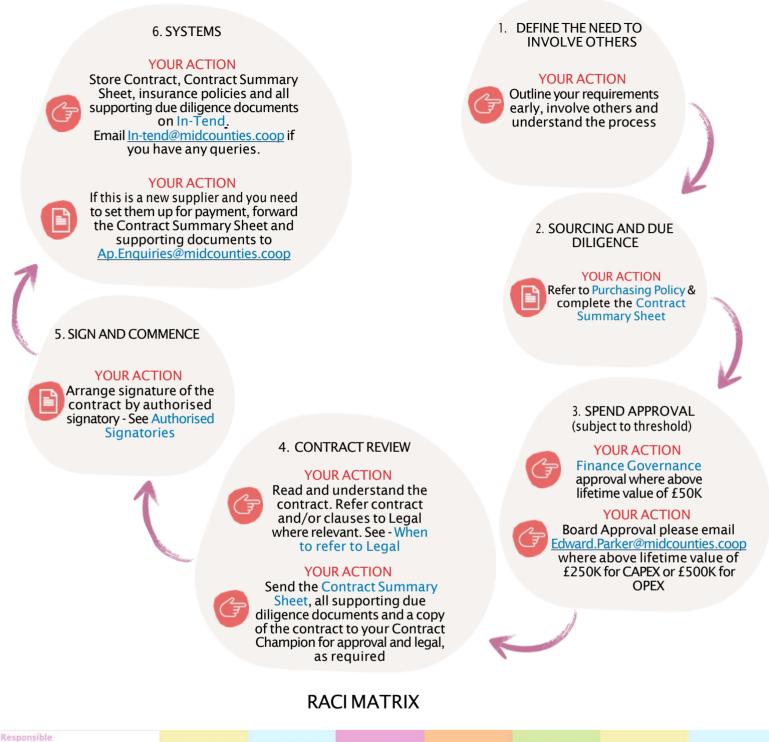
Contract Process

The process applies to ALL commercial contracts (anything we are signing where a commitment is being made, even standard T&Cs); large or small, one off or ongoing, Goods For Resale (GFR) and Goods Not For Resale (GNFR) and applies to both new agreements or renewals.



Accountable Consulted Informed	Contract Managers	Head of Trading / COO	Contract Champions	Legal	Account Managers or Users	Procurement	AP
1. Define the need and involve others	R	A	с	۱*	I	I*	
2. Sourcing and due diligence	R	А	с		I.	1*	
3. Spend Approval	R	А	с		1		
4. Contract Review	R	1	А	C/R*			
5. Sign and Commence	R	1	А	C**	I.		
6. Systems	R		А	1	с		1

* Legal - Consult to discuss extent of clause(s) to be referred; Responsible for drafting of clauses and/or contract review

* Procurement – Where the contract is GNFR

** Legal - Where contract signing to be arranged via DocuSign