

Contracting AI User Guide





Contents

1. Contracting AI overview
2. What's in it for me as a Supplier?
3. Registration & login
4. Review contract
5. Supplier collaboration
6. Finalize contract
7. Where to get help?

1

Contracting AI overview



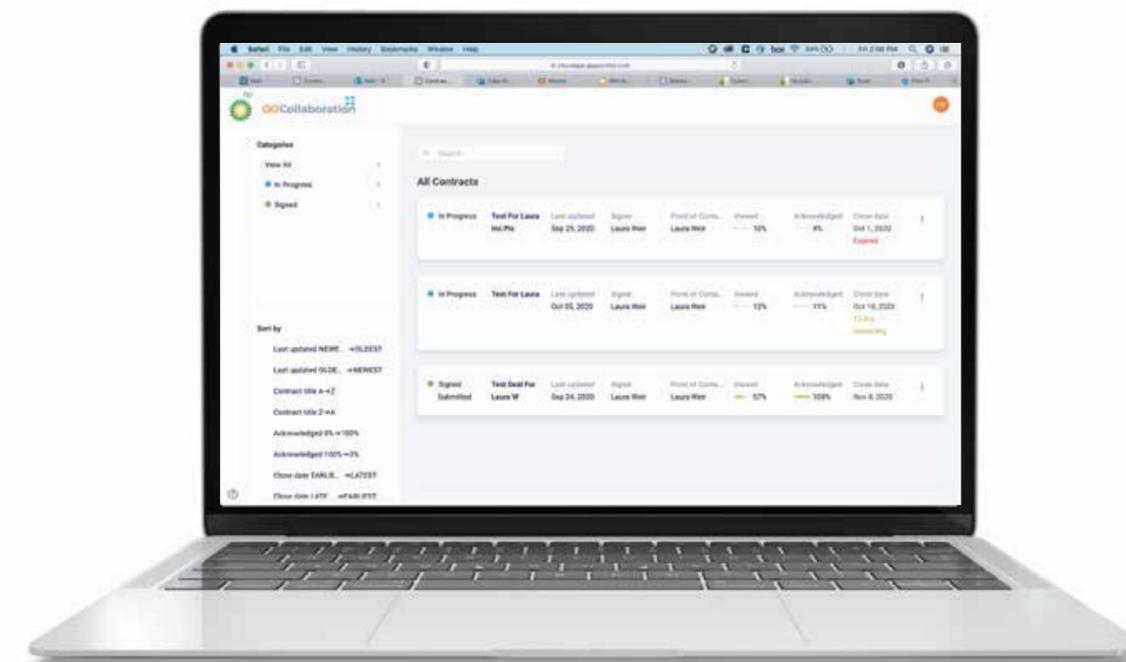
Contracting AI is an AI-powered web-based application that automates the, creation and negotiation of contracts. The application works by ingesting all of bp's supplier contracts and analysing these, to recommend standard bp approved clauses and bp pre-approved clause options from these clauses.

All of the clause options in the application are clauses that bp have agreed to in the past, and it is entirely up to you whether you choose to select one of these or remain with the standard bp clause option. Any clauses with no clause options mean that bp have previously never had to negotiate a change to that clause.

Each deviation may cost a number of allocated points based on the impact to the bp business. All suppliers will be allocated 100 points at the start of the process, enabling you to freely use this allocation to carry out changes to the contract as required.

Any proposed amendments remain confidential to you until your nominated person submits the contract. The contract is then saved as a pdf and becomes visible to bp.

The commercial aspect of the contract and any Statement of Works are still negotiated outside the application.



2



What's in it for me as a Supplier?

Contracting AI automates the analysis, creation and negotiation of contracts. We're using it at bp to accelerate the negotiation process of T&Cs and increase value creation between us and our suppliers.



Streamlined negotiation process
Save time, money and effort by removing the need for multiple rounds of manual red lining and digitising the negotiation process.



Easily identify negotiable clauses
Negotiable clauses are clearly presented enabling you to tailor the contract to meet your exact requirements.



Win-win negotiation outcomes
Spend allocated 'points' on defined clause options to achieve a favourable outcome for both you and bp.



Increased process transparency
Internal visibility of amendments you've made and where you are in the contract evaluation process enables greater control.



Collaborate with internal reviewers
Add colleagues to internally review the contract or defined clauses and collaborate using private messaging.



3.1

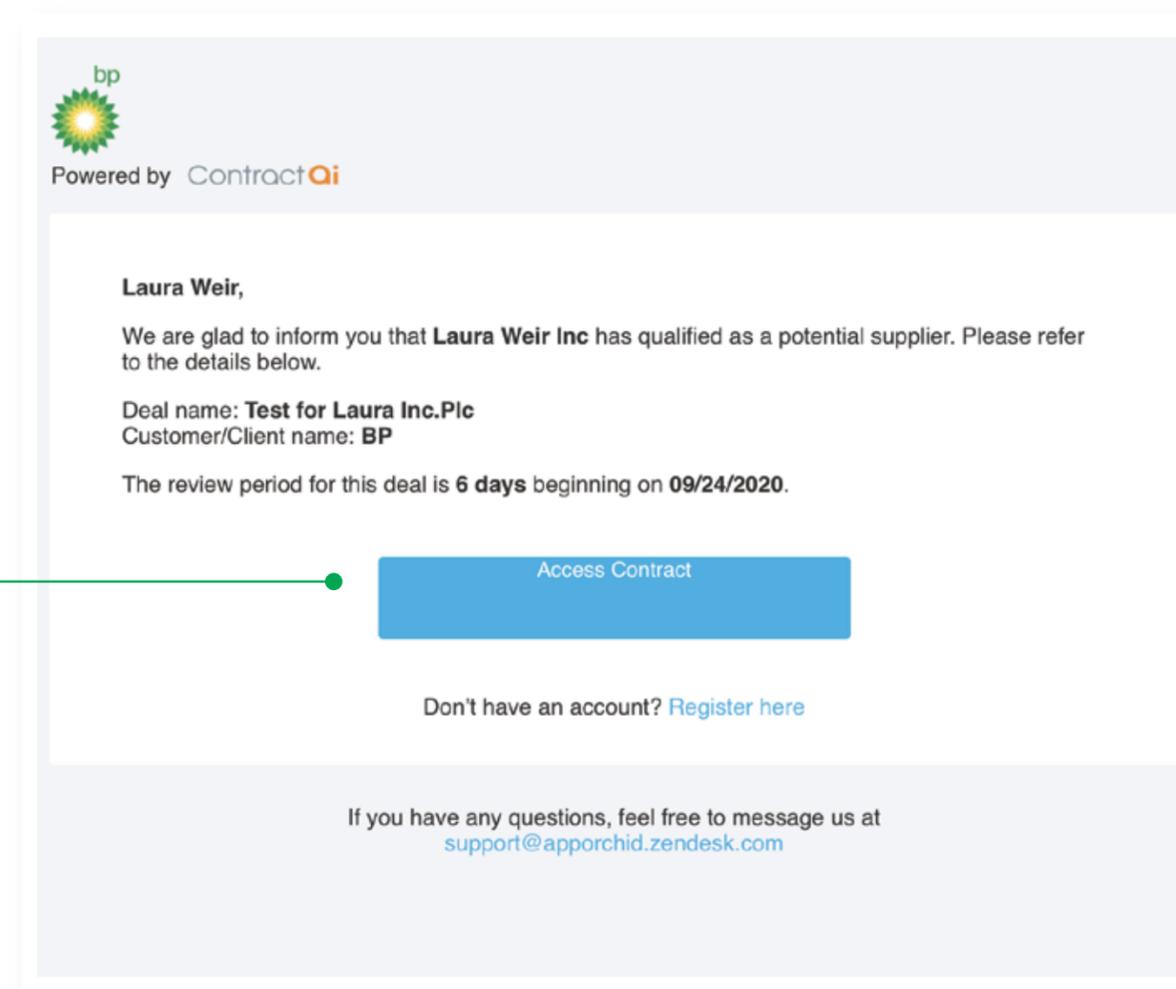
Registration & login

Upon receiving an invitation to join a deal or contract, follow the link to complete the user registration, if you do not already have an account.

There is no cost for registration.

Populate all of the required information and register your account.

Once you've done this, you can sign in to the application via the [Access Contract](#) button and get started!

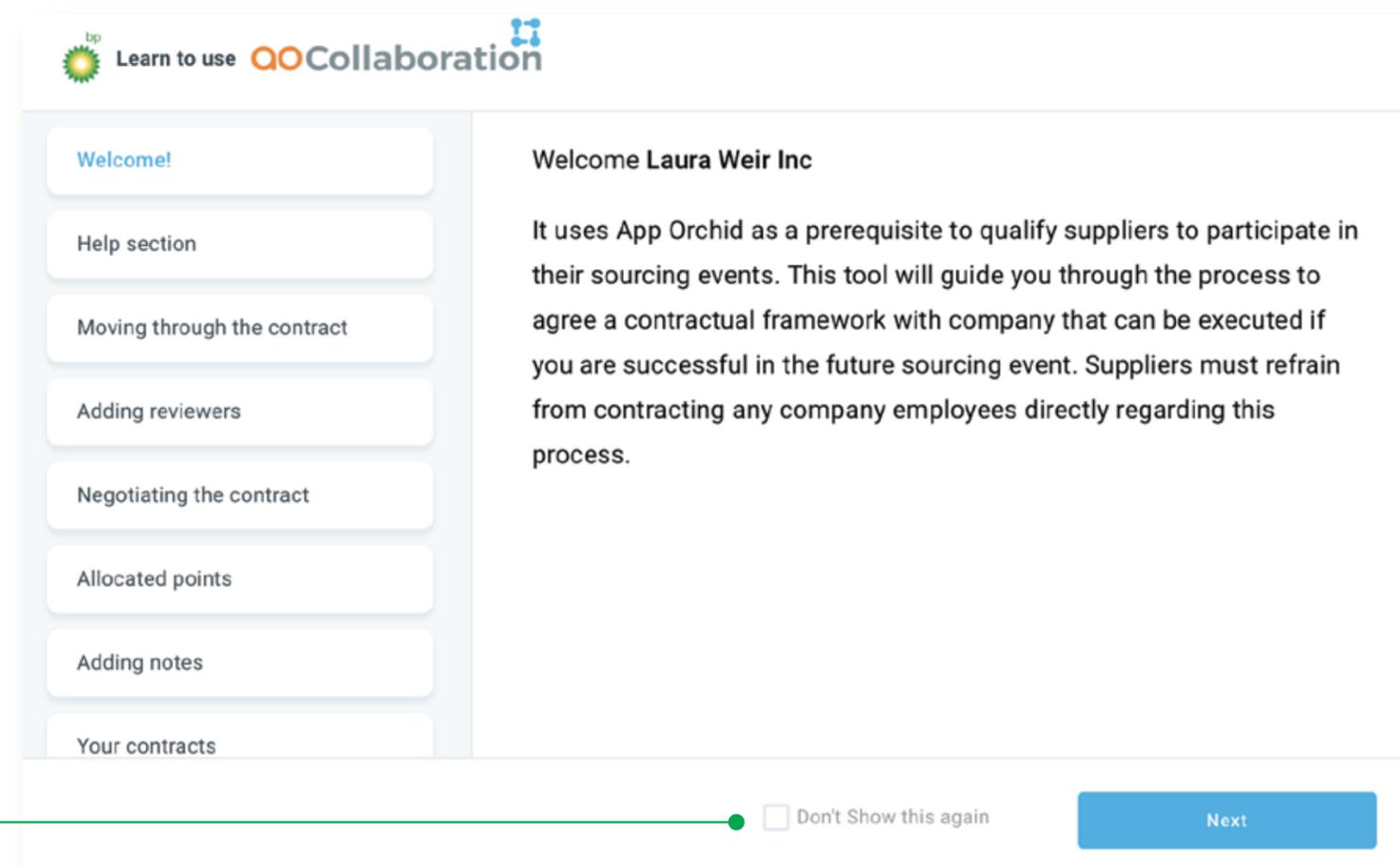




3.2 Registration & login

After you've logged in, the initial pop up window displays instructions on how to navigate through the application.

Select the **Do not show this again** checkbox to stop displaying these instructions after every login.





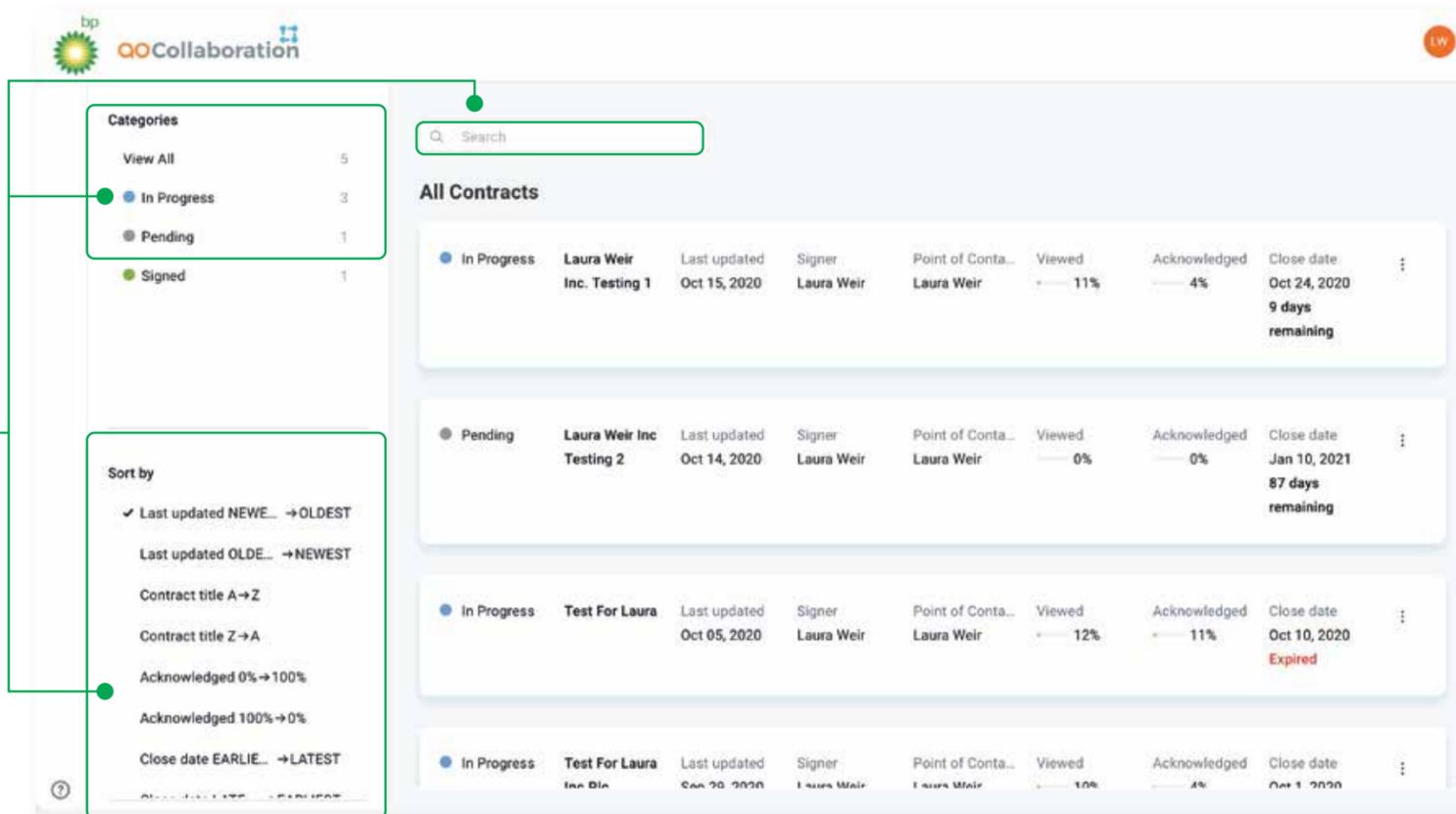
3.3 Registration & login

The landing page will display the contract you have been invited to negotiate, as well as any other contracts previously negotiated using Contracting AI.

From here, you can check the status of your contract(s), the progress you have made in reviewing and acknowledging the clauses, as well as the expiry date of the contract negotiation period.

You can see the categorisations of your contracts based on the progress and status in the top left corner. For example, **In Progress** indicates the contracts that you have started to review and **Signed** indicates that a contract has been reviewed and submitted back to bp. **Pending** means no action has been taken on the contract.

To help you search through your contracts, there are filtering options on the bottom left-hand side and a search box for inputting key words.

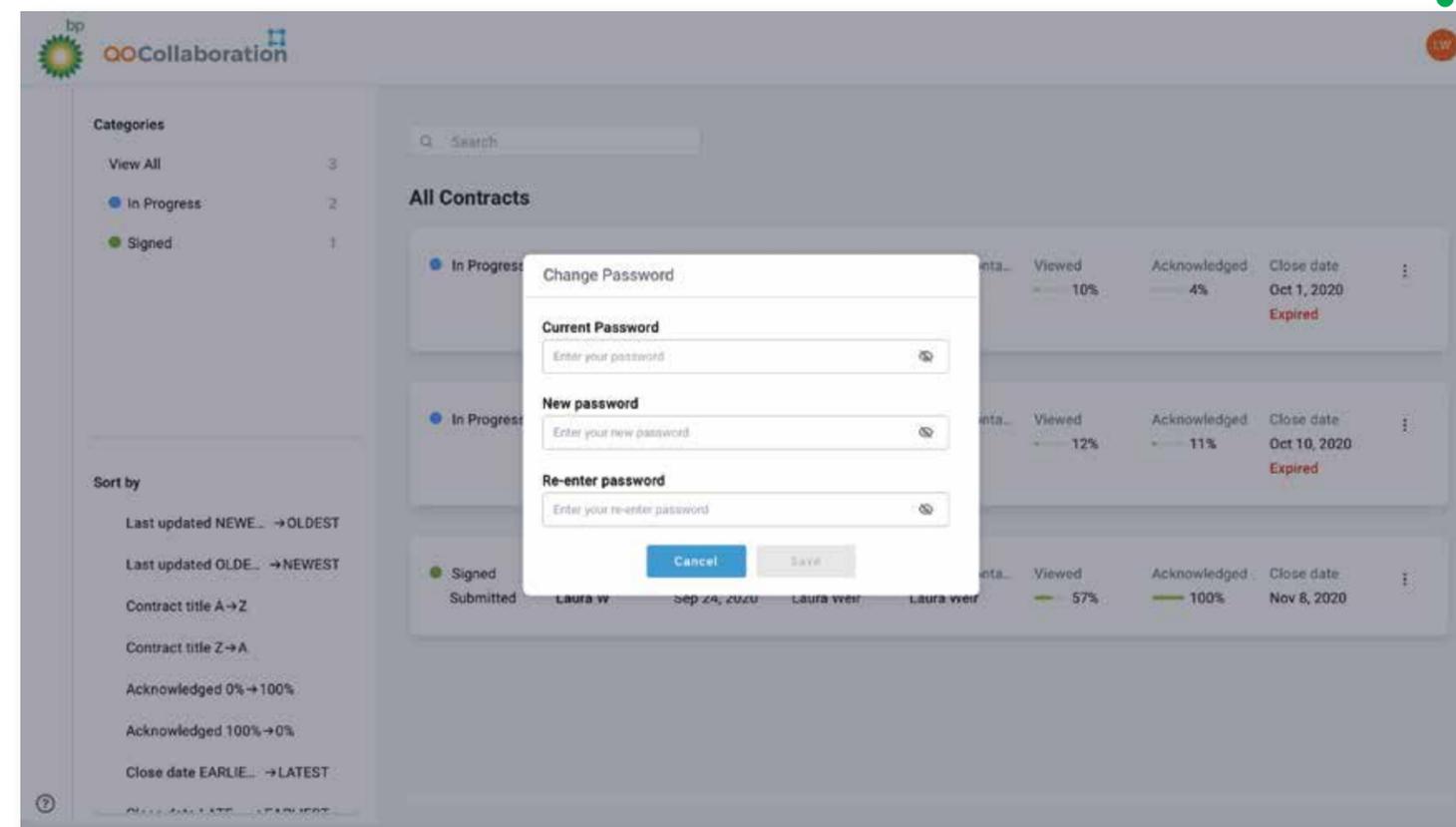




3.4 Registration & login

You can access your profile by clicking on the icon displaying your initials in the top right hand corner.

If required, you can change your password by clicking the [Change Password](#) option from the user profile menu.





4.1

Review contract

From the landing page, navigate to the deal or contract you want to review and click on it to open the contract. You will arrive on the contract page, where you can see each clause in the contract from the menu on the left.

After clicking on a clause, the related sub-clauses appear on the centre of the screen. You will see a dashed line under a sub-clause to indicate that it has alternative options available, click on the sub-clause to see the various options on the right of the screen.



If you hover over any terms that have a solid line underneath them, it shows you the definition for that term.



4.2

Review contract

The number of points each sub-clause is worth is outlined below the deviation, based on its weight or risk profile. When you select your deviation, the points will be deducted from the total of the allocated points – you can see this at the top of the screen.

A red dot will also appear in front of all clauses where you have made a change by selecting one of the clause options. Once you have reviewed all sub-clauses within a given clause, select the Acknowledge checkbox available at the bottom.

A tick will then show up once you have acknowledged the section. This helps you to track your progress as you navigate through the contract review.

There is an option to acknowledge all areas, upon clicking the **Finalize** button, rather than completing them individually.

bp Collaboration

Total points: 100 Remaining points: 85

Stage of contract: IN PROGRESS BEING GENERATED SUBMITTED IN BUYER REVIEW RESULT

Deal has expired

Test for Laura
BP INTERNATIONAL LIMITED

Filter Options Search

SOFTWARE-AS-A-SERVICE

- Introduction
- 1. Definitions and Interpretation
- 2. Term, Structure and Precedence
- 3. Scope of Services
- 4. Supplier Personnel Provision
- 5. Customer Policies
- 6. Information Security
- 7. Regulatory Compliance and
- 8. Taxes

3. Scope of Services

3.1 From the relevant Service Commencement Date, the Supplier shall provide the Services and meet any applicable Service Levels in each case in accordance with the terms of the applicable Release Order. In addition to the Services, and except where specifically stated otherwise in a Release Order, the Applicable Supplier shall, at its cost, provide all activities, functions, responsibilities and obligations for the proper provision of, ancillary to or customarily included as part of the Services.

3.2 The Services and any deliverables provided under a Release Order may be subject to acceptance by the Customer pursuant to any acceptance process and acceptance criteria set out in or referred to in the Release Order.

Clause Options

3.1 Scope of Services

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ORIGINAL CLAUSE

Points : 0

From the relevant Service Commencement Date, the Supplier shall provide the Services and meet any applicable Service Levels in each case in accordance with the terms of the applicable Release Order. In addition to the Services, and except where specifically stated otherwise in a Release Order, the Applicable Supplier shall, at its cost, provide all activities, functions, responsibilities and obligations for

3. Scope of Services Acknowledged

Finalize



You can use the search bar on the left to search for clauses using keywords.



4.3 Review contract

As you navigate through each section of the template and review the associated clauses, the bar on the left-hand side shows the progress you have made in reviewing the contract.

bp Collaboration

Total points 100 Remaining points 85

Stage of contract
IN PROGRESS BEING GENERATED SUBMITTED IN BUYER REVIEW RESULT

Deal has expired

Test for Laura
BP INTERNATIONAL LIMITED

Filter Options Search

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3. Scope of Services Acknowledged



5.1

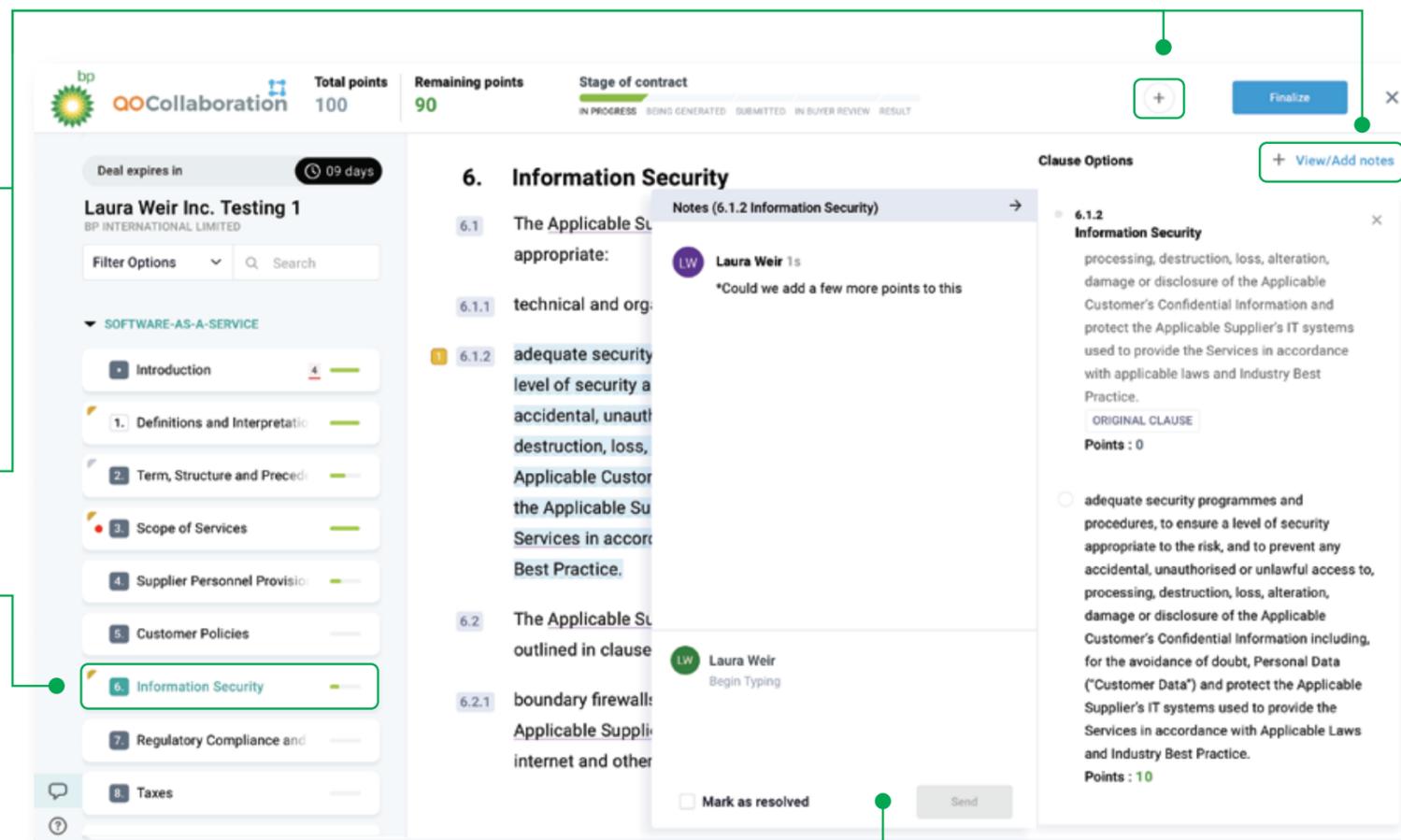
Supplier collaboration

To facilitate the contract review and support collaboration with colleagues in your organisation, you have the ability to add reviewers to the contract and share notes with them to review, before you finalize it.

To add a note to the contract, select the sub-clause you wish to add a note to and then click on the Add Notes button in the right-hand corner. It's important to know that these notes will only be visible to you and the reviewers you add from your organisation – no one from bp will be able to see these.

Once you have added a note to a sub-clause, an orange mark appears next to the Clause in the menu on the left.

You or any of your reviewers can then see which clauses have notes against them.





5.2 Supplier collaboration

Once the comment has been addressed, you can then mark the note as resolved using the check box.

You can check all notes in a contract using the button on the bottom left hand corner. Use this to ensure you have not missed any notes left by your colleagues. After completion, all notes are removed to ensure confidentiality for your organisation.

The screenshot displays the bp Collaboration interface for a contract titled "Laura Weir Inc. Testing 1". The top navigation bar shows "Total points 100" and "Remaining points 90". The "Stage of contract" is "IN PROGRESS". The left sidebar lists contract sections: Introduction, 1. Definitions and Interpretation, 2. Term, Structure and Precedence, 3. Scope of Services (highlighted), 4. Supplier Personnel Provision, 5. Customer Policies, 6. Information Security, 7. Regulatory Compliance and, and 8. Taxes. The main content area shows clause 3.1: "From the relevant Service Commencement Date, the Supplier shall provide the Services and meet any applicable Service Levels in each case in accordance with the terms of the applicable Release Order, and except where specifically stated otherwise in a Release Order, the Applicable Supplier shall, at its cost, provide all activities, functions, responsibilities and obligations for the proper provision of, ancillary to or customarily included as part of the Services." A note from Laura Weir is displayed with the text "Release order clarity required". The note panel includes a "Mark as resolved" checkbox and a "Send" button. The right sidebar shows "Clause Options" and "View/Add notes".

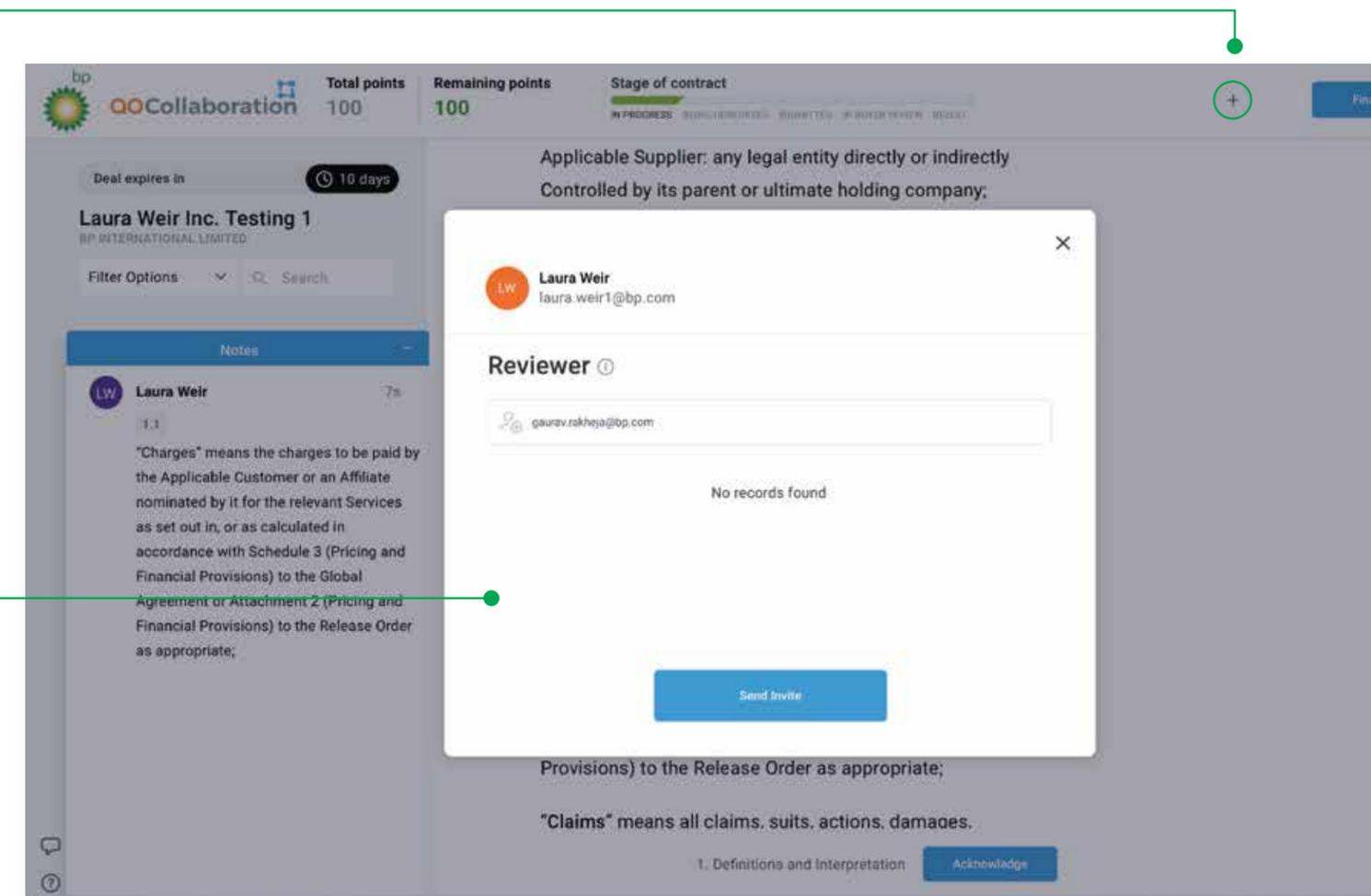


5.3 Supplier collaboration

You have the ability to add reviewers from your organisation to the contract, for example from legal or compliance, to verify specific clauses or sub-clause options.

You can add a reviewer by clicking on the plus icon in the top right-hand corner. A pop-up box will appear, where you can add the reviewer's email address. You can add multiple email addresses for multiple reviewers by separating their emails with a comma.

Reviewers will receive an invitation to register for the application and should follow the steps outlined at the start of this guide in order to view the contract.



Click on the question mark on the bottom left of the page to display a list of frequently asked questions.



6.1

Finalize contract

Once you have acknowledged all clauses in the contract, you may finalize the contract by clicking the Finalize button in the upper-right corner of the screen.

Once clicked, it brings up a **scanning for contract errors** window, which shows you if you missed any required fields that need populating, checks if you used more points than allotted and shows any unresolved notes.

There is also an option to acknowledge all areas rather than completing them individually.

The screenshot shows the bp Collaboration interface for a contract review. At the top, the bp logo and 'ooCollaboration' are visible, along with 'Final points 10'. A progress bar indicates the 'Stage of contract' with stages: IN PROGRESS, BEING GENERATED, SUBMITTED, IN BUYER REVIEW, and RESULT. A 'Finalize' button is in the top right corner. The main content area is titled 'Test deal for Laura W' and 'BP INTERNATIONAL LIMITED'. It features a 'Filter Options' dropdown and a search bar. A list of contract sections is shown on the left, with '3. Scope of Services' highlighted. The main text area displays the content of section 3, including sub-sections 3.1 and 3.2. The 'Clause Options' panel on the right shows two options for section 3.1, with the second option selected and marked 'Acknowledged'.



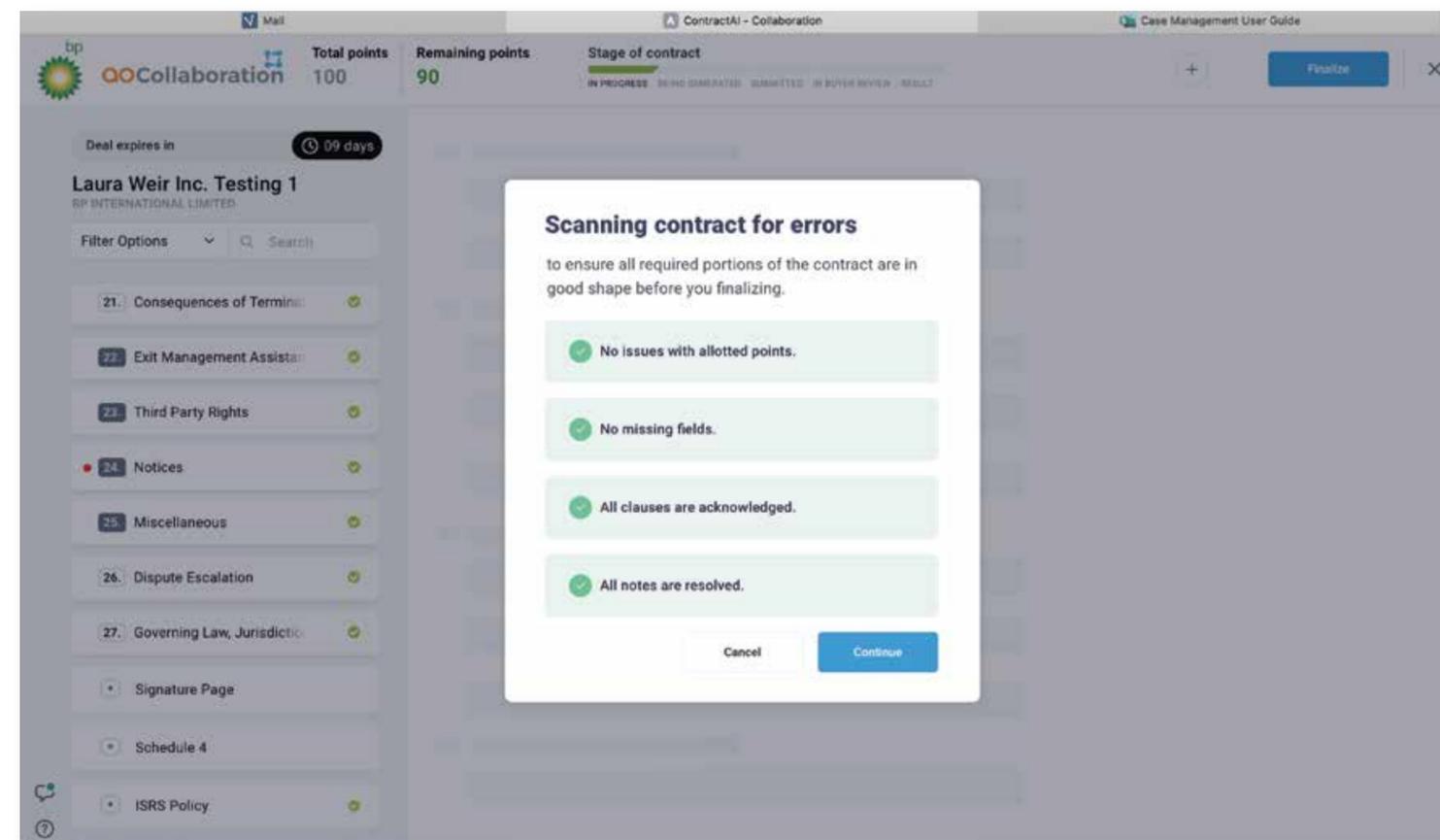
6.2

Finalize contract

Once you finalize the contract, verify the user details, before sending the contract and completing the contract negotiation process.

Please note by clicking finalize this is seen as contractual acceptance and no further changes can be made post this point. A workflow is triggered which converts all of your changes into a pdf version of the contract.

You will not be able to finalize your contract if you have used more than your allocation of points.



7

Where to get help?



To further guide you, access our demo videos that help you navigate through the Contracting AI application.

These videos can be accessed through the initial pop up instructions, once you have logged into the application. You may also return to these videos at any point, via the video button displayed in the bottom-left of your screen on both the home page and contract review page.

If you need help with a general query or any technical issues, get in touch with your bp point of contact who will be able to assist you further.

