Jaggaer Contract Authoring App

Summary: This document will outline the process taken to access and utilize the Jaggaer Contract Authoring App.

1. Your Jaggaer Word App can be accessed by navigating to My Profile → User Profile and Preferences → App Activation Codes.



- 2. Next, select Add Microsoft Word and follow the prompt to receive an App Activation Code.
- Open a blank Word Document and navigate to Insert → Add-ins → Get Add-ins. Search for "Jaggaer Contract Authoring" and Add the correct Add-in (shown below).

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4. To activate the Jaggaer Contract Authoring Add-in, enter your Activation Code. You will be required to create a password. The password may be changed at any time by navigating to App Activation Codes → Change App Password.

If you need assistance downloading and activating the Jaggaer Contract Authoring Add-in, please contact your IT group.

 Once you have successfully installed the App, you can use the App to efficiently populate your contract with information. One way to do so is by using a Main Document Template. Start by creating a contract in TCM and select the applicable Main Document Template.

About the Contract (St	ep 1 of 1)				?
Contract Name *	Test For Main Document Tem	nplat	e		
Contract Type *	Agreement :: In: Harvard University > Agreement ::	×	۹		
Use Contract Template	🔵 Yes 💿 No				
Work Group *	610 - Central Administration In: President and Fellows of Harvard College	×	Q		
Contract Language *	English	×	Q		
Main Document Template			٩		
* Required	Consultant Long Form Agreement			Create Con	trog

- 6. Next, fill in all applicable information for the contract profile in TCM. You will use this information to populate your template in word.
- Once you have filled in the applicable information, click Save Progress and navigate to the Attachments tab. There, you can download the Main Document by clicking Open Main Document, clicking the Main Document hyperlink, or clicking Actions
 Download. This will open the document in Word.

AGRMT-000574 Test Agrmt	Attachments							History ?
Checked out To You Type: Agreement 2nd Party:	General (1)	Obligations (0)						
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Summary	Print Order 🔺	Attachment 🗠	Print with Full Contract ←	Show on Supplier Portal 수	Version	Size ≏	Date Uploaded 🦆	
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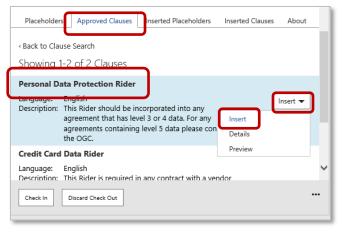


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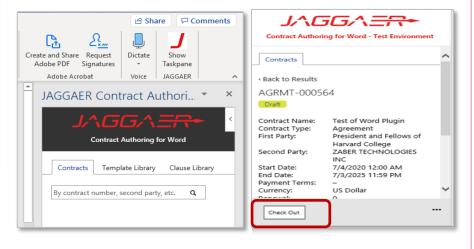
8. The **Main Document Template** associated with your contract will now open, filled in with the information input into TCM where applicable. You can now open the Jaggaer Word App and utilize it for this Contract.*

	JAGGAE Contract Authoring for Word - Test	-
SERVICES AGREEMENT This Services Agreement (the " <u>Agreement</u> ," which terms shall include any Statement of Work and other attachments) dated as of the 28 th day of February 2020 (the " <u>Effective Date</u> "), is by and between President and Fellows of Harvard College. A Massachusetts nonprofit deductional corporation	AGRMT-000564 Renewal: 0 Amendment: 0 Ver: Attachment Name: ¥ Main Docum Contract checked out to you since 5/8/2020 at 10:29 AM.	
President and relows of Harvard Lodlege, a Massachusetts honprofit equicational corporation ["Harvard], acting through Harvard Librari, Technology Services with a place of business at 90 Mount Auburn Street, Cambridge, MA 02138 ("LTS"), and Digitati Limited, (" <u>Service Provider</u> ") with a place of business at Dunstan House, 14A St Cross St, London, EC1N 8XA.	Placeholders Approved Clauses Contract Contract Number	Inserted Plac
Harvard and Service Provider agree as follows:	Contract Name Summary	Insert
4520 words [2] 🛅	Check In Discard Check Out	>

- 9. When you have finished making additions/changes, click **Check In** to update the document in TCM. If you do not want your changes saved or made in TCM, click **Discard Check Out.**
- 10. Another way to utilize the Jaggaer Word App is through the use of Approved Clauses to add a Contract Rider into your agreement. Use steps 7-8 to open your document using the Jaggaer Word App, making sure the contract is Checked Out to you. Navigate to the Approved Clause tab and insert the applicable rider into the agreement.



11. You can also search for and open a contract's Main Document in the Jaggaer Word App itself. To do this, simply open the app on a Blank Word Document, sign in, and run a Search for the contract using the Contract Number. Click Check Out when you find the contract you are looking for. If the contract is already checked out to another individual, that person must check in the contract before you can check out the contract.



* If you want to utilize **Placeholders** in your contract that are not already included in the **Main Document Template**, please contact Kym Murphy (kymeshia_murphy@harvard.edu).

