

# User guide

# NDA Request

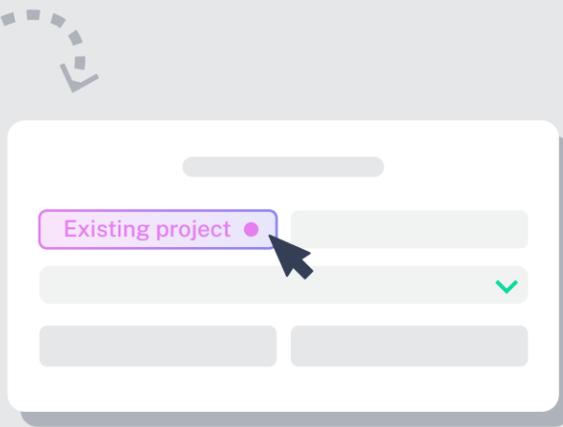
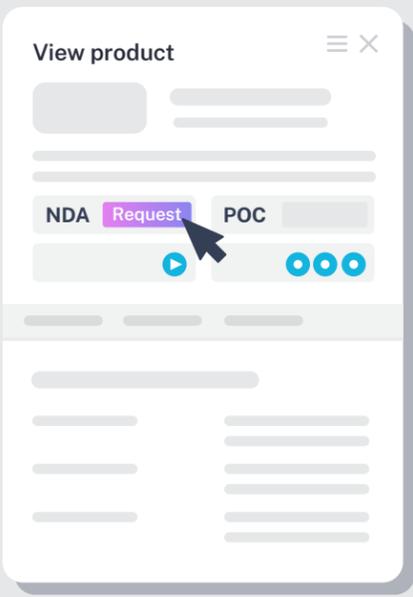
## 1 Introduction

After reviewing supplier information in the marketplace and selecting the right vendor for your project, you can send them an NDA in the platform to allow you to start sharing confidential information about your next initiative.

**NDA statuses**

- + NDA requested / in progress
- ✓ NDA completed / active

## 2 Sending a request



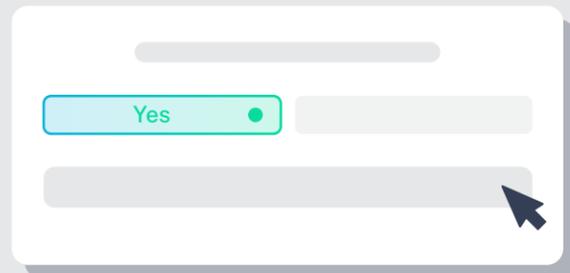
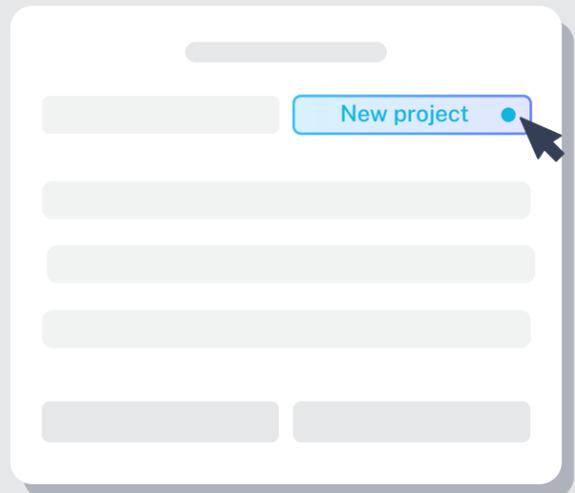
### Requesting an NDA

From the product profile, select the 'Request' button next to 'NDA'. This will open a pop-up which allows you to file this NDA under a company or individual project, or create a new project for your engagement.

### New projects

To create a new project fill in the following fields:

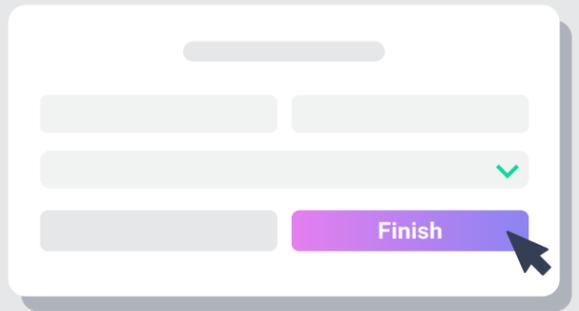
- Project name
- Project ID –in this section you can create a project ID that aligns with your internal filing system in Salesforce or Ariba
- Tech MD sponsor (if applicable) - who from your organisation will be needed to approve this contract for signature? NB: this field is only shown for some organisations, depending on their setup preferences



You can submit a NDA or POC request on behalf of someone else from your company. Simply select 'yes' when prompted, and enter the name of who the request is on behalf of in the box that appears. If the request isn't on behalf of someone else, select 'no'.

### Sending the request

At the end of the process, click 'finish' to send the NDA request. If you have requestor permissions on your profile a super user will have to approve the NDA before it is sent to the supplier. The supplier will be sent a notification to let them know they have a contract to review. Once a super user has signed the NDA on the platform using our DocuSign API, you will receive a notification to confirm it is complete.



## 3 Next steps

### NDA document

Users with admin rights are able to download the NDA as a PDF from the Connections page, have it signed by the relevant people at your organisation, and send the fully executed contract to the vendor manually via email. When the admin user marks the contract as fully executed, both the originator of the connection and the vendor will receive a notification via email.

Once your NDA is in place, you can begin working together or start negotiating for a Proof of Concept (POC) trial.

