ENDORSING AND UPLOADING
CHANGED DOCUMENTS IN COBBLESTONE

> The endorsement process is the first step to approving and signing a contract. These instructions will walk you through how to download a document for editing and upload it for approval.

1. Check your email

[EXTERNAL] Invitation to review & approve your document(s) (for: VI-WTA Touchpass Agreement E-Approvals Process)

WP   WTA Procurement Contract Alert <alerts@cobblestone.software>
To ● Magan Waltari

↩ Reply   ↩ Reply All   → Forward   ···
Thu 4/2/2020 1:09 PM

ⓘ Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

2. Open the email and click "Review Document(s)" link to navigate to the Collaboration Portal.

THIS IS NOT PHISHING. Click on the "Review Documents" or "Sign Documents" link in the body of this email. It will take you to WTA's secure Contract Collaboration Portal. WTA staff can log into CobbleStone, click "Negotiations" and "My Assignments".

Contact Procurement at 360-788-9332 or procurement@ridewta.com with any questions.

Sent on behalf of Magan Waltari(maganw@ridewta.com).

Magan (maganw@ridewta.com),

You have been invited to participate in the electronic review & approval of your document(s).
Please click on the link below to begin.

Document Package Information
Subject: VI-WTA Touchpass Agreement E-Approvals Process
Message: 4.2.2020 Vandalay touchpass reseller agreement

Your Participant Information
Title: Revenue Manager Approval
For Approval Group: Revenue Manager
Reference Number: bebb7103-70ba-4a1f-b141-2b178c0fb15e
Reason:

Review Document(s) ⬅ Click here!

In the collaboration portal:
> Click "View Reference Files" to see the files associated with the request
> Click "Comments" to document your changes or questions
> Click "Preview" to view the request without making changes
> Click "Approve" to approve the request without making changes
> Click "Download" to make changes to the request
> Click "Upload" to upload the request after making changes – *This will AUTOMATICALLY approve your review*

3. **Click "Download" to Check Out document for editing. It will pop up at the bottom of your screen. Make changes and save it to your computer. Because CobbleStone does versioning control, there is no need to change the name of the file!**

Review the document for accuracy!
- Vendor information
- Pricing
- Dates
- Special Terms
- SPELLING, GRAMMAR, ETC.

4. **Click "Comments" to detail what changes you made and to see what changes other have made.**

File Comments

* Add Note / Comment to File

[   ]

💾 Save

File's Comments /Notes

Comment / Note	Entered By	Entered On
[ ] 🔽		[ ] 🔲 🔽
⌄ Version: VI - WTA TouchPass Reseller Agreement 2020; Group: Revenue Manager		
Added Vendor contact name for billing. Updated Serial number for barcode scanner - original was transposed.	Waltari, Magan	4/3/2020 3:33:00 PM

5. **Click "Upload" when you're done adding comments and making changes. When you upload the document, your approval is automatic.**

Upload New File Version   ✕

* **Select File:**

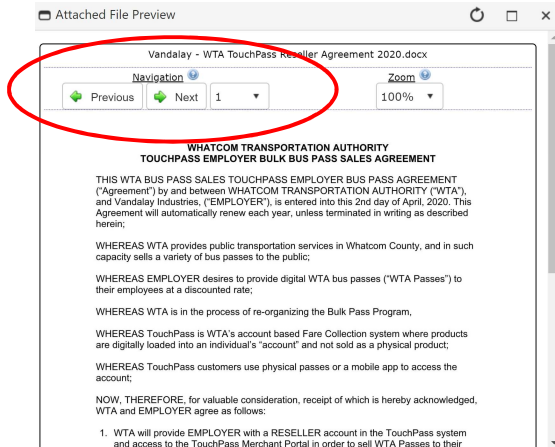[Vandalay - WTA TouchPass R] [Select]

* **Version Title:**

[VI - WTA TouchPass Reseller]

📤 Upload New Version

OR ALTERNATELY

6. **Click "Preview" to look at the file without making changes. Use the navigation buttons to scroll through the pages. Click the X when you're done.**
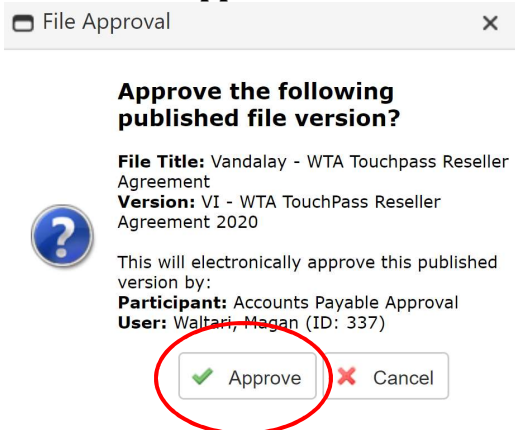
Review the document for accuracy!

- Vendor information
- Pricing
- Dates
- Special Terms
- Spelling, grammar
- Anything else! Read the document

7. Click Approve.

Either way: You're done! The next person in the Approval que will get notified by the system.

ENDORSING AND UPLOADING
CHANGED DOCUMENTS IN COBBLESTONE

WTA Contract Approval Processing   ✖ REJECT PROCESS

> ⦿ No Action(s) Required - Your Approval Group has been Completed/Finalized

Next Steps ▲

Your Approval Group has been Completed/Finalized!

Completed On:
4/3/2020 3:34:19 PM

Status:
Approved

🗂 View Reference Files

⦿ **1. Vandalay - WTA Touchpass Reseller Agreement**   💬 Comments

File Type : 🔲 (.docx)
File Status : **Available for Download** ❓

My Information ▲

Welcome Magan Waltari
My IP Address: 66.165.33.228

My Approval Group:
Revenue Manager

Participant:
Revenue Manager Approval

Reason:
N/A

Notified On:
4/2/2020 4:09:15 PM

Published Version   📒 Alternate Clauses   📤 Upload   📥 Download

Version: **2**
Type: 🔲 **(.docx)**
Title: **VI - WTA TouchPass Reseller Agreement 2020**
Uploaded: **4/3/2020 3:34:18 PM**

⦿ Show My Approval   📖 Preview

Archived Versions : 1

📁 Access Archive

✖ Logout