

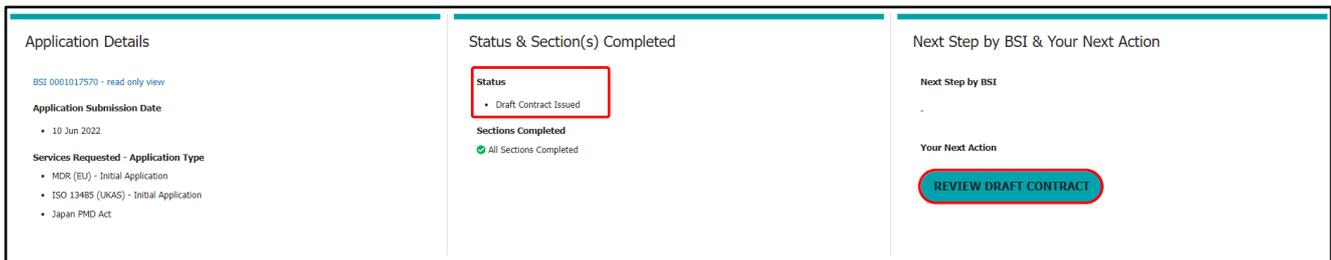
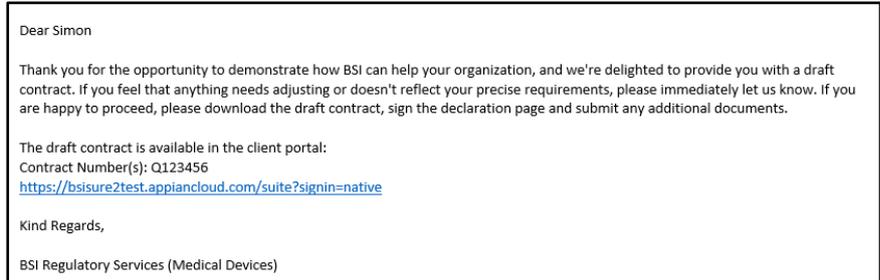
Dealing with a draft contract overview

When a draft contract has been created and uploaded to the portal, you are informed via email that the draft contract is ready to review. You can view the draft contract and either request changes, accept or reject it.

Accessing the draft contract

You will be informed via email that the draft contract is available for review with a link to the portal provided.

The Application will have the Status of **Draft Contract Issued**.

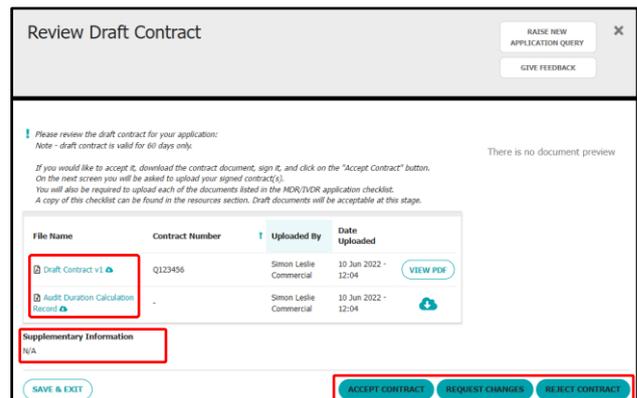


Click **REVIEW DRAFT CONTRACT**.

The **Review Draft Contract** page displays the Draft Contract and the Audit Duration Calculation Record (if applicable) to download and review. Any supplementary information recorded also displays.

If either documents are in PDF format, they can be previewed on the right-hand side of the page.

Once you have reviewed the draft contract, you have the following options:



- **ACCEPT CONTRACT:** the contract is accepted and the signed contract and any supporting documentation will be uploaded.
- **REQUEST CHANGES:** a request is made for changes to the contract, which will result in either the contract being modified and resent to you for review or you may need to change and resubmit your application following which a new contract will be issued.
- **REJECT CONTRACT:** the contract is rejected outright. If this is selected BSI will contact you via telephone call to confirm and discuss any potential changes that could resolve the issue(s).

Rejecting the contract

Click **REJECT CONTRACT**.

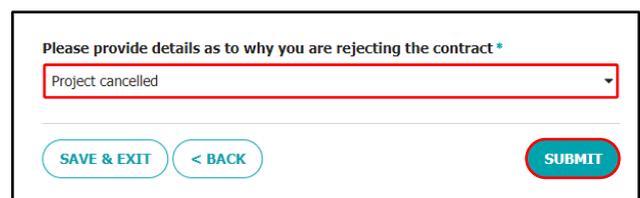
The Reason for rejection page displays.

Select the reason for the rejection of the contract from the drop-down list of options.

If you select Other an additional text box displays to enter additional detail.

Click **SUBMIT**.

The status of the application displays **Contract Decision: Rejected**. BSI will contact you via telephone call to confirm and discuss any potential changes that could resolve the issue(s).



Requesting changes to the contract

Click **REQUEST CHANGES**.

The **Review Draft Contract** page displays.

You must specify the changes you wish to make.

Click **SUBMIT**.

Once the request has been submitted, BSI will contact you regarding the nature of the changes. The application can then return to the draft contract stage, or, if broader changes are required, back to the draft application stage.

Accepting the contract

Click **ACCEPT CONTRACT**.

A prompt displays, checking you have downloaded the draft contract and any supporting documents.

Click **YES**.

The **Upload Signed Contract** page displays.

Upload a scanned, complete and signed copy of the contract to the **Upload Signed Contract** section of the listed contract.

Note: The signature for a signed contract must be by an appropriate person or level and BSI will check that.

If any additional supporting documents are required, click **Add Additional Document** and upload the additional document. You can repeat this step for each document.

Additional specific supporting document (such as a Quality Policy must be uploaded for some services (such as an MDR CE Application). An example of some of these documents is shown here.

When all the required documents are uploaded, click **SUBMIT**. The status of the application updates to **Signed Contract Sent** and BSI are sent the signed contract and supporting documents to review.