

## Sirion Counterparty Portal – User Instructions

Welcome to the Sirion Counterparty Portal! This comprehensive guide is designed to provide clear, step-by-step instructions for reviewing, revising, and submitting contract drafts. Please follow the instructions below to ensure a seamless and efficient process. As this may be your first time using the portal, this document contains all relevant details to assist you.

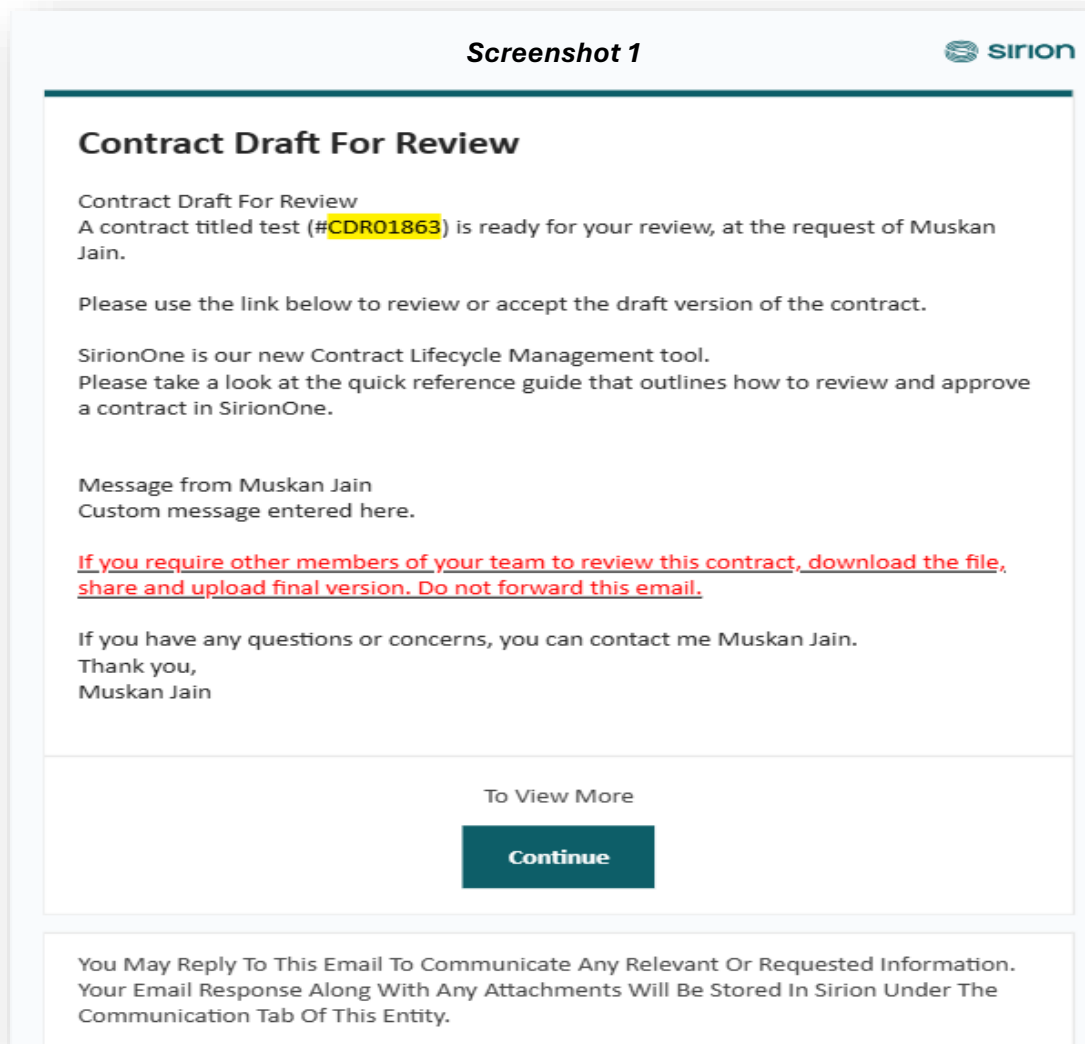
### Step 1: Accessing and Reviewing the Contract Draft


Once the contract draft has been shared with you, you will receive an email notification containing a comment and a link to access the document in the Counterparty Portal. Please note that the link will remain active for a maximum of **90 days**.

#### 1) Review Notification Email:

- Open the email sent to you by Sirion.
- Click on the “**Continue**” button within the email. This will direct you to the Counterparty Portal, where you can review, download, upload, or approve the document.

(Refer to Screenshot 1)



**Screenshot 1** 

**Contract Draft For Review**

Contract Draft For Review  
A contract titled test (#CDR01863) is ready for your review, at the request of Muskan Jain.

Please use the link below to review or accept the draft version of the contract.

SirionOne is our new Contract Lifecycle Management tool.  
Please take a look at the quick reference guide that outlines how to review and approve a contract in SirionOne.

Message from Muskan Jain  
Custom message entered here.

**If you require other members of your team to review this contract, download the file, share and upload final version. Do not forward this email.**

If you have any questions or concerns, you can contact me Muskan Jain.  
Thank you,  
Muskan Jain

To View More

**Continue**

You May Reply To This Email To Communicate Any Relevant Or Requested Information. Your Email Response Along With Any Attachments Will Be Stored In Sirion Under The Communication Tab Of This Entity.

## Step 2: Review the Document

As part of the review process, you have the ability to download, review, modify, and upload the revised contract draft. The following steps outline the key actions you can take within the portal:

### 1) Download the Document:

- Click the **“Download”** button to download the shared document.
- Review the document and make necessary updates, if needed.
- **If no changes to the contract are necessary, please proceed to step 3.**

### 2) Upload Revised Document:

- To upload the updated contract draft, click on the **“Upload”** button.
- Alternatively, you can use the **Drag-and-Drop** functionality on the existing document thumbnail to submit the updated version.
- The document status will change to **“Updated”** once the revised document is successfully uploaded.

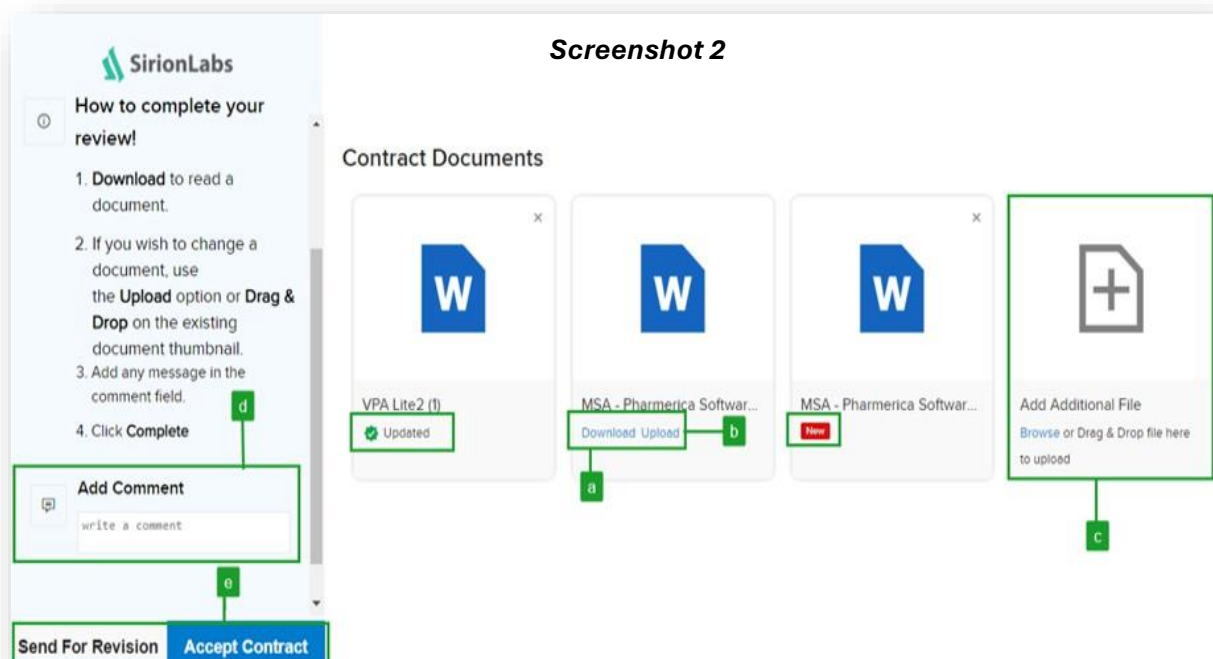
### 3) Upload Additional Documents:

- You may need to upload additional documents. To do so, click **“Add Additional File”**, browse your system for the relevant file, or use the **Drag-and-Drop** option.
- Multiple files can be uploaded at once.

### 4) Adding Comments:

- If necessary, you can add comments to the document by typing them into the **“Add Comment”** section.

(Refer to Screenshot 2)



### Step 3: Finalizing the Document

After reviewing the contract draft, you will need to choose one of the following options **(based on whether you have made updates to the contract or not)**:

1) **Accept the Contract:**

- If no modifications are required, you may formally **“Accept Contract”**. This option will only be available if no edits have been made to the document.
- You may choose to add comments for context or clarification if needed.

2) **Send for Revision:**

- If you have made changes to the contract, select **“Send for Revision”**.
- Before submitting, ensure that:
  1. A new or revised document is uploaded.
  2. Any necessary comments are entered in the **Add Comment** section.

### Step 4: Submission and Confirmation

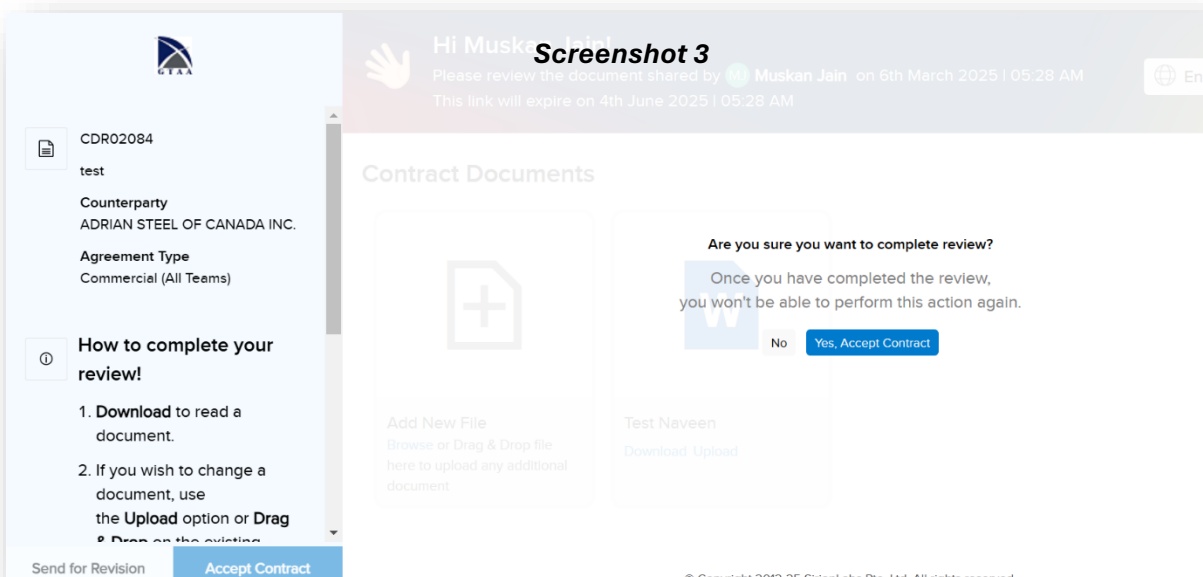
1. **Completing the Action:**

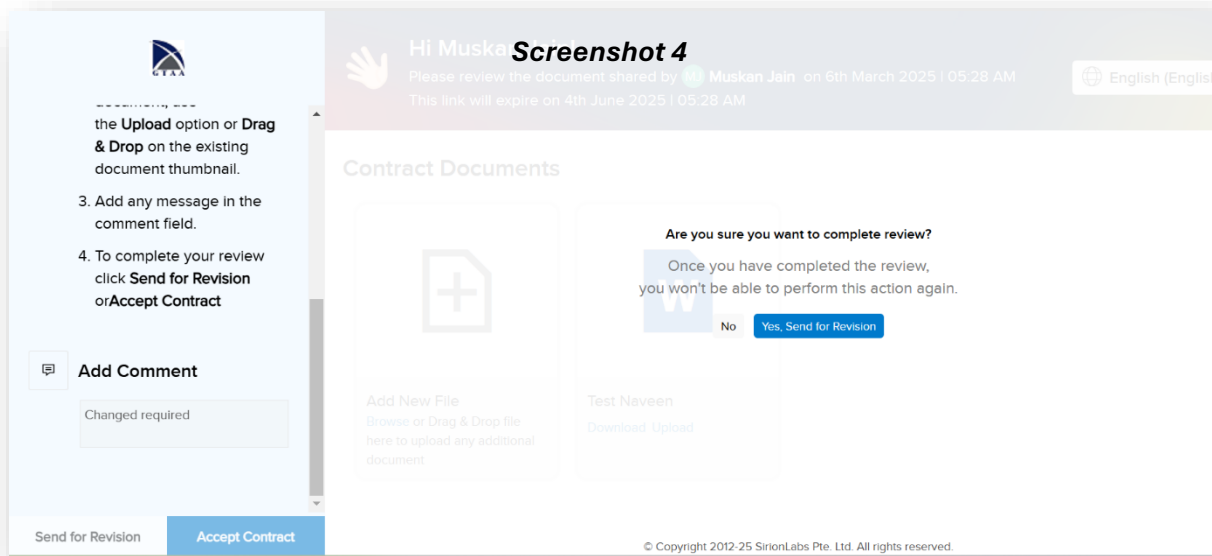
- After selecting your preferred option, click **Yes, Send for revision** or **Yes, Accept Contract**.
- If your submission is successful, you will see a confirmation message, **“Thanks.”**


*(Refer to Screenshot 3-5)*

2. **Error Handling:**

- If an error occurs while uploading or submitting the document, an error message will appear:
  - **“Your request could not be completed. Please contact the sender to resolve the issue.”**





**Hi Muskan** **Screenshot 4**  
Please review the document shared by  Muskan Jain on 6th March 2025 | 05:28 AM  
This link will expire on 4th June 2025 | 05:28 AM

English (English)

the **Upload** option or **Drag & Drop** on the existing document thumbnail.

3. Add any message in the comment field.
4. To complete your review click **Send for Revision** or **Accept Contract**

**Add Comment**  
Changed required

**Contract Documents**

**Add New File**  
Browse or Drag & Drop file here to upload any additional document

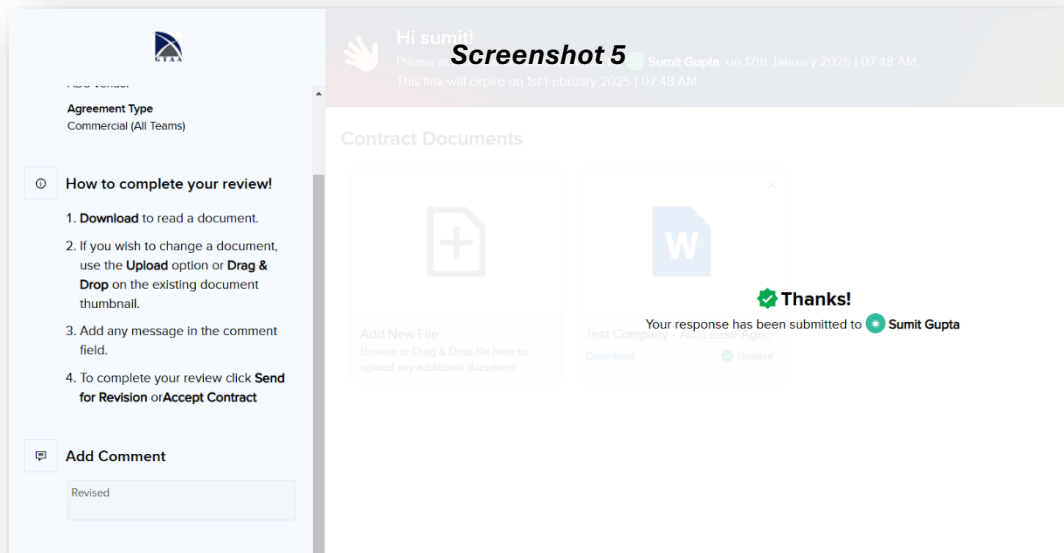
**Test Naveen**  
Download Upload


**Are you sure you want to complete review?**  
Once you have completed the review, you won't be able to perform this action again.

No **Yes, Send for Revision**

Send for Revision **Accept Contract**

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**Hi sumit!** **Screenshot 5**  
Please review the document shared by  Sumit Gupta on 17th January 2025 | 07:48 AM  
This link will expire on 1st February 2025 | 07:48 AM

Agreement Type  
Commercial (All Teams)

**How to complete your review!**


1. **Download** to read a document.
2. If you wish to change a document, use the **Upload** option or **Drag & Drop** on the existing document thumbnail.
3. Add any message in the comment field.
4. To complete your review click **Send for Revision** or **Accept Contract**

**Add Comment**  
Revised

**Contract Documents**

**Add New File**  
Browse or Drag & Drop file here to upload any additional document

**Test Company - ACS Lease Ag...**  
Download Upload

**Thanks!**  
Your response has been submitted to  **Sumit Gupta**

Thank you for using the Sirion Counterparty Portal! By following these steps, you can ensure a smooth process for contract draft review, revision, and finalization. If you encounter any issues, please feel free to reach out to the sender for further assistance.