

# A403 - Sharing your Contract Workspaces with an Internal Stakeholders

## Overview

Convergence Contract Workspaces allow you to share information with your colleagues as well as collaborating with them on common projects. The functionality described here enables you to share a Contract Workspace with your internal stakeholders, not being Convergence users and not belonging to the Energy or Raw Materials domains. This last point for antitrust laws reasons.

To achieve that you can :

- Enable your colleagues to access your Contract Workspaces so they can work along with you
- Share private attachments
- And still use the Chatter to work and collaborate in an efficient and fluid way !

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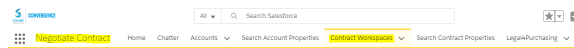
## As a buyer I want to share my Contract Workspaces with my Internal Stakeholders

Convergence allows you to grant access to your Contract Workspaces to your Internal Stakeholders, who are not yet Convergence users, so they can work along with you.

### STEP 1

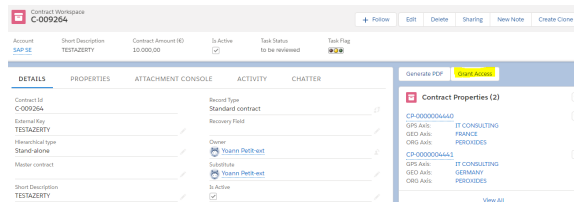
Access to one of your Contract Workspaces you would like to share with its Solvay's internal stakeholders through the **Negotiate Contract** app, **Contract Workspaces** tab

<https://solvaysrm.my.salesforce.com/a0G/o>



### STEP 2

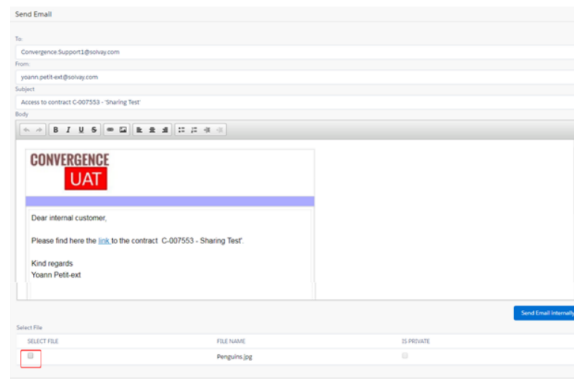
Once on the selected Contract Workspace, click on the **"Grant Access"** button



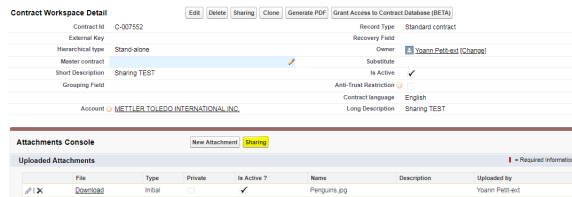
### STEP 3

After doing so, an email template will be displayed

- A. Fill-in the "To:" field with the email address of the internal stakeholder of the contract ; note that it has to be a [@solva.y.com](mailto:solvable@solva.com) email address (you can put several email addresses separated by a ";" )
- B. If needed, adapt the text of the email's body
- C. At the foot of the template, a section displays the attachments of your Contract Workspace and indicates they are private or not ; if you want to attach it to your email, tick the checkbox "SELECT FILE"
- D. Once you are done, click on the "Send Email" button



N.B. : Sending a private attachment through the email does not mean it will be accessible from Convergence ; to do so the attachment within Convergence should be shared manually through the "Sharing" button of the Attachment Console section



**STEP 4**

After you have sent the email, you are able to track this activity in the tab "Activity" of the shared Contract Workspace

## As an Internal Stakeholder of a contract, I received an email from a buyer

As an Internal Stakeholder of a contract, I received an email from a buyer to grant me access to Convergence. Here is the quick procedure to log in the application. It will take you less than 2 minutes to be able to collaborate with your colleagues from the Purchasing family.

If it is the first time you access the Convergence application, get the basic knowledge about it on those pages :

- [Navigation within Convergence](#)
- [Collaborate with your colleagues through the Chatter](#)

**STEP 1**

Once a Buyer has granted you access to her/his Contract Workspace, you will receive an email with a **clickable link**.

[blocked URL](#)

There is also the full link in case your web browser would not allow HTML content so you can copy and paste it.

**STEP 2**

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Once you have clicked on the link you are redirected to the Convergence "Register Your Mobile Phone" screen.

A phone number can be logged or, if it is not wished, use the "I Don't Want to Register My Phone" button

### STEP 3

Once the previous step is completed, you will land on a form where to fill-in information in order to create your Convergence profile.

Some information is prefilled and others (i.e. GBU, Country & Site) are to be registered, helped by a contextual dropdownlist

Once the requested information is filled-in, click on the "**Save and Go to Convergence**" button, what will lead to the Contract Workspace shared by the buyer

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