
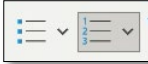


Best Practices for Editing/Redlining an AT&T Contract

In March 2023, AT&T switched to an Oracle-based contract management tool providing Sourcing Managers (SM) new contract creation and editing capabilities. For contract edits and updates, the system allows SMs to edit contracts directly in the new system as well as in Microsoft Word. To ensure your contract edits incorporate correctly into the system (once uploaded by SM) and minimize additional work for SMs, please reference the recommendations below.

REDLINING RECOMMENDATIONS FOR AT&T CONTRACTS (for BU Clients, Suppliers, and Legal)

| Desired Change | Recommendation |
|---|---|
| I just opened the contract and want to start making edits. | Select the paragraph icon () in the Home tab of MS Word to view sections. This will show spaces, paragraph markers, tabs, and sections that will be designated by a small black square (■). When editing, these markers are helpful to ensure you are editing in the correct section and not inadvertently editing or removing content from a different section. |
| I want to add/update content. | When adding content, edit or copy and paste text within the specific section or clause, not outside of the section. By selecting the paragraph icon, you can easily see each defined section. |
| I want to delete content. | When deleting content, make sure to do so within the specific section or clause, not outside of the section. By selecting the paragraph icon, you can easily see each defined section. Also, do not delete section headers as these are key linking points when Sourcing Managers upload the contract into the contract management tool. Please add a comment to delete the section. |
| I want to add a table into the contract. | <ul style="list-style-type: none"> • Create basic tables without combined cells or rows and use simple colors and single black cell borders (not double lined or dashed borders). • Add a space before and after the table; the paragraph markers can make it easier to see the added space. If the table is added right after a clause with no space added, an issue may occur when the Sourcing Manager uploads the contract into the system. |
| I want to add a section break. | Do not copy/add section breaks into the Word document. This will cause an issue when the Sourcing Manager uploads the contract into the system. |
| I want to add bullets or numbered lists. | Create bulleted or numbered lists using the applicable icons () as much as possible – avoid manually creating bullets or numbering using the tab button. |
| I want to add special characters. | When possible, avoid using special characters such as <<, >>, &, or "". |

| | |
|---|---|
| I want to add section headers. | When section headers are created in MS Word, they become collapsible (content can be hidden when clicking on the triangle ▲ beside the header). This can cause an issue when the Sourcing Manager uploads the contract into the system. It is best to format the headers manually rather than selecting a specific header style via the Home tab. |
| I want to add a comment. | No change. Add comments in the contract as you did previously. |
| I want to highlight text. | Avoid highlighting text in the contract, as an issue may occur when the SSM uploads the contract into the system. |
| I have finished my edits, and I'm ready to send back to my Sourcing Manager. | Send the Sourcing Manager the contract with tracked changes and comments. Do not accept all changes. |

Redlining Your MS Word Contract

Following these guidelines will prevent rework and expedite the process of finalizing your contract with AT&T.

3. Preamble

Preamble

This Agreement No. 30001005 (this "Agreement") is entered into and effective as of the last date signed by a Party (the "Effective Date") by and between _____, a/an _____ ("Supplier"), and _____ a Delaware corporation ("AT&T"), each a "Party" and, together, the "Parties." Capitalized terms used herein but not defined within the body of this Agreement shall have the meanings ascribed to them in Appendix - Definitions.

4. 1. Scope of Agreement

1.1 → Deliverables

Supplier shall provide to AT&T the Deliverables described in Appendix - Description of Deliverables subject to the terms and conditions of this Agreement as requested in Orders submitted to Supplier by AT&T.

1.2 → Pricing

Supplier shall provide the Deliverables at the applicable prices set forth in Appendix - Price(s). If Supplier at any time makes a general price decrease, then Supplier shall promptly notify AT&T in writing and extend such decrease to AT&T effective on the date of such general price decrease. Supplier shall strive to reduce its costs and corresponding prices for Deliverables by at least five percent (5%) each calendar year, through the use of improved processes, supply chain economies and other cost reduction methods.

| | Editing Markers | Description |
|---|----------------------------|---|
| 1 | Paragraph Marker | Click this icon to easily see the paragraph markers and sections in the contract. |
| 2 | Bulleted or Numbered Lists | If a bulleted or numbered list is needed, click on the appropriate icon to add it to the contract. |
| 3 | Section Marker | The small, black square designates the start and end of a section in the contract. Do not delete the marker unless an entire section or clause is being deleted. Note: Deleting the marker will delete the entire section. |
| 4 | Section Header | These are Section Headers. You may edit the text but do not delete the header. If want a header removed, add a note for your SSM to remove the header. |
| 5 | Edit Content | Make edits to a section or clause within the paragraph markers. |

Additional Guidelines

- **Section Headers** – Add new headers manually (Do not add via the MS Word toolbar)
- **Bullets and Numbering** – Add via the MS Word toolbar (Do not manually add bullets/numbers)
- **Special Characters** – Avoid using the following: << >> & ""
- **Highlighting Text** – Use bold or italics to emphasize text (Do not highlight)