



Sonovate

Uploading signed contracts to the Sonovate Portal

A step-by-step guide

1. Go to your agency **admin page**, click **contract template** along the top and select a default for all placements. This will appear as the default across all placements. Select the contract you'd like to appear across all placements. *If you are using your own agency terms click I want to use my own terms, then upload your contracts. These should be the master unsigned versions and not client or candidate specific contracts.*

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Agency ProfileUsersAccount SettingsContract Templates

You have to choose the terms you will use for future placements
Choose between using Sonovate standard terms or upload your terms from your LTD placements.

Placement Terms

For Limited Company Placements

Choose between using Sonovate standard terms or upload your terms for your LTD placements.

Use Sonovate standard terms

✓ Sonovate Terms have been chosen by Test User on 08/02/2023 at 17:29

I want to use my own terms

Please be aware that your terms need to conform with the terminology of the schedule in the contract. Open and read the schedule before uploading your terms.

View Candidate (LTD) Terminology

View Client (LTD) Terminology

Candidate LTD Terms

Client LTD Terms

Select File

Select File

Save

The Sonovate logo, a stylized 'S' inside a circle, is located in the bottom left corner of the image.

2. Go to placements and select the placement you wish to upload your signed contracts. The placements you need to action will say ‘Requires Contracts Issue’. *By uploading the signed contract you will override the ability to issue the contract through the portal.*

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☐

Submitted

Submitted

Requires Contracts Issue

Reference

Company

Candidate

Type

Start

End

PO Number

☐

21/02/2023

PM193

TK MAXX
John Smith

Charles Parker
VAT

LTD

01/03/2023

01/06/2023

PO123456

☐

14/02/2023

PM65

REVOLUT LTD
Mary Thompson

Tom Allen
VAT

LTD

19/02/2023

02/06/2024

-

☐

10/02/2023

PM36

KPMG AUDIT PLC
David Smith

Hannah Goldsmith
Bank VAT

LTD

12/02/2023

04/02/2024

-

1 - 3 of 3 Results

First

<

1

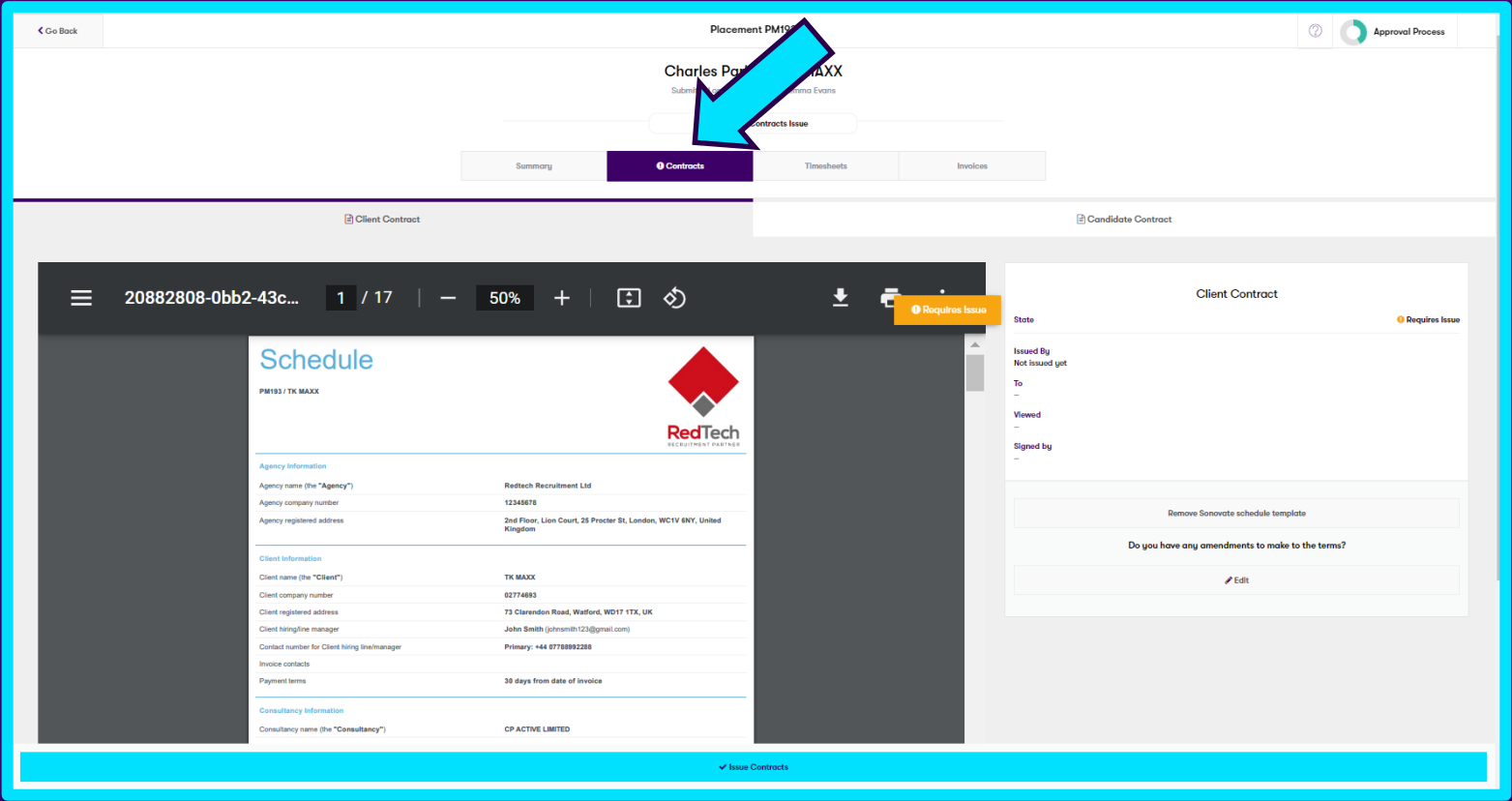
>

Last

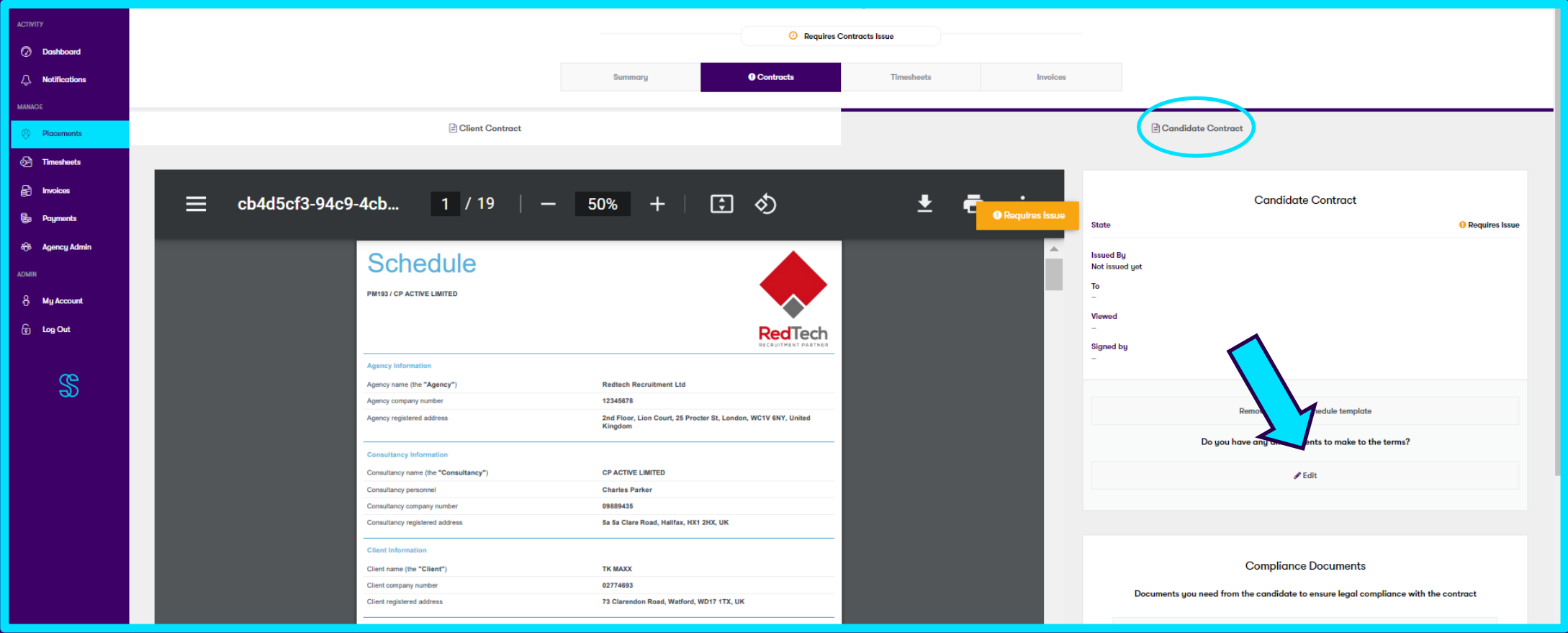
Per page 10

A stylized, light blue logo resembling a capital letter 'S' or a continuous loop, positioned in the bottom left corner of the slide.

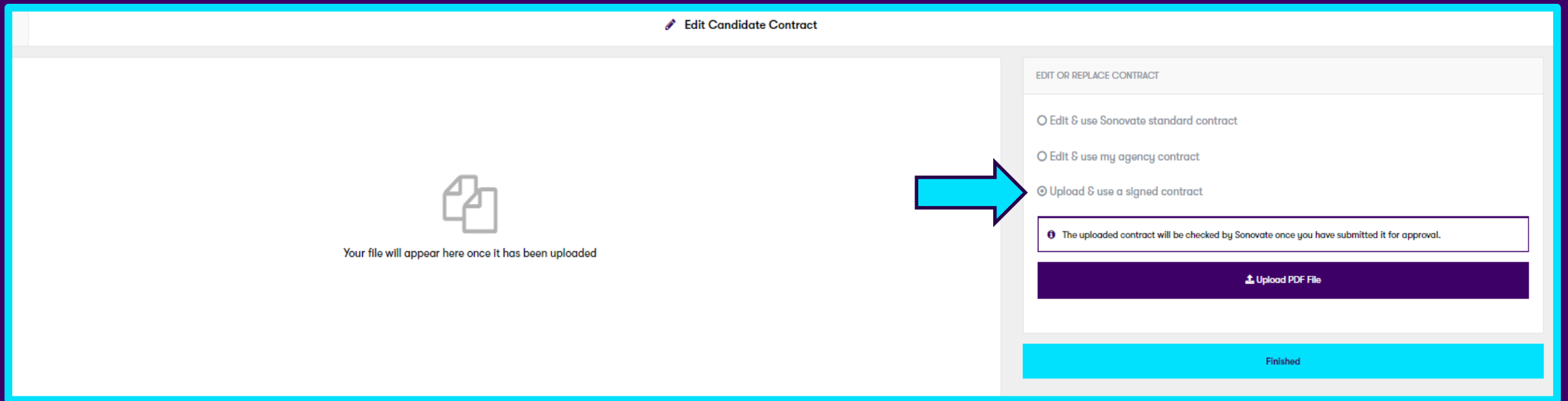
3. Once in the placement click the **contracts** tab along the top. This will take you to the screen below.



4. You will now be looking at the candidate contract section. To upload an existing contract click the **edit** button on the right hand side.




5. Once you've clicked the edit button you will be taken into the following screen. Whereby you will need to click **Upload & use a signed contract**. Then click **Upload PDF File**. Here you can upload your pdf. Once complete click **Finished**.




Edit Candidate Contract

EDIT OR REPLACE CONTRACT

- ☐ Edit & use Sonovate standard contract
- ☐ Edit & use my agency contract
- ☒ Upload & use a signed contract

 The uploaded contract will be checked by Sonovate once you have submitted it for approval.

 Upload PDF File

Finished



[illegible]

[illegible]

8. By clicking the blue bottom you will be taken to the screen below. From here if you are also issuing a contract, you will be asked to select a contact to issue the contract to. If you have uploaded both candidate and client contracts there should be no contact option to select. You now need to click **submit**.

The screenshot shows a web application interface with a modal titled "Send Contract". The modal is centered on the screen, with a close button (X) in the top right corner. The background is dimmed, showing a sidebar with a menu icon and a main content area with a "Candidate Contract" section and a "Client Contract" section. The "Client Contract" section has a "Requires Submission" status. The "Send Contract" modal contains the following text:

2 contracts are ready to send

Who would you like to issue the contracts to?

Client Contract

The uploaded client contract will be submitted to Sonovate for approval

Candidate Contacts

There are two contact options listed:

- ☒ Charles Parker
Developer
salessonovate+LTD@gmail.com
- ☐ CP ACTIVE LIMITED
salessonovate+LTD@gmail.com

At the bottom of the modal, there are two buttons: "Cancel" (with a close icon) and "Submit" (with a checkmark icon). A large blue arrow points to the "Submit" button.



Congratulations you
have uploaded your
signed contracts! 🎉

