

# App Contracts page Documents

3 months ago · Updated

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This article provides an overview of the app Contracts page's Documents section.

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The app Contract page's **Documents** section...

- provides the means to upload new or corrected contract data,
- helps you facilitate contract upload if you need someone to assist, and
- lists any documents you may have already uploaded, including non-contract documents.

File name	Upload date	Uploaded by	Related contracts	Status	Source
SFDc-saas-agreement-soffront-software.pdf	May 20, 2021	avia@productiv.com	-	Processing	Upload

## Bulk upload contract documents in Settings

Use this link to upload up to 200 contracts to Productiv using an active data source, OR to set up an existing contract data upload engine. You can then use that engine to seamlessly upload your contracts to Productiv.

Productiv navigates you to the **Settings** workflow's Manage data / Contract data page. This page shows whether an upload engine has already been set up for your use, and if so, how many contracts have been uploaded that way thus far.

If there are contract upload engines available at your company site that have not yet been connected, it also shows tiles you can click to set up those engines.

Settings / Manage data / Contract data

Contract data gives visibility into contract renewals, licenses, and spend across your portfolio.

**Current data source**

11 files Processed Last uploaded Mar 29, 2022 by aditya@productiv.com Upload contract documents... Collapse ^

File name	Upload date	Uploaded by	Status	Source	App
NIDHI_COVARRUBIAS_Resume CS 032522.docx-2.pdf	Mar 29, 2022	aditya@productiv.com	Deleted	Upload	Box
Webex Contract.pdf	May 19, 2020	tejal@productiv.com	Deleted	Upload	Slack
Box Contract.pdf	-	-	Processed	Upload	Box
DocuSign Contract.pdf	-	-	Processed	Upload	DocuSign
Github Contract.pdf	-	-	Processed	Upload	-
O365 Contract.pdf	-	-	Processed	Upload	Microsoft 365
Salesforce Contract.pdf	-	-	Processed	Upload	Salesforce
ServiceNow Contract.pdf	-	-	Processed	Upload	-
Tableau Contract.pdf	-	-	Processed	Upload	Tableau
Zoom Contract.pdf	-	-	Deleted	Upload	Zoom Meetings
Zoom Contract 22.pdf	-	-	Deleted	Upload	Zoom Meetings

[Add more data sources](#)

[Invite a teammate to connect contract data](#)

**Coupa Contracts Legal** Connect

**Ironclad Legal** Connect

[Instructions](#)

## Invite a teammate to upload

If you do not have the needed user [permissions](#) to upload contracts, click this link to invite a colleague with the right permissions, to assist you.

Productiv displays a pop-up that enables you to complete the invite.

When you are ready, click **Send email**.

**Invite via email** ✕

Send an invitation to a teammate to complete this setup task. New users will be added to Productiv with admin permissions. For more permissioning options, set up SSO access in Settings.

Email \*

Optional note from you

Send email

## Start contract upload

The **Start contract upload** button displays the Upload contract documents wizard described in [Upload contract data](#).

## Read more

- [App Contracts page overview](#)
- [App Contracts page Summary](#)
- [App Contracts page Contract details](#)

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