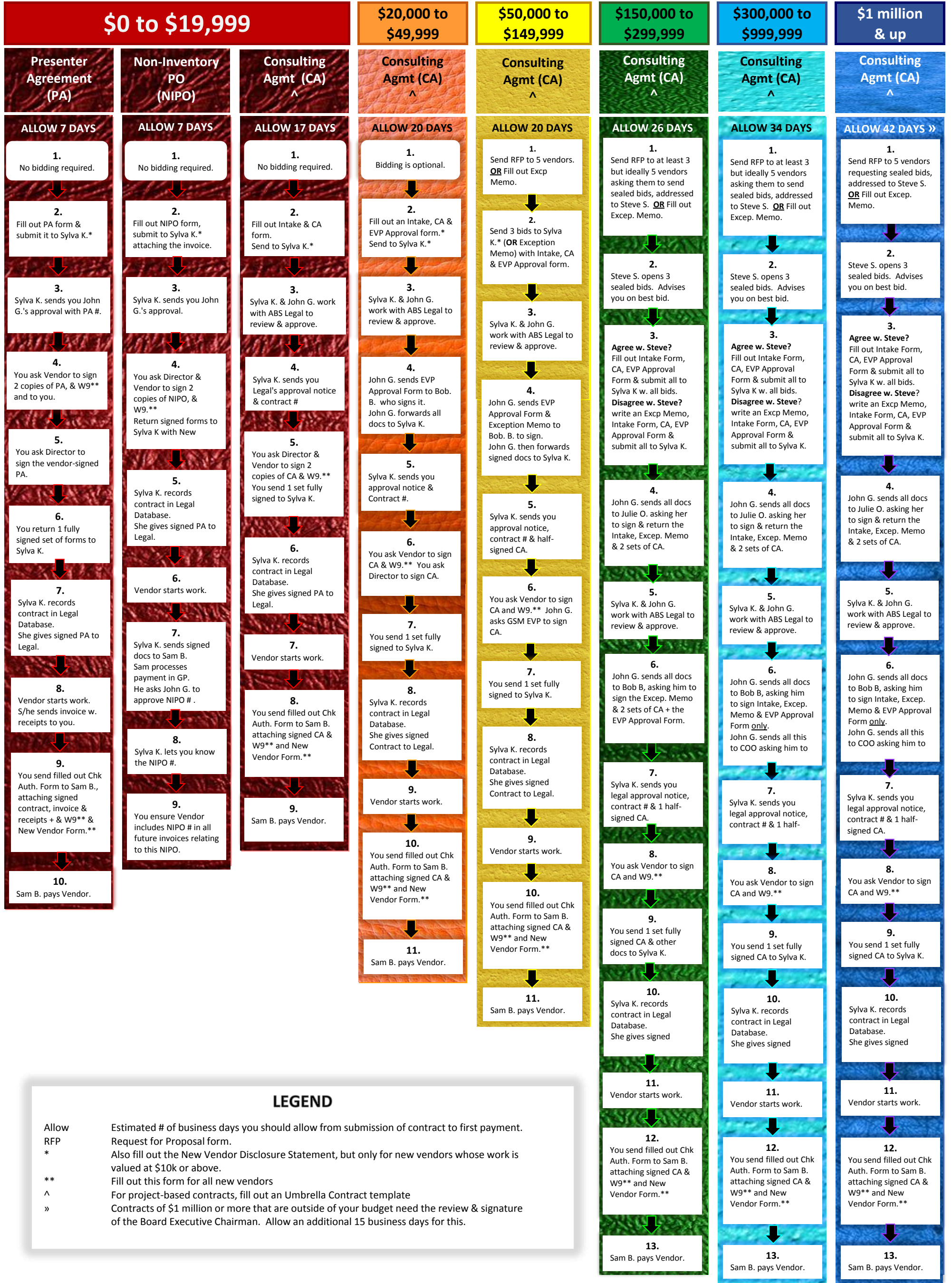


ABS LEGAL TRANSACTIONS: GSM PROCESS GUIDE



LEGEND

Allow RFP Estimated # of business days you should allow from submission of contract to first payment.

* Also fill out the New Vendor Disclosure Statement, but only for new vendors whose work is valued at \$10k or above.

** Fill out this form for all new vendors

^ For project-based contracts, fill out an Umbrella Contract template

» Contracts of \$1 million or more that are outside of your budget need the review & signature of the Board Executive Chairman. Allow an additional 15 business days for this.

How Many Days Should I Allow for Contract Approval and Payment?

\$\$\$ Value of Contract	Form Code	Type of Transaction Using Standard ABS templates	APPROX. NUMBER OF WORKING DAYS FOR APPROVAL							TOTAL
			GSM Ops Approval	Legal Approval	GSM EVP Approval	CFO Approval	COO Approval	Board Approval	Payment	
\$0 to \$19,999	A	Presenter Agreemt	3 days	-	-	-	-	-	5 days	8 days
	B	Non-Inventory PO	3 days	-	-	-	-	-	5 days	8 days
	C1	Consulting Agreemt	3 days	10 days	-	-	-	-	5 days	18 days
	C2	Amendmt to Consulting Agmt	3 days	10 days	-	-	-	-	5 days	18 days
	D1	Umbrella Agreemt	3 days	10 days	-	-	-	-	5 days	18 days
	D2	Amendmt to Umbrella Agmt	3 days	10 days	-	-	-	-	5 days	18 days
	E1	Collaboration Agreement	3 days	10 days	-	-	-	-	5 days	18 days
	E2	Amendmt to Collabortn Agmt	3 days	10 days	-	-	-	-	5 days	18 days
\$20,000 to \$49,999	F1	Consulting Agreemt	3 days	10 days	3 days	-	-	-	5 days	21 days
	F2	Amendmt to Consulting Agmt	3 days	10 days	3 days	-	-	-	5 days	21 days
	G1	Umbrella Agreemt	3 days	10 days	3 days	-	-	-	5 days	21 days
	G2	Amendmt to Umbrella Agmt	3 days	10 days	3 days	-	-	-	5 days	21 days
	H1	Collaboration Agreement	3 days	10 days	3 days	-	-	-	5 days	18 days
	H2	Amendmt to Collabortn Agmt	3 days	10 days	3 days	-	-	-	5 days	18 days
\$50,000 to \$149,999	J1	Consulting Agreemt	3 days	10 days	3 days	-	-	-	5 days	21 days
	J2	Amendmt to Consulting Agmt	3 days	10 days	3 days	-	-	-	5 days	21 days
	K1	Umbrella Agreemt	3 days	10 days	3 days	-	-	-	5 days	21 days
	K2	Amendmt to Umbrella Agmt	3 days	10 days	3 days	-	-	-	5 days	21 days
	L1	Collaboration Agreement	3 days	10 days	3 days	-	-	-	5 days	18 days
	L2	Amendmt to Collabortn Agmt	3 days	10 days	3 days	-	-	-	5 days	18 days
\$150,000 to \$299,999	M1	Consulting Agreemt	3 days	10 days	3 days	3 days	3 days	-	5 days	27 days
	M2	Amendmt to Consulting Agmt	3 days	10 days	3 days	3 days	3 days	-	5 days	27 days
	N1	Umbrella Agreemt	3 days	10 days	3 days	3 days	3 days	-	5 days	27 days
	N2	Amendmt to Umbrella Agmt	3 days	10 days	3 days	3 days	3 days	-	5 days	27 days
	O1	Collaboration Agreement	3 days	10 days	3 days	3 days	3 days	-	5 days	18 days
	O2	Amendmt to Collabortn Agmt	3 days	10 days	3 days	3 days	3 days	-	5 days	18 days
\$300,000 to \$999,999	P1	Consulting Agreemt	3 days	15 days	4 days	4 days	4 days	-	5 days	35 days
	P2	Amendmt to Consulting Agmt	3 days	10 days	4 days	4 days	4 days	-	5 days	30 days
	Q1	Umbrella Agreemt	3 days	15 days	4 days	4 days	4 days	-	5 days	35 days
	Q2	Amendmt to Umbrella Agmt	3 days	10 days	4 days	4 days	4 days	-	5 days	30 days
	R1	Collaboration Agreement	3 days	10 days	4 days	4 days	4 days	-	5 days	18 days
	R2	Amendmt to Collabortn Agmt	3 days	10 days	4 days	4 days	4 days	-	5 days	18 days
\$1 million & up	S1	Consulting Agreemt	3 days	20 days	5 days	5 days	5 days	-	5 days	43 days
	S2	Amendmt to Consulting Agmt	3 days	15 days	5 days	5 days	5 days	-	5 days	38 days
	T1	Umbrella Agreemt	3 days	20 days	5 days	5 days	5 days	-	5 days	43 days
	T2	Amendmt to Umbrella Agmt	3 days	15 days	5 days	5 days	5 days	-	5 days	38 days
	U1	Collaboration Agreement	3 days	10 days	5 days	5 days	5 days	-	5 days	18 days
	U2	Amendmt to Collabortn Agmt	3 days	10 days	5 days	5 days	5 days	-	5 days	18 days
\$1 million & up <small>(where contract is outside of budget)</small>	V1	Consulting Agreemt	3 days	20 days	5 days	5 days	5 days	15 days	5 days	58 days
	V2	Amendmt to Consulting Agmt	3 days	15 days	5 days	5 days	5 days	15 days	5 days	53 days
	X1	Umbrella Agreemt	3 days	20 days	5 days	5 days	5 days	15 days	5 days	58 days
	X2	Amendmt to Umbrella Agmt	3 days	15 days	5 days	5 days	5 days	15 days	5 days	53 days
	Y1	Collaboration Agreement	3 days	10 days	5 days	5 days	5 days	15 days	5 days	18 days
	Y2	Amendmt to Collabortn Agmt	3 days	10 days	5 days	5 days	5 days	15 days	5 days	18 days
All Dollar Levels	LL	Licensing Agreemt (all templates)*	-	10 days	-	-	-	-	-	10 days

* This is where ABS's Bibles.com team (specifically Matt and Tom D, with Lorelei's input on complex cases) grant permission to non-ABS entities to reprint/publish the GNB and CEV translations via various licensing Agreemt templates. Basically, we grant them the license, they pay us for this permission to proceed.

- SAMPLE -

		WHO SIGNS WHICH DOCUMENT?				
		Intake Form	EVP Approval Form	Exception Memo (if no 3 bids)	Consulting Agmt / Umbrella Agmt / Collaboratn Agmt / Amendmts	Board of Trustees Approval Doc.
\$0 to \$19,999	Presenter Agreement				Director	
	Non-Inv. Purchase Order				Director	
	Consulting Agmt Amendmt to Consulting Agmt Umbrella Agmt Amendmt to Umbrella Agmt Collabortn Agmt Amendmt to Collabortn Agmt	No need to sign	No need to sign	No need to sign	Director	No need to sign
\$20,000 to \$49,999	Consulting Agmt Amendmt to Consulting Agmt Umbrella Agmt Amendmt to Umbrella Agmt Collabortn Agmt Amendmt to Collabortn Agmt	No need to sign	GSM EVP	No need to sign	GSM Managing Director	No need to sign
\$50,000 to \$149,999	Consulting Agmt Amendmt to Consulting Agmt Umbrella Agmt Amendment to Umbrella Agmt Collabortn Agmt Amendmt to Collabortn Agmt	No need to sign	GSM EVP	GSM EVP	GSM EVP	No need to sign
\$150,000 to \$299,999	Consulting Agmt Amendmt to Consulting Agmt Umbrella Agmt Amendmt to Umbrella Agmt Collabortn Agmt Amendmt to Collabortn Agmt	CFO	GSM EVP	GSM EVP + CFO	GSM EVP + CFO OR GSM EVP + Other EVP	No need to sign
\$300,000 to \$999,999	Consulting Agmt Amendmt to Consulting Agmt Umbrella Agmt Amendmt to Umbrella Agmt Collabortn Agmt Amendmt to Collabortn Agmt	CFO	GSM EVP	GSM EVP + CFO	CFO + COO OR CFO + President OR COO + President	No need to sign
\$1 million +	Consulting Agmt Amendmt to Consulting Agmt Umbrella Agmt Amendmt to Umbrella Agmt Collabortn Agmt Amendmt to Collabortn Agmt	CFO	GSM EVP	GSM EVP + CFO	CFO + President OR COO + President	No need to sign
\$1 million + (where contract is outside budget)	Consulting Agmt Amendmt to Consulting Agmt Umbrella Agmt Amendmt to Umbrella Agmt Collabortn Agmt Amendmt to Collabortn Agmt	CFO	GSM EVP	GSM EVP + CFO	CFO + President OR COO + President	Chairman (on behalf of Board Exec. Committee)

- SAMPLE -

GSM SIGNING AUTHORITY SUMMARY

Title	Invoices \$	Contracts \$
Executive Vice President	150,000	150,000
Managing Director (GSM Operations)	100,000*	50,000
Managing Director (International Mins)	50,000	50,000
Managing Director (Strategic Mins)	50,000	50,000
Executive Director (Nida Institute, Dean)	50,000	20,000
Executive Director (MLM)	50,000	20,000
Executive Director (Restoration Mins)	50,000	20,000
Executive Director (Armed Services Min)	50,000	20,000
Executive Director (Bibles.com)	20,000	20,000
Executive Director (Church Engagement)	20,000	20,000
Executive Director (Eradicating Bible Poverty)	20,000	20,000
Director (Latino Ministries, MLM)	20,000	20,000
Director (Royalties, Bibles.com)	20,000	20,000
Director (Trauma Healing, Restoration Mins)	10,000	10,000
Director (Church Engagement)	50,000	20,000
Director (Quality Assurance)	20,000	20,000
Director (Dept name TBD)	50,000	20,000
Senior Manager (Min. Partnerships, Int'l Mins)	20,000	0
Senior Manager (Armed Services Ministry)	10,000	0
Senior Manager (Restoration Ministries)	7,500	0
Senior Manager (Business, GSM Ops)	7,500**	0
Senior Manager (Production, GSM Ops)	7,500	0
Senior Manager (Funding, International Ministries)	7,500	0
Senior Manager (International Ministries)	7,500	0
Senior Manager (International Ministries)	7,500	0
Senior Manager (Mobilization, Church Engagement)	7,500	0
Senior Manager (Church Engagement)	7,500	0
Senior Manager (Finance & Customer Care, GSM Ops)	7,500	0
Manager (Program Project)	7,500	0
Manager (Armed Services Partnerships)	7,500	0
Manager (Online Mktg & Custom Editions)	7,500	0
Manager (Brazilian Ministries)	7,500	0
Manager (Marketing Scripture Resources)	7,500	0
Manager (Catholic Ministries - Sr Advisor)	7,500	0
Manager (Library & Archives)	5,000	0
Manager (NYC Field Rep, Bibles.com)	5,000	0
Manager (Communications, GSM Ops)	2,000	0
Manager (Admin, Licensing & Permissions)	1,000	0

* For all GSM Cost Centers

** \$20,000 for Amex Concur approval