

Contract Management System

Use case / Problem Statement

Context

- The contracts are created manually in a word document.
- The document is then sent to different stakeholders via emails to accept or reject until the contract is published.

Challenges

- ⚠ The contract is manually written in a word document or copied from an existing contract and then the details are updated.
- ⚠ This process is extremely cumbersome and often leads to discrepancies since the details may be incorrectly copied.
- ⚠ The document is emailed to different stakeholders to request their acceptance or rejection or any changes. All the changes are thus in an email and difficult to track
- ⚠ After all the changes are completed, a physically signed hard copy of the document is required to publish the contract.

Desired Outcome

- ✓ A word template is maintained, and a contract manager is provided with a UI to add the key details.
- ✓ The key fields are automatically picked up from the UI and copied into the word template. This eliminates the chances of any error.
- ✓ Once the draft version is submitted, the flow is automated to request for approvals from different stakeholders. The audit log is also captured for every contract.
- ✓ Before publishing the contract, the UI has a provision to capture the signature of the stakeholder. This is then added to the document and a PDF version of the contract is also generated. This completes the contract life cycle..

Solution Overview

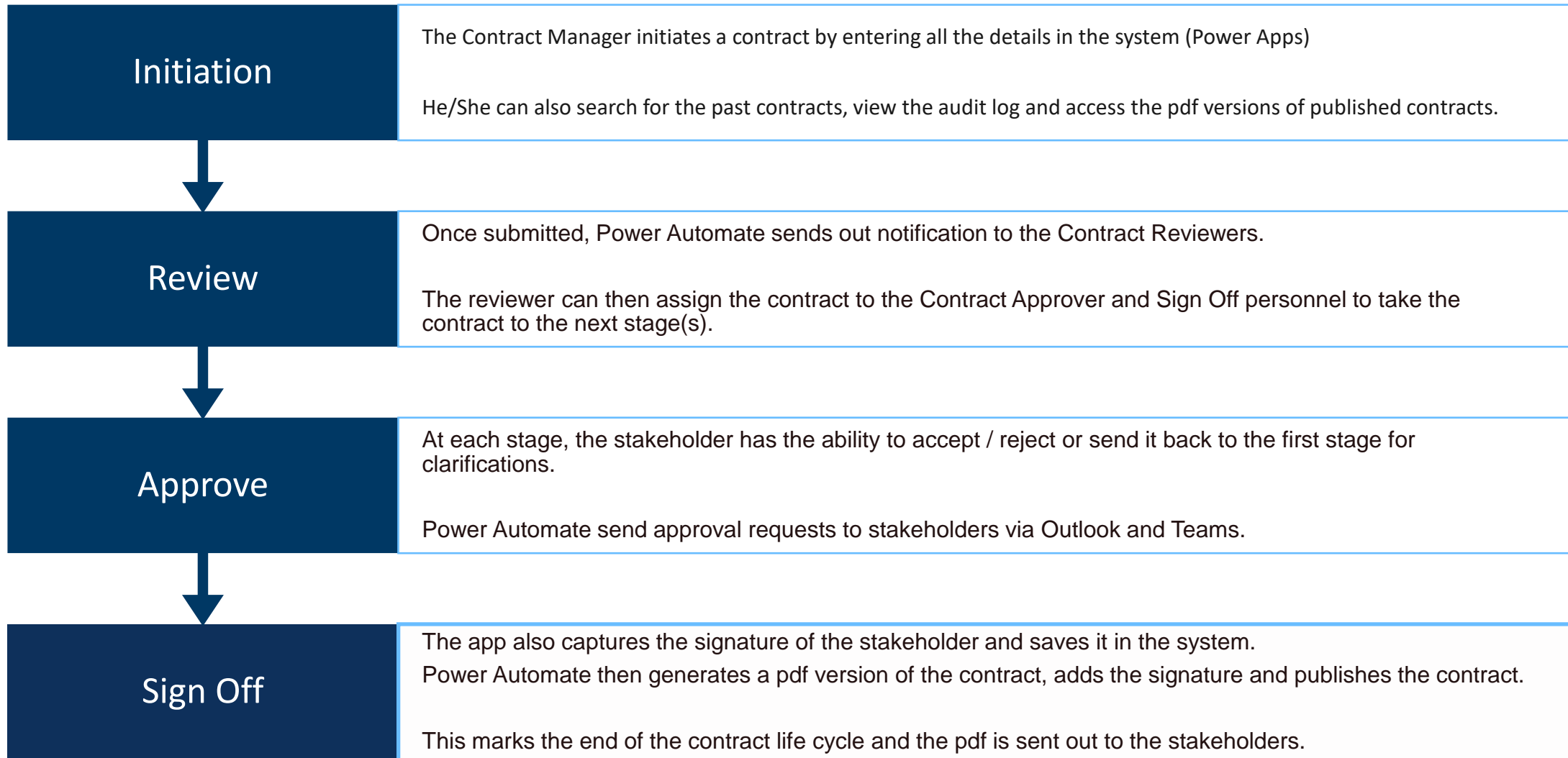
The contract Management system has been developed to track the creation, approvals and analyze different stages for contracts. This will help streamline the entire contract lifecycle. Some of the key features include approval workflows, email notifications, digital signature, searching, role-based access, downloading the approved contracts, tracking each stage of the contract.

Purpose:

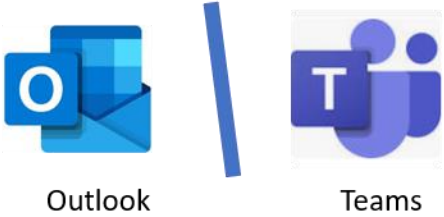
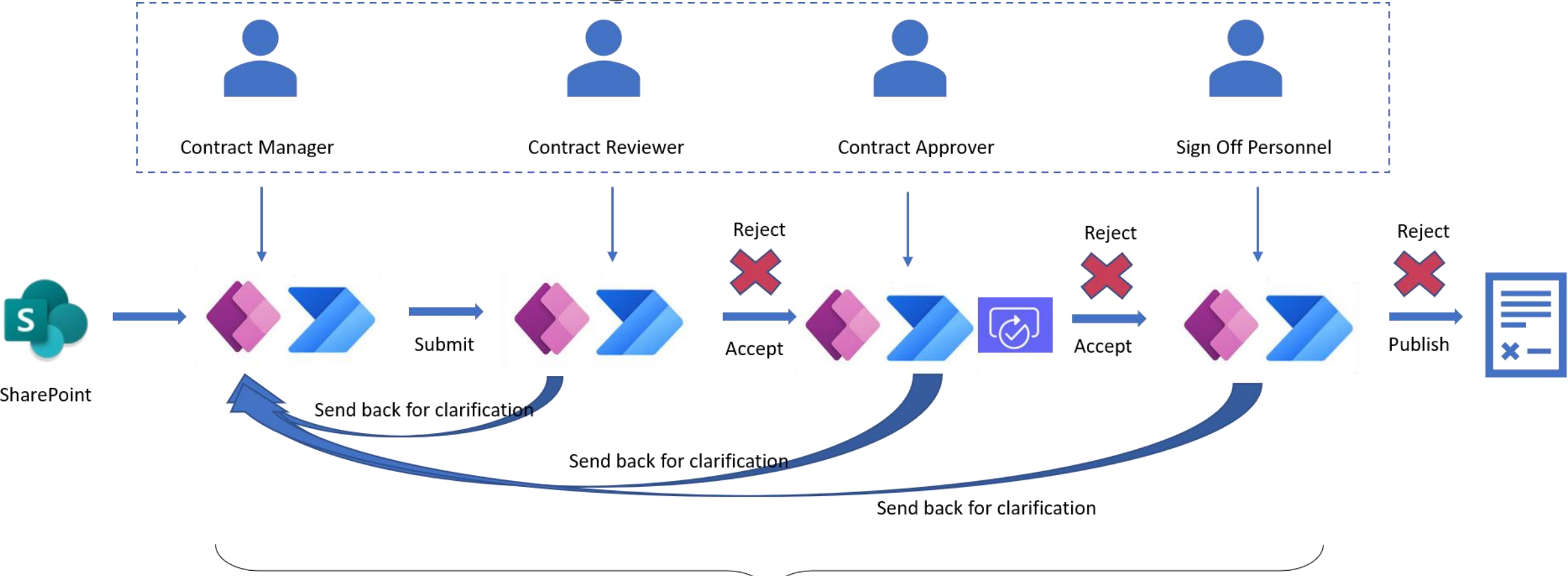
- Process and flow of documentation is clearly defined.
- It minimizes the manual intervention to create, sign, track the contracts.
- It reduces the manual labor
- Automated workflow to send the contract to designated users for approvals and sign offs.



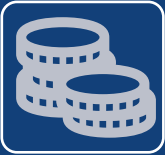
Non-Technical Process diagram of solution



Technical Architecture Diagram



Our Value Proposition



Cost Saving

Reduction in manual labour..



Time Saving

Reduction in man days.



Improved Collaboration

Interaction between different stakeholders is structured.
Notifications/approvals via Teams and Outlook



Ease of Use

Notifications at every stage.
Approvals on the go.
Provision for integrating additional functionality.
Provision to add signature to the PDF version of the contract.



Let's get to the
future, faster.
Together.

