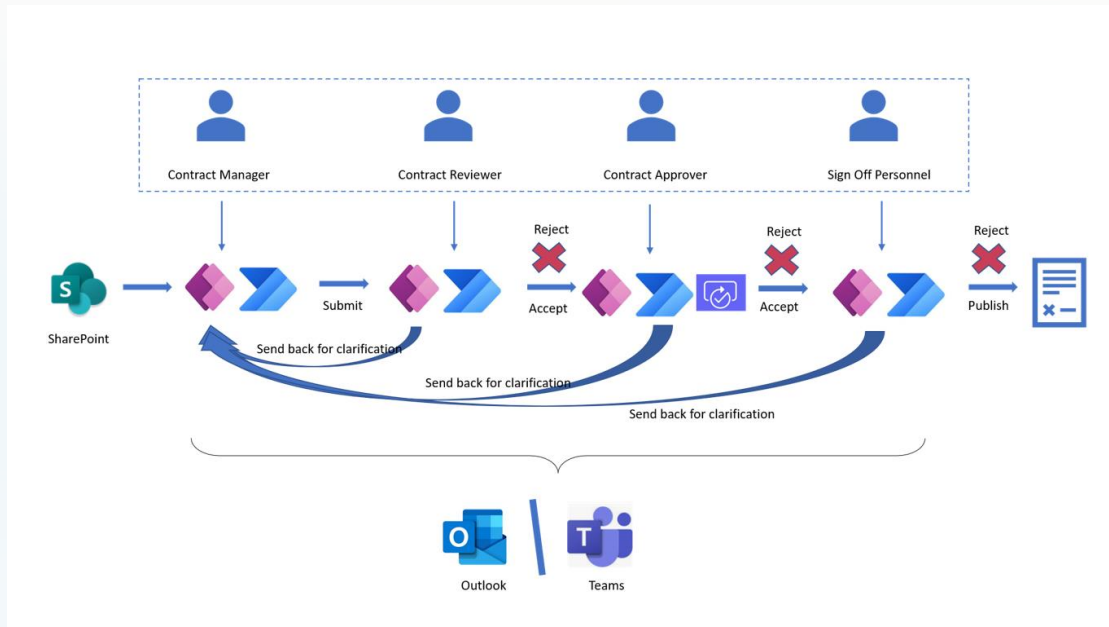


Solution Architecture



Business Problem

- 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.

Solution

- The contract Management system has been developed to track the creation, approvals and analyze different stages for contracts. It will help streamline the 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.

Summary

- The Contract Manager initiates a contract by entering all the details in the system (Power Apps). A notification is then sent to the Contract Reviewers. The reviewer can then assign the contract to the Approver and Sign Off personnel to take the contract to the next stage(s). At each stage, the stakeholder has the ability to accept / reject or send it back to the first stage for clarifications. Approval requests are sent to stakeholders and the app also captures the signature of the stakeholder and saves it in the system. A pdf version of the contract is then generated and it adds the signature and publishes the contract. This marks the end of the contract life cycle and the pdf is sent out to the stakeholders

Target Industry : All

Results

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