CLM SOFTWARE:

1. BDM will get the entire document from land lord.
2. Contract proposal – While BDM uploading the document ticket number need to auto generate.
3. Internal review team – legal /finance /operation will approve or reject the document with remarks if it is rejected it will be redirect to BDM.
4. If in case only a particular team as rejected a document another both the team has to wait until the team had approve the document. Until all the team has approved the document it won't move to the next process.
5. If a particular team has rejected a document another stakeholder need to get a notification.
6. Need a download option after BDM team has filled the existing template. Once the template filled and submitted by the BDM team all the stakeholder needs to get a notification through mail.
7. If the document is created need to trigger a mail for the stakeholders.
8. Variable field need to be with both the option has draft agreement, terms and condition and need download option for both draft agreement, terms and condition.
9. Need a separate document for the entire key in terms added in the existing template.
10. Custom template - the land lord is not accepting some points in terms and condition BDM will add a remark with land lord suggestion.
11. Then the stakeholders will change the terms and conditions according to the land lord suggestion. Once it is completed all the stakeholders need to approve the document.
12. While customizing the document it needs to show all the version of document.
13. Incase if there is any additional document need to included
14. For admin need a access to change and revise the existing template.
15. Need a edit option for all the stakeholder if the document is edited it need to saved as revised version.
16. In case any change or modification all the team need to approve the revised version.
17. Contract creation - If the contract is finalized need a option to download final agreement.
18. If the authorized person has signed the document the need to be uploaded in portal once it is uploaded the ticket need to be marked as completed.
19. Need a filter option as month wise, Week wise.
20. After the final document is approved need an option to upload documents, business, location and license, category, sub category.
21. Need to trigger a mail before 2 months of expiry date.
22. In dashboard need to show the Task status.

Business Units:

CK's Bakery
CK 2.0
Jangoz
Sanchu
Salon
Warehouse
Factory

Licenses: [Tentative list]

Trade License
FSSAI License
Health License
Professional Tax
GST
LM - Packer License
LM - Verification & Stamping
Fire NOC
Lift License

Location: [Tentative List]

CKS-KK NAGAR
CKS-MUDICHUR
CKS-AYAPPAKKAM
CKS-KANCHIPURAM
CKS-PERAMBUR
CKS-SEMMANDALAM
CKS-THENNUR
CKS-VILLUPURAM
JANGOZ-CHN-PERAMBUR
JANGOZ-CHN-ROYAPURAM