

Agenda – Part A

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Post Execution Workflow

Icertis Contract Intelligence
Product Training



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02 Termination



1. Amendments

Amendment on Executed Contract

- An Amendment is a formal or an official change made to a contract document.
- Amendments can add, remove, or update parts of the original agreement

The screenshot displays the Icertis interface for a contract titled 'ICMMasterServicesAgreement_25'. The contract is in the 'Executed' state, indicated by a green dot and a red-bordered label. The 'Summary' section shows the contract was created by 'Supriya Ashtikar' on '2/9/2022' under the organization unit '/icertis'. The contract request is 'ICMRequestforMSAorSOW_2'. A purple callout box with white text instructs the user to 'Click Add Amendment action button to begin the process of creating an amendment to the original **Executed** contract'. On the right, a dropdown menu is open, showing various actions: 'Compare Documents', 'Broadcast', 'Agreement Deviation Report', 'Compare Clause Changes', 'Initiate Termination', 'Add Assignment', 'Add Amendment' (highlighted with a red border), 'Send for review', 'Edit', and 'Copy Record'. The top navigation bar includes buttons for 'SMART LINKS', 'LOCK', 'DOWNLOAD ALL', 'DOWNLOAD', 'CONFIDENTIAL', and a menu icon.

Agreements / (ICMMasterServicesAgreement_25)

Executed

Summary

CREATED BY: Supriya Ashtikar

CREATED ON: 2/9/2022

ORGANIZATION UNIT: /icertis

CONTRACT REQUEST: ICMRequestforMSAorSOW_2

1. General Information

2. Vendor Information

3. Contract Term

4. Signatory Information

Click Add Amendment action button to begin the process of creating an amendment to the original **Executed** contract

Compare Documents

Broadcast

Agreement Deviation Report

Compare Clause Changes

Initiate Termination

Add Assignment

Add Amendment

Send for review

Edit

Copy Record

Amendment on Expired Contract

The screenshot displays the Icertis user interface for a Master Services Agreement (MSA). The top navigation bar shows 'Agreements / MSA_Supriya (ICMMasterServicesAgreement_6)' with a status indicator 'Expired' in a green pill. Action buttons include 'SMART LINKS', 'LOCK', 'DOWNLOAD ALL', 'DOWNLOAD', and a three-dot menu. The left sidebar contains a 'Summary' section with a list of tabs: '1. General Information', '2. Vendor Information', '3. Contract Term', and '4. Signatory Information'. The main content area shows contract details: 'CREATED BY: Supriya Ashtikar', 'CREATED ON: 1/6/2022', and 'ORGANIZATION UNIT: /icertis'. A purple callout box with white text states: 'If a contract has expired, it can be renewed by the Amendment process. Click Add Amendment button to begin the process of creating an amendment to the original Expired contract'. On the right, a dropdown menu is open, listing various actions: 'Confidential', 'Compare Documents', 'Broadcast', 'Agreement Deviation Report', 'Compare Clause Changes', 'Initiate Termination', 'Add Assignment', 'Add Amendment' (highlighted with a red border), 'Send for review', 'Edit', and 'Copy Record'.

Agreements / MSA_Supriya (ICMMasterServicesAgreement_6)

Expired

SMART LINKS LOCK DOWNLOAD ALL DOWNLOAD ...

Summary

CREATED BY: Supriya Ashtikar

CREATED ON: 1/6/2022

ORGANIZATION UNIT: /icertis

1. General Information

2. Vendor Information

3. Contract Term

4. Signatory Information

If a contract has expired, it can be renewed by the Amendment process. Click Add Amendment button to begin the process of creating an amendment to the original Expired contract

Confidential

Compare Documents

Broadcast

Agreement Deviation Report

Compare Clause Changes

Initiate Termination

Add Assignment

Add Amendment

Send for review

Edit

Copy Record

Amendment

- Metadata values are carried forward from the main agreement to the amendment
- These values can be modified to make amendments

Attributes (Step 1 of 3)

AGREEMENT CODE ⓘ

CONTRACT NAME ⓘ

MSA Supriya 03

* LEGAL ENTITY NAME ⓘ

Icertis


* LEGAL ENTITY ADDRESS ⓘ

Pune

DEPARTMENT ⓘ

IT ▼

DEPARTMENT HEAD ⓘ

Supriya Ashtikar; 

IS CONFIDENTIALITY CLAUSE REQUIRED

☐ No

PREVIOUS

NEXT


SAVE


DISCARD

Adding Amendments

- The user can also choose to use the approved original agreement as an option by selecting Amendment Template as No

Attributes (Step 1 of 3)



VENDOR PERFORMANCE 

6 

ENTER A NUMBER FROM 0 TO 10 TO RATE THE PERFORMANCE OF THE VENDOR



AGREEMENT LANGUAGE

Search agreement language





TIME ZONE


Search time zone



TIME ZONE DISPLAY NAME

Search time zone display name



USE AMENDMENT TEMPLATE 

Yes ☒



The user can choose a new Amendment Template or can upload a third-party template by toggling the flag **Use Amendment Template**

Adding Amendments

- After making edits to the amendment record, verify the data and click **Create** to draft the amendment document

Select Template (Step 2 of 3)

Select system template ?

  CLEAR SELECTION

☒ MSA_Amendment Template

[Preview Template](#)

PREVIOUS NEXT SAVE DISCARD

Verify (Step 3 of 3)

AGREEMENT	
ORGANIZATION UNIT	/icertis

1. General Information

AGREEMENT CODE	ICMMasterServicesAgreementAmendment_3
CONTRACT NAME	--
* LEGAL ENTITY NAME	↓ Icertis
* LEGAL ENTITY ADDRESS	↓ Pune
DEPARTMENT	↓ Engineering
DEPARTMENT HEAD	↓ Finance Manager
IS CONFIDENTIALITY CLAUSE REQUIRED	No

PREVIOUS NEXT **CREATE** DISCARD

Publish Amendments

Agreements / (ICMMasterServicesAgreementA...)

Draft

SMART LINKS

LOCK

OPEN IN OFFICE FOR THE WEB

CONFIDENTIAL

...

Summary

CREATED BY
Supriya Ashtikar

PARENT RECORD
ICMMasterServicesAgreement_6

CREATED BY
2/1

CONTRACT NAME
--

2. Vendor Information

VENDOR NAME
Acme Corporation

Amendment usually follows the same workflow as the original agreement. Amendment needs to be Approved and Signed by both parties.

A link is provided in the left corner to **Go to Parent Agreement**

Compare Documents

Collaborate

Broadcast

Agreement Deviation Report

Compare Clause Changes

Edit

Publish

Delete

Cancel

Icertis

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Links to Amendments

- The original agreement has a link to the Amendment records
- The creator can create multiple amendments to the original contract

The screenshot displays the Icertis user interface for managing agreements. The top navigation bar shows the current path: **Agreements / MSA_Supriya (ICMMasterServicesAgreement_6)**. Below this, a status bar indicates the agreement is **Executed**. The left sidebar contains a **Menu** with options like **Deviations** (2), **Amendments** (1), **Commitments** (0), **AI Insights**, **AI Studio**, **Agreement Clauses**, and **Team**. The **Amendments** option is highlighted with a red box. The main content area is titled **Amendments** and shows a table with one record. The table headers are **ENTITY NA...**, **CONTRACT ...**, **AGREEMENT...**, **CREATED BY**, **CREATED DATE**, and **STATUS**. The single record shows **Master Servic...**, **ICMMasterServ...**, **Supriya Ashtikar**, **2/14/2022**, and **Executed**. The table is also highlighted with a red box. The bottom of the interface shows a **Self Help** button.

Amendment Execution Status on Chevron View

Home

Agreements

Requests

Associations

Compliances

Templates

Clauses

Configure

Reports

AI Studio

Bulk Actions

Agreements / MSA_Supriya (ICMMasterServicesAgreement_6)

Executed

SMART LINKS

LOCK

DOWNLOAD ALL

Summary

CREATED BY
Supriya Ashtikar

CREATED ON
1/6/2022

ORGANIZATION UNIT
/icertis

1. General Information

AGREEMENT CODE
ICMMasterServicesAgreement_6

CONTRACT NAME
MSA_Supriya

2. Vendor Information

VENDOR NAME
Acme Corporation

3. Contract Term

EXPIRY DATE
7/17/2023

EFFECTIVE DATE
1/17/2022

Workflow Status

Primary Owner
✓ Supriya Ashtikar

Approve - Step 5
2/12/2022 12:13:11
Deviation Approver (1 of 1 required)
✓ Supriya Ashtikar
2/12/2022 12:13:10
Deviation Approver (1 of 1 required)
✓ Supriya Ashtikar

Approve - Step 10
2/12/2022 12:17:34
Approver (1 of 1 required)
✓ Finance Manager

There are no external signatories in the team

There are no internal signatories in the team

Agreement Amended
2/14/2022 11:10:03
Primary Owner, Deviation Approver
✓ Supriya Ashtikar

Agreement Amended
2/14/2022 11:46:26
Primary Owner, Deviation Approver
✓ Supriya Ashtikar

VIEW TEAM

Downloading Amendment from Agreement

The screenshot displays the Icertis user interface for an agreement titled "MSA Supriya (/ICMMasterServicesAgreement_6)". The status "Superseded" is highlighted with a red box. In the top right action bar, the "DOWNLOAD ALL" button is also highlighted with a red box. The left sidebar shows a "Summary" section with a table of contents including "1. General Information", "2. Vendor Information", "3. Contract Term", and "4. Signatory Information". The main content area shows the "CREATED BY" field as "Supriya Ashtikar" with a date of "1/6/2022", and the "ORGANIZATION UNIT" as "/icertis". A "Self Help" button is visible on the right side of the interface.

Agreements / MSA Supriya (/ICMMasterServicesAgreement_6)

Superseded

SMART LINKS LOCK DOWNLOAD ALL DOWNLOAD CONFIDENTIAL ...

Summary

CREATED BY
Supriya Ashtikar 1/6/2022

ORGANIZATION UNIT
/icertis

1. General Information
2. Vendor Information
3. Contract Term
4. Signatory Information

Self Help

The status of the Amended agreement is Superseded

The Download All action can download the Amendments along with the agreement and associations

Supersede with Amendment

User
Interface

Supply Agreement
Payment Terms= 30 Days



Payment Terms- 30 Days

Amendment

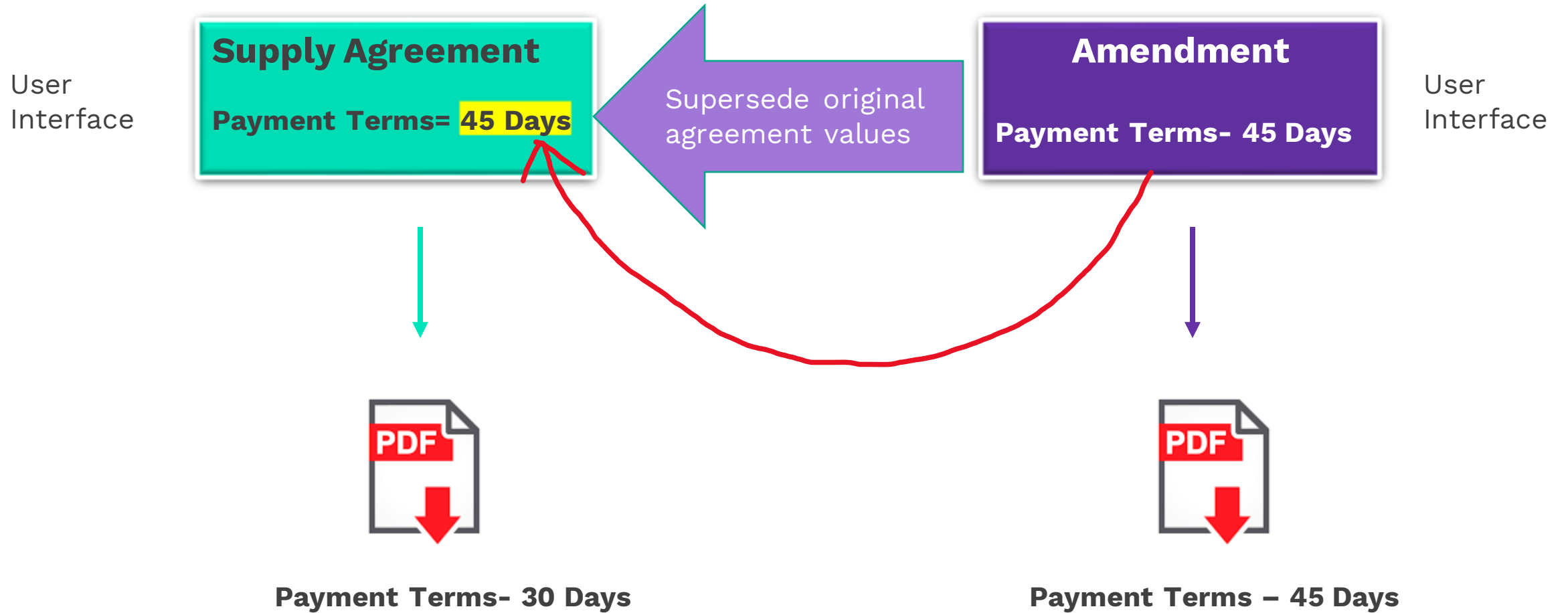
Payment Terms- 45 Days

User
Interface



Payment Terms – 45 Days

Supersede with Amendment



Supersede

The screenshot displays the Icertis user interface for managing agreements. At the top, the breadcrumb path is 'Agreements / (ICMMasterServicesAgreementAme...)'. Below this, a status bar shows a progress indicator with three green circles and a grey square, followed by a green button labeled 'Executed'. To the right of the status bar are several action buttons: 'SMART LINKS', 'LOCK', 'DOWNLOAD ALL', 'DOWNLOAD', 'CONFIDENTIAL', and a three-dot menu. A dropdown menu is open from the three-dot menu, listing the following options: 'Compare Documents', 'Broadcast', 'Agreement Deviation Report', 'Compare Clause Changes', 'Supersede' (highlighted with a red box), 'Send for review', and 'Edit'. The main content area is titled 'Summary' and contains a table with the following information:

CREATED BY	Supriya Ashtikar	CREATED ON	2/14/2022	ORGANIZATION UNIT	/icertis
PARENT RECORD	ICMMasterServicesAgreement_6				

Below the table is a list of sections: '1. General Information', '2. Vendor Information', '3. Contract Term', and '4. Signatory Information'. On the far right, there is a vertical 'Self Help' button.

Supersede

Home

Agreements

Requests

Associations

Agreements / (ICMMasterServicesAgreementAme...)

Executed

Summary

CREATED BY
Supriya Ashtikar

PARENT RECORD
ICMMasterServicesAgreement_6

1. General Information

2. Vendor Information

3. Contract Term

4. Signatory Information

About

Following attributes will get superseded

ATTRIBUTE_NAME	OLD_VALUE	NEW_VALUE
Expiry Date	07/17/2023 00:00:00	02/17/2022 00:00:00
Renewal	True	False
Renewal Period	2	
Max Renewals	3	

System displays attributes that will be superseded.

Click Proceed.

PROCEEDRETURN

Self Help

Self Help

2. Termination

Termination

Agreements / (ICMMasterServicesAgreement_25)

Executed

SMART LINKS LOCK DOWNLOAD ALL DOWNLOAD CONFIDENTIAL ...

Summary

CREATED BY: Supriya Ashtikar

CREATED ON: 2/9/2022

ORGANIZATION UNIT: /icertis

CONTRACT REQUEST: ICMRequestforMSAorSOW_2

- 1. General Information
- 2. Vendor Information
- 3. Contract Term
- 4. Signatory Information

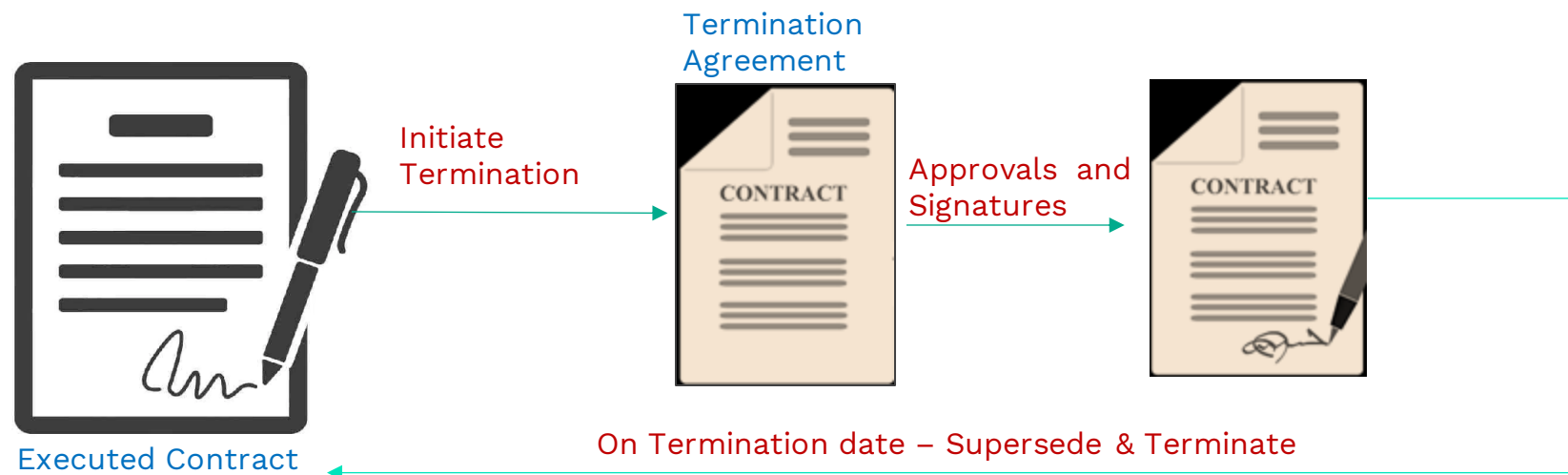
An Executed contract can be terminated. The process of termination can be initiated by the Primary Owner or Secondary Owner. To begin, click Initiate Termination.

- Compare Documents
- Broadcast
- Agreement Deviation Report
- Compare Clause Changes
- Initiate Termination**
- Add Assignment
- Add Amendment
- Send for review
- Edit
- Copy Record

Self Help

Termination Flow

- ICI supports creating an agreement of termination with a flexible workflow process.
- Users having appropriate privileges can “Initiate Termination” of an existing Executed contract
- The Termination contract can be sent for approvals followed by signatures.
- A **Termination Date** is set in the Termination Agreement. ICI’s task terminates the original contract on this set date.
- **TerminatedParentId** is the ID of the original agreement captured in the Termination Agreement





Thank You