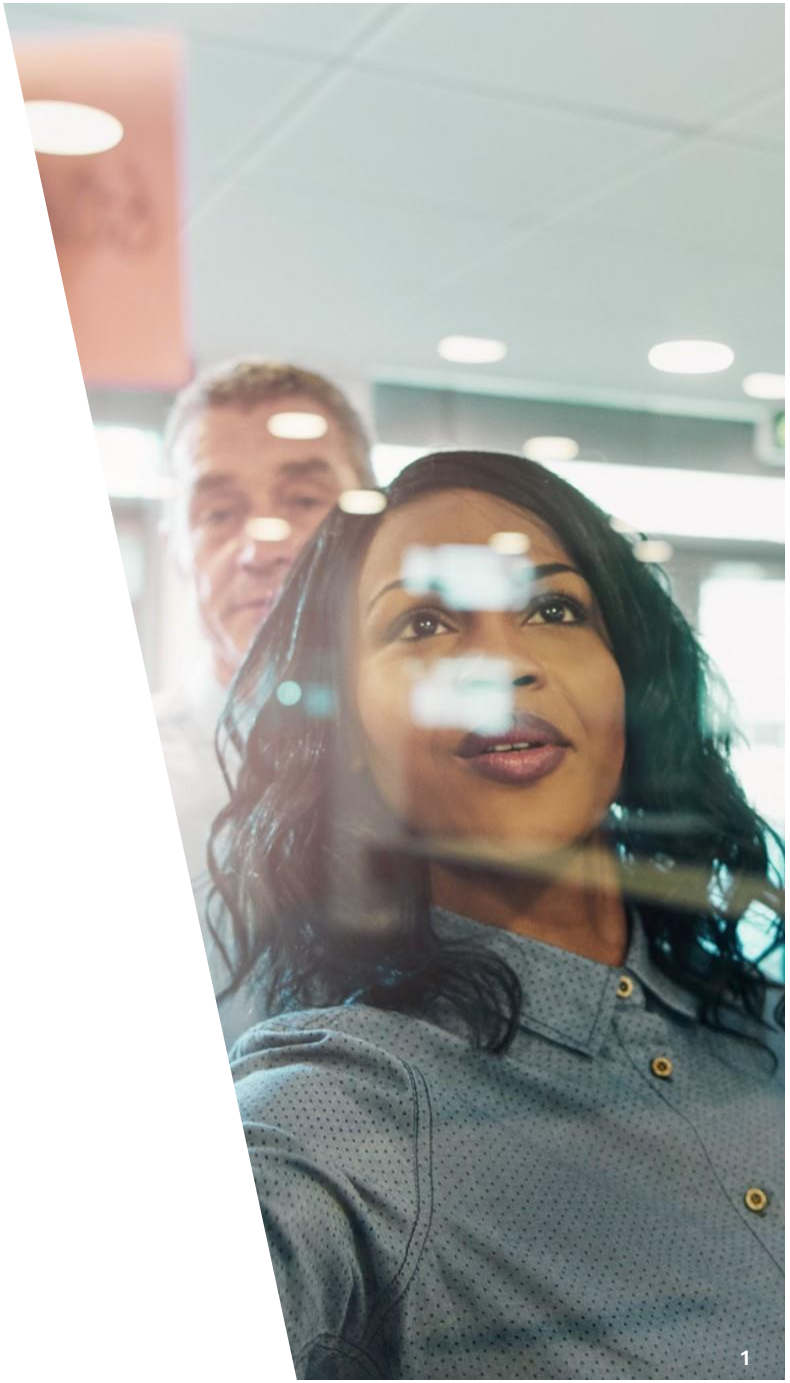
Agenda – Part A

01	Icertis Contract Intelligence Platform- An Overview
02	Authoring Agreements
03	Agreement Workflow
04	Linking Agreements
05	Agreement Constituents
06	Post Execution Workflow
07	Search and Reports



Authoring Agreements

Icertis Contract Intelligence
Product Training

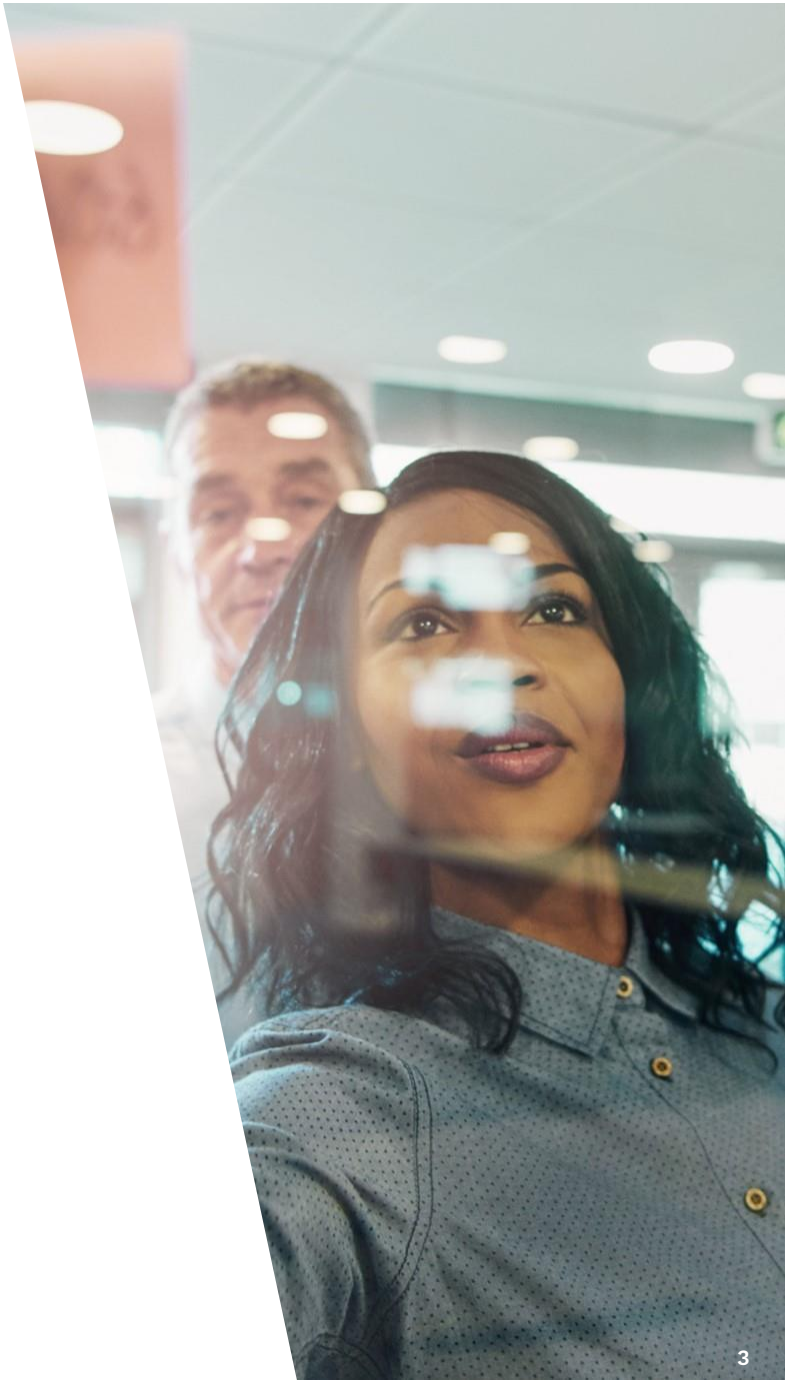
Icertis

Contents

01 Create Agreements using own paper

02 Modify Agreements

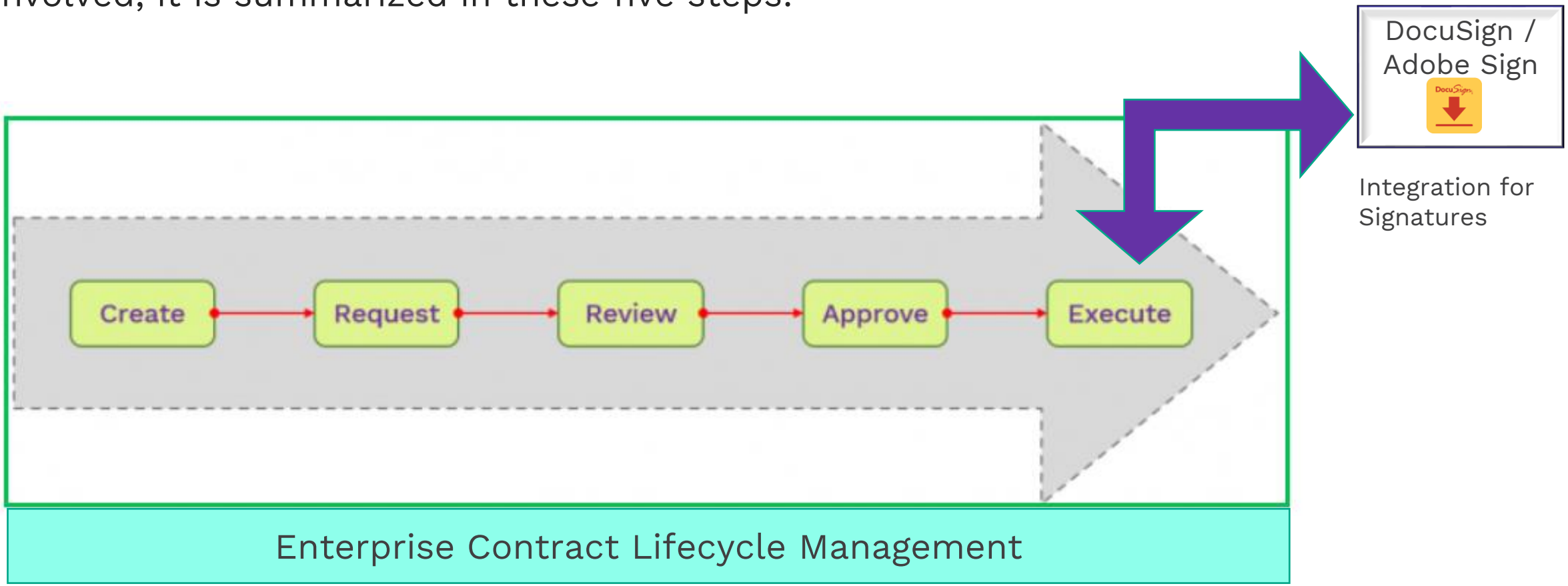
03 Create Agreements using third party paper



1. Create Agreements using own paper

Contract Lifecycle Management

While the actual workflow of an Agreement in ICI can be quite complex and involved, it is summarized in these five steps:



Starting Point

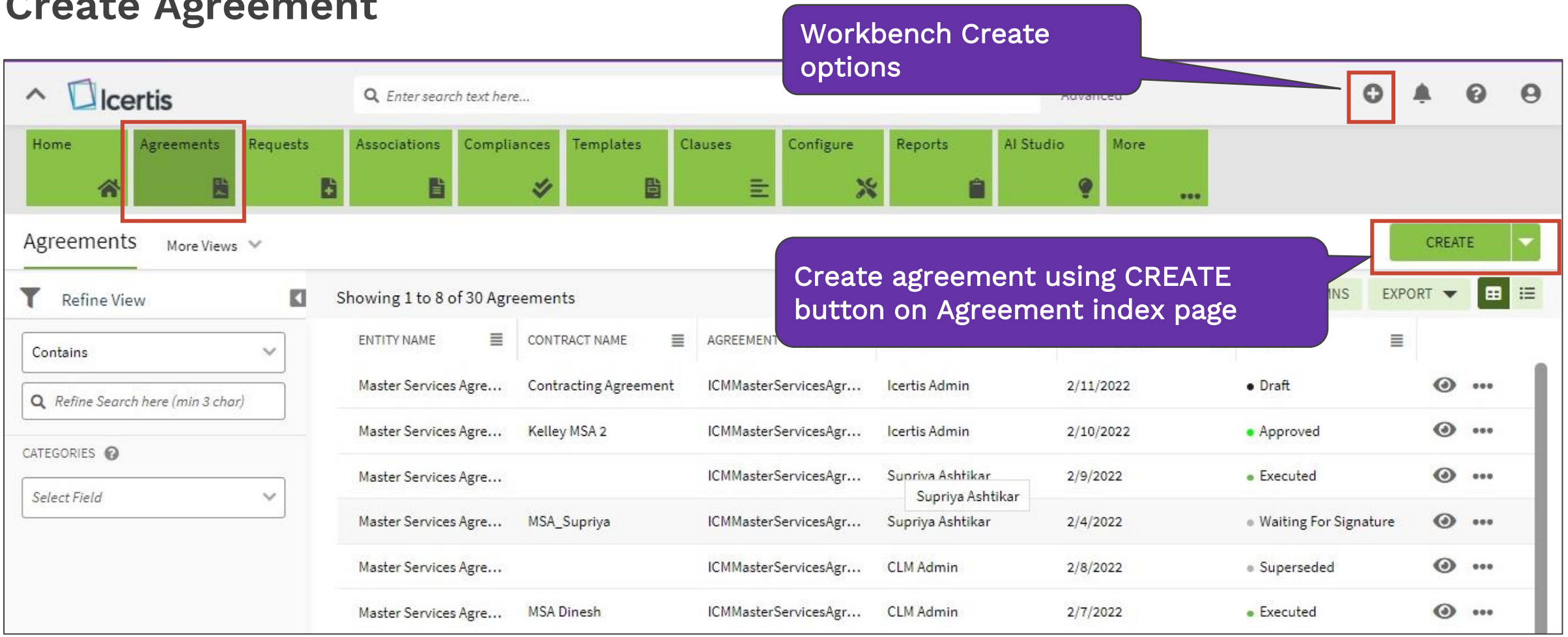
- Users can create an agreement in the following different ways:

Using Workbench create option

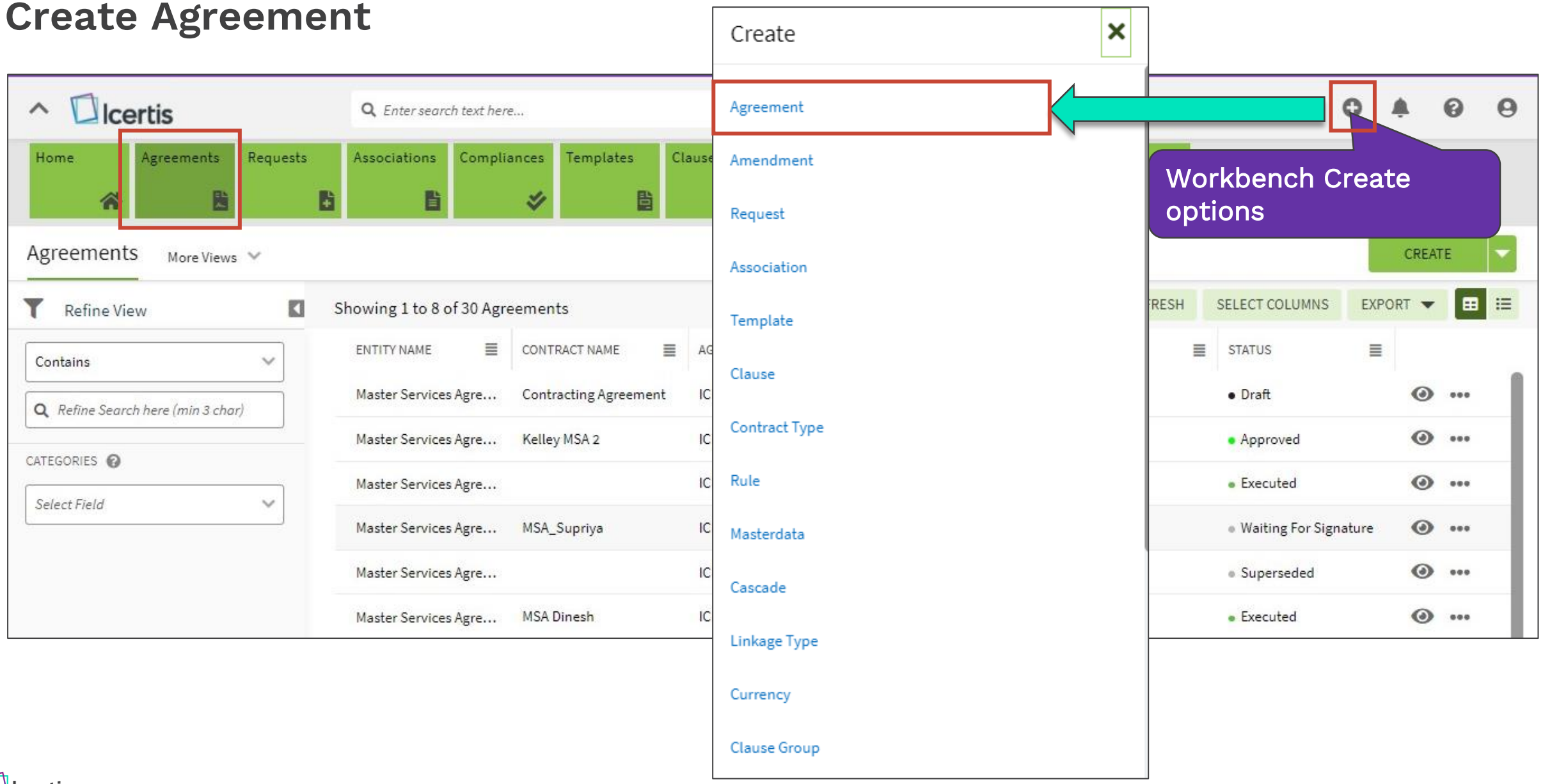
Using Create button available on the Agreement Index page

Copying the existing agreement to create a new agreement record

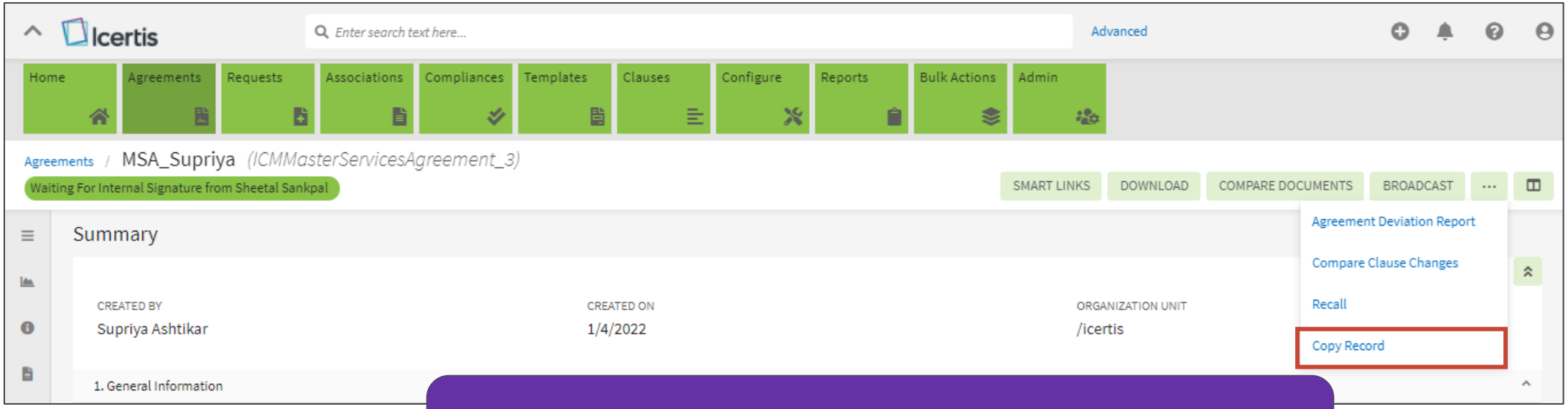
Create Agreement



Create Agreement



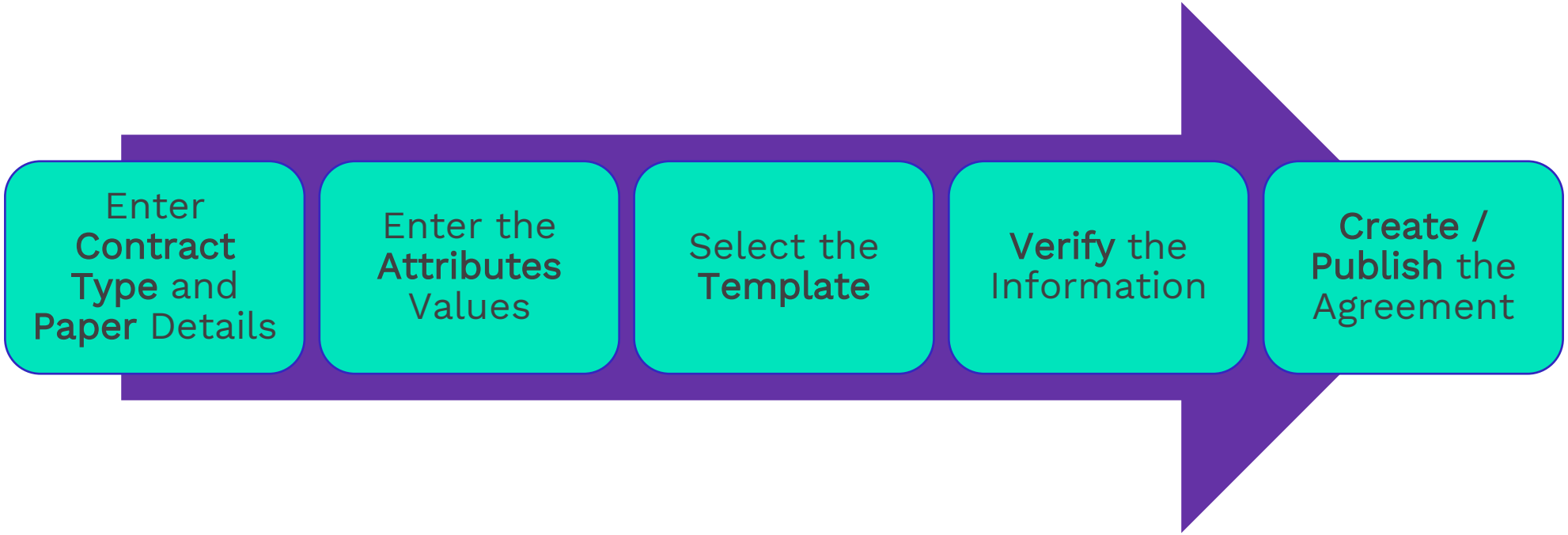
Create Agreement

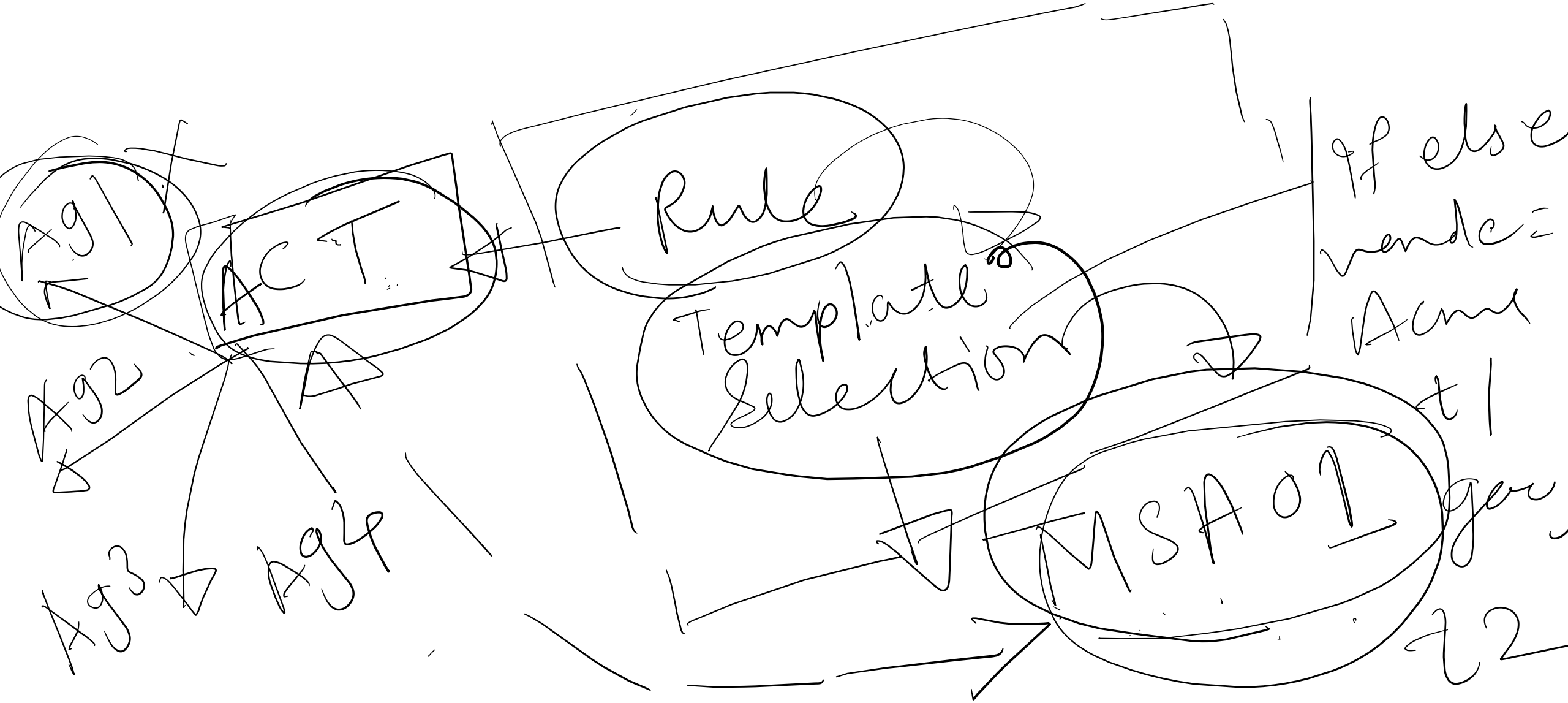


Copy an existing agreement to create a new agreement

Authoring Contract Steps

- You initiate creation of an Agreement by clicking **Create Agreement** under the **Agreement Management** tile
- Generally, in ICI, creating an Agreement comprises of the following main steps:



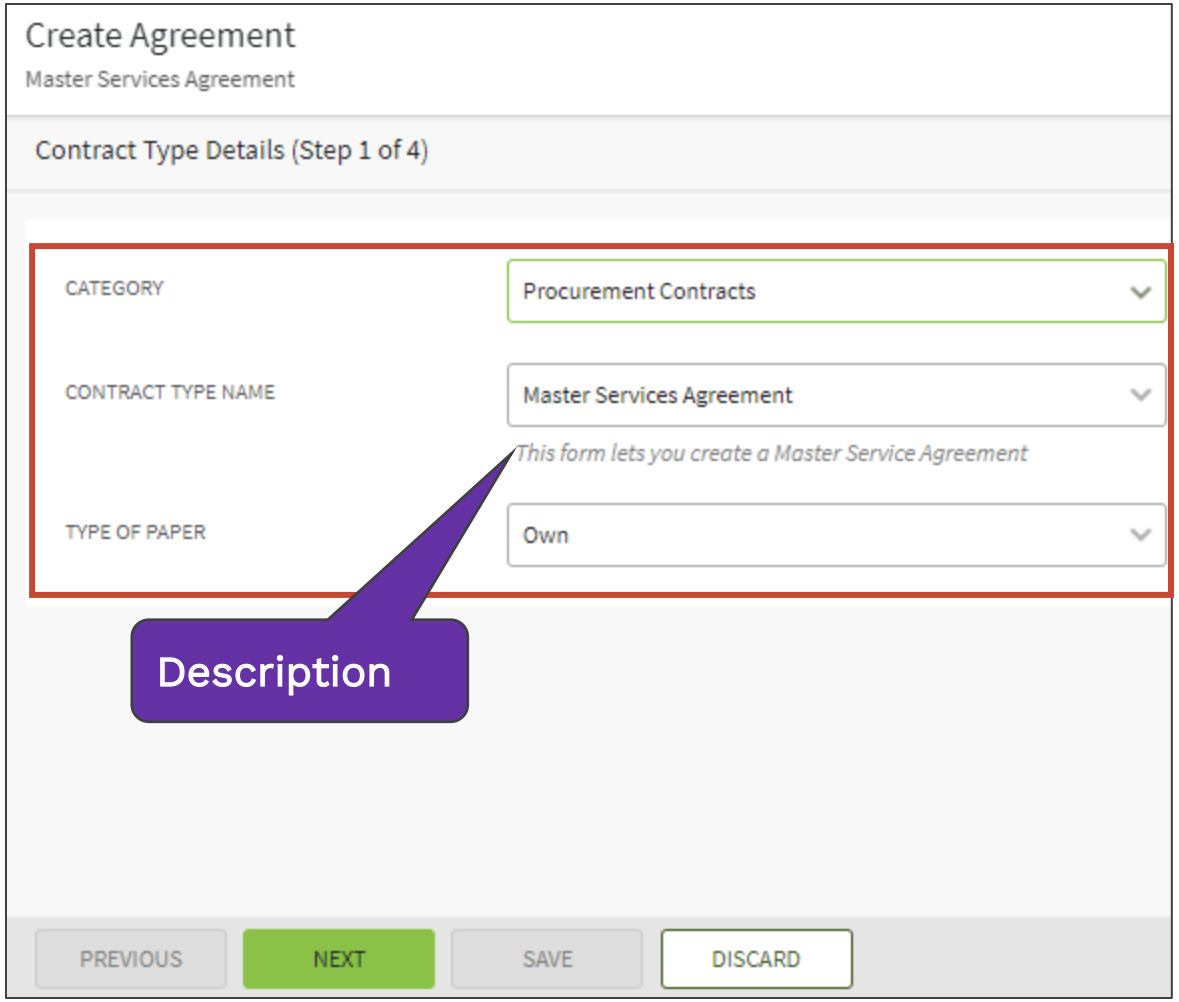

Ag1
ACT
Rule
Template Selection
MSA01
Ag2
Ag3
Ag4
If else
vende=
Acme
t1
gov
t2

Enter Contract Type and Paper Details

- The first step of creating an agreement is to select the **Contract Type Name** and the **Type of Paper**

- Every Agreement Type contains attributes & templates. A description field can be set for a contract type at the configuration time.

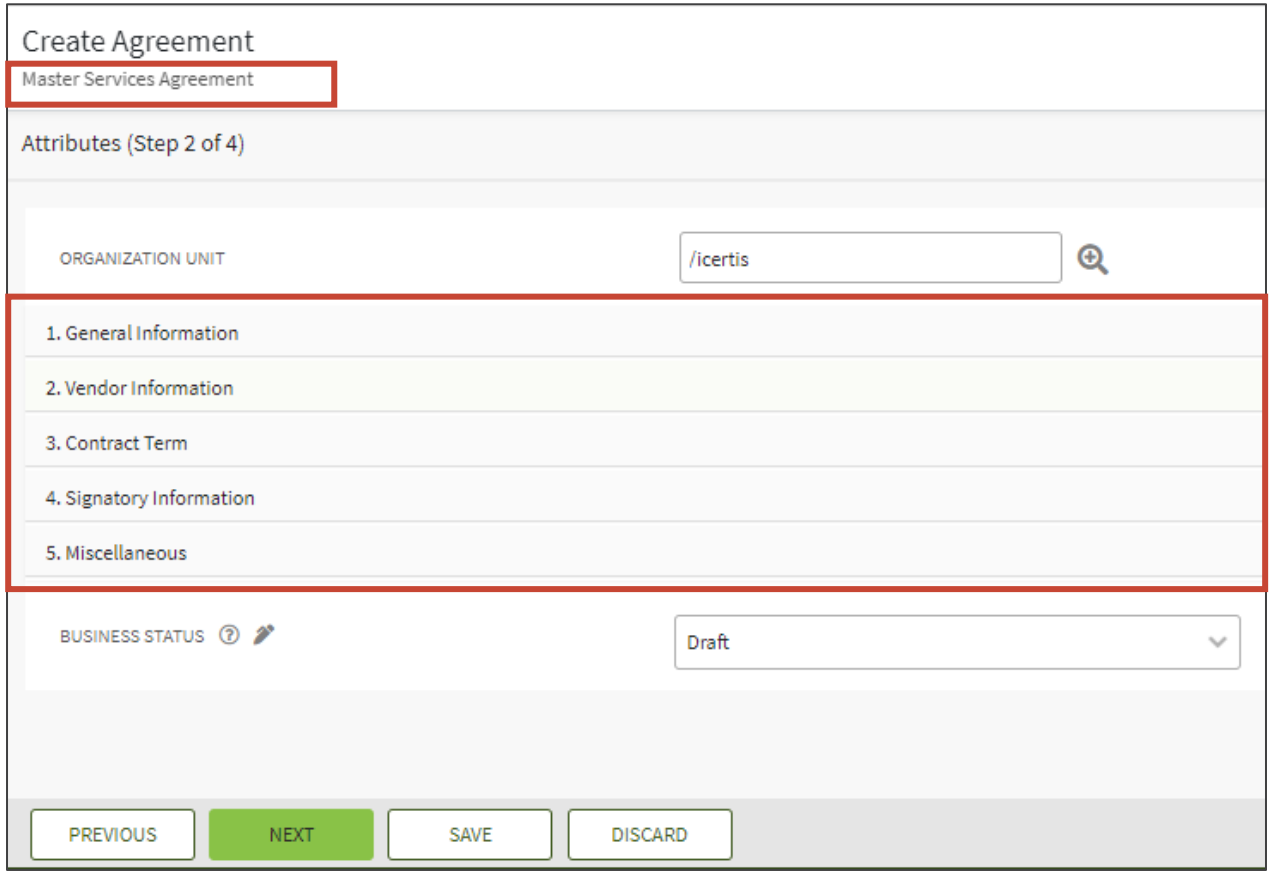
- **Type of Paper** is set to Own by default. Users can change it to Third Party when using the client's paper or uploading an already signed contract



Enter the Attributes Values

- Depending on the selected contract type, you need to provide values for the attributes(metadata). In this case the selected contract type is **Master Services Agreement**

- The attributes are put into **Groups** for keeping similar data together. Keeping information in organized groups helps the users to quickly find information in a contract.

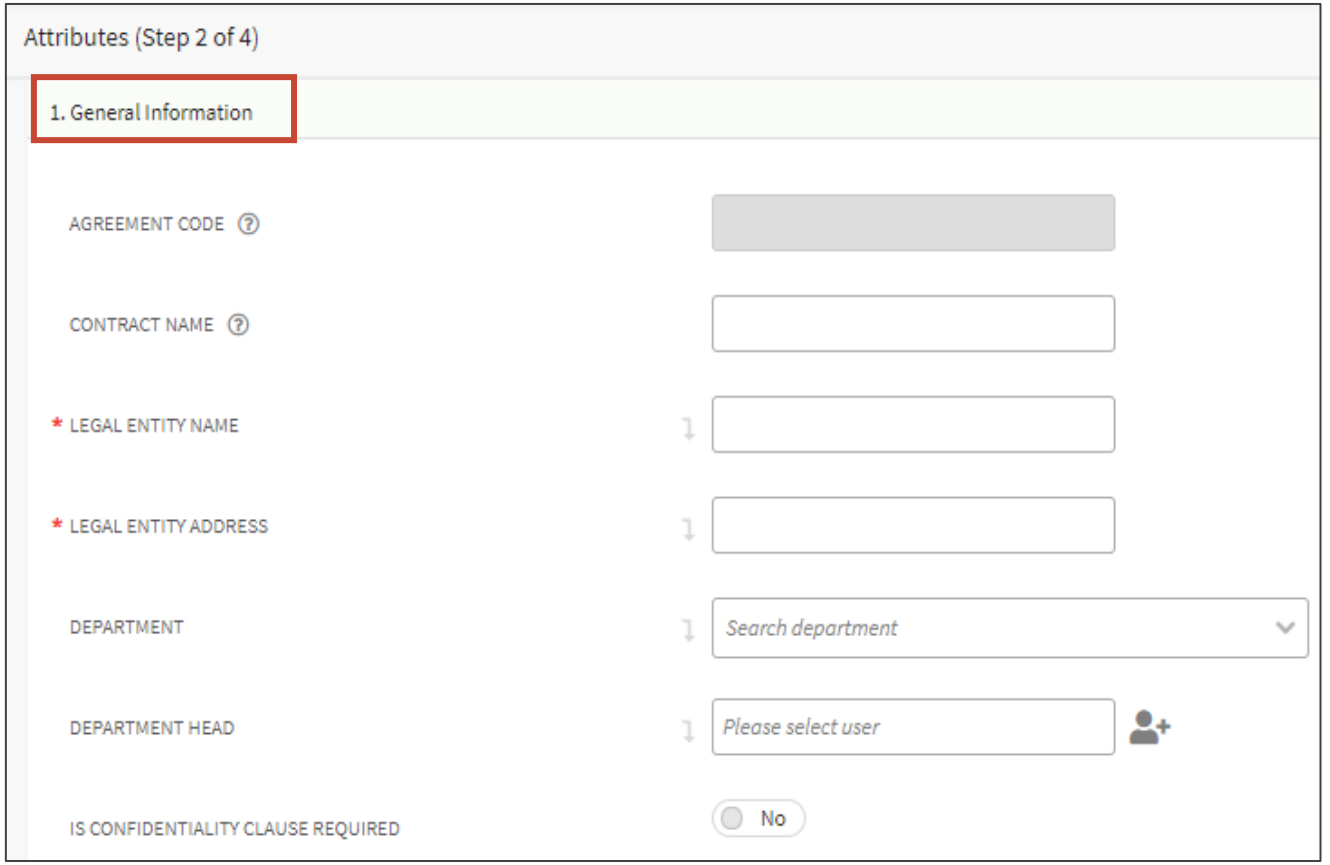


Enter the Attributes Values

- **General Information-** This is the first group of attributes.

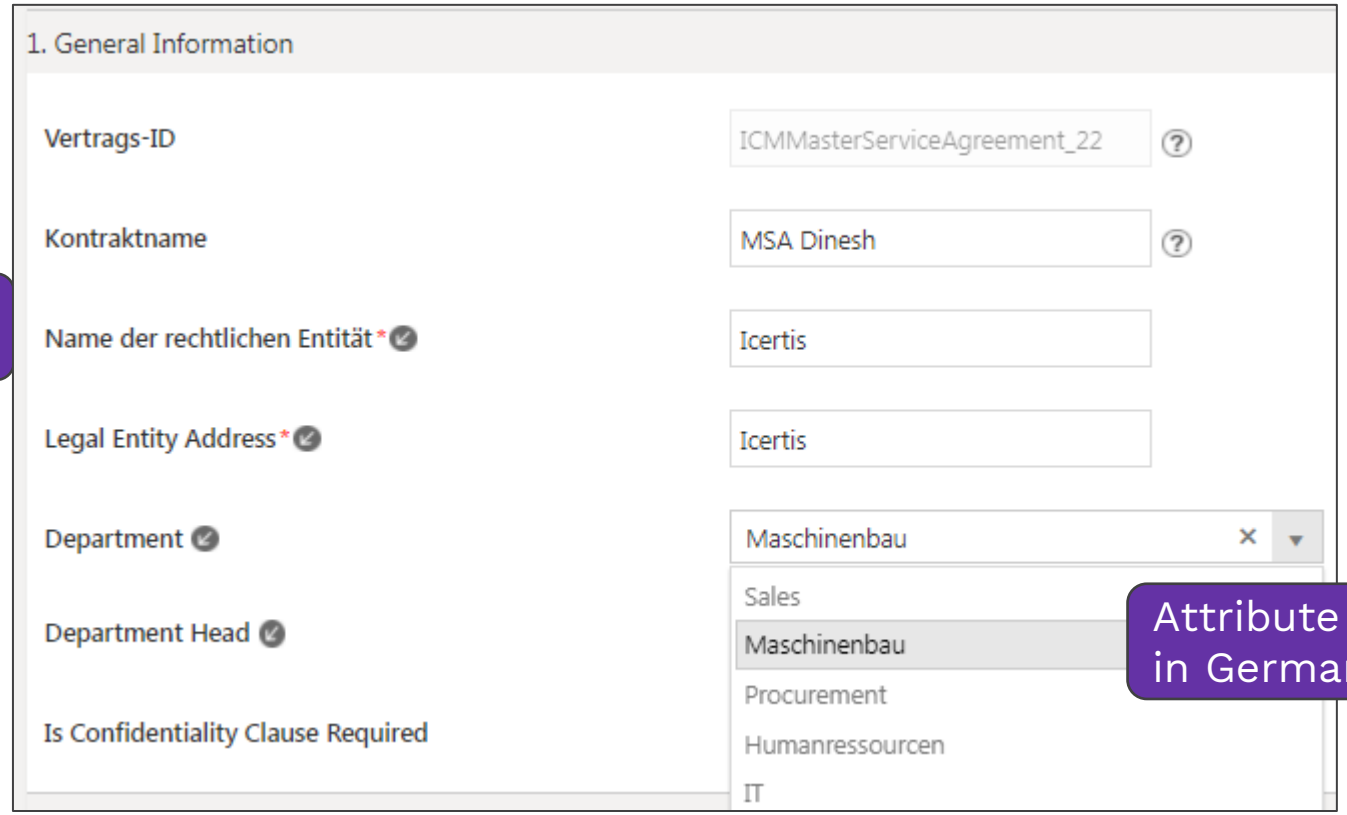
Legal Entity Name- this is an open field allowing the user to enter the name of the entity. This field has a red asterisk * indicating it is a mandatory field.

Some attribute's values are added to the agreement. Some attributes help to determine the approval flow.
Some attributes add clauses to the agreement



Localization of attributes

- Attributes and its values can be localized to support multiple languages using the translation editor in the platform.

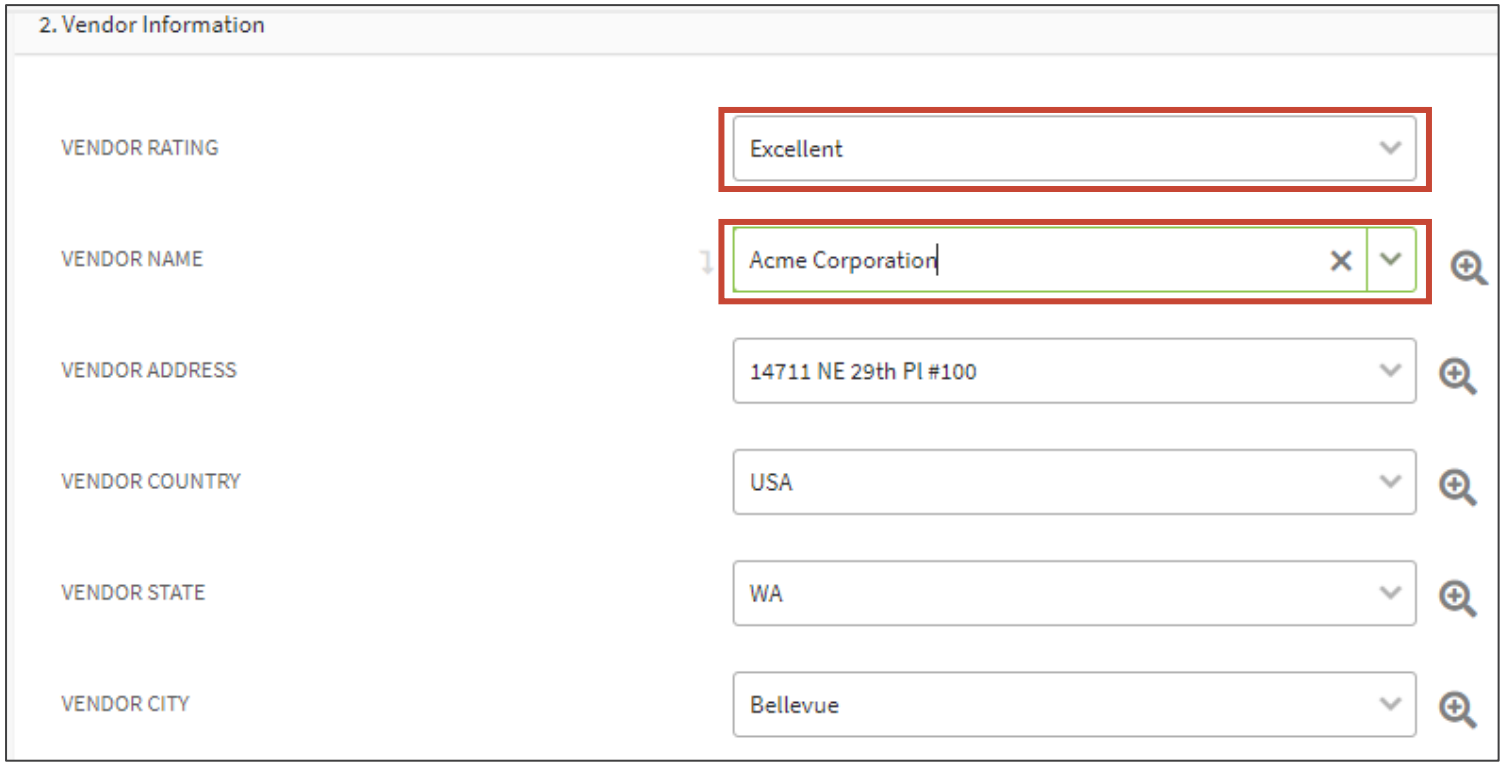


Note: The Translation editor is available to Admin users only. More details will be covered in the Administration module

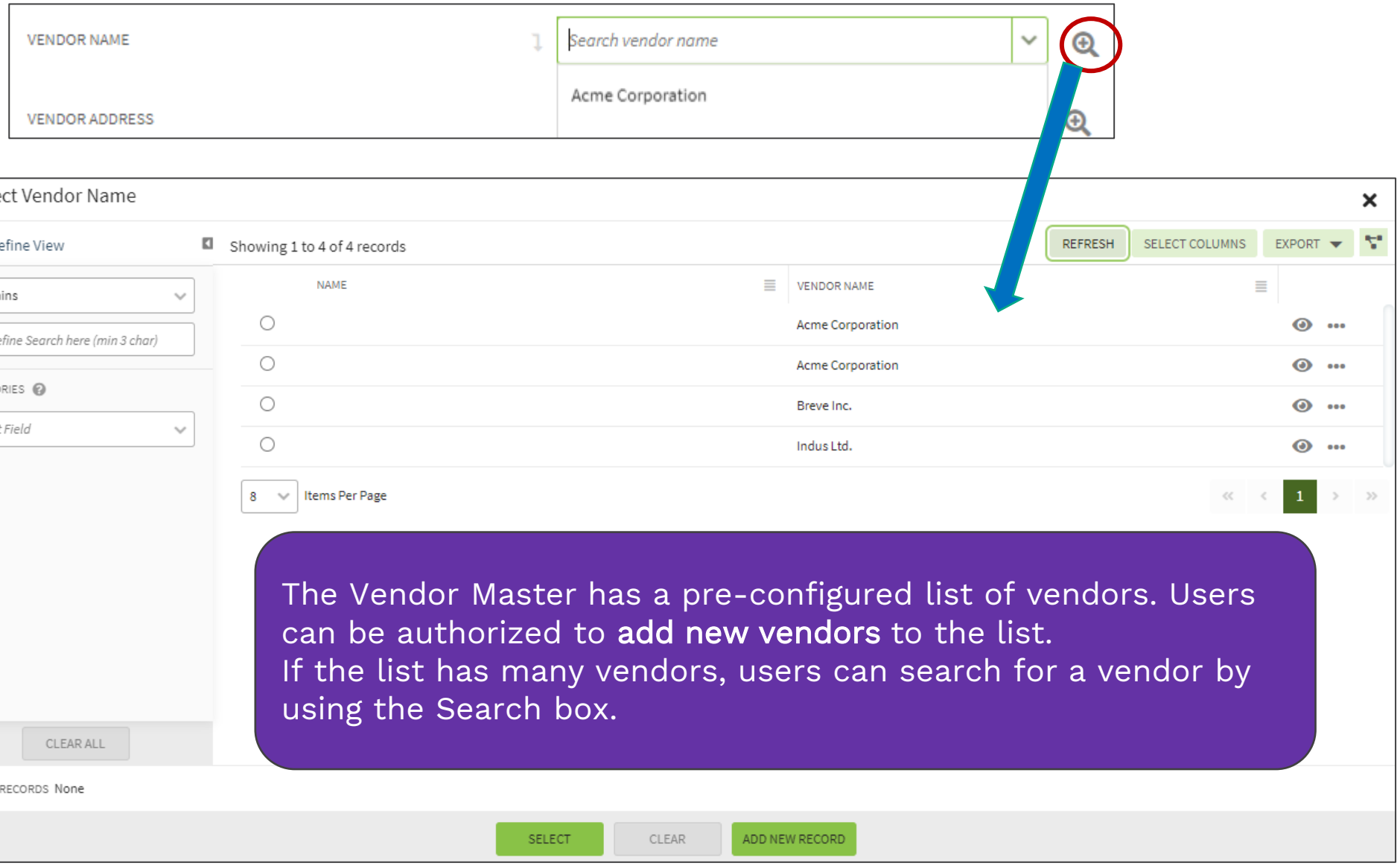
Enter the Attributes Values

- **Vendor Information-**
- This group of attributes capture vendor information. In this case, when we select a Vendor from the list, ICI auto-populates the Address, City, State and so on.
- The Vendor's Name can be filtered based on its rating.

Some attributes get their data from a Masterdata list. For example:
Vendor Master
Supplier Master
Product List
Employees
Departments or Regions



Enter the Attributes Values



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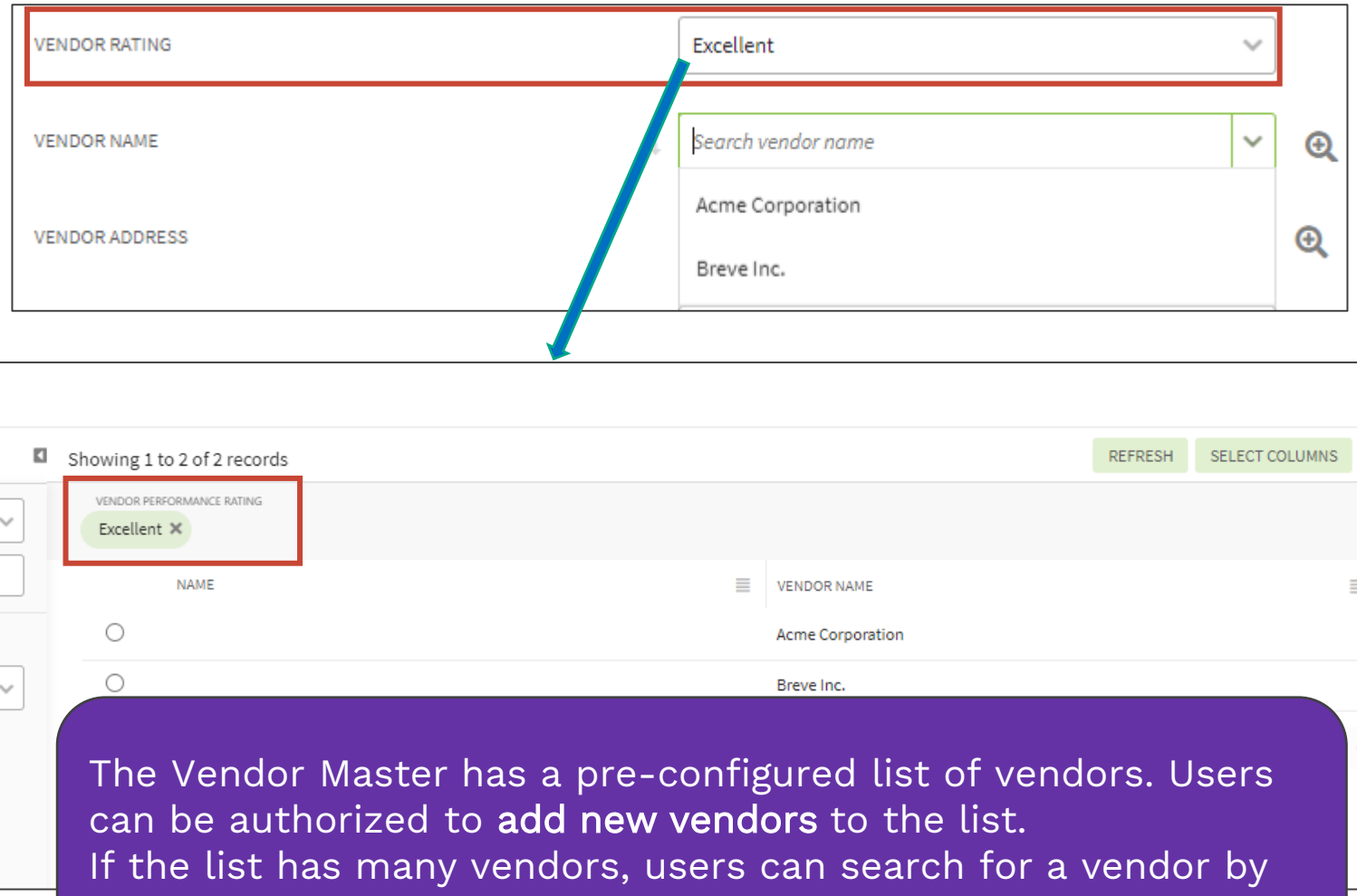
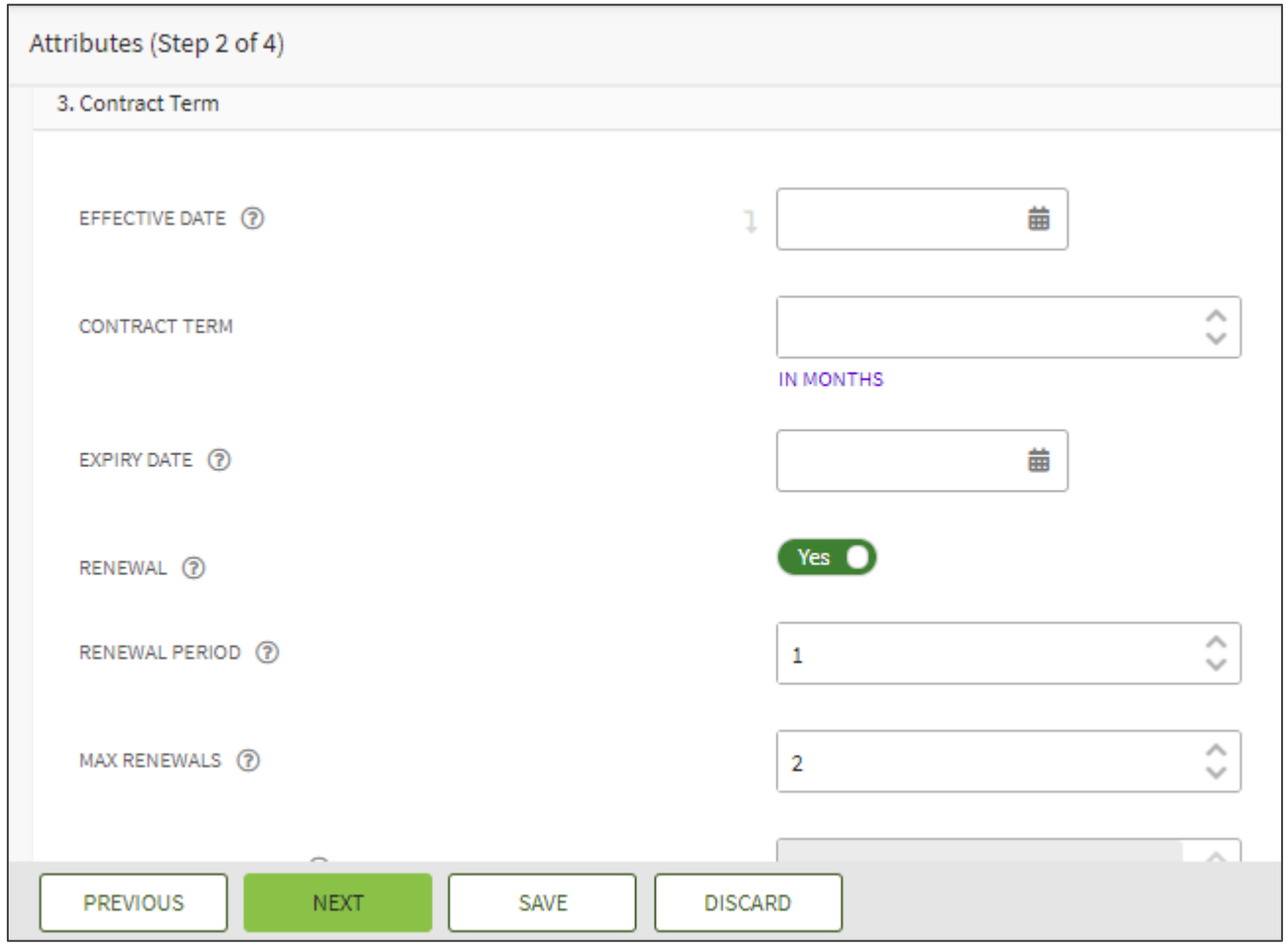
Filter Lookup Attributes on Vendor Rating



The Vendor Master has a pre-configured list of vendors. Users can be authorized to **add new vendors** to the list.
If the list has many vendors, users can search for a vendor by using the Search box.

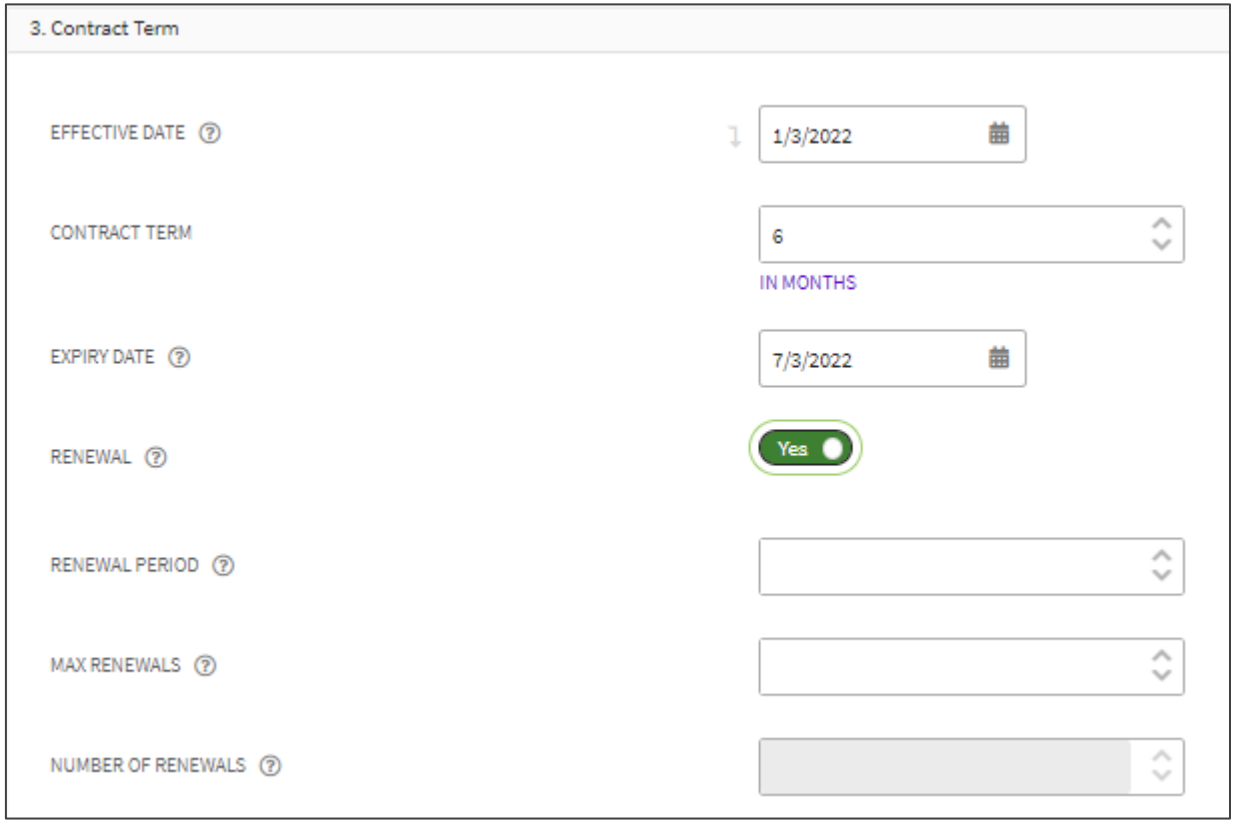
Enter the Attributes Values

Contracts can have:
Expiration Date
Effective Date
Auto Renewal
- Renewal Period can be specified in months
- Max Renewals identifies the number of renewals
- Number of renewals counts the number of renewals



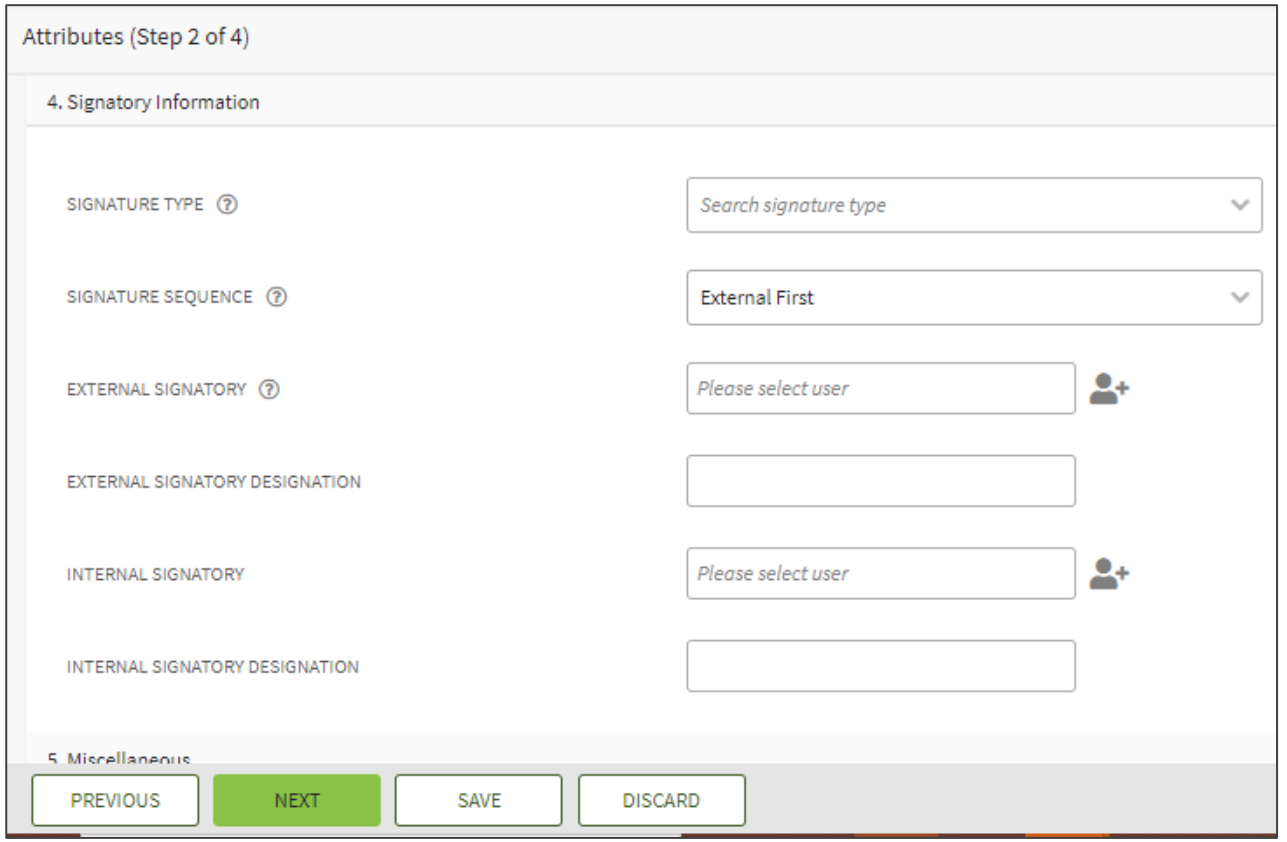
Enter the Attributes Values

- **Contract Term:** This group of attributes capture the effective and expiry date of the contract.
- A combination of effective date and contract term auto-calculates the expiry date. Contract Term is a number that can be configured in days, months or years.
- The contract can be set to auto renew using the renewal attribute. It can be extended for a defined period using the renewal period



Enter the Attributes Values

- **Signature**
  - Contracts can be signed manually or electronically.
  - The sequence of signatures whether External First or Internal First is decided by the Signature Sequence field
  - Internal Signatory and External Signatory fields identify the authorized users from either party for signing the contract

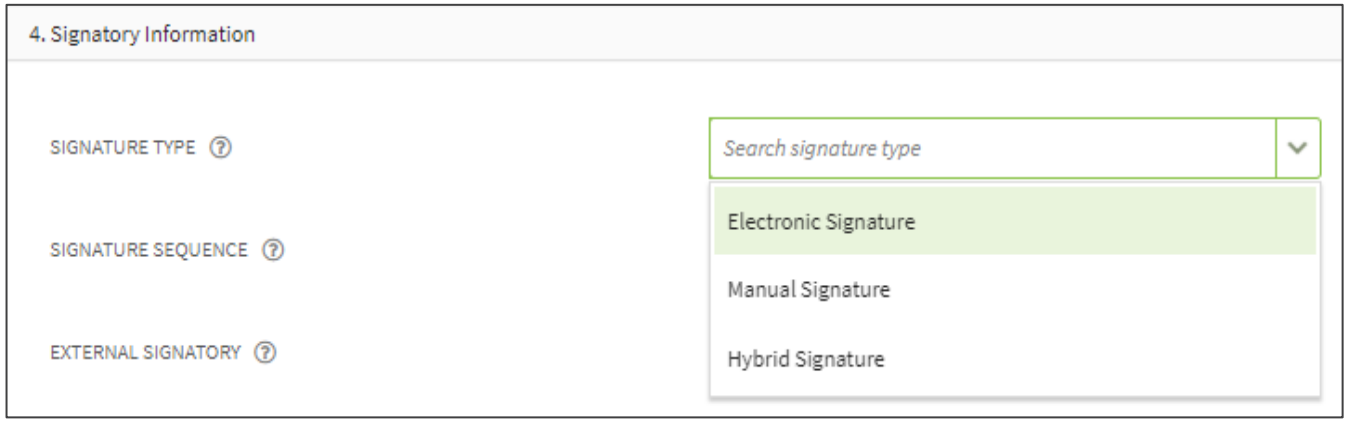


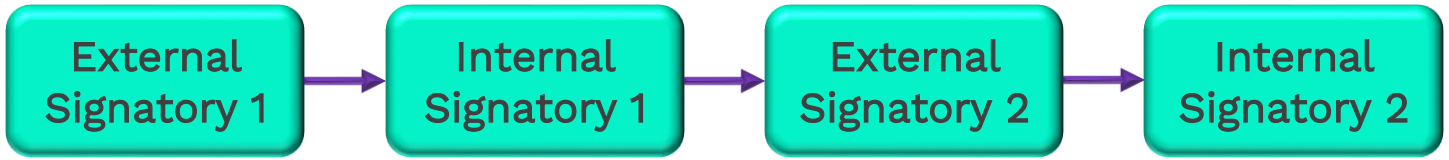
Signature Type

- The signature type attribute has multiple values to support the various signature type
- Electronic- both parties will sign the contract electronically. The system will be integrated with DocuSign or Adobe Sign.
- Manual- both parties will sign the contract manually (wet signatures).
- Hybrid- this signature type allows a mix of manual and electronic signatures.

Signature Sequence

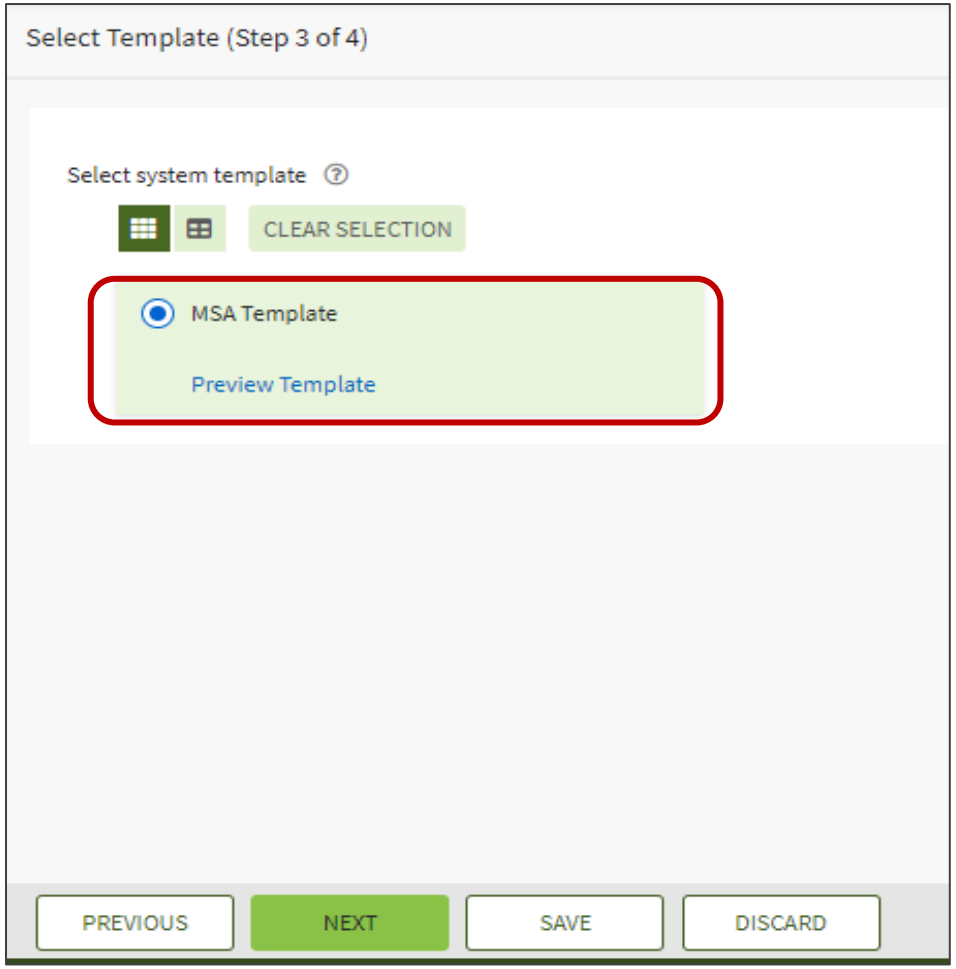
- The signature sequence attribute controls the sequence of the signature flow.
- External First or Internal First determines if your own organization will sign first or the external vendor.
- Mixed Signature type can control a mix of signatures.
  - Example-





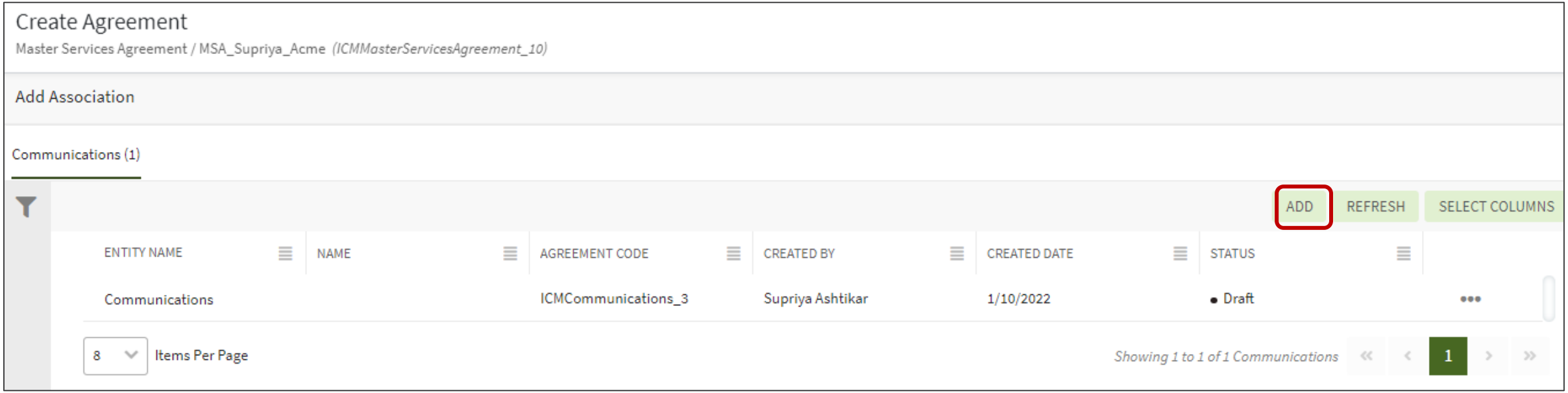
Select the Template

- Once the attributes/ metadata values are provided, the system displays the configured templates required for creating the contract.



Inline Associations

- An **optional screen** for adding inline associations can be configured. This will allow users to add supporting documents during the agreement creation process



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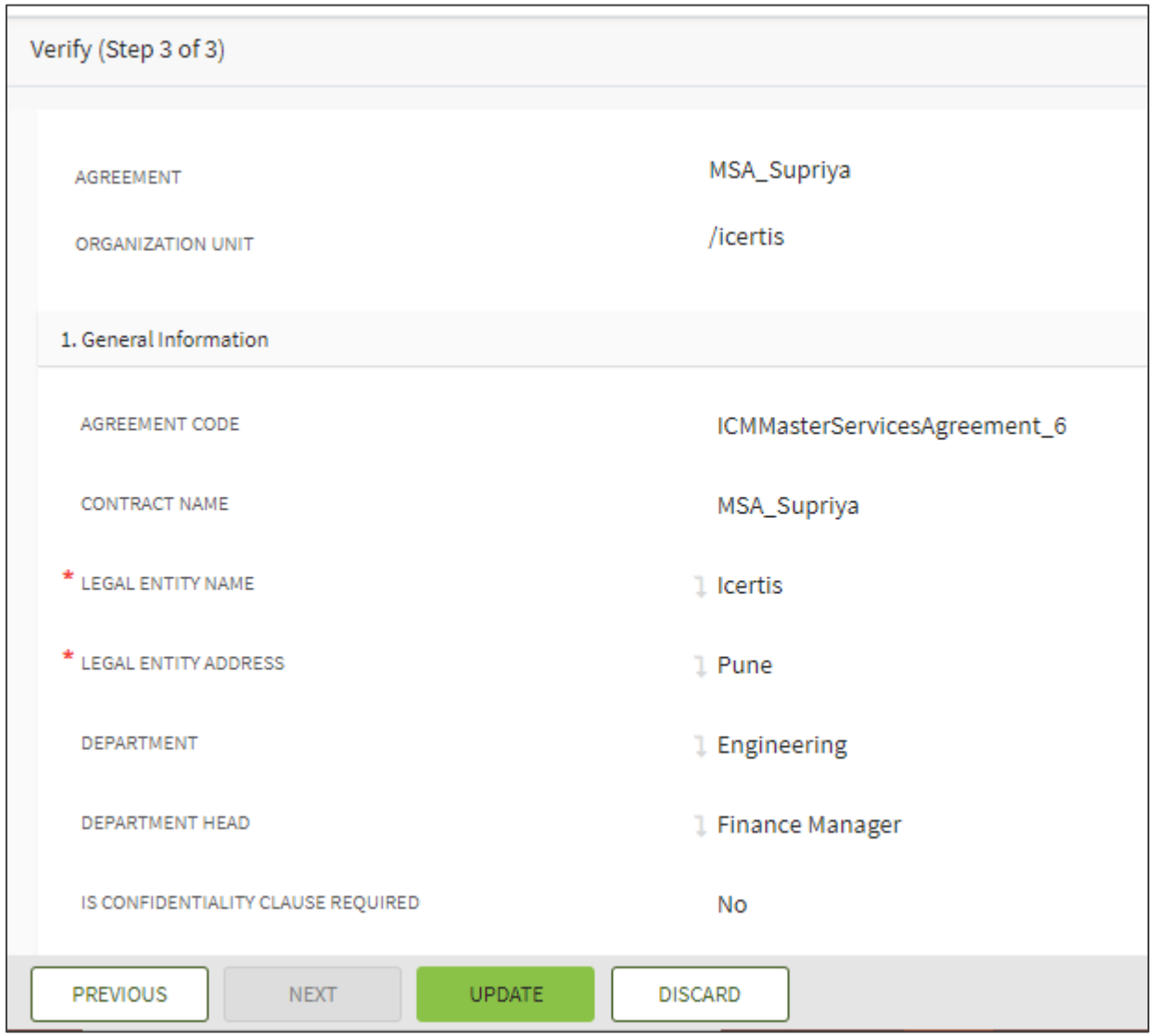
Note: Associations is a separate topic, and a detailed discussion will be covered later.

Verify the information

- On the last step, the user is presented with all the information entered so far, for review and verification.
- A preview of the agreement document is available through the Document Preview menu.

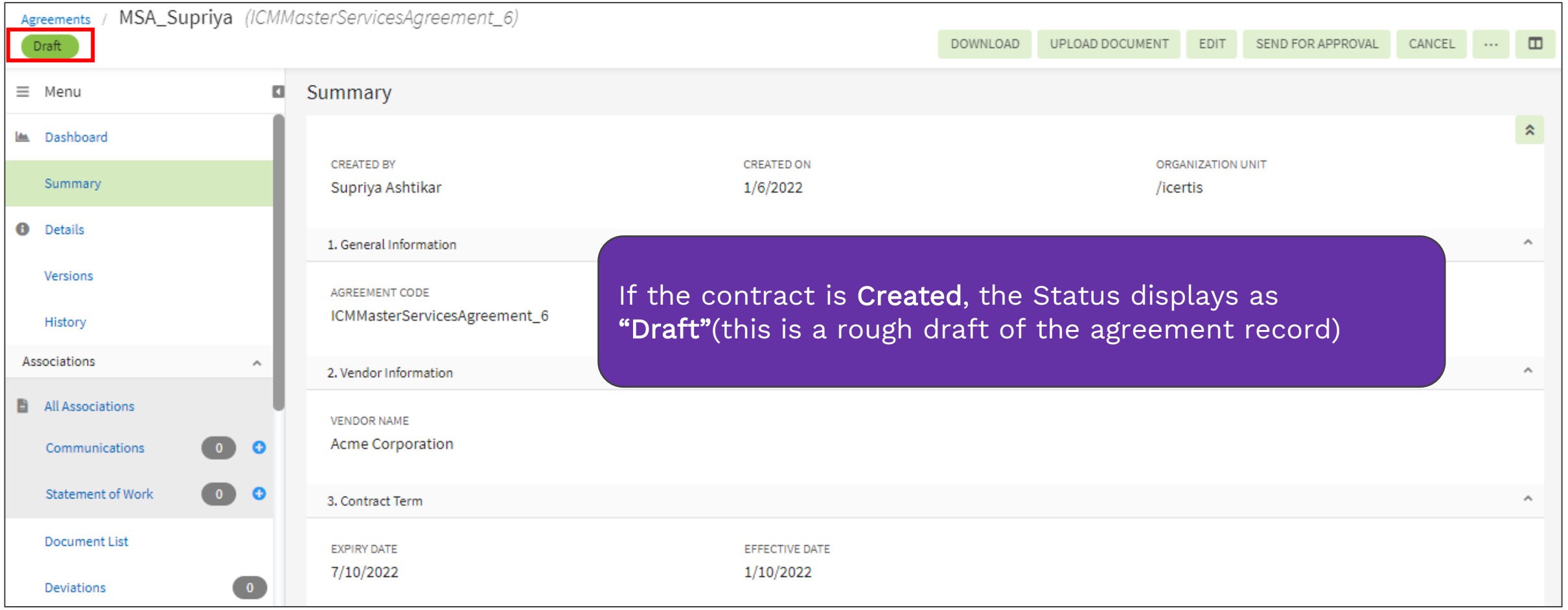


Create / Publish the Agreement

- After the information is verified, there are three options to create the agreement:

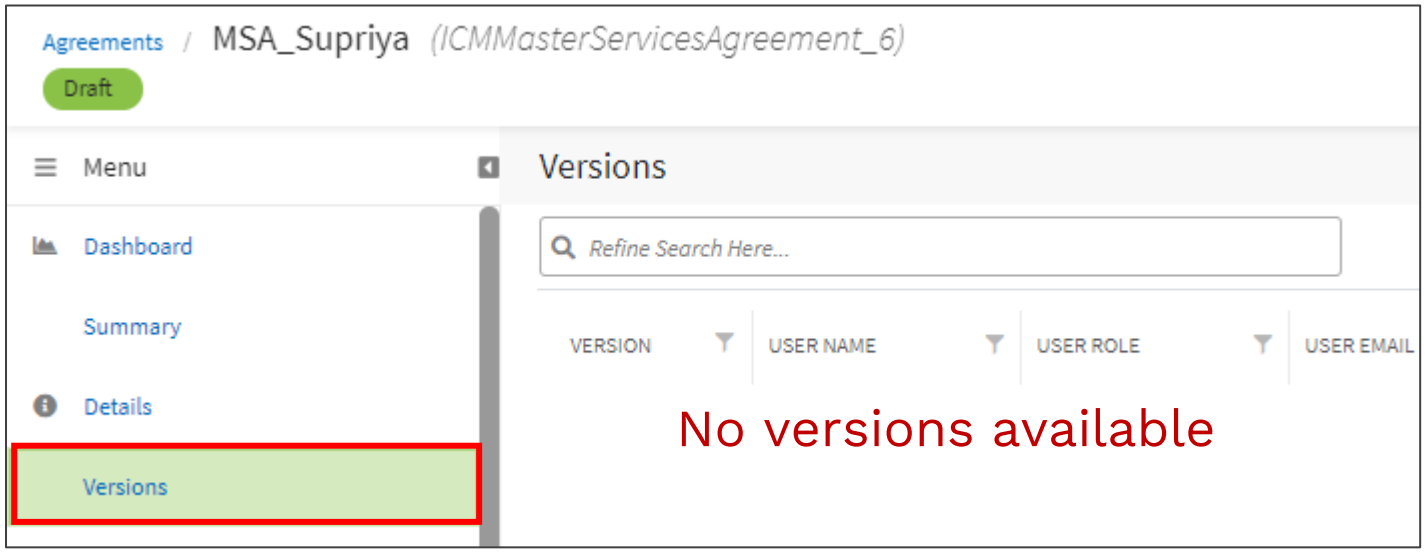
Create	Create and Publish	Create and Send for Approval
• The agreement is created but not published • No version is created • Only Primary Owner is added to the team	• The agreement is created and published using the selected template • First version of the agreement document is created (word and pdf) • Team rules (if any) is evaluated, and workflow team members added • Values for mandatory attributes must be entered	• The agreement is created and published using the selected template • First version of the agreement document is created (word and pdf) • Mandatory and prerequisite association must be added • Approval workflow is started • Status is changed to *Waiting for Approval*

Create


Agreements / MSA_Supriya (ICMMasterServicesAgreement_6)
Draft
DOWNLOAD
UPLOAD DOCUMENT
EDIT
SEND FOR APPROVAL
CANCEL
Menu
Dashboard
Summary
Details
Versions
History
Associations
All Associations
Communications 0
Statement of Work 0
Document List
Deviations 0
Summary
CREATED BY
Supriya Ashtikar
CREATED ON
1/6/2022
ORGANIZATION UNIT
/icertis
1. General Information
AGREEMENT CODE
ICMMasterServicesAgreement_6
2. Vendor Information
VENDOR NAME
Acme Corporation
3. Contract Term
EXPIRY DATE
7/10/2022
EFFECTIVE DATE
1/10/2022
If the contract is Created, the Status displays as "Draft"(this is a rough draft of the agreement record)

Create

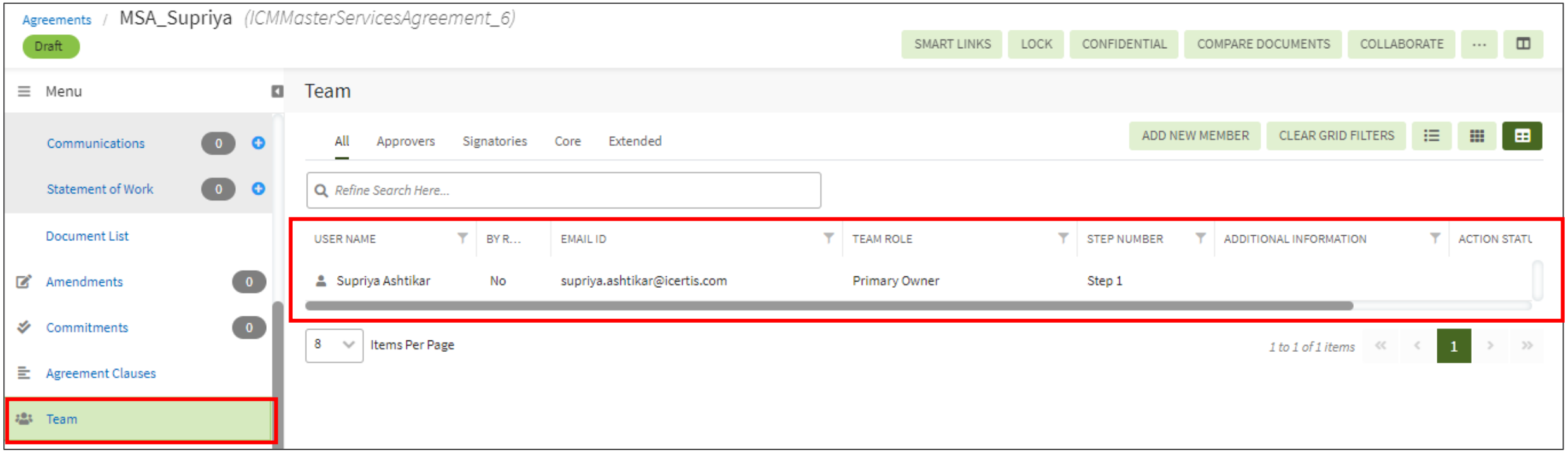
- When the contract is **Created**,
  - (**Versions**) The contract document is not yet formed. There are no contract versions prepared.
  - (**Preview**) There is no preview available as the contract is not yet prepared by the system.
  - (**Team**) The only member on the team is the contract creator. The contract creator becomes the Primary Owner for the agreement.



Note: Every contract record has a Team of users. These users are reviewers, approvers or signatories of the contract document.

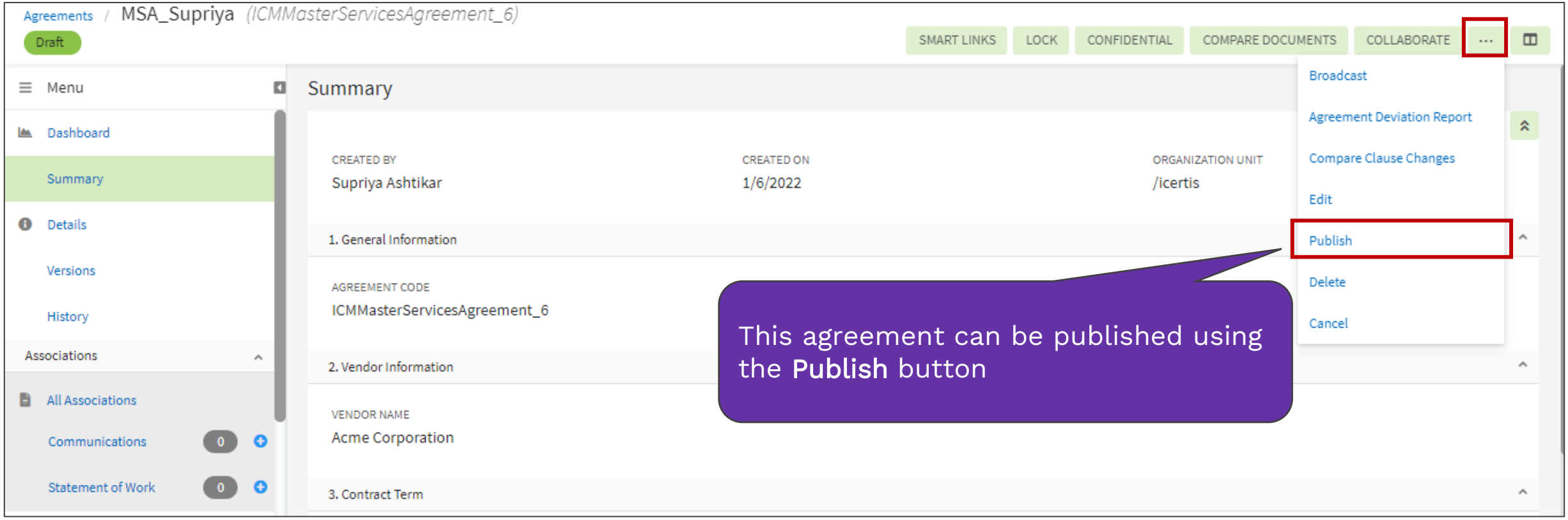
Create

- When the contract is **Created**,
  - (**Team**) The only member on the team is the contract creator. The contract creator becomes the Primary Owner for the agreement.

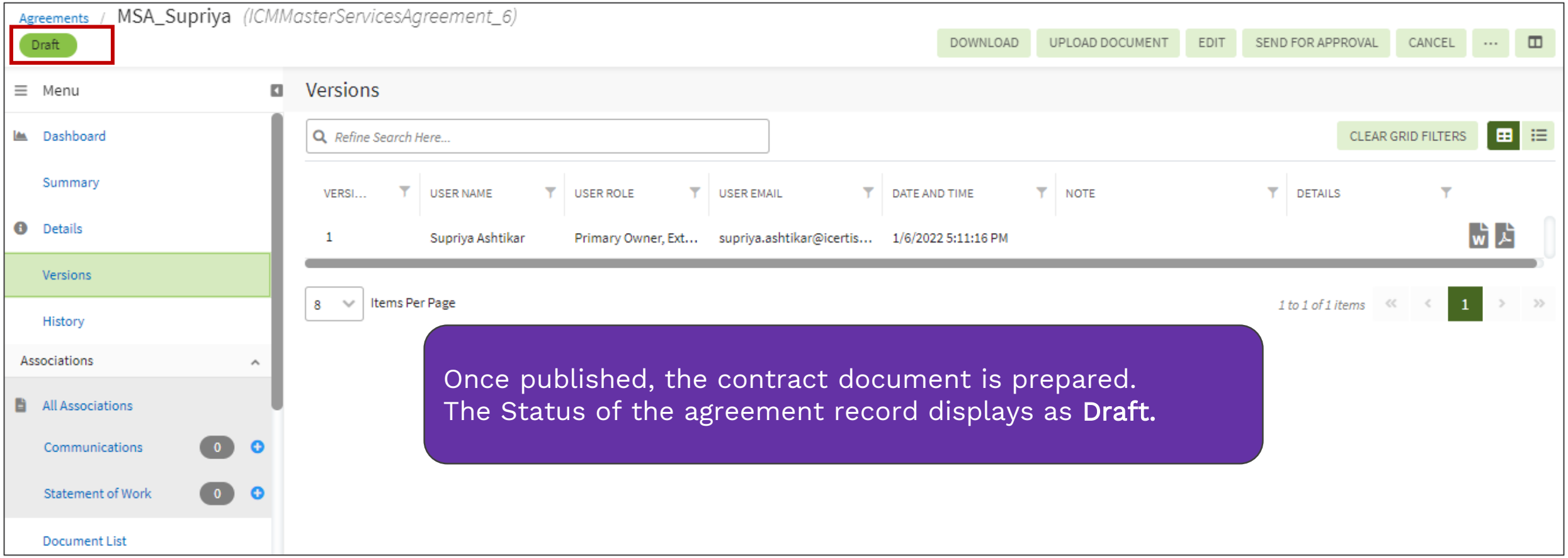


Note: Every contract record has a Team of users. These users are reviewers, approvers or signatories of the contract document.

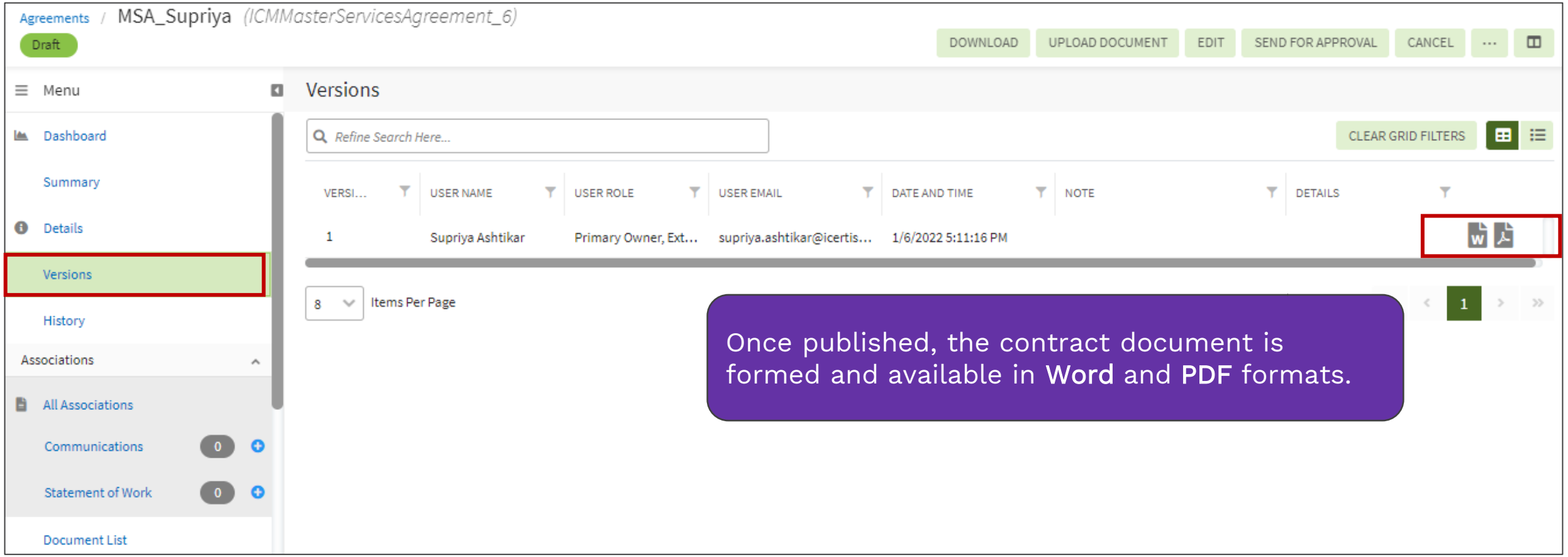
Create


Agreements / MSA_Supriya (ICMMasterServicesAgreement_6)
Draft
SMART LINKS
LOCK
CONFIDENTIAL
COMPARE DOCUMENTS
COLLABORATE
Menu
Dashboard
Summary
Details
Versions
History
Associations
All Associations
Communications 0
Statement of Work 0
Summary
CREATED BY
Supriya Ashtikar
CREATED ON
1/6/2022
ORGANIZATION UNIT
/icertis
1. General Information
AGREEMENT CODE
ICMMasterServicesAgreement_6
2. Vendor Information
VENDOR NAME
Acme Corporation
3. Contract Term
Broadcast
Agreement Deviation Report
Compare Clause Changes
Edit
Publish
Delete
Cancel
This agreement can be published using the Publish button

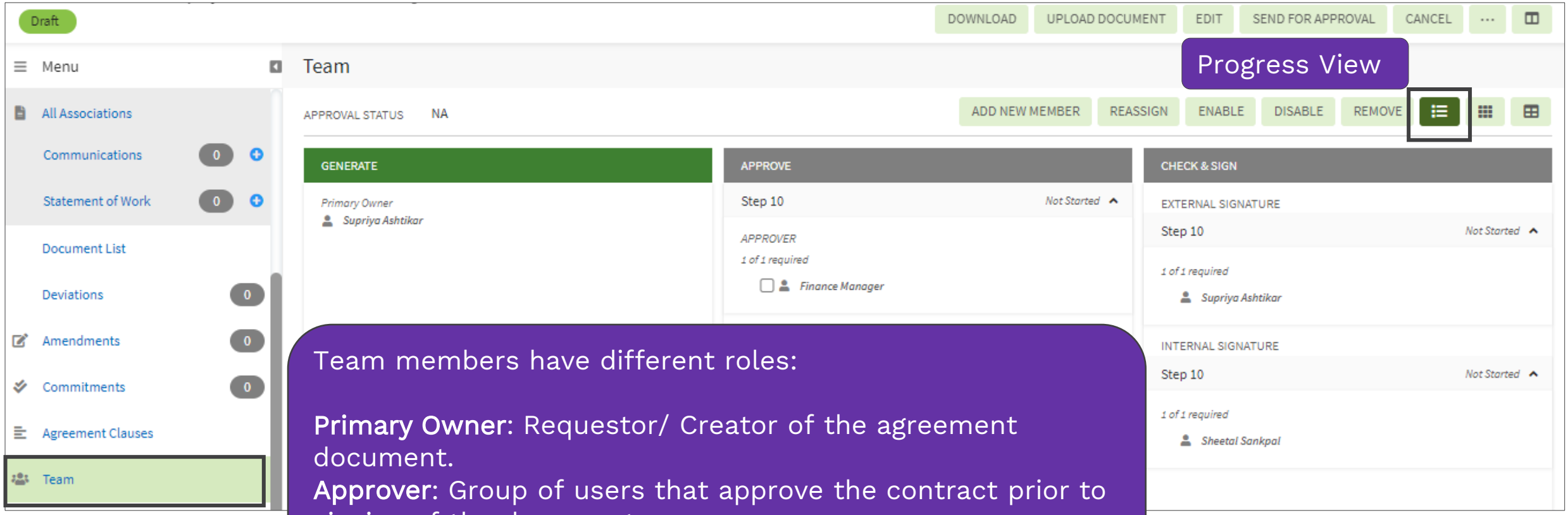
Published Draft



Published Draft



Agreement Team

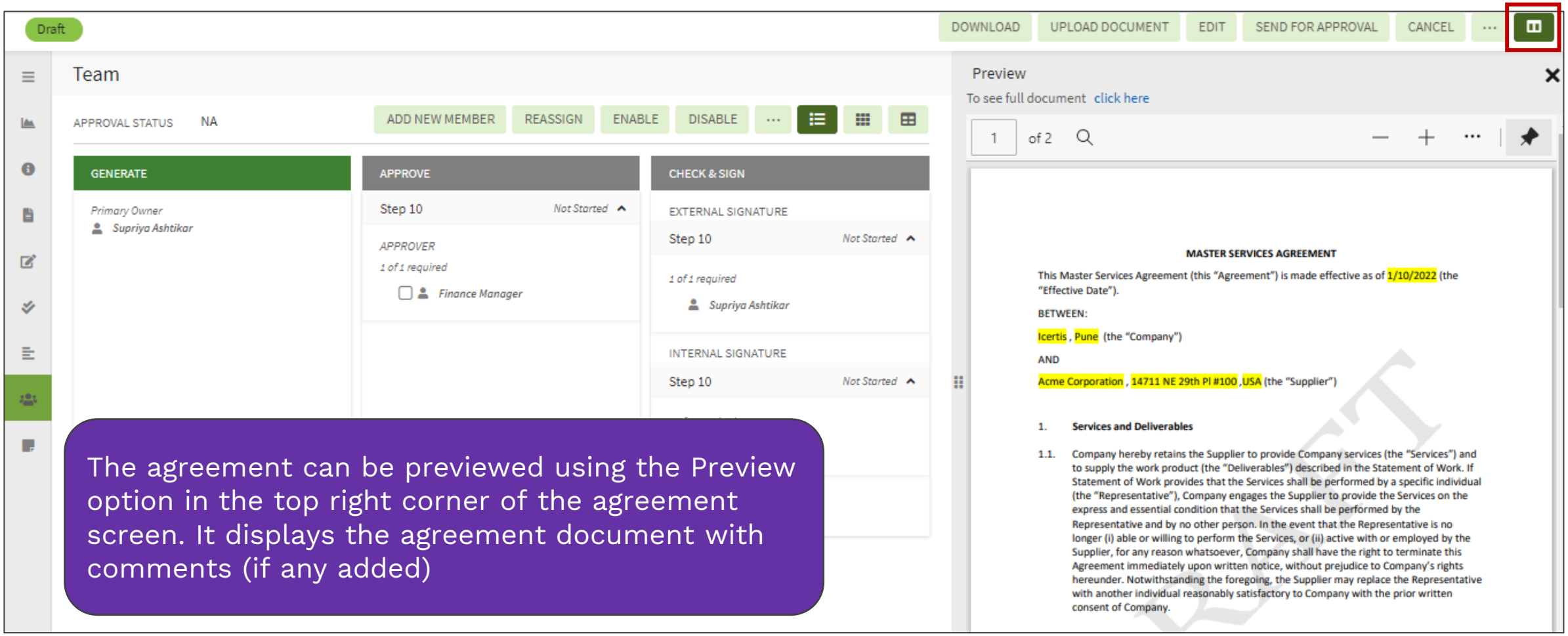


Team members have different roles:

Primary Owner: Requestor/ Creator of the agreement document.
Approver: Group of users that approve the contract prior to signing of the document.
External/ Internal Signature: Users who sign the contract

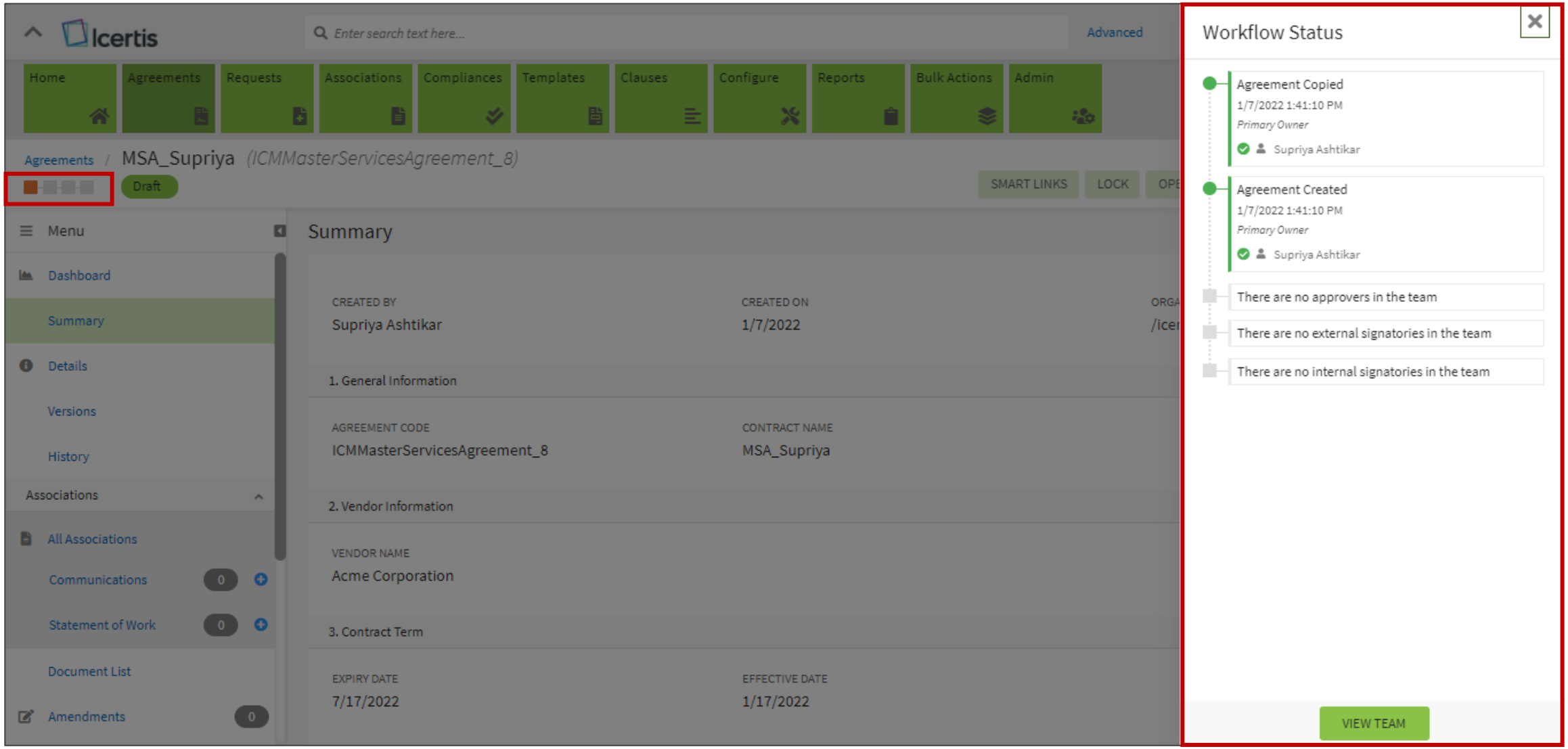
Agreement Preview

Preview

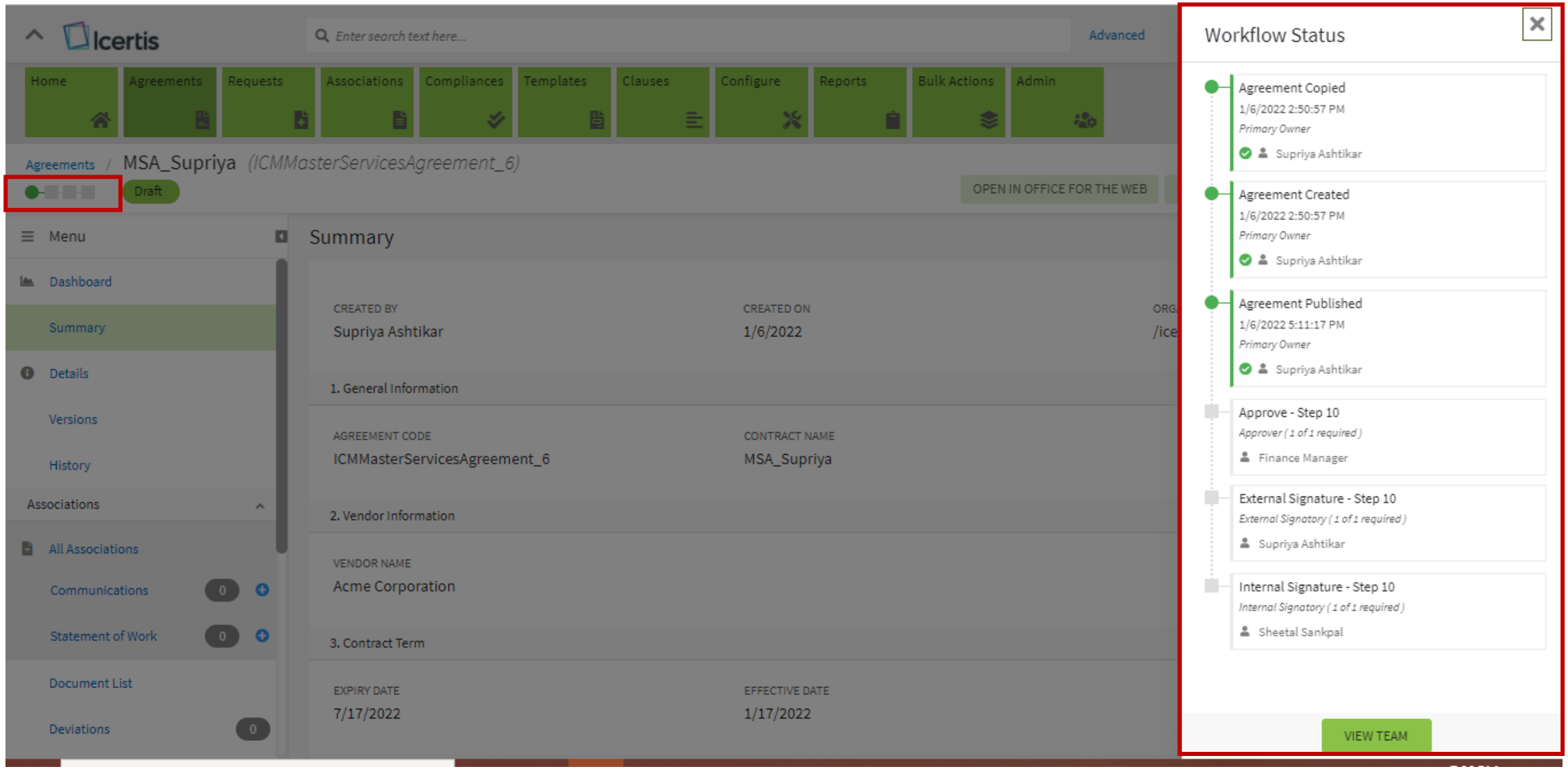


The agreement can be previewed using the Preview option in the top right corner of the agreement screen. It displays the agreement document with comments (if any added)

Chevron View of the Agreement- Before Publish

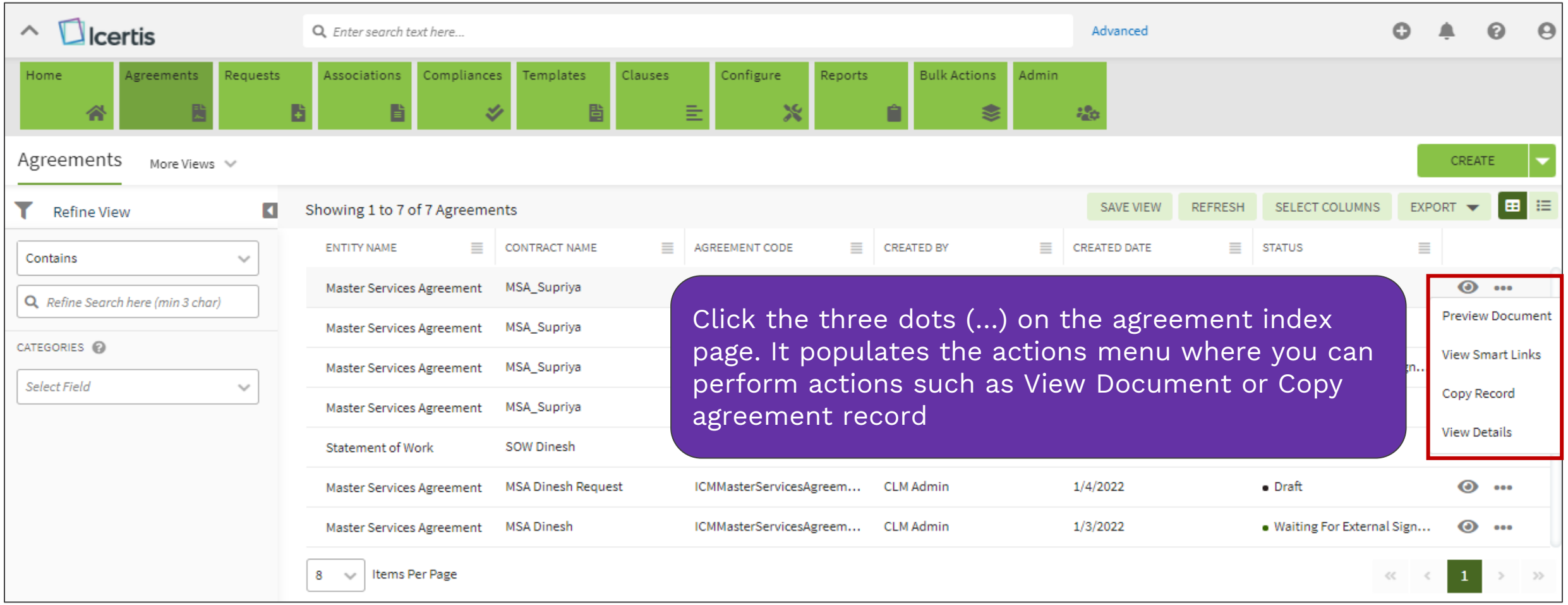


Chevron View of the Agreement- After Publish



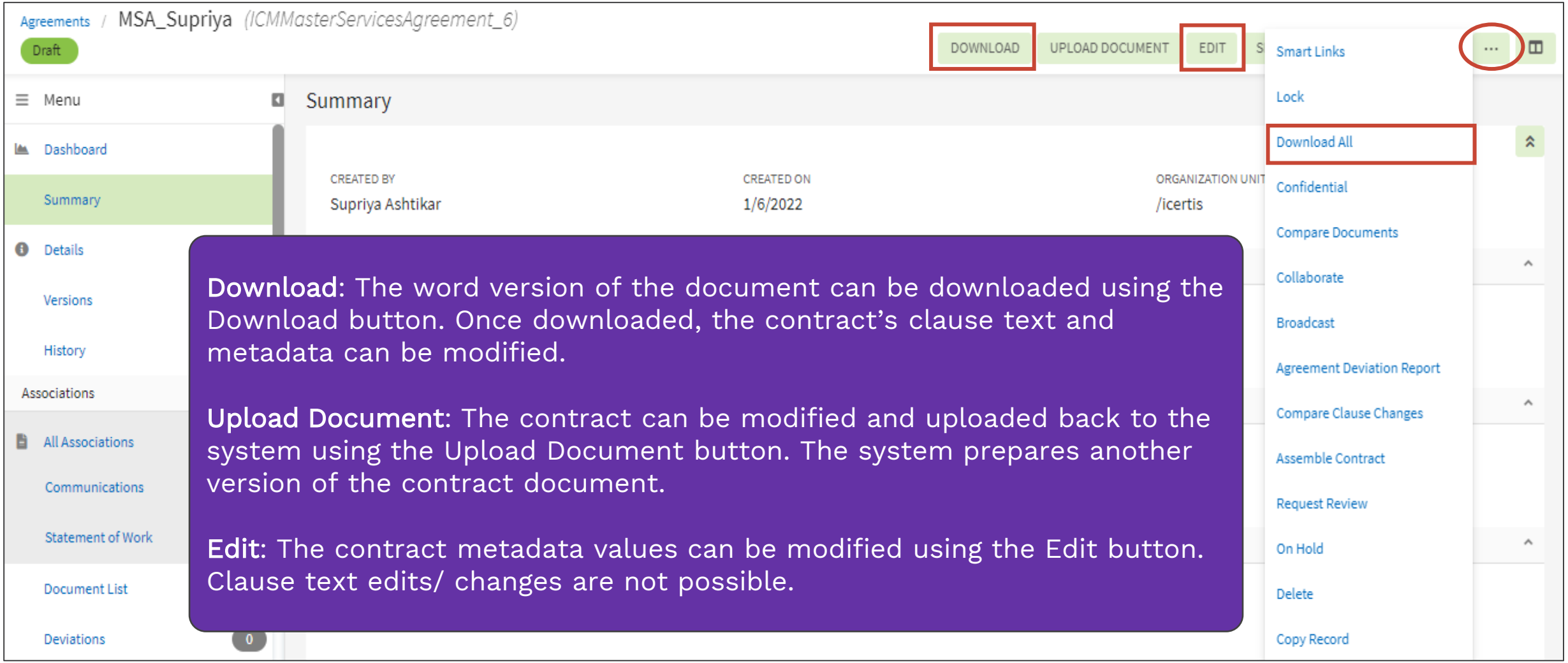
Agreement Index Page

- Navigate to Agreement Management > Agreements. This page displays a list of all existing agreements. It is the Agreement Index page.



1. Modify Agreements

Action buttons

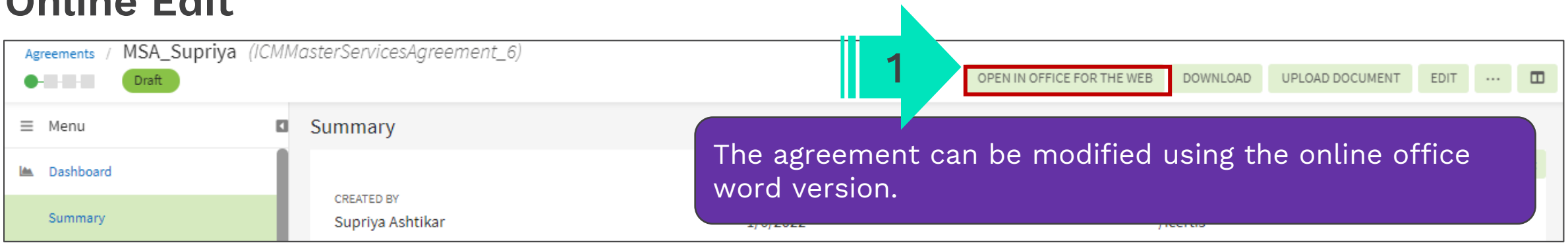


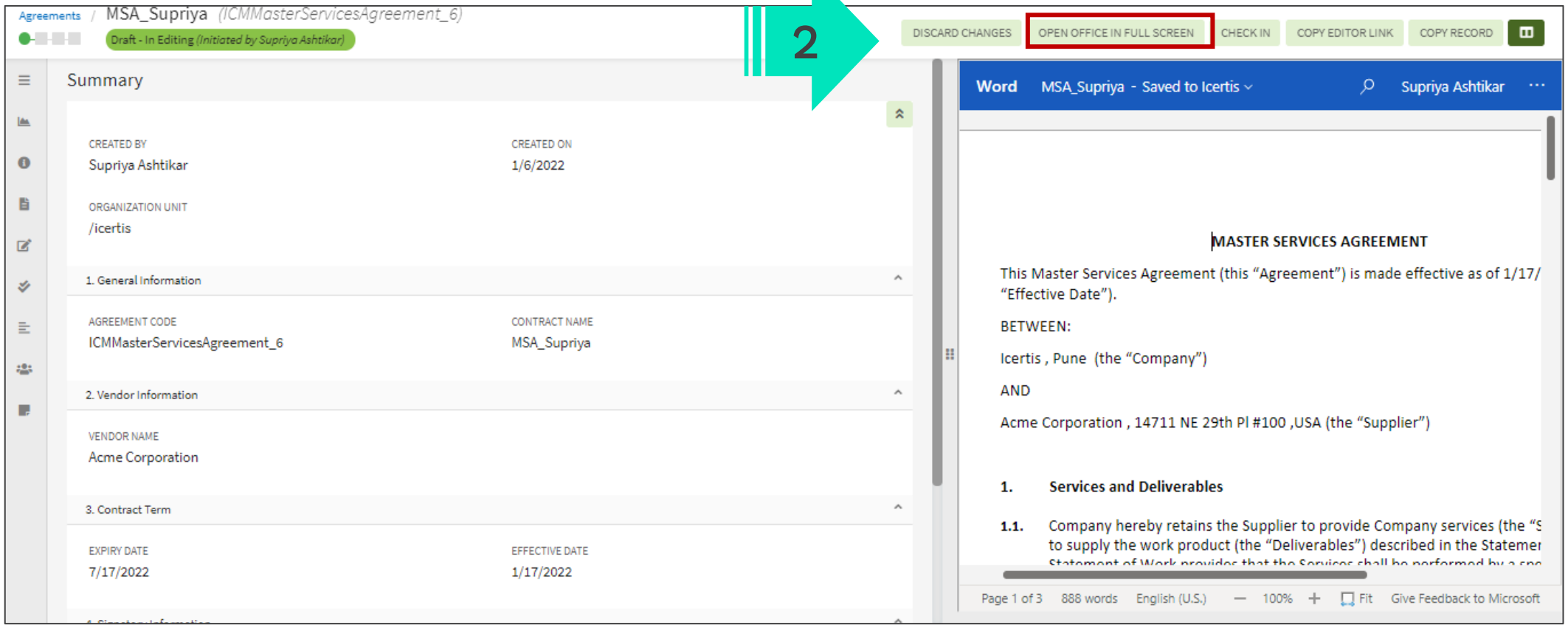
Download: The word version of the document can be downloaded using the Download button. Once downloaded, the contract's clause text and metadata can be modified.

Upload Document: The contract can be modified and uploaded back to the system using the Upload Document button. The system prepares another version of the contract document.

Edit: The contract metadata values can be modified using the Edit button. Clause text edits/ changes are not possible.

Online Edit





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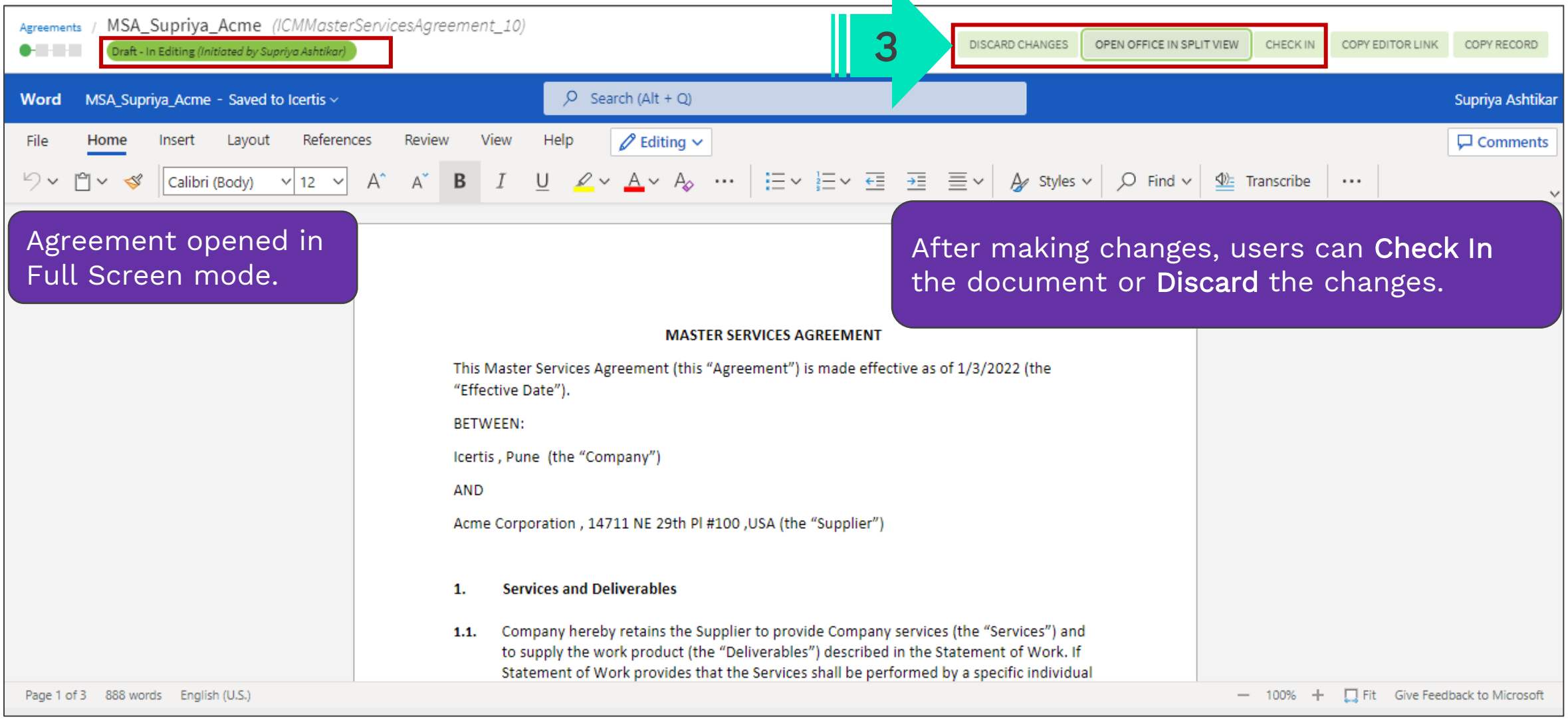
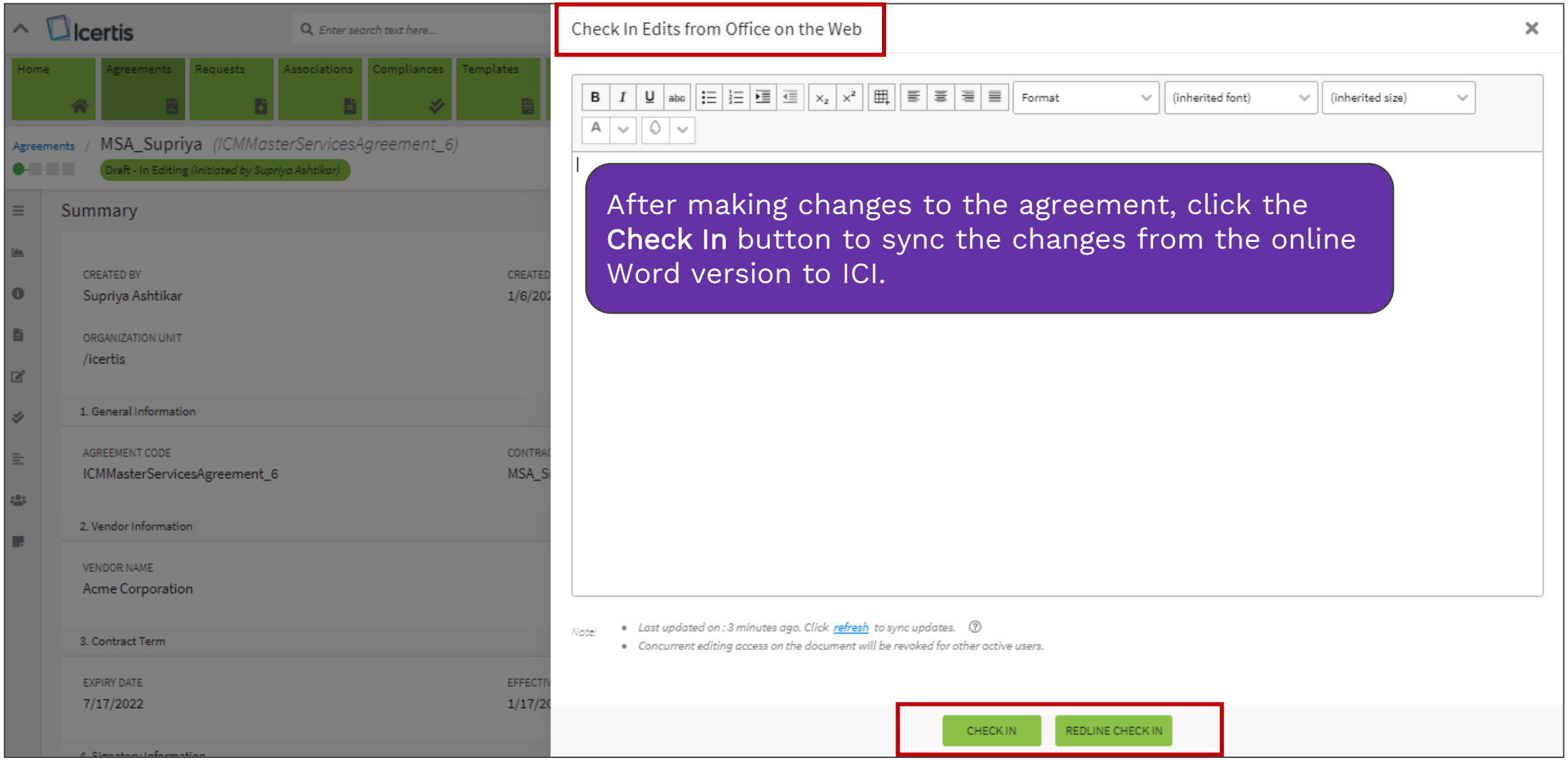
Online Edit

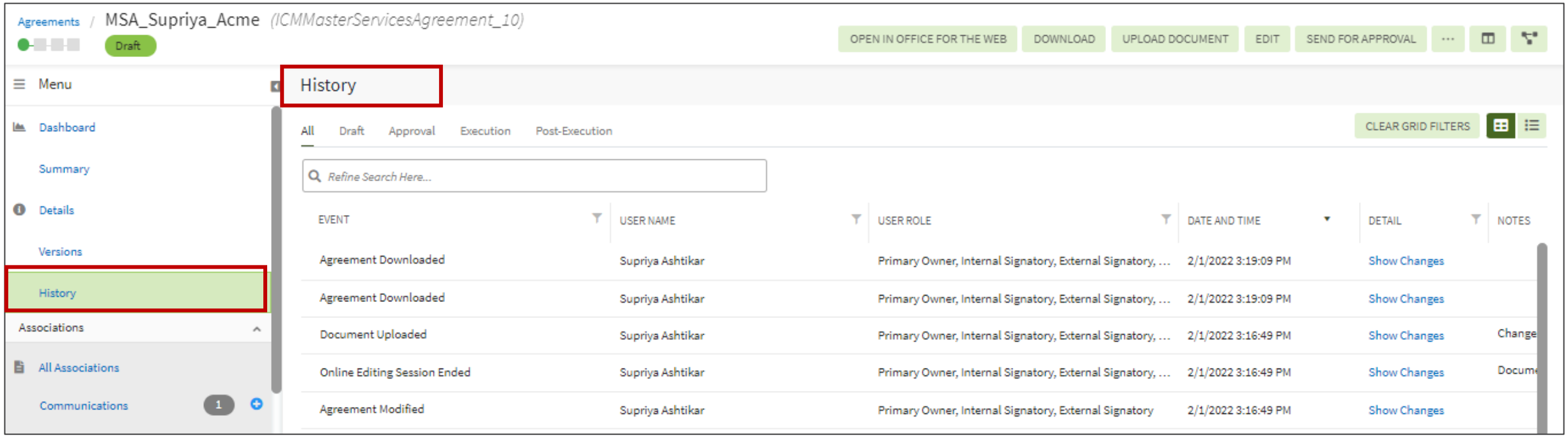

Agreements / MSA_Supriya_Acme (ICMMasterServicesAgreement_10)
Draft - In Editing (Initiated by Supriya Ashtikar)
3
DISCARD CHANGES
OPEN OFFICE IN SPLIT VIEW
CHECK IN
COPY EDITOR LINK
COPY RECORD
Word
MSA_Supriya_Acme - Saved to Icertis
Search (Alt + Q)
Supriya Ashtikar
File
Home
Insert
Layout
References
Review
View
Help
Editing
Comments
Calibri (Body)
12
Styles
Find
Transcribe
Agreement opened in Full Screen mode.
After making changes, users can Check In the document or Discard the changes.
MASTER SERVICES AGREEMENT
This Master Services Agreement (this "Agreement") is made effective as of 1/3/2022 (the "Effective Date").
BETWEEN:
Icertis , Pune (the "Company")
AND
Acme Corporation , 14711 NE 29th Pl #100 ,USA (the "Supplier")
1. Services and Deliverables
1.1. Company hereby retains the Supplier to provide Company services (the "Services") and to supply the work product (the "Deliverables") described in the Statement of Work. If Statement of Work provides that the Services shall be performed by a specific individual
Page 1 of 3
888 words
English (U.S.)
100%
Fit
Give Feedback to Microsoft

Online Edit


Icertis
Enter search text here...
Home
Agreements
Requests
Associations
Compliances
Templates
Agreements / MSA_Supriya (ICMMasterServicesAgreement_6)
Draft - In Editing (Initiated by Supriya Ashtikar)
Summary
CREATED BY
Supriya Ashtikar
ORGANIZATION UNIT
/icertis
1. General Information
AGREEMENT CODE
ICMMasterServicesAgreement_6
2. Vendor Information
VENDOR NAME
Acme Corporation
3. Contract Term
EXPIRY DATE
7/17/2022
Check In Edits from Office on the Web
Format
(inherited font)
(inherited size)
After making changes to the agreement, click the Check In button to sync the changes from the online Word version to ICI.
Note:
Last updated on : 3 minutes ago. Click refresh to sync updates.
Concurrent editing access on the document will be revoked for other active users.
CHECK IN
REDLINE CHECK IN

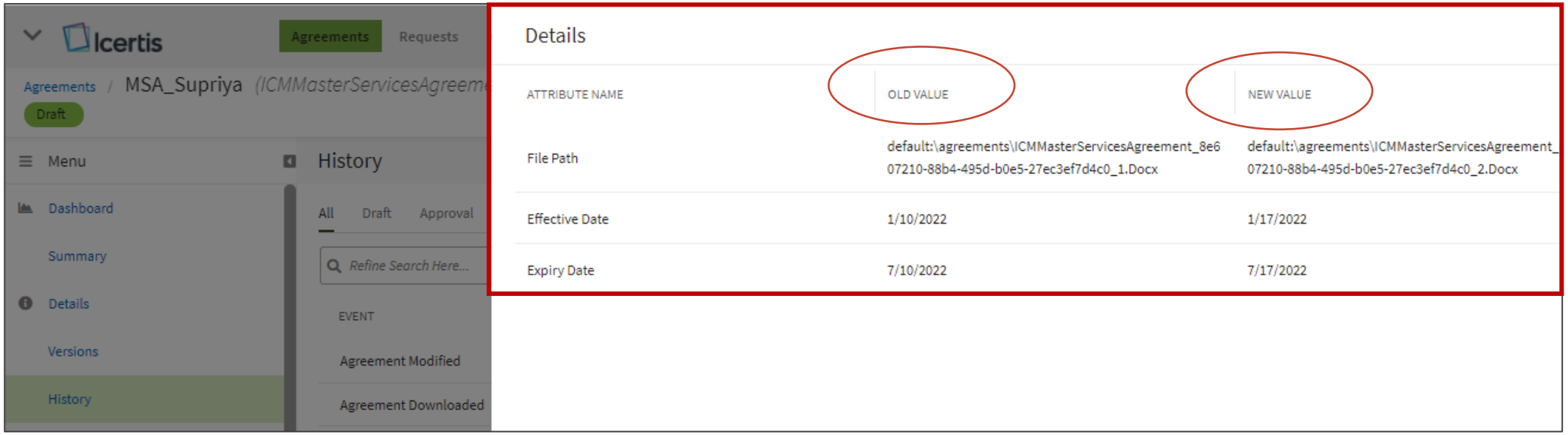
Versions and History

- History of changes made to the contract is maintained.

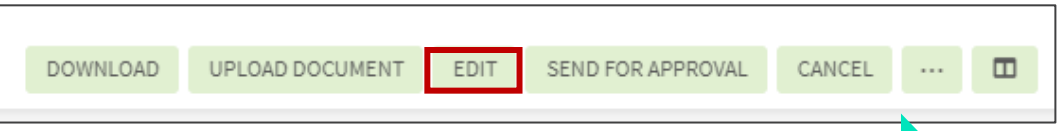


Versions and History

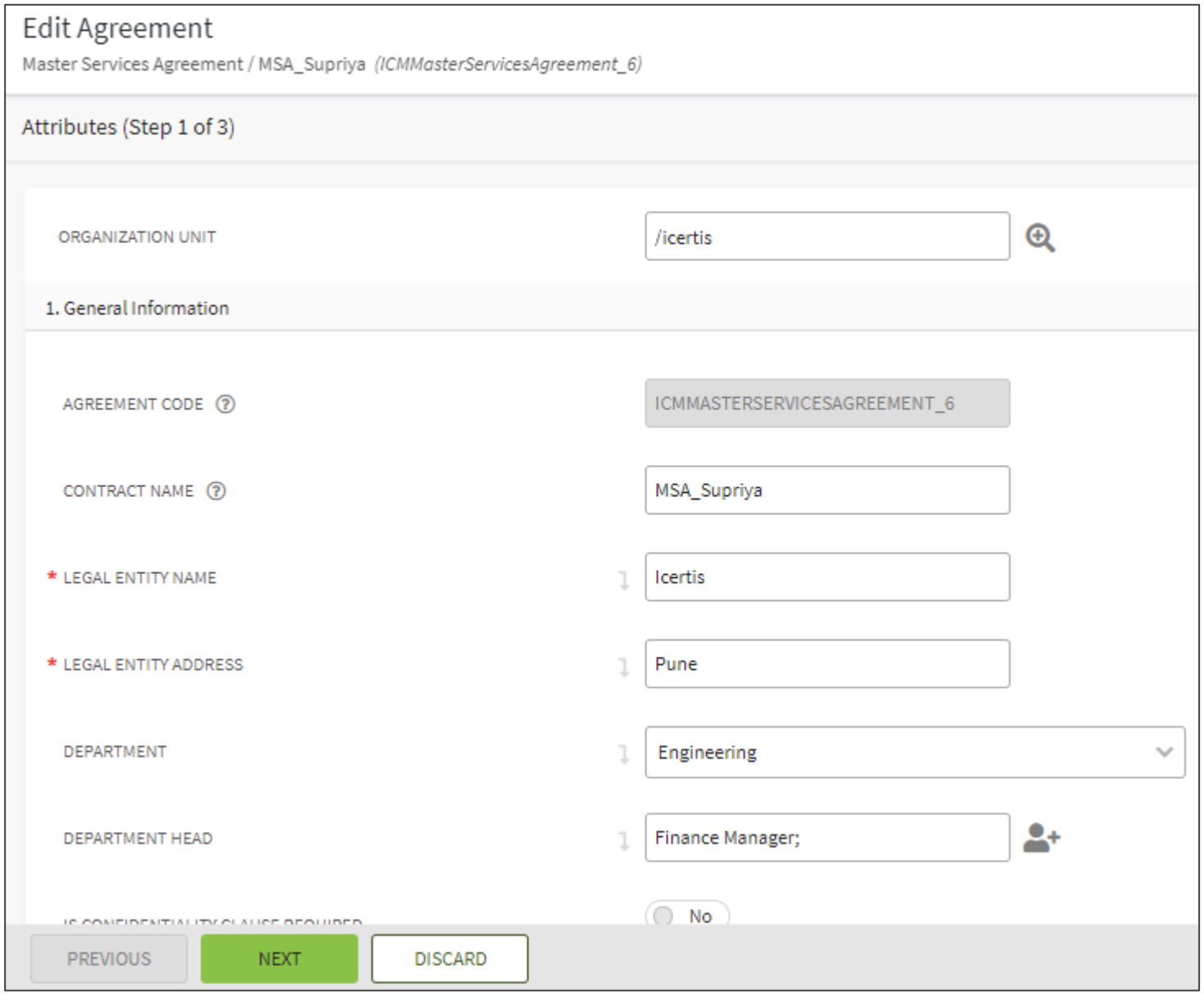
- Notice that using ‘Show Changes’ link, system displays the Old Value and New Value of the metadata changes.



Action buttons

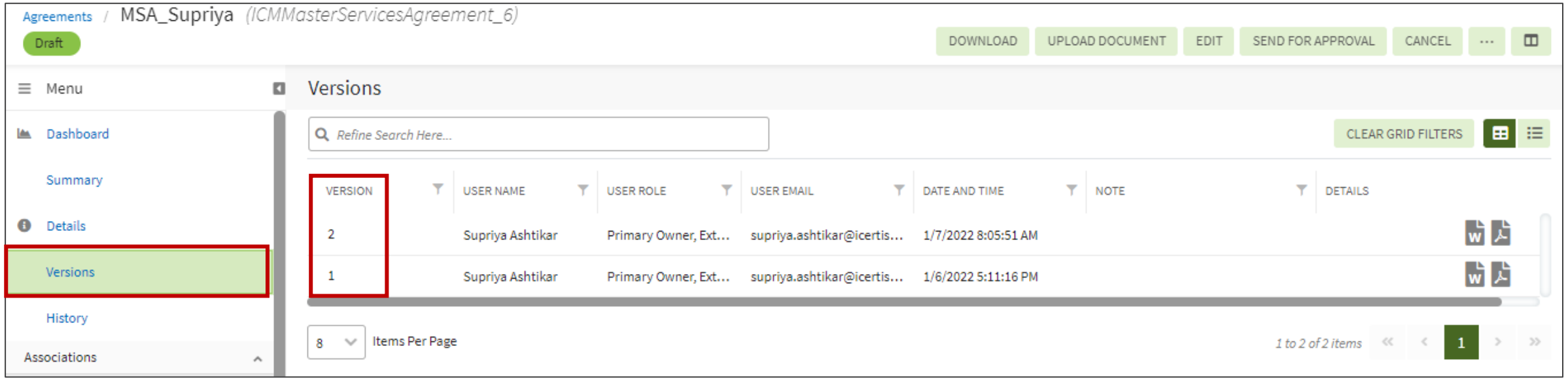


Click the **Edit** button to make metadata changes to the contract document.

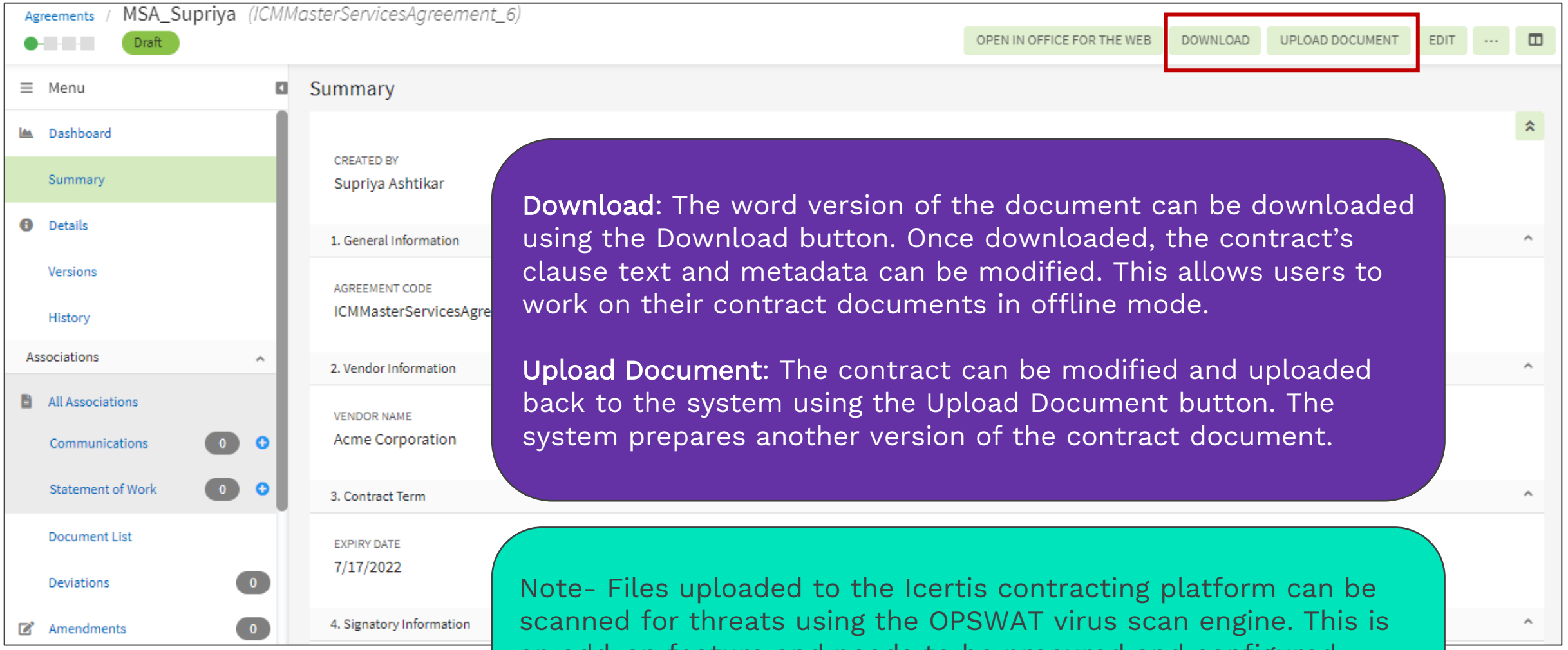


Versions

- If a contract is modified/ updated, the system creates a new version of the document
- The previous version of the document is maintained in the system.
- The system always downloads the latest version of the agreement. Access to the older versions is possible through Versions.



Action buttons

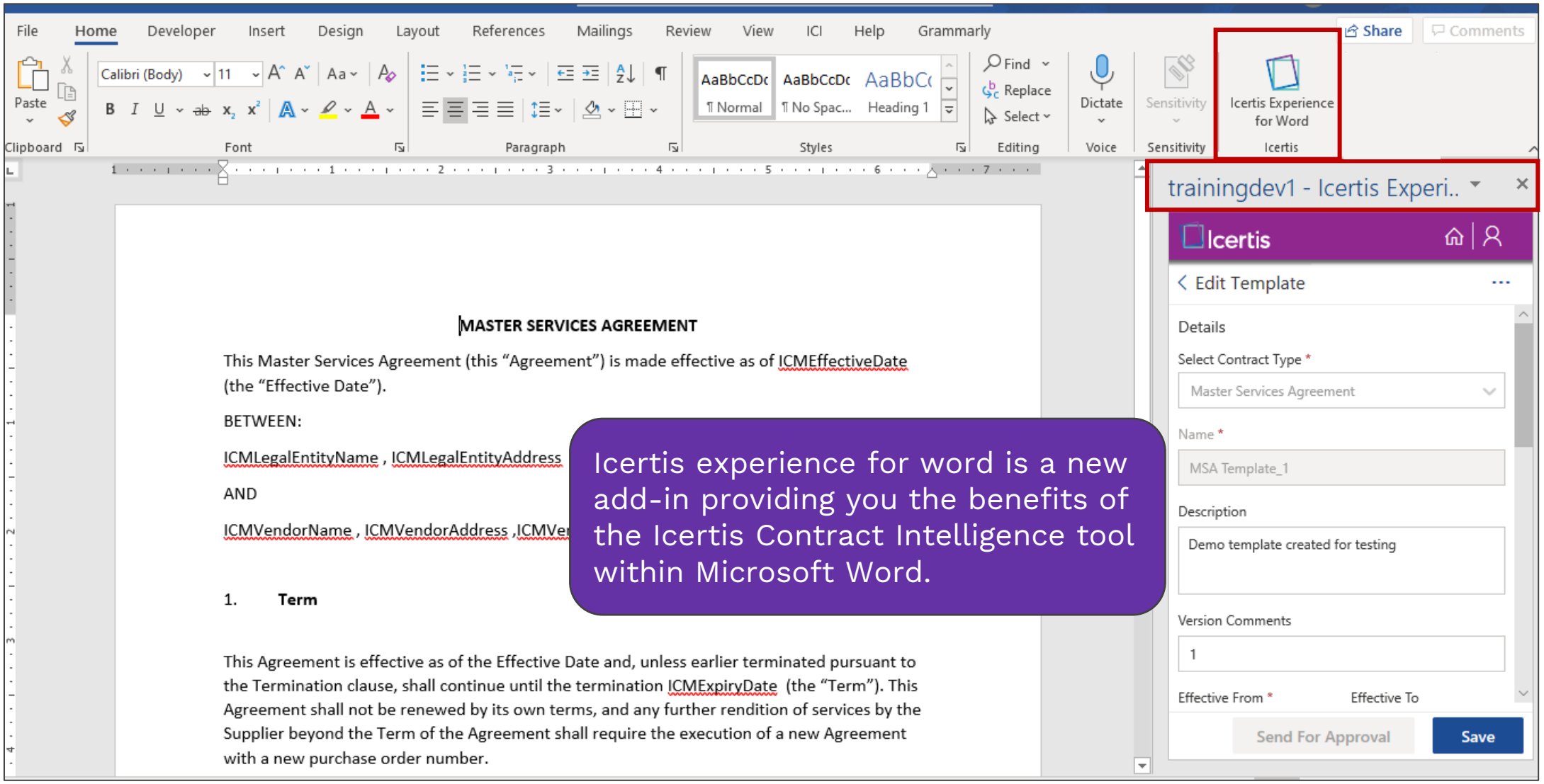


Download: The word version of the document can be downloaded using the Download button. Once downloaded, the contract's clause text and metadata can be modified. This allows users to work on their contract documents in offline mode.

Upload Document: The contract can be modified and uploaded back to the system using the Upload Document button. The system prepares another version of the contract document.

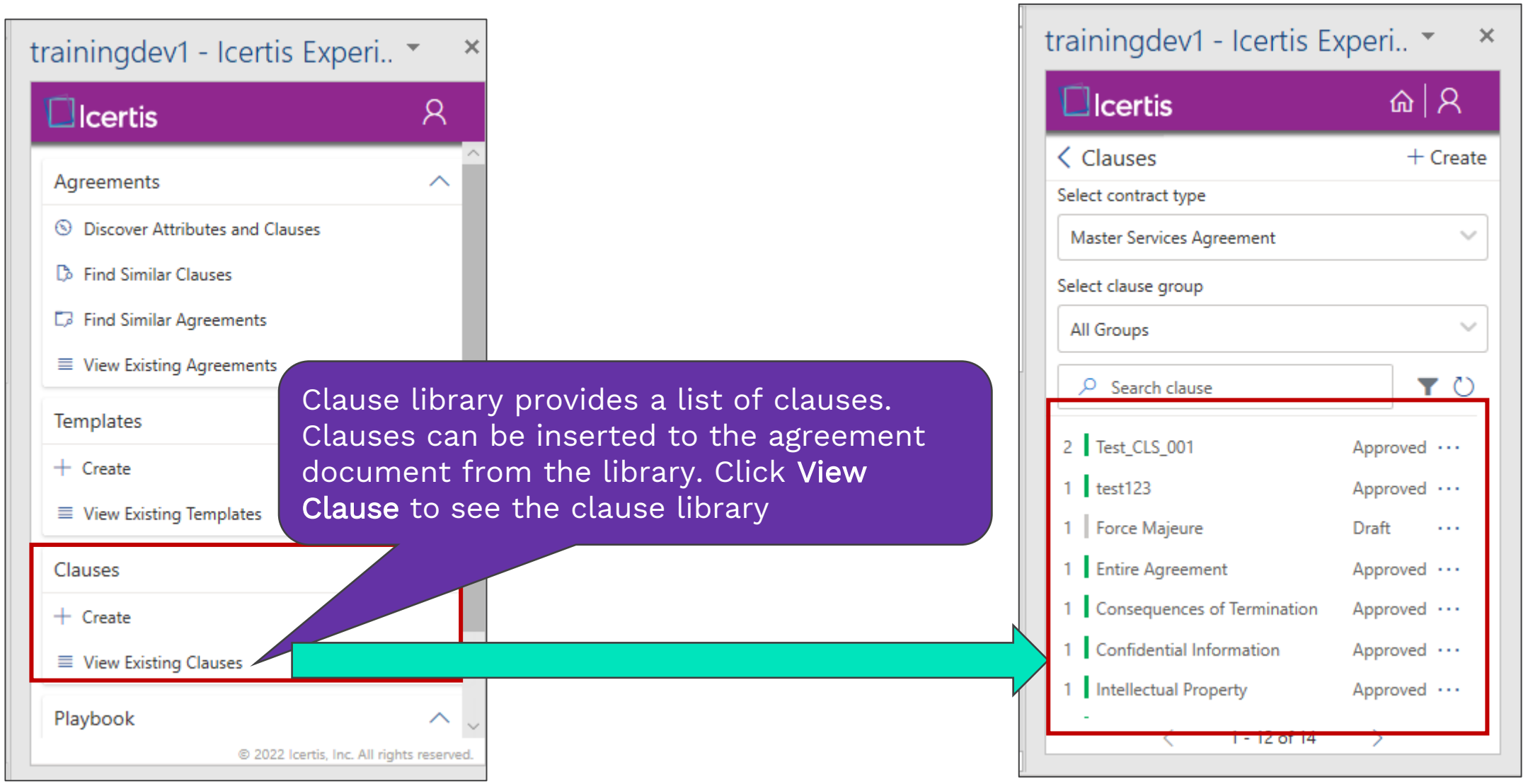
Note- Files uploaded to the Icertis contracting platform can be scanned for threats using the OPSWAT virus scan engine. This is an add-on feature and needs to be procured and configured

Icertis Word Add-in

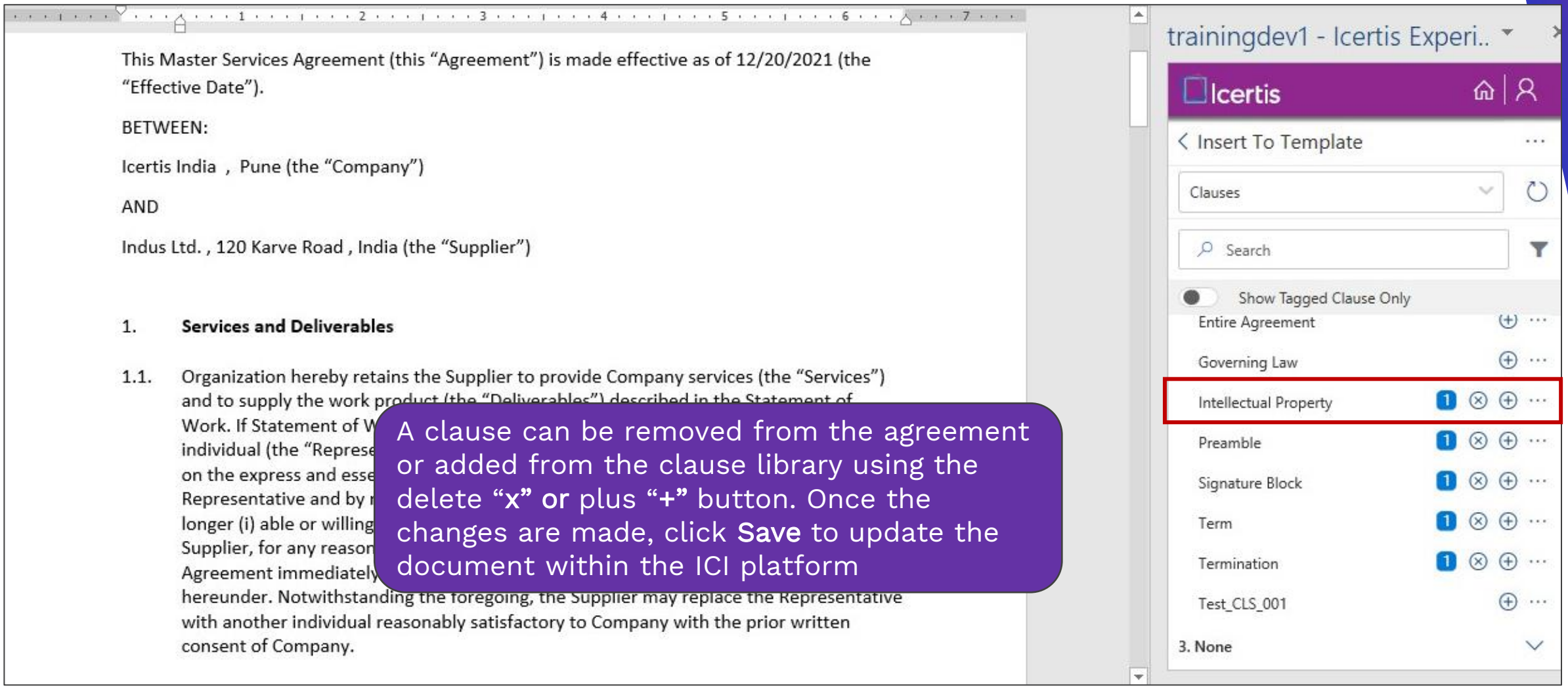


Icertis

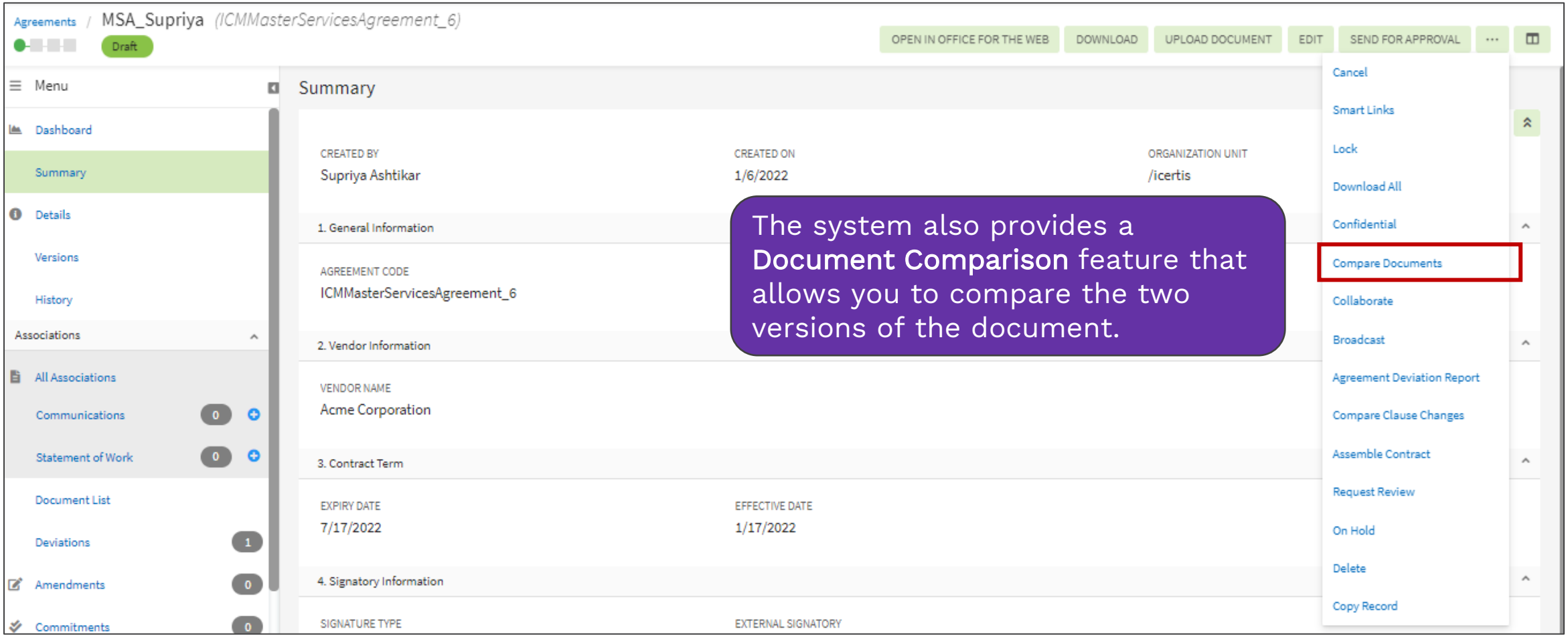
View Clause Library



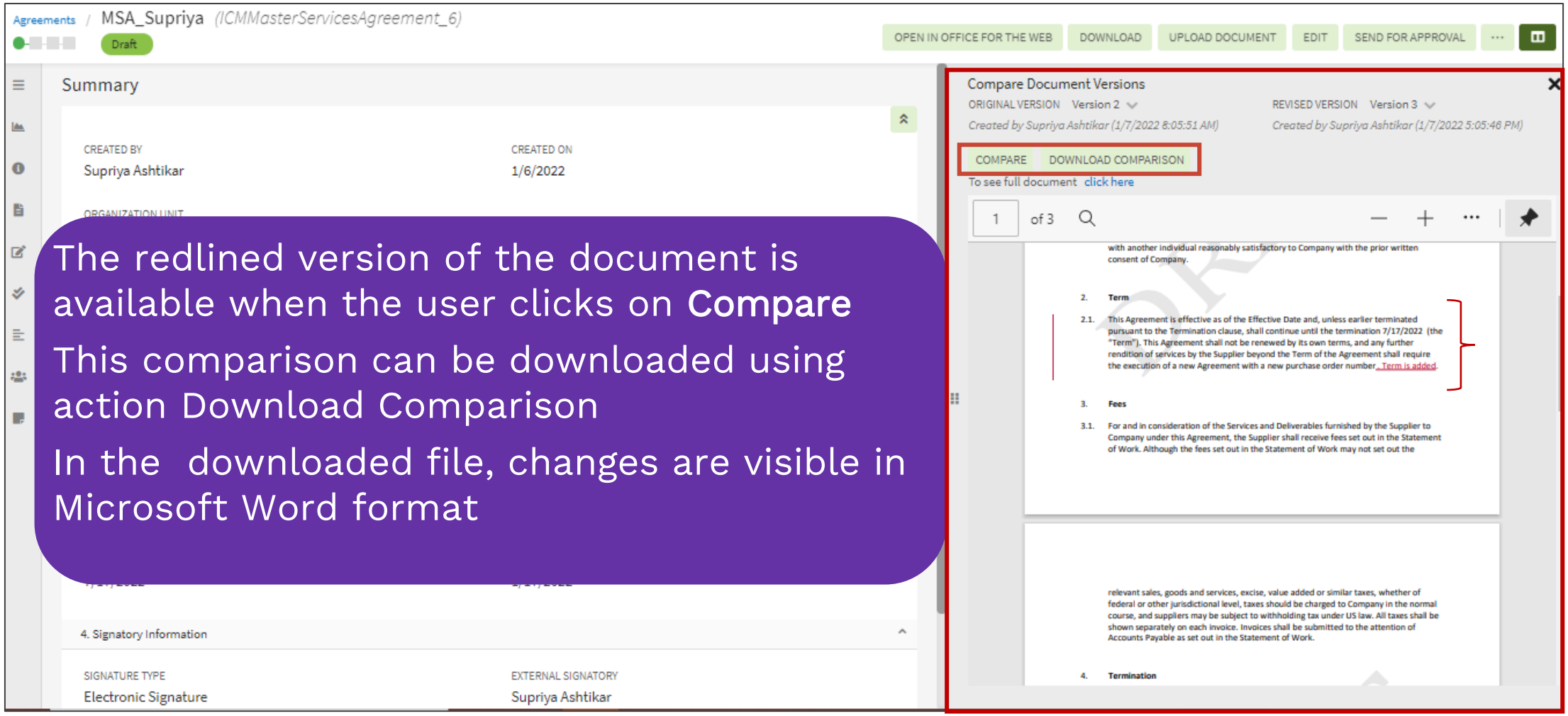
View Clause Library



Document Comparison



Redline version of Document



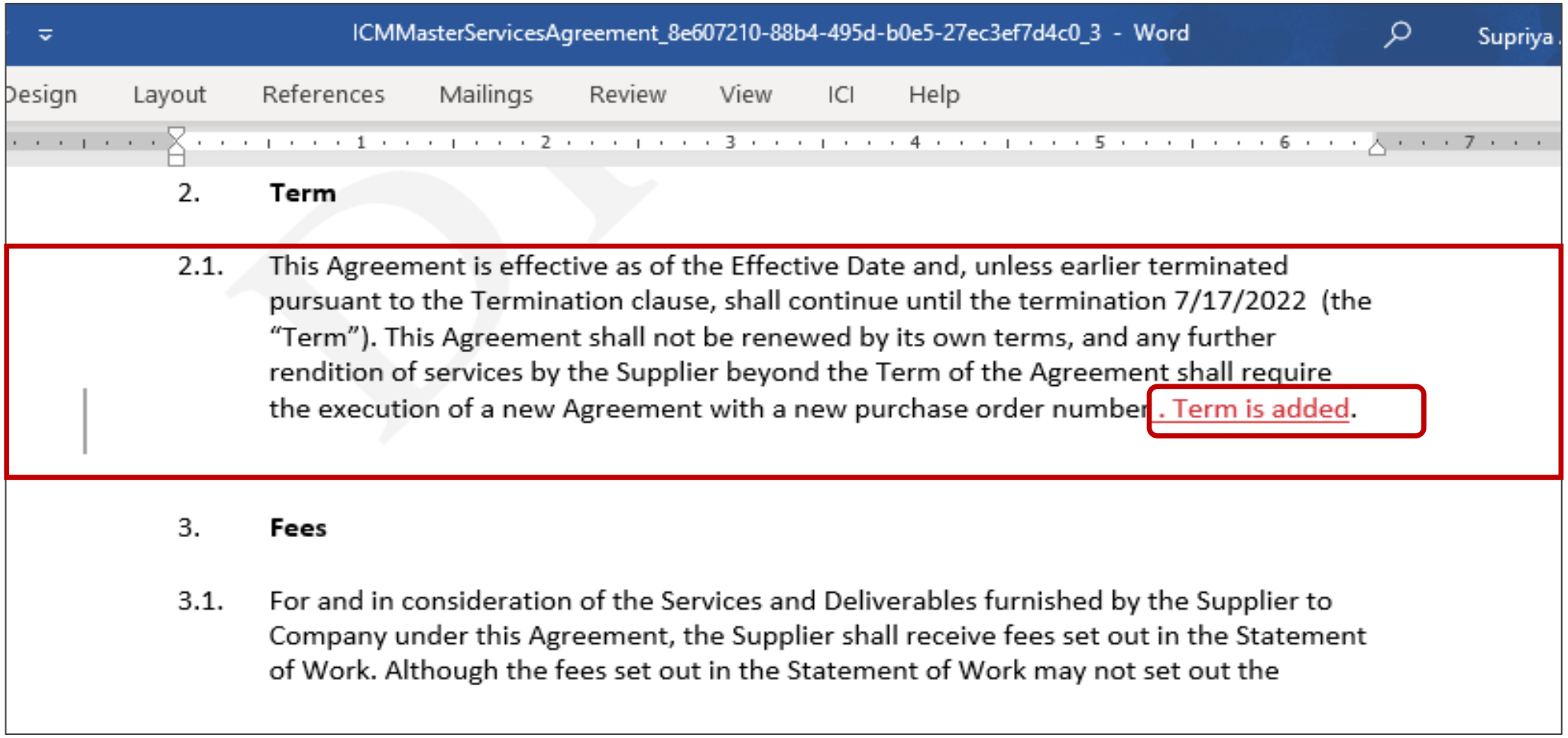
The redlined version of the document is available when the user clicks on **Compare**

This comparison can be downloaded using action Download Comparison

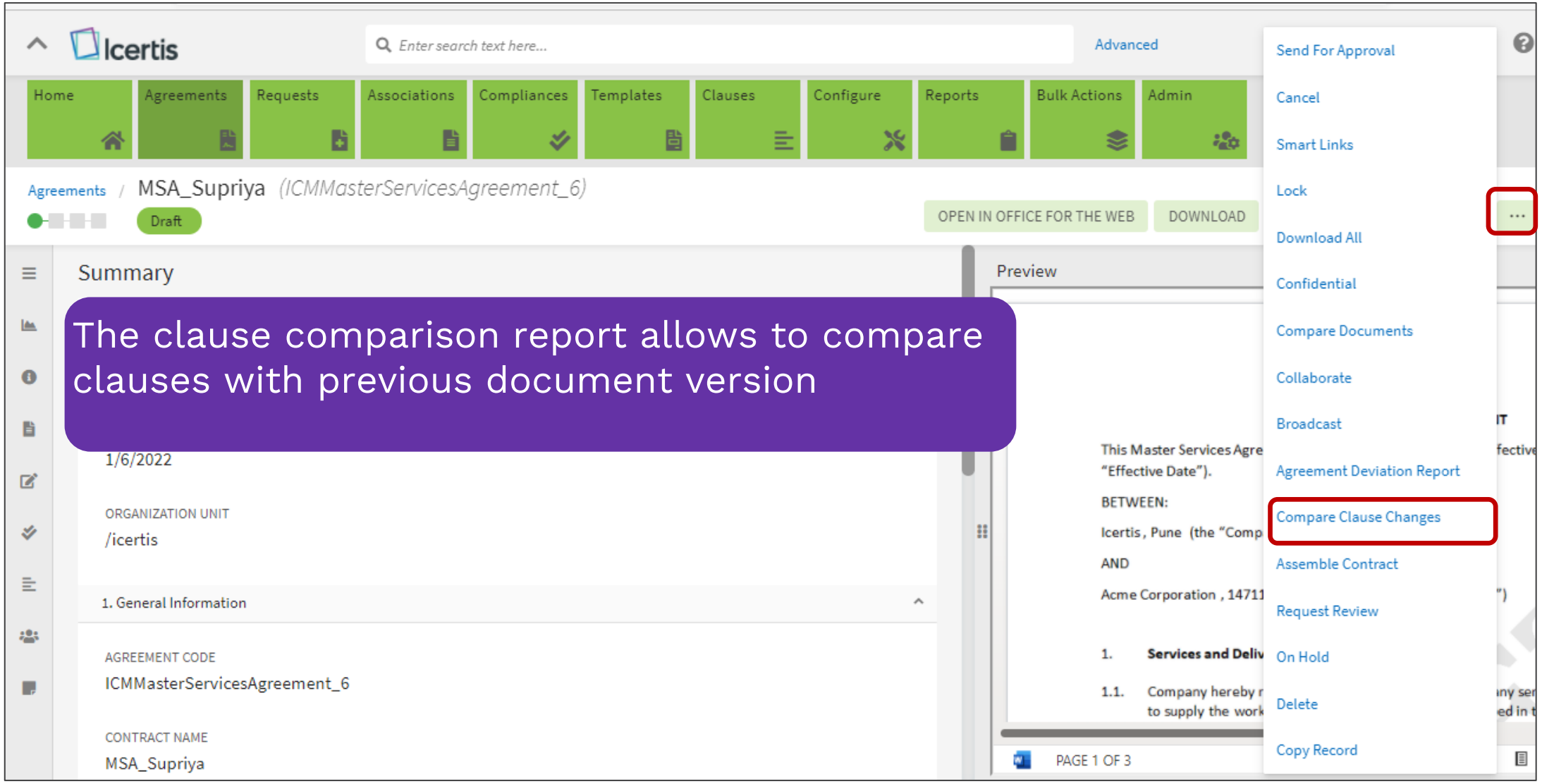
In the downloaded file, changes are visible in Microsoft Word format

Downloading the Document Comparison

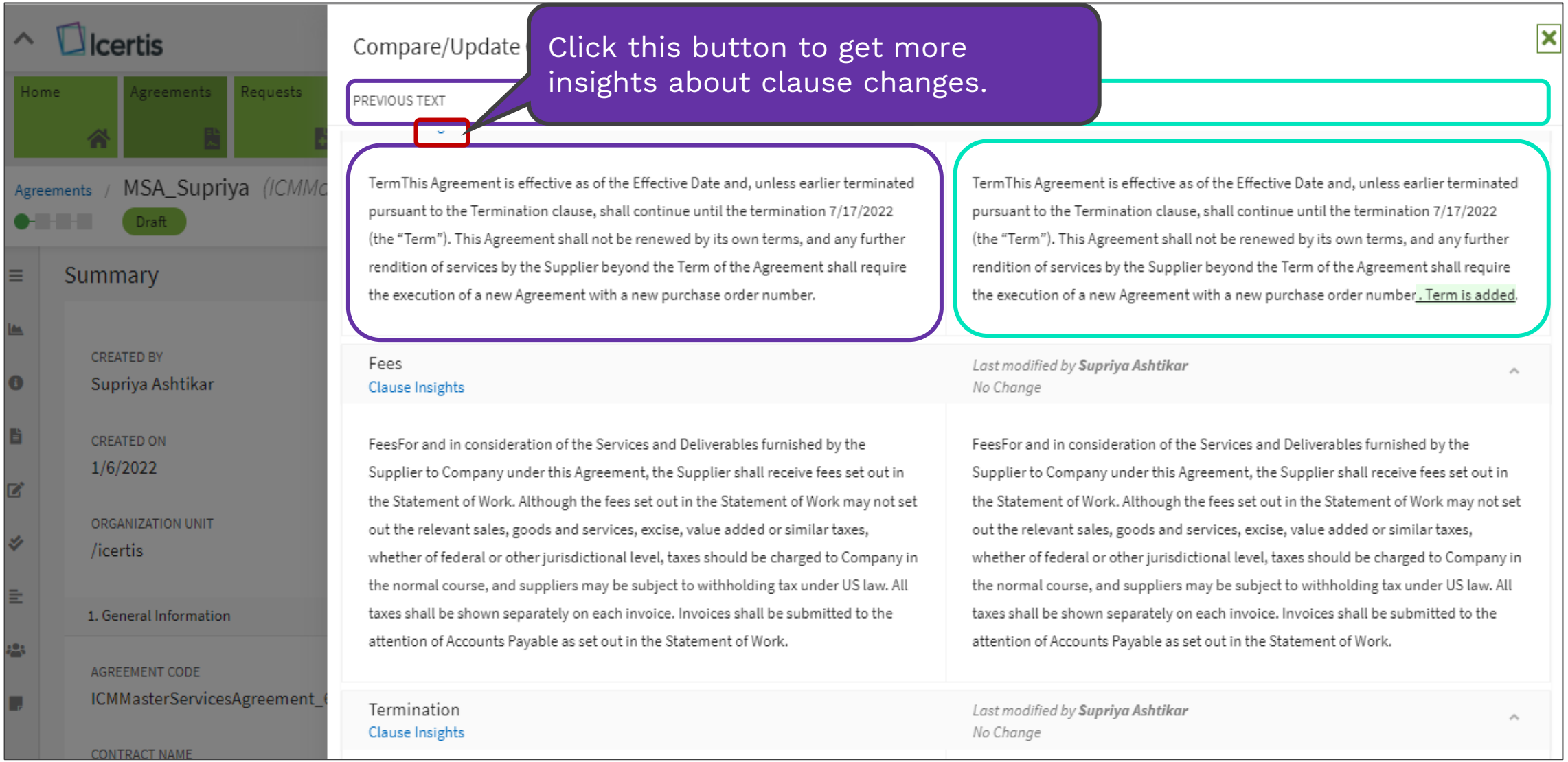
- Shows the clause in highlighted text in red



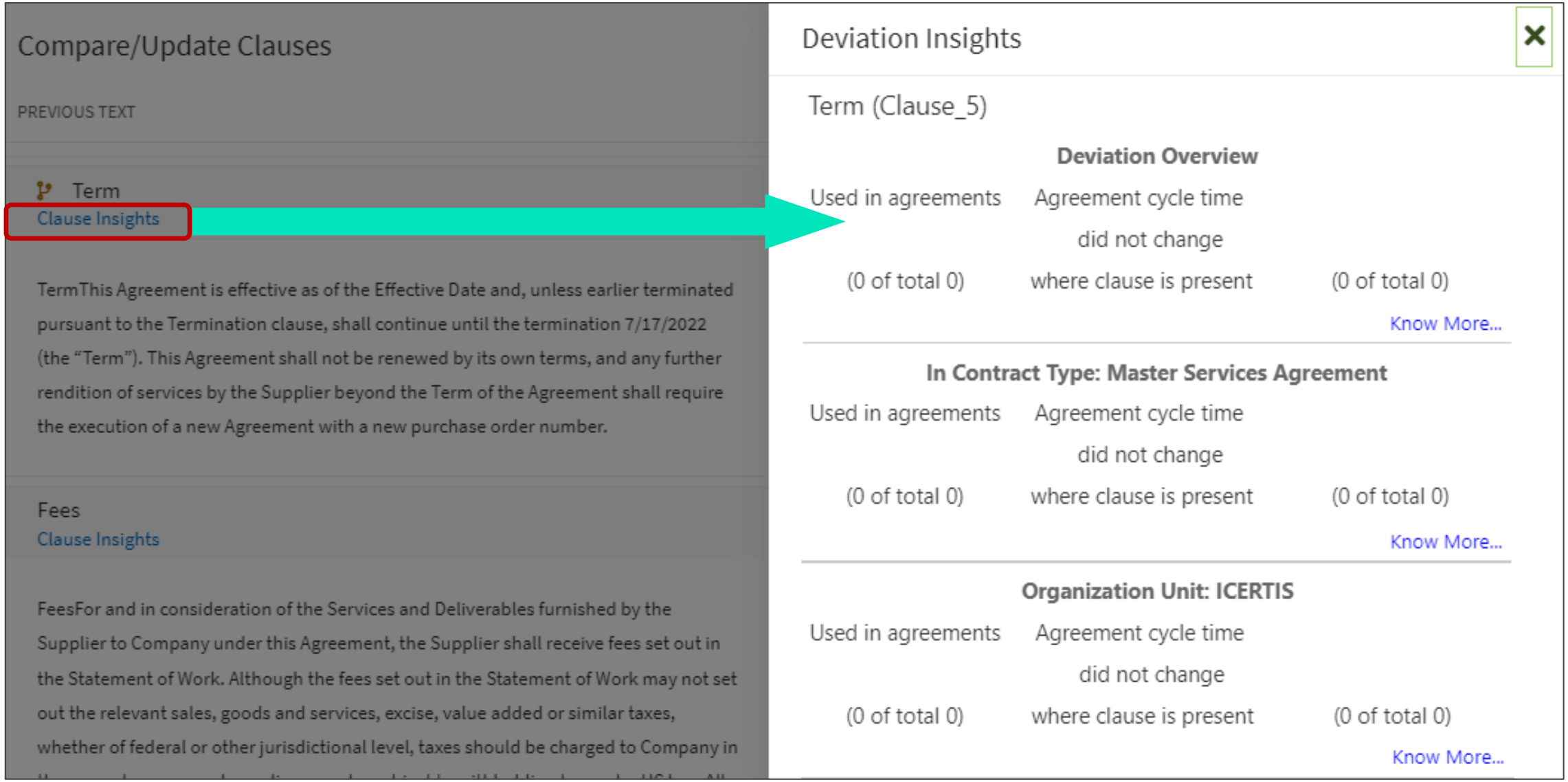
Compare Clause Changes



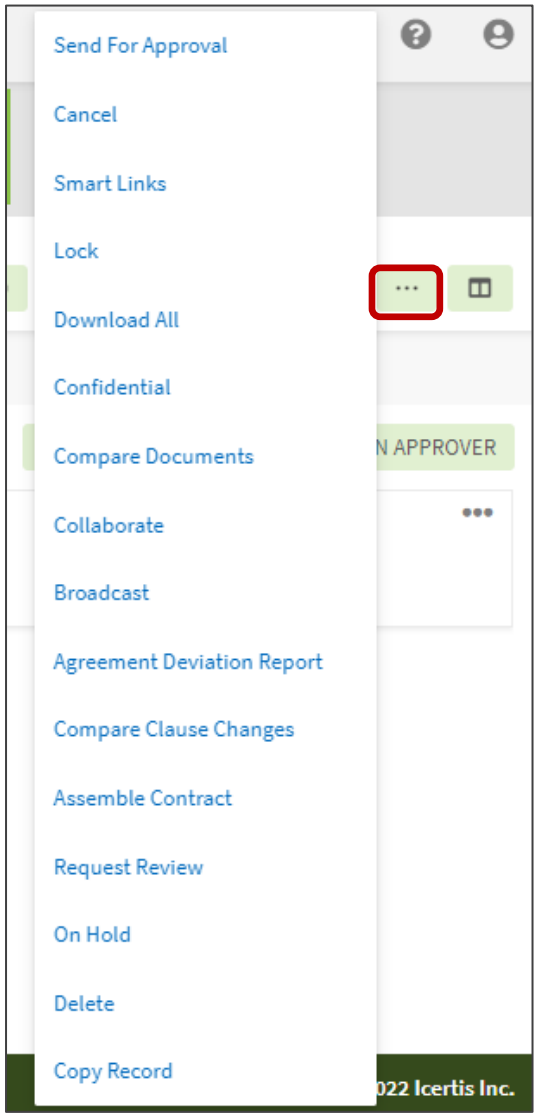
Compare Clause Changes



Compare Clause Changes

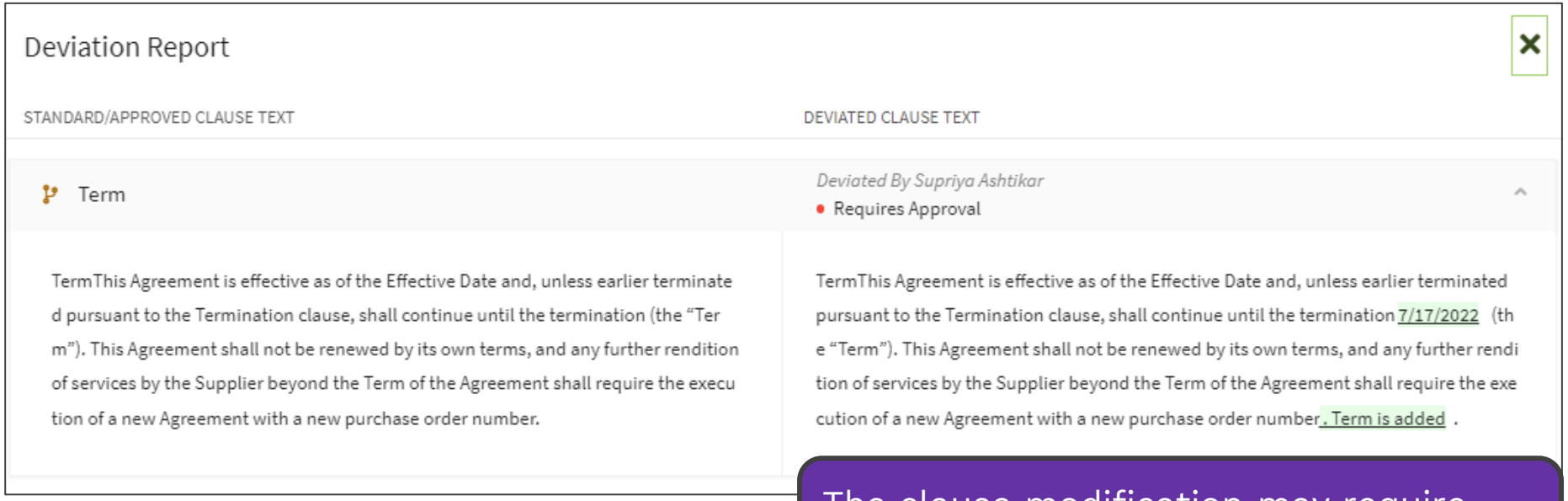


Agreement Deviation Report



When the standard clause gets modified the system generates a Deviation

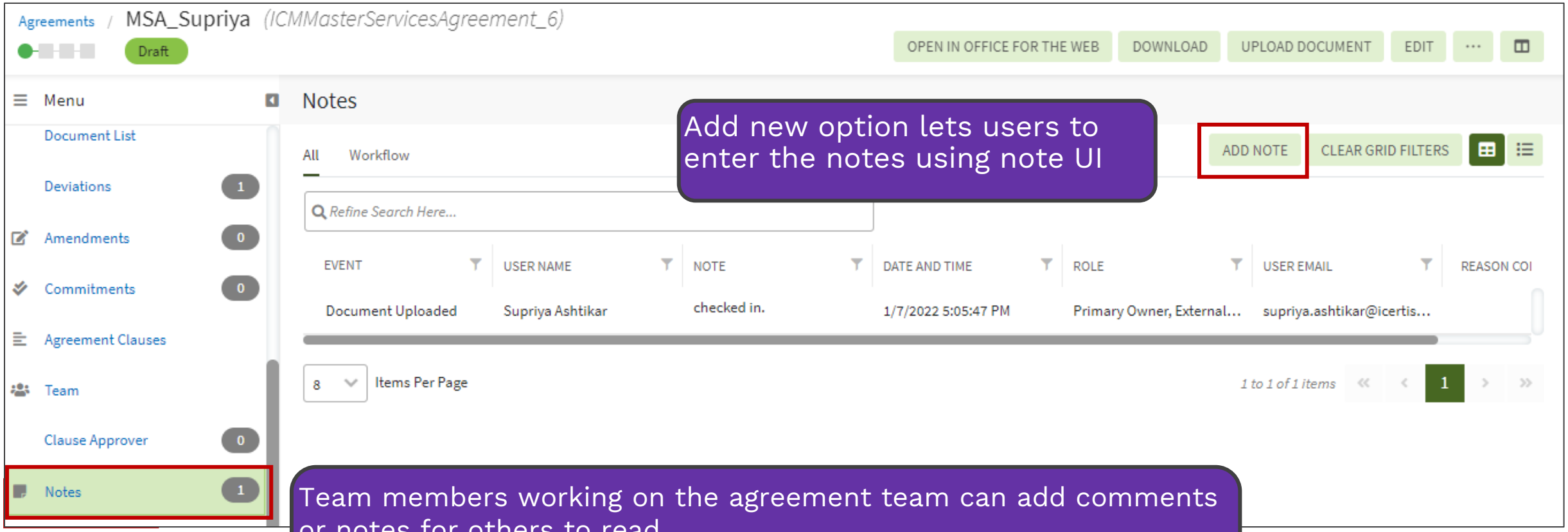
Deviation Reports considers only for clause modifications and not attributes modification.



The clause modification may require approval from relevant departments.

Icertis

Notes



Add new option lets users to enter the notes using note UI

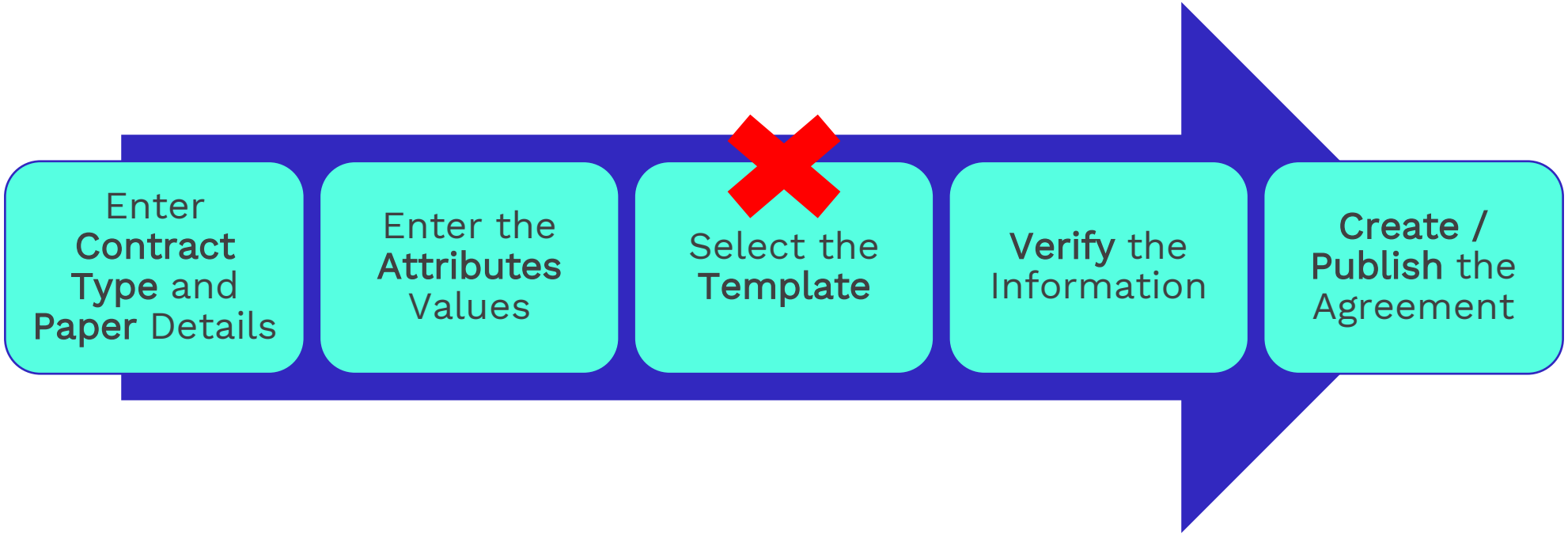
Team members working on the agreement team can add comments or notes for others to read.

Essential contract information can be captured via the **notes** section

3. Create Agreements using third party paper

Authoring Contract Steps

- You initiate creation of an Agreement by clicking **Create Agreement** under the **Agreement Management** tile
- Agreements created using the third-party paper would not include the Select Template step



Summary

Drafting and Editing Contract

- Contract creation steps - Contract Type selection, Attributes, Template Selection, Verification
- Create , Create and Publish, Create and Send for Approval
- Modifying agreements – Only attributes using Edit
- Modifying agreements – Download , Modify and Upload Document
- Teams display agreement stakeholders and progress of the contract lifecycle
- The chevron view enables to view the agreement journey upfront
- Notes display comments by stakeholders
- Document Comparison Report and Agreement Deviation Report

Link needs to be checked and updated

Exercise- Log in to ICI

- Connect to the Icertis Contract Intelligence using the link ~~https://training.icertis.com~~
- **Username-** *Your email address*
- **Password-** *Welcome@123*

Thank You