Agenda – Part A

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Linking Agreements

Icertis Contract Intelligence
Product Training

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Contents

1. Relating two Agreements

Relating two Agreements

Master Services Agreement

(Agreement 1)

Statement of Work

Statement of Work

Statement of Work

(Agreement 2)

- Statement of Work (SOW) are child agreements of a master / parent agreement

- Multiple SOWs can be created for one master agreement

- Attribute values are copied from the Master Agreement to the SOW

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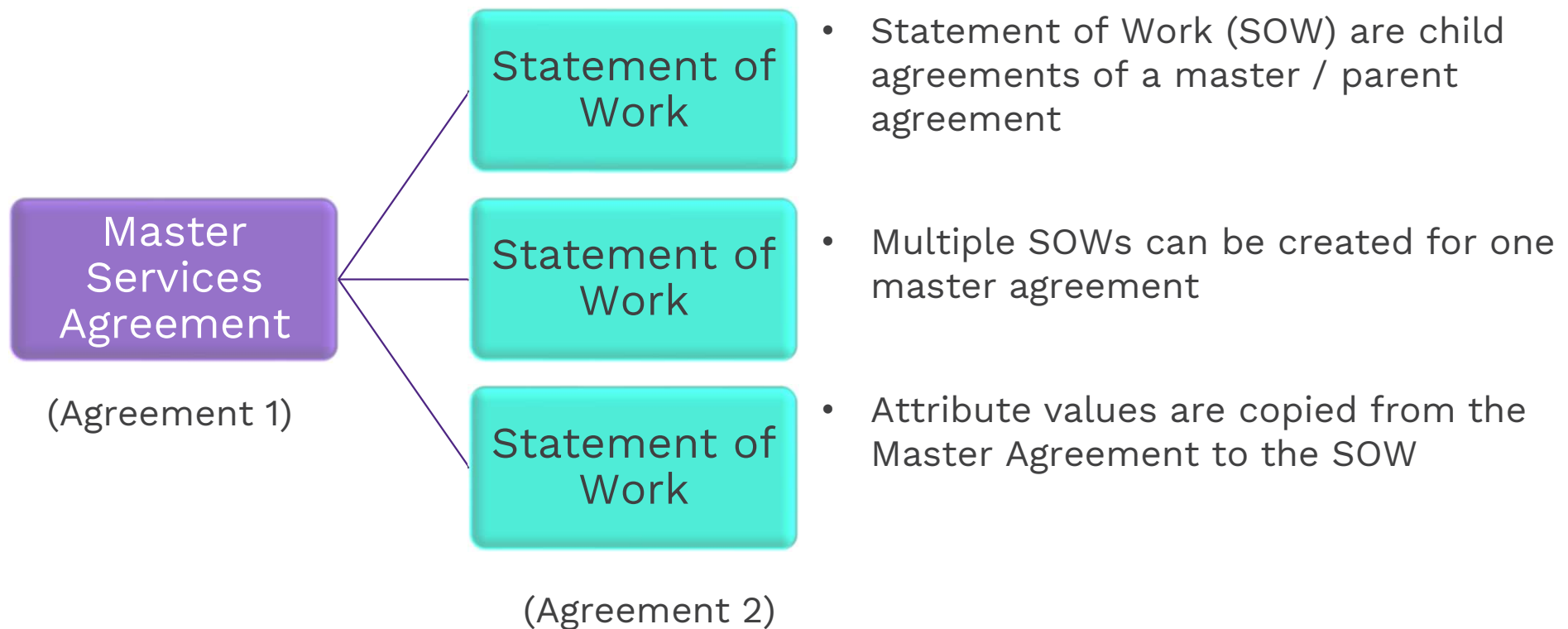
# Different Approaches of Linking Agreements

First Approach

- Create parent agreement using Create Agreement tile
- Create child agreement using the Create Agreement tile
- Link the parent and child agreements

Second Approach

- Create a parent Agreement
- Create child agreements from the parent agreement instance

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Linking Agreements - First Approach

1) Create the parent agreement MSA
2) Create the child agreement SOW
3) After creating the SOW, associate the parent agreement with the child

MSA

Associate and Inherit

SOW
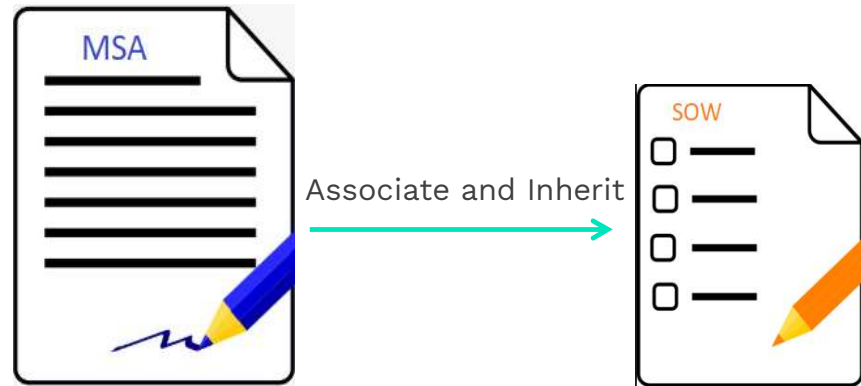
Note:

- Both the agreements are created from the Create Agreement page.
- The MSA and SOW are linked (associated) which allows the flow of metadata (inheritance) from parent to child

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Enter Contract Type and Paper Details

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

- Every Agreement Type contains attributes & templates.

- **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

Note: MSA Parent is already created.

Create Agreement
Statement of Work

Contract Type Details (Step 1 of 4)

CATEGORY	Procurement Contracts
CONTRACT TYPE NAME	Statement of Work
TYPE OF PAPER	Own

Create SOW agreement

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Associate and Inherit

- For creating the **Statement of Work**, users need to link the **Master Services Agreement** to the SOW.

Click on the Lookup icon next to Master agreement to select the parent agreement .

Note: Linking the MSA with SOW can be done during the SOW creation process OR after creating the SOW

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Lookup Parent Agreements

- Use the Lookup Search window to filter and find the relevant Master Services Agreements from the list.
- Select the Master agreement to link the document with the SOW Agreement

Enter the Attributes Values

- 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

- User needs to provide values for the attributes(metadata).
- In this case, most of the metadata values are inherited from the master.

Enter the Attributes Values

- Besides making an association between agreements, ICI copies most of the metadata values from the MSA agreement to the SOW.

- All attributes with ⌐ symbol, inherit field values from the master agreement

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Enter the Attributes Values

- **Terms and Services-** The Statement of Work agreement has attributes to capture:
  - Effective Date
  - Expiry Date
  - Contract Value
  - Payment Terms
  - Services

Attributes (Step 2 of 4)

3. Terms and Services

FOR CONTRACT VALUE GREATER THAN OR EQUAL TO 50K AND THE VENDOR COUNTRY IS INDIA, THEN AN ADDITIONAL ATTRIBUTE COUNTRY HEAD APPEARS ON THE SCREEN

EFFECTIVE DATE

EXPIRY DATE

CONTRACT TERM
IN DAYS

CONTRACT VALUE — Select Currency
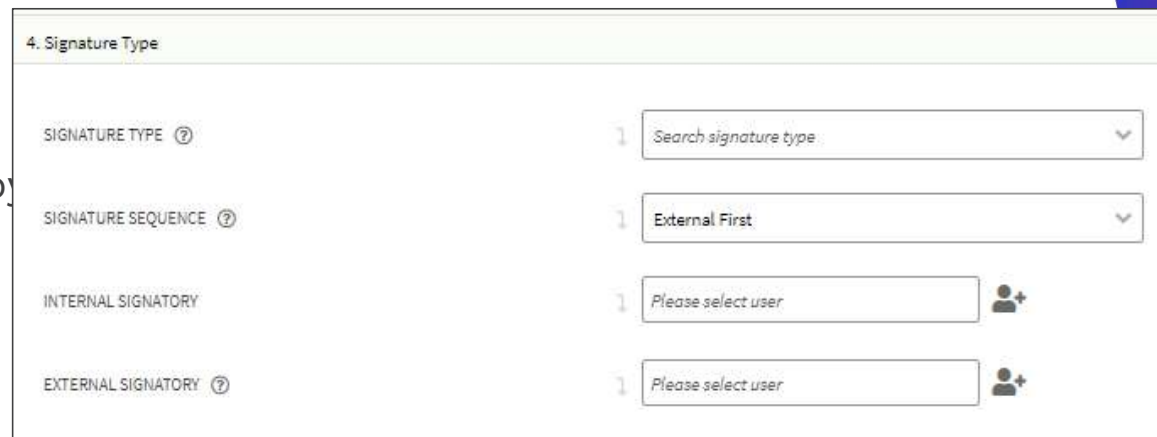
PAYMENT TERMS — Search payment terms

DESCRIPTION OF SERVICES

SPECIFIC RESOURCES REQUIRED — No

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13

Auto calculation of metadata

- The Contract Term is auto calculated

- The Currency field gets auto filled based on the User currency preference (if set)

- Specific Resource required adds conditional association *

Note: This is discussed later.

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

4. Signature Type

SIGNATURE TYPE ⑦	1	Search signature type ⌄
SIGNATURE SEQUENCE ⑦	1	External First ⌄
INTERNAL SIGNATORY	1	Please select user
EXTERNAL SIGNATORY ⑦	1	Please select user

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Attribute's Conditional Visibility

- Enable Expression
  - Some attributes can be configured to appear based on the values of other attribute. This can be achieved using Visibility Expression configuration for the attribute.

Note: Visibility expression configuration is discussed in detailed in Configuration training

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Attributes with Conditional display

Example- Country head attribute is configured to appear based on Contract Value.

Contract Value greater than 50000	Contract Value less than 50000

Note: Country head attribute's visibility is configured using "Enable Expression" property at the attribute level.

Select the Template

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

- On the last step, a summary of all the metadata information is displayed, for review and verification.

Statement of Work / SOW Supriya *(ICMStatementofWork_4)*

Select Template (Step 2 of 3)

Select system template ⑦

CLEAR SELECTION

◉ SOW Template

Preview Template

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18

Verify Metadata

- On the last step, a summary of all the metadata information is displayed, for review and verification.

SOW Document Created with MSA as Association

Once published, the contract document is prepared. The Status of the agreement record displays as Draft.

The SOW Agreement is linked/associated with the Master Services Agreement.
The associated Master Agreement is displayed in the left pane.

MSA as Association

- The Mater Services Agreement that is linked can be viewed by clicking on it

Linking Agreements - Second Approach

1) Create the parent agreement MSA

2) Create the child agreement SOW from the parent agreement instance

3) Both the agreements are already linked (associated) as the SOW is created from the parent instance

MSA

Inherit

Base Agreement and Associated Linked Agreement

This is the parent agreement instance (MSA)

The child agreement can be created from the Associations

Click the "+" sign on the SOW association to create an SOW from within the parent agreement instance.

Create Agreement

This initiates the process of creating an SOW agreement.

Create Agreement

Statement of Work / MSA Supriya *(ICMStatementofWork_5)*

Attributes (Step 1 of 3)

The attribute values are inherited from the parent agreement

ASSOCIATE AND INHERIT	Master Services Agreement
ORGANIZATION UNIT	/icertis

1. General Information

The remaining steps of agreement creation are same in both approaches

AGREEMENT CODE ⑦	ICMSTATEMENTOFWORK_5
CONTRACT NAME ⑦	MSA Supriya
* LEGAL ENTITY NAME	Icertis
* LEGAL ENTITY ADDRESS	Pune

PREVIOUS   NEXT   DISCARD

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Create Agreement
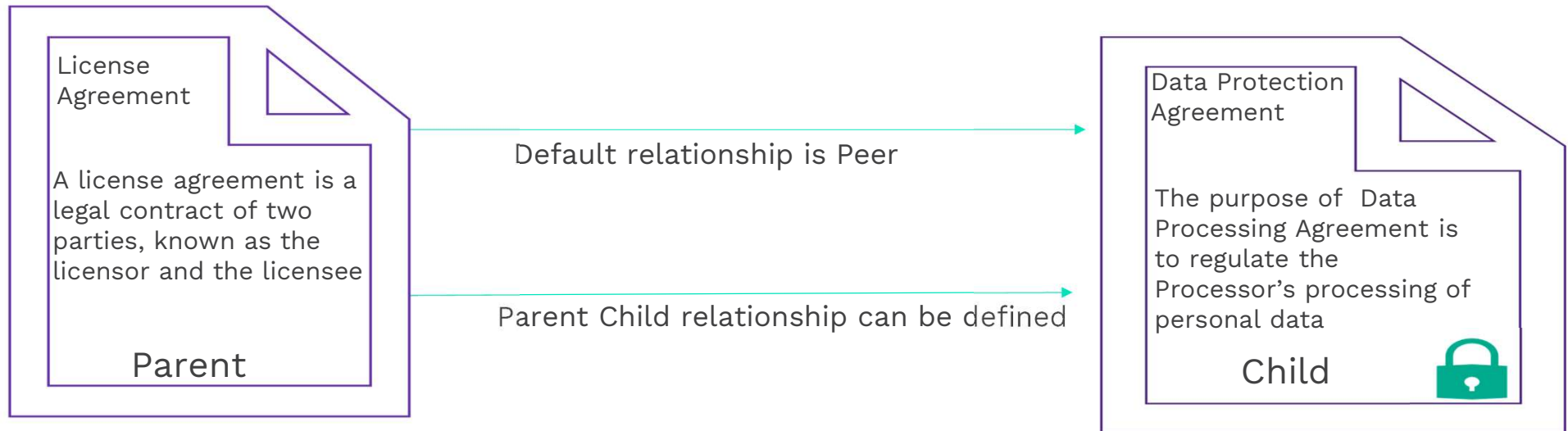

The Associations has one Statement of Work created

Relationship between two agreements

- When an agreement is linked/related to another agreement the default relationship defined by the system is Peer
  - Sometimes the relationship can be defined as Parent-Child*
  - Example

License Agreement

A license agreement is a legal contract of two parties, known as the licensor and the licensee

Parent

Default relationship is Peer

Parent Child relationship can be defined

Data Protection Agreement

The purpose of Data Processing Agreement is to regulate the Processor's processing of personal data

Child

- *This feature is discussed in detail in a separate LMS course*
- *Details are provided in Learn More Resources Section at the end of the module*

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27

Summary

Linking Agreements

- Agreements can be linked to each other
- There are two approaches to this
- In first approach, agreements are created using Create Agreement tile
- In second approach, linked agreement can be created from Associations of base agreement
- The attribute values can be inherited from the base agreement in both the approaches
- The default relationship of peer on the agreements can be set to Parent Child on the UI

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Thank You