

# . Contract Signed



Arunachalam, Arun  
Global Business Process Manager

## ^ Step 7.1: Contract Signature Review & Approval on SANITY

Responsibility: BD Manager;

Approvers: CCO Governance & Process & Business Operations;

### Compliance checks that BD Manager needs to do:

After the contract is signed, please follow the below steps to get your deal reviewed from the governance perspective to mark it '7) Contract Signed' on SANITY.

1. Ensure that all the **following documents are uploaded** in the files section. (For file nomenclature, please use the product or deal name in the suffix and follow the below recommendations to use as prefix to ensure consistency & standards in deal documentation)

S. No.	Document(s)	Recommended prefix for file nomenclature
1	Signed Agreement	Agreement Signed_
2	BD License Project Summary - completely updated	BD License Project Summary_
3	CAR Excel Sheet	CAR_
4	CAR PDF (fully signed)	CAR_
5	CDAs	CDA_

*These 5 entities are mandatory. BD Managers could feel free to upload other relevant documents (like commercial offers)*

*on the 'Files' section to improve transparency, documentation & history keeping for the deal.*

2. If the associated records reflect the below status

- CAR - Signed
- Opportunity DD - Deal Review Completed

3. If the Agreement Record has the following fields filled: Sandoz Signing Partner, Obligations & Exclusivity

4. If Agreement Actual Signature date (date of last signature) and Contract Effective Date is rightly recorded
5. If 'Countries in BD Deal' field rightly reflects the exact list of countries signed in the Agreement
6. If required functions have provided Feedback & Approval at the opportunity level & **any deviations are addressed** in correspondence with the guidelines in [BD Governance charts](#).
7. Do a **data quality check** by filtering for your name in [BD Data Quality v2.0 | Salesforce](#) to check if the deal is part of data quality dashboard findings which includes
8. All Financial Obligations in agreement with the partner & part of CAR are reflected on SANITY

Only after you complete the compliance checks, please request '**Contract Signature Approval**' by clicking on the below highlighted button on the BD Deal record

The screenshot shows a Salesforce interface for a 'Business Development Deals' record. At the top, there's a navigation bar with links like 'Opportunity Detail & Diligences', 'Reports', 'Dashboards', 'Accounts', 'Contacts', and 'Notes'. Below the navigation is a toolbar with buttons for 'Follow', 'Edit', 'Clone', 'Delete', 'Create CAR', 'Create Agreement', 'Request Forecast Update', 'Cancel Forecast Requests', and 'Contract Signature'. The 'Contract Signature' button is highlighted with a blue border. The main content area displays deal details: Class (CCO Platform Standard Gx), Portfolio Project Strengths (10 mg FCT), Net Sales Value (Reportable) (USD 22.099.539,00), and Agreement Signature Month and Year (July 2024). At the bottom, a progress bar shows the deal status: On-Hold, followed by six sequential steps: 1) Allocated, 2) Identification, 3) Early Evaluation, 4) Partner Selected, 5) Confirmatory Eva..., and 6) Deal App. Step 6 is highlighted in dark blue.

Please tick the checkboxes (if you comply to these checkpoints) and key in '**Agreement Actual Signature date**' (which is the date of last signature on the agreement) and '**Agreement Effective Date**' and click '**Next**'.

## Contract Signature Approval

llowing items & dates before proceeding. If you enter both date values and click "Next", this information will be used to start the approval.

), click the white "X" on the Top Right.

and signed PDF uploaded

PDF, and excel business case uploaded (if relevant)

lection updated according to the contract signed?

financial obligations inserted under the BD Deal record?

Signature Date

Date

This will trigger an approval request to CCO Business Operations, who will review the above entities & approve on SANITY.

*Upon approval of the pending 'Contract Signature approval' request by the BD Operations Manager,*

- the governance stage of the deal will be updated automatically to '**7) Contract Signed**'*
- Deal Closure likelihood% will be updated automatically to '**100%**'*
- 'Estimated date to achieve' and 'Probability to achieve on the Estimated date' for Signature - License Fee Financial Obligation record will be updated automatically to '**Agreement actual signature date**' and '**100%**' respectively.*

*Congratulations! The deal is now '7) Contract Signed'.*

*Thanks for*

*Your compliance to the process &*

*Your contributions to the organization!*

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