## **Contract Processing Steps**

## *(Ops to fill)*

### **1. Steps to process**

* BTs are most commonly found in the *Products and Services* and/or in the *Statement of Work* sections. Will likely be in a table but also check SoW sections to see if any additional BTs
* Billing start date: Use the Effective Date or the Purchased Date Range Start as the Billing Start Date unless the contract explicitly lists a different invoice start date.
  + Example language: "Purchased Date Range: Mar 31, 2025 - Mar 30, 2026" → Billing Start Date = Mar 31, 2025
* Service start date: same as above unless contract logic implies otherwise
* Months of service: will likely be based on the date range
  + If not available, keyword search the document for a term length
* Total price: ignore unit prices and use total amount
* Frequency: determine from invoice terms or if not available, other contract language
  + Example language: "Annual Prepaid" → Frequency = Annual
* Net terms: look for explicit Payment Terms section
  + Default to 30 if none available
  + Be aware that “due on receipt” will mean 0 net terms
* Quantity: use the quantity explicitly listed in the pricing table
  + If not listed, default to 1
* Ignore additional usage BTs that appear to be one-time
  + Example language: “Additional tests are available for purchase - per unit pricing listed below
    - Audit test - $6
    - Basic question - $2
    - Advanced question - $3
* Ignore audit pricing available per request
  + Example language: “SOC 2 Type II Audit - Trustero certified US based auditor (Third party Audit firm) - $13,500 - not part of this SOW”
* Integration item: match language of the item name to integration items available
  + Example:
    - Item name: Trustero Compliance as a Service Platform   
      Integration item: Trustero Compliance Service Platform - Annual License
  + If none available with a clear match, leave blank
* Ignore late fees