

# mib:CLM

Contract-Lifecycle-Management

## Contract lifecycle management in SAP

We connect your purchasing, sales, and legal departments into one cooperating enterprise. The solution delivers better protection for your business, investment, and current and future profits. You will get a complete and continuous overview of your contractual agreements concerning realized business transactions. Significantly speed up and streamline the process of creating and commenting on contracts. You can be assured that the contract is following your internal regulations.

### We understand your individual needs



**Non-disclosure Agreement (NDA)** Contract of the lease of means of transport

**Purchase contract**

**Storage contract**

Providing consultations

**Exchange agreement**

Dealership Agreement

**IS technical support contract**

**Contract on Associated Electricity Supply Services**

License Agreement for Industrial Property

**Rental Agreement**

**Dealership Agreement**

**Mediation contract**

Infrastructure Lease Agreement

**Provision contracts**

**Transmission system service contract**

Sponsorship agreement

Treaty on silent partnership

**Loan agreement**

**CAPEX Agreement**

**Marketing Cooperation Agreement**

**Service Agreement SLA-within the Group**

**Debt recognition agreement**

**CSU contract**

**Insurance contract**

Cooperation Agreement and conclusion of a future Operating Agreement

Contracts concluded with OTE

**Contract for work**

Service Contract Audit

Loan agreement

**Agreement on the assignment of rights and obligations**

**Electronic Services Agreement**

**Confidentiality Agreement**



### How does the implementation of mib:CLM benefit our clients?

- Overview of concluded contracts and relations with business partners
- Compliance with rules and regulations
- Reduction of supplier-customer risks
- Monitoring compliance with contractual arrangements and avoiding financial losses
- Time-saving for all participants while preparing the contract
- Ensuring continuity of concluded contracts (expiration)
- Reduce audit costs
- Faster contract conclusion + centralized storage
- Checking conditions and process settings in SAP
- Preventing access to sensitive information

# We cover the life cycle of contracts.

## Termination

Ways of contract termination can be predefined and then automatically implemented.

## Request

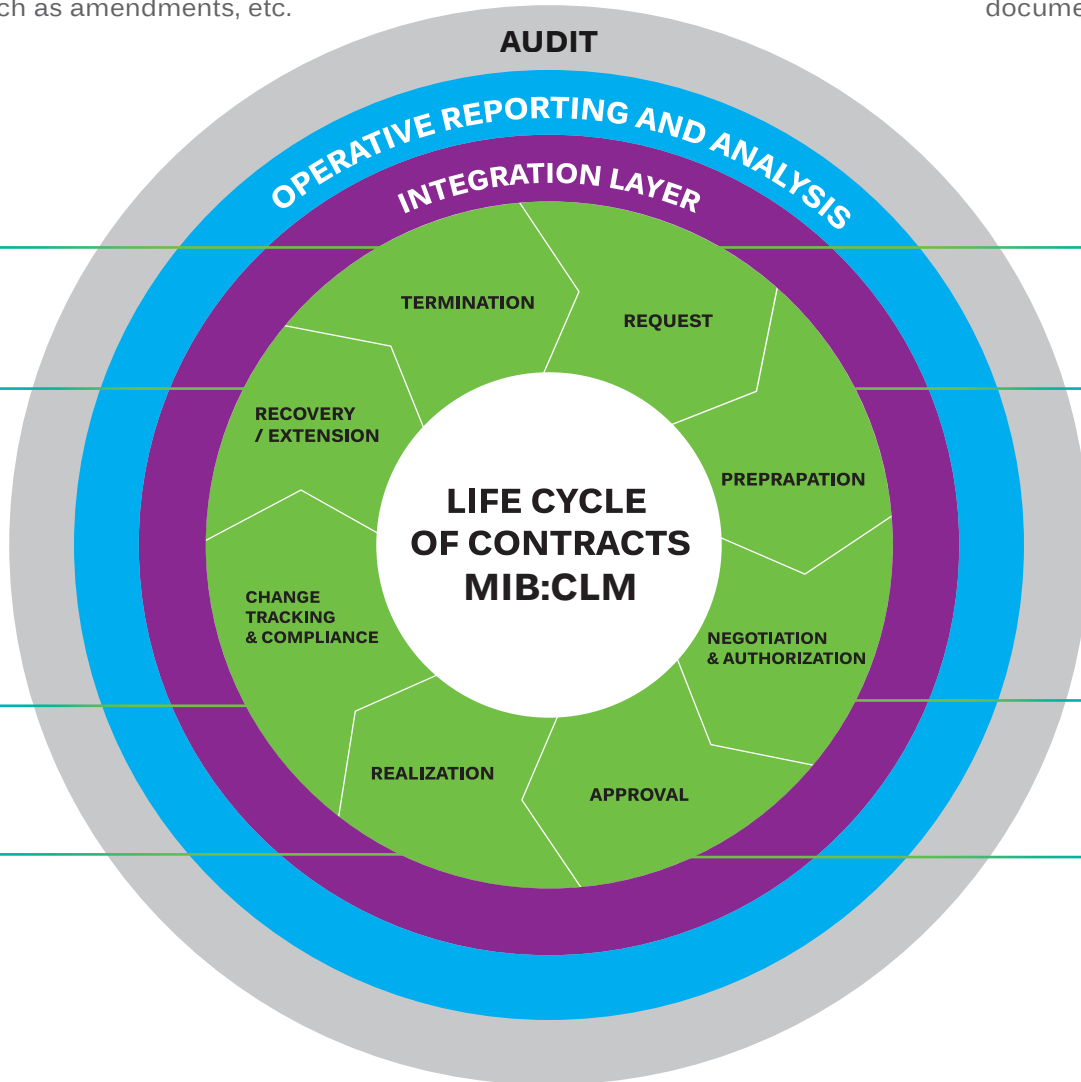
Gathering the documents needed for contract preparation, defining the processes involved.

## Recovery / Extension

Possibility to replace or to prolong the contract. Creation of follow-up documents, such as amendments, etc.

## Preparation

Preparation of contract content, its attributes, references to IS SAP documents.



## Track changes and compliance

The system audits changes in active contracts. It checks for compliance as necessary, according to pre-set business processes. It records the actions of specific users.

## Negotiation and authorization

Commenting on the content of the contract and its attributes/data.

## Realization

Contract activation, including expiration and effectiveness dates. Setting specific conditions for the functioning of contract-related processes.

## Approval

Approval of the contract across the company and also of other participants in all involved parties.

# A smart contract will protect your business

## Smart contract

- Using automated processes, we will guide you from the initial request to the contract conclusion. During the process, we automatically inform its participants regarding the progress, and we prompt them to provide the necessary information.
- The concluded and active contract may be terminated automatically when it is no longer active, or we can prompt the responsible employee to prolong the contract. Thus, we help to ensure the continuity of contracts precisely according to company and legal standards.
- For each contract, you have the option of setting your own business controls and business rules both for the contract preparation and for the time following its conclusion. For contracts that are already in effect, we allow real-time checks against realized business transactions in SAP to check for the adherence to contractual arrangements.transakcím v SAP.

## Business protection

- We monitor compliance with business conditions and processes already set up in SAP, thus helping to reduce supplier, customer, and operational risks to your company.
- A close link with your master data ensures that there will be no formal errors while creating contracts.
- Document templates can be prepared and approved by your legal department as default templates. It is also possible to set the degree to which the original template can be modified. All such activities are recorded automatically in the audit trail.
- The Audit and Control Department has easy access to contract information - they see not only a particular contract in detail, but also the status and development of all contracts across the company. They can also review audit information (Who / When / Where / What / Why)

## Flexibility

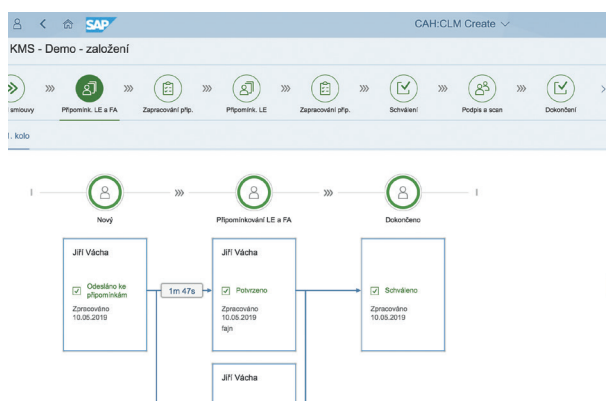
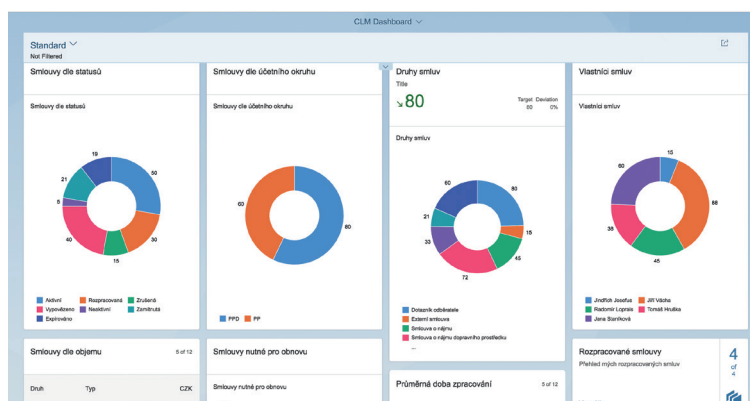
- A wide range of customization options will satisfy even the most demanding solution requirements. We are ready for your specific needs regarding document templates, approvals/ comments, authorizations, screening/scoring, interactions with other systems, etc.
- A flexible architecture allows you to deploy and operate solutions regardless of your company's industry.
- We also use modern technology in the user interface (UI / UX). Therefore the application is accessible from any device.

## Compliance

- We understand the sensitive nature of contractual documents; therefore, you can choose the level of confidentiality for each contract. Thus, only those who have the appropriate authorization can access the contract.
- We automatically maintain links between documents created. The 360 ° view of the contract gives you a comprehensive look at the information and materials related to the contract.
- The solution supports linking with ARES or the Public Contract Register of the Ministry of the Interior (ISRS). At the same time, the solution expects the connection to internal or external risk system, which makes it easier to align contracts with legislation and regulations, including GDPR.
- Also, it is possible to redact contracts. For further use of contractual documents (such as publication in the ISRS contract register), you can black out selected passages of the text and, at the same time, remove any confidential information from the document.

## Teamwork

- Our customers appreciate the fact that they spend less time creating and commenting on contracts, thanks to complete digitization.
- We expect more participants from independent departments to participate in the contract. Automatically, we distinguish and manage which employee is responsible for providing specific information. At the same time, the solution allows the flexible involvement of other participants, should it be necessary.
- As approval, commenting, and other team processes progress, we show a clear graphical representation of the workflow. We visualize the cooperation of all participants, and we store it in a comprehensive form to fulfill the needs of managers and auditors.



# Selected features of mib:CLM

## PRODUCT FEATURES

### Workflow

- unlimited number of workflow scenarios
- parallel and sequential processing
- visual interpretation of the whole process
- possibility of multiple WF scenarios for one contract
- adding your own WF participant list
- support for the Contract Commenting scenario
- support for the Contract Approval scenario
- the possibility to transfer the task to a colleague for processing

### Audit / Security / Compliance

- the audit trail of the changes made to the contract will satisfy even the strictest audit
- GDPR support
- integration with Credit-Risk
- redaction the contract and publishing it to the public ISRS contract register
- setting the level of contract confidentiality via user authorization
- control of business partner's master data in SAP against registers (ARES, etc.)
- wide role-based authorization concept

### Documents

- Link to your preferred DMS document repository
- document versioning
- organizing documents into folders
- granting authorization to work with documents
- the signing of documents via qualified certificate
- possibility of bulk upload of documents
- document protection settings
- audit trail of changes to documents

### User attributes in the application

- possibility of own definition of attributes and value tables
- definition of attributes' features (responsibilities, types, etc.)
- validation of user-entered values against your SAP and nonSAP systems
- automatic initialization of default attribute values
- search help
- passing attribute values when creating a contract amendment and other documents

### Forms

- contract document templates with broad personalization options
- export templates to PDF and Word format
- the possibility of generating a cover letter for the contract
- automatic completion of contract attributes into forms
- a protective watermark
- locking of any passage of the document, protection against change by the user

### Analytics and Reporting

- A very flexible component allows business-user setup
- own reports on contracts and related documents
- customize the reports' appearance
- list of reported records according to user's authorization
- export function support directly from reporting
- 360 ° view of related documents
- possibility of extraction to your DWA, SAP BW, SAP Analytics Cloud, etc.

## BUSINESS FUNCTIONS

### You support related LoB processes

- the purity of the ERP master data
- investment processes of the organization
- Purchasing department processes and their tenders for suppliers
- Sales Department processes and customer relations
- HR processes and employee relations
- Compliance with GDPR

### Selected smart contract features

- the processing of contracts respects the organizational structure of the organization
- users are guided through the contract processing process
- the contract checks the user-entered values
- You are informed in due time of an impending contract expiration
- If you want, business processes can check ongoing transactions against active contracts
- comments and approvals are redirected automatically in the absence of the processor to his representative