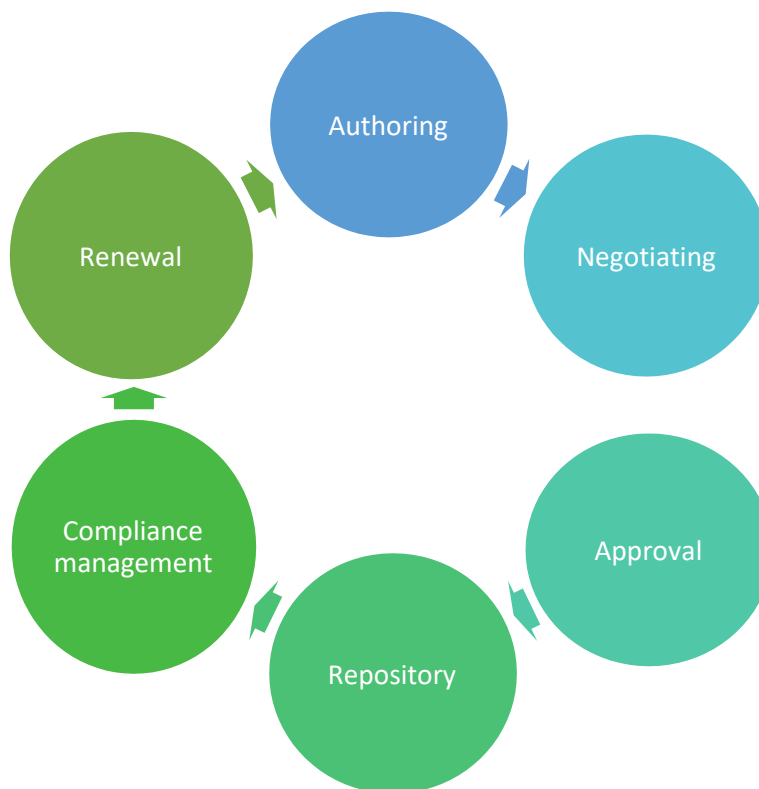


## Contract Management with Microsoft Dynamics 365

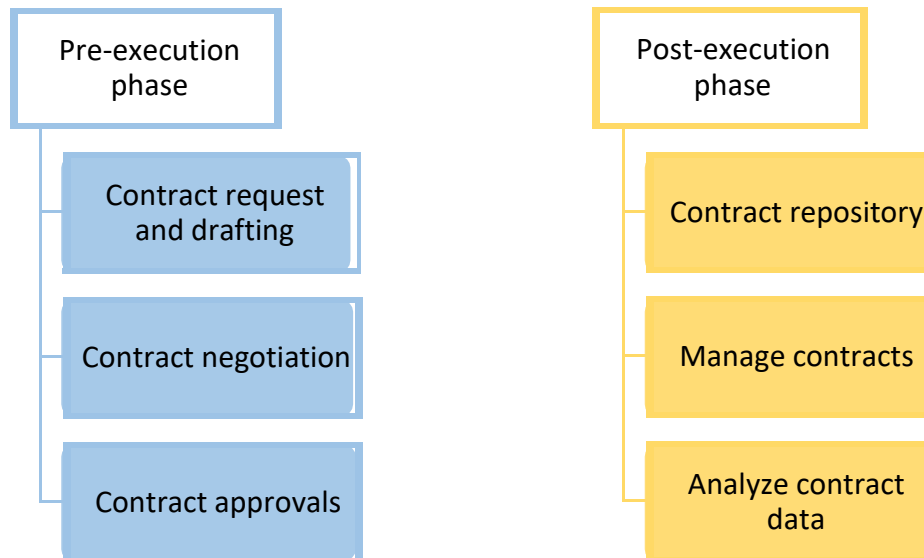
Contracts are a key aspect of any business, encompassing all critical business functions - sales, marketing, purchases, finance, legal, HR and most importantly, suppliers and customers. It provides the terms, pricing, and service levels of customer, partner, and supplier relationships. With regulatory requirements, cost control and risk management high on executive agendas, many enterprises are looking to Contract Lifecycle Management for enhanced visibility, control, and performance in these areas. Unify Dots Contract management in Microsoft Dynamics 365 will allow the businesses with the ability to track and manage the full contract lifecycle from initiation of a new contract through drafting, review, approval, execution and post execution compliance tracking.

Many businesses lack the required processes, systems, or corporate governance to optimally manage contracts. Many organizations continue to manage contracts with a mix of manual, paper-laden and informal processes. Unify Dots Contract management in Microsoft Dynamics 365 allows organizations to enforce contract compliance, increased revenue opportunities, better negotiations, renewals in time due to alert notifications. Contract management function helps organizations control revenue and costs.

### Stages of Contract Lifecycle Management –



## Key phases of contract management –



## Key benefits –



### Reduce risk

Contract management helps reducing risks by increasing commercial and legal protection.



### Better control and visibility

Collaboration with multiple stakeholders and better financial controls and reporting due to approval flows.



### Higher contract revenues

Better management of contract milestones can help to exploit discounts, bonus clauses, etc. and enhanced negotiating power.



### Quick and on-time renewals

Contract management solution provides better management of contract expiration dates by providing alerts and keeping the stakeholders informed.



### Clause library

Contract management helps maintain and store contract standard clauses in library which can be embedded in contracts.

## The solution provides core capabilities around –

**Contract requests and drafting contracts using template and clause libraries:** The most common way to receive a request for contract creation or drafting is via an email. Using pre-defined templates and clause library in Unify Dots Contract management in Microsoft Dynamics 365, creating and drafting contracts is very easy and simple task. Pre-defined template helps in populating default field values that are common for a particular type of contract. Authorized users can override these data values if needed on contract to contract basis. Multiple clauses are added to a contract using the clause library which contains approved clauses. Contract clause and template libraries help assemble contracts faster and eliminate deviations from standard language.

**Workflow approvals – Contract review and approvals:** Once the contract is drafted with the required information and data, the contract needs to be reviewed and approved by responsible individuals. The contract is submitted to workflow review and approval process which can be multi-level depending on business requirements and complexity. Workflow management framework in Microsoft Dynamics 365 provides the ability to setup and configure flexible, complex workflow which caters easily to any business requirements. Business conditions can be defined to route review and approvals to specific approvers, time limit for approvals can be defined which allows quicker turnaround time, escalation path can be defined for approval actions not taken by approvers and lot more. Change management process makes sure contracts that are edited or updated after getting approved, go through a review and approval process again.

**Manage contracts – Documents, contacts, key dates and terms:** Once your contracts are approved, centralized and accessible, the next important step is the ongoing management of them. Managing contracts manually is arduous and creates risk to your business. Unify Dots Contract management in Microsoft Dynamics 365 helps mitigate risks and improve compliance by aggregating and organizing contract data in one place. Manage to-do lists, tasks and activities using the activity management function which allows organization to create relevant activities from the contract and assign responsible employee for the task, monitor the progress of the task, create calendar invites and reminders. Employees can update the task by providing the details of the progress in percentage for tracking and can also provide comments and attach documents for reference. Email alerts and notifications can be generated for contracts due for renewal. Configure contract renewal email alerts and notifications to alert user or group of user's multiple times before the contract expires, example - 15 days before the renewal as well as 7 days before the renewal. Manage key contacts and their contact information details in the contract repository. Documents related to contract are attached on the contract record centrally using the document management feature. Authorized users can search, view or download the document from the contract record.

**Data privacy and security:** Unify Dots Contract management in Microsoft Dynamics 365 provides fast and secure access to contracts and contracts supporting documents. Authorized users can easily search for the contracts and contract details using Microsoft Dynamics 365 search capabilities. Data privacy and security is critical in contract management and hence capabilities such as role-based access allows users

permissions like “read and write access”, “read-only access” or configure access to ensure team members are accessing only the contract data and information they need.

**Analyze contract data with reports and dashboards:** Unify Dots Contract management in Microsoft Dynamics 365 provides contract analytics, reporting and dashboards which provides organization visibility into contract risks like renewals and expiration dates, opportunities to increase contract effectiveness and process efficiency and summarized data in reports to make strategic decisions. Contract monitoring reports based on key contract dates, financials, and data fields. Batch reports to automatically send via e-mail to responsible team members. Automated alerts remind team members of upcoming contracts, high-risk vendors, compliance reports, and more so you never miss a key date, or lose a contract, again.

## About Unify Dots

UNIFY Dots helps you connect the Dots by providing solutions that enable digital transformation. Unify Dots specializes in Ecommerce, ERP, CRM, Customer Engagement, Field Service, Project Operations and Point of Sale solutions.



UNIFY Dots has local presence in Asia Pacific, Australia, New Zealand, Europe, North America and operate in a global scale with a local touch. UNIFY Dots is also committed to improving the world and has pledged donating at least 25% of its profit towards the case of helping educate children from low-income families in developing countries.

## Contact Unify Dots

Email us at [info@unifydots.com](mailto:info@unifydots.com) to get more information on implementing Microsoft Dynamics 365 UNIFY Contract Management or contact us by calling one of our office locations or visit us at

<https://unifydots.com>

**Australia:** +61 2 4504-8307

**Malaysia:** +60 3 9212 6121

**New Zealand:** +64 9801-1069

**Philippines:** +63 2 8271 2458

**Singapore:** +65 3165-0911

**United States of America:** +1 206 452-7498