

## Context

- Different Legacy systems were used across the units for contract management
- Performance issue with workflow solution
- No centralized electronic record management
- High operating cost.
- Regulatory compliance issues.
- Lack of standard templates

## Scope

- Contract Management Solution on cloud – Enterprise solution
- Data Migration and abstraction of key clauses into a specified template
- End to end contract management workflow implementation
- Develop document management & collaboration environment for maintaining documents / records for regulatory and legal compliance.

## TCOE Solutions

- Set up centralized contract management process
- Eliminated all manual steps with complete automation
- Prepare and manage contract calendar of events
- Configured contract metadata parameters
- Conduct other contract administration activities, e.g.-contract renewal and close-out, price review, manage supplier performance, contract variation
- Validating of existing contract management reports with the contract documents

## Business value

- Highlighted gaps in the existing client contract management system and proposed suitable solutions
- Improved auditable contracting compliance and administration
- Streamlining of vendor contract process for Client
- Deployment < 12 weeks
- Effective reduction in revenue leakage in contracts using triggers and alerts

