

# data sheet

## ORACLE SALES CONTRACTS 111

*Oracle Sales Contracts is a comprehensive solution for standardizing corporate contract policies, improving internal controls, and complying with all contractual obligations and regulatory requirements. Oracle Sales Contracts is part of the Oracle E-Business Suite, an integrated set of software applications that are engineered to work together.*

### Simplify and Automate Sales Contract Management

Managing contractual agreements and ensuring all business transactions comply with negotiated terms presents significant challenges, particularly as business relationships become more complex. Contract authoring and approval often remains a manual process without meaningful controls, thus exposing the company to unnecessary risk. Terms negotiations can be lengthy and unpredictable. Key stakeholders are unaware of negotiated terms since contracts are typically stored in disparate systems or filing cabinets throughout the enterprise. The resulting non-compliance may lead to costly disputes and strained customer relationships. Oracle Sales Contracts allows you to take control of your sales contracting process, from authoring, negotiation, approvals and signing, through execution, compliance, and closeout. With Oracle Sales Contracts, contract administrators and sales representatives can quickly author best-practice contracts to corporate standards, and automatically drive compliance without the need for expensive integrations or data re-entry.

<p><b>VISION CORPORATION</b></p> <p>VISION OPERATIONS BLANKET SALES AGREEMENT</p> <p>Agreement No. 1001.0</p> <p>This Blanket Sales Agreement ("Agreement") is entered into on 14.JUL.2004 (the "Effective Date") and constitutes the agreement between Vision Operations, ("VISION"), and Business World, ("CUSTOMER").</p> <p>CUSTOMER Legal Name ("Customer", "You" or "Your") Business World</p> <p>CUSTOMER Address</p> <p>CUSTOMER Contact Name: Seaudie, Mr. Andre Title: Manager Telephone: 408-354-1588 Fax: 408-354-1589 Email: andre_seaudie@yahoo.com</p> <p>CUSTOMER BILLING Address</p> <p>SIGNATURE BELOW TO THE T</p> <p>CUSTOMER: Business World</p> <p>By: _____ (Authorized Signature)</p> <p>(Typed or Printed Name)</p> <p>(Title)</p> <p>(Date)</p>	<p><b>VISION CORPORATION</b></p> <p>VISION OPERATIONS BLANKET SALES AGREEMENT</p> <p>Agreement No. 1015.0</p> <p><b>TERMS AND CONDITIONS</b></p> <p>The following terms and conditions shall apply to the provision and use of the products and services provided by VISION pursuant to this Agreement.</p> <p><b>1. DEFINITIONS</b></p> <p>(i) "Affiliate" of a party means any entity that controls, is controlled by, or is under common control with such party, and, in the case of Vision, it also means any entity Vision has authorized to offer any Product, Service, or part of any Product or Service.</p> <p>(ii) "User" means anyone who uses or accesses any Product or Service purchased by Business World under this Agreement.</p> <p><b>2. TERM</b></p> <p>(i) The Effective Date of this Agreement is 02.SEP.2004 and upon signature by both parties. The term commences beginning with the first full billing cycle following product installation.</p> <p><b>3. PAYMENT AND TAXES</b></p> <p>(i) Customer shall pay all invoices within 270. Net 30 from date of invoice, subject to Vision's approval of such credit terms. Late payments shall bear interest at the rate of one percent (1%) per month (or, if less, the maximum rate permitted by applicable law). Vision shall invoice Business World for all fees shown on an Order Form, and for all reasonable and actual travel and subsistence expenses incurred by Vision in the performance of any Products or Services, unless otherwise agreed by the parties. Except as expressly provided herein, this payment obligation is non-cancelable and any sums when paid shall be non-refundable.</p> <p>(ii) Business World shall pay all taxes (excluding those on Vision's net income) and other similar charges and, any related interest and penalties, relating to the sale, transfer of ownership, installation, license, use, or provision of the Products and Services, except to the extent a valid tax exemption certificate is provided to Vision prior to the delivery of Products and Services.</p> <p><b>4. RESPONSIBILITIES</b></p> <p>(i) Vision agrees to provide Products and Services to Business World, subject to the availability of the Products and Services, in accordance with the terms and conditions, and at the charges specified in this Agreement consistent with all applicable laws and regulations. In addition, Vision agrees to abide by all terms of this contract set forth in this Agreement.</p> <p>(ii) All documentation, technical information, software, business information, or other materials that are disclosed by either party to the other in the course of performing this Agreement shall be considered proprietary information ("PROPRIETARY") of the disclosing party, provided such information is in written or other tangible form that is clearly marked as "proprietary" or "confidential". This Agreement shall be deemed to be Vision and Business World's INFORMATION.</p> <p><b>5. LIMITATIONS OF LIABILITY</b></p> <p>(i) Neither party's entire liability and the other party's exclusive remedies, for any damages caused by any defect or failure, or for other claims arising in connection with any service or obligations under this agreement shall be:</p>
---	---

Easily create professional contracts that conform to corporate standards

With Oracle Sales Contracts you can:

- Standardize Contract Processes
- Accelerate Sales Cycles
- Drive Contract Compliance

### **Standardize Contract Processes**

Implement contract best practices with standard templates, clauses and contract policy rules that can be enforced enterprise-wide.

#### **Centralize Corporate Contract Standards with Contract Terms Library**

Contract administrators and legal personnel may negotiate and author a myriad of complex contracts each year. Maintaining corporate control on the terms for each sales contract can be a daunting task. Oracle Sales Contracts simplifies this process by allowing contract administrators to maintain a central library of standard clauses, contract templates, and policy rules across the enterprise. Contract templates enable rapid assembly and creation of contracts by providing standard contract boilerplate language for each type of sale. Templates also provide consistent style and layout. Standard policy rules can be defined governing what clauses need to be included in a contract depending on the specific circumstances of each contract. Completed contracts may be output in PDF or Microsoft® Word format for printing or email transmission.

#### **Improve Corporate Governance with Contract Policy Controls**

With Oracle Sales Contracts, corporate business practice organizations can define policy rules that specify which clauses are mandatory for a contract or protected against updates during negotiation. Administrators can setup standard options and available alternates. Incompatible clauses can also be tracked. Policy rules ensure the quality of the contract document and reduce the need for expensive legal or administrative oversight during the authoring process. Approval workflows can be configured to fast-track standard contracts, and route contracts with non-standard terms to additional approvers.

#### **Enable Global Enforcement of Contract Standards**

The global organization can use the Contract Terms Library to establish company wide standards and enforce them on a global basis. Regional administrators may adopt and tailor standards for local or country-specific regulations or translate them to a local language. Administrators can also track the adoption and usage of clauses to ensure that contract best practices are consistently used across the regions.

### **Accelerate Sales Cycles**

#### **Simplify Contract Creation with Template Based Authoring and Contract Expert**

While corporate finance and contract administration are tasked with implementing strong corporate governance and revenue recognition policies, sales organizations are under constant pressure to

close deals quickly and meet quarterly revenue targets. Companies need to reduce administrative tasks and time-to-contract, while ensuring that sales organizations leverage best practices and adhere to company policies. Oracle Sales Contracts enables sales representatives to quickly assemble a customer contract by defaulting the appropriate contract clauses from a template. The Contract Expert feature guides users through a questionnaire and automatically adds required clauses based on the user's responses and other business terms negotiated during the sale such as products sold, customer classification, and contract amount. The application also enforces contract policy controls to prevent unauthorized modifications. The sales representative can print the contract for customer acceptance and signature or optionally download the contract to Microsoft® Word for offline negotiation using Word's redlining capabilities. The flexible printing infrastructure in Oracle Sales Contracts allows companies to automatically generate documents as PDF files that conform to their standard corporate layout.

The screenshot shows the Oracle Sales Contracts interface for a 'Blanket Sales Agreement 1015, 0: Contract Terms'. The interface includes a 'Contract Template' dropdown set to 'Standard Agreement Terms', an 'Actions' dropdown set to 'Validate', and a 'Go' button. Below this is a 'Clauses' section with buttons for 'Select Terms', 'Add Clause', 'Add Section', 'Move', and 'Renumber'. There are also options to 'Select All', 'Select None', 'Expand All', and 'Collapse All'. The main table lists contract clauses with columns for 'Select', 'Focus', 'Title', 'Non-Standard', 'Mandatory', 'Select Alternate', 'Update', and 'Delete'. The table contains 18 rows of clauses, including sections like '1. DEFINITIONS', '2. TERM', '3. PAYMENT AND TAXES', '4. RESPONSIBILITIES', '5. LIMITATIONS OF LIABILITY', and '6. TERMINATION'. Checkmarks are visible in the 'Mandatory' column for several clauses, and a plus sign is in the 'Select Alternate' column for 'Responsibilities of Tax Payment'.

Select	Focus	Title	Non-Standard	Mandatory	Select Alternate	Update	Delete
<input type="checkbox"/>		Contract Terms					
<input type="checkbox"/>		1. DEFINITIONS					
<input type="checkbox"/>		a) Affiliate Term		<input checked="" type="checkbox"/>			
<input type="checkbox"/>		b) User Term		<input checked="" type="checkbox"/>			
<input type="checkbox"/>		2. TERM					
<input type="checkbox"/>		a) Term of Agreement					
<input type="checkbox"/>		3. PAYMENT AND TAXES					
<input type="checkbox"/>		a) Terms of Payment			<input checked="" type="checkbox"/>		
<input type="checkbox"/>		b) Responsibilities of Tax Payment					
<input type="checkbox"/>		4. RESPONSIBILITIES					
<input type="checkbox"/>		a) Responsibilities of the Parties					
<input type="checkbox"/>		b) Use of Information					
<input type="checkbox"/>		5. LIMITATIONS OF LIABILITY					
<input type="checkbox"/>		a) General Liability		<input checked="" type="checkbox"/>			
<input type="checkbox"/>		b) Damages		<input checked="" type="checkbox"/>			
<input type="checkbox"/>		6. TERMINATION					
<input type="checkbox"/>		a) Failure to Meet Terms					
<input type="checkbox"/>		b) Violation of Financial Commitments					
<input type="checkbox"/>		c) Payment of Charges					

**Apply pre-approved contract template to create contracts quickly**

### Streamline Approvals with Flexible Workflows and Contract Deviation Reporting

With Oracle Sales Contracts, standards-based contracts can be quickly generated, reviewed and approved with little or no legal supervision. For more complex, non-standard contracts, authorized contract administrators can modify standard clauses or add non-standard clauses to the contract during customer negotiations. Oracle Sales Contracts automatically adds additional reviewers to the approval workflow for non-standard contracts. A deviations report that highlights all deviations from the corporate standard is also forwarded to approvers along with an abstract justifying the deviations.

### **Simplify Order Processing with Sales Agreements**

With Sales Contracts, companies can create contracts for a one-time sale and long-term sales agreements. Establishing long-term agreements can improve customer retention and revenue predictability while providing price stability to customers. These agreements specify the products, prices, volume discounts, commitments and other terms and conditions that govern future orders from the customer. Complex pricing scenarios can be modeled through the integration with Oracle Advanced Pricing. Orders placed against sales agreements are automatically governed by the negotiated terms and do not require any manual lookup or processing, thus reducing overall administrative costs.

### **Drive Contract Compliance**

#### **Eliminate Customer Disputes with Automatic Price and Delivery Enforcement**

Standalone point solutions for contract management require expensive integration to ERP systems for effective compliance management. In contrast, Oracle Sales Contracts is designed as an integral component of Oracle's end-to-end sales management and fulfillment solution. The contract terms specified in sales agreements for products, prices, volume discounts, commitments and other terms and conditions are automatically enforced on orders placed against the agreement. When creating a contract for a one-time sale, the approved quote with the contract terms is converted to a sales order for execution. Fulfillment occurs per the contract terms without the need for data re-entry or integration. Invoice disputes due to contract processing errors are eliminated ensuring timely payments from customers.

#### **Proactively Manage Customer Performance Against Commitments**

With Oracle Sales Contracts, customer purchase commitments can be negotiated for the entire contract or for specific items in the contract. Users can track accumulated order totals and compare them against contractual commitments. This enables sales teams to proactively negotiate better deals based on customer buying patterns, and notify customers of outstanding commitments well in advance.

#### **Provide Global Visibility to Key Stakeholders with Central Contract Repository**

Storing and retrieving paper based or electronic versions of a contract across multiple sites and geographies can be cumbersome. Oracle Sales Contracts provides a central repository to store all contract documents that can be accessed globally. Images of signed documents can be uploaded into the repository and users can easily retrieve the current version of any contract. Users can also retrieve prior versions of a contract, eliminating the need to track contract documents and amendments in filing cabinets. With immediate access to all contract information across the enterprise, legal and finance organizations can effectively manage financial risk and corporate obligations.

## KEY FEATURES

### Contract Terms Library

- Manage standard clauses with rich formatted text
- Manage contract templates
  - Allow draft clauses to be submitted with the template for approval*
- Specify clause usage controls
  - Protect Text – prevent unauthorized updates*
  - Mandatory – specify required clauses*
  - Alternates – specify available options*
  - Incompatible – specify incompatible clauses*
- Advanced Search
  - Search clauses and templates based on keywords, type, title and other attributes*
- Configurable clause and template approval workflows
- Track revision history for clauses and templates
- Manage clauses and templates across organizations
- Import clause text from external systems
- Manage contract policy rules

### Contract Authoring

- Author contracts as part of your quote-to-cash business flow
- Leverage pre-approved contract templates and clauses for authoring
- Create policy-compliant contracts by completing a questionnaire
- Add clauses based on information in sales documents
- Contract Administrators can create non-standard clauses or modify standard clauses in a contract
- Role based access to authoring capabilities ensures contract quality
  - Controls who can modify standard terms or override controls*
- Guide users to create policy-compliant contracts with highlighting of problem areas such as:
  - existence of incompatible clauses*
  - usage of expired clauses or clauses put on hold*
  - unpopulated variables or business terms*
- Approve contracts efficiently through a configurable approval hierarchy
- Route contracts with non-standard terms for special approval
- Review contract deviations and justification during approval

- Quickly create new contracts by copying existing documents
- Download contract to Microsoft® Word for offline editing

### Contract Printing

- Generate contract document in Microsoft® Word or Adobe® PDF format
- Configurable document layout implements multiple look and feel standards
- Print table of contents, logos, signature blocks

### Manage Sales Agreements

- Author contract using Blanket Sales Agreements (BSA) in Order Management
- Negotiate pricing, discounts and volume purchase commitments as part of the contract
- Print contract with BSA details
- Enforce negotiated contract terms on future orders
  - Pricing, discounts, shipping and delivery terms*
- Track customer performance against purchase commitments

### Author Contracts in Oracle Quoting

- Create quotes with contract terms and conditions
- Print contract with quote details
- Publish contracts through your web store (Oracle iStore)
- Configure quote approval rules to include additional reviewers for non-standard terms
- Create sales order with negotiated contract terms for fulfillment

### Author Contracts in Oracle Order Management

- Create sales orders with contract terms and conditions
- Print contract with sales order details
- Enforce contract terms during order fulfillment

### Manage contract documents

- Store contract documents, images of signed contracts, and supporting documents in a single repository
- Track documents for every contract revision

Oracle Corporation  
World Headquarters  
500 Oracle Parkway  
Redwood Shores, CA 94065  
USA

Worldwide Inquiries:  
650.506.7000  
Fax: 650.506.7200  
<http://www.oracle.com>

Oracle Corporation (Nasdaq: ORCL) is the world's leading supplier of software for information management, and the world's second largest independent software company. With annual revenues of more than \$10.1 billion, the company offers its database, tools and application products, along with related consulting, education, and support services, in more than 145 countries around the world.

Features and screen shots shown may not correspond exactly to the released product.

Oracle is a registered trademark of Oracle Corporation.

All other company and product names mentioned are used for identification purposes only and may be trademarks of their respective owners.

Copyright © 2004 Oracle Corporation  
All Rights Reserved

Last Updated: November, 2004

**ORACLE®**