

ORACLE SALES CONTRACTS

KEY FEATURES

INCREASE CONTRACT COMPLIANCE THROUGH VISIBILITY AND COLLABORATION

- Improve visibility of all sales documents through Contracts Workbench
- Get quick and easy access to your key contracts with personalized bins
- Review customer contracts from Oracle Sales
- Create quotes, orders and sales agreements directly from the workbench
- Upload changes as well as download with two-way Microsoft® Word synchronization
- Analyze clause usage to highlight risk or adapt corporate policies
- Track contract deviations based on terms violations within the business document
- Generate only the appropriate clauses in iStore using contract expert
- Simplify global rollout by relating primary and translated contract templates
- Manage contracts across different operating units without switching responsibilities
- Import clauses via an XML interface as well as interface tables

Oracle® Sales Contracts is a comprehensive solution for standardizing corporate contract policies, improving internal controls, and complying with all contractual obligations and regulatory requirements. With Sales Contracts, contract administrators and sales representatives can quickly author best-practice contracts that conform to corporate standards, and automatically drive compliance within the sales process, without the need for expensive integrations or data re-entry.

Simplify and Automate Sales Contract Management

Oracle Sales Contracts allows you to take control of your sales contracting process, from authoring, negotiation, approvals and signing, through execution, compliance, and closeout.

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.

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 author and negotiate 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. They also promote consistency in style and layout.

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 set up standard options, available alternates and define incompatible clauses. Clause analysis can be performed by legal or finance to quickly identify all contracts that use certain language that is considered risky or to find clauses that have been frequently modified. These can either be revised to be compliant with industry standards or tighter controls could be put in place to avoid such modifications. Policy rules ensure the quality of the contract document and reduce the need for expensive legal or administrative oversight during the authoring process.

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 using Templates 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 retrieving 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 using a flexible printing infrastructure to generate documents as PDF files that conform to the standard corporate layout. Contract collaboration and negotiation is streamlined using the two-way integration with Microsoft® Word. Changes can be made offline using Word's redlining capabilities by the sales representative, contract administrator, legal or the customer, and then the document can be synchronized with the structured contract terms stored in the system.

Streamline Approvals with Workflow 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. Approval

workflows can be configured to fast-track standard contracts and route contracts with non-standard terms to additional approvers. A deviations report that highlights all deviations from the corporate standard, either based on clause usage or business terms within the sales document is 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 with Contracts Workbench and Repository

The contract workbench is a configurable portal that provides contract administrators easy access to all their contracts and business documents such as quotes, orders, and sales agreements. Simple and advanced search capabilities with a rich set of attributes enable adhoc queries or reporting on all enterprise sales contracts. Existing documents can be opened and updated or new ones can be created directly from the workbench. Bins can be personalized to improve productivity, for example by limiting the view to contracts that are currently in draft or pending approval.

KEY BENEFITS

With Oracle Sales Contracts you can

- Standardize contract processes
- Accelerate your sales cycle
- Drive contract compliance

RELATED PRODUCTS:

Oracle Sales Contracts can be used separately to provide a centralized contract repository. It is also designed as an integral component of Oracle's end-to-end sales management and fulfillment solution and is best leveraged with these products:

- Oracle iStore
- Oracle Sales
- Oracle Quoting
- Oracle Order Management

RELATED SERVICES

The following services are available from Oracle Support Services:

- Update Subscription Services
- Product Support Services
- OnlineDBA
- OnlineDBA for Applications

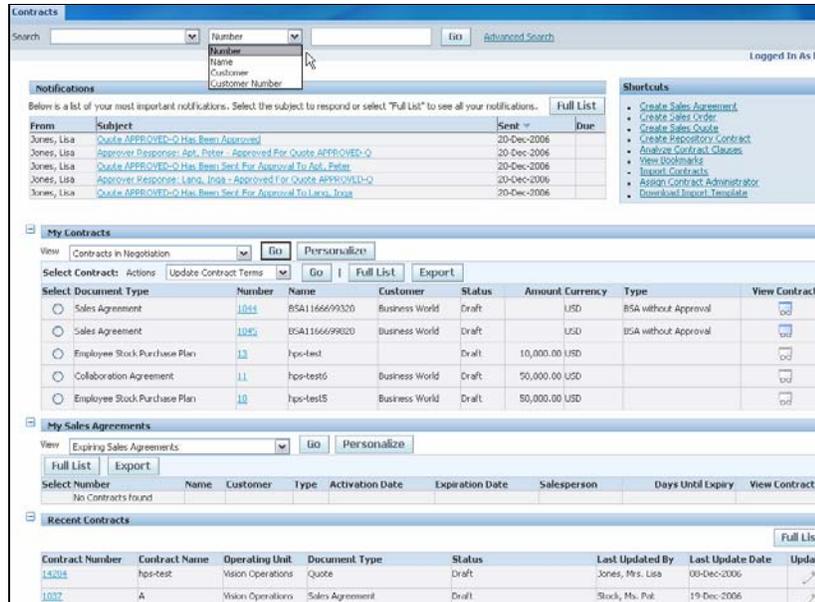


Figure1. Sales Contracts Workbench

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. Images of signed documents or any other supporting document can be uploaded into the repository. Deliverable tracking can be used to increase visibility and act on internal or contractually agreed commitments. Version control eliminates 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.

Oracle E-Business Suite—The Complete Solution

Oracle E-Business Suite enables companies to efficiently manage customer processes, manufacture products, ship orders, collect payments, and more—all from applications that are built on unified information architecture. This information architecture provides a single definition of your customers, suppliers, employees, and products—all important aspects of your business. Whether you implement one module or the entire Suite, Oracle E-Business Suite enables you to share unified information across the enterprise so you can make smarter decisions with better information.

Copyright 2006, Oracle. All Rights Reserved.

This document is provided for information purposes only, and the contents hereof are subject to change without notice. This document is not warranted to be error-free, nor is it subject to any other warranties or conditions, whether expressed orally or implied in law, including implied warranties and conditions of merchantability or fitness for a particular purpose. We specifically disclaim any liability with respect to this document, and no contractual obligations are formed either directly or indirectly by this document. This document may not be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without our prior written permission.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.