

PeopleSoft Supplier Contract Management



Oracle's PeopleSoft Supplier Contract Management creates, maintains, and enforces better Supplier contracts. It is a key component of Oracle PeopleSoft's Supplier Relationship Management (SRM) system, the integrated Procurement suite that dramatically reduces supply management costs.

KEY FEATURES

- Electronic document repository
- Document authoring and lifecycle management
- Document and clause import utilities
- Contract clause library
- Contract compliance and management
- Supplier document collaboration via Interaction Hub
- Digital signatures
- Track and manage full contract life cycle
- Document configurator
- Configurator selection wizard
- Executive summary document with Contract highlights
- Version control and lifecycle status
- Automated compliance checking
- Integrated monitoring notifications
- Native integration with Microsoft Word
- Contract syndication to third-party systems

KEY BENEFITS

- Standardize the contract process
- Reduce time-to-contract time
- Drive contract compliance

Create and Enforce Better Supplier Contracts

Supplier contract management has become even more overwhelming in the face of new business challenges such as globalization, outsourcing, and increased regulatory pressure. Today, most companies record some financial details about their contracts in their purchasing system, but many still store the actual contract document offline (that is, in filing cabinets) with no connection to the execution and compliance activity. Authoring remains a manual process lacking efficient controls. Terms negotiations can be cumbersome and time consuming, and incomplete adoption and lackluster enforcement prevents even the best-negotiated contracts from realizing expected savings. With PeopleSoft Supplier Contract Management, procurement and legal professionals can quickly author contracts that comply with corporate standards and enforce compliance to ensure that negotiated savings reach the bottom line. PeopleSoft Supplier Contract Management enables customers to standardize contract processes, reduce time-to-contract times, and drive contract compliance.

Standardize Contract Processes

Create high quality Supplier contracts faster and reduce risk using enterprisewide standards, policies that govern their use, and tools to allow flexible administration.

Centralized Terms Library Ensures Consistent Contract Standards Across the Entire Organization

PeopleSoft Supplier Contract Management delivers a centralized clause library that enables buying organizations to create and maintain standard contract terms, clauses, and deliverables. Once created, these contract components can be implemented globally and reused throughout the organization. The result is best practices and standard terms being used consistently throughout the enterprise.

User-Defined Fields Provide Flexibility and Configurability

Supplier Contract Management delivers a series of user-defined fields that are searchable within document management and Secure Enterprise Search (SES) capabilities. These metadata values may be prompts that are stored, used for workflow processing, and used as search criteria by administrators in main pages. For each document type, specific user-defined fields can be selected from the overall setup. User-defined fields provide added flexibility and configurability to meet the unique requirements of individual organizations and their document types.

Comprehensive Contract Policies Establish Control and Reduce Risk

The need for tighter controls over contract terms is underscored by corporate governance regulations. Companies can be exposed to contractual risk and monetary penalties if negotiated terms vary from corporate standards. Using PeopleSoft Supplier Contract Management, organizations can define policies that mandate the use of specific clauses and require special approval for any deviation. Administrators define standard clause usage, interdependencies between clauses, and approved alternatives. Policies can use other data in the ERP system to drive contract language. For example, if a contract contains lines with items marked as “hazardous materials” in the Item Master, a rule can be established to automatically include the appropriate hazmat handling language in the contract. This results in the creation of quality documents and the reduced need for expensive legal or administrative intervention during the authoring process.

RELATED PRODUCTS

The following products support Oracle PeopleSoft Supplier Contract Management:

- PeopleSoft eProcurement
- PeopleSoft Strategic Sourcing
- PeopleSoft Purchasing

RELATED SERVICES

The following services support Oracle PeopleSoft Supplier Contract Management

- Update Subscription Services
- Product Support Services
- Professional Services

Expert-Based Authoring Produces Compliant Contracts

PeopleSoft Supplier Contract Management uses customer-created contract configurator and interactive wizard questions to produce expert-based authored contracts that are standards compliant. Contract configurator automatically adds required clauses based on key contract information such as item category and payment terms. Contract wizards prompt users with relevant questions. The system uses the question responses to complete contract information and determine which clause language is appropriate. Native Microsoft Word integration allows for offline redlining and the insertion of standard clauses from the centralized library. Contract documents, regardless of their point of origin (whether from a buying organization or a Supplier), can be uploaded and stored as the contract of record. Security privileges strictly control the level of authoring access. In addition, PeopleSoft Supplier Contract Management’s authoring framework (clause library and wizard-based configurators) can be used outside of the procurement domain to generate generic documents. For example, the system can create and manage non-disclosure agreements (NDAs) or supporting

certification documents. Just as for authoring Supplier contracts, the same Microsoft Word integration, control, and audit trail capabilities are provided.

Document and Clause Import Tools Facilitate Deployment

PeopleSoft Supplier Contract Management provides import utilities to accelerate deployment of the solution. Contract Administrators can load legacy documents into the system, resulting in visibility to both old and new contracts. If a set of standard legal terms already exists, the system can load them into the Supplier Contract Management clause library, avoiding the need to re-enter them manually. These tools reduce the implementation time and accelerate the return on investment.

Reduce Time-to-Contract Time

Cut contract cycle times with flexible workflow, parallel negotiation, and formal amendment processing.

Parallel Negotiation of Commercial and Legal Terms Reduces Redlining and Cycle Time

Contract negotiation often stalls during the redlining that follows negotiation of commercial terms. This introduces substantial business risk and weakens the buying organization's leverage as internal demand for the purchase increases. With PeopleSoft Supplier Contract Management, customers can concurrently negotiate detailed legal and commercial terms. Accessing the standard clause library and including default contract terms in sourcing events dramatically reduces post-award negotiation and redlining. Allowing Suppliers to bid with full knowledge of both commercial and legal terms keeps the contract process on track and reduces the lag time between award and signed agreement.

Flexible Workflow Expedites Approval and Digital Signature Capture

PeopleSoft Supplier Contract Management's flexible approval workflow rapidly approves contracts containing standard clauses while flagging those with non-standard or modified clauses as exceptions requiring additional approvals. The approval workflow is fully configurable to include all necessary parties (for example, buying professionals, legal departments, Suppliers, and more). Documents are routed internally for approval and digital signature. Internally approved contracts are electronically routed to Suppliers for their approval and digital signature using PDF or Word signature capabilities. The system archives contracts and supporting documents in a secured repository and maintains complete approval and signature history.

Streamlined Amendment Process Prevents Time Consuming, Costly Disputes

Costly disputes about what was agreed to, when and by whom can cause issues in the absence of a complete audit trail and comprehensive version management. Both buyers and Suppliers can easily compare changes between revisions. Both parties can collaborate on amendments to contract terms online, and both parties can implement or reject amendments requests. All contract modifications, including both approved and rejected amendments, are retained in revision history.

RFx Document Authoring

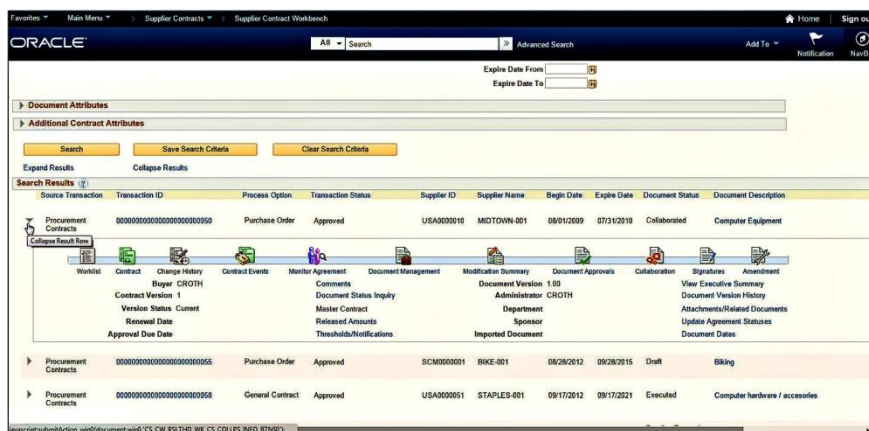
Customers need to manage the entire Supplier contract life cycle effectively to reduce spending on goods and services by enforcing contract pricing with embedded terms and conditions. Organizations use Supplier Contract Management to create and enforce better Supplier contracts. Suppliers need to see the contract, purchase order, and event terms and conditions at the beginning of the sourcing discussion. PeopleSoft Supplier Contracts is tightly integrated with three key sources of information—Purchase Orders, Procurement Contracts, and Strategic Sourcing events—to provide an automatic method to convert event clauses and attached documents used in negotiation into a contract at time of award. Organizations can author RFx contract documents that support full lifecycle tracking, collaboration, and approvals. Document import, document copy, and supply-side access are supported via the Interaction Hub.

Drive Contract Compliance – Central Contract Repository Provides Full Visibility

With Supplier Contract Management stakeholders can easily retrieve contracts and related information from a central electronic repository. The digital contract document stored in the central repository is linked to the purchasing transactional record (the PeopleSoft Procurement Contract in Purchasing). This allows for powerful searching, including where-used capabilities and the ability to combine PeopleSoft Purchasing contract metadata and text strings in the same query. The digitized contract is synchronized with execution data from PeopleSoft Purchasing or from third-party purchasing systems using the contract syndication feature. Organizations can track agreements, view purchasing transactions, and drill into all relevant supporting documents. Managers can review current spend and real-time key performance indicators to understand the current contract performance. PeopleSoft Supplier Contract Management makes sure organizations know how Suppliers are performing against their contractual commitments.

Integrated Contracts Enforce Operational Compliance

Because PeopleSoft Supplier Contract Management is an integrated part of PeopleSoft SRM, contracts are consistently executed through PeopleSoft Purchasing, Payables, and other SRM applications. Requisitions from PeopleSoft eProcurement are automatically sourced to existing contractual agreements---enforcing preferred Supplier prices and terms. Upon award of events in PeopleSoft Strategic Sourcing, negotiated terms automatically populate the resulting contract. Contract performance data is collected from across the PeopleSoft SRM suite, and master data is shared among applications.



The screenshot displays the Oracle PeopleSoft Supplier Contract Management interface. It features a search bar at the top with 'All' selected and a search button. Below the search bar are 'Expand Results' and 'Collapse Results' buttons. The main content area is a table with columns: Source Transaction, Transaction ID, Process Option, Transaction Status, Supplier ID, Supplier Name, Begin Date, Expiry Date, Document Status, and Document Description. The table contains three rows of contract data. Below the table, there are several icons representing different contract actions: World, Contract, Change History, Contract Events, Monitor Agreement, Document Management, Modification Summary, Document Approvals, Collaboration, Signatures, and Amendment. A detailed view of a contract is shown below the icons, including fields for Buyer, Contract Version, Version Status, Renewal Date, Approval Due Date, Comments, Document Status Inquiry, Master Contract, Released Amounts, Thresholds/Notifications, Document Version, Administrator, Department, Sponsor, and Imported Document.

Source Transaction	Transaction ID	Process Option	Transaction Status	Supplier ID	Supplier Name	Begin Date	Expiry Date	Document Status	Document Description
Procurement Contracts	0000000000000000000000550	Purchase Order	Approved	USA000010	MIDTOWN 001	08/01/2009	07/31/2010	Collaborated	Computer Equipment
Procurement Contracts	0000000000000000000000555	Purchase Order	Approved	SCM0000001	BIKE-001	08/28/2012	09/28/2015	Draft	Biking
Procurement Contracts	0000000000000000000000558	General Contract	Approved	USA000051	STAPLES-001	09/17/2012	09/17/2021	Executed	Computer hardware / accessories

Figure 1: Visual depiction of a Contract's progress through an organization includes both Supplier and Procurement Contract visibility

Agreement Tracking Monitors Supplier Performance

Most Supplier contracts include specific internal and external deliverables, but these are often lost in the contract details and poorly monitored. PeopleSoft Supplier Contract Management allows organizations to define and track these contractual agreements (Service Level Agreements [SLAs]). Legal clauses, verification requirements, responsible parties, and financial implications are associated with an agreement and maintained in the contract. Suppliers receive notifications regarding agreement actions and can regulate agreement deliverables using the Interaction Hub. The contract specialist directly monitors the status of all agreements and deliverables. Agreement compliance, such as on-time performance, is monitored automatically by evaluating the contract execution data within PeopleSoft Purchasing and by notifying interested parties when a compliance issue arises. The Supplier will receive electronic notifications of non-compliance with URL links to the Interaction Hub. The Supplier can then review analytic graphs and drill down to the detail related to the SLA activity.

Interaction Hub Encourages Supplier Collaboration

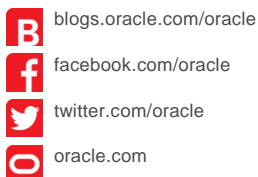
Supplier collaboration opens up access to the contract life cycle to Suppliers and other external parties through the Supplier-side facing Comprehensive Supplier Portal. Supplier Contract Management's online Supplier-facing functionality offers Supplier collaboration for authored contracts using native MS Word, support for imported supply-side paper, simplified digital signatures, notifications, and ability to update service level agreement metrics.



CONTACT US

For more information about PeopleSoft Supplier Contract Management, visit oracle.com or call +1.800.ORACLE1 to speak to an Oracle representative.

CONNECT WITH US



Hardware and Software, Engineered to Work Together

Copyright © 2014, Oracle and/or its affiliates. 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 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 and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group. 0115

