

For Your Contract Management Headaches, Lawson Has the Remedy

The way a lot of organizations manage their contracts, it's no wonder so many people are running for the aspirin bottle. Materials directors and buyers can't easily determine which items are on contract, which vendors are being used, or whether suppliers are charging the correct prices. *Big headache.* Legal departments are frustrated because too many individuals are creating contracts on their own, using non-approved language and conditions — exposing the organization to needless risk. *Splitting headache.* And let's not forget about those contract administrators. All too often, they can't control who's generating contracts, where those contracts are stored, or how faithfully vendors are complying with contract terms. *Is there anything strong enough for this headache?*

Here's the pain reliever you need: Lawson Contract Management.

Part of the Lawson Supply Chain Management Suite, Contract Management is designed to alleviate your biggest headaches stemming from the creation, management, and monitoring of contracts. This application attacks the root causes by helping deliver:

- Secure, centralized access to — and auditability of — all procurement and non-procurement contracts in your organization
- Clear visibility to price and compliance information, enabling your materials team to negotiate more effectively, standardize purchasing practices and ultimately save the organization money
- Greater control by legal and/or contract administration over contract terms, clauses, and conditions
- Reusable contract templates and language, simplifying and accelerating the contract creation process
- Integration with other Lawson Supply Chain Management applications, supporting an automated “source-to-settle” procurement process



Start with a Reliable Foundation

At Lawson we understand that good contracts start with a solid foundation of legal and contract administration knowledge, consistently infused into every contract document. With Lawson Contract Management, your legal department and/or contract administrator takes control — before any agreement is ever executed — of how various contracts are structured, the language they need to contain, and which questions must be asked of suppliers. By standardizing the way contracts are structured and written, your organization takes a significant step toward keeping procurement costs in check while reducing the potential for legal and regulatory exposure.

An Easier, Faster Way to Create Contracts

Do your buyers feel like they're practically reinventing the wheel each time a contract is created? Could they be devoting this time to more strategically-focused tasks? Besides simplifying the contract creation process, Lawson Contract Management can also help save your organization an enormous amount of time. If you're using Lawson Strategic Sourcing, information already captured with that application can automatically populate the contract template in Lawson Contract Management. If you need a contract similar to one executed previously, the user simply copies the existing document and modifies it as needed. Lawson Contract Management can help save significant time even when creating a contract from scratch. An "interview wizard" walks the user through a series of questions relevant to the type of contract being created — no more wondering if the right information is being collected.

Whichever method is deployed, Lawson Contract Management automatically merges new information with pre-approved terms and conditions to generate a clean, standardized contract, ready for review and approval. When integrated with Strategic Sourcing, Contract Management allows you to easily create new contracts from awarded events or send contracts that need renewal out to bid.

Automate and Audit Contract Processes

Contracts are typically fluid documents. And, the more stakeholders involved in creating and approving a contract, the more fluid it is. Lawson Contract Management, coupled with Lawson ProcessFlow, can bring greater predictability, accountability, and automation to this process. Your system may be set up so that, once a contract is created, it follows a prescribed internal electronic routing to the appropriate people for review, edits, and comments. This workflow contains built-in security controls, set up according to each person's role and responsibilities. And, at any time, authorized individuals may review the audit logs in Contract Management, examining all edits to the contract, who made them, and when.



One-point Access to All Enterprise Contracts

Your materials director and buyers need a clear picture of who's buying what, from whom, and for what price. With this information, they gain a decided upper hand in their oversight of purchasing activities. They can verify that the correct prices are being paid and that suppliers are adhering to tiered pricing agreements, fulfilling all rebates and other terms of the contracts. Your buyers are also better positioned to negotiate more favorable contracts for your organization. Integrated with Lawson Procurement, Contract Management puts this critical information — and not just contracts, but attachments such as files and images — into a single repository for easy retrieval by authorized users.

Contract administrators and legal departments can appreciate this transparency and centralized access, too. They're better able to monitor compliance with established organizational standards, and they can intervene, when necessary, to prevent nonconforming contracts from being executed. Because regulatory compliance is a growing concern in many sectors, Lawson Contract Management offers powerful audit functionality, including tracking the history of all changes.

The Flexibility to Make This *Your* Solution

Different industries use contracts in different ways, and they may require different elements within contract documents. Even within a specific sector, contract needs vary from one organization to the next. In developing Contract Management, Lawson placed a high priority on flexibility.

For example, Lawson understands that many organizations generate non-procurement contracts along with their procurement contracts. Yet they may want to maintain all of these records in a single place. In addition to accommodating products and services, the Lawson Contract Management repository can store corporate and other non-purchasing contracts, creating a truly comprehensive view of these essential enterprise documents. In addition, Lawson Contract Management gives you great latitude in creating procurement contracts with the capabilities and elements you need, including:

- Accommodates both products and services, plus tiered pricing scenarios within a single document
- Supports manufacturer, distributor, and GPO supply chain agreements
- Handles multiple contract sections, change orders, and revisions
- Allows you to upload price catalogs and manage price changes prior to updating vendor agreements
- Monitors pricing tiers to help ensure you are taking advantage of the price for which you've qualified
- Tracks contract milestones
- Provides alerts to key contract events
- Tracks rebates by contract or individual line, automatically notifying you when a rebate is due

**Headquarters:****USA**

380 St. Peter Street
St. Paul, MN 55102-1302
Tel +1 651 767 7000
info@lawson.com

Regional Offices:**Americas**

Brazil, Chile, Canada,
Mexico, Honduras,
United States, Venezuela

United States

Tel +1 651 767 7000
infous@lawson.com

Asia

China, Hong Kong,
India, Indonesia, Japan,
Korea, Malaysia,
Philippines, Singapore,
Taiwan, Thailand, Vietnam

Singapore

Tel +65 6788 8769
Fax +65 6788 8757
infoasia@lawson.com

Australia & Oceania

Australia, New Zealand

Australia

Tel +61 2 8437 5600
Fax +61 2 8437 5699
infoanz@lawson.com

Northern Europe

Denmark, Estonia, Finland,
Norway, Sweden

Sweden

Tel +46 8 5552 5000
Fax +46 8 5552 5999
inforndic@lawson.com

Northwestern Europe

Belgium, The Netherlands,
Ireland, South Africa,
United Kingdom

United Kingdom

Tel +44 1344 360273
Fax +44 1344 868351
infofw@lawson.com

Central Europe

Austria, Czech Republic,
Germany, Hungary,
Poland, Slovakia,
Switzerland

Germany

Tel +49 2103 89060
Fax +49 2103 8906 199
infoce@lawson.com

Southern Europe

France, Israel, Italy,
Portugal, Spain

France

Tel +33 1 34 20 80 00
Fax +33 1 40 39 25 07
infosof@lawson.com

www.lawson.com

- Tracks retainages and automatically calculates payment hold-backs
- Monitors encumbered funds and checks against contract maximums
- Updates the vendor master in Lawson Procurement and Financials with new supplier information

Standards Reports and Much More

Lawson Contract Management comes with several standard reports to bring key people quickly up to speed on critical operational information, such as:

- Contract compliance
- Contract rebate activity
- Item cost variance
- Off-contract purchasing
- Projected rebate distributions
- Rebates by due date

You're certainly not limited to these reports, either. Through the integration of Lawson Contract Management and Lawson Business Intelligence, there's practically no limit to the types of reports you can deploy. What's more, the Reporting Services component within Lawson Business Intelligence contains a bursting feature which automatically distributes reports or portions of a report to multiple individuals according to their roles and responsibilities.

Lawson Smart Notification[®], also a part of Lawson Business Intelligence, transforms the concept of reporting from reactive to proactive. For instance, Smart Notification can be configured to automatically notify purchasing staff via e-mail or in their portal when a contract is about to expire. The notification could even contain a link to the Lawson Contract Management application, allowing the user to update or renew the contract.

For your contract management headaches, skip the aspirin. Make Lawson Contract Management part of your total Lawson Supply Chain solution. Visit www.lawson.com, or call 1-800-477-1357 or 651-767-7000 (U.S. and Canada); outside North America, call +44 (0) 1344 360273.