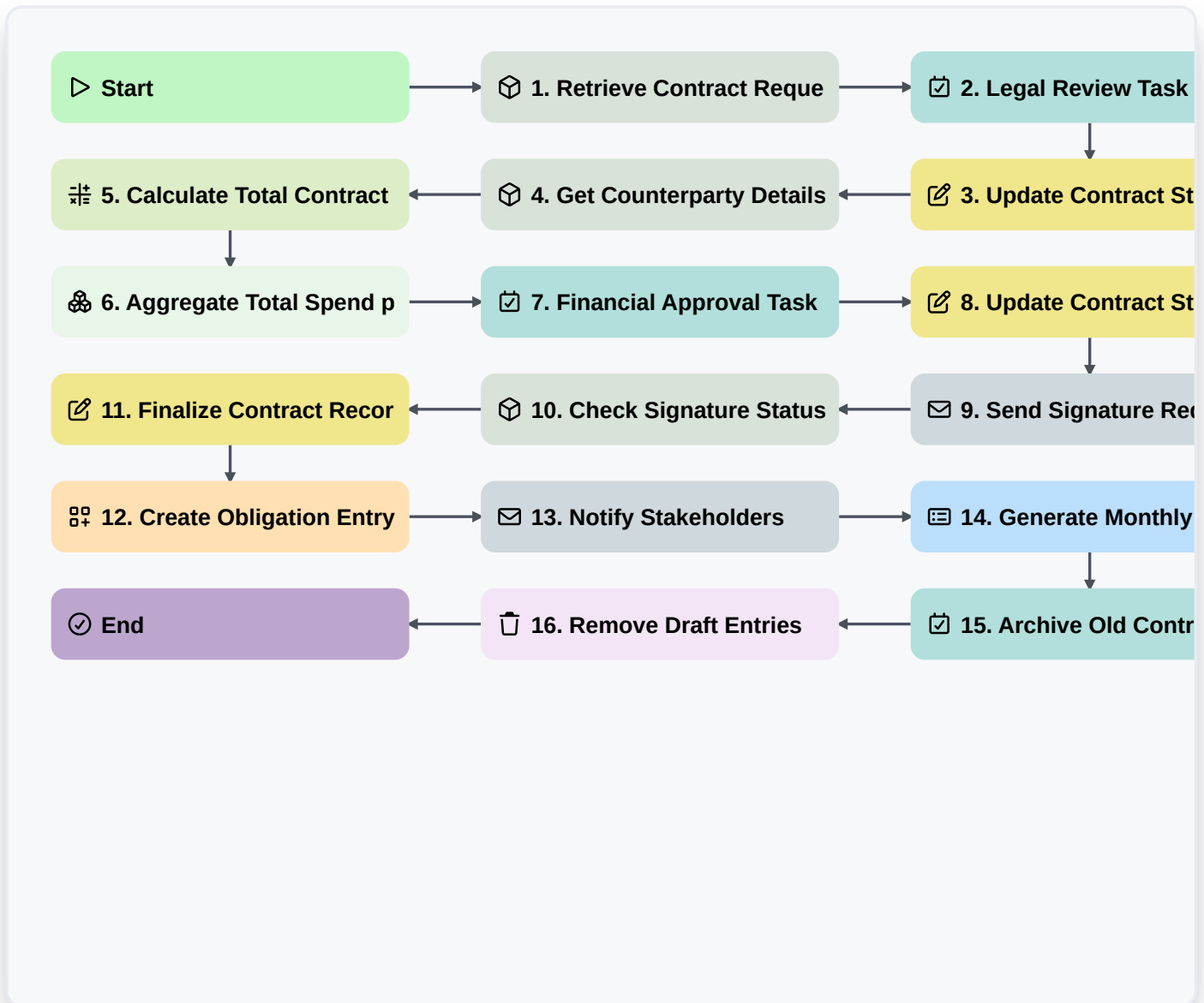


Contract Lifecycle Management Workflow



▷ Start

Start of the Workflow/Process.

📦 1. Retrieve Contract Request

Fetch the initial contract request details and metadata from the Contract Request data model.

✅ 2. Legal Review Task

Create a task for the Legal Department to review the terms and conditions of the retrieved contract.

✍️ 3. Update Contract Status to 'In Review'

Update the status field of the contract entry to reflect that it is currently undergoing legal scrutiny.

📦 4. Get Counterparty Details

Retrieve information about the external party/vendor from the Vendor/Counterparty data model.

🔢 5. Calculate Total Contract Value (TCV)

Calculate the total value of the contract by summing all line-item costs and taxes defined in the contract details.

🔗 6. Aggregate Total Spend per Vendor

Sum the values of all existing contracts associated with this specific vendor to check against budget limits.



📌 **7. Financial Approval Task**

Create a task for the Finance Manager to approve the calculated Total Contract Value.

✍️ **8. Update Contract Status to 'Awaiting Signature'**

Once approved, update the contract record status to indicate it is ready for execution.

✉️ **9. Send Signature Request**

Send an automated email to the counterparty with instructions and links to the signature platform.

📦 **10. Check Signature Status**

Retrieve the latest status of the digital signature from the external e-signature integration.

✍️ **11. Finalize Contract Record**

Update the contract entry with the final execution date and the link to the signed PDF.

🗃️ **12. Create Obligation Entry**

Create a new entry in the Obligations data model based on the key milestones found in the contract.

✉️ **13. Notify Stakeholders**

Send a notification email to all internal stakeholders (Sales, Legal, Finance) that the contract is now 'Active'.

📄 **14. Generate Monthly Contract Summary**

Generate a report summarizing all newly executed contracts and their total value for the current month.

📌 **15. Archive Old Contract Task**

Create a periodic task to move expired contracts from the active model to the archive model.

🗑️ **16. Remove Draft Entries**

Delete any incomplete or abandoned contract draft entries from the system to maintain data hygiene.

🏁 **End**

End of the Workflow/Process.