License12 – New Contract Q&A

What are the supported types of contracts in L12?

License12 supports value-based contracts (Orders, Proposals) with a fee based on its net contract value and non-value-based contracts, like master agreements and support agreements or renewals. Digitalization of the latter is charged by a fixed fee.

How many documents are needed for proper digitalization?

The real contract and the file type (pdf or jpeg) determine the count of documents required. All elements associated with one logical contract must be uploaded in one step. If files are missing, you need to repeat the upload step with all documents. It is best practice to compose one pdf that contains all elements.

Which parameters will the user provide during upload?

After uploading, the user will choose a relevant transaction name and selects the transaction type (proposal or final contract). Then, the original vendor (not reseller) must be selected. The assignment of an authorized group is optional for those who like to route the workflow to the entitled procurement staff.

How does L12 process a proposal?

The first proposal of a new procurement cycle is digitalized like an order, with the exception of a period of validity and the absence of the survey. The flash benefit will provide a first rating based on the ContractCompass® benchmark data. The resulting proposal element in your ContractSafe® is marked with a blue flag. All update versions can be digitalized free of charge and may be compared by using the "History" overview in the list-by-contract report.

What do you need to know for correct processing of new proposal versions?

In order to establish the proper references of one procurement cycle, an update version of a proposal checked in earlier must be uploaded by using the "Update" function out of ContractSafe®, based on the previous version. The upload opens for selection of the relevant new proposal update file. Using "New Contract" would initialize an entirely independent procurement cycle.

What's important in reviewing the digitalization results?

The review starts by selecting the prepared contract in the ContractSafe® notification bar. On three tabs, header, items and terms data require validation. If data is incomplete or faulty, the version is returned to digitalization with some comments. If the result is accepted, the workflow will provide the survey page, provide the flash benefit and finally add the contract to your ContractSafe®.

How are subsequent adjustments of contractual data processed in ContractSafe?

Within 30 days after check-in, changes data can be performed based on the remaining sources from digitalization. Thereafter, a new digitalization is required based on new documents upload. The related change request will be established by opening a ticket via the ticket tab.