

# ORACLE PROJECT CONTRACTS

## KEY FEATURES

INCREASE VALUE THROUGH IMPROVED CONTRACT AUTHORIZING, CONTRACT FLOWDOWN AND ACCESS CONTROL MECHANISM

- Access control mechanism for deliverable tracking system
- Copy project and task information from original contract
- Provision to have print forms in contract flow down to other E-Business applications
- Configurable option to prevent same project hierarchy usage in multiple contracts

CONTRACT AUTHORIZING

- Complete contracting lifecycle
- User-definable Contract Document Types
- Contract work breakdown structure

CONTRACT ADMINISTRATION

- Approval and status management
- Change management and versioning
- Hold management

CONTRACT EXECUTION

- Deliverable tracking with dependencies
- Print form generation

CONTRACT FINANCE

- Multiple funding levels
- Funding modifications with change management
- Contract Billing with extensive Billing Methods (Contract Types)

*Oracle® Project Contracts is designed to support complex contract management needs of project driven organizations, including commercial and government contractors, agencies, and subcontractors. Oracle Project Contracts helps executive and operational managers to effectively handle business issues such as budgetary constraints, contract margins, risk management and prioritization of contract deliverables. Oracle Project Contracts is part of Oracle E-Business Suite, an integrated set of e-business solutions for the enterprise, which is designed to efficiently transform your business to an e-business*

## Authoring with Complete Contracting Lifecycle Support

Oracle Project Contracts allows contract professionals to author contract documents throughout the entire contracting lifecycle -- from solicitations, bids and proposals in the acquisition phase to awarded contracts, basic ordering agreements and delivery orders in the award and execution phase.

Figure 1: Contract Organizer

## Flexible Contract Document Types

Different industries like Aerospace and Defense, Engineering and Construction, Professional Services, Telecommunications, and Public Sector use different terminology for contract documents. For example, the acquisition process can refer to a 'solicitation' document as Request For Information (RFI), Request For Proposal (RFP), Invitation For Bid (IFB), or simply Solicitation. Oracle Project Contracts

allows flexible definition of contract document types.

#### **Authoring Wizard**

Oracle Project Contracts includes an Authoring Wizard that guides users through the process of creating a new contract document. A new contract document can be created from another contract document of any supported type (for example, creating a proposal from an existing proposal, a solicitation, or an existing awarded contract), or from pre-defined templates. Users can select a subset of contract information that needs to be copied to the new contract document.

#### **Articles, Terms and Conditions, Standard Notes, and Statement of Work**

Oracle Project Contracts allows users to setup repositories of standard articles (standard contract clauses or regulations such as FAR and DFARS) and terms and conditions (such as shipping method, payment terms, freight terms, and so on) that can be assigned to any contract document, including templates. Users can also enter statement of work (scope of work) and as well as standard notes for any contract documents, or for a particular contract line.

#### **Contract Work Breakdown Structure (CWBS)**

Users can define contract work breakdown structures using contract lines, and sub lines in unlimited hierarchies. Articles, terms and conditions, standard notes, and parties can be assigned at each level.

#### **Contract Administration**

Oracle Project Contracts provides a variety of tools to simplify contract administration throughout the complete contract lifecycle.

#### **Contract Approval and Status Management**

Oracle Project Contracts allows users to model business processes based on different business requirements using Oracle Workflow. Users can define different approval hierarchies and cycles for different document types, and define appropriate escalation routines and notifications to alert administrators, managers and other responsible parties about approaching deadlines for proposal submittals, solicitation response receipts.

#### **Change Management and Versioning**

Managing contract changes is one of the most important yet time-consuming aspects of contract management. Oracle Project Contracts includes a robust change management and versioning mechanism to enable contracting professionals to manage amendments and modifications to contract documents, and provides a clear audit trail of contractual requirements over time.

#### **Contract Hold Management**

Oracle Project Contracts allows users to define holds at different levels (header, line, deliverable) with different hold reasons, to analyze holds and the promptness of their resolution, and to track release due dates and reasons.

#### **Comprehensive Security Framework**

Oracle Project Contracts provides a comprehensive and robust security framework to control accesses to contracts, contract functions as well as individual contract

attributes. By providing this model, even the most secured contracts (for example Defense contracts) can be maintained in the system, with access controlled by user clearance levels.

### **Contract Execution**

Contract execution is arguably the most crucial phase of the contracting lifecycle. Oracle Project Contracts provides several mechanisms to ensure timely delivery and receipt of products, services, and other contractual obligations.

### **Deliverable Tracking System**

The Deliverable Tracking System (DTS) is the centerpiece of Contract Execution and is used to track all activities related to a contract. Deliverables can be inbound and outbound, and can be internal or external. Examples of such deliverables include planned receipt and shipment of items, mailing of an initial engineering drawing, or monthly submission of progress reports. The DTS also allows users to define dependencies between contract deliverables.

### **ERP Integration**

The Deliverable Tracking System is integrated with other major components of Oracle E-Business Suite, including Oracle Projects, Advanced Planning and Scheduling, Oracle Internet Procurement, and Oracle Shipping Execution. This integration allows users to collect cost against a contract through projects and tasks, generate billing events and recognize revenue, feed contractual demand into the planning system, create procurement documents such as purchase requisitions and purchase orders for direct-procured contract material, create shipment requests for deliverables and track shipping and delivery statuses.

### **Printed Forms**

Oracle Project Contracts provides a generic print form generation mechanism. This allows users to generate and store forms mandated by the customers or suppliers, such as US Government form DD250. This print form generation capability can be integrated with an external system to create paper or electronic outputs (for electronic submission) of the desired forms.

### **Contract Finance**

Oracle Project Contracts supports financial aspects of contracts such as funding, billing and invoicing through different workbenches

### **Contract Funding**

Oracle Project Contracts provides a comprehensive model to define and track contract funding, with support for incremental (time-phased) funding, funding pools, multiple funding parties, hard and soft limits, definitization of funding, multiple currencies and multiple levels, and funding by references such as ACRN. Versioning is also available for contract funding to ensure on-time and auditable implementation of funding modifications.

### **Delivery-based Contract Billing**

Oracle Project Contracts provides robust billing capabilities through its integration with Oracle Project Billing. Oracle Project Contracts allows users to define a

**KEY BENEFITS****WITH ORACLE PROJECT CONTRACTS YOU CAN**

- Reduce contract risk by authoring better contracts,
- Track contract deliverables, funding, billing and thereby manage the whole contract life cycle efficiently

**RELATED PRODUCTS**

Oracle Project Contracts is integrated with the following products

- Oracle Projects
- Oracle Purchasing
- Oracle Shipping Execution
- Oracle Inventory
- Oracle Manufacturing

**RELATED SERVICES**

The following services are available from Oracle Support Services:

- Oracle E-Business Suite Accelerators
- Oracle Application Solution Centers
- Oracle University
- Oracle Consulting

myriad of billing methods such as Firm Fixed Price, Cost Plus Incentive/Award/Fixed Fee, Time and Materials, and many more. Users can drive billing based on completed deliverables in the Deliverable Tracking System. The system allows users to bill multiple events at once, or to just bill individual events. The billing events are automatically created in Oracle Project Billing for further processing.

**Invoicing**

You can use Oracle Project Billing to generate draft invoices. Draft invoices can be sent to Oracle Receivables for final invoice processing and for collection of payments. Users that have their own billing system could feed the invoices into Oracle Receivables using standard interfaces, or use their own receivables system.

**Contract Flow down**

Oracle Project Contracts allows users to configure flow down of attributes, articles, terms and conditions, standard notes, print forms and attach documents to different business areas, such as Receiving, Shop Floor, and Billing, on a need-to-know basis. The flow down mechanism can also be used to provide subcontractors with the relevant (prime) contract information.

**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.

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