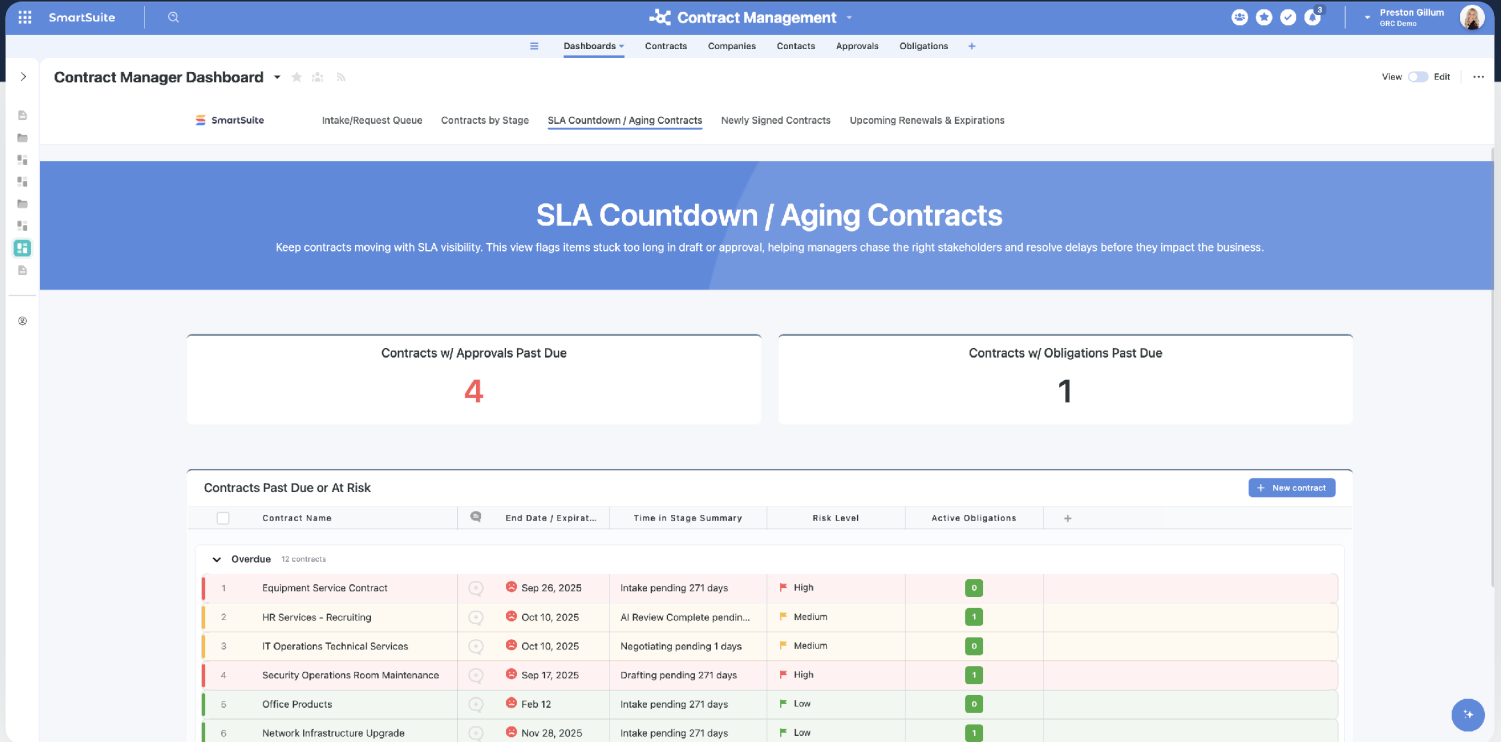


DATASHEET

Contract Lifecycle Management

Move contracts from scattered drives and email threads to a unified system of record – manage every agreement from intake through drafting, negotiation, approval, execution, and renewal, with obligations and risk surfaced in real time.



From scattered drives and email threads to a unified contract system

Most contract programs run on email chains, shared drives, and one-off spreadsheets – and they treat intake, drafting, negotiation, approvals, obligations, and renewals as separate workflows in separate tools. SmartSuite runs all of them on one platform – a governed lifecycle, structured approvals, and linked obligations across legal, procurement, finance, and the business. **Every contract is tracked. Every obligation is linked. Every renewal is on the calendar.** The result is a contract program that accelerates cycle time, reduces risk, and proves compliance end to end.

Capabilities built for end-to-end contract management



Centralized contract record

Every contract – MSA, SOW, NDA, Order, license, employment – lives as a structured record with company, contract type, value, period, scope, key terms, and linked documents. Stage, risk level, and days-in-stage are tracked from intake to active. No more shared drives, no more "which version is final?"



AI-assisted drafting & review

AI Assist extracts clauses, flags risk in redlines, summarizes negotiated changes, and recommends approval routing. AI Clause Extraction, AI Review Contract, and AI Risk Flags are written back to each record with a time-stamped audit trail. Drafting cycle times drop without losing legal oversight.



Structured approvals & workstreams

Approvals route to Legal, Finance, and Executive workstreams with configurable thresholds and SLAs. Average approval times by workstream surface bottlenecks in real time. Overdue approvals and at-risk contracts are flagged automatically – General Counsel sees what needs intervention without digging.



Obligations & 90-day renewal calendar

Active, Upcoming, and Overdue Obligations are tracked per contract – compliance attestations, performance reviews, change requests, renewal decisions. A 90-day renewal calendar surfaces every expiring agreement in time to act. Nothing slips through the cracks.

Contract visibility at every level

Contract owner & requestor

Personalized view of every contract they've initiated — current stage, days in stage, pending approvals, AI risk flags, and outstanding obligations. Drill into a contract for full negotiation history, linked documents, and the next action that's blocking close.

Contract manager & legal lead

Full Contract Manager Dashboard with the Contract Funnel by Stage, Cycle Time by Workstream, and Overdue / At-Risk Contracts views. Cross-portfolio insight on intake volume, average approval times, and the contracts that need legal intervention now.

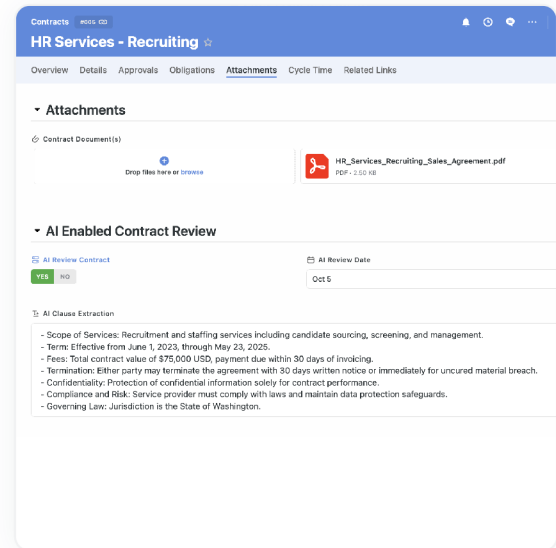
General Counsel & executive committee

High-Risk Contracts, Aging Redlines, Outstanding Obligations, and Exceptions Overview surfaced in a single Legal Dashboard. Cycle-time analytics and risk exposure roll up to enterprise view — board reports refresh continuously, no manual rebuilds.

Built differently. SmartSuite is where contracts, companies, contacts, obligations, approvals, exceptions, and renewals live on the same governed graph — so every contract links live to its counterparties and commitments, every approval routes to the right workstream, and every dashboard reflects the current state of the program, not last quarter's report.

Connected to the rest of your GRC program

- **Third-Party Risk Management**
Vendor contracts link live to TPR assessments so risk posture and contractual commitments stay in sync
- **Legal Matter Management**
Contracts link to related matters — litigation, IP, employment, regulatory inquiry — for full counsel context
- **Policy Management**
Standard templates and clause libraries enforce policy alignment from drafting through execution
- **Compliance Assessments & Testing**
Compliance attestations and evidence collection on active contracts run as governed assessments
- **Enterprise Risk Management**
High-risk contracts and concentration exposure roll up to enterprise risk in real time
- **Issues Management**
Contract exceptions, breached SLAs, and overdue obligations flow to closed-loop remediation



AI Enabled Contract Review on each record — AI Clause Extraction pulls scope, term, fees, termination, and governing law, with a time-stamped review trail.

Built for everyone with a stake in contracts

General Counsel / Legal Team

Oversee high-risk contracts, negotiate terms, validate legal compliance, and manage exceptions — with AI-flagged risk surfacing where attention is needed.

Sales & Revenue Operations

Handle customer-facing agreements, deal approvals, and signature workflows — without bouncing between CRM, Drive, and email.

Contract Owner / Requestor

Initiate intake, track status, and collaborate through negotiation and approval with full visibility into the next required action.

Procurement & Vendor Management

Manage supplier contracts, sourcing events, renewals, SLA compliance, and performance obligations on one connected record.

Finance Team

Validate financial terms, billing triggers, and budget alignment for every contract — Finance approval routes are governed and timed.

Executives & Board

Review contract metrics, cycle times, risk exposure, and obligations to support strategic decisions — refreshed continuously.

Accelerate every contract — without losing legal oversight
A complete GRC suite that connects contract lifecycle management with vendors, legal matters, policies, compliance, and risk — on one AI-native Work OS.

Learn more at <https://www.smartsuite.com/products/contract-lifecycle-management-clm>

Contact your SmartSuite representative to schedule a demo