How to Review & Approve a Contract

Objectives

• Review, Negotiate, Approve. or Reject a contract

Steps

Once your contract is ready, it can be moved to the Approval Center to be approved.

Make sure the "to be approved" status of t	he contract document is set to "ye	s" from the Attachments tab.
CT157		
🗋 Name	Туре	
PA1220221219114115.docx		
То be Арр	proved: Yes	

O The Approval Center can be configured based on your business criteria and contract types. Learn more here.

However, admins can manually add and edit approvers from the Approval Center tab within each contract.

CT389 - NDA agreement-Busin	iess Dept (9)			Executed Final Review Negotiation Ste More - Active	• × •
Details	Approval Criteria:				
Attachments	Approval Status: Awaiting Approval				
Approval Center	G/ Edit Approvers				
- Signature Center 🔗	jim batz (Inactive) Awaiting Approval				
Milestones	Show Summary	Ø Open Contract/Document	A Send Email	Sesend Approval Email	000
Tasks	James Marven Pending				:
Time Entries	2 👁 Show Summary	Open Contract/Document	🖈 Send Email	🕈 Resend Approval Email	
Expenses New	-				
Emails New	Approval history ->				
A Reminders					
Matters					
Related Contracts/Documents					
Settings					
**					

When adding a new approver, you have the flexibility to:

- 1. Set the Approval Order effortlessly by clicking on the checkbox.
- 2. Choose the Approver Type, defining the category of individuals authorized to approve the contract. This can include Users, Collaborators, User Groups, Roles, Requesters etc...
- 3. Specify the Label/Summary for each approver.
- 4. Add multiple approver orders and include several approvers within a single order.

Edit Approvers		×
🗹 S	et Approver Order	
1 #	LUsers Alice Jones ×	
	Approval Label / Summary	
2 #	Collaborators	
	Approval Label / Summary	
	Add Approver	
	Save	Cancel
	Save	Cancel

Approvers can belong to various categories:

- 1. Users: Licensed users actively using Contra can directly approve within Lexzur.
- 2. User Groups: This encompasses groups where any member has permission to approve.
- Collaborators: Stakeholders associated with the contract, having access to it through the client portal for approval.
 Roles: Roles can be defined based on client portal users, managers, and job titles. Learn how to configure roles here.
- 5. Assignee: The designated assignee of the contract holds approval authority.
- 6. Requester: Reflects the name of the requester directly. If external, the requester should have a collaborator license for approval.
- 7. Board Members and Shareholders: This identifies individuals related to board members and shareholders of the parties involved. However, this

requires a collaborator license, and approval will be conducted from the client portal.

	Lusers -	Select Users	× 🕈
	2 Users		
	Collaborators		
	🞄 User Groups		
	A Role		
	L Assignee		
	🙎 Requester		
	🛓 Board member		
+	I Shareholder		

The approvers will receive an email notification with the necessary details when it is their turn to approve the contract. They can Approve/Reject directly from the received email.

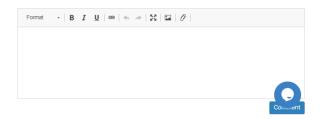
ь	Lexzur - PUA-457-Purchase Agreement for ABC Awaiting Approval		
	LEXZUF Caroline Mraved	← Reply 🐇 Reply all	
	LEXZUR		
	Activity Alert		
	Hello PUA-457 - "Purchase Agreement for ABC" needs your approval		
	Action		
	Click this button to swiftly proceed and take action within Lexzur.		

Each approver has the option to view the summary, open the contract/document for review, send an email directly to a specific person with the contract /document attached, and resend the approval email.

The approvers can also start a negotiation.

In Negotiations, you can mention other users, forward the negotiation, and complete it once done. The related users will be notified and can access the negotiation page and respond.

Negotiations	
Negotiator: Carolina Robinson 🧕	¥
Forward 🏕	Complete ⊘
Carolina Robinson (User) Hi @Carolina Robinson please review the clauses	2023-05-12 09:27:22 4 and 5



When an approver rejects a contract, it will be listed as awaiting revision until the approver approves it.

	pproval Criteria: pproval Status: Awaiting Revision	,					
	C Edit Approvers						
	Carolina Robinson Rejecte	d					*
1	Head of Finance	Show Summary	Open Contr	ract/Document	🖌 Send Email	Resend Approval Email	
2	Sam Marven Pending						* *
	Show Summary	Open Contract/Do	cument	🚀 Send Email		Sesend Approval Email	8

Approval history 🔶

Once approved, the second approval will receive a notification to proceed with the approval process.

C Edit Approvers						
Carolina Rob	inson Approv	red				* *
Head of Fin	ance	Show Summary	🕝 Open Contrac	ct/Document 🦪 Send	d Email 🥱 Resend Approva	al Email
Sam Marven	Awaiting App	roval				
Show Sumi	mary	Open Contract/	Document	🖌 Send Email	🗢 Resend Approval Email	S

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!