

Contract Automation

Friend or Foe

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Agenda

- **Our Approach**
- **Project Methodology**
- **Lessons Learned**

Critical Success Factors

What is new and different about this initiative?

- **New concepts** to Tellabs that are recognized as Best in Class
 - **Contract Lifecycle Management**
 - A concept that drives a process
 - It is simple enough to be able to automate and people can follow
 - Process enables Tellabs SOX compliance and is represented such that allows the maps to be quality documents as well (first time done in Tellabs)
 - Drive Operational Effectiveness
 - It uses a framework that is balancing vision, idea generation, risk, controls and vision's success
 - Compliance reporting
 - Drive operational effectiveness
 - Using analysis as competitive advantage
 - Innovations throughout the project
- Vision that lasts overtime, attitude, preparation, project advance planning and preparation to ensure success during each stage of the project, deep dive at every stage of the project until the “unknowns” are understood and risk is monitored and accounted for, relentless execution against targets

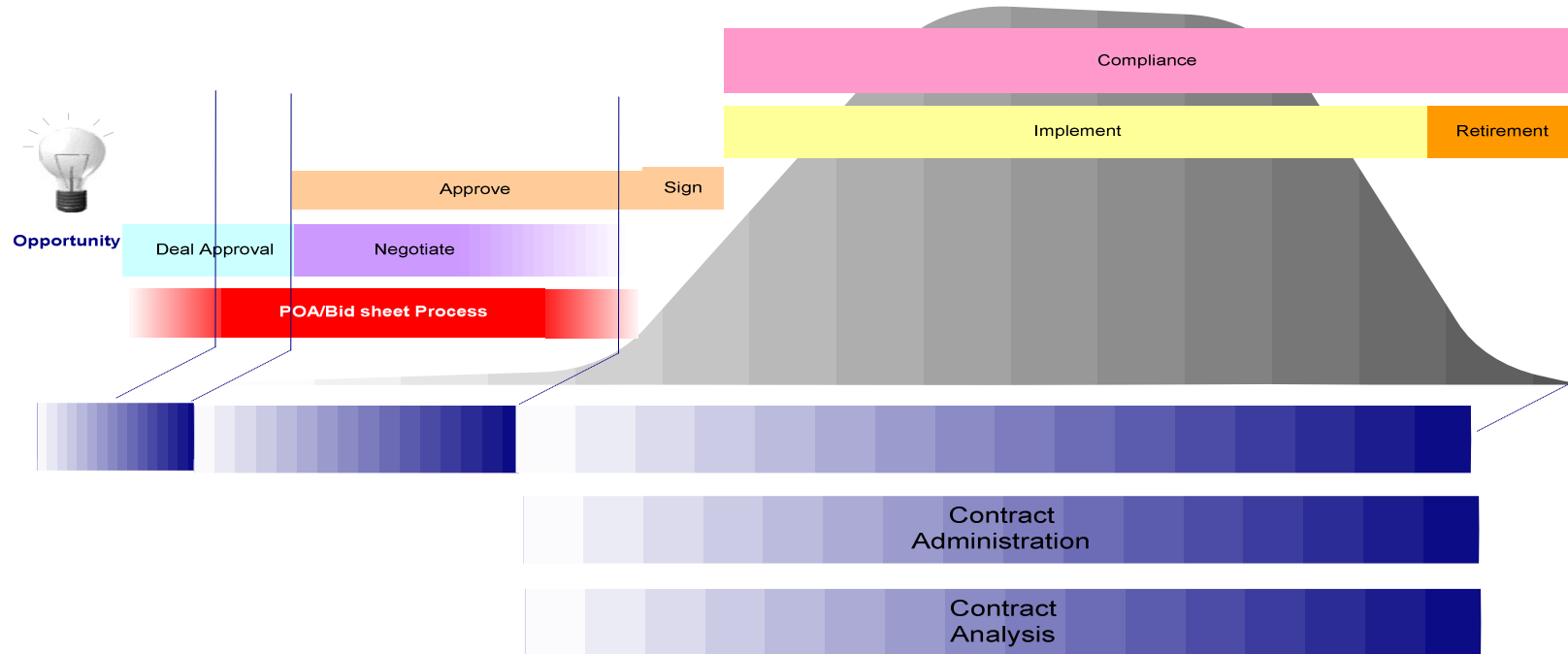
Business Framework

The stepping stones to reach Compliance and Reporting



Contract Lifecycle Management

(Global Process Owner)



Contract Creation

Authoring Contract using Tellabs or Customer template

Contract Collaboration

Collaboration with Sales, BSG, Services, PH, Legal, Finance (tax, revenue, credit, risk management, insurance). Supply Chain, Contract Management, Quality, Trade Compliance, etc.

Contract Execution

Specify Contract start date, end date, capturing signatures from all parties involved, establish central depository for all contract information

Contract Administration

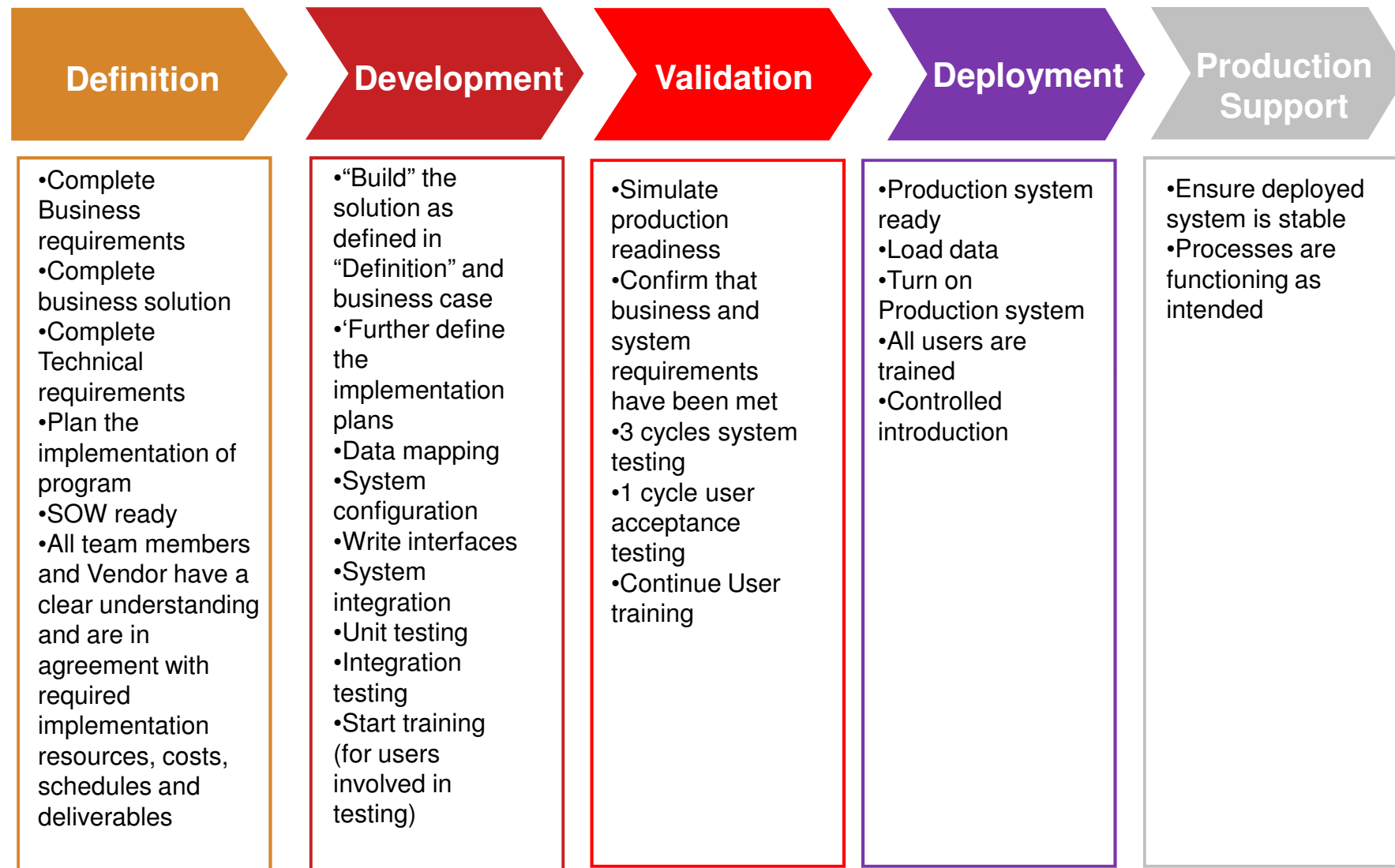
Proactive tracking and auditing contract Terms and Conditions, prices, discounts, Service Level Compliance, Ammendments, Performance

Contract Analysis

Analysis of contract performance, attributes to determine future sales, budgeting, sourcing, supplier management, risk strategies

The collaborative effort from Opportunity to Cash

IT Project methodology @ Tellabs



There is a well defined sequence of steps

Secrets to Early adoption

- **Business Process is key**
 - Allow all the stakeholders to discuss/debate it at length...
 - The results of the implementation forces you to understand how you do business – Are you ready to look in the mirror?
- **Value – What’s in it for the user!**
- **Training, training, and more training**
- **Excellent training manuals**
- **The best Job Aids by user category**
- **Continuous support from the Business Administrators**
- **Executive support**

It requires a lot of passion and drive to succeed

Contact Information

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