



CHECKLIST

CLM Evaluation Checklist

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What should you look for in enterprise CLM software?

90% of legal teams admit they can't keep pace with their contracts.

Introduction

The business results, and thus contracts, have gotten increasingly complicated as the world of transactional procurement continues to evolve away from simple goods and commodities and toward multifaceted and complex services.

Here are TEN critical factors (and their sub-factors) to help guide you in the right direction when selecting a CLM solution.

Download this handy 10-point checklist as your quick reference guide to help you evaluate the right CLM platform for your organization.

Criteria		Comments (If any)
Organization-Wide Functional & Visibility Capabilities to Look For		
Ability to manage buy-side, sell-side, and corporate contracts	<input type="checkbox"/>	
Native support for all major languages, currencies, and time zones	<input type="checkbox"/>	
Audit reports, change histories, and an operational data store to enable organization-wide analytics	<input type="checkbox"/>	
Security and access control across the organization	<input type="checkbox"/>	
A fully customizable collaboration portal for vendors and customers	<input type="checkbox"/>	
The ability to monitor a global portfolio of interdependent contractual relationships with an intelligent, contextual interface	<input type="checkbox"/>	
Adaptable, user-configurable dashboards to provide unmatched insights into cycle times, deviations, risks, and other business metrics	<input type="checkbox"/>	
Administration & Management Capabilities to Look For		
The ability to manage and view privileges	<input type="checkbox"/>	
Provisioning of users through active directory integration	<input type="checkbox"/>	
The power to delete a user with auto replacement in rules, approvals, or ownership	<input type="checkbox"/>	
Risk Handling Capabilities to Look For		
Dynamically enforced, rules-driven approval workflows	<input type="checkbox"/>	
Single source of truth	<input type="checkbox"/>	
Inclusion of native contract analytics	<input type="checkbox"/>	
AI-driven workflows for automated vendor checks	<input type="checkbox"/>	
User-configurable risk assessment models	<input type="checkbox"/>	
Predefined risk models for risk profiling		

Criteria		Comments (If any)
Obligation & Compliance Management Capabilities to Look For		
AI-driven obligation extraction and tracking		
Support for collaborative clause creation and approval		
Configurable clause language rules built right into the system		
The ability for clauses to be enforced on specific types of contracts and contract templates		
Ease of Use & Adoption Capabilities to Look For		
Microsoft Office Addins and Plugins		
User-configurable dashboards to suit the unique requirements of each role		
Configurable alerts and notifications		
An intuitive, contextual interface available in multiple languages		
Single source of truth Ability to create, edit, or approve contracts from any device		
Drag-and-drop configurations tools to help non-technical users		
Standardization Capabilities to Look For		
Robust clause and template library with standardized and legally compliant templates		
Centralized repository		
Dynamic questionnaires for new contract creation		
Pre-approved contract templates		
Reusable languages for high-use documents, like NDAs or SOWs		

Criteria		Comments (If any)
Third-party Collaboration Capabilities to Look For		
Support for third-party paper for both Microsoft Word and Adobe PDF		
Ability to identify the language and track redlines in third-party paper		
An adaptable, customizable web portal to facilitate collaboration with third parties		
Ability to author and identify deviations in third-party agreements		
Integration Capabilities to Look For		
APIs to enable seamless and authorized data exchange with existing CRM, ERP, financial, and procurement systems		
Support for two-way metadata synchronization and integration to an active directory		
Integration with applications like your CRM or ERP platforms		
The dynamic capability to migrate contracts, metadata, and supporting documentation from a legacy CLM system		
Contract Reporting & Analytics Capabilities to Look For		
User-configurable dashboards with dynamic real-time data on deviations, expiries, renewal dates, and other critical metrics		
Sophisticated automatic searches to find related contracts, view dependencies, discover and unlock hidden value, and identify potential liabilities		
Analytics and dashboards for compliance, completion, and renewal tracking		
Secure collaborative negotiation portals, version control, and virtual assistant reviews for negotiation cycles		
A seamless connection to other data sources		
Narrow filtering, full-text search, metadata (keyword) search, and automated data extraction		
Advanced search for clause and deviation identification		
A more accessible and safer way to store and retrieve documents		

Criteria		Comments (If any)
Reputational Capabilities to Look For		
Customer references across many industries		
Recognition as an innovator and leader by top industry analysts		
An ongoing commitment to customer success		

DISCLAIMER

Numerous contract lifecycle management challenges require the contract moderators' agility and decision-making abilities. Therefore, we have compiled a list of possible evaluation criteria that an organization should consider while deciding on any particular CLM solution. Treat this document as a piece of advice and guidance only. It is vital to tailor it to your individual needs and connect it to your existing digital ecosystem.

If you are in the quest of AI-enabled CLM Solution, without a further, do Book a demo [Get a custom demo of the Aavenir software](#).

Manage your Contracts on ServiceNow

Are you willing to transform the contract process for faster time-to-signature, greater obligations compliance, and reduced business risks?

[Get a custom demo of the Aavenir software](#) and find out how you can manage your contracts for better business result.

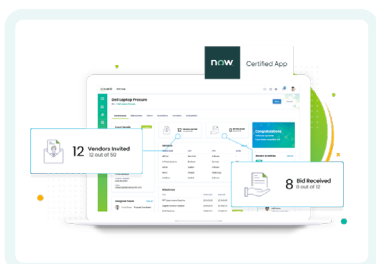




About Aavenir

Aavenir revolutionizes age-old procurement processes with AI-enabled Source-to-Pay solutions including RFPflow, Contractflow, Obligationflow, and Invoiceflow. Built on ServiceNow, Aavenir solutions streamline procurement, legal, and accounts payable work processes using the latest technologies such as AI, ML, and NLP to eliminate manual work, accelerate cycle time, and reduce dependency by offering smart suggestions based on historical data. For more information, please visit www.aavenir.com

Explore Aavenir Source-to-Pay Solutions on ServiceNow



Aavenir RFPflow

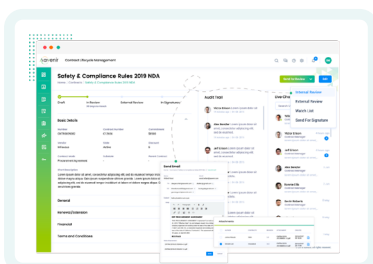
Aavenir RFP/RFI/RFQ management software accelerates the vendor qualification process using milestone-based RFX-to-award workflow and collaborative vendor scoring.

Create RFP/RFI/RFQ

Request Responses

Score Responses

Award-a-Bid



Aavenir Contractflow

Aavenir Contractflow (CLM) enables enterprises to efficiently create and manage bilateral contracts for procurement, sales, services, legal, NDA, HR or any other type of internal and external enterprise operations.

Create Contract

Review & Negotiation

Approval & E-Signature

Dashboard & Reports



Aavenir Invoiceflow

AI-enabled Aavenir AP Automation solution learns an organization's unique invoices patterns to simplify invoice-coding, automate invoice data entry, and identifies exceptions ensure data accuracy.

Import Non PO & PO Invoice

Automated Invoice Data Entry

Invoice Approval Workflow

Dashboard & Reports

Get Started



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