

Contract Management Tables

The Contract Management system is designed with a variety of out-of-the-box approval processes. It is easy to eliminate or modify functions to better fit a desired business process.

Most of the time-based rules are disabled by default and need to be enabled to work correctly. To do this, go to the Rules tab of the Setup Contracts page, edit a rule with "(Disabled)" in the title, and click Yes in the "Rule is enabled" section at the bottom of the page (and edit the name to remove disabled to avoid confusion!).

The Contract Management system is comprised of a few main tables with background tables playing a supporting role. This section describes how the default contract management system tables are configured.

- [Contracts Table](#)
- [Attachments Table](#)
- [Contract Types Table](#)
- [Print Templates Table](#)
- [Clause Library Table](#)
- [Contract Tasks Table](#)
- [Attachment Types Table](#)
- [DocuSign Tables Overview](#)
- [DocuSign Users Table](#)
- [DocuSign Roles Table](#)
- [DocuSign Envelopes Table](#)
- [DocuSign Recipients Table](#)
- [Adobe Sign Tables and Setup](#)

In addition, the [Vendor Portal](#) is designed to be used with the contract management system if you are handling buy-side contracts. It simplifies the task of managing insurance certificates and other company documents.