



Power seamless document approval with Intralinks M&A Workflow

Intralinks' M&A Workflow transforms the approval process and drives efficiency in the deal preparation phase of the M&A lifecycle.

Automate third-party approvals, and auto publish and permission to the data room.

Obtaining document approvals has traditionally been a highly manual, time-consuming exercise that can cause costly bottlenecks and delay the launch of a deal.

Intralinks' M&A Workflow streamlines this process with one-step third-party approvals, allowing you to automatically publish and permission content with a single click.

Through tools such as bulk upload and an intuitive user interface that allows you to quickly set file access permissions, Intralinks helps you get your data room up and running fast. However, you can only move as fast as your various stakeholders do as they grant permissions to add content to the VDR. Delays might be due to the sensitive nature of the document, legal stipulations, or the collaborative nature of identifying the proper files to upload.

Just a few simple and secure steps to due diligence.

Now, with Intralinks M&A Workflow, you can streamline this process and manage this content efficiently – without ever leaving the platform. To initiate a new workflow, follow a simple set of prompts to select the required participants and the documents that need to be approved. An email notification will then be sent to the approver, and the recipient can either approve, reject or add comments. After approval, documents are automatically routed to selected folders and published,

and alerts sent to the appropriate data room participants. It's a straightforward approach to what can oftentimes be an arduous and protracted process that can lead to delays in launching the diligence phase.

Intralinks' M&A Workflow lets you:

- **Expedite the deal preparation process** by obtaining approvals more quickly and efficiently
- **Track all activity with a dashboard** that provides a consolidated, real-time view of task requests in process
- **Comment in a single, secure thread** of conversation related to the document (vs. multiple emails)
- **Create an archive of document approvals** that provides an audit trail of activities
- **Control the process within the application** and eliminate the need for external tools, such as email, to manage sensitive files that need to be gated

Use Intralinks to add efficiency to every phase of your deal process.

Intralinks M&A Workflow significantly reduces the time it takes to obtain consent to publish files and expedites time to market. This feature serves as a key building block in Intralinks' mission to deploy automated workflow configurations tailored to support complex M&A-specific use cases. Our aim is to automate many of the repeatable tasks that occur throughout a transaction process with tailored workflow solutions, and enhancing deal preparation is the first step in that mission. Enabling workflows allows our global community of users involved in the M&A lifecycle to work more productively together to get deals done.

Approve, reject or add comments to documents that are pending approval

The screenshot displays a document titled "Customer Contract 2018.pdf" in a Microsoft Word Web App. The document content includes:

- Contracts**
- Chapter 1**
- SOURCES AND DEFINITIONS OF CONTRACT LAW**
- § 1.01 What is a Contract?**

A contract is formed in any transaction in which one or both parties make a legally enforceable promise. A promise is a commitment or undertaking that a given event will or will not occur in the future and may be express or implied from conduct or language and conduct. A promise is legally enforceable where it:

 - was made as part of a bargain for valid consideration;
 - reasonably induced the promisee to rely on the promise to his detriment; or
 - is deemed enforceable by a statute despite the lack of consideration.
- § 1.02 Types of Contracts**

Contract may be of the following types:

 - Express** – an agreement manifested by words
 - Implied-in-fact** – an agreement manifested by conduct
 - Implied-in-law** ("quasi-contract") – not a true contract but an obligation imposed by a court despite the absence of a promise in order to avoid an injustice
- § 1.03 Sources of Contract Law**
 - Common Law** – in most jurisdictions, contract law is not codified, and thus the primary source of general contract law is caselaw.
 - Restatement** – written by the American Law Institute to provide guidance to the bench and bar, the Restatement of Contracts (currently in the second edition) has no legal force but nevertheless provides highly persuasive authority.
 - Uniform Commercial Code (UCC)** – created under the auspices of the American Law Institute and the National Conference of Commissioners on Uniform State Laws, has been adopted by every state except Louisiana. Proposed revisions to Article 2, governing contracts for the sale of goods, have been finalized and presented to the states for enactment.
 - United Nations Convention on Contracts for the International Sale of Goods (CISG)** – ratified by

The right sidebar shows the "Approval Details" for the document, with a status of "Pending Approval". It includes fields for "Request Name" (Customer Contract 2018 : Legal Approval) and "Request Type" (Legal Approval). A "Comments" section is present with a text input field and an "Add Comment" button. At the bottom of the sidebar are "Cancel", "Reject", and "Approve" buttons.

Preselect folders where documents will be published

The screenshot shows a "Workflow Configuration > Request Approval" interface. On the left, a flowchart illustrates the process: Start -> Request -> Approve Document (required) -> Approved -> Publish Document (checked) -> Published -> End. A "Reject" path branches off from the "Approve Document" step. The "Request Type" is set to "Legal approval" and "Requestors" is set to "Exchange 1".

On the right, a "Publish Document" dialog box is open, titled "Select Location". It instructs the user to "Start by selecting a folder where the document will be published. The document will be moved to this folder when it is published." There is an option "Do not move the document." which is currently unchecked. A list of folders is displayed, with "Test 222abctestnew" selected. Other folders include "WildCardsDemoOct27abc", "1.0 qna_seleniumabc", "2.0 Test party", "3.0 Test party - April, 18th", "4.0 MADLC-7245", "5.0 test qna", "6.0 all owa docs", "7.0 all non-owa docs", "8.0 new folder", "9.0 Corrupted files", "10.0 protected", "11.0 SWAT-13848", "11.1 Abc", and "11.2 DCN Download Test 8-22-18".

Learn more about how to work safer, simpler and smarter at

[INTRALINKS.COM/WORKFLOW](https://intralinks.com/workflow)