

ANALYZE

Intermediate

30 MIN

• UPDATED 2026-10-01

Negotiate a vendor contract with Copilot's help.

Have Copilot analyze a vendor contract for cost and risk before negotiation instead of going into the conversation without a clear position.

MICROSOFT 365

Word

WORKS WITH

Copilot

Business Outcome

A negotiation position grounded in the contract's actual terms, not a general sense of what seems fair.

Workflow Steps

Step 1: Gather the proposed contract and your standard terms

Word

Have both the vendor's proposed contract and your organization's standard terms on hand – the gap between them is what the analysis should surface.

Step 2: Ask Copilot to flag cost and risk terms

Copilot

Have it compare the proposed contract against your standard terms and flag every term that's worse than your baseline, with the specific clause cited.

PROMPT

Compare this vendor's proposed contract against our standard terms. Flag every clause that's less favorable than our baseline — pricing, liability, termination, renewal — and cite the specific clause for each.

Step 3: Prioritize which terms are actually worth negotiating

Word

Sort the flagged clauses by real dollar or risk impact, not by how many terms were flagged — a single uncapped liability clause usually matters more than five minor payment-term deviations combined, and going in with three clear priorities lands better than a list of fifteen complaints.

Step 4: Have legal review before anything is signed

Word

A negotiation brief speeds up preparation; it doesn't replace legal sign-off on the final contract language.

✓ Check the work

- Every flagged clause cites the specific contract language, not a paraphrase.
- Priority ranking reflects actual business impact, not just the number of differences.
- Legal has reviewed the final negotiated contract before signature.

Expected Outcome

A one-page negotiation brief listing the specific terms to push back on and why.

Want help rolling this out across your team? **Go to Liminals.Tech** ■