

# Contract Management



Drive maximum value  
from every supplier contract

# Negotiating great contracts is just the beginning ...

How can you  
closely manage  
every contract  
from start  
to end?

How can you  
ensure contract  
compliance?

How can you  
realise potential  
savings, time  
and again?



Procurement professionals work hard to identify their top suppliers and negotiate 'best value' agreements that minimise risk and maximise savings for their organisations. But these advantages can be easily lost.

That's the experience of Procurement Directors like Jim. His team has secured some exceptional contracts over the past 12 months. But reaping the full rewards is a different kind of challenge.

Managing hundreds of contracts is proving incredibly complex - and risky too. Jim knows things have to change.

**“Contract management is an administrative headache. We need to get on top of things. But we simply don't have time. It's a Catch 22 scenario.”**

Finding contracts is time-consuming because paper-based or scanned documents are often filed in different places. There's no way to easily locate, track or manage them. And it's virtually impossible to keep track of all of the reviews, payments, expiration dates and other activities associated with each one.

Frustratingly, buyers keep spending off-contract because they often aren't even aware of contracts when they need to buy something. This results in missed savings and souring relationships with key suppliers. It's disheartening for everyone. Even for contracts that are consistently used, it's hard to gather actual purchase history when it comes time to re-negotiate.

At a strategic level, Jim's team is unable to get a consolidated view of contracts. They know there are duplicate agreements and missed opportunities for volume-based savings. And it's extremely hard to monitor coverage, compliance, performance and risk. It could cost his organisation a lot if unwanted extensions occur or either party fails to meet its obligations.

**“Sometimes contracts renew automatically because we miss expiry dates - and the opportunity to strike a better deal or switch to a better supplier is lost.”**

However, fortunes changed dramatically when Jim's department took a new approach to contract management. Within weeks, they introduced a single platform for the central management of all supplier contracts.

Today, every contract delivers on its potential. Buyers never stray off-contract, purchasing activity is captured automatically and monitoring is a breeze. The new system flags up key dates and events, so Jim's team doesn't have to rely on diary reminders and sticky notes.

**“Now everything is under control - across the entire contract lifecycle. We're saving hours of admin time - which we're now using to focus fully on negotiations and even greater savings.”**

**For more information about how Procurement Directors like Jim can achieve success, read on...**

# Now you are in control

**Suddenly contracts are manageable.**

**PROACTIS Contract Management enables procurement departments to gain control and visibility across the entire contract lifecycle.**

With a single platform that covers every contract, you'll be able to drive up information quality, ensure compliance, reduce risk and secure those elusive savings. You'll also remove a massive administrative burden from your team.

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# See everything, instantly

**Managing hundreds or even thousands of contracts just got easier, thanks to an electronic contract repository.**

**PROACTIS provides a central electronic repository for all types of supplier contracts, with integration into purchasing systems to make them visible to your buyers.**

### Keeping your finger on the pulse with full contract monitoring of key details.

The solution automatically gathers all purchase activity so you can analyse supplier performance and buyer commitments easily. It monitors contract dates and other important details, alerting your team whenever action is needed.

## Key features

### Extensive search capabilities...

make it easy to find and retrieve contracts.

### Support for multiple contract types...

including simple, framework, call-off or 'blanket' agreements, project contracts, and price list contracts.

### Standardised information...

about contracts delivers consistency across your organisation.

### Custom attributes...

allow you to add extra details and features to any contract.

### Attachments...

containing scanned agreements or specifications can be added easily.

### Payment schedules...

allow financial transactions to be initiated - with data feeding automatically into your purchase-to-pay system.

### Supplier bid history...

shows contract bids, contracts awarded and the ability to re-award.

### Purchase activity...

shows all POs and invoices against this contract to date.

### User roles...

let you assign access/capability rights to your colleagues for each contract.

### Direct import from your sourcing system...

saves you time and reduces errors when new contracts are created.

# Schedule key events - and never miss them

When action is needed, you'll be first to know... in good time

With PROACTIS, you can avoid missing contract renewal dates, compliance checks and other important events. The system remembers for you - and tells you automatically, so every event is addressed at the proper time.

## Key features

### Event schedules...

can be set up for each contract, issuing automatic reminders of upcoming expiry dates, payments, reviews and compliance checks.

### Alerts and reminders...

are emailed automatically to the right people in your team.

### Invoice creation...

from within Contract Management makes it easy to ensure payment schedules are adhered to with on-time payments.

# Keep everyone working in harmony

Perform regular contract reviews to ensure everything is working as expected

PROACTIS Contract Management helps your team to monitor and analyse contract usage and performance - to ensure compliance from suppliers and from within your own organisation.

## Automatic alerts...

tell you when it's time to prepare for a review.

## Internal questionnaires...

make it easy to collect stakeholder input and measure satisfaction against key criteria such as quality, delivery, performance, etc.

## Supplier questionnaires...

make it easy to re-confirm compliance with established contract qualification criteria.

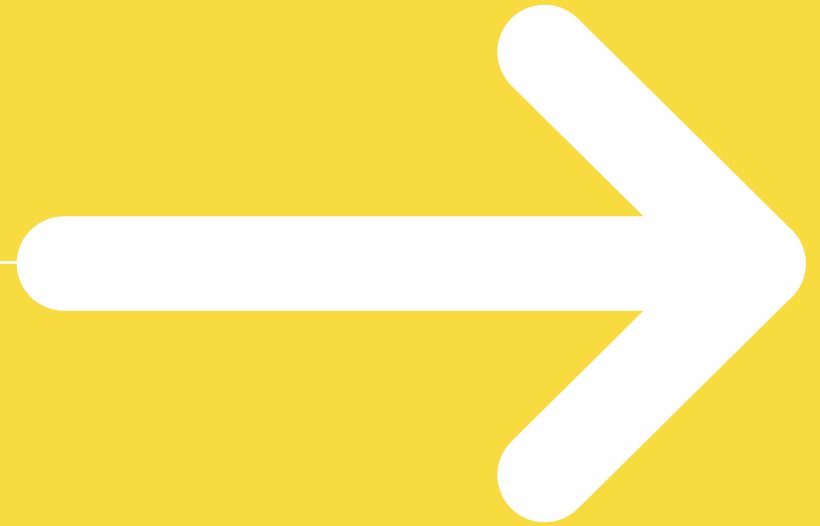
# Integrate seamlessly with your purchasing system

**Make all goods and services 'buyable'. And then bring back the purchasing data.**

**PROACTIS Contract Management provides full two-way integration between its supplier contract repository and your purchase-to-pay (P2P) system.**

This makes contracts visible and available, so your buyers can requisition goods and services without switching systems mid-process. What's more, all purchasing activity against each contract is collected automatically for reporting and analysis.

# Make the difference, every day



Deploy the right solution features to meet your Contract Management goals

PROACTIS Contract Management gives you a proven, solid platform for greater control, visibility and consistency in the way contracts are managed and used across the organisation.

## Solution Features

## Goal

Contract visibility

Contract visibility & monitoring

Full contract management

### Contract repository

Searchable repository with standardised information



Link to all contract documents



Link to associated contracts



Link to sourcing projects (import from PROACTIS or other sourcing system)



Link to orders and invoices (import from PROACTIS or other P2P)



Import new contracts from external repository or system



Access control for secure updates



Full audit trail





**Solution Features**

**Goal**

**Contract visibility**

**Contract visibility & monitoring**

**Full contract management**

Solution Features	Contract visibility	Contract visibility & monitoring	Full contract management
<b>Contract management</b>			
Option to approve new contracts		→	→
Controlled dialogue with suppliers		→	→
Create scheduled tasks e.g. renewal activity, termination options		→	→
Manage contract statuses		→	→
Manage contract amendments		→	→
Manage contract payments		→	→
Manage contract defects		→	→
Manage end date extensions		→	→
Suspend/complete/cancel contracts			→
<b>Contract reviews</b>			
Automate scheduled contractor reviews/self-declarations			→
Create contractor rating types			→
Run contract reviews			→
<b>Contract integration</b>			
Pass contract information to P2P or third party systems	→	→	→
Pass supplier item pricing to P2P or third party systems	→	→	→
Import purchase orders from P2P or third party systems		→	→
Import purchase invoices from P2P or third party systems		→	→

CONTRACT MANAGEMENT

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# Contract Management enables you to drive maximum value from every supplier contract

Be the person that makes the difference in your organisation.



# Discover more

**Contact our friendly team today to arrange a face-to-face meeting. We'd love to hear from you and show you how PROACTIS Contract Management can deliver dramatic benefits very quickly.**

**Call +44 (0)203 866 8800**

**Email [enquiries@eclgrp.com](mailto:enquiries@eclgrp.com)**

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