

Contracts Management feature in the portal provides an easy to way to digitally store, retrieve and archive all contract related documents. It has the ability to remind and automatically initiate workflows for follow-up/renewal/cancellation

Key Features



Contracts Storage/Retrieval/Archival

- ✓ All contracts can be digitized and stored in ready to uses Contracts File Cabinet
- ✓ File Cabinet can track the key attributes of the contracts in a database
- ✓ Makes it easier to search for contracts using key words
- ✓ Access to contract documents can be controlled at a department/user level
- ✓ Amendments and supporting documents can be appended to digital contracts



Contract Renewals and Follow ups

- ✓ Automatic triggers can be set based on renewal dates and
- ✓ Simple tasks or workflows can be automatically initiated to review, renew and cancel contracts
- ✓ You can access contracts from the portal system from other external system such as ERP, CRM or any other software using smartbridge integrator
- ✓ Contracts can be digitally routed to external parties for review and obtaining signatures
- ✓ Amendments to contracts can be tracked and stored



Benefits

- ✓ All company contracts can be stored in one single repository
- ✓ No matter what software you are working in you can access contracts using simple key word search
- ✓ Automatic triggers force timely review of contracts
- ✓ Powerful querying capabilities makes it easy to analyze Contracts (Dates, Values, affected parties, amendments etc.)