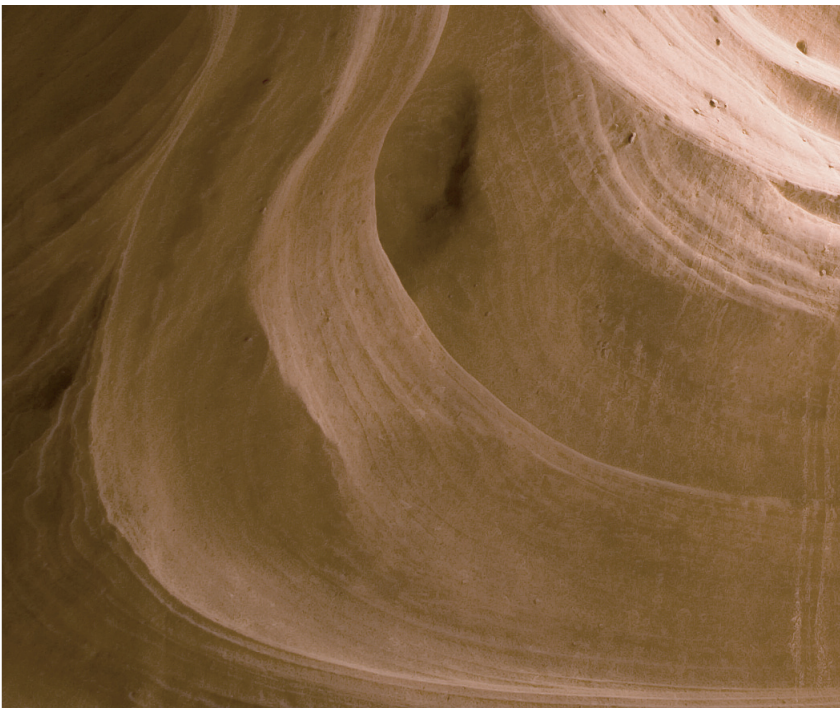


## ■ ■ ■ Contract Management

Put your contracts in order.



*“Contract Management provides an overview of all active contracts and their corresponding durations. Transparency is logical, cancellation periods and deadlines are constantly monitored. Another benefit: Contract Management is a complete product instead of being a simple project solution.”*

*“Contract Management” is one of twelve pre-configured ECM solutions offered by ecspand based on Microsoft SharePoint.*

# Contract Management

## Put your contracts in order.

Do you really know how many contracts you have ever signed? And what costs are involved? Get yourself an overview! The browser-based solution enables gathering of, search for and administration of any contract type. The unified and inclusive illustration of all contracts provides a comprehensive view of the value of your company, your business relationships and possible effects in terms of time and finances. Also your strategic IT applications can be integrated.

## Overview Contract Management

Key features for risk minimization during contract management:

- Compliance with statutory regulations
- Always homogeneous status / topicality and contract transparency
- Standardized generation of contracts and further applicable documents
- Contracts are easily found
- Avoidance of content-related / technical risks of contracts
- Protection against the loss of contracts / integral parts of the contract
- Deadlines and contract options are adhered to
- Optimized, comprehensive handling
- Transparent approval / release process
- Short lead times, automated contract monitoring
- Accounting- and audit-proof

<b>Contract administration</b>	<ul style="list-style-type: none"> <li>■ Capture and structuring of contract-relevant data and documents</li> <li>■ Contract generation and negotiation</li> <li>■ Approval processes</li> <li>■ Contract fulfillment</li> <li>■ Surveillance of deadlines including cancellation periods</li> <li>■ Definition of (internal and external) responsibilities</li> </ul>
<b>Contract archiving</b>	<ul style="list-style-type: none"> <li>■ Audit-proof archiving of the contract-relevant data and documents</li> <li>■ Creation of a contract file</li> <li>■ Availability of all information needed for contract administration and monitoring</li> </ul>
<b>Contract monitoring</b>	<ul style="list-style-type: none"> <li>■ Active risk evaluation</li> <li>■ Availability of statistics of any kind</li> <li>■ Contract-relevant planning possibilities</li> <li>■ Surveillance of deadlines and payments</li> <li>■ Finance planning</li> <li>■ Reports for annual financial reports, public accountants and management</li> </ul>

ecspand is the cutting-edge technology product for Microsoft SharePoint. Apart from the usual services, ecspand offers products and pre-configured ECM solutions: **All simple, all complete, all at a glance, all audit-proof** – thanks to the complete integration of all standard office tools.

## Functionalities:

### Documents / attachments (archiving)

- Filing of documents in contract dossier
- Document types (scan, Office, e-mails, etc.)
- Contract processing, versioning, and history
- Efficient audit-proof archiving

### Release process / workflows

- Integration of employees working in different divisions / sites / companies into the contract generation and/or approval process by means of release work flows

### ERP integration (SAP, Navision, ...)

- Currency conversion for reporting
- Integration of master data (business partners, contracts)
- Integration in accounting (payments)

### Evaluations / risks

- Capture of individual risks related to a contract
- Capture of evaluations coming from the divisions / companies

### Reminder and early warning system

- Capture of deadlines and reminders
- Automatic notification when certain threshold values are being reached

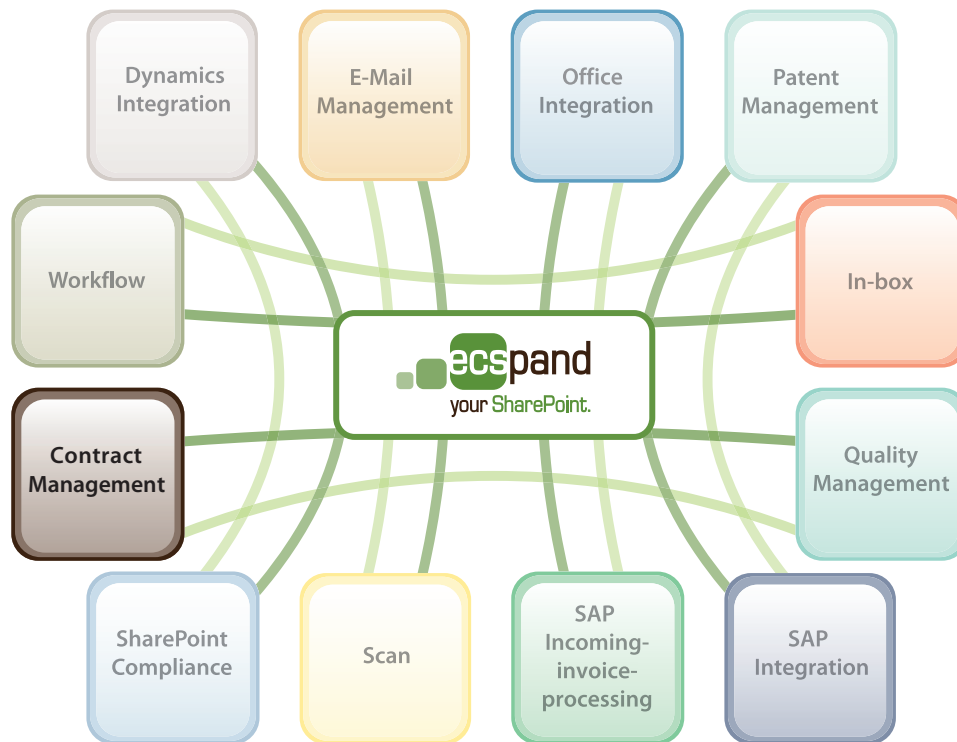
“Contract Management” is a global, complex task in which almost all divisions along the value added chain are involved:



Contract Management by ecspand:  
Overview of master data and activities cockpit



■ The pre-configured ECM solutions offered by ecspand:



**Usability**

- Convenient administration of all contract types
- Deadlines are adhered to
- Process-oriented contract generation
- Intuitive operation and high degree of user friendliness

**Technical highlights**

- Solution based on SharePoint technologies
- Quickly made available within extranet or intranet environment
- Maximum flexibility and at the same time high upgrade security ensured by standardization
- Integration in strategic IT applications on the basis of standardized interfaces

**System requirements**

- Microsoft Office SharePoint Server (2007)
- ecspand Services

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d.velop AG, founded in 1992 with headquarters in Gescher, Germany, is a supplier of integral solutions for enterprise content management, digital archiving, document management and workflow management. The high project quality provided (more than 2,200 installations worldwide) is a result of the expertise contributed by more than 300 employees of the d.velop group (d.velop AG and d.velop competence center) and of the around 150 partner companies worldwide that are part of the d.velop competence network.