

Contract Management

PROACTIS Contract Management provides a central electronic repository that enables organisations to realise full benefits from supplier contracts; providing clear visibility to purchasers and enabling key dates, events and service level agreements (SLAs) to be managed.

PROACTIS helps purchasing departments increase the proportion of spend “under management” and “on contract” by automation and decision support. With PROACTIS, companies can better realise savings achieved during procurement negotiations and increase compliance by allowing contracts to drive day-to-day operations.

Central Management of All Supplier Contracts

Purchasing professionals work hard to identify the best suppliers and negotiate best value agreements. Contracts “lock in” those terms for use by the organisation, but those advantages are lost when contracts are not applied as purchases are made – perhaps because contracts are not available or apparent at the time of buying.

What is needed is a platform for central management of all supplier contracts, providing clear visibility to buyers at purchase time, automatic capture of activity, and automatic reminders for key dates and events.

PROACTIS Contract Management provides a central electronic repository for all types of supplier contracts, with links to purchasing systems that make them fully visible to buyers. It automatically collects purchase data and delivery activity for analysis

Business Performance Benefits

- Single repository of supplier contracts
- Eliminate labour intensive processes
- Monitor and analyse contract events and SLAs
- Manage obligations and policy non-compliance
- Integration with the purchasing system

of supplier performance and buyer commitments. It also continually monitors contract dates and other criteria, alerting the appropriate people when reviews or other actions are required.

The system provides support for multiple contract types that are in use in the organisation (simple agreement, framework agreement, call-off or blanket agreements, sub-contracts and price lists), custom attributes for each contract and a mechanism for including hard copy attachments of agreements and specifications with the electronic master.

Other features include:

- **Payment schedules** allow financial transactions to be initiated within the contracts system with auto feed into the purchase-to-pay system
- **Supplier bid history** shows the contract bid from every supplier, including the awarded contract and, subject to sufficient authority, the ability to re-award
- **User roles** designate specific access/capability rights to named users for each contract management function
- **Extensive search capabilities** provide a simple way to identify and retrieve contracts
- **Direct feed or import** from source systems to minimise maintenance functions and reduce input errors

Scheduled Event & Timeline Monitoring

PROACTIS Contract Management helps ensure that all contracts are periodically reviewed, and that all scheduled events or milestones are addressed at the proper time.

- **Event schedules** on each contract drive automatic reminders of review or appraisal needs. Applications can range from simple renewal reminders to sophisticated review and compliance check timelines
 - **Alerts and reminders** are automatically generated and directed to the appropriate person(s) by email. A flexible user-subscription model groups messages to eliminate over-communication
 - **Automatic payment generation** for deferred payment schedules ensures on-time payment without the need for manual reminders
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Performance Analysis

PROACTIS Contract Management helps responsible Procurement personnel monitor and analyse contract activity to ensure both supplier and organisational compliance.

- **Spend under management reports** help procurement officers by revealing where education is required, or where a new contract needs to be defined, and they help the compliance officer understand where controls need to be more effectively enforced
- **Contract KPIs** such as spend by contract, terms compliance by commodity, percent complete by contract, etc. provide a quick view of both supplier performance and organisational activity vs. commitments

Purchasing Integration

PROACTIS Contract Management helps the organisation fully leverage negotiated contracts by providing full two-way integration between the central contracts repository and the organisation's purchasing system (PROACTIS Purchasing or other).

- **Direct access to the contract repository** from the purchasing system makes contracts visible and available as a source from which to requisition goods and services without switching systems mid-process
- **Purchase activity collection** from the purchasing system automatically maintains up-to-date records of purchases made against contracts for reporting and analysis
- **Scheduled payments export** automatically feeds contract related payments into purchasing and finance systems

Key Features

Ease of Use	Automation	Control	Implementation
<ul style="list-style-type: none"> • Centralised electronic repository of all contracts • Intuitive web-based user interface • Simplified contract information management 	<ul style="list-style-type: none"> • Remove repetitive and onerous tasks • Monitoring of contract dates and other criteria • Contract alerts and reminders • Capture of actual purchase and delivery activity • Auto-feed into purchasing and finance systems 	<ul style="list-style-type: none"> • High level of transparency • Centralised management of all supplier contracts • Monitor and analyse contract compliance • Event and timeline monitoring • Spend under management reporting • Contract KPIs for performance management 	<ul style="list-style-type: none"> • Rapid deployment • Quick ROI in less than six months • Leverage existing IT investments

