



# CONTRACTS

## A real time contracts register, searchable database & multi-tiered contract management facility

**How many contracts do you have? And where are they all? Can you find them all within 30 seconds?**

**Which contracts fall under the same project? Which stand alone? When do they all expire?**

**What are the key stages and decision points on each? Who will remind you ahead of time, or do you renew by default?**

The CONTRACTS module enables proactive contract management. It improves visibility, accuracy,

responsiveness and control over the contracts you are committed to.

All contractual information is captured in a single, central repository that incorporates the ability to classify and categorise contracts for ease of access. Plus eAlerts notification function to ensure you never miss a deadline.

Increase complexity with integration to other modules, allowing you to streamline activities and ensure consistency between market needs and agreed contractual obligations.

### Core Features

- Contracts register
- Contextual search database
- Stakeholder database
- eAlerts for all tasks, expiry dates and milestones
- Document management
- Balanced scorecard reporting
- Tiered supply chain management
- Insurance, securities, guarantees & escrow management
- Contract budget and financials
- Integration with your ERP, P2P and finance systems

### Key Benefits

 **Save Time & Build Consistency**

Single data entry, and full contracts integration with other modules as well as your corporate EDMS.

 **Never Miss a Deadline**

Proactive eAlerts for notifications, deadlines, decisions, renewal points and expiry dates. Avoid automatic contract roll-overs and extensions without review.

 **Contracts Dashboard**

Quick and easy reporting on key contract data via analytics dashboard. Export and share with colleagues.

 **Greater Visibility**

Of contractual commitments; even for supplier tiers, multi party contracts & alliance contracting. Scanned image and text search facility. Never lose contractual documents.



## Contract Details Management

Capturing core contractual metadata enables you to identify, manage and report on individual or groups of contracts. I.e contract number, title, description, type, category, scope, associations, stakeholders & business levels.

Create relationships between contracts via a parent/child concept providing the ability to manage all types of contracts – master contracts with sub contracts; panel arrangements; seperable portions etc.



## Documentation

Integrated document storage and versioning functionality enables any/all contractual documents to be stored and managed with the system.

## Compliance Management

Monitoring compliance to key contractual terms such as sufficient & current insurance policies, securities & deposits is automated.

## Obligation Management

All key events over the life of the contract are recorded with eAlerts to proactively notify relevant stakeholders as critical dates/tasks become due. Key contractual events can be associated to pre-defined dates or outcomes, and cover such areas as:

- Commencement & expiry dates
- Extension options
- Deliverables
- Tasks

## Try integrating with..

Achieve even greater efficiency by integrating the CONTRACTS module with;

### SOURCING

Manage all your pre-contract activities within the SOURCING module including pre-qualification, evaluation, contract negotiations and business case planning.

### BUDGETS

Manage all your contract financial data within BUDGETS, such as cost variations and adjustments with data automatically updated in CONTRACTS.

## Ready to take control of your contracts?

Contact Ready Contracts or Visit [readycontracts.io](https://readycontracts.io)