PROCESSES

The flexibility to design a contract management process workflow that's right for your business

Do your systems align perfectly to your business workflow processes?

Or do your business processes have to change to match the systems capability?

Can your processes enable electronic approvals, or do they require chasing offline hard-copy signatures?

The PROCESSES module enables you to design your own graphical workflow to match your business process, not the systems needs.

PROCESSES guides users through tasks set within the workflow, to ensure they follow correct procedures. Giving you greater visibility into; the progress of tasks, the ability to identify bottlenecks in the process and determine accountability and compliance.

Use PROCESSES with any module in Open Windows Modular Procurement suite to standardise processes, streamline approval requests directly to your corporate email system or set timed escalations for incomplete tasks. For example processes you could automate may be; 'Conducting a Tender Process' or 'Processing a Variation to a Contract'.

*Local Government clients can access free, standardised industry processes that are used by councils in Australia.

Key Benefits

Reduced Time-to-Purchase

Eliminates bottlenecks, unnecessary tasks & bureaucracy to speed up your purchase process, acquisition service & reactiveness.

Greater Control

Better compliance & business process management with standardisation of working methods supported by real-time audit trails with electronic approvals, online delegations & escalation pathways.

Enable Accountability

Educate staff and at the same time make them accountable to corporately consistent tasks, documentation and processes.

Improve Business Efficiency

Flexible PROCESS design capacity to optimise your unique process needs.

Core Features

- User defined workflow processes with flexible system design scope

- Electronic notifications for task completion & allocations

- Outstanding task & workplans viewer - by project, supplier & contract

- Timed escalation pathways

- Vacation Rules, to change approving officer when staff are on leave

- Document routing to defined project/contract approval network

- Time and date tracking for all activities with real-time audit trail

Graphical Workflow

Design graphical process flow templates to guide users through activities. Users simply click on the next box and the process will:

- Control the progress and order that tasks need to be completed

- Provide the correct document templates to the user for any task

- Navigate the user to the correct screens and ensure they cannot proceed until certain fields are completed

- Initiate electronic approval requests

- Simply provide instructions to the user

Electronic Approval Requests

Authorisation steps / hold points can be embedded into any task or stage within the workflow.
The electronic approval request can be based on Position or Role, and set to trigger multiple approval steps globally or per workflow process.

Vacation rules can be enabled to reassign delegations when key personnel are on leave.

A full audit trail is visible online of all approval actions and comments.
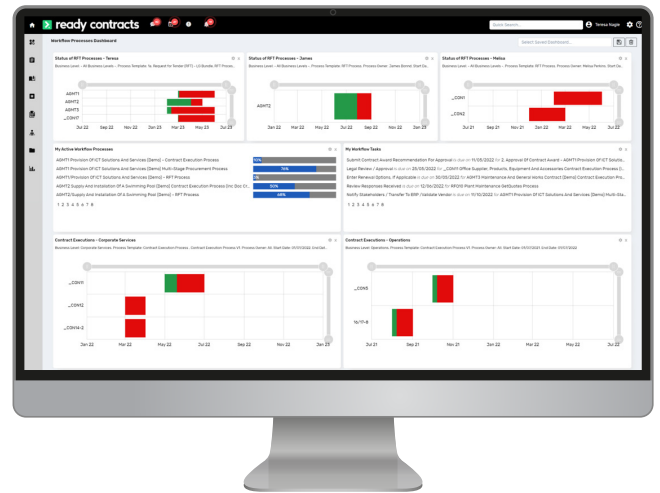
Conditional & Timed Escalation Pathways

Incorporate pre-conditions and time limits into process tasks to automatically vary the workflow. Pre-conditions can be defined on $ value, type, category, risk level etc.

Approval requests can be automatically escalated if unapproved for x days.

Set a task duration to monitor planned and actual timeframes for completion process.

Try integrating with..

Achieve even greater efficiency by integrating the PROCESSES module with;

SOURCING

Use PROCESSES to gain compliance and governance to your sourcing processes. Define workflows to guide users through your sourcing process and ensure they follow correct process, in the correct order, the process is consistent across the organisation, they are using the right templates and tasks are approved before proceeding unauthorised.

Ready to take control of your contracts?

Contact Ready Contracts or Visit readycontracts.io