

360° CONTRACT MANAGEMENT

360° Contract Management allows an organization to establish a shared contract center. The application gives employees direct access to current contracts, as well as an overview of relevant information like expiration dates, contract partners, who is responsible and document history. All of which is fully access controlled, ensuring that people have access to the intended information. The application does even provide support during the process of negotiation and follow-up of contracts that are subject to renewal or change.

Best practice set-up for storing and retrieving contracts

360° Contract Management is a 'best practice' configuration for archiving contracts as well as for storing information that is created during the process of negotiation ahead of the signing and the follow-up of the contracts afterwards.

In addition to excellent search functions, pre-defined web-parts are available to give users simple access to the contracts they are responsible for or need to follow up directly on their desktop.

Built-in functions for revision and version control ensure that the users access the most up-to-date edition while the responsible has a complete overview of changes made as well.

Follow-up of deadlines

A contract may have a validity period, after which it needs to be renewed or closed. It is important for the business and the person responsible for the contract to have a complete overview of when a contract expires and to be notified in time to work with renegotiation for renewal or termination of the contract

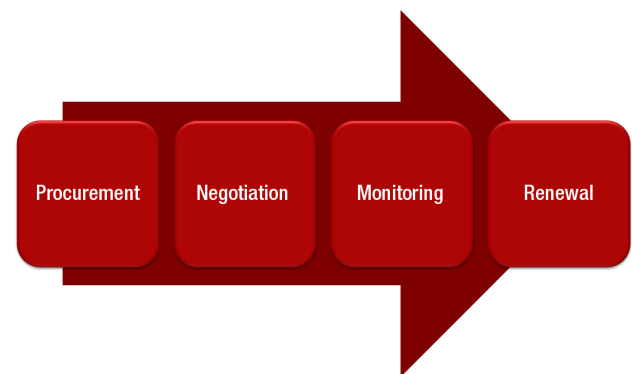
Users can easily access the contracts and their valid deadlines and expiry periods from pre-defined task lists such as 'My contracts' and 'Contracts for follow-up'.

Management of changes and amendments

An important feature in 360° is that contracts with attachments can be collected, managed and reviewed in one 'document card'. 360°'s functionality for revision management makes it possible to create several editions of the document card and ensures that the users can see which edition of a contract that is valid at any given time. This gives an excellent overview and makes it easy to track changes, as well as giving a complete history of changes made and editions that have been issued or signed.

Access control and security

360°'s flexible system for access control makes it possible to restrict access to certain contracts. For example, it is easy to manage who can edit a contract document and who can read files and attachments related to it. 360° also has logging functionality, making it possible to see who has updated or changed documents and metadata. 360°'s functionality for scanning, PDF conversion and electronic signatures means that an organization can manage documents' 'authenticity' in a responsible way.



A tool for entering, following-up and renegotiating contracts

Contract management can be a long process – from entering a negotiation, to the delivering phase and the maintenance phase. Throughout this period, important information is generated, both for the employee responsible for the contract and for those delivering or receiving the services or products specified in the contract.

360° Contract Management has functionality for managing information and documents produced internally or received from external partners during the negotiation phase or within the contracts validity period. This means 360° Contract Management is more than a records management application – it is also a process support tool that allows users to document relevant information throughout the contract's lifecycle.

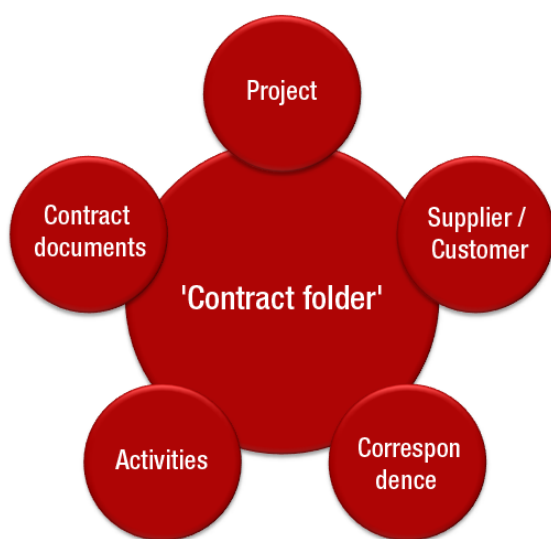
The 360° data model with central business objects such as case, project, document, activity and contact is especially well-suited to handle information connected to a contract. Beyond the contract documents themselves, this includes correspondence and information about contractors, meetings and other activities that are completed during the relevant period.

Based on the contact view in 360°, users can have a complete overview of all the contracts they are responsible for, as well as all correspondence that has been exchanged, activities and completed meetings, people involved and other relevant information.

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From the case or project folder for the negotiation, the user can have a similar overview of elements such as documents produced in the process, activities and meetings or people involved.

From the 'document card' of a given contract, the user can easily view contract parties, revision history and changes made, as well as information about who is responsible for follow-up internally in the organization.



Best Practice set-up

360° Contract management includes a best practice setup for management of information relevant to the contract management process.

The application also includes a specific case type, which can function as a folder containing all information related to a contract. This is delivered with its own document profile, which manages the contract and all relevant information.

Optional predefined task lists and web parts give the user easier access to contracts they are working with or are responsible for and need to follow-up. The task list 'My contracts' shows contracts that the logged-on user is responsible for and 'My contracts for follow-up' shows contracts that require follow-up in the near future.

360° Contract Management gives you:

- A shared storage place for all types of contracts
- Direct access to the correct and current editions of contracts
- Traceability in changes through functions for revision management of documents and version management of files in addition to logging of actions in the system
- The option to protect information when needed, with a flexible and secure system for access control
- Shared templates for different types of documents
- A clear overview of suppliers and customers, as well as details about their respective contact person
- Functionality for the approval of documents
- Notifications of deadlines when the contract period is close to expirydate

360° Contract Management can be installed as a standalone application, or installed alongside Public 360° or 360° for Businesses.

Software Innovation is a Scandinavian company and a leading international software vendor for document control, information and case management. With 25 years of experience and competence in business-oriented content applications, we are committed to delivering future-proof, flexible and highly user-friendly solutions for our customers and partners. Our application suites create excellent information sharing, efficient collaboration, business control and improved service for both private and public organizations. The packaged business solutions are built on Microsoft SharePoint and Office, the market leading platform for collaboration and business productivity.