



OMNITRACKER



Contract Management Center

Overview

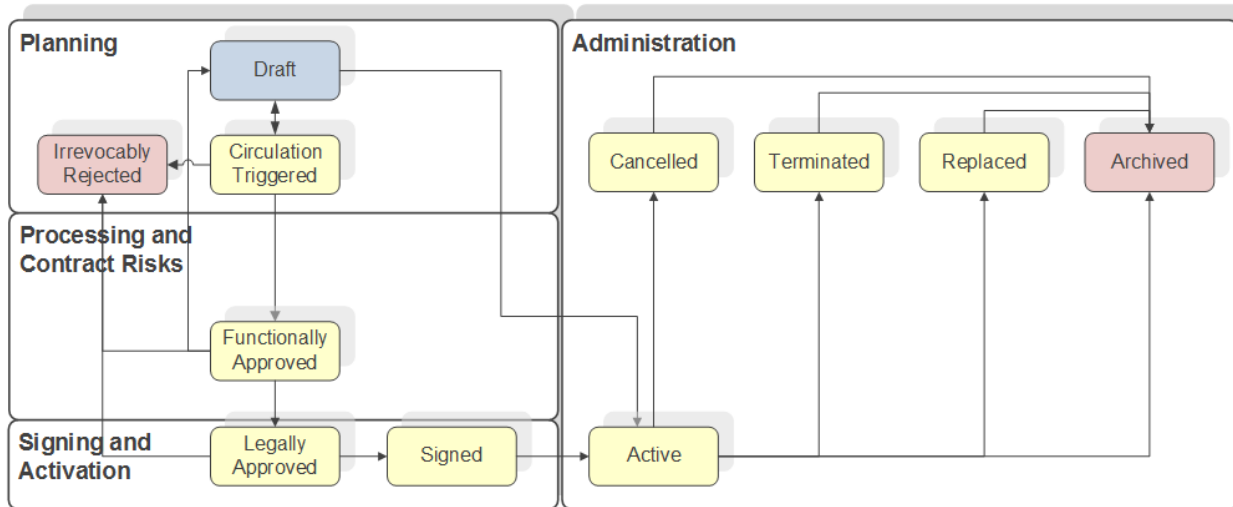
- OMNITRACKER Contract Management Center at a glance
- Key Features
- Processes
 - Planning
 - Processing and Contract Risks
 - Signing and Activation
 - Administration
- Reports
- Extensibilities

Effective contract administration with OMNITRACKER Contract Management Center

- Software solution for management orientated planning, controlling and administration of contracts
- Clear definition of roles ensures transparency
- Optimising the efficiency, effectiveness and economy of the service or relationship described by the contract
- Balancing costs against risks
- Actively managing the customer-provider relationships

OMNITRACKER Contract Management Center supports the following process phases:

- Planning
- Processing and contract risks
- Signing and activation
- Administration



General

- Automated and standardized contract workflows
- Less errors
- Increased transparency required by law
- Enhanced economical use of resources
- Cost reduction
- Auditing acceptability

Planning and management

- Management of related contracts
- Electronic contract management

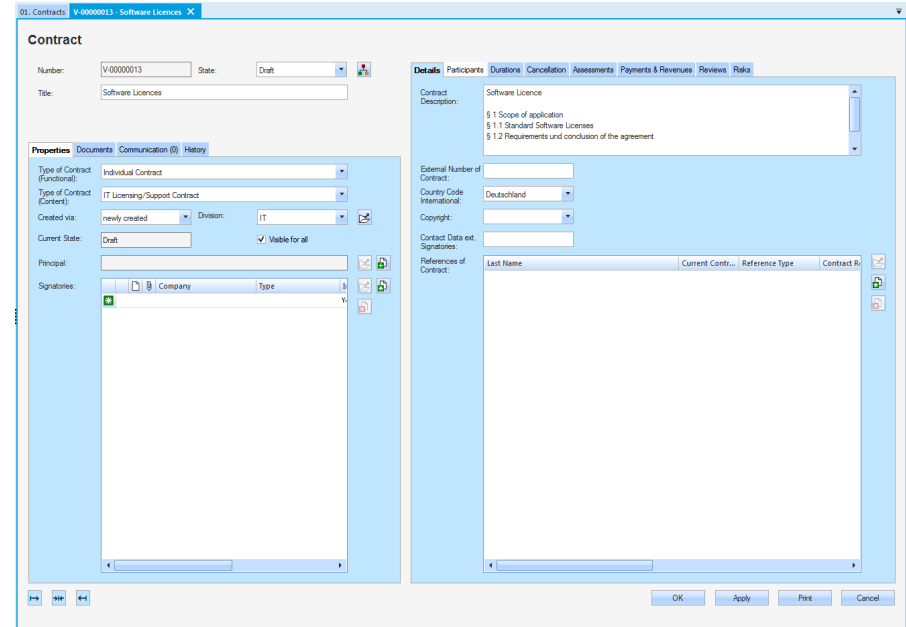
Processing and monitoring

- Contract classification
- Static and dynamic role concept
- Risk management throughout the entire lifecycle
- Comprehensive search function
- Continual access to all contract objects
- Time saving via quick retrieving of contracts

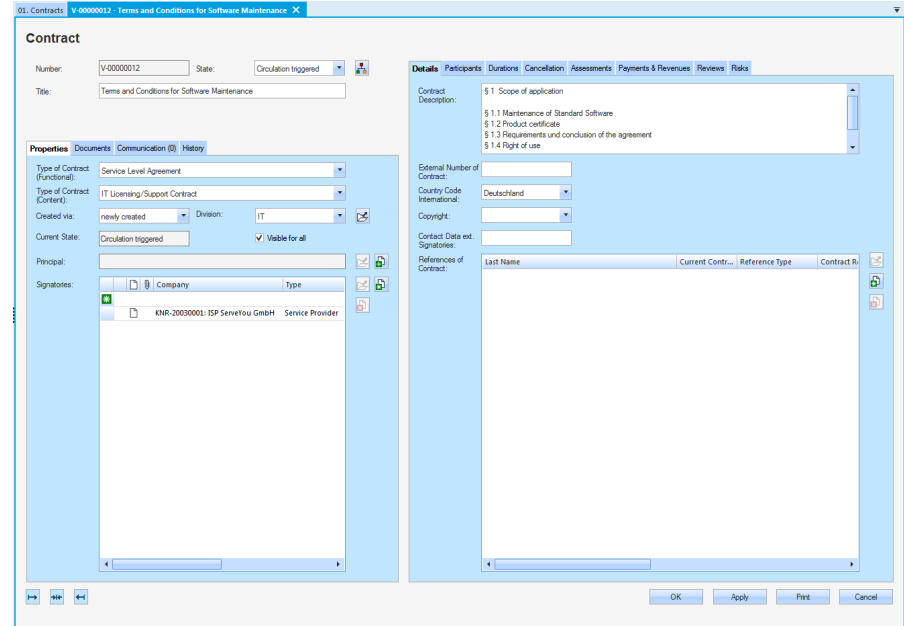
Interface and display

- Web-wizard to enter data easily
- Clearly arranged input forms
- Real-time analysis (reports)

- Contract initiator can enter first contract information
- Wizard to guide the user during the set-up of contract
- Contract classification according to
 - Function (e.g. framework contract, individual contract)
 - Content (e.g. rental contract, purchase contract)
- Linking to further contracts can already be managed



- Functional approval of a contract by an authorized employee
- Composing the wording of a contract
- Use of contract templates and general terms and conditions
- Enter comments, questions and additions to the contract object
- Contract review tickets can be created during every workflow state
- Static and dynamic role concepts supports contract processing



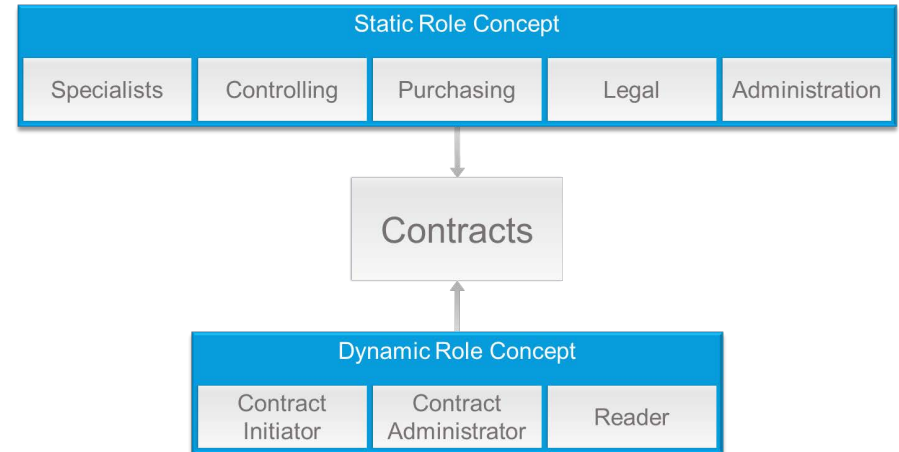
The screenshot displays the 'Contract' details window in the OMNITRACKER system. The window title is '01: Contracts V-0000012 - Terms and Conditions for Software Maintenance'. The main content is divided into several sections:

- Contract Information:** Number: V-0000012, State: Circulation triggered, Title: Terms and Conditions for Software Maintenance.
- Properties:** Type of Contract (Functional): Service Level Agreement, Type of Contract (Contract): IT Licensing/Support Contract, Created via: newly created, Division: IT, Current State: Circulation triggered, Visible for all: checked.
- Signatories:** A table listing signatories with columns for Company and Type. One entry is visible: KNR-20036001: ISP ServiceYou GmbH, Service Provider.
- Details:** Contract Description: § 1 Scope of application, § 1.1 Maintenance of Standard Software, § 1.2 Product certificate, § 1.3 Requirements and conclusion of the agreement, § 1.4 Right of use. External Number of Contract: (empty), Country Code International: Deutschland, Copyright: (empty), Contract Data ext. Signatures: (empty).
- References of Contract:** A table with columns: Last Name, Current Contr..., Reference Type, Contract R... (empty).

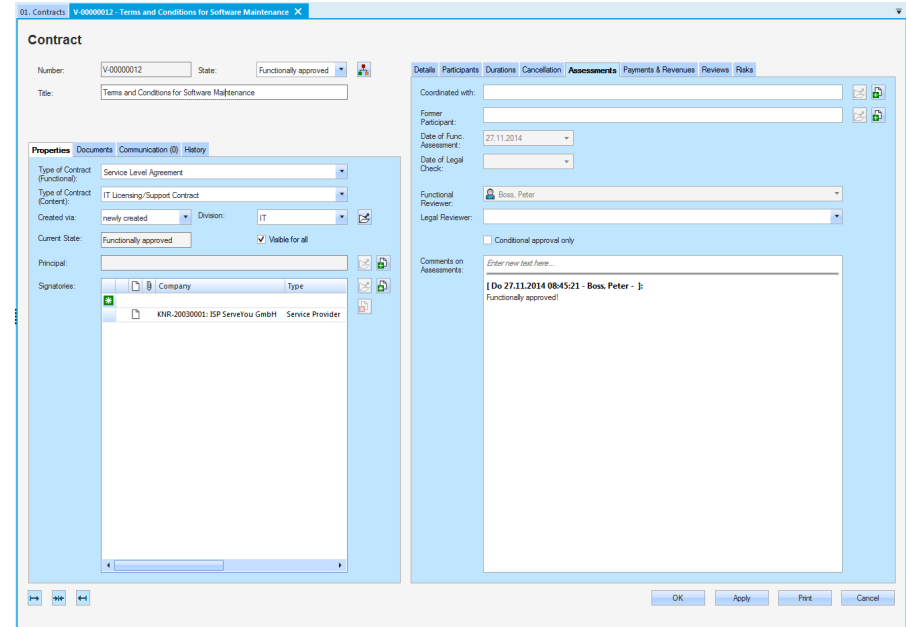
Buttons at the bottom include OK, Apply, Print, and Cancel.

Static and Dynamic Role Concept:

- The user lists for read and write permissions are created dynamically depending on state (dynamic) and user group (static).
- Static role concept:
 - Employees belonging to a certain user group (e.g. specialists, legal) are granted read-/write-permissions for certain contract types.
- Dynamic role concept:
 - Contract initiator or contract administrator can grant read-/write-permissions for one specific contract.



- Legal check of contract
- Legal approver evaluates risks regarding liability, guarantee, duration, cancellation and others as well as business critical and event risk.
- Contract signing
- Monitoring of contract risks
 - Risk management throughout a contract's entire life cycle

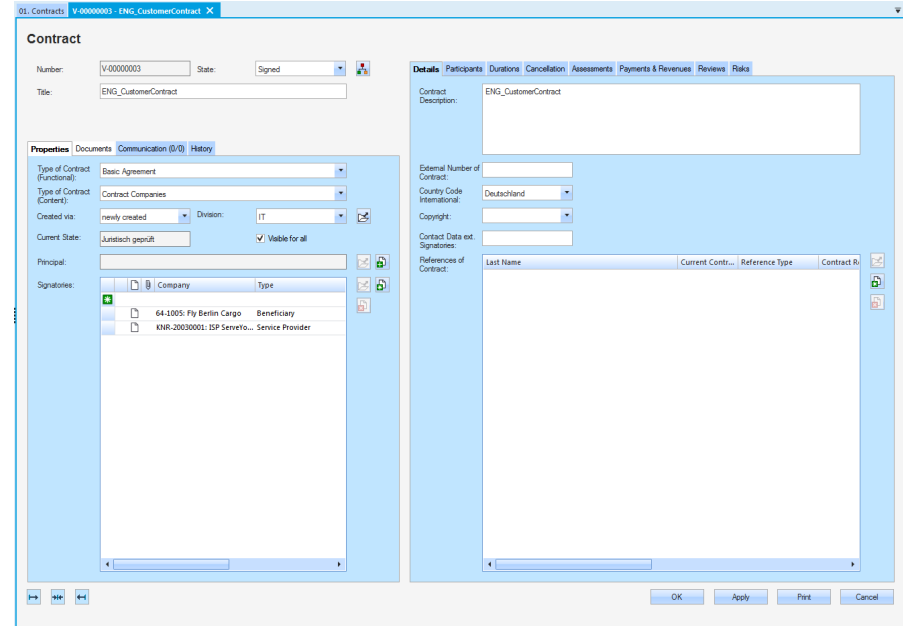


The screenshot displays the 'Contract' management interface in OMNITRACKER. The window title is '01: Contracts - V-00000012 - Terms and Conditions for Software Maintenance'. The main area is divided into several sections:

- Contract Information:** Number: V-00000012, State: Functionally approved, Title: Terms and Conditions for Software Maintenance.
- Properties:** Type of Contract (Functional): Service Level Agreement, Type of Contract (Contract): IT Licensing/Support Contract, Created via: newly created, Division: IT, Current State: Functionally approved, and a checkbox for 'Visible for all'.
- Signatories:** A table listing signatories with columns for 'Company' and 'Type'. One entry is visible: 'KNR-20030001: ISP ServiceYou GmbH' with the role 'Service Provider'.
- Assessments:** A section for 'Comments on Assessments' with a text area containing the entry: '[Do 27.11.2014 08:45:21 - Boss, Peter -]: Functionally approved!'. A checkbox for 'Conditional approval only' is present.

Navigation buttons at the bottom include 'OK', 'Apply', 'Print', and 'Cancel'.

- After a contract was signed it is set to state "active"
- Management of
 - Changes (contract changes, jurisdiction changes)
 - Addendums
 - Cancellations



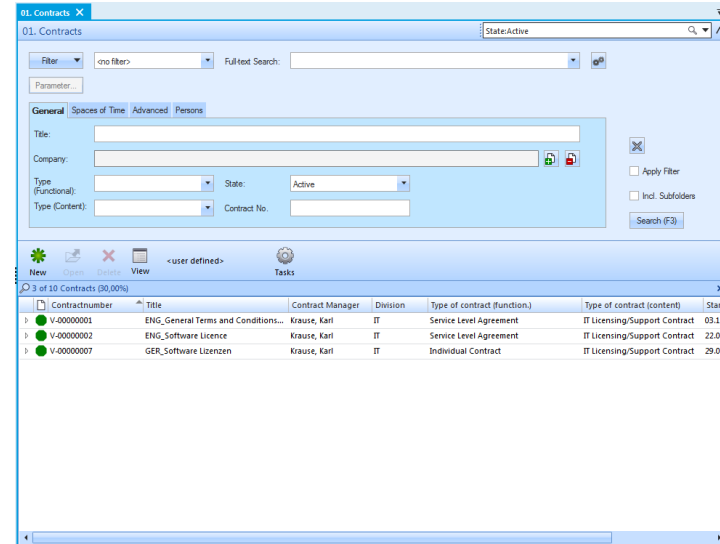
The screenshot displays the 'Contract' management interface in OMNITRACKER. The window title is '01: Contracts V-00000003 - ENG_CustomerContract'. The main area is divided into several sections:

- Contract Information:** Number: V-00000003, State: Signed, Title: ENG_CustomerContract.
- Properties:** Type of Contract (Functional): Basic Agreement, Type of Contract (Contract): Contract Companies, Created via: newly created, Division: IT, Current State: Juntersch geprüft, and a checkbox for 'Visible for all' which is checked.
- Signatories:** A table listing signatories with columns for Company and Type.

Company	Type
64-1005 Fly Berlin Cargo	Beneficiary
KNR-20030001: ISP Serveto...	Service Provider
- Details:** Contract Description: ENG_CustomerContract, External Number of Contract: (empty), Country Code International: Deutschland, Copyright: (empty), Contract Data ext. Signatories: (empty), and References of Contract: (empty table with columns Last Name, Current Contr..., Reference type, Contract R...).

Navigation buttons at the bottom include OK, Apply, Print, and Cancel.

- Monitoring of terms contract periods
- Contract transfer from contract initiator to contract administrator:
 - Static analyses of contract status
- Management of data relevant of a contract
- Depending on defined roles, users can read or write the contract object
- Comfortable search functions
 - Via individual fields (e.g. state)
 - Full text search
- Reminder and escalation mechanisms
- All changes made to a contract will be logged on tab "History"



- Wiedervorlage- und Eskalationsmechanismen
- Historie zum Nachvollziehen aller Änderungen am Vertragsobjekt

- Predefined reports are available, e.g. contract journal and contract overview.
- Easy and flexible adaption of reports is possible.

Contract Overview

Contract Number: V-00000001
 Contract Title: ENG_General Terms and Conditions for Software Maintenance
 Division: IT Creation Date: 11.03.2010 16:10

Contract Creator		Contract Originator	
Name:	Boss, Peter	Name:	Boss, Peter
Email:	Peter.Boss@ibdemo.local	Email:	Peter.Boss@ibdemo.local
Phone:	+49 (9126) 25979 110	Phone:	+49 (9126) 25979 110

Contract Type: Service Level Agreement
 IT Licensing/Support Contract

Contract Description:

§ 1 Scope of application

§ 1.1 Maintenance of Standard Software

§ 1.2 Product certificate

§ 1.3 Requirements und conclusion of the agreement

§ 1.4 Right of use

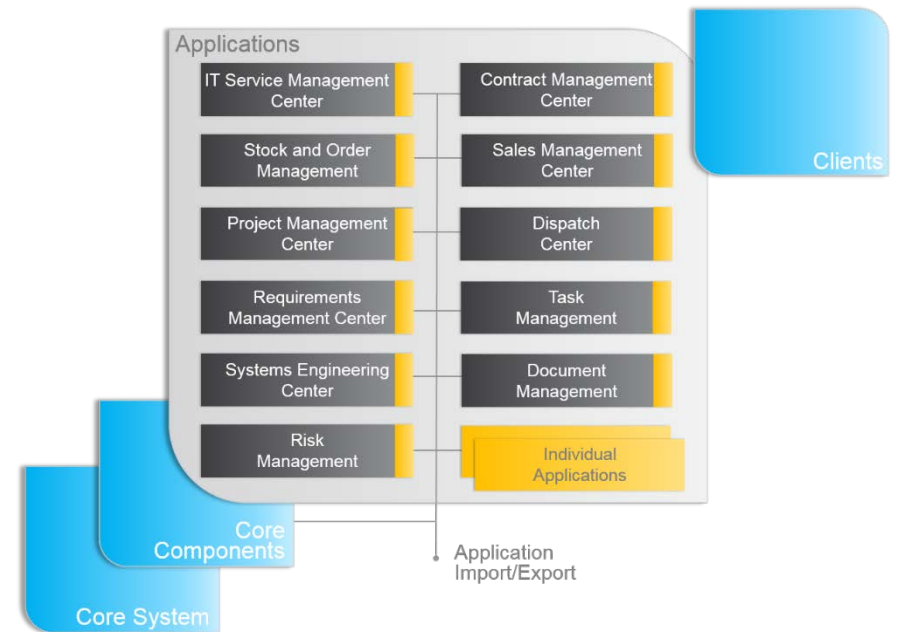
§ 2 Subject matter of the agreement, scope of services

Signatories

Name:	Type	Date of Signature	Signed by
ISP ServeYou GmbH	Service Provider	03.11.2008	

Preferred Date of Signing:		Start Contract by Signing:	Yes
Start Date:	03.11.2008	Unlimited:	
End Date:		Duration:	Falsch

- Easy implementation of OMNITRACKER Contract Management Center in current OMNITRACKER installations
- Easy integration of further OMNITRACKER solutions, e.g. OMNITRACKER Project Management Center



Questions?



OMNINET GmbH

D-90542 Eckental
sales@omninet.de – <http://www.omninet.de>

OMNINET Austria GmbH

A-1010 Wien
sales@omninet.at – <http://www.omninet.at>

OMNINET Technologies NV/SA

B-3018 Leuven
sales@omninet.be – <http://www.omninet.be>

OMNINET Nederland

NL-2517 Den Haag
sales@omninet.nl – <http://www.omninet.nl>

OMNINET OOO (Russia and CIS)

RUS-Moscow 121099
sales@omninet.ru – <http://www.omninet.ru>

OMNINET GmbH (Schweiz)

CH-8808 Pfäffikon
sales@omninet.ch – <http://www.omninet.ch>

OMNINET USA

US-New York, NY 10011
sales@omninet.biz – <http://www.omninet.biz>

