

Contract Management Center

Efficient and transparent contract management



Structure your contract management proactively and benefit from the comprehensive features offered by OMNITRACKER Contract Management Center. The application provides organisation-wide support during all phases of contract management, considerably increasing transparency.

Key Benefits

Efficient contract management

- Centralised access to all contracts and important information
- Management of related contracts
- Classification of contracts
- Faster access through digitalisation

Optimised workflows

- Easy data entry
- Workflow-based process control
- Sophisticated roles and permissions concept
- Comprehensive search functions
- All functions also available online

Legal certainty and transparency

- Risk management over the entire lifecycle
- Supports compliance with legal requirements
- Continuous traceability

Effective supervision

- Automatic reminders for contract extensions
- Target-actual comparison
- Customisable reports for evaluation

Mature platform technology

- Business process platform
- Easy to adapt and expand with further processes
- Full integration with other OMNITRACKER applications
- High-performance interfaces

Challenges

Contracts form the basis for all business activities. Business activities primarily depend on knowledge of contractual information, as well as its completeness and reliability.

When there is a lack of an overview, or if important information is not available, it becomes difficult to fulfil agreements and comply with legal requirements.

Efficient contract management

Certainty can only be provided through efficient contract management that involves all stakeholders. The only way to always provide stakeholders with access to the latest information is by managing and making contracts available centrally. This increases transparency and forms the basis for realistic risk assessment.

How can OMNITRACKER help you?

OMNITRACKER Contract Management Center provides support for all tasks involved in contract management. Using the workflow-based and user-oriented application, you will retain control of your contract management and reduce potential risks.

You can use OMNITRACKER for all your business processes and thus reduce your costs considerably. You can integrate other OMNITRACKER applications at any time and configure the existing functionality to meet your needs. The powerful OMNITRACKER interfaces allow for easy integration of external systems, such as ERP or financial accounting.

 **Hard to believe? Let us prove it!**



Contract Management Center

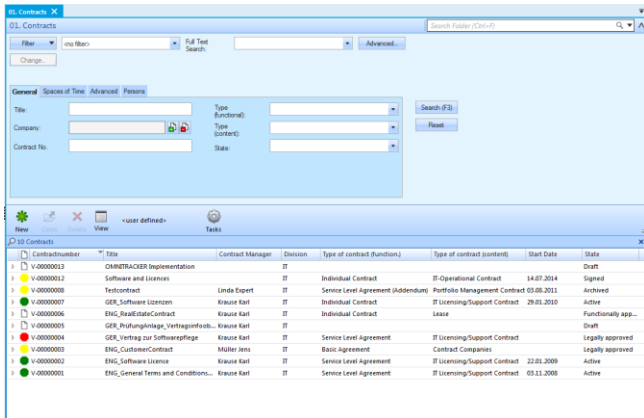
OMNITRACKER Contract Management Center provides support for all tasks involved in contract management:

- Planning
- Processing
- Evaluating risks
- Execution
- Management

You can automate specific workflows in contract management, monitor contract fulfilment, reduce the error rate and deploy human resources efficiently. Clear role definitions enable transparent assignment of responsibilities.

Contracts are available to all authorised employees at all times, eliminating the need for time-consuming searches through paper archives. The comprehensive search functions allow you to find contacts quickly. You have direct access to the contract document and all other contract-related documents, for example decisions, permits and drafts.

All changes to contracts are easy to track using the history.



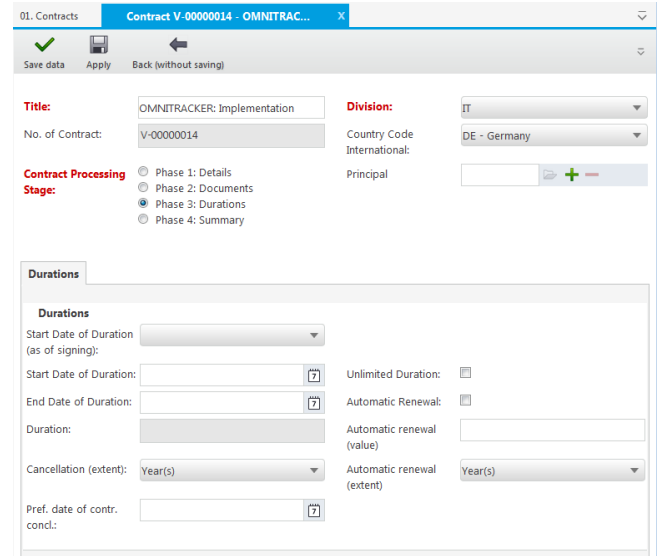
Clearly structured display and detailed searches for contracts

Systematic planning

A wizard supports the contract initiator when entering the initial information for the contract. This allows important information to be compiled early in a standardised way at one central point. Contracts can be classified by function (e.g. framework contract, individual contract, declaration of intent) and by content (e.g. rental contract, sales contract, maintenance contract).

Contractual interdependencies (e.g. contractual amendments, contract termination) can be managed

in OMNITRACKER Contract Management Center and displayed in a structured overview.



Contract V-00000014 - OMNITRAC...

Save data Apply Back (without saving)

Title: OMNITRACKER: Implementation **Division:** IT

No. of Contract: V-00000014 **Country Code International:** DE - Germany

Contract Processing Stage: Phase 1: Details Phase 2: Documents Phase 3: Durations Phase 4: Summary

Durations

Durations

Start Date of Duration (as of signing): [Dropdown]

Start Date of Duration: [Field] Unlimited Duration:

End Date of Duration: [Field] Automatic Renewal:

Duration: [Field] Automatic renewal (value): [Field]

Cancellation (extent): Year(s) Automatic renewal (extent): Year(s)

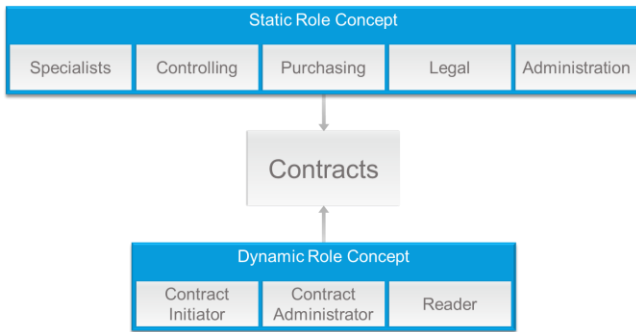
Pref. date of contr. concl.: [Field]

Easy contract entry using the wizard

Efficient processing

Contracts can be drafted individually or based on templates and GTCs. Before approving the contract, it can be subjected to a technical and legal review, for example by financial controlling or the technical or legal department. After the review, an authorised employee approves the contract. This entire workflow is supported by the OMNITRACKER Contract Management Center. All participants can enter their comments, questions and amendments in OMNITRACKER, making them available to all other participants. Every change to the status of the contract is saved, ensuring it satisfies auditing requirements.

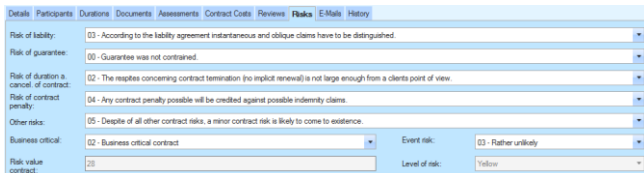
Static and dynamic role concepts support the collaboration between all persons involved with a contract. Each employee is allocated to a user group, such as *financial controlling*, *technical* or *legal*, with read and write permissions for certain types of contract (static role). In addition, a contract initiator and a contract manager can be defined, or read and write permissions for a certain contract can be allocated to specific persons (dynamic role).



OMNITRACKER is multi-client capable and provides support for the management of separate contractual areas in one OMNITRACKER installation. This reduces costs and complexity.

Realistic risk assessment

Contracts have to undergo a legal review and risk assessment. You can identify the risks for every phase of a contract's lifecycle. This lets you identify negotiation risks, maturity risks, termination risks and post-term risks early and adopt suitable countermeasures.



Risk assessment for a contract

Reliable processing

After the assessment and analysis of contractual risks, as well as the legal review, the contract is signed. The valid contract is saved in OMNITRACKER Contract Management Center as a PDF document. You are able to monitor compliance as well as the contractual risks over the entire term of the contract.

Effective management and supervision

You can define who will assume responsibility and act as the contract manager for an active contract once it has been signed. Along with the contract, all other data relevant to the contract are administered.

Contracts frequently remain active over long periods of time. Changes to contracts or responsibilities, or the termination of a contract, can be recorded and tracked easily in the OMNITRACKER Contract Management Center. OMNITRACKER Contract Management Center uses the convenient reminder

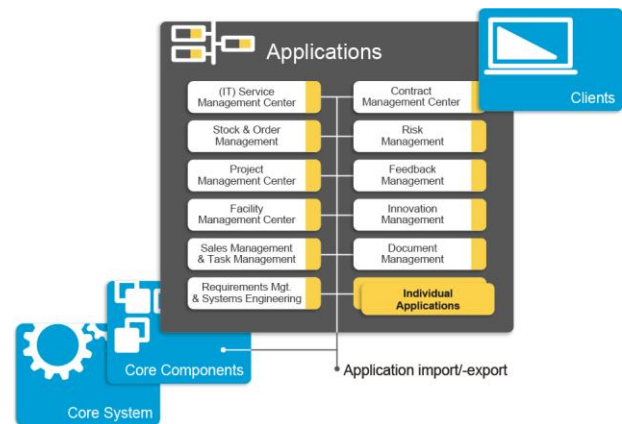
and escalation mechanism to monitor appointments automatically and issue reminders about missed deadlines in due time. This ensures you will never miss important deadlines for extending or terminating contracts.

You can generate analyses and reports at the touch of a button, obtaining an overview of the status of your contracts at all times.

Continuous integration







OMNITRACKER grows with your requirements. You can very easily integrate more OMNITRACKER applications on the OMNITRACKER platform, in order to fully support additional business processes.

All OMNITRACKER applications are linked in such a way that you can access information in other processes at any time. This ensures that the contract data are accessible in other processes. They can also be used to support adjacent processes optimally, for example by using OMNITRACKER Project Management Center and OMNITRACKER Risk Management.



What is OMNITRACKER?

OMNITRACKER is a universal platform for business processes on which all OMNITRACKER applications are based. OMNITRACKER is a powerful tool for adapting processes to your needs:

-  **Save time** *OMNITRACKER offers solutions which you can implement quickly and adapt easily.*
-  **Cut costs** *After only a few days of training, you will be able to independently implement and configure OMNITRACKER applications.*
-  **Flexibility** *All OMNITRACKER applications are out-of-the-box solutions that are easily adapted to your needs – with no programming required.*
-  **Maintainability** *You can easily maintain your OMNITRACKER applications yourself.*
-  **Release compatibility** *Guaranteed release compatibility with future versions of the OMNITRACKER platform.*
-  **Customer-centered development** *Further development is geared towards the needs of the customers.*



 **OMNITRACKER supports all your business processes – regardless of company size.**



OMNINET

SOFTWARE SOLUTIONS



As an owner-managed company, we answer solely to our customers. Our top objective is to offer our customers high-quality products and first-class service. To achieve this, we consistently fulfil the wishes and requirements of our customers regarding product content, quality and schedule. Our commitment to a customer does not end with the signing of the contract; but rather, that is when it begins.

Would you like to know more about OMNINET and OMNITRACKER solutions? Then please get in touch with us!



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