

# ON-DEMAND CONTRACT MANAGEMENT

## Overview

**Collaborative Contract Management holds the potential for significant cost savings and improved revenues when applied to how you create, negotiate and manage customer or supplier contracts**

Contract Management Software is a requirement of almost every company. Whether you are a Large Enterprise, or a smaller company with ten or more subcontractors, contract management software is a key to improving your customer and supplier management processes, automating and centralizing all contract management functions, reducing financial risks and increasing revenues.

Cyscom's Contract Management solution provides full contract lifecycle management functionality from creation and approval, through milestones and change processes, and finally to expiry or renewal. It includes collaborative contract authoring, negotiation, performance, compliance and risk management, amendment and change processing and records management – and reminds you when contractual obligations need to be delivered through on-screen notifications and email reminders.

Available as a web based system that is seamlessly woven into Cyscom's CRM, Help Desk and Project Management applications and integrated with the Microsoft Office system, Cyscom's CM delivers significantly better performance and usability than ERP based contract management modules.

### Contract Management

Cyscom CM software simplifies and automates the work related to contracts, effectively reducing the time and costs while mitigating risks as you create, negotiate, and manage agreements with customers and suppliers.

**Contract Repository:** the CM solution provides you with an online contract repository that can be accessed from anywhere, anytime, with powerful search capabilities to allow users to quickly find a single contract or a collection of contracts for reference or research. With highly definable, role based permissions, controls ensure contracts and individual clauses are visible or editable to only approved users.

**Manage Contracts:** automate and control all the administrative process during the contract lifecycle, including final negotiations and collaboration on contract terms and clauses; document changes and markup, and approvals from both internal and external users (suppliers or customers); ensuring use of standardized contract templates and clauses; and enforcing business oversight and controls.

**Manage Records:** control documents through detailed, extensible policy management: define customized document management policies to



## Business Benefits

### Cost & revenue optimisation

#### Improves performance by:

- ◆ Accelerating contract negotiations and reduce contract cycle time.
- ◆ Increasing revenue and reducing costs by alerting you to pending contract renewals and expirations

### Best practices

#### Improves business methodologies:

- ◆ Gain enterprise-wide visibility into all contracts
- ◆ Track contract milestones and events
- ◆ Standardize processes and terms to mitigate risks

### Financial & risk management

#### Improves the bottom line by:

- ◆ Reducing the time, cost and risk of legal exposure associated with contract inaccuracies and associated penalties
- ◆ Creating fast, immediate benefits based on a fixed, on-demand pricing model

**Manage Content:** execute, monitor, manage rules by assigning process tasks to users or groups of individuals to act at the right time; ensure use of standardized contract templates and clauses; automate business activities with workflows that automate and give more visibility into common business activities such as document review and approval, issue tracking, and signature.

**Reporting and Analytics:** predefined analytical reports to examine contract usage and change approvals throughout the enterprise via an interactive and drill down dashboard that provides both graphical views and text-based views at both a reporting level as well as at the operational or task level.

**Integration:** to ensure a high rate of internal adoption and ease of use, CM is integrated with MS Word and Office system to ensure easy creation of contracts.

### Key features

- ◇ Enterprise wide contract repository that stores all contracts in a single centralized location
- ◇ Powerful search capabilities to quickly find a single contract or a collection of contracts for reference or research.
- ◇ Activity logs to enable contract audits and complete audit trails of contract changes.
- ◇ Comprehensive role based permissions ensure contracts and terms are available only to approved users.
- ◇ Online contract authoring with integration with Microsoft Word and Windows SharePoint Services
- ◇ Shared Workspaces for internal (employees) and external (customer/supplier) users to collaborate and approve contracts with configurable workflows.
- ◇ Supports all the stages of contract life cycle management – creation, activation, analysis and compliance, changes and renewals, reports, alerts and reminders
- ◇ Dashboard to present actionable information to users on pending contracts management activities

Only Cyscom gives you the collaboration capabilities you need to effectively create, manage, monitor and control each contract to ensure that you optimize revenues, lower operational costs and minimize risks

To discover more about how Cyscom can help you and your organisation visit [www.cyscom.com](http://www.cyscom.com) or contact us at:

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