



Contract Management Facts from Files

- **Contract Management**
- **IT Asset Management**
- **IT License Management**
- **The Enterprise**



Facts instead of files

Contracts are the basis of any enterprise. Exact knowledge of core information, such as contract partners, duration, regular payments, units affected, as well as configuration options should be available to all responsible staff as any time. But up till now administering this knowledge in a structured manner was difficult: Contracts are filed in far too many locations; a digital recording is missing.

A single department often administers and archives all contracts. The departments affected by the agreements have no direct access. Spider Contract stores all core data on a central server and makes it available across the enterprise via its web-based interface.

A sophisticated configuration model allows every contract type to be filed individually. This combination of default data and freely definable information guarantees systematic reporting on all contracts without overlooking special characteristics of an agreement. Every contract can have attachments. Individual procedures are recorded here, such as time sheets for services contracts or monthly sales for cell phone contracts.

Affected objects can be connected directly to the contract. In this manner, details on leased IT devices or software are immediately available. Maintenance contracts can be used more effectively. Sales accumulated to date are recorded by means of attached invoices and calculated against the planned volume on a cyclical basis.

The integrated interface to the ERP system (e.g. SAP) automatically adopts the charging to be undertaken. Transgressions can be recognized in time. On request, the integrated alarm system can even automatically indicate whether an alarm limit has been reached. Reminders are automatically sent by email via integrated resubmissions so that deadlines are not missed - individually for every authorized operator.

The scope of delivery includes pre-configured contract types that make starting out particularly easy and at the same explain the numerous recording options:

- Purchase Contract
- Maintenance Contract
- Mobile Radio Contract
- Vehicle Leasing
- Real Estate Leasing
- Quantity Services Contract
- Service Value Contract
- Service Advice Contract
- Maintenance Value Contract
- Leasing Contract
- Telecommunications Contract





One for all

Purchasing

New agreements can be particularly effectively designed if information about old contracts is readily available. Knowledge about volumes recently completed, and the results of collaboration up till now are the basis for future success.

- Which outline agreements have not been exhausted?
- What conditions apply to a specific product?
- How many open orders currently exist?
- What volumes has this supplier handled in the last 12 months?

IT Management

IT operation is based on a vast number of contracts: Purchase and leasing contracts for hardware and software, SLAs and service contracts. The durations indicated, the warranty provisions and service rules are particularly important in everyday operation: In the departments themselves, but also in IT Controlling or in the workshop.



Controlling

Up to date facts are important for Controlling, also in terms of contracts. Both active and passive agreements play a role here. Add to this the facts about using the contract to capacity. Invoiced service vouchers and accounts are important here. Automatic warnings via email help to avoid exceeding the limits. Regularly created overviews supply data about periodic payment streams. Satisfaction with a supplier can be measured via ratings that have also been integrated into Spider Contract. In this manner, Controlling can also effectively cope with contract management: Control and regulation.

Legal Management

Lawyers often have their own view of things. They are interested in the details of a contract, regardless of whether they are involved in new negotiations or a dispute. Spider Contract makes this data available. The entire contract text is available via integrated document administration. This function administers all digitally recorded documents and assigns them to contracts.

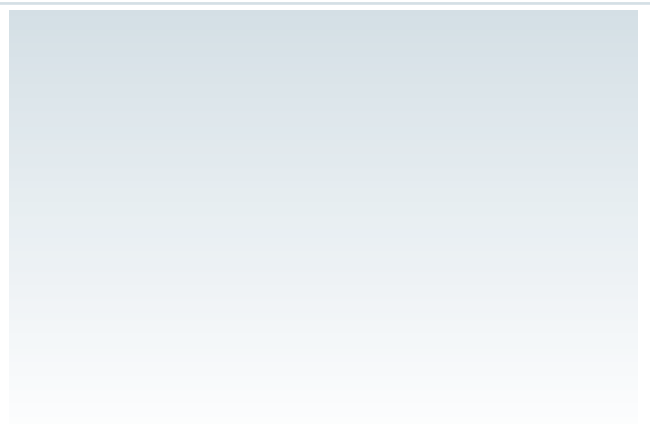
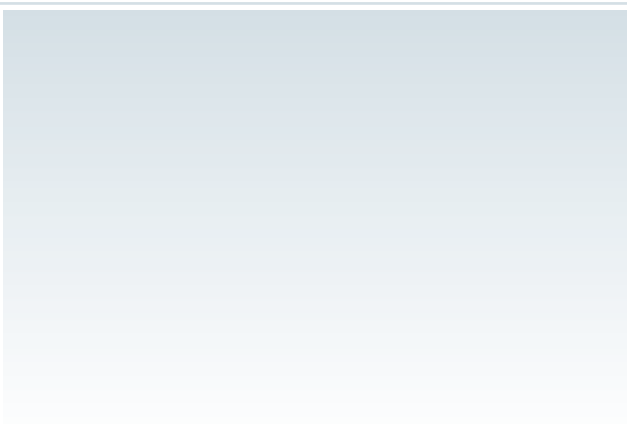
More advanced requirements can be fulfilled using Easy Enterprise X - a full-function document management system that integrates seamlessly into Spider Contract. This also allows a full text search in all stored documents, for example.



Administered contracts



Spider Contract administers data for any type of contract, and every type can be individually tailored. A few examples follow (this list can be extended as required):



Type of contract (Selection)**Purchase****Leasing****Licenses****Framework contracts****Blanket agreements****Leasing contracts****Consultancy contracts****Trade contracts****Service contracts****Employment contracts****Apprentice contracts****Training contracts****Insurance contracts****Financing agreements****Partnership agreements****Sureties****Patents / Licenses****Details**

Unit affected, once-off, or installment payment

Unit affected, run time, extent, notice periods

Unit affected, run time, extent, notice periods

This type of agreement affects a group of contracts, and limits their validity or volumes.

These agreements affect many other contracts with one or more partners. Contingents, contract penalties and notice periods apply globally under some circumstances and must be considered in the detail in the agreements.

Extent, rights, conditions, sales achieved, ...

The total volume must be monitored and interim accounts must be booked.

Extent, rights, conditions, sales achieved, ...

This often includes working notes and interim accounts.

Employee data, run times and notice periods, salaries, conditions

Employee data, run time, assessments, deployment options

Employee data, training costs, run time, training dates, course dates

These contracts often contain extremely individual information, e.g. limited liability.

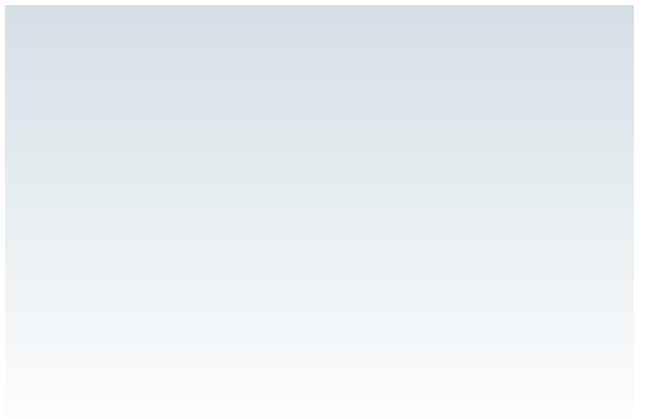
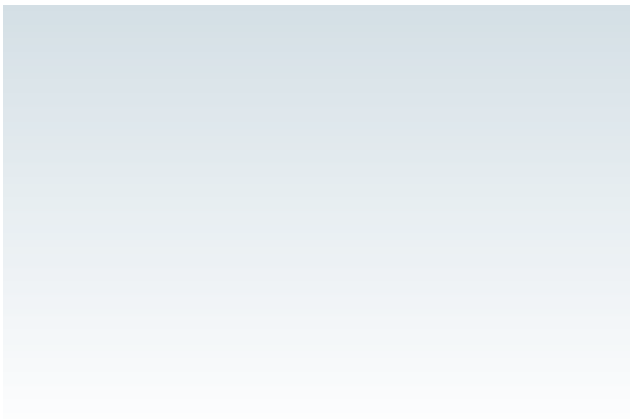
Partnership agreements often contain individual reference numbers and information.

This contract type must be monitored extremely carefully. Regular resubmission is recommended.

Irrespective of whether external rights are used or whether in-house rights are passed on, these contract types must be managed very accurately.



All Inclusive



Early warning system

Spider Contract regularly checks selected contract types for dates, invoiced volumes and capacity. Where preset limit values are reached, the system triggers an alarm: The person responsible receives an informational email that facilitates his/her immediate response by means of the data included.

Resubmissions

Every user defines automatic resubmissions for contracts as required. He/she receives an automatically generated email at a preset point in time, ensuring that deadlines are not missed.

Configuration

Almost any type of contract can be defined using Spider Contract, in collaboration with advisors certified by us. Spider Contract always records central information, supplemented by contract-typical additional data. The solid structuring makes automatic evaluation easy.

Security

The integrated user administration ensures that every member of staff sees and processes only information that is relevant to him/her, via the user role. Even the manner in which the detailed data is represented can be tailored for each user group: If the screen structure follows the user's habits, workflows are optimized and data is visible at a single glance.

Rating

The integrated rating system helps to easily recognize particularly reliable suppliers and contract partners. Future agreements are then based on the experiences of all relevant staff, not just on a random decision basis.

Documents

On request, scanned documents can be attached to a contract. This allows the original to be available, without having to unnecessarily inflate the data repository with all the details. A previously implemented document management system can be integrated.

Evaluations

Recorded data is available for various evaluations. This includes

- invoiced volumes per supplier and period of time
- expected cash flow per period of time and contract type
- contracts with remaining validity under 3 months, per contract type



It all fits together



All operationally relevant agreements are structured using IT-based contract management. These are centrally retained and evaluable, and are made available to the departments. Current contracts can be monitored better, payment streams better controlled and new agreements built on fact-based knowledge.

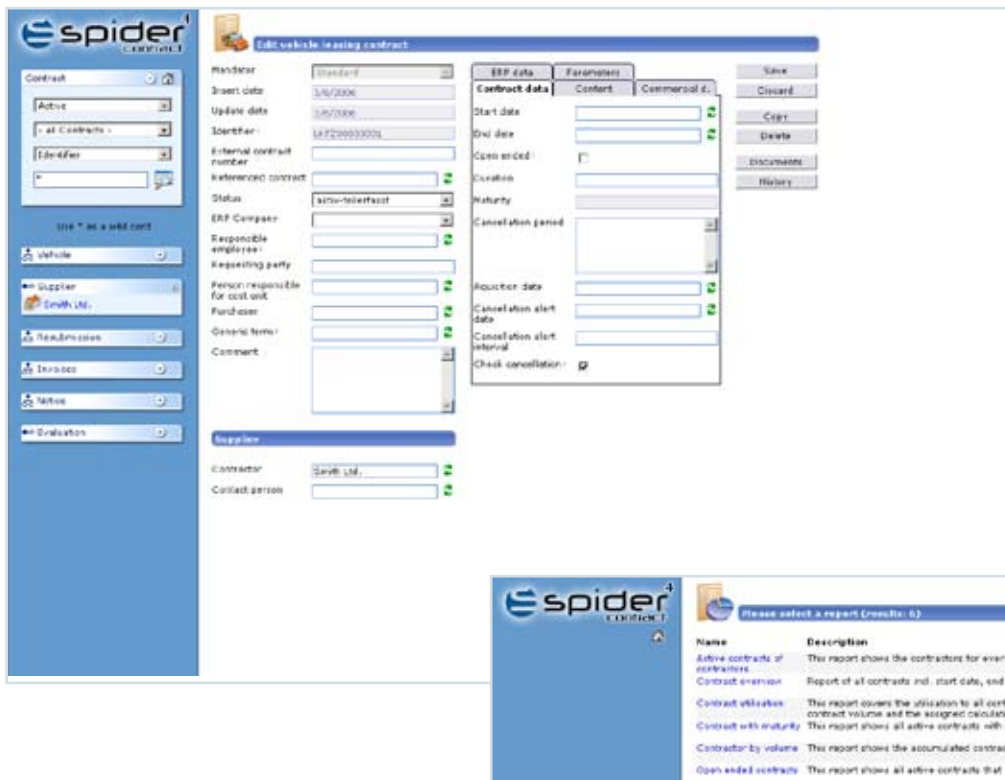
Capacity	Better capacity can be achieved by framework contracts. Notice periods and revision dates are ensured by means of resubmission.
Readability	Only data that has been digitally captured in detail can be automatically evaluated. In this way, monthly charges, capacity and threshold values are available.
Deadlines and alarms	The person responsible is informed in good time about imminent deadlines and dates via the integrated resubmission and alarm system. Ideally by email. In this way, the persons responsible for contracts actively receive information in terms of the need for action.
Statutory regulations Kon- Trag, HGB, GmbHG, Basel II, SOX/SOA, AktG	Many enterprises are required to provide proof of risks that exist in ordinary operation, and how these are dealt with. This includes taking into consideration contractual obligations and consequent opportunities, risks and charges.
Focusing on the essential	All contracts contain an „extract“, i.e. a structured summary that has been optimized for ordinary operation and decision-making.
Cost savings	Shorter routes, direct availability at the location of decision-making, overview at reasonable and calculable costs - an investment that repays itself fast.
Risk consideration	Classification of agreements and consideration of critical parameters allow for effective risk analysis.
Transparency	Rating of contracts and contract partners, costs typical of a contract type, ...
Access to contracts	Departments have fast, easy access to „their“ contracts. The responsibilities in each contract can be assigned to defined employees.
Negotiations	An overview of old contracts and their content, allows for unerring negotiation of new agreements. Documented experiences, current calculated volumes, and exact representation of competitors provide companies with the competitive edge.



Administered Details

On request, Spider Contract records almost all details required about every contract, every system, and every partner. All information is structured, and can as such be retained in an evaluable manner. For every contract type, you can specify what data is to be recorded in which manner. The configurations are not dependant on one another, so that complex special cases can also easily be represented. All data can be evaluated in individual reports. Every contract customer determines individually what data is to be stored, and how it is to be stored.

If contracts are assigned to affected items, they can both be administered more easily. The contracts for a branch office may for example include leasing contracts, insurance policies and various services contracts. These must all be tailored in good time in the event of a relocation. For this reason, Spider Contract allows contracts to be assigned to objects as required; to a project, a customer, a freighter, or a central processor. Spider Contract will then find all these contracts for you. Fast and reliable.



Contracts

Contracts are defined separately according to contract type. Every type has its own group of characteristics, typical representation, and references to other objects. In addition, every contract type has its own system of rules, which also controls the processes where necessary. Contracts, and even different types of contracts, can be linked to one another to indicate dependencies and to simplify common processing. This is particularly useful in framework contracts.

Attachments

Extend information about the contracts, suppliers and customers. Attachments can be defined as required and assigned to a higher level object; they include working notes, accounts and interim calculations. Attachments are recorded in a structured manner and, together with the higher level contract, can be evaluated in conjunction with the higher level contract in order to determine possible capacity issues. Equally practical is the assignment of affected objects:

Documents

Attached documents are files that can be attached to an object as required. In this manner, the exact wording of an agreement is always available. Comments from departments, product information or even mail traffic can be optimally assigned to individual contracts.

Suppliers

This term is used to describe contract partners supplying goods or services to an enterprise. Besides core data such as name, address, and bank account details, as many contact persons as required are available, together with their function and communication data.

Customers

Customers are the recipients of goods and services. Their particulars are similar to those of suppliers. These contracts are often the responsibility of the sales organizations.

Appraisals

The integrated rating system helps in recording and evaluating of agreements, suppliers and customers.

Foreign currencies

Where necessary, different foreign currencies can be processed. Exchange rates are aligned with the ERP system.

Resubmissions

Every user can define resubmissions for every contract, to ensure that no deadlines are missed. The system sends an email in freely definable format in good time, containing a reference to the affected object. The affected contract can be called up and processed directly from the email. Because these reminders are sent via the email system, they are also available if the user is not currently active on Spider Contract.



A powerful combination

IT Management

The Spider Asset IT management tool is based on the same technologies as Spider Contract. The tool administers commercial and organizational information relevant to every workstation or server, as well as the technical data. In this manner, the ITIL based Configuration Management Database supports IT operations from a commercial and a technical aspect.

Connecting to Spider Contract means that agreements concluded for all components are available: Purchase and leasing data, together with the associated warranty data and contract durations are available, as are SLAs agreed upon.

Software License Management

There are also benefits in connecting to Spider Licence management. This product administers all software installed in the enterprise, as well as the associated licenses. In this manner, the extent of usage rights in the enterprise can be documented at any time.

By integrating with Spider Contract, purchase and leasing contracts, together with their upgrade options, durations and service agreements in terms of recorded licenses are instantly available. Optimal usage of agreements, cost-optimized reorders and strict controls of contract durations are consequently possible.

Document Management System

The optional Easy Enterprise X module extends Spider Contract to allow direct access to all relevant documents. All original documents for every contract recorded in Spider Contract can be directly accessed via the screen. The integrated full text search finds critical passages, even in multiple documents.

This integration combines the fact-based design of Spider Contract with the advantages of comprehensive document administration in a useful manner.



It's all there

User Experience

Rich, customised interfaces based on HTML	Contract
No components installation on clients	Yes
Intra- and Internet capability, Internet security with HTTPS or safety certificates	Yes
Central role based user-rights-management and automatic logon via AD-connection	Yes
Authorisation based form layout with individual rules	Yes
Preventing saved data from unauthorised access	Yes
Alert functions and resubmission by e-mail	Yes

Technology

Number of managed objects	technically unbounded
Scalability through several servers	Yes
XML-Standard interfaces	Yes
Automated In- and Export of dynamic data	Yes
HTML based integration of external Applications	Yes
Administrator can modify configuration while in use	Yes
Freely definable menu for different user groups	Yes
Freely definable dialogues and data structured in tabs	Yes
Extended control elements like modified selection lists	Yes
Customised business rules for each object	Yes
Freely extendable Objects	Yes
User can define search conditions and search result lists individually	Yes
Integration of spread sheets for the reporting	Yes

Contact

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