

WorkPoint 365 Contract Management Solution



WHY?

Safeguard your organisation's future with the WorkPoint 365 Contract Management Solution

Contracts are the lifeblood of all organisations.

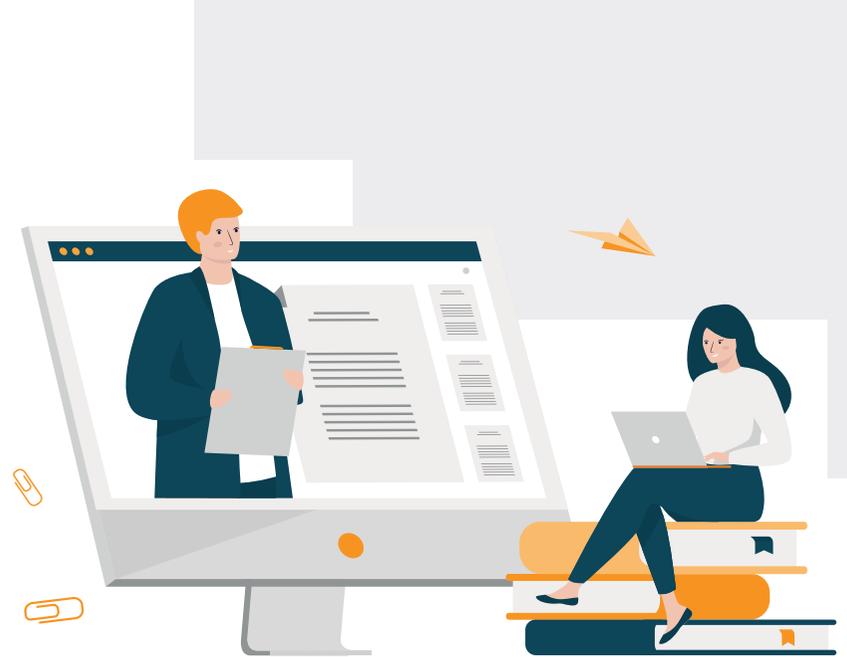
They govern relationships with people and services on all levels, both inside and outside of your business.

Typically, organisations have hundreds – if not thousands – of contracts in place which require management. As managing these contracts involve key people in senior roles, it can be a costly and

time-consuming activity. Also, poor contract management is an existential risk. It leads to financial loss, procurement and compliance issues, and inefficiencies across your core departments.

As our solution is a native Microsoft 365 application, you **work inside your familiar Microsoft Office programs** and not in another system, thus breaking down barriers and user adoption as it is similar to your existing working environment.

- ✓ Working collaboratively on contracts with colleagues regardless of their department or physical location – and also with people external to your organisation.
- ✓ Use drag and drop to add contract documents to our solution from Outlook or File Explorer with WorkPoint Express.
- ✓ Integration with Teams lets you collaborate on contract work in Teams.
- ✓ Never miss a contract deadline due to our automatic notifications based on easily setting key contract dates such as deadlines and contract terminations.



WHAT?

Our user-friendly Contract Management Solution streamlines the lifecycle of your contracts while working seamlessly with Microsoft 365

Our solution turns Microsoft 365 into a powerful contract management platform, while workflows and automated processes ensures that deadlines and tasks are allocated and responded to in a timely fashion. It's easily deployed and intuitive which ensures easy end-user adaption with minimal training.

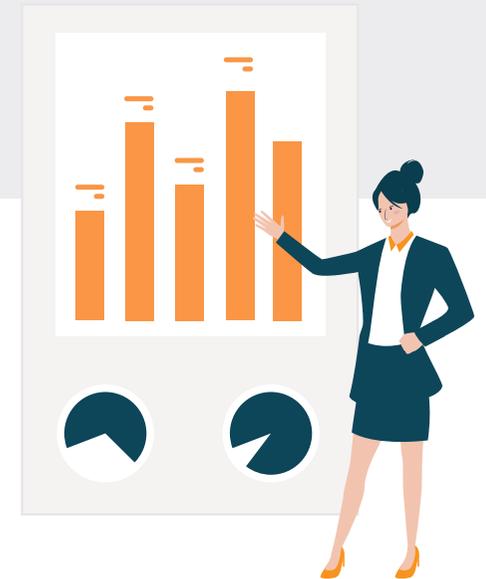
Having proper oversight of contracts optimises costs by giving you time to come to data-driven decisions, assess your organisation's risk exposure, and to compare and renegotiate prices.

Our solution is robust, scalable and manages every aspect of the contract lifecycle.

- ✓ A controlled, yet flexible contract lifecycle, adaptable to your organisation's needs. Easily tracking the progress of each contract as it passes through approved steps.
- ✓ Automated contract request and creation is managed by an easy-to-use wizard guiding you through the process.
- ✓ Managing risk with a Risk Matrix visual identifying contract risks.
- ✓ A live dashboard giving an overview of all contracts, statuses and progress, tracking actions, and due dates.
- ✓ Keeping track of all details on counterparts on contracts and other stakeholders and keep an eye on obligations and changes to original agreements.
- ✓ Generating reports exportable in multiple formats which are up-to-date, accurate and based on live data.
- ✓ Notifications and assigned tasks ensure deadlines are always met.
- ✓ Compliance with GDPR rules for contracts.

HOW?

User friendly and intuitive, our feature-rich Contract Management Solution is a safe and secure way to manage your contracts



WorkPoint 365 will intuitively manage your contract documentation.

- ✓ Save time by creating contracts based on standard templates automatically tagged with correct metadata and easily deployed.
- ✓ Use the 'Phrase Library' to customise contracts with standard phrases.
- ✓ Manage all types of contracts as single documents or document sets.

- ✓ Collaborate on contract documents using auto-generated tasks and integrated workflows.
- ✓ Manage the contract versions with automatic version control which saves all editing history.
- ✓ Incorporate eSignature with third-party apps such as AdobeSign, DocuSign, Penneo.
- ✓ Use our Teams integration to easily collaborate on a contract using the Teams chat. Afterwards the Teams chat can be filed on the contract site as documentation.

Generate contracts in a safe and secure environment as all data is stored in your own Microsoft 365 tenant.

- ✓ Granular permissions mean that users can only access files that they are authorised to see, which applies to search results, too.
- ✓ Configurable and intuitive search makes finding contracts, documents, and emails quick and easy, while filters can narrow down broad search results.

Get in touch

If you would like to know more about WorkPoint, please contact us or one of our partners.

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