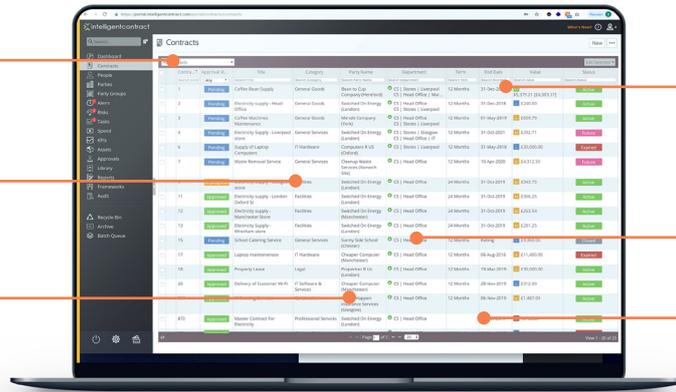


Quickly search your contract

Organize your contracts by function

Quickly review the parties involved in each contract



See contract values at a glance- Also manage foreign currency

Associated contracts to part of your organization

Never miss another renewal date

A secure and centralized place for all your contracts. Reduce risk, automate processes and improve your profitability.

## Dashboards & Reports



Drag and drop to create PDF, MS Excel or CSV reports. Choose the filters, sort options and decide how to group and sum the data. Use dashboards to display summary data about your contract data.

## Upload Documentation



Upload documents of any format to individual contracts, suppliers or customers. Create folders to capture meeting minutes, contract documents or anything else. There's no limit to the number of documents you can upload.

## Alerts



Quickly set one-time or recurring alerts for specific dates or link to a milestone such as the contract end date.

## Custom Fields & Layout



Create unlimited custom fields to store and report on data to your exact requirements. Design the way each screen is displayed. Create sections, add or remove fields, change the name or make fields mandatory.

## Approvals



Build your own contract approval workflow. Add comments and monitor progress of each approval. Approve or reject on your mobile device.

## Everything In One Place



Get a centralised, secure platform that everyone can access from anywhere in the world. Have a list of a draft, active and expired contracts at your fingertips.

**"I Couldn't imagine having to manage our contracts without intelligentcontract now!"**

intelligentcontract is an easy to use and reliable solution bringing much needed order to an important area of our business. The product enables us to be proactive in the management of our contracts and ensure that we are fulfilling our contractual obligations to our clients.

**Tracy Norrington, Head of Commercial Services (Konica Minolta)**



# Robust Features. Smart Price.

Full featured contract management software at a fraction of the cost.

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## Key Performance Indicators

Create, manage and track your customer or supplier Key Performance Indicators. Set a target for each KPI and optionally associate with a contract, a supplier or customer and then record performance.

A RAG status over a specified period instantly lets you know whether you are passing or failing your set KPI targets. Export the values for the report.

## Import Your Data

intelligentcontract provides tools to import bulk contracts, people or companies from a spreadsheet or CSV file.

Get working with your data instantly or use our optional implementation services and we'll set up your account to your specification.

## Invoice Tracking

Intelligentcontract allows you to track invoice transactions against your contracts so you are able to report whether supplier billing is in line with the agreed contract terms.

## Improved Supplier Management

We understand that your suppliers are as important to your organization as your customers and being able to manage their performance is critical to the success of your organization.

We provide tools that help you track supplier performance, risk and general communication with your suppliers over the life cycle of your contracts.

## Shadow Users

Shadow User functionality allows an administrator to temporarily assign the responsibilities of one user to another. This is useful to cover sickness and vacations without having to share and then reset user account passwords.

## To-Do Management

Create "to-do" lists and associate them to your contracts. The "to-do" tab collates all your to-dos in one place. Create to-dos for your team or your suppliers.

This feature can be useful for maintenance or warranty contracts. The history of work done for a specific contract can then be reviewed at renewal time

## Manage Foreign Currency

Contracts can be recorded in foreign currency amounts. intelligentcontract can automatically retrieve the current exchange rate for you or you are able to specify the exchange rate you would like to use.

## Manage Custom Logos

intelligentcontract allows your organization's logo to be uploaded to your account. Your users will see their company logo whilst working on contracts.

## Organization Structure

The structure of your organization can be modelled in intelligentcontract. Contracts can be assigned to that structure allowing reporting, dashboards and searching of contracts by organization structure.

## Multi-Site Support

With intelligentcontract you don't need to worry about whether users spread across sites are able to share the same data.

Whether your users are spread across the globe or you have a number of 'home-workers', they will still be able to access their contracts to report on the data they need without having to compromise on security.

## Session Management

Session management provides administrators with the ability prevent account users from logging in and to terminate sessions of users already logged in. Additionally, an administrator is able to simulate logging in as any of the account's users - called user account overriding.

Administrators can test security settings. Audit trail functionality records activities of administrators that have overridden a user's account

## Collate Notes

Notes can be added to supplier record or to a contract. Notes are quick to add and are recorded with the time, date and user who created or updated the note.

Notes allow you to capture the events in a contracts life cycle and can be quickly reviewed prior to working on a contract or working with a supplier.

## Risk Management

Create and manage risk at supplier and contract level. Assign a risk and monitor its mitigation.

Quickly generate a risk register for your organization and review risk across all your active contracts.

## Read Only Users

Users can be configured to be read-only users. Read-only users are able to login and view the contracts, people, companies, alert etc... But are not able to delete or edit/ create new ones.

## Feature Visibility

You may not want all users to utilize all features of intelligentcontract or there may be functionality your organization does not require. Rather than have these features cluttering the interface, you are able to hide features. Hidden features can be switched on/off using security groups.

## Intuitive Control

intelligentcontract provides the tools that allow you to quickly create and manage your contracts. Contracts can be created, edited, deleted or archived with the click of a button. Views and filters allow you to quickly locate your contracts. Print or export any of your contract lists.

Use the "recent places" to jump back to contracts you were working on. Search facilities allow users to find specific text within a contract. The recycle bin allows you to recover contracts that have been deleted.

## Archive Vault

Contracts can be placed in the archive when their useful life has ended. Archived contracts are kept away from your day-to-day list of contracts but can be retrieved at a later date if required.

## Document Library

Create folders and upload your documents to the document library. Share key documents such as policy documents, model contracts, special clauses, user documentation etc... With your users.

## Management Amendments

Contracts change over their life time and it's important to be able to track those changes should there be a dispute or when it comes to renewal time. This feature of intelligentcontract allows you to create "versions" of a contract.

## Sub-Contracts

Where two contracts are related you are able to define that relationship within intelligentcontract. Creating links between contracts enables you to understand the inter-dependent relationships of suppliers and contracts that underpin your organisation.

Use the related contracts function to understand the risk a supplier or group of suppliers represents to your organization.

## Confidential Contracts

A contract can be marked as confidential. A confidential contract is only visible to users who are specifically assigned to that contract.

## Review an Audit of Changes

intelligentcontract provides an audit trail of each change made to your data. Nothing can be added, deleted or edited without the system recording the change. Audit records can be reviewed to see who made the changes, when they were made and the specific nature of the change.

## Custom Views

Views allow users to segment the contracts into sets of data that are of interest. Select a view and the list of contracts will update to meet the criteria set for that view. For example "contracts created this month".

A number of pre-defined views come with the solution (for example, currently active contracts) and you can create new views with specific criteria.

For each view you can change the fields that are displayed.

## Framework Support

Framework contracts support is included in intelligentcontract. Frameworks and their associated lots can be defined and made available for your users to browse. When a contract is let, it can be associated with a framework for reporting purposes.

## Online Electronic Signatures

We integrate with Adobe® Sign (formerly EchoSign) and provide the functionality to have documents within intelligentcontract sent for signature. Following successfully obtaining signatures the signed documentation is uploaded against the contract record.