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Free Contract Manager All Contract Data at Hand

- Web-based management of frame contracts and individual contracts
- Evaluation of deadlines, appointments and payment plans
- Connection to original files
- Automatic calculation of utilization levels
- Audit-proof documentation
- Identification of saving potentials

The Free Contract Manager allows you to safely file away contract documents – and leave them there.

All relevant data and related documents are digitized and easily fit on your screen. Contract budgets and purchase commitments can be called up at any time and utilization levels analyzed with a mouse click. The notification feature of the Contract Manager ensures

you are reminded of due dates and deadlines at the right moment. In a nutshell: You have full transparency on all contract data in our organization, you meet all deadlines and you are able to see at a glance which costs can be eliminated.

Total Transparency 1

Contracts define many transactions and determine the cost effectiveness for computer acquisition, software purchasing, maintenance contracts with automatic renewal, support agreements, server leasing, etc. The Contract Manager summarizes all relevant information for each contract and manages the entire lifecycle from request to acceptance of services rendered.



**Contract
Manager**

Full Details 2

General information such as duration, scope and contact person is defined in the frame contracts or in the individual contracts. The individual items then go into details: objectives of the agreement, benefits and obligations. Memos, journal entries, and action items for ordering, delivery and invoicing can be added to complement the contract information. Any original electronic document can be linked to the contract and pulled up with a mouse click.



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3 Current Status

What's the current situation? The Contract Manager allows you to see at a glance, which payments and services are due and calculates the corresponding degree of utilization. Reports are easily adapted to your specific requirements and the key performance indicators (KPI's) are graphically displayed on the dashboard. No special know-how is required.



4 Due Dates

All deadlines and appointments are clearly displayed in a chronological view to ensure that you don't miss any important actions, such as audits, payment deadlines, and of course termination dates. The Contract Manager provides timely alerts before a contract expires and monitors, where appropriate, the acceptance and warranty periods

5 Leveraging the Suite

Together with other modules of the Matrix42 Suite, the Contract Manager demonstrates its full potential: Assets and licenses may be integrated as objects of an agreement, Service Level Agreements based on the category can be directly linked to incidents in the Service Desk. Detailed and up-to-date information is available whenever it is needed.

Short, concise, clear: The Highlights

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● Benefits & Features

- Manages all types of frame contracts and individual contracts with all contract items
- Captures and assigns orders, delivery notes and invoices
- Clearly handles contract terms, deadlines and payment plans
- Control and analyzes benefits, obligations and assets
- Allows cross-departmental contract processing via defined workflows
- Includes standard processes: request and approval, technical and legal audit, accounting control, performance audit and acceptance of services rendered
- Determines utilization rates of contracts based on cost and quantity
- Integrates with Finance Management, License Management and Asset Management
- Automatically documents all changes

System Requirements

Server: Windows 2003 Standard/Enterprise Edition SP1, Microsoft Internet Information Server 6.0, Microsoft SQL Server 2005 SP2, Microsoft SQL Reporting Services, Microsoft SQL Analysis Services, Microsoft .NET Framework 3.0, MDAC 2.6
Client: Internet Explorer 6.0/7.0

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