CROWN RECORDS MANAGEMENT
CONTRACT MANAGEMENT

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CROWN
RECORDS MANAGEMENT

CONTRACT MANAGEMENT
Dependable and sustainable solution

Contracts are an important part of business life. The terms of a contract establish the rights and obligations of each party, and articulates a company's expectations of service providers or employees.

As you'd expect companies have a large and growing number of contracts. Without digital contract management, administering contracts and monitoring deadlines and agreements is a challenge. **Contract Management** lets you take charge of all types of contracts across their entire lifecycle.

The **Contract Management** tool offers a standardised, best practice procedure for each phase of a contract, from requesting a contract and creating a first draft through to the final version and archiving. This provides you with a rapidly deployable solution, which can be easily customised to suit your own requirements.

THE VALUE

- **One location:**
  All contracts, terms, and key dates are stored in one central location and can be viewed with one click of a button.

- **Get reminders on time:**
  Automated alerts and reminders to ensure that you abide by deadlines.

- **Logical filing structure:**
  Important information is stored within the contract files.

- **Secure archiving:**
  Secure retention of documents for a period of time determined by legal, regulatory, and business requirements.

CONTRACT INITIATION

AUTOMATICALLY GENERATE CONTRACTS

Generate a contract, termination, or other document with a single click. There is a corresponding template for each type of contract. The template management feature enables users to import specific information from the contract file.

DEFINE USERS AND PERMISSIONS

Contracts contain sensitive data that must be protected from unauthorised access. The integrated permissions management system lets you assign unique roles so that you can control who has access to what.

EFFICIENT APPROVAL PROCESS

You can create a workflow to define and control the required approval steps. This ensures that the review and approval process is transparent at all times and that the user is always aware of what stage of negotiations the contract is currently in. It is also possible to add users dynamically.

COLLABORATION

When drafting contracts, it is crucial that multiple departments work together. The document feed function makes collaboration easy – posts are visible to everyone participating in a feed discussion at all times.

CONTRACT MANAGEMENT

CENTRALLY MANAGE CONTRACTS

Relevant contract information and documents are stored in a contract file which is easily accessible at a central location. You can also print standardised cover sheets and labels that provide a link to the original documents. Simply scan the QR code that is printed on the cover sheet or label and the digital file associated with that code will appear on your smartphone or QR scanner.

CAPTURE INFORMATION QUICKLY

Contract Management helps you enter all relevant contract data by allowing you to select from predefined keyword lists. Making life simpler to create files and delivering a more consistent approach to indexing and referencing.

ACCESS CONTRACTS WHILE ON THE GO

Stay connected with your work when you're out of the office and access relevant information from your smartphone or tablet. Thanks to the responsive design, the interface adapts to any screen size.

CONTRACT ADMINISTRATION

CONFIGURE CONTRACT TIMELINES
Configure contract timelines individually with the help of functions for automatically calculating when a contract expires, is up for renewal, or needs to be terminated.

USE REMINDERS
The elaborate reminder management system ensures you don't overlook any key deadlines. Reminders update automatically when something changes in the contract.

RENEW OR TERMINATE CONTRACTS
Renew contracts automatically or manually. Terminating contracts is very straightforward, thanks to predefined processes and templates.

SUBSCRIBE TO INFORMATION
By internally subscribing to Contract Manager, key users are automatically notified of any changes to a contract. This saves time and reduces administrative costs, particularly if you have a lot of contracts to manage.

CONTRACT GOVERNANCE

STAY ON TOP OF THINGS

The contract management dashboard lets you view and analyse contract data, providing you with all the information you need (status, deadlines, etc.) in one convenient location. You can access the relevant contract file straight from the dashboard and initiate status changes, approvals, and termination scenarios.

MONITOR AND REVIEW DEADLINES

See deadlines that are coming up in a calendar. The timeline gives you full visibility into relationships between contracts. Giving you more time to review options in advance of renewal, or review, dates.

TAKE EXCHANGE RATES INTO ACCOUNT

Use daily exchange rate information when defining payment plans. This ensures you get accurate rate conversions and can compare different contracts, e.g. euros or dollars. You can also manage approval scenarios based on exchange rates.

THE BENEFITS

Relevant information at a glance	• Keep track of contract terms and deadlines so you never miss key information or dates
	• Contract details are transparent and up-to-date
	• Practical calendar with renewal and termination dates
	• Reminder function and deadline management
Edit and manage data quickly	• End-to-end contract management and faster processing
	• Transparent review and approval process
	• Logical filing structure for all related files and documents
	• Manage contracts in accordance with auditing requirements
	• Automatically generate contracts
Contract governance and evaluation options	• Practical reporting function for various types of contracts
	• Convenient liquidity management and cost control function
	• Contract value is adjusted in line with daily exchange rates
Full access to information	• Integrate into existing applications (purchasing, project, etc.)
	• Import and use data from other applications (e.g. ERP, SAP, NAV, etc.)

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