

# *Contract Management for SAP*

*... a complete solution for the professional  
management of all your contracts!*

*Your main benefits:*

*Comprehensive Management Cockpit for all contract data*

*Actively manage and execute contracts of all sorts*

*Financial control and strong accuracy in budgeting and  
forecasting*

*Easy decentralized access to contract data and related documents  
managed centrally*

*Integration into existing system landscape and technologies as  
functional add-on in the open mySAP ERP platform*

*High solution adaptability to the permanent changing market  
requirements through simple customization*

## Business Environment

One of the major business challenges an organization is facing today, is to retain an overview of their contractual agreements of all sorts. These contracts vary widely in terms of intended content as well as their possible legal and financial consequences for execution, renewal and denouncement.

Our contract management solution facilitates searching and managing contractual as well as financial data flow. The user friendly functions enable efficient management, renewal and contract reporting. Tracking of contract deadlines, managing the renewal and cancellation process as well as proper cost assignment within the company are crucial and clearly formulated business requirements.

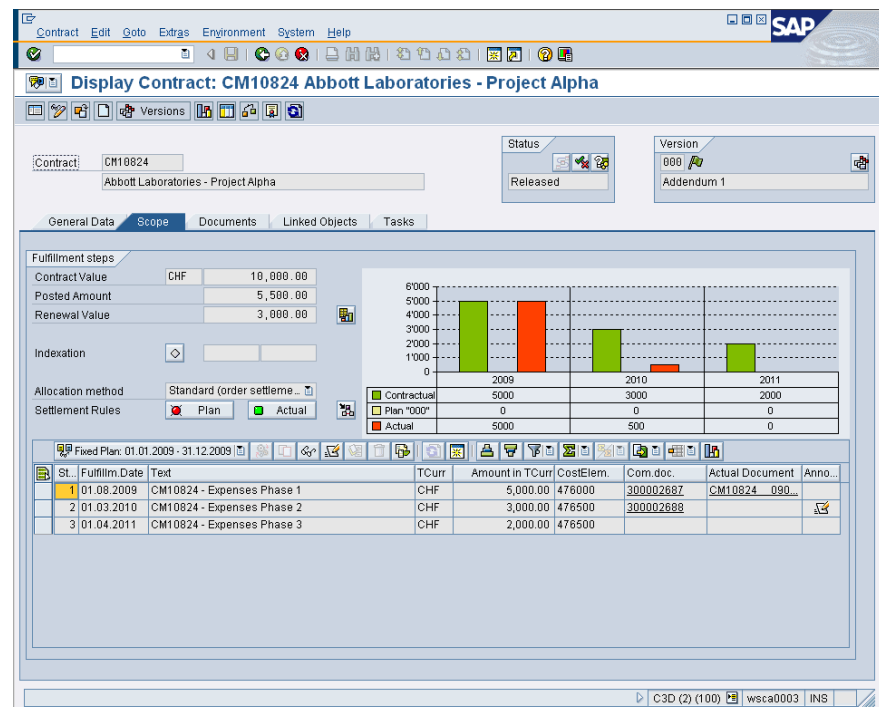
“Contract Management for SAP” is a robust and scalable enterprise contract management solution. The high level of integration and interaction with existing building blocks make this SAP centric solution unique.

## Organizational Integration

“Contract management for SAP” enables organizations to effectively manage contracts, reduce contract management costs, streamline the workflow and guarantee proper assignment of internal responsibilities and costs. In addition, it becomes the corner stone for any zero based budgeting activities.

It seamlessly integrates as add-on into your existing SAP landscape. Existing SAP elements such as User Authorizations, Archive Link interface, Organizational Model and existing controlling and logistics objects (internal orders, cost centers, purchase orders etc.) are reused and tightly integrated.

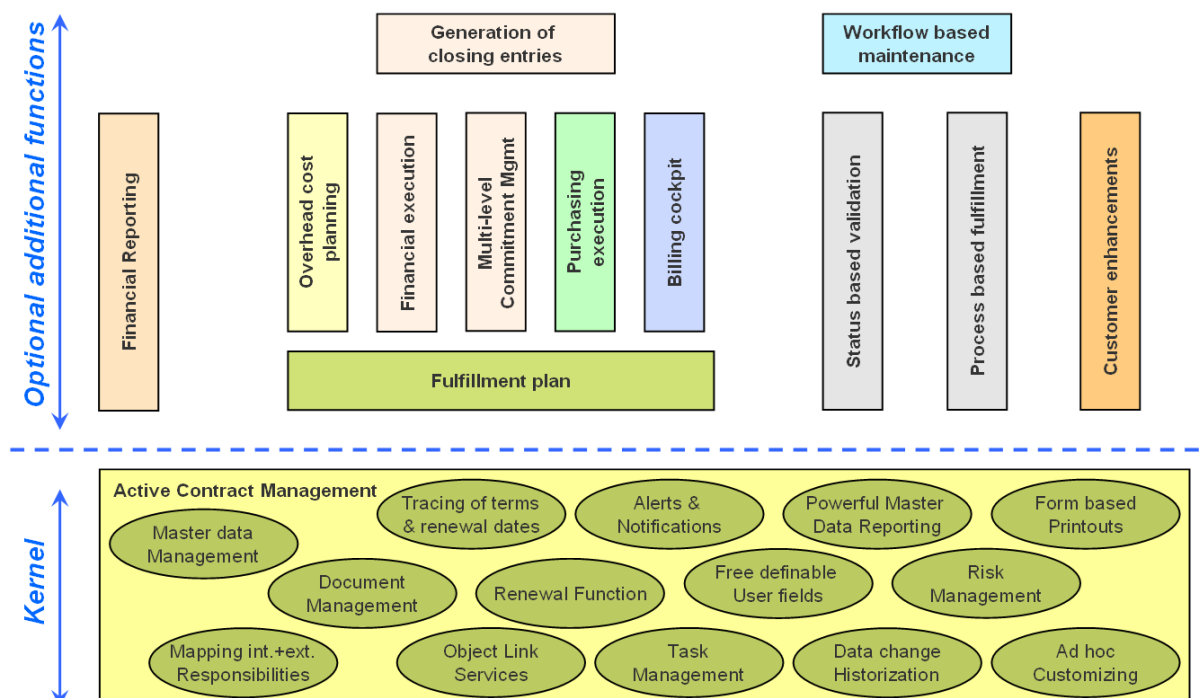
Trained SAP users will notice some additional transactions and naturally start working with them. The contract management platform can be extended with user-fields and is built to handle the load of an enterprise-wide contract management approach.



## Functions in detail

The contract management solution offers common functions such as:

- Capture and active management of contract master data of
  - any form individual, master and main contracts, addendums, etc.
  - any type sales, purchase and rental contracts, service agreements, memberships, warranties, etc.
  - any category vendor and customer contracts, internal agreements (SLA)
- Document management center for any document types (documents stored in an optical archive and PC documents), Mails, internal notes and URL links
- Tracing and alerts management (notification) for key dates as terms of notice, renewal dates and other terms or due-dates
- Assignment of partners and contacts to predefined roles
- Customizable contract status management, incl. validation processing
- Powerful financial and logistics integration (automatic generation of related documents)
  - financial postings: multi-level Plan, Commitment, Actual postings
  - Accruals and Deferrals postings
  - Costs allocations
  - Purchase requisitions, purchase orders, outline agreements
  - Simple call-off orders processing
- Billing cockpit (incl. print-out of invoices)
- Powerful financial and master data reporting including SAP standard data export function
- Activity and Task management incl. advanced notification system
- Free definable user fields by contract types
- Form / template based printouts
- Data change historization (contract versioning, change documents, etc.)
- Ability to adapt the user interface on contract type level by customizing
- Anchorage in the SAP organizational model



## **Solution Architecture**

- Add-on product on top of a SAP ERP (R/3) environment
- Multi-platform support (Windows, Linux etc.)
- Tight integration and usage of the existing SAP Technology stack
- Support of digital imaging
- Easy configuration by parametrization

## **Deliverables**

- Solution (SAP transport order)
  - Supported Languages: English, French, German  
(Additional languages can be provided on request)
  - Installation and configuration guide including best practices (sample configuration)
  - User Manual
- Optional:
- Scanning solution

## **Installation Requirements**

- |  |   |
|--|---|
| • SAP Application Server               | SAP ERP release 4.7 and higher  |
| • SAP Content Server (optional)        | Current version   |
| • Scanner / optical storage (optional) | any SAP certified solution for optical storage supporting the ArchiveLink interface |

## **Complementary Solutions**

- Web based Planning & Forecasting Board
- Vendor Cockpit
- GOS Attachment List Extension Pack
- Annotated Budget Statement

## Summary

*The “Contract Management for SAP” reduces time and efforts to retrieve and administrate contractual information. It enables your organization to master the whole lifespan of a contract and helps avoid financial losses due to missed deadlines. Actively managing your contracts will lead to increased accuracy in budgeting and forecasting.*

*Based on standard SAP technology it integrates harmoniously into your existing SAP environment. Implementation is straightforward and ROI can be achieved within a few months.*

## Solution provider

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