

Enterprise Contract Management

The contract management lifecycle is complex. Organisations need to establish a project, specify and define requirements, evaluate offers, negotiate terms and conditions, and manage the contracts. This process often extends across multiple departments, making efficient workflow challenging, time consuming, and costly.

Within organisations today, many thousands of contracts need to be sourced, negotiated, executed and managed every year.

Contracts cover every element of your business, are valuable, complex, and often decentralised. The cost to organisations for lost contracts, missing amendments, bad data, overcharging and non-compliance can be millions of dollars annually.

A recent PricewaterhouseCoopers study indicates that administration errors cost the average company up to 12% of their annual contract expenditures.

“Enterprises should audit the risks to which they are exposed through poor contract management, and assess the opportunities for immediate bottom-line cost savings that could be achieved through better visibility and management of contracts.”

A. Kyte, Gartner – Contract Life Cycle Management



Business Challenges

Considerable time and effort is made within your organisation to negotiate the best possible terms and conditions for your contracts. However, once executed, contracts and associated amendments are often filed and forgotten until something goes wrong.

Manual & Decentralised Systems

Managing the sheer volume of contracts manually or through multiple departmental systems creates expensive inefficiencies. This process becomes a daunting and complex task for contract managers resulting in:

- Increased corporate exposure to liability,
- Loss of corporate intellectual property,
- Effort duplication costing time & resources,
- Vendor overcharging,
- Inadequate knowledge sharing / communication,
- Costly lost opportunities – terminations, renewals & options,
- Poor enforcement of contractual obligations,
- Limited standardisation of contractual terms & conditions, and
- Cumbersome evaluation, negotiation and approval processes.

Information Access

The ability to obtain accurate information is critical to your bottom-line.

What will it cost you, in time and resources, to accurately answer these questions?

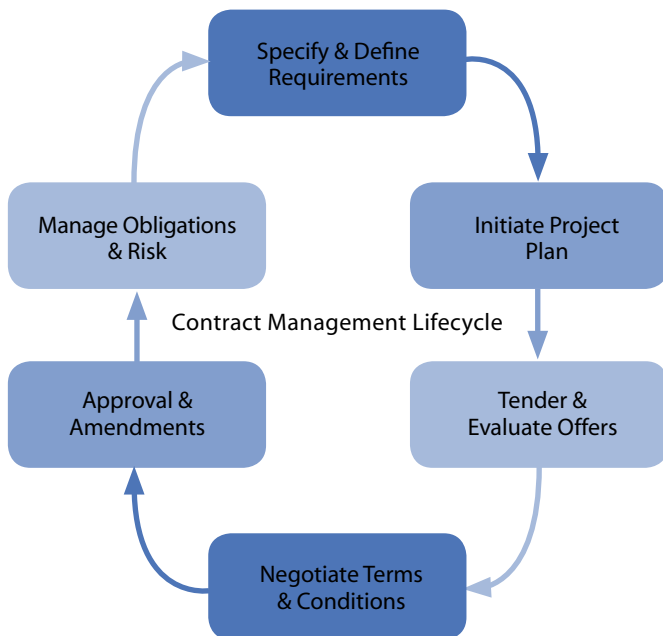
- What is your total annual spend on purchasing and or contracting?
- What is your organisation's current total liability exposure?
- Are you in compliance across all your contracts?
- What is the cost of non-compliance?
- What is the internal process to mitigate the risk of non-compliance?
- How easily can you locate a contract, its amendments, and history?
- How many contracts expire or have renewal opportunities in the next 6 months?

Enterprise Contract Management

Solution

The secret to minimising expenditure and maximising profits is to automate the contract management lifecycle across the organisation using a single central repository.

Open Windows Contracts 5 facilitates increased profitability and increases the value of contract relationships. The solution enables the extraction of key obligations and deliverables from paper based contracts into a central repository. The notification process and workflow management will be automated across your enterprise. The system provides corporate consistency ensuring all requisite individuals have access to current and accurate information.



Features & Benefits

Single View

Open Windows Contracts 5 provides a central repository through a 100% browser-based Interface giving your organisation total contract visibility.

- manage the complete contract lifecycle in one system,
- instantly access critical dates, obligations and key terms,
- view current contracts, amendments, history & correspondence,
- protect and maintain corporate intellectual property,
- standardise key terms & conditions.

Automated Contract Lifecycle

The strategic advantage of Open Windows Contracts 5 is the automation of all processes necessary in the management of contract lifecycles. The system's internal workflow, email reminders / notifications and approval processes can save your organisation millions through:

- mitigation of risk of liability,
- elimination of vendor overcharging,
- tighter compliance,
- enabling easy enforcement of contractual obligations,
- decreased time and resources throughout the contract lifecycle,
- preventing double entry & administrative inefficiencies,
- knowledge of total annual contract spend,
- ensuring document version control,
- maintaining document security through electronic document management.



Enterprise Contract Management

Project Management

Open Windows Contracts 5 removes inefficiencies, reduces time, resources and cost of contract compliance. This powerful system streamlines the tender process and provides supplier / client offer and performance tracking, ensuring all requisite individuals have access to current and accurate information.

- create & track project budgets,
- produce cost projections and progressive payment schedules,
- view offer evaluation summaries,
- view project milestones & checklists.

Reporting

Obtaining accurate and comprehensive data is critical to the management and overall profitability of your business. Open Windows Contracts 5 contains flexible reporting functionality and is a powerful analytical tool. The system has a suite of standard reports with built in ad-hoc capabilities to analyse your organisation's contract information at any level. The reporting functionality streamlines the otherwise arduous task of strategic planning (minimising expenditure & maximising profit):

- know your total contract commitments & liabilities,
- view your options for renewal,
- plan for price variations,
- enable performance of "what if" analysis when planning for departmental or enterprise wide:
 - Expansion / Contraction
 - Acquisition / Disposition,
- Share information by exporting to Word, Excel, Project and email.

Relationship Management

The development and maintenance of supplier and client relationships is crucial for every business. Supplier and Client Performance Management will ensure you continually improve service and enhance existing relationships.

Document Management

Open Windows Contracts 5 includes unique document storage that creates a complete electronic filing cabinet of all contract specific documents, including agreements in any format. Combined with a specialised amendment section, the document storage provides full versioning history for each individual document. Your organisation's documents may be stored on a central server or alternatively Open Windows Contracts 5 can be fully integrated to any internal document management system.

Risk Mitigation

Clear visibility into all contract critical dates, obligations, milestones, current liabilities, terms & conditions, key financials, supplier insurance, deliverables, up-to-date contract versions and views of original documents, facilitated through an intuitive user-friendly web-based solution, provides your organisation with powerful risk mitigation.

Additional Modules

CashFlow 5

CashFlow 5 monitors monthly cash expenditure by project and re-forecasts likely future expenditure against budget. View committed and actual expenditure against budget.

Fleet 5

Total Fleet and Vehicle Management for a large or small fleet of leased or owned vehicles, plant, or equipment. Fleet 5 will forecast replacement figures based on current vehicle utilisation and forecast and manage maintenance, fuel, and FBT.

CarPool 5

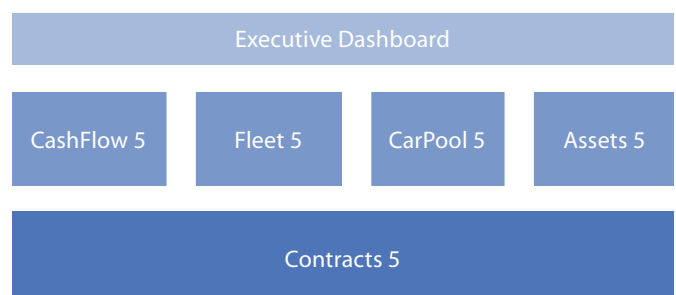
Enterprise vehicle booking, allows individuals to log-in and book vehicles from the available pool, with suggestions based on vehicle utilisation.

Assets 5

Straight forward Asset management for property and infrastructure assets. Asset life-cycle management including condition, performance, risk and scheduled and reactive maintenance programming.

Executive Dashboard

High level real-time visibility into Contract Commitments, trends, and liabilities, in the Open Windows Executive Dashboard.



Enterprise Contract Management

Implementation	Integration	Business Process Engineering	Support	Development
- Scoping	- ERP	- Business Solutions	- Help Desk	- Maintenance
- Project Management	- Document Management	- Operations Manual	- Technical	- Enhancements
- Custom requirements	- Financials	- Training	- Business	- New Functionality
- Configuration	- Asset Management	- Re-engineering	- Web Seminars	- Innovative Technology
- Training	- Other		- Manuals	- Extensive R&D

Company

Open Windows is the market leader in delivering Enterprise Contract Management Solutions to Australian Corporations and Governments. Established in 1994, providing 10 years of contract management expertise through innovative software and business solutions to top 1000 Companies. Today our install base stretches over 150 locations. Our system manages millions of dollars annually in corporate contracts, procurement, works and outsourced services.

People

Open Windows company directors are experienced contract managers, with backgrounds in Engineering and Project Management. The Open Windows team consists of skilled IT and solutions oriented professionals providing our clients with:

- Innovative Product Development,
- Stable Intuitive Software Applications,
- Implementation & Integration Services,
- Client Training,
- Support & Maintenance,
- Project Management,
- Business Process Engineering.

Clients

Providing contract management solutions to over 150 corporate and government organisations, Open Windows values client relationships. Together our experience and expertise envelops multiple industries.

- Banking & Finance
- Government
- Health
- Retail & Franchise
- Legal
- Hardware & Software
- Automotive
- Insurance
- Utilities & Industrial
- Telecommunications

Services

Open Windows will gain an understanding of your business and work with you to ensure an end-to-end contract management solution across your organisation. Our experienced team of professionals can provide all the services you require for a complete solution. The services are tailored to meet your individual requirements and internal procedures.

- Implementation
- Data Migration/Abstraction,
- Training,
- Business Process Engineering,
- Integration,
- Project Management,
- Customisations.

Sign-up to the Open Windows E-Tips email newsletter, and receive Contract Management tips and product updates.

Email etips@openwindows.com.au



Open Windows Contracts 5 is a Microsoft .NET Connected application designed for Web Service interoperability. This means that it has the extra performance and security of Microsoft .NET.

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