



KONICA MINOLTA

M-Files®



CONTRACT MANAGEMENT

RETHINK WORK

Giving Shape to Ideas

CURRENT CHALLENGES

15%

of the contracts managed by companies are lost or it is not clear who is responsible for them

73%

of companies cannot automatically centralise all managed contracts

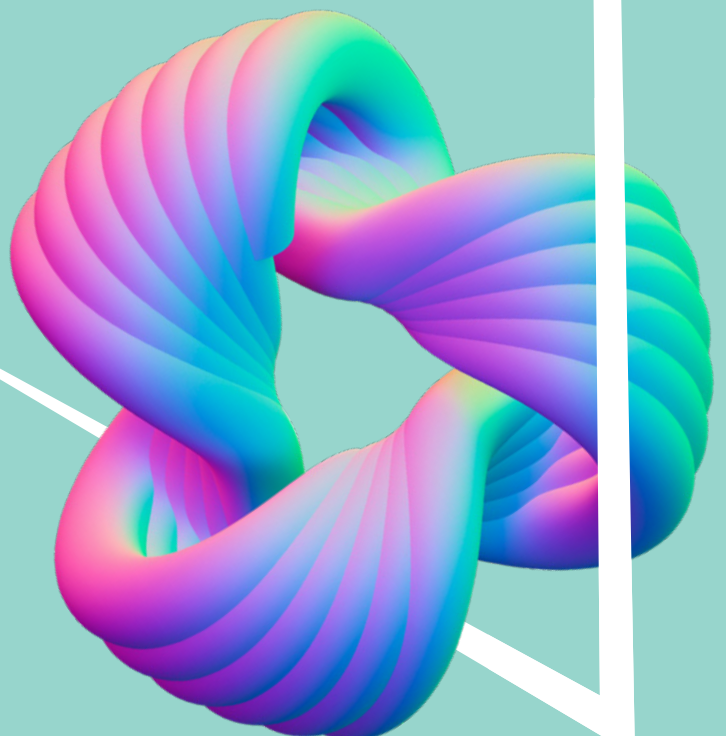
85%

of companies manage contracts manually

RETHINK WORK

Regardless of the number of contracts being managed, the way contracts are approved and signed, or the number of people involved in working with them, the Contract Management Solution developed by Konica Minolta on the M-Files Platform can meet any requirements.

Simply identify the complexity of the requirements and decide the budget to be allocated – then analyse the functionalities that our solution provides to choose the right package.



6 ESSENTIAL STEPS FOR MANAGING CONTRACTS

1. Adding contracts

In the start-up stage, new contracts in .doc or .docx format can be added to the solution using drag & drop or the import functionality so that they can be reviewed by multiple users. Once the contracts have been signed—on paper, as per the convention—the contracts are scanned and entered onto the system, again by simply dragging & dropping. Contracts that have been signed electronically are automatically stored in the solution.

2. Collaborating on contracts

Users can work on contracts as a team, using various methods of distributing them, for example simple document sharing or through automatic workflows that highlight the status of the contract review. An essential benefit of the system is that it can store different versions of a contract, so it is visible which changes have been made in each version. It is also possible to assign defined access rights to users.

3. Searching for documents

The solution has a unique interface for searching stored documents, using any information as a starting point. The interface is similar to that of Windows Explorer and enables users to browse the entire structure documents and data, regardless of type.

The search for documents can be done, of course, at content level using one or more keywords, and the results can be filtered depending on the type of documents searched.

4. Notifications

Depending on the complexity of the solution and the actions to be performed, users can receive various notifications specific to working with contracts, such as expiration notifications, notifications on approval workflows and notifications to indicate a document is to be reviewed.

5. Reports

The solution provides specific reports for working with contracts that are required for management and approved users. The information available at the level of each contract entered into the system can be basic, for example for identifying and tracking the contract, or complex, such as tracking costs and optimising contract terms.

6. Automatic processing

For companies that issue a large number of contracts in a predefined format, the solution can automatically process the scanned document after signing, either by reading barcodes or by extracting information using the zonal OCR functionality.



RECOMMENDATIONS FOR EFFICIENT CONTRACT MANAGEMENT

1. Review documents in draft format directly from the application, as this enables documents to be stored quickly and the version history to be visible at a glance.

2. Choose the optimal access method depending on the requirements:

- Desktop application access, e.g. for accessing and reviewing the contract
- Web browser access for quick searches
- Smartphone access for approvals.

3. Standardise internal processes related to working with contracts depending on the contract type to reduce the processing time, approve contracts and make decisions faster.

4. Use simple and flexible approval processes to be able to respond to exceptions and situations that require quick decisions.

5. Use electronic signatures to bring multiple benefits:

- The time required to sign contracts is reduced.
- Document production, courier or travel costs are significantly reduced.

6. Use notifications only when necessary to reduce the time spent retrieving information in the message list and thereby increase efficiency when using the application.

7. Choose to search for documents by browsing the archive and filtering the results by their type and metadata and search using text content only in exceptional cases.*

** content search may be affected by OCR quality and generally requires additional filtering and high-performance hardware.*

BENEFITS



50%

reduction in contract preparation time



82%

average reduction in contract approval time



30%

reduction in contract management costs, on average

CONTRACT MANAGEMENT Standard functionalities and options	Package 1	Package 2	Package 3
BASIC FUNCTIONALITIES			
New contract registration form	✓	✓	✓
Predefined contract types	3	5	10
Storing draft documents (Microsoft Word)	✓	✓	✓
Collaborative work and document versioning	manual	automatic	automatic
Draft contract review status	✓	✓	✓
Draft contract approval workflow	-	✓	✓
Contractual conditions approval workflow	-	✓	✓
Signed contract storage (PDF)	✓	✓	✓
Signed contract/draft contract relationship	manual	automatic	automatic
Signed contract/addenda, new annexes relationship	manual	automatic	automatic
Extension of contract duration based on addenda	manual	automatic	automatic
Electronic contract signing workflow	-	-	✓
MANAGEMENT OF ADDITIONAL INFORMATION			
Contact details	✓	✓	✓
Payment deadlines	-	✓	✓
Monthly instalment values and due dates	-	-	✓
EXTRACTION OF INFORMATION FROM SIGNED CONTRACTS			
Zonal OCR on documents	-	-	✓
Extract data from barcodes on documents	-	-	✓
NOTIFICATIONS			
User notification for new activities	✓	✓	✓
Notification for contract expiration	✓	✓	✓
Notification if contract is signed	-	-	✓
SECURITY OF ACCESS			
Departmental access	✓	✓	✓
Secure access by metadata	-	✓	✓
DOCUMENT/INFORMATION SEARCH			
Browse	✓	✓	✓
Search by content in text/metadata/objects	✓	✓	✓
Search by metadata with result filtering	✓	✓	✓
REPORTING			
Report for contracts extended by addenda	✓	✓	✓
Report for contracts concluded in the selected period	✓	✓	✓
Report for contracts according to the payment deadline	-	✓	✓
Report for contracts with payment in instalments	-	-	✓
INCLUDED KONICA MINOLTA LICENCES AND SERVICES			
Number of users included	5	5	5
Initial installation and solution configuration	✓	✓	✓
Online training via video conference	4h	4h	4h
User manual	✓	✓	✓
Maintenance and support services (reconfigurations, telephone support, additional training)	✓	✓	✓
PRICE PER PACKAGE (FOR THE FIRST YEAR OF USE)	EUR XXX	EUR XXX	EUR XXX

TECHNICAL DETAILS

- The solution has been developed on the M-Files platform and can be accessed using a web browser, desktop application or mobile devices

- The user licences included in the packages are subject to an annual subscription; on request, the number of users of the solution can be extended by purchasing additional M-Files subscriptions

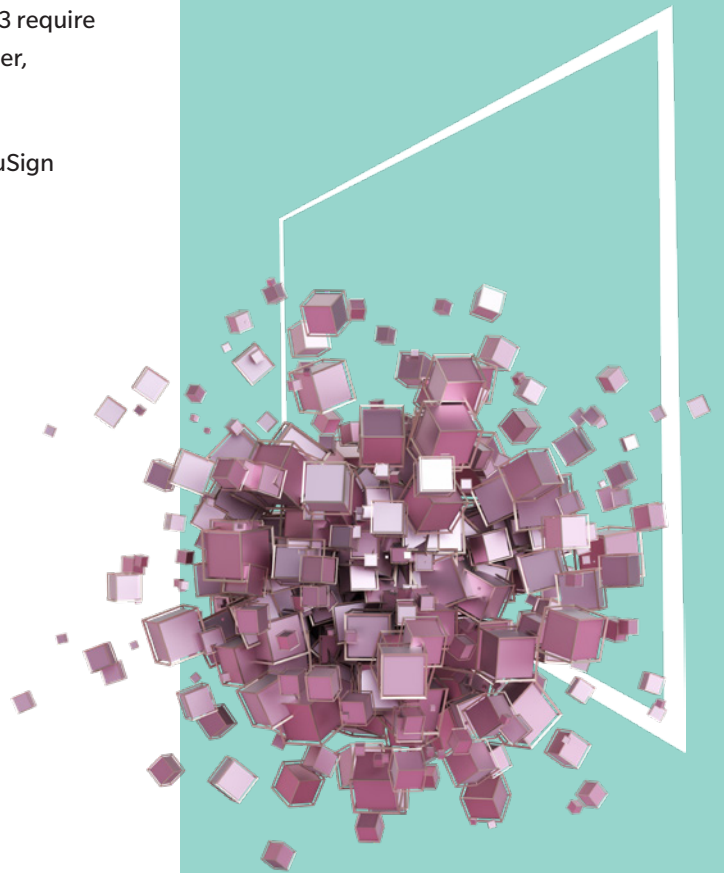
- The solution is installed on a server (physical or virtual) with the following features:
 - Hardware (minimum configuration): 8-core CPU, 16-GB RAM, RAID/RAID5, 64-bit operating system
 - Software: Windows Server 2019/2016/2012R2/2012; packages 2 and 3 require a Microsoft SQL Server 2017 licence or higher, Standard/Enterprise Edition

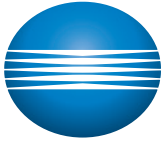
- Package 3 required integration with the DocuSign electronic signature application

- The prices mentioned above are related to the first year of use of the solution

- The offer does not include:
 - A physical server, or the Microsoft Windows Server licences required
 - The Microsoft SQL Server database licence required for packages 2 and 3
 - The DocuSign electronic signature licence required for package 3

- The solution can be customised and extended with other functionalities to suit the specifics of your business, based on a discussion with Konica Minolta consultants and a separate offer





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