

Death by a million papercuts

How to kill contract
management paperwork
before it kills you.

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Your 'In' Tray Should Be on Its Way Out

Let's face it: managing your company's contracts is stressful. The more contracts your organisation has, the harder it is to keep track of how they are performing, their associated compliance issues and whether good governance practices are maintained.

In fact, it's probably already challenging locating contracts and determining who is responsible for each one. The never-ending amount of paperwork, files and department discrepancies are enough to drive the most level-headed manager to the edge.

To top it off, the overabundance of paper doesn't make for neat and simple paper trails either - leaving you with hours of additional work and unnecessary stress come audit time.

Does this eBook apply to You?

- Do compliance and governance requirements 'drive you nuts'?
- Do you sometimes feel you're wasting time with the creation of contracts and formatting documents?
- Does the idea of contract managers going on leave strike terror into your organisation?
- Do you spend hours pulling together data to report the status of your various contracts?
- Do non-compliance issues keep you awake at night?

If you answered 'yes' to any of the above questions, you're in danger of death by a million paper cuts! It's time to kill the paperwork before it kills you.

Over the next few pages, we'll show you how real peace of mind awaits those, who dare to look beyond the paper horizon...



5 Ways to Move from Paper to Peace of Mind

It's time to stop contracts from managing you, and time for you to start managing your contracts. Putting this into practice and implementing a contract management system can seem a little daunting, but we'll show you what aspects to focus on, in order to ensure maximum benefits and minimum frustration.



1. Manage Your Contract's Entire Lifecycle

It's obvious, but nonetheless important to remember that contracts represent the rights and obligations, to be delivered over a future period. This is the reason why contracts need to be managed through their entire lifecycle, from start to finish, to ensure they deliver on their promises.

Contract lifecycle management software can really help to:

- Close the gap between Policy and Practice
- Case manage each Procurement initiative from start to finish.
- Oversee multiple contracts throughout their entire life cycle, more efficiently and effectively.
- Reduce your organisation's risk exposure.
- Keep the auditors happy.
- Ensure you focus on value adding activities and not taming the paper monster.

2. Shape the System to Suit Your Needs

Sophisticated contract management software provides the capability to customise solutions, to best fit your organisation's process steps, data capturing and reporting needs, during this stage.

For example, this may include the capability to enter in all responding vendors for consideration, the scoring of each vendor's submission or capabilities, shortlisting of potential contractors, contract authorisation, correct establishment, etc.

3. Automate Your Routine Activities

There is always a no. of tasks that need completion that don't require a huge amount of thought - routine paperwork, processing invoices, scheduling calendar reminders.

These tasks take up so much time though....

On top of this, no matter how well negotiated and favourable the terms of a contract are, the benefits of a contract can be quickly and completely undone by a "file and forget" mentality.

The sending of automated communication will help decrease the amount of paperwork and save you so much time. The automatic capturing and filing of emails under each contract, will ensure all your communication relating to a contract can be tracked with ease.

Automate those frequently occurring, highly variable decisions and reporting requirements that often need to be made in real-time, such as variation approvals, creation of payment certificates or capturing progress notes.

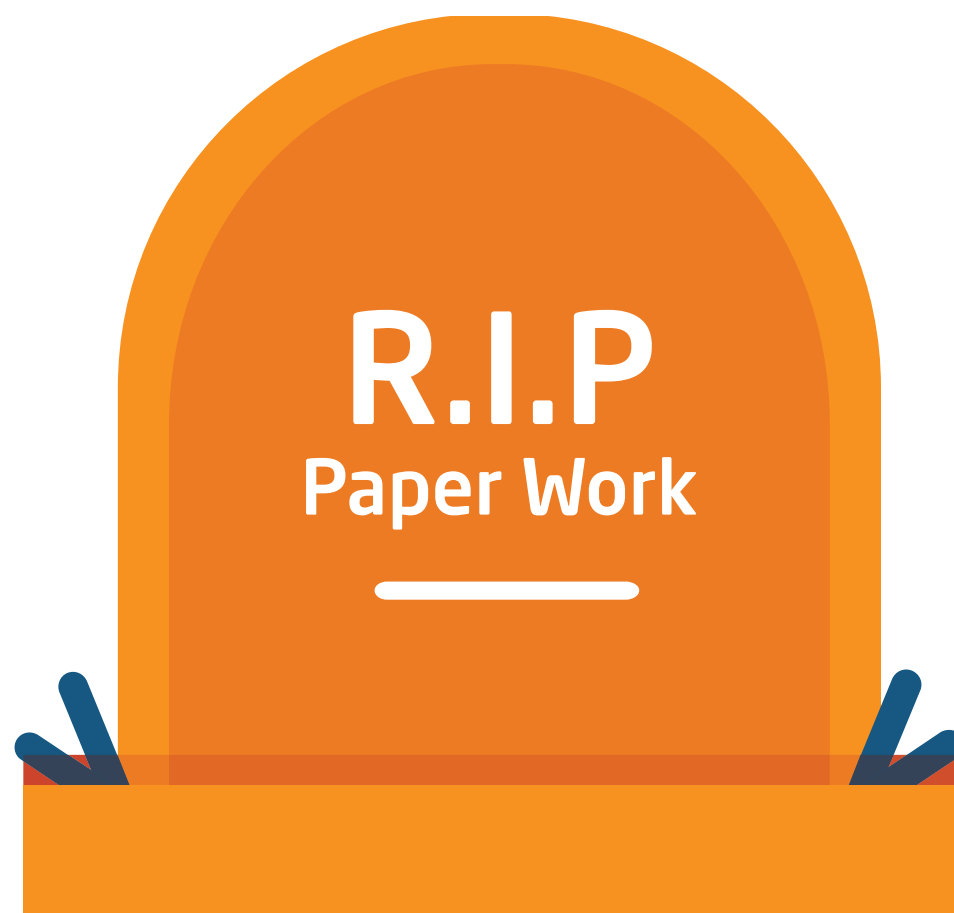
4. Effortlessly Leave a Clear Audit Trail

The right system will make stressful audits a thing of the past. You'll be able to assemble your contract documents in a flash, and call up any moment in the contract lifecycle just as fast. An ideal system should give you the flexibility to customise your audit reports, and should also offer a forensic audit trail. A forensic audit trail logs each action and the time taken in the system by each user.

5. Integrate Everything

Contract management software should integrate your documents, departments and communication. The right contract management solution will do this by helping you:

- Have a centralised and searchable Contract Repository with tailored portals.
- Manage contracts across organisational units in multiple geographies and business units.
- Enjoy integration between your:
 - eProcurement Portal & Contract Management System
 - Contract Management System & Financial Management System
 - Contract Management System & Enterprise Document Management System (if you use one)



Let Us Help You Get Rid of the Paperwork

Since 2010, we've been making business management software more efficient, cost-effective and less complex.

We configure software, without the need for writing code, long lead times and big budgets. Nimblex fits around you and your organisation's way of working, you don't have to fit around our software.

Find out why 70+ clients including Melbourne Airport, The Salvation Army, Yarra Valley Water and WorkSafe Victoria trust Nimblex to create their Contract Management System.