



KONICA MINOLTA

CONTRACT MANAGEMENT

✓ Ideal contract administration: Enhanced transparency,
reduced costs



**MANAGED
CONTENT SERVICES**

THE INTELLIGENT APPROACH: DIGITAL CONTRACT MANAGEMENT

Anyone dealing with contracts and agreements of all kinds on a daily basis knows: Such documents usually vanish in the archive of the concerned department, which frequently results in difficult and time-consuming searches; the general overview is quickly lost and contract periods or deadlines easily overlooked. All this means unnecessary time and money spent. Now, Konica Minolta's digital contract management solution helps you administer all your corporate contract documents in an easy way.

▀ Central contract administration

Whether you are concerned with operative contracts, framework agreements, licence or maintenance contracts as well as the associated covenants – the digital capturing of all documents related to any individual contract (including e-mails, protocols, etc.) gives you an essential basis for enhanced control and a better overview.

▀ Transparency at the push of a button

From text searches through the entire content of a contract to the analysis of all relevant contract parameters – all information is available at the push of a button. The simple assessment of your contracts, for example with regard to their value or duration, considerably facilitates your financial controlling.

▀ Use contracts to your best advantage

Thanks to the unified, complete mapping of all documents as well as the automatic generation of reminders, you never lose track of contract periods and deadlines. You can thus put missed deadlines behind you for good and use contract conditions to your best advantage.

▀ Convenient: Digital approval

Approval workflows for contracts have to be transparent, flexible, and documented in their entirety. Revision-safe archiving is just as essential. Digital contract management ensures all this, providing valuable support in fulfilling various compliance requirements (such as HGB, Basel II, company regulations, etc.).

▀ Essential: Data security

Elaborate authorization concepts rule out any uncontrolled access to your contracts. Employees can only retrieve specific contracts and information as defined in their personal access rights – a level of security that goes much beyond the conventional paper archive!

▀ Your benefits at a glance

- Enhanced transparency due to central contract administration
- Cost savings from fast searches and optimal use of all contract advantages
- No missed deadlines thanks to automatic reminders
- Maximised data security with revision-safe archiving and documented approval processes
- Perfect integration into existing CRM / ERP systems