ELO®
Digital Office

■ **Business Solution ELO Contract**

Digital contract management

Digital Contract Management
Business Solution ELO Contract offers a dependable and sustainable solution

Contracts are an important part of business life. The terms of a contract establish the rights and obligations of each party, and articulates a company's expectations of service providers or employees.

As they cover many different aspects of business, companies are likely to have a large number of contracts. Without digital contract management, administering contracts and monitoring deadlines and agreements is a challenge. **Business Solution ELO Contract** lets you take charge of all types of contracts across their entire lifecycle.

Business Solution ELO Contract offers a standardized, best practice procedure for each phase of a contract, from requesting a contract and creating a first draft through to the final version and archiving. This provides you with a rapidly deployable solution, which can be easily customized to suit your own requirements.

› **Keep track of all contracts:**
All contracts, terms, and key dates are stored in one central location and can be viewed with one click of a button.

› **Get reminders on time:**
Automated alerts and reminders to ensure that you abide by deadlines.

› **Logical filing structure:**
Important information is stored within the contract files.

› **Secure archiving:**
Secure retention of documents for a period of time determined by legal, regulatory, and business requirements.

Professional Contract Management with ELO

<div style="background:orange">**Contract initiation**</div>

Automatically generate contracts

Generate a contract, termination, or other document with a single click. There is a corresponding template for each type of contract. The template management feature enables users to import specific information from the contract file.

Define users and permissions

Contracts contain sensitive data that must be protected from unauthorized access. The integrated permissions management system lets you assign unique roles so that you can control who has access to what.

Efficient approval process

You can create an ELO workflow to define and control the required approval steps. This ensures that the review and approval process is transparent at all times and that the user is always aware of what stage of negotiations the contract is currently in. It is also possible to add users dynamically.

Collaboration

When drafting contracts, it is crucial that multiple departments work together. The ELO document feed function makes collaboration easy – posts are visible to everyone participating in a feed discussion at all times.

<div style="background:orange">**Contract management**</div>

Centrally manage contracts

Relevant contract information and documents are stored in a contract file which is easily accessible at a central location. You can also print standardized cover sheets and labels that provide a link to the original documents. Simply scan the QR code that is printed on the cover sheet or label and the digital file associated with that code will appear on your smartphone or QR scanner.

Capture information quickly

Business Solution ELO Contract helps you enter all relevant contract data by allowing you to select from predefined keyword lists. These contain different types of information that are relevant to a contract, e.g. information about the company, contract references, timelines, etc.

Access contracts while on the go

Stay connected with your work when you're out of the office and access relevant information from your smartphone or tablet. You can apply standardized cover sheets or labels to your original documents. All you need to do then is to scan the QR code using the ELO app. This opens the contract file with all the associated information on your mobile device. Thanks to the responsive design, the interface adapts to any screen size.

Contract administration

Configure contract timelines

Configure contract timelines individually with the help of functions for automatically calculating when a contract expires, is up for renewal, or needs to be terminated.

Use reminders

The elaborate reminder management system ensures you don't overlook any key deadlines. Reminders update automatically when something changes in the contract.

Renew or terminate contracts

Business Solution ELO Contract lets you renew contracts either automatically or manually. Terminating contracts is also much more straightforward thanks to predefined processes and templates.

Subscribe to information

ELO can notify users automatically when changes are made to a contract. This saves time and reduces administrative costs, particularly if you have a lot of contracts to manage.

Contract governance

Stay on top of things

The contract management dashboard lets you view and analyze contract data, providing you with all the information you need (status, deadlines, etc.) in one convenient location. You can access the relevant contract file straight from the dashboard and initiate status changes, approvals, and termination scenarios.

Monitor and review deadlines

See deadlines that are coming up in a calendar. The timeline gives you full visibility into relationships between contracts. If you have taken out a long-term lease on a car for an employee with a temporary contract, for example, you can quickly compare renewal dates and deadlines.

Take exchange rates into account

Use daily exchange rate information when defining payment plans. This ensures you get accurate rate conversions and can compare different contracts, e.g. euros or dollars. You can also manage approval scenarios based on exchange rates.

The benefits

Relevant information at a glance

> Keep track of contract terms and deadlines so you never miss key information or dates
> Contract details are transparent and up-to-date
> Practical calendar with renewal and termination dates
> Reminder function and deadline management

Edit and manage data quickly

> End-to-end contract management and faster processing
> Transparent review and approval process
> Logical filing structure for all related files and documents
> Manage contracts in accordance with auditing requirements
> Automatically generate contracts

Contract governance and evaluation options

> Practical reporting function for various types of contracts
> Convenient liquidity management and cost control function
> Contract value is adjusted in line with daily exchange rates

Full access to information

> Integrate into existing applications (purchasing, project, etc.)
> Import and use data from other applications (e.g. ERP, SAP, NAV, etc.)

ELO Contract

Digital contract management

ELO® is available from:

European headquarters
ELO Digital Office GmbH
Tübinger Strasse 43
70178 Stuttgart, Germany
info@elo.com

North America
ELO Digital Office Corporation
50 Milk Street, 16th floor
Boston MA 02109, USA
info-usa@elo.com

Asia–Pacific
ELO Digital Office AU/NZ Pty Ltd
Level 12, 65 Berry Street
North Sydney NSW 2060, Australia
info@elodigital.com.au

Asia
PT ELO Digital Office Indonesia
AKR Tower (Gallery West),16 A Floor
Jl. Panjang No.5 Kebon Jeruk
Jakarta Barat 11530, Indonesia
marketing@elo.co.id

For more information, go to:
www.elo.com/en/contract