

Contract Manager



Agenda

- Introduction
- What is Contract Manager?
- Areas of use
- Using Contract Manager
 - How to customize / design the app
 - How to set up new contracts
 - How to filter and search for contracts
- Pricing
- Questions and Answers





Viktor Olmin

Head of Sales



What is Contract Manager?

- Tool to create and manage time sensitive processes in SuperOffice
- Current / past / future processes
- Generate activities in calendar for follow ups
- Creates a container to store all information regarding this process:
 - Sales
 - Documents
 - Start / End date
 - Statuses



Areas of use

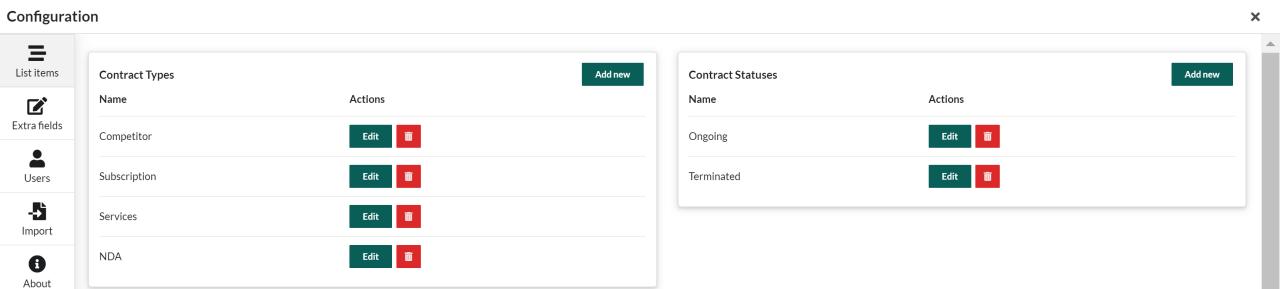
- Sales Contracts
- Competitor Contracts
- Procurement / Purchasing
- GDPR
- NDA / SLA
- Public Procurement
- Follow up terminated contracts
- Any type of business activity set to renew



How to customize Contract Manager

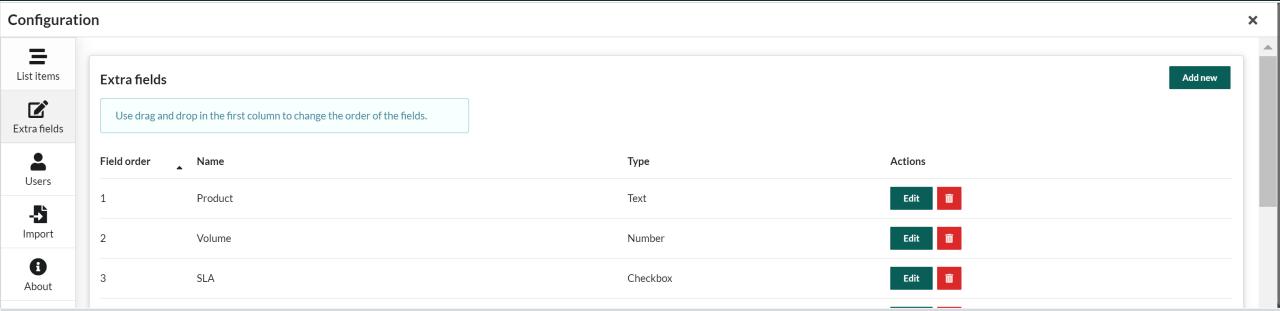
Configuration – List Items





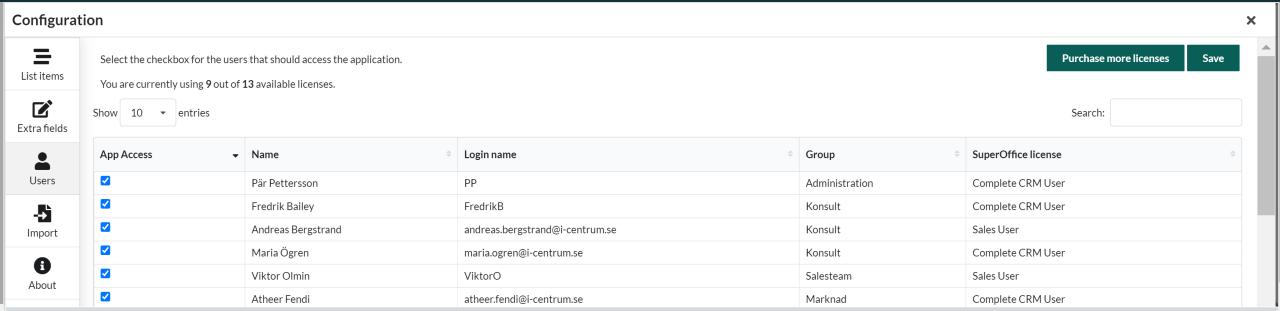
Configuration – UDEF fields / Extra Fields





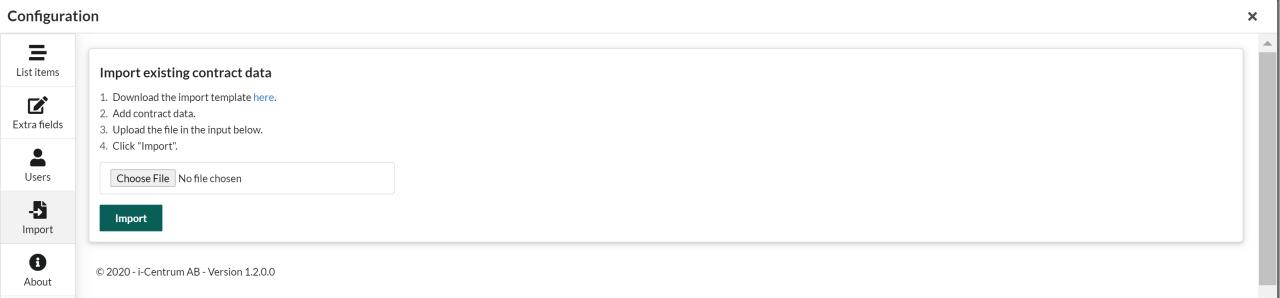
Configuration – User Access





Configuration – Import Data







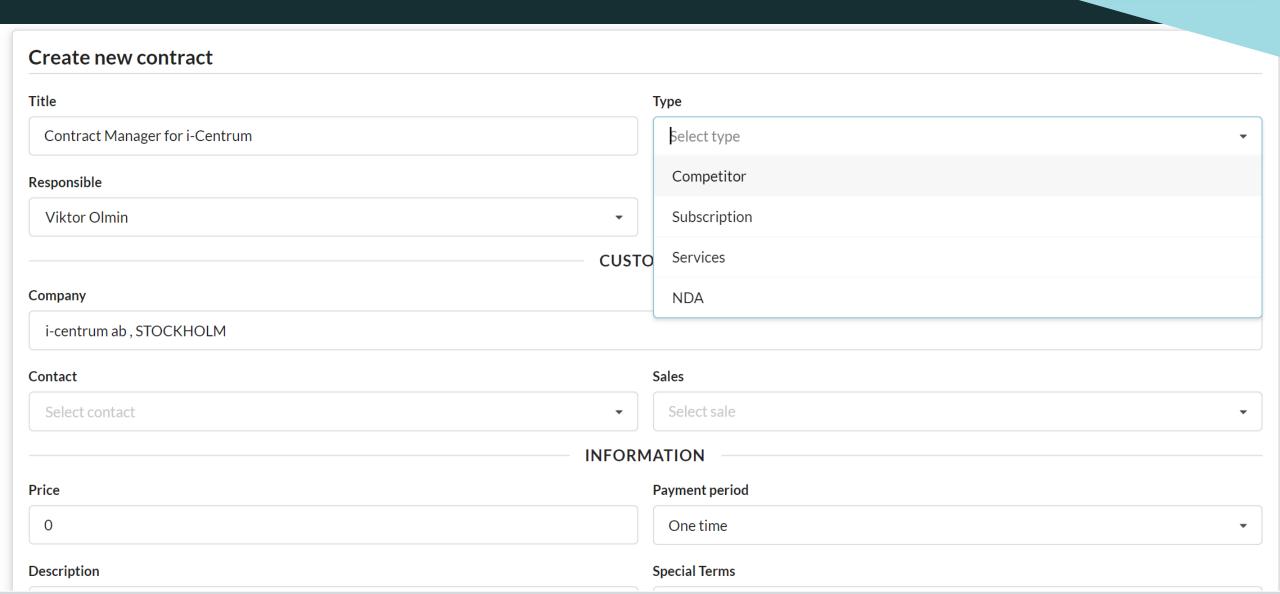
How to create a Contract

Contract Manager Webpanel – Company Card



Show 10 v contracts Title b Type Status Responsible Sale Contact Contract Start Contract Start Contract End Actions No contracts exist for this customer	Contrac	act Manager	i-centru	m ab , STOCKHOL	M New contrac	ct								•
	Show	ow 10 ▼	contracts	S								Search:		
No contracts exist for this customer		Title	\$	Туре	Status	Responsible	\$	Sale	Contact	Contract Start	© Contract End	Actions		\$
		No contracts exist for this customer												
Showing 0 to 0 of 0 contracts Next	Show	owing 0 to 0	of 0 contra	cts								Pr	evious	Next
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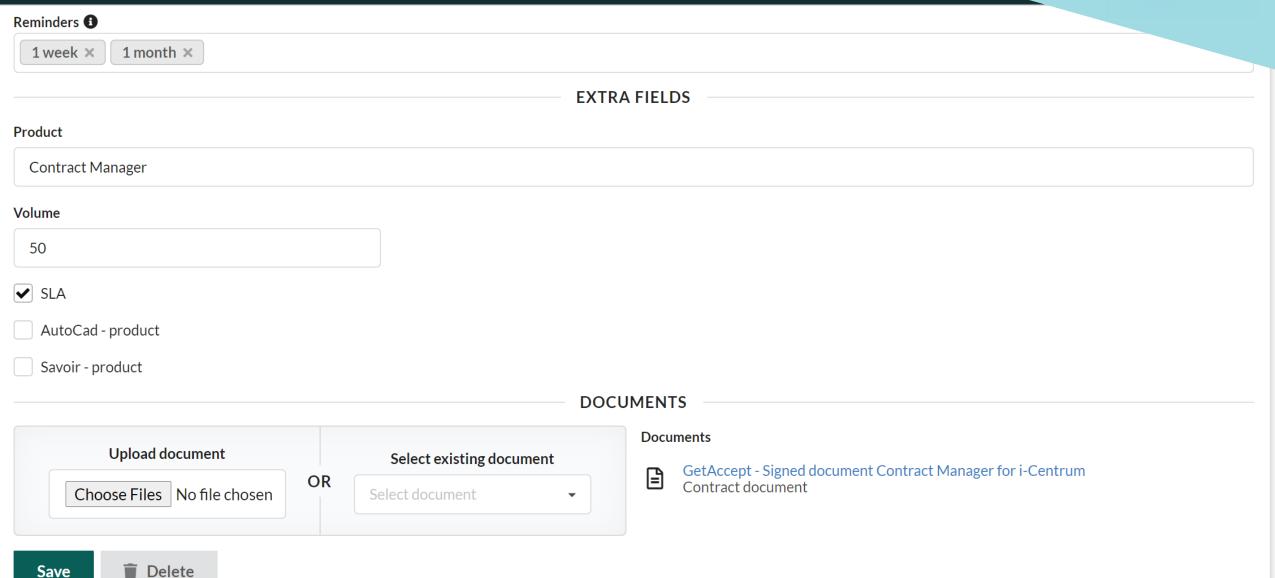


Edit contract						
Title	Туре					
Contract Manager for i-Centrum	Subscription					
Responsible	Status					
Viktor Olmin ▼	Ongoing					
CUST	OMER					
Company						
i-centrum ab						
Contact	Sales					
Per Pettersson X 🕶	Contract Manager for i-Centrum AB ×					
INFOR	MATION					
Price	Payment period					
20000	Year					
Description	Special Terms					



Description		Special Terms						
Description		On-boarding provided free of charge						
Start Date		End Date						
= 2021-01-12		a 2022-01-13						
Period (Months)	Notice (Months)		Extension Period (Months)					
12	3		12					
Reminders 1								
1 week × 1 month ×			•					
	EXTRA	A FIELDS						
Product								
Contract Manager								
Volume								
50								
✓ SLA								

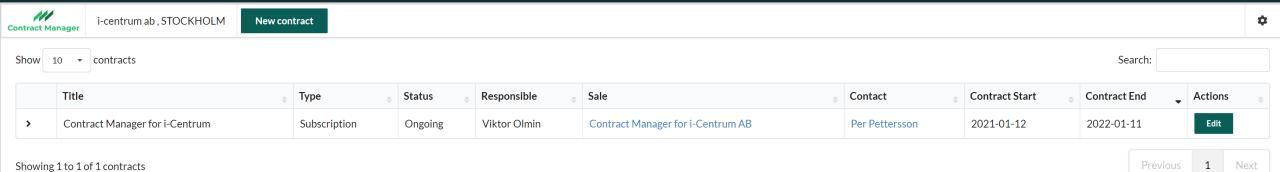




Contract Manager Webpanel – Company Card

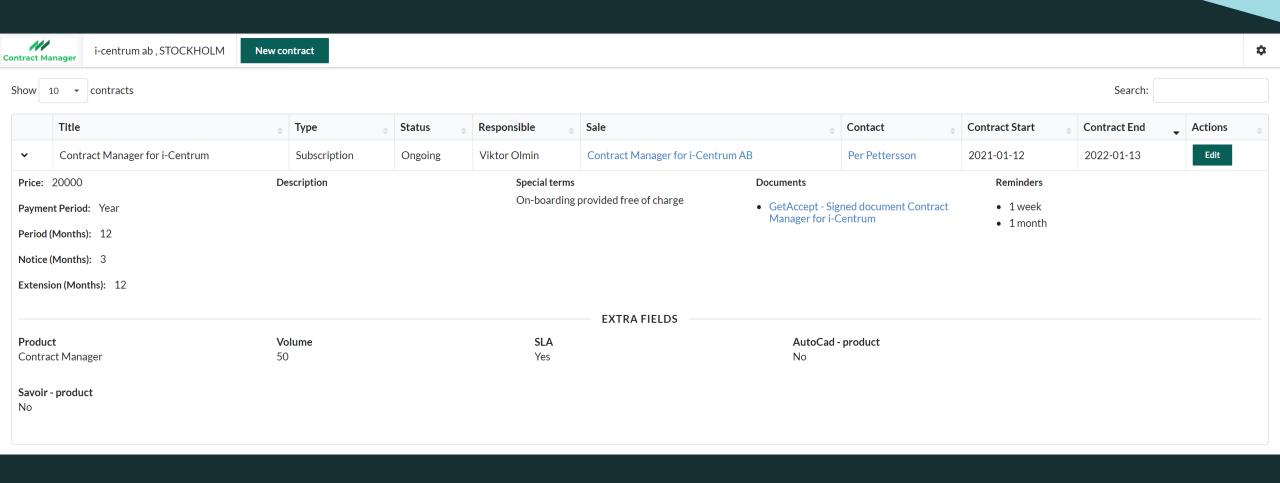
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Contract Manager Webpanel – Company Card





Contract Manager – Automatically Generated Reminders



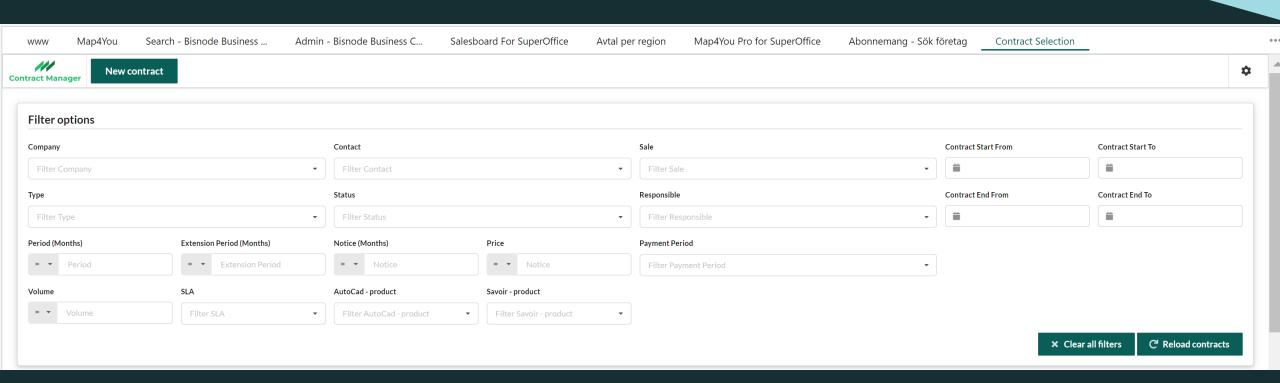
Cor	npany	More II	nterests	Note w	ww													
4		centrum ab															☆	
Visitin	g: No	rrtullsgatan 6									Sales responsible:	Filip Vanthöm						
	113	3 29	:	Stockholm							Category:	Samarbetspartner						
Postal	No	rrtullsgatan 6									Code:	ICENTRUMA	ICENTRUMA					
l	113	3 29	:	Stockholm							Number:	10392						
	Sve	erige									Org.nr:							
Phone	: +46	6 725222532	(Business:	IT/Telecom						
Fax:											Main contact:	Per Pettersson						
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Cor	tacts	Activities	Relation	s Projects	Sales	Reques	sts C	GetAccept Company	Map4You Company	Link C	Card - Bisnode Busine	Konkurrent avtal	Contracts	Map4You Pro Company	Kund kvalificerin	g Folders		
~		Date ↓	T	уре			Text							Contact		Project name	Us	*
	Y ,	2021-02-23	Co	ontract Reminder	ct Reminder It is 1 week left until contract end date for contract "Contract Manage						ger for i-Centrum"			Per Pettersson			Vikt	
	*	2021-02-02	Co	ontract Reminder			It is 1 mo	nth left until contract e	end date for contract "C	Contract Man	nager for i-Centrum"			Per Pettersson			Vikt	



How to filter and search for contracts

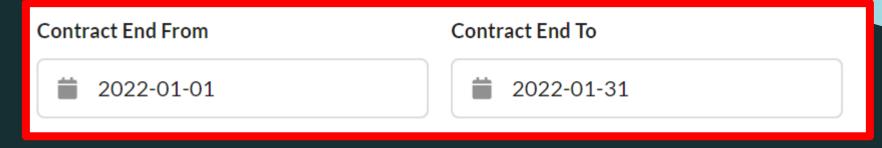
Contract Manager Selection

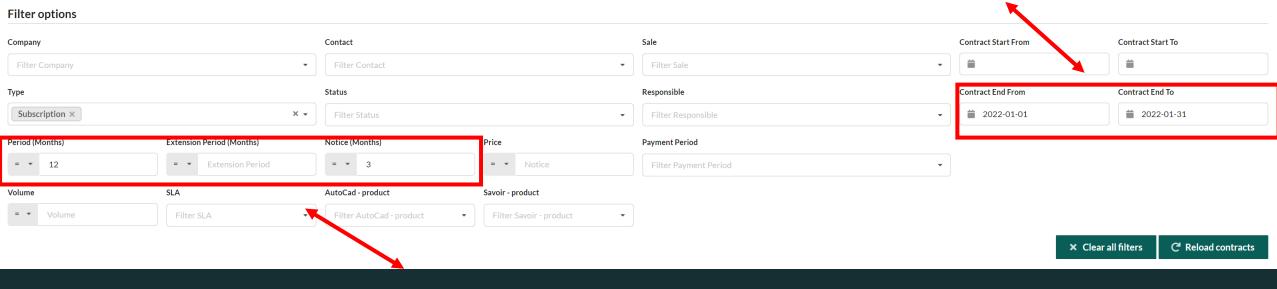




Contract Manager Selection









Contract Web Panel on Company or Sale Card

Showing 1 to 2 of 2 contracts (filtered from 19 total contracts)



Show 10 contracts Export to excel Select visible columns												Search:				
Title	Company	Туре	\$ Status	\$ Sale	\$ Contact	Responsible	Contract \$	Contract [‡] End	Period (Months)	Extension = Period (Months)	Notice (Months)	≑ Price	Payment Period	Description	\$ Special Terms	Actions
Avtal - Salesboard	Superoffice Sweden AB, GÖTEBORG	Subscription	Ongoing		Kjell Svensson	Filip Vanthöm	2021-01-	2022-01-	12	12	3	2000	Year	Avtall om Salesboard för SuperOffice, här skriver jag lite text om avtalet	60 dagar betalningsvillkor. Free trial i 45 dagar	Edit
Contract Manager for i-Centrum	i-centrum ab , STOCKHOLM	Subscription	Ongoing	Contract Manager for i-Centrum AB	Per Pettersson	Viktor Olmin	2021-01- 12	2022-01- 13	12	12	3	20000	Year		On-boarding provided free of charge	Edit

FILTER RESULT

Showing 1 to 2 of 2 contracts (filtered from 19 total contracts)



Pricing

Tiered Pricing Structure

•	<u>Users</u>	Cost/User	Total Cost/Month
•	1 users:	€5	€5
•	10 users:	€4.5	€45
•	20 users:	€4	€80
•	50 users:	€3.5	€175
•	100 users:	€3	€300
•	200+ users:	€2.25	€450
•	Site license:		€600



Questions & Answers

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