

Business Process Outsourcing Services **SGAIM**



INTELLIGENT CONTRACT MANAGEMENT



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Companies sign a large number of contracts every year. According to the National Statistics Institute, the average number of work contracts registered in the first four months of 2009 is approximately one million and sixty thousand contracts.

SGAIM has extensive experience in the management of work contracts and those signed with suppliers, customers or collaborators. The importance and complexity of the

management of contracts not only lies in their number but also in the contents of each and every one of them and the risks associated if they are managed incorrectly.

The reality faced by many companies is complex due to the high number of contracts to manage, the lack of prior warning for expiries and renewals of contracts, breach of contract, and their frequent misplacement.

SGAIM's Intelligent Contract Management

“Speed and security in contract management from negotiation to expiry”

The process of signing a contract begins with the negotiation between the parties: Supplier, customer, collaborator, future employee, etc. SGAIM's Intelligent Contract Management provides support right from the beginning of the contract process on the TTID Plus web platform. On this platform, a series of initial data is recorded which will be reflected in the future contract and in its management.

Once an agreement is reached, the client updates the data on TTID Plus. The Business Process Management module manages the requirements for the signing parties in order to meet the requirements.

The contractual document, appropriately signed, reaches SGAIM's operative centres for scanning. The information from this contract is extracted via optical character recognition, linguistic and statistical technologies, in order to compare it with the data that was entered in the tool during the negotiating phase of the agreement. All the incidences such as a failure to sign, corrections to the contract, etc. are recorded and alerts are generated to inform and manage.

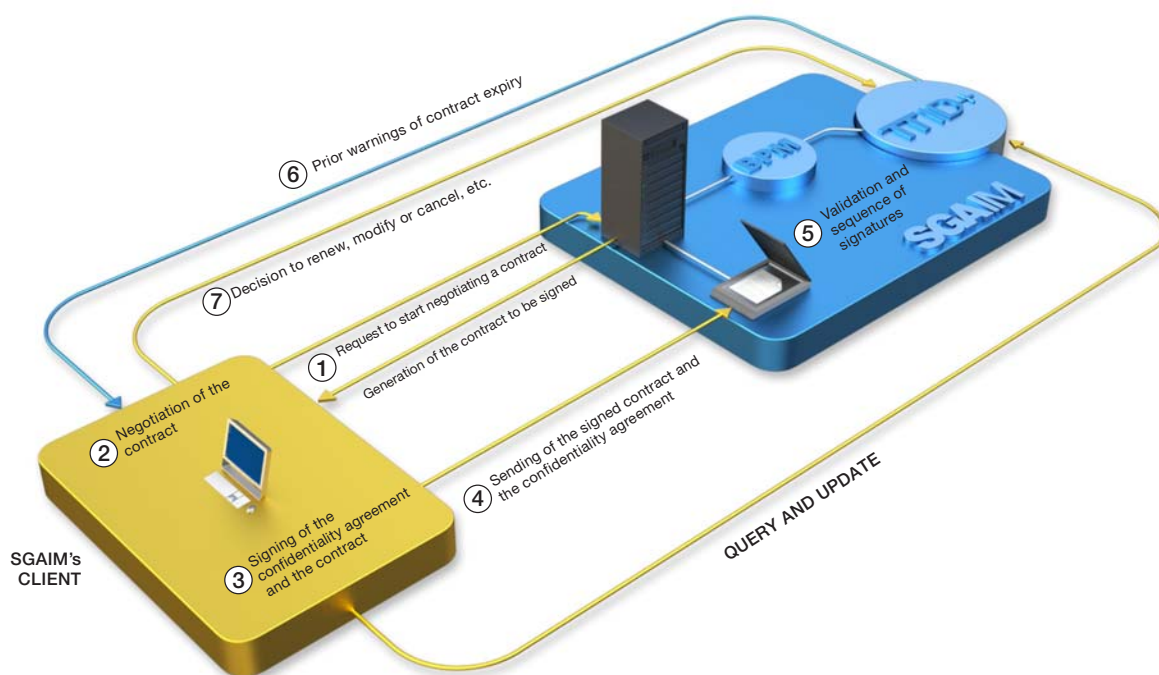
SGAIM's Business Process Management module controls the period and type of expiry of each of the contracts, automatically issuing prior warnings to the company with the notice established. The staff in charge can make a quick and simple decision on the actions to take: Cancellation of the contract, renewal with or without modification, either tacitly or expressly, new contract, etc.



Through SGAIM's web platform, TTID Plus, the client can access all the background information on contracts with access at all times to the information that already exists on those held with the same individual, with companies in the same sector, etc. SGAIM also makes available to its clients the Business Intelligence module that enables the creation of tailor-made reports with the required data in order to make the most of the know-how and utilise the information already drawn up: contractual clauses, special conditions, contract structures, etc.

Benefits de Intelligent Contract Management

- Reduction in costs of up to 60% in the contract administration process.
- Partial freeing up of highly qualified staff, such as the members of the legal advisory department, enabling them to focus on tasks of greater value.
- Version control, prior warnings of contract expiry dates and support for the different renewal modalities.
- Immediate and permanent availability of the documents. Speed in locating them to be used in legal processes.
- Total guarantee of non-modification of the contracts and certification of their integrity.



SGAIM

Converting information
into knowledge

SGA INFORMATION MANAGEMENT, S.A

Almagro 15, 28010 MADRID · Pablo Alcover 75-77, 08017 BARCELONA
Arquimedes 130, 11560 MÉXICO D.F.
TEL: 902 012 446 · sga@sga.es

sgaim.es / sgaim.com / sgaim.com.mx / sgaim.fr