



Business Solution ELO Contract

# Digital contract management



## Keep an eye on the fine print

Contracts are an important part of business and everyday life. Contract terms establish the rights and obligations of each party, and define 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.

**ELO Contract** lets you manage and monitor incoming and outgoing contracts throughout their entire lifecycle. The solution 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 ensure that you abide by deadlines.
- › **Create legally binding texts:**  
Create legally binding texts and clauses and transfer them to contract templates.
- › **Secure archiving:**  
Store contracts securely in line with mandatory retention periods.

# Holistic approach to contract management with numerous functions

## Transparent and compliant contract management gives you the security you need

**ELO Contract** covers all contract phases from initiation, administration, and maintenance through to governance. This means that all the contract stakeholders are granted the corresponding authorizations when the contract is created.

Workflows are used to route the associated tasks so that everyone one knows what they need to do and when. Thanks to central storage in a contract file, all relevant documents are gathered in one place where only authorized persons have access to them. This ensures that you are complying with privacy laws.

### Professional contract management with ELO

#### Contract initiation

Contracts are generated automatically, including clauses. You set who has access and whether approval takes place automatically. Contracts can also be signed electronically.

#### Contract management

All contracts are stored in one place. This enables you to add or retrieve information quickly, including from mobile devices.

#### Contract maintenance

Configure contract terms, use the reminder option, and define which renewals or terminations you want to automate.

#### Contract governance

Monitor all contracts in the dashboard, see deadlines in the timeline view, and incorporate daily exchange rates in your payment plans.

## Clause management

The clause management function enables you to store legally binding texts and clauses and integrate them into contract templates as standard depending on the contract type. Thanks to centralized management of texts and clauses, you can be sure that you are using legally valid formulations.

## Sign contracts digitally

A legally binding electronic signature is a key part of the digitalization process. With **ELO for DocuSign**, you can add compliant signatures to contracts and store them in ELO.

## Calendar view

You can easily see upcoming deadlines in the calendar view. A timeline gives you full visibility into relationships between contracts. The function also allows you to quickly set up and monitor payment schedules. There is also an option to create detailed reports and analyses with just a few clicks.

## Contract management dashboard

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. The contract management dashboard offers you a wide range of options to monitor contracts, review performance, and analyze data at the same time.

# Key features



## Manage different types of contracts in a regulatory-compliant way

**ELO Contract** meets all regulatory and compliance requirements associated with storing and administering contracts.



## Integration with the existing system landscape

Thanks to the integration with your existing systems, you can quickly and easily exchange data between CRM and ERP systems or industry software.



## Ensure stakeholders are on the same page

Review and approval processes ensure that all contract stakeholders are aware of the current status and any changes.



## Mobile access on phone and tablet

You can also access your contracts from a mobile device, an essential function that hardly any business can forgo.



## Digital signature with ELO for DocuSign

Whether you are away on business, working remotely, or at the office, the DocuSign signature solution lets you effortlessly sign contracts digitally.



## Integrate and update clauses automatically

To ensure that your contracts are always up to date and legally binding, you can create and integrate clauses with just a click.



## Monitor key contract details


Know the current status of your contracts at all times – including the status, deadlines, terms, or other parameters.



## Protect confidential information

A tested encryption and authorization concept prevents unauthorized persons from accessing protected documents.

Would you also like to manage your personnel files digitally, and are you interested in related products? Take a look at our other solutions:

>  **ELO HR Personnel File**  
Digital personnel file  
[www.elo.com/en/personnel-file](http://www.elo.com/en/personnel-file)

>  **ELO for DocuSign**  
Digital signature  
[www.elo.com/en/docusign](http://www.elo.com/en/docusign)



## Benefits at a glance

### Contract initiation

- › Create contract documents with a few clicks
  - › Create clauses and texts for use in contracts
  - › Restrict access to authorized persons using rights
  - › Define approval processes and route documents with ELO workflows
  - › Easily collaborate between interdisciplinary teams
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### Contract management

- › Manage contracts centrally
  - › Store relevant contract information and documents in a contract file
  - › Create cover sheets and labels
  - › Access contract files from a mobile device with a QR code
  - › Enter relevant contract details with predefined keyword lists
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### Contract maintenance

- › Visualize analyses of contracts in the contract management dashboard
  - › Practical calendar with renewal and termination dates
  - › Incorporate foreign currencies and exchange rates when creating payment plans
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### Contract governance

- › Set custom durations for contracts
- › Automatically calculate when a contract expires, is up for renewal, or needs to be terminated
- › Elaborate reminder management function
- › Automatically or manually renew or terminate contracts
- › Notify stakeholders automatically when a contract is modified

 **ELO Contract**

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AT THE  OF YOUR BUSINESS


**Europe (Headquarters)**  
ELO Digital Office GmbH  
[www.elo.com/en/contact](http://www.elo.com/en/contact)

**North America**  
ELO Digital Office Corporation  
[www.elo.com/us/contact](http://www.elo.com/us/contact)

**Asia-Pacific**  
ELO Digital Office AU/NZ Pty Ltd  
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