

iGuana iDM Contract Management Solution

Modern organizations are facing increasing pressure to reduce costs and improve financial and operational performance. Increase in complexity of business transactions and supplier relationships makes the job of purchasing and accounting departments very difficult and time consuming. There is a clear need to adopt more formal and structured contract management procedures and streamline routine contract administration and clerical tasks.

Our Solution

The iGuana iDM Contract Management Solution is designed to capture all contractual documents, securely archive them in a central repository and make them easy to retrieve. You can easily scan, archive, locate and track contracts, purchase orders and related documents, verify provisions of each agreement and control key items and expiring contracts.

Contract Scanning and Archiving

iGuana iDM allows organizations to scan paper contracts and related documents, index and classify them within a logical file structure within the software. Already existing and new electronic documents are also automatically stored within this logical tree structure. Important metadata can be added for each contract, such as contract title, supplier name, description, responsible person, department, expiry date, and other useful information.



Document Search and Retrieval

Searching for a specific contractual document is simple: users enter their search criteria using the iGuana iDM powerful index search function and obtain a list of all documents matching these criteria.

Version Control and Security

All contractual documents are indexed and archived in iGuana iDM in a legally compliant, revision-proof format. Each version of the document is clearly identified and full audit trail is available. Only authorized users can access contract documentation.

Integration with Existing Systems

iGuana iDM can integrate with your ERP (SAP, Oracle PeopleSoft, Microsoft Dynamics NAV etc.), or any other system. Through integration, documents residing in your existing systems, such as purchase orders and invoices, can be associated with contracts archived in iGuana iDM and all documents accessed via the familiar interface of your existing IT applications.

Notifications and Alerts

iGuana iDM automatically alerts users about key dates, such as contract renewal or expiry, via e-mail notifications to authorized staff. This ensures that your organization will never miss an important contract deadline.

Security and Compliance

In iGuana iDM, legal and regulatory compliance is automatically maintained, including protection of sensitive data from unauthorized access, revision-proof archiving, etc. All documents are encrypted and detailed data access logs are provided.

iGuana



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