



Dolphin Contract Manager 2009

World-class Contract Lifecycle Management for Microsoft SharePoint 2007.

Highlights

Manage & automate each stage in the contract lifecycle

Dolphin Contract Manager benchmarked against best solutions in the world

Dolphin Contract Manager is delivered either as an on-site installation or as a hosted (SaaS) service.

Key benefits

Define and adhere to best-practice processes for contracting

Manage contract related risk

Reduce contract related costs

Ensure 100% compliance to industry & financial regulations

Fully exploit contract terms & conditions for maximum value

Why manage contracts electronically?

It is important to be able to manage and control the contract lifecycle process because according to Gartner Group, contracts govern around 60-80% of business to business transactions.

For many organisations, the process of drafting, reviewing and approving contracts, can involve several different groups of people, both within the organisation and external to it, and can in some instances, take a significant amount of time (3.4 weeks for internal approvals for the average organisation, according to Forrester Research) and can cost organisations lots of money.

Once contracts have been signed they are frequently stored in a variety of paper or electronic repositories where key contractual attributes, like renewal dates, expiry dates, KPI targets, penalty charges, bonus payments, etc, can be lost to the organisation.

How can Dolphin Contract Manager 2009 help?

Dolphin Contract Manager 2009 is a best-of-breed Contract Lifecycle Management solution, based on the Microsoft SharePoint technology (MOSS 2007) platform.

Dolphin Contract Manager has been designed to manage and automate each key stage of the contract lifecycle process and is capable of managing all of the following contract types:

- Supplier contracts
- Commercial contracts
- HR contracts
- Property & Real Estate contracts

Dolphin Contract Manager is a highly flexible solution that caters for both contract specialist users (like Legal and Procurement professionals) as well as non-specialist users (like business managers, finance professionals and sales professionals) through unique role based views that provide the user with access to the system's functions and modules depending on their job function or role in the organisation.

Ask us about the consulting and advisory services from our team of leading contract professionals and experts who can help you prepare for a successful contract management project (see also Dolphin Consulting Services Overview datasheet).

Dolphin Contract Manager is comprised of five key modules that address each key stage of the contract lifecycle process:

1. **Create:** automated self-service creation of new contracts
2. **Approve:** electronic workflows for internal contract review & approval
3. **Store:** central electronic repository for all contracts
4. **Negotiate:** secure external workspace for contract negotiation
5. **Report:** sophisticated management reports and alerts

Key features:

Dolphin Contract Manager 2009 has been designed through extensive experience and market feed-back and provides these key features:

- Dolphin AutoDoc™ - Intelligent forms-driven contract authoring
- Import of paper and third party contracts
- Full legal clause library
- Configurable electronic workflows
- Full contract metadata
- Support for Digital Signatures
- Management of contracts as electronic records
- Secure external workspace for third party collaboration
- Contract Obligations & Critical Dates Management
- Configurable alerts and management reports
- Support for off-line working
- Support for multi-lingual environments
- Integration with third party ERP and ECM systems

Technical requirements:

- Microsoft Office SharePoint Server (MOSS) 2007
- Microsoft SQL Server 2005
- Microsoft Windows Server 2003

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