



# **Contiki sourcing and Enterprise Contract Management overview**

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## Contiki Sourcing & Contract management

### About our Company – CMA Contiki AS

CMA Contiki has developed Enterprise Contract Management (ECM) solutions since 1989. More than twenty years of experience as a leading contract management solution provider has given us a clear edge over our competitors. Our client list boasts some of the biggest names from a wide range of industries including Telecom, Banking, Finance, Pharmaceutical, Engineering, Transportation, Energy, Utilities and Public Sector. In addition to this, CMA Contiki is the world's leading ECM software provider within the Oil & Gas industry.

Along with our Fortune 500 customers and extensive network of professional contract management organizations, we have developed and refined how to combine the art of contract management with the science of ECM software to allow companies to not only achieve best practice but to achieve it efficiently.

The result of this research is the Contiki ECM suite which gives companies the ability to take full control of every aspect of the contract lifecycle right across their entire contract portfolio. At present the CMA Contiki ECM Suite is being used by thousands of procurement and contract management professionals to add value to companies in more than 70 countries worldwide.



## About Contiki Enterprise Contract Management suite

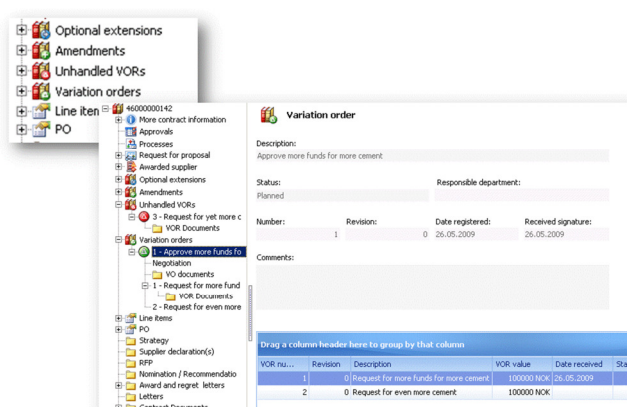
The Contiki ECM (Enterprise Contract Management) software will enable your organization to improve its operational efficiency by helping you increase revenues, reduce costs and manage risk. This is achieved through enabling professional and efficient management of contracts giving you the power to take better control of all your contractual rights and commitments throughout the organization.

Contiki supports all stages of the contracting process – from initiation to completion, from needs identification to final close out, web publishing of contract information and supplier base management. And, with Contiki Sourcing, Contiki also streamlines and automates the sourcing process and enables you to publish RFx, collaborate with the suppliers with Q&A and receive responses automatically into your Contiki ECM via the on-line sourcing portal.

The system is mainly based on Microsoft technology and is tightly integrated with Microsoft Office software like Exchange e-mail (view in Contiki client and “drag’n drop”), Word and Excel.



One of the system’s top benefits is its high level re-use of information – predominantly obtained through built-in business logics (reminders, templates, process templates and automated process support). What distinguishes Contiki from other systems is that the contract documentation comes as a natural consequence of the workflows supported by the system. Exploiting experience from existing agreements and extensive use of templates and templates packages for new agreements, Contiki enables your organization to increase the efficiency considerably.



The system will hold critical dates, claim value, risk assessment, options, variation orders, claims, amendments etc., including associated documents (your own and your client’s or customer’s/vendor’s) and other documentation such as incoming and outgoing e-mails, internal memos, approvals and reviews.

***The effect of all this is that compliance to governing procedures and acts is simply an embedded bonus of managing your contracts using Contiki.***

## Contiki ECM supports business processes

Contiki ECM has advanced functions in a user-friendly application. Contiki is the system of choice for a wide range of organizations and enterprises worldwide. Contiki is a complete solution for managing contracts throughout their life cycles



Contiki ECM enables professional and efficient management of contracts. The system supports all stages of the contracting process, not limited to procurement contracts.

## Contracts constitute your business



## Contiki Core Functionality

**The main functionalities of the Contiki ECM family are:**

*Contract pre-award activities including Contiki Sourcing*

- Link to external sources like the Achilles databases to identify and import potential suppliers
- Maintain pre-qualifications of suppliers
- Use categories, sub-categories and contract type definitions to select standard templates to build a contract.
- Make use of templates with merge fields/packages of templates (models) and draft contracts to create invitations for tender (ITT).
- Issue and manage invitations to tender and draft contracts electronically.
- Procurement portal for online communication with bidders/tenderers
  - Provide web site locations for holding ITTs, bid responses, questions and answers
- Manage bidder responses and interact with bidders through integrated e-mails/notifications.
- Assess responses from suppliers and select a winning bid.
- Manage approvals, payment plans and other critical milestones
- Finalise the ITT documentation and archive.
- Provide management information through powerful and flexible reports
- Communicate with external systems, via WEB services integrations to e.g. SAP/Oracle/others

*Contract post-award activities (Contract Management)*

- Make use of templates and draft contracts, and other documents
- Use categories, sub-categories and contract type definitions to select standard templates to build a contract.
- Support strategic procurement and contracts under development.
- Hold the master copies of signed contracts and other related documents of any kind.
- Maintain a contract history of changes and communications.
- Manage changes to contracts including
  - Variation order requests
  - Variation orders
  - Claims
  - Changes
  - Amendments
  - Options etc.
- Tie contracts together into projects
- Track projects against financial targets (taking amendments, variation orders and claims into account)
- Manage contract renewals, expiry and key dates, with alerts
- Archive closed contracts/documents, also to external systems via Contiki Archive Link
- Automate future reminders sent through e-mails
- Maintain Supplier Evaluations
- Provide management information such as through powerful and flexible reports

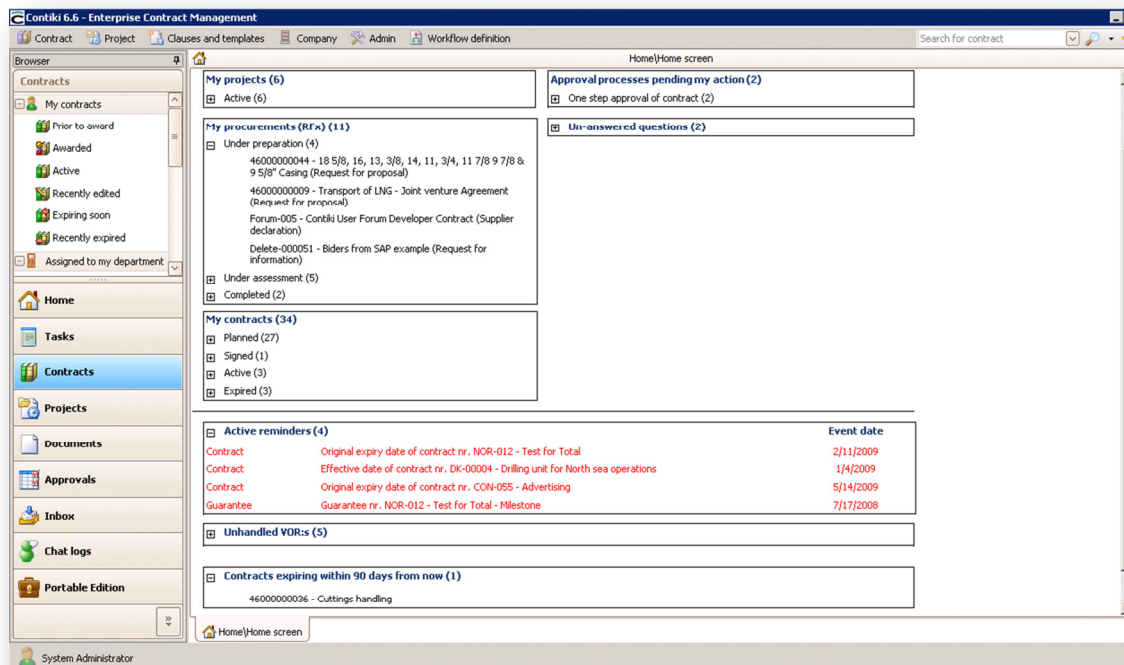
*Other features:*

- Searchable and reportable repository for procurements, contracts, projects, documents and other metadata
- Procurement planning
- Audit trail with timestamps, signatures and change logs for easy Audit.
- Bid evaluation scorecards with weighting of scores/criteria
- Approval workflows – routing and reviewing
- Document version management
- Offline-module for no-internet use/on-site use.
- Reminders and alerts for important dates in both procurement processes and post award contract management.
- Dynamic business workflow design
- Contract creation and approval
- Document management and templates for any topic
- Commitment control & financial monitoring
- Audit trail
- ERP synchronization
- Self-service contract portal
- Role-based dashboards
- Collaboration tools

## Overview Contiki ECM Modules

### Contiki Enterprise Edition;

The main Contiki Enterprise Contract Management system.



*Contiki dash board/start page giving users full control of all activities and contracts (customizable)*

### Contiki Sourcing

Contiki Sourcing is a sourcing module which extends the RFx capabilities of Contiki ECM. It streamlines and automates the sourcing process and enables you to publish open or closed RFx's, collaborate with the suppliers with Q&A, and, receive responses/ proposals automatically into your Contiki ECM via the online sourcing portal. With Contiki Sourcing, the sourcing cycle will shorten, your organization will be able to manage complex bids from a large number of suppliers and optimize and extend your supplier base in Contiki ECM.

### Contiki eContracting

Contiki eContracting is a relatively new module to Contiki ECM that enables you to collaborate with your counterparties such as suppliers, partners or customers during the post-award phase of a contract's lifecycle. Through a common collaboration portal on the internet linked to your Contiki, you can share selected contract documents with your counterparties, facilitate drafting of contract amendment documents, submit variations orders or call-offs and use it as a collaboration space for minutes of meetings, memos of common understanding etc.

By using Contiki eContracting in collaborating with your counterparties, you will benefit from reduced number of e-mails with document attachments with different versions going back and from. Contiki eContracting supports document versioning and audit trail. Any document version can be compared to any other, and notifications will be sent whenever the other party has posted new

documents or updates to existing ones. Easily add comments to a new version of any document to comment any changes.

### **Contiki Supplier Base/Performance Management – SPM**

The SPM module is a tool for collecting and aggregating supplier experience/performance evaluations from all personnel interacting with suppliers so that negotiators and contract personnel have all historic information available when evaluating a supplier.

### **Contiki Archive Link**

Archive function that can be integrated to external archiving systems. Contiki Archive Link reduces the work of archiving completed Contiki documents to a minimum. Depending on chosen configuration, Contiki ECM will automatically send relevant documents (with metadata) to the archive system.

Benefits include a.o.; securing and automation of special demands for archiving, avoidance of double registration, good data quality in the archive system, and, that Contiki users only need to relate to one system in the procurement/contract process.

### **Contiki Achilles interfaces**

Sellihca, Achilles JQS, TransQ and StartBANK. Integration is ready in order to connect to Achilles databases to find and import pre-qualified suppliers. Also supports import of results from “e-qual” process. [www.achilles.com](http://www.achilles.com)

## Contiki user interfaces

### “Normal user” – Contiki Professional

This Windows client is the main product of the suite and is normally used by the professional and super users who work with contracts daily. This client has built-in seamless integrations to Microsoft Word and email systems. Process management and document management are central functions. Administrator users also use this client. Also accessible through thin client (Citrix, RDP etc.).

### “Light user” – Contiki Collaboration Server (CCS)

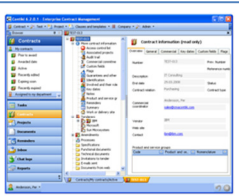
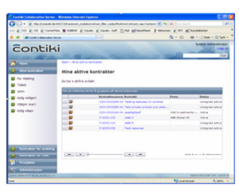
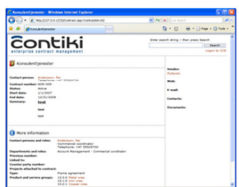
CCS is an intuitive web client that enables all other to participate in the processes (approve, review/annotate, score parts of tenders, read, upload documents) in the work with the contracts. All relevant information about the contract is available here and the users are able to create and modify documents on the contracts they have access rights to. May also be used as a “read only” web client with full access control.

### “Intranet reader” – Contiki Information Server (CIS)

CIS is a “self-service” web portal which can be integrated with your intranet and enables the rest of the organization to search and find the needed information about existing contracts. CIS also supports publishing of templates administrated in Contiki.

### Contiki Portable Edition

This Windows client enables the professional user to take selected contracts and documents temporarily offline from the main system, and bring this data along on a laptop computer for offline work; for instance to meetings and work in an offline area. Once connected to the main system, data will be synchronized back into the Contiki repository.

<p>Windows client «Normal»</p>		<ul style="list-style-type: none"> <li>• Windows</li> <li>• Professional users</li> <li>• Full access control (Single Sign On/AD)</li> </ul>
<p>Contiki Collaboration Server (CCS) «Light»</p>		<ul style="list-style-type: none"> <li>• Web</li> <li>• “Light” users</li> <li>• Full access control (Single Sign On/AD)</li> </ul>
<p>Contiki Information Server (CIS) «Intranet reader»</p>		<ul style="list-style-type: none"> <li>• Web (open intranet solution)</li> <li>• For all in the organization</li> <li>• No log on or access control</li> <li>• Access to <i>published</i> information (contracts, documents, templates)</li> </ul>

**cma | contiki**  
enterprise contract management

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