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Fact Sheet d.velop contract for Microsoft 365

Digital contract management with Microsoft 365.

Never miss a deadline again.

Contracts are the basis of every business relationship. The number of contractual agreements with suppliers and customers is constantly increasing. Keeping track of the various terms and deadlines takes time and money.

What is d.velop contract for Microsoft 365?

d.velop contract enhances your SharePoint to create an efficient and clear digital contract management platform.
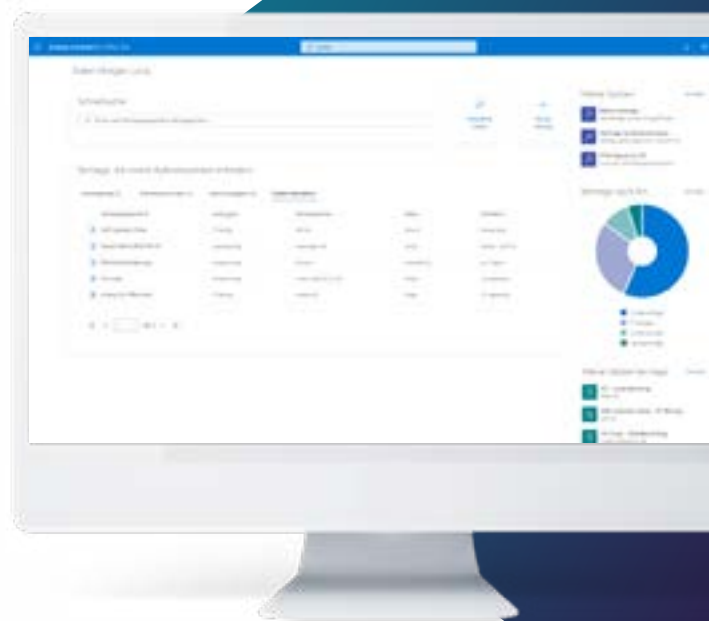
Digital contract files

Create digital contract files quickly and easily. Get your contracts in order — no matter what industry you work in. You can use these digital contract files to find contract information much faster and thus significantly reduce search times.

Deadline management

The system monitors deadlines and upcoming appointments fully automatically. It couldn't be easier to create these periods in the user interface and use the automatic deadline calculation function. You will then receive a notification well before the deadline is reached. You can see an overview of all upcoming deadlines either on the homepage or in the detailed reports from the contract reporting function, filtered by contract type, person responsible or due date. This not only reduces time and pressure, but most importantly costs.

Work as a team

Make use of the many features of SharePoint and Microsoft 365 to work together. You can work on a document together as a team, distribute tasks or release your contract. The complete integration with Microsoft even allows you to work across multiple locations or involve external contractual partners. Comprehensive documentation ensures that you can track the progress of a contract at a later time.

The contract management dashboard: This is where all the key information and relevant contracts can be viewed at a glance to ensure the user does not lose track of deadlines.

Support through all contract phases

A central contract management platform maps the entire contract life cycle, providing assistance during contract generation, ensuring that items are processed within set deadlines and allowing for structured management of tasks.

Additional security is provided by the easy-to-manage and highly granular rights structure and the option of audit-compliant storage of contracts. d.velop contract for Microsoft 365 automatically ensures that the sensitive information in contracts is only visible to authorized persons. The reporting module's wide range of evaluation options and the cost recording function create transparency.

Integration into principal systems

Are you looking to integrate master data or information from your principal system, such as SAP or Microsoft Dynamics NAV/AX? Our digital contract management solution for SharePoint and Microsoft 365 can be flexibly integrated into your application landscape.

All contracts are available digitally.

Manage and archive your contracts in one location, maintain a constant overview and use all functions to optimize every stage of your contracting process — from contract creation to contract archiving. You can view the entire life cycle of your contracts at all times.

Contract creation

The integrated wizard enables the quick creation of new contracts and the quick storage of existing documents. The user is guided through the process to keep it simple and user-friendly. The contract management platform supports you from the moment you start to create your contracts thanks to template management. In addition to built-in versioning, the document also contains meta information from the contract file. Thanks to the seamless integration in Word, draft documents can be edited by several people at the same time. Additional parties can be involved in the creation process directly in Word — even other organizations if required. For example, your external attorney or contractual partner can work with you on the draft document. The parties can then use the digital signature option from the contract management application.

Filing and finding contracts

The digital assistant helps to store the contracts in structured digital files. In addition to the full-text search integrated in SharePoint, d.velop contract for Microsoft 365 offers other innovative options for searching contracts, including the time-saving quick search and the convenient metadata search.

Access and authorizations

A policy ensures that the appropriate access rights are automatically assigned when contracts are filed. This means that contracts can only be viewed and processed by authorized persons.

Wizard to help create contracts quickly and easily.

Digital contract management with Microsoft SharePoint and Microsoft 365

Security

- ✔ Never lose contracts again
- ✔ Intelligent deadline management
- ✔ Automatic authorization control
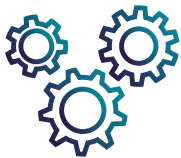- ✔ Compliance with the legal conditions

Control over all contracts

Transparency

- ✔ All contracts can be viewed at a glance
- ✔ Access at all times regardless of location and department
- ✔ Overview of relevant tasks, deadlines and contracts
- ✔ Flexible evaluation

5% savings by creating synergies in purchasing contracts and using deadlines for negotiations

Efficiency

- ✔ Fast and easy contract creation
- ✔ Cross-organizational collaboration using well-known Microsoft applications
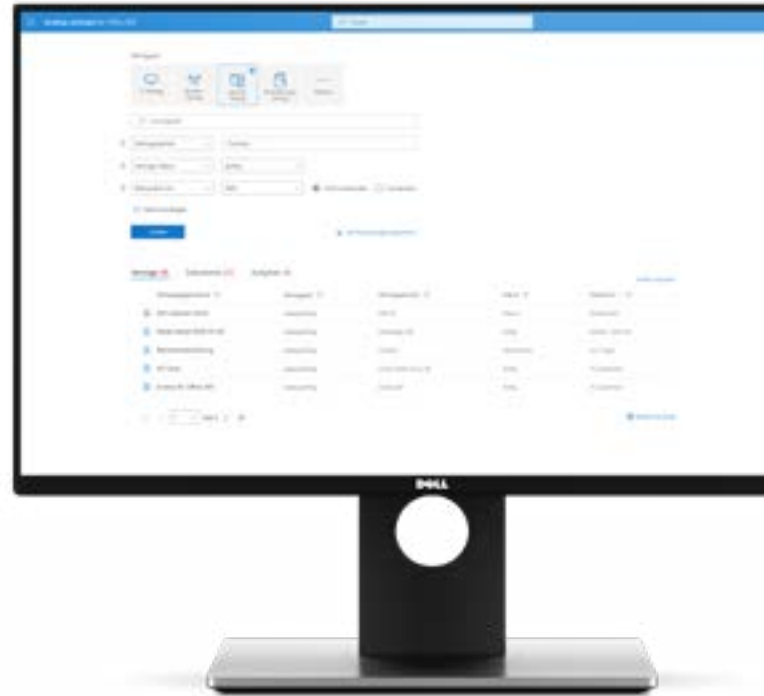- ✔ The system manages important deadlines and events and provides active reminders.

Significantly reduces the number of hours spent recording contracts

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Contract management and reporting

The reporting module lets you evaluate key figures such as risks and costs while keeping track of all upcoming periods and deadlines. It is easy to save recurring searches, which will then be immediately accessible whenever you need them.

Search results and reports can be quickly transferred to Excel, allowing you to generate customizable evaluations and presentations.

The user has the option of filtering according to several properties, saving searches as search templates and exporting the result lists to Excel.

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About d.velop AG

d.velop AG, founded in 1992 and based in Gescher, Germany, develops and markets software for the complete digitization of business processes and industry-specific procedures and provides companies with consulting on every aspect of digitization. By adding mobile apps as well as standardized and custom SaaS solutions to its established ECM portfolio of services relating to document management, archiving and workflows, the software manufacturer has also expanded to offer managed services. These services include sophisticated compliance management to provide legal certainty and ensure compliance with all statutory regulations.

d.velop provides digital services that connect people with one another and simplify and redefine workflows and cases. As a result, the ECM specialist helps companies and organizations to utilize their full potential.

A strong global network of around 300 specialized partners ensures that d.velop Enterprise Content Services are available worldwide.

d.velop products—whether on premises, in the cloud or in a hybrid form—are now used by more than 10,000 customers across multiple industries with over 2.4 million users; these customers include Tupperware Germany, eismann Tiefkühl-Heimservice GmbH, Parker Hannifin GmbH, Nobilia, Schmitz Cargobull, FingerHaus GmbH, the city of Wuppertal, Basler Versicherungen, DZ Bank AG, Saarland University Medical Center and Greifswald University Hospital.

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