readytech

ready contracts

Your end-to-end tool for streamlining and optimising your source-to-contract processes.

The Ready Contracts suite is divided into nine key modules. Each module represents a key step in the procurement and contract management lifecycle with the Contracts and SRM modules situated at the heart of the system. These modules can operate individually on a standalone basis and are fully integrated with all other modules.

Everything you need to manage your sourcing and contract lifecycle activities is situated within the one cloud-based platform, designed specifically to meet the contract management needs of your busy organisation and suppliers.
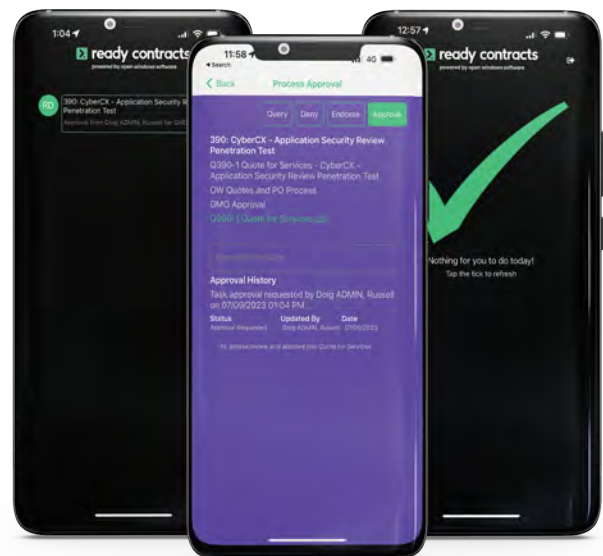
Available Modules

- Budgets
- Tenders
- Categories
- Compliance
- Supplier Relationship Management
- Contracts
- Sourcing
- Processes
- Projects

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Choose Ready Contracts for improved supply performance, compliance, tendering, and efficiency, paying only for the modules you need.

Contracts Module

The Contracts Module is the heart of Ready Contracts, forming the basis of our customers' contract management systems. This module offers a comprehensive multitiered contract management system. It is recommended that customers start with the Contracts Module and grow their procurement systems from there.

- ✓ Greater visibility of contractual commitments and documentation
- ✓ Never miss a deadline with eAlerts – avoid automatic renewal
- ✓ Quick and easy reporting on key contract activities
- ✓ Save time and build consistency with single data entry and integration to other modules

Supplier Relationship Management (SRM) Module

An essential platform for managing supplier information plus the unique ability to enable suppliers to manage their own contractual information, reducing administration stress from your team. Build strong working relationships with key suppliers using direct data entry by contractors.

- Centrally manage all your supplier contact details
- Track and analyse supplier performance
- Direct collaboration with suppliers through a web-based portal to manage contractual documentation (e.g. insurances, payment claims, variations)
- Reduce internal contract administration tasks
- Supplier pre-qualification and online questionnaires

Compliance Module

As outsourcing continues to grow, compliance to the contract becomes more important which must be managed proactively. Ensure 100% compliance within a contract-oriented risk management module including real-time audit trails.

- Reduce risk of non-compliance with the proactive risk register
- Capture and manage supplier KPI's/SLA's – measure performance against agreed targets
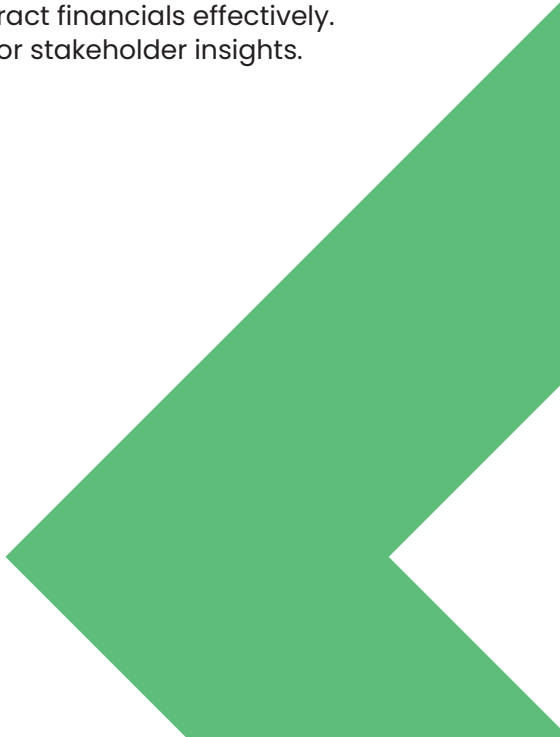- Auto audit scheduling, tasking, and reporting features

Sourcing Module

Streamline your pre-contract activities with your contract management with the Sourcing Module. Formulate a comprehensive acquisition strategy for your team that links business case, sourcing templates and supplier management.

- Save time and costs on procurement planning with single data entry
- Standardise procedures with a template library
- View a real-time audit trail of sourcing process, approvals and evaluations
- Controlled access for secure management of your sourcing information

Budgets Module

The Budgets Module provides centralised control to manage contract financials effectively. It ensures cost control, risk mitigation, and streamlined reporting for stakeholder insights.

- Extra works quotation requests & ordering
- Annual contract cash-flow projections
- Actual vs committed spend reporting
- Contract schedule of rates
- Supplier payment claims & certification
- Supplier work instructions
- Variations & adjustments function
- Payment scheduling and processing
- Progressive payments including retention

Projects Module

The Projects Module offers a centralised system that gives you high level visibility of projects to control and take action, helping you avoid risks, control spend, manage variations, and report outcomes to stakeholders.

- ✅ Gain visibility of project plans and required activity levels
- ✅ Identify project delays and/or expenditure overruns and take proactive action
- ✅ Save time by automating assessment of funding requests
- ✅ Track and control issues, cashflow and reporting

Process Module

Easily configured workflows guide users through correct business processes, incorporating electronic approval requests, outstanding task notifications, direct screen navigation and more. You have the flexibility to design a contract management process workflow that's right for your business.

- ✅ Use workflows that match your business processes, not the system's
- ✅ Improve compliance by guiding users through tasks
- ✅ Identify bottlenecks and accountability through a clear audit trail

Tenders Module

Eliminate multiple data entry points by using Ready Contracts and the integrated eTenderBox®. A web-based portal to advertise RFx's and receive submissions.

- ✅ Streamline the process between sourcing and tendering and save time with single data entry
- ✅ High level security features to keep your data safe
- ✅ Optimise market availability by issuing private or public tenders

Categories Module

Enhance visibility of supplier, contract, and tender information through the flexibility to sort data into categories and use this information for improved strategic decisions.

- ✅ Capture and use market intelligence through pre-qualification, SMI capture, ECI records
- ✅ Map custom categories to full UNSPSC
- ✅ Define business planning and strategy by category
- ✅ Better visibility and spend analysis, reports by category

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