

Procurement Dashboard

Factsheet 4: Contract Management

Procurement Dashboard

The Atamis Procurement Dashboard is a valuable toolkit for increasing the efficiency and effectiveness of your procurement function. It provides clear and concise information, via a simple-to-use graphical web interface, to empower you to make both strategic and operational decisions that reduce costs. While also helping your department support the wider objectives of your organisation.

Specifically, the Procurement Dashboard enables procurement professionals to

- ◆ Measure and monitor performance indicators
- ◆ Analyse spend
- ◆ Classify and rationalise suppliers
- ◆ Monitor supplier performance
- ◆ Manage supplier activity
- ◆ Manage contracts

The Atamis Procurement Dashboard complements and can accept spend data from any financial management system that is capable of exporting data to a comma-delimited file format.

Contract Management

Contract Management integrates seamlessly with the other system components: KPI Dashboard, Spend Analysis and Supplier Management. It can be used either stand-alone or with any or all of the other components.

The following Contract Management features are supported as standard in this component:

- ◆ Contract Register — maintain full contract details in a central corporate register
- ◆ Group / Regional contracts — establish contracts shared by multiple buying organisations

- ◆ Contract renewal — highlights and alerts users to contracts in need of renewal; renewal reminder dates can be set on a per-contract basis
- ◆ Savings — record and report on savings by value, by % discount and by savings type
- ◆ Activity management — create contract events, milestones and tasks for pre-award tendering and post-award contract management; show activity calendar; integrate with MS Outlook Schedules
- ◆ Document management — store and share contract documentation from a central location
- ◆ Flexi-fields — create your own custom fields and use them in your own reports
- ◆ Audit trail — automatic tracking of user changes
- ◆ Custom searches — create your own custom contract Views and save them alongside standard Views

The active contract data maintained in this component is used to calculate various performance indicators, particularly relating to savings and the proportion of spend under contract. So when Contract Management is used in conjunction with Spend Analysis, users are given a positive incentive to maintain an up-to-date Contract Register.

Reports

Several standard reports are provided including the following :

- ◆ Annualised savings — quarterly trend analysis of annualised savings based on algorithms that apportion savings evenly between contract start and end dates
- ◆ Savings discounts — average negotiated discounts
- ◆ Proportion of spend under contract — detailed by department

All reports can be filtered using customisable criteria. In addition, users can create and save their own custom reports. Data from all reports can be exported to Excel and other spreadsheets.

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Contract Management Screenshots

Home | Dashboards | Suppliers | **Contracts** | Categories | Departments | Cost Centres | Expenditure | Reports | ▶

Contract
Marketing services [Printable View](#) | [Customize Page](#) | [Help for this Page](#) ?

[Activity History \[2\]](#) | [Notes & Attachments \[1\]](#) | [Open Activities \[0\]](#) | [Performance Reviews \[1\]](#)

Contract Detail [Edit](#) [Delete](#) [Clone](#)

Contract Name Marketing services	Status ? Active
Contract Ref ? C0478	Start Date ? 01/01/2009
Description ? Provision of marketing services	End Date ? 31/03/2010
Supplier ? MEDIATEQ WEST LTD	Proximity ? ?
Goods ? <input type="checkbox"/>	Duration (months) ? 15
Services ? <input type="checkbox"/>	Extendable? ? <input checked="" type="checkbox"/>
Category ? Marketing	Original End Date ?
Contract Manager D User	Extension Terms ? Option to extend up to 12 months
Department ? Marketing	Used Own Ts&Cs ? <input checked="" type="checkbox"/>
Estimated Value ? £120,000	Capital Revenue ? Revenue

▼ **Savings**

Saving (%) ? 11.00%	Savings Type Price reduction
Saving (enter manually) ?	Savings Notes ? Negotiated discount of 11% from initial price schedule
Total Saving ? £13,200	

[Edit](#) [Delete](#) [Clone](#)

Activity History [Log A Call](#) [Mail Merge](#) [Send An Email](#) [View All](#) [Activity History Help](#) ?

Action	Subject	Task	Due Date	Assigned To	Last Modified Date/Time
Edit Del	Issue ITT	✓	19/11/2008	Demo User 2	28/01/2010 12:05
Edit Del	Prepare tender pack	✓	06/11/2008	Demo User 2	28/01/2010 12:05

Notes & Attachments [New Note](#) [Attach File](#) [View All](#) [Notes & Attachments Help](#) ?

Action	Type	Title	Last Modified	Created By
Edit Del View	Attachment	Letter of Engagement - 20091008125221.doc	28/01/2010 12:13	Demo User 2