## Benefits

Drive out inefficiency caused by de-centralised contracts

Save time generating management reports

Avoid missed deadlines for reviews and renewals

Enforce procedural compliance

Improve inter-departmental communication over contract issues

Automate contract approval workflow

Improve visibility of contractor performance

Identify and reduce supply-side risk

## Free Trial

For a 30-day free trial with your own sample contract data, or for access to our Demo system with free video training tutorials, please email info@atamis.co.uk.

## Contract Management with Atamis CM

Atamis CM is an easy-to-use, cloud-based contract management system that provides a central repository of procurement contracts across your organisation. It eliminates the inefficiencies associated with maintaining distributed contracts and improves procedural compliance.

As an integral module of the Atamis 3.0 suite, Atamis CM will save you and your team time by automating routine tasks such as distributing management reports or starting contract renewals on time. And it provides the perfect platform, when you're ready, to introduce performance and risk management, and tools to track savings, benefits and procedural compliance.

Atamis 3.0 is a modular application supporting the whole contract lifecycle:

- Analyse spend in Atamis SA
- Plan your pipeline in Atamis PM
- Source goods and services in Atamis TM
- Contract with suppliers in Atamis CM
- Manage supplier performance in Atamis SRM

## Features

Atamis CM lets users group their contracts into convenient lists for regular access. All common types of contract are supported such as MSAs, service/work orders, variations, extensions, CCNs, frameworks and call-offs. Custom contract types can also be configured. There's scope for hundreds of additional custom fields if you need them.

Access to confidential or sensitive contracts can be restricted by user if required, and users can also be provided custom profiles and permissions for specific features such as approving or extending a contract.

Atamis CM comes equipped with several flexible configuration tools which enable you to enforce custom validation rules, or generate email workflow under specific conditions. It can rapidly be configured to meet your precise business requirements. All customisations are performed by system administrators through a web interface, do not require software changes and are auto-matically compatible with all routine application upgrades made by Atamis.

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## Secure

Atamis CM benefits from the information security and resilience credentials provided by the world's largest business application cloud, Salesforce.com. These include ISO27001 certification, the highest levels of system availability, routine vulnerability testing, real-time data backup and full disaster recovery facilities, as well as advanced encryption an access options.

## Flexible

Atamis CM is designed to adapt to your requirements. Whether it's adding custom fields, creating validation rules or building workflows, changes can be made in minutes and don't interfere with routine system upgrades.
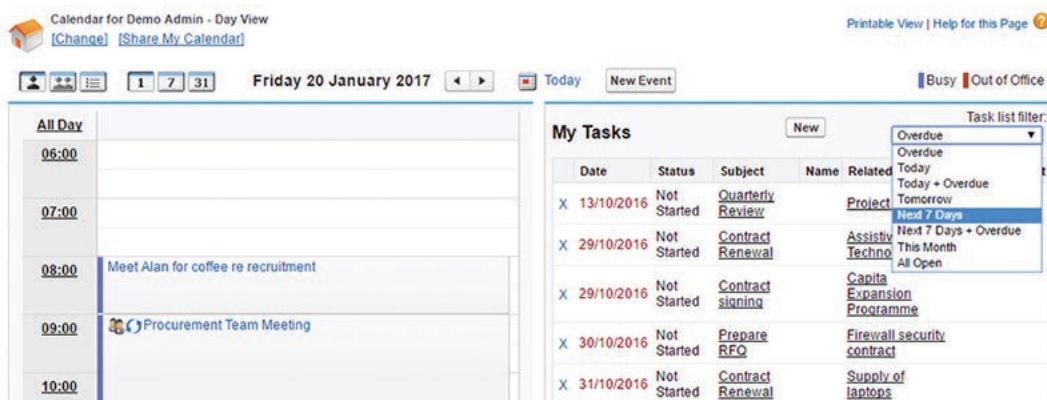
## Integrated

Atamis CM integrates seemlessly with your supplier, e-tendering, programme and spend data through other modules in the Atamis 3.0 suite. Allowing you to access supplier performance data, auto-create renewal procurement exercises or view invoice details on contract payments – all from your contract register.

## Fully Supported

Our friendly support team is always at hand to answer your queries immediately over the phone. Our standard support terms are fully inclusive of bulk data maintenance tasks and minor configuration changes.
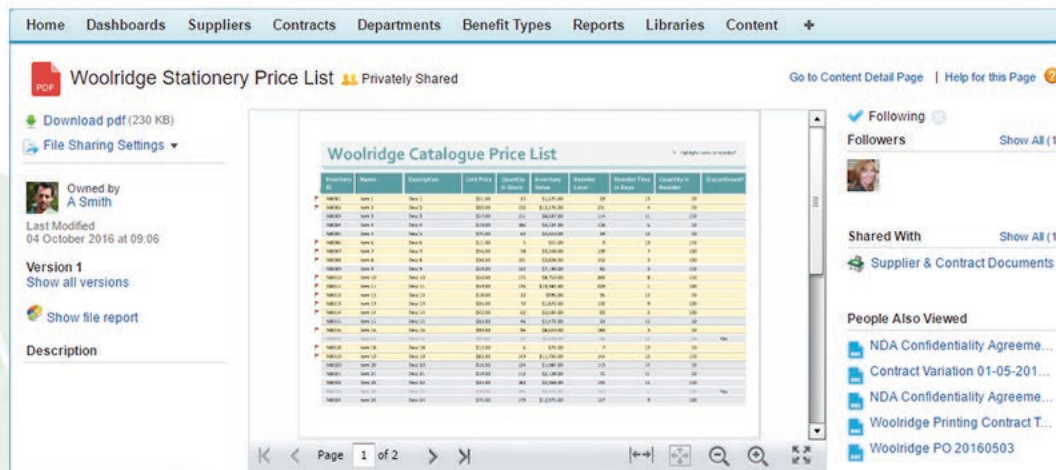
## Activity

Atamis CM automatically generates alerts for common tasks such as reviewing or renewing a contract. But users can also add their own tasks with email and pop-up reminders and create their own diary events which are summarised in a simple daily to-do list.



You can create recurring events, invite other users to meetings and view all calendars together. Completed tasks, including emails sent to suppliers, are recorded on an audit trail. All tasks and events can be synchronised (both ways) with MS Outlook and Gmail calendars so every user's action list is always up-to-date wherever they are and available from any device.

## Documents

Documents of any type can be stored in Atamis CM under version control. A document preview is available so it's possible to read PDF and Word documents without having to download them.



A convenient document tagging system is available which makes it easier to group files together and quicker to locate them. A powerful Google-search facility searches for words contained within the text of documents as well as in their title and tags. User access controls can be put in place for sensitive or confidential documents. And users are able to 'Follow' key documents to get alerts whenever they are updated.

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## Rapid Setup

Atamis Support will have your system set up in a matter of hours. Our Client Briefing Pack provides you with all the guidance you need to send existing contract data - spreadsheets can be in any format.

Depending on your requirements, we'll arrange a configuration workshop and have any changes done within a few days.

We provide on-site and webinar training, or you can just use the short video training tutorials.

If you want to use the Document Management tools, we can also bulk upload these for you and auto-tag them to make it quicker for users to locate them.

## Spend on Contract

If your finance/P2P systems don't allow you to reference the appropriate contract, you can use the powerful Contract Compliance Rules in Atamis SA to assign invoice transactions intelligently to the correct contract - even where suppliers provide multiple contracts.

## Audit Trail

Every change to key fields in Atamis CM, every task completed and every document uploaded or downloaded is automatically tracked in the audit trail. Standard reports are available to display this audit trail whenever required.

## Transparency

Public Sector and other organisations that are required to publish awarded contracts will find that Atamis CM is fully compliant with Transparency regulations.
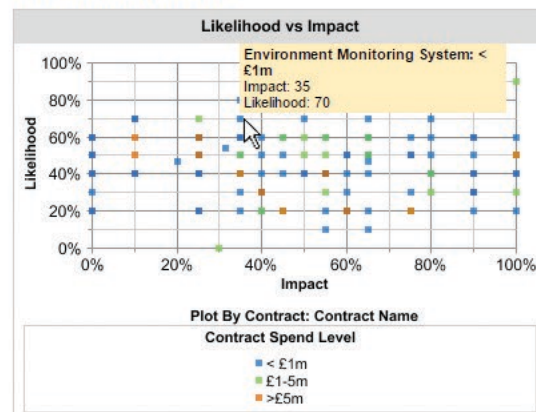
Selected Contracts can be published via public-facing site with CSV download capability. The site meets accessibility standards and supports access from mobile devices.

## Risk

Each contract in Atamis CM has a Risk Register and Issue Log allowing you to record every current or potential problem or complaint. The containment, mitigation or other management approach for each Risk and Issue can be conducted through the system using activity and document management tools. Against each Risk, users are able to monitor the Impact and Likelihood. This is summarised on a corporate Risk Matrix.

An email address is available for suppliers to use to register any issues/questions. This automatically generates an audited case record linked to the supplier contact.
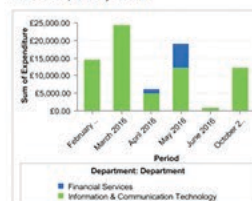


## Performance

Used in conjunction with the Atamis SRM module, you can set up KPI scorecards to record periodic service levels for suppliers on key contracts.



KPIs can be scored either by internal staff or allocated to the suppliers themselves to complete through the Supplier Portal. Whichever option is used, email reminders can be sent to ensure KPIs are always completed. Each KPI uses target bands and red-amber-green flags highlight how the score achieved compares against the targets. You can also assign service credit percentages to target bands, then link monthly payments (held in the Atamis SA module) to each KPI to calculate any service credits due.

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## Clients

Selected clients using Atamis CM include:

Home Office

iPSL
A Unisys Company

Doncaster
Metropolitan Borough Council

Principality
Building Society
Cymdeithas Adeiladu

OXFORDSHIRE
COUNTY COUNCIL

Sutton

Wiltshire Council
Where everybody matters

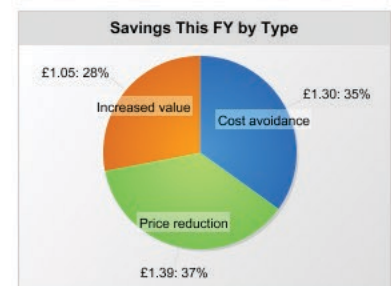RICOH
imagine. change.

west
sussex
county
council

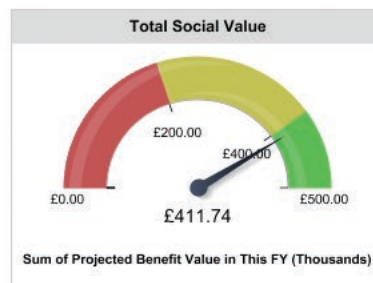References and free trials are available on request.

## Savings

Multiple savings entries can be recorded against each contract. These specify the value, type and applicable date range of the saving achieved as well as any detailed notes that may be required.

Savings that spread across multiple financial years are automatically annualised to allow reporting of total annual savings achieved. These reports can also be broken down by the year in which the saving was realised.



Saving This FY
£4.00
£2.00
£0.00   £10.00
£3.74
Savings This Year (Millions)

Savings This FY by Type
£1.05: 28%
Increased value
£1.30: 35%
Cost avoidance
Price reduction
£1.39: 37%

## Social and Other Benefits



Total Social Value
£200.00
£400.00
£0.00   £500.00
£411.74
Sum of Projected Benefit Value in This FY (Thousands)

The Atamis CM module will enable you to meet your requirements for the Social Value or Corporate Social Responsibility agenda.

Custom benefit types can be created that come under general categories such as social, environmental and economic benefit.

Benefits are recorded in a similar way to Savings and the system can calculate the financial equivalent of benefits, including the provision of annualised dashboard reporting.

## Contract Usage and Procedural Compliance

Used alongside the Atamis SA module, contracts in Atamis CM are enriched with expenditure transactional data linked to each contract.

Sophisticated Contract Compliance Rules will link expenditure to the correct contract, even where a supplier has been awarded multiple contracts.

By comparing the actual total spend on a contract with its estimated value and the procurement procedure that was used to source the contract, the system will clearly highlight contracts where spend goes over bugdet or over procurement thresholds.

Contract
### Woolridge Stationery Supplies

**Contract Detail**

| | |
|---|---|
| Contract Name | Woolridge Stationery Supplies |
| Estimated Value | £30,000.00 |
| Actual Expenditure | £23,578.00 |
| Contract Usage | |
| Procurement Procedure | RFQ (up to £30k) |
| Compliance with Procurement Process | |

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