

PrasaMvidhA

(Contract Management System)



Website :
www.appliedcloudcomputing.com

Agenda:

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2. What is PrasaMvidhA?
3. Features
4. Benefits
5. Workflow
6. Vendor Management
7. Contract Management
8. Approval Workflow
9. Contract Compliance
10. Dashboard
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Overview

Growing Organization's will have lot of vendors, contractors & partners. Managing them & maximize operational and financial performance at an organization, all while reducing financial risk. Organizations encounter an ever-increasing amount of pressure to reduce costs and improve company performance. There is a need for intelligent and modern approach to managing contracts. To help manage all its current & new contracts intelligently & transforming them from documents to be filed into assets to be leveraged. Contract management is the process of managing contract creation, execution, and analysis to maximize operational and financial performance, all while reducing financial risk. contracts are at the core of any business. This Contract Management platform is designed to allow teams to easily and intelligently work with contracts across the enterprise, The objective of this tool is to ensure that contractual arrangements are conducted in a manner that encourages transparency, fairness, clear accountability and results in best value. This policy will provide a framework to ensure all contracts undergo required review and approval prior to execution and establishes who has the authority to sign contracts on behalf of the Company. The intention is to safeguard Company and ensure compliance with applicable laws, regulations, and rules governing contracting.

Challenges



Limited Contract Visibility



Slow Contract Turnaround Time



Contract Noncompliance



Lack of Contract Standardization



Supply Chain Risk



Unwanted Expiry and Renewal



Siloed Contract Data



Contract Processes Separated from
Other System

What is prasaMvidhA?

Our approach is to have a cloud-based platform for all our clients' contracts to help them accelerate their business performance, manage risk and compliance issues across geographies and teams, and optimize their commercial relationships.

A modern, intuitive interface makes contract creation intuitive and efficient, with a step-by-step wizard and self-service tools that anyone in your organization can use. You can edit and negotiate contracts quickly and easily and suggest changes and approve contracts from any smartphone or device. Even third-party paper can be integrated seamlessly, with intelligent character recognition and deviation analysis.

It supports the whole client and contract lifecycle that covers any process that utilizes, creates or contributes contract data. Effective Contract Management calls for an understanding of every single step in the contract process.



PrasaMvidhA(Contract Management)Features

1. Centralize Contract Data & Documents
2. Review and Refine / Approval
3. Manage
4. Store
5. Search and Retrieve
6. Audit & Reporting



1. Centralize contract Data & Document

At the heart of the system prasaMvidhA is a highly secure, highly flexible and always available database. Data management features such as searching, filtering, grouping, sorting and sharing of data will allow you to report and analyze your contracts like never before. Document management features include full-text search, check-in/check-out, automatic version tracking and document comparison.



2. Review & Refine/ Approval

Effortlessly create contracts uploading a file or using a corresponding template. Relevant templates that are filled out automatically, allow contract authors to avoid many costly confusions. The solution ensures complete transparency and compliance on each stage of contract approval.



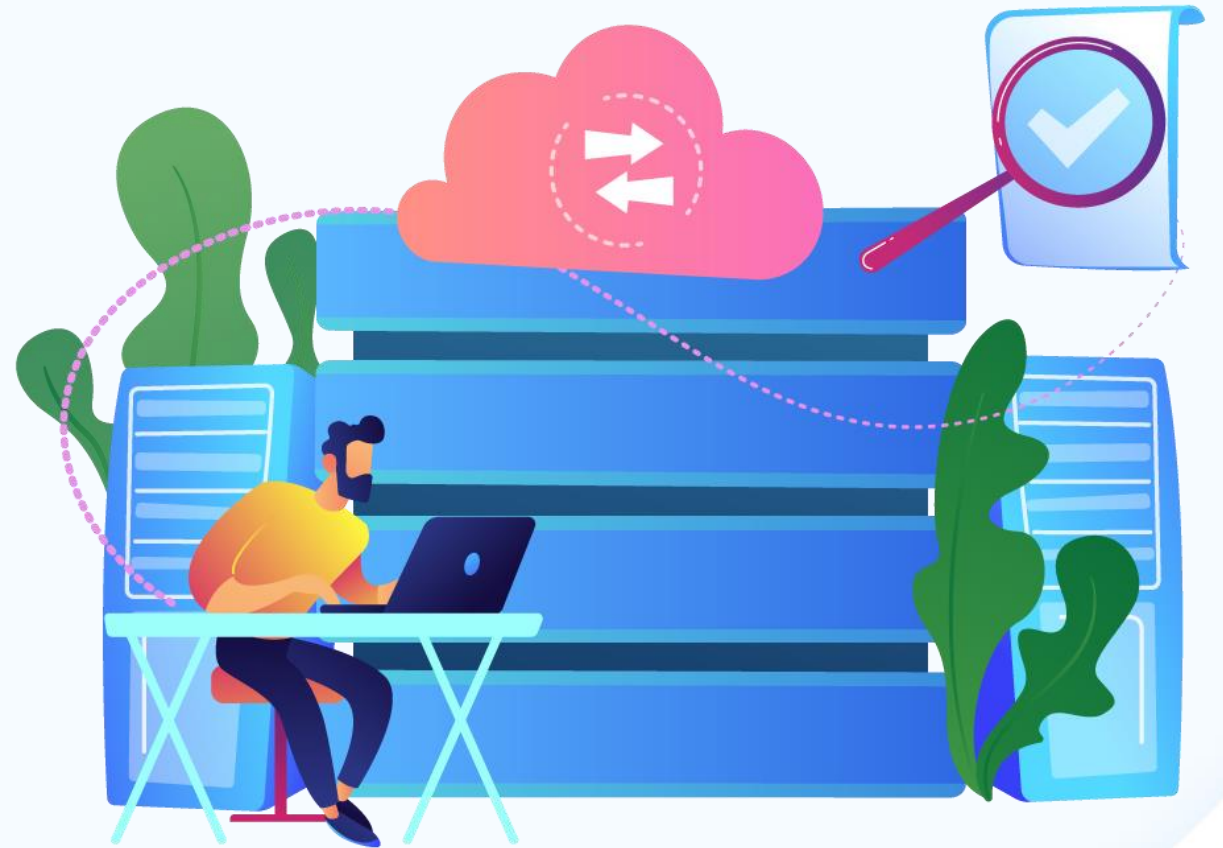
3. Manage

prasaMvidhA automatically sends obligation associated tasks to specified performers, while supervisors receive notifications. The solution provides the necessary visibility that ensures better and more controllable obligation fulfillment.



5. Storage

Due to high-level storage and search functionality, you can find necessary contracts and related documents in a snap of time. With PRASAMVIDA, you always get comprehensive information on your assets through generating up-to-date reports and viewing KPIs.



6. Audit and Reporting

Contractual processes may be analyzed from different perspectives and for different periods of time. For these purposes the system allows generating reports and using a KPI dashboard. With the electronic archive, particular contracts and associated items can be found and managed much easier.



7. Search and Retrieve

The solution allows you to promptly handle contracting processes and activities, mitigating risks and driving business value. Now you can transparently manage obligations and get full-scale information on your contracts. With prasaMvidhA you gain benefits, avoiding costly pitfalls and delays.



Why would you need prasaMvidhA?

Did you know that businesses lose up to 9.2% of business revenue as a result of lousy contract management? Well, there are quite a few reasons why contracts are tough to manage:

- They can consume a lot of time to copy, file and store
- Approval delays can frustrate your clients and make you less productive
- Incorrect tracking of payments and price can create revenue holes
- Poor management can result in overlooking policy compliance or incorrect info

1. No more paper

Digital contract management means you aren't held back by paper problems, like having to file documents or losing them

3. Everything in its place

prasaMvidhA is about keeping everything in one place. A central repository for your contracts, during and after signing, means you can easily locate contracts



PrasaMvidhA Benefits

2. Speed

prasaMvidhA processes are much faster than the old ways of emailing, printing, scanning and so on

4. Easy and simple signing

Having integrated signing facility in your document management process and WordPress site, means it is part of your normal day to day operations. Signing becomes simple and a part of the overall contract lifecycle process. No more printing out and scanning.

Contract Workflow

Template Authoring



Contract Creation



Contract Review



Contract Approval



Contract Execution



Contract Performance



Contract Expiry



Contract Management

Growing Organization's will have lot of vendors, contractors & partners. Managing them & maximize operational and financial performance at an organization, all while reducing financial risk. Organizations encounter an ever-increasing amount of pressure to reduce costs and improve company performance. There is a need for intelligent and modern approach to managing contracts. To help organizations to manage all its current & new contracts intelligently & transforming them from documents to be filed into assets to be leveraged.

The screenshot displays the prasaMvidhA Contract Management interface. On the left is a dark sidebar with navigation links: Dashboard, People, Department, Vendors, Company, Contractor, Location, Contract (selected), My Contract, Contract For approvals, Employee, Template, and Report. The main header shows 'CONTRACT' and the user 'Dipesh Shah Business Owner'. Below the header are tabs for 'NEW CONTRACTS' and 'AWARDED CONTRACTS', along with 'EXPORT' and 'ADD' buttons. A table lists contracts with columns: CONTRACT NAME, ID, CONTRACT TYPE, SUPPLIER TYPE, CONTRACT BUDGET, TERM TYPE, and STATUS. An 'Edit' menu is open for the first row. A modal form is open for adding a new contract, containing fields for Contract Name, Select Template (with a dropdown menu), Contract Type, Supplier Type, Contract Budget, Contract Priority, Term Type, and a Description text area. At the bottom of the modal are 'SAVE AS DRAFT' and 'ADD CONTRACT' buttons.

CONTRACT NAME	ID	CONTRACT TYPE	SUPPLIER TYPE	CONTRACT BUDGET	TERM TYPE	STATUS
Search...	Search...	Search...	Choose...	Search...	Search...	X All
Contract Management System		Software Licence	Vendor	9,60,000	1 month	ACTIVE
ABG		Supplier Agreement	Supplier	9,60,000	2 months	PENDING
HR PORTAL	104	RFP	Vendor	9,60,000	2 months	COMPLETE
EUROMUSIC	105	SOW	Vendor	9,60,000	2 months	APPROVED
Infrastructure Services	106	RFP	Vendor	9,60,000	2 months	REJECT
Cloud managed services	107	SOW	Vendor	9,60,000	2 months	APPROVED

Modal Form Fields:

- Contract Name: Hardware device supplier
- Select Template: Software Licence (dropdown menu)
- Contract Type: Software Licence
- Supplier Type: Vendor
- Contract Budget: 6,00,000
- Contract Priority: Medium
- Term Type: Longterm (more than 3 years)
- Description: The objective of the agreement is to create a strategic alliance between DELL and XYZ and going ahead for the financial year 20-21 we would be procuring all hardware equipment's from Dell on the proposed pricing structure with said payments term and any changes in the above pricing structure should be notified to us 3 months in advance.

Vendor Management

For vendor to be on-boarded at solv they have to undergo the screening, which could include the following documents:

- GST Certificate
- Copy of PAN Card
- Copy of Trade License
- Copy of Certificate of Incorporation
- Copy of Udyog Aadhar
- MSME registration certificate
- Cancelled Cheque or Bank attested passbook

Once onboarded, then vendor can submit their proposals & submit all the required documents Like proposed amount, NDA, SOW, tenure etc.

The screenshot displays the 'prasaMvidhA' Vendor Management interface. On the left is a dark sidebar with a menu: Dashboard, People, Department, Vendors (expanded), Company, Contractor, Location, Contract (expanded), My Contract (highlighted), Contract For approvals, Employee, Template, and Report. The main content area is titled 'Please fill Vendor details for Contract' and includes a 'BACK' link. The form contains several sections: 'Vendor Name' with a dropdown; 'Proposed Amount' with a text input; 'Is additional NDA required' with a checkbox and an 'NDA Document' upload field; 'Tenure' with a text input; 'Supporting Documents' with an upload field and a table of documents (Doc1, Doc2) with View and Download links; 'SOW Document' with an upload field and a 'HISTORY' button; a 'Commercial Terms' section with a text input and a 'Download Template here' link; and a large green 'SUBMIT' button at the bottom right.

prasaMvidhA

BACK

Please fill Vendor details for Contract

Vendor Name
Select Vendor Name

Proposed Amount
Proposed Amount

☐ Is additional NDA required
NDA Document [UPLOAD](#)

Tenure
Tenure

Supporting Documents
Supporting Documents [UPLOAD](#)

File Name	Date	View	Download
Doc1	11/12/2019	View	Download
Doc2	12/12/2019	View	Download

SOW Document [HISTORY](#)

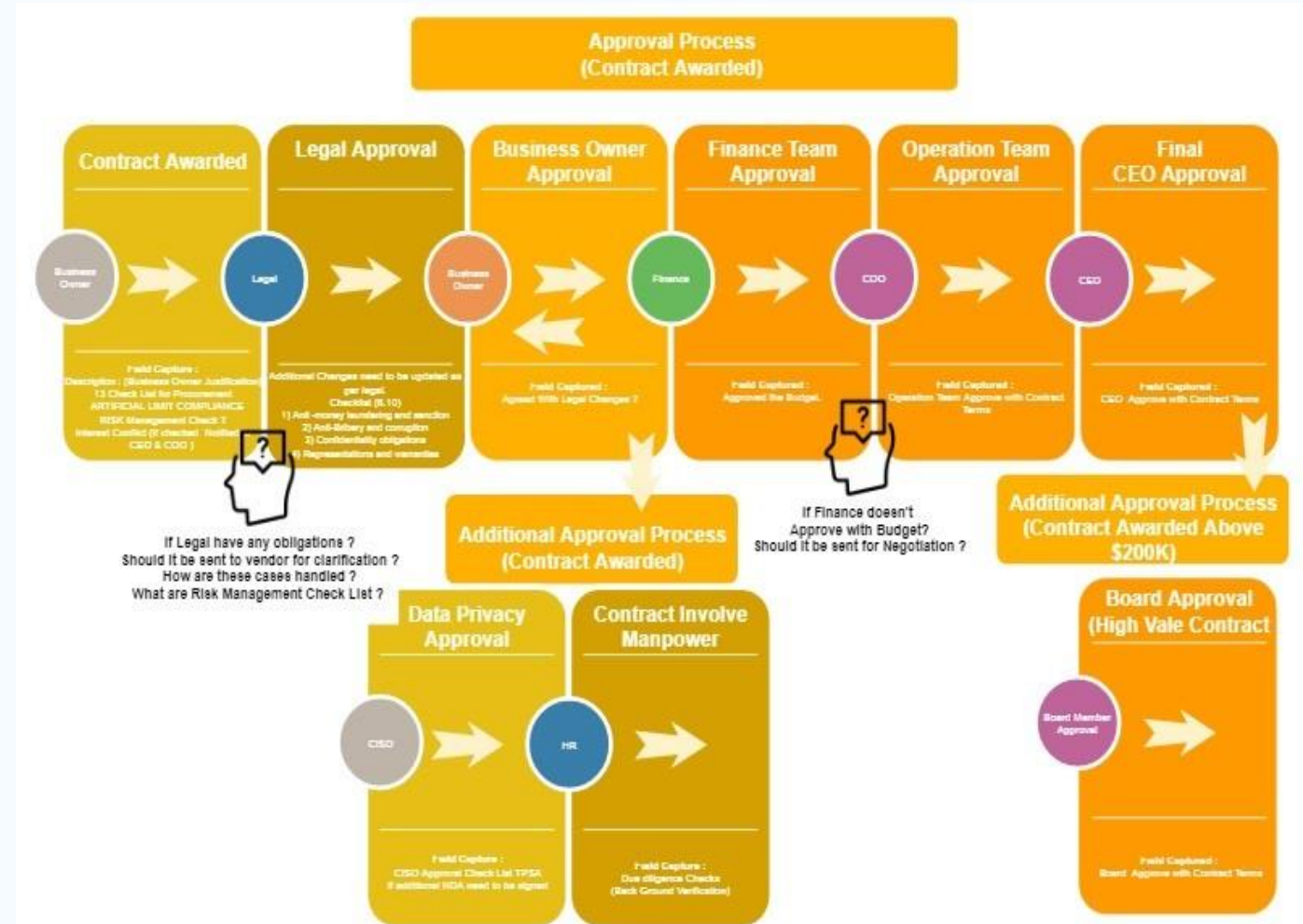
File Name	Version	Date	View	Download
SOW	V2.2	11/12/2019	View	Download
SOW	V1.1	12/12/2019	View	Download

Commercial Terms
Commercial Terms [UPLOAD](#)
[Download Template here](#)

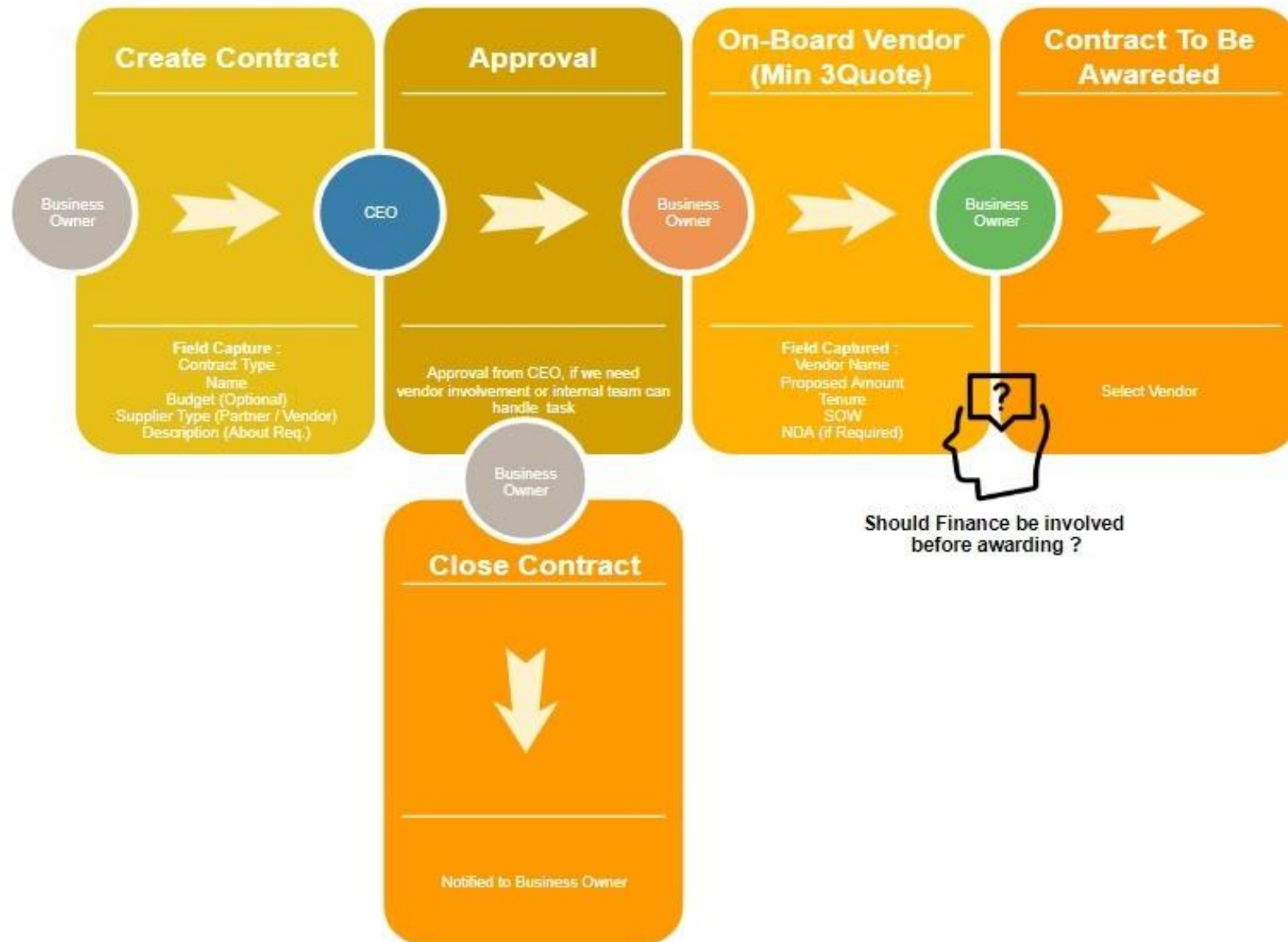
[SUBMIT](#)

Approval Management

Completion of Successful contract. The contract gets approved & all the documents are maintained for all vendors in Repository, With all the different versions of the contract letter also maintained, which can be opened at any time. In case if any contract is about to expire in some notice period time, then notification reminder for contract renewal is initiated & thus Communication with stakeholders is made transparent & maintained. This can be put in the scope of ADMIN.



Initiation Of Contract



prasaMvidhA

Dashboard

People

Department

Vendors

Company

Contractor

Location

Contract

My Contract

Contract For approvals

Employee

Template

Report

BACK

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

Managing Director Approval:

Business Owner Initiated	11 Dec 2019
Business Owner Chat with Managing Director	11 Dec 2019
Managing Director Chat with Business Owner	12 Dec 2019
Managing Director Chat with Business Owner	12 Dec 2019

✓

Contract Approved By Managing Director

13 Dec 2019

Contract Priority: HIGH

Contract name: Hardware device supplier

Contract Budget: 60,000,00.00

Term type: 30 Days

Description: The objective of the agreement is to create a strategic alliance between DELL and XYZ and going ahead for the financial year 20-21 we would be procuring all hardware equipment's from Dell on the proposed pricing structure with said payments term and any changes in the above pricing structure should be notified to us 3 months in advance.

Contract type: Software Licence

Template type: Software Licence

Supplier type: Vendor

DISAPPROVE

APPROVE

MD Approval

All the fields are to be filled & all the mandatory clauses of the client company have to be covered. Once the contract is created, It goes through all the check list followed by company. Once the contract gets created and reviewed, from all the various stake holders & finance department. Then it goes to final sign off with the CEO. If In any case, the contract failed to pass any security check, then the contract ends at that stage & again the entire process has to start from onboarding the vendors again. Else the contract goes to CEO for approval.

Vendor Management

- **13 Checklist for Procurement**

1. Cost competitiveness of the offer
2. Service and service level coverage
3. Ability to meet timeframes
4. Company profile and stability
5. Geographical coverage
6. Compliance with relevant regulatory bodies
7. Relevant experience and references
8. Ease of implementation
9. Communication and technology
10. Innovation and continuous process improvement
11. Methodology and project management
12. Environmental contribution and compliance
13. Future developments

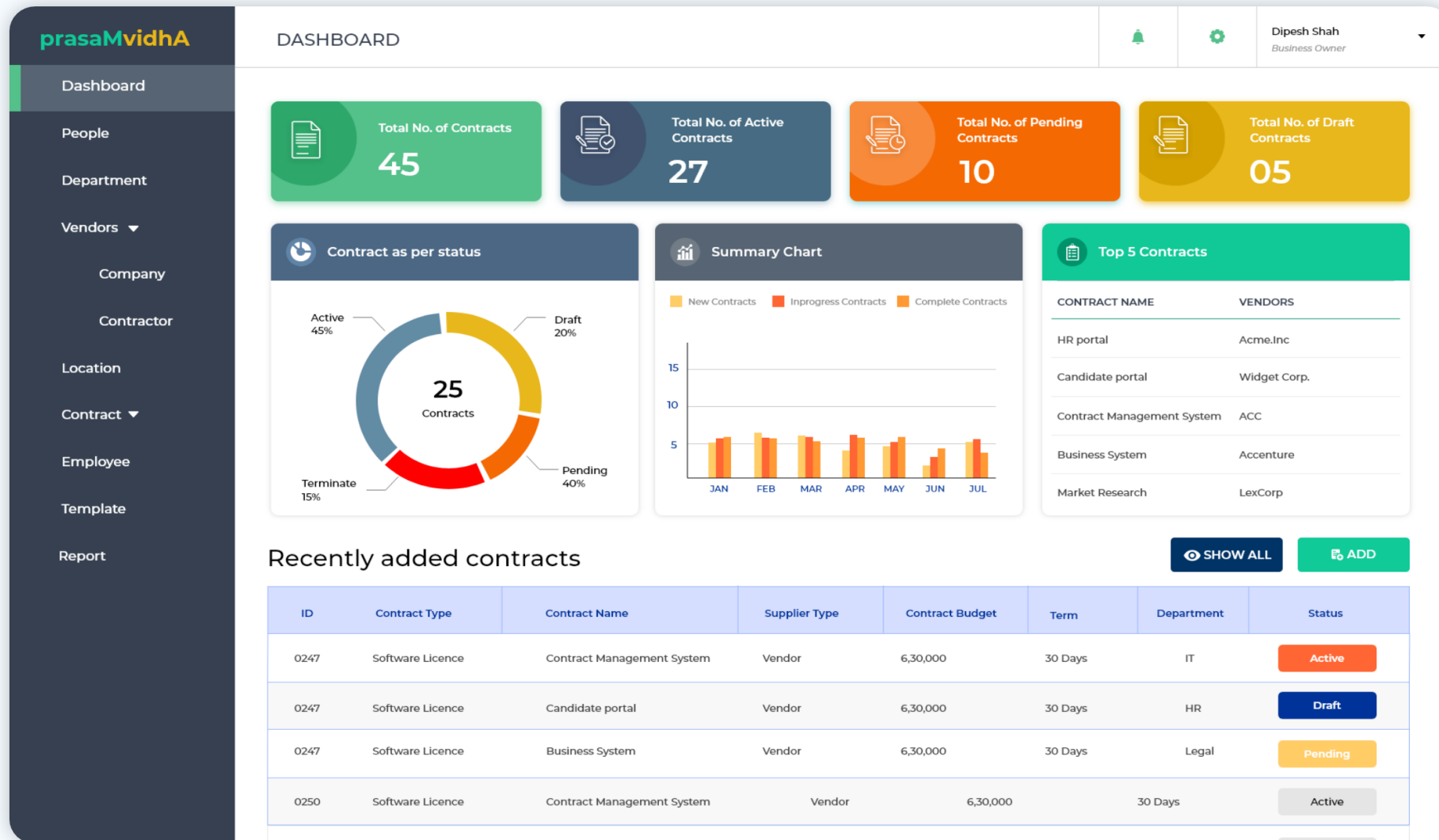
- **Artificial limit Compliance**

- **Risk Management check**

- **Conflict of Interest**

The screenshot displays the prasaMvidhA Vendor Management interface. On the left is a dark sidebar with a menu including Dashboard, People, Department, Vendors (with a dropdown arrow), Company, Contractor, Location, Contract (with a dropdown arrow), My Contract (highlighted in green), Contract For approvals, Employee, Template, and Report. The main content area has a 'BACK' link and a horizontal tab bar with seven tabs: Contract Details, Onboard Vendor, 13 checklist for Procurement (active and highlighted in green), ARTIFICIAL LIMIT COMPLIANCE, RISK Management Check, Conflict of Interest, and Add Contractor. Below the tabs, there are two columns of checklist items, each with an unchecked checkbox and a green circle containing the number 1. The items are: Cost competitiveness of the offer, Service and service level coverage, Ability to meet timeframes, Company profile and stability, Geographical coverage, Compliance with relevant regulatory bodies, Relevant experience and references, Ease of implementation, Communication and technology, Innovation and continuous process improvement, Methodology and project management, Environmental contribution and compliance, and Future developments. At the bottom of the main area is a large text input field labeled 'Business Justification'. A green SUBMIT button is located at the bottom right of the interface.

Customized dashboard



Transform your commercial foundation

With the accelerating pace of commerce, enterprises in every industry are looking for ways to digitally transform their business to help them survive and compete. No area of a business will benefit more from digitization than contracting. Contracts form the commercial foundation of an enterprise, managing every dollar in and out of a company. Traditional, disparate contract lifecycle management solutions that only serve as a repository for contracts stand in the way of companies' ability to compete in today's business climate. That's why leading companies are turning to enterprise contract management powered by artificial intelligence and cloud technology to turn their contracts into valuable strategic assets

Clients



Contact us



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