

PACTIUS

Expedient, efficient and easy contract management

PACTIUS is a contract management system, which easily and intuitively ensures corporate contract overview and efficient management of your rights and obligations.

From complex system to operational tool

A survey among Danish enterprises and authorities shows that 84% of the respondents believe that they may benefit from improved contract management, whereas 50% are also challenged by their existing supporting systems, which in most cases prove both complex and cumbersome.

This survey was carried out by Bech-Bruun in August 2015 receiving answers from 439 respondents working at Danish enterprises and authorities.

With PACTIUS focus is shifted from dealing with a complex solution to having a user-friendly and operational tool for any task ranging from simple contract storage to monitoring of rights, obligations and complex deliveries under large IT, construction and outsourcing contracts.

PACTIUS has been developed on the basis of the "less is more" principle and a persistent focus on what is important to the contract manager.

Total contract overview

PACTIUS provides you with a total contract overview. Just one single click and you may open the main contract directly from the main menu.

You can always view any obligations under a contract broken down by their status as either outstanding, due, fulfilled or not fulfilled.

You can filter and customise your search results based on various information and, in that way, you can swiftly narrow results down to match the criteria that you find important.

PACTIUS helps you, for example,

- to easily get an overview of all contracts, obligations and relating tasks.
- to easily search for any particular contracts, obligations and tasks and filter these search results.
- to export data on contracting parties, contracts, obligations and tasks to Excel.
- to easily add and maintain contractual obligations and tasks under the contracts.
- to receive notifications of all relevant events in the contract process.
- to ensure that all obligations are acted upon.
- to guarantee documentation of fulfilment of obligations.
- to change the contract manager of several contracts in one go.
- to perform free-text searches in contract documents across multiple contracts.

The screenshot displays the PACTIUS web application interface. At the top, there is a navigation bar with icons for Home, Contracts, Reports, and System. Below the navigation bar, the user is logged in as 'THOMAS'. The main content area shows a 'Mine Kontrakter' (My Contracts) overview. A progress bar indicates the status of contracts: 32 (71%) Outstanding, 13 (29%) Ongoing, and 3 (38%) Completed. Below the progress bar, there is a table of contracts with columns for Nr., Titel, Kontrakttype, Førelsesenhed, and Parter. The table lists 10 contracts, including 'Ny udviklingsaftale', 'Konsulentaftale om bistand til udbud', and 'IT-Driftskontrakt'.

Nr.	Titel	Kontrakttype	Førelsesenhed	Parter
8	Ny udviklingsaftale	Projektaftale	R & D	Software UA
27	Konsulentaftale om bistand til udbud	Konsulentaftale	IT	Stok & Stee
39	IT-Driftskontrakt	Projektaftale	IT	IT Driftsnet
46	Ændringsenske 118 - nye rapporter	Tilgangsaftale	IT	IT Driftsnet
46	Ændringsenske nr. 238 - option på beholtejeningsmø	Tilgangsaftale	IT	IT Driftsnet
48	Konsulentbistand til test	Konsulentaftale	IT	Software UA
50	Udvikling af web-portal	Udviklingskontrakt	IT	Software UA
53	Entreprisekontrakt	Entreprisekontrakt	Produktion	Bieringbro
76	Udviklingsaftale	Projektaftale	IT	Stok & Stee
103	Forudbetalingsgaranti	Sikkerhedsstillelse	IT	

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Simple routines all in a few clicks

PACTIUS has been designed to make it easy, expedient and intuitive to add, edit and delete information.

To add or edit a contract, you need only open one screen and click a few times – and in one single click, you may retrieve

the main document directly from the list of contracts.

PACTIUS is particularly suited for contract managers in need of swift, easy and simple procedures to correct and change information.

Logical and clear to add and change information

An intuitive interface facilitates changing any type of information in PACTIUS. Features are added or changed, etc., in a few clicks on a few screens easy to navigate.

In PACTIUS it is simple to change any type of information already entered into the system.

Contract information may be entered and changed in a few simple steps, including:

- Effective date and expiry date of the contract
- Contract manager
- Contracting parties
- Contact persons of the other contracting party
- Contract documents
- Related contracts
- Rights and obligations of contracting parties.

The screenshot displays the PACTIUS user interface. On the left, a sidebar menu includes 'Hjem', 'Kontrakter', and a selected item '39 - IT-Driftskontrakt'. Below this, there are sections for 'Ubestående forpligtelser', 'Beskrivelse', 'Kontrakttype', 'Status', 'Forretningssenhed', 'Startdato', 'Underskriftsdato', 'Kontraktum', 'Betalingsvilkår', 'Særlige vilkår', 'Referencenr.', 'Kommentarer', 'Hoveddokument', 'Kontrakt Parter', and 'Kontakter'. The main content area shows a 'Ret Kontrakt' (Edit Contract) form with the following fields:

- Kontrakttype:** Project Sale (dropdown menu)
- Titel:** IT-Driftskontrakt
- Beskrivelse:** Driftskontrakten beskriver og regulerer (i) Leverandørens Ydelser, (ii) samarbejdet mellem KUNDEN og Leverandøren, (iii) Parternes indbyrdes pligter og rettigheder (text area)
- Forretningssenhed:** IT (dropdown menu)
- Contract Manager:** Thomas Larsen (dropdown menu)
- Forretningssansvarlig:** Vælg (dropdown menu)
- Referencenr.:** 1001-3317

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Easy to add relationships between contracts

At times, contracts form integral parts of a whole. This is the case with, for example, large sets of contracts of which you are likely to lose the broad perspective.

PACTIUS helps you to easily add relationships between main contracts and sub-contracts so that even the most comprehensive and complex contracts

may be broken down into relevant, reasonable (and manageable) elements.

You are one click away from any related contracts and may navigate the entire set of contracts quite easily.

Document overview

A contract does not only include a main contract and several appendices. Upon the signing of the contract, additional documents and versions will usually be added, and it is often difficult to keep track of them all during the entire term of the contract.

PACTIUS has been designed to make it possible to continuously enter any additional documents during the contract process, including:

- Correspondence
- Minutes of meetings
- Supplies/milestones (such as approvals)
- Periodic documentation (such as auditor statements)
- Objections, etc.

By dividing documents into various document categories, it is possible to relate documents to specific areas of the contract environment.

Examples of contracts related to each other:

- Framework agreements typically having several underlying supply agreements.
- Construction contracts, including supplementary agreements (for extra works), provision of security for supplies, etc.
- Procurement contracts, for which a third party (such as a bank) has issued an advance payment guarantee on behalf of the supplier.
- IT and outsourcing contracts including individual optional services (such as service requests) or requests for separate development and operation.

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Making the contract easy to work with and navigate

PACTIUS has been designed to easily and expediently break down the contract into operational and structured obligations, such as:

- Individual obligations (supplies, milestones, etc.)
- Periodic obligations (monthly, quarterly or annual deliveries, etc.)
- Ad hoc obligations (response times, permanent obligations, etc.)

PACTIUS enables the user to distinguish between various elements of each obligation, for example importance, legally responsible persons, persons responsible for follow-up actions and whether the follow-up actions must be documented, etc.

The user may thus break down the contract into the smallest possible operational detail depending on the depth of management chosen by the organisation.

Follow-up action on a single screen

PACTIUS has been designed to create a follow-up process as simple as possible and to ensure that such follow-up is performed by the proper persons.

To register the completion of a task, you need only to open one screen, which will provide all relevant information collected for the purpose of any follow-up actions, including whether the task has been completed or not.

The system will automatically be updated whenever you enter a registration and will reflect the current overall status of the contract relationship broken down by, for example, each contract, each supplier or any specific user.

Easy and intuitive overview and search

PACTIUS will help you get an overview of contracts, obligations and tasks.

When searching for contracts, obligations and tasks, you can narrow down and customise search-result lists by entering specific search criteria (such as all obligations on the part of a specific contract manager or all contracts having a specific expiry date).

It is also possible to make multiple-list searches and to filter individual column searches.

In the individual documents, it is also possible to search for specific words (free-text search).

Simple follow-up procedures

- In the form of tasks which may be distributed among various employees so that they each monitor different obligations.
- It is possible to set up the system to send notifications of upcoming tasks (by email) to the relevant persons.
- A user will always be able to view a My Tasks list.
- It is possible to make sure that tasks are marked as due if not responded to.
- It is possible to require that the completion of a task must be documented.

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Reporting

PACTIUS includes a number of reporting templates for reporting on contracts and obligations. The templates are to provide an overview of all contracts and the obligations under each contract (over periods of, say, 3, 6 or 13 months), including information about whether the obligations have been fulfilled within the said periods.

The search criteria may be defined for each report so that it is possible to narrow down the data to be included in the report.

Generally, data may also be exported to Excel for the use by subsequent reporting.

Task data may be exported to create an overview of all tasks due under every contract and obligation, and to provide an overview of what needs to be followed up on during the next period (such as the next month or half-year).

Reporting templates to be used for:

- Expired contracts or contracts about to expire.
- Getting a status overview of obligations.
- User access.

Export files

- It is possible to export data on contracts, obligations and tasks to Excel for various reporting purposes in Excel.

The screenshot displays the PACTIUS web application interface. At the top, there is a navigation bar with icons for Home, Contracts, Obligations, Reports, and System. Below this, the user is logged in as 'Hjem / Kontrakter' and viewing 'Mine Kontrakter'. The main content area shows a summary of contract statuses: 'Udestående forpligtelser' (30, 73%), 'Forfaldne forpligtelser' (11, 27%), and 'Opfyldte forpligtelser'. A table of contracts is visible, with columns for 'Nr.', 'Titel', and 'Kontrakttype'. An Excel export overlay is shown, displaying the data from the table in a spreadsheet format. The table data is as follows:

Nr.	Titel	Kontrakttype
0	Ny udviklingsaftale	Projektstafale
27	Konsulentstafale om bistand til udbud	Konsulentstafale
39	IT-Driftskontrakt	Projektstafale
45	Ændringsenske 116 - nye rapporter	Tilleggsstafale
46	Ændringsenske nr. 230 - option på selvbetjeningsmo	Tilleggsstafale
48	Konsulentbistand til test	Konsulentstafale
50	Udvikling af web-portal	Udviklingskontrakt
63	Entrepriskontrakt	Entrepriskontrakt
75	Udviklingsaftale	Projektstafale
103	Forudbetalingsgaranti	Sikkerhedsstafale

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Do you want to know more or would you like a non-committal demo?
Contact us on T. +45 70 27 01 27 or at E. info@pactius.com

PACTIUS has been developed by Bech-Bruun
in collaboration with Gestion

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