



Introduction of a Contract Management Workflow at codecentric AG

Pia Erbrath (2300869)

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FHTenL Venlo



Overview

- 1 Introduction
- 2 Analysis Current Situation
- 3 Conditions New Process
- 4 Research
- 5 Conclusion



Assignment

- Customer:
 - ① Wacom
 - ② codecentric AG
- Creation/ Introducing Contract Management System
- Scope/Priority:
 - ① Electronically signing
 - ② Archiving
 - ③ Creation
 - ④ Remembering



Time Planning

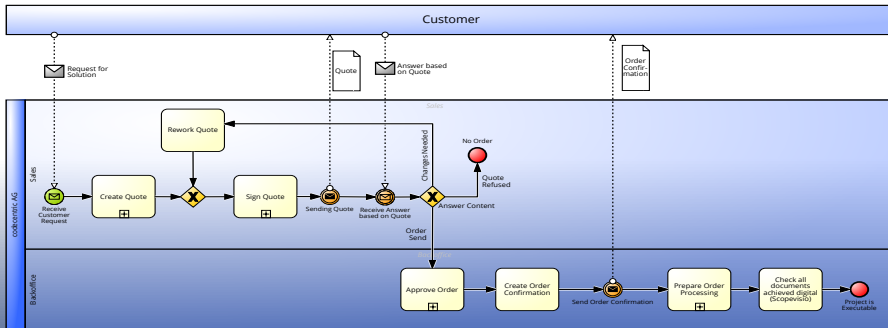
#	Phase	Week
1	Project Planning	1-6
2	Analysis of the current situation and the requirements needed	7-9
3	Designing of a new workflow	10-12
4	Implementation and testing of the workflow based on the defined scope	13-18
5	Finalize bachelor thesis	23,24

Table: Time Planning



Business Process

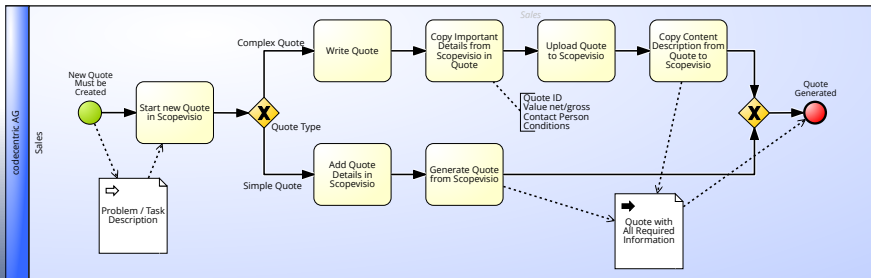
MainProcess_CreatingQuoteToStartProject





Sub Processes

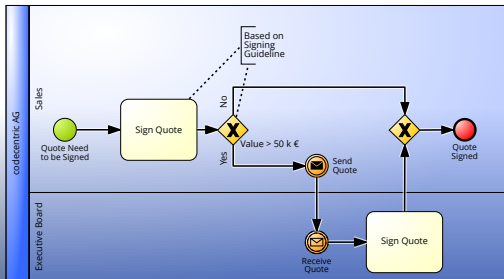
Process1_CreateQuote





Sub Processes

Process2_SignQuote





Problems

- To many manual steps (Signing, Archiving)
- Incorrect signing of documents
- Signing guideline outdated
- Document creation



Aims

- 1 Create standard workflow
- 2 Automate achieving
- 3 Reduce manual work (creation & signing)
- 4 Paperless office



Requirements

- Standard processes
- Accepted documents format
- Transparency & Fulfillment signing guideline
- Legal standard



Electronic Signature

- eIDAS
- 3 Types
 - ① Simple electronic signature
 - ② Advanced electronic signature
 - ③ Qualified electronic signature
- Biometric signature



Reflection

- ① What went good:
 - Cooperation with employees
 - Time planning till now
- ② Possible Problems:
 - New ERP system



Lookout

- Finalize research about electronic signing tool
- Design new workflow
- Implement signing step of new workflow



Conclusion

- A lot of problems, not all can be solved
- The implementation maybe prototype → new ERP system / old ERP
- Properly in time

Questions left?