**Contract Management**

Storage of the company’s standardized contracts.

**Workflow Management**

A core workflow management system to facilitate and manage the drawing up and execution of new contracts.

**Contract Management**

**Vendor/Supplier Management**

Calendars that include milestones that the vendor should meet.

**Check lists**

Check lists to manage information and activities within the contract life cycle.

**Alerts**

Alerts to indicate movements from expected behaviour.

**Document tracking**

Document repositories to hold the live contracts and standard contracts for use by the company.

**Claims**

Claims administration to cope with any non-adherence with the contract.

**Product Line Budgeting**

Prices and budgeting for each product line and vendor.

**Contract Risk Analysis**

Management information that will show which contracts: Have the greatest risk potential. Are costly to manage.

**Contract Valuation**

Management information that will show which contracts: Are the most valuable. Are close to being renewed.