



online contract management
full control over all agreements



The concept

A solution to manage and monitor all agreements in a professional and efficient way. 2Agree is a cloud solution, after entering a few settings you can immediately use 2Agree.

Why contract management is interesting

- no unplanned automatic contract renewals
- a full and complete overview of all agreements
- enough time to benchmark alternatives
- reduce risks
- generating savings
- handover of agreements in case of illness or when an employee leaves the company
- intelligent and efficient cooperation between colleagues, departments and/or sites by using multiple user profiles and authorization rights
- persons controlling agreements remain responsible doing this in 2Agree, but in a more efficient, similar and secured manner
- professional behaviour towards the contract party
- low cost
- high compliancy
- we can import all your current contracts → 2Agree

The technical solution

- web based
- access via HTTPs and SSL
- certified datacentre
- no installation or IT services needed
- daily backup
- latest version always available
- very fast response time (system performance)
- access via pc, laptop, tablet and smartphone



The prices

| User type | Number of users | Price per user per month | Number of contracts | Number of documents |
|-----------|-----------------|--------------------------|---------------------|---------------------|
| Key-user | 2 | € 22,50 | Unlimited | Unlimited |
| Key-user | 3-5 | € 13,00 | | |
| Key-user | 6-10 | € 8,50 | | |
| Key-user | 26-50 | € 7,00 | | |
| Key-user | 101-250 | € 5,00 | | |
| Viewer | 1 | € 0,50 | | |

Inclusive future functionality / releases

All prices are excl. VAT.

The features

Register**Maintain****Inform****Report**

Agreements

After logging in a full overview of all agreements
Standard view is the deadline view (end date -/- cancellation term)
Sorting can be adjusted easily, an extensive search function is available



Tasks

Automatic end date -/- cancellation term task for every new agreement
Create tasks, assign them to users and monitor progress
All tasks presented in a clear overview



Dashboard

Graphical view of all agreements (total and value) – status view
Graphical view of all agreements (total and value) – end date view



Profiles

Flexible and future proof setting up authorisation by using profiles
A user can be assigned to 1 or multiple profiles
An agreement can be assigned to 1 or multiple profiles



Import

All general supplier info can be imported via a standard import routine
From each and every software platform source (SAP, Exact, Microsoft etc.)



Export

All data can be reported by using the embedded reporting engine
All data can be exported to Microsoft Excel



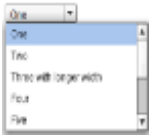
KPI's

Creating and managing standard KPI's (Key Performance Indicators)
Per agreement managing a target value, period and achieved value



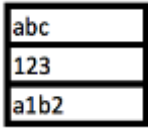
Approval workflow (next release)

Creating and managing an approval workflow per agreement
Report progress
Archive approvals



Dropdown list

Almost all information can be maintained in data tables which are accessible via dropdown lists when adding or modifying agreements (easier, quicker and less data pollution in the system).



Flexible data field

Besides the general field it is also possible to create and use data fields which are specific for your organization.



Documents / attachments

Per agreement a wide range of file types can be uploaded and attached, out of experience we know that scanned PDF files are uploaded but you can also upload/attach excel files or power point files for example.



History

The most important changes are logged by 2Agree and can be reviewed online. The username, date, time and the information which has been changed will be shown.



Help

A very detailed user manual
Contact the helpdesk via email or phone
Short instruction videos



Languages

English, Spanish, French, German and Dutch
User screens, help instructions and email alerts
Every user can use the system in the his/her own language



Start using 2Agree

It's very easy to start using 2Agree.
As 2Agree is a cloud solution a software installation is not required and using the configuration manual will result in a very fast start-up (approx. 1 or 2 hours)



Data migration to 2Agree

2Agree offers a service to migrate your actual contract information from Excel and/or another data source to 2Agree. This will result in an easy and efficient start using 2Agree.



Impression

Agreement overview – presented after logging in

| Agreement id | Contract party | Entity | Main group | Description | Deadline | Enddate | Status |
|----------------|--------------------------|--------------------|---------------------|---|-------------|-------------|-----------|
| 8372-PW | Smolders houtindustrie | Headoffice | Packaging materials | One way pallets-agreement | 18 May 2017 | 01 Jun 2017 | Final |
| Com-35 | Compres | Headoffice | Overhead | Harry wants this subscription | 31 May 2017 | 01 Jun 2017 | Final |
| Lyr-27 | Lyreco | Headoffice | Overhead | Contract for office supplies | 13 Jun 2017 | 23 Jul 2017 | Final |
| Ess-25 | Essent | Headoffice | Energy | Contract for energy (gas) | 28 Jun 2017 | 27 Aug 2017 | Final |
| test agreement | 2Agree | Location Amsterdam | Energy | Electricity contract | 24 Jul 2017 | 24 Aug 2017 | Final |
| trav-crd-0289 | Shell card services | Headoffice | Overhead | Travelcard agreement | 02 Aug 2017 | 01 Sep 2017 | Final |
| Hag-23 | Hago | Location Nijmegen | Overhead | Cleaning contract (offices) | 04 Aug 2017 | 13 Sep 2017 | Final |
| Contractr-937 | Van den Heuvel transport | Headoffice | Transport | Long term transport in NL | 15 Aug 2017 | 14 Oct 2017 | Final |
| MAN-56 | MAN Roland | Headoffice | Machines | Rental-Buy agreement for 2 printing presses 2010 & 2011 | 04 Sep 2017 | 15 Nov 2017 | Cancelled |
| A-672 | Adecco | Headoffice | Employees | Temp agreement | 01 Oct 2017 | 31 Oct 2017 | Final |
| Marketing-008 | Sportclub GoFort | Headoffice | Marketing projects | Sponsoring soccer club | 01 Oct 2017 | 30 Nov 2017 | Final |
| 837348 | MAN Roland | Headoffice | Machines | Rental agreement press | 02 Oct 2017 | 31 Dec 2017 | Final |
| 456789 | 2Agree | Headoffice | Communication | Was auch immer. | 04 Oct 2017 | 02 Jan 2018 | Final |
| VS-7367-93 | Van Son Inkten | Headoffice | Ink | Conventional ink - prices | 05 Oct 2017 | 04 Dec 2017 | Final |
| Hag-33 | Hago | Headoffice | Overhead | Cleaning agreement production area | 22 Oct 2017 | 11 Dec 2017 | Concept |
| mf-1r4141 | McAfee | Headoffice | Software | Antivirus software. | 31 Oct 2017 | 31 Dec 2017 | Final |

Days to deadline: 38

Master id: - Select 1

Main group: Overhead

Sub group: Travel

Purchase value/year: € [] []

Amendable:

Costcenter: - Select 1

Signdate: [] [] []

Infinite:

Renewal term (Months): [] []

Possible renewals: [] []

Used renewals: [] []

Project: - Select 1

Related fixed asset: - Select 1

Agreement type: Commercial contract

Physical location contract: [] [] []

Delivery term: - Select 1

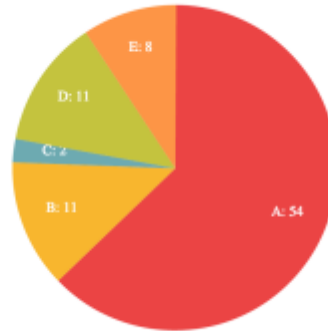
Paymentterm: - Select 1

Dashboard – a helicopter view of all agreements in the system

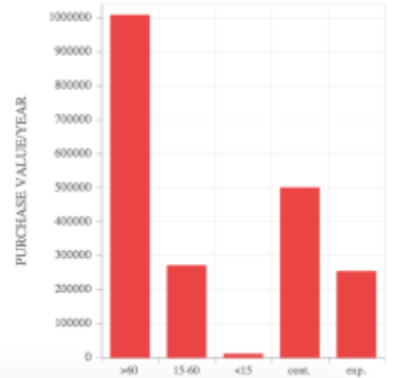
Number and Value of the agreements by deadline

| Deadline | Count | Value |
|------------------------|-----------|------------------|
| A: >60 Days | 54 | 1.008.768 |
| B: 15-60 Days | 11 | 272.500 |
| C: <15 Days | 2 | 12.500 |
| D: expired (continues) | 11 | 501.350 |
| E: expired (late) | 8 | 255.511 |
| | 86 | 2.050.629 |

NUMBER OF AGREEMENTS



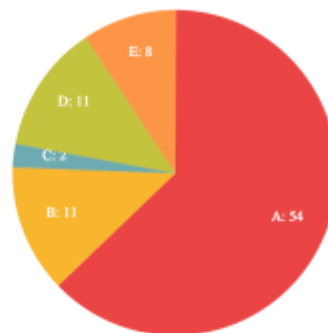
PURCHASE VALUE/YEAR



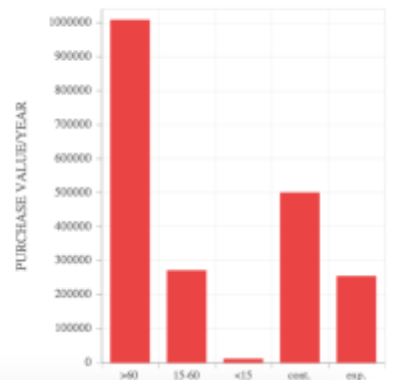
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PURCHASE VALUE/YEAR



Product sheet 2Agree SaaS Online

Email notification – the way 2Agree informs the users

Dear Madam/Sir,

This is an automatic email-notification from your Contract Management System.
You are informed that action is needed or a contract is amended.

Notification

| | |
|-------------------|--|
| Task | Annual contract review date |
| Status | Final |
| Task sent to | harry.leets@company.com , charly.smit@company.com |
| Start date task | 1-dec-2017 |
| Progress check on | 14-dec-2017 |
| Task ready date | 1-jan-2017 |
| Reminder | 14-jan-2017 |
| Task for | charly.smit |

Agreement

| | |
|-------------------------------------|-------------------------------------|
| Agreement | Long term pallet delivery agreement |
| Main group | Packaging material |
| Subgroup | Pallets |
| Project | |
| Fixed asset | |
| Entity | Warehouse Nijmegen |
| Agreement manager | Charles Smit |
| Contract party | Puderbach Paletten GmbH |
| Status | Final |
| Start date | 12-feb-2012 |
| End date | 31-march-2018 |
| Cancel term | 30 days |
| Deadline (end date -/- cancel term) | 1-march-2018 |

If you no longer want to receive this notification and you have contract manager (editing) rights, you could:

- adjust, delete or de-activate the task
- adjust the agreement (end date)

If you do not have contract manager (editing) rights please contact Charly Smit

Note: de-activated agreements and/or agreements with status ended will still receive notifications.