

Vendor Contract Management Solution

Esker Contract Management streamlines the source-to-pay (S2P) process by automating the management of existing and new contracts via a central repository. Businesses benefit from improved visibility and compliance, effective renewal and expiry handling, as well as cost savings.

Contract management overview



**Import or
synchronise
contracts**



**Manage contract
reviews & approval
workflows**



Store contracts



**Track contract
spend & analytics**



**Renew or
terminate
contracts**

Contract import & synchronisation

Contract creation & submission

- Ability to create contracts using integrated generative-AI to extract relevant metadata and clauses (contract dates, contract duration, supplier, maximum spend, etc.)
- Import a contract from another application, CSV or ZIP file
- Ability to share contracts with a user or group of users
- Automatic alerts to notify contract owners of upcoming contract end or renewal dates

Contract management repository

- Quickly retrieve contracts with Esker's multi-criteria search engine
- Central contract repository
- Ability to display orders or invoices related to a specific contract
- Associate punch-out sites with contracts

Review & approval workflows

Contract verification & activation

- Intelligent approval workflows to check contract compliance with company's policy
- Define workflows based on contract type
- Ability to approve a contract from mobile application

Contract amendment

- Administrators can modify contract name, description and contract type fields in the contract form
- Contract owner can request an amendment from contract dashboard (amend button)
- Contract amendments review/approval workflow kicks-off
- Contract profile page displays version history

Contract procurement & invoicing automation

- Ability to create a purchase requisition from contract dashboard
- Prevent overspending from occurring: block any requisition beyond the spend limit
- Recurring invoice management automation: define an invoice schedule associated with a vendor contract

Contract spend & performance analytics

Monitor operations & performance

- Ability to display information and document lists related to vendor contract
- Get a quick overview of accounts payable (AP) and procurement situation and activity
- Ability to monitor minimum and maximum spend amounts
- Received notifications for expenditure monitoring
- Contract spend management and tracking: alerts when maximum amount is approaching or minimum is not met

Compliance & risk performance

- Follow-up and track created contract approval status
- Full audit trail to track contract modifications
- Electronically and securely store all contract information and define document retention period

Contract amendment & versioning

- Track contract changes: Store amendments alongside original contracts to ensure up-to-date contract information
- Contract version history: Access current and preview versions of contracts via contract profile home

Contract renewal & termination

- Track contract renewals or terminations with specific lists and reports
- Ability to terminate contracts before the initial end date or before an auto-renewal

Integration with other Esker Source-to-Pay solutions

- Sourcing integration: Update a contract from a sourcing event (re-negotiation process)
- Procurement integration: Follow-up related orders, access catalogue items, create a requisition from the contract profile page, track contract related spend
- Accounts payable integration: Track invoice amounts against contracts and related invoices
- Project procurement integration: Track related contracts

Archiving & ERP integration

ERP integration

- Integrate and synchronise with any ERP system via flat files
- Replicate your ERP master data
- Simultaneous multi-ERP integration

Archiving

- Securely archive all documents and processing data for as long as necessary
- Get instant access to required supplier information using multi-criteria search function
- Configure archiving duration

SaaS platform

One interface, multiple solutions

- End-to-end Source-to-Pay (S2P) suite: sourcing, supplier management, contract management, procurement, accounts payable, expense management, payment and supply chain financing
- End-to-end order-to-cash (O2C) suite: credit management, customer inquiry management, order management, invoice delivery, payment, cash application, claims & deductions, collections management

Psst ... click the logos to learn more
about some of our Esker customers



A versatile interface

- Seven languages supported: English, French, German, Spanish, Italian, Japanese and Chinese
- Browsers: Google Chrome, Mozilla Firefox, Microsoft Internet Explorer 11, Microsoft Edge based on Chromium
- Customisable interface: dashboards, colours, logo, visual identity

Trustesker

- Follow service availability and performance in real time
- Keep track of all upcoming planned maintenance

Security

Compliance

- Quality and integrity of internal control and processes: SSAE 18 & ISAE 3402 compliance
- Protection of sensitive health information: HIPAA & HITECH compliance
- Continuous improvement and close monitoring of security levels: ISO 27001 certification

Support

- Worldwide coverage in five languages (English, French, Italian, Spanish, German) with teams of expert engineers
- Over 95% customer satisfaction rate
- Follow-the-sun and 24/7 premium support options available

Physical security

- Physical access: 24/7 monitoring, access restriction control, onsite staffing, locked racks
- Environmental security: air cooling, fire detection and suppression systems, temperature monitoring
- Electrical security: redundant power supplies, uninterruptible power supplies, backup generators

Architecture security

- Three layers of security: redundancy, clustering, disaster recovery
- Network load balancing: improves processing efficiency by distributing workload among servers
- 24/7 automated system monitoring ensures that servers stay up and running

Logical security

- Firewalls: servers are protected by redundant firewalls
- Proven reliability: penetration tests and vulnerability assessments are issued on a regular basis
- Secure protocols: HTTPS with TLS 1.2, AS2

Data security

- Confidentiality: data segregation and unique document identifiers
- Data storage: documents are automatically deleted after two months
- Archiving: documents can be archived for longer durations in a geographically redundant site
- IP filtering and email gateways: restrict access to only certain IP addresses or domain names
- Alerting: detection of threats (virus, Trojan, worm, etc.) on all incoming documents
- Data encryption: all documents are encrypted at rest

User security

- Password and session policies: set up policies according to business needs
- Traceability: security event log to monitor any action (e.g., account login, creation, deletion, password change, etc.)
- SSO: centralise user security and facilitate authentication
- Multi-factor authentication: require an OTP code (email or mobile app) to login and manage trusted devices

