

by Star Storage

ASSISTO 

Better contract management

Keep your contracts visible and under your control at any time.

assisto-contracts.com

Low legal cost and Contract Management for a better collaboration.

Contracts securely stored, properly classified and easily accessible. Digitalize manual activities and eliminate mistakes that you cannot afford.

01.

POSITIONING

From the moment of creation until they are approved and during their entire lifecycle, errors can sneak in, and documents can be lost thus generating unnecessary costs. We know that contract management is not your favorite activity. You need simple, fast, safe and cost-effective processes.



Contract Management

Contract Management is the process of managing all phases in the lifecycle of a contract with the goal of minimizing costs and risks, maximizing revenue, streamlining operations and improving compliance with policies, procedures, regulations and negotiated terms and conditions.



Cross industry solution

ASSISTO is a cross industry solution that offers control and visibility over all the contracts and supporting documents during their entire lifecycle. Every single contract is stored, categorized and can be easily and securely accessible from anywhere using any device.

02.

CHALLENGES

Keeping up with time:

What was once a relatively simple document designed to protect parties against worst-case scenarios has evolved into a dynamic and powerful tool with far-reaching implications for long-term business and personal relationships.

Keeping up with growing numbers:

The rise in the number of contracts under which a modern organization must operate must be overlaid against the dimension of increased complexity of each individual contract in order to fully appreciate the new challenges that modern organizations must confront in their quest to remain compliant and competitive.

03.

ASSISTO HELPS YOU

- 01. Help you maintain a reference list of all contracts;
- 02. Help you find contracts based on multiple descriptive information;
- 03. Help you track contractual events;
- 04. Automatically update the contract file's cover page with latest values;
- 05. Secure the information by giving access based on each contract characteristics;
- 06. Have a place of reference for all contract documents;
- 07. Reporting with multi-currency conversion;
- 08. Get a financial overview from document records;
- 09. Get an overview of a business partner based on contracts;
- 10. Use automated templates for new documents.

04.

USER CASES



Easily find all your contracts, everytime

Easily register any type of contract and view all contractual information with your business partners, whether it is about materials procurement, equipment or relevant services for the production and distribution of energy, keeping track of the associated services, such as: HR, IT, legal, marketing, sales, etc.



Standardize the whole flow for your contracts

Get rid of care renewal or renegotiation of contracts and focus to be the first to capitalize from new segments or products launched on the market. With just a few clicks you have now secure and permanent access and contractual information from anywhere.



Increase your efficiency and penetrate new markets faster

Quick and motivated business decisions by accessing from anywhere, at any time, the information contained in the contracts and related documents, regardless of the geographic distribution of your business. Reduce costs and implement strategies based on real information coming straight from your company.



Maintain an excellent contractual relationship with all suppliers

The supply chain and the contractual relationship with your suppliers become essential elements and represent a competitive advantage that must be maintained with proper tools.

Reduce the associated costs with contract management and mitigate risks.

The entire process of contract creation, approval and retention is streamlined, so you no longer need to worry about complex related activities.



01.

FIND CONTRACTS AND RELATED DATA

Simple navigate:

- Many ways to reach the same data, such as;
- One perspective good for procurement, one for legal, one for administration, one for each business area;
- No more restricted by only 1 folder hierarchy.

Advanced search:

- Build your own search filters based on all you can possibly register about contracts, documents, partners or other items.

02.

CONTRACT APPROVAL WORKFLOW

Every contract can be subject to an approval workflow:

- Select the actors that are involved for each step
- Keep track of the approval state in the workflow
- Choose between the parallel or sequential execution of tasks.

Task execution:

- Actors can access the assigned tasks in the personal inbox;
- Each actor can execute the task and provide the feedback: approve / reject.

Notifications can be sent by e-mail:

- Each actor receives notifications on assignment;
- Direct access from e-mail to the personal inbox.

Contract digital signing:

- documents can be sign on local machine or using a mobile device using biometric signature
- the signed document will be automatically uploaded into the CA repository as new.

03.

TRACK CONTRACTUAL EVENTS

Each contract can have associated events:

- Automatically based on contract rules:
Eg: Expiration date – based on the associated information;
- Manually entered by a contract owner or authorized user: Eg: Monthly review of deliveries.

Alerts can be generated:

- Prior to the event;
- Distributed to only intended audience, also by email;
- Requires manual dismissal to ensure delivery.



Reduce paper use by taking your contracts digital.

04.

AUTOMATIC UPDATE OF CONTRACT INFORMATION

Each contract has a dynamic cover with its data:

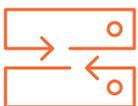
- Reflect the most current information about that contract, extracted from all related documents.

Sample scenarios:

- An addendum is signed and the total value is modified;
- When the addendum enters into force, the dynamic cover is updated;
- An addendum prolongs the validity of the contract.

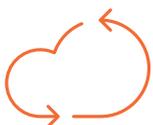
05.

DELIVERY MODELS (LICENSES)



Use your On Premises

Use your On Premises infrastructure for building your private cloud; you can do more with fewer resources by using our powerful solution with advanced patient engagement capabilities with direct impact in increased patient satisfaction and revenues.



Use the On Demand

Avoid expensive up-front hardware and software costs and ongoing IT maintenance fees. STATUS lets you grow your business easily, giving you the power to quickly add locations and healthcare providers on a unified cloud-based platform.

by Star Storage

Real world benefits, increasing performance and smart working.

Proactive organization by keeping a consolidated list of all contracts and related for quicker access.

01.

ASSISTO FEATURES

Build your contract repository

- Upload signed contracts directly into the system from electronic files or scanned documents;
- Generate new contracts based on your standard templates;
- Print, sign and scan with automatic storage;
- Automatically generate new contract numbers
- Add descriptive information such as date, partner, type, class, value etc;
- SAP synchronization (enter the SAP code to receive contract information from an external SAP system; execute RFC call after the contract creation to store the HTTP direct link into the SAP system).

Predefined templates to ease up your activity

- Reduce time for contract creation and review
- Enforce standard models
- MS Word templates that are filled with - attributes' values
- Barcode (CODE_128, CODE_39, EAN_8, EAN_13, UPC_A, QR_CODE, ITF, PDF_417, CODABAR).

Integration with SAP

- SAP code - search in order to identify an existing contract in SAP
- Automatic field completion - the received SAP metadata can be mapped to correspondent application metadata
- SAP RFC call to save HTTP direct link of the contract document into the SAP system.

Contract approval workflow advanced functionalities

- Select the actors that are involved for each step
- Keep track of the approval state in the workflow;
- Choose between the parallel or sequential execution of tasks;
- Each actor receives notifications on assignment
- Direct access from e-mail to the personal inbox;
- Actors can access the assigned tasks in the personal inbox;
- Each actor can execute the task and provide the feedback: approve / reject;
- Documents can be sign on local machine or using a mobile device using biometric signature;
- Signed document will be automatically uploaded into the ASSISTO repository as a new version.

Versioning & Approval Workflow

- The contract approval can be sent sequential to the involved actors;
- Act according to the priority level of the task;
- The initiator can customize the task notifications in order to give proper indication;
- The initiator can configure if the task will return to the previous performer on rejection and if it will return in the initiator's inbox;
- Each task can update the approval state of the contract;
- Complete history of document versions from conception to signing;
- Every user that can see a business object can comment on it.



ASSISTO FEATURES AND DIFFERENTIATORS!



The safe way is the paperless way.

Automatic update of contract information

- Each contract has a dynamic cover with its data - reflects the most current information about that contract, extracted from all related documents;
- An addendum is signed and the total value is modified: When the addendum enters into force, the dynamic cover is updated;
- An addendum prolongs the validity of the contract: The date is changed in the dynamic cover and the related event and alerts are also affected.

Contract File

- Real time updated metadata based on associated documents;
- Main object of the ASSISTO solution;
- Advanced security - a Contract Manager can only see and manage the files assigned to him.

02.

ASSISTO KEY

DIFFERENTIATORS

- Proactive organization by keeping a consolidated list of all contracts and related for quicker access
- Gain competitive advantage in negotiation, resolve disputes and analyze results
- Minimize the risks when working with paper and avoid losing contracts and associated documents
- Predefined contract templates to ease up the process of generating new contracts
- Uniquely identify all contracts across your entire organization
- Barcode functionalities for enhanced traceability of your contracts and all related documents;
- SAP integration with automatic metadata mapping into ASSISTO
- Advanced versioning and approval workflows with complete history of document from conception to signing
- Advanced security mechanism yet easy to be defined and managed ensuring internal and legal requirements compliance
- Mobile iOS client for maximum mobility
- Up to date contract file with on the spot metadata updating based on associated documents
- On-line viewer of documents (PDF, DOC, TIFF, JPG)content without the need to leave de application
- Customizable search criteria for easy eDiscovery
- Unlimited navigational perspectives to display the stored content according to each user requirements.

Product developed by Star Storage

Star Storage is a global technology provider developing and delivering state-of-the-art information protection and management solutions for top private and public organizations. With 16 years of experience, own Intellectual Property and a portfolio of over 500 customers on 4 continents, with strong expertise in top industries such as banking, insurance, telecom, manufacturing, utilities and public administration, the company plays a key role in the digital transformation, mobile and cloud journey of any size organization.



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