

## SAP CONTRACTS ORGANISER PACKAGED SERVICE

STREAMLINE THE  
CONTRACT GENERATION  
PROCESS FOR  
CUSTOMER SPECIFIC  
PRODUCTS & SERVICES



'Contracts Organiser' will provide SAP users with contract/agreement specific models that will allow them to build complex documents quickly. Contracts Organiser can be used to create, import, and edit agreements using data held within SAP. Using Contracts Organiser will enable SAP users to reduce the time taken to produce a document by up to 90% and ensure that they are 'first time right'. Issues such as SLA's, country specific legislation, corporate governance and financial clauses can be dealt with using a simple set of questions. This will help SAP users to spend more time on running contracts/agreements rather than non revenue generating admin and once that business is won they can be confident that it will be profitable. It also ensures businesses have a consistent corporate image whilst covering local issues. They can 'think global, act local'. Contracts Organiser has the added benefit of allowing non technical people to be able to build complex documents safe in the knowledge that they are following all corporate and legislative guidelines. Contracts Organiser will allow for multiple contracts/agreements in multiple languages based on multiple currencies.

#### What we will do:

- Translate customer requirements into comprehensive documentation
- Enable business staff to generate legal and commercial documents based on your legal rules without the need to get support for every individual document
- Enable document generation offline while travelling without access to the company servers
- Provide automatic generation of documents in Word and Adobe PDF
- Automatically generate complete error free contracts/agreements
- Shortening contract/agreement generation times
- Enable you to quickly produce contracts/agreements to a very high standard without the need for extensive training or product knowledge.

#### What you will get:

- Easy to use interface based around your product
- Data required as input for contract generation can be taken from your SAP system
- Automated processes to speed up contract/service agreement generation whilst ensuring they are error free
- The ability for users to specify complex product and service agreements, safe in the knowledge that they can only generate documents based on company guidelines
- Power to control pricing and product selection
- Ability to determine and execute different business rules
- Flexibility to integrate product changes and global price changes instantly
- Enablement to support ongoing changes.

#### Resulting in:

- Providing contracts/service agreements faster and better than your competition
- High quality, error free draft agreements/proposals including all legal requirements
- Reduced administration time for users
- Power and flexibility to integrate cross selling, up selling, further options without the need for additional training.

#### Requirements:

- SAP® ERP 2005 and SAP NetWeaver® 7.0
- Operating system: Windows – 2000, 2003, XP, Vista.

#### Restrictions:

- The Packaged Service allows one model based around a specific agreement
- 3 named users Sofon Proposal Organiser
- 1 named user Sofon Studio.



Sofon  
Guided Selling

# SAP CONTRACTS ORGANISER PACKAGED SERVICE FREQUENTLY ASKED QUESTIONS



**Q: What is Contracts Organiser?**

A: Contracts Organiser enables SAP business users to build and manage their own contracts/agreements leveraging data available in SAP ERP.

**Q: Why would I want to manage my contracts?**

A: Contracts Organiser will enable you to produce high quality contracts/agreements in a fraction of the existing time, whilst simplifying the whole generation process. Coupled with the ability to use data held within SAP it will ensure that contracts/agreements no matter how complex will always be '1st time right'.

The user interface is built to allow users to be 'guided' through building a contract/agreement to ensure that all areas are covered.

**Q: What elements are included within Contracts Organiser?**

A: Contracts Organiser has two software modules included: Sofon Studio, which allows you to build, run and test your 'models' which in turn create the contracts/agreements and Sofon Proposal Organiser which allows end users to create their contracts/agreements. Further, a certified Netweaver integration to SAP is provided, as well as services to support Sofon Studio model building.

**Q: What do we need to be able to use Contracts Organiser?**

A: You will need to provide the specification of how your contract/agreement is to be used; be able to map out what external factors would influence the building of the contract/agreement, and have a specific area on which to deploy Contracts Organiser. An internal resource would need to be dedicated to model building.



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### RETURN ON INVESTMENT



#### IT

- Business users will be able to define agreement models, relieving IT resources from having to manage this process
- The power and flexibility to integrate the contract/agreement generation process with back office-processes in SAP ERP
- A certified and highly configurable interface based on the SAP Netweaver® XI platform
- Minimal installation and upgrade efforts.

#### Finance

- Reduction in contractual errors
- Compliance in commercial and legal documents guaranteed by means of business rule enforcement
- Control over pricing and discounts
- No hidden extras added by sales people
- Margin protection by means of being able to include all commercial and financial conditions in the proposal process, including transportation, insurance, services etc.

#### Benefits – sales operations

- Ensure accurate and up to date contracts/agreements first time every time
- Faster contract/agreement production
- Greatly reduced training time for new employees
- Cross selling and up selling opportunities maximised
- Multiple products on a single contract/agreement (project proposals)
- Power and flexibility to generate contracts/agreements based on product, end user or region.

#### History

Sofon was established in 1998 and profitable since 1999 and has offices in the Netherlands, UK, Germany and USA. Sofon has approx. 100 satisfied customers with users in 40 countries. Sofon has been successfully pioneering the European proposal generation market segment and has achieved significant business benefits for its customers, in most cases generating a return on the investment in less than 12 months. Customers include companies such as Philips Healthcare, Schmidt Gruppe, Ricoh and many others.



# SAP CONTRACTS ORGANISER PACKAGED SERVICE SUCCESS STORY



## Supplier of printing and document management systems

### Customer requirements

A leading supplier of printing and document management systems (subsidiary of a Fortune 500 company with close to 60,000 employees) turned to Sofon to improve its contract generation process. They wanted to make it possible for business people to create models for their agreements rather than IT people. Their calculation tool had become obsolete and difficult to maintain. They were manually creating sales documents and contracts in Word, leading to a significant lack of uniformity in documents that were sent to customers. Also, there was no systematic margin control. Different sales persons offered different prices for the same solution.

### Solution

The manufacturer implemented Contracts Organiser. Relevant product knowledge was put into models by business experts using the Studio. Sales reps got equipped with Contracts Organiser on their notebooks. Approx. 150 sales staff now use Contracts Organiser to automatically generate sales documents and contracts.

### Benefits

- Sales people can create quotations and contracts anywhere: at the office, at home, at the airport or on location with a client
- Shortened turnaround time for contracts documents
- Effective margin management implemented
- Risk of error greatly reduced
- Sales always knows about changes in products and prices in time
- Uniformity in contracts
- Uniform image toward outside world
- Uniform methods and process consistency for all sales staff.

### More information

For more information about this service, please contact one of the following:

Website: [www.sap.com/uk/services/consulting](http://www.sap.com/uk/services/consulting)

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