



CONTRACT MANAGEMENT WITH SHAREPOINT & OFFICE 365

Shareflex Contract allows you to keep track of your contracts always and everywhere. Whether customized or ready2go, on-premises or online — we will find the right solution for your processes.

User-friendly, safe and efficient.



SHAREFLEX® CONTRACT helps you to organise your corporate contract management. Regardless of the industry in which you operate.

With Shareflex Contract and the integrated modules, you can manage your contracts securely and efficiently over the entire life cycle.

Contracts are quickly and easily scanned and digitised by scanning and recognition. Deadlines and cancellation key dates can be calculated automatically and tracked via integrated email notification.

AND NOW you can conveniently manage your contracts online with Shareflex Contract as well.

In addition to the on-premises versions for Microsoft SharePoint, our contract management is now also available for Office 365!



AT THE HEART of our solution is the convenient recording and administration of contracts with contract periods, deadlines and resubmissions.

The pre-configured standard application for professional contract management is deployed in minutes and integrates seamlessly into your existing Microsoft SharePoint environment.

This means that no additional server or other IT infrastructure components need to be operated. The integration in MS Outlook, as well as existing ERP systems with bidirectional data exchange, complete the solution.



THIS APPLICATION SUPPORTS transparent management of contractual relationships, automatic generation of documents, release and approval workflows, and revision-proof archiving of contract-relevant emails and documents.

Shareflex Contract is available in English and German and is already delivered with eight different, preconfigured contract types in the product standard.

Since it is based on the Shareflex Platform by Portal Systems, the contract management solution can be quickly and easily extended with additional components at any time. The user-friendly interface makes daily work with the application even easier.



THE MOST IMPORTANT FEATURES AT A GLANCE

CONTRACT CREATION

- ✓ User-friendly interface
- ✓ Convenient contract capture
- ✓ Scanning and recognition
- ✓ Integration of Microsoft Office templates
- ✓ Automatic contract creation from meta data, external databases/ERP systems
- ✓ Optional use of text modules/boiler plates

PROCESSES & WORKFLOWS

- ✓ Integrated workflow management system
- ✓ Graphic workflow designer
- ✓ Freely configurable contract release and approval processes
- ✓ Automatic update of the key dates of cancellation

REPORTING

- ✓ Lists, groupings, sums
- ✓ Graphical views and diagrams
- ✓ Excel export
- ✓ 18 predefined standard reports
- ✓ Individual customization with report wizard

CONTRACT MANAGEMENT

- ✓ Dates and deadlines
- ✓ Email notification
- ✓ Automatic key date calculation
- ✓ Creation of contractual relationships
- ✓ Flexible search via meta data and full text
- ✓ Integrated document management
- ✓ Permission management
- ✓ Business partner management

INTEGRATION

- ✓ Contract files in Outlook
- ✓ ERP integration (SAP, Microsoft Dynamics, ...)
- ✓ Master data adjustment
- ✓ Integration of third-party systems via web services

ARCHIVING

- ✓ Audit-proof archiving
- ✓ Connection to storage systems (NetApp, EMC, ...)
- ✓ Integration of existing ECM/DMS systems (d.3ecm, Saperion, easy, ...)
- ✓ Manual and rule-based archiving



CONTACT

PORTAL SYSTEMS AG

Frank von Orlikowski
Board Director

Phone +49 40 226040 - 12

Email: fvo@portalsystems.de



WOULD YOU LIKE TO LEARN MORE ABOUT
OUR FLEXIBLE BUSINESS APPLICATIONS FOR
MICROSOFT SHAREPOINT AND OFFICE 365?

Contact us:

Portal Systems AG
Fischertwiete 1, Chilehaus B
20095 Hamburg

Phone +49 40 226040-00
info@portalsystems.de
www.portalsystems.de

