



Automating contract management in 5 steps

“Every journey begins with a simple step.”

You just took your first step by reading this page. Now let's see how 5 extra steps can lead you to a place where contract management is no longer a burden. We guarantee that implementing contract management in your organization is child's play with Contractify. Sounds too good to be true? Let's take a look!

Action	Duration
1. Kick-off We align on how the environment should be set up to best fit your needs and set the planning of the next steps.	1,5 hour
2. Training Online or on-site training by our contract management experts.	1 hour
3. Collect & upload all existing contracts & documents. Upload or send us all easy-to-find contracts to make sure they are centralized on 1 place: Contractify.	2 weeks
4. Register all documents One or more contract owners registers their contracts (start date, period, termination period, end date,...), create follow-up tasks & a summary.	±1,5 months*
5. Go the extra mile In this phase, contract owners look for all contracts & documents that did not pop up at the first batch. Missing contracts are chased internally or with suppliers.	2 months

** this timing might vary depending on the amount of contracts & the registration method (intro - business - expert)*

Can't wait to get started? Try out Contractify for free in a 14-day trial or schedule your personal demo with one of our experts today on www.contractify.io.