

The logo for Sibasi, featuring a stylized icon of three horizontal bars to the left of the word "Sibasi" in a white, sans-serif font.

Sibasi

A graphic for a Contract Management System. It features a hand holding a white pen over a laptop. A semi-transparent document icon with a signature is overlaid on the laptop. To the right, the text "CONTRACT MANAGEMENT SYSTEM" is displayed in large, bold, dark teal letters. Below it, a teal banner contains the website address "www.sibasi.com".

# CONTRACT MANAGEMENT SYSTEM

Streamline Contracts, Ensure Compliance, Empower Success.

[www.sibasi.com](http://www.sibasi.com)



# Agenda

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# Introduction

Our Contract Management System (CMS) is designed to revolutionize how you manage contracts, offering a centralized, secure, and automated solution to track milestones, manage deliverables, and ensure timely reminders for all your business needs."



01

## Ensures Operation Efficiency

- Automates repetitive tasks to save time and resources.
- Streamlines workflows for improved productivity.
- Reduces errors through systemized processes.

02

## Drives Compliance

- Helps meet regulatory requirements with audit-ready reports.
- Tracks contract terms to ensure adherence to agreements.
- Monitors deadlines to avoid penalties.

03

## Meets Deliverables & Deadlines

- Automates repetitive tasks to save time and resources.
- Streamlines workflows for improved productivity.
- Reduces errors through systemized processes.



# Objectives



## Centralization

Keep all contracts in one secure, accessible location to reduce search times and improve accessibility.



## Tracking

Stay on top of commitments by monitoring milestones and deliverables with automated alerts



## Customization

Tailor deadline reminders and settings to suit specific workflows and project needs



## Efficiency

Simplify processes by reducing manual workload and automating repetitive tasks.



## Compliance

Meet regulatory standards and ensure audit readiness with reliable tools and processes





# Features

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## Contract Repository

- Secure, searchable contract storage.
- Document version control.
- Role-based access permissions



## Milestone Tracking

- Customizable milestones.
- Visual timelines for progress monitoring.
- Real-time status updates.



## Deliverables Management

- Track and link deliverables to contracts.
- Seamless integration with project tools.
- Automated overdue notifications.



# Features



## Reminder Configuration

- Multi-channel alerts (email, Teams, in-app).
- Dashboard for upcoming and overdue tasks.
- Customizable settings based on contract type.



## Reports & Analytics

- Comprehensive performance insights.
- Milestone and trend analysis.
- Compliance-ready reporting.



## Integration Capabilities

- Microsoft 365 and Power Automate.
- APIs for third-party system connectivity.
- Export data for audits and strategic decisions.



# Benefits



## Enhanced Efficiency

Automate repetitive tasks and reduce errors.



## Improved Compliance

Stay aligned with policies and legal standards.



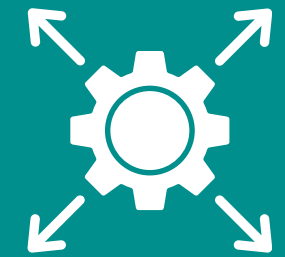
## Reduced Risk

Avoid penalties with proactive reminders



## Centralized Management

Access all contract-related data in one place



## Scalability

Adapt to growing business needs





# Implementation Plan



## Discovery Phase

Analyze current processes and define goals



## Design and Customization

Configure workflows and integrate tools



## Deployment

Migrate data and train users.



## Support and Maintenance

Regular updates and system performance monitoring



# Why Choose Us

## ▶ Tailored Solutions

Our system is customizable to fit your unique business needs, ensuring a perfect match for your workflows and objectives.

## ▶ Intuitive Design

A user-friendly interface simplifies adoption, enabling teams to get up and running quickly without extensive training.

## ▶ Unmatched Security

Built with robust security protocols to ensure data confidentiality and system reliability at every level.

## ▶ Dedicated Support

Our team provides seamless implementation and ongoing support to ensure optimal performance and user satisfaction.







# CONTACT US

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