



online contract management
full control over all agreements

The diagram illustrates the transition from physical contract management to a digital solution. On the left, a thumbs-down icon is positioned above a row of colorful file folders and a stack of paper contracts. Below these is a screenshot of a Microsoft Excel spreadsheet with columns for Date, Product, Amt, GST, PST, and Total, containing data for various products like File Folders, Paper, Staples, Pens, Paperclips, and File Folders. A large blue curved arrow points from this physical representation to the right. On the right, a thumbs-up icon is positioned above the 2Agree software interface. The interface includes a navigation bar with links for Agreements, Tools, Tables, Reports, Dashboard, New, Personal, System, Help, and Logout. Below the navigation bar is a table titled 'Agreements' with columns for ID, Contract party, Office, Main area, Description, Creation, and Status. The table lists various agreements, including rental agreements, ink purchases, cleaning contracts, insurance, travelcard agreements, business mobilephone, SAP systems, interim purchasing manager, framework agreement for the delivery of holding, packaging materials, licensing agreement, contract for the delivery of printing process, and framework agreement for holding boxes.

ID	Contract party	Office	Main area	Description	Creation	Status
827340	MAW Roland	HeadOffice	Machines	Rental agreement press	31 Dec 2018	Final
VS-7367-63	Van Son Inkjet	HeadOffice	INK	Conventional ink - prices	03 Dec 2018	04 Dec 2018
May 20	Hegri	HeadOffice	Overhead	Cleaning contract production area	02 Dec 2018	11 Dec 2018
44114141	Maclure	HeadOffice	Software	Antivirus software	31 Nov 2018	31 Dec 2018
Ren-7382	Millicore	HeadOffice	Overhead	Insurance for personal protection	01 Nov 2018	31 Dec 2018
8289	Shell card services	HeadOffice	Overhead	Travelcard agreement	04 Nov 2018	05 Dec 2018
VS21	Vodafone Germany	Location	Communication	Red Business Mobilephone	17 Nov 2018	15 Feb 2019
87645	SAP Nederland	Location Paris	Software	M&S agreement on SAP systems	01 Dec 2018	31 Dec 2018
MS-43	Willemsen Procurement	HeadOffice	Employees	Interim purchasing manager	01 Dec 2018	31 Dec 2018
3536427	Kingsley Gouffauxton	HeadOffice	Packaging materials	Framework agreement for the delivery of holding	02 Dec 2018	01 Jan 2019
110	2Agree	HeadOffice	Buildings	Licensing agreement	25 Dec 2018	31 Dec 2018
123456	Eurofl	HeadOffice	Machines	contract for the delivery of printing process	31 Dec 2018	31 Dec 2018
36204-71	Kingsley Gouffauxton	HeadOffice	Packaging materials	Framework agreement for holding boxes	15 Jan 2019	14 Feb 2019

The concept

A secure solution to manage and monitor all agreements, during the agreement term, in a professional and efficient way. 2Agree is a cloud solution, after settings a few preferences you can start using 2Agree. Suitable and affordable for businesses of any size.

The added value !

- no unplanned automatic contract renewals
- a complete overview of all agreements
- enough time to benchmark alternatives
- reduce risks
- generating savings and/or prevent cost increases
- handover of agreements in case of illness or when an employee leaves the company
- intelligent and effective cooperation between colleagues, departments and/or sites by using multiple user profiles and authorization rights
- persons controlling agreements remain responsible doing this in 2Agree, but in a more efficient, similar and secured manner
- professional behaviour towards the contract party
- low cost
- high compliancy
- we can import all your current contracts → 2Agree

The technical solution

- web based
- access via HTTPs and SSL
- certified datacentre
- no installation or IT services needed
- daily backup
- latest version always available
- very fast response time (system performance)
- access via pc, laptop, tablet and smartphone



Pricing

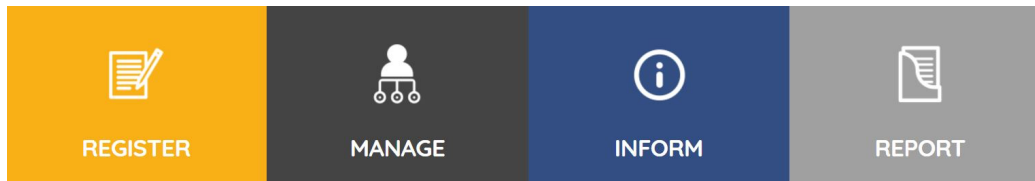
User type	Number of users	Price per user per month	Number of contracts	Number of documents
User	2	€ 35,00	Unlimited	Unlimited
User	3-5	€ 20,00		
User	6-10	€ 15,00		
User	11-25	€ 12,00		
User	26-50	€ 10,00		
Viewer	1	€ 2,50		

Inclusive future functionality / releases
All prices are excl. VAT.

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Contract Management Software

The features



Agreements

After logging in a full overview of all agreements
Standard view is the deadline view (end date -/- notice period)
Sorting can be easily adjusted, an extensive search function is available



Tasks

Automatic end date -/- notice period task for every new agreement
Create tasks, assign them to users and monitor progress
All tasks presented in a clear overview



Interactive (click through) Dashboard

Graphical view of all agreements (total and value)
Graphical view of all tasks



Profiles

Flexible and future proof setting up authorisation by using profiles
A user can be assigned to 1 or multiple profiles
An agreement can be assigned to 1 or multiple profiles



Import

All general supplier info can be imported via a standard import routine
From each and every software platform source (SAP, Exact, Microsoft etc.)



Export

All data can be reported by using the embedded reporting engine
All data can be exported to Microsoft Excel



Dropdown list

Almost all information can be maintained in data tables which are accessible via dropdown lists when adding or modifying agreements (easier, quicker and less data pollution in the system).



KPI's

Creating and managing standard KPI's (Key Performance Indicators)
Per agreement managing a target value, period and achieved value



Approval workflow

Creating and managing an approval workflow per agreement
Report progress, archive approvals



Additional contract fields and templates

Besides the general contract fields it is also possible to create and use additional data fields (text, date, value, dropdown-list etc.) which are specific for your organization. It is also possible to create templates to organize which contract fields are used/shown.



Documents / attachments / hyperlinks

Per agreement a wide range of document types can be uploaded in to 2Agree or (hyper)linked to your local or cloud storage (e.g. Sharepoint or Google Drive). Out of experience we know that scanned PDF files are used but you can also upload / (hyper)link Word/Excel files for example.



History

The most important changes are logged by 2Agree and can be reviewed online. The username, date, time and the information which has been changed will be shown.



Help

A very detailed user manual
Contact the helpdesk via email or phone
Short instruction videos



Languages

English, Spanish, French, German, Danish, Dutch and Chinese
User screens, help instructions and email alerts
Every user can use the system in the his/her own language



Start using 2Agree

It's very easy to start using 2Agree.
As 2Agree is a cloud solution a software installation is not required and using the configuration manual will result in a very fast start-up



Data migration to 2Agree

2Agree offers a service to migrate your actual contract information from Excel and/or another data source to 2Agree. This will result in an easy and efficient start using 2Agree.



A quick impression

Agreement overview – presented after logging in

The screenshot shows the 2Agree Agreement overview dashboard. The top navigation bar includes the 2Agree logo, a search icon, and a list of menu items: Agreements, Tasks, Tables, Reports, Dashboard, New, Personal, System, Help, and Logout. The main content area displays a table of agreements with columns for Entity, Contract party, Title/short description, Deadline, End date, and Value/year. The table is filtered by 'Per page 20'. On the left, there are filters for 'Also show' (Inactive, Discontinued, Automatic renewal), 'Find in selection', 'Search selection', 'Clear selection', and 'Until deadline' (with options for > 60, 31-60, < 31, < 0 (infinite), and < 0).

Entity	Contract party	Title/short description	Deadline	End date	Value/year
Molsen Transport Nijmegen BV	Oracle USA Inc.	DB licenties	24 Mar 2021	23 May 2021	80000 USD
Molsen Transport Born BV	Audi Amsterdam B.V.	Audi A4 1.8 Sportline Hans Driessen	01 May 2021	30 Jun 2021	12000 EUR
Molsen Transport Tiel BV	Shell card services GmbH	Travelcard agreement	06 May 2021	05 Jun 2021	5000 EUR
Molsen Transport Tiel BV	Essent B.V.	Contract for energy (gas)	29 May 2021	27 Aug 2021	28000 EUR
Molsen Transport Tiel BV	Lyreco SARL	Contract for office supplies	01 Jun 2021	30 Aug 2021	7000 EUR
Molsen Holding BV	Astrata France SARL	Technical Maintenance	06 Jun 2021	06 Jul 2021	250 EUR
Molsen Transport Born BV	2Agree B.V.	Electricity contract	25 Jul 2021	24 Aug 2021	190000 EUR
Molsen Transport Tiel BV	Van den Heuvel transport VOF	Long term transport in NL	15 Aug 2021	14 Oct 2021	34000 EUR
Molsen Transport Nijmegen BV	Hago B.V.	Cleaning contract (offices)	30 Aug 2021	13 Sep 2021	2000 EUR
Molsen Transport Tiel BV	Papyrus B.V.	Non Disclosure Agreement	01 Sep 2021	01 Oct 2021	
Molsen Transport Tiel BV	MAN Roland B.V.	Rental-Buy agreement for 2 printing presses	04 Sep 2021	15 Nov 2021	368000 EUR
Molsen Transport Tiel BV	Smolders houtindustrie B.V.	One way pallets-agreement	01 Oct 2021	31 Oct 2021	40000 EUR
Molsen Transport Tiel BV	Adecco B.V.	Temp agreement	01 Oct 2021	31 Oct 2021	24000 EUR
Molsen Transport Tiel BV	Sportclub GoFort B.V.	Sponsoring soccer club	01 Oct 2021	30 Nov 2021	5000 USD
Molsen Transport Tiel BV	MAN Roland B.V.	Rental agreement press	02 Oct 2021	31 Dec 2021	85000 EUR
Molsen France SARL	SAP Deutschland GmbH	SAP Licenses	02 Oct 2021	31 Dec 2021	80000 EUR
Molsen Transport Tiel BV	Van Son Inkten B.V.	Conventional ink - prices	05 Oct 2021	04 Dec 2021	100000 USD
Molsen Transport Tiel BV	Hago B.V.	Cleaning contract production area	22 Oct 2021	11 Dec 2021	61000 EUR
Molsen Transport Tiel BV	McAfee Ltd	Antivirus software	31 Oct 2021	31 Dec 2021	300 USD
Molsen Transport Tiel BV	Midstaete B.V.	Insurance for personal protection	01 Nov 2021	31 Dec 2021	40000 EUR

The screenshot shows the 2Agree Agreement (update) form. The top navigation bar includes the 2Agree logo, a search icon, and a list of menu items: Departments, People, Tasks, Documents, KPIs, Authorization, History, Print, Delete, Save, Close, Help, and Logout. The main content area displays a form for updating an agreement. The form includes fields for Template, ID, Short description (250), Entity, Agreement manager (lead), Start date, End date, Notice period (calendar days), Status, Active, and Contract party. The form is currently displaying the details of a 'Travelcard agreement' with ID '0068'.

Template *

ID *

Short description (250) *

Entity *

Agreement manager (lead) *

Start date *

End date *

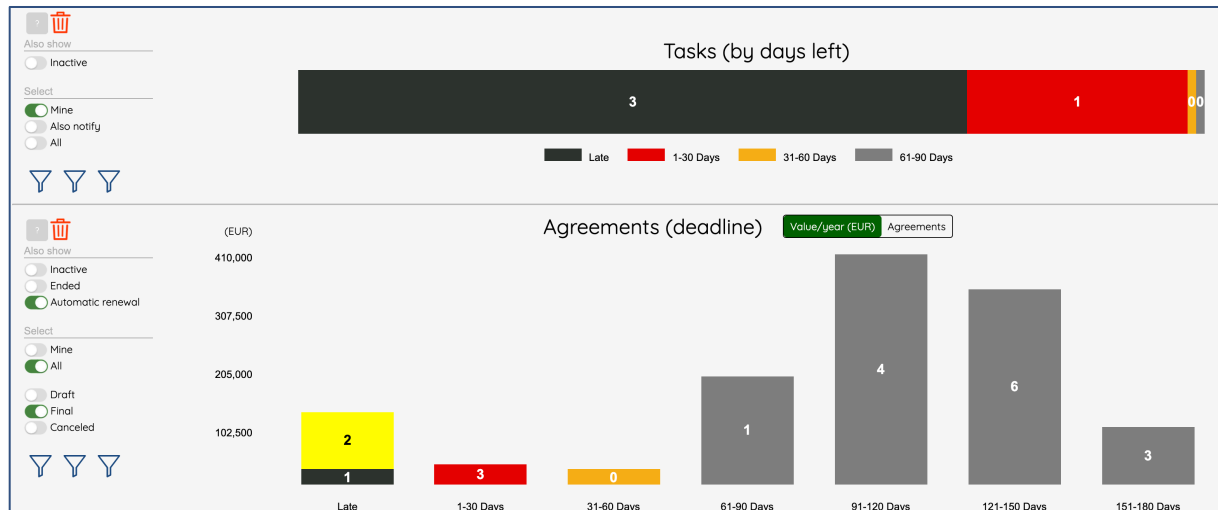
Notice period (calendar days) *

Status *

Active * ☒

Contract party *

An interactive (click through) Dashboard a helicopter view of all agreements and tasks



The dashboard is interactive (click through), you are able to select a part (column) of the dashboard using your mouse to only consult this data (agreements or tasks) in the agreements or tasks screen. In the agreements dashboard you are able to switch between contract value and number of contracts. The value is the primary system currency.

Email notification – the way 2Agree informs the users

Dear Madam/Sir,

This is an automatic email-notification from your Contract Management System.
You are informed that action is needed or a contract is amended.

Notification

Task	Annual contract review date
Status	Final
Task sent to	harry.leets@company.com , chuck.smith@company.com
Start date task	1-dec-2017
Progress check on	14-dec-2017
Task ready date	1-jan-2017
Reminder	14-jan-2017
Task for	chuck.smith

Agreement

Agreement	Long term pallet delivery agreement
Main group	Packaging material
Subgroup	Pallets
Entity	Warehouse Nijmegen
Agreement manager	Chuck Smith
Contract party	Puderbach Paletten GmbH
Status	Final
Start date	12-feb-2012
End date	31-march-2018
Notice period	30 days
Deadline (end date -/- notice period)	1-march-2018