



Product brochure



The concept [Upload/create ➔ approve ➔ sign ➔ monitor]

2Agree is a contract management system to easily upload or create (using track changes) contracts, approve and electronically sign contracts and after that to manage and monitor these contracts during the contract life cycle. By doing so you will be able to reduce costs and risks.

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
- professional behaviour towards the contract party
- low cost
- high compliancy
- we can import all your current contracts and documents → 2Agree

The technical solution

- web based
- access via HTTPs and SSL
- certified datacentre
- no installation or IT services needed
- Single Sign On
- 2 Factor Authentication
- certified digital signature
- very fast response time (user experience)
- access via pc, laptop and tablet
- automatic updates



Pricing

User type	Number of users	Price per user per month	Number of contracts	Number of documents
User	2	€ 35,00	Unlimited	Unlimited
	3-5	€ 20,00		
	6-10	€ 15,00		
	11-25	€ 12,00		
	26-50	€ 10,00		
Viewer	1	€ 2,50		
Per Sign Request		€ 0,60		

Excl. VAT

The features

Agreements



Upload or create (using track changes) agreement documents

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 / filter 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

Email notifications



Email notifications are sent via email to the users

Interactive (click through) Dashboard



Graphical view of all agreements (total and value)

Graphical view of all tasks

Profiles



Flexible and future proof authorisation by using profiles setup
A user can be assigned to 1 or multiple profiles
Per agreement 1 or multiple profiles can be selected

Dropdown lists



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

Additional contract fields and templates



Besides the general contract fields it is also possible to create and use additional contract meta 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). Besides uploading a document, you can also select a document from your document templates library, in order to create (using track changes) an agreement document.



Approval workflow

Creating and managing approval workflows per agreement
Report progress, archive approvals



Digital signature

Documents can be sent to 1 or multiple recipients for digital signature.
After completing the process a signed document and certificate will be available in the 2Agree documents overview.

Chat



The chat function offers the functionality to chat about subjects related to the agreement. Chat messages are supported by email notification and will be sent to the users being part of the chat.

Languages



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

Help



A very detailed user manual in 2Agree
Contact the helpdesk via email or phone
Multiple instruction tutorials in 2Agree

Start using 2Agree



It's very easy to start-up 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 start screen]

2Agree

Agreements Tasks Tables Reports Dashboard Personal System Help Home Logout

Agreements

051 2Agree demo system maarten.zwaluw@2agree.com english

Per page 16

	Entity	Contract party	Title/short description	Main group	End date	Deadline	Value/year
	Molsen Transport Tiel BV	Hago B.V.	Cleaning contract production area	Overhead	11 Dec 2021	22 Oct 2021	61000 EUR
	Molsen Transport Tiel BV	McAfee Ltd	Antivirus software	Software	31 Dec 2021	31 Oct 2021	300 USD
	Molsen Transport Tiel BV	Shell card services GmbH	Travelcard agreement	Overhead	10 Dec 2021	10 Nov 2021	5000 EUR
	Molsen Transport Born BV	Audi Amsterdam B.V.	Software M&S contract - CRM System X-DOC	ICT	11 Dec 2021	11 Nov 2021	3000 USD
	Molsen warehousing GmbH	Vodafone Germany GmbH	Red Business Mobilfunk	Communication	15 Feb 2022	17 Nov 2021	600 EUR
	Molsen France SARL	SAP Nederland B.V.	M&S agreement on SAP systems	Software	31 Dec 2021	01 Dec 2021	6700 EUR
	Molsen Transport Tiel BV	Willemsen Procurement Services B.V.	Interim purchasing manager	Employees	31 Dec 2021	01 Dec 2021	168 EUR
	Molsen Transport Born BV	BMW Nijmegen B.V.	M&S contract year 2019-2021	ICT	31 Dec 2021	01 Dec 2021	5600 EUR
	Molsen Transport Tiel BV	Klinge Golfkarton B.V.	Framwork agreement for the delivery of folding boxes	Packaging materials	01 Jan 2022	02 Dec 2021	450000 EUR
	Molsen Transport Tiel BV	Euwid GmbH	Contract for the delivery of printing presses.	Machines	31 Dec 2021	31 Dec 2021	1000000 EUR
	Molsen Transport Tiel BV	Klinge Golfkarton B.V.	Framework agreement for folding boxes	Packaging materials	14 Feb 2022	15 Jan 2022	375000 EUR
	Molsen Transport Tiel BV	Klinge Golfkarton B.V.	Framework agreement for folding boxes	Packaging materials	14 Feb 2022	15 Jan 2022	876 EUR
	Molsen Transport Tiel BV	Wifac B.V.	Maintenance contract for cutting divices	Productie	07 Apr 2022	06 Feb 2022	4000 EUR
	Molsen Transport Nijmegen BV	Rentokil B.V.	Pest control agreement.	Facility	07 Apr 2022	06 Feb 2022	6000 EUR
	Molsen Transport Tiel BV	Sita Nederland N.V.	Waste paper collection agreement	Overhead	11 Apr 2022	10 Feb 2022	12000 EUR
	Molsen Transport Tiel BV	Smolders houtindustrie B.V.	One way pallets-agreement (after 2010)	Packaging materials	01 Jun 2022	11 Feb 2022	18000 EUR

1 2 3

A quick impression [agreement details screen]

2Agree

Departments People Tasks Documents KPIs Authorization History Print Delete Save Close Help Logout

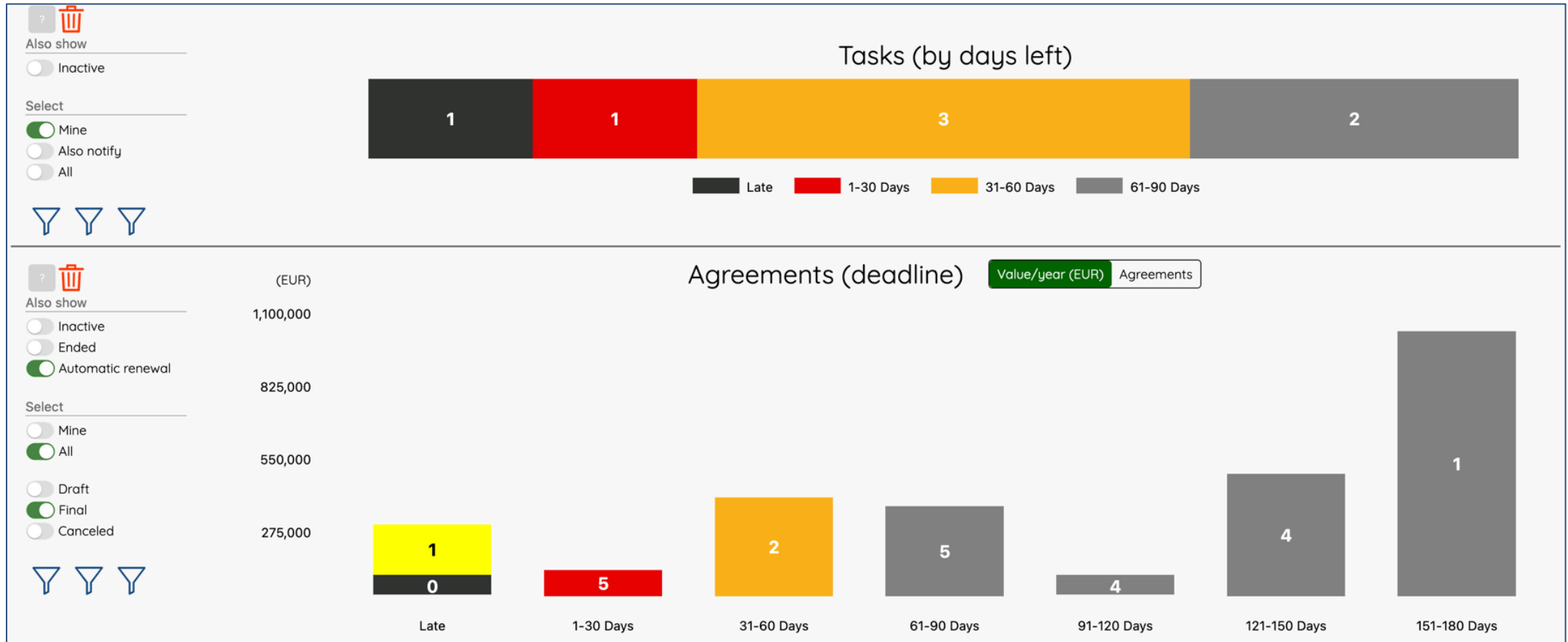
Agreement (update)

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Days to deadline: 4

Template *	<input type="text" value="..Default, This is the systems default template"/>	?
ID *	<input type="text" value="0068"/>	?
Short description (250) *	<input type="text" value="Travelcard agreement"/>	?
Entity *	<input type="text" value="Molsen Transport Tiel BV, Tiel, The Netherlands"/>	+ ?
Agreement manager (lead) *	<input type="text" value="Molsen Transport Born BV: Mulholland, Neil"/>	i ?
Start date *	<input type="text" value="20 Jun 2017"/>	?
End date *	<input type="text" value="10 Aug 2021"/> +1 year +1 term	?
Notice period (calendar days) *	<input type="text" value="30"/>	?
Status *	<input type="text" value="Final"/>	+ ?
Active *	<input checked="" type="checkbox"/>	?
Contract party *	<input type="text" value="Shell card services GmbH"/>	* + i ?
Contract party contact	<input type="text" value=".. Select 1"/>	+ i ?

A quick impression [tasks and agreements interactive dashboard]





A quick impression [email notification]

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-2021
Progress check on	14-dec-2021
Task ready date	1-jan-2022
Reminder	14-jan-2022
Task for	chuck.smith

Agreement

Agreement	Long term pallet delivery agreement
Main group	Packaging material
Entity	Warehouse Nijmegen
Agreement manager	Chuck Smith
Contract party	Puderbach Paletten GmbH
Status	Final
Start date	12-feb-2012
End date	31-march-2022
Notice period	30 days

A quick impression [workflow review/approvals]

in the 2Agree system

Copy	Active	Entity	Task name	Task for	Task starts	Progress check	Task (due date)	Reminder	Status
Yes		Molsen Born BV	Workflow: Review 2 year rental extension proposal - (Rental warehouse Amsterdam (0031))	Zwaluw, Maarten	19 Mar 2023		24 Mar 2023	27 Mar 2023	Workflow waiting for action

1/1

Active

Task (due date)

Status

Task name

Additional information

Task for

Approver comment(s)

Date created

Last changed on

Agreement 0031
Title/short description Rental warehouse Amsterdam
Entity Molsen Born BV
Contract party Cofely BVBA
Automatic renewal

&

on a smartphone

17:19

Workflow name
Workflow: Test approval workflow

Workflow request / instruction

Approver comment(s)

Why 2Agree?



Organized

- controlling and monitoring agreements
- efficient, effective, secured, planned and consistent



Full control

- evaluate the current situation / agreement
- define future requirements
- benchmark alternatives



Reduce risks

- no more automatic renewals or missing important milestones
- smart authorisation who can see and do what



Prevent cost increases and/or realize savings

- pro-active behaviour towards the external contract party
- enough time to benchmark and negotiate alternatives