

Contract Management Made Easy

Automate and accelerate business contract processes
with FUJIFILM Business Innovation



Today: Manual Contract Management

Many business will likely agree on one thing: there is a lot of paperwork and coordination involved in preparing, reviewing, signing, acting on, and managing business agreements.

From employment offers and sales contracts to non-disclosure forms, purchase orders and advertising contracts, different departments deal with multiple documents that need multiple approvals and signatures.

Once signed, these contracts and agreements need to be processed, entered into systems accurately, stored safely, and retrieved quickly when needed. The information often needs to be transferred to different systems and workflows to generate related documents. All of these manual steps and processes can be tedious, time-consuming, prone to human errors, and costly!

Tomorrow: Fujifilm Solution

Some businesses have transformed the way they do business through Fujifilm Contract Management Solution. A smart and simple solution to digitally managing contracts and agreements, it streamlines the contract signing stage as well as the entire contract lifecycle process.

OUR OFFERINGS

Contract Management

transforms manual contract processes into digital automated workflows. Every stage of the process can be streamlined based on your specific business needs: from preparing, reviewing, and signing contracts to collecting, acting on, storing and managing contracts.

Electronic Signature

technology eliminates the bottleneck of requiring a physical signature. It allows business stakeholders and external parties to sign contracts electronically from any device, anytime, and anywhere. These signatures are recognised as legally binding.



33% of employees said a typical contract takes 30+ hours*

to negotiate, likely due to versioning and modifications.



Only 27%*

of employees use a contract management tool. Others use spreadsheet software, shared drives, emails, or a combination of these.

* DocuSign, State of Contract Management, 2019

How does it work?

Fujifilm can help your business manage the contract lifecycle digitally, at specific stages in the contracting process.

Data Capturing on Existing Paper Contracts

Capture data from scanned contract documents using OCR technology to facilitate text and metadata searches.

Requests for New Contracts

Gather all information on what the contract should contain, and save in a central visible place for further contract managements stages.

Information Tracking

Track important dates on both existing and newly requested contracts. Set notifications for important milestones, such as renewals and renegotiations.

Document Generation

Generate contracts from pre-configured templates and clause libraries that are pre-approved by legal. And legal users are free to focus on drafting and reviewing more complex documents.



Approval Workflow

Make the approval process more efficient by setting a clear workflow and ensuring that contracts are reviewed and approved by the stakeholders.

Redlining and Negotiation

Reviewers can make changes on the contract and add comments for efficient communications. All changes are automatically tracked. Users will be freed up from manual version management.

Signature Digitisation

Allow stakeholders to sign contracts electronically from any device, anywhere, and anytime.

Document Centralisation

Safely store, tag, and organise contracts in a searchable online repository with security protocols.

Proactive Contract Performance and Risk Management

Analyse contracts for potential risks, rights, and obligations that might have been overlooked. This will allow decision makers to react quickly to new scenarios and deal with time-sensitive risks.

Reporting and Auditing

Clear dashboard and customisable reports help track and manage repository health as well as improve work efficiency. Comprehensive audit trails makes auditing easy.

How will this benefit my business?

Workflow Efficiency

Streamline the agreement and approval processes by eliminating paper signatures and automating manual tasks that are prone to human errors.

Business Security

With globally recognised security certifications, we also continue to maintain security standards regionally. Protecting customer data is our top priority.

Enhanced Compliance

Offer a complete, legally binding audit trail to help organisations comply with industry standards and minimise risks.

Customer Satisfaction

Free up employees from tedious paperwork and process coordination so they can focus on helping customers.

Time Saving

Allow your business to close deals quicker, to avoid delays, and to retrieve documents more easily for later reference or renewals.

Cost Saving

Eliminates unnecessary costs from printing documents, sending them by mail, storing and retrieving them.

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