

# PACTIUS

Expedient, efficient and easy contract management

PACTIUS is a contract management system, which easily and intuitively ensures corporate contract overview and efficient management of your rights and obligations.

## From complex system to operational tool

A survey among Danish enterprises and authorities shows that 84% of the respondents believe that they may benefit from improved contract management, whereas 50% are also challenged by their existing supporting systems, which in most cases prove both complex and cumbersome.

This survey was carried out by Bech-Bruun in August 2015 receiving answers from 439 respondents working at Danish enterprises and authorities.

With PACTIUS focus is shifted from dealing with a complex solution to having a user-friendly and operational tool for any task ranging from simple contract storage to monitoring of rights, obligations and complex deliveries under large IT, construction and outsourcing contracts.

PACTIUS has been developed on the basis of the "less is more" principle and a persistent focus on what is important to the contract manager.

## Total contract overview

PACTIUS provides you with a total contract overview. Just one single click and you may open the main contract directly from the main menu.

You can always view any obligations under a contract broken down by their status as either outstanding, due, fulfilled or not fulfilled.

You can filter and customise your search results based on various information and, in that way, you can swiftly narrow results down to match the criteria that you find important.

PACTIUS helps you, for example,

- to easily get an overview of all contracts, obligations and relating tasks.
- to easily search for any particular contracts, obligations and tasks and filter these search results.
- to export data on contracting parties, contracts, obligations and tasks to Excel.
- to easily add and maintain contractual obligations and tasks under the contracts.
- to receive notifications of all relevant events in the contract process.
- to ensure that all obligations are acted upon.
- to guarantee documentation of fulfilment of obligations.
- to change the contract manager of several contracts in one go.
- to perform free-text searches in contract documents across multiple contracts.

The screenshot displays the PACTIUS web application interface. At the top, there is a navigation bar with icons for KONTRAKTER, FORPLIGTELSER, OPGAVER, RAPPORTER, JURIDISKE ENEDER, INDSTILLINGER, DOKUMENT SØGNING, and SYSTEM. Below the navigation bar, the user is logged in as 'Hjem / Kontrakter' and 'Mine Kontrakter'. A summary bar shows the status of obligations: Udestående forpligtelser (32, 71%), Forfaldne forpligtelser (13, 29%), and Oplyste forpligtelser. A search criteria section is visible, followed by a table of contracts. The table has columns for Nr., Titel, Kontrakttype, Forretningsenhed, and Parter. The table lists 10 contracts with their respective details.

Nr.	Titel	Kontrakttype	Forretningsenhed	Parter
8	Ny udviklingsaftale	Projektaftale	R & D	Software UK
27	Konsulentaftale om bistand til udbud	Konsulentaftale	IT	Stok & Stee
39	IT-Driftskontrakt	Projektaftale	IT	IT Driftsselsk
45	Ændringsansøge 116 - nye rapporter	Tilbudsafale	IT	IT Driftsselsk
46	Ændringsansøge nr. 238 - option på selvbetjeningsmo	Tilbudsafale	IT	IT Driftsselsk
48	Konsulentbistand til test	Konsulentafale	IT	Software UK
50	Udvikling af web-portal	Udviklingskontrakt	IT	Software UK
53	Entreprisekontrakt	Entreprisekontrakt	Production	Bjerringbro
76	Udviklingsaftale	Projektaftale	IT	Stok & Stee
103	Forudbetalingsgaranti	Sikkerhedsstillelse	IT	

The screenshot displays a detailed view of a contract in the PACTIUS web application. It shows a table with columns for 'dato' and 'Status'. The table lists several contract events with their dates and statuses. A navigation bar at the bottom shows '1' and '2' as page indicators, and 'Næste' as a button.

dato	Status
12-2019	Godkendt
10-2015	Godkendt
12-2020	Godkendt
	Udkast
	Godkendt
	Godkendt
12-2021	Udkast
	Udkast
	Godkendt

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## Simple routines all in a few clicks

PACTIUS has been designed to make it easy, expedient and intuitive to add, edit and delete information.

To add or edit a contract, you need only open one screen and click a few times – and in one single click, you may retrieve

the main document directly from the list of contracts.

PACTIUS is particularly suited for contract managers in need of swift, easy and simple procedures to correct and change information.

## Logical and clear to add and change information

An intuitive interface facilitates changing any type of information in PACTIUS. Features are added or changed, etc., in a few clicks on a few screens easy to navigate.

In PACTIUS it is simple to change any type of information already entered into the system.

Contract information may be entered and changed in a few simple steps, including:

- Effective date and expiry date of the contract
- Contract manager
- Contracting parties
- Contact persons of the other contracting party
- Contract documents
- Related contracts
- Rights and obligations of contracting parties.

**PACTIUS** KONTRAKTER FORLØBETTER GØRINGER

Hjem / Kontrakter  
39 - IT-Driftskontrakt

Udestående forpligtelser 10 (33)

Beskrivelse

Kontrakttype  
Status

Forretningsenhed  
Contract Manager

Startdato  
Underskriftsdato

Kontraktsum  
Betalingsvilkår

Særlige vilkår  
Referencenr.  
Kommentarer

Hoveddokument

Kontrakt Parter

Navn  
IT Driftsselskab XYZ

IT virksomhed A/S Laurrupparken 2750 Ballerup

Kontakter

Navn	Email	Telefon
Jens Jensen	j@it-virksomhed.com	+45 12 34 56 78

**Ret Kontrakt**

Kontrakttype: **Projektføle** Start- og Slutdato

Titel: IT-Driftskontrakt Underskriftsdato

Beskrivelse: Driftskontrakten beskriver og regulerer (I) Leverandørens Ydelser, (II) samarbejdet mellem KUNDEN og Leverandøren, (III) Parternes indbyrdes pligter og rettigheder i Notifikation t Kontraktudv

Forretningsenhed: IT Kontraktsum

Contract Manager: Thomas Larsen Samlet kontraktsum

Forretningsansvarlig: Vælg Betalingsvilk

Referencenr.: 1001-3317 Særlige vilk

Kommentar

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## Easy to add relationships between contracts

At times, contracts form integral parts of a whole. This is the case with, for example, large sets of contracts of which you are likely to lose the broad perspective.

PACTIUS helps you to easily add relationships between main contracts and sub-contracts so that even the most comprehensive and complex contracts

may be broken down into relevant, reasonable (and manageable) elements.

You are one click away from any related contracts and may navigate the entire set of contracts quite easily.

## Document overview

A contract does not only include a main contract and several appendices. Upon the signing of the contract, additional documents and versions will usually be added, and it is often difficult to keep track of them all during the entire term of the contract.

PACTIUS has been designed to make it possible to continuously enter any additional documents during the contract process, including:

- Correspondence
- Minutes of meetings
- Supplies/milestones (such as approvals)
- Periodic documentation (such as auditor statements)
- Objections, etc.

By dividing documents into various document categories, it is possible to relate documents to specific areas of the contract environment.

### Examples of contracts related to each other:

- Framework agreements typically having several underlying supply agreements.
- Construction contracts, including, supplementary agreements (for extra works), provision of security for supplies, etc.
- Procurement contracts, for which a third party (such as a bank) has issued an advance payment guarantee on behalf of the supplier.
- IT and outsourcing contracts including individual optional services (such as service requests) or requests for separate development and operation.

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## Making the contract easy to work with and navigate

PACTIUS has been designed to easily and expediently break down the contract into operational and structured obligations, such as:

- Individual obligations (supplies, milestones, etc.)
- Periodic obligations (monthly, quarterly or annual deliveries, etc.)
- Ad hoc obligations (response times, permanent obligations, etc.)

PACTIUS enables the user to distinguish between various elements of each obligation, for example importance, legally responsible persons, persons responsible for follow-up actions and whether the follow-up actions must be documented, etc.

The user may thus break down the contract into the smallest possible operational detail depending on the depth of management chosen by the organisation.

## Follow-up action on a single screen

PACTIUS has been designed to create a follow-up process as simple as possible and to ensure that such follow-up is performed by the proper persons.

To register the completion of a task, you need only to open one screen, which will provide all relevant information collected for the purpose of any follow-up actions, including whether the task has been completed or not.

The system will automatically be updated whenever you enter a registration and will reflect the current overall status of the contract relationship broken down by, for example, each contract, each supplier or any specific user.

## Easy and intuitive overview and search

PACTIUS will help you get an overview of contracts, obligations and tasks.

When searching for contracts, obligations and tasks, you can narrow down and customise search-result lists by entering specific search criteria (such as all obligations on the part of a specific contract manager or all contracts having a specific expiry date).

It is also possible to make multiple-list searches and to filter individual column searches.

In the individual documents, it is also possible to search for specific words (free-text search).

### Simple follow-up procedures

- In the form of tasks which may be distributed among various employees so that they each monitor different obligations.
- It is possible to set up the system to send notifications of upcoming tasks (by email) to the relevant persons.
- A user will always be able to view a My Tasks list.
- It is possible to make sure that tasks are marked as due if not responded to.
- It is possible to require that the completion of a task must be documented.

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## Reporting

PACTIUS includes a number of reporting templates for reporting on contracts and obligations. The templates are to provide an overview of all contracts and the obligations under each contract (over periods of, say, 3, 6 or 13 months), including information about whether the obligations have been fulfilled within the said periods.

The search criteria may be defined for each report so that it is possible to narrow down the data to be included in the report.

Generally, data may also be exported to Excel for the use by subsequent reporting.

Task data may be exported to create an overview of all tasks due under every contract and obligation, and to provide an overview of what needs to be followed up on during the next period (such as the next month or half-year).

### Reporting templates to be used for:

- Expired contracts or contracts about to expire.
- Getting a status overview of obligations.
- User access.

### Export files

- It is possible to export data on contracts, obligations and tasks to Excel for various reporting purposes in Excel.

The screenshot displays the PACTIUS web application interface. At the top, there is a navigation bar with icons for 'KONTRAKTER', 'FORPLIGTELSER', 'OPGØR', 'RAPPORTER', 'ÅRSBEREGNING', 'INDSTILLINGER', 'DOKUMENT SØGNING', and 'SYSTEM'. Below the navigation bar, the page title is 'Mine Kontrakter'. A progress bar shows 'Udstående forpligtelser' (30, 73%), 'Forfaldne forpligtelser' (11, 27%), and 'Opfyldte forpligtelser'. A search filter is set to '10 lejjer'. A table lists contracts with columns for 'Nr.', 'Titel', and 'Kontrakttype'. An Excel export window is overlaid on the table, showing the data being exported to an Excel spreadsheet.

Nr.	Titel	Kontrakttype
8	Ny udviklingsaftale	Projektaftale
27	Konsulentaftale om bistand til udbud	Konsulentaftale
39	IT-Driftskontrakt	Projektaftale
45	Ændringsenske 110 - nye rapporter	Tilægsaftale
46	Ændringsenske nr. 238 - option på selvbetjeningsmo	Tilægsaftale
48	Konsulentbistand til test	Konsulentaftale
50	Udvikling af web-portal	Udviklingskontrakt
53	Entreprisekontrakt	Entreprisekontrakt
75	Udviklingsaftale	Projektaftale
103	Forudbetalingsgaranti	Sikkerhedsstillelse

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PACTIUS is operated by the Danish company Pactius A/S, in which the leading Danish law firm Bech-Bruun is a major shareholder. In Switzerland, PACTIUS is distributed and supported by REWIDI AG based in Zug.

We are delighted to present you a demo of PACTIUS. Contact us:

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[www.pactius.ch](http://www.pactius.ch)