



BUSINESS CASE | OFFICE & FACILITY MANAGEMENT

MEET VIVALDIS...

an employment agency with no less than **300 employees**. Since its establishment in 1991, it has not ceased to grow, resulting in **over 78 offices** to date. For their management assistant, this growth came with some challenges.

CHALLENGES FOR OFFICE & FACILITY MANAGEMENT

- Responsibilities & contracts were **decentralized**: (intercompany) contracts & attachments got lost in mailboxes or function transfers making it **difficult to keep an overview**.
- Contracts were **managed or followed up in Excel, DMS or server after signature**, resulting in time-consuming follow-up, accidental renewals and missed opportunities.
- Contracts were not followed up when the office/facility manager was absent, resulting in **excessive workloads after holidays or sick leaves**.

HOW DID THEY TRY TO SOLVE THIS BEFORE CONTRACTIFY?

- 200+ contracts all **managed in Excel**
- Daily **manual checks** to inspect if a contract needed following up
- Use document management software **search functions** to retrieve contracts, which led to not finding any of the related **mails or attachments**.

HOW DID THEY SOLVE THIS WITH CONTRACTIFY ?

- **Version management** of all contracts & attachments in **1 central place**.
- **Contract type or suppliers overview per department** facilitating contract retrieval for **audits, reporting or a quick look-up**.
- **Automated notifications** indicate when **proactive action** is needed to renew or terminate commercial leases, supplier contracts and so on.

IMPACT ON BUSINESS

- 1.** Saves **over 50% time** thanks to automated contract follow-ups
- 2.** **Contract tasks are easily delegated** to the right department, while the office or facility manager is in charge of keeping the overview and follow-up.
- 3.** Proactive contract follow-up avoids **unwanted contract renewals or contract fines**.

WHAT IS THE BEST CONTRACT MANAGEMENT STRATEGY FOR YOUR BUSINESS ?

Let's find out together! Schedule a call with Contractify expert, Arne Gyssels, to get a professional analysis & solution, tailored to your organizational & industry needs.



SCHEDULE CALL