

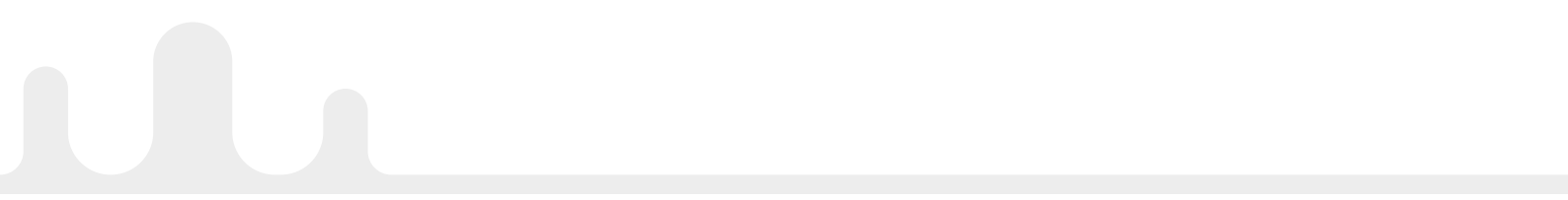


**Service  
Contract**

_____	_____	_____
_____	_____	_____
_____		
...		



# Manage & track all your service contracts

- Electronic service contract repository accessible from anywhere
  - Service contract expiry tracking and reminders for optimum operation of the facility
  - Payment schedule tracking for on time payment
  - Service provider performance tracking
  - Contract commencement and termination administration
  - Ability to include multiple asset categories, service categories and locations on a single contract
  - Automated notifications to all stakeholders on contractual milestones
- 



## Register a Service Contract

- Captures following details with regard to a contract

Start and expiry dates ✕

Contracted services and their service levels ✕

Service provider, Contract owner & Contract coordinator ✕

Contract value, payment frequency, payment dates ✕

Assets related to the contracts ✕

Contract documents ✕



## Manage Service Contracts

- Comprehensive search facility based on location, service provider, contract status, contract owner & contract coordinator
- Automatic calculation of payment schedule along with reminders
- Tracking of overpayments and underpayments
- Tracking of contract expiry including reporting and reminders
- Allows extension and termination of contracts
- Tracks work orders performed under the contract
- Tracks vendor performance by Service Level adherence reporting



## Reports

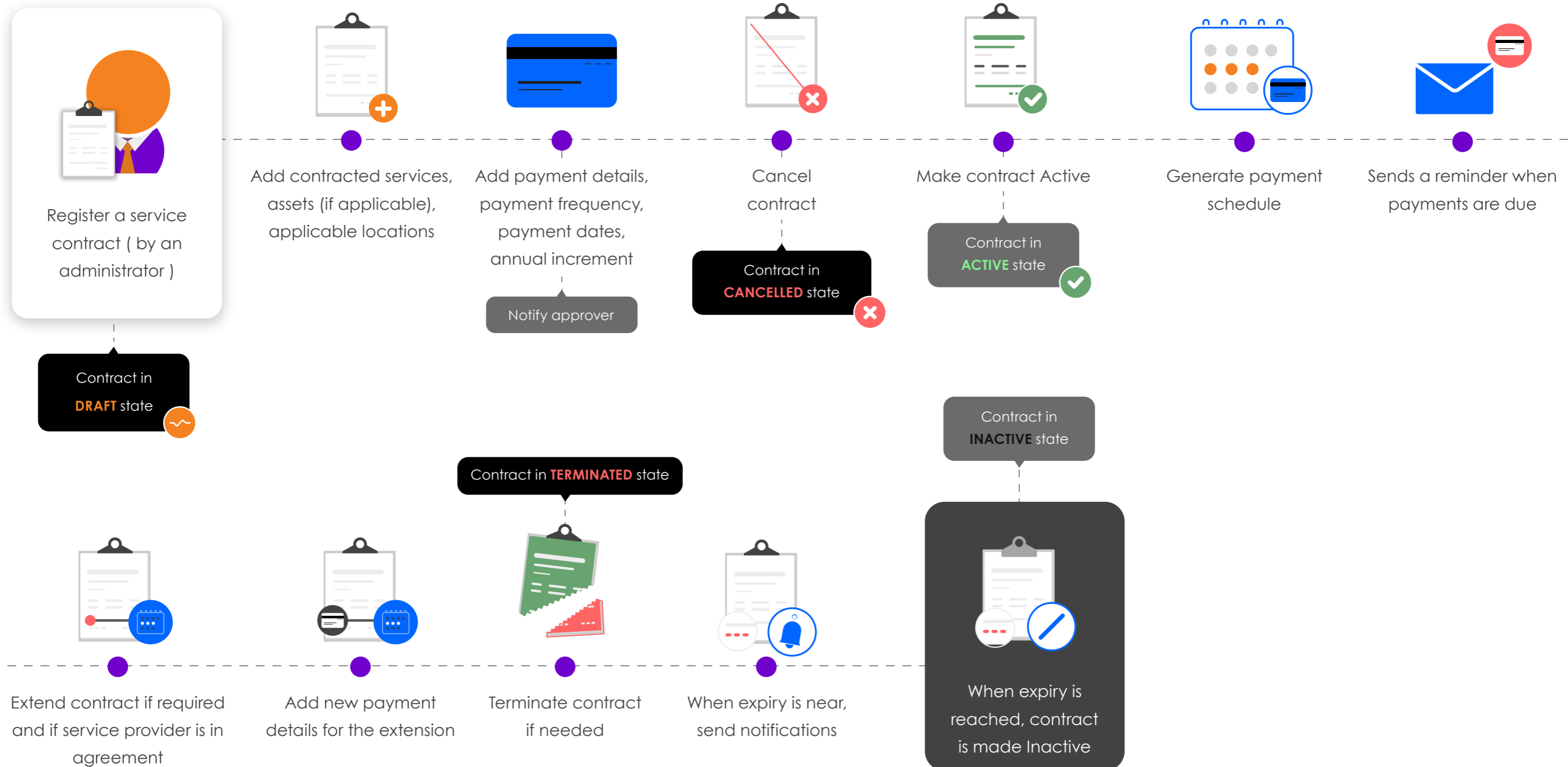
- Transaction reports with filtering
- Ability to define custom reports

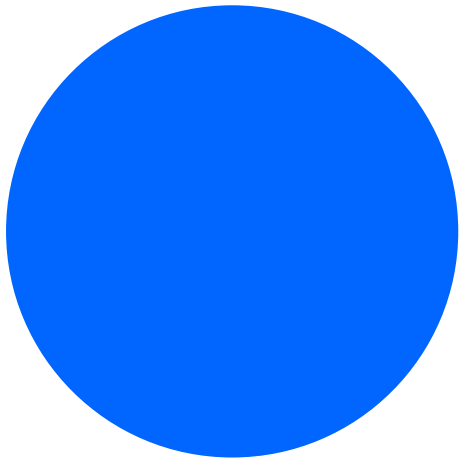


## Weblets and analytics

- Service contracts owned by logged in user
- Service contracts coordinated by logged in user
- Service provider performance with regard to adherence to service levels

# The workflow





# Recommended additional modules

- iviva Corrective Work Order Management

[iviva.com/SmartSpaces](http://iviva.com/SmartSpaces)

Contact Eutech today to find out more about iviva Smart Spaces.



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 **iviva**

by Eutech