

Contract Management

A full workflow-based contract management and supplier performance module — from capture and approval to spend tracking, expiry alerts and performance scorecards.



Contracts are captured and authorised through a workflow determined by contract type, department and value — with all contractual attachments (signed SLAs, terms of reference) required as part of approval. **Normal contracts** are linked to specific items or services with negotiated pricing, so no quotation is needed when purchasing against them. **Panel contracts** have no fixed term or pricing — RFQs go to the supplier panel rather than the open database, with normal evaluation applied.

Spend analysis

Spend tracked per contract line item with warnings at set levels; alterations require a loaded motivation.

Expiry alerts

Alerts on both time and money — e.g. 25% of value or 6 months remaining — to any number of users.

Workflow approval & variations

Approval routed by contract type and department; variation orders to extend or increase value are approved by type and value, with escalations on overdue tasks.

CSD integration & validation

Register suppliers by CSD number alone; data downloads from National Treasury with periodic status checks that place failing suppliers on hold.

Audits, fraud & certificate tracking

Internal audits flag shared phone numbers, addresses or owners; VAT-limit checks on unregistered suppliers; B-BBEE and tax clearance expiry notifications.

Operating areas

Suppliers elect where they operate; RFQs go only to suppliers in the relevant geographical locations.

Supplier Contracts

New Contract Request

Search

Search for Supplier

Load

View

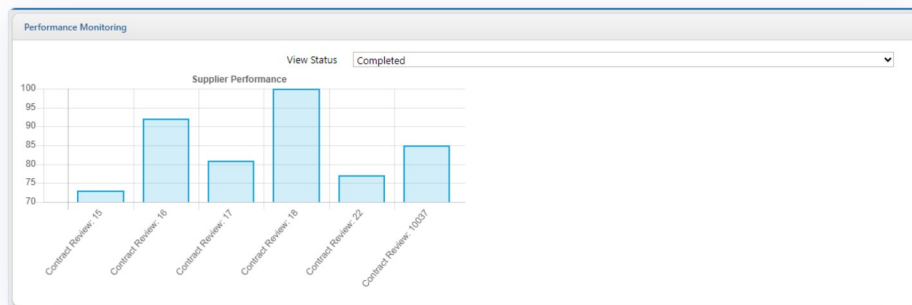
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12345678910...Last

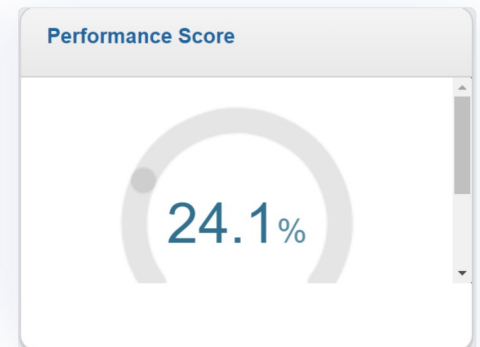
Contract Status	Created by	Contract No	Supplier Name	Contract Name	Contract Type	Expiry Date	Total Value	Date Create
Active	greenfield	CB82/2011	BG Cleaning Services cc	Collection of refuse	GENERAL	30 Sep 2016	1 300 000 000.00	23 Sep 2016
Active	greenfield	CB82/2011	Just-Breeze General	Collection of refuse	GENERAL	30 Sep 2016	1 300 000 000.00	23 Sep 2016
Active	greenfield	CB82/2011	Onkarabile Business Enterprise cc	Collection of refuse	GENERAL	30 Sep 2016	1 300 000 000.00	23 Sep 2016
Active	greenfield	CB82/2011	WALTERAMA 642 TRADING	Collection of refuse	GENERAL	30 Sep 2016	1 300 000 000.00	23 Sep 2016
Active	greenfield	CB82/2011	Zenzeleni Cleaning And Transport	Collection of refuse	GENERAL	30 Sep 2016	1 300 000 000.00	23 Sep 2016
Active	TintswaloMak	CB82/2011	JUST-BREEZE GENERAL TRADING	Collection of refuse	GENERAL	30 Sep 2016	1 300 000 000.00	23 Sep 2016
Active	greenfield	CB82/2011	LETLADI'S TRANSPORT AND GENERAL SERVICES	Collection of refuse	GENERAL	30 Sep 2016	1 300 000 000.00	23 Sep 2016
Active	greenfield	Rental Agreement	Tshwane Economic	Rental of Office Space	GENERAL	30 Sep 2016	4 100 000.00	26 Sep 2016

02 Supplier performance management

Performance management runs periodically via workflow using customisable scorecards, with criteria tailored per contract. The process is fully automated — including email alerts and escalations — and scorecards are approved via workflow, then consolidated into an overall supplier score. Suppliers whose scores fall outside the acceptable range can be placed on hold.



Performance monitoring — consolidated review scores per contract.



Overall supplier score at a glance.

03 Built for SCM compliance

- ✓ Contract templates with risk classifications and a central repository
- ✓ Treasury 15% / 20% variation and extension stipulations enforced via approval
- ✓ Contract status reports generated on demand
- ✓ Balance alerts — 25% of value or 6 months remaining, whichever first
- ✓ Extensions after contract expiry blocked or declined
- ✓ Performance, close-out, termination and contract reference templates

A secure, auditable platform underneath

Role-based security — access governed by assigned roles

Field-level audit tracking — every change recorded

Customisable dashboards & forms — no programming required

Active Directory single sign-on — corporate password policies apply

Dynamic workflows — routing adapts to the transaction

Escalations & warnings — overdue tasks escalate automatically

Assessment Criteria				
New Import Form Delete				
Select	Assessment Criteria	Importance (%)	Date Created	User Created
☐	1. Delivery lead time within specified period POOR: Non-compliance within specified lead ADEQUATE: Within lead time GOOD: Before specified delivery date	10	14 Jul 2020	qisolutions
☐	2. Stock holding, specific to the contract items/goods POOR: Inability to supply minimum level of stock ADEQUATE: Delivery on demand GOOD: Ability to supply more than the required minimum	10	14 Jul 2020	qisolutions
☐	3. Supply of quality/quantity goods in compliance with the specification POOR: Any deviation from specification ADEQUATE: Meets the requirements GOOD: Exceeds specified standard	10	14 Jul 2020	qisolutions
☐	4. Returned goods due to non-compliance with specification (damaged, shelf life, rejects) POOR: More than once ADEQUATE: Once GOOD: Never	10	14 Jul 2020	qisolutions
☐	5. Request for price adjustment (on firm tendered prices) POOR: More than one in a financial year	10	14 Jul 2020	qisolutions

Assessment criteria — weighted, customisable per contract, with clear poor / adequate / good definitions.

04 AI-powered contract intelligence

Ask your contracts

A natural-language assistant answers questions across the full repository — "Which contracts expire in the next six months?" — instantly, without building reports.

Performance summaries

AI consolidates scorecards, progress reports and review history into plain-language summaries per contract and supplier — ready for committee packs and close-out reports.

Spend anomaly detection & forecasting

Models watch spend on every line item, flag unusual patterns as they emerge, and forecast when a contract will run out on money or time — before standard alerts fire.

Supplier risk & fraud detection

AI correlates shared contact details and ownership, CSD status, VAT-limit spend and performance history into a supplier risk score for SCM review.

All AI features run inside the same role-based security and field-level audit framework as the rest of the system — every insight is traceable, and every decision remains with an authorised SCM user.

From registration to managed contract

1 · Supplier registration

Register the supplier, set alerts, attach required documents, capture contacts, owners and contracts, request approval.

2 · Approval

Review the supplier and attachments, then approve or reject via the configured workflow.

3 · Contract management

Capture contracts, set up instalments, outcomes and target dates, transfer payments to requisitions.

Setup Workflow(s)									
New		Delete							
			Structure Name	Contracts Demo					
Role	User Name/[Role]	Assign Task(s)	Priority	Allowed Days	Allowed to Edit	Money Check	Lower Limit	Upper Limit	Upd
☐ Primary Information	LD (end user)		1	2	☒	☐	200000.00		100
☐ Attachments	Admin Officer		2	2	☒	☐	200000.00		100
☐ Inventory Item	LD (end user)		3	2	☒	☐	200000.00		100
☐ Risk Assessment	Compliance Monitoring manager		4	2	☒	☐	200000.00		100
☐ Contract Manager	General Manager Contracts & Performance		5	2	☐	☐	200000.00		100

Workflow configuration — approval routing by role, value limits and allowed days.

Take control of your contracts.

Contact us for a demonstration of the Praxis SCM-WEB Contract Management module.

PraxisKZN