Contract Repository

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Contract Repository Should Be Intelligent

Up-to-date supplier contract data is a key data source for various stakeholders in organizations. Titan's integrated contract repository function allows you, not only to store your contracts, but also to integrate individual agreements into your search. Even shared contract folders for suppliers and buyers can be established in a peer- to-peer private space. Titan's contract management feature is equivalent to common standards solutions. In addition, it closes known gaps between document management and contract archiving.

Titan's Contract repository feature supports the contract management process.

- Contractual documents are securely stored for long periods of time. Such information may – or may not – be used again in the future, but nonetheless should be stored until the end of its retention schedule based on the defined Standards in companies records management, as well as relevant local law requirements. All electronically archived executed contracts shall be stored as executed versions only.

- Archiving is vitally important for information management and can give a businesses greater control over their information processes. Furthermore, we have integrated contracts from companies into our Discovery feature in order to make sure that users can find information in an optimized way.

In the long run, our intention was to further develop automated text recognition and automatic character recognition within images (for example, in our contract PDFs, but also every information from company presentations and success stories that are stored on Titan SIM). Originally, automatic text recognition was based on optical character recognition (OCR).

- This technology has been rapidly replaced by neural networks that are able to process entire lines, instead of individual characters. In addition, methods of context analysis, Intelligent Character Recognition (ICR), are used to correct the actual OCR results.

- Intelligent Word Recognition (IWR) also falls under this category. This approach attempts to solve the problem of recognizing flowing handwriting, where individual characters cannot be clearly separated and recognized using by conventional OCR methods.

We wish to make data from contracts or any supplier documents more accessible and analyzable for you and your company. If you are looking for a partner who will tackle the issue with you, contact us. We are ready to start a joint project with you in the fields such as OCR, ICR and IWR at afordable cost. We would be delighted to start a succesful journey with you and to keep our customers informed about your progress
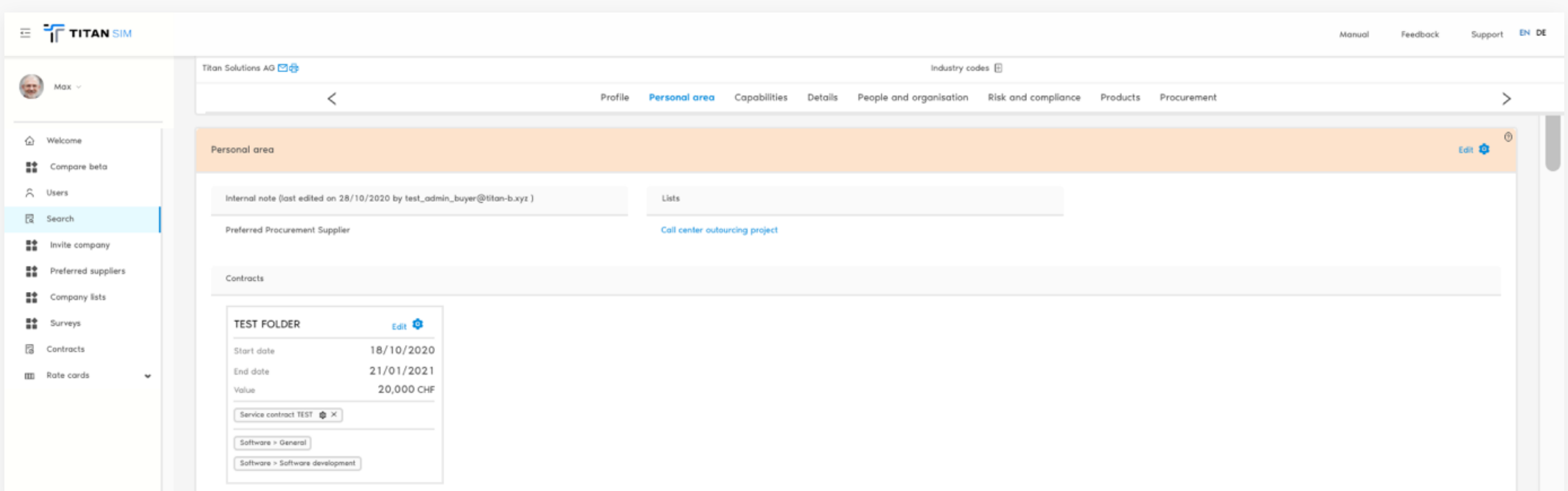
TITAN SIM

Our Contract Archiving feature is based on simple easy to use method which does not differ from other common contract archiving and document management systems. It's based on most common best practices, as well as our substantial experience in contract management.

Some key features:

- Contract Library and Reporting
- Viewable contracts in the company profile
- Working with contract requisitions for initiatives and services
- Each contract order and document can be easily categorized
- Contracts and documents attached to contract folders
- Viewable contract data that can be analyzed (e.g., cost, supplier)
- Attachable confidential data, such as the tender document and info
- Suppliers can be optimally integrated into contract filing processes

The following example shows GUI integration in Titan's company profile section:

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The following example shows **Contract Folder** creation and viewing elements:

Add contract folder   ✕

Contract folder name   Initiative New Horizon

2021-02-04

2022-01-31

Contract value   1000000

CHF

IT Development > Frontend systems ✕

Add

Initiative New Horizon   Edit ⚙

Start date   2/4/2021

End date   1/31/2022

Value   1,000,000 CHF

No documents

IT Development > Frontend systems

The next examples shows the **Contractual documents** creation and document type library:

Add document   ✕

Select document type

Purchase contract
Cloud services contract
License agreement
Temporary work contract
Framework agreement
Amendment
Appendix to contract
Other document

Description

Add

Add document   ✕

Cloud services contract

Document name   AWS New Horizon

Contract number   2020-23423

Purchase order number   34-24234332

☐ Confidential

⬆ Select document file

Amazon Web Services for New Horizon Infrastructure

Add

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Data protection is key – Titan is a trusted data processor for our customers (buyers and sellers). We are compliant to all data protection requirements throughout one's customer journey. Our platform architecture ensures strong user isolation, as well as full front-end security. State-of-the art open source, fully cloud-enabled, deep technical stack and the engineering workflow will provide end-to-end quality assurance.

In the following paragraph, we will provide detailed explanations of the terminology, in order to provide you with a better understanding of the subject.

International standard ISO 15489 describes and standardizes principles and procedures of systematic record management. This standard provides a guide for the management of public and private organization records.

ISO 15489 standard defines record management as

"the efficient and systematic control and performance of the creation, receipt, retention, use, and disposal of records, including the processes for recording and preserving evidence and information about business processes and transactions in the form of records, to be performed as a management function."

With Titan SIM you will satisfy requirements for all main parts of the ISO standard, such as:

- Principle of record keeping (contract folder)
- Contracts and documents (also other documents)
- File number and file title (e.g. Contract number and purchase order number)
- Roles & Responsibilities (managed via Titan's Roles & Access management concept)

Completely paperless is not an option for registered limited or full liable companies. This is the case when a document could become important in a legal dispute. These situations include sureties, notarizations and court judgments that are extra-secured by embossing. The validity of such documents is only fulfilled if all watermarks, seals, rivets and cords with which they were provided when issued, are present.

Legal retention periods for contractual originals vary between countries, depending on the type of document. Enclosed are exemplary two countries and their regulations:

- **Germany**, between 2, 6 or 10 years by the HGB (German Commercial Code), the AO (German Tax Code), and for digital documents by the GoBD (Principles for the proper keeping and storage of books, records and documents in electronic form and for data access).
- **Switzerland**, between 10-20 years by the Art.5 GeBüV (Swiss Business Records Ordinance).

Digital documents must meet the same standards for secure storage as paper documents. Titan fulfills these requirements completely. In Germany, for example, these requirements are regulated by the GoBD. If paper documents are stored in lockable filing cabinets and cannot be accessed, the Resiscan guidelines of the German Federal Office for Information Security applies to digital documents. If documents are digitized in a compliance with the GoDB and Resiscan, paper originals are no longer required.

Therefor, a digital version that you can store in our long-term archive is perfectly sufficient.

Titan SIM Fact sheet

Exceptional supplier data intelligence – unlocked.

INDIRECT SPEND DACH

**A curated platform for indirect procurement, Swiss made.
Supplier discovery, risk ratings, streamlined interactions - entirely plug-and-run.**

Titan SIM features

Discovery

Discover the market and instantly get the information you need. Search our continuously growing catalogue of relevant company profiles, based on our effective Titan Capability framework with up to 500 capabilities per company. Our powerful search engine is based on dynamic text-entry, allows a combined boolean keyword search, offers several filter options and includes various sort functionalities and indicators. Titan also offers useful add-ins, such as company comparisons or searches based on user lists.

Collaborate

Titan enables you to effectively collaborate with your suppliers - with collaboration features deeply integrated. Our «my requests» area allows you to track and trace your interactions. Titan's supplier interaction frontend allows you to send «company invites», «data requests» and «information inquiries» directly to suppliers. Furthermore, you can get easily in touch with us e.g ., for additional premium data, or for advisory requests.
We are there for you!

Best-in-class data

Data quality and timeliness is a major challenge for most companies. Titan ensures this on a company level as a service for our customers («all in one»).
To date, we already manage more than 65 high-quality supplier information with all the associated details and rely on data feeds from the best and common data providers in the market. Titan stands for high quality and managed premium market data. In addition, we are fully up- and down-stream integrable and also e.g. supplementary to large system providers in the Source to Contract or Purchase to Pay area.

Supplier risk rating

Supplier risk is a key topic for most of our clients. Titan's new lean rating standard combines data feeds, self declarations, a false-positive review processes and procedures including reporting in one solution. A Titan subscription includes these data for the most important companies in your market. Data for other firms can be easily ordered. Our integrated approach allows a direct deep dive into the risk data via proprietary portals of our data feed providers. We also provide, based on our survey engine, surveys for supplier self-declaration, sustainability and delivery performance. Easy to use and extendable.

Contract repository

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Rate card information

Get your rate cards organized, compared and benchmarked. Only Titan offers a detailed rate card framework: Currently encompassing 68 standard job profiles with up to 5 seniority levels within 3 main job families – and yet easy to use, including different types of reports. Rate cards are available for three countries (CH, DE, AT). Our framework follows common market standards: The IT experts job family, as defined within the Swiss ICT association framework, or seniority levels in alignment with the standards from the German BDU association.

Product & partner catalogue

Find the right IT product and implementation partners for your use cases. Titan offers insights into software and service products from providers. Software product groups include all software and solution leaders from the Gartner quadrant. Furthermore, our product groups are integrated into our power search, empowering you to discover the best fit for your upcoming project.

You have a question or want to schedule a demo?   info@titan-org.com