



CONTRACT MANAGEMENT

AUTOMATE YOUR CONTRACT PROCESS

Ion Wave's Contract Management module allows you to easily track contracts and insurance certificates. Consolidate your contract information and documents in one online repository. If desired, contract information can also be published for public information purposes.



AUTOMATIC NOTIFICATIONS

The system generates email reminders of upcoming contract dates and certificate expirations. Both internal and external users (including suppliers) can receive reminders.



ATTACH & STORE DOCUMENTS

Upload an unlimited number of related files for each contract. Easily select and transfer documents from a linked bid event in Ion Wave's Electronic Bidding module.



EXCEPTIONS REPORTING

Easily view reports of contracts and insurance certificates that are past their end dates. Reports can be easily exported for use outside of the system.

TAKE CONTROL OF YOUR CONTRACTS

Ion Wave's Contract Management software lets you easily manage contracts and insurance certificates. Reminder emails, dashboards, and reports help your staff stay on top of the complex task of tracking multiple of contracts.

- ✓ Fully Customizable Fields
- ✓ Easily Search and Export Contract Data
- ✓ Integration With Bidding Module
- ✓ Centralized Repository

The screenshot displays two main dashboard sections:

- Expiring Contracts:** A summary card showing 13 expiring contracts and 7 expiring insurance certificates.
- Expiring Insurance Certificates Table:**

Vendor	Coverage	Date
ITB Consulting	Professional	3 days
Loletka Supply Inc.	Auto Liability	4 days
SpeiTack	General Liability	5 days
IWT	General Liability	5 days
Farm Row Co.	Auto Liability	1 Week
Flightly Ther	Workers Comp	2 Weeks
Plan Line Plumbing	Workers Comp	1 Month

TAKE A FREE TOUR OF OUR SYSTEM

If you like what you see so far, head over to our website where you can find even more information as well as some free resources to help get you started.

www.ionwave.net

This collage illustrates various features of the Ion Wave system:

- Bidding Summary:** A card showing '2 Bids Evaluated' and '6 Bids Received'.
- Contract Details:** A detailed view of a contract with a table of items:

Item	Quantity	Unit Price	Total Price
2018-2019 Farm (Water and sewer pack)	1	\$15,000	\$15,000
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- Audit History:** A table showing system actions:

Date	Action	User
4/9/2018 at 3:10 PM CT	Connectivity Update	ALVA
4/10/2018 at 9:33 AM CT	Connectivity Update	ALVA
3/2/2018 at 7:22 AM CT	Supplier Update	ALVA
4/29/2018 at 8:40 AM CT	User Update	ALVA
- Contract Management:** Screenshots showing 'Manage Questions', 'Request for Information', and 'Request for Proposal' forms.
- User Profiles:** Cards for Dan Elliott, Nick MacConnell, and Erin Williams.