



# Effective Contract & Supplier Management

C O N T R A C T & S U P P L I E R M A N A G E M E N T

## Control Costs, Minimise Risks & Maximise Value

**WEDNESDAY 22 April 2009**

LOCATION: THE RITZ HOTEL, LONDON, UK



**10.00am**      **Welcome, Coffee & Registration**

**10.15am**      **Introduction**

A summary introduction of the day's agenda, topics and proceedings.

**10.30am**      **Considerations for Successful Contract & Supplier Management and Administration**

- Improving visibility & control
- Increasing efficiency & productivity
- Minimising risks & liabilities
- Improving contract & supplier performance
- Reducing spend

**11.20am**      **Coffee Break**

**11.25am**      ***framework* Demonstration**

- Centralising contract & supplier information
- Storing scanned & electronic contracts, documents, notes & attachments
- Email notification of contract milestone dates
- Tracking contract risk, performance and savings ensuring value for money
- Accurately forecasting contract costs based on agreed terms
- Process improvements through task management
- Simple, flexible reporting

**12.30pm**      **Seminar Summary**

- Q&A
- Open Discussion

**13:00pm**      **Lunch & Finish**

**Ready to Book:**

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