

ŠKODA AUTO MLADÁ BOLESLAV, A.S.

CONTRACT MANAGEMENT SYSTEM

In the company ŠKODA AUTO Mladá Boleslav, a.s., over 10 thousand contracts are created annually. Communications in connection with legal contracts had been managed through in-person meetings, emails or phone calls. There was a dependency on paper documents and traditional methods of managing documents. But recently, ŠKODA AUTO adopted a comprehensive digital method through the implementation of DMS ELO through cooperation with the company EXON s.r.o.

About ŠKODA AUTO

ŠKODA



ŠKODA AUTO Mladá Boleslav, a.s. operates as a subsidiary of Volkswagen Group. It supports over 30 thousand employees with an annual sales of over CZK 400 billion. It operates in Europe, Asia, Africa, South America and Australia and since its inception has produced over 20 million cars. Today annual production exceeds 1 million vehicles.

Before implementation

Most business relationships are based on contracts, and many today are agreed to in digital form. It is therefore important to ensure that the digital processes are intelligently designed, entirely accurate, and transparent.

- Requests for contracts originate from many diverse organizational units. Consequently, there can be much confusion over specific details in contractual agreements.
- There is no central contract management system.
- Circulation of documents is done mainly via e-mail boxes.
- These files include various of language versions, protocols, price calculations, etc.
- After approving, the contract is printed and manually signed by two authorized representatives.
- Contracts have no uniformity of design. External partners use custom forms and templates. There is no uniform identification of contracts.
- Concluded contracts exceed 10 thousand.
- The FIS department service is used to send documents to the data mailbox. There is a risk of delay resulting in problems with compliance with delivery terms set by the contract.
- It is difficult to find older contracts to use as templates. Searching for documents is time-consuming.
- Contracts are confidential documents with limited access. The data must be stored in a storage site with a ŠKODA AUTO data protection level.

Project goals

CONVERSION TO DIGITAL FORMAT

- **Complete computerization** of internal management of contracts and related documents.
- **Improved processing** of contractual documentation (streamline the process of creating and approving contracts; reduce written initialization, monitoring maturity, using of model contract documents).

CLARITY

- Centralized overview of contractual documents and obligations of ŠKODA AUTO. All significant contractual data can be found in **one central location**.
- Detailed Reporting, and a **complete overview** of concluded contracts for a specific periods (central electronic DataStore of concluded contracts and related documents, including e-mail communications).
- **Increased transparency** and legal certainty (elimination of legal risks and reduced involvement of the legal department).

LEGISLATIVE REQUIREMENTS

- Ensured fulfilment of legislative requirements (e.g., direct delivery of documents to the registrar of contracts).
- Managed archiving and shredding.
- Elimination of the risk of lost written versions of documents.
- Deployment of electronic signatures.
- Automatic validation of contracts and sent notifications.
- Data boxes.

SECURITY

- Secure access to user account data.
- Permission for individual documents.
- Two-factor verification.

SIMPLIFIED WORK WITH DOCUMENTS

- Enables easy versioning and makes version history available.
- Metadata for better categorization and traceability (e.g. fila mark, No., Case, Designation of the parties, Date of establishment, Term, Last change, a priori).
- Integrates with MS Office (templates, metadata, indexing, formatting).
- Significantly reduces human error in organization and circulation of documents (e.g., declutters email communication).
- Reduces costs and time spent on printing and copying.
- Prevents the loss of important signatures.

UNIFORMITY

- Uniform identification of documents (maintenance of the file number).
- Unified and formalized contract document labelling system.

COOPERATION

- Possibility to plan resources, allocate tasks within the file and individual documents, and illustrate the progress of their elaboration.
- Electronic reminders as well as group companies.
- Assignment of task (capacity management, long-term incapacity to work), rejection of tasks.

TECHNICAL SOLUTIONS

- Integrated with the existing information system.
- Web-based application.

Implementation of ELO

The new ELO system allows you to manage and monitor all types of contracts throughout their lifecycle. Thanks to this system, all contracts are now easily accessible, improving collaboration and optimizing productivity.

NUMBER OF USERS

- 10 licenses of ELO Java Client: Full functionality on all platforms based on Java technology
- 12.000 licenses of the ELO Web Client: Browser-based access to the ELO

AGENDA: CONTRACTS

- **Archive of Contracts:** Supply and Purchasing:
- Attachments to contracts
- Workflow, agreement approval
- Supplements
- Paper contracts are scanned and electronically loaded in to ELO tray
- Interfacing with external system dials
- Milestones
- Unified templates

Technical solution

- In addition to the standard ELO reporting tools, the system in ŠKODA AUTO is also interfaced to the Group Reporting Solution, to which the ELO system passes all data of contracts in the archive.
- The solution allows you to send tasks from ELO to a centralized employee portal without having to log in to DMS (TaskManager).
- The management and administration of the user accounts and permissions within the archive is solved through data exchange with SAP HR module.

Benefits of deploying EXON solutions

From more efficient processes to productive teamwork, this system leads to a more intelligent and user-friendly legal service. Automatic processes increase productivity and reduce costs. All data and documents are securely archived. ELO facilitates compliance and data retention. Time-consuming tasks are automated using smart search tools. All document changes are recorded, and the system provides a complete audit trail of the entire life cycle of the document. All documents are stored, retrieved and managed in one place. The collaboration tools allow employees to exchange information quickly and easily and support effective teamwork.

Properties

- Electronic workflow contracts & online accessible templates
- Automated approval processes & collaboration
- Unified storage, secure archiving and shredding
- System and documents accessible through the Employee Portal
- Online alerts & milestones
- Reporting contracts & dashboards
- Intelligent features for easier work
- Unified structure, Delegation (workflow)
- Quick search, Digital signature

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