

# Contract Builder & eSignatures

**bids&tenders** Contract Builder & eSignatures increases the functionality of the platform to allow agencies to build contracts within the system and authorize them with digital signatures.

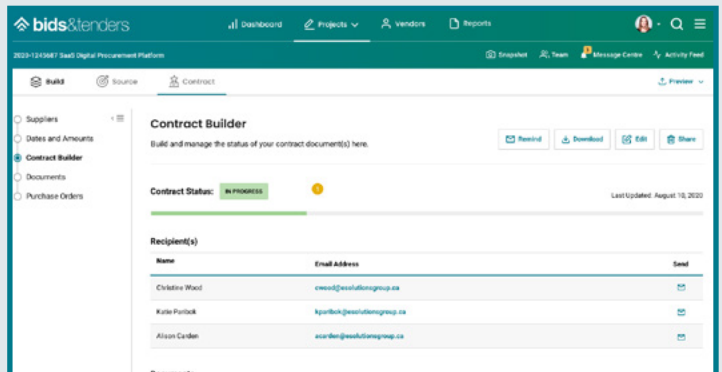
## Upload & Contract Creation

**Agencies using Contract Builder & eSignatures can:**

- Upload contracts to projects and assign a signature workflow
- Send contracts to awarded suppliers
- Create mandatory or optional text fields, check boxes, etc. within the contract
- Export completed contracts

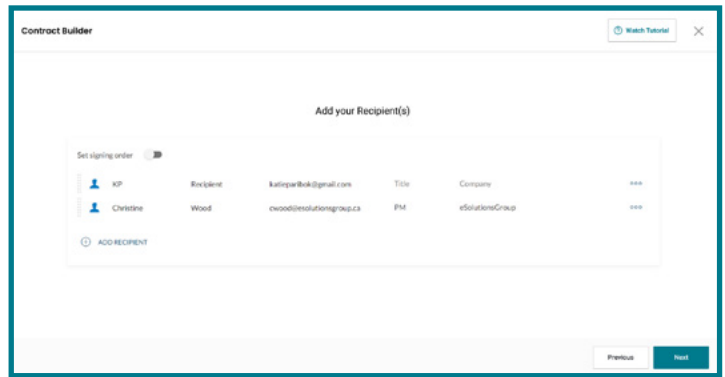
## Dashboard

Once Contract Builder & eSignatures is active, agencies will see a Contract Builder option in their dashboard. This dashboard tracks active and past contracts, and shows the status of each document and signature.



## eSignatures

Often contracts require multiple signatures, and sometimes in a particular order. With **bids&tenders** Contract Builder & eSignatures, organizations can designate recipients of the contract and what order they should sign in. Workflows are routed through email notifications. Signatories receive notifications when they are required to sign, and reminders as needed, and agencies receive notifications when signatures are completed or pending.



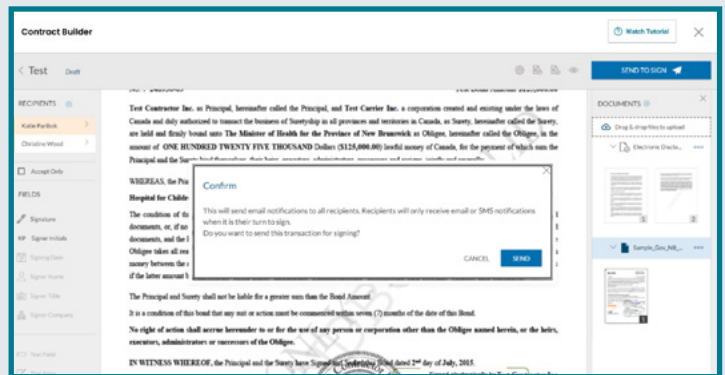
Agencies can also use parallel approvals so that all signatories can sign at the same time. Signatories do not need an account with **bids&tenders**; all that is required is an email address for each person.

eSignatures are legally binding, and allow for a completely paperless legal contract.

## Automated Notifications

Automatic notifications of required signatures are emailed to all signatories in order of the workflow. Automatic emailing eliminates an administrative burden, but also ensures the notification process is timely and transparent.

Email notifications for various events will be set up during implementation, but can be customized within that contract or across all contracts.



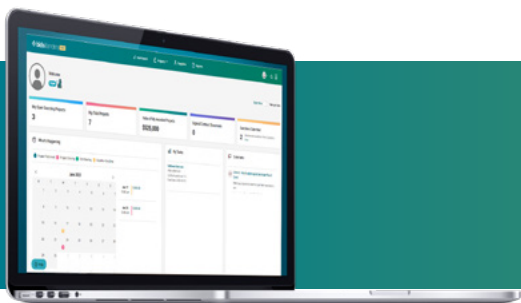
## Data Storage & Security

Contracts are stored within **bids&tenders** and can be exported at any time. The file size limit per document upload is 10MB. For reference, a 500-page Word document converted to PDF is approximately 10MB.

There is no limit to the number of uploaded documents. As a cloud-based platform, you can log in securely to


**bids&tenders** on any computer with an internet connection to access your contracts.

For our Canadian clients, data is stored in Canada. For our US clients, data is stored in the US. Data encryption meets or exceeds security requirements of several international standards.



 **bids&tenders**

 [bidsandtenders.com](https://bidsandtenders.com)

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