



Endorsement of Procurement Contract

Implementation of Adobe Acrobat Sign

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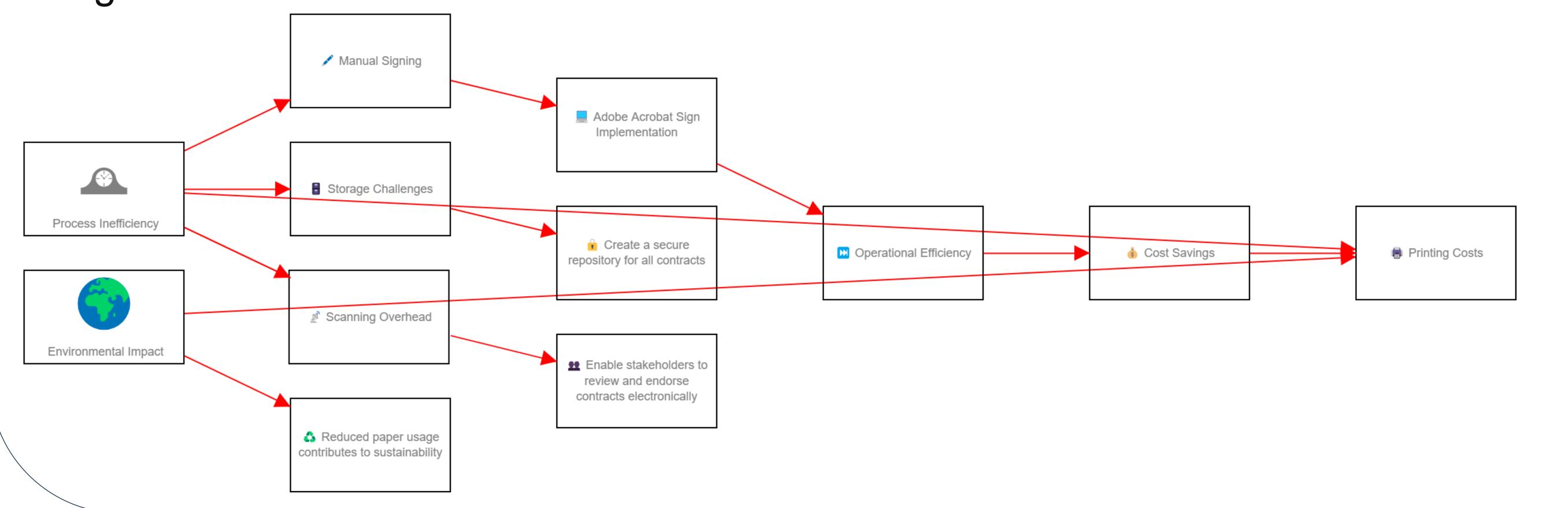


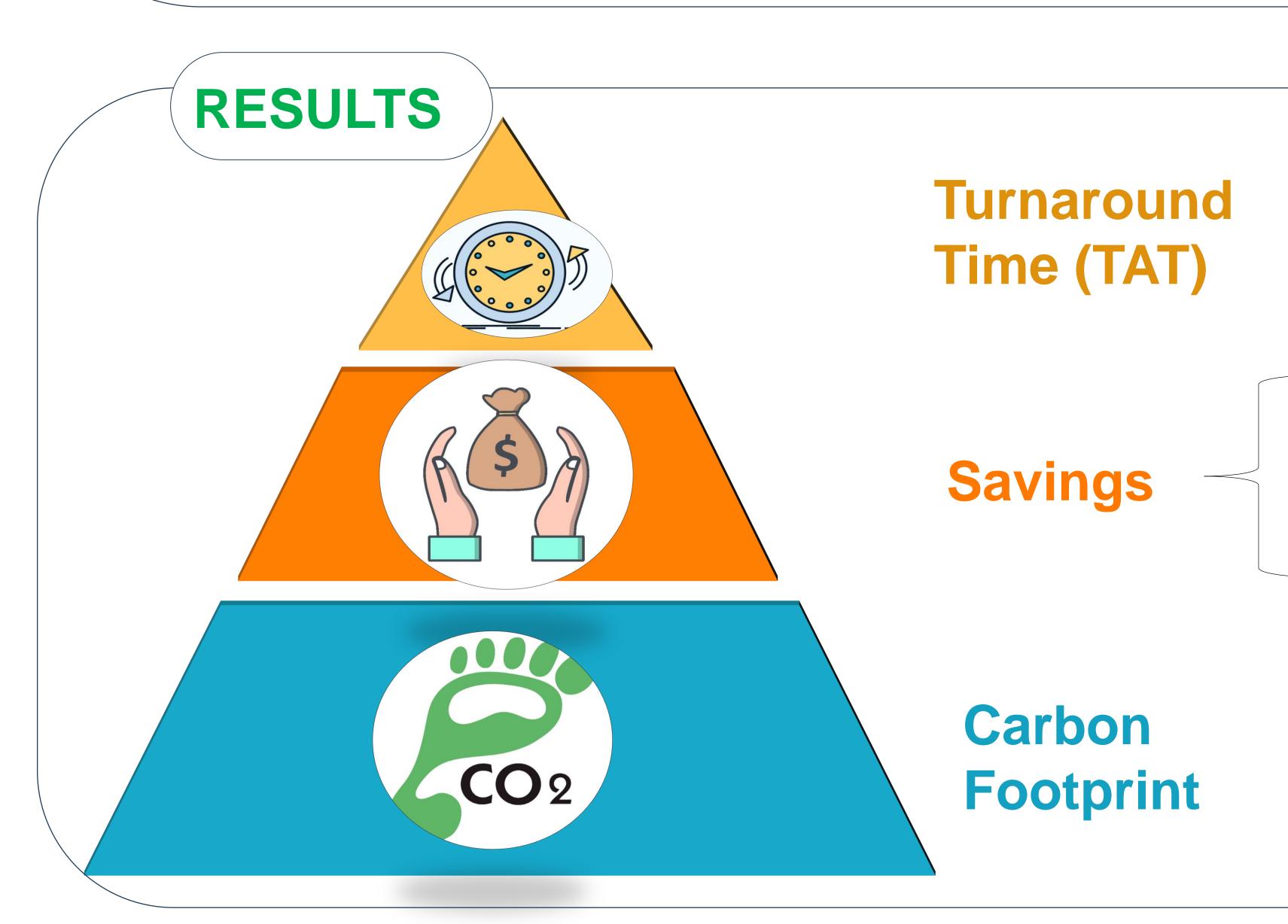
AIM

Transform the current paper-dependent approval and contract endorsement process, which is both time-consuming and environmentally detrimental..

METHODOLOGY

Adoption of the fishbone diagram enables us to pinpoint critical process inefficiencies and environmental impact areas, thereby facilitating the successful implementation of Adobe Sign

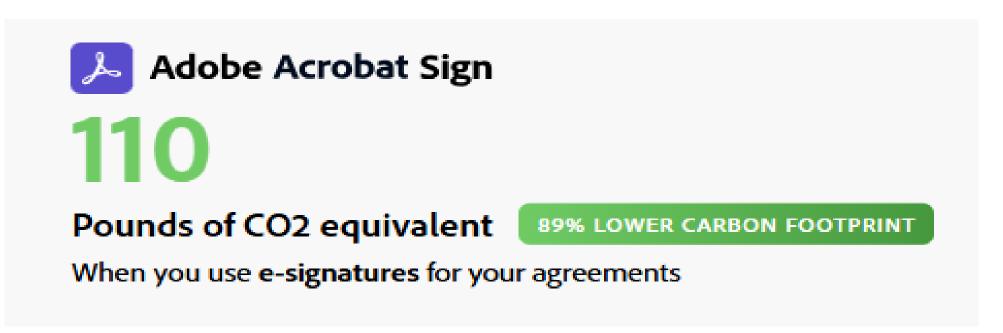




Improved by <u>68%</u> and also eliminated the need for physical storage

Hard: Switch to digital based contract **\$2,232.66/annum**

Intangible: 133 man-hours saved due to no physical circulation



CONCLUSION

The integration of Adobe Acrobat Sign streamlines contract approval, making it faster, more secure, and cost-effective, while also addressing environmental concerns.