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Pro Suite Premium Subscription Service ^{2nd June 2024}

ONLINE DOCUMENT PURCHASE • CREATION • COLLABORATION • COMPLETION • SIGNING • REPLICATION • STORAGE

One of the e-CLOUD Construction® Network of online 'Productivity Services' is our 'Document Access Service'. This contains 'Service Channels' that contain 'Suites' of digital Contract and Agreement Documents such as JBCC, NEC PROCSA, CESA, SMME, Health & Safety etc. These Documents can be purchased and completed online. The Documents purchased by your company and the information relative to them is securely stored on-line, in the "Cloud".

The online system that the Document Access Service uses is called e-DOCX and features 'Productivity Facilities' that enable the completion and management of these Documents. The e-DOCX system comprises of 'Basic Suite' and 'Pro Suite'. Basic Suite serves those companies that purchase Documents infrequently and do not require to use 'Productivity Facilities' whereas Pro Suite features an array of 'Productivity Facilities' that enable companies to save time and money by their use. The e-DOCX Platform has a full Administrative 'backend' that allows for detailed User support and maintenance.

The Pro Suite System

Pro Suite provides 'productivity facilities' when purchasing and completing documents through the Document Access Service.

A major productivity facility provided is that the information about a new Project only needs to be set-up once. These 'Project Details' are then inserted automatically into any new Document purchased and created for that Project, irrespective of its Document Suite, saving a considerable amount of time in the completion of Documents.

[Click here to read more about the Pro Suite Service](#)

Pro Suite Premium - Subscription Service

More and more online Services are being sold on a subscription basis; you almost certainly have subscriptions for streaming music and video content, i.e. YouTube Premium or Spotify, etc. We are heading toward a world where more Service Providers' income is supplemented by subscriptions, rather than advertising, whilst at the same time providing Clients with more value for their money.

An annual subscription service called **Pro Suite Premium** is now available to all users of the e-CLOUD Construction Network Document Access Service and enables companies to increase the productivity of their staff by being able to use additional facilities to those available to general Pro Suite users. These increase the user's Document productivity, provide access to Reference information and to previous Document Editions and provides use of our secure Online e-Tendering System. Thus saving you even more money. It is paid monthly by Credit / Debit Card or EFT. One subscription covers an unlimited number of workstations per office location.

This Pro Suite Premium Subscription Service provides your company with the following additional Productivity Facilities:

1. Manage your Company Information

- i. **Set Up**
'Office Administrator', 'Office Users', 'Project Administrators', 'Document Collaborators'
- ii. **Assign**
'Document Collaborators, to a specific Document either with View Only, or View and Edit access
- iii. **Manage**
User logins and control access by different users within the same company office

2. Increased Document Productivity

i. **Company Office User Information**

A list of all the Company Office's Users and their 'Roles' in completing Documents, with an update facility

ii. **Access to Reference Documents for all Staff**

Provides a facility of any Member of your staff to access the Reference Documents that were previously purchased

iii. **Agreement Copy Facility**

Enables the copying of inputted fields from previously completed Documents, saving considerable time in Document completion

iv. **Agreement Revision Control Facility**

Enables access to previous revisions of a Document and identifies their author, the date it was completed, and the tracked changes compared across Revisions

v. **Collaboration Facility**

Enables the person completing a Document to invite and provide remote access to it for another person, to assist in its completion. 'View only' access is a feature, as well as one time or perpetual access to the Document

vi. **'Project Details' Invitation Facility**

Enables an invitation to the designated email address of the Organisations listed in the Supplementary Details section of the System, to save time in the population of these fields by updating their information directly into your company's database

vii. **'Sign On-Demand' Service (Extra charges levied)**

This is an additional Service that is available to Pro Suite Premium subscribers only, and enables the secure electronic initialing and signing of Agreements by Project signatories on a round robin basis. There is a link to this Service alongside every Pro Suite Document created. A further benefit being the merging of all related annexures in one combined document for initialing and signature. A full audit trail is included, and each signatory receives and electronic copy of the secured document for record purposes

3. Reference Access - Documents and Other

i. **FAQ's (Frequently Asked Questions)**

This is a facility providing answers by experts, to 'Frequently Asked Questions' relative to the Agreements. Users can keyword search all Questions & Answers by Agreement, Edition and Clause Number. (JBCC Channel Only)

ii. **CPAP Indices & Archives**

This facility provides your company with access to monthly CPAP Indices for fluctuating price contracts and also, to a historic record of past monthly CPAP Indices. (JBCC Channel Only)

iii. **Online Library for Staff**

Create a library of Reference Documents for access by your Company staff members

iv. **Reference Access to Previous JBCC Agreement Editions**

Previous JBCC Document Editions dating back to 2000. Archives include Agreements, Preliminaries, and General Conditions for:

- Previous Release (PBA/NSA/MWA - Release during 2000 - 2002)
- Previous Release (PBA/NSA/MWA - Release during 2003)
- Previous Release (PBA/NSA/MWA - Release during 2004)

v. Reference Access to Previous PROCSA Agreement Editions

- Previous PROCSA Document Editions - 2nd and 3rd Editions

4. Increased Procurement Productivity through our online e-Tendering system

Pro Suite Subscriber Companies can utilize our time saving online e-Tendering system, that includes the use of secure e-Tender Vaults.

With this system, once your Documents are 'Finalized', they can be automatically transferred to a secure online 'Project Tenderer Folder, created for each Project Tender, where additional Tender Documents such as drawings etc., can be uploaded. Each Tenderer is then selected, and a secure 'Tenderers Document Folder' created for each Tenderer, where all the Project Tender Documents' are copied to. Each Tenderer is then sent a 'Tender Invitation' e-mail with a link to click on which automatically sends an SMS message with a unique Access Token Number, that allows Access to that Tenderer's Tender Document Folder.

Next a special online e-Tender Vault is set up as part of the system, for the Adjudicators are set-up and given access to the e-Tender Vault at the time and date it is set up to automatically open. Secure Access to the e-Tender Vault is automatically provided to the Tenderer for secure submission of his/her own Tender Documents.

5. Monetary Savings

i. Monthly Subscription deductions

Deductions by credit or debit card on a monthly basis

ii. Purchase of Agreement Bundles

Pro Suite Premium enables the purchase of JBCC Document Bundles that can be purchased for the larger Projects with numerous N/S Subcontractors, each requiring Subcontract Agreements and Contract Data Documents. Based on the size of the Bundle, prices reduce and therefor prides savings for the User.

When a Document is created from a purchased Bundle, the reduced cost of the Document reduces the Bundle Balance until there are no more Documents left

iii. Complimentary Credits

Complementary gift of free Credits worth R300 for Document Purchase valid for 12 months from date of start of Subscription

[Click HERE to Subscribe](#)



See below for Productivity Facility comparisons for the Basic Suite, Pro Suite and Pro Suite Premium. A separate page identifies those Facilities which are exclusively provided to Pro Suite Premium Subscribers.






e-DOCX SYSTEM PRODUCTIVITY FACILITY COMPARISONS

	Basic Suite	Pro Suite	Pro Suite Premium <small>Available on subscription to all Pro Suite Users</small>
Registration			
<ul style="list-style-type: none"> • Creation of a company account required 	X	✓	✓
<ul style="list-style-type: none"> • Username, password and login required 	X	✓	✓
User Access			
<ul style="list-style-type: none"> • Administrator permissions available 	X	✓	✓
Company Status			
<ul style="list-style-type: none"> • Company dashboard displaying User's Name, Designation, the names of the different 'Document Access Services', balance of 'Credits' 	X	✓	✓
Company Office Account			
<ul style="list-style-type: none"> • Company Office Reports <ol style="list-style-type: none"> a. Document Purchase Statement – by Company Office b. Document Purchase Statement – by Project (A List of your Company's Projects with links to the Documents created for those Projects) c. Document price list d. View List of Documents Purchased – by Project e. View List of Documents Purchased – by Document Suite f. Transaction History Report 	X	✓	✓
Purchase Mechanism			
<ul style="list-style-type: none"> • Purchase credits by credit card or instant eft, and deduct from credits balance each time a document is created 	X	✓	✓
<ul style="list-style-type: none"> • Purchase documents by credit card or eft, and select multiple documents at once 	✓	X	X
Mandatory Software			
<ul style="list-style-type: none"> • Browser compatibility and mandatory requirements 	X	✓	✓
<ul style="list-style-type: none"> • Adobe Acrobat Reader 	✓	✓	✓
<ul style="list-style-type: none"> • Adobe Acrobat Writer 	X	X	X
Capturing of Project Information inserted into Documents			
<ul style="list-style-type: none"> • 'Mandatory Details': the Project's name is captured and inserted automatically as a watermark onto every page 	✓	✓	✓
<ul style="list-style-type: none"> • 'Project Details' that are automatically inserted into Documents: a Project's Participants e.g. Client, Consultants, Mediator, Arbitrator, Contractor, Sub-contractors are captured only once, can be updated, and are stored online 	X	✓	✓
<ul style="list-style-type: none"> • Database Storage: Project Participants are sored online so that you do not have to re-capture these details again if you wish to re-use these companies details on another Project 	X	✓	✓
Creating and Completing Documents			

• User Instructions: Guides and videos	✓	✓	✓
• Document Prices: per Document Suite	✓	✓	✓
• Purchase & Create: create .pdf 'Project' & 'Reference' Documents	✓	✓	✓
• Complete: 'Project' Documents' on-screen, saving time and effort	✓	✓	✓
• Capture: additional information manually into your Documents	✓	✓	✓
• Use: built-in dropdown options for completion of Document fields	✓	✓	✓
• Rich Text: built in facility to strike out, underline, italic or bolden text within Document fields	X	✓	✓
• Save: each Document online in a special Company Office Database	X	✓	✓
• Document Visibility: hide or reveal documents within the system	X	✓	✓
• Send & Receive: Request the system to email yourself a document	X	✓	✓
• Add and Send / Sticky Notes: Add comments, highlights and other annotations and invite people to comment via e-mail whilst tracking responses. (Note: this Facility can only be used by <u>Adobe Standard</u> or Pro Subscribers)	X	✓	✓
• Insert Pages: Incorporate PDF Annexures and additional pages into a 'Finalized' secured PDF document. (Note: this Facility can only be used by Adobe Standard or Pro Subscribers)	X	✓	✓
• Electronic signatures: sign electronically	✓	✓	✓
• Finalize: Documents to prevent further editing	X	✓	✓
• Send: Documents as an attachment to an e-mail address	✓	✓	✓
• Artificial Intelligence (AI): The Document Access Service Virtual AI Assistant is available for Users to query clauses within their Document.	X	✓	✓
Security			
• Watermark: embedded into each page with the project name and date	✓	✓	✓
• QR Code: embedded into each page to verify the project name that was used at the time of purchase. Use your smart phone camera as a scanner to verify	✓	✓	✓
• Original Certification: Original Certification Stamp embedded on front page to verify the authenticity of the Document. (Click to Verify)	✓	✓	✓

Document Records			
• Store and list Documents online: created for each specific Project, eliminating collection of hard-copy documents	X	✓	✓

<ul style="list-style-type: none"> • Access: 'Project Document Folder's across multiple Document Suites such as PROCSA, JBCC, NEC etc. 	X	✓	✓
<ul style="list-style-type: none"> • Download and save: Agreements to the User's own workstation, if required 	✓	✓	✓
Manage your Company Information			
<ul style="list-style-type: none"> • Purchase credits: by instant EFT or credit card, providing notification when the credit balance is low 	X	✓	✓
<ul style="list-style-type: none"> • Access online: your created Company Documents at any time 	X	✓	✓
<ul style="list-style-type: none"> • Print: the Documents as many times as required for a specific Project 	✓	✓	✓
<ul style="list-style-type: none"> • Search: each Document by keyword 	✓	✓	✓
Client Support 'Call Centre': <ul style="list-style-type: none"> • Access telephonic, e-mail and online support during office hours 	✓	✓	✓
<p>See below for the table of Facilities available exclusively to Pro Suite Premium Subscribers</p> 			
Pro Site Premium Only - Additional Facilities	Basic Suite	Pro Suite	Pro Suite Premium <small>Available on subscription to all Pro Suite Users</small>

Office Management			
<ul style="list-style-type: none"> • Manage: User logins and control access by different users within the same company office 	X	X	✓
<ul style="list-style-type: none"> • Monthly Subscription: Deductions by credit or debit card on a monthly basis 	X	X	✓
<ul style="list-style-type: none"> • Office Users List: Access to a list of all the Company Office's Users and their 'Roles' with an update facility 	X	X	✓
Capturing of Project Information inserted into Documents			
<ul style="list-style-type: none"> • Project Details Invitation Facility: Enables an invitation to the designated email address of the Organisations listed in the Supplementary Details section of the System, to save time in the population of these fields by updating their information directly into your company's database 	X	X	✓
Creating and Completing Documents			
<ul style="list-style-type: none"> • Replicate: copy and import data from previously created Project Agreements, across Projects and/or to another Project Agreement 	X	X	✓
<ul style="list-style-type: none"> • Collaborate: electronically with third parties in remote offices to view, edit and print or view only, particular Project Documents 	X	X	✓
<ul style="list-style-type: none"> • Track & Compare: previous working 'Revisions' of a Document to see a history of changes 	X	X	✓
<ul style="list-style-type: none"> • Purchase of Agreement Bundles : Purchase of Bundles that can be purchased for the larger Projects with numerous N/S Subcontractors, each requiring Subcontract Agreements and Contract Data Documents. Based on the size of the Bundle, prices reduce and therefor prides savings for the User. When a Document is created from a purchased Bundle, the reduced cost of the Document reduces the Bundle Balance until there are no more Documents left. (JBCC Channel only) 	X	X	✓
<ul style="list-style-type: none"> • 'Sign On-Demand' Service (Extra charges levied) : enables the secure electronic initialing and signing of Agreements by Project signatories on a round robin basis. A further benefit being the merging of all related annexures in one combined document for initialing and signature. A full audit trail is included, and each signatory receives and electronic copy of the secured document for record purposes 	X	X	✓
Document Records			
<ul style="list-style-type: none"> • Online Library for Staff: create a library of Reference Documents for access by your Company staff members 	X	X	✓
<ul style="list-style-type: none"> • View an 'Archive Store': of all previous Editions of the Documents 	X	X	✓
Manage your Company Information			
<ul style="list-style-type: none"> • Setup 'Office Users': who are other Users in your office who can access your on-line library of Reference Documents 	X	X	✓

<ul style="list-style-type: none"> • Setup an 'Office Administrator': allowing them to purchase and complete Agreements for the company 	X	X	✓
<ul style="list-style-type: none"> • Setup an 'Office Administrator': allowing them to purchase and complete Agreements for the company 	X	X	✓
<ul style="list-style-type: none"> • Setup 'Project Administrators': giving a member of a Project Team Document creation authority 	X	X	✓
<ul style="list-style-type: none"> • Setup 'Document Collaborators': set up people from other companies to assist in completion of Documents 	X	X	✓
<ul style="list-style-type: none"> • Assign 'Document Collaborators: to a specific Document either with View Only, or View and Edit access 	X	X	✓
Other Pro Suite Premium Facilities			
<ul style="list-style-type: none"> • FAQ's (Frequently Asked Questions): This is a facility providing answers by experts, to 'Frequently Asked Questions' relative to the Agreements. Users can keyword search all Questions & Answers by Agreement, Edition and Clause Number. (JBCC Channel only) 	X	X	✓
<ul style="list-style-type: none"> • CPAP Indices & Archives: This facility provides your company with access to monthly CPAP Indices for fluctuating price contracts and also, to a historic record of past monthly CPAP Indices (JBCC Channel only) 	X	X	✓
<ul style="list-style-type: none"> • e-Tender System with 'TenderVault': Subscribers to Pro Suite Premium can provide time saving and secure online Tendering by use of this system, that now includes inclusion of our Tender-Vault. Users can setup e-Tenders using preset workgroups whereby Contract Data Documents can be created for each Tenderer, using the copy feature across Documents. Users can setup their Project Tender Vaults. The system automatically sets up a set of Tender Vaults for a Project 	X	X	✓
<ul style="list-style-type: none"> • Complimentary Credits Complementary gift of free Credits worth R300 for Document Purchase valid for 12 months from date of start of Subscription 	X	X	✓



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