

The home of collaborative contracting



Quick Start Guide

Paperless, to give you more



Discover more at necontract.com



Welcome to NEC Digital

NEC Digital transforms how you work with NEC contracts.

This guide will walk you through setting up your account and creating your first contract, helping you get started with collaborative digital contracting in minutes.

NEC Digital is an intuitive online contract drafting platform that brings the internationally recognised NEC suite of contracts into the digital age. Built on the foundational principles of clarity, simplicity and collaboration, NEC Digital provides seamless access and management capabilities, unites stakeholders on a single online platform, and creates comprehensive digital libraries of clauses and terms for future projects.



Key Benefits

→ Intelligent Guidance

Contextual assistance throughout your drafting journey with integrated guidance notes

→ Real-Time Collaboration

Work together with colleagues and external stakeholders on a single platform

→ Automatic Compatibility

Prevent incompatible clause selection with built-in quality assurance

→ Secure & Certified

Cyber Essentials certified with UK-hosted data and complete audit trails.

Getting Started

1. Register Your Account

Visit **necontract.digital** to create your NEC Digital account.

Registration Process

NEC Digital transforms how you work with NEC contracts.

- 1 Navigate to necontract.digital
- 2 Click "Register" or "Sign Up"
- 3 Enter your organisation details and contact information
- 4 Choose the number of licences for your organisation
- 5 Complete the registration and verify your email address

Tip: The first person to register becomes the account owner and can invite additional team members. Consider who in your organisation should have this role.

2. Log In and Explore

Once registered, log in at **necontract.digital** using your credentials.

Dashboard Overview

Your dashboard provides quick access to:

- **Create New Contract:** Start a new contract with the prominent blue button
- **Recent Contracts:** Quick access to contracts you've recently worked on
- **Shared with Me:** Contracts where others have invited you to collaborate
- **Z Clause Library:** Your comprehensive library of custom clauses

Take a moment to explore: Familiarise yourself with the navigation menu and available resources before creating your first contract.

Creating Your First Contract

3. Start a New Contract

Click the Create New Contract button on your dashboard.

Select Contract Type

NEC Digital supports the entire NEC4 contract suite including the Engineering and Construction Contract (ECC), PSC (Professional Services Contract) and TSC (Term Service Contract).

Name Your Contract

Give your contract a clear, descriptive name that includes key project details such as project name, location, client name, and date.

Example: "Manchester Office Refurbishment - Acme Construction - Oct 2025"

Tip: Use a consistent naming convention across your organisation to make searching and filtering contracts easier later.

4. Choose Your Main Option

If relevant to your contract, select your main option from A through F. Each option represents a different payment and pricing approach:

Option	Description
Option A	Priced contract with activity schedule
Option B	Priced contract with bill of quantities
Option C	Target contract with activity schedule
Option D	Target contract with bill of quantities
Option E	Cost reimbursable contract
Option F	Management contract

Click each option in the platform to see detailed guidance about when it's most appropriate to use.

Dispute Option Selection

Once you select your main option, you can then choose the appropriate dispute resolution option for your project (W1, W2, or W3).

Creating Your First Contract

5. Select Secondary Options

Secondary options allow you to tailor the contract to your project's specific needs. NEC Digital will only display options that are compatible with your selected main option.

Understanding Secondary Options

- **X Options:** Additional conditions such as price adjustment for inflation (X1) or changes in the law (X2)
- **Y Options:** UK-specific conditions for projects in the United Kingdom
- **X29:** Climate change and biodiversity clause to help achieve sustainability targets

Compatibility Protection: NEC Digital automatically prevents you from selecting incompatible options. Compatible options appear available whilst incompatible combinations are greyed out, ensuring your contract maintains the NEC high standard of quality.

Using the Clause Navigator

As you make selections, the Clause Navigator panel on the right provides a live view of all selected clauses. Use it to

- Click any clause to see full details and explanatory text
- Expand sections to explore clause structure
- Navigate between different clause types
- Maintain complete visibility of your contract structure

Tip: The Clause Navigator updates in real-time as you make selections. Use it to verify your choices and understand how they build into the complete contract before moving forward.

6. Complete Contract Data

Contract Data contains the information that the client provides. NEC Digital guides you through this with clear digital forms and contextual help.

Key Information Sections

- **Parties:** Names and addresses of Client and Contractor
- **Key Dates:** Starting date, completion date, and key dates for specific milestones
- **The Works:** Clear description of what's to be provided
- **Site Information:** Location, access details, and working areas
- **Payment Details:** Assessment intervals, payment terms, and currency
- **Insurance:** Required insurances and coverage amounts

Integrated Guidance

Throughout the Contract Data process, NEC Digital provides:

- Help text and examples for each field
- Links to relevant guidance notes
- Progress indicators showing completion status

Tip: You don't need to complete everything in one session. Your contract saves automatically and you can return to it at any time from your dashboard.

7. Add Z Clauses (Optional)

Z clauses are additional conditions specific to your contract. NEC Digital provides a comprehensive Z Clause Library to streamline this process.

Using the Z Clause Library

- 1 Click Add Z Clause in your contract interface
- 2 Create new Z Clause or browse existing Z Clauses in your library and select
- 3 Preview any clause before adding it to your contract
- 4 Save to organisation Z Clause Library to reuse in future projects

8. Review Your Contract

Before sharing or exporting, use NEC Digital's review features to ensure everything is correct.

Contract Summary View

Access a complete summary showing:

- All selected main and secondary options
- Any Z clauses you've added
- Overall document structure

Final Checks with Clause Navigator

Use the Clause Navigator to perform a final review:

- Verify all required sections are complete
- Read through clause details one final time
- Check the logical flow of your contract

Next Steps

→ Collaborate with Your Team

Once your initial contract setup is complete, you can invite internal team members and external users to collaborate. Use the Share function to set permissions and enable real-time collaboration on your contract.

→ Manage the Tender Process

Invite contractors to complete Contract Data 2 through secure digital access. Contractors have complete visibility of applicable clauses and Clients contract data 1 whilst completing their contract data 2 with onscreen guidance to ensure more trustworthy and complete bids.

→ Export and Share

When ready, export your contract as a professional PDF using the Publish and Export button. Your contract will be formatted to NEC standards and ready for distribution to stakeholders.

→ Access Support Resources

NEC Digital includes comprehensive guidance throughout the platform. Access guidance notes directly within your contract drafting interface.

Keep Learning: The more you use NEC Digital, the more efficient you'll become. Your Z Clause Library will grow, your understanding of features will deepen, and contract creation will become faster with each project.

Getting Help

If you need assistance at any point:

- **In-Platform Guidance:** Click any element for contextual help and explanations
- **Support Team:** Contact our support team through the platform
- **Training:** Consider NEC training courses to deepen your understanding of collaborative contracting

Welcome to the future of collaborative contracting. NEC Digital combines the trusted NEC framework with cutting-edge digital tools to help you draft contracts faster, collaborate better, and deliver projects more successfully.

The home of collaborative contracting | Paperless, to give you more
necontract.com/products/nec-digital