



# SOLUTION BRIEF

## EXARI CONTRACT MANAGEMENT

*For organizations struggling with the risks, regulatory requirements or delays associated with contracts, Exari Contract Management empowers business and legal professionals to create agreements 10 times faster and provide immediate visibility into data to better manage compliance, mitigate exposure and act on revenue opportunities.*

*Exari Contract Management allows you to create, manage and store all of your contracts in one flexible system.*

### SUCCESSFUL CONTRACT MANAGEMENT BEGINS WITH HIGH QUALITY DOCUMENT ASSEMBLY AND DATA CAPTURE

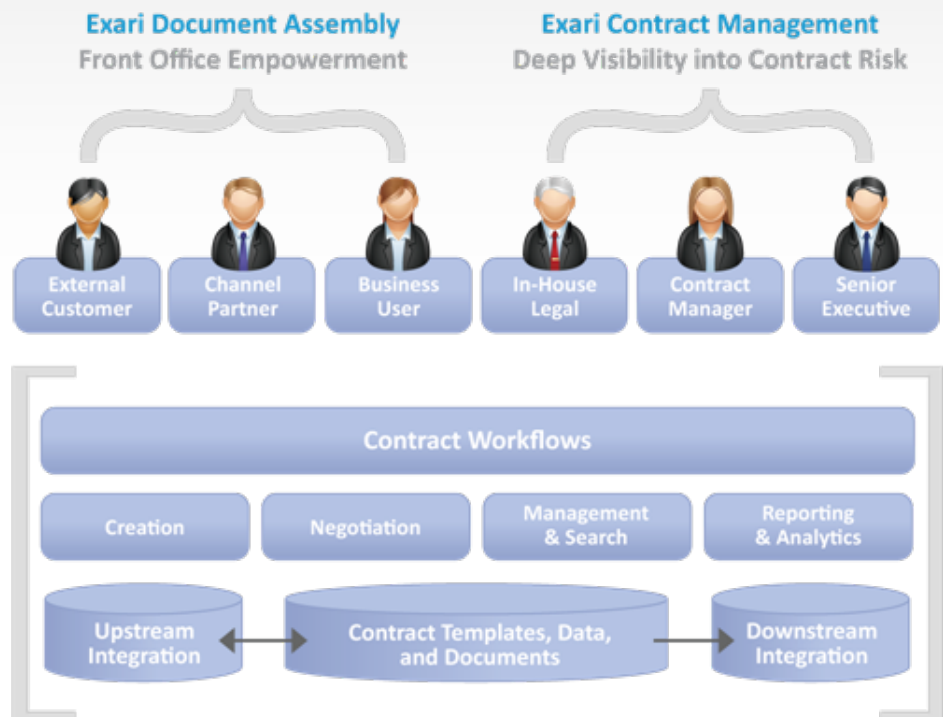
The first step in managing the lifecycle of your contracts is high quality contract creation. Creating contracts and documents from approved templates ensures quality and consistency, and improves compliance. Using an integrated document assembly solution enables you to capture high quality data at the start of the process that will be vital to the ultimate success of your implementation.

A typical Exari implementation automates a business process where people are currently spending significant time creating documents, where the production of high quality documents is important, and where documents contain important data. For example, Exari is widely used to automate the process of creating, approving and managing contracts, agreements and related legal documents, as well as letters and other customer communications.

Using an intuitive web-based “wizard” or “interview” to guide users through the creation of complex documents, Exari empowers business professionals with a “self service” approach to creating contracts and documents. This approach accelerates business and eliminates the bottleneck of waiting around for expert support or approval. And thanks to Exari’s rules-based wizard, this extra speed and flexibility does not undermine compliance and risk management. Any high risk response can trigger an approval workflow to senior management or legal.

Exari Document Assembly, coupled with Exari Contract Management, enables professionals across the enterprise to reap the benefits of contract generation, contract (lifecycle) management, contract reporting and contract/customer analytics.

## EXARI CONTRACT MANAGEMENT



### WORKFLOW AND APPROVALS

An important goal of contract automation and management is to reduce the cost of reviewing low risk deals and to streamline the review of high risk deals. If a standard form deal can safely be closed without the cost and delay of legal review, it should be auto-approved for immediate signature. If high risk clauses and non-standard pricing are used, the contract should be routed for the appropriate level of legal, commercial, credit or executive approval. Exari Contract Management includes a workflow module that allows you to streamline approvals, without compromising risk management.

By tightly integrating the approval workflows with Exari's dynamic interview process, any answer to any question can be a potential trigger for approval. If a sales rep or negotiator chooses a high liability cap, excessive price discounts, high risk termination provisions or weak intellectual property protection, each of these choices could trigger a legal approval workflow before any agreement is generated and sent to the prospect. The result is higher compliance, less risk and less red tape.

**EXARI AUTOMATES:**

- Contracts
- Agreements
- Term Sheets
- Policies
- Letters
- Any Document

**EXARI USERS INCLUDE:**

- Lawyers & General Counsel
- Sales & Support Professionals
- Bankers
- Insurance Professionals
- Procurement Professionals
- HR Professionals
- CEOs and CFOs

Role-based dashboards make it easy for users to track the status and progress of their deals; ensure that approvers are alerted to new and outstanding approval tasks; and allow management to monitor and address slow-moving deals.

The Exari Workflow engine supports:

- Ad hoc and rules-based approvals
- Serial and parallel approvals
- Multiple levels of approver
- Email notification of approval tasks and activity
- Audit trail of workflow steps, with comments

**CONTRACT REPOSITORY**

For organizations looking to have easy accessibility to important documents, implement a paperless environment, and execute a full Contract Lifecycle Management Solution, Exari offers an optional integrated contract/document repository to support the storing, tracking and management of documents, contracts and images. The repository provides full enterprise document management functionality delivered through a modern, user-friendly interface integrated with the best document assembly, workflow and reporting for contracts, financial documents, legal documents, customer communications, and more. Exari can also integrate with your existing document management system (DMS) or enterprise content management (ECM) platform.

Exari's repository also provides:

- Document and folder level security
- Full and automatic version control and an audit trail of changes
- Advanced search features based on full text search or more precise metadata properties
- Reminders, tasks and alerts

## THE BENEFITS OF EXARI CONTRACT MANAGEMENT:

- Improve data visibility
- Reduce the risks associated with business or regulatory requirements
- Eliminate process bottlenecks
- Reduce costs associated with the contract process
- Accelerate deals and revenue
- Reduce revenue leakage
- Increase customer loyalty

## REPORTING & ANALYTICS

If decisions are only as good as the information they're based on, then modern managers need fingertip access to trusted information at the time decisions are being made. The information buried inside contracts is vital to understanding customer and supplier relationships, exposure to liability and risk, stability of revenues, and opportunities for up-selling and growth. The better your visibility into contract data, the easier it is to leverage favorable terms, identify and manage business or regulatory risk, and see more profitable ways to structure future deals.

With Exari's Contract Management Solution, all of the most important contract data is captured via a fast and intuitive wizard or questionnaire. The wizard can be used when creating new contracts, so that high quality data is painlessly captured as a by-product of assembling the agreement. Or the wizard can be used to capture data from an existing portfolio of contracts, and any new contracts you execute on "other people's paper."

Exari's Contract Reporting module:

- Has a flexible and agile design, allowing business analysts to add or modify data fields quickly, without worrying about the effect on complex reporting tables
- Includes canned and ad hoc reports and queries
- Has flexible output options for viewing on screen (html), for printing (pdf) or for spreadsheet analysis (csv)
- Allows data to be transformed via ETL and shared with other data warehouse and business intelligence systems

Contact your local Exari office for a demonstration of Exari's Contract Management Solution

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