

# Exari Solution for 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 generation and data capture**

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

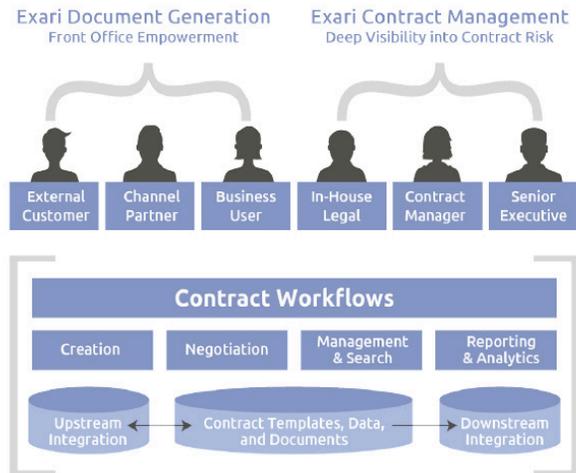
A typical Exari implementation will automate a business process for those who are currently spending significant time creating documents. The production of high quality documents is important and contains vital data. For example, Exari is widely used to automate the process of creating, approving and 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 for generating contracts and documents. This method accelerates business and eliminates the bottleneck of waiting around for expert support or approval. 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 instantaneously.



## Exari Contract Management

*Exari Document Generation coupled with Exari Contract Management, enables professionals across the entire enterprise to reap the benefits of contract lifecycle management, contract reporting and contract / customer analytics*



## Workflows 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.

Role-based dashboards make it easy for users to track the status and progress of their deals, alert approvers to new and outstanding 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 approval
- Email notifications of approval tasks and activity
- Audit trail of workflow steps with comments

## Contract Repository

For easy accessibility to important documents, implementation of a paperless environment and executing 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, userfriendly interface. Exari integrates with the best document assembly, workflow and reporting for contracts, financial documents, legal documents, customer communications, and more. It can also integrate with your existing document management system (DMS) or enterprise content management (ECM) platform, making the transition seamless.

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 alert

## Reporting & analytics

Modern day managers need fingertip access to trusted information in order to make on the spot decisions. The information buried inside contracts is vital to understanding customer and supplier relationships, exposure to liability and risk, stability of revenues and opportunities for both upselling and growth. The better visibility you have into your contract data, the easier it is to leverage favorable terms, identify and manage business or regulatory risk and see more profitable ways for structuring 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. The wizard can also 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

## ABOUT EXARI

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Exari delivers the most complete Enterprise Contract Lifecycle Management platform, used every day by market-leading companies to understand all aspects of their contract ecosystem worldwide. With Exari, customers can reduce contract risk and improve operating efficiency with 100% Contract Certainty™.

