

Manage All Aspects of a Contract's Lifecycle

■ Centralize contracts to eliminate inefficiency

Companies operate under a wide variety of negotiated agreements and have traditionally relied on inherently problematic manual contract management. Common among these problems are missing and difficult to access contracts, incomplete files, and the absence of a final, executed copy. In addition, missed deadlines and opportunities, unmet obligations, unenforced rights and overlooking an automatic renewal date can result in contractual penalties and multiply the associated cost.

■ Gain visibility to better manage contractual risks and obligations

Ketera Network Contract Management allows you to create, search and manage contracts, and store them in a single electronic repository. It enables you to achieve compliance, report and improve visibility on all contract management activities, and streamline the procurement contract management processes. With greater visibility into and access to supplier contracts, you can increase supplier performance and contract compliance, as well as the effectiveness of your contracts department.

■ Benefits of Ketera Network Contract Management:

- A centralized searchable contract repository, accessible over the internet
- Visibility into critical details of any contract and use of that information to improve contract compliance
- Effortless contract creation with standardized and reusable terms
- Automated alerts for monitoring contract milestones and events
- Access to contracts based on internal governance and control policies
- No upfront software and hardware investments due to an On Demand (SaaS) delivery model

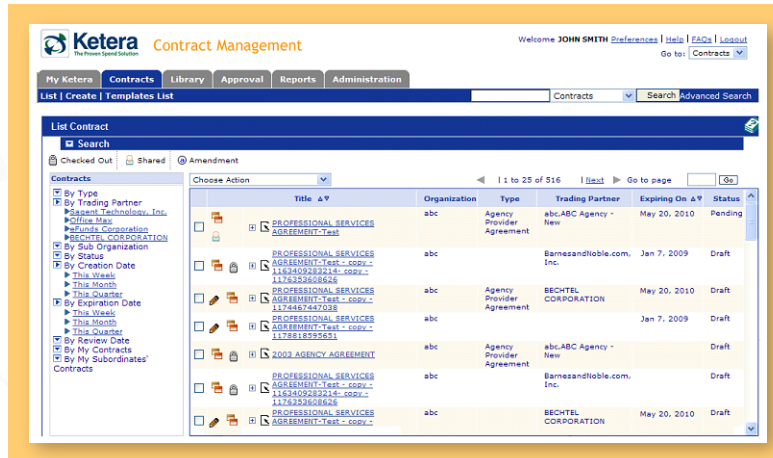


“With Ketera Contract Management we now have full contract compliance and sufficient advanced warning to take the appropriate actions in a timely fashion. The Ketera solution also has resulted in huge time savings for us; deciphering language in a contract used to take us hours, now it takes us minutes.”

Director, Strat. Planning & Bus. Dev.

Luminex

Ketera
Buyers



Key Features

Contract Development

- **Existing Contract and Clause Templates:** Access hundreds of preloaded contracts and clause templates that stretch across many industries and functions.
- **Contract Creation Wizard:** Step-by-step guidance for contract creation.
- **Master Data List:** Provide a list of values that can be used to categorize field values in contracts. Categorizing an address as bill-to ship-to address.
- **Pre-approved Clause Library:** Allow provisions for pre-approved clause library containing standard terms and conditions to ensure uniformity.
- **Custom Fields:** Define additional customer specific contract attributes.
- **Cloning:** Copy contracts and templates to create similar documents.
- **Sub-contracts:** Provide sub-contracts under a Blanket/Master contract to ensure correlation and agreement.
- **Version Baseline:** Assign version numbers to track changes for clauses, headers, overview information, sub-clauses, line items, etc. Contract's version number is incremented when changes are made.
- **Version Comparison:** Use version comparison to identify changes made between any two versions of a contract by recording modifications.
- **Audit Tracking:** Trace the amendments made to the contract by person and time for the purpose of compliance monitoring and auditing.
- **Collaborative Authoring:** Enable buyers, suppliers, outside parties, etc. to collaborate and write mutually agreeable contracts.
- **Collaboration Across Functions:** Send contract drafts through approval chains across different departments and add comments.
- **Contract Check out:** Review a contract before making changes to ensure two people do not amend it simultaneously.
- **Threaded Discussion:** Allow users to conduct discussions on contracts during authoring. Facilitate compliance by making available the history of all discussions and related notes for stake holders to review later.
- **Contract Printing:** Generate contract documents in txt, doc or .pdf format with the ability to print directly from the solution.

Visibility and Access

- **Powerful Search Engine:** Use keywords to search for documents stored in central electronic repository.
- **Alerts:** Enable standard email based event alerts or rule based advanced alert notifications to promote timely action by users.
- **Authorization:** Control access by authorizing roles and permission based login.
- **Task Milestone:** Manage the milestones of tasks such as due date, priority, etc.
- **User Friendly Interface:** Learn how contract management works without training, using intuitive and easy-to-use web-based interface.
- **Approval Workflow:** Approve contracts using approval workflows which are configurable by contract types.
- **Attachments:** Attach documents such as addendums, schedules, exhibits, enclosures, purchase orders, proposals to the contracts, etc.
- **Bookmarks:** Bookmark a contract or any other contract object (notes, tasks etc.) for quick and easy access to frequently used contracts.
- **Drill Through Dashboards:** Present a high level of information with the ability to get into the details of any item on the dashboard.
- **Organization Hierarchy:** Define the organization hierarchy for an enterprise to enable controlled access to the contracts created for each sub organization.

Contract Audit, Analytics and Reporting

- **Multi-dimensional Analysis:** Analyze contracts with user specified dimensions including charts and graphs.
- **Milestone Analysis:** Track contract milestones and perform consumption analysis, and price compliance and variance analysis.
- **Reports:** Generate contract task milestones event reports, customizable metrics & analysis reports and export to Excel format.

For more information:
www.ketera.com or 1(877) 486-4340