



## Key features

- Central repository for contract authoring, modification and reporting
- Templates to pre-build your commonly used agreements
- Clause library
- Customisable workflow
- Email status alerts
- Electronic signature management
- Quick search and retrieval of contracts and supporting documents
- Enforces your standards throughout the entire contract process
- Sarbanes-Oxley compliant
- Integrates with your existing ERP systems
- Performance analysis
- Reporting and support for reporting tools
- Retention policy services
- Audit trail
- Fast deployment - in as little as 6 weeks
- Back scanning, categorisation and archival of existing contracts

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## Hosted Real-time Contracts Management

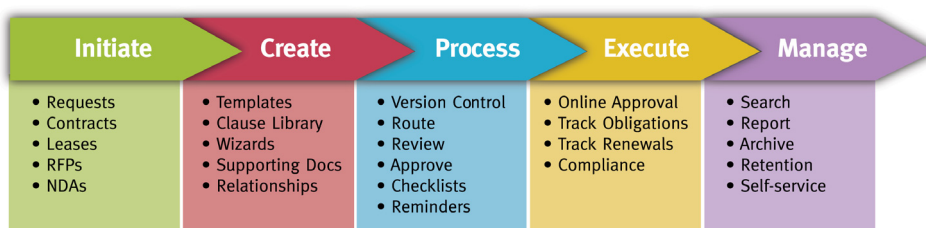
### Off-the-shelf contracts solution tailor made for your needs

Your world is growing more complex each day. Contracting in your business environment entails negotiations over language, performance conditions that change as your industry changes, and compliance with laws that demand the highest levels of transparency and integrity.

As your business moves into the future, what you need is real-time visibility into your full contracts process without changing your back-end systems or infrastructure - visibility that allows you to understand, control and report on your negotiations, modifications, terms and conditions and contract performance.

### An ideal contract management solution

Converga Contracts is a hosted solution universally applied to your business. It manages contracting from drafting and negotiation to performance and reporting. Moreover, Converga Contracts offers its solution without the cost of custom-designed software: everything you need is in the box.



### Wizard-based contract creation, efficient and reliable

Converga empowers your staff to draft contracts easily and quickly using the proven terms and content in a built-in clause library. New contracts begin with our template library, which houses language tailored to your business rules and vetted by your legal department. Your staff can complete a contract that not only contains conditions that you demand, but also accommodates differing contract types and transactions.

### Real-time workflow management

You probably have hundreds or thousands of active contracts under management. With Converga Contracts, you can prioritize the workload to meet business needs. Converga acts as a single source to manage versions, routing, reviews and approvals and supports your workflow with automatic reminders and checklists.



### **Control risk**

Whether through error or fraud, businesses are exposed to risk as they grow larger and more complex. Converga Contracts ensures that each action on every contract is date and time stamped, and that the identity of the person taking the action is recorded. An audit trail is created as action is taken, and never needs to be forensically reconstructed.

When a contract is executed, Converga Contracts tracks obligations, conditions, critical dates, and the course of performance. Alerts let contracting officers take advantage of time-sensitive terms and conditions.

### **Find it fast**

When you need to find a critical document or pivotal language, a powerful search tool allows you to easily locate critical language in any contract in the system. Trips to the file room are eliminated, paper reduced and productivity increased. Easily find related contracts, amendments and attachments across your enterprise.

### **Manage document retention**

In this era, systems of maintaining contracts and reporting their significance to the public have become essential. Courts and auditors impose drastic costs on business by requiring production, sorting, and analysis of vast numbers of documents. Converga Contracts enables uniform adherence to your document retention policies and archiving practices, eliminating time-consuming searches through filing cabinets and shared computer drives.

Beyond finding documents themselves, Converga Contracts will also generate reports according to your own business parameters. Whether faced with Sarbanes-Oxley compliance or the burdens of electronic discovery during litigation, Converga's solution streamlines your work so that you can focus on moving your business ahead.

### **Seamless integration to your ERP systems**

Converga's integration with ERP systems ensures even the most complex contracts environment can still be accessed through a single, user-friendly interface. Converga leverages your existing investments in ERP systems without custom integration or forcing you to switch between applications. Everything you need is just a click away - speeding your ability to create and manage your contracts.

### **Like custom, only better and faster**

Our off-the-shelf solution for contract management deploys in as little as 6 weeks, complete with your workflow, your contract templates, your language and your process built-in. It has all the benefits of a custom solution, without the cost or lengthy deployment.

### **Proven Solution**

Converga's Contract application processes tens of thousands of contracts per year without paper. One user of our solution shortened the process of creating new agreements from 8 hours to 20 minutes.

### **The Converga Business Suite**

Converga Contracts is part of a range of hosted off-the-shelf applications. The suite includes Converga's Paperless Accounts Payable, Spend Analytics and Case Management solutions.

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