The process of creating and managing contracts is still largely a manual operation in most organizations. Research from industry analysts says that as much as 2 to 5 percent of total annual costs can be saved by eliminating contract inaccuracies and noncompliance, and much more if you think about the risk avoidance of large legal suits. Consider:

- Costs of searching for contracts in file cabinets, online directories and more
- No way of knowing when a contract expires or a milestone is due
- Inability to measure performance of a contract
- Lack of visibility into outstanding liabilities or SOX compliance
- Lack of insight into negotiation history or success

Lack of good tools in the contracting process encumbers everything from authoring and negotiation through management and end-of-life of contracts. Improving the process has a significant impact toward the bottom line and streamlining the internal organization.

**SAVINGS THROUGH CONTRACT MANAGEMENT AUTOMATION**

Contract management automation provides many opportunities for cost savings and revenue maximization for small and large enterprises. Return on investment can be attained through:

- Creating a central contract repository
- Reducing time to create contracts through the use of templates and online collaboration
- Integrate with Salesforce.com to create contracts directly from the opportunity
- Fulfilling commitments on time with alerts and reminders
- Enforcing policies and reducing “maverick contracts”
- Ensuring an audit trail and strong security

Contracts are among the most important assets in your organization. Total Contract Manager is an on-demand solution with fully certified data security requirements to ensure that your contracts are safe in the cloud.

**HOW CAN SCIQUEST AUTOMATE YOUR CONTRACT LIFECYCLE MANAGEMENT PROCESS?:**

**STREAMLINE OPERATIONS**

- Support for all contract types, including procurement/sales/general, single and multisupplier, umbrella, manufacturer/distributor, and more
- Reusable templates with company style guides
- Collaborate to create contracts
- Flexible workflow approvals and easy administration
- Central contract repository
- Template library with approved clauses
- Electronic signatures to DocuSign® and Adobe Document Cloud
- Continuous improvement through reporting
**TOTAL CONTRACT MANAGER**

**BEST-IN-CLASS CONTRACT MANAGEMENT IS EASY TO IMPLEMENT AND USE**

Total Contract Manager is offered as a Software-as-a-Service (SaaS) contract management solution. Recognized by industry analysts as the highest-rated contract management software solution, Total Contract Manager enables organizations to manage the complete lifecycle of their contracts.

Features include:

- Advanced user-configurable contract management software interface enables rapid user adoption while robust security features ensure contract lifecycle management information and functions are granted only to the appropriate people.
- Total Contract Manager’s ‘Smart Templates’ and advanced document hierarchy technologies simplify management of contracts across the enterprise while flexible role and organizational hierarchy-based security ensures each user has access to the documents and functionality they need.
- Contract management functions, including event, compliance, performance and delivery, assessment and management, maximize the value of business agreements through the entire lifecycle.
- Highly configurable workflow engine that dynamically routes agreements to the right internal reviewer or approver based on a comprehensive set of contract variables, including monetary value, type, commodity, and risk level.
- Flexible reporting capabilities provide easy access to the contract portfolio, in depth insight into upcoming events and superior management control.
- Native integration with Microsoft Word via an Office Store App that requires a zero-footprint solution that plugins cannot provide.

**MANAGE FINANCIAL PERFORMANCE:**

- Manage price compliance
- Renewal & amendment management
- Milestone management
- Manage Parent and Child Contract processes

**ePROCUREMENT ON THE GO – 24/7 PRODUCTIVITY FOR MOBILE USERS**

- Approve, reject, forward, and assign requisitions, purchase orders, invoices, contracts, and sourcing events
- Receive push notifications for new action items
- Download and view attachments

**WHY CHOOSE SCIQUEST?**

SciQuest (Nasdaq: SQI) is the leading public provider of spend management solutions delivering value beyond savings. Through the continued release of key innovative technology and a fanatical drive toward making our customers successful, we deliver exceptional value in user experience, productivity and operational efficiency. Our cloud-based, mobile-enabled, source-to-settle platform addresses all stages of procurement from the automation of core processes to enabling sophisticated, strategic and multifaceted sourcing solutions. We specialize in handling simple procurement needs to the most advanced supplier and supply chain requirements. SciQuest serves a wide range of industries and organizations including many of the Global Fortune 500.

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