made
to
think.

Make Contracts Work Smarter with Contract Management for Xerox® DocuShare® Flex

Contracts are critical, but without a uniform process for creating and managing them they can be lost in folders or bogged down in email chains — delaying crucial deals and opening your organization to legal risks.

NOW, A SOLUTION THAT CAN HELP YOU STANDARDIZE AND STREAMLINE THE WAY YOU HANDLE CONTRACTS

Contract Management for Xerox® DocuShare® Flex provides a framework and workflow for managing contracts. Built on a cloud-based platform — optimal for collaborating between organizations — it centralizes all your company, vendor and customer contracts for better compliance, and uses automation to ensure everything is fast and simple.

- Request, draft, review, negotiate, approve, store, renew and retire contracts in one location.

- Collaborate on contract edits and reviews with markup tools in the Document Viewer.

- Track and manage contracts at every stage of the lifecycle.

- Accelerate approvals with automated routing to necessary parties.

- Quickly sign for legal approval with a digital signature.

- Easily search for and access contracts using metadata and keywords.

- Receive convenient, automated alerts for upcoming contract renewals.

- Give limited access to invited outside parties to collaborate on contracts — whether they're outside your team or the organization.

- Scan contracts to the solution using optical character recognition (OCR) to make them searchable.

MOTIVATING TRENDS

Current trends motivating C-Level and IT leaders to digitize their contract management:

71% of companies are unable to find at least 10% of their contracts.
— Entrepreneur.com

12% of a company's annual costs are devoted to contract management and administrative tasks.
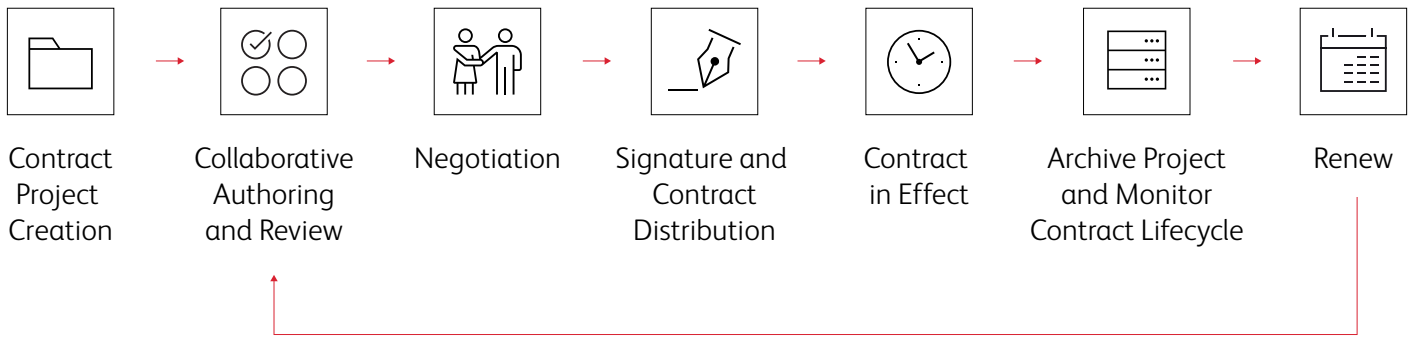— PwC

75% of contracts at best-in-class companies are in a searchable repository.
— Aberdeen

65% of enterprises report contract lifecycle management has reduced their exposure to financial and legal risk.
— Aberdeen

xerox ™

Many contracts. One simplified process.

Contract Management for Xerox® DocuShare® Flex makes it easy to accelerate and bring oversight to disorderly, ad-hoc processes. With this solution, you can speed up actions; oversee the full contract management lifecycle across different organizations, multiple time zones and any number of contributors; and access contracts right when you need them — saving your organization time and money.

Contract Project Creation → Collaborative Authoring and Review → Negotiation → Signature and Contract Distribution → Contract in Effect → Archive Project and Monitor Contract Lifecycle → Renew

– Internal users (can participate confidentially)
– Invited external users (with limits to period of access, view of the project and actions)

EFFICIENTLY AUTHOR, NEGOTIATE, SIGN, MONITOR AND RENEW CONTRACTS

1. Create a new Contract project to contain version-controlled drafts, files, contract templates and activities for all stages of the contract lifecycle.

2. Invite internal and external team members to collaborate on a contract. Access by external users can be enabled with limits to periods of access, view of the project area and actions.

3. Collaborate, comment on and track project progress in a shared online space.

4. Route for collaborative review using configurable workflow processes.

5. Collect a required signature digitally.

6. When the contract is in effect, complete and securely archive the project for compliance and later reference.

7. Monitor the contract lifecycle easily online. Automated alerts can notify key personnel when a contract is due to expire and needs renewal.

LET'S IMPROVE THE WAY YOU WORK WITH CONTRACTS

Let us put our experience in automation and our technology expertise to work streamlining the creation, approval and execution of your organization's contracts.

TRANSFORM YOUR BUSINESS

Stem the tide of documents flooding your office and enhance the way you work with document capture, automation and cloud-based sharing made easy. Agile and adaptive, the Xerox® DocuShare® Flex Content Management Platform can help organizations of any size achieve lower costs and higher results.

Learn more at **xerox.com/DocuShareFlex**.

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