



FAST... EASY... COST EFFECTIVE

Contract Management

Improve Your Processes and Controls

docMgt automates the way you process , monitor, and secure all of the contracts that are critical to your organization.

With docMgt, contracts that are internally generated or received from vendors are imported, approval processes are automated, and contract management challenges become history.

Contracts are routed, based on configured logic, for reviews and approvals. Critical dates never get missed because the system is always looking for them.

Finding contracts couldn't be easier. With docMgt you can search for them by name, description, date, or any other words, numbers or dates.



Managing contracts isn't where you make your profits, but it's certainly where you can lose them.

Automated Reviews and Approvals | Quick Search | Date Monitoring | Document Security



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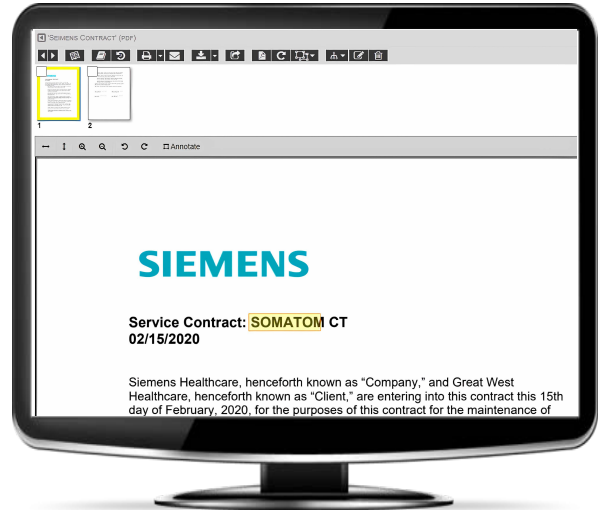


docMgt PROVIDES THE CONTRACT MAGEMENT YOU NEED SO YOU CAN FOCUS YOUR RESOURCES ON YOUR SUCCESS.

Complicated contract management solutions don't get used. Organize your contracts without spending a lot of time or money! docMgt's Contract Tracker is incredibly easy to use. Search and find any document (even scanned ones) in seconds. With email reminders, you'll never forget to renew (or cancel) an important contract.

Leave your spreadsheets and file folders for managing contracts behind. Send automatic alerts, manage your document status, and deliver reports with an intuitive design for unlimited users. Let docMgt manage expirations, tasks and alerts, document management, workflow, and more.

Centralizing contract storage is an important first step in managing contracts. Because docMgt is hosted in Microsoft's secure cloud, all contract documents are stored and managed within one location. Contracts stored at the department or location level can delay or interrupt the contracting process.



Contracts are easy to find with docMgt.



Benefits of Contract Management:

- ❖ Greater access and visibility in contracts and contracting process for management team and line managers
- ❖ Greater visibility to all contracts to reduce duplication and allow for comparison of vendor services and products
- ❖ Improve management of contract renewal dates
- ❖ Increase department/location/team ownership of contract provisions and vendor management
- ❖ Added controls over contract performance, costs and standards

docMgt Contract Management Process Workflow

