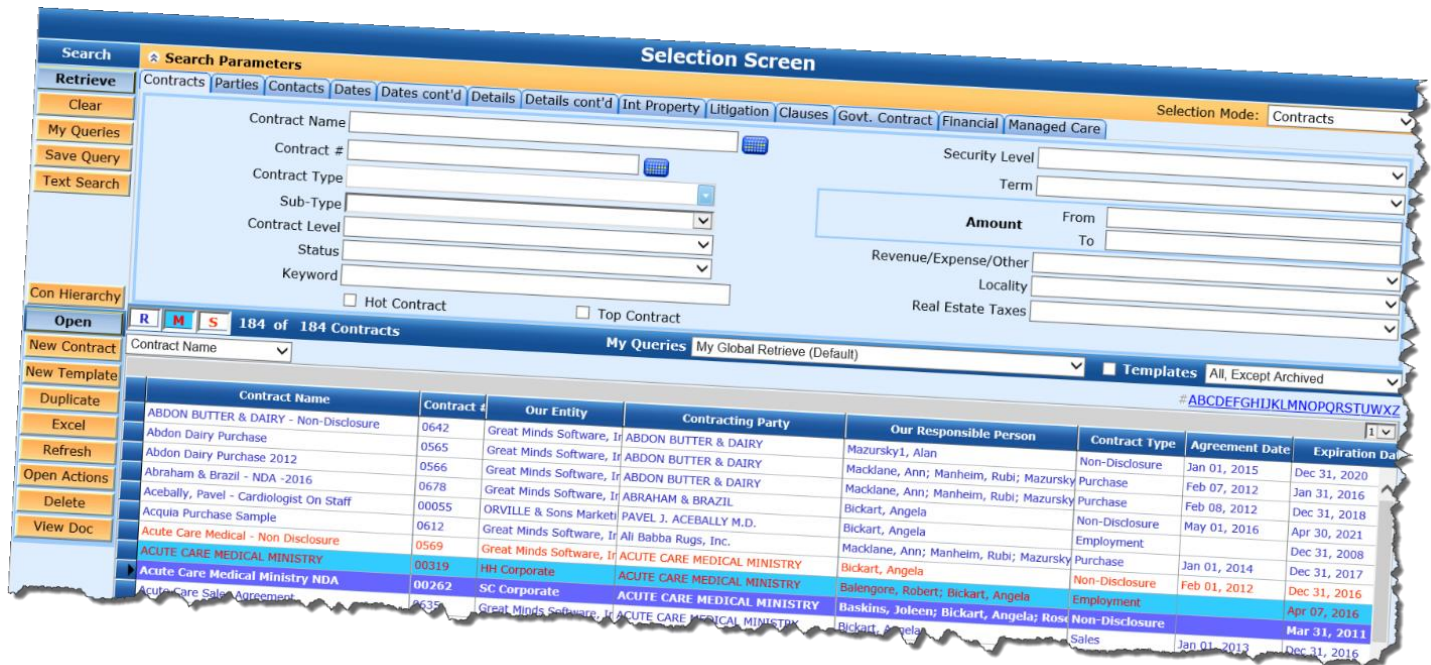# Web Products

Take control with CONTRACT ADVANTAGE™!

CONTRACT ADVANTAGE offers the right-sized product to support your growing and increasingly complex contract base.

Whether you need a basic central contract document repository or cradle-to-grave contract management, a **CONTRACT ADVANTAGE** version that meets your requirements is available. Small or large, web-hosted on our servers in our SSAE16-compliant data center or installed at your site, **CONTRACT ADVANTAGE** is the right solution for you!

Some key features on the Selection Screen shown above:

- ♦ Contracts can be searched on over 300 fields individually or in combination.
- ♦ The contract Selection Grid can be customized by each user—colors, columns, data filters, etc.
- ♦ Run any of the over 120 reports on the results or create your own User-Defined Report.
- ♦ Click on the Excel™ button to export your data to a spreadsheet. All grids in the system export to Excel.
- ♦ Create contract records through templates or manually.
- ♦ Open Actions can be displayed easily allowing you to update them without searching.
- ♦ Contract documents can be viewed with a single click.
- ♦ Queries can be saved, so you can run them at a later date and easily export them to Excel.
- ♦ Full Text Search can search PDF, email, Word and Excel documents, among other formats. Open the retrieved documents to find that the specified text has been highlighted throughout the document.

What are the Benefits of using CONTRACT ADVANTAGE?

Your contracts represent the model of your business—it is what you agreed to purchase, sell or perform. Ninety percent of all business is conducted by contract—thus, managing your contracts effectively is an important step to managing your business successfully.

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Key Benefits!

With **Contract Advantage**, your team will:

- ♦ always know the status of your contracts
- ♦ be aware of when contract actions/deliverables are due
- ♦ know who is responsible for the contract item
- ♦ be able to avoid penalties and implement escalations on critical action dates
- ♦ always have key contract information and documents available
- ♦ be able to comply with regulatory and audit requirements
- ♦ potentially realize savings by having better visibility into your contracts to improve negotiations
- ♦ avoid unexpected renewals, escalations and penalties through better contract deliverable management

Versions!

There are three versions of **Contract Advantage**: **WebEssentials, WebPro** and **WebElite.**

Use **WebEssentials** to provide you with core contract management features:

- ♦ Central Contract Document Repository that supports full text search
- ♦ Automatic email Alerts that inform your executives, managers and staff of contract due dates, expirations, renewals, escalations, payments and deliverables
- ♦ Security that ensures that only authorized users can see each contract by type, party, and security level
- ♦ Contract Structure Templates that ensure that each contract type shows the pages and fields that you need
- ♦ Contract Authoring

Use **WebPro** to provide you with the following additional features to support more aspects of contract management:

- ♦ Financial Transactions
- ♦ Clause Library
- ♦ Leases
- ♦ Intellectual Property

Use **WebElite** to provide you, in addition to all the above, with full-featured contract management capabilities:

- ♦ Contract Approval Workflows
- ♦ Digital Signatures
- ♦ Contract Document Templates
- ♦ Custom Pages and Fields
- ♦ Interfaces with all our Portals

CONTRACT ADVANTAGE™ is Flexible!

No matter the industry, you will be able to adapt **Contract Advantage** to meet your needs:

- ♦ **Customized Contract Records** – Each type of Contract (NDA, Consulting, Distribution, Licensing, or Sales) has information that differs from other types of contracts. You can pick the pages and fields for each contract type, so that the contract record display only shows the pages and fields that *you* need for that contract type.

- ♦ **Renamable Fields –** All fields can be renamed globally. The Contract Summary Page contains over 300 fields available to you that permit you to track things that are important to you on each type of contract.

- ♦ **Custom Pages and Fields** – If you require more pages and fields to suit your needs, the **Elite** version permits you to create custom pages containing fields that will enable you to track any additional required data.

- ♦ **User-Defined Dashboard** – You decide the items you want to see and work on each day.
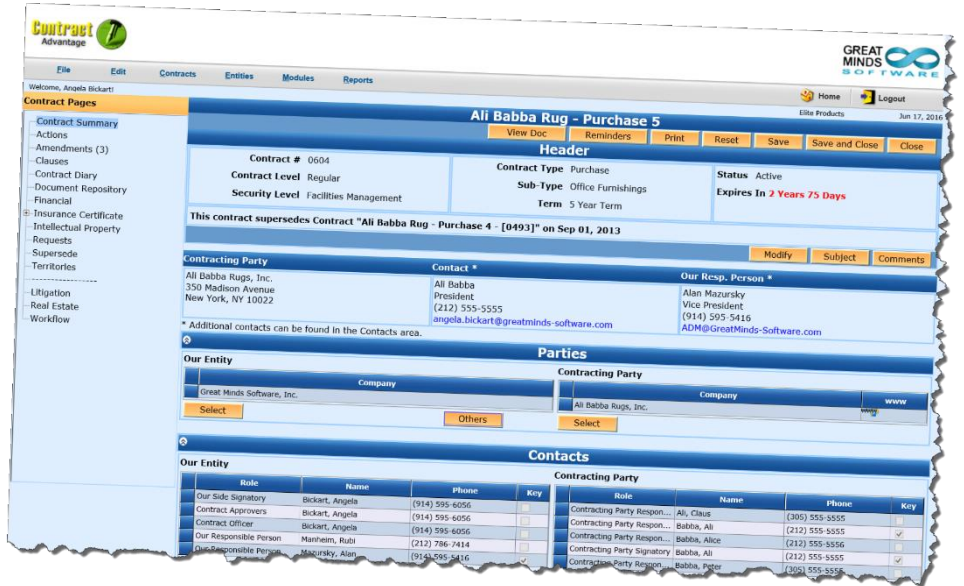
CONTRACT ADVANTAGE™ System Features…

Security!

The system has multi-layered Security, so you can grant access to data as appropriate for each user group, and system users can be authenticated against your Active Directory for additional Security.

Contract Summary Page!

The Contract Summary Page supports over 300 fields and displays all parties and contacts involved in the agreement with their information readily visible. Sending a letter or an email is as easy as pressing a button. A pre-addressed letter or Email form opens. Emails can be sent out directly from the system.

CONTRACT ADVANTAGE™ ensures you never miss a due date again!

The system contains 27 Key Date fields and 12 Key Date dropdown fields to allow you to qualify some of them. The Key Date fields will trigger AdvantageAlert™ emails to be automatically sent to the appropriate responsible persons based on your settings. These include the standard Key Dates—Agreement, Effective, Review, Renewal, Expiration, and Proactive Termination—and 21 more, all renamable, with the 12 dropdown fields to qualify any of them. In addition, you can create as many Action (deliverable) items as to enable compliance with contract terms and minimize risk. Alert emails can be Detail Alerts containing lots of useful contract information, or they can be Summary Alerts with a listing of all items due in a grid format—a To Do List. You decide how notifications will go out and when. Detail Alerts and Reminders can be automatically posted to your Outlook™ calendar.

AdvantageAlert emails can go out manually or can be set to go out at regular intervals and responsible persons set to receive them will continue to do so until such time as the item has been marked as completed. Users can update Action (deliverable) items directly from the Selection Grid Open Actions area or from their personal Dashboard. _Nothing falls between the cracks!_
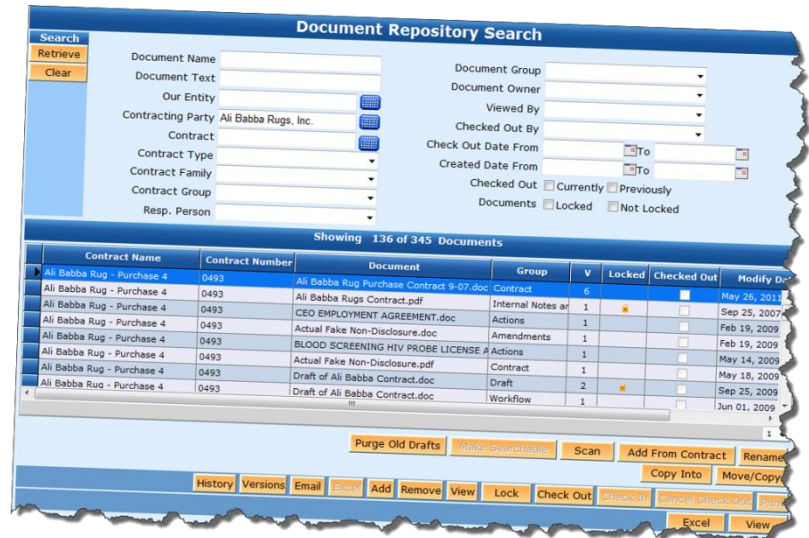
CONTRACT ADVANTAGE™ keeps a complete History Trail of all Activity!

In addition to the multi-layered Security in the system that allows you to control what people can see and do, there is accountability! The History Trail will track what people have viewed and any changes they have made—date and time-stamped with before and after values. Internal Audit will find this to be a very favorable feature that complies with stringent audit requirements.

Web Products

CONTRACT ADVANTAGE™ has a full-featured document capability!

The Document Repository permits you to attach as many files as you need in their native format to each Contract Record. Do Full Text Searches or search various criteria and report on documents. Security settings allow you to control access to data by contract type, party, security level and document folder. You control the features to be enabled for each user group having access.

The system will generate documents in Word™ or PDF format for signature. Templates can be created for standardization. Documents can be created by importing text from other documents; from clauses in the Clause Library; or clauses from other contracts in the system. The sophisticated Electronic Workflow feature permits you to route documents for approval and digitized signatures.

More on CONTRACT ADVANTAGE™…

CONTRACT ADVANTAGE can be purchased and installed behind your firewall or it can be obtained as a SaaS service on our servers in our SSAE16-compliant data center. Some additional CONTRACT ADVANTAGE features include:

- ♦ Data Import and Export
- ♦ Global Data Updates
- ♦ Financial Transactions
- ♦ Recurring Actions

- ♦ Shows Superseding Contracts
- ♦ Master, Sub & SOW Contracts
- ♦ Manages Vendors/Customers
- ♦ Multiple Contract Diaries

- ♦ Multi-Currency Capability
- ♦ Document Templates
- ♦ Document Versioning
- ♦ User-Defined Dashboard

CONTRACT ADVANTAGE Products

- ♦ CONTRACT ADVANTAGE WEB – The system comes in three product versions: WEBESSENTIALS, WEBPRO and WEBELITE. For the differences among these three products, we recommend taking a look at the *Version Comparison Chart* available.

- ♦ CONTRACT REQUEST PORTAL – This product coupled with CONTRACT ADVANTAGE permits you to manage contracts from cradle to grave starting with the business user request for goods and services and ending in the Contract Record life.

- ♦ SELF-SERVICE CONTRACTS PORTAL – This portal added to CONTRACT ADVANTAGE allows anyone in your organization to activate a pre-approved contract template document (an NDA, for example), insert appropriate party, dates, and terms information, and send it out for signature.

- ♦ DIGITAL SIGNATURE MODULE – GMS partners with DocuSign™ to offer digital signature workflows to automate the execution of legal documents seamlessly from initiation to automatically attaching the fully executed documents to the appropriate Contract Records when finalized and subsequently sending out copies to the relevant parties.

♦ ♦ ♦ ♦ ♦ ♦ ♦

The system has many more features than can be outlined in this document. Contact your sales representative for more details and to schedule a demonstration at a convenient time, or find us on the Web at www.GreatMinds-Software.com.