



# 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 or installed at your site, **CONTRACT ADVANTAGE** is the right solution for you!

In addition to a full-featured Document Repository and rich searching and reporting capabilities, the system will send out AdvantageAlert™ emails automatically to the appropriate responsible persons based on your settings. Never miss a due date again!

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.

### 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** product version will permit you to create custom pages containing fields that will enable you to track required data.
- ◆ **User-Defined Dashboard** – You decide the items you want to see and work on each day.
- ◆ **Fully Integrates with MS Word** – Work in Word without having to leave the system.
- ◆ **Contract Payments Tracking** – Know amounts spent and upcoming amounts due on the Record or on Reports.
- ◆ **Related Contracts** – Ensure compliance with NDA's and BAA's.
- ◆ **Legal and Financial Holds** – Prevent contracting with vendors/clients when legal or financial problems occur.



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## 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 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.

## 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. And you have the ability to set the display on the Summary Page by contract type or by individual contract record.

## Versions!

There are three versions of **CONTRACT ADVANTAGE**: **WEBESSENTIALS**, **WEBPRO** and **WEBELITE**.

Use **WEBESSENTIALS** to provide you with core contract management features: A Central Contract Document Repository with full text search; Automatic Email Alerts advising responsible personnel of key dates and deliverables.

Use **WEBPRO** to provide you with additional features to support more aspects of contract management: Financial Transactions; 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. It will interface with all Portals available.

## 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. All three will soon be multi-browser enabled.
- ♦ **CONTRACT REQUEST PORTAL** – This multi-browser 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 multi-browser 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.
- ♦ **VENDOR PORTAL** – This multi-browser portal permits your vendors to access just the contracts they have with you; self-manage their contact information and upload documents.