OnBase®
by Hyland

5 WAYS TO TRANSFORM YOUR CONTRACT MANAGEMENT PROCESS

1 ESTABLISH A CENTRAL REPOSITORY

2 CREATE CONTRACT CONTROLS

3 AUTOMATE

4 EXECUTE ELECTRONICALLY

5 PROACTIVELY TRACK RENEWALS AND EXPIRATIONS

The International Association for Contract & Commercial Management finds that ineffective contract management can negatively impact your bottom line by up to **9 percent of annual revenue.** Manual processes, insufficient visibility into workloads, a lack of checks and balances and inconsistent documentation put organizations at risk for revenue leakage, pricing disputes, problematic vendor relationships and missed opportunities.

As a function that touches the entire organization – from sales and marketing to procurement and human resources – contract management can be costly when businesses underestimate its significance.

Organizations that take control of the contract management process experience improved performance management, reduced reputational risk and simplified regulatory compliance. Once equipped with proven enterprise content management (ECM) technology, organizations better manage contract processes by increasing visibility from start to finish.

Read on for five key ways to transform contract management with ECM.

1

5 ways to transform your contract management process

ESTABLISH A CENTRAL REPOSITORY

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Information silos and disconnected data lead to mismanaged negotiations, reviews and approvals. Too often, contracts and supporting documents are stored in separate network folders, file cabinets and individual inboxes, blocking managers from a complete view across contracts and related content.

OnBase ECM minimizes manual tasks like filing and retrieving documents, maximizing productivity and freeing up your legal department to focus on higher-value tasks, like handling exceptions.

With ECM, organizations capture, store and manage all contracts and supporting information in one secure location. This includes executed contracts, revisions, related data, supporting documents, correspondence, expiration and renewal dates and staff ownership details. With all contact–related data and documents in one central location, it's easier for staff to make effective recommendations and better handle contract requests and related activities.

Best-in-class companies are 75 percent more likely to have a searchable contract repository containing more than 75 percent of their contracts.

With direct access to digital contracts and all associated data and documents, staff easily search and filter content, quickly finding the information required to make recommendations and drive contracts through their lifecycles.

ONE CENTRAL REPOSITORY

Contract request

Authoring

Negotiation & collaboration

Review & approval

Execution

Obligations management

Expiration & renewal

Amendment
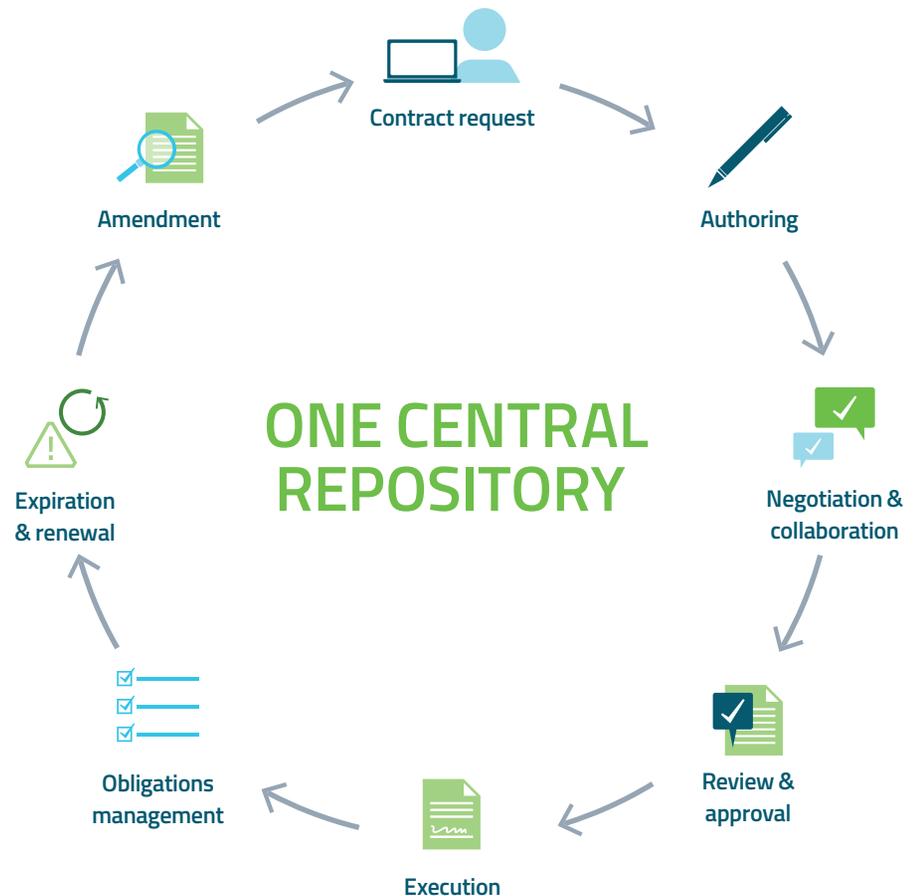
2

5 ways to transform your contract management process

CREATE CONTRACT CONTROLS

CREATE CONTRACT CONTROLS

By lacking standardization and controls to effectively manage contract creation and negotiation, organizations can't consistently ensure that employees are leveraging the correct versions of contracts.

Storing contract information in a secure ECM system improves the transparency and searchability of content and processes. The right system gives users the ability to create electronic notes, track conversations, and capture revisions and supporting documents directly from their email inboxes.

Users can house a library of contract templates and standardized term sheets within OnBase. This simplifies and accelerates contract negotiations and authoring and provides consistency for organizations that produce and manage a high volume of similar contracts.

ECM also offers security options to customize who can access contract information. Users with the proper permissions have full visibility into the contract process, from a history of interactions with data to a clear view of current work and upcoming obligations. As staff members enter and modify information, they can see what was changed, by whom and when, with a full audit trail.

3

5 ways to transform your contract management process

AUTOMATE

AUTOMATE

Manual tasks, time spent waiting for signatures and changing approval rules create contracting bottlenecks and extend cycle times. Legal departments end up spending time searching for information surrounding unqualified requests. Internal partners have limited to no insight into contract process requirements and timelines.

Sound familiar?

With an ECM solution that automatically routes contracts to the right individuals, organizations benefit from faster, more efficient reviews and approvals. Staff access contracts and complete reviews with ease – whether in the office, via mobile devices or directly from line-of-business applications.

With OnBase automation and process management capabilities, organizations promote accountability and enforce consistent business practices, reducing risk and inconsistencies.

A case management–based ECM solution further helps legal departments improve the efficiency, transparency and control of their processes by managing the entire contract lifecycle like a project. Users view terms, conditions and other relevant information alongside the contract record itself, ensuring all information is secure and accessible from one location.

2X
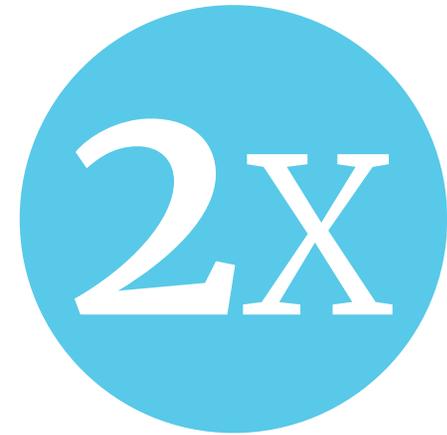
Best-in-class companies are more than two times as likely to have automated every step of the contract lifecycle.

4

5 ways to transform your contract management process

EXECUTE ELECTRONICALLY
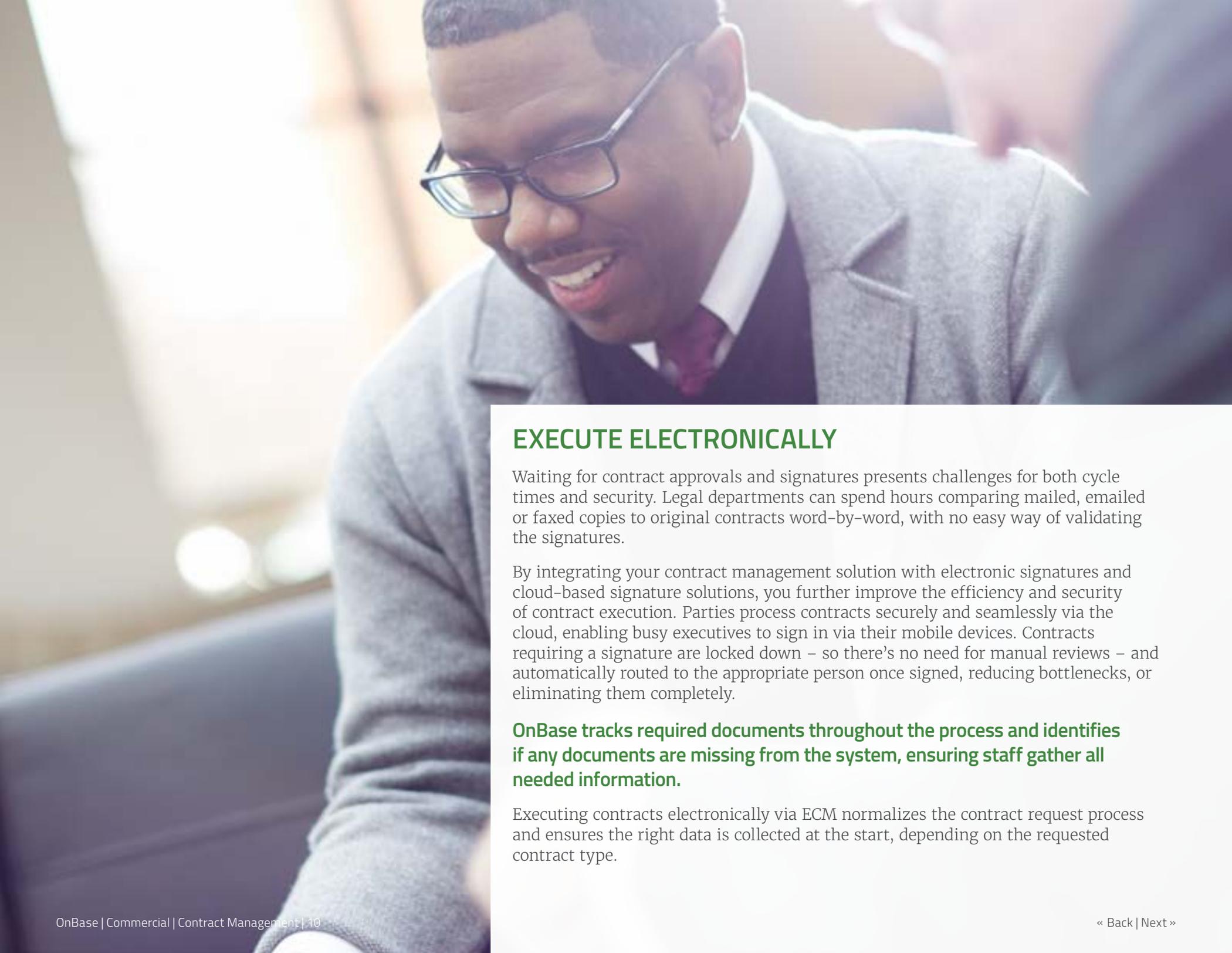
EXECUTE ELECTRONICALLY

Waiting for contract approvals and signatures presents challenges for both cycle times and security. Legal departments can spend hours comparing mailed, emailed or faxed copies to original contracts word–by–word, with no easy way of validating the signatures.

By integrating your contract management solution with electronic signatures and cloud–based signature solutions, you further improve the efficiency and security of contract execution. Parties process contracts securely and seamlessly via the cloud, enabling busy executives to sign in via their mobile devices. Contracts requiring a signature are locked down – so there's no need for manual reviews – and automatically routed to the appropriate person once signed, reducing bottlenecks, or eliminating them completely.

OnBase tracks required documents throughout the process and identifies if any documents are missing from the system, ensuring staff gather all needed information.

Executing contracts electronically via ECM normalizes the contract request process and ensures the right data is collected at the start, depending on the requested contract type.

5

5 ways to transform your contract management process

# PROACTIVELY TRACK RENEWALS AND EXPIRATIONS

PROACTIVELY TRACK RENEWALS AND EXPIRATIONS

When legal departments manually track expiration and renewal dates in inefficient spreadsheets, they may not be seeing the most recent information. Limited visibility into contract requests, workload and assigned tasks leads to missed deadlines and lost opportunities for renegotiation.

An ECM solution improves visibility and drives contract savings by automatically tracking renewal and expiration dates and prompting administrators with timely notifications. Actionable reporting also gives managers insight into what contracts are in the queue and at what stage.

OnBase contract management solutions scale to support a variety of contract types – including vendor contracts, employment agreements and NDAs – and related processes, creating a lower cost of ownership and driving value organization-wide.

When systems are integrated with email applications such as Microsoft Outlook, ECM can identify contracts near expiration and send automatic email reminders as due dates approach. This keeps the process moving while minimizing the risk of noncompliance penalties and missed opportunities for renegotiation.

56%

Best-in-class companies renew 56 percent of contracts and renegotiate 49 percent of contracts annually, more than twice the amount of others.

BEST IN CLASS | BY THE NUMBERS

Research content by Aberdeen Group

75%
MORE LIKELY
TO HAVE A SEARCHABLE
CONTRACT REPOSITORY
CONTAINING MORE THAN
75%
OF THEIR CONTRACTS

40
DAYS
AVERAGE CYCLE
TIME FOR CONTRACT
APPROVALS

82%
OF CONTRACTS
DELIVERED ON TIME

RENEW
56%
OF CONTRACTS AND
RENEGOTIATE
49%
OF CONTRACTS
ANNUALLY,
MORE THAN TWICE
THE AMOUNT
OF OTHERS

MORE THAN
2X
AS LIKELY TO HAVE
AUTOMATED
EVERY STEP
OF THE CONTRACT
LIFECYCLE

TRANSFORM CONTRACT MANAGEMENT WITH ONBASE

OnBase ECM manages the complete contract lifecycle, automating predictable steps while empowering staff as they complete knowledge–driven work. OnBase provides one complete view of all information, tasks, activities and correspondence related to contract processes. Eliminating the need to jump between multiple applications, spreadsheets or file shares increases employee productivity, while reporting functionality and dashboard views increase visibility through the life of the contract.

Learn more at **OnBase.com/ContractManagement ››**

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