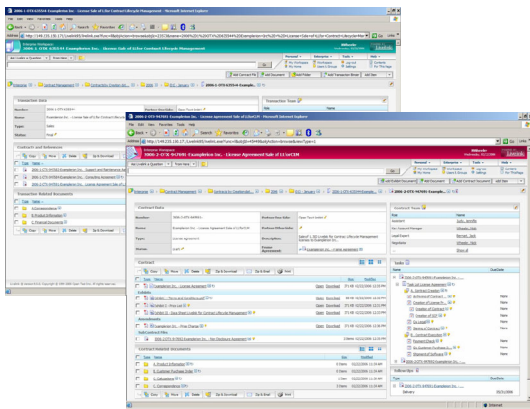


Livelink ECM – Contract Lifecycle Management

Optimal support for your contractual processes

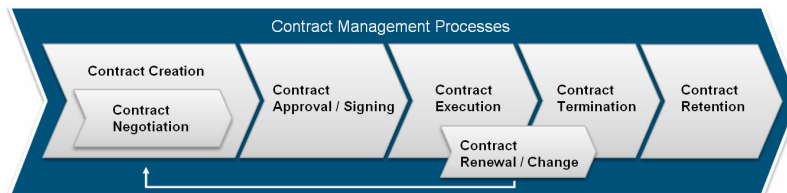
Do you always know where your contracts are stored? Are you aware of all the rights and obligations agreed upon in your contracts? Have you ever missed cancellation deadlines or notice options?



A centralized contract repository provides quick access to contracts and correlated information.

Many people are involved in creating a business contract, requiring input from many departments. For example, Production and Marketing are responsible for the product description and pricing; Sales and Distribution handle customer service; Logistics delivers the product; and the Legal department ensures that the company's interests are protected.

Livelink ECM – Contract Lifecycle Management ensures that people in various departments, divisions and regions can work together to support all processes relating to a contract throughout its lifecycle—from creation through fulfillment and modification to termination.



Centralized access, real-time transparency

Getting to the right information when you need it is more critical than ever, especially when it comes to locating business-critical information such as contracts. However, many companies still follow the traditional model of storing contracts in decentralized storage areas such as filing cabinets, data rooms or in one of countless IT point solutions.

To meet transparency and control requirements, heterogeneous environments must be consolidated into one standard and integrated repository. To achieve complete transparency for all information affecting a business transaction, files must contain the following contractual information at all times: contract documents, version status, correspondence (emails), presentations, responsibilities, rights and obligations, comments, and deadlines.

Control and monitoring

Failing to meet contractual obligations can mean considerable risks with financial consequences. For example, missing payment deadlines and delivery dates, or failing to exercise option rights, can be costly.

Monitoring the rights and obligations agreed upon in contracts requires carefully constructed follow-up procedures. Employees and departments need automatic reminders of upcoming events to ensure that transactions are processed in accordance with the terms of the contract. Risks must be identified at an early stage.



When business between two or more parties is conducted, all transaction information needs to be managed in a structured, traceable and efficient manner.

Livelink ECM – Contract Lifecycle Management supports all legally relevant contract processes, from negotiation to draft creation and approvals, through to the management of the fulfillment phase.

Satisfy compliance guidelines

Not only does Contract Lifecycle Management build foundations for best practices, it increases a company's efficiency and productivity across many departments. It is also critical to corporate governance and compliance, since all legal transactions are governed by a contract.

Feature Summary

Central repository and access control	Store and manage all types of document formats to ensure full transparency on business transactions. Protect sensitive information from unauthorized access with a multi-level authorization model.
File management	Dynamic allocation of templates and assignment of metadata, roles and permissions using a wizard technology. Structured and automatic storage of transactional content such as contracts and exhibits, and correlating information in Transaction Binders and Contract Files.
Paper capture	Documents are scanned to ensure media consistency and guarantee record completeness. Barcode functionality allows automated capture of signed contracts and stores them in the right place.
Follow-up management	Follow-up management functionality allows you to monitor rights and obligations resulting from a contract, such as cancellations, deliveries or option rights.
Information retrieval	Search across active and archived content. Highlights key terms based on metadata, XML, and natural language queries. Information on contract partners is searchable in the Contract Partner Database.
Process automation	Connect people and information to integrate quality assurance activities into your review and approval processes. Reduce periods of inactivity, achieve shorter lead times, and improve quality through confidentiality principles.
Revision-proof archive	Ensure contract lifecycle meets regulatory and standards provisions: secure, revision-proof, complete, compliant and reproducible without loss, and integrated with a database-assisted search engine.
Distributed teams	Bring contract teams together in a collaborative ECM framework. Allows for full transparency on each person and role assigned. Access to predefined contractual data can be granted to external parties.
Systems integration	Seamless integration with the Microsoft Windows/Office environments. Contracts and documents held in the system can also be linked to ERP transactions, which can be displayed in the Contract Lifecycle Management interface.
Client management	Satisfy the requirements of individual departments or entities by managing multiple, independent contract management clients.
Reporting	Make decisions faster by analyzing your contracts and export the results to Microsoft Excel (for example, contract volume, deadlines, and so on).
Virtual folders	Allow multi-dimensional, dynamic access to contracts with flexible configurable views on information (for example, contracts by contract partner, status, region, and so on)



Complete and consolidated solutions

Contract Lifecycle Management is the best way to support your company's contract processes and allows for a fast ROI. Open Text's solutions are based on proven methodologies and years of experience with thousands of large-scale installations. Best-of-breed Deployment Services provide the combination of training, hosting, and support that you need for a smooth and trouble-free roll-out.

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