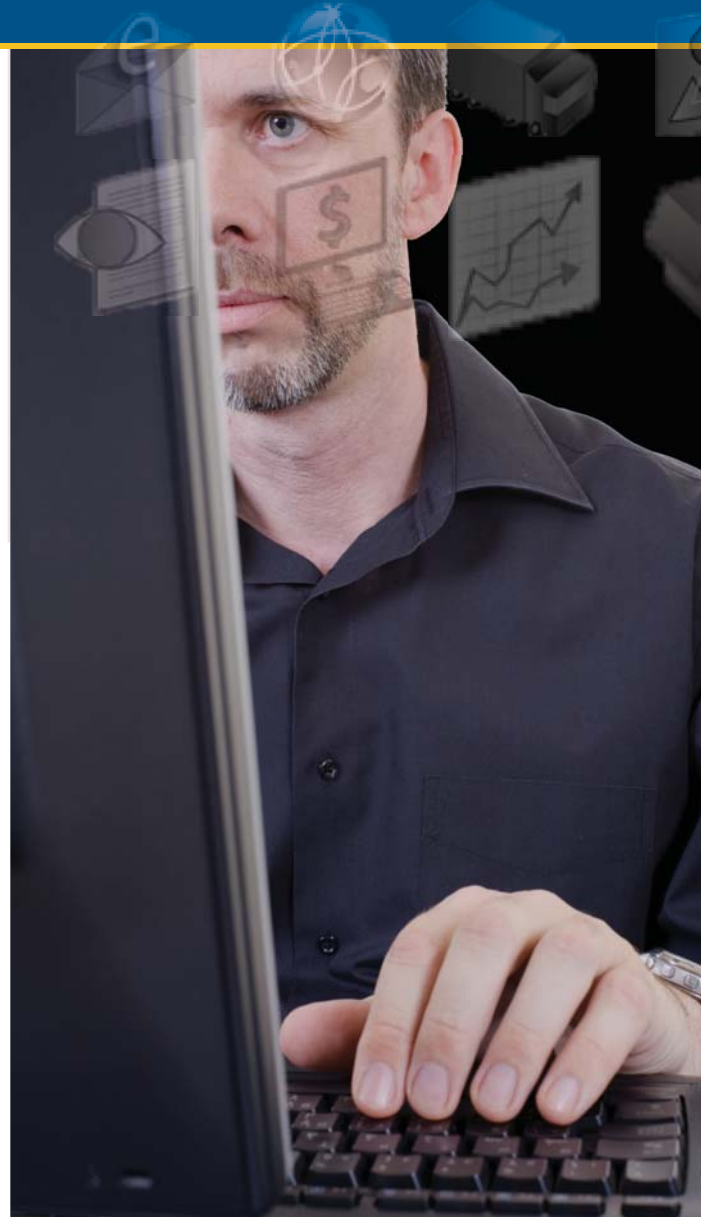


Ketera Contract Management

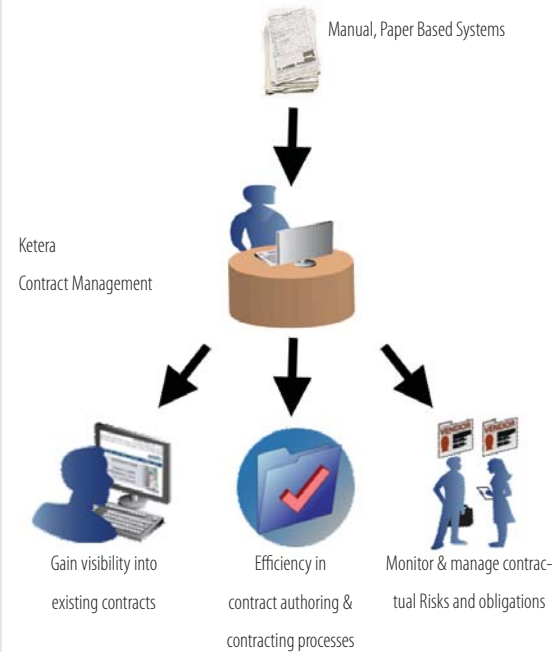
Ketera Contract Management is an on-demand, web based solution that allows you to search and manage contracts based on key business requirements. It enables you to create contracts and store them in a single electronic repository so you can manage all aspects of the contract life cycle with ease. It supports early warnings for contract expiration or renewal, standardization of contract templates and clauses, and approval workflows and audit tracking across organizations to facilitate easy creation and effective management of contracts.



Companies operate under a wide variety of negotiated agreements and have traditionally relied on manual contract management which has inherent problems. Common among these problems are missing contracts, incomplete files and the absence of a final, executed copy. Another bottleneck that makes the whole process costly and time consuming is the lack of easy access to contracts.

With more and more business today being conducted under negotiated agreements, the business, legal and financial risks in failing to effectively manage contracts are substantial. Missed deadlines and opportunities, unmet obligations, unenforced rights and overlooking an automatic renewal date can result in contractual penalties and multiply the associated cost. Clearly, contracts can be a liability rather than an asset if not managed effectively.

Ketera Contract Management enables you to effectively search and manage contracts based on key business requirements. It offers several features that help you to create contracts effortlessly, standardize and reuse contracting terms, and easily access contracts. You can gain visibility into key dates and milestones and negotiate contracts coming up for renewal in a timely fashion to avoid automatic renewals of unfavorable contracts. It increases your ability to live up to your obligations and enforce your rights and puts you in control.



In the financial services industry alone, it is estimated that 80% of B2B transactions are underpinned by legally binding contracts and agreements. Surely, organizations need an automated contract management system that is dependable and at the same time easy to use. Ketera Technologies has a vast experience, with over 10,000 contracts having been processed by Ketera Contract Management System, it enables you to create contracts and store them in a single electronic Repository so you can manage all aspects of the contract life cycle with ease.

Contract Development

Ketera Contract management allows customers to manage all aspects of the contract life cycle. Reusable contract creation templates help improve contract creation efficiency and reduce associated costs. Pre-approved clause library allows standardization in terms and conditions over various suppliers and items. Store all contracts in contract repository for easy access and enterprise wide visibility into contracts. Write mutually acceptable agreements using collaborative authoring and use discussion boards for accelerated contract negotiations.

Central Repository Use searchable central repository to store all contracts electronically.

Existing Contract and Clause Templates Access hundreds of preloaded contracts and clause templates that stretch across many industries and functions.

Contract Creation Wizard Facilitate step-by-step guidance for contract creation by using Contract Creation Wizard..

Templates Standardize and reuse contracts, by creating them using templates which contain common elements that contracts of a specific type usually contain.

Master Data List Provide a list of values that can be used to categorize field values in contracts. Edit the values and add new values. For example, you can categorize an address as bill-to address or ship-to address.

Pre-approved Clause Library Allow provisions for pre-approved clause library containing standard terms and conditions to ensure uniformity in the contract terms over various agreements and various suppliers.

Custom Fields Define additional customer specific contract attributes based on the customer's business needs.

Cloning Copy contracts and templates to create similar contracts and templates by cloning them.

Sub-contracts Provide sub-contracts under a Blanket/Master contract to ensure correlation and agreement.

Version Baseline Assign version numbers to track changes for clauses, headers, overview information, sub clauses, line items, etc. Contract's version number is incremented when changes are made.

Visibility and Access

Version Comparison Use version comparison to identify changes made between any two versions of a contract by recording modifications.

Audit Tracking Trace the amendments made to the contract by person and time for the purpose of compliance monitoring and auditing.

Collaborative Authoring Enable buyers, suppliers, outside parties, etc... to collaborate and write mutually agreeable contracts.

Collaboration Across Functions Send contract drafts through approval chains across different departments like legal, marketing, technical etc... and add comments and notes wherever needed.

Contract Check out Check out a contract to after making changes to ensure two people do not amend it simultaneously.

Threaded Discussion Allow users to conduct discussions on contracts during authoring. Facilitate compliance by making available the history of all discussions and related notes for stake holders to review later.

Contract Printing Generate contract documents in txt, doc or pdf format with the ability to print directly from the solution.

Ketera Contract management allows you to gain enterprise wide visibility into all contracts. Search engines and bookmark features enable easy access to contracts. Roles and permissions framework allows access to contracts according to internal governance and control policies across the organization. Milestone tracking and alerts help to monitor important contract milestones and events. Standardize processes and terms to mitigate risks and enforce contracting policies using approval workflows.

Powerful Search Engine Use keywords to search for documents stored in central electronic repository. These documents can be in multiple formats like txt, doc or pdf. Sort the contract lists for search ability and ease of use.

Alerts Enable standard email based event alerts or rule based advanced alert notifications to promote timely action by users.

Authorization Control access by authorizing roles and permission based login.

Task Milestone Manage the milestones of tasks such as due date, priority, etc.

User Friendly Interface Learn how contract management works without training, using intuitive and easy-to-use web-based interface.

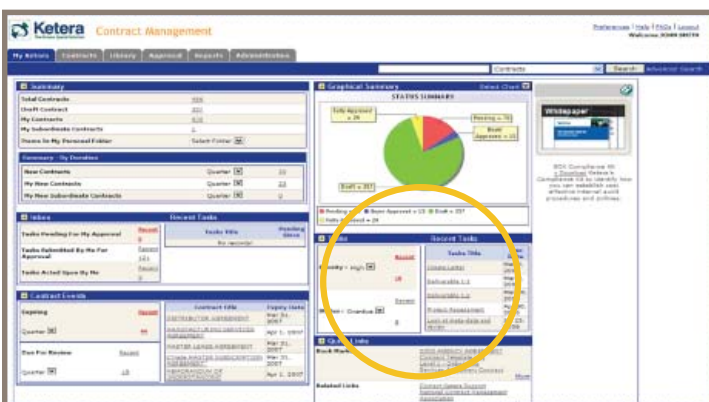
Approval Workflow Approve contracts using approval workflows which are configurable by contract types.

Attachments Attach documents such as addendums, schedules, exhibits, enclosures, purchase orders, proposals to the contracts, etc.

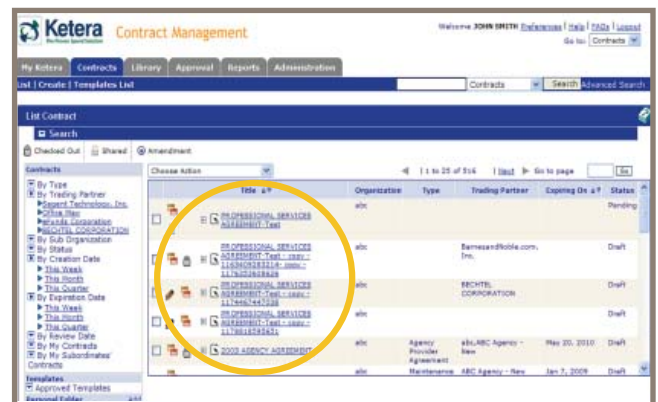
Bookmarks Bookmark a contract or any other contract object (notes, tasks etc...) for quick and easy access to frequently used contracts.

Drill Through Dashboards Use Drill through dashboards to present a high level of information with the ability to get into the details of any item on the dashboard.

Organization Hierarchy Define the organization hierarchy for an enterprise to enable controlled access to the contracts created for each sub organization.



Ketera Spend Analysis Ketera Contract Management Snapshot view of the Contracts under management



Ketera Contract Management Search the Contract Repository along different parameters/ dimensions

Contract Audit, Analytics and Reporting

Ketera Contract Management provides pre-defined and custom defined reports to manage contract performance. Multi-dimension and milestone analysis facilitate strategic decision making on contracts. Identify the changes made between any two versions of a contract through version comparison. Audit tracking allows you to trace amendments by person and time, to administer control and compliance. Generate reports for increased visibility into contract analytics.

Multi-dimensional Analysis Analyze contracts on user specified dimensions including charts and graphs. Analyses can be saved and exported to MS-Office.

Milestone Analysis Track contract milestones and perform consumption analysis, price compliance and variance analysis.

Reports Generate contract task milestones event reports, customizable metrics & analysis reports and export the same to excel format.

Part of a Full Enterprise Spend Management Suite

Ketera Contract Management is part of an integrated suite of spend management applications providing closed-loop support for spend analysis, sourcing, contract management, procurement, supplier enablement & content management, supplier performance management, and invoice management.



About Ketera

Ketera is the fastest-growing provider of On Demand Spend Management solutions, providing companies with the applications and services needed to control and reduce corporate spending. For more information about Ketera and the Ketera Spend Management suite of services, please visit:

www.ketera.com