



Compliance Software on the
Microsoft® SharePoint™ Platform

Contract Management Software

Building on Your SharePoint Platform to Streamline Contract Processes



Having an efficient system to manage your contracts from year to year is critical to maintaining successful business relationships. **As your organization grows, so does the number of contracts — and your legal team requires a contract management system that will evolve with your processes.**

By working closely with our customers, **ConvergePoint** is able to provide **Contract Management Software** that centers on your in-house general counsel's processes. Built on Microsoft SharePoint, ConvergePoint's Contract Management Software automates the full contract lifecycle, from contract requests and approvals through obligation and renewal management.

Scalable to any size organizations and business-user-friendly for your contract managers, our software helps expedite contract negotiations and approval, and improves your legal team's efficiency. Plus, never again worry about uneconomical contracts auto-renewing, missed opportunities and wasting time and resources searching for contract data.

How ConvergePoint Software Focuses on Your Internal Workflow:

- Incoming contract requests organized in one view and prioritized by dollar amount, with the option to escalate high dollar value requests through an approval workflow
- Contracts routed for review and approval to the right people with easy-to-use workflow builder
- Management of contractual obligations, renewals and expirations with automated reminders
- Advanced, customizable search capabilities
- Extensive document version control
- Full audit logs on comments and actions
- Integration with electronic signature companies
- Ad hoc reporting
- Automated publishing of approved contracts and supporting documents
- One central platform to manage entire workflow
- Seamless integration with Microsoft Active Directory, Office and Exchange



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Where Contracts Come Together

Our intuitive Contract Management Software is two full-featured sites on one scalable, secure Microsoft SharePoint platform:

> Contract Creation

- View incoming contract requests automatically organized by dollar amount with the option to escalate, expedite and approve higher dollar value requests
- Standardize contract language and formatting by drafting contracts from templates, attachments or uploaded files
- Rely on dynamic rules engine and advanced document approval workflows to send automated task notifications to contract drafters, reviewers and approvers at the right time
- Use the company address book (Microsoft Exchange and Active Directory) to provide contract level access and security
- Integrate with Microsoft Office to keep existing documents in the same file formats and use programs you're already familiar with
- Achieve faster contract negotiations and execution by integrating our software with an electronic signature company

> Contract Management

- Quickly find contracts with supporting documents stored and organized by type, department and other categories — all in one central document repository
- Run targeted searches based on title, metadata and other key criteria to get detailed, relevant contract results
- Manage multi-year contractual obligations with automated email alerts
- Prevent inadvertent expirations or renewals by receiving automated reminders well before contract deadlines
- See all related metadata, approvals, version history and notes for auditing purposes
- Get enhanced, real-time ad hoc reporting capabilities to analyze contract trends, performance and compliance
- Automatically archive expired or retired contracts

Schedule a live demo to see how the **ConvergePoint's** Contract Management Software can keep your legal team on top of your contracts.

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