



UpsideContract

Enterprise Contract & Commitment Management

Solution Overview

UpsideContract is an enterprise-class contract management solution providing full contract lifecycle management functionality – including collaborative contract creation and negotiation, performance, compliance and risk management, amendment and renewal processing, commitment management and event management – in a package that is completely web-based with no plug-ins required.

UpsideContract is based entirely on Microsoft.NET technology, simplifying interoperability and integration with all other systems on a platform that provides significantly better performance and usability. The advanced design and extensive flexibility of the user-configurable interface enables rapid user adoption while robust security ensures information and functions are granted only to the appropriate people.

Upside Software's 'Smart Template' and advanced document hierarchy technologies simplify management of contracts across the enterprise while flexible role and organizational hierarchy based security ensures each user has access to the documents and functionality they need. UpsideContract's wizard-like contract request function allows users to initiate complex contracting activities quickly and easily. Contract management functions, including event, compliance, performance, delivery and risk tracking, assessment and management maximize the value of business agreements through the entire lifecycle.

UpsideContract also offers an extremely powerful forms module – UpsideForms. This optional module allows users to define their own forms for data capture and integrates them with the contracting process from the issuance of an RFX through the creation of the contract and subsequently the invoicing against those contracts – ultimately streamlining the contract lifecycle.

To take full advantage of the system's implementation, UpsideContract comes with a robust deployment management tool, advanced document conversion capabilities, and Smart Paste functions which ease migration of structured word processor documents into the system while retaining their structure. UpsideContract improves every aspect of the contracting process and sets the standard for enterprise contract management best practices.

World-Class Contract Management

Features

- Effective management of all contract types (including buy side, sell side, IP, etc.) allowing for thousands of contract details.
- Advanced, flexible, user-configurable interface in a true zero-footprint web deployment with powerful functionality found in leading processors.
- Improved Dashboard integrates saved views of Virtual Listings and allows users to tailor what information is presented and add navigation icons to listings to get immediate access.
- Calendar control on Dashboard shows upcoming work and important dates for action items.
- Search for "Doing Business As" option allows tracking of name changes when a company changes its operating name. Users can search for a Business Entity by any name it has operated under.
- Effective Global Search options including text search of documents attached to contracts and the ability to disable "Fuzzy" searching in favor of exact text only.
- Visual Workflow Display panel integrated with Summary Info provides immediate access to responses. Predictive Analysis provides the ability to navigate forward and backward through tasks.
- Virtual Listing Printing lets you print customizable search configurations, grids and sort orders to multiple formats including HTML, PDF and CSV.
- Approve Via Email leverages a Guest Pass Token and doesn't require the approver to be a user in the system. Approvals can be done on any mobile device.
- Primary Attachment flagging to ensure stakeholders view important attachments.
- Word IO file import and export options with redlining to assist in the contract negotiation process.
- Upgraded Reporting and BI allow the merging of Ad-hoc and Standard reporting to provide a more cohesive environment and better quality reports that are easier to create.
- User defined field (UDF) support and e-Forms for complete data management flexibility.
- OLAP reporting to leverage contract related information for true business intelligence. Rich reporting that enables complex, user-defined ad hoc reports and relevant benchmarking data.
- Robust and industry leading click-to-accept functionality built in allowing for seamless approvals.
- Seamless integration with Microsoft Word® 2003 & 2007 with enhanced 3rd party paper capabilities
- Integration with WorkShare, a leading content comparison solution, provides exceptional redlining capabilities.
- Template-based, collaborative contract creation, renewals and amendments.
- Segregation of security permissions based on type of relationship (e.g. role-type) including integration of real-time interfaces to external systems with business entity information (e.g. ERP systems for vendors) allowing for immediate communication between UpsideContract and external systems. Ability to track user login information for record-keeping purposes.
- Ability to view changes, assign meta data, compliance metrics and other classifications at the clause level for enhanced automated decision making.
- Advanced legacy conversion functions that automate the conversion of existing contracts.
- Compliance, performance and risk tracking, monitoring and event management.
- Effective Find and Replace tool enables users to easily insert new text or a placeholder.
- Full integration with ERP of all types (e.g. SAP, Oracle, PeopleSoft), financial, legacy and back-end systems (e.g. Asset Management, Document Management).

World-Class Contract Management

Benefits

- Greatly improved management of contracts across the enterprise, maximizing value from agreements as well as providing governance assurance.
- Optimized contract performance and delivery of services and / or products (proven reduction in cycle time as well as improved process efficiency), with minimized business risks.
- Improved access to information processes for all stakeholders helps to build better business relationships – a key part of Supplier and Customer Relationship Management.
- Intuitive and customizable user interface leverages on a 'one-click' model which drives extremely rapid user adoption and faster time to value.
- Streamlined and improved contracting processes and control across jurisdictions, geographies and languages.
- Fully integrated to Sourcing & Procurement and Billing solutions to allow for complete lifecycle management. UpsideContract APIs allow organizations to leverage in-house systems.
- Flexibility to customize naming conventions in application to reflect user preferences.
- Manageable conversion of legacy contracts, including paper-based agreements.
- Addresses many of the requirements for Sarbanes-Oxley Act compliance and other legislation.
- Accurately track changes made to documents and maintain version control with extensive redlining capabilities.
- Quick deployment models (from under 5 days for our SaaS to about 4 months for enterprise).
- Fast return on investment (ROI) – typically well under one year, often in less than six months.

High Level Process

- A contract requirement is identified by an authorized user or by a requestor through a Contract Request.
 - The authorized user (e.g. Contract Manager) creates the contract from a template (or multiple templates).
 - As the contract is created and information is added, 'Smart Template' technology populates the contract with appropriate content based on contract conditions and user entered variables.
 - Once complete, the Contract Manager releases the contract and business rules to dynamically determine the required review and approval workflow.
 - Once approved internally, the contract can go through online negotiation with the other party (any changes are then subject to further review and workflow).
 - Once agreed to, the contract goes into active management.
- Managed contracts have compliance and performance monitoring criteria which are monitored by the system – the Contract Manager is notified of exceptions and milestones to take appropriate action as required.
- Significant events, such as required renewals, requested changes, etc. are tracked and the Contract Manager is automatically notified to take action.
- Risk events are identified and managed.
 - Each event is identified and assigned an estimated probability of occurrence along with the estimated loss if the event were to occur (in time or dollars).
 - For each risk event, one or more Impacts can be identified, documenting potential outcomes if the event were to occur, each with an assigned probability.
 - Actions taken to mitigate risk events are recorded with adjustments to probability estimates.

About Upside Software

Upside Software is the worldwide leader in Contract Lifecycle Management (CLM) solutions. About 300 Customers around the globe use Upside Software's suite of products to confidently perform Contract Management, Commitment Management, Sourcing & Procurement, and Invoice & Billing management activities throughout their organizations.

Upside Software's products address the needs of Enterprise (e.g. Fortune 500, Global 2000), Public sector (Federal, State / Provincial, Municipal and Health Care), and Small & Medium Enterprise (SME) customers. Customers realize significant cost savings while improving customer and supplier relationships. Upside Software's solutions are deployed very quickly and typically provide a full return-on-investment (ROI) in well under a year, often in less than six months.

Founded in 2000, Upside Software is a profitable, rapidly growing software company with an advanced, yet mature, and comprehensive product suite. The company has extensive experience delivering real value to customers (about 300) of every size and in most industry verticals.

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For more information about **UpsideContract** visit www.upsidesoft.com.

Contact us at ask@upsidesoft.com.

Upside Software Inc.

Suite 310, Manulife Place
10180 – 101 Street
Edmonton, Alberta, Canada
T5J 3S4

Phone: 1-877-984-2455 (toll free)
+1 780-702-1432 (direct)

Fax: +1 780-702-1438

E-mail: ask@upsidesoft.com

Visit: www.upsidesoft.com