Solutions for Contract Management
Enhance efficiency, simplify access and increase compliance.
Automate and simplify contract processing and management.

Contracts govern how you operate your business, but are frequently paper-based, processed and administered manually, and with little central administration or oversight. Xerox® solutions for contract management help reduce risk, cost, delay and confusion around contracts, wherever they originate in your organization.

Remove cost, risk, delay and complexity from contract management.

According to Goldman Sachs research, ad-hoc, manual and paper-based processes for managing contracts represent significant cost and risk to organizations. It is estimated that companies spend almost 5% of their revenue to track agreements after signing a contract. Further, companies could realize savings that equate to 2% of total annual costs by eliminating inaccuracies and non-compliance through contract automation, says PricewaterhouseCoopers. Every company can benefit from faster, more efficient processes for tracking contracts through their entire lifecycle.

Xerox® solutions for contract management enable you to:
- Accelerate contract review and approval with scanning, workflow and digital signatures
- Easily manage drafts and revisions to contracts
- Lock down master contract documents and templates for compliance and record keeping
- Maintain audit trails of each review and approval cycle
- Capture and manage contracts that enter the organization from disparate sources such as mail, email, fax and other electronic sources
- Quickly develop a searchable contracts archive that’s accessible anywhere, anytime
- Proactively manage contract renewal

Contracts Management Self-Assessment
- How many active contracts does your company have? How many are under source control?
- Do you have a library of contract templates? Who has access to it?
- How much geographical or business unit variance exists in your contract approval processes?
- How long does it take you to find all contracts related to a specific vendor? Can you find all of them?
- Do you know who is authorized to sign contracts across your company?
- Do you have a process and system for identifying duplicate or conflicting contracts?
- How do you identify contracts with pending renewal requirements?
Contract Management Automation

Easily capture, index, and manage contracts.

The first step to optimization is to get all contracts under source control. Our solution enables anyone involved in the contracting process to scan hard copy contracts using MFPs, desktop scanners or even smartphones, and store them online in a secure central repository. Optical Character Recognition (OCR) and indexing technology makes the contract content fully searchable.

Streamline contract development, review and approval.

New contracts can be created using eForm templates for simple contracts, or from master MS Word templates stored online. Contract drafts can be shared directly from the repository, e-mailed or printed. Annotations and edits are stored back as new versions, ensuring everyone has access to the latest draft, and has visibility into change history. Route contracts to multiple parties for review and the system maintains an auditable history of approvals. Electronic signatures offer an additional level of flexibility for an all-digital workflow.

Maximize your contract renewal and negotiation power.

Contract owners are automatically notified before a contract expires, with sufficient lead time to evaluate the contract before renewing. Search the database and find other contracts with the same vendor, or similar contracts that can be utilized instead. Business units or operating companies can gain visibility into the terms and cost base of other groups, providing leverage when re-negotiating existing contracts. Over time the knowledge base can be used to negotiate blanket agreements or significantly reduce the total contract amount for the organization.

Ensure compliance and respond quickly to audit and legal holds.

Most organizations face significant legal exposure around third-party contracts due to non-compliance with the contract terms. In most instances this is simply due to lack of knowledge - the day-to-day users of contracted products and services never see the actual contract; and central legal and purchasing departments may not have all the vendor contracts on file so they cannot be on the lookout for out-of-bounds usage.

Our solution for contracts management provides instant, searchable access to all contracts, simplifying the process for all users. In addition, expired contracts can be archived in line with corporate and industry legal requirements, and quickly retrieved in the event of a financial audit or legal requisition.
Xerox® solutions for contract management provide a flexible, secure, and effective way to create, update, retain, and report on all of your business-critical contracts.

Xerox® technology and services help automate and simplify your key document processes

Xerox is a recognized leader in document and content services. We hold the Number One position for Managed Print Services (MPS) worldwide.¹ We processes billions of documents annually, with over 17 million data fields extracted from documents every day. With over 14,000 service delivery professionals across 160 countries we have the knowledge, resources and infrastructure to address your document needs.

Xerox® Content Management Services
We can help you automate and simplify a broad range of document processes in your organization by combining our content management and workflow platforms with the technical and domain expertise of our professional services organization. Based on the award-winning Xerox® DocuShare® enterprise content management platform, Xerox® Content Management Services help you capture, store, share and transform paper-based and electronic documents from a variety of sources—web, desktop applications, tablets, smartphones and MFPs.

Xerox® Document Analytics Service
Understand how, where and why documents are used across your organization with our unique tools and methodology. We give you an exceptional view into print and document filing so you have the insight you need to pursue additional savings and efficiencies through document digitization, workflow optimization and distributed access.

Xerox® Workflow Assessment Services
Combining our workflow domain expertise, qualitative and quantitative information gathering, and proprietary tools and analysis methodologies, Xerox® Workflow Assessment Services gives you a data-driven view of your document-based business processes. Dynamic reports and visualizations help highlight areas of opportunity for workflow enhancement or automation, benchmarked internally and against industry peers.

Xerox® Transactional Content Manager
This web-based, transactional content management system automates high volume document- and image-centric business processes, and integrates with other data-driven systems such as ERP and CRM systems.

Document Output Management –XMPie
Gain sophisticated customer communication management (CCM) capabilities to create highly-customized contracts using flexible templates and database-driven content.

Learn more today.

Contact your Xerox® Workflow Automation representative or call 1-800-735-7749 today. Visit www.xerox.com/ecm for additional information on Xerox® content management, workflow and imaging services

¹As rated by Gartner, IDC, Forrester and Quocirca.