



Contract Management System - CMS

Business Challenge

Organizations are facing serious problems to manage and access non-organized and spread contracts defining relationships with partners, suppliers, customers and employees.

Managing and processing manually the huge number of contracts filed and stored in different formats across multiple systems pertaining to various departments is a very slow process, unsecured with high cost, resulting in risk of noncompliance.



Contract Management System (CMS)

Contract Management System by MGS is a unified, secured and integrated solution for managing physical or electronic contracts by transforming contract management from Silos document workflows to intelligent and connected work processes. In addition to the contracts, CMS uses workspace as well for proposals and orders. CMS is built on top of Open Text Content Server system and Automation Anywhere, the leaders in automation and robotic capture and processing.

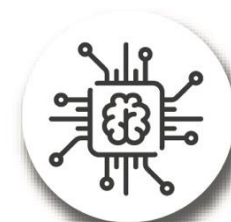


CMS Role

CMS standardize, archive and automate smoothly the contract lifecycle—from initiation, creation, negotiation, and execution, to expiration, using robotic capture, machine learning, advanced content and collaboration system.

Integrate seamlessly data and processes across the system and access all contracts knowledge across the enterprise. Empower users with visibility of contract processes to proactively manage contract rules for improved compliance with internal information governance mandates and regulatory requirements.

Leverage our automation tools to enable smarter contract authoring and contract information tracking.



Product Features and Function

CMS has a friendly, and customizable user interface. It uses Intelligent Robotic Capture - IRC system with robotic and machine learning tool to capture agreements, documents and automatically classify and initiate a process.

Smart and simple UI

Users can create custom fields, contracts types, design their own workflow, lookup dates, and use predefined template, while saving time and money.

Centralized contract management and cloud control

CMS cloud control all contracts, in addition to Legacy contract document import, to be securely saved, and stored in a single repository, such as OpenText™ Content Server.

Customizable contract authoring

Offer contract drafting portal and allow users to edit a contract document inline during its lifecycle, track all amendments and easy navigate them within the system. Users can easily use contract cloning to create the replica.

Customization and Integration with other systems

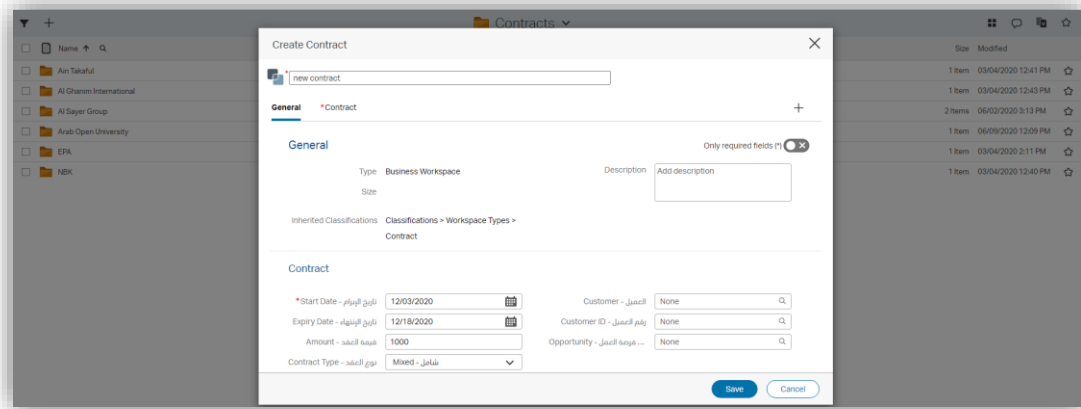
Customization and collaboration tools and integrations with other software. Integrate as well with MGS systems such as Correspondence Workspace System CWS, so that Emails can be linked to contracts.

Easy conversion with integrated imaging

Physical contracts could be converted to electronic eliminating business errors. Users can create contracts through the system, receive them either electronically via file or system integration or through scanning directly to the system, capture and rearrange all their types easily and conveniently, recognize content using OCR.

Automated forms and template

Enforce contract standardization and minimize risk through use of automated forms and templates that incorporate approval language.



Automated Deploy and updates

Clauses, terms and conditions, and templates versioning are automatically deployed across all contracts templates to ensure adherence. Contracts updates are reflected accurately based on the new regulations.

Automatic/ Manual Alert

Users can configure manual/automated alert of important dates such as contracts renewals, contract's expiry dates.

Flexible reporting and analytics

Empower users experience with the reporting and analytics tools for immediate performance analysis, based on a stored data. Helping them to follow up easily on their assigned task and improving operational efficiency.

Workspace capabilities

CMS uses Contracts/proposals/orders Workspace and supports their multiple types. Users can manage information, defining and governing business relationships.

Powerful Enterprise Viewer

Viewer can add electronic signature of your contract easily, include his comment, view the contracts processes and all documents related to the current contract being linked with each other's.

Valuable Powerful SE

Users can use custom search for saved or archived contracts from the documents repository.

Customizable approval workflow system

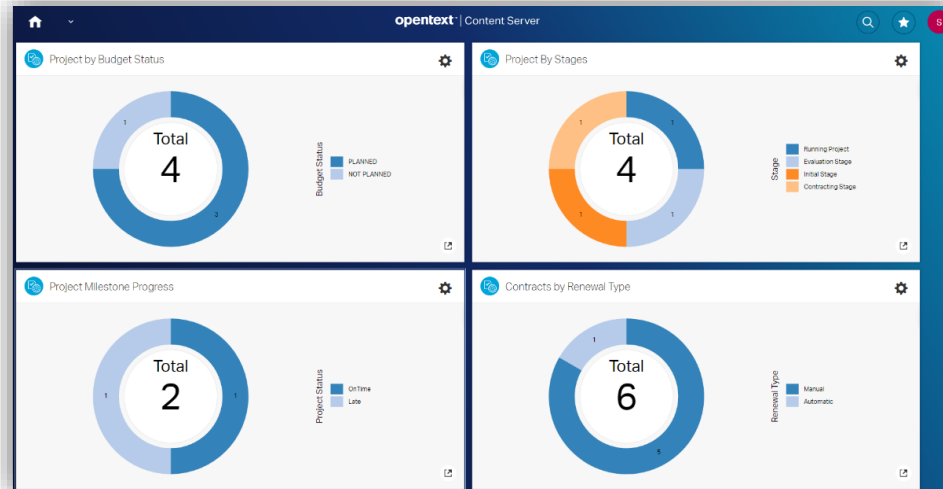
Workflow is customized so that concerned departments can review documents and process them.

Automatic Reference Generation

Each contract that is entered to the system and created will instantly get a reference number, can be searched, viewed, and checked for current status.

A unified dashboard for tracking

Users can track template usage, approval deadline and contract pipelines (number of contracts, expiry contracts, upcoming renewals...) on a unified dashboard, for a better insight and decision making across the organization.



Cloud flexibility

Allow users to work on a variety of browsers and devices, manage your business without the need to be in your office, and access it through phone, tablet or computer. CMS can be deployed on Premise, Cloud or Hybrid environment.

Accessibility and Relations

User can also track the lifecycle of a contract, attach and add/remove relations between documents.

Automatic Escalation

Administrator can provide the convenient level of security to keep control on the sensitive contracts, including document expiry, password and accessibility.

Value Proposition

- Leverage Open Text Content Server capabilities and invests heavily in creating a simple, responsive and creative UI with a secure central repository, hence less training required, more productivity, growth and maximum value of business.
- Accelerate cycle times and reduce operational costs and risk by automating the processes, from creation, review, approval, to execution processes.
- Improve administrative processes, empower teams and the quality of collaboration and communication by managing the approvals, the task-loads and milestones in effective manner.
- Risk management, gaining full visibility into the entire contract lifecycle and controlling archiving and dispositions, making sure contracts age appropriately minimizing exposure to risk due to non-compliance.
- Deploy a robotic capture, artificial intelligent technology, intelligent and connected work processes which allows less manual involvement and human errors, paperless environment, and digital transformation.
- Support compliance and assurance to regulatory requirements and consistency with secure tools for dealing with the confidentiality of contracts.