



Ariba Contract Management™ Basic and Professional

“Every good CFO considers both [sales and supply contracts] carefully, but this goes beyond the number of contract documents or even the dollar amounts. It includes identifying and quantifying risks as much as opportunities but also involves the tracking of internal and external compliance, thus, making contract management a part of the CFO’s daily agenda.”

*“Contract Lifecycle Management and the CFO”,
Aberdeen Group, 2007*

Contracts are critical to proactively managing your business

Contracts define the relationships that drive your business. Yet many companies lack an effective contract creation and management process. Long negotiation cycles, inconsistent contract language and terms, and inability to manage contract compliance add time and cost to the contract process. Searching through cabinets of paper contracts and associating them with transactions is a challenge. Utilizing a contract management solution solves these problems—allowing you to capture savings and revenue opportunities, while minimizing legal exposure and risk.

Unlock the value of your contracts

Ariba Contract Management lets you quickly create and effectively use the contracts necessary to run your business. Everything you need is delivered in an all-inclusive subscription. With broad capabilities that go far beyond just document or database management, companies can streamline the contract lifecycle from creation to centralized storage and tracking using easy to set up processes and automation. Ariba Contract Management creates a basis for contract performance management through visibility and insight to support contract and regulatory compliance.

Benefits of Ariba Contract Management

- › Employ best practices to streamline contract creation and manage the contract lifecycle
- › Ensure negotiated cost savings are realized
- › Reduce operating, legal, and regulatory risk through performance visibility
- › Minimize maverick spending and redundant contracts
- › Proactively manage contract renewals

Ariba Contract Management - Basic and Professional Packages allow users to quickly create contracts and help managers analyze contract performance, all through a web browser:

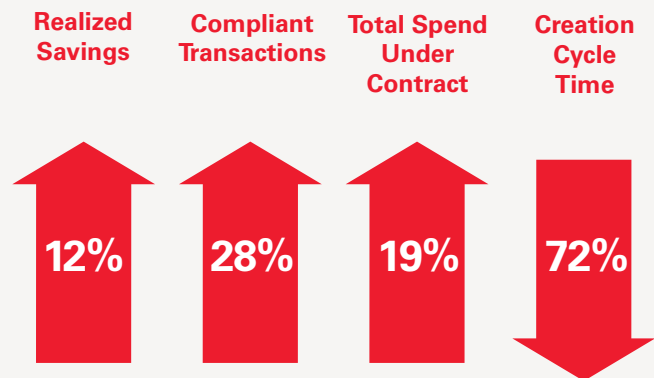
TECHNOLOGY COMPONENTS	Basic	Professional
Dashboard	•	•
Contract Creation & Repository	•	•
Attachments	•	•
Basic Workflow/Approvals	•	•
Contract Process Management	•	•
Contracts Reporting	•	•
Contract Authoring		•
Main Agreement Templating		•
Clause Library		•
Smart Workflow/Approvals		•
Contract Authoring Analysis		•
Contract Compliance		•
EXPERTISE COMPONENTS		
Repository and Process Implementation	•	•
Dashboard and Reporting Configuration	•	•
Template, Clause Library and Smart Workflow Setup		•
Online Training for Buyers	•	•
Site Administration	•	•
Product Support	•	•
INFRASTRUCTURE	Hosted, Multi-Tenant Application	Hosted, Multi-Tenant Application



Fun Facts:

- Over 120 Ariba Contract Management customers
- More than one million contracts being proactively managed
- Broad diversity of contract types: purchasing, sales agreements, intellectual property, non-disclosure, outsourcing, insurance and lease
- Cross-company collaboration between global users in North and South America, Europe, Asia, Africa and Australia

Broad benefits of Contract Management



Source: Aberdeen Group Research
The Contract Management Benchmark Report: Sales Contracts, April 2006
Procurement Contract Management Benchmark Report, February 2006

TECHNOLOGY COMPONENTS

The Ariba On-Demand Contract Management Solution consists of the following components designed to help you easily create and manage your contract portfolio.

Creation and Authoring

- › Automated contract creation process using pre-approved templates and legal clauses, streamlined contract negotiation and approvals
- › Powerful authoring process featuring rule- and role-based Smart Workflow for more control over the language, clause usage and editorial processes. Includes templates and clause libraries, and custom approval capability for automated workflow and exception management
- › Flexible document management allows users to easily collaborate on documents related to a specific contract
- › Global management capabilities for multi-language and multi-currency contracts

Repository

- › Centralized contract repository with rich search capabilities; real-time information on each contract including overview data, contract language, clause usage, terms and attachments, alerts, and owners. Detailed visibility supports compliance efforts

EXPERTISE COMPONENTS

The Ariba On-Demand Contract Management solution includes expertise to quickly get you started and become self-sufficient.

Rapid Deployment

- › Rapid deployment services for workflow process and repository implementation
- › Best practice expertise to define and optimize the contract management process based on your goals and requirements
- › Best practice expertise for authoring template development, clause library population and Smart Workflow setup

- › Pre-defined out-of-the-box reports on contract data and contracting processes

Process Management

- › Supports auditable and standardized workflows for reviews, negotiations, approvals, amendments, and regulatory and reporting requirements such as Sarbanes-Oxley—including suppliers and third parties
- › Allows tasks and activities to be defined and set as mandatory or optional
- › Includes alerts and reminders to contract owners prior to contract expiration

Compliance (optional)

- › Historical compliance analysis in conjunction with Ariba Spend Visibility
- › Active compliance in conjunction with Ariba Procure-to-Pay

Training and Support

- › Comprehensive training choices to get you up and running quickly, including web-based buyer training tutorials and available classroom training
- › Expert product support by phone or email available 24x5 provides assistance with user questions and issues



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