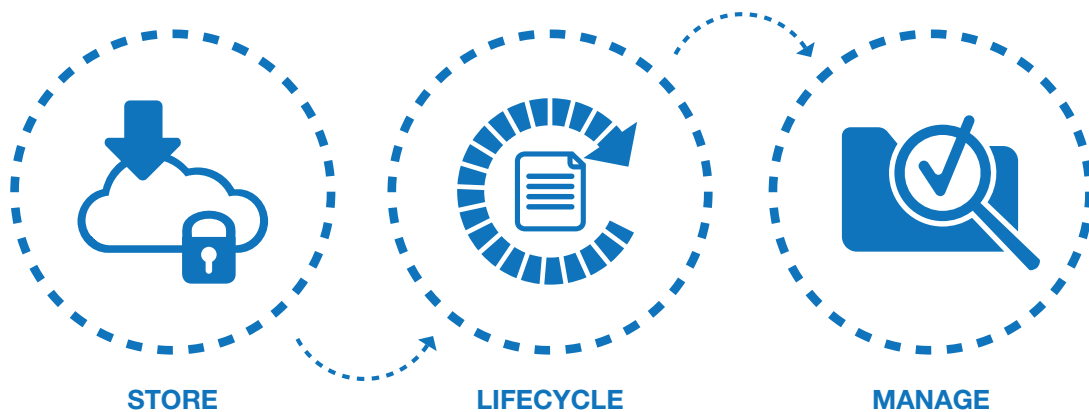


Contract Administration App

onit apps



The Onit Contract Administration App lets you easily manage contracts and business documents in one central location. In most companies today, contract information is fragmented and stored in multiple locations — if stored at all.

With the Onit Contract Administration App, everyone involved will know exactly:

- › Where contracts, addendums, notices, sows, attachments and exhibits are located
- › What contracts are active and inactive
- › When a contract needs to be renewed or terminated
- › When specific contract notices are due

The Onit Contract Administration App solves a very basic problem of contract management. Contract administrators typically have very little control or visibility into the contract lifecycle. The Onit Contract Administration App eliminates this problem and provides administrative insight that is not possible using spreadsheets or email tools.

Companies that implement a contract administration process streamline their contract management lifecycle, drastically reduce their contract management processing time and simplify the administration requirements. Additional operational and financial benefits include contract consistency and compliance.

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KEY FEATURES

› Central Repository

All contracts are stored in a secure central repository. Contracts can be automatically deposited in a contract or document management system if necessary.

› Configurability & Ease of Use

Modifications to the App can be made quickly without assistance from IT. The App is intuitive and easy for anybody to use.

› Contract Lifecycle

Contracts can be managed throughout their entire lifecycle, including renewal dates, termination notice periods and non-standard terms.

› Dashboard Views

Contract administrators can see a snapshot view of all active and inactive contracts. Reporting and metrics gathering is easy within the Dashboard View.

› Ongoing Notification

Contract notices can be easily configured to ensure compliance with notice provisions.

The App alerts the right people when required notices (e.g. price changes, renewal or termination notices) are due and ensures the highest level of visibility so you can manage to the most favorable terms.

› Records Management

Provides more accurate company records by tracking all modifications to contract data — leading to better contract consistency and compliance.

› Robust Search

Find contract details quickly and easily, including data in PDF documents.

› Role-based Access

You control who can view, edit or delete information about the contract.

› Version Control

Document history and amendments along with all prior versions are maintained.

HOW IT WORKS?

The Onit Contract Administration App is an affordable and easy-to-use App that lets you manage all of your contracts in one secure place. A contract administrator simply logs in to the App and sees a Dashboard View of all of their active and inactive contracts. The contract administrator has the ability to drill into an existing contract or add a new contract.

Adding a new contract can be created with one click and the contract administrator can completely customize the fields they wish to see. Once the contract has been added, they can set reminders such as contract expiration or renewal dates and add relevant notes and documents.

Managing contracts with the Onit Administration App is simple and requires no training. Contract administrators have complete control of their contracts and business agreements while ensuring contract compliance.