

# Contract Review & Approval App

onit apps



The Onit Contract Review & Approval App takes your broken, manual and time-consuming process and automates it into process fragments. No longer will your staff have to search their inbox or hard drive for the latest version or keep an Excel spreadsheet to manage their contracts. With the Onit Contract Review & Approval App, everybody involved will know exactly:

- › Where contracts are in the process
- › Who completed the last revision
- › If a contract is blocked and why
- › What the next step is in the process

Contracts are the foundation of your business and it directly impacts your ability to meet sales goals and execute on corporate initiatives. Getting a contract reviewed and approved requires involvement from multiple departments and in most companies the entire process is handled by email. There is typically far too little visibility as to where a contract is, how long it's been there or when it's expected to be completed. Since contracts are so critical, a simple, reliable process to execute the review, approval, execution and management of contracts is essential.

Companies that implement a contract review and approval process compress their revenue cycle, have better supplier and vendor relationships, achieve higher contract compliance rates, mitigate risks by having fewer contractual exceptions as well as increase internal and external customer satisfaction. Sales, legal, sourcing and contracting organizations can all drive significant business benefit from implementing Onit's Contract Review & Approval App.

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## KEY BENEFITS

### › Simplify Your Business Processes

Optimizing your business processes in Onit is simple. Start with one process or consider the Onit AppBuilder for an enterprise approach to managing your business processes and optimizing service to your internal clients. Business staff can request services with a simple form and track the status without being a registered user and you decide what information they see as you collaborate throughout the process.

### › Gain Project Visibility

It's easy to gain real-time visibility to your projects and empower team members to manage their own time and project tasks while providing the data necessary for a broader view of work in process to both management, peers and clients. Onit combines workflow and team collaboration so your people can focus on getting their work done while Onit provides the process and data management essential to delivering the best results.

### › Organize for Success

Centralizing data, notes, documents and conversations is critical for a project's success. Data is also imperative for analysis, reporting and integration into other systems. With Onit, data can be viewed in our easy to use application or seamlessly configured to integrate with existing systems.

### › No Hardware or Software Needed

We understand the importance of driving efficiency and productivity in your business and getting your project implemented is key to achieving those goals. With Onit, there is no software or hardware required so you can be up and running within days.

## WHY ONIT?

Onit Apps are different than other business productivity tools in the market today. Onit Apps are built to deliver real value to the business user and designed to solve relatively contained problems like contract review and approval, NDA requests, ethics violation reporting, etc. Onit Apps can be bought and implemented by business users without requiring significant IT time or resource investment.