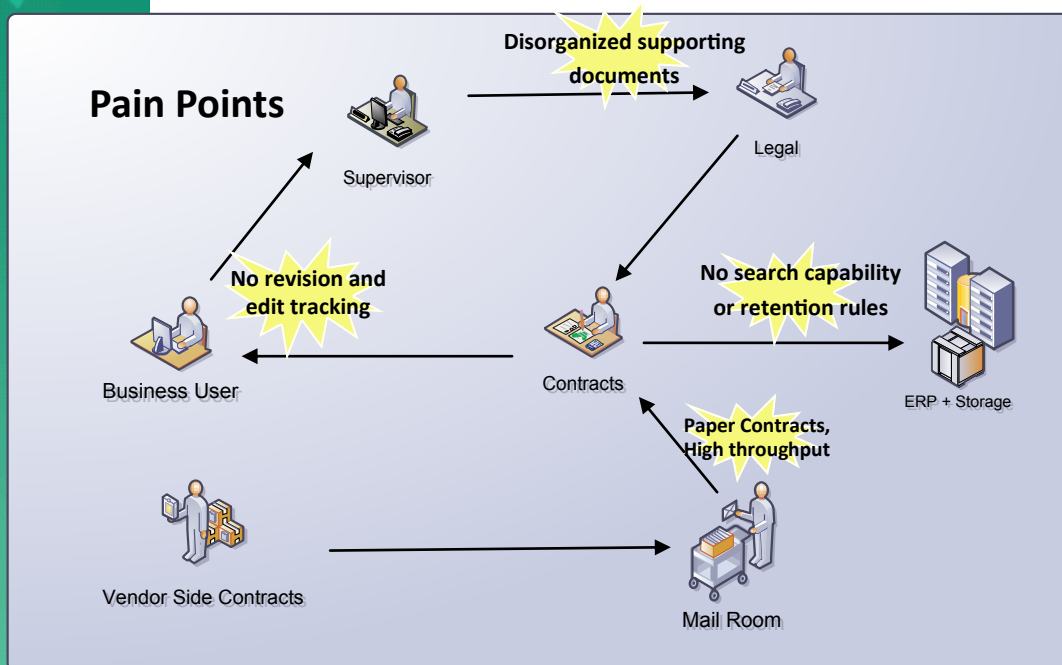


## Contracts Management Solution

**Contracts pain is....**For many corporate customers the activities associated with sales of their offerings and procurement of necessary products and services generates significant contract volume. The process of supporting this vital requirement; contract creation, approval, retention, creates a significant amount of business pain including:

- ◆ Errors in capture including paper, e-mail & file system management
- ◆ Issues with tracking reviews and edits in the approval process
- ◆ Inability to search or reuse previous contracts
- ◆ Inherent legal and compliance risks associated with contracts
- ◆ Poor workflows and contract approval routing
- ◆ Retention and storage issues with high volumes of contracts

Fortunately, with advanced capture processes, intelligent classification and workflow, these challenges are met head on. Beach Street's Contracts Management Solution Framework offers the necessary tools to address the current issues while also yielding a rapid ROI!



Beach Street's Contracts Management Solution automates contract processing from initial creation, to storage and retention. Through automated capture, contracts are digitized and stored in a single repository. Individuals in various departments can search, view, and annotate documents based on predefined permissions. Managers and approvers receive task notifications and reminders at each step and monitor the contract as it passes through each step in the process. Comprehensive dashboards and reporting provide metrics for ongoing process involvement.

.....  
**“Contract life-cycle management products are more than merely document repositories; they streamline the authoring process, aid compliance tracking, and reduce overall contract administration costs.”**

**-Forrester Research**



## Client Case Study

**Customer Profile:** A Large Construction Services Company

**Problem:** This construction services companies had a large client base, and an equally impressive subcontractor base. The net result of these interactions was 200 contracts being created, processed, negotiated and approved each month. The paper based system struggled with the contract creation process as cycle times were painfully slow and edits and revisions were hard to track. The storage system was completely decentralized and made it impossible to search or reuse previous contracts. The company even found itself in hot water as contract retention was not compliant with legal standards.

**Solution:** Beach Street's solution centralized Contract processes in Documentum, integrating it with their Peoplesoft ERP system. Intelligent capture subsystem was used to extract appropriate data from contracts and create a fully digitized and searchable backlog. High level workflows were used to rout contracts maintaining constant tracking of revisions and edits, with an intuitive dashboard to alert approvers and managers of task status and necessary alerts.

**Benefits:**

- ◆ Simplistic searching and easy retrieval for all past contracts
- ◆ Faster cycle time lowers labor costs and overall cost per contract
- ◆ Seamless integration with existing ERP system
- ◆ Monitoring process allows managers to correctly identify bottlenecks
- ◆ Dynamic security that grants specific and necessary permissions to end users
- ◆ Intelligent system checks for legal compliance and stores by retention

### Return On Investment

The challenges surrounding contracts are often hard to quantify. The benefits of the solution are much easier recognized in relation to the pain of the old system.

After implementing the solution the company will first recognize the benefits associated with ease of use. Streamlined processes and intuitive interfaces take away the headaches from the previous process. Fiscal advantages will manifest themselves further down the line in the form of reduced labor costs and increased profitability

.....  
**“Contracts should be tools to build better business partnerships and to ensure successful business outcomes”**

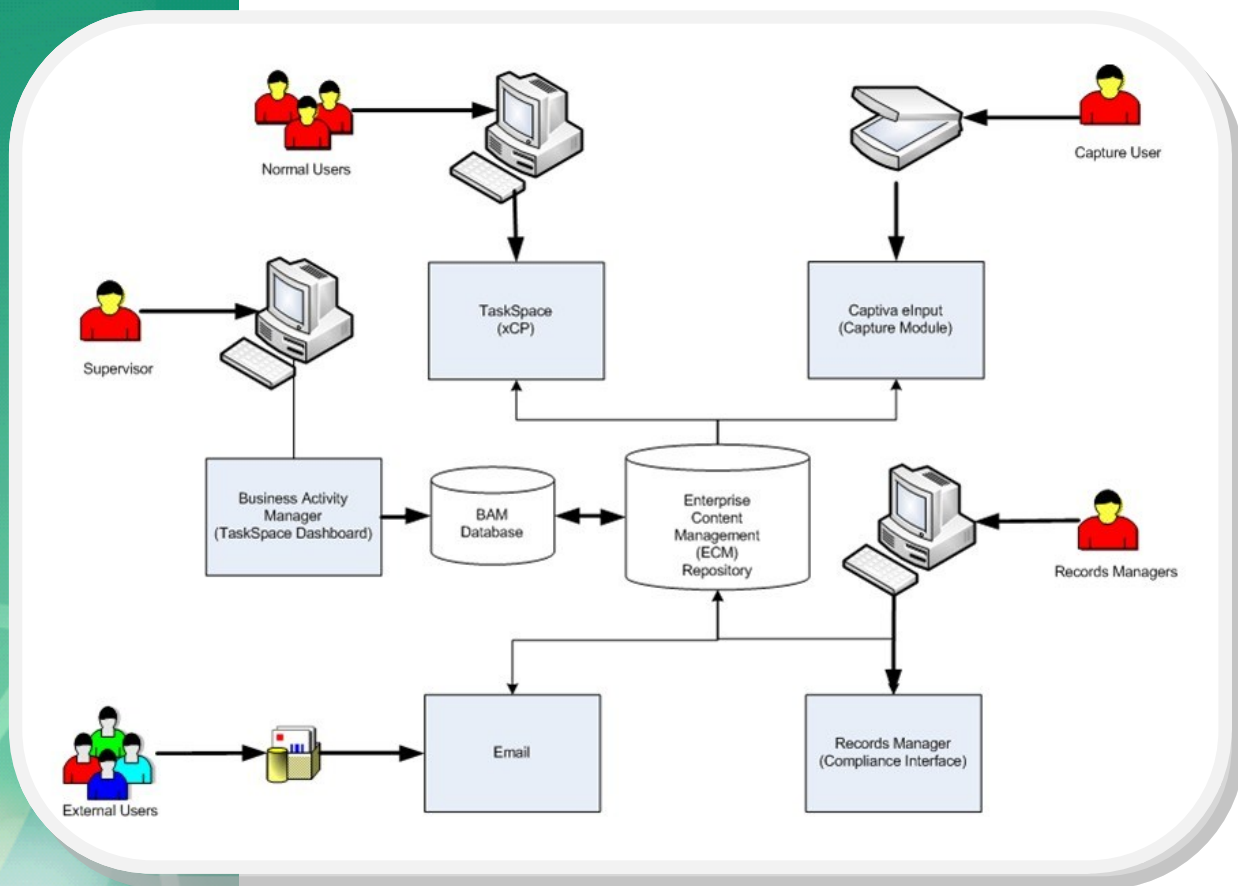


## Solution Overview

Beach Street's Contracts Management Solution is built on EMC's Documentum xCP platform. Contracts are securely stored in an EMC Documentum repository, logically aggregated for contract search and reuse. The Documentum platform works in harmony with tools such as Word, Excel, and Adobe Reader for contract editing and revision.

The Contracts Management Solution uses TaskSpace as the primary interface. TaskSpace allows for real-time views of the critical business process including status of the contract, current step in the defined workflow, and inline viewing of the contract and necessary supporting documents. In addition, it can be used to assign tasks to specific individuals or groups based on contract type, value, vendor or priority to business.

The Captiva Capture software is used to extract information from the contracts. It can be used at any point in the process as it is fully integrated with the Documentum Software. It can be taught to "learn" and recognize barcodes, or specific contract language to better classify.



*The above graphic details information flow in the Contracts Management Solution. TaskSpace is used as the main interface for internal business users with external email clients handling communication.*



For Beach Street's solution, TaskSpace is configured for any necessary end user role. This includes business users, supervisors, legal departments, and contracts specialists.

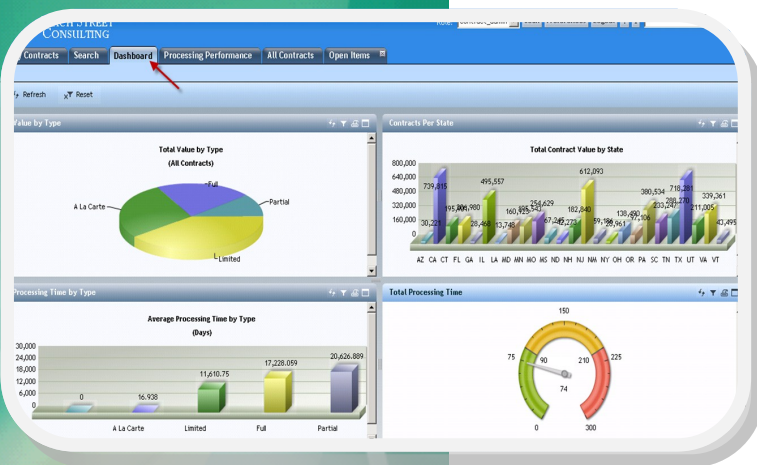
Employees have specific access to contracts based on security. They may be able to read, revise or approve depending on permissions.

The screenshot displays the 'Legal Review' section of the TaskSpace interface. At the top, there are navigation tabs for 'Contracts in Review', 'Search', and 'Open Items'. Below this, a 'Legal Review' dropdown menu is open, showing instructions: 'Please Review This Contract'. The main area is divided into 'Contract Info', 'Company Info', and 'Assessment' tabs. The 'Contract Info' tab is active, showing details for Contract ID 'PC201001a', Company 'EMC', and Contract '1000000'. A table below lists items for review:

Type	Keywords	Format	Size	Modified	Owner Name	Checked Out By	To
dm_document	Heavy Armor Maintenance	pdf	54,645	5/24/2010 12:27 PM	xcpadmin		
dm_document		msw12	27,884	5/24/2010 12:28 PM	xcpadmin		
dm_document		excel12book	7,829	5/24/2010 12:28 PM	xcpadmin		

At the bottom of the interface, there are 'Approve', 'Reject', and 'Close' buttons. On the right side, an inline view of a contract document is shown, with a search bar and a 'Find' button. The document text includes sections for 'Contract', 'Confidentiality', and 'Prerequisite Information'.

Employees and managers can compare extracted data to the actual contract using intuitive inline viewing. Approvals can be made from a central view that shows the contract and all necessary supporting documents



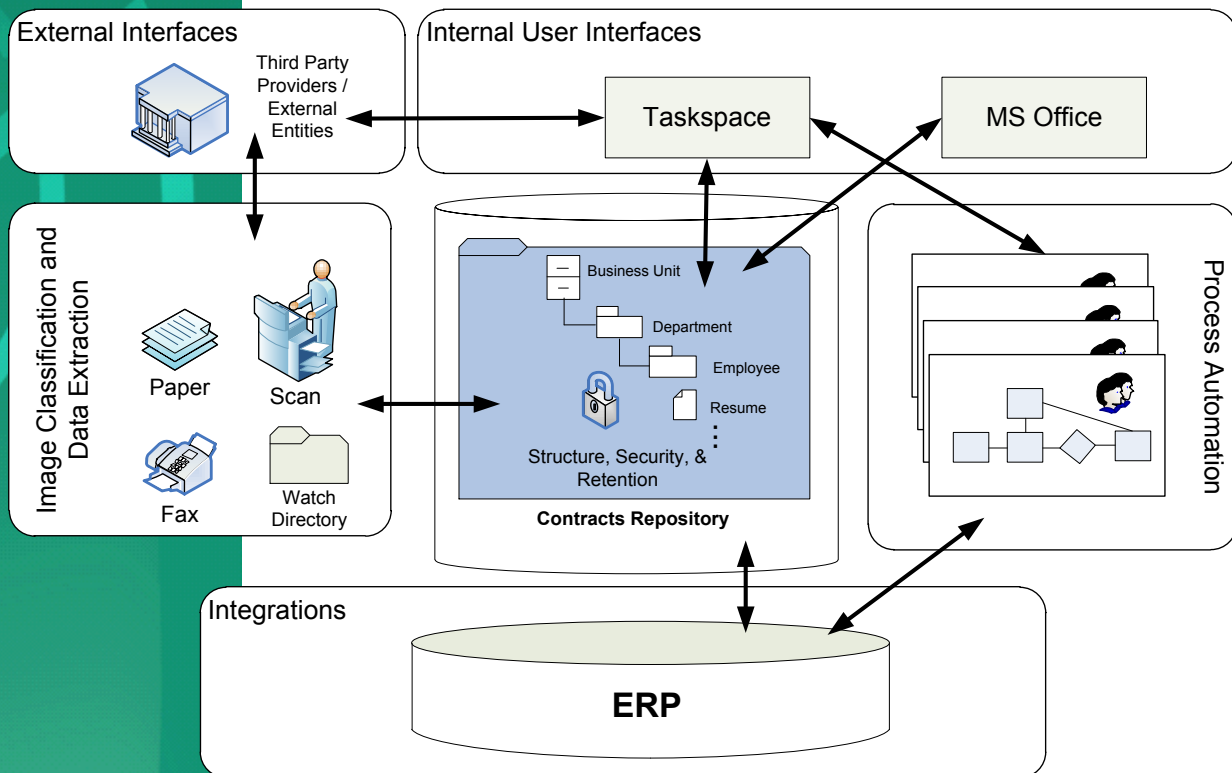
The 'Signed Master Contracts' status overview table provides a detailed view of contract processing status. The table includes columns for 'Process Instance ID', 'Master Number', 'Lender Name', 'Master Status', and 'Agreement State'. The data is as follows:

Process Instance ID	Master Number	Lender Name	Master Status	Agreement State
000400001010	MP0001	Full	Signed by Lender	250,000,000
000400001014	MP0012	JM Practice Mortgage Company	Signed by Lender	240
000400001018	MP0002	Justice Federal Credit Union	Signed by Lender	700
000400001020	MP0006	JM Practice Mortgage Company	Rejected	0
000400001022	MP0003	JM Practice Mortgage Company	Signed by Lender	1,000
000400001024	MP0004	JM Practice Mortgage Company	Rejected	1,000
000400001026	MP0005	JM Practice Mortgage Company	Rejected	100,000
000400001028	MP0008	James S. Hatcher and Company	Signed by Lender	300
000400001030	MP0009	JM Practice Mortgage Company	Rejected	0
000400001032	MP0010	Justice Federal Credit Union	Rejected	1,000
000400001034	MP0011	Justice Federal Credit Union	Rejected	100,000

The reports and detailed status overview provide more insight, sorting by departments and employees, helping identify true bottlenecks



## Solution Architecture



*Beach Street's solution incorporates not only EMC's software stack in xCP but integrates with your ERP and your office applications. EMC's xCP stack is scalable, and capable of being entirely virtualized at all levels.*

## Contact

Call us!

Contact your local EMC Sales representative or visit [www.emc.com](http://www.emc.com)

### EMC Corporation

1.866.464.7381

[www.emc.com](http://www.emc.com)

### Beach Street Consulting

866.232.2478

[www.beachstreet.net](http://www.beachstreet.net)

