

## Frequently Asked Questions

- **What is UpsideForms?**

UpsideForms allows users to define their own forms for capturing key contract (e.g., pricing, rebates, deals, royalties, etc.) or RFX (e.g., bid data) related information with the ability to integrate these forms with the contracting process from the issuance of an RFX through the creation of the contract and subsequently the invoicing against those contracts. UpsideForms can automate the deal generation process and allows for a streamlined sale-to-contract transaction. XML-based forms are rendered in a browser environment allowing users to enter data directly into the form online. Organizations can capture very detailed information which will help them make solid business decisions and calculations, as well as perform analysis to ensure compliance and enforce accuracy.

- **Does UpsideForms perform calculations?**

Yes. UpsideForms has advanced calculation capabilities streamlining activities involving pricing, rebates, royalties, bids, deals, etc. during the contract lifecycle. Arithmetic calculations built into the form (\* / + -) can reference fields elsewhere on the form or other forms within the tab set. The robust forms engine processes pre-defined rules, validations, and calculations in response to data which is input by the user on the web form.

- **Does UpsideForms integrate with other Upside Software products?**

Yes. UpsideForms is completely integrated with the Upside Software product suite – UpsideContract, UpsideBilling, and UpsideRFX – thereby simplifying the complexities of negotiating and pricing goods and services both from the buy-side and sell-side.

Although forms documents created within UpsideForms are stored independently and exist independently of other documents created in other areas of the Upside Software product suite, the forms can easily be related to or associated with any other document during any process at different points in time.

Forms can be included as part of the contract creation process in UpsideContract or migrated from the UpsideRFX module if the contract is being created from an RFX process. Once the form is complete it becomes permanently attached to the contract record and will be versioned when the contract is versioned via the supplement process.

- **Can UpsideForms be integrated to other systems?**

Yes. UpsideForms are created and configured using XML-based definitions that are recognized by many different systems. The information collected in a form document in UpsideForms is stored as XML and can be easily mapped to existing systems within the organization (e.g., PeopleSoft, SAP, Oracle, JD Edwards, BAAN, etc.) including other Upside Software products.

*For More Information:*

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- **Does UpsideForms use Plug-ins or Applets?**

Absolutely Not! Our software does not use any applets, plug-ins or any downloadable components that reside on the end-user desktop for the management of contracts or related functions.

All you need is an Internet connection and a browser (Internet Explorer or Netscape) to run our software.

- **What are some of the security features of UpsideForms?**

Security is based on user-role permissions and is established by the administrator for UpsideForms. Administrators can assign specific access levels – full, read-only, or none – to the different user roles established in the organization for all instances of a given version of a form. Administrators can also assign permissions for entering form instance data and configuring data sources separately for contracts and RFXs.

- **Can we generate reports from UpsideForms data?**

Yes. Users can create ad hoc reports from user defined subject area data pools. Users can take any one of these data pools and select the specific pieces of data they wish to include in their reports – they can also perform operations on these fields in order to manipulate the data.

Data from ad hoc reports can be exported to formats like CSV, RTF, PDF, HTML, etc. which can easily be included in other documents or presentations.

- **Does UpsideForms validate data that is entered onto a form?**

Yes. Upon submission, UpsideForms validates user data input based on rules defined during the creation of the form. The system will alert users when input does not appear valid. This ensures that the information being collected is accurate and meets business criteria.

- **How does UpsideForms ensure that the right form is being used with any given contract or RFX document?**

UpsideForms provides full versioning capabilities on the forms documents created. If new versions of a form exist when generating a new document (e.g., copy contract/RFP, renew contract, generate RFP, export RFP to contract), the system will generate new forms rather than copying existing forms.