



UpsideContract-Office

Microsoft[®] Office Integration (Office 2003[®] - Office 2007[®])

Solution Overview

UpsideContract-Office is a client-based interface to Upside Software's enterprise-class contract management solution, UpsideContract. UpsideContract-Office provides local document creation, editing, review, and sharing along with activity and communication management all within Microsoft Office's well-known user interface and environment.

UpsideContract-Office users can access the full, online capabilities of UpsideContract and can take full advantage of their knowledge and experience with Microsoft Word[®] to easily prepare, edit, and review contract documents, and manage workflow activities and contract related communications.

UpsideContract-Office supports full lifecycle contract management by improving collaborative contract creation, negotiation, and event management, as well as providing direct access to web-based performance, compliance, and risk management functionality via a special UpsideContract menu and Smart Document task pane from within MS Word.

UpsideContract is based on Microsoft .NET technology, fitting well with the technical environment that Microsoft Office[®] operates; this also simplifies interoperability and integration with all other systems on a platform that provides significantly better performance and usability than other technologies. Advanced design and extensive flexibility of the user-configurable web interface ensures seamless user transition from the contract document in MS Word to the rest of the contract information and functions in UpsideContract.

To maximize the effectiveness of the system's implementation, UpsideContract includes a robust deployment management tool that simplifies the installation of both the client and server side components, and supports Microsoft's automatic update technology ensuring client software remains current.

UpsideContract-Office improves every aspect of the contracting process and raises the bar for enterprise contract management best practices.

Seamless Contract Management Integration

Features

- Handles contracts and contracting activities of all types including procurement, sales, legal, Intellectual Property, NDA, etc.
- Collaborative creation and management of contract documents in Microsoft Word 2003[®] or higher (including Word 2007[®] installation).
 - Import, create, share, edit and negotiate contracts natively in Microsoft Word 2003[®] or higher (including Word 2007[®] installation).
 - Leverage document templates to ensure consistency.
 - Protect clauses to restrict editing.
 - Effectively control document layout and style.
 - Define data-driven, automatic selection of clause alternative.
 - Simplifies user click-to-select for optional alternative clauses.
 - Add data placeholders in text for things like vendor name, contract value, etc. that automatically update.
- Enables offline document creation, editing, sharing, and review with check-out / check-in capabilities.
- Advanced legacy conversion functions that automate the conversion of existing contracts.
- Includes UpsideContract's Web application that offers a vast array of functionality, including:
 - Vendor / supplier and customer relationship management capabilities, including Performance and Compliance Management.
 - User defined field support and e-Forms for complete data management flexibility.
 - Powerful workflow engine that can be applied to any data object or document in the system.
 - Compliance, performance and risk tracking, monitoring and event management.
 - Full integration with ERP, financial, legacy and back-end systems (including Asset Management, Document Management, etc.).
- Code security ensures that only enterprise-trusted code will run.
- As UpsideContract is needed to run UpsideContract-Office, all of the features and benefits contained within UpsideContract are also applicable and can be leveraged.

Seamless Contract Management Integration

Benefits

- High user adoption and reduced training requirements with the intuitive and well-known interface and environment of Microsoft Office.
- Improved access to information processes for all stakeholders, driving better business relationships – definitely a key part of Supplier and Customer Relationship Management.
- Greatly improved management of contracts across the enterprise, maximizing value from agreements as well as providing governance assurance.
- Significantly reduced costs for creating and managing contracts and streamlined conversion of legacy contracts.
- Greatly improved management information and reporting on contracts and contracted activities.
- Quick and efficient deployment (can be included as part of your Microsoft Office 2003® or higher, including Office 2007® installation).
- Eases compliance with many of the requirements for the Sarbanes-Oxley Act and other legislation.
- Simple and quick deployment of UpsideContract-Office – including support for ‘automatic update’ via the Web – and the back-end server system.
- Fast return on investment (ROI) – typically less than 6 months.

High Level Process

- Contract documents are either imported into or created in Microsoft Word 2003® or higher (including Word 2007®).
 - The authorized user (e.g., Contract Manager) creates the contract from a template (or multiple templates).
 - As the contract is created and information is added, ‘Smart Template’ technology automatically populates the contract with appropriate content and allows the user to select clause alternatives.
 - Once complete, the Contract Manager checks-in the contract and UpsideContract’s business rules engine dynamically determines the required review and approval workflow.
 - Once approved internally, the contract can be checked-out and shared with other stakeholders as part of the online negotiation (any changes are then subject to further review and workflow when the document is checked back in).

About Upside Software

Upside Software is the worldwide leader in Contract Lifecycle Management (CLM) solutions. Customers around the globe use Upside Software’s suite of products to confidently perform Contract Management, Sourcing & Procurement, and Invoice & Billing management activities throughout their organizations.

Upside Software’s products address the needs of Enterprise (e.g. Fortune 500, Global 2000), Public sector (Federal, State / Provincial, Municipal and Health Care), and Small & Medium Enterprise (SME) customers. Customers realize significant cost savings while improving customer and supplier relationships. Upside Software’s solutions are deployed in as little as 3 days and typically provide a full return-on-investment (ROI) in under a year.

Founded in 2000, Upside Software is a profitable, rapidly growing software company with an advanced, yet mature, and comprehensive product suite. The company has extensive experience delivering real value to customers of every size and in most industry verticals.

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For more information about **UpsideContract-Office** visit www.upsidesoft.com.

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