

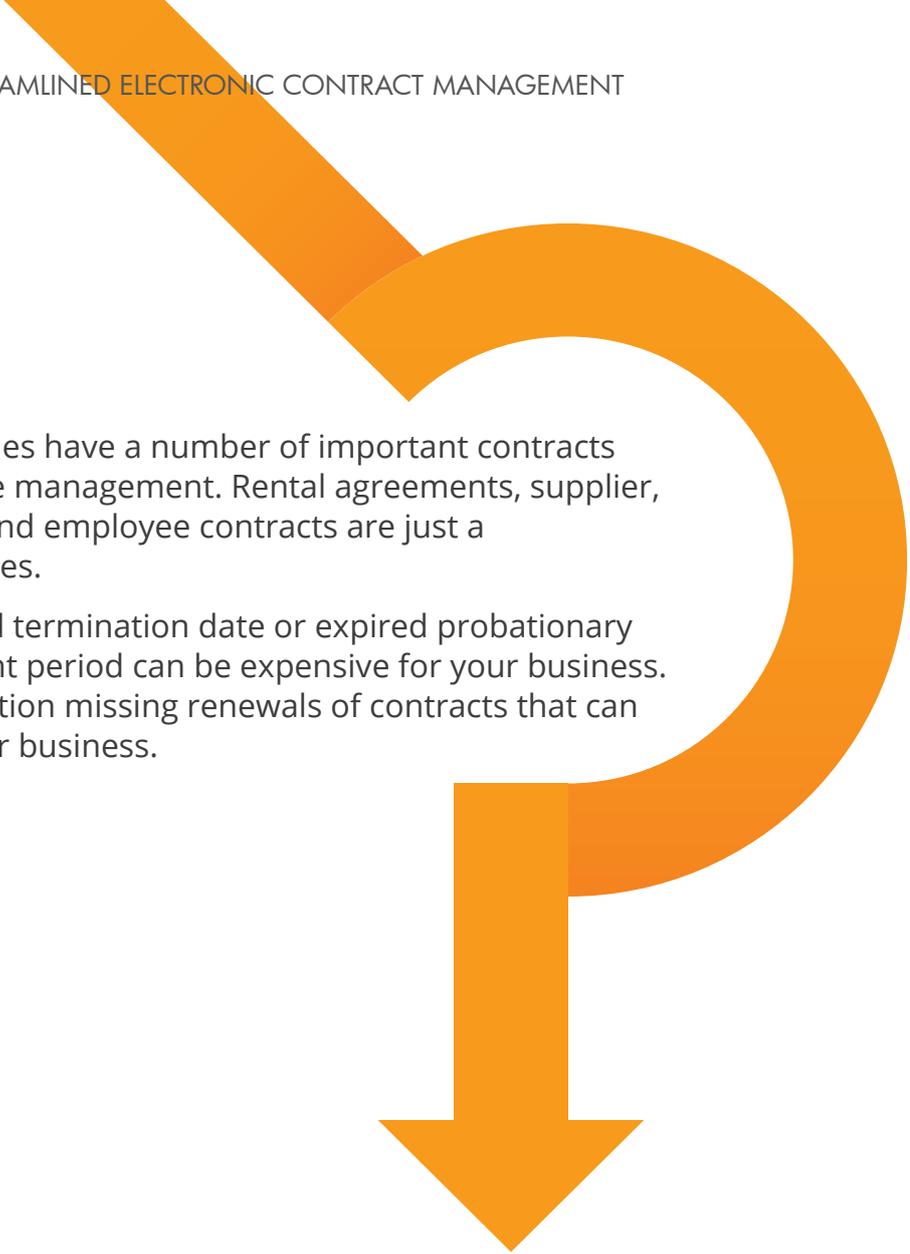


EXDOC®

BROCHURE

STREAMLINED ELECTRONIC CONTRACT MANAGEMENT

signup



All companies have a number of important contracts that require management. Rental agreements, supplier, customer and employee contracts are just a few examples.

One missed termination date or expired probationary employment period can be expensive for your business. Not to mention missing renewals of contracts that can benefit your business.

Why ExDoc® ?

Normal procedure is to collect all agreements in a locked filing cabinet. Easy, right? **But... who has visibility?**

How many contracts are signed by people who no longer work for the company? Who keeps track of all these contracts? When do they expire? Who has access to which contracts - the person collecting the key to the filing cabinet can read any confidential contract they want. For example, should a sales representative have access to their colleagues' customer or purchase agreements? If your company have a central purchasing department, does it have full visibility of all agreements signed by it's subsidiaries? What does it cost your company to not be in control?

The solution is called ExDoc - a web based application for electronic contract management. ExDoc has provided many organisations visibility and control over contracts and agreements, resulting in significant cost savings.

How does it work ?

With the digital document archive ExDoc, you scan all your contracts and import them into the database along with the metadata, i.e. information such as contract type, counterparts, termination date, internal owners and other important information.

In ExDoc, all registered data becomes searchable, and the system automatically sends out reminder mails to users when it is time to terminate or renegotiate the contracts.

You can also draw reports, for example, a list all contracts that are due to be terminated over a certain period.

ExDoc can also be used to manage other document types such as minutes from annual general meetings, shareholder agreements or other company documents that are important to keep track of.

FUNCTIONS

➔ Searching

Take control of the company's contracts using the simple search function. Search by contract type, counterpart, document owner, cost bearer, external parties, expiry date etc.

➔ Reminders

Never miss a termination or renegotiation again. Reminders are sent to the contract manager automatically when the due date approaches.

➔ Traceability

Full transparency during an audit for example. All events concerning a contract are entered, everything from searches and image displays to amendments .

➔ Proper authorization

Only give authorised users access to stored documents. Multiple levels of authorisation ensure confidential management. The authorisation structure is tailored to the specific requirements of your company.

➔ Security

You can never be careful enough when it comes to business-critical documents. Because of this, all data is encrypted and stored in a database on the inside of the company's firewalls. Not even the database administrator will have access to information without the correct authorisation.



All information in one place

In addition to the scanned document, you can see when the agreement was signed, when it was registered in ExDoc and also the start and end dates. We also see all entries relating to the contract, as well as when and to whom reminders will be sent. By setting up additional metadata fields for the different document types, it is possible to expand the search criteria depending on what you are interested in. For a lease contract, you might want to be able to search by the property designation while employee numbers is important in regards to employment contracts.

Never miss a date

A missed termination date or a probationary period which passes cannot only be an expensive affair, but also prevent development. When a contract is entered, the system manages the entire lifecycle of the contract including reminders for predetermined dates. Should you choose to not act upon the reminder, the positions will be moved ahead to a desired time.

Export and report

You can also export Excel reports from the system. Do a search and click on "Export" to display your search results in an Excel-list. The list contains all meta-data for the respective document. It is, of course, possible to edit the list so that it displays only the information that is relevant.

ExDoc on the corporate level

For larger corporations with contracts relating to individual or several companies in the group, the purchasing department easily obtains overall control of a situation that is normally difficult to manage. Several levels of authorization classes ensure confidential processing. The authorization structure is tailored to suit the specific needs of your corporation

Ensure the management of business critical documents

In addition to contracts, ExDoc is suitable to use for other important documents such as minutes from annual general meetings, shareholder agreements and other company documents that are important to keep track of.

With ExDoc you ensure that your company's management of business critical documents is safe, efficient and in accordance with compliance.

All data on the company's own

server ExDoc is a web-based application that is installed on the customer's own server. Since all data is stored and encrypted in the customer's own database, ExDoc is considered to be a very safe way to archive contracts and other documents with sensitive information.

Many companies have discovered the benefits of ExDoc®!

"- We now know that it will come together when it is time to renew, renegotiate or terminate any contract. Even the store supervisor, store manager and checkout managers receive a reminder on their mobile phones. It simply feels much calmer and safer now!"

Annika Svensson, Managing Director
ICA Maxi Södertälje



About SignUp

SignUp is a fast-growing IT company with extensive experience in electronic invoice and contract management. We specialise in developing and marketing applications that increase companies' profitability by streamlining their Accounts Payable and Contract Management processes.

Our solutions are suitable for both local and global organizations and sold through distributors in more than 12 countries.

Our solutions currently handle more than 10 million invoices and 300,000 contracts annually in companies spread across the world. The company was founded in 1999, currently has 30 employees and is headquartered in Stockholm, Sweden.

Would you like to learn more about the business benefits you can gain by managing contracts and other business critical documents in ExDoc®, or how about a demonstration of the application? Contact us at SignUp!

Contact person: Niclas Hagnäs
Telephone: +46 730-575 898
E-mail: niclas.hagnas@signup.se

