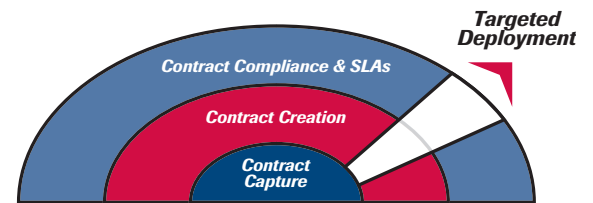




Strategic Implementation: *Contract Capture Puts You in Control*

"The first priority is to digitize your contracts."
Andy Kyte, VP Research
Gartner Inc.

The power of ASC Contracts is its ability to adapt to an organization's implementation needs and offer alternatives. ASC Contracts provides returns that match investment and generates a compelling ROI at each step. ASC Contracts offers a Phased Implementation – organizations can complete the Contract Capture phase for all contracts followed by Targeted Deployments or start immediately on Targeted Deployment of selected contracts.



Phased Implementation

Contract Capture

ASC recommends that organizations with a complex contract management environment first implement the Contract Capture phase to establish control and to sustain controlled and managed progress. The focus is to capture contract information and images within a centralized database. Andy Kyte, Gartner analyst, views the digitization of contracts as a crucial first step in automating contract management. Organizations get digitized contracts in the Contract Capture phase, which provides the maximum ROI with the minimum investment.

Targeted Deployment

Organizations begin a Targeted Deployment after the Contract Capture phase or when an organization experiences "pain" with a particular contract. The focus of the Targeted Deployment is creating contracts according to the organization's business rules and integrating the contract details with other applications to track compliance and SLAs. Companies can quickly achieve noticeable returns through improved revenue assurance and stopped leakage by implementing just one contract type. As a result, this approach provides the greatest payback for the investment.

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Contract Management

- Minimum Investment
- Maximum ROI
- Centralized Database



Customizable



ASC Barcode



Contract Database



Easy Reporting

Contract Capture Phase

In the Contract Capture phase, organizations get control of their signed contracts. Within weeks, organizations are storing all contracts and signed contract images in a Contract Database. Key contract information for ad hoc queries and reporting is available online.

Shadow Contracts

In this phase, the process of creating, negotiating, and signing contracts occurs outside ASC Contracts. To capture contract details and automate the storage of the signed contract, ASC Contracts uses “Shadow Contracts.” A Shadow Contract is a document that contains the essence of a contract – customer name, term, prices, etc. – without the terms and conditions. Users can print the Shadow Contract, which has a bar code at the bottom of the page, to use as a fax cover for the signed contract. Using the bar code on the Shadow Contract, ASC Contracts recognizes and automatically stores the faxed documents, containing the signed contract, in the database.

The Process

To enter and store a final signed contract, the Contract Manager:

- Logs in to ASC Contracts and enters the contract information to create a Shadow Contract.
- Saves and prints the Shadow Contract with the patented ASC barcode.
- Faxes the Shadow Contract with the signed contract to ASC Contracts.

ASC Contracts detects the Barcode and stores the signed contract image. Shadow Contract information and the signed contract images are available for reporting and distribution to authorized users.

The Benefits

Having contract information and signed images stored in one location and available to authorized users at the “click of a mouse” saves hours of administration time. Key parties do not need to worry about deteriorated legibility from repeatedly faxed contracts. Images of the signed contract are stored in the database, eliminating misplaced contract details.

Available through ASC Contracts is a wealth of information, previously unavailable, that enables analysis of the contract management process. The organization can benefit from searching and reporting based on any of the details entered into the database through the Shadow Contract, such as Customer Name, Contract Type, Term or Contract Value. Development and delivery of ad hoc or scheduled reports to appropriate recipients is possible through the advanced querying capabilities.

Preparing for the Next Step

Most organizations develop a specific Shadow Contract for each contract type. Armed with information from the contract database, organizations can make informed decisions about which contract types to include in a Targeted Deployment.

About ASC

Incorporated in 1997, ASC’s mission is to provide quality software products, professional services, and managed solutions to our customers. ASC designs and develops software products to automate and simplify the Contract Management business practices. These solutions dramatically improve internal business processes and deliver substantial benefits and a compelling ROI to our customers.