



## Contracts Add On

Transform how you manage supplier contracts with a single, searchable contract repository.

The Contracts Add On integrates seamlessly with our procure-to-pay solution, providing even more visibility and control over supplier relationships.

With everything in one place, you'll find it easy to manage, review and collaborate on contracts, no matter where you are. Our cloud-based platform is accessible even when you're on the move, and a digitized repository means your single source of truth for contracts is just a tap away.

Up-to-the-minute spend tracking provides even greater visibility over expenditure, offering a comprehensive view of all purchasing activity related to each contract. Your procurement team will be empowered with the information they need to manage underlying risk and negotiate better contracts in the future.

We've made managing contracts at scale easier than ever by giving you the power to upload and edit contracts in bulk. And it's not just contracts — you can store all related documentation including renewals, amendments, insurance certificates, and associated agreements.

There's no limit on the number of documents you can store and you'll have access to the history associated with each document — even deleted ones.

With workflows you can tailor to your needs, you can ensure contracts go through the same auditable process every time. Plus, with the ability to set who in your organization has access to view, edit or create contracts, you can have more confidence that your supplier documentation is consistent and secure.



### Central repository

With every contract and its related documentation in one place, you'll always know where to look whenever there's a question about a supplier contract.



### Greater compliance

Improve accountability and contract quality by introducing standardized, repeatable contract creation and amendment workflows that are fully auditable at each step.



### Visibility of spend on contract

A real-time view into all spend associated with supplier contracts helps you evaluate contract performance and negotiate the best deals.

# How can our Contracts Add On *power up* your solution?

## Easy collaboration

Our Contracts Add On makes it simple to share and work with others throughout the life of the contract. Each contract record includes a messaging forum where stakeholders can track and save contract-related notes and comments. You're always in control of who has access and you set the rules around who can create, view, or edit contracts.

## Track spend against supplier contracts

Link a contract with the relevant supplier in your marketplace and all subsequent transactions are automatically tracked to the contract, giving you a complete view of all purchasing activity. You can also link contracts with RFX sourcing events and create contract associations between master and sub agreements.

## Search and filter

We've removed the frustration from locating details in contracts, amendments, and contract renewals. Powerful search and filter tools make it easy to find the important details in any contract or related document. Refine searches by multiple criteria including date, type, department and owner.

## Customizable contracts and workflows

Every organization structures its information differently. That's why our Contracts Add On lets you customize your contract types to capture and store the specific information needed for each contract scenario. Create tailored workflows for each contract type and ensure your contract processes are traceable and compliant.

## Bulk contract upload and download

Get up and running quickly by bulk uploading all your existing contracts via CSV file in one action. Contract data can also be extracted for editing and then uploaded again, making it quick and easy to make multiple changes and minimize manual effort.

## Alerts and notifications

With a selection of built-in standard alerts and the ability to create custom notifications, you'll never miss an important date, contract milestone, or workflow status update. This streamlines contract renewals by allowing for automated contract renewal notifications paired with associated workflows.

## Ready to start?

**Visit our website** to find out how Unimarket can help you get procurement done right.



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