

## Contracts

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

### *Easy access* to all your supplier contracts.

Unimarket Contracts brings all your supplier contracts into one place so you can more easily manage these contracts, track purchasing activity, and control underlying risk.

Users are able to quickly and easily create searchable Lead Sheets with key contract details, plus they can attach contracts and associated documents, and link contracts with suppliers to support spend tracking. Even better, you can bulk upload Lead Sheets and associated contracts to further streamline creation of your contract repository.

Once supplier contracts are stored in our secure online portal, you're ready to begin collaborating by sharing contracts with individuals in your organization, adding performance notes to contracts, and setting alerts and notifications so you never miss an important date.

Spend tracking is built in so you always have a comprehensive view of all purchasing activity related to each contract.

This visibility into purchasing activity by contract equips you with the information you need to manage current contracts and negotiate better ones in the future.

### Available anywhere, anytime

At the office, on the road, or working from home, our cloud-based contract management solution allows your team to collaborate and actively manage contracts throughout the life cycle of each supplier relationship.

### Do you know where your contracts are?

With Unimarket Contracts you do. Every contract and all associated documents are stored in one place. You know exactly where to look whenever there's a question about a supplier contract.

### Standardize your process

Improve contract quality and compliance within your organization by supporting and enforcing repeatable, standard contract processes and structured data capture.

### Negotiate better deals

Because our contract management solution is seamlessly integrated into our eProcurement platform, you have real-time visibility into every order associated with your supplier contracts. Exactly the kind of visibility you need to negotiate better deals and realize better outcomes for your organization.

Let's *connect and talk* about how we can help you get procurement done right.

# Put these features to work in your organization.

## Central repository

Search, store and manage all your contracts in one place, including related renewals, amendments and associated agreements.

## Customized workflows

Our flexible solution allows you to define workflows to suit your business needs and ensure contracts go through the same auditable processes every time.

## Alerts and notifications

Leverage our standard alerts and create custom notifications to ensure you never miss an important date or contract milestone.

## Search and filter

Our powerful search and filter tools allow users to easily identify the contracts and related documents they are looking for. No more frustration trying to locate a contract, an amendment to a contract, or a contract renewal.

## Unlimited storage

Unimarket has no limit to the number of documents you can include with a contract record. With no cap on storage, you can save as many files as you need. We also provide a history of each document, even the deleted ones.

## Auto renewal

Ensure a smooth renewal process by setting up automated contract renewals with notifications and workflow.

## Flexible contract types

Our flexible contract types are fully customizable so you can decide how to organize your contracts. Each contract type includes an approval workflow and customized form fields to capture the specific information you need.

## Spend on contract

Tracking spend on contract is easy with Unimarket. Just link a contract with a supplier on the Unimarket platform and all subsequent purchase orders and invoices made under that contract are automatically tracked to the contract.

## Security and access

Quickly and easily control which organizations, groups, and users can create, view, or edit contracts.

## Comments forum

Each contract record includes a messaging forum that lets you track and save contract-related notes and comments. New comments generate an alert to all contract stakeholders within your organization, keeping everyone informed and up to date.

## Bulk upload and download

Unimarket Contracts allows your team to upload contract information via a CSV file. Contract data can also be extracted for editing and then uploaded again, making it quick and easy to make bulk changes.

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