

DATA SHEET

OpenText Contract Center

Contract lifecycle management for all contracts and legal agreements



**Accelerate contract cycle times** and offer a better experience



**Reduce risk** by standardizing contracts and gaining visibility into the entire lifecycle



**Drive cost reductions** and operational efficiencies with intelligent automation

List of associated OpenText products the component works with:

- OpenText™ AppWorks™
- OpenText™ Content Server
- OpenText™ Information Hub

Legally binding contracts and agreements touch every area of the enterprise, defining relationships with partners, suppliers, customers and employees. But, contracts are often spread throughout an organization in various departments, making them difficult to manage. Contract management challenges include manual processing, inconsistent contract formats and disparate storage systems, resulting in long cycle times, high costs and increased risk of noncompliance with internal information governance mandates and regulatory requirements.

OpenText™ Contract Center provides a completely integrated solution for all types of contracts, including buy-side, sell-side, partnership and other agreements. It is an out-of-the-box solution for contract processing, from initiation, negotiation, approval and management to renewal. It securely manages all information relevant to a particular contract, such as the contract document, metadata (including terms and conditions), users, regulatory information and amendments. It empowers teams to work together to manage risk and improve negotiations and contract adherence.

Feature name	Description
Centralized contract management	Leverage a single, secure repository to store and manage all contracts throughout their lifecycle
In-app contract authoring	Edit a contract document inline, within Contract Center, without using an external word processing tool
Automated reviews	Use pre-defined sets of work items, reviews, updates and gates, or configure alternate flows, to ensure contract review and completion are efficient and accurate
Flexible reporting	Access pre-built reports and charts that can be customized or expanded upon to provide business insight for contracts managed in Contract Center

Amendments and versions

An organization can amend a contract during its lifecycle with just a click of a button. Contract Center helps users track all amendments and easily navigate them. If a user chooses to create a replica of an existing contract and make minor changes, they can easily use contract cloning to create the replica. Additionally, users can dynamically link functionally related contracts that may not be directly linked as an amendment or renewal, providing greater visibility into associated obligations and compliance requirements.

As policies change and new regulations come into effect, organizations often revise existing contract clauses and templates. These types of revisions are made easy with clause and template versioning. Authorized users can create updated versions of clauses and templates in the respective libraries without any disruption to active/in-process contracts.

## Contract Center

### Seamless integrations

Once a contract is approved for signing, users can initiate eSignatures using DocuSign® integration. One or more documents can be sent to all internal and external parties for eSignature and the completed documents are directly attached to the contract record.

Additionally, through integrations with SAP and Salesforce®, contract creators can source the external party contract information from accounts managed within SAP and Salesforce.

### Contract security and auditability

Using OpenText™ Content Server as the central repository for Contract Center ensures organizations meet even the most comprehensive information governance policies and procedures, while saving time and money.

Contract Center provides the centralized and managed environment that organizations need to keep business and legal costs in check and ensure that agreements defining and governing business relationships are true assets to the organization. The solution also helps organizations control risk and liability, empower teams and maximize the value of business and employee relationships.

### About OpenText

OpenText, The Information Company, enables organizations to gain insight through market leading information management solutions, on-premises or in the cloud. For more information about OpenText (NASDAQ: OTEX, TSX: OTEX) visit: [opentext.com](https://www.opentext.com).

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