

Increase contract utilization to maximize savings

There are two main components in realizing the full value of a contract management solution: storing contracts in a centralized repository and integrating them with key eprocurement systems. These actions not only enhance the visibility of your contracts, but also drive critical alerts that will help your organization maximize the savings negotiated under each contract.

SciQuest Contract Manager module strengthens your organization's eprocurement strategy by integrating supplier contracts into the purchasing process. A centralized repository makes it easy to store, find and review contracts. Through tight integration with SciQuest's other modules and your ERP, the solution provides seamless tracking and reporting capabilities. Contract Manager delivers time savings and even greater ROI from your SciQuest automated procurement solution.

Key features and benefits

Contract Visibility

Leverage Contract Manager's electronic repository to easily access your organization's contracts and eliminate expensive, inefficient paper or spreadsheet processes. Using Contract Manager tools, your procurement team can:

- Control contract management costs using powerful searches for quick online access
- Promote contracted goods and services by integrating them into product search results
- Improve contract compliance rates

CONTRACT MANAGER IMPROVES DEPARTMENTAL PRODUCTIVITY AND INCREASES EPROCUREMENT ROI. WITH IT YOU CAN:

- Import existing contracts from third-party authoring systems, use a preformatted template or create contracts from scratch
- Build and manage a detailed centralized contract repository
- Configure security access by contract
- Centralize and decentralize contract ownership
- Gain visibility into contract budget versus contract spend
- Quickly identify high potential savings opportunities
- Track actual contract spend by requisitions, purchase orders and invoices
- Manage multiple prices from the same supplier
- Leverage integration between contract management and eprocurement for seamless tracking and reporting
- Renew contracts automatically
- Set multiple alert notifications based on spending milestones



EMPOWERING. STRATEGIC. PROCUREMENT.

Contract Tracking

Navigate your contracts with a user-friendly dashboard, controlling all of your contract management activities from a single location. Enable your organization to track contract deliverables such as spending milestones, effective dates, expiration dates, and alert administrators when specific criteria have been met. Contract Manager empowers you to:

- Avoid missing contract beginning and ending dates by setting custom alerts
- Increase tracking efficiency by automatically applying transaction activity to associated spend on contracts, requisition orders or invoices
- Include data from third-party contract authoring applications

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The screenshot shows a web interface titled "Contract Filters and Search". It features a "Quick search" input field with a "Go" button. Below this, there are expandable sections for "Contract Owners" and "Contract Types". The "Contract Types" section is expanded, showing a list of contract categories with counts and "view" and "export" links for each. The categories and their counts are: Services Agreements (3), Blanket Orders (2), Food Services (2), General Product Agreements (8), Athletic Agreements (5), Travel Agreements (1), and Revenue Contracts (1). The "Supplier Classes" section is also expanded, showing "In State (3)" and "3rd tier (4)", each with "view" and "export" links.

Contract Type	Count	View	Export
Services Agreements	3	view	export
Blanket Orders	2	view	export
Food Services	2	view	export
General Product Agreements	8	view	export
Athletic Agreements	5	view	export
Travel Agreements	1	view	export
Revenue Contracts	1	view	export

Supplier Class	Count	View	Export
In State	3	view	export
3rd tier	4	view	export