



Customer/Vendor Contract Management System (C/V-CMS)

Overview

Information Processing Corporation's (IPC) Customer/Vendor Contract Management System provides companies with a proactive solution to managing vendor and customer contracts. C/V-CMS provides a solution that can integrate multiple offices into a centralized contract management environment. C/V-CMS utilizes the Internet as a WAN and is able to scan documents through a browser.

Powerful contracts alerts keep personnel notified when contractual events occur, thus reducing time spent in file drawers determining which contracts need action this month. C/V-CMS also supports multiple organizations and multiple departments allowing contract segmentation to the personnel managing the contracts. C/V-CMS payment reports help keep you in compliance of financial contractual obligations.

IPC's C/V-CMS provides a powerful, accessible and proactive solution to contract management for your organization.

Major Benefits

- **Accessibility.** Whether you are in the office, at home or on the road you have access to C/V-CMS for document scanning, searching and retrieval. All you need is a browser. The days of having your admin chase down a paper file is over. Bring the document up online and print.

Do you have 5 offices across the nation with contracts in file drawers, or even desk drawers? Send those offices a scanner and get control over your contracts today.

- **Vendor and Customer Contracts.** Both contracts types are handled by C/V-CMS. Vendor contracts are contracts that you have with companies providing you products and/or services. Customer Contracts are contracts that you have between you and your customers. C/V-CMS allows you to manage both types of contracts effectively and proactively.
- **Multiple Organizations.** Multiple Organizations support allows the system to manage contracts for separate companies, divisions or other business groups within a single implementation. This also allows multiple virtual systems within a single operational environment.
- **Multiple Departments.** Multiple Departments allows separation of contracts within an organization. This provides a lower level of managed focus on contracts. For example, IT department contracts are not accessible to F&A, other delineations can be made also. Security access is implemented to restricted or allows access.

- **Entity Association.** Contracts affect one or more entities within an organization. An entity can be a department, business, service group, vendor or customer. One or more entities can be associated to a contract for multiple purposes. This can be used simple documentation for reference, or to assign contract revenue for budget purposes.
- **Alerts and Escalation.** Users assign alert messages to each contract based upon special events, action dates or contract renewal dates. There are no limits to alerts entered into the system. The alerts will notify via email. The notified employee must acknowledge the alert or escalation will occur at a predefined time period. This proactive feature insures that action is taken.
- **OCR.** The optional OCR server feature provides OCR for all documents in the system. OCR is centrally handled to provide the service to users unable to take the time to OCR and correct OCR documents themselves. This expands the feature to all users scanning documents. OCR priorities can be selected by document types within an organization, allows certain documents to be OCR before others.
- **Indexing and Searching.** The C/V-CMS indexing and searching engine is based upon the OCR features. All documents and their contents are indexed in the database to allow searching for words or phrases. The searches are across all documents for an organization or department. The results provide the user with a list of contracts and the pages that the search criterion has been found. The user can then select a specific page on a specific document to view or choose to view the entire document.
- **Linear Scalability.** The architecture of C/V-CMS allows linear scalability to satisfy increased demand. Our technical design allows dynamic expansion of computing resources, most of the time without system downtime.
- **Security.** C/V-CMS has an expansive security system, which provides configurable security levels down to the function on a page. Security is configurable across organizations, departments and users. This insures that modifications are not made or contracts accessed by unauthorized personnel.

IPC has been in business for 19 years providing state-of-the-art products and custom software development. Our customers traverse many industries and sizes providing us with a wealth of experience. We are known for our customer service, just ask our customers. For a list check our website www.infoproc.com.



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