

## Maintaining Consistent and Accurate Contract Records

### The Solution

AccuRoute's mixed-mode document capture, delivery and management features make it easy to centralize critical contract information and to store, share, and exchange content conveniently while optimizing contract management processes.



Corporate legal departments, business development and procurement divisions are continually tasked with delivering efficient performance while being deluged with contractual information. This contractual information is in the form of "mixed-mode" documents (both paper and electronic). The challenge they face is one of integration and accessibility: creating one master contract record when all the relevant information is arriving from disparate sources at various times. The consequences are daunting and can result in millions of dollars of lost opportunity and the potential to impose significant legal ramifications to the corporation.

Today contract management software solutions deal effectively with electronic documents but are handicapped when it comes to dealing with paper-based and/or faxed ones. Frankly, while many may believe we are migrating to an electronic office, the truth is, paper is not going away in the foreseeable future. Effective and efficient contract manage-

ment processes must encompass all types of documents; whether paper or electronic-based.

**A comprehensive contract management solution must address:**

**Document Integration** - from paper and electronic sources, reconciling "online" and "offline" systems in a shared and managed contract repository while reducing continual manual intervention.

**Compliance Requirements** - supporting defined document and contract handling and retention policies driven by regulatory compliance and privacy initiatives.

**Contract and/or Contextual Access** - allowing for immediate accessibility and leveraging text-searchable documents regardless of the format they originated in.



# AccuRoute®: the comprehensive enterprise document capture, conversion, and distribution platform for contract management

## Industry Facts

“ Companies using contract management solutions to enforce systematic and efficient procedures for creating, executing, and managing corporate contracts have been able to reduce material and services costs by 2% to 7%, cut process cycles in half, reduce contract administration costs, improve contract compliance 50% to 55%, diminish operational and regulatory risk, and increase revenues and profits.”

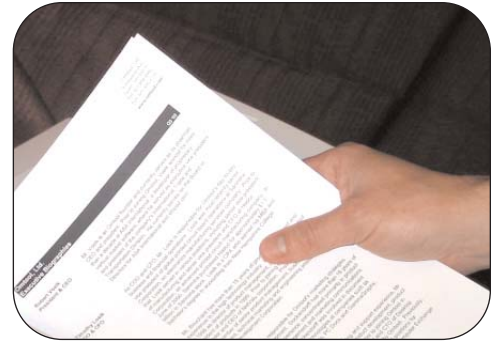
- The Aberdeen Group

**Document Integrity** - retaining documents in a form that accurately reflects the information in the contract and allows it to be accurately reproduced for later reference and in compliance with the E-Sign Act.

**Streamlined Operations** - leveraging both defined contract management process flow and infrastructures already in place to increase efficiencies throughout the contract process while reducing redundancies found in often-repeated tasks.

**Comprehensive Security** - housing contracts in a secure and access-controlled environment.

**AccuRoute®** - is the platform for enterprise document capture, conversion and distribution that best enables businesses to handle complex document distribution and routing requirements efficiently and cost-effectively. By integrating paper and electronic documents into a single, efficient and managed system, AccuRoute allows users to define document distribution requirements and accomplish multiple, complex document routing tasks easily, while providing the company with increased control over the contract management process, all from the users' desktop.



Technology to support contract management is imperative to avoid financial and legal ramifications.

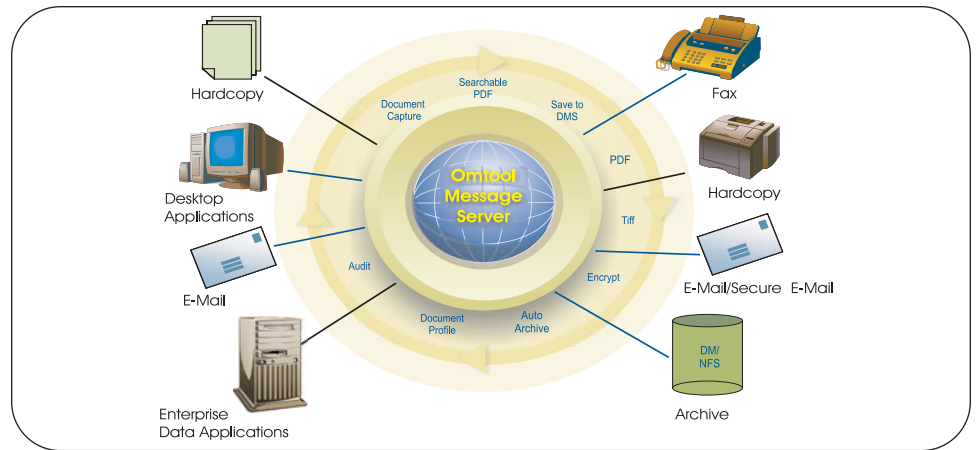


Tell your documents where to go...

# AccuRoute®: delivering comprehensive mixed-mode document handling for contract management

## Solutions

AccuRoute delivers a winning solution, with the flexibility of scanning documents for integration into contract management systems and/or other contract repositories *simultaneously* without being tied to a particular hardware or software application. Omtool, through its comprehensive AccuRoute platform, provides an ideal environment for your mixed-mode contract management requirements.



AccuRoute distributes mixed-mode documents to multiple recipients and multiple electronic information systems simultaneously including contract repositories, contract management systems, document management systems (DMS), records management systems (RMS), etc. in conjunction with fax and e-mail, desktop or network shared files and/or printing to a network device. In support of the contract management process, AccuRoute delivers optional comprehensive security and tracking functionality through its document capture, encryption, and distribution system to handle secure electronic, bi-directional information delivery.

### AccuRoute® for Streamlined Contract Management

**Document Integration** - Captures and distributes mixed-mode documents to multiple recipients and to

multiple electronic information systems including contract management systems and repositories, simultaneously.

### Compliance Requirements -

Distribution rules (electronic filing, destinations, formats, etc.) in support of compliance retention policies and represented by "embedded directives" may be re-used and shared to eliminate redundancy. Mixed-mode contracts and documents are stored as required and for the period of time determined necessary by compliance initiatives.

### Contract and/or Contextual Access -

Process and store mixed-mode documents in one central location or in multiple locations (simultaneously) as well as create text-searchable documents.



...and what to do when they get there

# AccuRoute®: your solution to streamlined contract management

## Text Searchable



**Document Integrity** - Create electronic versions of the document and preserve its original appearance.

**Streamlined Operations** - Capture mixed-mode documents and distribute to required destinations. Distribution rules (electronic filing, destinations, formats, etc.) represented by “embedded directives” may be re-used and shared to eliminate redundancy.

**Comprehensive Security** - Maintain document security and information privacy through AccuRoute’s secure integration and delivery as well as its tracking features.

### About Omtool™, Ltd.

Omtool, Ltd. (NASDAQ: OMTL) is a leading provider of document routing products and services that enable organizations to manage the capture, process, and delivery of mixed-mode documents containing both paper and electronic documents into electronic information systems. Omtool’s enterprise-level products are used by organizations worldwide whose business processes frequently include paper-based documents and/or stringent compliance requirements that include secure handling, storage, integration, and tracking of a variety of documents into corporate systems. The company’s flagship product, AccuRoute, is a document capture, conversion and distribution platform that makes it easy to centralize valuable company information and distribute it to multiple systems simultaneously—all from the users’ desktop. Based in Andover, MA, with offices in the UK, Omtool can be contacted at 800-886-7845 or [www.omtool.com](http://www.omtool.com).

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