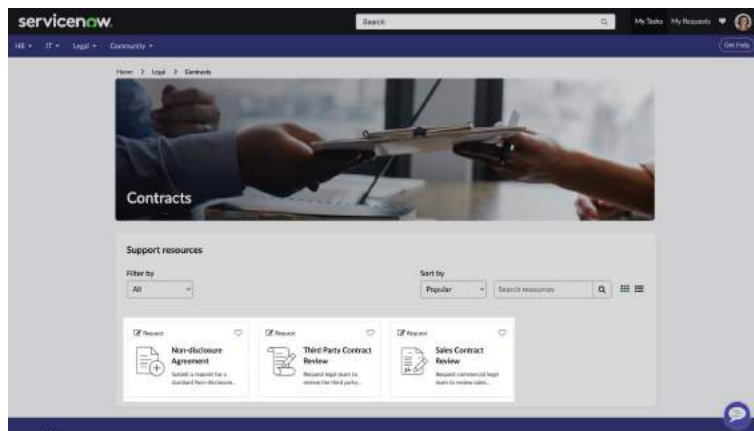


ServiceNow® Contract Management Pro

Transform contract workflows to speed business

The success of a business relies heavily on contracts and the ability to quickly navigate through contract creation, review, and approval processes. Many organizations today face inefficiencies that impact transactions and slow down business. Improving contract workflows leads to the successful fulfillment of contract requests to conduct business and close revenue-generating deals among many other use cases. For many companies, implementing a CLM (Contract Lifecycle Management) system can be extremely complex and take years to establish. ServiceNow® Contract Management Pro removes that complexity and equips legal practitioners with an intuitive self-service intake process and an optimized workspace for legal staff to track, author, and manage contracts. Template-based contracts such as NDAs can be completely automated without requiring legal involvement. Authoring is made easy with common editing, storage and eSignature tools, ensuring rapid delivery.



Employee Center Pro with contract request forms

Streamline contract workflows from request through obligation management

Starting from ServiceNow's unified Employee Center portal, employees can easily navigate to the Legal Contracts page where they are provided a set of common and configurable intake forms. From non-disclosure agreements and 3rd party contract reviews to repeatable template-based and custom sales contract creation, Contract Management Pro enables legal agents and practitioners to streamline the contract request to approval lifecycle fast. Pre-built workflows eliminate legacy processes of manual email and follow requests, and provides more time for analyzing and validating contracts that require more detailed attention.

Contract Management Pro provides enhanced capabilities including a centralized and modern interface for easy cross-collaboration. All contract revisions can be viewed and made from one consolidated workspace, and additional parties can be added for review and approval. Higher stakeholder satisfaction is ensured as the system streamlines processes across the contract lifecycle to ensure prompt contract delivery.

Key Benefits

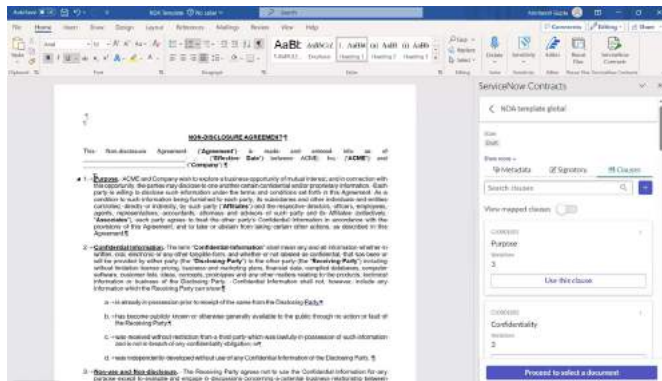
- Quickly automate contract workflows including non-disclosure agreements, sales contracts, and third-party contracts
- Leverage ServiceNow's self-service Employee Center portal as the hub for contract intake requests
- Leverage out-of-box contract workflows with pre-defined MS Word contract templates
- Pre-approved clauses ensure consistency across all contracts while minimizing issues with compliance
- Provide executives with visibility into contract insights and ongoing demand through the reporting and dashboard capabilities
- Contract repositories make it easier to find and collaborate with team members and the business



**Employee
Workflows**

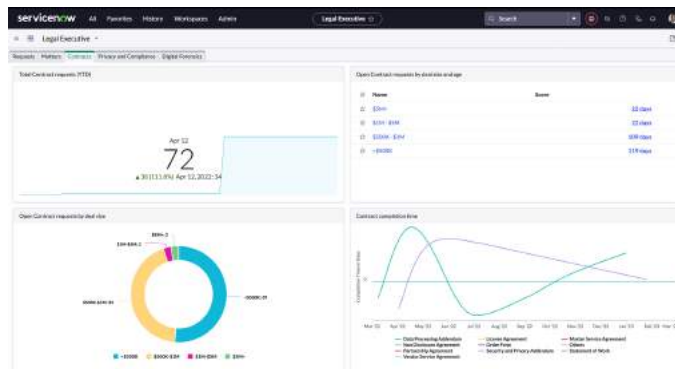
Microsoft Word Contract Authoring

Utilize the power of Microsoft Word to efficiently generate new contracts and relevant legal documents. Conveniently store and author reusable contracts templates using Word to deliver prompt services. Lastly, automated email reminders keep the business well-informed and ensures that no contract expiration goes unnoticed.



Contract Dashboards

With out-of-the-box contract dashboards and KPI's, executive leadership and legal operations teams have a real-time view of the contract demand and status across the organization to ensure business processes are not held up.



Clause Library

Ensure contract consistency and compliance by using pre-approved clauses from the library. This minimizes the number of contract templates required since clauses can be dynamically added or changed based on data collected during request intake, conditions such as region, or other variables.

Contract Relationships

Employees can submit 3rd party contracts with supporting documents that enable legal staff to easily review all related documents in one place. Completed contracts can have relationships added by specifying a parent which enables easily finding related documents.

Cloud Storage Integration

Integrations with OneDrive and Google Drive allow for legal teams to easily collaborate on suggested changes to documents across third-party channels and with in-house legal teams. Signed contracts can be easily accessed with searchable metadata.

Approval and E-Signature

Through integrations with popular third party solutions like DocuSign and Adobe Sign, legal teams can streamline contract signature processes. With a simple click of a button, internal and external stakeholders have the opportunity to leverage this e-signature capability to quickly and efficiently sign contracts.

“ We began using a standard contract for deals with revenue below a certain threshold. This eliminated contract negotiation, freed up attorney time, and made renewals much easier. With a click of a button, the sales team can send out renewal agreements without a lawyer ever being involved.

- Russ Elmer,
General Counsel, ServiceNow

