



Web-based Vendor Management Software

## Never miss another contract expiration

Contracts are the cornerstone of your vendor management program, specifying in writing who you're working with & what the terms are. Too often though, this information is kept on desks, in cabinets, in your email folders — anywhere & everywhere but in a single, easily searchable location. The **Contracts Module** changes that.

### Be proactively notified of contract expirations via email alerts

An expiring contract can result in up to 8 email reminders — 1 year, 6 months, 90/60/30/14/7 days out & day of. Rest assured that a contract's expiration will never sneak up on you.

### Assign contract responsibility

Each contract in VendorRisk is assigned an "owner" — the person at your company responsible for handling the contract throughout its lifecycle. The contract owner receives the email reminders and can easily login to VendorRisk to see the contracts they own, sortable by termination date.

### Download your contracts from anywhere

VendorRisk can store all your contract-related documents — signed contracts, addenda, change orders, statements of work, etc. View & download the files anywhere, anytime, whether it's from your home laptop or your phone while sitting at the airport.

### Keep track of SLA terms

The service-level agreement (SLA) specifies the deliverables that the vendor provides as part of the contract. Given the importance of SLA terms, it's important that this information is documented and easily accessible so that your company can diligently compare vendor expectations versus actual performance.

### Features Included:

- Receive email alerts for upcoming contract expirations
- Store unlimited contracts and upload unlimited contract documents
- Import your contracts from Excel (CSV)
- Export your contracts to Excel
- Save contract details page to PDF
- Create up to 10 custom contract fields
- Create unlimited contract reports



Learn more about VendorRisk & how it can help your company

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