



Leverage, automate, streamline

Digitizing the contracts and procurement process for Government Agencies



What if you could...

- Leverage an automated system to capture and manage contracts?
- Easily integrate paper contracts into your back-end digital processes?
- Reduce your reliance on time-consuming, error-prone, manual contract and procurement processes?
- Automatically classify captured documents based on contract information?

Manage paper-based contracts in a digital world

For government agencies around the world, contract and procurement management is a major challenge. While digital workflows are making inroads, commonly used management approaches still rely heavily on manual, paper-intensive processes, often with little consistency among them. This is a difficult set of circumstances. If your agency is like most, you might manage hundreds or even thousands of contracts at any given time. These contracts come in all shapes and forms—paper, faxes, electronic—and go through many revisions before becoming final and triggering back-office activity. Issues like these bring additional cost, inefficiency, and liability exposure to your contract and procurement management processes. They are also great arguments for moving forward with an HP solution that automates and streamlines today's manual processes.

HP solution at a glance

HP helps you solve your contract and procurement management challenges with an end-to-end solution that improves workflows by automating key steps in the management process.

Digitizing the contracts and procurement process enables your agency to easily capture, send, print, classify, manage, and extract information from new and existing contracts, so that you can better

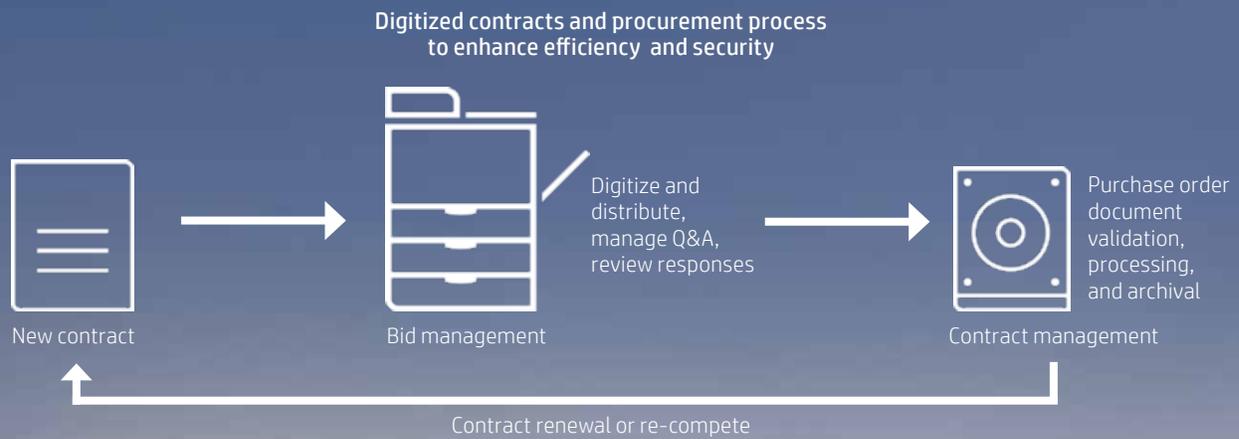
manage the full life-cycle of the process. Designed to work with your existing HP multifunction printers (MFPs), scanners and digital senders, the solution enables you to seamlessly scan and migrate documents to your contracts environment, and then automatically link this unstructured data with contract-related files, records, and folders in your back-end systems.

By digitizing the contracts and procurement process, you can streamline your workflows and free up staff time devoted to repetitive, error-prone manual tasks, such as photocopying and filing paper documents. It also speeds up processing by making digital documents immediately available to authorized system users—transforming your agency's potential for managing paper-based contracts in a digital world.

Key benefits

Paper-based process automation saves processing costs, speeds up the management of contracts, offers compliance, and increases security. Processing time and associated labor cost is reduced.

Enhanced security and compliance. Improved quality of tender and contracts documents. Reduction in missed deadlines; renewal of contracts in better condition.



Why HP?

HP takes a holistic approach to managing the latest printing and imaging tools, technologies, infrastructure, and processes that support your organization to improve productivity, simplify management, and reduce costs for your entire end-user environment.

As a global technology and services provider, we are acutely aware of your printing and imaging requirements and how to help transform your environment to deliver a workplace of the future. HP offers technical expertise along with reliable products and services.

For more than 50 years, HP has partnered with hundreds of government agencies in

countries all around the world, supplying the technical expertise required to better serve their constituents. We've been recognized for our leadership in managed print services by independent analysts such as IDC¹ and Quocirca.² This experience gives us unique insight into clients' needs to reduce costs, drive productivity, and improve your constituents' experience.

We will take the time to understand your specific needs and create a plan to help optimize your fleet, ensure data and document security, and manage your evolving organization.

Get started

Contact your local HP representative to:

- Set up a workshop to assess your specific needs.
- Establish a plan to implement the best solution for today and into the future.
- Identify an environmental approach that can help your organization save money.

¹ IDC MarketScape: Worldwide Print in the Distributed Workforce 2022 Vendor Assessment, Keith Kmetz, January 2022, IDC # US48596221.

² Quocirca, Managed Print Services Landscape, 2021; Louella Fernandes, March 2021.

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