![Neota logo]
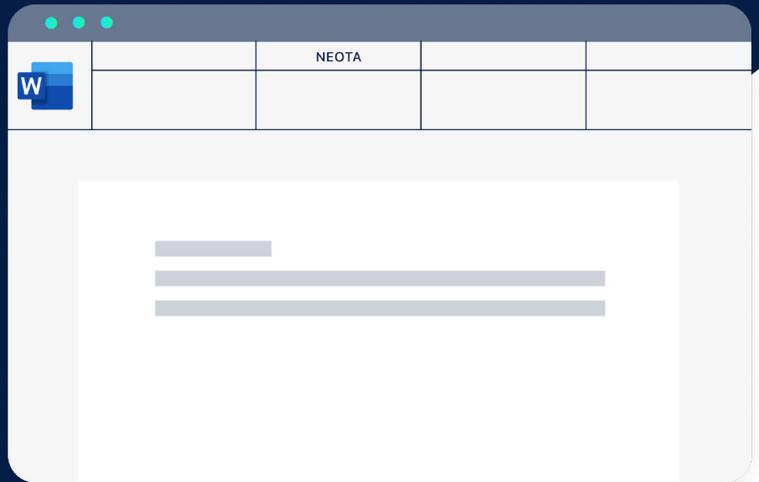
Word Add-in

The Word Add-in feature enables Neota's leading no-code platform to leverage templates created in Microsoft Word, bringing the document automation component of the platform to life. Contract drafting with the Add-in is achieved by incorporating conditional logic and supports Word formatting and styling, including automated handling of clause references. The Add-in integrates with Neota's Workflow module to enable Contract Lifecycle Management solutions to be rapidly created, without writing a single line of code.

Neota's seamless document automation solution

Contract drafting typically starts with a precedent constructed in Microsoft Word. Precedents often contain logic that determines suitable clauses, document formatting (think corporate branding and cross references) and the incorporation of schedules.

The Neota Word Add-in enables organizations to effectively automate draft creation by marking up precedents. It enables the insertion of variable values, clauses, and schedules based on application logic, ensuring all formatting is compliant with the original precedent. The Add-in is fully integrated into the Neota platform to support downstream negotiation, review, and approval processes via Neota Workflow.

Benefits
Generate bespoke documents of any kind

✓ **Reduce inefficiency**
Create bespoke documents and reduce turnaround time

✓ **Increase accuracy**
Eliminate manual errors and produce documents that are accurate and consistent, every time

✓ **Reduce costs**
Neota operates on a subscription fee model, giving the business more flexibility to scale the solution

✓ **Delight customers**
Improve the service provided to key stakeholders

Features

Document ingestion
Templates can be ingested into the Platform via the Neota Microsoft Word Add-in. This enables users to easily ingest existing solutions

End-to-end negotiation
Integrated negotiation capabilities including redlining and departure tables

Integrations
Integrates with existing products including iManage, DocuSign, NetDocuments, SharePoint, CRM systems, and many more

Support multi-level data structures
For example, insurance policies covering properties owned by subsidiaries of companies

Embed native spreadsheets as calculation tools
For example, to determine multi-jurisdiction pricing

Ease of maintenance
When a situation arises where there is a need to amend a document, e.g., a change in statutory law, Neota provides the tools for users to do this easily and quickly

End-to-end contract life cycle solution
Leverage Neota's process and expertise automation capabilities to build end-to-end internal and customer-facing solutions that incorporate complex reasoning, impressive workflows, and present user data through Neota's data and analytics capabilities, or third-party business intelligence tools

Process automation
Via Workflow supports downstream review, third-party negotiation, digital execution and DMS filing

Data reporting and analytics
Via Neota Data Manager and off-the-shelf business intelligence tools, provides an overall picture of each document generated and its status