

# Document Management

ENSURE **DOCUMENT** GOVERNANCE & SUPPLIER COMPLIANCE



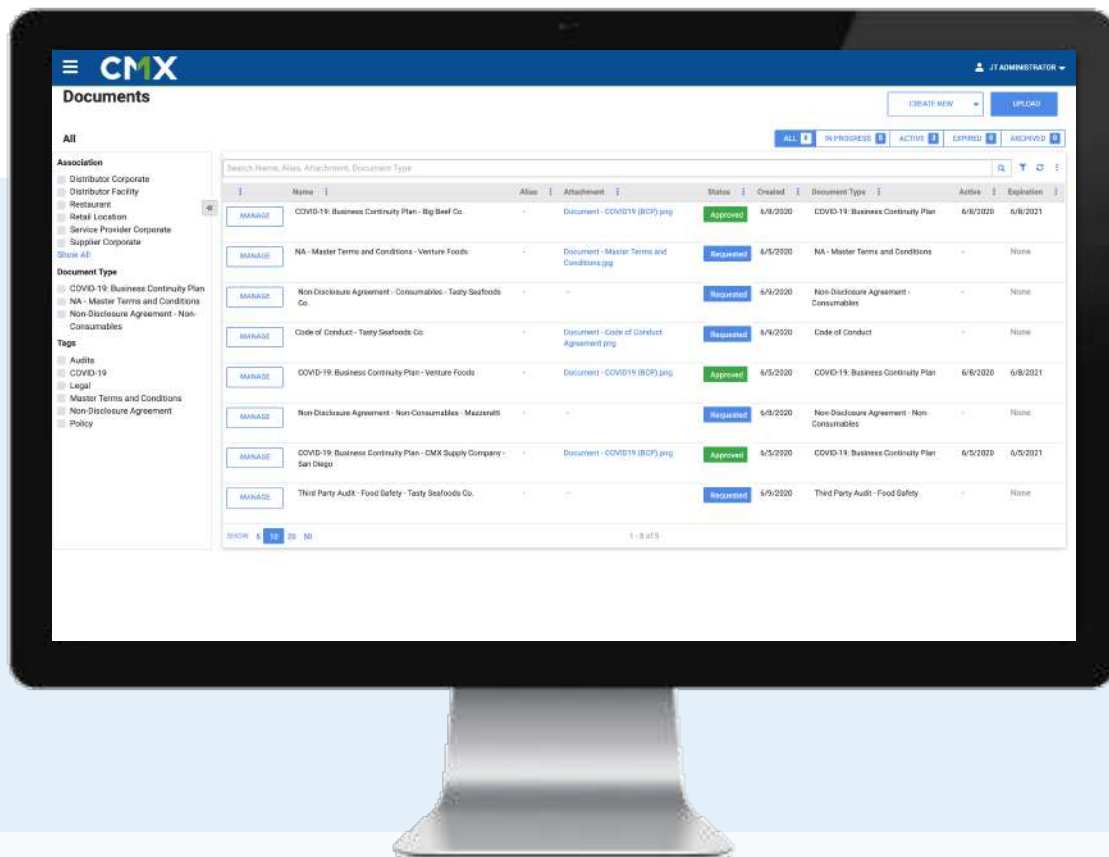
**CMX**

## DOCUMENT MANAGEMENT

# Ensure document governance & supplier compliance

Evaluating, approving, and onboarding suppliers, distributors, and other partners requires significant amounts of company and product-related documentation. Some documents simply need to be collected while others require review, revisions, and sometimes, signatures or acknowledgment of receipt. And if that's not challenging and time-consuming enough, once captured, it's a whole new effort to track and keep them updated as requirements change, or documents expire.

CMX1 makes all this easy as it's designed specifically to lighten the load and arm you with the required, up-to-date documents exactly when you need them, and ensures ongoing compliance for your partners, products, and programs.



## DOCUMENT MANAGEMENT

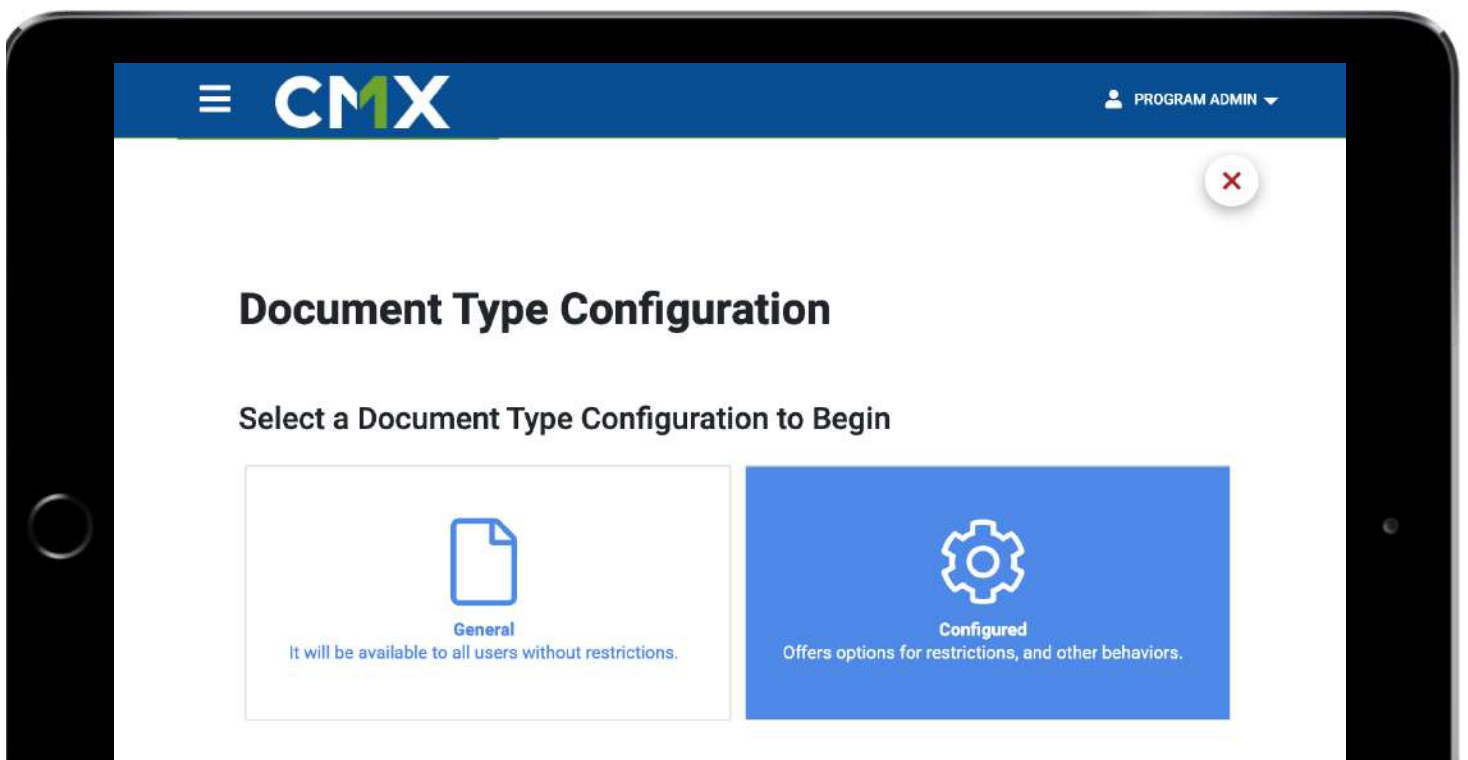
---

# Improve **productivity** and compliance tracking

CMX1's Document Management module is designed to make sure you have all the necessary documents at the ready, at any time.

Whether it's legal and regulatory documentation needed for partner approval and ongoing compliance, or documents and certifications related to product claims, or documentation in regards to supplier operating procedures, food safety, and training programs - CMX1 has you covered.

All your documents stored, organized, searchable, tracked, and automatically renewed based on your business rules.



## DOCUMENT MANAGEMENT

---

# Features to **lighten** the load

### **Self-Service Configuration**

With CMX1's self-service wizard you are completely in control. Leverage our templates or create your own document types and manage versioning over time. Configure applicability requirements by business type, geography, product categories, and more. With a few clicks, set access rights and define workflows for capturing, reviewing, approving, storing, renewing, and archiving all your critical documents.

### **Automated Document Requests and Maintenance**

CMX1 makes your team far more efficient when requesting documents from suppliers and partners and tracking their status. Whether through an ad-hoc or automated request - email notifications, reminders, and task management makes sure nothing falls through the cracks and is missed. Version control ensures the latest documents are always visible with historical documents archived and tracked through automated record history.

### **Deep Integration with CMX1 Workflows**

The Document Module is fully integrated with the rest of CMX1's modules and system workflows. When company or regulatory requirements change, quickly make adjustments to the documents you are requesting when onboarding suppliers and approving the sourcing of products. Once in the system, CMX1 takes over the maintenance and renewal automatically.

### **Status Tracking and Compliance**

Regardless of the source of your documents - whether gathered through the onboarding process, captured from an ad hoc document request, or manually uploaded into the system - CMX1 provides dashboarding and reporting for a comprehensive view of status tracking and compliance. Search by type, name, tag, and more. Never be in the dark again where a document is in the process and what its real-time status is.

## DOCUMENT MANAGEMENT

# The CMX1 Platform

### Ensure Product Quality & Safety

Ensure the quality, compliance, and safety of your products and services

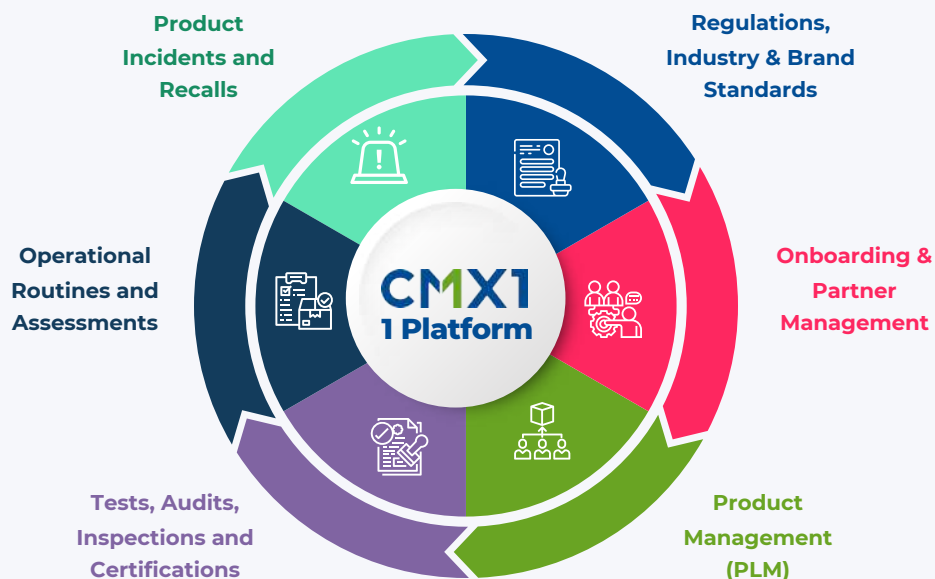
### Manage your Supply Chain Partners

Gain control and transparency over your entire supply chain and partner network

### Drive Location Performance & Compliance

Know your stores, restaurants, and facilities are safe, compliant and executing with consistency

 Our solutions can be implemented stand-alone or as part of the complete CMX1 Platform



## DOCUMENT MANAGEMENT

---

# Contact us to schedule a Demo

We're ready to discuss your challenges and demonstrate how CMX1 can help you achieve Operational and Quality Excellence across your organization, whether you're a regional chain or a global giant. Visit us online at [CMX1.com](http://CMX1.com) to learn more and to arrange a call and demo today.

VISIT US ONLINE



Copyright © 2020, ComplianceMetrix and/or its affiliates. All rights reserved. This document is provided for information purposes only, and the contents hereof are subject to change without notice. This document may not be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without our prior written permission.