



SignUp4 Spend Management System™

The SignUp4 Spend Management System™ is a comprehensive business intelligence tool that takes the combined features and benefits of the SignUp4 Event Management System and the SignUp4 Travel Management System to a new level. Based on a customizable workflow designed according to the specific needs of each enterprise organization, the SignUp4 Spend Management System provides meetings and travel planners – as well as their executive-level finance managers – with an unprecedented level of visibility and accountability into total meetings spend.

Despite the tremendous progress made over the years in identifying and reining in overhead costs, streamlining operations and monitoring spending on a department-by-department basis, relatively little progress has been made on stemming the growth of often unidentifiable meetings-related costs. At many Fortune 500 organizations, management has virtually no way to even identify how many meetings are being held in a given year, let alone what the cumulative costs are for conducting them. Without this visibility and control, there is little chance of instilling the kind of discipline or change required to manage this critical corporate spend. The SignUp4 Spend Management System provides a way to do just that.

- *Customized Workflow Rules*

Most large business enterprises today have some system of business workflow rules regarding meetings and events approval cycles, although most of these apply primarily to a given function or department level financial sign-off process. The SignUp4 Spend Management System goes well beyond the piecemeal systems many corporations currently utilize, bringing in literally every aspect involved in the meetings planning processes – from initial budgeting, site selection and vendor authorization to attendee notifications, business unit allocations and step-by-step cost monitoring. Driven by a fully-customizable rules generator and comprehensive dashboard monitoring all meetings at every stage of the meeting request, approval and management process, the SignUp4 Spend Management System enables users to drill down into every detail of information needed to ensure compliance with policies, maximize cost-efficiencies and ensure effective meetings management.

- *Comprehensive Communications Management*

Ensuring proper approvals and securing required sign-offs is a critical component of effective meetings management, and the SignUp4 Spend Management System incorporates these important steps in a comprehensive, yet easy-to-use system. A single dashboard provides enterprise-wide visibility into all meetings currently in the planning, budgeting, approval and post-event reporting stages, including the real-time status of virtually every cost and associated approval history. Automated e-mail notifications can be created according to the specific needs of each company's workflow, informing appropriate personnel of the need for approval, the status of sign-offs required and other important aspects reflecting the progress of meetings across the entire enterprise.

- *Business Intelligence Analytics*

The SignUp4 Spend Management System generates a wealth of financial data and other information that proves to be invaluable in monitoring, analyzing, reporting and – ultimately – changing the way meetings are planned, managed and accessed across the business enterprise. Armed with the level of detailed spend analysis information the SignUp4 Spend Management System provides, today's cost-conscious organizations are well-equipped to streamline internal processes, negotiate vendor purchasing agreements and better manage the growing cost of corporate meetings and events.