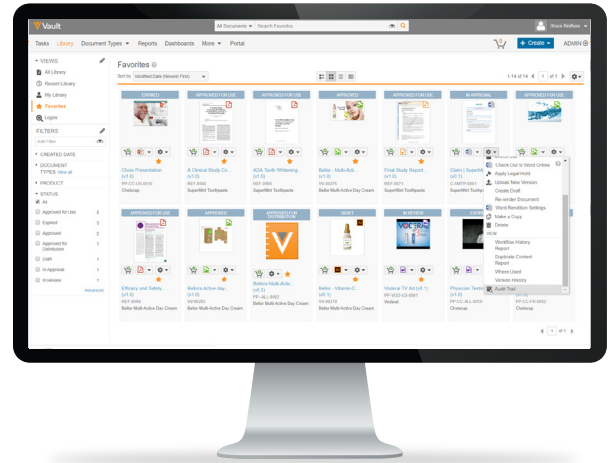# ⅤＩ Document Control

Serious Compliance
Seriously Easy-to-Use
Serious Document Control

Veeva Document Control enables you to ensure your teams are able to leverage the latest approved content and data wherever and whenever they need it to get work done while maintaining compliance. Instead of being just another on premise document repository or a hyped up shared drive in the Cloud, Veeva Document Control is a comprehensive solution allowing you to streamline your critical document and data driven processes, provide enterprise class secure access anytime and anywhere across your internal teams and external partners, and deliver on digital business expectations through a modern, intuitive user experience much like we use every day on consumer sites like Amazon or Google.

Veeva Document Control enables you to accelerate the creation, review and approval of content through real-time collaborative authoring and flexible, team based review and approval processes - all in a single application. By making it easy to share, manage, and update critical content across the organization, Veeva Document Control enables you to work at the pace of your business - not at the pace of your legacy Document Control provider.

Key Business Benefits

- **Works the Way You Do:**
  No more jumping back and forth between emails, shared drives, compliance systems, and document repositories - have it all in one place following your processes so you can spend your time on actually getting the work done.

- **As Easy-to-Use as Google or Amazon:**
  Finding the latest approved content and data (and being confident you actually have it) should be simple and intuitive as we've come to expect in our personal lives - accepting anything less just adds unnecessary frustration.

- **Flexible to Keep Pace with Your Business:**
  Make your ability to adjust to ongoing business and compliance changes a competitive advantage rather than an ongoing pain or liability.

- **Real Time Collaboration:**
  Save time and get more work done with internal teams and external partners working together in the secure cloud.

- **Enterprise Grade Compliance & Control:**
  Easily gain and maintain control over your documents and data with versioning, e-signatures, and security flexible to your needs.

Document Control Use Cases

- **Legal:** Contracts, Acquisition / Divestiture Content, Advertising Claims & Substantiation

- **Quality:** Standard Operating Procedures (SOPs), Work Instructions, Training Content, Specifications

- **Regulatory:** Submissions & Dossiers, Product Information Files, Registrations, Notifications, Communications

- **Consumer Affairs:** Confidential Materials, Controlled Communications, Restricted Distribution Content

- **Human Resources:** Confidential Materials, Controlled Communications, Restricted Distribution Content

V Document Control

Solution Features

User Friendly
Veeva Document Control's easy-to-use interface was modeled after the consumer web, ensuring breakthrough usability and adoption. The HTML 5 web client provides leading design interactivity and ease of use.

Fast, Powerful, Search
Find content, documents, and data faster with advanced capabilities such as type-ahead search, deep search within fields and documents, dynamic filters, user defined saved searches, and personalized results that reflect each user's history and access rights.

Content Management
Manage documents, videos, and images with rich capabilities including versioning, lifecycles, annotations, check in/ check out, renditions, electronic signatures, watermarks, document generation and sharing. Rule based configurations support complex business requirements by region or other business needs.

Collaborative Review and Approval
Review content, documents, and data collaboratively with real-time annotation management, threaded discussions, automated versioning without need to download. Configurable workflows allow you to tailor review and approval processes to specific departmental and regional needs.

Flexible Workflows
Veeva Document Control workflows can be tailored to your business through point and click configuration. Include multiple stakeholders with sequential or parallel task assignment and sign-off capability. Send for review, request supporting content or data, request changes, or approve, all with the click of a button.
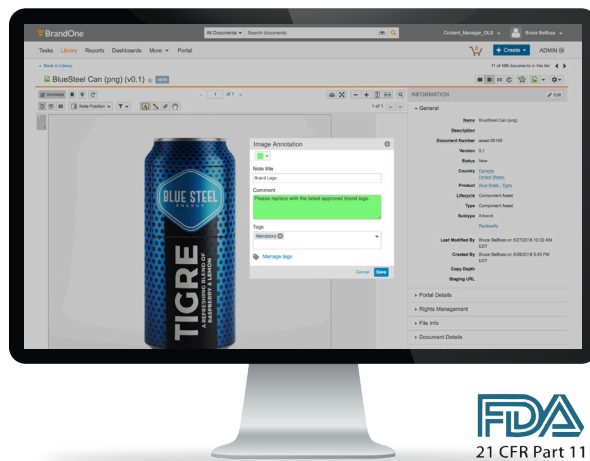
Robust Audit Trail
Audit trails capture every event in a process, including 21 CFR Part 11 compliant signature execution, task creation and assignment, and more.

Complete Control
Monitor and control content at every stage of its lifecycle - across functions, geographies, and external partnerships. Features like electronic signatures and audit trail ensure accountability throughout the process.

Integrated Reporting and Dashboards
Quickly gain insights and resolve issues through real time visibility of bottlenecks in your content processes with integrated, drill down reporting and dashboards. Easily share customizable reports, charts, and dashboards - allowing users to summarize and explore both structured and unstructured data.

The Cloud Advantage
With Veeva Document Control, tasks like changing workflows, security profiles, and even adding new users, take seconds. A multi-tenant cloud ensures that there are no servers to buy or maintain, no software upgrade projects to manage, and fewer system validation costs to absorb. Your system is always current, scalable, and adaptable to your needs.

Application Integration
Our open, published Vault API easily allows integration with complementary applications such as enterprise resource planning (ERP) or laboratory information management (LIMS) for seamless linkages across business processes.

Atomic Security for Total Access Control
Atomic Security allows customers to easily control access, visibility, and permissions to make sure that only the right people do the right things at the right time, without compromising data integrity or history.

Comprehensive Security
We protect customer data with world-class physical, network, application, and data-level security. All related communication and content are encrypted on the secure Vault Platform. Maintaining an ISO 27001 certified comprehensive security system, we ensure the confidentiality, integrity, and availability of our customers' data.

About Veeva

Founded in 2007, Veeva NYSE (VEEV), is a leading global provider of cloud-based software solutions for the consumer goods, chemical, life sciences and other industries. Our applications enable manufacturers to realize the benefits of a modern, cloud-based platform to manage the product journey and bring innovative, high-quality products to market faster without compromising compliance. Veeva is headquartered in the San Francisco Bay Area, with offices throughout North America, Europe, Asia, and Latin America. Learn more.