

# Sourcing & Tendering

Whether it's for a one-time capital equipment purchase, project contract, or ongoing supply of particular goods and services, effectively defining the need and selecting the right supplier is critical for an organisation looking to obtain best value. But the process can be complex and time consuming, and it's often necessary to prove compliance and show that a fair and methodical approach has been taken.

## PROACTIS Sourcing

PROACTIS Sourcing helps procurement departments to improve the effectiveness and transparency of the sourcing process while dramatically reducing administration time and effort. It combines the sophistication required to handle the most complex solicitation project with a simple, intuitive user experience that guides even occasional users through the correct process.

The solution provides a flexible, collaborative, and efficient method for electronically developing, publishing, accepting responses to, and evaluating all types of requests to suppliers such as RFQs, framework agreements, reverse auctions and complex Official Journal of the European Union (OJEU) tenders. It enables a structured, transparent, and easily tracked process from expression of need through to final contract award.

## Business Performance Benefits

- Streamline the sourcing lifecycle
- Improve results with decision support tools
- Enable collaborative scoring and judging of events
- Automate supplier communications with self-service
- Eliminate errors and risk
- Ensure audit and compliance

## Improve Sourcing Controls

The PROACTIS Sourcing Event Manager enables each sourcing event to be identified and managed as a project with a sequence of events (some iterative), dependencies and defined ownership/responsibilities. Visibility of progress is provided at every stage, optionally to both buyer and seller.

The solution enables organisations to establish a standard process for each type of purchase with dated activities and milestones such as “completion of questionnaire”, “closing date for responses”, etc. Sub-event activity roles provide for division of labour and clear visibility of ownership. Furthermore, the Milestone and Schedule Manager outlines the timeline for each sourcing event and any critical path dependencies within the process; and incorporates alerts and reminders generated for relevant parties.

PROACTIS offers you complete control of all sourcing activity. This includes visual progress and an at-a-glance view of all projects owned by the viewer and the stage they have reached.

## Develop Effective Supplier Requests

With thousands of orders and suppliers to manage across multiple countries, languages and time zones, procurement executives must eliminate labour-intensive procedures with online sourcing tools.

The PROACTIS RFx Manager helps organisations to automate the process by developing supplier requests that effectively express the need, then streamline the process of publishing and evaluating responses, and ultimately awarding the contract.

**Questionnaire Design:** A collaborative questionnaire designer enables the specification of need in a form of grouped sections of questions. A user-managed library of stored questionnaires speeds the definition process. Each question has formatted answers, scoring mechanisms, scoring schemas, panel marking and auto-evaluation. Questionnaire sections can be distributed to multiple people or departments for editing and score allocation.

**Electronic Publishing:** Complete flexibility in publishing questionnaires is offered, for example electronic publishing can be affected on the PROACTIS Supplier Portal or any other publication vehicle such as community portals, Official Journal of the European Union (OJEU), etc.

**Response Management:** Intuitive and easy-to-use response management allows suppliers to electronically submit responses along with appropriate attachments according to the sourcing event rules defined (e.g. using secured return with opening ceremony) without the need for cumbersome paperwork.

**Scoring & Evaluation:** Automatic scoring and evaluation takes place according to the scoring allocation and schemes specified in the questionnaire. Subjective override is available as an option as is panel marking or division of scoring responsibility.

**Contract Award:** Streamlining the completion of the sourcing process, contract award provides automatic acceptance and rejection communication to suppliers along with a feed to the Contract Management System (PROACTIS Contract Management or another).

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## PROACTIS eAuctions

PROACTIS eAuctions supports an openly competitive opportunity to supply goods or services, allowing suppliers to electronically bid with a sourcing event, understanding that the most appropriate bid at the end of the process will be awarded.

Multi-parametric processes allow suppliers to make a best offer based on price, quality, delivery, service, proximity and any number of other parameters. Iterative bidding allows reconsideration of offers to supply in response to competitive pressures. In addition, a fully electronic process ensures immediate update of process status and simple revision of bids whilst the buyer has full visibility of the progress of the sourcing event.

## Real-Time Information for Informed Decisions

PROACTIS Sourcing empowers individuals with real-time information to become agile and responsive to changing business needs. Through a central, integrated system accessible anywhere over the Internet with a web browser, procurement executives obtain real-time data to drive immediate improvements in sourcing, order management and quality management, whilst managing risk.

## Key Features

Ease of Use	Automation	Control	Implementation
<ul style="list-style-type: none"> <li>• Simplified creation of supplier requests</li> <li>• Library of stored questionnaires</li> <li>• Intuitive web-based user interface</li> <li>• Easy for suppliers to provide the necessary information</li> </ul>	<ul style="list-style-type: none"> <li>• Remove labour-intensive manual tasks</li> <li>• Supplier self-service</li> <li>• Automatic evaluation of scoring events</li> <li>• Streamlined acceptance and rejection communications</li> <li>• Contract management integration</li> </ul>	<ul style="list-style-type: none"> <li>• High level of transparency</li> <li>• Publish requirements on the web or any other publication</li> <li>• Clear visibility and ownership of event activity</li> <li>• Timeline management of events</li> <li>• Up-to-date view of all projects and stages</li> </ul>	<ul style="list-style-type: none"> <li>• Rapid deployment</li> <li>• Quick ROI in less than six months</li> <li>• Leverage existing ERP investments</li> </ul>

