

### Strategic sourcing solution

Sourcing Manager is an on-demand bid management solution that helps you achieve significant process efficiencies and cost savings over traditional paper-based bid processes. By automating the entire bid process from start to finish, you'll be done in days instead of weeks.

This strategic sourcing solution includes secure support for sealed bidding, informal quotes and reverse auctions. From a Web browser, suppliers register and respond to bid opportunities, which provides increased accuracy and easy capture of complex award criteria. It's a highly efficient process for creating, issuing and managing bid requests, reverse auctions, supplier response submissions and bid awards.

Sourcing Manager enables you to:

- Automate your entire bid process from start to finish
- Increase the accuracy of supplier responses and match to complex award criteria
- Gain efficiencies in processing time – move from weeks to days
- Ensure high levels of security throughout the bid process

### Aligns with your sourcing automation processes

Giving suppliers the ability to bid on opportunities to sell their products and services is a well-established practice in procurement departments' quest to obtain the best value possible for their organizations. SciQuest's Sourcing Manager builds on the success of paper-based sourcing processes and adds additional value to this common purchasing approach.

#### WITH SOURCING MANAGER YOU WILL:

- Eliminate the hardware expense and reduce the people needed to run your electronic bid management system
- Deliver more value when you integrate with your existing enterprise systems thereby maximizing return on previous investments
- Speed results with easy on-demand sourcing deployment in weeks not years, and get upgrades and enhancements weekly, monthly or quarterly instead of yearly or more
- Align with your strategic priorities by configuring your solution with SciQuest's expert consultation

**sciQuest**™ EMPOWERING. STRATEGIC. PROCUREMENT.

### Creates RFx

Sourcing Manager provides a single platform for managing traditional sourcing activities such as sealed bids, requests for quote and invitations to bid. Your purchasing agents are able to use a number of different methods (e.g., bid opportunity templates, copying previous bids or uploading lists of bulk items) in order to expedite the bid creation process.

Once a buyer has created specifications for a bid, it is simply a matter of inviting suppliers to respond and then monitoring the progress of the responses.





## Who benefits from Sourcing Manager?

**Executives and managers** seeking to reduce enterprise spending and meet end users' needs.

**Procurement professionals** looking for added efficiencies in purchasing operations as well as negotiation and administration of supplier relationships and contracts.

**Suppliers** seeking automated management and administration of responses to bid opportunities.

### Supports use of reverse auctions

The reverse auction capability allows your organization to create auctions and invite suppliers to participate. Invited suppliers receive an email notification of auction events and are able to respond with notes, pricing and attributes. Your purchasing agents have real-time access through the application to preview, monitor and control the auction.

### Two-way event communication

Your buyers are able to monitor open bid opportunities in real-time to determine which suppliers have viewed a specific opportunity, which are currently working on responses and which have actually submitted bids. They are able to invite suppliers by name, commodity or special classifications. Throughout the process, buyers are able to easily create and issue bid addendums.

Suppliers are able to respond to bids using Sourcing Manager's Web-based Supplier Portal, through which they can provide notes, pricing, attribute comments, and attach supporting files. Bids contain information such as issue and closing dates, request number, quantity, specification and commodity classification.

### Provides a supplier portal

Sourcing Manager's Supplier Portal allows suppliers to register for system access, view bid events, enter responses, review award decisions and manage their own profiles. Providing suppliers with "self-service" access to an intuitive, Web-based interface for these activities frees your purchasing personnel from the associated administrative overhead. Instead, purchasers may manage supplier registrations, profiles and classifications, create reusable bidder lists, send messages to, or store notes regarding, suppliers and enter performance information for awarded suppliers.

### Analyzing bid events: tabulate & award

Sourcing Manager offers a variety of views that provide numerous ways to evaluate responses and the bidding process. Your agents may choose to use a side-by-side view for comparisons at the line and/or overall response level. Alternatively, they might use a tabulation to generate spreadsheets and graphs that can be distributed to a committee or other group of offline evaluators.

In addition, you may archive all auction responses and events in Sourcing Manager, so purchasing agents are able to quickly retrieve them, re-use them or to view historical data.

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