



# SourceSuite

## Approval Workflows

Your purchasing team, management and/or end users can work together to ensure a proper procurement approval workflow. SourceSuite's Collaborative Approval Workflows allow you to easily define who has the right to access, edit, or publish within the procurement workflow of your organization. Opportunity publication, amendments, award results, pre-qualification and rotation of suppliers can all be integrated within a configurable workflow. Collaborating during the approval process with other members of the purchasing team designated on a per RFP basis is an efficient and effective process. Simply indicate authorized users at each stage of your procurement process to ensure that approvals are regulated and authorized.

### FEATURES

- // Configure your approval workflow according to your project needs
- // Access levels can be designated by role, position or specific individual
- // Notification system automatically notifies appropriate users when action is required
- // Complete history of document approval workflow available at a glance

### BENEFITS

- // Configurable and collaborative approval workflow according to organizational needs
- // Improve efficiency with automatic notification of actions required
- // Ensure only authorized individuals or roles can allow approvals, increasing security

### HIGHLIGHTS

- // Elimination of manual processes within supplier and bid management
- // Transparent bidding process with full audit reports.
- // Configurable e-procurement solution to meet your organization's needs
- // Electronic document distribution and bid submission
- // Compliance with procurement guidelines

"The purchasing solution is set up to change with us, they are really in tune to what our needs are and I give them compliments for addressing the changing times and new agencies that come on. The service is really easy to look at, it's great to use, the vendors love it and it represents New Mexico well."

Tammy Brisco West  
Purchasing Director, Chaves County

### READY TO SEE HOW IT WORKS?

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