



SourceSuite

Document Management

Why waste administrative resources in the mailroom when you can distribute important documents instantly and securely? SourceSuite's Bid and RFP Document Management feature automates the entire document distribution process, eliminating inefficiencies that are unavoidable with paper document distribution. Reduce administration and mailing costs while ensuring that suppliers receive your RFP or RFQ and all attached addenda with the click of a button. Suppliers receiving electronic documents can access and view documents immediately, avoiding costly downtime associated with the distribution of paper documents. SourceSuite's Bid and RFP Document Management feature saves time, reduces cost and improves efficiency at every stage of your organization's procurement process.

FEATURES

- // Your buying organization can distribute an unlimited number of documents including addendum, plan holder lists, and award information
- // Support for all file types associated with goods, services, and construction procurements
- // Recipients can quickly view, access and download important documents
- // All bidders have access to documents at the same time, mitigating any risk

BENEFITS

- // Improve workflow efficiency and reduce administrative cost using Bid and RFP Document Management at every stage of the bidding process
- // Distribute all types of files and documents associated with goods, services and construction bid solicitations
- // Unlimited number of documents can be distributed to a select group of bidders or all suppliers
- // Ensure that suppliers are automatically notified about document changes and addenda

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?

1-800-835-4603
info@sourcesuite.com

