



# SourceSuite

## Electronic Bidding Submission

Paperless bidding saves you and your supplier time. SourceSuite's Electronic Bid Submission feature allows for the secure submission of quotes, qualification information, and supporting documents by suppliers during the procurement process. If you are not ready to give up the paper bids yet, buyers can decide to receive the bid electronically, manually or allow suppliers both options. Easily create itemized checklists to ensure that all bids are compliant with qualification and documentation requirements to evaluate and award the bid. Identity authentication with unique PIN verification allows only authorized individuals to access documents, while encryption and integrity checks are applied to submitted files providing complete security and reliability.

### FEATURES

- // Supports required documents for Electronic Bid Submission
- // Receive bids electronically, by paper or allow suppliers both options
- // PIN authentication ensure transparency and security
- // Data encryption, virus scan and integrity check applied to all submitted documents

### BENEFITS

- // Ensure that all received bids meet qualification and compliance requirements
- // Secure PIN ensure only individuals with authorization have access to documentation
- // Provide flexibility for suppliers to submit bids electronically, manually or both
- // Simple and easy to define qualification information and supporting documents required

### 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

