

## Features

<b>Supplier Management</b>	<ul style="list-style-type: none"> <li>✓ Self-service supplier registration</li> <li>✓ Supplier approval</li> <li>✓ Customizable fields</li> <li>✓ Multiple contacts per supplier</li> <li>✓ Automated record update reminders</li> <li>✓ Customizable product and service categories</li> <li>✓ Supplier diversity data management</li> <li>✓ Supplier document attachment</li> <li>✓ Saved supplier lists</li> </ul>
<b>Bid Document Management</b>	<ul style="list-style-type: none"> <li>✓ Customizable document folders</li> <li>✓ Non-proprietary document format</li> <li>✓ Multiple document upload/download</li> <li>✓ Automated zip compression of downloads</li> <li>✓ Document view log</li> <li>✓ Print order management</li> </ul>
<b>Request for Quote</b>	<ul style="list-style-type: none"> <li>✓ Lump sum and line item quotes with attachments</li> <li>✓ Intent to bid tracking</li> <li>✓ Use Excel to create bid forms</li> <li>✓ Sealed bidding</li> <li>✓ Automated bid tabulation</li> <li>✓ Split awards</li> </ul>
<b>Supplier Contract Management</b>	<ul style="list-style-type: none"> <li>✓ Centralized contract document repository</li> <li>✓ Contract modification tracking</li> <li>✓ Insurance certificate management</li> <li>✓ Invoicing and payment management</li> <li>✓ Milestone and event tracking</li> <li>✓ Supplier performance rating</li> </ul>
<b>Messaging</b>	<ul style="list-style-type: none"> <li>✓ Messaging by email, text message and fax</li> <li>✓ Customizable message templates</li> <li>✓ Attach documents to messages</li> <li>✓ Message delivery tracking</li> <li>✓ Message resend</li> <li>✓ Receipt acknowledgment</li> </ul>
<b>System Administration</b>	<ul style="list-style-type: none"> <li>✓ User administration</li> <li>✓ Multiple user roles and permissions</li> <li>✓ Website content management</li> <li>✓ Mass update records</li> <li>✓ Microsoft Excel integration</li> </ul>