



8Manage SRM e-Tender

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fairness and control in tendering.

**8Manage SRM**

8Manage e-Tender provides the highest efficiency, fairness and control in tendering. Control rules can be set upfront and the tender process will strictly follow the rules. Computer and network security is achieved via security token, one-time password, bidirectional communication encryption, role-based access control and audit trail.

1. User-defined Tender Nature & Rules



Tender Nature	Different Rules
For Price	Rule 1 , Rule 2 , Rule 3 ,
For Solutions	Rule a , Rule b , Rule c ,
For Products & Services	Rule A , Rule B , Rule C ,
For Others	Rule I , Rule II , Rule III ,

The enterprise can define different tender natures and inside each tender nature the following rules:

- Minimum and maximum # of suppliers
- Initial supplier selection is “sheer random” , “sheer manual” or “combination”
- Use of tender template to define and control document types and their access privileges (e.g., Technical Evaluators can’ t view financial documents)
- Restricted to certain product items
- Restricted to certain supplier types
- Restricted to certain supplier qualifications and grades
- Restricted to certain submission methods



The **tender nature rules** are the topmost level of control. The rules associated with the tender nature will be strictly enforced by the system for all the tenders of that nature.

2. Tender Expert Management



The enterprise can define different **experts** for different areas for tendering purposes. The experts can be selected for different tender activities such as initial supplier selection, document preparation, response evaluation, negotiation and final selection. When the experts are associated with different tender activities, they will have different access privileges. **Tender Expert Management** will help to ensure that each tender activity will assign sufficient experts from different needed areas to do the job.

3. Tender Approval

Tenders	Approval Flow	Progress	Alerts
 Tender A	Business Director ↓ Financial Manager ↓ Procurement Manager	Approved Approved Pending	Overdue
 Tender B	Business Director Procurement Manager ↓ Financial Manager	Pending Pending	Pending

The enterprise can **define different approval** flows for different tender natures. Each approval flow can have **multiple stages** and each stage can have **multiple steps** and each step can have multiple mandatory or alternate approvers. The approval stages and steps can be set to be executed in parallel, seriously or combination. The tender amount can be used as the branch condition of the approval flow for the purpose of controlling certain approval stages that can

or cannot be bypassed. The details of the current state of the approval flow can be viewed in real-time and exported for the reporting purpose. The system can be set to automatically send alert messages to remind people that the tender is pending their approval or their approval is overdue.

4. Initial Supplier Selection & Short-listing



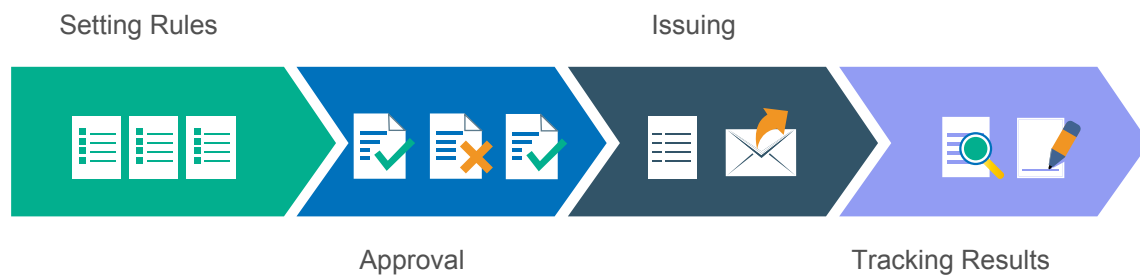
The system controls the [minimum](#) and [maximum numbers of suppliers](#) and whether they are selected totally by random, totally by [manual](#) or certain number by random and certain number by manual based on the tender nature. After the initial long list of suppliers is determined, the supplier selection team can [convert the long list to short list](#) in one or multiple rounds. In each round, the supplier [selection team](#) must input the selection criteria and score the suppliers accordingly. After the short list is determined, the supplier selection team must submit the short list for approval in order to become official.

5. Supplier Invitation & Participation Mgt.

8Manage can send e-Invitation to the selected suppliers to invite them to participate in the tender. Each invited supplier can [accept or decline](#) (with specific reason) directly. Once the invited supplier confirms its participation, it can start using the [e-Tender Q&A](#) facility to ask questions. The system will also automatically collect the data and provide the [statistics](#) on the number of participations, declines and winnings of each supplier.



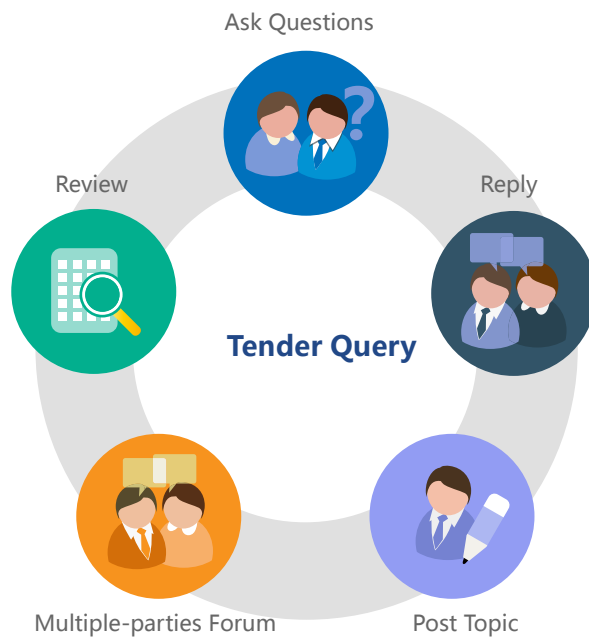
6. Tender Document Preparation & Issuance Management



8Manage allows the tender responsible persons to set the control on the tender document reviews and approvals. Tender documents and their amendments can only be sent to suppliers after the approval of the [Issuing Committee](#). Tender documents can be sent to suppliers via supplier website, email, regular mail or hand delivery and issuing history will be automatically logged by the system.

7. Tender Query Management

The participating suppliers can use the [Q&A facility](#) to ask questions and the question-answering can be viewed by all suppliers for transparency reasons. The Q&A facility allows the user to post a question or discussion topic and multiple parties can respond to the questions or ask additional questions.

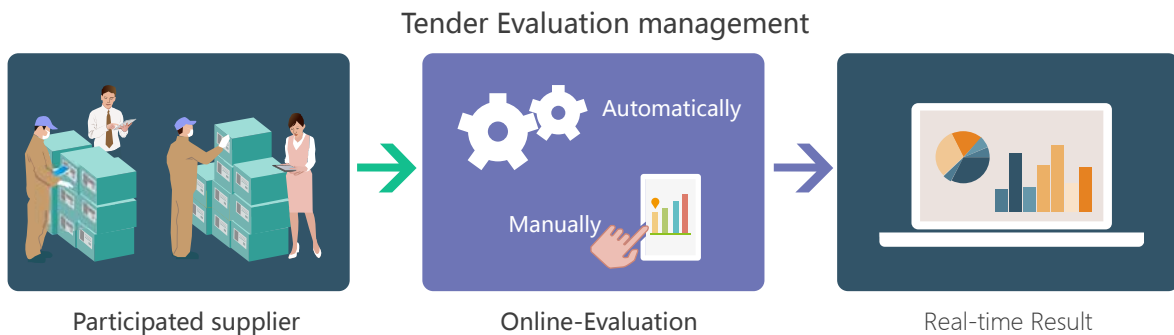


8. Tender Opening Management



The **Tender Opening Committee** can be composed of different people from different external and internal organizations. The Tender Opening Committee controls when the tender can be opened and the responses from suppliers can be viewed. No supplier's tender response can be opened and viewed until the **full approval** of the **Tender Open Committee**.

9. Tender Evaluation Management

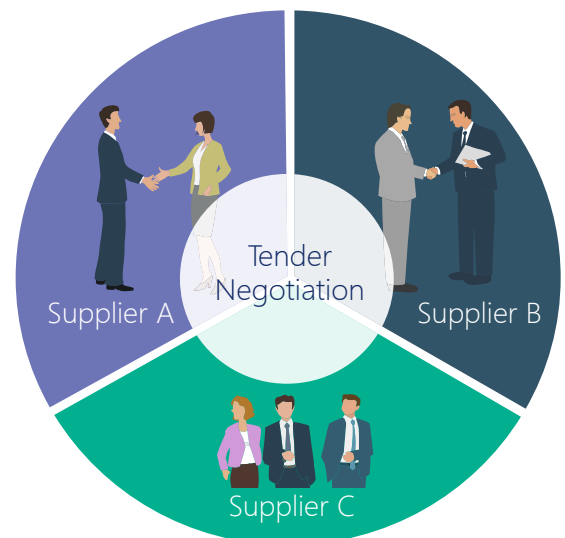


For Request for Quotation, the Tender Evaluation Team can choose having the system to do the [automatically scoring](#). For Request for Proposal and Request for Information, the Tender Evaluation Team can use the 8Manage [Question & Scoring](#) Tool to design the Questionnaire which will be automatically scored after each participating supplier fills in its answers. The Tender Evaluation Team can also choose to manually score each tender response by entering the criteria and their weights into the system and then do the [manual scoring](#). In any case, the system will summarize the total score for each supplier and rank all the participating suppliers according to their [total score](#). After knowing which participating suppliers have the passing score and which ones don't, the Tender Evaluation Team can then decide to do the negotiation next or skip the negotiation process and directly recommend a number of top ranking suppliers for the final selection.

10. Tender Negotiation Management

If the Tender Evaluation Team decides to conduct the negotiation, the team members can use the 8Manage Multi-Party Negotiation Tool to discuss with each supplier individually. The negotiation can be done in real-time or post-and-wait-for-response. All discussion information will be logged and can't be deleted.

After the negotiation is done, the Tender Evaluation Team can update each supplier's scoring and then recommend a number of the top ranking suppliers for the final selection.



11. Final Selection Management



The tender responsible persons can set the rule to mandate the Tender Evaluation Team to do the risk assessment for the recommended suppliers. The **Final Section Committee** can review the **scoring details** of each recommended supplier, its **associated risks** and **other business factors** such as other business partnerships and then make the final decision.

In some situations, the Final Selection Committee can also make the final selection very simple such as the supplier that has the highest total score will be the winner.

12. Supplier Notice



After the final selection is done, the system will **automatically send out notice** to the winner and the losers based on the pre-defined notice letters defined by the enterprise. The tender responsible can also modify the letter on the fly.

13. Auto Generation of eContract

An **e-Contract** can be automatically generated from the e-Tender after the final selection is complete. The user can specify price, deliverable, due date, **Service Level Agreement (SLA)**, penalty, payment term and renewal information in the e-Contract. Once the e-Contract is set up, the supplier can start delivering according to the deliverable milestones defined in the e-Contract and delivery will automatically trigger review and acceptance on the enterprise side. The **e-SLA** results will be automatically captured and calculated in real-time based on the preset criteria. If an **e-SLA** result triggers a penalty, the penalty amount will be automatically aggregated and reflected in the **Profit & Loss** of the e-Contract.



14. Tender Analysis & Intelligence



8Manage can automatically collect all the **tender statistics** such as supplier's participation rate, winning rate, successful project completion rate, late delivery rate, return rate etc. These fields can be made available in the **Point-and-click Report Generator** to generate multi-dimensional reports, bar charts, pie charts and trend graphs.

8Manage can provide best combination of standard products & redevelopment services for enterprise management and over 500 corporations in Asia are using our following modules on-premises or SaaS:

8Manage PPM : Project and Portfolio Management

8Manage Timesheet : Resource Time and Cost Management

8Manage SRM : Supplier Management, e-Procurement and e-Tender

8Manage ERP : Enterprise Full Automation

8Manage CRM : Corporate Client CRM and Consumer CRM

8Manage ITSM : Service Management

8Manage HCM : Human Capital Management

8Manage OA : Office Automation

8Manage EDMS : Electronic Document Management System

8Manage Kanban : Visual Agile and Lean

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