



# SOURCING

## Formulate a comprehensive acquisition strategy for your team that links business case, sourcing templates & supplier management

**Manage the entire S2C pre-contract phase of the contract life-cycle with the SOURCING module.**

Do you use a dedicated strategic procurement tool to support your strategic sourcing activities?

Or do you rely on an amended stock control system (ERP) or your adjusted payments processing system (P2P) to support strategic sourcing work?

Can you plan your acquisition strategy with a tool that enhances your capability, or do you just use Excel?

The SOURCING module helps you plan and manage all your pre-contract activities in a centralised location.

The SOURCING module enables strategic sourcing requirements including acquisition planning, business case development, sourcing and evaluation activities, negotiations and the start of the downstream contract management and SRM process.

SOURCING also helps speed up the pre-contract cycle with information streamlined directly from tenders to ongoing contract management. It enables consistency and compliance to process with a library of pre-approved document templates, and maintains a clear audit trail for greater control and accountability.

### Key Benefits



#### Save Time & Costs

With procurement planning, bid management and response collation functionality plus online evaluation scope and single data entry information flow to all other modules.



#### Standardise Procedures

With library of flexible document templates for EOI, RFX's and sourcing docs.



#### Real-Time Audit Trail

Of entire sourcing process, approvals, evaluations, weightings/scores with auto recording of communications and controlled access.



#### Increase Security

Single or double layer sign-in, with submitted documents and information secured by named user access controls with SSO and IAM protocols options.

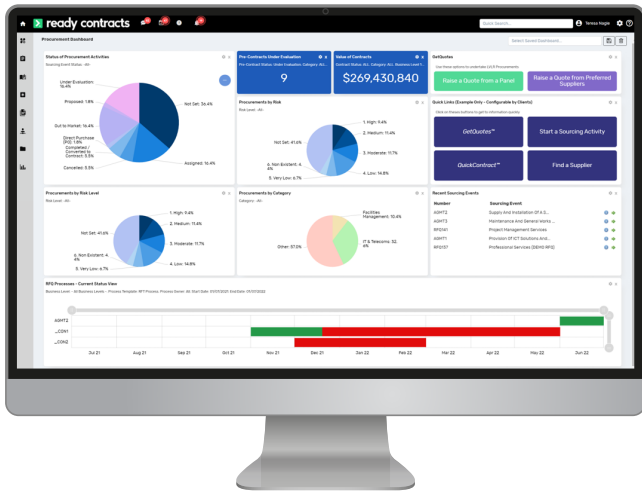
### Core Features

- Acquisition strategy and business case planning
- Document templates library
- Bid management and response collation facility
- Online evaluation
- Bid analysis
- Secure pre-contract document storage
- Stakeholder groups and project team definition
- Communications facility
- Contract decision recommendation and award section
- Conflicts of interest register



## Planning and Approval

Capture contract requirements, scope, budgets, timelines, stakeholders, teams, savings, business case details and risk assessments.



## Sourcing Stages

Record public notices, opening & closing dates/times, progress and personnel involved in each stage of the sourcing process.

## Documentation

Integrated document creation features support the ability to auto-generate pre-contractual documents from organisational pre-approved document templates such as;

- Business Cases
- RFx Schedules
- Addenda Notifications
- Successful/Unsuccessful Letters

Document Storage & Versioning functionality enables any/all pre-contractual documents to be stored and managed within the system.

## Online Evaluation

Evaluate your Tender submissions online against preapproved weighted criteria.

## Try integrating with..

Achieve even greater efficiency by integrating the SOURCING module with;

### TENDERS

The TENDERS module works hand-in-hand with the SOURCING module. Prepare your RFx within the SOURCING module and use the TENDERS web portal to advertise your Tender publicly or privately. With one click pull your Tender submissions back into your SOURCING module to begin evaluation.

## Ready to take control of your contracts?

Contact Ready Contracts or Visit [readycontracts.io](https://readycontracts.io)