

## Streamline and improve the tendering process with Everteam

**everteam.tenders** is an integrated electronic tendering solution enabling organizations to manage and automate the whole tendering process from initiation to closure, while implementing their internal e-procurement strategies increasing control and monitoring costs.

The solution provides a clear overview of all tendering and purchasing functions and actions, which both eliminate manual, disconnected and disorganized tasks. It helps teams to better collaborate, decrease and streamline tasks time, improve their productivity, while making the entire process more transparent.

## Key Benefits

- Increase tendering overall productivity, efficiency and effectiveness.
- Provide a 24/7 process availability regardless of the users' location.
- Enhance communication with bidders, and speed responses to questions and clarifications during the tenders period.
- Offer transparency and enhanced visibility during the entire tendering process.
- Ensure information quality in terms of planning, assurance, and control.
- Improve purchasing decisions based on vendor history and scoring system.

## Features

everteam.tenders creates an environment that encompasses all suppliers and decision makers in a transparent, collaborative and fair way. It transforms the firm's process-driven environment into a flexible, result-driven landscape to make way for one comprehensive and collaborative tendering platform.



### Online Portal

- Automate the creation of new tender request.
- Provide a web-based responsive e-tendering system that announces the tender online.
- Accept online supplier registration and provide instant access to tender information.
- Provide online payment of tender fees.
- Provide instant access to all documents and amendments, with the ability to track tenders by status.
- Provide a customizable document-upload wizard allowing suppliers to post their technical, financial and administrative documents securely on the portal.



### Supplier Database

- Access centralized data related to suppliers from various industries in an integrated enterprise database.
- Reuse supplier data capability for further reporting, vendor rating and evaluation, and history logging.
- Classify, filter and target suppliers based on available collected data.



## Evaluation Process

- Provide an embedded evaluation engine allowing authorized users to review and approve submitted proposals from the web browser.
- Set restrictions on specific parts of a document to unauthorized personnels.
- Add additional documents electronically or by scanning them through the embedded interactive capture tools.
- Support custom evaluation checklists with automatic score calculation based on a pre-defined scoring sheet.



## Workflow Automation

- Develop and manage collaborative, case management or transactional processes across many actors.
- Enable simultaneous review and approval by routing documents to multiple users and supports delegation and escalation options.
- Monitor employees' workload and re-organize tasks.
- Provide an integrated organization chart and address book.
- Track every step of the proposal evaluation lifecycle visually, by authorized users, with the visual tracking tool.



## Notification Engine

- Send automated award notification to winning bidders and involved parties.
- Send email and SMS notifications.
- Customize notifications based on pre-defined templates.



## Integrated Committee Meetings Management

- Automate the meetings of committee members to discuss the various tenders.
- Support several committees based on the tender type.
- Pre-meeting:
  - Agenda creation from template or from scratch
  - Meeting Request and agenda dispatch
  - Access and download meeting agenda on mobile devices through the committee meeting management mobile app.
- Mobile support offline mode on mobile with automatic synchronization.



## Integration

- Provide integrated electronic filing plan.
- Provide a native integration with everteam.document to add supporting documents by either scanning or uploading electronic documents.
- Provide integrated advanced imaging tools for image processing, quality enhancement, annotations and image editing options.
- Provide integration with the internal organization chart and active directory displaying the potential recipients for a simplified selection operation.



## Search and Reports

- Provide end users with information at their fingertips with an outstanding search experience.
- Provide simple and advanced search capabilities allowing users to search for a tender, task or report using a wide array of search criteria including keyword search or searches on user-defined indexes.
- Show search results in a full feature grid.
- Provide out-of-the-box customizable dashboards and on-demand reports.

