



DATASHEET

The Procurement Manager for Xythos Enterprise Document Manager enables knowledge workers to automate the proposal process from initial invitation through to short-listing and award. Now, organizations can significantly lower procurement costs by automating manual tasks traditionally associated with administering multiple contract awards. Ideal for procurement departments that do business with multiple vendors and often have to manage simultaneous contract bids, the Xythos Procurement Solution eliminates manual-based procurement processes from initial invitation through award in a secure and easy-to-use module.

“Our organization needed a safer and easier way to exchange operations documents between offices in 40 different countries. Xythos provides the control and flexibility a rapidly-growing business like ours requires.”

*Walter Klincewicz
Information Technology Manager
DSV Air and Sea, Inc.*

Benefits

Automates sending and tracking of multiple types of procurement documents – From initial participation invitation through to short-listing and contract award, Xythos workflows support internal procurement policies and communication with vendors.

Simplicity – Ease-of-use reduces cost and drives a high adoption rate for non-technical business users.

Wizard driven – No programming required. Simply add a new proposal and Xythos helps take care of the rest.

Securely manage and share – Only share proposal information with those you authorize through unique password-protected web links that are automatically assigned to invited vendors.

Increases Vendor Security– Unlike FTP servers, Xythos Drop Boxes allow vendors to easily upload responses and prevents them from viewing input from other vendors.

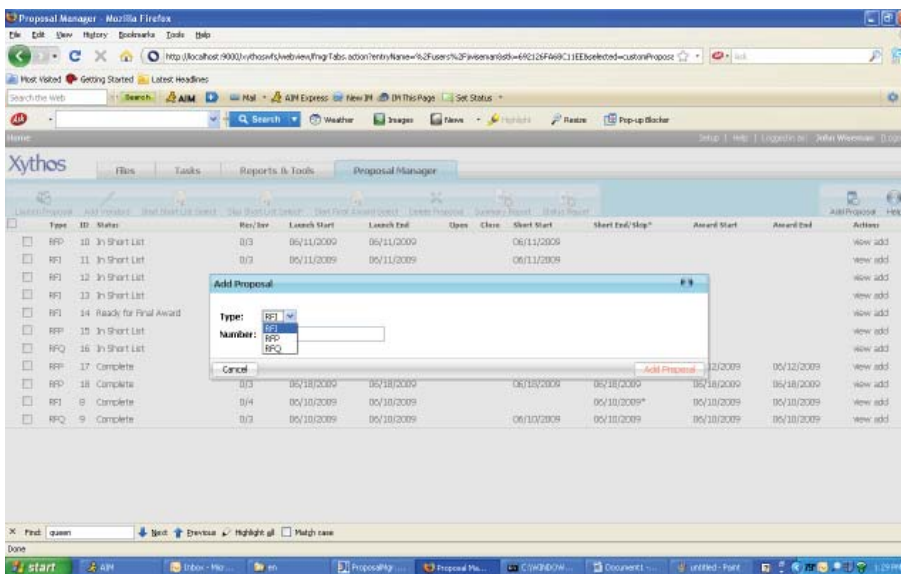
Using Procurement Manager for Enterprise Document Manager

Using the Procurement Manager Solution

Xythos Professional Services has made the task of creating, managing and reporting on the complex procurement process less stressful with powerful workflows, easy to use web interfaces and template-driven vendor communications.

To begin, select the “Proposal Manager” tab from the web interface. This provides the user with a dashboard view of proposal status, award dates and other related information.

Xythos comes standard with three proposal types; RFI, RFQ and RFP. After the proposal type is created, Xythos automatically creates a directory structure for proposal management including submissions, invitation list and final award.



Proposal management has never been easier with Xythos Procurement Manager with its intuitive interface and easy to use features.

- Invite List –Vendor invite list
- Resources –Materials to be distributed to the vendors
- Final Award - Space to manage the reviews for the final award
- Short List –Space to manage the reviews for the short list awards
- Submissions –Location for the drop box where vendors will upload their proposal submissions

Proposal Workflow and Drop Boxes When ready open the Drop Box to begin the procurement process. Xythos does the heavy lifting and automatically creates email invitations, unique web links for each vendor and

passwords. Specify the name, description and proposal dates without help from IT. You can even invite late entrants within the Drop Box or use workflow to further automate. Vendors then access the Drop Box and upload submissions. The Drop Box ensures vendor security by preventing proposals from being viewed other than their own.

Managing the shortlisting and final award process. Xythos Procurement Manager Solution enables any number of authenticated individuals the ability to review and comment on vendor submittals. With Xythos’ comprehensive document management security, reviewers can control who can access proposal content and who can access individual folders and documents. When the final selection is made, Procurement Manager will send out final invite messages and rejection notifications.



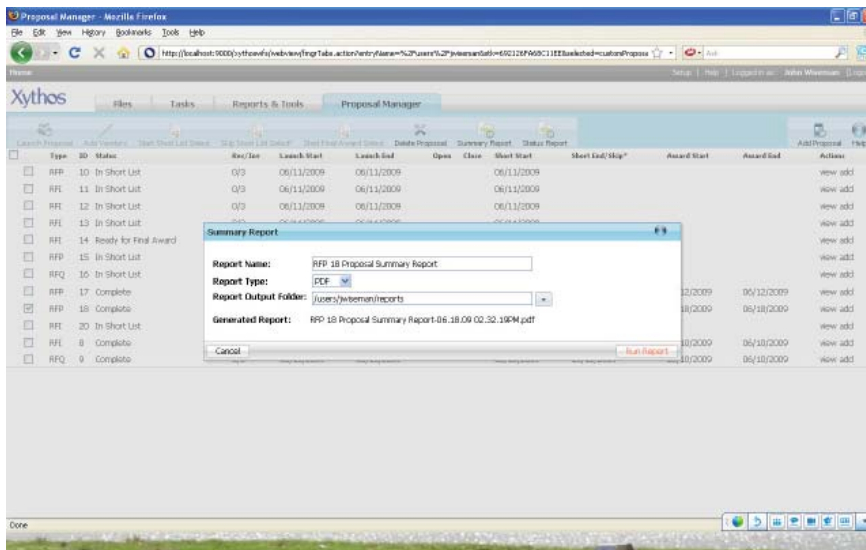
Summary and Status Reports. With Procurement Manager, determining RFP status and reporting to executive management is easy. Simply go back to the Procurement Manager Dashboard to report status, discover preferred vendors and even award amounts.

About Xythos Professional Services

Xythos Professional Services maintains a library of common customizations that can be seamlessly integrated into Xythos Enterprise Document Manager and Xythos Digital Locker. These customizations have been tested for quality and are eligible for limited maintenance services. For unique customer requirements, Xythos Professional Services is available to build customizations following a best practices methodology that has been refined over the course of many successfully deployed projects. The group also offers training services including system administrator, developer and end-user courses that are delivered on-line and in traditional classrooms settings. Please contact info@xythos.com for more information.



Xythos is the document management partner of choice



If organizations need to:

- Simplify the indexing and records declaration process
- Provide secure online document collaboration
- Improve content security and compliance
- Enhance productivity
- Eliminate email file attachments

Consider Xythos.

Xythos Procurement Manager is part of the Xythos Enterprise Document Management Suite. Find out more about how Xythos' secure document

management security, reviewers can control who can access proposal content, individual folders, and documents.

management and collaboration solutions empower organizations to reduce costs, achieve complete accountability, and improve content collaboration initiatives. For more information, visit www.xythos.com.

For more information please call 1.888.4XYTHOS or visit www.xythos.com

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