



# UpsideRFX

## Sourcing & Procurement

### Solution Overview

UpsideRFX is a web-enabled e-RFX tool that supports all sourcing and procurement activities through collaborative creation and management of complex RFX documents (i.e., RFP, RFQ, RFI, etc.), reverse and forward auctions, and related processes, with functionality that supports both the purchaser and vendor communities. UpsideRFX integrates with UpsideContract, the world's leading enterprise contract management solution, providing close integration of sourcing and procurement processes with contract creation and management processes.

To ensure complete security, UpsideRFX includes independent modules for the buyer / purchaser and suppliers / vendors. These modules can be deployed together on a single server or separately on two servers to ensure complete security.

UpsideRFX purchaser module includes functionality for reverse & forward auctions, online response collection, collaborative development of RFX (i.e., RFP / RFQ / etc.) documents, opportunity posting, management of vendor communications, reception and logging of vendor submissions, collaborative submission review and evaluation, and selection management.

UpsideRFX vendor module includes functionality for vendor registration and notification. Vendors can enter details of their response on-line; upload response documents, on-line completion of questionnaires for evaluation purposes; entry of actual bid amounts particularly in an auction format RFX.

### Effective Sourcing & Procurement

#### Features

- Ability to manage any type of procurement activity.
- Corporate repository of RFX documents (i.e., RFP, RFI, RFQ, etc.), templates, requirements, terms and conditions.
- Completely Web-based – no plug-ins required.
- 'Personal Dashboard', role-based functional view, and navigation control maximize visibility of and simple access to items requiring action.
- Advanced workflow management.
- Procurement request wizard.
- Collaborative RFX creation as well as full functionality on Reverse / Forward Auctions.
- Supports definition of requirements and assignment of commodity codes (or other similar descriptive coding).
- Accepts attached documents in any format as part of the RFX, as an attachment to the RFX, and as internal notes.
- Advanced RFX management.
  - Post RFX on the web (Internet / Intranet / Extranet).
  - Purchaser can specify RFX audience as public or can direct it to specified vendors (e.g., in the case of pre-qualified vendors).
  - Structured event and notification management.
  - Collaborative submission review and evaluation.
  - Effective change management to adjust buyer requirement details throughout the process.
- Secure external vendor portal.
  - Supplier / customer accessible web site provides prospective respondents with a view to available opportunities. Abstracts can be posted for public access or directed to a limited set of vendors.
  - Respondents receive notification of various events throughout the RFX process; updates to specification documents; changes to questionnaires; change in status of the RFX process; posting withdrawals; and so on.
  - Vendors have the ability to conduct searches for opportunities corresponding to the types of goods or services they supply or purchase in the areas of the country/ world in which they do business.
  - Vendors can view information about other potential bidding companies, questions from other bidding companies, and bids received to date on the RFX opportunity.
- UpsideContract plug-in to migrate RFX and vendor submission into a contract.
- Simple integration with other systems including ERP, procurement systems, etc.
- Strong support for business intelligence and management reporting.

## Effective Sourcing & Procurement

### Benefits

- Maximizes RFX visibility, monitoring, and reporting for all stakeholders.
- Improved information related to RFXs – better information and more of it.
- Streamlined processes for RFX creation and process management resulting in reduced operating expenses.
- Full integration with UpsideContract allows for an end-to-end process in handling sourcing requests, issuing bid documents, managing submissions and evaluations and then ultimately transferring award information into UpsideContract for the contract negotiation and finalization process, including ongoing management and tracking.
- Improved relationships between buyers, vendors, and other stakeholders.
- Improved involvement of internal staff in the procurement process.
- Strategic sourcing benefits – maximize buying power through better managed procurement and use of auctions.
- An accurate and comprehensive audit trail is maintained within the system that ensures appropriate financial governance controls are being followed.
- Business Intelligence through proper analysis of vendor submissions and procurement information.

### High Level Process

- An authorized, non-purchasing user can request a procurement process by submitting a request.
  - The request initiates creation of an RFX or e-Auction and guides the requestor through the process.
  - Business rules determine what information needs to be entered by the requestor depending on the product or service they are requesting.
  - Workflow determines who needs to review / approve the request and then routes approved requests to the proper procurement person.
- An authorized purchaser can create an RFP from a template (or multiple templates).
  - Business rules dynamically determine review and approval workflow.
  - Once approved, the RFX creator can publish the RFX to their vendor community.
- Vendors can participate closely.
  - Vendors can self-register (if permitted) and subscribe to notifications for opportunities in specific categories.
  - Vendors can submit questions, which are addressed by the RFP creator / manager and responses can be directed to the asking party or published for the full vendor community.
  - Vendors can submit responses (online and written), which are reviewed and evaluated by the RFP manager and other stakeholders.
  - RFX content is automatically migrated to a contract document to begin the contracting process.

## About Upside Software

Upside Software is the worldwide leader in Contract Lifecycle Management (CLM) solutions. About 300 Customers around the globe use Upside Software's suite of products to confidently perform Contract Management, Commitment Management, Sourcing & Procurement, and Invoice & Billing management activities throughout their organizations.

Upside Software's products address the needs of Enterprise (e.g. Fortune 500, Global 2000), Public sector (Federal, State / Provincial, Municipal and Health Care), and Small & Medium Enterprise (SME) customers. Customers realize significant cost savings while improving customer and supplier relationships. Upside Software's solutions are deployed very quickly and typically provide a full return-on-investment (ROI) in well under a year, often in less than six months.

Founded in 2000, Upside Software is a profitable, rapidly growing software company with an advanced, yet mature, and comprehensive product suite. The company has extensive experience delivering real value to customers (about 300) of every size and in most industry verticals.

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