



ProjectWise® ProcureWare®

Increased Visibility and Collaboration for Supplier Management and Online Bidding

ProjectWise ProcureWare helps small and large organizations source a broad spectrum of procurement requirements for materials, services, and construction. It streamlines supplier registration and management, simplifies the RFx process, and helps procurement teams manage supplier contracts.

Manage Supplier Information

Choosing the best suppliers and service providers for your business is an integral part of successful project completion. Companies relying on a manual process to qualify suppliers and conduct bid events often pay the price with poor quality deliverables, higher prices, and missed deadlines. By implementing a centralized supplier management system, you can improve risk management, gain insight, and make informed procurement decisions. Customizable supplier registration forms allow you to capture key information regarding capabilities, certifications, insurance, diversity certifications, and experience. Suppliers are responsible to update their own company information and documentation, freeing up valuable staff time and ensuring up-to-date supplier information. ProcureWare makes it easy to send out supplier notifications and inform all relevant suppliers of upcoming bid events.

“ProcureWare has helped us modernize and streamline our procurement process, and it gives me better insights into our bidding activities and results.”

– Kunjan Dayal, Procurement Director, Community Transit

Conduct Electronic Bidding and Evaluation

ProcureWare automates the sourcing lifecycle from supplier pre-qualification through online bidding, analysis, and award. The system digitizes your bid documents and distributes plan sets electronically, saving you money on printing and shipping costs. ProcureWare can help your team shorten the procurement process, efficiently manage sourcing events, and reach better award decisions. You can create standard templates and documents in the system to improve consistency across departments and bid events. When it is time to assess



ProcureWare gives organizations the necessary tools to drive process efficiency and cost savings throughout the bid management process.

proposals, all internal stakeholders can access up-to-date and reliable information, and collaborate online to evaluate and score supplier responses.

Stay Ahead of Contract Obligations

Ensure compliance with contract terms and conditions, and stay ahead of contract renewals and warranty expiration with ProcureWare. You can use ProcureWare to view important contract documents and share supplier performance information throughout your organization. Determining that your suppliers are properly insured is a critical risk-management function. You can easily log required insurance terms and certificates, set alert reminders for impending contract expirations, and produce comprehensive reports about insurance coverage across all contracts. The ProcureWare alerts feature can be used to track other key contract milestones like renewal dates, warranty expiration, and deadlines for exercising contract options.

Ensure Transparency in Public Procurement

The unique demands of public procurement place a high level of importance on transparency and auditability. With ProcureWare, you can easily track supplier diversity and conduct sealed bidding. The software maintains a transaction log of all communication, document views, and modifications to system records.

“Our property management e-procurement system is allowing us to increase competition for our clients’ materials and services while cutting administrative time by over 60 percent.”

– Richard Havens,
 Directory of Property Operations,
 NAI/Merin Hunter Codman

Find out about Bentley at: www.bentley.com

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ProjectWise ProcureWare At-A-Glance

Bid Management

- RFx templates
- Bidders list management
- Electronic bid responses
- Multi-part sealed bids
- Multi-step bid management
- Forward and reverse auction
- Configurable bid response forms
- Integrated Q&A management

Bid Evaluation and Scoring

- Automated bid tabulation
- Team bid scoring
- Side-by-side bid comparisons
- Compare bid estimates versus actual awards

Supplier Management

- Self-managed supplier registration
- Customizable supplier registration forms, categories, and service areas
- Supplier approval workflow
- Integrated diversity management and tracking

Contract Administration

- Streamlined award-to-contract
- Modifications/change order tracking
- Integrated task and event calendar
- Customizable contract fields
- Contract catalog and pricing
- Expiration alerts

Reporting

- Custom reports
- Charts and graphs
- Export to Excel or PDF
- Supplier diversity tracking and reporting
- Insights into bids and awards
- Compare estimates versus actual
- Monitor time-to-award

Risk Management

- Insurance and certification tracking
- Audit log of changes to supplier profiles, bids, and contracts
- Record of user log-ins, messages, and document downloads
- Message delivery tracking

Document Management

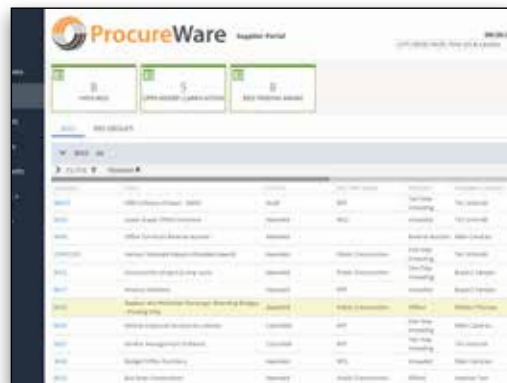
- Electronic bid document distribution
- Unlimited document storage
- Contract document repository

Communications

- Pre-bid question and response
- Integrated supplier notification system
- Custom message templates
- Automated and scheduled reminders

Administrative Features

- Centralized access to procurement data
- Personalized dashboard
- Multiple user roles and permissions
- Shared events calendar
- Approval workflows for bids, suppliers, and contracts



Manage the total sourcing lifecycle, from supplier selection and pre-qualification through online bidding, analysis, and award.



With automated bid tabulation features, quickly evaluate alternative award scenarios and make an award to one or more suppliers.