

## What is Procurement Plus

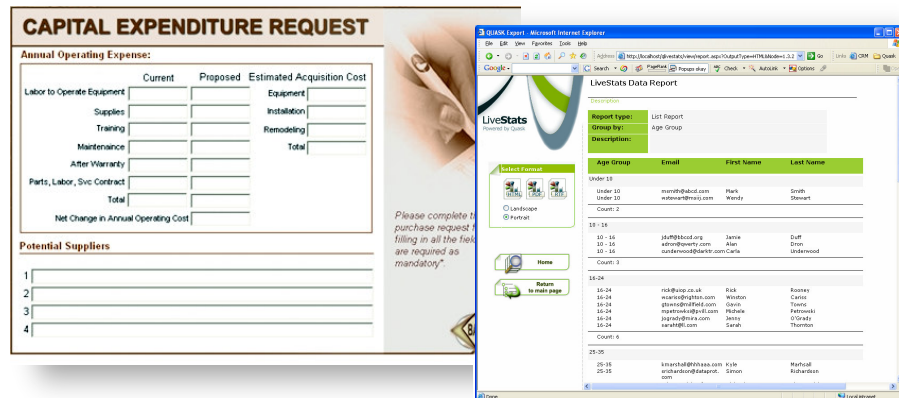
Procurement Plus is a web-based procurement application that manages all key aspects of the tender process.

In addition, Procurement Plus uses Quask's unique FormArtist capabilities to enable all vendor response information to be captured in web-based forms. These forms can be completely designed by the user to look any way the user requires and ask any number of questions in a highly friendly manner. This provides an easy way for vendors to respond as well as enabling a far quicker yet more detailed analysis of the results.

## Benefits

- Provides a strong framework for all your capital expenditures
- Ensures a disciplined approach to procurement
- Gather all the vendor response information you need using web-based forms
- Gather quality data by making it easy for vendors to respond
- Vendors can respond over time rather than just once
- Better quality decisions are based on comparison of key features and other vendor responses
- You will have a detailed procurement history, allowing you to address compliance and retrieval requirements

## Key Features



The following key points are addressed by Procurement Plus

### Publish Phase

- Capture summary and abstract information for each project
- Define a complete data collection form enabling you to gather structured responses from vendors
- Match procurement items to people, departments and locations
- Document, weight and rank all key features that vendors must fulfil
- Attach any number of specification documents and files to the project
- Define the project phases, deadlines and associated timelines (RFI, RFQ etc.)
- Define optional workflow and alert rules for each response
- Create a PDF summary form that allows vendors to print out project summaries

**Deployment Phase**

- Manage vendor notification lists for email notification of project
- Specify reminders and escalations for both vendors and staff ensuring that processes are carried out in a timely fashion and deadlines are not missed
- Creation and management of Long Lists and Short Lists

**Reporting**

- General reports for vendor responses
- Ranked reports based on feature matching
- Analysis of individual feature requirements
- Analysis of detailed vendor response

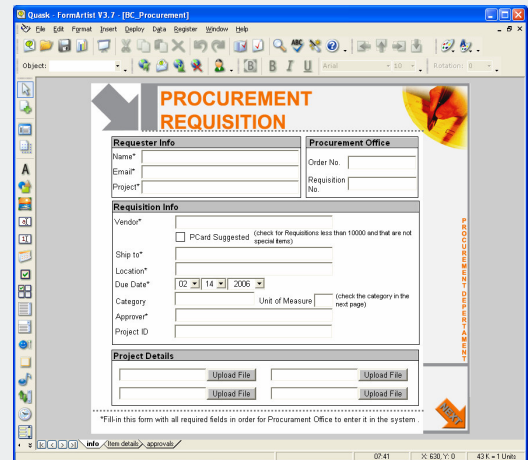
**Project Forms**

To make highly informed decisions you need good quality, homogenous information from potential vendors. To achieve this you need to do the following

- Ask detailed questions
- Get all vendors to respond in the same way
- Make it easy for vendors to respond

Quask Procurement Plus allows you to achieve this thanks to our easy to use and highly flexible form designer.

You can use off-the-shelf templates for capturing this information or you can create your own response forms from the ground up.



**Templates or Build-Your-Own**

**Reporting on Form Content**

You can also report on any of the custom content you have built into your forms. Bar Charts, Pie Charts, Crosstabulations, Lists and Exports are all quickly and easily setup.

**Response Routing**

All vendor responses are essentially electronic documents that can be routed around your organization in any way you require. Using any email system, alerts and email notifications can be triggered when certain data is entered into forms.

**Reminders & Escalation**

Procurement Plus has an advanced reminder and escalation system that allows you to remind staff and vendors of key events and deadlines automatically.



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