

# TENDERBOARD

## Sourcing, Purchasing and Contract Management for Schools

Manual Processes and Long Tail Maverick Spend are some of the most common procurement challenges in the education sector. Many are still manually managing their procurement workflows, including sourcing, purchase orders, goods receipt and invoices. This results in a lot of administrative effort spent on manual data entry and routing documents for approval, monitoring orders, keeping procurement data up-to-date and consistent, and transferring data from one system to another.

Furthermore, this is made worse by schools having many staff who need to purchase a wide variety of goods and services, but may not necessarily do so often enough to be familiar with procurement policies or existing contracts that the school might have. This results in under-utilised contracts and off-policy purchases, otherwise known as maverick spend.

### How TenderBoard Can Help

TenderBoard's eProcurement system helps schools to digitalise and automate your procurement workflows. Our eProcurement System offers **Source-to-Settle Module**, **Contract Management** and **Supplier Management** capabilities that increase your workflow efficiencies, centralise your procurement activities, and enhance corporate governance while reducing maverick spend.

### Why TenderBoard for Education

	Manual Process	TenderBoard eProcurement System
 Source to Settle	✗ Workflows are inefficient, hard to track, and policies are not adhered to	✓ Automated workflows to simplify buying, improve productivity, and ensure compliance
 Contract Management	✗ Under-utilisation of contracts, resulting in wasted effort and unnecessary maverick spend	✓ Centralised contract management with ability to share contracts with users to encourage utilisation
 Supplier Management	✗ Maverick spend resulting in proliferation of suppliers and manual supplier onboarding	✓ Centralised supplier data with automated onboarding and management of AVL and Blacklist

### Trusted By Leading Brands



# TENDERBOARD

## Key Capabilities of TenderBoard



### Source to Settle Module

TenderBoard's highly configurable system fits into your workflows for optimum efficiency, Use TenderBoard eProcurement system to:

- Configure workflows that flow according to a user's department, purchasing limits, purchasing category, or any other condition you require.
- Raise and auto-route Purchase Requisitions for approvals.
- Source and award RFQs and Tenders on the platform. Supports Direct/Non-Sourcing Purchase Orders as well as Non-PO Invoices.
- Manage clarifications, corrigenda and negotiations.
- Supports eCommerce Integrations (Punch Out).
- Manage your Purchase Orders in our system, acknowledge Goods Receipts and receive Invoices from your supplier.
- Native Vendor Portal facilities where suppliers could self-help in submitting quotations, downloading POs and submitting invoices.



### Contract Management

Create Contracts in the System (or transfer data from an awarded RFQ) where you can store pre-negotiated price lists and contract documents. Assign contracts to users for them to raise Purchases Requests and draw down from these contracts, reducing sourcing effort and minimising maverick spend.

Managing your contract on TenderBoard also allows you to keep track of your contract's available budget in real time and set automated reminders to renew expiring contracts.



### Supplier Management

Manage your suppliers centrally, including your Approved Vendor List and Vendor Blacklist. Customise the supplier profiles and forms that you use to collect data, including vendor creation forms and qualification questionnaires. The system sends the online forms to your suppliers, which are then submitted for approval.

## Related Modules and Features

- **Item Master:** Allows you to collect, store and retrieve item records (e.g. goods and services) that your organisation purchases. Item Master can be integrated with your ERP system to manage the inventory status as well.
- **Budget Management:** Import your budget codes into TenderBoard's system to track your budget in real time.
- **Approval Workflows:** Configure approval flow and forms according to your company's Standard Operating Procedure.
- **Integrations:** Ability to Integrate with 3<sup>rd</sup> party systems such as Financial Systems and ERP software.

## Looking for more information?

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