SPM Feature List

Feature	Description
Supplier Mgmt	
Supplier Self-service	Allow supplier contact to update product's info including its currency, unit price, discount, other expense, description, minimum order quantity, minimum order amount, inventory and estimated delivery time (wks.). Allow suppliers with relevant rights to login to view quote request, submit quotation, confirm PO, generate shipment slip and generate invoice from PO. Allow suppliers to receive the tender invitation and to login the system to confirm tender participation, view tender documents, submit response documents and negotate online. Suppliers can send tender response and bidding files to the tenderer through other ways (e.g., email, postal delivery) and the tenderer can record the recipence of the documents in the system. Allow suppliers to quit the bidding or re-join the tender bidding with preset rules control. Allow suppliers to view the tender Q&A forums and participate in the discussions. Allow suppliers to respond quick-quote-requests and participant in reverse-auctions.
Product Mgmt	
Product Info Mgmt	Able to store and maintain product info such as product family, product name, product ID, product supplier, product price etc. in Item Master.
Product Price & Procurement History	Add user-defined fields in the product basic info page. Support role-based product info access privilege control. Auto summary of product unit cost, total cost etc. Able to collect all the historical purchase records. Suppport powerful searchand able to search and gather product info in terms of product suppliers, procurement records etc. in support of the evaluations of the products.
Product Benchmark Price	Auto calculation of the procurement benchmark price based on the minimum/average historical prices in quotations/PO.
Product Admittance Approval	Support product admittance approval flow.
Purchase Plan & Request Mgmt	
	Support online submission and approval of the procurement requests. Allow to define different approval flows according to groups, cost levels etc. Auto check of procurement budget when submitting a procurement request. Able to assign procurement responsible person after the procurement request is approved.

Purchase Plan & Request Basics	Allow to raise purchase request for products with info is already in Item Master and also for one-time purchae products with info entered on the fly.
	Able to fetch effective quotations of a desired product.
	Support quick-quote-request function.
	Track for the procurement execution results of Purchase Plan.
Quotation & Quick Quote Process	Allow suppliers to quote online.
	Able to rank offers by quoted price.
	Support quotation approval.
	Allow to generate PO directly from the Purcahse Plan or Purchase Request.
Standing Offer Mgmt	Auto reminding and generating product price inquires to suppliers according to different standing offer cycles.
	Support to convert standing offers to quotations and auto putting them in Quotation Master.
Tender Mgmt	
Tender Basic Process Mgmt	Support different tender rules and flows based on user-defined tender natures.
	Support different open tender, invitation tender (further subdivided into RFI, RFQ and RFP) and reverse auction tender types.
	Support additional rules settings such as supplier responses restrictions, tender files privilege control etc.
	Support tender approval flow mgmt.
	Support supplier selection (shortlist), document preparation, invitation, confirmation and issuing.
	Support the Mgmt of fairness and transparency of Q&A information between tenderer and suppliers.
	Allow suppliers to response and submit their bidding materials online and offline in a control manner.
	Support qualifying responses.
	Allow to pre-define different tender evaluation criteria and auto scoring and ranking of suppliers according to the evaluation criteria.
	Support the recording of the of the final selection criteria, scoring and result.
	Support the online announcement of the final selection result.
	Able to monitor the tender process and status in real-time and alert people according to the pre-set alert criteria.
Experts Pool	Support user-define the expert types and experts of each type.
	Allow to assign different types of experts to different tender activities.
	Support maintenance of tender expert pool.

Purchase Order Mgmt	
Purchase Order (PO) Basics	Support to generate PO directly from the purchase request.
	Support user-defined PO approval flow.
	Support PO approval via mobile apps.
	Able to retrieve the agreed upon price from the quotations and blanket contracts.
	Auto comparison of the purchase price with the benchmark price in real-time and generating derivation alert.
	Support user-defined payment terms and goods delivery arrangements.
	Provide procurement cost overrun alert.
	Allow supplier to confirm PO and provide delivery info on line.
Goods Receipt	Allow to set rules for free quantity and under and over delivery.
	Push goods receipt notifications to the dashboard of the responsible person.
	Allow to receive the goods partially or exceedingly.
	Allow to receive free quantities.
	Support quality inspection process.
	Support goods return process.
	Support auto conversion of the goods received units to the inventory units before putting the goods in warehouse.
	Able to track down goods receipt status.
	Support quick supplier performance evaluation immediately after inspecting the received goods.
Quality Inspection	Support user-defined quality inspection template.
	Support goods quality control process.
	Support recording of inspection results.
Invoice and Payment	Allow supplier to generate invoice from PO.
	Allow to record invoice received from supplier.
	Support received invoice approval flow.
	Allow to generate payment request according to payment term or received goods quantity.
	Support payment request approval flow.
	Support tracking and query invoce and payment status in real-time.

Procurement Contract Mgmt	
Contract Basics	Allow user-defined contract types.
	Support basic contract info (e.g., Responsible parties, dates, cost items, payment terms, renewal)
	Allow to upload the contract attachments.
	Support recording of important interactions with suppliers related to the contract.
	Support contract budgetting and cost tracking
	Support the online contract approval flow.
	Support assignments of contract activities.
	Support contract on-hold.
	Support contract version Mgmt.
	Support contract evaluation.
	Support audit trail.
Blanket Contract	Support multiple types (e.g., fixed-price, time-and-material) of blanket contract.
	Support the end-to-end blanket contract process from establishment to fulfillment.
	Auto tracking execution of subcontracts or PO under the blanket contract.
SLA	Allow user-defined Service Level Agreements (SLA) based on pre-defined SLA types.
	Auto real-time tracking of each SLA actual against target.
Invoice and Payment	Able to manage all invoices sent from supplier.
	Allow to generate payment request and submit payment request for approval.
	Allow NxM relationship of invoices and payments and auto matching invoices and paymetns, including partial involice payment, payment by installments and single payment for multiple invoices.
	Able to track the payment status by different dimensions, such as by invoice age, responsible group, supplier, payment currency etc.
	Provide "Assignment" function to assign repsonsible person to follow up with the payment that needs special attention.
	Allow to search and view transaction records with the supplier in the same page under the supplier.
Open Request & Auto Evaluation	
Open Request & Response Mgmt	Provide open announcement function.
	Provide open recruitment function to allow recruitment of new suppliers and new suppliers can register online.
	Provide open tender function and potential bidders (suppliers) can apply online.

	Provide open request function and allow suppliers to respond online.
Auto Evalution	Allow user-defined queries and scoring methods for open recruitments, open tenders and open requests.
	Scoring for evaluation or pre-qualification is automatic based on user-defined scoring methods.
	Provide pass/failure notification to each applicant (supplier).
Auto Linkage	Auto linking pre-qualified suppliers to supplier qualification approval list.
	Auto linking qualified bidders (suppliers) to tender supplier list for eTendering.
	Auto linking qualified suppliers to open request suppler list for further processing.

Inventory Mgmt

Inventory Mgmt	Support warehouse location, storage type, partition and space definition.
	Support product inventory quantity, balance and outstanding requests for each item by warehouse.
	Support entering/exiting warehouse by warehouse location, storage type, partition and size (space).
	Support different kinds of auto inventory adjustments including inventory increment or decrement by PO and manual adjustments. The system will record all the changes in real-time and provide instant updating of the inventory info.
	Support request from inventory, receive from inventory and return to inventory Mgmt.
	Support pre-defined stock transfer strategy (e.g., FIFO), transfer request and transfer approval.
	Support stock check mgmt.

Procurement Financial Mgmt

Procurment Budget Mgmt	Support procurement budgeting and tracking in organizations and/or projects.
PO, Invoice and Payment	Auto calcuation of free goods (e.g., buy 2 get 1 free) in PO, invoice and payment request.
	Allow to set rules for over and under delivery and auto calcuation in PO, invoice and payment request according to the rules.
	Auto aggregation of procurement costs to the associated the project/contract/group.
Inventory Accounting	Support FIFO and Weighed Average inventory accounting methods and perform real-time calculation of inventory book value.

Real-time Monitoring

Expense Monitoring	Support to define cost budget by different cost classifications and provide budget approval machanism
	Support the realtime aggregation of the actual cost to each subgroups, subbranches and the headquarter.
	Provide cost overrun reminding.
Business Map（OGSM）	Support comprehensive Mgmt of all the key business info and KPI under one page.

Reporting & Alerts	
Standard Reports	Provide all kinds of real-time reports for purchase request, purchase order, procurement contract, supplier, invoice and payment.
Point-and-click Report Generator	Allow the user to select the format (e.g., bar, pie, trend, 2D table, 3D table), filters and fields to create hundreds of different reports that she wants. All the actions are point-and-click and no technical SQL knowledge is needed. In 3D table format report, allow user-defined calculation columns, statictical methods and groupings (such as by time period) for creating more sophisticated content. Support to generate all kinds of product, supplier, PR, PO, goods received, goods delivery and inventory reports. Provide strict privilege control in the generated reports.
Multi-dimensional Display Components (BI)	Allow using point-and-click report generator to generate real-time display components which can provide multi-dimensional views in multiple components which can be viewed concurrently on the same page.
Real-time alert	Allow user-defined alert rules and auto sending of alert messages for reminding, notification and escalation.
Org Chart & Control	
Org. Chart/Users/Roles Mgmt	Support to define enterprise org chart, client org chart and supplier org chart. Support to manage different titles of the interal users and their corresponding enterprises levels; approval rights can be assigned according to different enterprises levels. Allow login and non-login exterenal users associated with different suppliers. Role-based access control -- separate general privileges, specific role rights to access to certain functions and specific data rights to access certain data.
Policy and Rule Mgmt	Allow user-settings of different policies and rules for different business processes and events. Provide audit trail to track for the changes of policies and rules, including time, users, orginal value and new value.
User Interface Personalization	
User Selected & Defined Specific Fields/Pages	Allow each user to select different fields and subpages for each major screen. Allow each user to define new fields of different types (e.g., text, numbers, date, money, system objects) in each major screens to capture of new info. Allow each user to embed user-defined fields in search criteria and display user-defined field values in each system object's listing page.
User-defined Menus	Allow each user to define major menus and the sub-menus within each major menu to be shown. Allow each user to define her "Attention" dashboards and the real-time display components to be used on each dashboard.

		Allow each user to define her default language, default page for each major menu and commonly used navigation flows.
Big Data Report (Point-and-click report generator)		
Big Data Report		Support report for internal user, external user, group, supplier, assignment, product, purchase reuqest, purchase order, received shipmen, delivery note, stock transfer, invocie received, goods received, supplier opportunity/strategy, supplier quoation, supplier contract, tender report, and document flow.
		Support to set access privileges, search critera, group setting, and display columns of statistics and calculated.
		Support the report display in 2D Table, 3D Table, Bar Chart, Pie Chart, and Trend Graph.
		Support the custom fields of internal user, external user, group, supplier (not defined in Page Layout), invoice received, supplier contract, and document flow to display in big data report and its column and display as search critera.

*Custom field types of "Text(2000)", "Date Range", "Time Range", and "Score 1 to 10" do not diaply in big data report or display as search ceritera. |

Note1: If you need to use iOS app of 8Manage, you must apply for an account from Apple Inc.($299/Year) before we offer iOS app.

Note2: The operation or UI of the same feature in iOS and Andriod may be different, and the fields in the App is not completely the same as that in the website.