

FINANCIAL MANAGEMENT

MUNIS® BID MANAGEMENT

First, you can create an unlimited number of user-defined bid catalogs. Each bid catalog can contain an unlimited number of specific items in the form of commodity codes and/or inventory items. You then route the bid catalog electronically to various departments/individuals that request specific quantities. This document is then submitted to all participating vendors. From vendor responses, MUNIS determines the best vendor by item. Awarded bids are then transferred electronically to the MUNIS Purchase Order system for PO creation.

In addition, you can specifically create requisitions for items that must be bid on. MUNIS Workflow routes the requisition to Bid Management, where you can automatically create the bid documents from the requisition.

Online Procurement

- Option to enforce awarded bids (vendor/price) when purchasing the commodities
- Decentralized requests:
Allows departments to enter requested quantities by item online
- Volume buying: All departmental requested quantities are automatically combined into a Master Vendor Bid Catalog
- Unlimited number of bid items included in the Master Bid Catalog
- With MUNIS Self Service (optional), Bid Management can pick appropriate vendors, email bid invitations automatically
- Bid awards by vendor or item
- Up to 99,999 user-defined bid catalogs
- Each catalog item contains:
Short Description, Long Description, Per Unit Cost, Last Purchase Date, Inventory Item Y/N
- Awarded bids can automatically update commodity codes, so that later requisitions can reference the awarded bid
- Awarded bids can create associated purchase orders directly, bypassing the requisition process
- Awarded bids can also be turned into Contacts automatically

Tracking

- You can define Milestones/Key dates within the bid process that trigger optional MUNIS Portal alerts as dates approach. You can then create notification business rules to alert appropriate staff.
- Tracks department ordering deadline and vendor response deadlines
- Maintains audit trail of all changes
- Tracks an unlimited number of vendor responses
- Vendor responses per item include: Per Item Bid, Minimum Bid, Shipping Costs, Discounts, Alternate Item

Inquiries and Reports

- Includes:
 - Master Bids
 - Vendor Bids
 - Department Ordering
 - Variance Inventory

The MUNIS® Bid Management application can help automate the mass procurement / volume buying process in your organization.