

## Sourcing Terminology

**Sourcing Event Description** – A brief explanation of the event which will help Suppliers decide whether to submit a bid.

**Pre-requisites** – Typically, one or two requirements or questions you want Suppliers to address before seeing event details, or bidding on the event.

**Buyer Attachments** – Any document, image, etc. you want Suppliers to be able to download for information.

**Questions** – Anything you want to ask Suppliers to provide you with info/insight in addition to the Suppliers' price quoted in the bid.

**Items** – The products or services you are seeking.

**Additional Item Fields** – Optional section on a Sourcing Event that allows the buyer to configure additional fields to collect additional information from Suppliers on items.

**Price Components** – Optional section on a Sourcing Event record that allows the buyer to configure additional price-impacting fees so as to compare total landed cost of sourced items.

**Templates** – Templates are a pre-configured sourcing event that can be used repeatedly and provide a starting point for buyers when creating sourcing events.

**Libraries** – Libraries store standard or common items that may be placed in templates or sourcing events repeatedly, reducing the amount of time spent re-creating elements of an RFX.

- **Bid and Evaluation**

**Respond by Proxy** – Allows Buyer to enter a bid on behalf of the Supplier.

**Best Value** – Buyers can identify a score based on qualitative and quantitative aspects of the bid.

**Use Panel Questionnaire** – Buyers can create a questionnaire and send it to panelists after the event has closed. Panelists scoring will show as part of the bid.

**Auto Score** – Buyers can assign point values to Supplier responses to questions. Points will show as part of bid.

**Cost Analysis** – Buyers can assign dollar values to Supplier responses to questions. Dollar values will show as part of bid.

**Alternate Items** - Allows Supplier to propose an alternate item.

**Allow Split Item Quantity in Evaluations** - Buyers can split an award between Suppliers