

MARKETPLACE APP · IT-SERVICES

Supplier Hub

Vendor and supplier relationship management.

Updated July 2026

MODEL	TIER	CAPABILITIES	INTELLIGENCE
Licensed · opt-in	Suite	35+	AI-powered

OVERVIEW

Source provides comprehensive vendor management with supplier profiles, performance tracking, contract management, and compliance monitoring. Features include RFQ/RFP workflows and vendor scorecards.

WHY TEAMS CHOOSE IT

- Issue RFQs, RFPs, and RFIs to multiple vendors with structured line items and a typed question bank.
- Compare quotes side-by-side and rank them with weighted-scoring, lowest-price, or best-value methods.
- Run multi-stage, multi-evaluator scoring with optional blind mode that hides vendor identity from scorers.
- Qualify vendors with three-dimension risk scoring, diverse-supplier certifications, and expiry-tracked insurance.
- Enforce sourcing controls: single-vendor justification, finance-threshold approval, and award justification.
- Award a quote and hand it off to Procurement as a requisition/PO or draft a Contract on the shared vendor record.

CAPABILITIES

Multi-Vendor RFQ, RFP & RFI Sourcing

- ✓ Issue RFQs, RFPs, and RFIs with structured line items (quantity, unit of measure, specs, estimated price)
- ✓ Typed vendor question bank: text, number, yes/no, file upload, and multiple choice
- ✓ Reusable RFQ and scoring templates backed by a shared question library
- ✓ Amend an issued RFQ when allowed, with optional vendor re-notification (configurable)
- ✓ Seven-stage lifecycle: draft → issued → accepting questions → quotes due → under evaluation → awarded / cancelled

Quote Capture & Side-by-Side Comparison

- ✓ One quote per invited vendor with per-item unit pricing and line totals
- ✓ Quote-level lead time, payment terms, tax, and shipping
- ✓ Submission-deadline enforcement with late-quote and auto-close controls
- ✓ Side-by-side comparison of all quotes with optional automatic scoring
- ✓ Award a winning quote with automatic winning-vendor notification

Multi-Stage, Multi-Evaluator Scoring

- ✓ Multi-stage evaluation pipeline (technical, commercial, legal, final)
- ✓ Per-criterion weighted scoring across price, quality, delivery, experience, and support
- ✓ Blind evaluation that hides vendor identity from scorers (configurable)
- ✓ Evaluator assignment with per-assignment progress tracking
- ✓ Minimum-evaluator count and required-comment enforcement (configurable)

Sourcing Controls & Approval Gates

- ✓ Single-vendor justification when only one vendor is invited (configurable)
- ✓ Finance-approval block above a configurable spend threshold
- ✓ Auto-approval below a configurable low-value threshold
- ✓ Award justification required before selecting a winner (configurable)
- ✓ RFQ authoring, issuing, and awarding restricted to managers and above
- ✓ Confidential competing-bid pricing visible only to managers and app admins

Vendor Qualification, Risk & Scorecards

- ✓ Qualification workflow: pending, approved, rejected, probation, blocked
- ✓ Three-dimension risk scoring (financial, operational, compliance) with a 0–100 overall
- ✓ Insurance and business-license expiry tracking with expiring-soon alerts
- ✓ Diverse-supplier certifications (MBE, WBE, DVBE)
- ✓ Performance scorecards across quality, delivery, price, service, and responsiveness
- ✓ Vendor record shared with Procurement, Asset Pro, and Contracts
- ✓ Vendor product catalog with SKUs, volume price tiers, and lead time

Q&A, Analytics & Procurement / Contract Handoff

- ✓ Vendor Q&A hub — private-to-asker or broadcast-to-all answers, plus internal-only comments
- ✓ Pipeline analytics: issued / awarded / cancelled counts, conversion rate, and time-to-award
- ✓ Savings and cost-avoidance vs estimated and highest quotes
- ✓ Spend by category, top vendors, and vendor participation rate
- ✓ Convert an awarded RFQ into a Procurement requisition or purchase order
- ✓ Auto-create a draft Contract in the Contracts app on award (configurable)
- ✓ Read-only Ask AI assistant for vendor, RFQ, and scorecard lookups

Limits & Specs

RFQ types	RFQ, RFP, RFI
RFQ lifecycle states	Draft, Issued, Accepting Questions, Quotes Due, Under Evaluation, Awarded, Cancelled
Quote statuses	Draft, Submitted, Under Review, Accepted, Rejected, Withdrawn
Evaluation methods	Weighted Scoring, Lowest Price, Best Value
Default scoring criteria	Price, Quality, Delivery, Experience, Support (weights configurable)
Qualification statuses	Pending, Approved, Rejected, Probation, Blocked
Risk dimensions	Financial, Operational, Compliance (0–100 overall)
Notification channels	Email, In-app, SMS (urgent alerts only)
Analytics export	PDF, CSV

USE CASES

• Competitive bidding

Procurement teams issue an RFQ to invited vendors, capture itemized quotes, and rank them with weighted, lowest-price, or best-value scoring to select the best offer.

• Blind committee evaluation

Assign multiple evaluators to a multi-stage pipeline, enable blind mode to hide vendor identity, enforce a minimum evaluator count, and award on the aggregated ranking.

• Vendor qualification & risk review

Vet new suppliers with a qualification workflow, three-dimension risk scoring, insurance/license expiry tracking, and diverse-supplier certification before adding them to the approved list.

• Annual contract rebidding

Re-source expiring contracts by issuing an RFQ to both incumbent and alternative vendors and comparing total cost across submissions.

• Sourcing-to-procurement handoff

Award an RFQ and convert the winning quote into a Procurement requisition or purchase order — or auto-draft a Contract — on the shared vendor record, with no re-keying of vendor or line-item data.

- **Vendor performance reviews**

Score awarded vendors on quality, delivery, price, service, and responsiveness so scorecards inform the next sourcing decision.

PRICING & LICENSING

License

Required (opt-in per business)

Tier

Suite

Pricing is tailored to your organization — [talk to sales for pricing & a live demo](#). Final commercial terms per your agreement.

FAQ

What's the difference between Source (Supplier Hub), Procurement, and Contracts?

Source is where you run the competitive sourcing event — issue an RFQ/RFP/RFI, collect and score quotes, and pick a winner. Procurement is where the resulting spend is executed as a requisition or purchase order, and Contracts is where the signed agreement lives as a document. The three apps share one vendor record, so an awarded Source RFQ flows into a Procurement requisition/PO and (optionally) a draft Contract without re-keying vendor or line-item data.

How does the evaluation process work?

Each RFQ can define evaluation stages (technical, commercial, legal, final). Assigned evaluators score quotes against weighted criteria — Price, Quality, Delivery, Experience, and Support by default — and the system aggregates and ranks the results. You can require a minimum number of evaluators, require comments, and turn on blind mode so scorers don't see vendor identities.

Can vendors submit quotes and ask questions themselves?

Not directly — Source is a buyer-managed sourcing workspace. Internal users capture each invited vendor's quote and questions, and confidential bid pricing is restricted to managers and app admins. Answers to a question can be kept private to the asker or broadcast to all invited vendors for fairness.

What approval controls are available before an RFQ goes out?

You can require single-vendor justification, restrict issuing to managers and above, block RFQs above a finance threshold, auto-approve low-value RFQs, and require award justification. These run as gates at issue/award time rather than a routed submit-for-approval inbox.

Does Source connect to Procurement and Contracts?

Yes. Source, Procurement, Asset Pro, and Contracts share the same vendor record, so no vendor sync is needed. When an RFQ is awarded you can convert the winning quote into a Procurement requisition or purchase order, and — if the Contracts app is enabled — auto-create a draft Contract, carrying the line items across. RFIs are information-only and are never converted into a contract.

Can I reuse RFQs and scoring setups instead of building each one from scratch?

Yes. Save any RFQ as a reusable template — including its line items and questions — and spin up new solicitations from it. A shared question library lets you search, reuse, and track popular questions across RFQs, and scoring templates capture your weighted-criteria setup so committees evaluate consistently.

What can the built-in AI assistant do?

The Source Ask AI assistant is read-only. It looks up vendors, RFQs, quotes, and vendor performance and answers questions about them — for example "which vendors are approved for facilities" or "show the awarded RFQs this quarter." It does not create, issue, or award RFQs; those actions stay in the buyer's hands in the app UI.

Can I export sourcing analytics?

Yes. The analytics dashboard — issued/awarded/cancelled counts, conversion rate, time-to-award, savings vs estimate, spend by category, and top vendors — can be exported as a PDF or CSV. There is no native Excel/XLSX export.

What vendor data does Source track?

Qualification and risk scores, insurance/license expiry, diverse-supplier certifications, performance scorecards across quality/delivery/price/service/responsiveness, a product catalog with volume pricing, and full quote history — giving each supplier a complete profile that feeds analytics and future awards.