



Vendor Management (ASIS VM-e)

Applied Management Consultants, inc.)

Summary Description:

Vendor Management (ASIS VM-e) has been created to facilitate the registration and rapid identification of the right vendor who may have the skills or experience needed by your organization.

ASIS VM-e is perfectly suited to fit the needs of OSDBUs (Office of Small and Disadvantage Business Utilization) at Federal, State, municipalities, and commercial firms who need to track their large list of potential vendors.

The core concept of ASIS VM-e is that the vendor takes control of registering its information in the system, and the managers at your organization only search the appropriate vendor meeting their needs.

We are open to make additional customizations as needed by our clients. One potential customization that may be of interest for some clients is adding a Web Service to transfer automatically CCR (Central Contractor Registration) data into this database. Other enhancements may be dictated by the specific query needs of every client.

Architecture:

ASIS VM-e operational environment at the client side requires only access to a browser. It is a Web application programmed using Java Server Pages (JSP), Java scripts, and Oracle database. The database server can be replaced by any other relational database of preference for each client.

The users get access to the system through a public web gateway in your organization. Once a user registers his/her company, the system will send an e-mail confirming the registration and user defined user id/password for future updates.

Installation Requirements:

1. Web Application Server to process JSP code: Tomcat 4.2 or higher, IBM Web sphere, BEA Web Logic, JRun, or Oracle OAS.
2. Database: Oracle 8.6 or higher, DB2, MS/SQL, MySQL, Postgress, other relational databases.
3. Client browser: Internet Explorer 4.2 or higher, Netscape 5.0 or higher.

Security

Several roles are available to manage the privacy of the information. A vendor has access only to his/her information. Another role permits Contract officers or program managers access to all the information, but they can not change any data. The administrator role has complete control of all the data and users in the system.

Application Hyperlinks (menu and submenus) description:



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Hyperlink/Menu Option	Sub-Menu Option	General description of functionality at this menu function. Use this hyperlink to:
Manage Users		Administer access to the system. Only administrator roles have access to this screen. Here user's access is controlled and special users are created. – Using search filters, an administrator can search for any user in the database and edit its detail user data.
Manage Users	Create a new user and vendor	Create and maintain users. Administrators can grant access to a common user through this screen – the created user will have access only to his/her data.
Manage Users	Create a new administrator	To create a powerful user with Administrator role
Manage Users	Create a new contract officer	To create a user with contract officer role. This user will be able to see all the data, but he/she will be restricted of changing any data.
Manage Vendors		Maintain vendors access and Vendors data
Manage Vendors	Create a new user and vendor	Create and maintain Vendor. Administrators can grant access to a vendor through this screen – the created vendor will have access only to his/her data.
Manage Vendors	Generate vendor mail list and complete list	Generate a CVS or XML format list of all vendors in the database. Complete list file can be downloaded and used for mailing or other purposes.
Email		This function permits centralizing all e-mail communication with vendors such that all managers can view the e-mail log.
Email	Broadcast a message to all vendors	Here the administrator can broadcast a message to all vendors in the system that has e-mail. – It is convenient when important notices need to be communicated to all your vendors. A log of the message is maintained for viewing by authorized users.
Email	Send an email to vendor	Here managers can send e-mails to any selected vendor and the actual e-mail will be logged for viewing by any authorized user. All e-mail



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		communication sent to any vendor is logged in detail.
<u>Vendor Report</u>		This report screen permits searching vendors based on several criteria such NAIC, field of specialization group, field of specialization, and organization type. The output displays a summary list of all vendors meeting the search criteria – then a vendor can be selected to show all its detail information in the system and print it.
<u>Query Vendors</u>		This menu option permits selecting any of the four detail queries to search for Vendors. In all cases, The output displays a summary list of all vendors meeting the search criteria –then a vendor can be selected to show all its detail information.
<u>Query Vendors</u>	<u>Basic Information Query</u>	This query permits searching based on one or more of the following criteria: Business name, tax id, duns, cage code, minority type, organization profile (i.e. corp., partnership,) and organization type.
<u>Query Vendors</u>	<u>Location Query</u>	This query permits searching based on vendor address (street, city, state, and zip code) and organization type.
<u>Query Vendors</u>	<u>Capabilities Query</u>	Here a manager can search vendors based on their capabilities. The search options include business discipline, NAIC, field of specialization group, field of specialization, language, and organization type.
<u>Query Vendors</u>	<u>Experience Query</u>	This query option is used when the vendor experience is the main search criteria. Search options include contracting organization name, contract values, country, and organization type.
<u>Transaction Log</u>		All users' login and log out time is registered automatically. This query permits reviewing the log table to analyze activity in the system.
<u>Table Maintenance</u>		The administrator of the system has complete control about the values displayed on all combo lists. Using the table maintenance, combo list values



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		can be added, updated or deleted. This maintenance is available for lists of NAIC, languages, countries, business org. type, business discipline group and business discipline subgroup, field of specialization group and specific field of specialization subgroup.
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