

Automated vendor sourcing and contract management

This workflow automatically identifies, evaluates, and manages vendor contracts for events by sourcing qualified vendors, negotiating terms, and tracking contract performance. It reduces manual vendor management overhead while ensuring optimal pricing and service quality.

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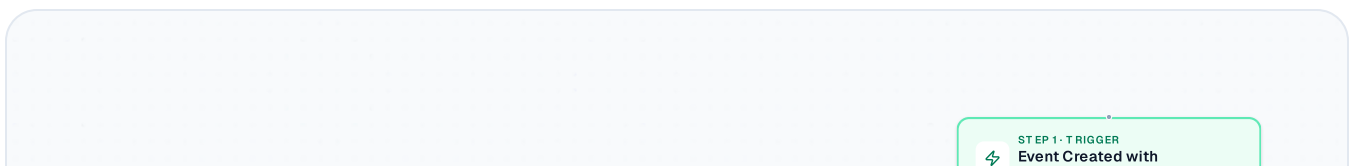
WORKFLOW TRIGGER



Event planner creates new event in Planning Pod with vendor requirements specified

Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





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Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

⚡ TRIGGER

Event Created with Requirements

New event is created in Planning Pod with specified vendor categories, budget constraints, and service requirements. System extracts vendor needs and event parameters automatically.

Planning Pod

2

 ACTION

Search Qualified Vendor Database

System queries vendor databases and directories to identify potential suppliers matching event requirements, location, and budget criteria. Creates shortlist of qualified candidates with ratings and availability.

Planning Pod

Cvent

3

 ACTION

Send Automated RFP Requests

Generates and sends standardized Request for Proposal documents to shortlisted vendors via email integration. Includes event details, requirements, and deadline for responses.

Email Integration

Planning Pod

4

 DECISION

Evaluate Vendor Responses

System analyzes returned proposals against predefined criteria including price, availability, past performance ratings, and compliance requirements. Routes qualified proposals for approval or automatically approves if within parameters.

Planning Pod

Cvent

5

Generate Contract Templates

Creates standardized contracts using approved vendor proposals and company legal templates. Populates terms, pricing, deliverables, and payment schedules automatically.

Planning Pod

Contract Management System

6

ACTION

Track Contract Performance

Monitors vendor deliverables, payment milestones, and service quality metrics throughout event lifecycle. Sends automated reminders and updates contract status in real-time.

Planning Pod

Cvent

7

OUTPUT

Deliver Vendor Management Report

Generates comprehensive report showing selected vendors, contract terms, budget utilization, and performance metrics. Updates event dashboard with vendor status and deliverables tracking.

Planning Pod

Cvent



Outputs

- Executed vendor contracts with approved suppliers
- Vendor performance tracking dashboard
- Budget allocation and cost savings report



Key Metrics

- Vendor sourcing time reduction
- Contract negotiation cost savings
- Vendor performance satisfaction scores



Tools & Integrations

- Planning Pod
- Cvent
- Email Integration
- Contract Management System

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