



# Intralinks for Procurement

The procurement team is designed to conduct activities related to the purchasing of materials and supplies that are needed for the organization to operate effectively. The initiatives of the procurement team are designed to achieve maximum productivity, cost savings, competitive advantage, and client satisfaction. To achieve these initiatives, secure and efficient communications are essential. Time-to-market schedules and workflows are directly connected to company profitability. Pricing and shipping schedules must be kept confidential. Secure collaboration between suppliers and vendors is critical to protecting intellectual property and product initiatives.

## Needs we support

**Contract Negotiations:** During contract negotiations, procurement teams need to share contracts with internal teams and external law firms and each team needs to edit, add comments, and then send it back to procurement. As each contract contains highly sensitive information, this process needs to be done in a secure manner. Using Intralinks, procurement teams can securely share legal contracts with multiple parties while maintaining version control. Additionally, they can retract the document from the external party when the engagement is over, even if they downloaded it to their desktop.

**Vendor Onboarding:** Procurement teams are constantly working with a variety of vendors. As new vendors are brought on board, a high volume of sensitive data needs to be shared back and forth between multiple parties, possibly in geographically diverse locations. Using Intralinks, procurement teams can easily and securely share this information, as well as have a central space for each vendor where all files and collaboration can live.

**Supplier Ranking:** Procurement teams collaborate on vendor scorecards where they document strengths and weaknesses, competitive analyses, and give vendors an overall grade. They need a collaboration tool that will allow them to maintain version control and securely manage the content. Using Intralinks, procurement teams can efficiently collaborate during this process and store the content in a secure, single repository upon completion.

**Formal Bid Process:** During the formal bid process, procurement teams need to share highly confidential information with suppliers. All suppliers need to receive identical copies of bid documents and any subsequent changes. All transactions need to take place in a secure repository so that such confidential information doesn't leak. Intralinks enables procurement teams to manage the bid process on a single, secure repository.

[intralinks.com](https://intralinks.com)

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[intralinks.com/mylocation](https://intralinks.com/mylocation)

**RFP Delivery:** Procurement teams often receive RFP requests from clients that need to deliver within a certain time period. This need to be done in a secure manner as RFPs contain highly confidential company specifics. Using Intralinks, Procurement teams can securely share RFPs with clients and implement proper permissions to allow only appropriate people to have access to certain documents.

**Supplier Management:** Purchasing teams need to regularly collaborate and share information with multiple different external suppliers. They need to keep all information confidential between the team and each individual supplier. With Intralinks, purchasing teams can securely exchange information with suppliers. With folder level permissioning, they can permission each individual supplier to a specific folder containing the materials only relevant to them.

## Solution

### User:

- Intuitive and easy to adopt web, mobile and desktop interfaces
- File synchronization, file sharing and content collaboration
- Mobile PDF annotation and in-product native viewing of Microsoft Office™ files
- 24x7 multilingual end-user support (phone, IM and e-mail)

### Business:

- File- and folder-level permissioning, with real-time access logs
- Configurable content templates, tasking and document-centric workflows
- Desktop interface for workspace design and upload of bulk content
- Customer accessible APIs and content integration architecture

### Risk and Security:

- Protection for information at rest (full 256 bit AES encryption, random keys for each file) and in motion (encrypted transport channel, 256 bit AES packet encryption)
- Advanced IRM to protect information in use: plug-in free, support for native Microsoft® Office® and Adobe® PDF files
- UNshare® capability to retract a document after it has been shared
- Option for customer-managed encryption keys
- Configurable risk and compliance reports
- Support for customer audits and penetration tests (150+ completed)

## Our current certifications

- ISO27001:2013
- SOC 2 Type II (formerly SAS 70 Type II) since 1999
- SSAE 16/SOC1 certified [US and UK data centers]
- ISO 27000-1 certified [US data centers]
- ISO 9001 certified [UK data centers]
- ISAE 3402 certified [UK data centers]
- Safe Harbor certified
- 21 CFR Part 11 validated for electronic records
- MASS 201 CMR 17.00
- European Data Protection Directive 95/46/EC
- Certified by NQA
- Accredited by UKAS