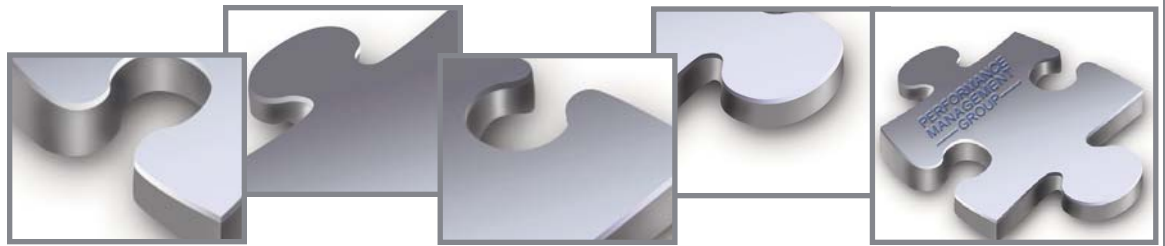


## PERFORMANCE MANAGEMENT GROUP

Innovative Purchasing Solutions



### Executive Tools™ To Manage Purchasing And Supplier Activities

Finally, a tool to manage purchasing policies, agreements, supplier contact information and much more. Executive Tools, a web-based file cabinet helps mitigate risk, while improving your efficiency and effectiveness.

Executive Tools is offered exclusively by Performance Management Group (PMG), to PMG clients. Clients benefit from the ease of use and point and click functionality to view supplier contact information, contracts, pricing agreements and more.

### How Does It Work?

Executive Tools is a web-based file cabinet used to house all purchasing related information for an organization. Executive Tools is password controlled and has different levels of security, available 24/7, and allows users to access critical purchasing and supplier information at any time and from any place. Executive Tools provides users with an easy navigation system and point and click functionality to eliminate the need for training.

### Executive Tools Client Benefits

- ▶ Quick access to suppliers
- ▶ Ensures access to accurate and current purchasing information
- ▶ Increases management and support staff efficiency
- ▶ Reduces costs associated with purchasing management
- ▶ Purchasing policies to increase compliance and control
- ▶ Allows for greater organization and analysis of procurement tasks
- ▶ Confidence of working with a purchasing leader



The Executive Tools login screen is shown above.

### Features of Executive Tools Include Current:

- ▶ Contact information by category for all designated and approved preferred suppliers
- ▶ PDF copies of all Supplier Contracts and Agreements, filed by expense category
- ▶ Announcements and Letter Templates that can be printed on client letterhead for communication with suppliers
- ▶ Copies of Recommendations and summary analysis for all completed recommendations, sorted by category
- ▶ Copies of most recent Audits, sorted by category
- ▶ Copy of Purchasing Policies with contract, purchase order and invoice approval matrix defining purchasing authority
- ▶ PDF copy of most recent Spend Report by category
- ▶ Copies of Supplier Correspondence, sorted by category
- ▶ Scorecards, meeting notes, supplier letters and PMG correspondence

