WHY REPLACE MANUAL PROCESS WITH PLANETBIDS DOCUMENT MANAGEMENT?

Document Management helps your team streamline the creation of agency-approved bid documents, with unlimited templates and real-time editing and commenting.

WITH DOCUMENT MANAGEMENT

Unlimited document templates organized in PlanetBids

Clear version control means **no using out-of-date documentation**

Collaborative editing allows multiple users to be in document at one time

Real-time commenting highlights questions or issues

Lock documents or sections to prevent further edits or changes

Customize documents with **branding, logo, and design**

Easily print documents or share as PDFs to other PlanetBids users

Easy edit tracking creates **clear and transparent audit trails**

Easy approval workflows streamline creation and release

Ensure verbiage in clauses and boilerplate language have been approved by legal

Directly attach documents to in-progress solicitations

Comprehensive dashboard view shows all templates and in-progress documents for easy tracking and reporting

MANUAL DOCUMENT CREATION

Documents stored on desktop or in confusing folders

Different versions of documents on everyone's desktop

One user at a time in Word documents, or else one version is not saved

Comments done in multiple ways are often easily missed, creating confusion

No ability to lock down documents to prevent changes

Branding requires adding logo into each document or cloning previous documents

Multiple steps to share, including attaching files to email

Difficult to track changes and edits made, and by whom, causes lack of transparency

Approvals done in emails or verbally can cause lack of accountability

Back-and-forth approval from legal and agency upper management

Documents must be added to solicitations in separate files or folders

Documents and verbiage are not stored in a single location, slowing operations and reporting

PLANET BIDS