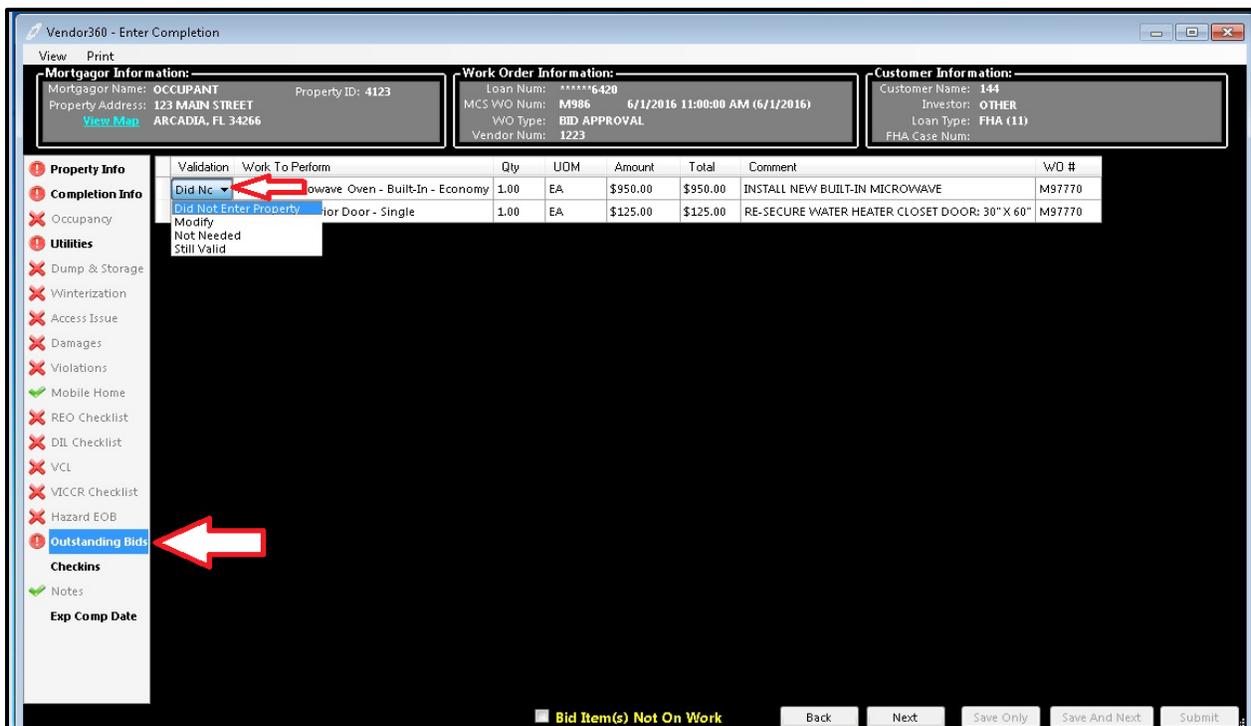




To: Vendor Network  
 From: Vendor Management  
 Date: June 21, 2016  
 Memo #1482: Vendor 360 – New Bidding Process

On June 26, 2016, MCS will be migrating a New Bid Process into Vendor 360. We want to thank you for your patience and feedback regarding the change. We are diligently working on improving the Enter Bid screen and feel that the enhancement will be valuable to you the Vendor, as well as MCS' clients.

Vendors will no longer be expected to enter a new bid for all bid line items for each visit to the property. All new bid items (not previously reported) will need to be reported on the Enter Bid Screen. For all previously reported bid items, statuses will need to be provided on the Enter Completion screen via the 'Outstanding Bids' tab.



When the project is migrated, all previously reported bids will be populated on the "Outstanding Bid" tab on the Enter Completion screen. Keep in mind this will include all bids submitted throughout the entire life of the loan. Outstanding bids are vendor specific and do not contain bids from other vendors. In order to properly document bids still outstanding at the property, provide a status from the drop down:



- **Did Not Enter Property:** populates on Exterior Only Work Orders
- **Modify:** line item on previously submitted bid needs to be updated
- **Not Needed:** line item on previously submitted bid is no longer needed
- **Still Valid:** line item on previously submitted bid is still needed

### Marking work order items as bid on the completion

If new bid items are needed and/or outstanding bid items need to be modified for the work order completion:

- On the Completion Info tab select Bid or 'Bid Item(s) Not on Work' for items that have never been reported to MCS. These line items will generate on the Bid. Photos and Comments will need to be submitted for each new bid line item.
- On the Outstanding Bid tab select the appropriate status for the line items. If 'Modify' is selected as the status the line items will generate on the Bid. Photos and Comments will need to be submitted for each modified bid line item.

Once the Completion and Photos have been submitted to MCS go to the Needs Bid queue to submit the bid.

The "Enter Work Order Bid" Screen will be broken down into three tabs:



- **Bid** will contain current line items that are being submitted or modified
- **Vendor History** will contain a view only of the Bids History. This tab will only populate if there is a bid history for the work order.
- **Outstanding** will contain a view only of all outstanding line items from prior visits. Updates to these line items can be made from the Enter Completion screen. This tab will only populate if there is an outstanding bid associated to the property.

If you have any questions, please contact your Regional Vendor Manager (RVM).

Sincerely,

Vendor Management  
Mortgage Contracting Services  
(813) 387-1100

This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is confidential, privileged and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, any dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error, please delete and/or notify the sender by return email. The contents of this communication are provided to the Suppliers and/or Vendors of Mortgage Contracting Services LLC., (MCS). The contents of this communication are not intended act as a substitute for legal advice related to individual work orders or inspections. The receipt of the contents of this communication does not constitute an attorney-supplier/attorney vendor relationship. Suppliers should consult legal counsel of their choosing for legal advice concerning the contents of this, or any other, communication from MCS. Thank you.