



SOVRA Intake Module

Turn messy requests into mission-ready procurement.

The Challenge

Public procurement doesn't slow down. But without a structured intake process, everything else does. Disconnected requests, incomplete information, and unclear priorities lead to stalled timelines, frustrated stakeholders, and missed opportunities.

Many agencies still rely on email threads or spreadsheets to collect purchasing needs, which creates confusion, rework, and limited visibility across departments.

The Solution: A Smarter Start to Procurement

The SOVRA Intake Module replaces scattered intake with a centralized, automated process that captures requests the right way, every time.

With guided forms, smart routing, and full visibility, your team gets the context, compliance, and approvals they need before sourcing begins. And with everything stored in one place, you're always audit-ready.

“ ”

Intake made the biggest difference. Now we can track legitimate requests and reject the ones that aren't. And we can tell them why.

Mark Hawks

Chief Assistant Purchasing Agent, Fulton County

Key Features



Dynamic Intake Forms

Customize forms based on purchase type, urgency, funding source, or exceptions (like sole source or emergency).



Workflow-Ready Routing

Automatically assign requests to the right approver or sourcing lead—no manual handoffs.



In-Platform Collaboration

Add comments, ask questions, and clarify details without switching systems.



Audit-Ready Tracking

Track every request with full submission history, timestamps, and routing logs.



Configurable Approvals

Support serial or parallel approvals, with built-in visibility and reminders.

Who It Helps



Department Requestors

Submit structured, guided forms based on their project or purchasing needs.



Directors & Managers

Review, approve, and assign requests to sourcing or contracts—no guesswork.



Procurement Staff

Launch sourcing or contracting workflows directly from approved intake requests.



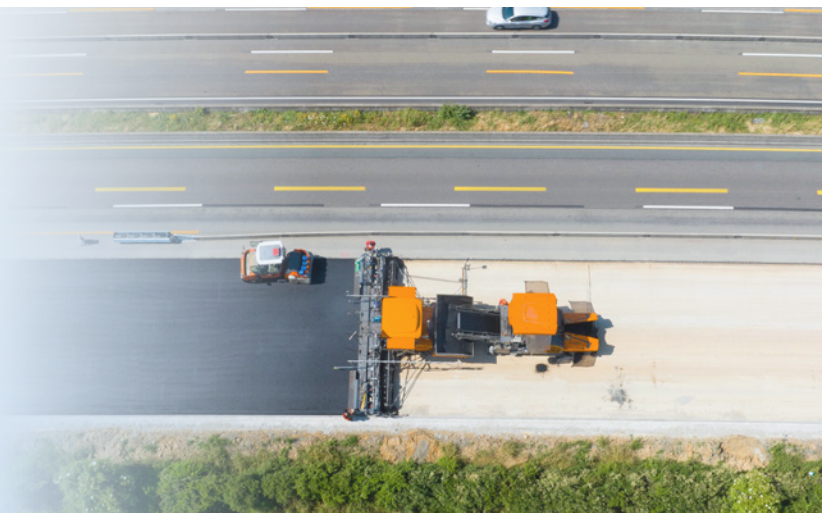
Top Benefits

- › Eliminate email-based intake and manual tracking
- › Reduce procurement cycle times and back-and-forth
- › Improve visibility across departments and requests
- › Ensure every submission is complete, compliant, and ready to move
- › Free up staff to focus on strategic projects—not intake triage
- › Build a reliable audit trail from day one

Want to see how SOVRA Intake connects to your sourcing strategy?

Book a walkthrough with the SOVRA team

See it in action!



SOVRA

Powering the Critical Work of the Public Sector

 1-800-835-4603

 sales@sovra.com

 [SOVRA.com](https://sovra.com)