

Loan Bidding Portal step-by-step

1. Generate Loan Tape

- Import loan numbers via a CSV/XLSX file into the bid portal.
- Feature Addition: Import functionality for CSV/XLSX files.

2. View Loans in Bid Portal

- View loans with all data points before sending the tape.
- Feature Addition: To be determined for viewing detailed data points.

3. Review Data and Select Investors

- Review loan data for accuracy.
- Select investors to send the loan tape to.
- Control which loans on the tape go to which lender.
- Feature Addition: Selection mechanism for investors within the bid portal and control over loan tape distribution.
- Communication: Requested if clarification or additional information is needed.

4. Build and Edit Email Templates

- Build and manually edit email templates within the system.
- Feature Addition: Email template creation and editing functionality.
- Feature Addition: Email template creation and editing functionality.

5. Sending Email and Making Loan Tape Available

- Approve and send emails to notify selected investors about the loan tape's availability.
- Feature to be added: Further control the flow of information to the investors so that we can choose which loans go to which investor.
- Communication: Requested to trigger notifications if needed.

6. Investor Login and Activity Tracking

- Track investor login and download of the loan tape.
- Feature Addition: Tracking and logging functionality.
- Communication: None required.
- Feature to be added: Provide a list of all active investors to whom bids were made available.

7. Investor Downloads and Analyzes Loan Tape

- Investors log in, download, and analyze the loan tape.
- Communication: Notify investors about loan tape availability and provide instructions.

8. Investor Submits Bids

- Investors enter and submit their bids through the bid portal.
- Communication: Confirmation email to both investor and company, including a bid summary.

9. Review Bids and Develop Strategy

- Review all bids and decide whether to accept them or initiate another round of bidding.
- Feature Addition: Ability to request an "ask price" and allow manual entry of time limit for bid acceptance.
- Communication: Notify decision-makers and investors of outcomes and strategies.

10. Bid Acceptance and Communication

- Accept bids through the bid portal.
- Send an initial round of emails to congratulate winning investors and request the "lock confirmation".
- Manually initiate a second round of emails to explain why certain bids were lost.
- Feature Addition: Ability to override bid prices for transparency and detailed communication.
- Communication: Manual initiation of emails and notifications of bid acceptance or request for another round.