

# Supplier Management

PROACTIS Supplier Management enables organisations to reduce cost and build relationships for best value procurement. Designed to support the entire supplier lifecycle – from initial identification through adoption, approval, transaction and analysis – it enables organisations to build and maintain a strong supplier base.

PROACTIS is also proven to reduce administrative effort by up to 80% while improving supplier engagement. It simplifies supplier information management and communications by providing a supplier portal for self-service maintenance of company information and catalogues, as well as self-service account enquiries.

## Maintain a Comprehensive Supplier Directory

Collecting and maintaining accurate, complete, up-to-date information is critical to maintaining a clear picture of current and potential suppliers. But for many organisations keeping suppliers' profiles and catalogues up to date is an enormous task, especially with supplier data held in disparate systems.

The PROACTIS Supplier Directory provides a central repository of all suppliers that are relevant to the organisation. As such, it speeds the sourcing of new suppliers of goods and services in the procurement process and introduces an element of control over the supplier base.

## Business Performance Benefits

- Support efficient, consistent supplier management
- Shorten lead times
- Eliminate inefficient administrative effort of managing suppliers
- Reduce supplier risk and cost of transactions
- Improve intelligence on suppliers

It offers easily accessible supplier intelligence including a record of all certifications and specialities, branch locations and contacts, and categorisation of provided goods and services. Rapid loading of supplier details allows a fast start to the recruiting effort and lists of potential suppliers can be derived from any source and delivered in any format. And just about any criteria including Common Procurement Vocabulary (CPV) or any applicable commodity coding system can be applied.

In addition, supplier self-service via the Supplier Portal removes onerous and repetitive file maintenance tasks from Accounts Payable or Procurement departments. Purchase-to-pay synchronisation ensures that adopted suppliers are made available to the Purchasing system electronically without the need for duplicate manual input.

## Control Supplier Recruitment & Adoption

PROACTIS supports recruitment, qualification and adoption of suppliers with a collaborative process enabled by a range of tools made available to both the buyer and supplier through the PROACTIS Supplier Portal. This removes the need for extensive paper handling and makes it easy for suppliers to provide the necessary information:

**Supplier Recruitment:** Selection by multiple criteria from the Supplier Directory makes it easy to develop a list of potential suppliers by product type, location, size etc. Tailored questionnaires contain the opening questions for the relationship and provide initial qualification and information that defines the supplier. Mail merge facilities allow specification of a series of invitation mailers to encourage the supplier through the recruitment process.

**Supplier Qualification:** Sophisticated questionnaire management enables questions to be sectioned and segmented, specified with appropriate response formats, and scoring defined

prior to electronic distribution. Portal-based interaction allows all questionnaires to be published online and allows suppliers to respond electronically. Auto-scoring of responses delivers immediate visibility of the appropriateness of a supplier to the buyer, but allows override if necessary.

**Supplier Adoption/Certification:** Subjective approval allows a buyer to accept the suggested automatic evaluation offered by the system but can also in the case of multiple responses, prioritise the adoption of specific suppliers. Supplier self-service profile maintenance via the Supplier Portal reduces the administrative burden in the Procurement department. And the Review Schedule automatically reminds the buyer of the need for supplier review activity, or any other time-centric reminder (e.g. check insurance certification) to ensure that a supplier remains within their accreditation conditions.

## Improve Communications with Suppliers

The PROACTIS Supplier Portal provides a channel for the supplier and buyer to interact electronically, and enables a number of self-service functions. The Portal is also the platform for a number of applications that deliver value to both parties and may be deployed using a hosted, many-to-many public portal or as an in-house operated, one-to-many private portal.

- Self-service management enables suppliers to directly maintain standard information about themselves and state the goods and services they sell in a clear and normalised format. This information can be downloaded to a Purchasing system or made available as punch-in from any system so enabled
  - RFx and quotation posting and response streamlines the sourcing process
  - Purchase order posting provides a convenient alternative for suppliers to receive orders
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- Order-to-invoice turnaround makes it easy for smaller and infrequent suppliers to create electronic invoices from purchase orders posted to them on the portal
- Invoice file upload makes it easy for suppliers to send electronic invoices generated by their internal systems
- Secure account visibility allows suppliers to access details of their account transaction history by customer, individual transaction workflow status, payment history etc.

This removes a massive overhead for Procurement and Accounts Payable to resolve supplier queries rapidly.

## Monitor Supplier Performance & Risk

PROACTIS provides buyers with the information they need to monitor supplier performance and risk, and to effectively communicate during reviews. Buyers obtain a snapshot of the current status of supplier performance, including rating factors such as delivery, quality etc. A multi-level report provides an outline of transactions and key performance indicators prior to supplier review meetings. Buyers also obtain a risk classification and a view of the supplier's strategic importance to the organisation.

## Key Features

Ease of Use	Automation	Control	Implementation
<ul style="list-style-type: none"> <li>• Simplified supplier information management</li> <li>• A relevant, central repository of all suppliers</li> <li>• Intuitive web-based user interface</li> <li>• Easy for suppliers to provide the necessary information</li> </ul>	<ul style="list-style-type: none"> <li>• Remove repetitive and onerous file maintenance tasks</li> <li>• Purchase-to-pay integration</li> <li>• Automatic scoring of supplier responses in recruitment</li> <li>• Electronic trading to reduce costs</li> <li>• Automatic reminders of supplier review activity</li> </ul>	<ul style="list-style-type: none"> <li>• High level of transparency</li> <li>• RFx and quotation posting and response</li> <li>• Purchase order posting</li> <li>• Order-to-invoice turnaround</li> <li>• Supplier self-service</li> <li>• Supplier performance monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Rapid deployment</li> <li>• Quick ROI in less than six months</li> <li>• Leverage existing ERP and AP investments</li> </ul>

