

**Proactis Supplier Management** enables organisations to reduce costs and build relationships for best value procurement. It supports the entire supplier lifecycle from initial identification, adoption, approval, transaction and analysis, to help you build and maintain a strong supplier base.

Proactis reduces administrative effort while improving supplier engagement. It simplifies supplier information management and communication via a self-service portal for maintenance of company information and catalogues as well as account enquiries.

## Comprehensive Supplier Directory

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

The Proactis Supplier Directory provides a central repository of all relevant suppliers. It speeds the sourcing of new suppliers and introduces an element of control over the supplier base.

Proactis provides easily accessible supplier intelligence that includes a record of certifications, specialities, branch locations and contacts, and categorisation of goods and services. Rapid loading of supplier details enables a quick start to the recruiting effort. Lists of potential suppliers can be derived from any source and delivered in any format. And just about any criteria such as Common Procurement Vocabulary (CPV) or 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 with appropriate response formats, and scoring. 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. Users can also, in the case of multiple responses, prioritise the adoption of specific suppliers. Supplier self-service profile maintenance reduces the administrative burden in the Procurement department. And the Review Schedule provides the buyer with automatic reminders for such things as supplier review activities and checks on insurance certification, to ensure that suppliers remain within their accreditation conditions.

# Supplier Management



## Improve Communications with Suppliers

The Proactis Supplier Portal provides a channel for supplier and buyer to interact electronically. The portal is also the platform for a number of applications of value to both parties. The portal 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

- 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
- Secure account visibility allows suppliers to access details of their account transaction history by customer, individual transaction workflow status, payment history etc.

## 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

- Simplified supplier information management
- A relevant, central repository of all suppliers
- Intuitive web-based user interface
- Easy for suppliers to provide information

### Automation

- Remove repetitive and onerous tasks
- Purchase-to-Pay Integration
- Automatic scoring of supplier responses in recruitment
- Electronic trading to reduce costs
- Automatic reminders of supplier review activity

### Control

- High level of transparency
- RFX and quotation posting and response
- Purchase order posting
- Order-to-invoice turnaround
- Supplier self-service
- Supplier performance monitoring

### Implementation

- Rapid deployment
- Rapid return on investment
- Leverage existing investments