Get Your Suppliers Online

Manage and improve your supplier relations
with the FlowCentric Vendor Portal

FlowCentric
Technologies
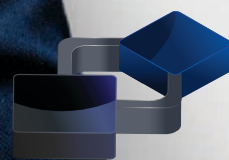
Future-proof your vendor management

Suppliers sit at the heart of almost every organisation's activities and processes. Efficient supplier management is critical to organisations that want to control costs, increase operational efficiencies, and mitigate risks.

The FlowCentric Vendor Portal provides organisations with a central portal to manage virtually all aspects of their supplier lifecycle. The execution of backend processes is handled by the battle-tested BPM Software FlowCentric Processware. This approach allows organisations to systematically digitise, connect, and automate each aspect of their supplier lifecycle.

Streamline your supplier onboarding

Collecting supplier information is an essential step in the onboarding process as it provides transparency to the relationship. The FlowCentric Vendor Portal supports secure supplier self-registration, internal supplier registration, and integration into an existing central supplier database.

- Ensure that the right information is captured the first time with an intuitive web interface.
- Control supplier approvals by implementing automated digital and human review processes.
- Keep prospective suppliers informed on the progress of their application with automated email or SMS messages.

Once a supplier is onboarded the organisation can track the vendor's performance and any changes made to the vendor's information.

Stay on top of your data, stay compliant

Many businesses have hundreds of their supplier's personnel on premises at any given time. Numerous industries are heavily regulated, requiring employees to have up-to-date certifications in order to operate machinery, handle chemicals, and perform other critical functions. Organisations must ensure that their supplier's staff meet these requirements, before allowing the personnel on site, or face serious consequences. The FlowCentric Vendor Portal streamlines this process while ensuring that each participant is held accountable for their actions.

- Suppliers can upload copies of all their staff's certifications to the system for quick and easy reference.
- The FlowCentric Vendor Portal can issue automated notifications, reminding both the supplier and members of your organisation of any certifications that will need to be renewed.
- Integrate with your biometric system and deactivate access for users whose certificates have expired, thereby ensuring compliance.
- Notify suppliers via email or SMS of any additional certifications that may be mandatory.

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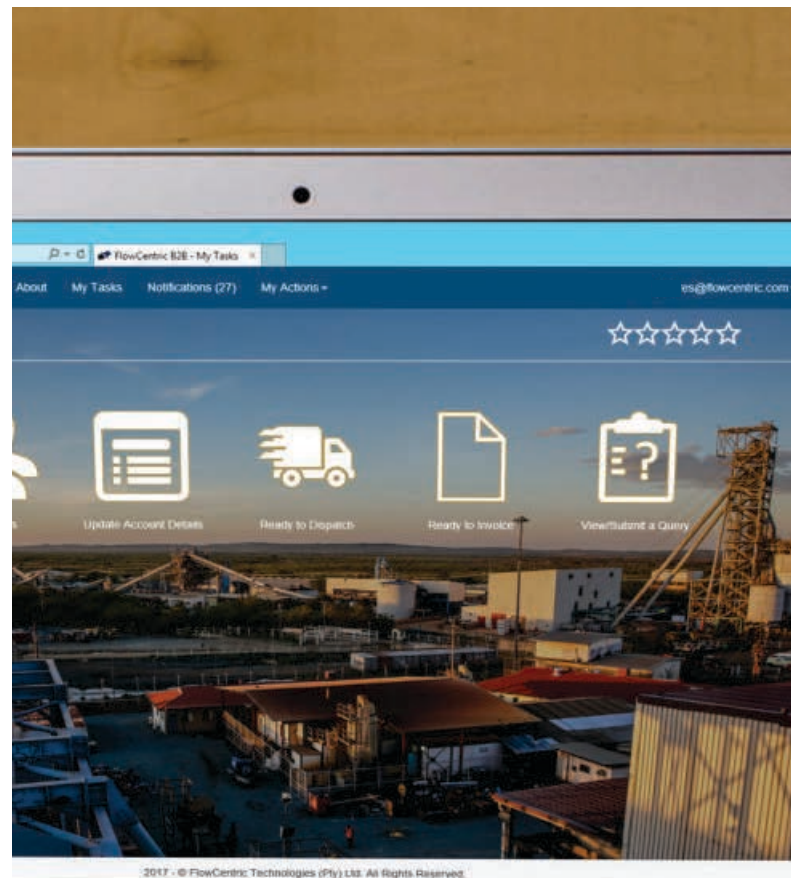
Never miss a deadline

Organisations often require suppliers to resubmit their company's certifications. With staff churn, or simple forgetfulness, suppliers sometimes overlook the submission of these certifications and only discover the error when their tender for a job is denied.

The FlowCentric Vendor Portal incentivises suppliers to onboard, as the system can be set up to send registered users notifications reminding them to provide updated copies of all the necessary documentation.

## Promote inclusive bid management

The FlowCentric Vendor Portal supports impartial, inclusive bid management. A request for quotation (RFQ) can be initiated manually or triggered by business rules, such as a specific amount being exceeded on a purchase requisition.

- Easily request and gather comparative proposals from multiple suppliers by initiating an automated process.
- Integrate to an existing supplier database or create and manage your own database.
- Automatically rotate suppliers each time an RQF is generated to ensure impartiality and equal opportunities for suppliers to tender.

From req' to cheque

Part of effective supplier relationship management is knowing when to pay a supplier and how much to pay them. The FlowCentric Vendor Portal allows organisations to manage the entire process from requisitioning products and services, to the final payment of to the supplier.

- Don't pay for goods or services that you didn't order or didn't receive.
- Manage early settlement opportunities and achieve sizable savings.
- Ensure that suppliers are paid correctly and on time, to promote healthy relations and improved service.
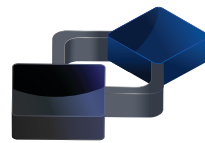
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Reduce manual and paper based work

Benefits of Digitising Your Supplier Onboarding Process:

AUTOMATION: Free up resources to focus on more value-adding tasks.

PREPOPULATED DATA: Reduce time to complete forms, especially when compared to manual entries.

FULL TRANSPARENCY: Keep suppliers and internal customers informed throughout the process.

RISK MITIGATION: Reduce opportunities for collusion or human-error.

SELF-SERVICE: Suppliers maintain their own records ensuring that the master data in your ERP is kept current.

CONTINUITY AND CONTROL: Processes are standardised, and business rules are locked in.

CENTRALISED COLLABORATION: Work is routed through the portal, instead of via phone calls or email, making it trackable.

PERFORMANCE FEEDBACK: Individual supplier performance ratings are visible on the portal.

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"2 million dollar contract signed off by employee with authority to only sign off up to $50 000"

Does this sound familiar to you?

The consequences of not having a well-defined contract lifecycle management system are:

- Additional costs are incurred
- Incorrect terms and conditions
- Incorrect legal coverage

The table below shows the impact poorly govern contract life cycle management can have on a business.

The FlowCentric Vendor Portal enables the following contact related processes to be formalised:

- Initiate a need for a contract
- Bid process
- Supplier selection
- Supplier registration
- Contract registration
- Service data entry sheets
- Contract closure
- Dispute resolution

In addition to the above, FlowCentric Technologies can assist you in activating digital signing. This function will further improve efficiencies and promote accountability.

Business	Supplier	Employee
Breach of internal processes	No liability	Breach the code of conduct Compromise job security
Company liability		Personal liability May have to cover costs
Compromise new contract		