

## Engage your suppliers more efficiently and securely with a Vendor Portal



IQX Business Solutions' Vendor Portal enables you to more effectively engage Vendors and maintain ongoing communications by enabling Vendor Self-Service.

## **FUNCTIONS**

- Vendor On-Boarding electronic forms for new vendor creation that are initiated internally but completed by the vendor themselves.
- Vendor **Self-Service** allows vendors to maintain their own details and monitor the status of purchase orders and submitted invoices.
- Vendor Management store and monitor the validity status of vendor qualifications and certifications.
- Vendor Communications generate bulk communications to your suppliers as required.

endor On-Boarding	Request			
Reference Nr :	Submitted By :	Submitted Date :	Request Status : Draft	
REQUEST Vendor Service Type				
Services		*		
All Vendor Details are know	vn .			
GENERAL DETAILS Vendor Name				
Reliable Security				
Contact First Name	Contact Last Name	Contact Email		
John	Smith	john.smith@reliable.c	pm	

Figure 1 - New Vendor Request form - gets routed to vendor for completion

## **FEATURES**

- Mobile responsive Web Application that is easy to use for both internal staff and your suppliers.
- Support for both internal and vendor authentication and role management.
   Vendors can reset their own passwords as required, and two factor authentication can be applied.
- Easy to maintain automated workflow to ensure that requests are routed appropriately.
- Vendors can directly maintain their own address, bank, contact and certificate details. Vendor accounts are automatically updated in SAP.
- Built-in **document management** system.
- Integrated security means that sensitive financial data is highly secure. There is no risk of erroneous or fraudulent transcription of banking details.
- **Cloud hosted** or on-premises deployment.

## BENEFITS

- **Reduces internal administration** and passes the responsibility for data administration and inquiries to Vendors, freeing up internal Accounts Payable staff.
- Faster vendor creation improves **compliance** with procurement policies.
- Staged data extracts and updates mitigate SAP **licensing**.
- Ensures security and confidentiality of vendor information with comprehensive encryption and access rights management.
- Business rule validations improve the accuracy and reliability of request forms.
- Automated SAP integration improves data quality.

New Vendor On-Boarding | Vendor Self-Service | Certificate Management | Communications









A ready to run, mobile responsive, Web Portal to automate your Vendor Engagement

Request List Purchase Orders & Invoicea	<b>S</b> Attachments	Home L richard fry	/kberg@gmail.com			APPROVA rvice home		
♥ 血 Address Bank	Contacts			III Home	1 richard frykber	g@gmail.com		
User Maintenance		Type Vendor ABN 81 0088 486 28	Service Type Goods BANK DETAIL Account Hol Fairlawn BSB 123456	S der	Bank Name WBC Account No 234567890			
<b>FORMS</b> Vendors provide and maintain their own details.	the second strength of the second strength of the	Ordering Mobile 04123445	VOICES Ick to dashboard OPEN INVOICE SEARCH wolce From Date 5/12/2016	Invoice To 5003/2011 PORT RESULTS		Vendor Fairlawn Supplies		richard frykberg@gmail.c sclude Paid Invoices (Last 31 days)
		Ve		lencore invoice Nr	ABN	Total amount (AUD)	Glencore Acc. No. 4000000101 PO Number	Status
Vendors ans	<b>REP</b> swer their own qu	ORTS	C6473892 1	900000003 900000004 900000000	13/10/2017 13/10/2017 22/11/2017	\$12456 \$25000 \$1100		Approved for Payment Approved for Payment Approved for Payment

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