



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.

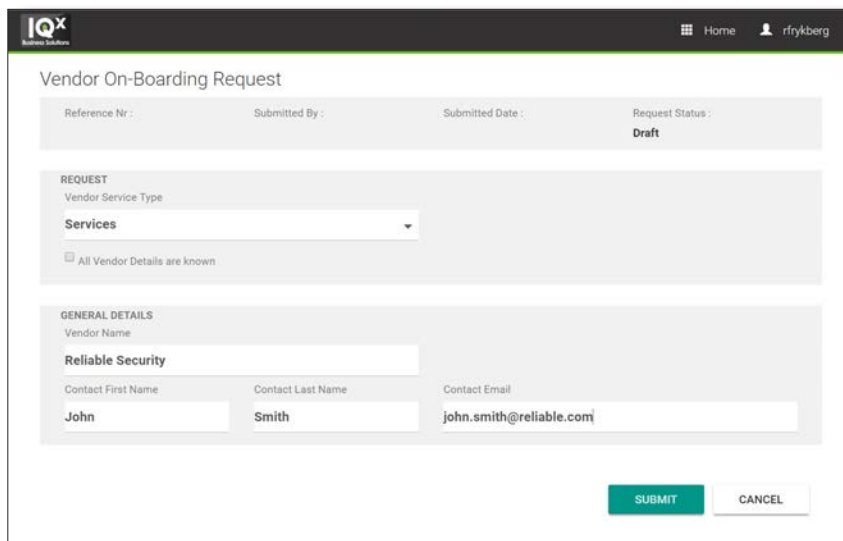


Figure 1 - New Vendor Request form - gets routed to vendor for completion

FEATURES

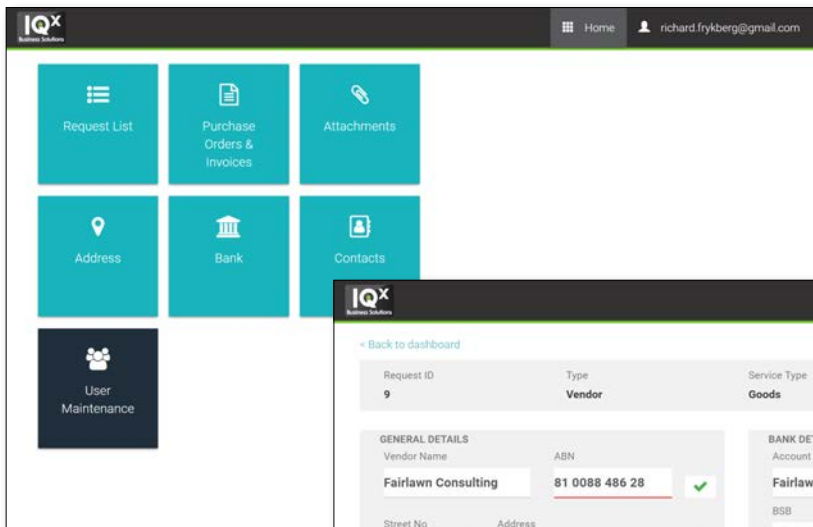
- Mobile responsive Web Application that is **easy to use** for both internal staff and your suppliers.
- Support for both internal and vendor **authentication** and role management. Vendors can reset their own passwords as required, and two factor authentication can be applied.
- Easy to maintain **automated 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

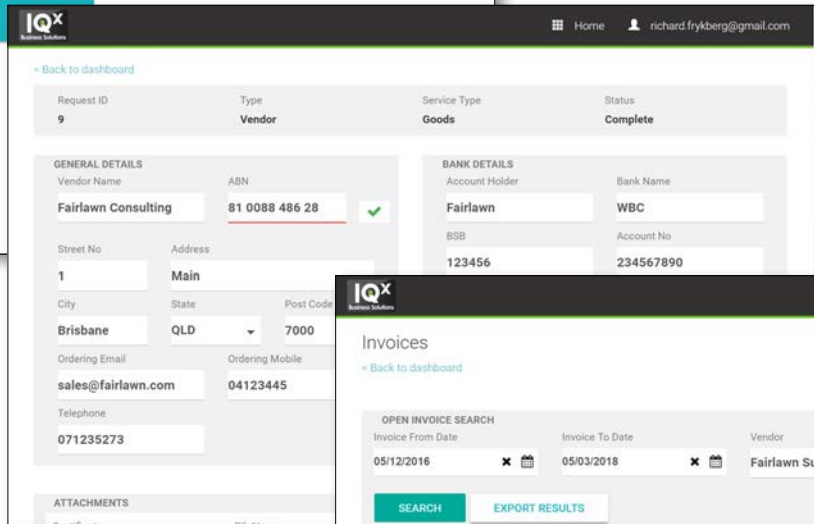
- **Reduces internal administration** and passes the responsibility for data administration and inquiries to Vendors, freeing up internal Accounts Payable staff.
- Faster vendor creation improves **compliance** with procurement policies.
- Staged data extracts and updates mitigate **SAP licensing**.
- 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**.



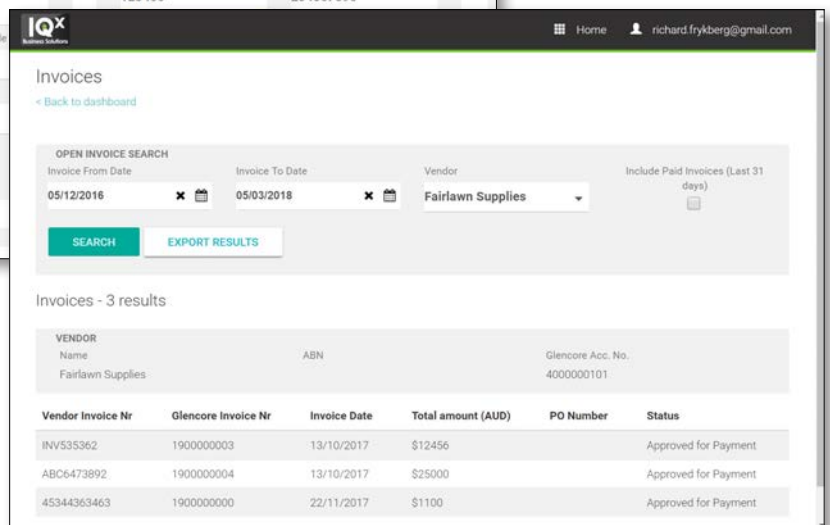
A ready to run, mobile responsive, Web Portal to automate your Vendor Engagement



LAUNCH FOR APPROVAL
Vendor Self-Service homepage.



FORMS
Vendors provide and maintain their own details.



REPORTS
Vendors answer their own queries.