Vendor Management

Total allocated time: 30 minutes, including questions

Session Objective

Provide an overview of Vendor Management capabilities including; vendor self-service, vendor management processes, routing and approval, and reporting.

Items to Demonstrate

1. Demonstrate a vendor using self-service to register with Purchasing. Include how to:
   a. Sign up for bid alerts.
   b. Identify Commodities the vendor provides.
   c. Simulate submitting an electronic copy of W-9.
2. Discuss how the system can automatically check for:
   a. Federal and State debarred vendor lists.
   b. Federal list of vendors associated with countries banned from business in USA, etc.
3. Demonstrate workflow to route and approve vendor self-registration.
4. After successful registration, vendor uses self-service to change email address with a notification of the change sent to old and new email.
5. Vendor uses self-service to change company name which requires workflow to Purchasing for approval. Send a confirmation email to vendor when complete.
6. Vendor uses self-service to change banking information which requires workflow to Accounts Payable for approval. Send a confirmation email to vendor when complete.
7. Discuss how to secure vendor self-service access so that a vendor cannot access another vendor's data.
8. Explain how 1099 reporting is done.

Q&A Session