# Vendor101

## Technology at work for managing Vendors, Contracts & RFPs

**KL SOFTWARE**

**Instant Access to Vendor Information**

**Simplified Vendor Selection Process**

**Personalised Dashboard**

| SharePoint Online Ready | Low Cost, Instant ROI | Rapid Development | Easy to Use, Tablet Ready |
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The **Vendor101** SharePoint template provides your organization with a searchable, customizable, self-service vendor registration portal for vendor prequalification and communications. It also allows your organization to assess vendor capabilities, financial solvency, product / service quality & pricing, maintain all supplier information and documents, and measure & evaluate vendor performance, service levels & continuous improvement.

Combined with the Request for Proposal, Sourcing and Contract Management capabilities, Vendor101 is your complete vendor collaboration system. Readily deployable on Microsoft SharePoint Online, you can be up and running Vendor101 in a few days.

- ✔ Vendor Inquiry & Registration Process Automation
- ✔ Vendor Inquiry Questionnaire
- ✔ Vendor Registration and Self Service
- ✔ Vendor Approval Process
- ✔ Vendor Risk Register

- ✔ Vendor Billing and Invoicing Procedures
- ✔ Simplified Experience – Vendor / Contract Dashboard
- ✔ Contract Management (Incl. Contract Renewal Workflow)
- ✔ Request for Proposal Process

## www.klstinc.com/Vendor101

# Identify & Manage Vendor Risk Profile

## Instant Access to Vendor Information

It is crucial for enterprises that use external vendors to understand the risk factors that enable them to judge the exposure they have with each vendor should the vendor go under or face challenges that may lead to delivery disruption.

**Vendor101** allows organizations to categorize vendors before assessing vendor risk, because not all vendors are the same. Some vendors may be categorized as tactical whilst others may be classed as strategic, because the enterprise has a high dependence on them, has high spending, and plans to increase business with the vendor over time.

## Simplified Vendor Selection Process

- Ability to design the Vendor Inquiry Questionnaire (choose the mandatory fields based on product requirements)
- Vendor Selection & Approval Workflow
- Associate a Risk Profile (Organizational, Financial, Support and Strategy Risks) with each vendor
- Track Vendor related documents in a centralized location (incl. Contracts)
- Support Ongoing Supervision and Monitoring of Vendors

## Personalized Dashboard
Tracking all approved Vendors and Contracts

- Vendor Dashboard to track all approved vendors and associated Risk Profile, Procedures, Invoices, Contracts and Proposals.
- Contract Dashboard to track all Vendor Contracts and associated Contract WIKI, Items and Purchase Orders
- RFP Dashboard to track all open RFPs (requiring response), Vendors requested to respond to RFP, Vendor Responses received and RFP Response award (incl. support for SOW workflow)

The true purpose of the **Vendor101** is to maintain quality vendors and relationships with those vendors to operate efficiently via tracking documentation. Effectively store the risk analysis document at the time a decision is made to engage a vendor, Store documents related to due diligence performed and maintain up-to-date versions of the contracts.