

The value of Vendor Automation Software





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***What is a
Vendor Management System
and how can it help your company?***



**A VMS allows one person to do
the work of many...**

with a lot less frustration...

**while helping the entire
company manage its vendor
base.**





Why a VMS?

Getting the Information Necessary to Onboard a Supplier or Employee

- **i.e. W9's, COIs, E-signed Contracts, Claims**
- **Gap Analysis**
- **Track what services your Vendor Provides**
- **Risk Mitigation / ISO / DOT / FSMA Compliance**
- **File Organization / Expiry Notices**
- **Yearly Maintenance / Renewables**





Who does it help?

Transportation Management

Supply Chain

Legal

HR



ERP , TMS and the VMS





Never has there been a better opportunity to look at VMS software as a way to solve problems in the supply base.



Everyone would probably agree a VMS should:

- **Be Affordable**
- **Flexible**
- **Mobile Enabled**
- **and Manage Vendors**



BUT

When looking at software that automates your business, consider looking at things from the top down.



Recommendation #1:

- **Great “joy”**
- **Great feedback.**



This will want to make everyone do their job.



Recommendation #2:

Look for “One Click” features.

These can save the work of many hours.

Re-request All Unfulfilled Docs

Request Expiring/Expired Docs

Recommendation #3:

- Easily see gaps. What's done, what's not.
- “Slice and Dice” to see what you have and what's missing.

Name	Vendor Status	Docs	Type
<input type="checkbox"/> 1st Day Corp.	Approved	2 Total	General
<input type="checkbox"/> 2nd Street Production	Under Review	2 Total 1 Requested 2 Pending	Project
<input type="checkbox"/> 5TH DIMENSION LOGISTIX INC	Suspended	4 Total 1 Expired	Broker
<input type="checkbox"/> A & H CARRIERS INC	Onboarding Request	4 Total 1 Requested 1 Pending	Carrier

Recommendation #4:

View all your docs in one spot.

Search:

Name	Description	File Name	Auto Amount	Cargo Amount	General Amount	Expiration Date	Add Liab	Waiver Sub	Status
10-4	Cert. Of Insurance	CertOfInsurance.docx	1000000			29-Apr-2016			30 Days △ Fulfilled 📄
2nd Street Production	Cert. Of Insurance	ACORD COI Sample.pdf	5000000			13-Mar-2016			Expired △ Pending Approval 📄
5TH DIMENSION LOGISTIX INC	Cert. Of Insurance	ACORD COI Sample.pdf	1000000			11-Apr-2018			Fulfilled 📄



Recommendation #5:

Make sure it has a workflow – and tells you what to do next so you don't have to think.

Workflow Actions

Show All ▾ entries

[Export](#) [Print](#)

Search:

Action	Name	Description	Due/Exp. Date
Reminder 	UNFI	Vendor Review Assigned To: youriac@veroot.com	05/30/2016
Exp. 30 Days 	Sherwin Williams	Filename: Sample W9.pdf Signed W9	05/10/2016
Exp. 30 Days 	10-4	Filename: CertOfInsurance.docx Cert. Of Insurance	04/29/2016





**MAKE SURE
THAT IT GOES
BOTH WAYS**

Recommendation #6: Two Way Portal:



Pending Document Requests

[Signed W9](#)

[Carrier Agreement](#)

[Operating Authority](#)

[Cert. Of Insurance](#)

5 Points Request

Dear *A-Z Trucking*, 5 Points has requested a document from you via Veroot.

Fulfillment is Simple

Click on the link below to access your document requests and complete fulfillment.

[Fulfill Document Request\(s\)](#)

Sincerely,

Jim Smith, 5 Points

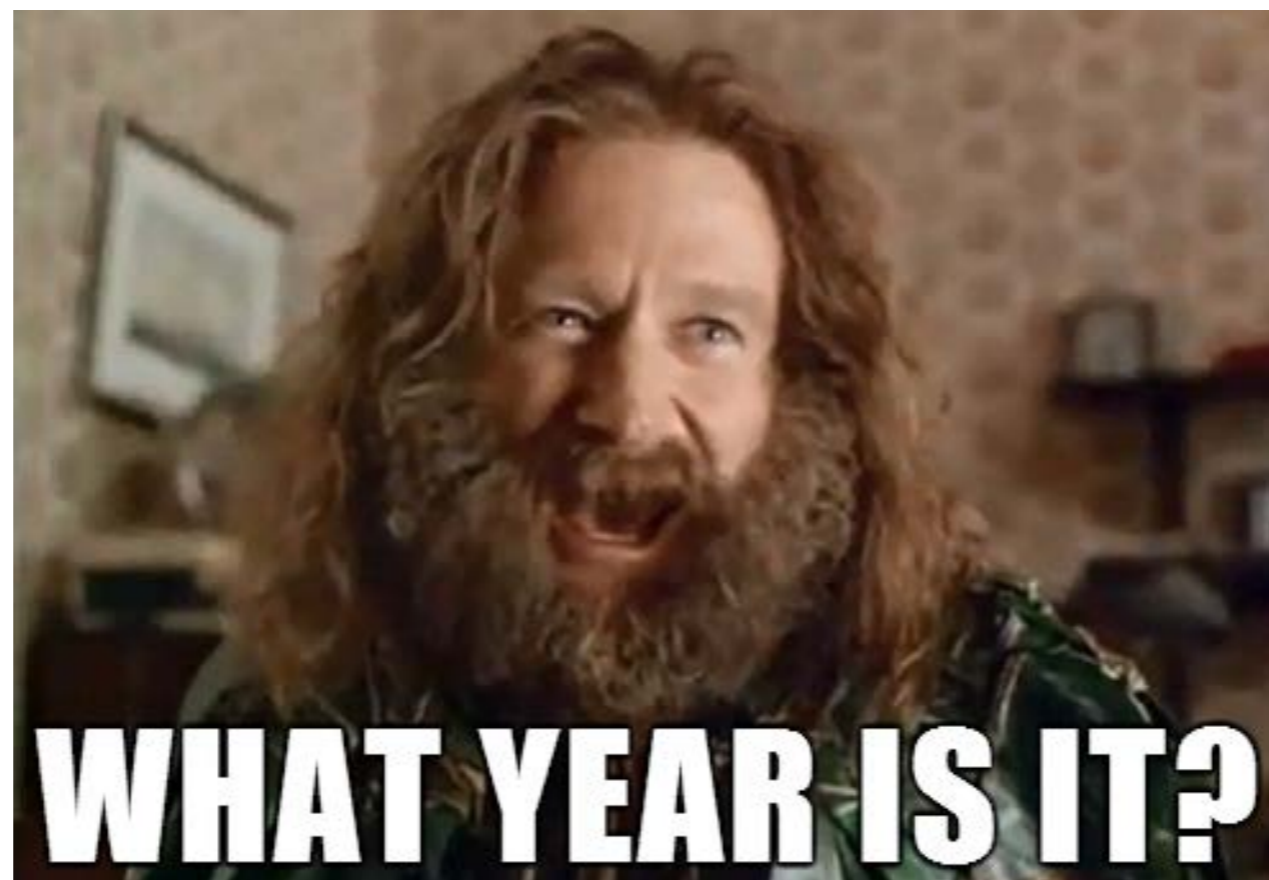
Recommendation #7:

Use E-signatures:

- ✓ **Fast, Easy, Mobile Enabled**
- ✓ **Immediately Stored with Vendor**
- ✓ **ESIGN Act & UETA Compliant**
- ✓ **Safe and Secure**



Wipe out the fax machine, extra phone calls, and email clutter.





You don't just want a place to keep documents. You want them to be *alive*.

- **Automatic Refill**
- **Expiry Notices**
- **E-signatures**





What ROI can a VMS bring to the table?

According to IDC and BAE, studies show a system can result in:

- **75% faster onboarding and maintenance**
- **80% less time searching for information and documents.**
- **80% less time renewing documents**



So what can a really good VMS do that you might not have thought about?

- **The basics: contracts, COI's, certifications**
- **Vendor Profiles Surveys and Bids**
- **ACH and Accounting Info.**
- **NDA's, Code of Conduct**
- **Plant reports, MSDS, Country of Origin**
- **Employee handbooks, forms, etc.**



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