CHECKLIST

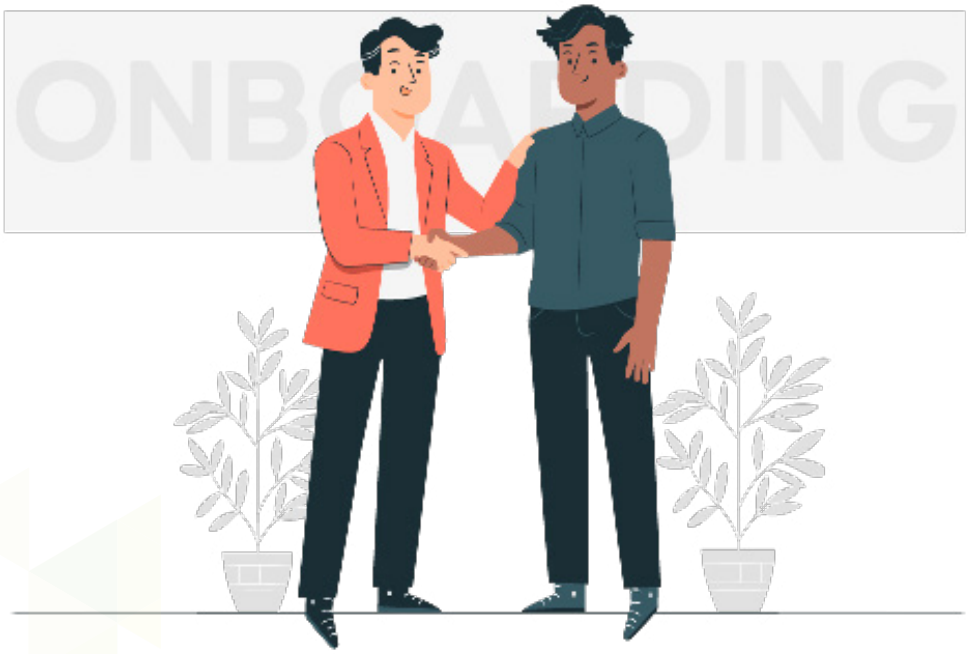
# VENDOR ONBOARDING SOFTWARE FEATURES CHECKLIST

Ensure that the vendor onboarding software you are considering is the right fit for your organization

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# Introduction

- Supplier onboarding processes are the cornerstone of strategic supplier management and onboarding. Make vendor onboarding super-easy and completely connected with the right vendor onboarding software that is rich in features and easy to adapt across teams and hierarchies.
- Your vendor onboarding solution should help you successfully onboard your suppliers through a simple, quick and effective process. When it comes to collaborating with suppliers, you want to be sure that your solution is accessible for both parties. What are the other important features to look for when investing in a supplier onboarding solution?
- Here is a quick guide to ensure that the vendor onboarding software you are considering is the right fit for your organization. Get started now.



| [A] Automation And Self-Service Features For Vendor Management | | |
|---|---|---|
| Suppliers | Access to constantly updated supplier data | ☐ |
| Verification | Automated workflows to identify and vet potential suppliers | ☐ |
| Data Validation and collection | Visibility into non-sanctioned spending and "scope creep;" electronic signatures | ☐ |
| Approvals | Transparent and streamlined requisition review and approval processes, which result in faster time-to-onboard | ☐ |
| Analytics | Detailed reports and KPI metrics to identify the best supplier by spend and other pre-defined criteria | ☐ |
| Notifications And Project Management | Deadlines, low supplies, and other time or compliance issues; task assignment, process tracking, and work coordination | ☐ |
| Vendor Self-Service | Intuitive portal for vendors to submit electronic forms and documents, information for approvals, and updates | ☐ |
| Communication | A collaborative digital environment with easy two-way communication via messaging or document sharing between sales, back office, and supply chain teams | ☐ |
| Search Function | Immediate access to needed data, forms, contracts, invoices, contacts, and other vendor information | ☐ |
| Payroll Management | Easy and efficient processes to organize vendor contracts, payments, and related expenses | ☐ |
| Routine Tasks | Category management, centralized and standardized billing rates, invoicing, payment options, and configurable forms and requirements | ☐ |

| [B] Platform | | |
|---|---|---|
| Mobile | Ability to use all types of functions on the go in the warehouse, distribution center, transport centers, or anywhere else that facilitates your business | ☐ |
| Easy Integration | Software that integrates easily with existing systems | ☐ |
| On-Premises Installation | Control for companies that prefer installed technology | ☐ |
| Cloud-Based Platform | Easy installation and flexible pricing | ☐ |
| **[C] Workflow And Integration** | | |
| Workflow Management | Reviews and approvals in alignment with company processes | ☐ |
| Resource Planning | Software that prevents information silos by integrating and streamlining related functions | ☐ |
| **[D] Compliance And Security** | | |
| Record Keeping | Critical paper trails and tracking for internal checks and in preparation for audits | ☐ |
| Risk Evaluation | Automated workflows to perform a risk assessment and management | |
| Due Diligence | Scoping for vendor assessment | ☐ |
| Security And Risk Mitigation | Centralized solutions with built-in firewalls and other security features to protect company information, trade secrets, and financial resources | ☐ |

## Disclaimer:

The checklist provided here is for reference only. You may add or remove the checkpoints depending upon your organization's requirements. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the content of this checklist. Any reliance you place on such information is therefore strictly at your own risk.

# Elevate Your End-to-end Vendor Management Experience on ServiceNow

Are you willing to enable end-to-end vendor management through collaboration portals and minimize the complexity of supplier onboarding and engagement across all sourcing and procurement processes?

Get a custom demo of the Aavenir software and find out how you can manage your vendor for better business results.

## Explore Additional Resources on Vendor Management

Click the icon that interests you to get started:



Checklist




Blog



Webinar



Datasheet

## About Aavenir

Aavenir revolutionizes age-old procurement processes with AI-enabled Source-to-Pay solutions, including RFPflow, Onboardingflow, Contractflow, Obligationflow, and Invoiceflow. Built on ServiceNow, Aavenir solutions streamline procurement, legal, and accounts payable work processes using the latest technologies such as AI, ML, and NLP to

## Explore Aavenir Source-to-Pay Solutions on ServiceNow

RFPflow



**Request for Proposal Management**

Onboardingflow




**Onboarding & Supplier Information Management**

Contractflow



**Contract Lifecycle Management**

Obligationflow



**Contract Compliance Management**

Invoiceflow




**Accounts Payable Automation**

# Get Started


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