

The OnBase Payoff

- Accelerates vendor-related processes with easy access to information and documents
- Increases accountability and productivity with simplified management of contract deadlines and expirations
- Supports efforts to minimize organizational risk

Minimize organizational risk by improving vendor management

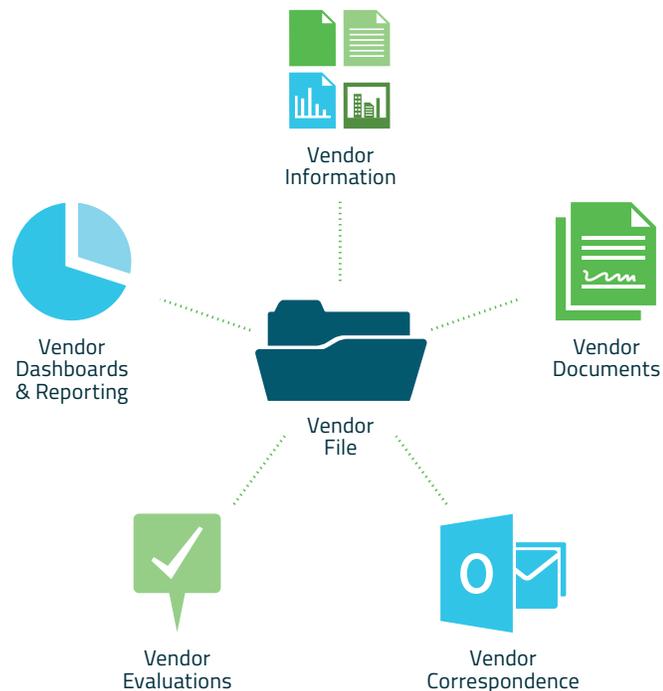
Keeping track of hundreds or even thousands of vendor relationships is critical to business operations but difficult when vendor information is stored and managed in scattered locations, from file cabinets to email inboxes. With OnBase, managing vendor-specific compliance documents, contract details and critical issues is completely centralized and streamlined.

Accelerates vendor-related processes with easy access to information and documents

With OnBase, staff securely manage all vendor-related content in OnBase, without having to jump between applications and physical storage sites to find required information. Staff even access existing information or capture new information directly from Microsoft Outlook – allowing them to conduct business from an application they already know and use every day.

When staff receive a contract from a vendor via Outlook email attachment, they upload the contract into OnBase directly from the message, automatically associating it with the correct record in OnBase. As discussions continue regarding the contract, the staff member views content stored in OnBase while responding to a message in Outlook, accelerating review and creation.

In OnBase, when staff need to locate information for a certain vendor, they quickly search for the record by specific key terms, including vendor name, location or even supporting notes originally added to the file. Beyond specific vendor information, staff view all related documents, such as contracts, bank verifications and risk assessments directly from the vendor record. To ensure authorized access to information, management easily sets security privileges, both for information certain personnel can view as well as documents they can access.



Increases accountability and productivity with simplified management of contract deadlines and expirations

Honoring predetermined vendor deadlines and expiration regulations is critical to maintaining an effective vendor relationship and meeting compliance standards. OnBase keeps track of deadlines and expiration dates and updates staff as those dates approach, to keep staff accountable and on schedule.

To quickly view all upcoming expirations or contract deadlines, employees access a calendar in OnBase. From here, they easily open specific vendor records. Visibility is also improved for managers, not only into a certain vendor relationship but into all the vendor relationships they oversee. With graphical displays and exportable reports, managers quickly see the progress of all projects, in one interface, responding appropriately if contracts are behind schedule.

Supports efforts to minimize organizational risk

It is important to ensure all information and related documents are collected at the beginning of the relationship to avoid issues with the vendor. Throughout the vendor relationship, employees must also be able to report on their experiences with the vendor, allowing management to decide whether to continue purchasing products or services.

When staff open a vendor record, OnBase displays which documents are still needed. For example, if an organization hires a construction company but has not received a proof of insurance document, OnBase will show that document as missing on the vendor's record. By ensuring that all critical documents are in the system and easily accessible for reference, the organization minimizes the risk of financial penalties, civil penalties, lost intellectual property or reputational damage.

Though collecting all the related documentation is critical, the relationship does not end once the record is complete. It is important to continuously assess the services or product provided by each vendor. Managers distribute electronic evaluations that allow employees to indicate any favorable or unfavorable interactions with a vendor. OnBase then creates a scorecard from that data, allowing managers to quickly view the number of issues reported with a specific vendor and respond accordingly.

Built using OnBase Case Manager, a vendor management solution centralizes vendor management efforts to maintain better, more productive relationships, minimize risk and improve overall management of vendor-related content.

Learn more at Hyland.com