

**Standardizes vendor sourcing
and improves decision-making**

**Enhances vendor information
management and strengthens
relationships**

**Reduces risk through vendor
governance and increased
visibility**

Solution Summary | Vendor Management

Better manage vendor relationships and information

Tracking hundreds or even thousands of vendor relationships is critical to business operations – but it becomes a burden when vendor information is managed in scattered, disparate locations. OnBase by Hyland improves vendor management processes, allowing your organization to maintain productive relationships, minimize risk and better manage vendor-related content.

OnBase allows accounting, procurement and other personnel to interact with vendor-specific information, compliance documents, contract details and correspondences in one central location. A complete vendor management solution equips organizations to standardize vendor sourcing, maximize relationships and make better decisions by monitoring issues and reporting on vendor compliance and performance.



Standardizes vendor sourcing and improves decision-making

OnBase formalizes the vendor request and sourcing process to improve onboarding and ensure the right data and documents are collected up front. Employees complete self-service request forms that the solution automatically routes for approval, eliminating inefficient email and phone call requests.

Throughout sourcing and selection, OnBase identifies missing critical vendor details and documents such as missing proof of insurance. The system can automatically notify vendors to provide required documentation, allowing personnel to collect all needed content. A complete record helps mitigate risk of financial and civil penalties or potential reputational damage.

Maximizes vendor relationships

With OnBase, authorized personnel interact with all vendor information throughout the entire relationship – including key data, conversations and supporting documents like bank verifications and risk assessments. This secure, central access to information and supporting content eliminates information silos and time wasted switching between applications.

OnBase even integrates with your accounting system or ERP, displaying vendor service or product data alongside the content in OnBase. Staff easily locate vendor information by searching for key terms, such as vendor name, location or notes added to the file – enabling them to make smarter buying decisions.

OnBase also streamlines vendor contract management, providing easy access to contracts and enabling personnel to track key terms and proactively manage milestones. Staff can upload draft contracts directly into OnBase from an email attachment in Outlook, automatically associating them with correct vendor records. The solution automatically tracks contract expirations and auto-renewals and instantly notifies appropriate personnel. This minimizes missed expirations and equips staff to review relationships to ensure they continue to provide value.

Reduces risk through increased visibility and vendor governance

With OnBase organizations continually evaluate the quality of services or products provided by each vendor, enabling personnel to generate vendor scorecards and graphical performance reports on the fly.

They can also record feedback or incidents, complete vendor evaluations and track preferred vendors by determining when the use of special pricing and quantity discounts is most appropriate. This creates a combined knowledgebase that supports future purchase decisions and drives discussions on whether or not to maintain specific vendor relationships.

Learn more at OnBase.com »