

Sourcing Automation Management Checklist

Implement the Best Sourcing Automation Initiatives

www.aavenir.com

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Introduction

Automating tasks helps improve productivity by 1.4% annually. Similarly, automation or digital transformation streamlines the value creation process in the procurement and sourcing sectors and impacts the ROI of the business.

But in the eventuality of the selection of sourcing automation software going wrong, you might end up among 82% of companies who regret their choice of choosing procurement technology

Aavenir Sourcing Automation Checklist is designed to help your organization plan and implement the best sourcing automation initiatives. Use these parameters to identify an advanced AI-driven strategic sourcing solution and maximize value creation.



Sourcing Automation Checklist

The criteria for sourcing automation may vary depending upon the industry. The standard approach includes

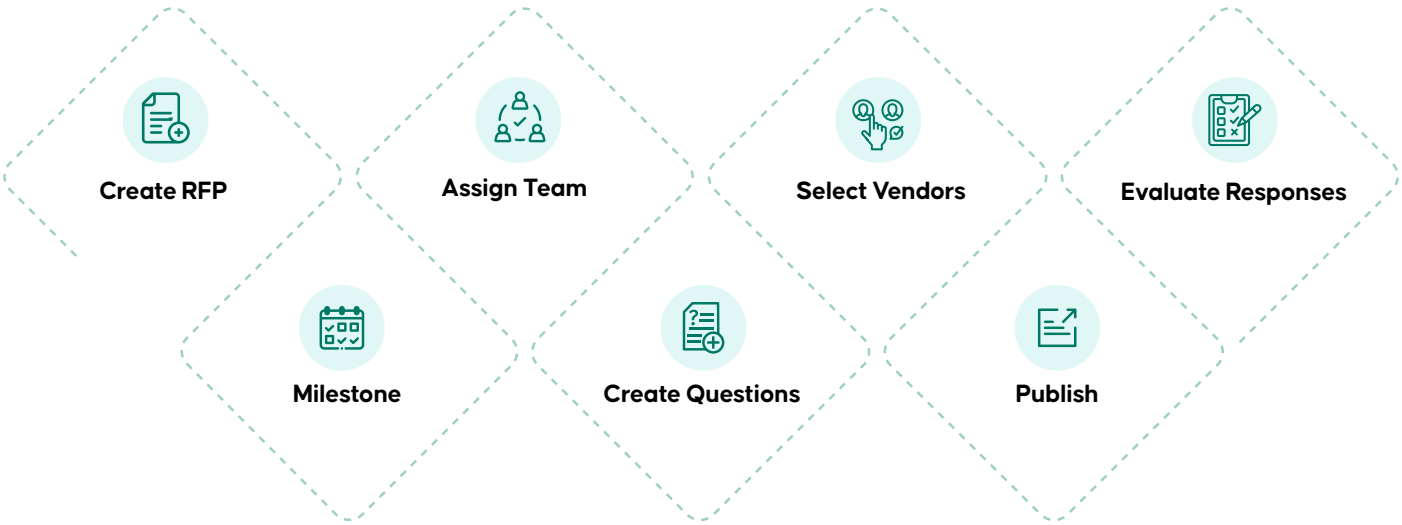
Understand and State the Intent of Switching to Sourcing Automation	
☐	Improve and increase savings
☐	Implement automation and compliance to processes
☐	Achieve transparency across workflows
☐	Improve internal and external collaboration with real-time updates
☐	Improve supplier selection
☐	Other
Align Team with the Objectives	
☐	Define end goals and objective
☐	State ownership and responsibility
☐	Identify training needs aligned with skills and KRAs
Strategic Sourcing Framework	
Layout for documenting critical requirements for different sourcing processes assessment	
☐	Evaluate requests
☐	Perform spend analysis
☐	Identify sourcing opportunities

Scope	
☐	Review stakeholder requirement
☐	Research the market potential
☐	Evaluate suppliers for the best sourcing
Sourcing Strategy	
☐	Plan to address requirement
☐	Define timelines
☐	Focus on value maximization
☐	Publish sourcing event (RFI, RFP, RFQ)
☐	Collect quotes & information from selected suppliers
☐	Evaluate reports
Award Bid	
☐	Perform final negotiation
☐	Award bid
☐	Share contract
Data Analysis	
☐	Identify data elements in sourcing
☐	Perform spend analysis
☐	Check integrations
☐	Analyze data to understand the gap
☐	Understand collaboration and ownership

Technology for Sourcing Automation	
☐	Select a comprehensive sourcing process
☐	Use customized template
☐	Get a unified interface to manage RFx
☐	Check software capability to address all spends
☐	Monitor supplier risk and performance
☐	Manage collaboration of stakeholders and manage categories
☐	Select a tool with an integrated source-to-pay suite
☐	Get visibility into KPIs
☐	Have advanced reporting and analytics capabilities

Aavenir's All-in-One Sourcing Software

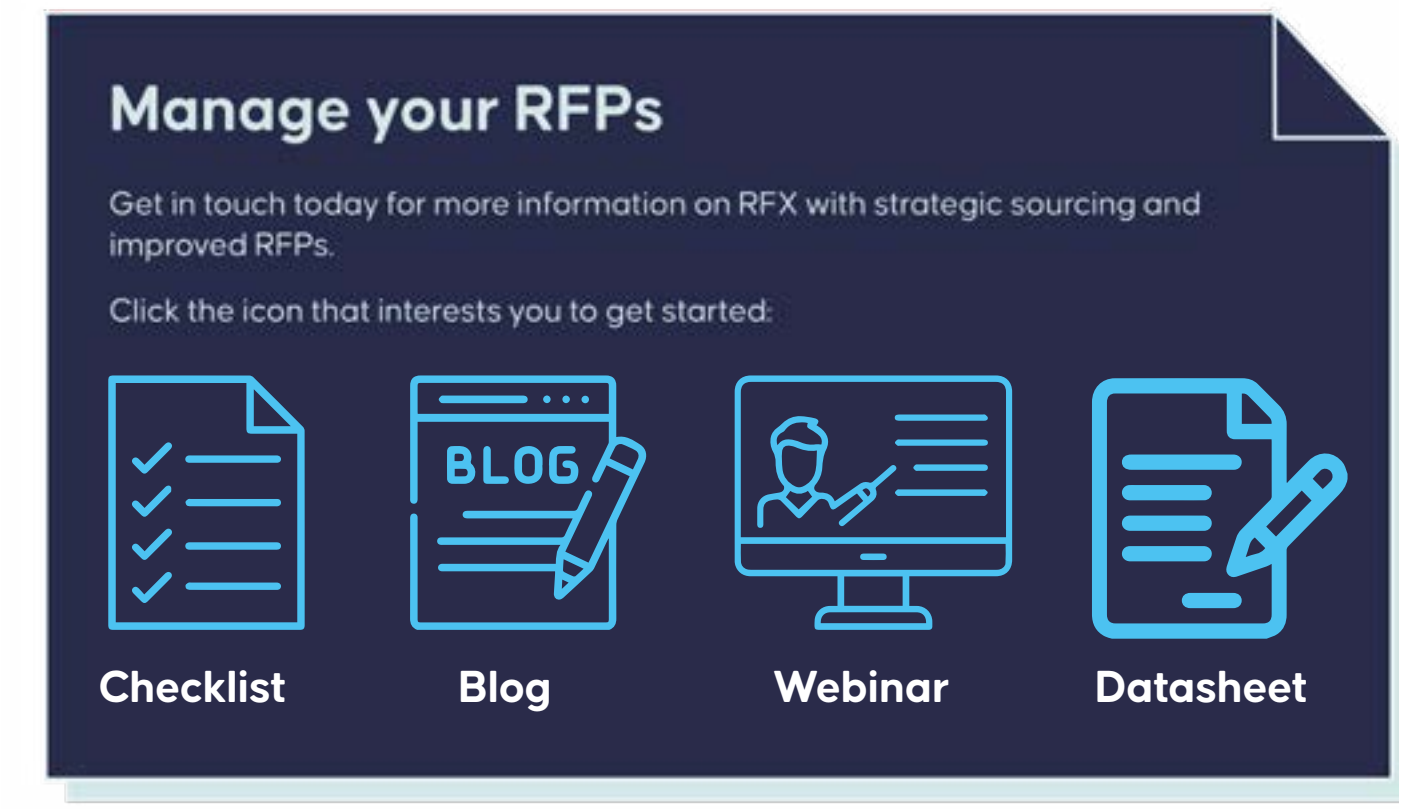
Streamlines your procurement processes over a unified and integrated system by



RFPflow

Integrate your Sourcing and Procurement Strategies with Aavenir RFPflow and Manage your RFPs Better

Experience an integrated Procure-to-Pay cycle over the ServiceNow platform with AI-enabled Aavenir RFPflow. Get in touch today for more information on RFX with strategic sourcing and improved RFPs, OR **Schedule a free (No-obligation) demo** to understand how collaboration and automated workflows can help source smarter.



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



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www.aavenir.com

contact@aavenir.com

twitter.com/aavenirInfo

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