WORKSHEET

VENDOR ONBOARDING POLICY WORKSHEET

www.aavenir.com

Version :1.0 21/04/2022

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Introduction

A smooth and systematic vendor onboarding process is indispensable for effective and efficient vendor management. So, just like organizations give due importance to managing client relationships, they must also recognize the need and benefits of managing vendor relationships to build a strategic partnership with them. The importance of implementing great vendor management and vendor onboarding processes is listed below.

- Mitigation of vendor-related risks
- Streamlining vendor management processes for increased efficiency
- Ensuring compliance with government regulations
- Creating and enhancing the company brand image
- Improved ROI
- Increased visibility in all related vendor management processes
- Access to the latest data for key activities in vendor management
- Better tracking and evaluation of vendor performance
- Nurturing vendor relationships

Having clearly defined policies, and expectations help improve internal efficiency and relationships with your vendors. Use this easy-to-modify template as the basis for a shareable document that states your organization's requirements and strategic goals.



VENDOR ONBOARDING POLICY TEMPLATE

YOUR LOGO

Process Name

Date Created

Created By

Version No.

Process Owner

Procedure No.

Last Updated By

Date Of Last Update

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1. Introduction

1.1 Purpose

1.2 Scope

1.3 Document Management

1.4 Roles And Responsibilities

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1.5 Materials

Material Type	Name	Location / Link

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2. Process

2.1 Overview

Steps	Activity

2.2 Flow

Provide a link and/or screenshot of the completed Process Flowchart

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2.3 Process Description

2.3.1 Input

2.3.2 Boundaries

2.3.3 Tasks

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2.3.4 Output

2.3.5 Exceptions To Routine Process Flow

2.3.6 Points Of Control

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3. Measurements

Measurement Conventions

4. Verification

Verification, Validation, And Testing Process

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5. References

Material Type	Name	Location / Link

6. Change History

Version	Date	Description Of Change Implemented	Location / Link

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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?

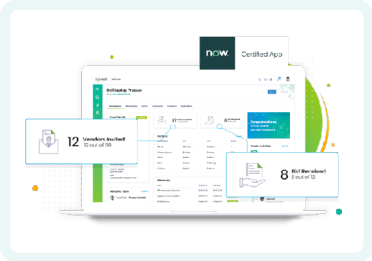
Get a custom demo of the Aavenir software and find out how you can manage your vendor for better business results.



About Aavenir

Aavenir revolutionizes age-old procurement processes with AI-enabled Source-to-Pay solutions including RFPflow, 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 eliminate manual work, accelerate cycle time, and reduce dependency by offering smart suggestions based on historical data. For more information, please visit www.aavenir.com

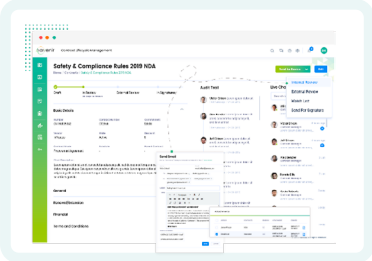
Explore Aavenir Source-to-Pay Solutions on ServiceNow



Aavenir RFPflow

Aavenir RFP/RFI/RFQ management software accelerates the vendor qualification process using milestone-based RFX-to-award workflow and collaborative vendor scoring.

- Create RFP/RFI/RFQ
- Request Responses
- Score Responses
- Award-a-Bid



Aavenir Contractflow

Aavenir Contractflow (CLM) enables enterprises to efficiently create and manage bilateral contracts for procurement, sales, services, legal, NDA, HR or any other type of internal and external enterprise operations.

- Create Contract
- Review & Negotiation
- Approval & E-Signature
- Dashboard & Reports



Aavenir Invoiceflow

AI-enabled Aavenir AP Automation solution learns an organization's unique invoices patterns to simplify invoice-coding, automate invoice data entry, and identifies exceptions ensure data accuracy.

- Import Non PO & PO Invoice
- Automated Invoice Data Entry
- Invoice Approval Workflow
- Dashboard & Reports

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