# ready contracts



## Build strong working relationships with key suppliers using direct data entry by contractors

How strong are your supplier relationships? Will they go above & beyond for you?

Who are all the key players? What have they done for you before?

Are they fully qualified to do what you're asking of them? How do you know?

Supplier Relationship Management (SRM) is vitally important, perhaps the most underrated tool in strategic procurement.

Good, positive relationships with suppliers can make things work, improve speed-to-serve and create a platform for genuine innovation.

The SRM module offers a user-friendly supplier database, modelled somewhat on the same approach as a CRM system.

It includes a supplier's directory of key people, insurance certificates, due diligence paperwork, qualifications & credentials, key tender support documents, pre-quals, evaluation & performance history, bidding record, core correspondence and other key information in a single repository.

Build a map of your supply chain down through your supply chain tiers, to manage well beyond the prime contractor and their suppliers. Record all communications between parties made within the system for audit purposes.

### **Core Features**

- Supplier information and contract details database
- Supplier capability statements and skills assessment listings
- Online supplier history archive and touchpoint management map
- Private communication channels with suppliers
- Supplier pre-qualification questionnaire
- Supplier performance evaluation weighting, scoring and reporting
- Supplier portal for compliance/delivery/ work reporting
- Compliance and insurance certificate repository
- Issue management by supplier, with red flag marking

### **Key Benefits**



# Online Supplier Communication

Contract Managers and suppliers can exchange contract information securely through the system with communications recording/filing.



# Supplier History Archive

Online history of all contracts, data and communications with each party.



#### Better Supplier Teamwork

Understand your suppliers strengths and weaknesses with supplier prequalifications, evaluation and issue management.



#### Tiered Supply Chain Management

Manage supplier relationships + dependencies right down your supply chain - not just your prime supplier and second tier suppliers a more sustainable approach.



### **Supplier Information Database**

Centrally manage all supplier details including company, address and contact details right down supplier tiers.

Keep track of supplier history with immediate details on all contracts the supplier has had and has previously bid for.

Record supplier meetings, minutes and recent discussions/agreements made.

Manage all supplier documents centrally, including monitoring compliance to key contractual terms such as insurance policies.

### **Supplier Pre-qualification**

Use pre-qualification forms to assign suppliers to associated skills and skill categories for quick search capabilities.

### **Supplier Performance**

Track supplier performance within the SRM module to use in strategic negotiations. Evaluate suppliers with an online evaluation form based on user defined criteria.



### **SRM Portal**

The SRM Portal is an easy to use web-based portal that enables direct communication and collaboration with your suppliers through any browser. Free your resources from hours of administration work, to spend time on more valuable tasks. Features include;

**View Contract Information** - suppliers can view a list of contracts with the organisation.

**List of Schedule of Items** - view schedule of rates and export into excel to update and submit directly as a variation or payment claim.

#### Submit Variations / Payments / Claims -

Contractors can process payments or claims online, which triggers an internal approval process.

**Update Insurances** - Suppliers can view and update insurance details directly and attach certificates of currency.

**Communication** - a centralised communication facility to track all communication.

**Site Instructions** - send site instructions to suppliers advising of required works.

## Try integrating with..

Achieve even greater efficiency by integrating the SRM module with;

### **CATEGORIES**

Expand your supply market intelligence with the CATEGORIES module to enable collation and future application of your supplier database records.

#### **PROJECTS**

Use SRM with the PROJECTS module to maintain all project, supplier and contract details centrally. With direct collaboration with onsite suppliers into the SRM Portal.

# Ready to take control of your contracts?