Supplier Onboarding

Supplier Onboarding
BUSINESS CASE

Supplier Onboarding made simple!

Key Challenge 1

The Data and Governance

Using email and spreadsheets for supplier onboarding:

- Leaves data in a variety of formats
- Makes tracing information challenging
- Is difficult to keep up to date

Result: *Organisations are at risk from insurance claims and damage to their brand*

Using an efficient online onboarding tool:

- Consolidates all information in one place
- Gives auditability and traceability
- Allows information to be kept current
- Offers better insight of your suppliers through data analysis
- Can be shared for collaboration across the organisation

Key Challenge 2

The Process

Using email and spreadsheets for supplier onboarding:

- Is inefficient and cumbersome to manage
- Creates many manual processes
- Normally involves rekeying of information

Result: *Inefficient process for the organisation and suppliers*

Using an effective online onboarding solution:

- Streamlines workflow including scoring and approvals
- Reduces overheads at every point in the process
- Encourages adoption by internal users and suppliers
- Automatic reminders ensure bottlenecks are reduced
- Reduces rekeying of information

Summary of Challenges

Using emails and spreadsheets for supplier onboarding

CHALLENGES	BENEFITS OF ONLINE ONBOARDING TOOL
Lack of centralised information & clear audit trail	Centralise information into a single tool with full traceability
Keeping track of suppliers during onboarding	Expiry alerts and real-time dashboards to enable automatic follow up emails and live reporting
Maintaining compliance in a rapidly changing landscape over a large number of suppliers	Easily maintain compliance in areas from insurance documentation to the Modern Slavery legislation
Understanding bottlenecks in process	Improved process monitoring and reminders
Lack of security	Cloud based system that uses the high level of security
Can display a lack of professionalism	White labelling with company portal improving brand

Key Benefits of using Supplier Onboarding

Time saving: Supplier Onboarding saves users 30% of the time that they had previously spent chasing data from suppliers *saving approximately £50-100 per supplier onboarded* (Sopra Steria)

Efficient onboarding: *Clients have seen a reduction in supplier onboarding from 2-4 weeks to 1-2 days* (PHS)

Greater competition: *Supplier portals increases the number of suppliers* without increased workload through bespoke tailored workflow offering greater competition for tenders

Increased auditability and visibility: Increased visibility and collaboration across organisations *improves the profile of procurement*

Compliant supply chain: *Our solution also acts as an insurance policy against non conformance* in the supplier base documentation and compliance to legislation such as the Modern Slavery and Anti-Bribery

Additional Benefits of a Supplier Onboarding Tool

- **Bespoke Onboarding Process -** Design templates, questionnaires and dynamic questions with weighting and scoring that can assign multiple users to review, comment or score responses
- **Easily Maintain Compliant Supplier lists - A**void poor supplier governance by storing supplier information in one place and organising preferred supply groups defined by you
- **Completely Auditable -** Online detailed repository of events with version control
- **Supplier Portal -** Self registration through branded portal whilst growing supplier database
- **Action Dashboard -** Informs users of next steps and understand bottlenecks
- **Approval process -** Approve suppliers into groups, add notes and request further clarifications
- **User Adoption -** Through an intuitive interface, the process the time to create, manage and participant in events is greatly reduced

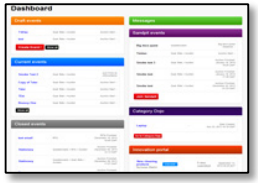
Benefits of a Market Dojo Tool

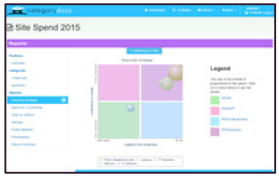
Advanced integration

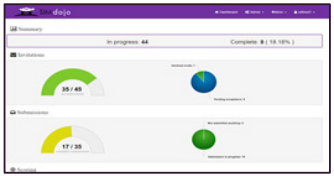
- **Integratable with Market Dojo -** Supplier Onboarding gives the ability to see real-time onboarding status of suppliers involved in your eSourcing activities
- **Supplier database -** Overarching database can show the suppliers onboarding status, categorisation combined with their performance across eSourcing events

Further integration - Our onboarding tool integrates with Market Dojo's suite of products:

- **Opportunity Analysis** for finding savings opportunities and defining strategy
- **Supplier Innovation** for managing innovation in your supply chain







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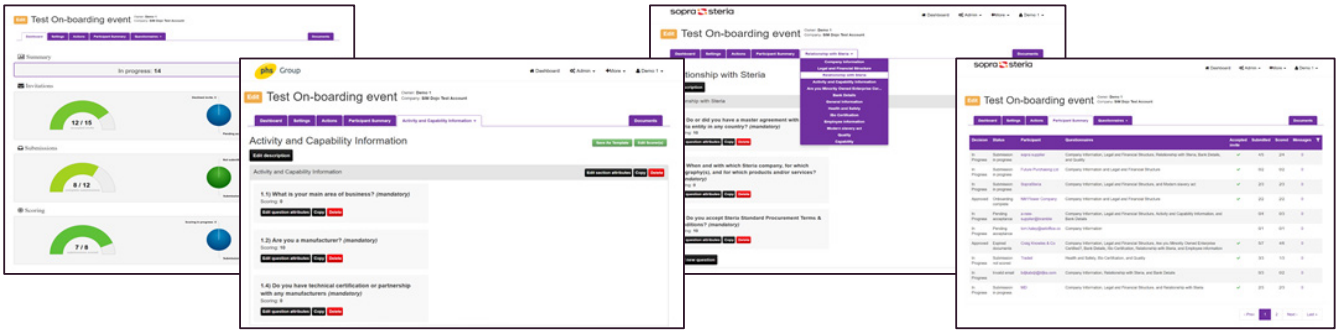
Additional Benefits of using a Market Dojo Tool

- **Easy to Use -** Quick to adopt from a buyer and supplier side with templates
- **Professional Process -** Designed in collaboration with our clients
- **Transparent Pricing -** Simple and affordable pricing model
- **Excellent support -** Multi-channelled support and a comprehensive set of free resources
- **Cloud solution -** Hosted online and accessible from anywhere



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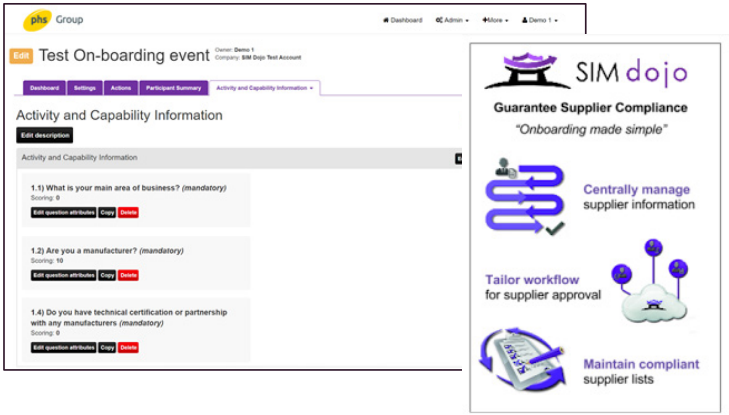
PHS Case Study



PHS amended their onboarding questionnaire, breaking it down from 1 long questionnaire that they asked all their suppliers into 20 tailored questionnaires. By utilising multi-scoring, PHS were able to implement further dynamic workflows and increase the efficiency of their onboarding process.

Supplier Onboarding is being used by PHS to rationalise their supplier database, onboard new suppliers and centralise the process to increase supplier governance, compliance and reduce risk.

"Market Dojo are very innovative and flexible and have provided us with an excellent level of support"

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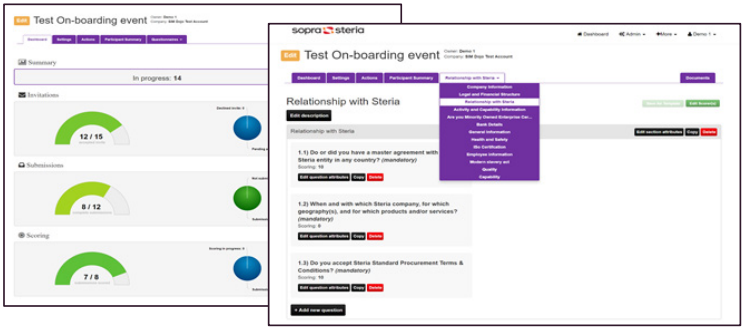
Sopra Steria Case Study



The objectives of Sopra Steria over their current process were to save time, increase governance and improve supplier management. Using Supplier Onboarding enabled Sopra to meet all of their objectives while streamlining the onboarding process, ensuring compliance and reporting supplier

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Sopra Steria use the software to manage supplier information onto a single tool, increasing visibility and capability across the organisation

"We are using Supplier Onboarding as the keystone to our process"

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Accessibility & Scale

On-demand to annual licence: automated, modular and future-proofed strategic sourcing to suit your needs and operational maturity. Choose a plan that works for you:

Starter Supplier Onboarding

Educate & Build.

Plan, build and test your onboarding events to familiarise yourself with the environment. Pilot scenarios and build a proof of concept, de-risk innovation and plan for accelerated time to value.

- Sandpit functionality
- Test onboarding event creation, questionnaires & workflows
- Access learning & training resources
- Schedule an impact assessment with a specialist

Access for **free.** Only pay when you're ready to go live.

Simple Supplier Onboarding

Accessible & Effective.

Access tools and features to rapidly run an efficient, compliant onboarding process reducing the time to onboard a supplier from weeks to days. Self-service and intuitive, with the additional guidance of our best-in-class live support teams.

- Launch live onboarding events (Inc. 500 suppliers)
- Unlimited internal users
- Dynamic questionnaires, custom fields & scoring
- Public portal to streamline process

From **£625** per month (billed annually £7500).

Pro Supplier Onboarding

Enhanced & Collaborative.

Increase adoption and shared success with next-level collaborative & value creation features. Accelerate productivity & domain expertise with AI-powered insights, enhanced with a dedicated success manager.

- AI-powered questionnaires
- Collaborative multi-scoring
- Weighted scoring
- Seamlessly share data between solutions via API integration

From **£833** per month (billed annually £10000).

Strategic Supplier Onboarding

Advanced & Future-proofed.

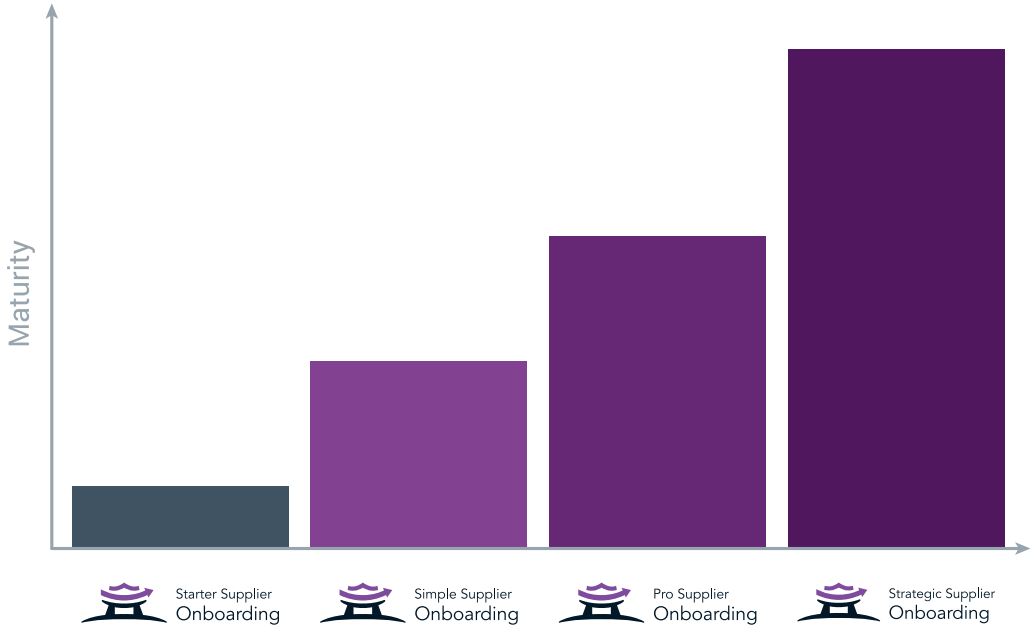
Enterprise-level automated supplier onboarding, rich in features and customisation to support the most technical requirements. Built for global scale and backed with intelligent automation and powerful reporting.

- Auto questionnaire selection
- Auto approver selection
- Automated workflows for rapid reapproval
- White-labelled onboarding portal & multi-language events

From **£1041** per month (billed annually £12500)

Accessibility & Scale

With our free sign up and on-demand licensing options, Market Dojo is risk free and can scale with your organisation's needs, maturity and success.



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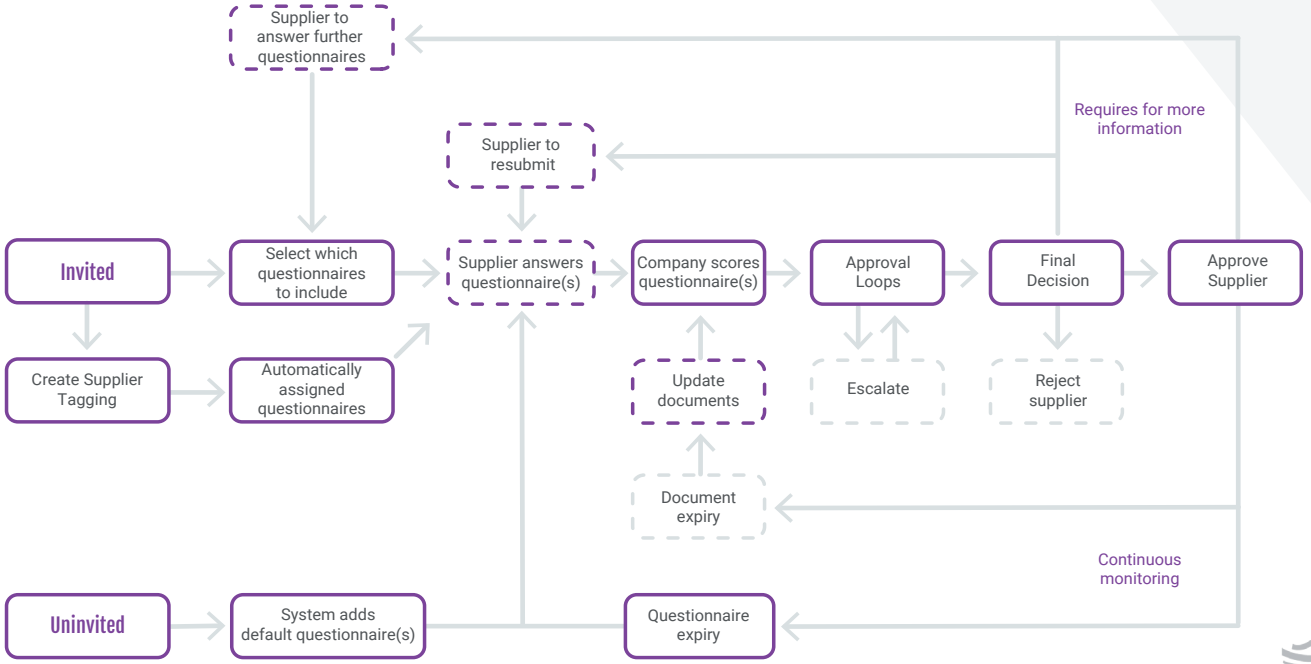
Features of Supplier Onboarding

Supplier Onboarding has a host of features that make it a unique supplier onboarding solution

- **White-labelling your own portal -** Brand your own portal and domain with your company logo
- **Define your workflow -** Design multiple questionnaires on different categories using dynamic questions. Questions can be set with both scoring and weighting. Approve into groups.
- **Multiple Question Types -** Including table, dynamic and document upload etc
- **Multi-scoring functionality -** Assign multiple scorers/groups to review and score different sections
- **Automatic Reminders -** Track and set notifications for expiring documents or questionnaires
- **Edit user Hierarchy -** Decide which users/ groups can view/edit events
- **Simple supplier invitation -** Invite suppliers via email and choose which questionnaires they answer
- **Supplier Portal -** Mechanism for suppliers to show their interest
- **Enhanced dashboard -** Capable of monitoring suppliers through the process
- **Version control -** Tracking updated documents, questionnaire changes and locking down responses

Supplier Onboarding Flowchart



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