

# TOOL OVERVIEW



## VISITING & AUDIT SCHEDULE



## TOOL OVERVIEW – VISITING AND AUDIT SCHEDULE

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### TOOL SUMMARY

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With our Visiting and Audit Schedule you can plan your supplier audit and meeting dates with your supplier. The visiting and audit schedule tool can recommend the suppliers that need audited and when they should be completed based on the required audit frequency that can be set in the Foods Connected supplier manager. Agreed and proposed audits and visits are presented in a combined group schedule allowing your team to see what is being planned and make their own arrangements to suit.

Improve how you govern your suppliers' compliancy with our customisable compliancy rules and colour-coded compliancy overviews which display up-to-date supplier compliancy according to your specific requirements. This compliancy can also be reviewed in a dashboard with charts and tables which immediately give you a clear summary of current compliancy levels across all the relevant supplier tools.

### KEY FUNCTIONALITY

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Our Visiting and Audit Schedule has many features, the table below highlights the main actions you will be able to undertake using this tool and describes how each functionality is utilised within the system.

#### SCHEDULE AUDITS AND VISITS

Organise Supplier Audits and Visits with your suppliers on the platform. You can propose a range of dates to allow your supplier to select the most suitable, or alternatively, the supplier can propose a date which you can accept, decline or counter.

#### RECOMMENDED AUDIT SCHEDULE

Based on the audit frequency set in the Foods Connected Supplier Manager and the last audit date, a recommended audit schedule is created to refer to.

#### VIEW SCHEDULED AUDITS

Scheduled audits are presented in a clear format stating who the auditor is, the date and the status.

The audit status states if the scheduled audit is in progress, waiting on a supplier response or has been confirmed.

## ADD ADDITIONAL DETAIL

Files can be attached and additional details to provide suppliers with any information they may need prior to an audit or meeting such as an agenda or audit schedule.

## TRACKED COMMUNICATION

All communication between you and your supplier is tracked to prevent any miscommunication.

## CONFIGURATION OPTIONS

The Visiting and Audit Schedule can be configured to include details specific to your company as described below.

### OPTION

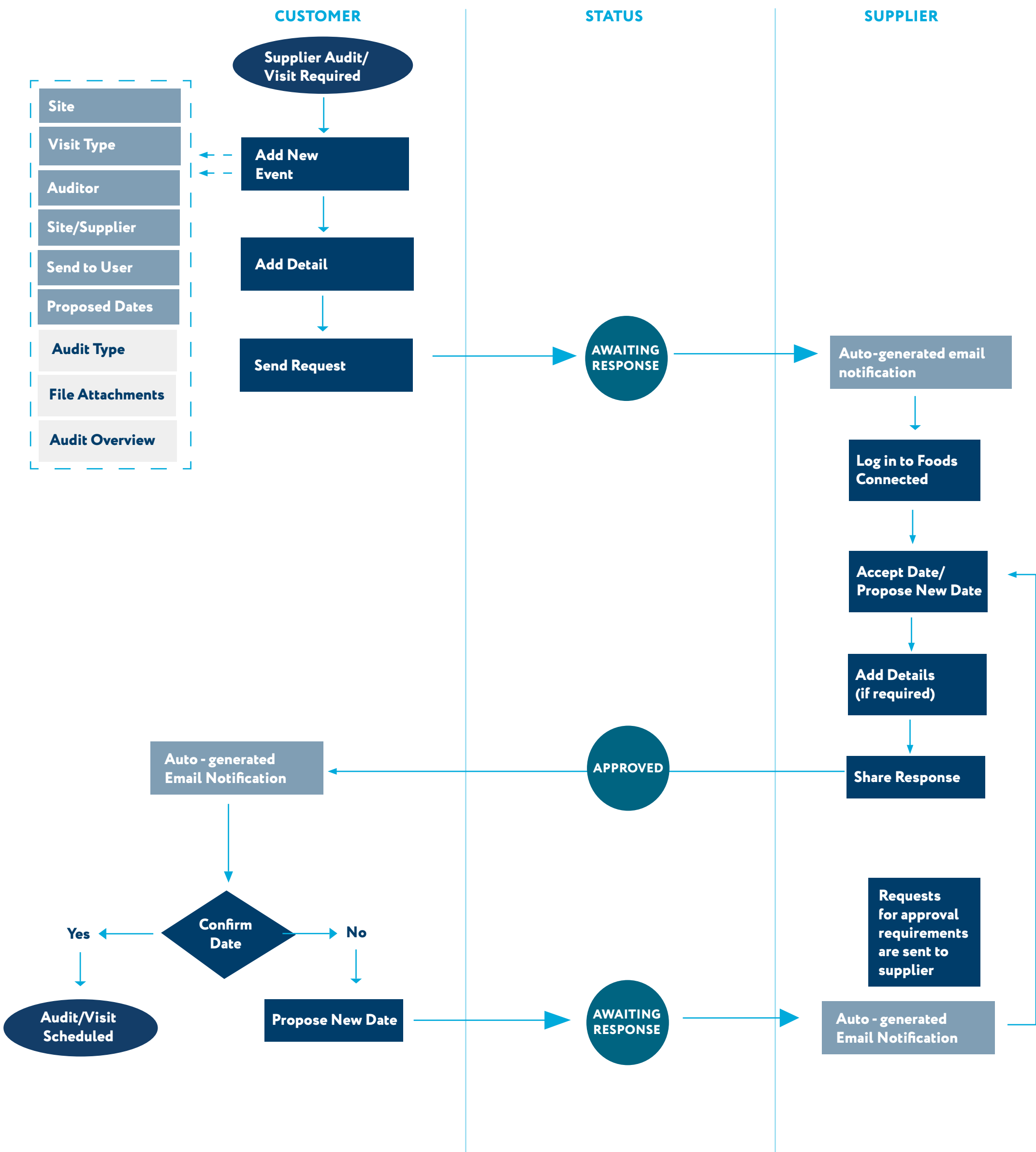
### DETAILS

#### ATTACH FILES AND ADD TEXT

Attach the relevant files to each audit or meeting scheduled and add additional details in the free text field provided.

## TOOL PROCESS USAGE FLOW

The below process flow guides you through the steps of using the Document Manager and how the interaction flows between your company and your suppliers.



## INTERACTION WITH OTHER TOOLS

Our platform is interactive meaning information can flow between tools enabling your processes to work together all on the same system. The tools that can integrate and work together with the Visiting and Audit Schedule are described below.

### TOOL

### DETAILS

#### SUPPLIER MANAGER

Audit frequencies are pulled from the supplier manager to create a recommended audit schedule.

#### SUPPLIER AUDIT MANAGER

The list of audit types is pulled from the Supplier Audit Manager to select from a list when creating an audit schedule to send to a supplier. The audit type and last audit date is pulled from the Supplier Audit Manager to create a recommended audit schedule in addition to the frequencies set in the Supplier Manager.

## DATA REQUIREMENTS

Detailed below are the data requirements of what will be necessary to set up and make decisions on before launching the Visiting and Audit Schedule.

### REQUIREMENTS

### DETAILS

#### SUPPLIER MANAGER LAUNCHED

To be able to send proposed dates for visits, the Supplier Manager tool on Foods Connected needs to have been launched with all the required suppliers added into the supplier list.

#### ACTIVE SUPPLIER CONTACTS

The relevant supplier users will be sent email invitations to join Foods Connected and they will need to activate their accounts to respond to proposed audit or meeting dates.

#### SUPPLIER AUDIT MANAGER LAUNCHED

The Supplier Manager must first be launched before audits can be scheduled using the Visiting and Audit Schedule.