

TOOL OVERVIEW

SUPPLIER MANAGER



TOOL SUMMARY

The Supplier Manager tool on Foods Connected enables you to centrally manage your supplier list with all your supplier's key information stored together on our platform. This reduces time spent searching through excel sheets, PDFs, Word Documents and folders everytime you need a piece of supplier data and also ensures all relevant users have access to the same up-to-date data. The Supplier Manager works together with our other tools, storing all related supplier data within their profile for quick and easy access.

Retain better control over which suppliers are added and updated through using our managed processes for adding new suppliers and updating associated sites, ensuring everything is approved before it moves forward.

Our document management functionality facilitates the customer in requesting and the supplier in uploading required documentation in a way that is simple, but helps ensure documents are kept up-to-date with expiring document notifications sent to suppliers.

KEY FUNCTIONALITY

Our Supplier Manager 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.

SUPPLIER LIST

Supplier Audits can be completed on the Foods Connected app even when offline. The audit can be uploaded to the web when internet connection becomes available to allow information to be available in one central location and eliminate duplication of work.

APPROVED SUPPLIER PROCESS

An optional managed supplier approval process can be switched on, which would enable you to manage all new supplier requests ensuring they are completely compliant with your requirements before becoming approved on the platform.

ASSOCIATED SITE MANAGED PROCESS

You can optionally manage requests for adding new associated sites to a supplier who exists for another site and for updating the status of an associated site. An approver is set for both processes, who will need to approve the requests before the system is updated accordingly.

SET LEAD TECHNICALS

Appoint lead technical managers to suppliers allowing you to filter by lead technical in your supplier list and reporting. Lead Technical Managers will also be notified by email of all key supplier updates on the system.

BULK UPDATES AND REQUESTS

Update multiple suppliers' details at once, e.g. status, technical contacts or supplier type, or send a request for a document to several suppliers saving time sending requests individually.

REQUESTING DOCUMENTS

Request supplier documentation through the system, setting details such as the document type and whether an expiry date is required.

MANAGING EXPIRED DOCUMENTS

If suppliers set an expiry date against documents, they receive reminders to update the applicable documentation when the expiry dates approach and they show as non-compliant until they update the new version. All versions of the document are stored and can be viewed on the system.

COMPLIANCE SUMMARY

Set up specific compliance rules based on supplier types and statuses which automatically determine the compliance level of your suppliers. View this compliancy throughout the Supplier Manager and within your Compliance Summary, checking the details of what is and isn't compliant for each supplier.

NOTIFY SUPPLIERS ABOUT THEIR COMPLIANCY

Suppliers can view their compliancy from their Foods Connected account or you can send an email notification to your supplier through the platform which includes details on their current compliancy and instructions on how to rectify their non-compliant areas.

COLOUR CODED STATUSES

Colour coded statuses throughout the Supplier Manager immediately give you an overview of which suppliers are compliant, non-compliant or require your action so you can quickly see which suppliers you need to take action with.

CONTACTS LIST

The details for all supplier contacts who have a Foods Connected account are available within the search functionality in the Supplier Manager, including contact names and emails as well as position and telephone number if they have provided it.

MAP VIEW OF SUPPLIERS

Build supplier maps and create exclusion zones in these maps to display which suppliers fall within the excluded zones allowing you to rapidly see which of your suppliers are affected. When suppliers upload and share the relevant documents, you can approve them or request more info on them if necessary. All uploaded documents are centrally stored on Foods Connected for easy access on both the customer and supplier sides.

ACTIVITY OVERVIEW

All activities carried out within the Supplier Manager are tracked with the date, time, supplier, user and action taken, allowing you to stay up-to-date with what your company and supplier users are doing within the tool.

REPORTING

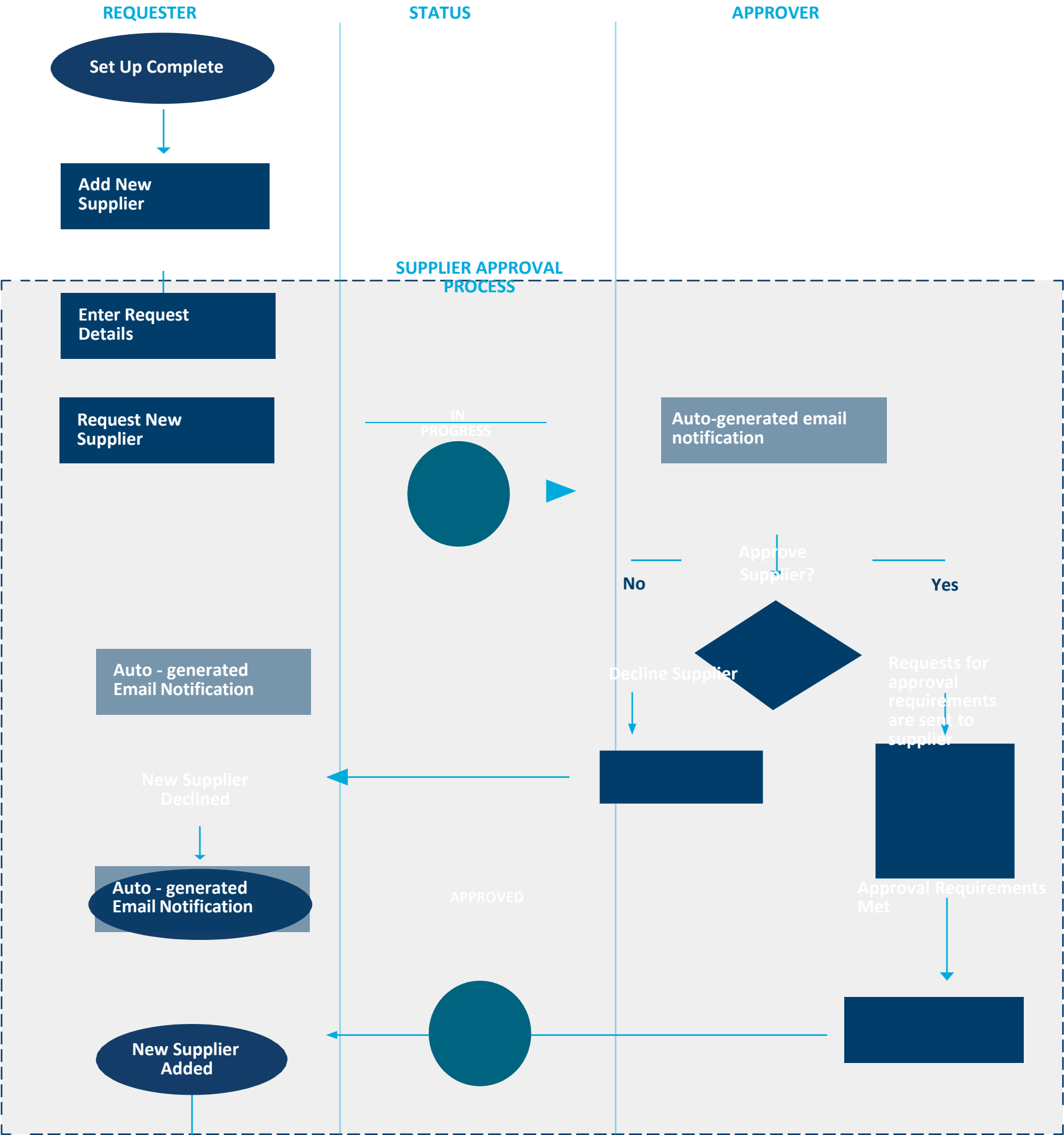
Reporting can be carried out on the supplier details and compliance enabling you to create summary reports on all the supplier's data on the system and detail reports combining numerous supplier details into a table that can be exported to Excel.

DASHBOARDS

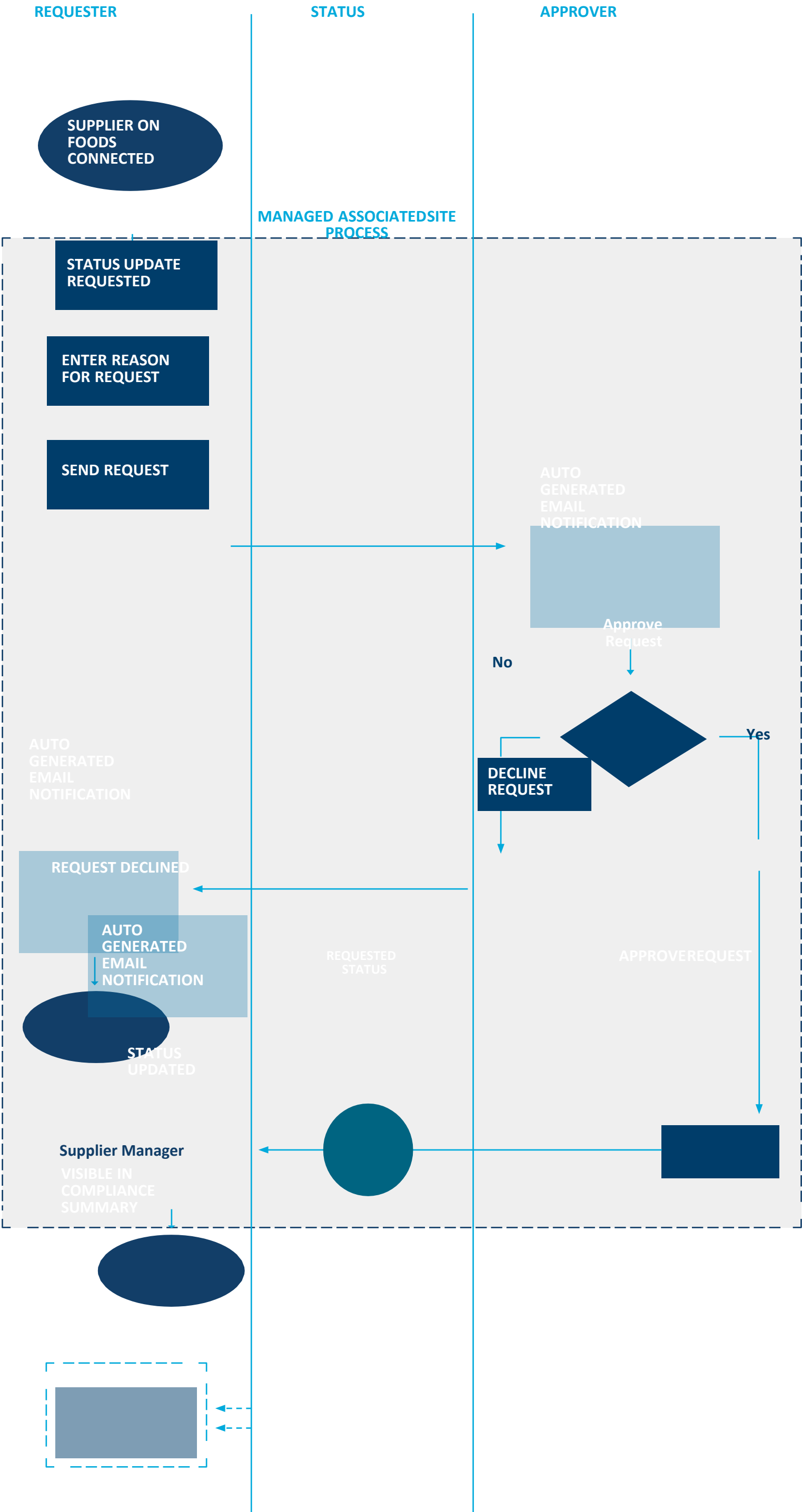
Create fully customisable dashboards including chart widgets on the compliance status of suppliers in your supplier lists, for example expiring documents, audit outcomes or specification sign off statuses.

TOOL PROCESS USAGE FLOW - ADDING A NEW SUPPLIER

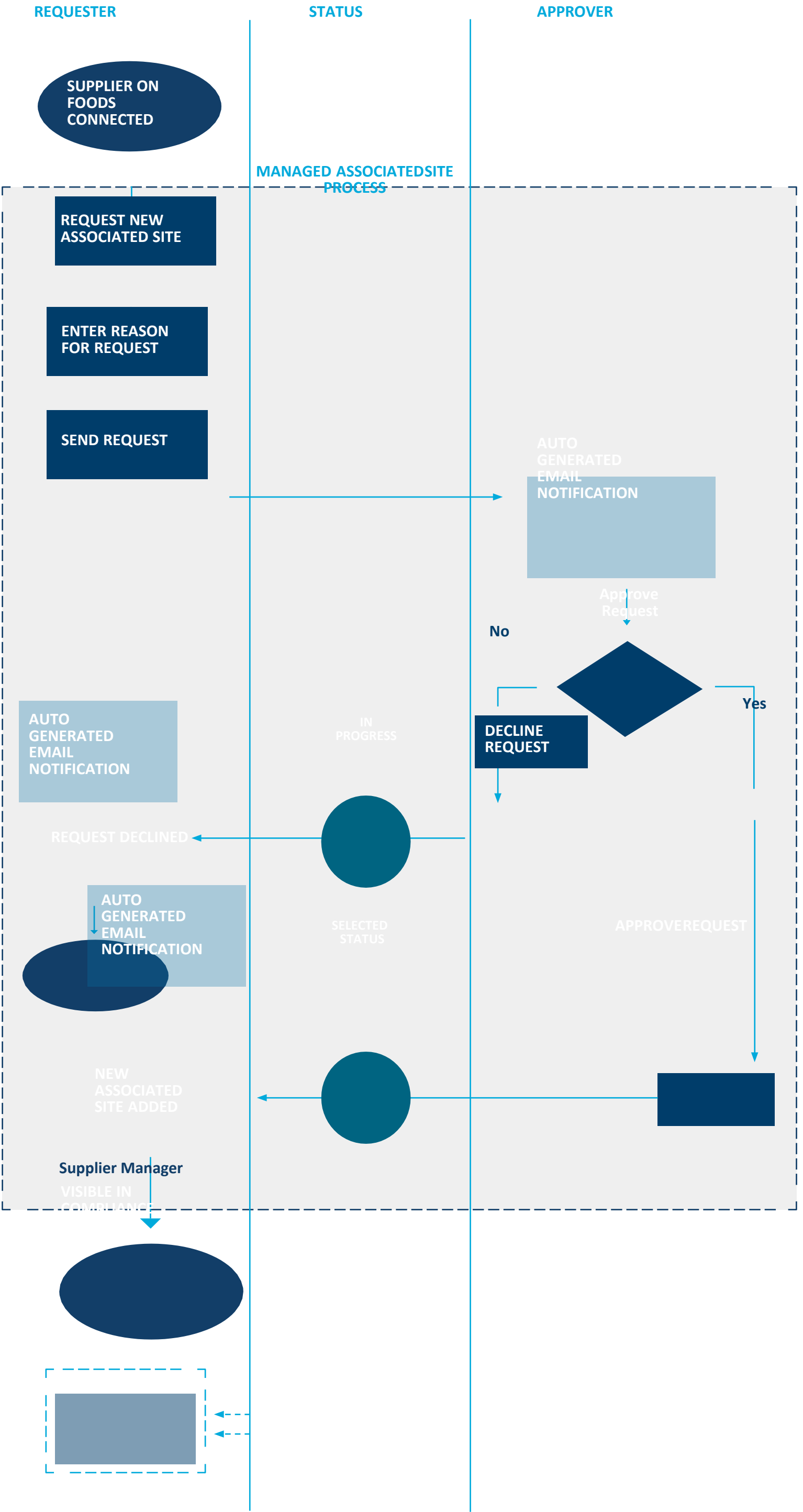
The below process flow guides you through the steps of completing an audit and how the interaction flows between your company and your suppliers.



TOOL SETUP PROCESS FLOW - UPDATING AN ASSOCIATED SITES STATUS



TOOL SETUP PROCESS FLOW - ADDING A NEW ASSOCIATED SITE



CONFIGURATION OPTIONS

There are various possibilities for configuration within the Supplier Manager which are expanded upon below. They will allow you to tailor the tool to best fit your company's requirements for managing your supplier base, in a way that gives you as much visibility and control over your supplier information as possible.

OPTION

DETAILS

SUPPLIER TYPES

Suppliers can be set as custom types and sub-types, e.g. ingredient and dairy, and the supplier list can then be filtered by them.

COMPLIANCY RULES

Create compliancy rules against company sites and certain supplier types and statuses, based on what your company specifically needs for a supplier to be compliant. When you select certain requirements, such as a completed questionnaire to be part of the compliancy, you can select which specific questionnaire from the Questionnaire Manager tool you want to set as required. The compliancy of these rules updates daily to show the accurate compliancy status of your suppliers.

STATUSES

Choose which supplier statuses you want to be able to make active for your company users to select from, e.g. approved, in progress, suspended.

AUDIT FREQUENCIES

Within the Supplier Manager, you can appoint audit frequencies for various audit types that you will need for a supplier and these will flow through to the audit scheduling tool where you can see when the next audit is due based on the frequency set.

SUPPLIED VIAS

If one of your suppliers is an agent for other suppliers, set up the agent company as a 'Supplied Via' for the primary supplier and you can request documentation etc. through the agent.

RESPONSIBLE USERS

NOTES

CUSTOMISABLE FIELDS

VISIBLE LIST COLUMNS

Against each supplier you can select the relevant technical and commercial managers/contacts on both your side and the supplier's side, so you know who is responsible on either side.

Add custom notes against suppliers if there is extra information you want to keep record of outside of documents, questionnaires etc.

Custom fields that are applicable and useful for your company can be created to include as an option in the supplier's profile which can be filtered by and displayed in the supplier list.

The columns in your Supplier List can be modified so the key information you want to view in that list is displayed, e.g. factory code, last audit details, along with the default information such as supplier name and supplier type. This can be adjusted on an individual site level if different sites want to display different columns and custom fields can also be displayed if desired.

- The Managed Supplier Approval Process can be made active/inactive dependent on the extent of control your company wants to have over the suppliers your sites want to add into their supplier lists.
- When active, the required RFI questionnaire, group technical user and default approval status can all be chosen based on your requirements.
- Approvers can be added per site and per supplier type allowing you to pick which users are the most appropriate to approve certain suppliers.
- If necessary, you can activate a compliancy override button which allows you to approve a supplier who hasn't yet complied with all the required areas, but you need to immediately approve them. This will add on the supplier as approved but non-compliant, so they will still need to comply with the required areas, this option can be restricted to the selected group technical and/or approver(s).
- Add in supplementary custom fields to your adding a new supplier form if there is extra information you want to record from the supplier requester.
- Create specific compliancy rules for this approval process that manage which areas the new supplier needs to comply with before being added on as approved.

MANAGED ASSOCIATED SITE PROCESS

- If your company wants to have control over the adding on of new associated sites to a supplier as well as the changing of a supplier's associated site status, activating this process means only approved changes are made.
- Add approvers per site and per supplier type who will authorise requested changes to add their company site onto a supplier who already supplies another company site or to update the status of their associated site, e.g. if they need to suspend a supplier for their site.
- Select which supplier status you want to be default when adding on a new associated site, so you don't have to amend this manually.

ADMINISTRATION OPTIONS

The administration settings for the Supplier Manager enable you to control several aspects of how your supplier list is managed and viewed.

OPTION

DETAILS

SETTING UP THE MANAGED SUPPLIER APPROVAL PROCESS

Activate the Managed Supplier Approval Process, deciding upon which options you require for your specific process such as approvers, required RFI questionnaire and group technical user. Also, custom fields can be added into your adding a new supplier form if required.

SETTING UP THE MANAGED SUPPLIER APPROVAL PROCESS

Switch on the managed associated site process choosing who should approve requests to change associated sites and what the default status should be for a newly added associated site.

VISIBLE LIST COLUMNS

You can pick which supplier details you want to include as columns in your Supplier List, this can be adapted on an individual site level if required.

CUSTOMISABLE FIELDS

Set up custom fields to use in your suppliers' profiles and to optionally include in your supplier list table.

ACTIVE STATUSES

Select which supplier statuses you want to use for your company.

COMPLIANCE RULES

Create and edit the company site compliance rules which manage what steps your supplier must complete before being compliant. If the managed approval process is active, specific rules for this can also be created and edited.

MANAGE REQUIRED SUPPLIER DOCUMENTS

If individual sites or the whole company group have documentation that they require from all their suppliers, you can add mandatory documents, so all suppliers would need to upload this before having a compliant document status.

SUPPLIER COMPLIANCE ALERTS

Email notifications per site and supplier type can be set up to alert selected users when suppliers become non-compliant on the system.

INTERACTION WITH OTHER TOOLS

Our platform is interactive meaning information can flow between tools enabling your processes to work co-operatively together all on the same system. The Supplier Manager is a tool where data from all supplier-related tools can be collected and stored.

FEATURE

DETAILS

SUPPLIER DATA

Information recorded against a supplier anywhere on the system will be collectively stored under the supplier data section of each supplier's profile for easy access when needed. This enables you to immediately see all actions that have been taken with this supplier and what their current status is.

SUPPLIER COMPLIANCE

Depending on the rules you create to manage your supplier's compliance, the current status for all the chosen tools is pulled together in the Supplier Manager to display the supplier's compliance for each area. Therefore, you can easily view which of your suppliers are compliant or non-compliant across all the tools you use on the platform on one central page.

DATA REQUIREMENTS

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

REQUIREMENTS

DETAILS

SUPPLIER LIST

Supplier data has been cleansed and put into a complete list, bringing in details such as company name, address and supplier type as a minimum. This is necessary for building your supplier list in Foods Connected.

ACTIVE SUPPLIER CONTACTS

The relevant supplier users will be sent email invitations to join Foods Connected and then they will be able to respond to document requests.

SUPPLIER TYPES

Define which supplier types and optionally sub-types you want to use for your supplier list.

SUPPLIER STATUSES

Determine which statuses you want to use for your suppliers, e.g. approved, in progress etc.

COMPLIANCY RULES

Decide which areas you want to include in your compliancy rules which will determine whether your suppliers are compliant or non-compliant. This can be based on your company site, supplier type and status. The more tools you use on the platform, the more available options for you to incorporate into the rules.

MANAGED SUPPLIER APPROVAL PROCESS

The Managed Supplier Approval Process is an optional feature, it will need to be decided if this is going to be activated and if so, who will be the group technical and approvers. Also, what will the default approval status be, is the compliancy override option going to be used and who should have access to it if it is active.

MANAGED ASSOCIATED SITEPROCESS

The Managed Associated Site Process is an optional feature, it will need to be decided if this is going to be activated and if so who will be the approvers and what will be the default status of a new associated site.

TOOL SETUP PROCESS FLOW - ADDING A NEW ASSOCIATED SITE

SUPPLIER MANAGER ADMINISTRATOR

