

Xerox® Workflow Automation Solution for Vendor Management

The Xerox® Workflow Automation Solution for Vendor Management provides you with the ability to build a comprehensive vendor management practice. From initial sourcing through to execution and contract renewals, our solution provides transparency across departments and helps to establish a standard process that is detailed enough to drive cost savings, mitigate vendor quality risks and create service excellence across purchasing and your lines of business.

Standardize your vendor management practices.

With the Xerox® Workflow Automation Solution for Vendor Management, organizations can build best practices within a central platform that is accessible across departments and integrated into existing ERP and related accounting systems. Key categories within Vendor Management such as Sourcing Criteria, Onboarding, Relationship Management, Incident Management, Change Management and Incident Resolution can be created and utilized within our central platform with enough level of detail to provide the necessary strategic and operational insights to support your business decision-making.

How your organization benefits:

- Establish a comprehensive and streamlined vendor management practice
- Rationalize number of vendors and set up criteria for prioritizing and labeling vendors as strategic, transactional, etc.
- Reduce administrative costs associated with manual and disconnected processes
- Integrate into your existing master vendor list as well as other contract management or ERP system data
- Assess and monitor quality issues through use of dashboards, vendor scorecards, and performance reports



Automate processes to help improve review, approval and follow-up cycle times.

Improve management of vendor information and strengthen your vendor relationships.

Know your operations.

The Xerox® Workflow Automation Solution for Vendor Management enables you to have cross-departmental collaboration for better vendor relationship management. Our solution helps you to ensure key data is available online and that standard forms and processes are enforced through the use of the central platform in your finance staff's daily activities. With an online and standardized system, staff can easily locate vendor information and contracts by performing a quick and intuitive search. In addition, managing complex activities such as quality management and issue resolution can become streamlined within the central platform, and assignments can be made to parties you designate and tracked to closure.

Mitigate vendor quality risk through increased visibility.

Your finance and accounting staff can the product quality and service provided by each vendor. You can manage the relationships with your vendors through the use of vendor scorecards and performance reports. These reports can be managed and monitored in a low touch manner and cross-departmentally so that your vendor management department is receiving feedback from the users of

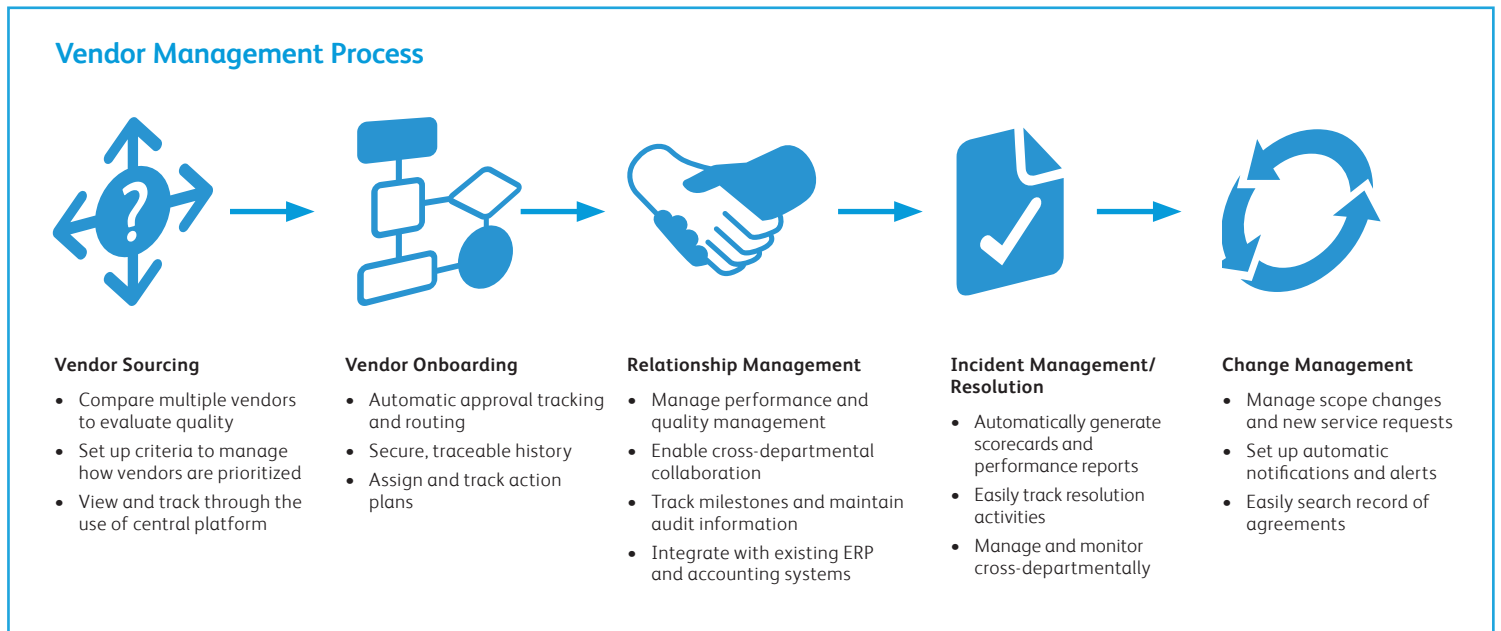
your vendor's products. A sound vendor governance practice is important to enable your organization to select the best vendor and products to support your overall vendors business strategy.

Enhance service with self-service portals and link with ERP and CRM tools.

With the Xerox® Workflow Automation Solution for Vendor Management, organizations can provide self-service portals for vendors to complete RFP forms that trigger actions such as review, approvals, and follow-up for internal staff. This self-service capability can lessen the administrative burden for you and your vendors and help foster a good starting relationship with your vendors. In addition, our solution can integrate into existing ERP and related accounting systems to maximize your current IT investments and connect the flow of relevant information to help you assess the full picture of your current operations. Top integrations include SAP®, Lawson®, PeopleSoft®, Oracle, JD Edwards and Dynamics among many others that can be set up to best support your business goals.

Work with a knowledgeable team.

We're knowledgeable in digital documents and workflows, but we recognize that your information and processes are unique to your business. Through qualitative and quantitative assessments, we capture a true analysis of your current state. From there, we can deliver an integrated solution for you. Our vendor management solution is just one building block within our overall finance and accounting offerings, so we can help you along your digital journey. From initial design, to deployment and rollout, to training and support, Xerox stays with you at every step.



For more information, visit xerox.com/was.

