

OPUSCAPITA SUPPLIER INFORMATION MANAGER

Improve supplier collaboration and reduce time spent on information management

Supplier information management and supplier engagement are major challenges for any large business. By providing your supplier base with self-service options to manage their own information, OpusCapita Supplier Information Manager (SIM) supports improved collaboration and reduced time spent managing suppliers and their data.

Modern business often involves a complex network of relationships between a company and its suppliers. In order to ensure efficiency and mitigate risk, corporations need to keep their supplier data up to date at all times.

Traditionally, supplier registration, qualification and approval present challenges,

including slow processes, poor data quality and lack of automation. OpusCapita Supplier Information Manager allows you to enable your suppliers and achieve your information management goals – greatly improving the experience for both you and your suppliers.

Supplier Information Manager manages all the key processes for supplier enablement, including:

- **Apply:** The supplier submits an online application to become your supplier and is provided a login to Supplier Information Manager.
- **Register:** The supplier accesses Supplier Information Manager via web browser and provides all the required information.
- **Qualify:** Procurement process owners review the supplier against pre-defined criteria.
- **Enable:** If the supplier meets the criteria and is approved, they are provided with the instructions and access they need to get started.
- **Maintain:** Suppliers can access SIM at any time to update their information. They can renew qualifications (policies, certificates, etc.), and update addresses, key contacts, and financial and tax information. In addition, SIM supports routine supplier reviews.
- **Evaluate:** SIM provides comprehensive supplier evaluation functionality, taking into account both the hard facts derived from the supplier's self-managed profile or their order data, as well as the soft facts available in the completed purchaser evaluation forms.

The screenshot shows the OpusCapita Supplier Information Manager interface. At the top, there is a navigation bar with tabs for Company, Address, Contact, Bank account, Financials, Certification, Classification group, Logistics, and Misc. The 'Bank account' tab is selected. Below the navigation bar, there is a message: 'Please provide bank information here. You can provide multiple bank accounts.' Below this message, there is a table with three columns: Bank name, IBAN, and SWIFT code. The table contains three rows of data: Commerzbank AG, Deutsche Bank AG, and Postbank Dortmund. Each row has a 'View' button next to it. Below the table, there is a form for adding a new bank account. The form has fields for Bank name*, City, Country, IBAN*, SWIFT code*, Type of account, and Currency. The form is pre-filled with 'Postbank Dortmund', 'Dortmund', 'Germany', 'DE72440100461234567890', 'PBNKDEFF', 'Sparkonto', and 'EUR'. There is a 'Close' button at the bottom right of the form. At the bottom of the page, there is a footer with two lines of text: 'Information on this page was initially created by jcadmin on 02/22/2016 1:34:28 pm.' and 'Information on this page was last updated on 03/02/2016 7:21:32 am by jpage.'

Supplier self-service for updating bank account information.

The screenshot shows the 'Certification' tab in the OpusCapita system. It displays a table with one entry: 'Produktion' issued on 10/15/2015 by TÜV Rheinland, valid from 02/01/2016 to 12/31/2016. Below the table are form fields for 'Group' (Befähigungsnachweise), 'Certification' (Produktion), 'Description', 'Issued on', 'Issued by', 'Valid range', and 'Attachments'. A 'View' button is next to the table entry. At the bottom, there is a 'Close' button and two informational lines about the page's creation and update dates.

Easy upload of certificates.



Supplier onboarding is easy with a strong value proposition.

Benefits

- Easy-to-operate, user friendly application
- Convenient web registration for suppliers
- Supplier managed company profiles ensure up-to-date information
- Supplier information is centralized and broadly accessible
- Accelerates supplier enablement process
- Controlled, secure and efficient workflow
- Minimizes risk of unreliable suppliers
- Reduced process costs, time and administration overhead
- Full control to purchaser
- KPI Dashboard
- Auto generated supplier ratings
- Risk notification
- Supplier status report
- RFx-supplier profile and procurement data synchronization
- Multi-language support
- Paperless approach to reduce cost and help environment
- Notification and reminder of certification expiration (reduce compliance risk)

OpusCapita Source-to-Pay Solutions

Sourcing

Supplier Information Manager:

Risk Assessment and rating of suppliers based on hard and soft facts such as financial data and delivery reliability.

Request for Quote:

Send, receive and process price and availability enquiries or prepare tenders for large purchase projects.

Contract Manager:

Contract lifecycle management integrated tightly to sourcing and operational procurement processes.

Self Service Manager:

Integrate supplier catalogs and contracts with full data validation, editing, mapping and data enrichment capability.

Business Network Portal:

Self-service tools for supplier data maintenance, order reception and PO-flip, RFQ submission and more.

eProcurement

Online Product Catalog:

Your employees' one-stop shop for requisitioning goods and services.

Smart Forms:

Create and add order forms covering complex services and configurable products to the Online Product Catalog

Procurement Manager:

Manage all the steps in the procurement process: requisition, approval, order, goods receipt/return, and service entry.

Budget Manager:

Visibility to budgets enables better cost control as well as expenditure tracking.

Services Procurement:

Order services easily while managing and tracking fulfillment.

Inventory Manager:

Make inventory a source of supply by integrating the warehouses and inventory into your general procurement process.

Invoice Process Automation

Multi-channel e-Invoice Receiving:

Receive 100% e-invoicing from all your suppliers.

Invoice Workflow:

Automate your invoice processes for PO and non-PO based invoices.

Matching:

Drive down costs by automating the matching of invoices to orders, goods receipts, contracts and other items.

Mobility:

Provide mobility to your busiest people and minimize bottlenecks.

Payments:

Centralize your group's payments to mitigate the risks of fraud or cybercrime.