



K-Rise Systems, Inc.

Enterprise. Easier.

Vendor Self-Service: Supplier Relations Management

SUPPLIER CONTACT AND ITEM UPDATE (SCIU)

- ✓ Supplier information, item description, and pricing is revised before submission into your ERP
- ✓ SCIU performs those responsibilities that would require tedious data entry of supplier information

ORDERS

- ✓ Suppliers receive notification emails regarding order acknowledgement, order revisions, or order cancellations, for example
- ✓ Emails contain encrypted links which can directly log the supplier into the portal in a single click
- ✓ New orders can be revised by the planner to be acknowledged, along with modified and new order lines
- ✓ Suppliers can edit pricing information (if authorized), quantity, and delivery date, within the purchase order, with real-time updates of orders based on activity rules
- ✓ Line acknowledgement allows a supplier to recognize cancelled lines and avoids mistaken shipments

INVOICING

- ✓ Vendor Self-Service supports voucher transactions and 2-way and 3-way matching in your ERP
- ✓ Users can work with multiple invoices at a single time
- ✓ Documents have invoice types to associate with specific purchase orders, receipts, or internal users
- ✓ Users can search for requisitions by any field and can inquire and report on purchase orders, real-time, within your ERP
- ✓ Suppliers can assign multiple users to a specific invoice, and a lookup will be provided for users to find the appropriate requestor for that service
- ✓ Suppliers can search for a check by date or on paid invoices associated with that check
- ✓ Records are brought to the vendor based on status and filtering can be performed on these records based on an actionable status
- ✓ AP users log in and submit these invoices to your ERP
- ✓ Vendor Self-Service adds document number to the invoice history and marks it completed



WORKFLOW

- ✓ Invoices pending for a certain number of days can be delegated to an individual with a higher authority level or to any delegates a user assigns for that period
- ✓ The history section displays the full list of approvers and their decisions along with dates of these decisions and any additional comments
- ✓ All invoice types, including purchase order-based, receipt-based, and non-purchase order-based invoices are fully supported by Vendor Self-Service and will adhere to proper approval rules
- ✓ Users assign business unit and G/L account for the amount and can split lines within an invoice
- ✓ Email notifications are sent to approvers requesting action; all decisions can be made within these emails

VENDOR ONBOARDING

- ✓ Internal users have the ability to send a link to new vendors to fill out an onboarding form
- ✓ Forms are different for each vendor type but all forms share certain similarities, such as enforcement of company-specific rules
- ✓ The appropriate approval workflow is followed, based on your organization's hierarchy, until it reaches your ERP where this information is stored