

Supplier Registration

GXS RollStream™

Finding new suppliers and qualifying them for your business is often a very slow and error-prone process. Typically, a buyer will send an information packet containing instructions and numerous forms (e.g., Vendor Profile Form, Form W-9, Vendor Setup Form, EDI Setup Form, Factory Evaluation Form, Style Department Vendor Contact Form, Testing Request Form, Social Compliance Form, CPSIA Information, TMS Vendor Implementation Form and more) via e-mail or postal mail to the potential supplier just to get the registration process started!

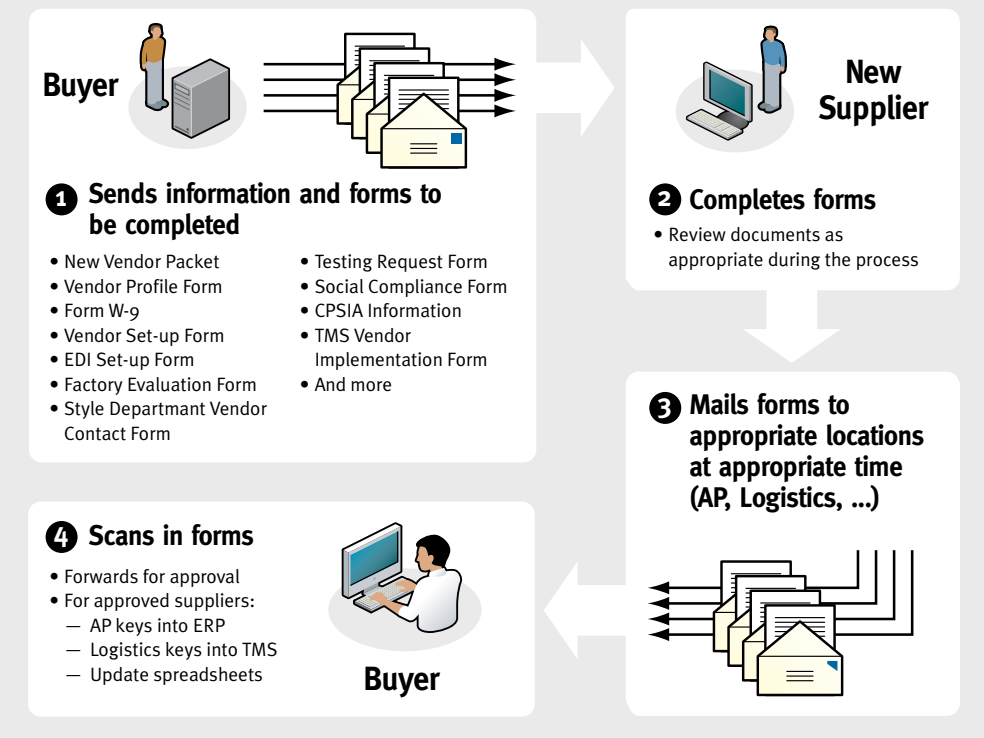
After the potential supplier reviews and completes these paper or electronic forms, the supplier mails the forms to the appropriate buyer departments such as accounts payable and logistics. Upon receipt by the various buyer departments, the forms must be scanned and then forwarded to various personnel for approval. Finally, upon approval, the data from each form must be manually entered into the appropriate ERP systems, and spreadsheets have to be updated. This manual process can take between 30 to 60 days to complete, if not longer.



ARE YOU DROWNING IN MANUAL REGISTRATION PROCESSES?

- Do you send numerous forms via e-mail or postal mail to prospective suppliers?
- Does the scanning and keying process introduce errors?
- Does the new supplier approval process take 1-2 months or more?

The Typical Manual Registration Process



AUTOMATED SUPPLIER REGISTRATION WITH GXS:

- Empower suppliers to self-register and manage profiles online.
- Collect, track and analyse business terms, contracts and key credentials online.
- Automatically review and approve new trading partner requests with B2B workflows.
- Reduce lead times with streamlined qualifications to go to market faster!

Features

Key features of Supplier Registration:

- **Buyer- or Supplier-Initiated Registration**—Suppliers who wish to self-nominate can self-register from your registration portal, or your buyers can initiate the registration process.

- **Online Information and Forms**— User-designed forms for potential suppliers are posted to your registration site, eliminating the cost, delays and errors associated with documents sent via e-mail, fax or postal mail. Public forms include a subset of information required; upon initial approval, you can request that the supplier complete a more comprehensive set of forms.
- **Multi-party Approval**— Assign roles to enable the right people within your organisation to review information at the right stage in the process, thereby eliminating inefficiencies.
- **Automated, Configurable Workflow**— You define the sequence of tasks that must be completed by all parties, the list of approvers for each step in the process, and the number of reminder e-mails to be sent to the approver(s) and/or the supplier.
- **Dashboards and Status Reports**— Monitoring the progress of outstanding registration activity is enabled via dashboards and reports that provide both summary-level information (e.g., numbers of open requests, supplier-initiated, buyer-initiated, completed, declined) and detailed progress for individual companies in the registration process.

Benefits

Automation of the supplier registration process results in important benefits:

- **Reliability of Supplier Data**— Online forms help ensure the reliability and completeness of required data.
- **Optimal Supplier Selection**— Consistency, thoroughness and enforcement of the registration workflow help to ensure selection of suppliers that will best meet your requirements.
- **Speed-to-Market**— Automation of the supplier registration process enables you to reduce supplier registration and on-boarding time by as much as 60%.

About GXS

GXS is a leading global provider of B2B e-commerce solutions that simplify and enhance business process integration and collaboration among trading partners. Organisations worldwide, including more than 75 percent of the Fortune 500, leverage the on-demand services on GXS Trading Grid® to extend supply chain networks, optimise product launches, automate warehouse receiving, manage electronic payments and gain supply chain visibility. GXS Managed Services, GXS' B2B outsourcing solution, empowers customers with the expertise, technical infrastructure and program support to conduct B2B e-commerce with trading partners globally. Based in Gaithersburg, Md., GXS has an extensive global network and has local offices in the Americas, Europe and Asia-Pacific regions. GXS can be found on the Web at www.gxs.co.uk.



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