FULLSTEP

The universal link between your procurement organization and suppliers

"I want to eliminate low value added tasks and reduce the use of paper, integrating my suppliers in all my procurement processes through a standard streamlined online communication channel."

Three reasons why you should use FULLSTEP's software:

1. Specialists solutions

2. Modularity & flexibility

3. Simple & efficient implementation

Description

FULLSTEP Portal is the gateway for suppliers to all procurement activities of the organization. It is the repository of all communication between your organization and suppliers, whether potential or actual.

Through the Portal, suppliers can register, maintain their information up to date, send bids, participate in reverse auctions, share documentation, respond to non-conformities, surveys, receive, accept or decline purchase orders, with several user profiles, enhanced with automatic email notifications that help push every process.

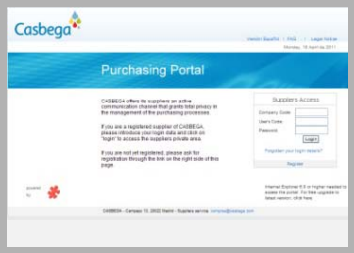
Functionalities

Through the company's personalized Supplier Portal, suppliers will be able to participate in the electronic processes to which they have been invited: they will be able to submit documentation and respond to questionnaires in the approval process, request authorization to be classified in certain purchasing categories, participate in bids and RFQs, manage orders or respond to other requests and participate in processes.

The functionalities managed by the FULLSTEP Platform's modules are integrated with the Supplier Portal to streamline efficiency and avoid double data entry.

With FULLSTEP Portal, suppliers will have access to the following functionalities:

Register and request to be approved	**1**	Suppliers can register in the Portal and request to be approved to participate in RFXs for certain category
Respond to RFQs	**2**	They will access all required information to appropriately respond to RFQs
Process orders	**3**	They will be able to manage the orders issued from the catalog
Collaboration in business processes	**4**	They will participate in the automated processes where their involvement is relevant
Monitor their quality scores	**5**	Suppliers will interact with their purchasing department to adapt to the quality standards and procedures



The universal link between your procurement organization and suppliers

"FULLSTEP Portal is the gateway for suppliers to participate in all the procurement activities of the organization "

Some advantages

To the Supplier

- **Online and offline**: for greater accessibility, the supplier can work offline on Excel files downloaded from the application, then upload the final documents back to the Portal.
- **Dynamic:** each supplier can update the categories they offer
- **Authorizations**: each supplier can manage the users in their company who are authorized to use the Portal, with specific profiles (sales, QA, etc…).
- **Attached files**: files can be attached and downloaded in every step

To the Company

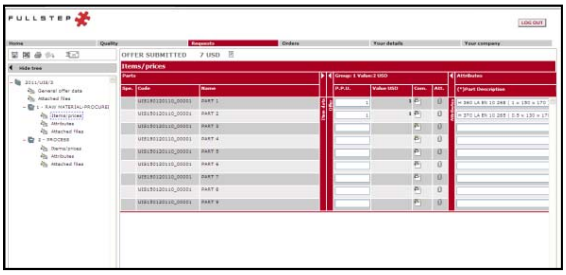
- **Efficiency**: the Portal eliminates low value added tasks in the process of request for quotations, orders release, RFIs, simplifying the work of internal users.
- **Standard channel**: the Portal becomes the communication channel with suppliers, allowing work methods to be standardized
- **Supplier panel**: the Portal provides quick access to a comprehensive database of current and potential suppliers
- **Traceability**: The information is maintained in an updated database with logs that register changes and updates (who, what and when…)

Main applications

Process participation

Online communication channel suppliers

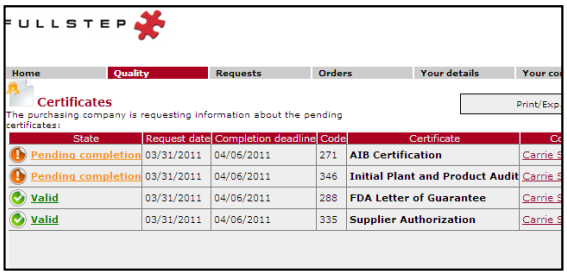
- Request registration, classification and data maintenance
- Participation of suppliers in bids, RFIs and RFPs
- Manage online orders, track performance and quality, facilitate delivery…



Compliance and governance

Suppliers' quality and performance management

- Set up and publish RFI forms for better risk management
- Online monitoring of compliance status for each supplier
- Increased visibility of the organization's requirements for the suppliers



Our services include the support of specialized consultants that will help you before, during and after the implementation:

- ✓ Management consulting
- ✓ Process optimization
- ✓ Training and support

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