

Automate the New Vendor Set up Process? Yes, please!



ReposiTrak

Trusted Brand Protection



IS YOUR NEW VENDOR SET UP PROCESS RESOURCE HEAVY?

It seems everyone is involved in bringing a new vendor on-board: Buyers/Category Managers, Accounting, Food Safety, and Legal. Multiple documents are pushed back and forth between departments, which is both time consuming and highly manual, but absolutely necessary to confirm compliance and reduce risk before the first purchase order is generated.

Should you consider leveraging ReposiTrak® to automate your New Vendor Set Up process?

AUTOMATING YOUR NEW VENDOR PROCESS IS FAST AND EASY. HERE'S HOW IT WORKS:

1. Streamline your data collection

Just invite new vendor prospects to login to our portal to access all vendor agreements and forms, and share required food safety documentation.

2. Automate review for completion and accuracy

ReposiTrak will confirm and alert both you and the vendor when all documents are complete, or if documents are missing or inaccurate.

3. Approve!

Just assign an AP Vendor # and ReposiTrak will alert the vendor of their approved status. Their documents can now be managed in ReposiTrak for compliance moving forward.

WANT TO DO MORE?

Leverage our vendor portal to collect other vendor data such as item & price updates that feed your system. We can help you take food safety down to the product level for your COAs.

KEY BENEFITS

- One shared source for all vendor information
- Time saved for process handlers
- Faster approvals for vendors
- Compliance confirmed before the first PO is generated
- E-sign functionality negates the need to print, sign, scan and send

Endorsed by industry associations:



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