

OVERVIEW

What to Look for When Evaluating a VMS

- Ease of Use** – Does the system have an elegant and intuitive interface that can be used with little to no training? Can your least frequent user pick it right up every time?
- Configurability** – Is the system designed to adopt your company terminology and support your unique business rules? Can you configure nomenclature and hierarchies for different departments to reflect their individual needs?
- Workflow** – Is the workflow fully adaptable and configurable? Can it be based on business rules by business unit, division, country, group or role?
- Approvals** – Are approvals configurable allowing for hierarchy, spend authority or explicit approvals?
- Scalable** – Can the system scale to support your growing business? Does the provider have experience with Fortune 50 scale implementations?
- Integration** – Is there a proven track record of successful and seamless ERP and HR system integrations?
- Compliance** – Has your provider been SAS 70 certified? Is the system SOX compliant? Does it support data privacy standards like Safe Harbor?
- Quality** – Is your VMS provider ISO certified?
- Auditable** – Is the process entirely paperless? Are credits and adjustments processed electronically leaving an auditable trail? Can you add CSFs (Customer Specified Fields) and redistribute costs over multiple CSFs/GL codes?
- Supplier Management** – Are suppliers categorized by skill set and geography (and diversity status if desired)? Does the system provide robust supplier performance measurements?
- Accurate** – Is your provider delivering billing accuracy greater than 99.995%? How do you know?
- Reporting** – Are executive or at-a-glance dashboards standard and real time? Are ad-hoc reports standard and easy to use?
- Services Spend Management** – does the tool have the capability and (demonstratable) proven workflows to manage “other services” spend such as Marketing (print and non-print, legal, facilities, etc.)?

STATEMENT OF WORK (SOW)

- Does the tool support Statement of Work projects?
- Can the system award one requisition across multiple suppliers?
- Can you view time and material components of each deliverable?
- Can you allocate and re-distribute resources against a PO?
- Does the tool allow for collaboration on collecting details on project milestones between the client and the vendor?
- Does the tool allow you to break up one requisition into multiple deliverables and award each deliverable to separate suppliers?
- Does the tool allow for scoring of individual response items?
- Does the tool allow for SOW's to be managed and/or converted into multiple currencies?
- Does the tool allow for payment on completion of individual milestones?
- Does the tool allow for reverse auction workflow whereby suppliers can view the lowest current bidder?
- Does the tool have a verification process to ensure that an SOW requisition meets IRS guidelines?
- Does the system have reporting capabilities to manage the process from Request Status, Responses to PO Spend Management?
- Does the system offer notifications that help manage the remaining spend and keep you informed through the process?

To learn more about ProcureStaff Technologies and how we can bring our VMS experience to your organization, visit us at www.consolvms.com or call us at 866-491-1795.