

Supplier Registration

GXS ActiveSM Community

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 email or postal mail to the potential supplier just to get the registration process started!

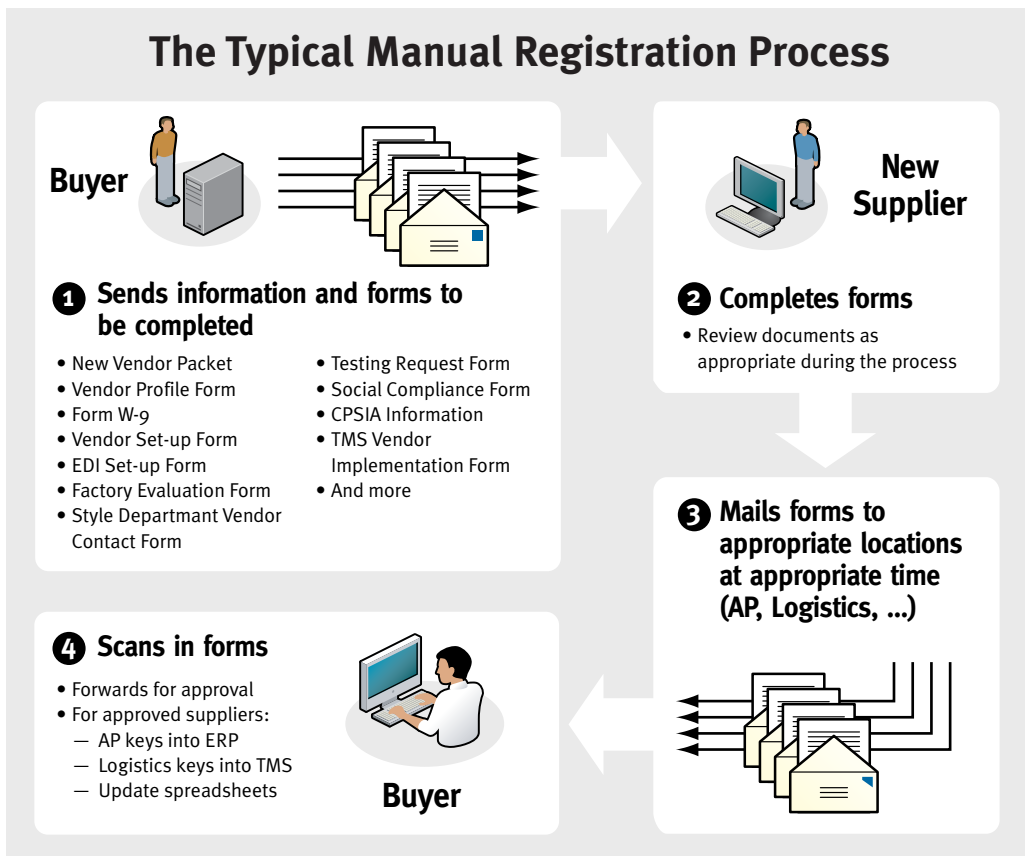
After the potential supplier reviews and completes these paper or electronic forms, the supplier mails the forms to the appropriate buyer departments such as accounts payable and logistics. Upon receipt by the various buyer departments, the forms must be scanned and then forwarded to various personnel 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 email 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 analyze 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 email, 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 organization 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 emails 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 onboarding time by as much as 60 percent.



About GXS

GXS is a leading B2B integration services provider and operates the world's largest integration cloud, GXS Trading Grid®. Our software and services help more than 400,000 businesses, including two-thirds of the Fortune 500 and 22 of the top 25 supply chains, extend their partner networks, automate receiving processes, manage electronic payments, and improve supply chain visibility. GXS Managed Services, our unique approach to improving B2B integration operations, combines GXS Trading Grid® with our process orchestration services and global team to manage a company's multi-enterprise processes. Based in Gaithersburg, Maryland, GXS has direct operations in 20 countries, employing more than 2,400 professionals. To learn more, see <http://www.gxs.com>, read our blog at <http://www.gxsblogs.com>, follow us on Twitter at <http://twitter.com/gxs> and join us on LinkedIn at <http://www.linkedin.com/company/gxs>. You can also access our public filings with the Securities and Exchange Commission at <http://www.sec.gov/edgar.shtml>.

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