



**The Vendor Setup Request** capability provides a simple, common sense user interface to efficiently request the setup of a new vendor. The interface works from anywhere – including mobile devices. Automated workflow based upon your defined rules ensures control and guarantees consistent vendor master data. Your editable tailored request form is routed using email for approvals. Timed escalations prevent unnecessary delays, while the in-process requests are available for retrieval and audits at any time.

### **DataServ's solution provides increased visibility into the entire vendor approval process:**

- It allows your employees to submit new vendor requests and/or record edit information via the internet without using expensive ERP licenses or routing paper to the purchasing department for data entry.
- The web form presents requestors only with the appropriate vendor naming conventions, thus assuring compliance with your ERP standards.
- You can restrict user entry to their appropriate cost centers and accounts, giving finance greater control while actually making it easier for the user.

The solution uses a standard DataServ web form, tailored for your unique process, to collect the appropriate vendor data from employees. This form is secure, available

anywhere with internet access, and only requires a browser to complete. The data from this form is captured and automatically transferred into your ERP or financial system.

The DataServ Vendor Setup Request is such a simple approach to requesting new vendors, it keeps your costs low and makes the process (and the change) easy for your employees.

### **Why DataServ Vendor Setup Automation?**

- **Easy User Interface + Tailored Workflow + Training and Support = Greater User Acceptance.** The single biggest hurdle to increasing the number of PO purchases made for most companies is the pain of change. DataServ is well known for providing simple, easy to launch and use Software as a Service (SaaS) solutions. We have applied that same methodology into improving the Vendor Setup process. The simple user interface will encourage and improve user adoption, and all user training and support is included. Additionally, tailoring our P007-1217 processes to yours makes the program more intuitive, reducing resistance to adoption even more. We even offer a Rapid Adoption Kit with templates and best practices to further assure your success.
- **Lower Licensing Costs.** With DataServ, you will not require additional ERP licenses or expensive training. Our concurrent license model ensures that you are not paying too much for occasional requestors.

# Vendor Setup Request

SOLUTION



- **Eliminate Dual Data Entry with ERP Integration.** DataServ has extensive experience working with a variety of financial systems, including: Oracle, PeopleSoft, SAP, JDE, Lawson, and many lesser-used systems. We can feed data to any system, so you save data entry costs by not having to employ separate resources to enter requests into your ERP system. Our integration capability can provide a link from within your system to retrieve completed request forms and any back up documents with one click!
- **Increase Accuracy and Enhance Control.** DataServ can tailor any field to your unique business process. We automatically enforce all standard naming conventions. Additionally, all fields can apply your business rules, which are easily maintained by your administrator or by DataServ. The solution restricts G/L accounts and cost centers to those available by user role, thus minimizing human errors in master data entry and inadvertent creation of duplicate vendors.
- **Focus on Exception Handling.** DataServ provides a comprehensive workflow to process exceptions in the most efficient manner, allowing your staff to focus on process improvement, fraud detection, compliance, vendor negotiations and supply chain optimization rather than processing vendor requests.

*Learn more about other DataServ Solutions:*



[Vendor Portal](#)



[Vendor Inquiry](#)



[Payment Request](#)



[AutoVouch™](#)

Vendor Setup Request Automation is part of the Payables Workflow & Automation Solution Set for Accounts Payable Invoice Automation.

We know your business is unique. Tailoring is always included with DataServ.