



Trade Gateway Buyer Edition Supplier Profile Management

Take the hassle out of establishing and maintaining supplier profiles ...
... See today how TradeGateway helps you gain efficiency in supplier communications.

Key Benefits of TradeGateway for You

- Improve accuracy and availability of supplier contact information across the organization through a single access point.
 - Manage supplier profiles in a consistent manner through online registration and periodic reminders to update as required.
 - Enhance responsiveness to urgent and situational communications by reaching the right contact at the right time.
 - Improve the effectiveness of your messaging by targeting particular contacts or industries.
 - Increase staff productivity by eliminating emails, faxes and telephone calls to update contact information.
 - Advance methods for tracking prospective suppliers by enabling them to self-register with their pertinent information.
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As various departments within your company have questions to ask, issues to investigate or changes to communicate, they are reaching out to diverse constituents within the supplier's organization. Tracking down and keeping up with those various contacts often becomes a cumbersome task, bogging down resources and leading to ineffective communications.

Trying to identify the correct contact from a disparate set of databases, personal files and contact management systems and update changes from different supplier departments via phone calls, faxes and e-mails wastes time and doesn't lead to current contact information in a consistent location. Without a single access point for supplier profiles, rummaging around for the right contact takes time and reaching the wrong person leads to latency in problem resolution, adherence to new requirements or inquiries about expected shipments.

With thousands of interactions initiated each week, you need a supplier master database to help you establish and maintain up-to-date supplier profiles for easy and quick access. In addition, you want a tool that gives you the ability to search and filter on an array of criteria such as company name, business classification and department. That's where our TradeGateway Supplier Profile Management can help.

The application is a secure, browser-based, hosted application to help you establish and maintain profiles for prospective, new and existing suppliers. With accurate information entered via a self-registration portal, your suppliers help you streamline regular, urgent and situational communications to the right person. Communicating with your suppliers, whether it be all suppliers, a targeted group or a single company, just got easier, enhancing efficiency of routine workflow and improving information flow between buyer and seller.

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Establishing and Maintaining Profiles

By logging into a user-friendly and intuitive interface, your suppliers will be able to establish and maintain a profile that contains vital information about their businesses such as company name, address, type of business, and key contacts by department complete with contact information. And by receiving periodic prompts for updates, they will be encouraged to keep their profiles up-to-date.

Once deployed, the tool is aimed at saving time and money for your suppliers by promoting acceptance and use through its easy-to-use design:

- ✓ Essential fields in self-registration environment
- ✓ Convenient access through a standard web-browser
- ✓ Efficient ramp up with clear-cut input navigation
- ✓ Painless maintenance through simple edit features
- ✓ Password credentials for increased security

Employing the Profile Information

With accurate and convenient profile information, your staff will be relieved of the time consuming tasks associated with hunting down supplier information, keying in new or changed profile data or following up on correspondences that did not reach the right person. Through real-time access to a single point of visibility across the entire supplier community, your staff has the ability to improve communications through targeted messaging and current contact points – all while working more efficiently.

Once deployed, the tool is aimed at saving time and money for you by simplifying and unifying the process of accurate record keeping :

- ✓ Straightforward queries to slice and dice profile information
- ✓ Easy download into spreadsheet for message integration
- ✓ Highlighted links for incorporation into an existing vendor portal
- ✓ Predefined privileges to view relevant contact information

The image displays two screenshots of the EasyLink Supplier Profile Management web application. The left screenshot shows the 'Organization and Contact Information' form, which includes fields for Organization Name, Account Number, Street, City, State, Postal Code, and Main Desk Phone Number. The right screenshot shows the 'Vendor Portal Management' search interface, which includes dropdown menus for Organization Name, Industrial Description, Area / Department, and Contact, along with a search button and a 'Name Look Up' link.