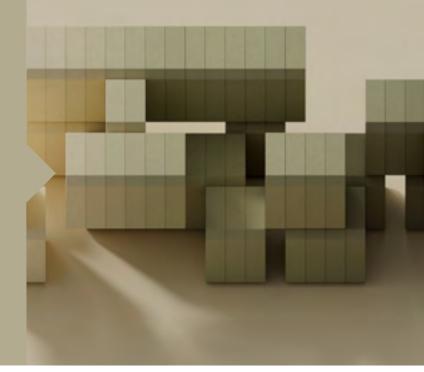# Streamlined supplier onboarding service

LOGIQ®

Effective supplier onboarding is essential for maximizing the advantages of Purchase-to-Pay (P2P) and Accounts Payable (AP) initiatives.

Essentially, this process involves integrating suppliers into your systems by configuring their technical setup and ensuring they grasp your specific expectations and requirements for electronic documents.

Nevertheless, every supply chain is unique, and each business encounters its own challenges when connecting with suppliers. Therefore, establishing EDI and e-invoicing with your suppliers requires not just technical expertise, but also the time and ability to actively involve the supply chain in your initiative.

Logiq has developed effective methods for supplier onboarding, with a team of specialists supporting you throughout the process. Besides ensuring your connections are safe and reliable, our specialists can manage the entire onboarding process with suppliers worldwide. This streamlined onboarding process will remove unnecessary steps and reduce the time required to bring new suppliers on board.

What are the benefits of supplier onboarding?

Supplier onboarding is an important investment to secure the results you are looking for, and is beneficial for both you and your suppliers.

Logiq's proven onboarding service is tailored to support you in your journey towards digitalization and process optimization, and will help your organization achieve its goals for digitalization of P2P and AP processes.

Logiq provides a Supplier Onboarding Portal that gives you a complete overview of the onboarding process, and acts as a communication channel between you, Logiq, and your suppliers. The portal allows us to work efficiently with all suppliers – from your largest, strategic suppliers to smaller ones.

The benefits of using Logiq as your partner in supplier onboarding include:
- Professional and efficient supplier communication
- Time- and cost savings for your organization
- Quality assurance of document exchanges
- Global coverage
- Reduced risk and increased compliance

Logiq also offers a solution to onboard suppliers unable to meet your demands for EDI and e-invoicing. Loop Invoice is an affordable web-based EDI and e-invoicing solutions that suppliers can use to communicate electronically with you and meet any of your requirements.

How to run a successful onboarding project

Drawing from our extensive experience in electronic data interchange and supplier onboarding, we have identified key criteria essential for successfully integrating your supply chain. Based on this, we recommend that you prepare for the following prior to the onboarding project:

Supplier master data
Make sure that the information you have about your suppliers is updated. High quality supplier data is essential to avoid delays or errors in the onboarding process.

Stakeholder commitment
Get your internal stakeholders onboard, and make sure that the relevant departments and people are up to date on the process. Management commitment, shared goals and organizational understanding are vital for a successful project. Logiq can also provide internal education on the onboarding process for a joint understanding.

Single point of contact
Assign an internal project manager, dedicated to the onboarding project, to keep communication effective.

Clear messaging
To optimise your P2P or AP initiative, communicate clearly that you will no longer accept paper or PDF submissions from suppliers.

Shared goals
Set a long-term shared goal for what you expect to achieve with the project, and measure (and celebrate) success accordingly.

Onboarding step-by-step

To illustrate what you can expect from an onboarding project, we have exemplified a typical project below:

Pre-onboarding

1. You submit your existing supplier data through the Onboarding Portal
2. Logiq will process, analyze, and segment the supplier data to prepare for onboarding
3. Together, we will prepare and customize the supplier communication and landing page
4. Based on the supplier data, we agree on a priority of which suppliers to onboard first – and ensure that all the data is correct. We verify the supplier communication and agree upon a start- and end date for the project
5. We conduct joint internal education on the supplier onboarding portal and the onboarding process

Onboarding

1. A dedicated onboarding specialist will contact your suppliers by email with the information agreed upon in the pre-onboarding phase
2. Suppliers will be followed up by email and phone regularly
3. Logiq will provide weekly status updates on the progress of the project
4. You can follow the project through dynamic reporting in the Onboarding Portal to have a status on the project at any time.

Post-onboarding

1. After the onboarding project is completed, a meeting is set up to review the results
2. If you wish, we can set a scope for a new onboarding project with other suppliers not included in previous projects