



Guide Key Functionality

This workflow tool makes it easy for staff to get advice on the correct procurement process.

| Feature | Guide |
|--|-------|
| Simple Navigation of Complex Policy The clear and simple bouncing ball user interface means Buyers can easily navigate through a policy query and be automatically directed to the correct next step or system. | ✓ |
| Flexible Workflows There is an import and export function, meaning you can replicate existing workflows to be utilised within Guide. | ✓ |
| Self-Managed Workflows Administrators can update workflows easily within the platform backend, meaning you can quickly action any necessary changes to your policies and next steps. | ✓ |
| Dynamic Policy Management When policy changes happen in your organisation, administrators can easily make updates to existing policy workflows and processes. These new policy workflows can then be released to your staff by updating your published workflow. | ✓ |
| Integrate to Modules (Go to Market, Procurement Planning) Guide will push Buyers into existing VendorPanel modules, where applicable. And our Single Sign On functionality means you do not need to log in to multiple modules when undertaking a sourcing event. | ✓ |
| Add Links to Other Systems/Intranet Pages Guide doesn't just enable Buyers to be directed to VendorPanel modules, they can also be linked to external systems in line with your specific policy workflows. This makes it easy for your staff to access key documents, intranet pages and other useful information that supports your policy. | ✓ |
| Reporting Guide comes with a valuable reporting dashboard where administrators can view the total number of workflow interactions and completions across your enterprise. | ✓ |
| Download Guidance in PDF Format Buyers can download guidance after they have completed a workflow. This will allow them to maintain a copy, including the time and date of the completed workflow. | ✓ |
| Easy Link Access Any Buyers across your organisation can access Guide regardless of whether they have a VendorPanel account or not through the anonymous access link function. | ✓ |
| Give it Your Own Style You can embed images and use the module's rich text formatting to give the platform your own look and branding. | ✓ |

Where can I find out more?

To find out more about Guide or any of our other solutions, please get in touch.

