



PRIORITIZE NEXT STEPS

Based on your goals and objectives, prioritize your next steps. We have provided common goals/objectives below and recommended solutions and resources for each.



Reduce spend / increase savings and duty of care

Increase visibility

Mitigate risk

Drive process consistency

Centralized Sourcing Process

Using a consistent method of submitting and awarding eRFPs through one technology for reporting purposes. Best managed by professionals with expertise.

Supplier Agreements

Online collection, creation, management, administration and finance. Expense reports, credit card info, A/P data, etc. to identify and track numerous poles and leverage them to negotiate discounts and standard agreements.

Supplier Onboarding

Replaces payments via check and other transfers with a digital, online workflow into spend and possible rebates.

Meeting Request Form

A form (typically web based and linked to your meeting technology) that allows meeting owners to request required and additional meeting services per your organization's policy.

Meeting Approval

Enables service view of programs for consolidating buying power and creating a single point of contact for all meeting engagements, etc. Confidential meetings can be suppressed from the central point. Meetings management technologies provide all the necessary information.

Legal-Approved Contract Terms and Conditions

Standardized terms and conditions for hotel and meeting supplier contracts. These can be based on spend and/or other basis and are either a complete contract or complete addendum to be attached to the supplier standard contract. See our website.

Supplier Onboarding

Limit the number of people signing contracts directly with supplier. Based on internal business safety issues.

Meeting Policy and Standard Operating Procedures

A person whose role is to design, implement and maintain your managed meetings program. This role is an expert level role and can be outsourced or internal.

PREVIEW VERSION

