

# PO Collaboration

## SourceDay + Microsoft

Your Microsoft ERP streamlines many of your processes, but when it comes to PO changes, your team is still stuck in manual work, like spreadsheets, emails, and post-it notes. SourceDay leverages the power of your Microsoft ERP through a robust integration that handles all communication of changes for you and your suppliers within one solution, so everyone is on the same page—all the time. By digitizing and automating your purchasing teams' manual work, SourceDay makes your business stronger and more resilient.

Ensuring SourceDay is a Microsoft ERP expert is our team's top priority. We have a dedicated group of experts who are constantly researching and handling our strategic integrations with Microsoft ERPs and the relationship with partners to continue to be the most valuable addition to your supply chain process.

"We had automation in terms of issuing POs, but managing after that was all manual. Did the vendor check back via email? Is the shipment on time? When we looked at all the touchpoints between our ERP, Outlook, and talking with vendors (sometimes by phone!), it was a lot of time. We started looking for a solution for that."

-Steve Wieggers, VP of Operations  
Hubbardton Forge

# Unified Supplier Collaboration

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SourceDay's PO Collaboration solution helps manufacturers make better direct materials purchasing decisions, save money, and meet more customer commitments. The Microsoft ERP is only as good as the data that feeds it. Manually maintaining data in your Microsoft ERP by emailing, calling, and faxing suppliers is impractical and often generates inaccurate or missing information.

Using manual processes to handle critical PO change data often results in data not being translated back into your Microsoft ERP accurately, or worse, not at all. Inaccurate PO data causes a ripple effect throughout the organization, from production, planning, and scheduling to finance and sales. To put it simply, it can be a mess.

Without accurate PO data, manufacturers are more susceptible to increased supplier expedited fees, late shipments, unpredictable inventory, working capital, and invoicing matching errors.

SourceDay reduces these risks by offering a direct materials management platform that unites buyers and suppliers, creating supply chain visibility that you can trust.

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## 1 Accurate PO Data

Changes to pricing, quantities, and delivery dates are automatically updated in real-time to Microsoft so PO data is 100% accurate.

## 2 Workflows Drive Performance

Automatically receive supplier PO acknowledgments and get notified by exception-based workflows that prompt you to take action when a PO has become critical or needs your attention.

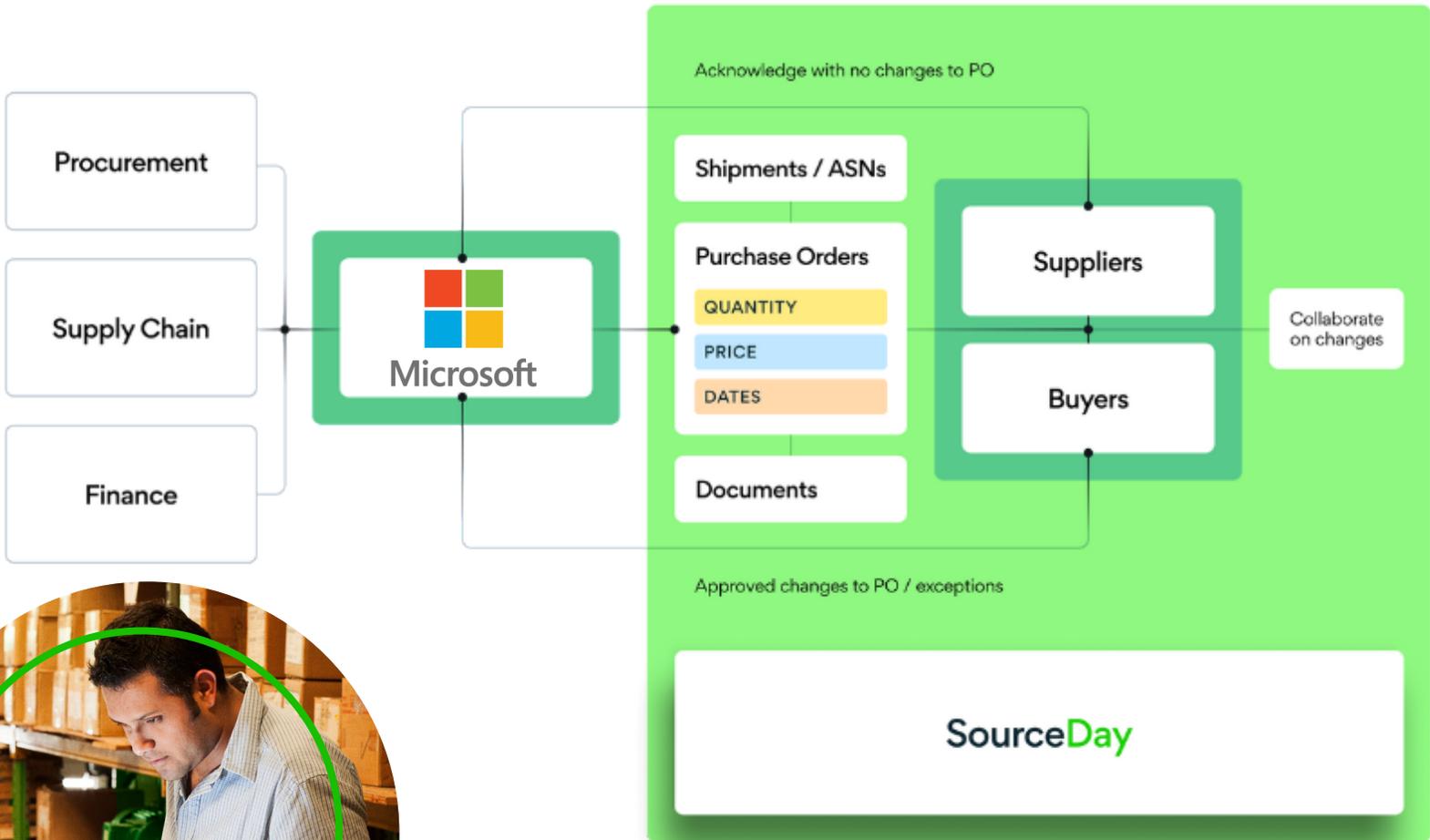
## 3 Supplier Engagement

SourceDay allows you to meet your suppliers where they're at - whether your supplier works in the SourceDay platform, via email, or even EDI - you can now work with all of your suppliers in SourceDay.

## 4 Data & Insights

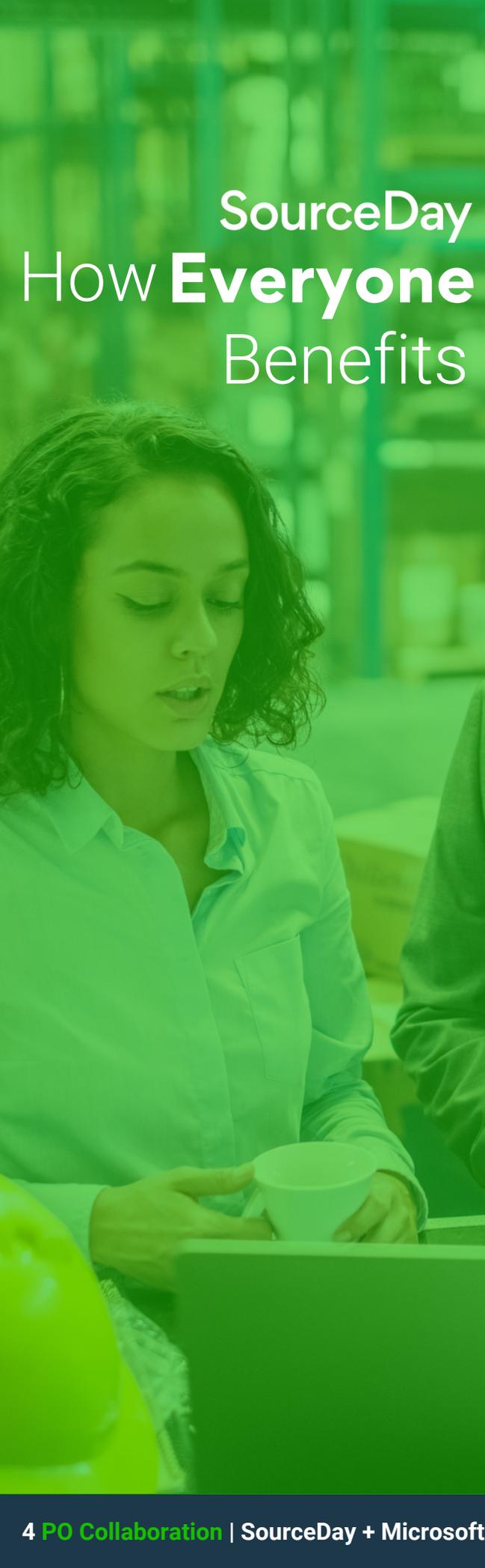
View a full history of every PO action taken across all your suppliers on every PO, with just a single click in the SourceDay platform, including a date and time stamp. Buyers and suppliers can leverage built-in supplier scorecards to pass ISO audits, easily share and tag documents to POs, and create critical shipping/ASN data.

# SourceDay PO Collaboration Platform



## Key Features

- Microsoft strategic relationships
- Automated PO acknowledgments
- Free for suppliers
- SourceDay platform, email, and EDI workflows for supplier flexibility
- Lightweight IT integration
- PO audit trail
- Exception based workflows
- Advance shipment notices
- Bi-directional data sharing with Microsoft
- Easily expedite or de-expedite
- Built-in supplier scorecards
- Easily expedite or de-expedite
- 100% direct materials PO delivery
- Manage all MRO and direct material POs in one place
- Notifications that drive action



# SourceDay How **Everyone** Benefits

## Procurement Team

- Receive timely PO confirmations and changes from suppliers
- Find MRP inaccuracies with accurate PO data
- Build strong supplier relationships with supplier scorecards
- Users and suppliers receive SourceDay training and onboarding, on-demand product walk-throughs, and ongoing support

## Buyers

- Accurate lead time and MRP data improve on-time delivery
- Increased visibility into KPIs that help make better buying decisions: OTD, move-ins/move-out, price changes, and more
- Quick onboarding ensures speedy time to value
- Lightweight IT integration
- Users and suppliers receive SourceDay training and onboarding, on-demand product walk-throughs, and ongoing support

## IT

- Quick integration ensures speedy time to value and ROI
- Lightweight IT integration with Microsoft
- Training done by SourceDay's team to take pressure off your IT team

## Executives

- Reduce business risk caused by external suppliers
- Decrease customer SLA penalties
- Lower average inventory on hand to increase inventory turns
- Increase Microsoft ERP data accuracy for key business decisions

# Manage by Exception

SourceDay's purpose is to help manufacturers manage POs by exception. It allows users to quickly and easily identify and take action on critical POs that require more attention, like unconfirmed POs, high-priority orders, and POs with questions.

Instead of sifting through spreadsheets to see which POs are already late or about to be late, SourceDay automatically notifies you and prompts you to take action on those POs with your suppliers. 52% of PO lines will change before price, quantity, and delivery dates are finalized; SourceDay lets you focus on resolving those changes and trust that the other 48% are processed automatically.

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"In the past, with partial orders, we had to manually find each PO and close or change them individually. Now, if we order 20 and the supplier ships 18, we just click accept in SourceDay."

-Elsie Norton, Buyer  
Hubbardton Forge

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52% of PO lines will change during the first mile of the direct spend procurement process.



52%

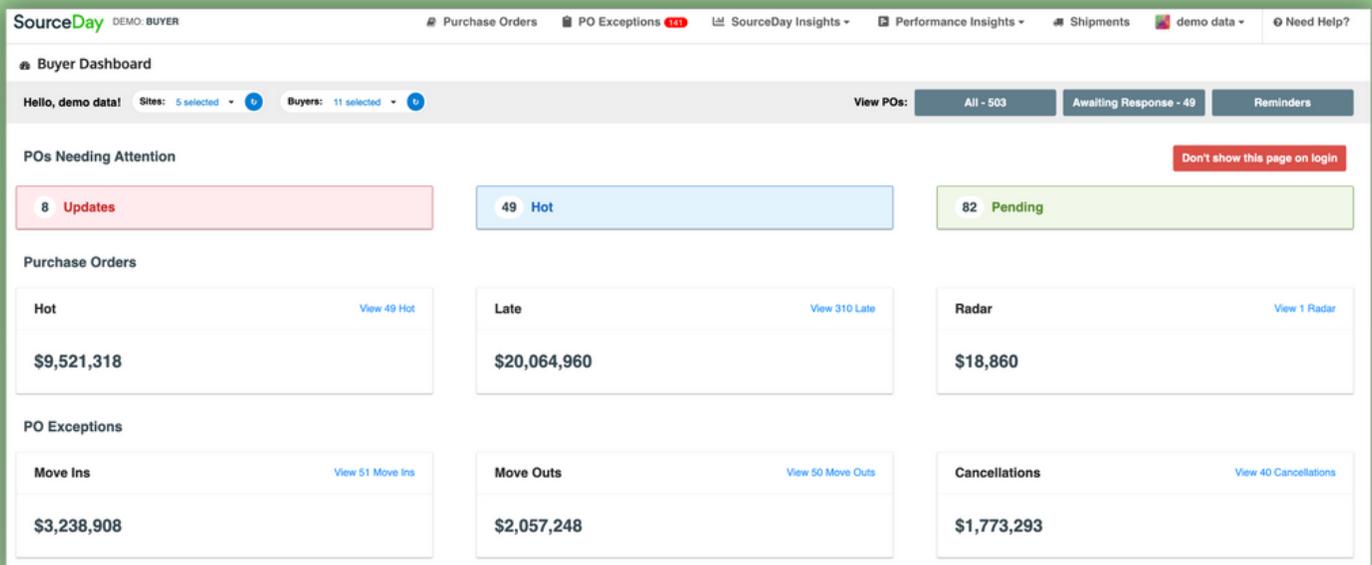
# PO Dashboard

Navigating supplier-buyer relationships has never been more streamlined. Whether your supplier engages via our platform, intuitive email workflows, or EDI, every change funnels back to the PO Dashboard.

SourceDay ensures you're always in the loop. Our smart notifications on updates and prescriptive workflows guide users, ensuring POs are acknowledged promptly and accurately.

When a supplier suggests an update—such as cost, quantity, or due date—you're instantly notified, granting you the power to approve or decline in real time. Never miss a high-priority PO update again. SourceDay notifies you and your supplier early so nothing slips through the cracks.

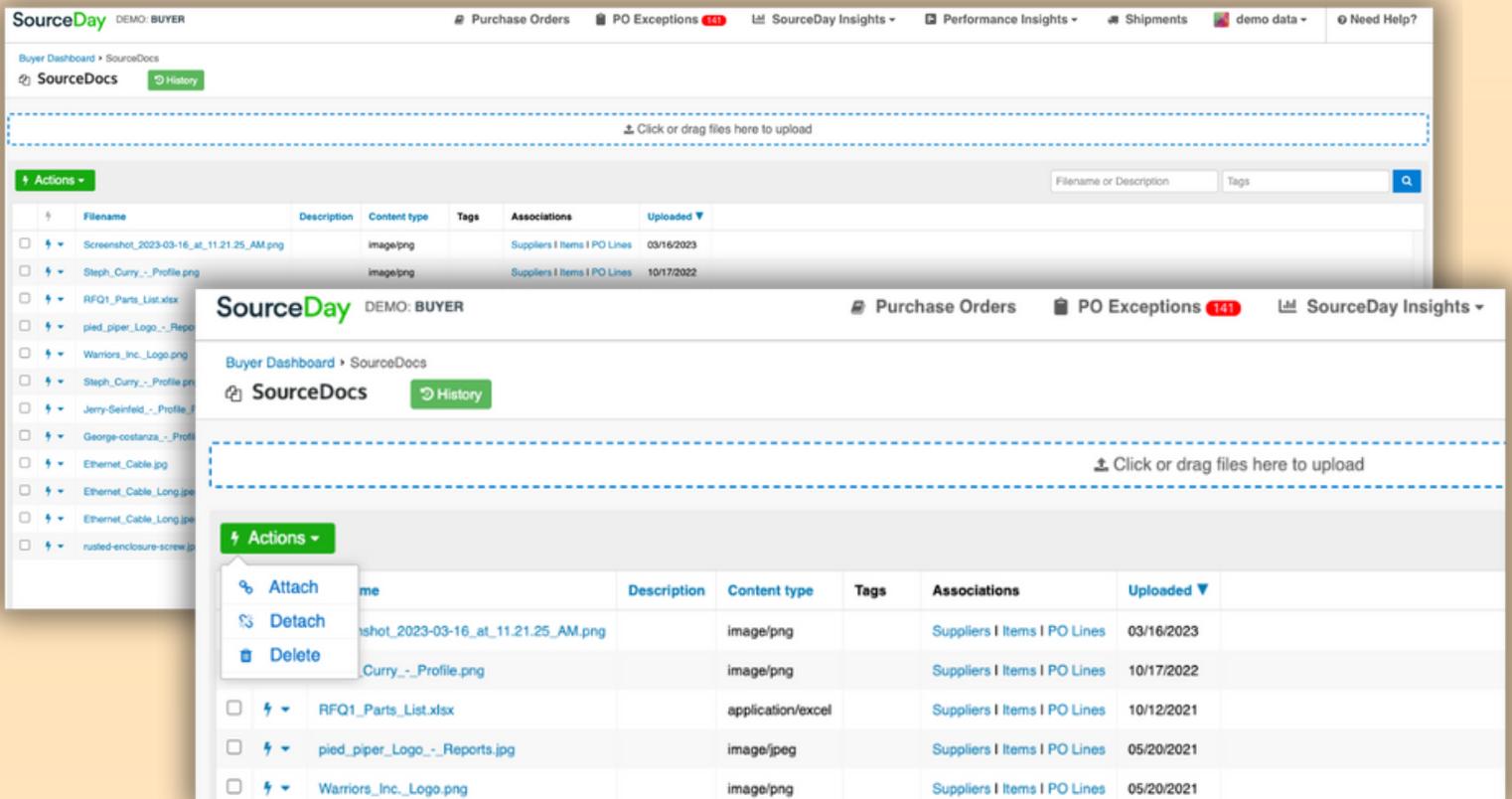
But that's not all. Upon approval, all these PO modifications are seamlessly integrated back into the Microsoft ERP. This ensures your entire organization consistently operates with the most current and accurate data. Welcome to Unified Supplier Collaboration, where every interaction, regardless of the medium, culminates in one spot for top-level clarity and efficiency.



# SourceDocs

## Document Sharing

SourceDay's PO solution allows the sharing of documents bi-directionally. Users can attach documents to a PO line, a particular SKU, or individual suppliers in SourceDay to help prevent costly supplier disagreements, reducing material scrap from wrong revisions, and reducing costs with rework and returns. Within SourceDay's platform, buyers and suppliers can easily share and collaborate on schematics, drawings, Gerber files, CAD files, solid works files, submittals, MSDS sheets, certifications, and more. Suppliers can share shipping documents, CoCs (Certificate of Conformance), or CO (Certificate of Origin).



# Shipments Visibility

With SourceDay's shipping functionality, buyers gain visibility to vital shipment data and actual delivery dates. Once ready to ship, suppliers complete ASNs within SourceDay's platform and specific shipping info such as quantity, lot number, tracking number, and PO number. Receiving teams can plan for deliveries and work more efficiently with this readily available data.

Shipped	Company Name	ASN Number	Item (P/N)	Item Description	PO Line	Ship Date	Box Quantity	Quantity Per Box	Line Quantity	Status
Completed		ASN00011329	0EW92B77LR	CKWR, 10pc SET NS	PO21850417-L7-R	04/13/2023	1.0	1350.0	1350.0	shipped
Ready to Ship	Anderson and Bailey	ASN00011334	XVKPF6PTA4	TACOSSETTER BYPASS 2-8 GPM _223.23...	9970867-L2-R1	04/20/2023	1.0	160.0	160.0	shipped
Unshipped		ASN00010582	7KDJ7GX0JQ	BRASS RIGID NEMA1	9970426-L1-R3	11/17/2022	1.0	250.0	250.0	shipped
All	Anderson and Bailey	ASN00009764	7KDJ7GX0JQ	FTG TBG TEE RDCR 1/2TX1/2TX3/8T BU...	PO76408-L2-R0	08/16/2022	1.0	30.0	30.0	shipped
	Anderson and Bailey	ASN00008642	R0WDP16I1T	Union Elbow, 1/4 in. OD 316L VAR Micro...	PO76408-L30-R0	06/14/2022	1.0	300.0	300.0	shipped
	Anderson and Bailey	ASN00008642	VGEQC6AS40	FTG TBG NUT 1/4MVCR 5/8HEX .72"L SS...	PO76408-L28-R0	06/14/2022	1.0	500.0	500.0	shipped
	Okuneva LLC	ASN00899463	SA9EWJHDQM	COLLAR,SET,METRIC,S/S,25MM	480573-L1-R1	02/24/2022	1.0	1.0	1.0	shipped
	Murazik Group	ASN00899462	3O7YB6QV4S	BELT,TIMING,3/8P,3/4W,64.0"L STEEL	480572-L1-R1	02/24/2022	1.0	5.0	5.0	shipped
	Reilly LLC	ASN00899531	P69IUPH6UG	TOOL, MSHR WIRE BOLSTER: PMS 186C ...	PO21853262-L42-R	02/21/2022	160.0	36.0	5760.0	shipped
	Reilly LLC	ASN00899433	7EN6DVMJ90	Beacon_LED,RGB,W/Horn,Q-Disc	480562-L1-R1	02/24/2022	1.0	3.0	3.0	shipped

## Hubbardton Forge's Change

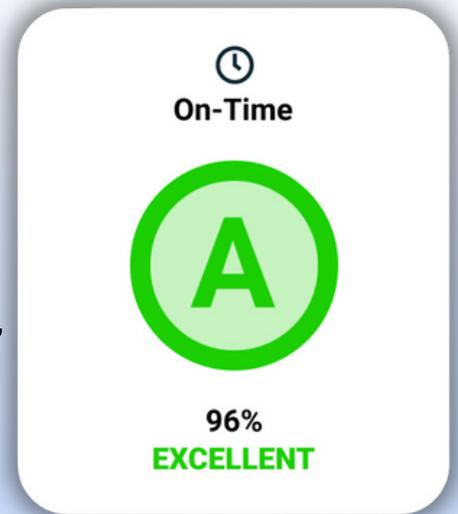
# 25%

Reduction in PO Management tasks every week

The company's SourceDay users report a 25% reduction in PO Management tasks every week. Buyers spend much less time directly communicating with vendors about open purchase orders. They can now mass-update the volume of PO lines (acknowledgement, price update, due date auto reminders), rather than searching line-by-line through each individual order.

# Scorecards

Build upon your supplier relationships with the power of insightful data. Our Supplier Scorecards provide real-time visibility into your partnership's performance, serving as a valuable tool for improvement and collaboration.



These Scorecards go beyond simple data collection and monitoring—they enable a collaborative exchange of actionable insights, helping to foster an environment of transparency and mutual growth. With key performance indicators such as price variance, on-time delivery, and supplier responsiveness at your fingertips, you can directly address areas of concern and celebrate successes. They empower dialogue. Use them to communicate with your suppliers, discussing trends, opportunities, and strategies for continuous improvement.



Whether it's honoring excellent performance or constructively addressing areas of improvement, Supplier Scorecards serve as the basis for productive, data-driven conversations.

This iterative process promotes alignment between you and your suppliers, driving toward common goals and shared successes. In the spirit of Unified Supplier Collaboration, let's not just aim for efficiency—let's build stronger, more resilient supplier relationships together.

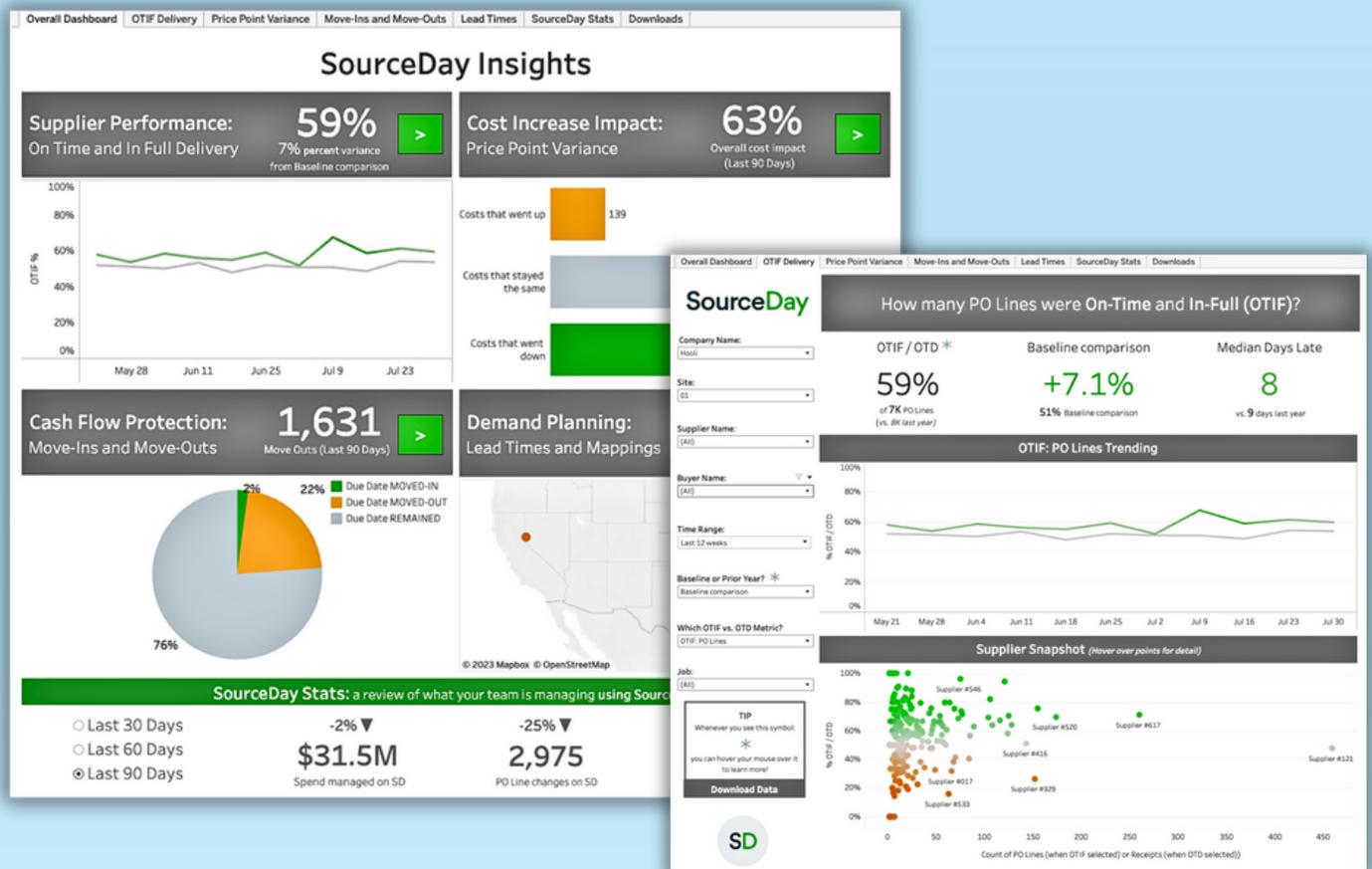
# SourceDay Insights

Visibility you can trust

Stay up-to-date on the most important projects, orders, and suppliers to your business with insights into KPIs like On-Time In Full (OTIF), Cash Flow Protection via move-in/move-out visibility, Lead Time Accuracy, and Purchase Price Variance.

What's even better, you can measure productivity and efficiency with concise data and know where changes to your process can make the most significant impact. Take a deeper dive into how your team and your suppliers are using SourceDay, the number of changes per PO, and how long it's taking to get responses on your high-priority orders.

SourceDay Insights is the visibility into your supply chain you can trust because it's your real-time data helping you make better buying decisions.



# Success Enablement

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With SourceDay, you're not just getting a platform; you're unlocking a partnership dedicated to your success. Our team of experts will guide you, your users, and your suppliers to engage and collaborate effectively with SourceDay in the way that makes the most sense for that partnership.

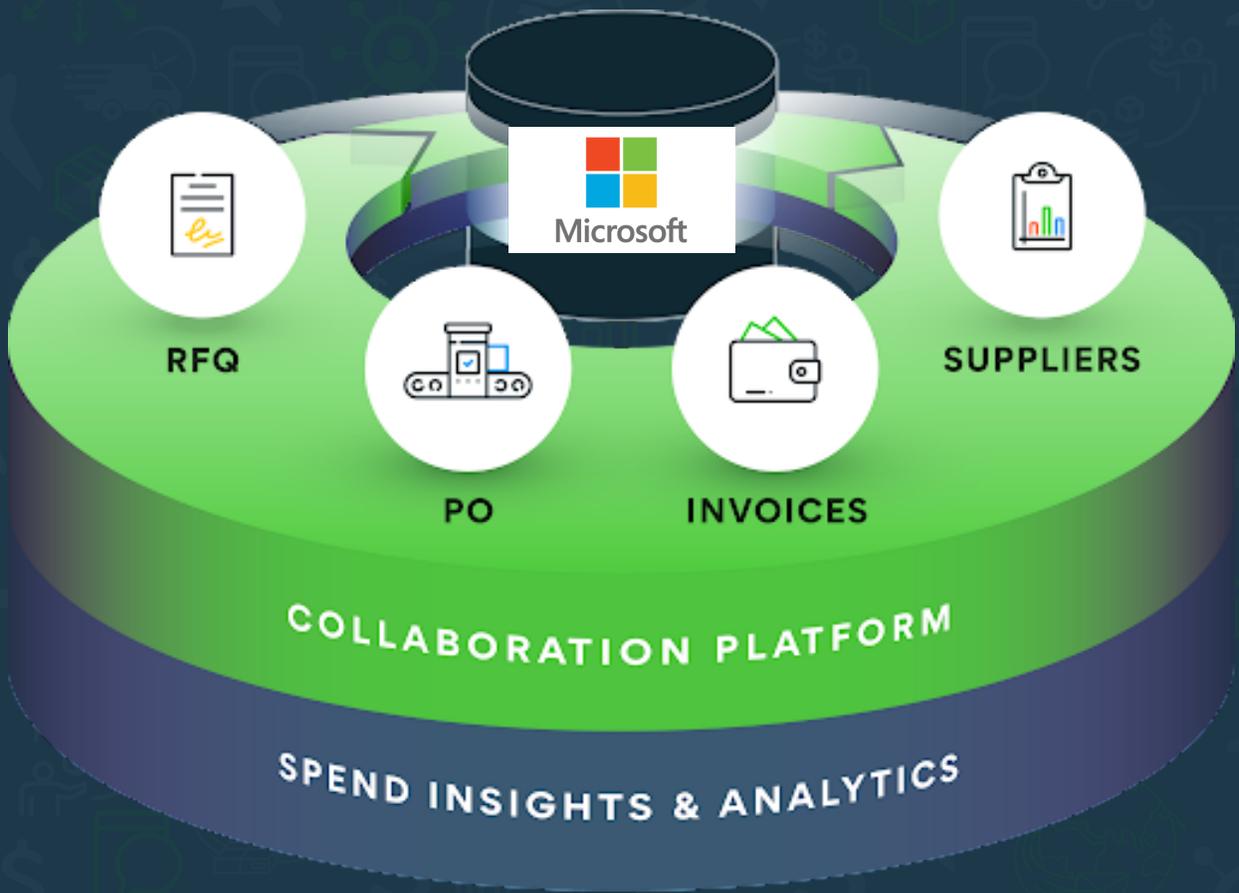
Rather than simply setting up login accounts, our success team will empower your buyers and suppliers with real-time training, followed up with on-demand training materials designed to maximize performance and improve efficiency.

Buyers have the flexibility to shape their supplier interactions in the most efficient and harmonious way. Change isn't always an option - our solutions are designed to empower buyer success by facilitating effective supplier relationships and management, meeting suppliers where they are in their technology journey.

SourceDay's dedication to your success begins with fast implementation and continues with ongoing support via detailed walk-throughs, informative webinars, and comprehensive guides. All of this is designed to support buyers throughout their journey while giving you and your team a single process and complete visibility into the entire PO lifecycle. All in one place - SourceDay.

Unified Supplier Collaboration is not just a corporate tagline. It's a promise we deliver. Step into a new era of supplier engagement with SourceDay.





Unlock the full potential of your supply chain with SourceDay's Comprehensive Platform:

## **PO Collaboration | Invoice Automation | RFQ Collaboration**

SourceDay's platform is more than a suite of tools—it's your key to unlocking a more connected, efficient supply chain. Our PO Collaboration and Invoice Automation platforms transform your supply chain operations from the initial PO to payment processing. These systems work in unison, providing unprecedented visibility and building trust that enhances supplier relationships, accurate PO data, on-time payments, and so much more.

Simultaneously, our standalone RFQ Collaboration tool empowers your team to manage the request for quote process more effectively, enabling strategic sourcing decisions based on real-time data.

It's not just about oversight—it's about enabling actionable insights that drive strategic decision-making and operational excellence.

Get started today with SourceDay. We promise you won't regret it.

[SourceDay.com](https://www.sourceday.com)