

How Vendor Onboarding Delivers Value to Treasury

Leveraging Technology to Gain Efficiencies and Strengthen
Internal Controls

Agenda

- Purchasing Policy Considerations
- Bid Process: E-Procurement Portal
- Vendor Portal: Self-Registration & Invoice Submission
- Contract and Purchase Order Management
- Invoice Processing
- Payment Options

Purchasing Policy Considerations

- Centralized Vs Decentralized
- Is the threshold for requiring written quotations reasonable?
- Is the threshold for requiring bid solicitation reasonable? Are requirements clear (RFP, RFQ, RFI) and relevant (requires paper newspaper advertisement)?
- Are there requirements for purchase order creation? Overly prescriptive?
- Carve outs for sole source and piggyback options?



Advantages of Online Bid Portal

- Increased Transparency
 - Ensures fair and open bidding process
 - Allows public monitoring and auditing of bids
- Improved Efficiency
 - Automates bid notifications and submissions
 - Streamlines Q&A process
 - Speeds up procurement timelines
- Greater Vendor Participation
 - Attracts a wider pool of vendors
 - Increased accessibility to submit bids

AI assistance for writing sections of RFP document, including scope of work





Advantages of Vendor Portal

- Streamlined Onboarding Process
 - Vendor submits required information & documents (W-9, voided check)
 - Eliminates data entry and maintains focus on workflow approvals
- Improved Communication
 - Vendor can download purchase order, request profile changes, review status of submitted invoices
- Faster Payments & Invoice Processing
 - Submission of invoices via vendor portal rather than mail/email
 - Configurable settings for receipt of vendor submissions within ERP (vendor registrations and invoice uploads)

Vendor Registration

VENDOR INITIATED

Vendor keys in
Address, Remittance
Address, Shipping
Address

Vendor provides
Name, Entity, Type,
W9, MBE

The screenshot shows the 'New Vendor Registration' form. It includes fields for 'Vendor Name', 'Legal Entity Name', 'Goods and Services Description', and 'Addresses (2)'. The 'Addresses (2)' section has a dropdown for 'Address Type' (currently set to 'Purchasing') and input fields for 'Address Line 1', 'Address Line 2', and 'City'. A welcome message at the top states: 'Welcome to the City of Madeira Beach New Vendor Registration Portal. Please fill out the required fields below and click Submit to complete your registration. You will receive a notification of success in this page after submission, followed by a confirmation email from Aclarian when the City of Madeira Beach approves you as a vendor.'

This section contains various preference and information fields. It includes a '1099 Form Delivery Preference' dropdown set to 'Email', an 'Email address to receive Digital Check' field, and a file upload button for 'Attach Vendor W-9 (max 10MB)'. Below these are several radio button questions: 'W-9 Applicable?' (selected 'Yes'), 'Applicable Tax Identification Number (TIN)' (radio buttons for 'EIN' and 'SSN'), 'Vendor is Incorporated?' (radio buttons for 'Yes' and 'No'), 'Engaged in a Trade or Business?' (radio buttons for 'Yes' and 'No'), 'Provides Medical or Legal Services' (radio buttons for 'Yes' and 'No'), 'Would You Like To Be Paid Electronically Via ACH?' (radio buttons for 'Yes' and 'No'), 'Receives Rent or Royalty Income' (radio buttons for 'Yes' and 'No'), and 'MBE (Minority Business Enterprise) Certified' (radio buttons for 'Yes' and 'No'). There are also radio buttons for 'Vendor Type' (selected 'Active', 'Prospective'), 'Include on Future Bid Opportunities' (radio buttons for 'Yes' and 'No'), and 'Provides Merchandise or Utilities' (radio buttons for 'Yes' and 'No'). A question at the bottom asks 'Do you have any existing business relationship with the City of Madeira Beach's its employees?' with a 'No' radio button selected. 'Submit' and 'Reset' buttons are at the bottom right.

Vendor Registration

ERP INTEGRATION

Name, Entity, Type,
W9, MBE

Vendor Form

Vendor Name *

Legal Entity Name *

Requested By
mfitzgerald@aclarian.com

AutoPay Default
System Default

W-9 Applicable? *

Include on Future Bid Opportunities?

Receives Rent or Royalty Income?

Provides Medical or Legal Services?

Provides Merchandise or Utilities?

Engaged in a Trade or Business?

Form 1099 Applicable?

Form 1099-NEC

Attach Vendor W-9 *

SELECT FILE

Vendor Type

Vendor is Incorporated?

Pay Electronically Via ACH? *

MBE (Minority Business Enterprise) Certified?

FORM 1099-NEC CONSIDERATIONS

FORM 1099-MISC CONSIDERATIONS

Address, Remittance
Address, Shipping
Address

Addresses (2)

Address Type

Address Line 1 *

City *

State *

Country

Zip Code *

I have an International Address

Remittance address is same as purchasing address

Address Type

Address Line 1 *

City *

Portal Configurations Management

Vendor Invoice Creation

-Select-

Users Groups

Vendor Registration Creation

-Select-

Users Groups



Contract Management Benefits

- Document Repository & Retention
 - Attach contracts & agreements, COI (certificate of insurance), amendments, etc. to vendor contract records
- Expiration Date Tracking
 - Set up notices and reminders and assign to a user or user group of a looming contract or COI expiration date
- Spend Monitoring
 - Associate purchase order(s) with a contract to track cumulative spend on POs against the total contract value
 - Configurable settings for disallowing purchase order creation in an amount that exceeds value of contract

Contract Management Benefits

Associate a Purchase Requisition with a Contract

Purchase Requisition

PO Type *

Itemized Services

Vendor Name *

Aclarian LLC (Q7W2NB69K9)

Address

4240 W Morrison Ave
TAMPA, FL 33629

☐ Annually Recurring ☐ Mark URGENT

Contract Available, Apply?

231 - Software and stuff

Set up Expiration Notification and Assign to a User or User Group

Includes Insurance Coverage Requirements?

☒ Yes

☐ No

Insurance Policy Start Date

Insurance Policy End Date

Description *

Set up Expiration Notification?

☒ Yes

☐ No

Select Number of Days *

Select

Assign Expiration Notification To: *

-- Select --



Purchase Requisition Management

- Purpose & Intent
 - Provide approval authority to pursue good or service; avoid “After-the-fact POs”
- Key Benefits
 - Ensure compliance with purchasing policy; select procurement method from dropdown menu and document and/or attach support
 - Encumber funds to maintain budgetary compliance
 - GL coding established for efficient invoice processing – multiple invoices could be associated with one purchase order
 - Communication tool with vendors – terms & conditions, spending limits, shipping addresses, etc.

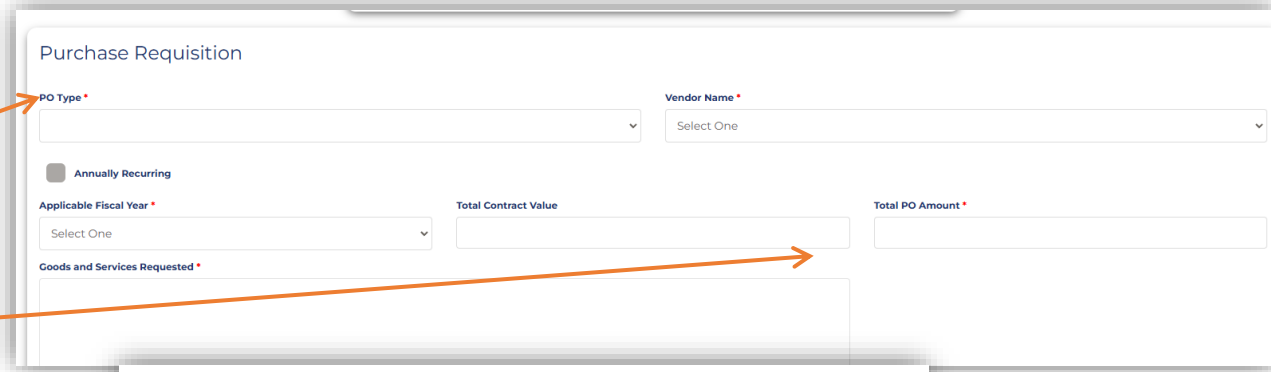
PO Process

Form Completion with
workflow approval:

PO Type, Vendor
Name, PO Amount,
Goods, Services

Procurement Methodology,
Threshold Limits, Support
Documents

Automatically email
completed purchase order to
vendor.....



Purchase Requisition

PO Type *

Vendor Name *

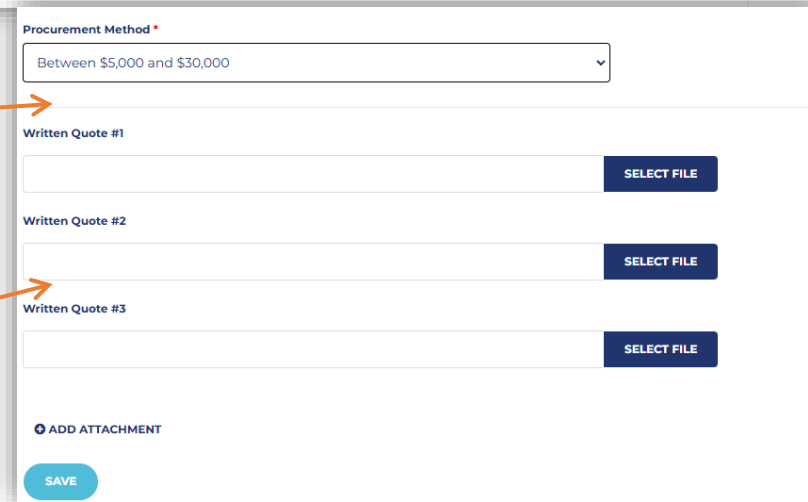
☐ Annually Recurring

Applicable Fiscal Year *

Total Contract Value

Total PO Amount *

Goods and Services Requested *



Procurement Method *

Written Quote #1

Written Quote #2

Written Quote #3

Purchasing

Purchase Requisition


✓ Workflow Started ————— ✓ First Approval ————— ✓ Second Ap

PO Process

Digital PO completed
with electronic
signatures

Digital Terms & Conditions on
back side

Vendor Logs in to Vendor
Portal to pickup PO



Purchase Order

Purchase Order No. 689

Date: 11/13/2024

Vendor Name: Aclarian LLC

City Contact: Andrew Laflin

Applicable Fiscal Year: 2025

Contact Email: alaflin@madeirabeachfl.gov

Description: Outsourced Finance Director/Treasurer services ERP software subscription fees Auto-Pay payment processing fees Software enhancements - development costs (as needed)


Services


Service	Service Charges
Software enhancements - development costs	\$15,000.00
Auto-Pay payment processing fees	\$3,500.00
Software subscription fees	\$38,000.00
Outsourced Finance Director/Treasurer services	\$98,400.00
Total	\$154,900.00

Grand Total: \$154,900.00

City of Madeira Beach, Florida

Finance Department
300 Municipal Drive
Madeira Beach, Florida 33708


Approved by:

Name: Andrew Laflin
Title: Finance Director
Email: alaflin@madeirabeachfl.gov




Home

New Vendor Registration

Add Invoice ▾

 Log In

 Profile Setup



Invoice Processing Efficiencies

- Optical Character Recognition (OCR)
 - Use of AI to scan contents of information and auto-fill fields within invoice form
- Robotic Process Automation (RPA)
 - Incorporate AI automation to retrieve an invoice from a dedicated A/P email account and create an invoice process in the ERP system
- Vendor Portal Submission
 - Vendors submit invoices via online portal with automatic feed into ERP system
- Flexibility for Different Invoice Processing Options
 - P-Card transactions, single invoice without a PO, single invoice with a PO, multiple invoices to same vendor, multiple invoices to multiple vendors in batch processing, invoice processing but do not produce a payment, employee travel reimbursement, employee tuition reimbursement

Invoice Process

Form creation:

Invoice OCR Scan to
eliminate data entry:
Invoice #, Description,
Amount.....

CREATE INVOICE APPROVAL FROM INVOICE USING DOCUMENT INTELLIGENCE

Search Order

Search by PO # or Vendor

OFF QUICK TUTORIAL

Invoice Approval Form w/PO

PO Number

Original PO Amount

Remaining Balance

Invoice # *

Short Description (Memo Field on Check - 50 characters max) *

0/50

Attach Invoice, Save and
Submit

Drag and drop file here

or

Browse for file

SAVE

Invoice Process

Vendor self service

Vendor logs in to
Vendor Portal

Vendor keys in Comments,
Fiscal Year
Month

Vendor attaches Invoice, Save
and Submit

The screenshot shows a web browser window with the URL `madeirabeachinvoicing.aclarian.com/vendor-invoice`. The page has a header with the ACLARIAN logo, navigation links for Home, New Vendor Registration, and Add Invoice, and buttons for Log In and Profile Setup. The main content area is titled "Vendor Invoice Submission" and includes instructions for invoice submission. A checkbox labeled "Is there a Purchase Order associated with this invoice?" is checked. Below this are input fields for PO Number, Contact Email, Contact Name, Invoice Number, Invoice Date (with a date picker icon), and Invoice Amount (with a dropdown arrow). The form is styled with a light blue and white color scheme.

This screenshot shows the "Invoice Description" section of the form. It features a large text area for the description, a button labeled "Add Attachment/s (upto 45MB)", and a legend indicating that an asterisk denotes a required field. At the bottom are "Submit" and "Reset" buttons. The form is styled with a light blue and white color scheme.



Payment Processing Efficiencies

- Vendor & Payment Classifications
 - Vendors categorized as ACH, payment card, or check recipient; vendor directed registration options
- Auto-Pay Option for Check Processing
 - Auto-pay feature that automates check printing and mailing process out of a dedicated location – API integration to/from ERP
- Bank & Payment Card Provider Integration & Configuration
 - Set configuration for frequency of automatic file submissions: ACH Nacha file, payment card data file, positive pay file
 - Entirely eliminate manual intervention (manual import/export & upload)

Payments

Traditional Practices:

Thursday Check Run
via Check Batch
Processing

Assign Check Number,
Print Checks, Stuff
Envelopes
Stamp and mail

Check Batch Processing

Note: When combining more than 5 checks to the same vendor, the stub will print on multiple pages.

X PRE PRINTED CHECK

BATCH CHECK RUN ASSIGN CHECK NUMBER PRINT CHECKS

Page Size: 20

	View	Sources	Vendor	Invoice Amount	Invoice Number	Check No	Combine	Status
<input type="checkbox"/>		Check Request	UNIFIRST CORPORATION	\$335.62	3070188305		No	New
<input type="checkbox"/>		Invoice Approval Form w...	TRACTOR SUPPLY CREDI...	\$149.99	017905		No	New
<input type="checkbox"/>		Check Request	CRAIG A. SMITH & ASSO...	\$19,340	2746		No	New
<input type="checkbox"/>		Check Request	SYNERION USA INC	\$118.74	SaaS-100247		No	New
<input type="checkbox"/>		Check Request	CITY ELECTRIC SUPPLY CO	\$5.96	L4BE22		No	New
<input type="checkbox"/>		Invoice Approval Form w...	SOUTHERN SEWER EQUI...	\$258.12	82905		No	New
<input type="checkbox"/>		Check Request	GLADES COUNTY BOAR...	\$3,250	3225			

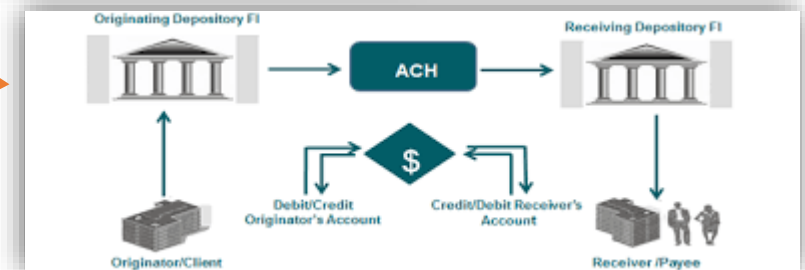
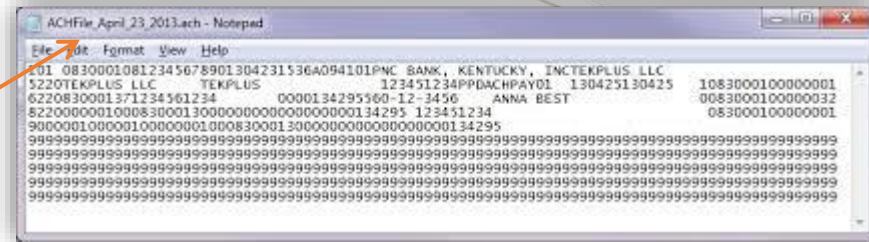


ACLARIAN LLC

ACH & Payment Card Processing

Vendor provides Bank
Routing Number and
Voided Check

<p>Would You Like To Be Paid Electronically Via ACH *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Receives Rent or Royalty Income</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>MBE (Minority Business Enterprise) Certified</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Bank Name *</p> <p><input type="text"/></p> <p>Account Type *</p> <p><input type="text"/></p> <p>Account Number *</p> <p><input type="text"/></p> <p>Add Attachment/s (upto 30MB)</p>	<p>Do you have any existing business relationship with the City of Madeira Beach's Office or its employees?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Bank Type *</p> <p><input type="text"/></p> <p>Routing Number *</p> <p><input type="text"/></p> <p>Attach Voided Check (max 5MB)</p> <p>Choose File No file chosen X</p>
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Centralized Policy & Procedure Portal

Policy & Procedure Documentation

Procedure Form

☒ New Procedure ☐ Revision of Existing Procedure

Requested By
alafin@aclarian.com

Procedure Name Procedure Number

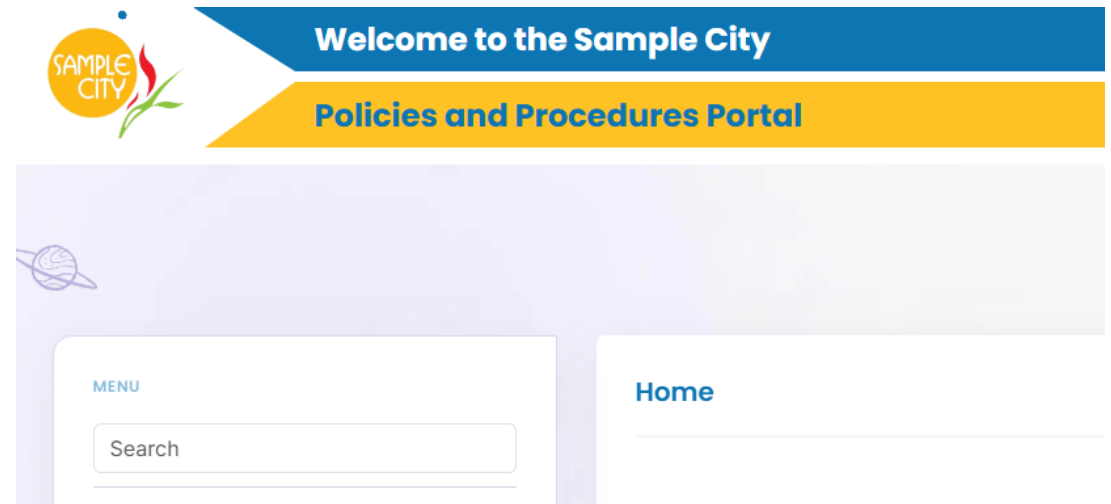
Procedure Content

Paragraph **B** *I*

Related Policy:

Drag and drop file here

Repository on an Online Portal with Search features



Technology Benefits

Leveraging technology in vendor management streamlines processes, enhances efficiency, and improves decision-making by automating tasks, centralizing data, and facilitating better communication and collaboration, ultimately leading to cost savings and risk reduction.

Examples of Technology in Vendor Management:

- Vendor Management Software (VMS)
- Vendor Portals
- Automated Contract Management Tools
- Risk Management Platforms

THANK YOU

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