



TriSys Vendor Management System (VMS)

Executive Overview

The recruitment and management of staff requires close collaboration between employers and their suppliers, as well as the ongoing management of multiple activities and complex business procedures. Our TriSys Vendor Management System manages all the information and processes throughout the entire recruitment lifecycle, including sourcing, tracking, selecting, managing and retaining temporary, contract and permanent staff.

TriSys VMS is a browser-based web application that helps simplify, streamline and control the recruitment processes, dramatically improving your effectiveness and efficiency, while lowering costs. Whether you offer a master vendor service, or a vendor neutral service, you can measure and report on the entire hiring process, highlighting supplier performance, cost savings, time-to-hire and cost-of-hire metrics, to ensure your clients recognise the tremendous value-added services you are providing, thereby enabling you to extend your relationship with your clients, increase revenues, and monitor profitability on a client-by-client basis, with far fewer staff required to administer the processes.

And your clients indirect recruitment on-costs are also greatly reduced, making Vendor Management a truly profitable added-value service for both you and your clients, turning it into a profit stream that enables you to protect your clients from your competitors.

Optimum Sourcing

- Monitor, measure, and control staffing costs and processes for each area of the business in one system
- Monitor supplier performance and candidate quality to determine the best sourcing strategies
- Create consistent processes that enforce contractual PSL agreements and gain control of maverick expenditures
- Utilize our tiered distribution methodology to offer vacancies to preferred suppliers first, but then quickly reach all the best candidates through many tiers of suppliers until the vacancies are filled

Financial Management

- Enforce margin policies and report on profitability at all levels
- Predict and control your clients' requirements
- Prompt staff to extend bookings and trigger replacements
- Greatly reduce the personnel required, typically by half, and eliminate the need for dedicated on-site personnel
- Reconcile billing instantly and provide consolidated invoices in a timely manner
- Provide online approval and payment methods to ensure prompt payment of high value invoices

Risk Management

- Eliminate duplication of effort through consistent communications to suppliers and tracking candidates
- Track and manage allocation of resources to starters and leavers e.g. security badges, computers, phones, etc.
- Deliver timely reminders to relevant personnel through automated notifications prior to start and end dates
- Eliminate IT resource needs by providing a hosted and supported service.



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Connecting Processes

TriSys VMS streamlines all phases of recruitment from end-to-end:

Set-Up Configuration and Branding

- The system can be quickly and easily configured with different templates and workflows for each business area
- The look and feel can be re-branded to suit each client, including fonts, backgrounds, logos, language and graphics
- TriSys VMS' hosting services ensures the system is quickly and cost-effectively deployed and supported

Requisition Management

- Standard requisition templates can quickly and easily generate vacancies with pre-filled requisition-specific information e.g. rates
- Approvals are obtained very quickly by automatically initiating multi-stage approval processes
- Enable hiring managers to specify skill requirements as mandatory or desirable for improved supplier candidate submissions

Sourcing

- Distribute vacancies sequentially to PSLs tiered by job type, geography and preferred status in cascading fashion until the requirement is filled
- Enable suppliers to provide information required for specific job requirements and submit candidate profiles with attached CVs
- Limit the number of candidates each supplier can submit
- Immediately warn of possible duplicated applications

Qualification & Selection

- Quickly review candidate skills in a standardized, easily comparable fashion
- Selection processes can be configured to include CV reviews, tests, interviews, references, etc
- Record interview feedback and rejection reasons

Offer Management

- Configure sign-off processes, for approval on terms, rates, start and end dates etc
- Produce documentation as required to confirm placements

Starter Management

- Notify all relevant personnel of the resource requirements of a new starter

Placement Reviews

- Configure questionnaire forms and time periods for follow-up review of placements
- Prompt Line Managers and staff to complete customised review forms
- Track all current and historical information about a placement



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Time & Expense

- Allow candidates to enter time in a user-friendly environment that requires virtually no training
- Prompts the line manager to approve timesheets in accordance with configured workflow
- Share timesheet information and proforma invoices with clients and suppliers for faster approval cycles
- Configure overtime rate scenarios for each candidate through flexible pay and bill rules and configurations
- Automatically route time and expense information to the invoicing system
- Capture, process and manage all time card and expense information
- Produce consolidated invoices to the customer's specification

Payments & Invoicing

- Reduce errors through automated tracking of time and expense, and billing and invoicing information
- Reconcile billing instantly
- Create payables reports identifying expenditures by candidate, supplier, department, project, etc.
- Integrate with existing sales and purchase ledger processes
- Monitor costs and margins and compare to budget for contract costing analysis
- Make online adjustments, even after approvals
- Streamline reconciliation and payments

Reporting

- Access comprehensive expenditure analysis
- Quickly generate reports on variances of costs versus budget, negotiate better rates, or review detailed expenditure/margin by category, project or expense
- Calculate churn rates for more predictable forecasts
- Save time generating reports by instantly running standard or ad hoc, graphical or tabular reports



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Connecting People

Who benefits from streamlining recruitment processes? Everybody!

Finance

- Realise a rapid return on investment - in months not years
- Seamlessly receive account payables information for automated matching and processing
- Monitor financial and invoicing information for better overall financial control

Procurement Managers:

- Reduce staffing costs through optimum sourcing strategies
- Centralize staffing information and standardise processes
- Improve supplier management, communication and collaboration
- Gain enterprise-wide control over expenditure and enforce contractual agreements

Human Resources

- Receive higher quality personnel faster
- Enforce recruitment policies both externally and internally
- Access detailed progress information for all open vacancies
- Monitor supplier performance and review PSLs
- Compliance with all Employment-related legislation

IT Department

- No software deployment required to servers or desktops - only Web access required to our external hosting services
- No security or virus problems can arise
- IT can focus on core systems

Hiring Managers:

- Fill positions faster with better qualified temporary or contract staff
- Save time defining job requirements and administering to candidate qualification
- Secure approvals quickly without having to chase requirements through the system

Staff

- Utilise an easy online portal to record all time and expenses
- Provide access to all contractual and financial information
- Further extend to a full self-service personnel records system
- Comply with Data Protection legislation

Agency Suppliers:

- Reduce staffing costs dramatically through streamlined processing time and faster payment cycles
- Respond to vacancies more quickly due to instant notification with detailed skill and personnel requirements
- Accelerate requisition and extension approvals through automated process drivers
- Rest easy as starter logistics are automatically tracked
- Save time and expense with streamlined billing and invoicing that reduces reconciliation time, eliminates errors and facilitates faster automated payments



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Interfaces

- TriSys VMS is an 'open system' that can be easily integrated to other open systems
- As standard it already has interfaces to Web sites and Internet Jobboards
- Similar interfaces to HR, Procurement, and Accounting/Payroll systems can be provided on request