

Vendor Document Management

Managing vendor data can be a difficult, time-consuming process.

During a project, potentially thousands of documents from hundreds of vendors need to be managed efficiently. For the contractor, processing, tracking and reporting on these items has traditionally been a manual, resource-intensive process – involving various spreadsheets, email and internal systems.

A system that reduces complexity, improves data capture and increases control can help address these challenges. And getting it right can help meet deadlines, drive down cost and control risk.

Recognize these challenges?

- › Compressed timelines
- › Inefficiencies due to manual processes across multiple systems
- › Needing more and more resources to cope with the volume
- › Incomplete capture of documentation
- › Difficulty providing timely and accurate reports
- › Time lost chasing supplier document submissions
- › Lack of visibility into supplier performance
- › Disputes over what was sent, received or agreed.

Aconex can take the headache out of vendor document management.

Simplify & automate vendor document management with Aconex

Developed with industry input and experience, the Aconex Vendor Document Management solution provides a secure, central platform for asset owners, project managers and engineers to manage vendor data.

Benefit from:

Full capture of vendor information

- › A single platform for the efficient capture, management and control of vendor documentation and correspondence between all parties
- › All parties benefiting from the same efficiencies, assisting supplier adoption.

Increased speed & efficiency

- › Fully integrated within the Aconex collaboration platform — no need for software, additional hardware or extensive training
- › Intuitive design and administrative task automation create a fast, efficient process. Increases accuracy and reduces the need for data entry when receiving documents.

Increased control & visibility

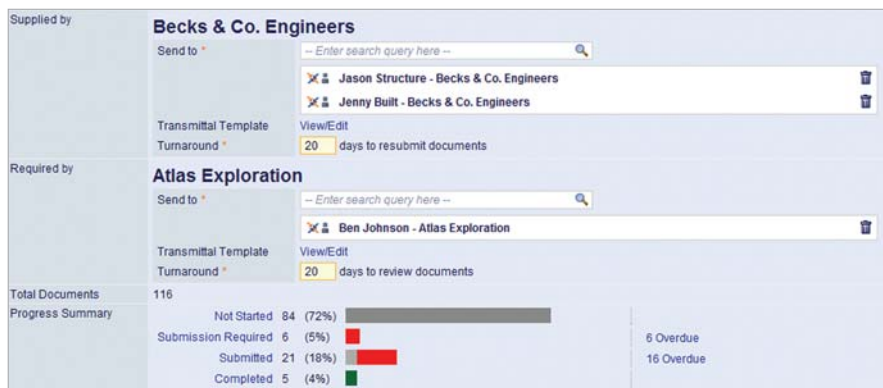
- › Extensive reporting of all captured project information gives real-time visibility to vendor document package status, overdue documents and supplier performance. Identify and act immediately on potential issues.
- › Vendor data information is securely captured for full and timely provision at handover.

Powerful features make managing vendor data easy

Smart use of automation

Automate manual document management processes to increase accuracy and speed.

- › Automated calculation of due dates and statuses
- › Automated submission of documents to the right people
- › Automated reporting on who currently has each document.



The graphical package display summarizes the progress of all documents

Transparent tracking and visibility

Stay up to date with real-time, on-demand reporting on the status of any package or document.

- › Search and report across multiple packages
- › Run detailed document-level tracking
- › See graphical reports to easily identify the progress or delays of packages and documents.

Package Number	Description	Required By	Supplied By	Percent Completed
4028-A-12042	Compression (Process)	Atlas Exploration	Becks & Co. Engineers	0%
4028-A-12043	Tanks	Atlas Exploration	Cape Works	5%
4028-A-12046	Manifold	Atlas Exploration	Globo Engineering	50%
4028-A-12047	Separation System M&E	Atlas Exploration	Gulf Wide Consultants	9%
4028-A-12049	Subsea Piping	Atlas Exploration	Elan Engineering Industries	0%
4028-A-12053	Offshore General	Atlas Exploration	Heist Civil & Structural Engineers	0%
4028-A-12063	Roadworks	Atlas Exploration	Heist Civil & Structural Engineers	8%
4028-A-12068	Wellhead Piping	Atlas Exploration	Elan Engineering Industries	0%
4028-A-12069	Gas Treatment Plant	Atlas Exploration	Becks & Co. Engineers	4%
4028-A-12074	Structural Topside	Atlas Exploration	AT & E	8%
4028-A-12075	Critical Layout Gas Treatment	Atlas Exploration	AT & E	0%

Quickly and easily visualize the progress of multiple packages of documents

Confidence in security and access control at every stage

Know that information and correspondence will be received by the right people in a secure and timely manner.

- › The single, online platform ensures that information is securely available anywhere, any time. All users need is internet access and an Aconex password
- › No file size limits or restrictions
- › Control who can access and administer document packages.



Aconex means fast implementation and included global support. Our neutral platform drives unmatched levels of adoption on projects. Contact us to find out how easy it is to take advantage of our advanced project solutions.

aconex.com

Project success. Easy as

