

# Conduct The Right Diligence At The Right Time

The **Due Diligence Module** ensures that your company has a consistent & reasonable approach to vetting its vendor relationships — especially if the vendor is providing a core business function or has access to non-public confidential information.

...And Not Just At the Onset Of The Vendor Relationship  
It's not enough to perform diligence during the initial vetting stage. We've seen it happen too often — a company goes bankrupt out of nowhere, key management leaves, the company shifts its product or service focus. Conducting diligence throughout the relationship — especially with your critical vendors — is key to avoid being blindsided.

## Sounds Like A Lot Of Time, Effort & Paperwork...

No one said it was fun! As mentioned above, the two keys to getting through it are:

### Be consistent

Don't reinvent the wheel each time. Have a standard set of diligence review templates that your company uses. The more you can automate the process, the more quicker and smoother it will go.

### Be reasonable

Do enough diligence necessary to make you feel comfortable with the vendor's ability to perform their expected role. If you are a bank and seeking a vendor to handle your online banking infrastructure, then the diligence review will be extensive, exhaustive & thorough — whereas a company that handles brochure printing would not be subject to the same amount of diligence.

One way of being "reasonable" with your diligence approach is to conduct diligence proportionate to the vendor's perceived risk. The greater the risk, the more diligence should be conducted.

### *Features Included:*

- Perform unlimited diligence reviews
- Create unlimited diligence templates
- Export diligence reviews to Excel
- Save due diligence details page to PDF
- Create up to 10 custom diligence review fields
- Upload unlimited diligence-related documents, such as privacy policy, reference list & financial statements
- Receive email alerts for upcoming diligence reviews & those needing approval
- Create unlimited due diligence reports
- Create diligence review committees that can approve/reject submitted reviews

