



All your vendors...just one click.

No more fumbling around shared drives searching for documents or having to wade through an Excel worksheet only to find out your vendor information is either out of date or has been updated in another location.

VendorRisk's **Vendors Module** makes it easy to find exactly what you need quickly. Any user can quickly grasp who the vendor is, what they do, who's responsible for them, and how well they've been managed and monitored.

Each vendor has their own page that details:

- Basic info** — name, status, phone, fax, addresses, assigned owner
- Third party documentation** — expiration date, related info & links to documents
- Insurance policies** — expiration date, related info & links to documents
- Contacts** — name, title, phone, email & notes
- Due diligence reviews** — review frequency, next review date, links to past reviews
- Risk assessments** — review frequency, next review date, links to past reviews
- Performance reviews** — review frequency, next review date, links to past reviews
- Incidents** — list of previous incidents for this vendor
- Competitors** — name & notes of possible replacements for this vendor
- Documents** — general documents uploaded for this vendor, such as privacy policy
- Comments** — users can post quick notes on the vendor

Features Included:

- Store up to 1000 vendors (more vendors are available for an additional yearly fee)
- Import your vendors from Excel (CSV)
- Export your vendors to Excel
- Save vendor details page to PDF
- Create up to 10 custom vendor fields
- Upload unlimited vendor documents
- Receive email alerts for upcoming review dates & upcoming insurance and third-party documentation expirations
- Create unlimited vendor reports

Use as your vendor contacts rolodex

You can enter multiple contacts per vendor — such as Account Manager, Tech Support, Project Manager. Quickly find a contact's info by searching for their name in the global search box. Or create a custom report that lists your vendors and their contacts.

Keep your important vendor documents up-to-date

With VendorRisk, you can upload important vendor documents, such as proof of insurance, SSAE 16 or SAS 70 and specify expiration dates, and you'll receive email reminders leading up to the expiration date, so that you can contact the vendors and request the latest versions.

[Learn more about VendorRisk & how it can help your company](#)

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