Microsoft
GOLD CERTIFIED
Partner

Project
Vendor Data
Management

QVDMS
Vendor Data Management
System for Projects

▶▶▶▶▶ Expedite Vendor Data with QVDMS

QVDMS

## Information Management Solutions for the Construction Industry

Project Vendor Data Management System

Introducing QVDMS

Late receipt of vendor data and/or the slow review of received vendor data is often the cause of significant delays in the Engineering design process.

QVDMS is designed to ensure that expediting of vendor data is routine and that the review process is tightly controlled. As with the QDMS Drawing Management System, all movements of documents are monitored via transmittal.

Using a standard library of vendor data requirements, vendor data schedules for vendors can be generated quickly and easily. This feature also encourages the use of standard terminology across all orders/packages. By selecting vendor data requirements from a pre-established library, items are less likely to be omitted.
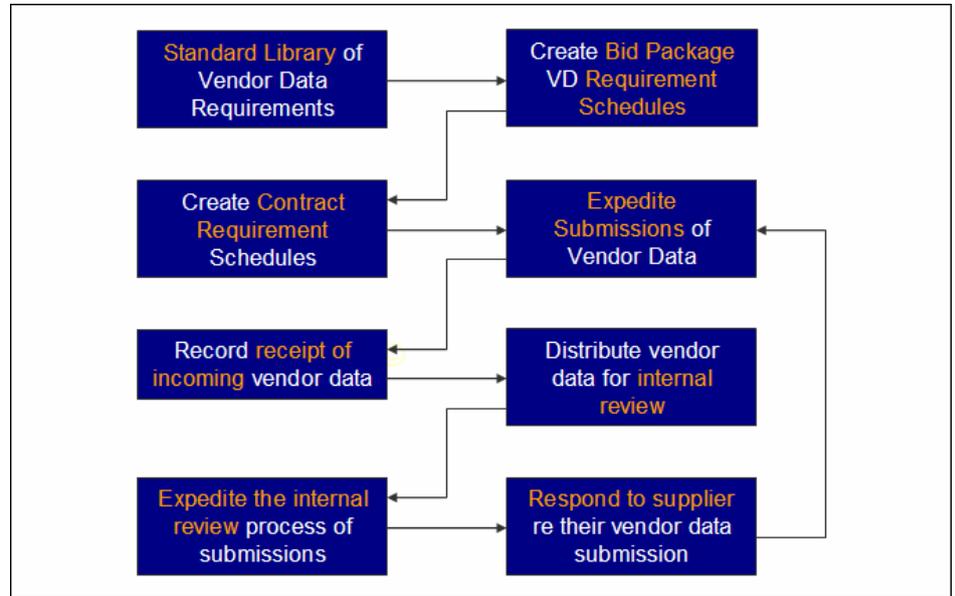
By establishing milestones, the dates for planned receipt of vendor data are calculated by QVDMS for all items. Expediting reports can then be generated routinely or by exception.

QVDMS manages the receipt of vendor supplied documentation and importantly, makes the relationship between vendor documents received, and the vendor data requirement schedule via a many to one or one to many relationship.

Submissions received are easily circulated for review and expediting tools ensure the review process is carried out in a timely manner.

The response back to the vendor is coordinated via QVDMS and the loop is completed. The re-submission process if required, is managed in the same way.

In summary, QVDMS is a tool to ensure vendor submissions are received according to schedule requirements and the review process is completed to meet contractual commitments.

What is Vendor Data?

Vendor Data is defined as the documentation that must be supplied by vendors as part of a contract to supply one or more items of equipment.

Vendor Data is most commonly supplied progressively. Quality plans for example might be required even as part of the bid package. Design drawings may be required just a few weeks after order placement for review. Operating manuals and spare parts lists may only be required later in the contract prior to delivery of the equipment.

Vendor Data is defined in terms of requirements and submitted in terms of documents and drawings against those requirements.
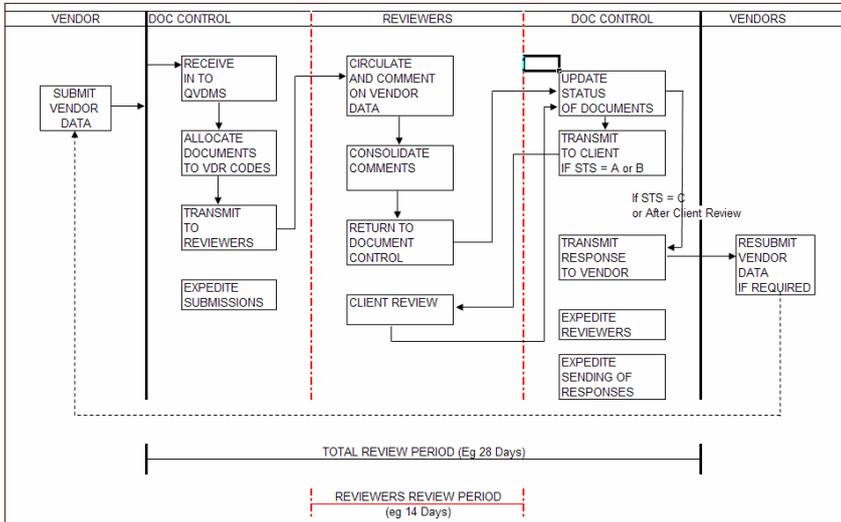
Late delivery of vendor data has the potential to seriously affect the project schedule and vendor data is traditionally an area that is managed poorly.

QVDMS

Information Management Solutions for the Construction Industry

Project Vendor Data Management System

Purpose of QVDMS

The purpose of QVDMS in regard to vendor data management can be summarised as follows:

- Expediting the submission of vendor data from suppliers

- Expediting the internal vendor data review process

To achieve this purpose, QVDMS provides the means to:

Create vendor data requirement schedules.

- Process incoming vendor data.

- Distribute incoming vendor data for internal review.

- Manage the internal review process.

- Manage the response process to suppliers.

Features and Benefits

QVDMS provides the capacity to:		Which deliver benefits:	
>	Create a company based **library of standard vendor data** requirements.	>	**Standardisation** of requirement schedules across projects.
>	Use a standard library to quickly create project based **requirement schedules** for use with requisitions.	>	**Increases productivity** of engineering staff in creating requirement schedules.
>	**Expedite the submission** of vendor data from suppliers.	>	**Reduces the risk of delays** caused by late receipt of vendor data.
>	**Manage the receipt** of vendor data against requirements.	>	Increases productivity of document controllers.
>	**Manage the distribution** and internal review of vendor data.	>	Reduce the risk of delays caused by the slow distribution of vendor data.
>	**Expedite the internal review** process to ensure contract review periods are achieved.	>	Reduces the risk of delays caused by the late review of vendor submissions.
>	**Manage the response** to the supplier re vendor data submissions.	>	Maintain an **accurate audit trail** of all transactions re Vendor Data submissions and reviews.

QVDMS

Information Management Solutions for the Construction Industry

Project Vendor Data Management System

Standard Vendor Data Requirement Library

The vendor data library stores standard vendor data items grouped by category. Use of a standard library both standardises the use of VDR Codes on the Vendor Data requirement schedules and speeds up the process of creating these schedules. Lead times for the supply of vendor data can also be allocated to each category item.

The Standard Library in QVDMS can be set up as project specific or global. In the latter case the one Standard Library services all projects that access the global library.

Vendor data library items are grouped by categories, which are just logical groupings of vendor data items. Examples are:


- **Categories by Document Types:** Calculations; Drawings; Installation and operating manuals; Procedures; Quality Procedures; Schedules; Test reports; MAR's etc.

- **Categories by Equipment types:** Pumps; Pressures vessels; Heat exchangers; Separators; Tanks etc.

QVDMS also supports the use of standard milestones and uses the fixed reference point of the purchase order **award** date for conversion of all milestones into actual required dates when orders are placed. Milestones are used to simplify the process of allocating scheduled dates to VDR items when generating a supplier VDR.

For example, if a final inspection and test plan is always required 2 weeks before testing, it is simple to define the required date as -2TEST and then define the testing milestone (TEST in this example) as 20A, which is 20 Weeks after award (assuming the award milestone is A). This enables any required vendor data to also be related to the testing date.
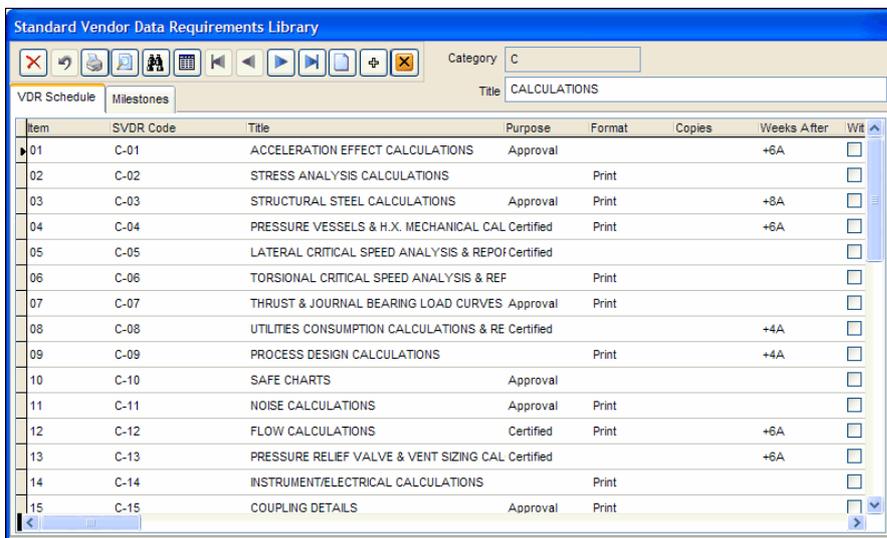
Vendor Data Requirement Schedules
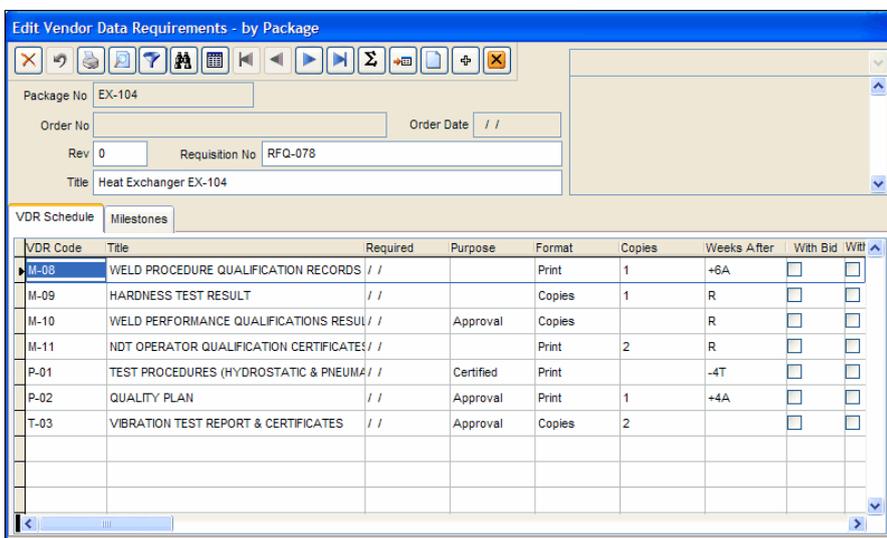
A vendor data requirement schedule is an itemised list of vendor data requirements for a package or requisition.

Generally the vendor data requirements are selected from the standard library for both speed and accuracy purposes.

Initially the VDR schedule is defined as "Pre-award" so it can be included as part of a bid package document.

Once a contract is awarded, the status changes to "Post-award" for ongoing control.

Against it each vendor data requirement (VDR) it is possible to define:

Purpose: This is typically used to distinguish between issues of vendor data as preliminary and certified.

Format: Used to specify the format in which the vendor data is to be supplied.

Copies: Used to specify the number of copies to be submitted.

Weeks After: Used to specify when the vendor data is required in relation to defined Milestones. 4A for example indicates that this item is required 4 weeks after award milestone. –2D would mean two weeks before delivery.

With Bid: Preliminary data to be submitted together with the bid.

With MDR: To be submitted together with the Manufacturing Data Record.

**With IOM**: To be submitted together with the Installation and operating manuals.

Details: Details associated with this VDR Code.

Response Period: Days required for a response.

Receiving Vendor Data

The first phase of the vendor data control process is to set up vendor data requirement schedules. Once contracts are awarded, required by dates are automatically allocated to each vendor data requirement and submissions can be expedited against these dates.

The second phase in the vendor data control process is to receive vendor data and distribute it for review. QVDMS supports such advanced features as auto numbering of incoming vendor data as well as capturing the vendors document numbers. On receipt, QVDMS immediately starts monitoring how long the vendor data has been with you for review to ensure that contractual obligations on response times are met.
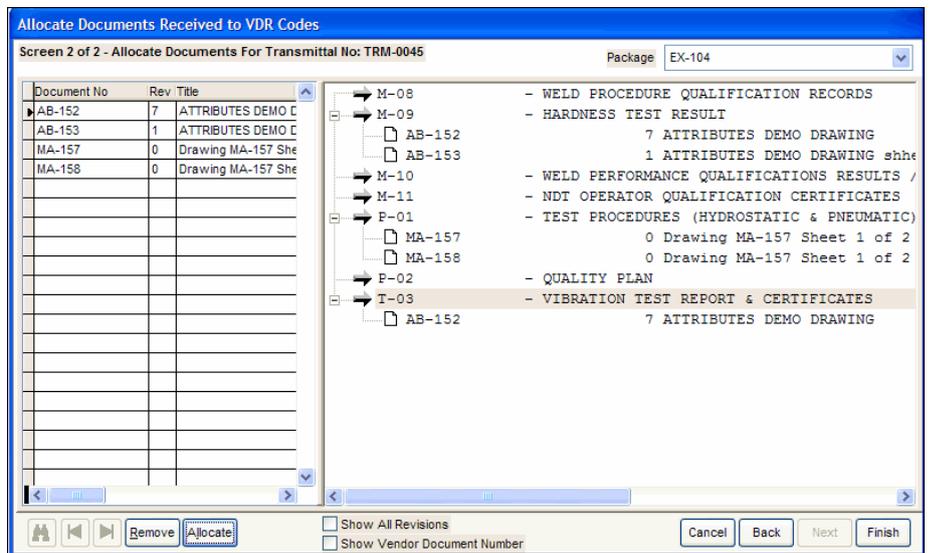
While receiving vendor data, QVDMS forces the user to relate vendor documentation to the purchase order or contact that it relates to. The system does not however require that the vendor data received be linked to the requirements schedule at this stage. This is to ensure that the vendor data received can be quickly distributed to circulation lists without hold ups. The allocation of vendor documents received to vendor data requirements is however a key element in the QVDMS system but this can be performed at any stage within the review period.

Project Vendor Data Management System

Internal Review Process

Once incoming vendor data has been recorded as received, it can be issued under transmittal for internal review using predefined circulation lists and the transmittal engine of QDMS. This is a very simple process and is largely automated with no need to re-key document numbers. On the internal review transmittal it is possible to identify a team leader and even the sequence in which the review is to be performed.

Tracking of user comments to the internal review or squad check is included in the system and expediting of circulation list members to ensure they complete their review within the time period allowed is made easy.

During, or at the end of the review process it is necessary to allocate the vendor documents received and reviewed to the vendor data requirements schedule. This important link enables expeditors to better communicate with vendors as they can see at a glance what is outstanding and have the information about exactly what has or has not been submitted. A single vendor document can be allocated to multiple vendor data requirements if necessary.

System Overview

QVDMS provides a unique single *system overview* screen to display the following information on a per contract/order basis:

- **Incoming Documents:** This displays a list of all *Assigned* vendor documents with their related vendor data requirements. This is vendor data that has been received and allocated to the requirement schedule. The same screen also displays a list of *Un-Assigned* vendor documents. These are documents received that have not yet been allocated to the schedule for whatever reason.

- **Distributions:** The Distributions section of the system overview has four page frames. A *Summary* page lists the transmittals or squad checks that have been performed for vendor data submitted for the purchase order/contract. The *Detailed* page lists the documents on each of these transmittals or squad checks. The *Circulation* lists page shows who was involved in each of these squad checks and, the *Responses* page shows the responses sent back to the vendor.

- **VDR Codes:** The VDR Codes section lists the vendor data requirements schedule. Against each requirement it is simple to see at a glance the date on which the latest documents for this requirement were received, whether they have been reviewed and if there has been a response to the vendor.

The system overview is typically used by engineers, document controllers and expeditors to see the current status of vendor data on a per contract basis.

QVDMS

Information Management Solutions for the Construction Industry

Project Vendor Data Management System

Expediting

The expediting module of QVDMS enables fast and efficient expediting of:

- Vendor Data Submissions due by X where X is a user entered date (e.g. a date 1 week hence from the current date) which would show all vendor submissions due in the next week.

- Vendor Data Submissions overdue.

- Vendor Data Received but not circulated for internal review which shows all vendor data stuck in document control awaiting distribution.

- Vendor Data Received and internal review in progress but not completed.

- Vendor Data Received and internal review in progress and required to be completed due by X where X is a date. This shows all reviews to be completed by the end of next week for example.

- Response to supplier re Vendor Submission overdue.

Summary

- Definition of a standard library of vendor data requirements grouped into categories for use on all projects.

- Generation of vendor data requirement schedules for packages and/or purchase orders/requisitions.

- Reports for the expediting of upcoming or overdue submissions of vendor data.

- Management of the receipt of vendor data.

- Control of the internal vendor data review process.

- Reports for expediting of the internal vendor data review process.

- Management of responses to vendors in regard to submissions.