

**4 steps** to improve the  
management of supplier due  
diligence and accelerate  
**business growth**



## Introduction

For 20 years, we've been helping food businesses improve the management of their due diligence documentation. The consistent challenge when dealing with compliance is that it's always been complex, time consuming and perceived as a burden.

We've put together this booklet to show you how the management of compliance no longer needs to be the arduous task that makes the whole industry groan. Not only that, we're also going to explain how you can use it as a powerful business development asset in four easy steps.



# 1 Identify what's not working

- Do you know everyone in your supply chain?
- Are they all approved to supply?
- Where exactly are your products coming from?

Everybody has a process in place, but is it really working? If your business can't quickly answer these questions, then you'll be asking yourself the same thing.

In managing due diligence effectively across the supply chain, all of our discussions begin by addressing the limitations of the existing processes that companies currently struggle with.

### Paper records

We see a lot of companies still relying on paper documentation. This is such an inefficient method because it's expensive and subject to human error. Worksheets and paper can get mislaid or lost in transit. Storage is also a problem, requiring rooms of filing cabinets, and trying to access anything that's locked in a folder is time consuming no matter how thorough your indexing may be.

### Excel

All it takes is for an Excel novice to make a mistake and the whole sheet is ruined. It's also very internally focussed as the only way others can access and contribute to the data, is if you send them a copy of the file. This creates a big risk of file duplication resulting in different people working from different versions. Apart from this, what really makes Excel a risky option is the fact that it's a snapshot in time - no sooner has it been updated than it's out of date again.

### The development of an internal IT solution

You could build some sort of supplier management system in-house, but is that really a wise investment? For a start it requires constant maintenance, either by a new IT resource you're going to have to hire, or by an expensive 3rd party support team. Again, it's also very internally facing as it relies on the data you put in, and it won't always work in harmony with any other datasets. Finally, is it cloud based, which would allow other people to access and update information, people like your suppliers and customers?

If you can recognise any of these shortfalls in your operations, you've already taken the first step towards transforming your supplier approval process.





## 2 Centralise your dialogue with suppliers through a dedicated, cloud based software solution.

The only way to accurately manage your supplier due diligence is through the right bit of software and it's got to be cloud based. Digital management instantly cuts costs in document storage and printing and greatly reduces the risk of human error.

### The merits of cloud based solutions

When managing supply chains, however complex, the ability for multiple users to log in and access a centrally managed system from anywhere in the world is vital. It prevents duplication, as once data has been added by one user, it's there in the system for anyone to instantly see, whether they are a customer accessing the information they require, or a supplier or grower uploading the documentation that you have requested. Cloud is the only solution that truly connects your entire supply chain.

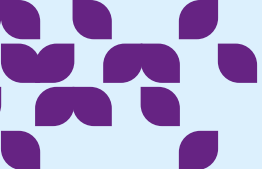
Simply having a system like this in place greatly reduces your admin burden, but this can be elevated even further with our **Greenlight Supplier Management system**. By connecting with your supply base through our cloud

based platform, you can also transfer some of the administrative responsibilities down the supply chain, by allowing suppliers to manage their own due diligence and the responsibility of supplying compliance documentation.

The job is made easy even for your suppliers, who simply log in and upload the documentation you require, and because the system's cloud based, this information can be submitted and accessed from any location. It's then there and ready for you to access when you need it, and just to prevent any slippage, automatic notifications will alert you of any impending expiry dates, like certification, allowing you to request updated documentation from whoever you need, whenever you need it.

Unlike excel, or even an internal custom built solution, a program like **Greenlight Supplier Management** is a living breathing system which is constantly updating, based on the information your suppliers are inputting. You can be absolutely certain that the data you're receiving is current and accurate. And because it's hosted in the cloud, the data is accessible by anyone one you wish, ultimately allowing you to identify everyone in your supply chain, whether or not they're all approved to supply and exactly where your products are coming from - all in just a few clicks.





## 3 Integrate with validated third party data sets

So, by implementing a cloud based supplier approval system, you've got a firm grip on your supply base where you can quickly and easily see who's in it and what their approval status is. You're even shifting some of the administrative work back down to your supply base. The task of managing supplier due diligence has suddenly become a whole lot simpler, but can it get even easier?

Yes it can – with **Greenlight Supplier Management** you can also integrate with large third party data sets making even the basic task of data entry and record look-up quicker for both you and for your suppliers.

### GLOBALG.A.P. integration

For example, **Greenlight Supplier Management** now integrates with GLOBALG.A.P. and can immediately sync certificate and grower information from the GLOBALG.A.P. database, driven simply by a unique number. This saves significant admin time by reducing the need to manually upload and monitor GLOBALG.A.P. certificates - a huge advantage for food businesses who traditionally spend a lot of time uploading JPEGs and PDFs of all the GLOBALG.A.P. certificates that they receive.

Now, all you need to do in **Greenlight Supplier Management** is enter the GLOBALG.A.P. number and everything is completed and saved automatically by the system. This means that you don't have to worry about files being out-of-date or certificates being invalid, as the system informs you when these are due or have expired.

**GLOBALG.A.P.**  
The Global Partnership for Good Agricultural Practice

### Pesticide Manager Integration

The painstaking task of completing and validating Proposed Pesticide Usage (PPUs) for multiple retailers has now also been revolutionised thanks to **Greenlight Supplier Management's** integration with two leading industry pesticide databases from Fera and Homologa.

Through the Pesticide Manager module, all stakeholders, including retailers, can invite their suppliers and growers into the platform to easily create, submit and share their product PPUs.

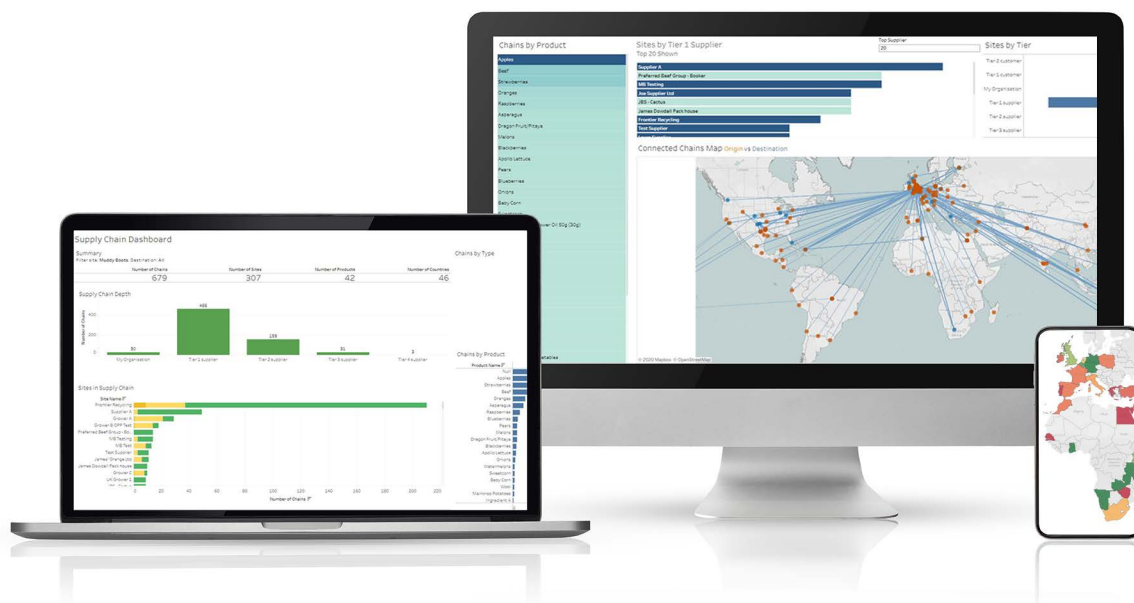
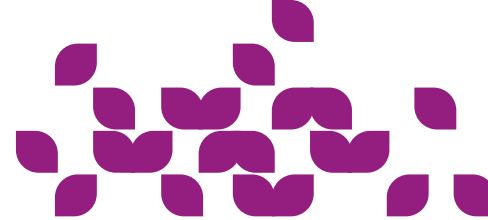
Pesticide Manager provides transparency that allows retailers to monitor usage and compliance to their pesticide policies, and provide insight on trends which will help form practical and manageable protocols, thereby supporting their longer term objective of reducing pesticide residues.

For suppliers and growers, the ease of data entry will deliver major savings in time and result in a more consistent and timelier approach to PPU management.

Pesticide Manager's direct integration with the global pesticide database means that the grower community will actually help improve the quality of the underlying pesticide data, simply by submitting their PPUs via the system.



# 4 Display your process visually - use the system to tell your story and show off your credentials.



With **Greenlight Supplier Management**, there is no better way to position yourself as the supplier to partner with, and regardless of how complex your supply chain may be, demonstrating this is now really easy.

It's all very well having a list of who's in your supply chain, but being able to visualise it and demonstrate its approval status in a robust manner to your customer will differentiate your business from your competitors.

With **Greenlight Supplier Management's** supply chain mapping feature, you can display your whole supply base, mapped like a family tree and clearly identifying who supplies who and where they are in your chain.

You can even filter your view according to product, organisation and country, letting you really refine how you view your supply chain. This view can then be analysed geographically as it is overlaid on a satellite map, showing not only who is in that chain, but also where in the world they are. This is just one of the ways in which you can get total visibility of your supply base, and more to the point, demonstrate it to your customers.

Being able to easily showcase your supply network in such detail will help you develop strong, trusting business relationships as you are able to demonstrate quality supply which not only enhances your brand reputation, but also that of your customer.

**Greenlight Supplier Management** is used extensively by UK retailers, and the fact you're likely to be using the same system as the retailer means that the integration between you and your customer will be seamless, efficient and instant. How many of your competitors can say that?



To learn more about **Greenlight Supplier Management**, you can visit [www.muddyboots.com](http://www.muddyboots.com). Or if you would like more information; call +44 (0)1989 780540 or email [sales@muddyboots.com](mailto:sales@muddyboots.com)