The Supplier Onboarding Playbook

How Procurement Teams
Can Move Faster Without
Sacrificing Risk or Compliance

Trust Your Supplier

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EXECUTIVE SUMMARY

Manual supplier onboarding is holding teams back.

Spreadsheets, email chains, and disconnected tools make onboarding slow, inconsistent, and full of hidden risks. For growing procurement teams, the burden is heavy, and the risk is rising.

In this playbook, we'll show how TYS Essentials helps you modernize onboarding without the cost or complexity of a full procurement suite. The goal isn't just to move faster — it's to onboard with confidence, knowing your suppliers are compliant, financially viable, and secure before you bring them into your ecosystem.

INSIDE YOU'LL DISCOVER:

- Why outdated onboarding increases risk

- The top delays and red flags to avoid

- A faster, smarter way to onboard and manage suppliers

THREE CORE BENEFITS OF TYS ESSENTIALS

01   See supplier risk clearly before onboarding

From day one, TYS delivers a clear, data-backed view of your suppliers.

02   Gather supplier info simply and securely

TYS automates data collection with guided forms and built-in validation.

03   Keep supplier data current and risks visible

Ongoing monitoring helps you stay ahead of changes and compliance gaps.

WHY IT MATTERS

- **Average onboarding** time can be measured in months in some large organizations. Manual, disconnected processes cause lengthy delays.

- **$145K: median loss per vendor-related fraud event**. False billing and weak controls cost lead to significant financial losses.

- **48% of the workweek is lost to email and information hunting.** Teams spend nearly half their time chasing data instead of adding value.

RUN YOUR NUMBERS

Use our ROI Calculator to see how much time and money you could save with TYS Essentials.

WHY SUPPLIER ONBOARDING IS BROKEN

For many mid-market procurement teams, supplier onboarding is stuck in a patchwork process — one that wasn't built for today's pace, complexity, or risk environment. What used to "work well enough" with spreadsheets, shared drives, and inboxes now leads to bottlenecks, blind spots, and compliance gaps.

Outdated Tools = Delayed Results

- Teams still rely on manual forms, inconsistent email threads, and siloed spreadsheets to collect and manage supplier data
- There's no central system of record, just scattered documents and status updates across departments

Misalignment Across Teams

- Procurement, legal, compliance, and finance all need input, but they're rarely looped in at the right time
- Approvals stall. Risk assessments come too late. And suppliers are left in the dark about what's needed next

Time Lost = Value Lost

- Manual onboarding often stretches to 30–60 days, delaying contracts, product launches, and revenue recognition.
- For smaller procurement teams, it's a major drain on resources — chasing documents, checking versions, and emailing reminders.

THE BOTTOM LINE

Supplier onboarding is no longer a back-office task.

It's a **strategic priority** — one that impacts your speed to market, compliance posture, and supply chain resilience.

If your process isn't built for speed and risk visibility, it's time to modernize.

And, with TYS Essentials, modernization doesn't mean a massive price tag! Our streamlined solution delivers the tools to enhance supplier management at a price point that fits your budget.

"THE LONGER THE ONBOARDING CYCLE, THE GREATER THE EXPOSURE TO SUPPLIER RISK, FRAUD, AND MISSED SAVINGS."

(Deloitte Risk & Compliance Study, 2023)

THE REAL RISKS OF POOR ONBOARDING

Supplier onboarding isn't just a box to check. If done poorly or too late, it becomes a **risk accelerator**. Without visibility and control, organizations expose themselves to serious financial, regulatory, and reputational damage.

FINANCIAL RISK: FRAUD, WASTE, AND DUPLICATE SPEND

- **Fraudulent** or misrepresented suppliers can cost hundreds of thousands in losses
- **Duplicate** suppliers and invoice fraud slip through when controls are weak
- Without early **risk signals**, bad actors make it past the gates

COMPLIANCE RISK: REGULATORY PENALTIES & DETENTIONS

- **New regulations** (like UFLPA, CSRD, and DORA) require proactive supplier vetting, not just passive compliance.
- **Enforcement** is ramping up, and violations can lead to fines, shipment delays, or even contract cancellations.

REPUTATIONAL RISK: ACCOUNTABILITY STARTS AT ONBOARDING

- Stakeholders demand **transparency.** If you can't track ownership, labor, or ESG risks, you're exposed
- Headlines about **violations** can destroy trust overnight.

UFLPA detentions halted over $1.3B in imports tied to supply chain violations in 2023

(U.S. Customs & Border Protection)

ONBOARDING IS THE MOMENT TO IDENTIFY, REDUCE, AND DOCUMENT SUPPLIER RISK, NOT JUST GATHER PAPERWORK.

FOUR FRICTION POINTS THAT SABOTAGE ONBOARDING

Even teams with the best intentions get bogged down by clunky workflows. These four friction points are the most common barriers that delay onboarding, increase risk, and frustrate both internal teams and suppliers.

Clunky Supplier Requests

The Problem
Manual intake forms and email templates are inconsistent, unclear, and easy to miss. Suppliers get confused, are slow to respond, or submit incomplete information.

The TYS Essentials Fix
Supplier Request tools simplify the intake process with smart templates, required fields, and automated instructions — no back-and-forth needed.

Siloed Teams & Slow Approvals

The Problem
Procurement, compliance, and legal all have to weigh in, but when they operate in silos, handoffs are delayed, and no one has full visibility.

The TYS Essentials Fix
Automated workflows ensure each team gets what they need, when they need it. Role-based access keeps everyone informed without overloading anyone.

Late-Stage Risk Discovery

The Problem
Without early screening, risk checks often happen after onboarding is complete, or worse, after a PO is issued.

The TYS Essentials Fix
With "Know Before You Onboard" tools, you get prequalification insights upfront, using real-time risk data.

Document Chaos

The Problem
Documents arrive via email, in various formats, and often lack key expiration dates or verification. There's no clear system for tracking it all.

The TYS Essentials Fix
TYS auto-collects, validates, and stores documents with built-in audit trails and expiry alerts, all in one secure supplier profile.

PRO TIP

FIXING JUST ONE OF THESE FRICTION POINTS CAN CUT ONBOARDING TIME BY DAYS. TYS ESSENTIALS FIXES THEM ALL.

THE FUTURE STATE —
WHAT MODERN ONBOARDING LOOKS LIKE

When onboarding is modernized, it's not just faster, it's **smarter, more secure, and scalable**. Instead of scattered spreadsheets and email chains, you get a centralized process with transparency, automation, and built-in risk protection.

With TYS Essentials, your team can move quickly without missing a step.

Outdated ▶▶▶▶	Optimized with TYS Essentials
Manual intake via email	Guided supplier request workflows
Risk checks after approval	Risk insights integrated upfront
Files in inboxes & drives	Centralized, audit-ready profiles
Same process for all suppliers	Onboarding based on risk/region
30–60 day onboarding cycles	Onboarding in days, not weeks

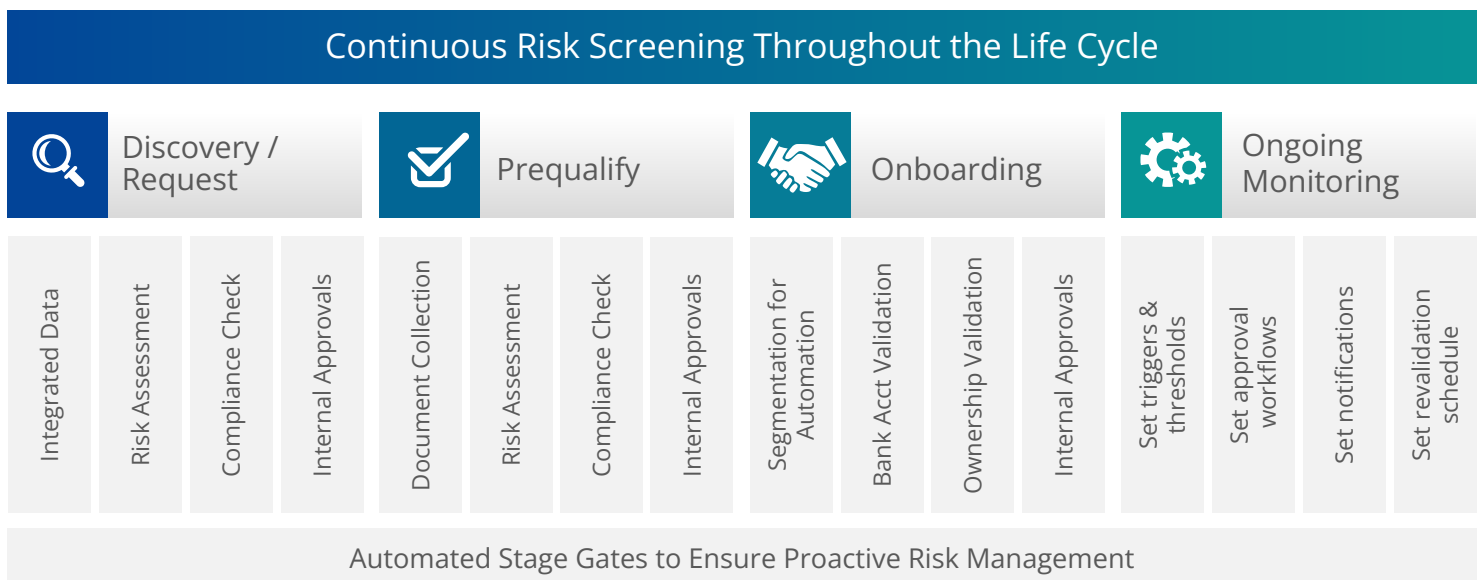"The benefits for our procurement teams and suppliers are massive."

CYRIL POURRAT
CPO | BT SOURCED

"Without TYS, we would never have found this [issue]. We shouldn't be involved with this company and will be looking at changing our supplier."

REBECCA DOMINGUEZ
SUPPLY CHAIN RISK LEAD, | ENERGYAUSTRALIA

INSIDE THE PROCESS:
MODERN ONBOARDING WITH TYS ESSENTIALS

Risk isn't a one-time check; it's a continuous process. The stage gate chart below shows how TYS Essentials helps you assess and manage supplier risk at every point in the onboarding journey and beyond.

Continuous Risk Screening Throughout the Life Cycle

Discovery / Request				Prequalify				Onboarding				Ongoing Monitoring			
Integrated Data	Risk Assessment	Compliance Check	Internal Approvals	Document Collection	Risk Assessment	Compliance Check	Internal Approvals	Segmentation for Automation	Bank Acct Validation	Ownership Validation	Internal Approvals	Set triggers & thresholds	Set approval workflows	Set notifications	Set revalidation schedule

Automated Stage Gates to Ensure Proactive Risk Management

Centralized Supplier Profiles

All supplier data lives in one profile: structured, verified, and easy to access

Personalized Supplier Journeys

TYS adapts onboarding requirements by region, supplier type, or risk profile

Role-Based Workflows That Keep Teams in Sync

TYS routes tasks automatically with clear visibility and permissions for each stakeholder

Built-In Risk & Compliance Checks

Third-party risk insights are integrated from the start, so red flags appear before approval

Time to Value in Days, Not Months

Onboarding in a fraction of the time, with transparency and automation at every step

CUSTOMER SPOTLIGHT – BT SOURCED

This real-world example shows how TYS helped a global team overcome onboarding delays and risk blind spots.

THE CHALLENGE

BT Sourced, the procurement arm of British Telecom, needed to onboard hundreds of suppliers quickly, across different categories, regions, and risk profiles.
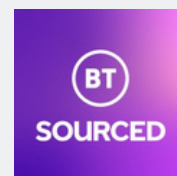
Their existing tools were disconnected, manual, and slow to scale with their sourcing goals.

- Onboarding took 30–45 days per supplier
- Data lived in multiple systems, requiring manual entry
- Risk and compliance teams lacked early insight

THE TRANSFORMATION WITH TRUST YOUR SUPPLIER

With TYS, BT Sourced unified onboarding, risk management, and documentation, all in one workflow.

- **65% faster** onboarding cycle times
- **85% supplier adoption** within the first rollout phase
- **Real-time integration** with risk data providers
- **Centralized supplier profiles** and audit-ready document trails

THE OUTCOME

BT Sourced now operates a more agile, compliant onboarding process, and their team has shifted focus from admin tasks to strategic sourcing.

HOW TO GET STARTED

You don't need a full system overhaul to make a major impact. TYS Essentials is built for teams that want to move quickly, reduce risk, and streamline onboarding without heavy IT lifts. Here are 4 simple steps:

01
EVALUATE YOUR CURRENT PROCESS
Where are the delays? Who's involved? What risks are being missed? Use our **Supplier Risk Checklist**

02
USE OUR ROI CALCULATOR
Input your current onboarding numbers and get a custom savings snapshot **here**.

03
SCHEDULE A DEMO
Watch how TYS Essentials transforms your process from manual to modern. **Request a demo**

04
START WITH ONE REGION OR CATEGORY
TYS Essentials lets you start small and scale up with ease.

PRO TIP:

Most customers see value within the first 30 days of rollout, including faster onboarding times and clearer supplier risk visibility.

Thank You

Ready to Make Onboarding Effortless?

☑ Check Your Supplier Risk

_____

🧮 Run Your ROI Estimate

_____

ⓘ Request a Demo

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🌐 TrustYourSupplier.com