**New Supplier Requests and Rejections Dashboard**

**Purpose**

The New Supplier Requests and Rejections Dashboard is a Power BI report designed to provide actionable insights into supplier request management. It aims to help stakeholders understand key performance indicators (KPIs), monitor workflow efficiency, and identify trends in request handling and rejections. The dashboard combines data visualization and analytics to streamline decision-making processes and improve contractor and supplier management.

**Key Features**

**First Dashboard - Supplier Requests Overview:**

1. **Total Number of New Supplier Requests**: Displays the total requests received in a selected timeframe, providing a quick overview of activity levels.
2. **Reinstatement Reasons**: Bar chart highlighting the top reasons for supplier reinstatements to identify recurring issues or needs.
3. **Status Overview**: A pie chart depicting the proportion of requests that are Completed, Rejected, Assigned, or Submitted.
4. **Spending Preferences**: A breakdown of spending brackets for supplier requests (e.g., under £10k, up to £50k, or over £500k).
5. **Requests by Frequency of Use**: Visualizes how often suppliers are engaged, categorized by frequency (e.g., one-time, monthly, weekly).
6. **Top Requesters**: Identifies individuals submitting the most requests.
7. **Requests Per Hour**: Tracks request submission patterns by the hour, showing peak activity periods.
8. **Processing Time Metrics**: Displays the average time taken to process requests, converting minutes into approximate days for better clarity.
9. **Product Code Requests**: Lists the most commonly requested product codes, aiding procurement planning.

**Second Dashboard - Request and Rejection Analysis:**

1. **Top Requesters with Rejections**: A bar chart showcasing individuals or teams with the highest rejection rates, helping target areas for improvement.
2. **Rejection Trends by Year and Month**: Filters to analyze rejection patterns over time, highlighting possible seasonal or operational trends.
3. **Detailed Requester Data**: Provides email addresses of frequent requesters with rejections, enabling direct follow-up to address issues.

**Insights**

1. **Improved Workflow Efficiency**:
   * Identifies bottlenecks in processing requests through metrics like average processing time and status breakdowns.
   * Offers a holistic view of contractor KPIs, enabling better management decisions.
2. **Request Trends and Stakeholder Engagement**:
   * Highlights top requesters and frequent rejections, allowing stakeholders to intervene and reduce inefficiencies.
   * Helps contractors improve processes and meet organizational expectations.
3. **Data-Driven Decision Making**:
   * Provides clarity on spending patterns and reinstatement reasons to guide financial and operational planning.
   * Facilitates communication and training by pinpointing problem areas in request submissions.

**Technical Details**

* **Tool Used**: Power BI
* **Visualizations**: Bar charts, pie charts, line graphs, and key metric cards.
* **Filters**: Year, month, requester frequency, status types, and request categories.

**How to Use**

1. **Filter Data**:
   * Use dynamic filters to narrow down insights by time period (year/month) or request category.
2. **Explore Visualizations**:
   * Click on charts to drill down into specific metrics or data points.
3. **Collaborate**:
   * Use the rejection data to communicate directly with stakeholders and suggest corrective actions.