COMPLETE VMS PLATFORM FLOWCHART

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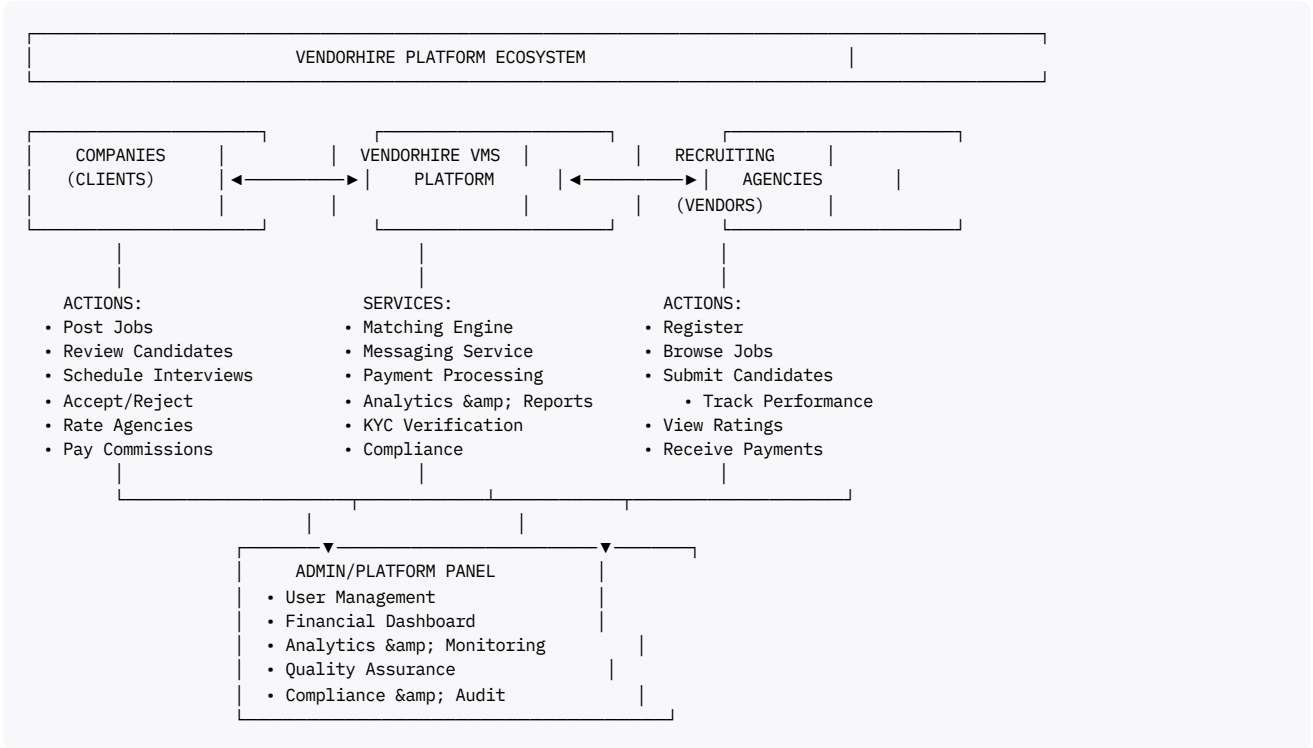
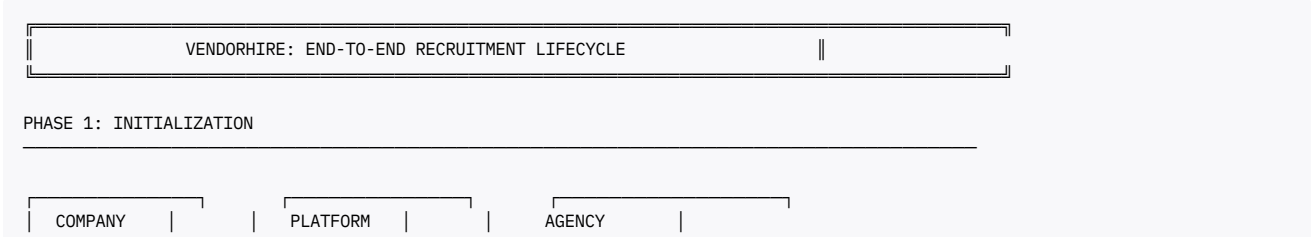
Vendor Management System + Job Portal Hybrid Platform

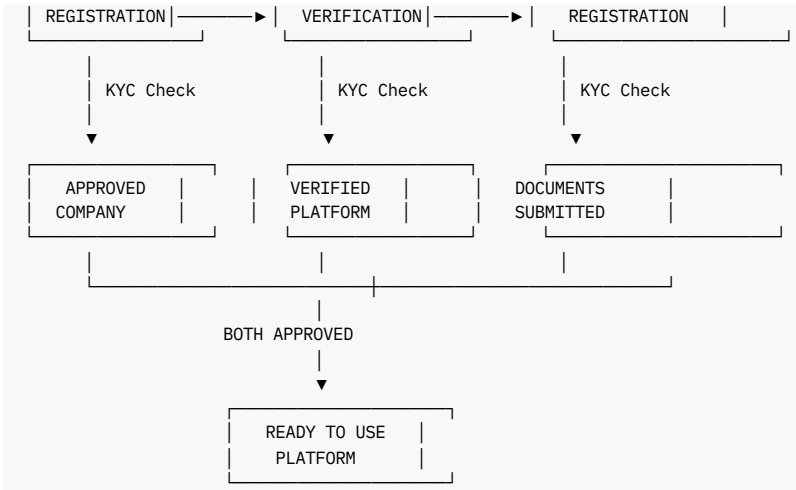
Document Date: December 1, 2025
Platform: VendorHire
Version: 1.0

1. SYSTEM-LEVEL PLATFORM FLOWCHART

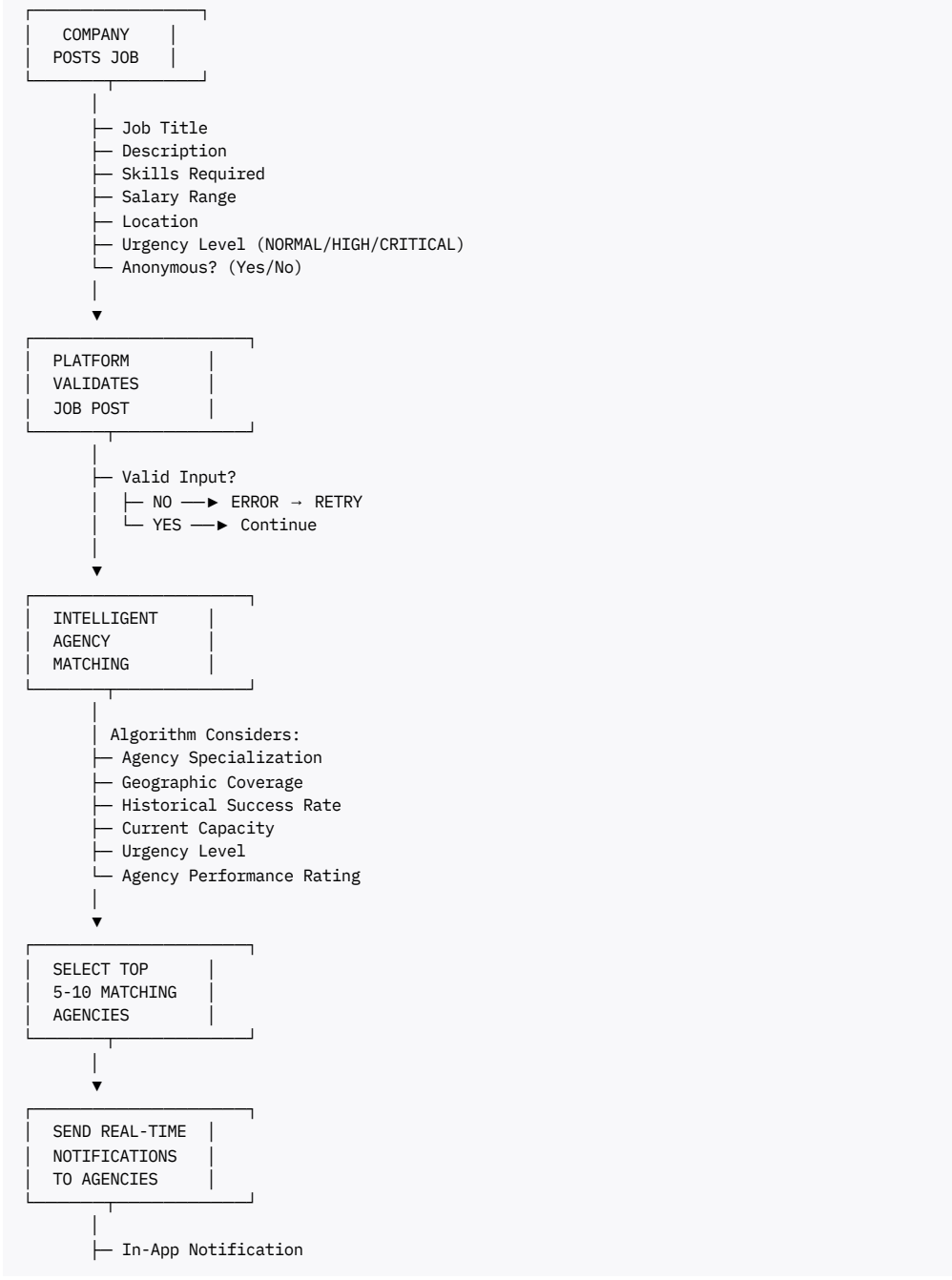


2. COMPLETE PLATFORM PROCESS FLOW

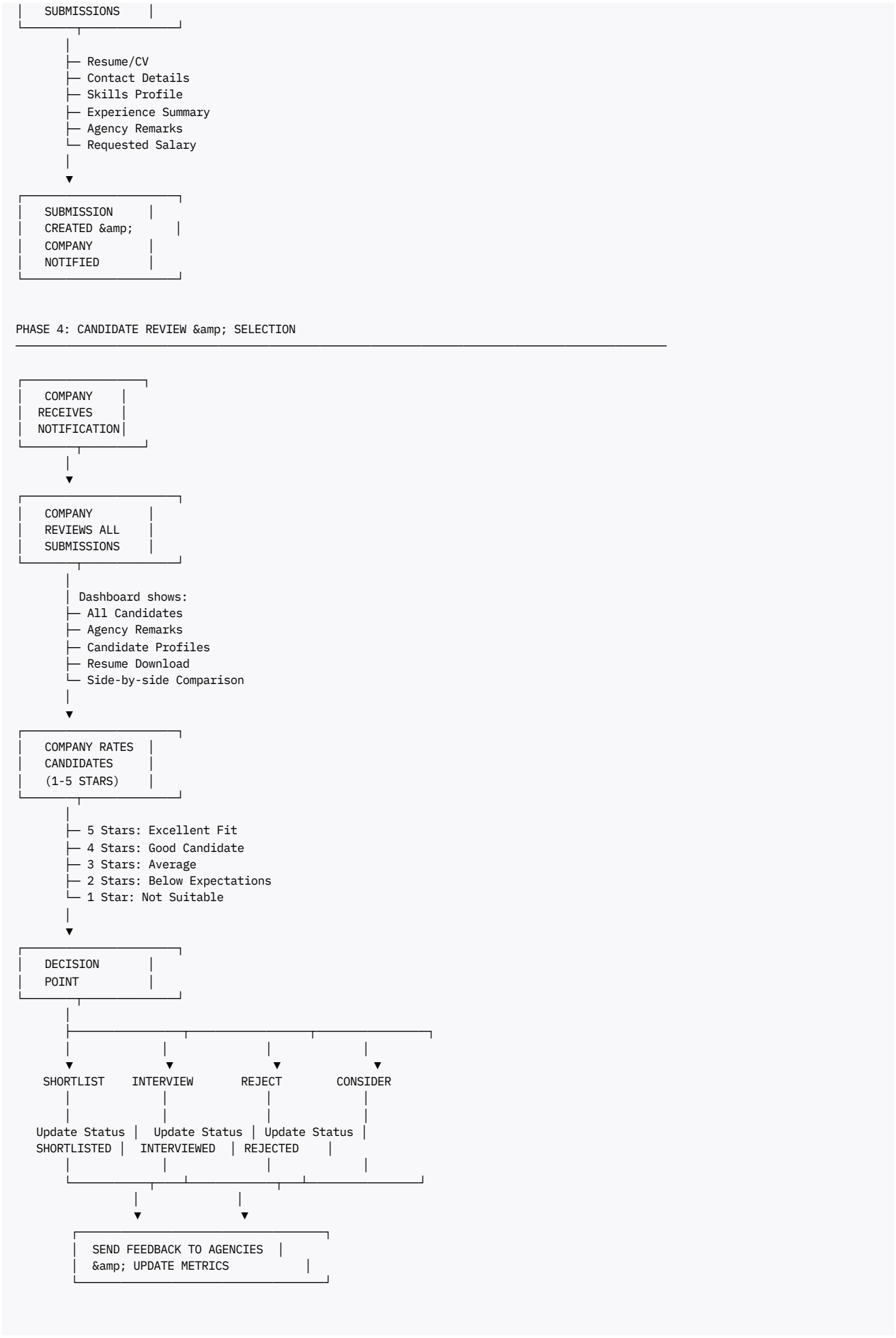




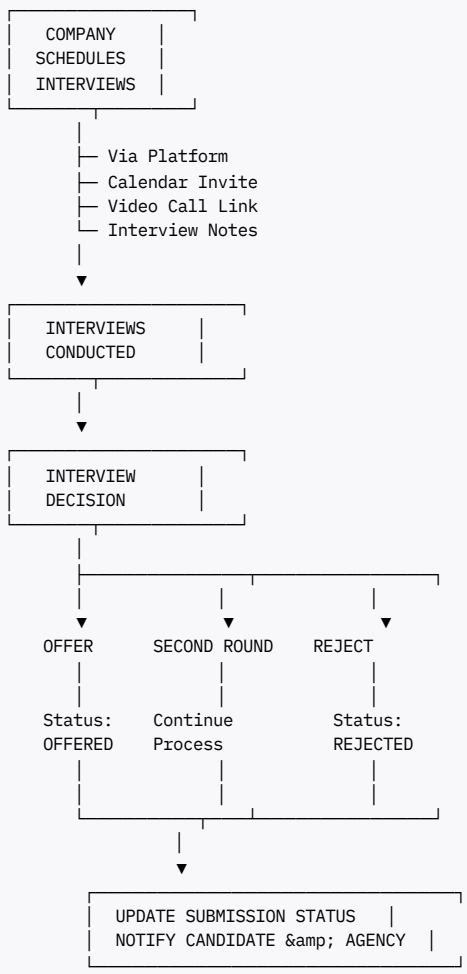
PHASE 2: JOB POSTING & AGENCY MATCHING



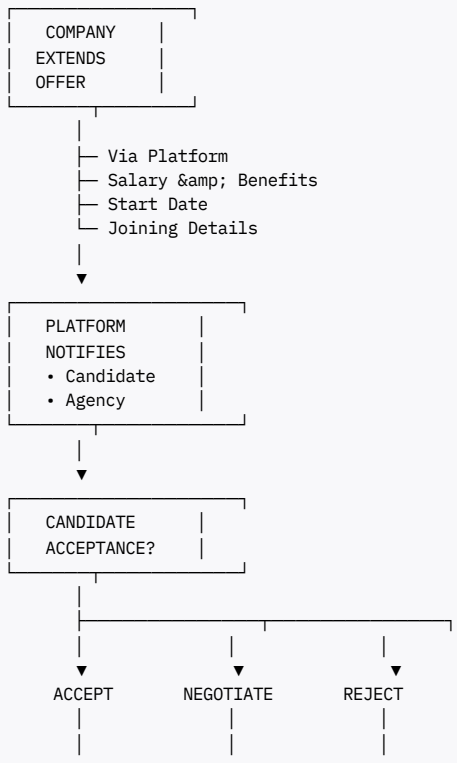
├─ Email Alert
├─ SMS (Optional)
└─ Dashboard Update
JOB POSTED & AGENCIES NOTIFIED
PHASE 3: AGENCY JOB DISCOVERY & CANDIDATE SOURCING
AGENCY RECEIVES NOTIFICATION
AGENCY REVIEWS JOB DETAILS
├─ Job Relevant?
├─ NO ──► Skip / Mark Not Interested
└─ YES ──► Continue
AGENCY DECIDES TO BID/ACCEPT
├─ Accept Job Assignment
└─ Job Status: ASSIGNED_TO_AGENCY
AGENCY SOURCES CANDIDATES
From:
├─ Own Talent Pool
├─ LinkedIn/Job Boards
├─ Referrals
└─ Network
AGENCY VALIDATES CANDIDATES
├─ Skills Match?
├─ Experience Level?
├─ Salary Expectation?
├─ Availability?
└─ Profile Quality?
QUALIFIED CANDIDATES IDENTIFIED
AGENCY UPLOADS

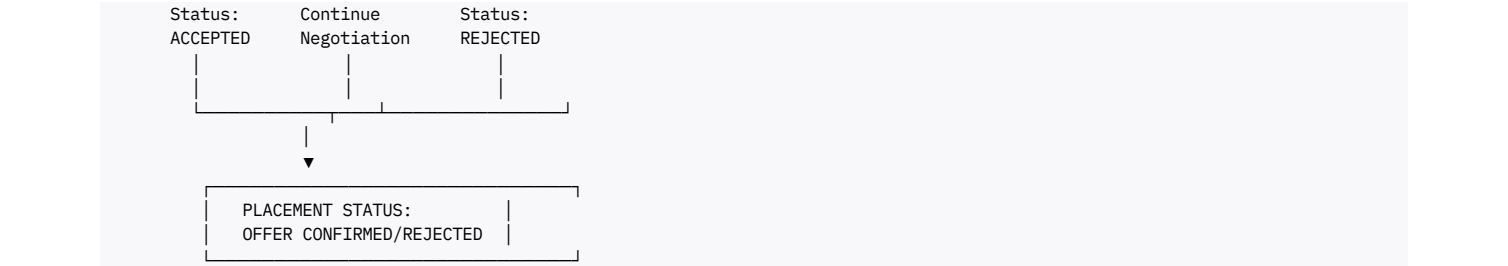

SUBMISSIONS
Resume/CV
Contact Details
Skills Profile
Experience Summary
Agency Remarks
Requested Salary
SUBMISSION CREATED & COMPANY NOTIFIED
PHASE 4: CANDIDATE REVIEW & SELECTION
COMPANY RECEIVES NOTIFICATION
COMPANY REVIEWS ALL SUBMISSIONS
Dashboard shows:
All Candidates
Agency Remarks
Candidate Profiles
Resume Download
Side-by-side Comparison
COMPANY RATES CANDIDATES (1-5 STARS)
5 Stars: Excellent Fit
4 Stars: Good Candidate
3 Stars: Average
2 Stars: Below Expectations
1 Star: Not Suitable
DECISION POINT
SHORTLIST
INTERVIEW
REJECT
CONSIDER
Update Status SHORTLISTED
Update Status INTERVIEWED
Update Status REJECTED
SEND FEEDBACK TO AGENCIES & UPDATE METRICS

PHASE 5: INTERVIEW & HIRING

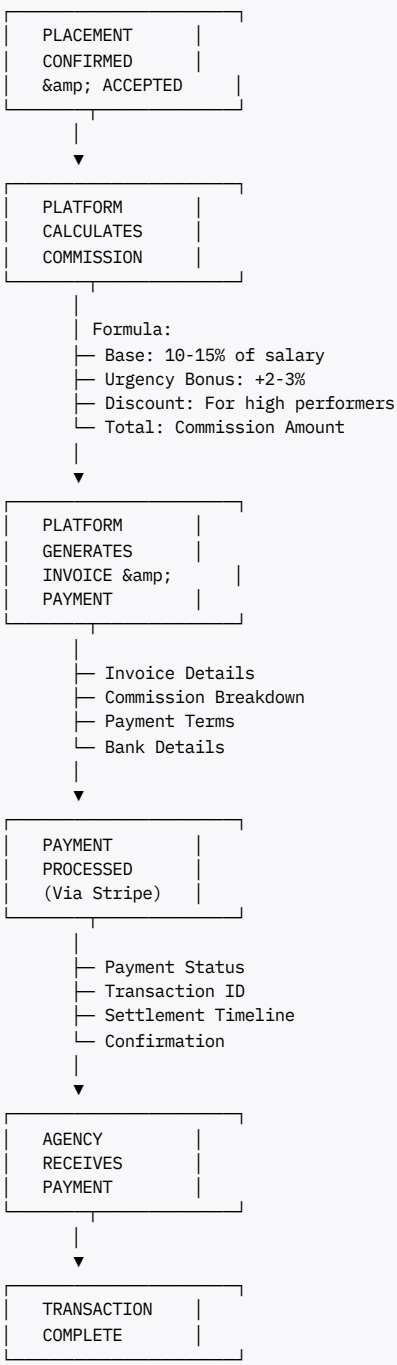


PHASE 6: OFFER & PLACEMENT



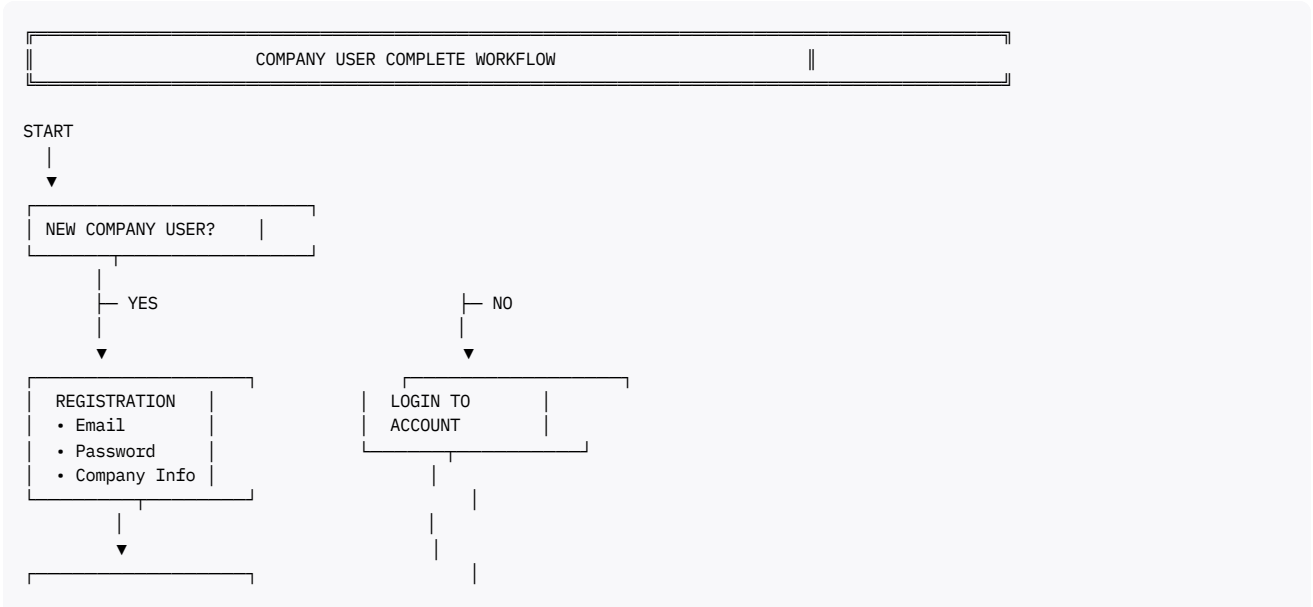


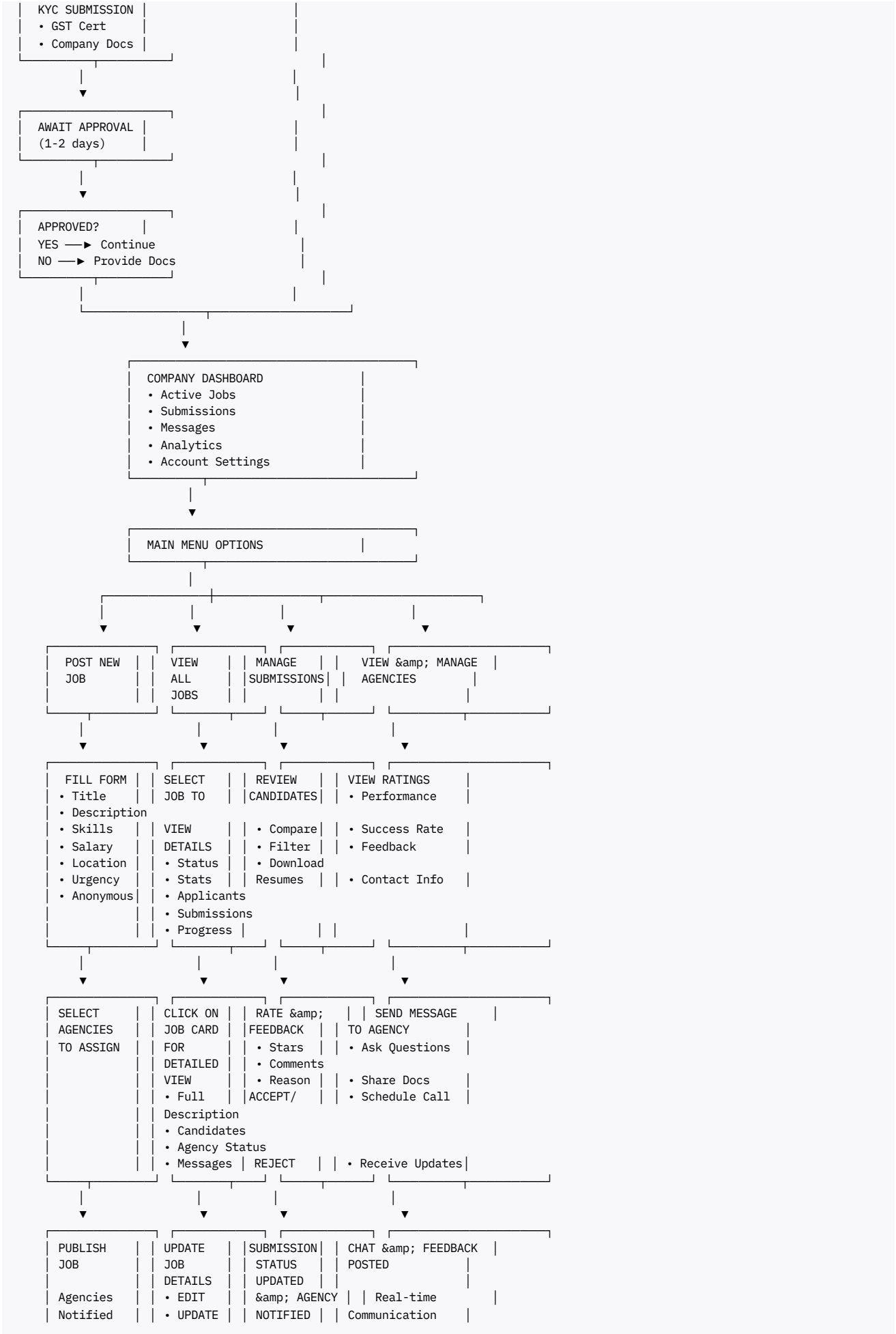
PHASE 7: PAYMENT & COMMISSION

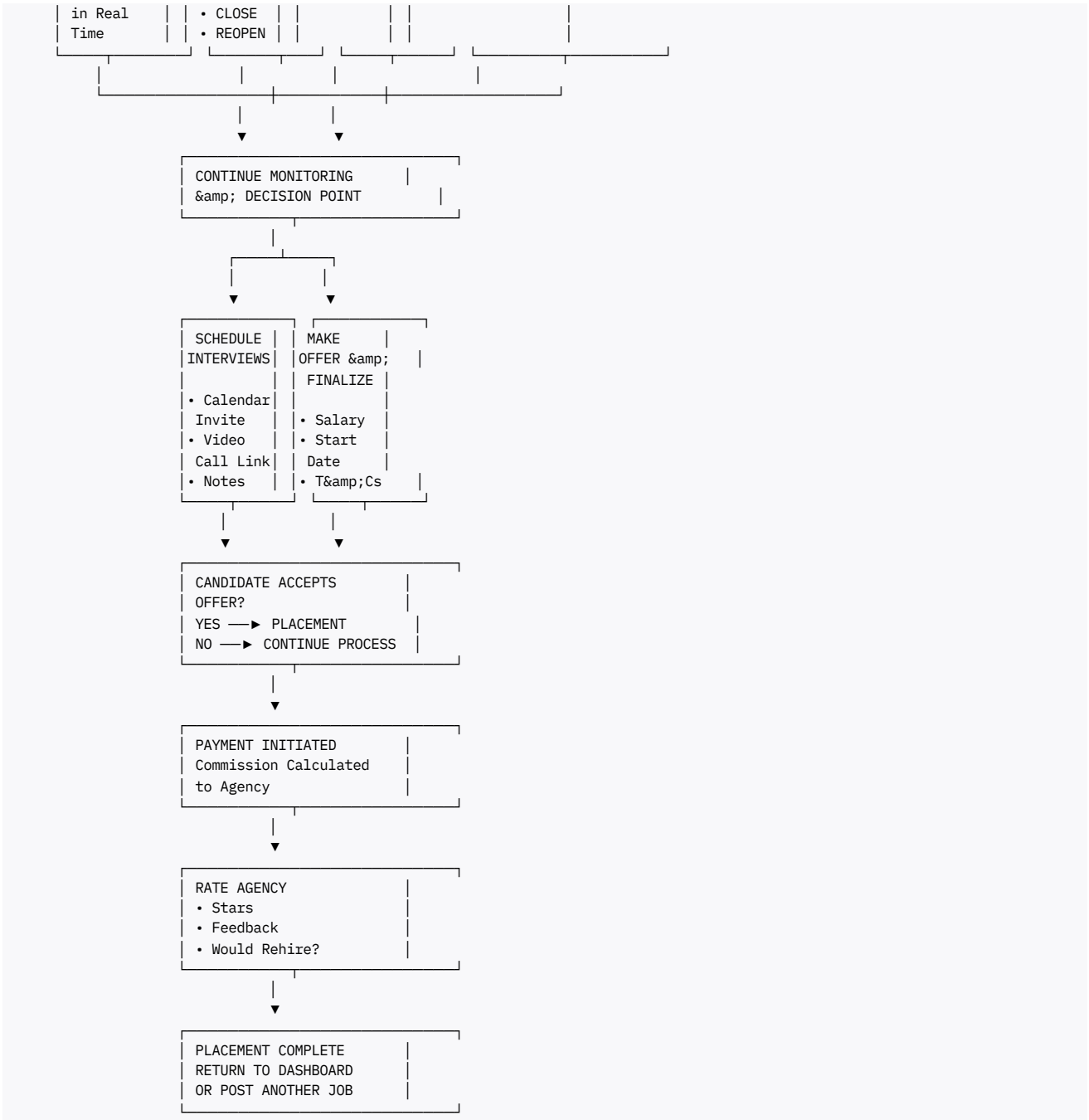


PHASE 8: FEEDBACK & RATING

3. COMPANY USER WORKFLOW

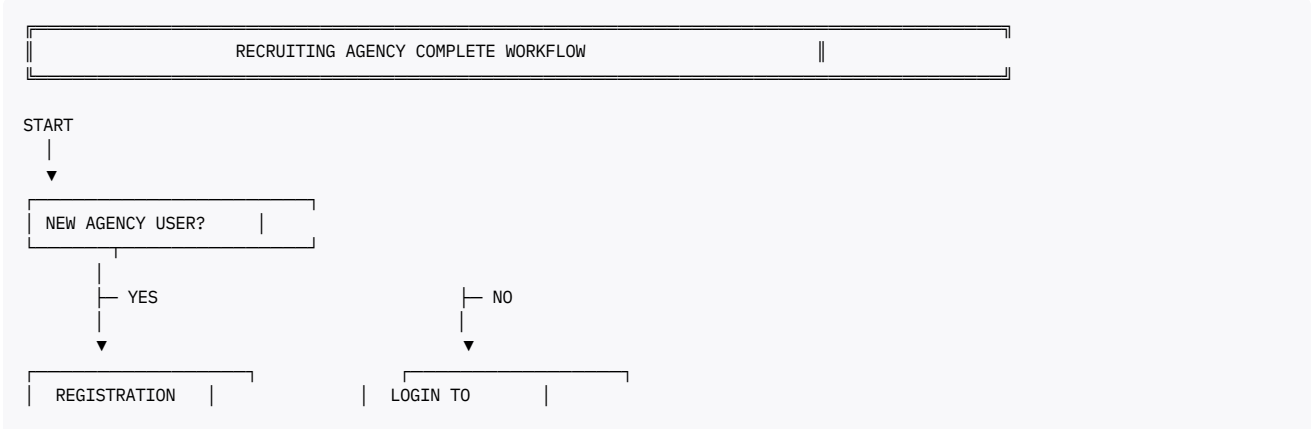


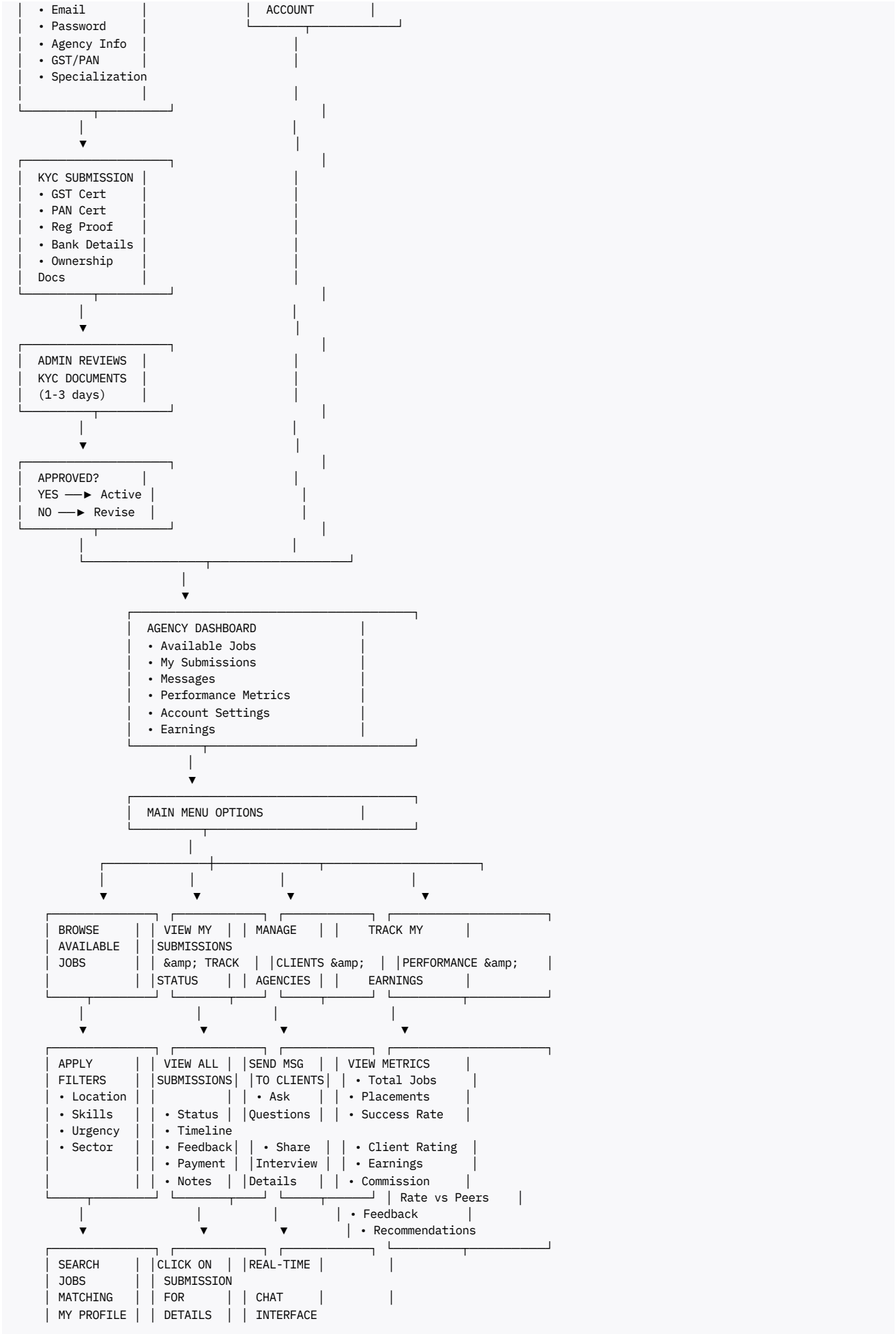

KYC SUBMISSION
• GST Cert
• Company Docs
AWAIT APPROVAL
(1-2 days)
APPROVED?
YES ──► Continue
NO ──► Provide Docs
COMPANY DASHBOARD
• Active Jobs
• Submissions
• Messages
• Analytics
• Account Settings
MAIN MENU OPTIONS
POST NEW JOB
VIEW ALL JOBS
MANAGE SUBMISSIONS
VIEW & MANAGE AGENCIES
FILL FORM
• Title
• Description
• Skills
• Salary
• Location
• Urgency
• Anonymous
SELECT JOB TO VIEW DETAILS
• Status
• Stats
• Applicants
• Submissions
• Progress
REVIEW CANDIDATES
• Compare
• Filter
• Download Resumes
VIEW RATINGS
• Performance
• Success Rate
• Feedback
• Contact Info
SELECT AGENCIES TO ASSIGN
CLICK ON JOB CARD FOR DETAILED VIEW
• Full Description
• Candidates
• Agency Status
• Messages
RATE & FEEDBACK
• Stars
• Comments
• Reason
ACCEPT/ REJECT
SEND MESSAGE TO AGENCY
• Ask Questions
• Share Docs
• Schedule Call
• Receive Updates
PUBLISH JOB
Agencies Notified
UPDATE JOB DETAILS
• EDIT
• UPDATE
SUBMISSION STATUS UPDATED & AGENCY NOTIFIED
CHAT & FEEDBACK POSTED
Real-time Communication

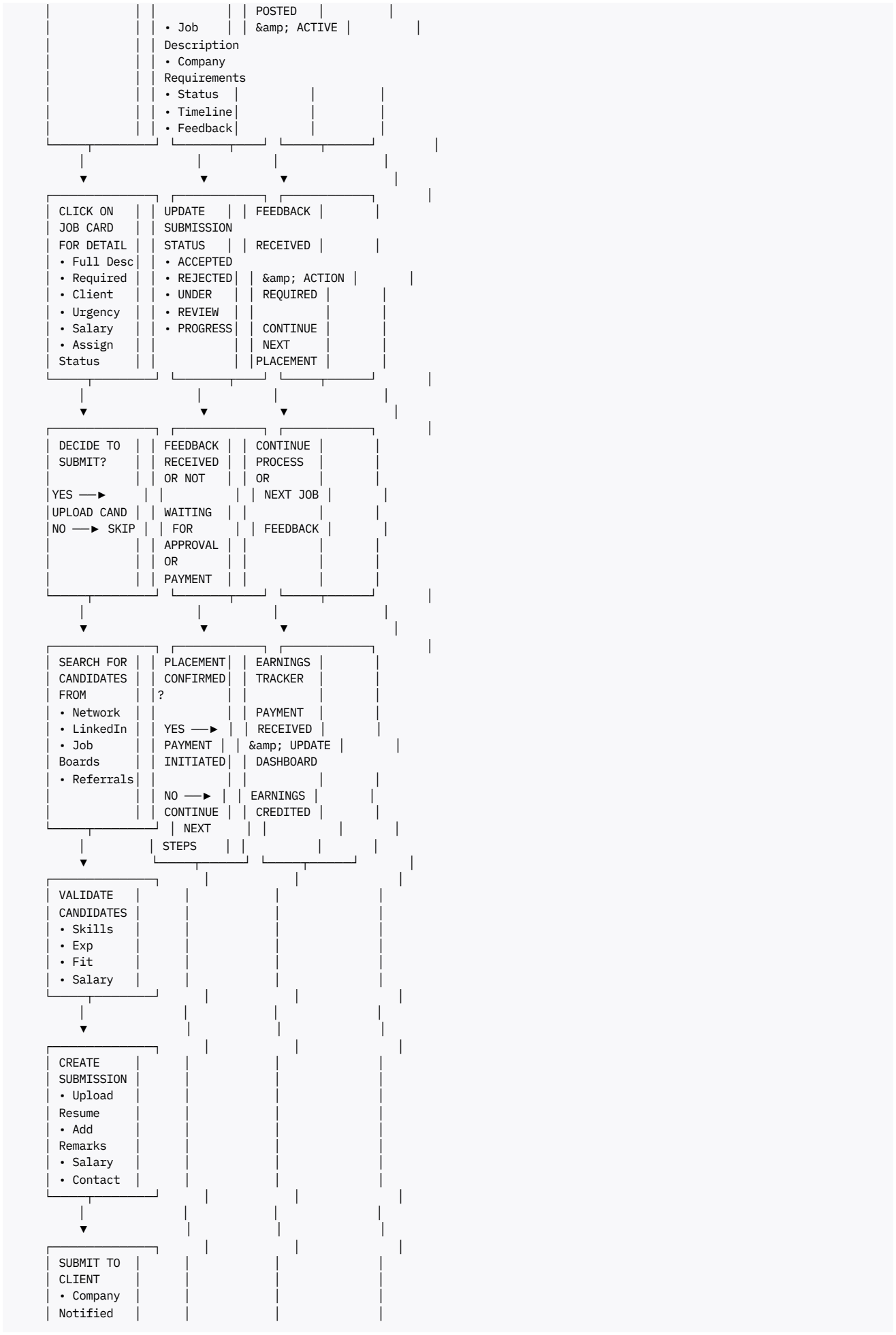


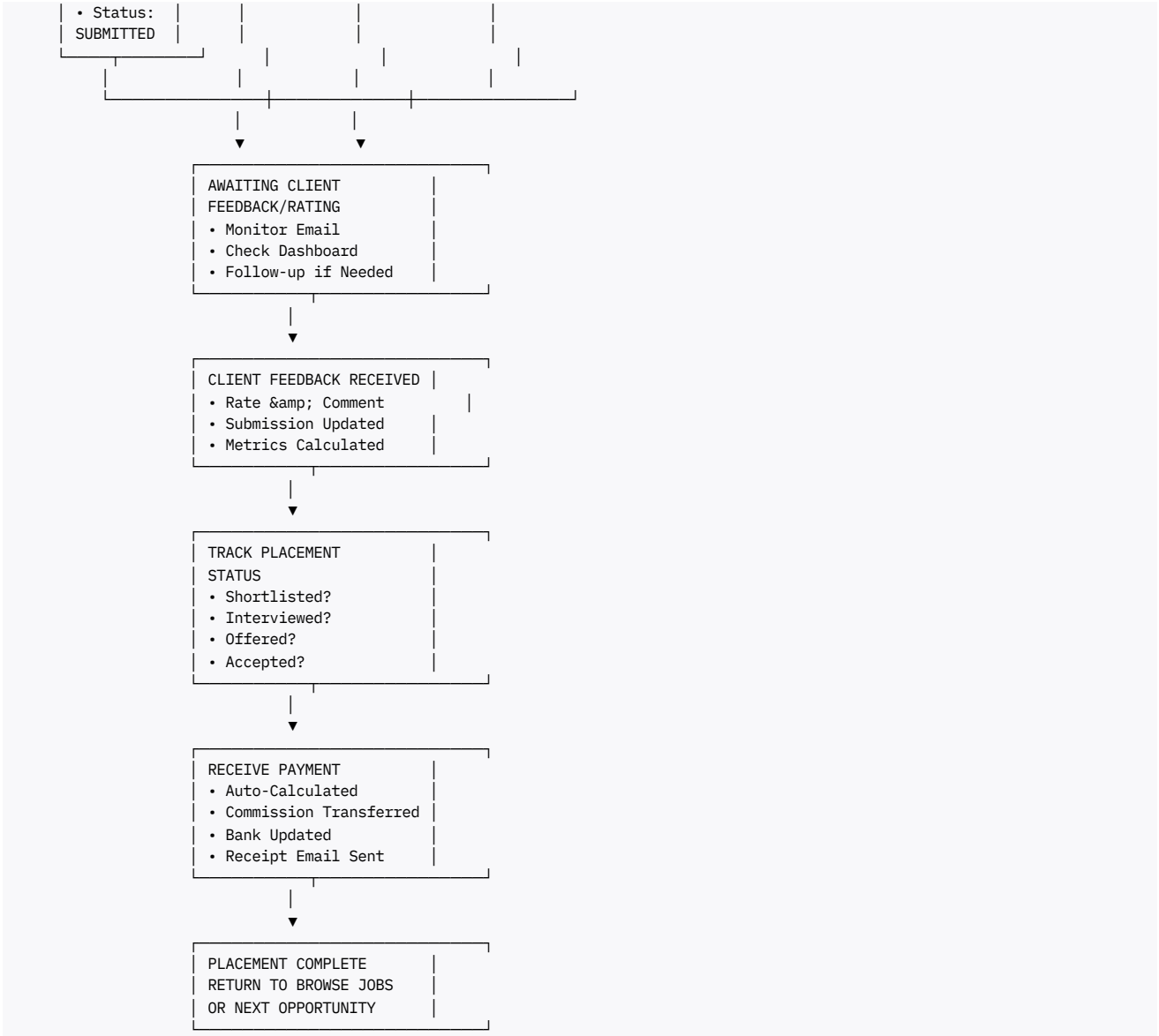
END

4. RECRUITING AGENCY WORKFLOW

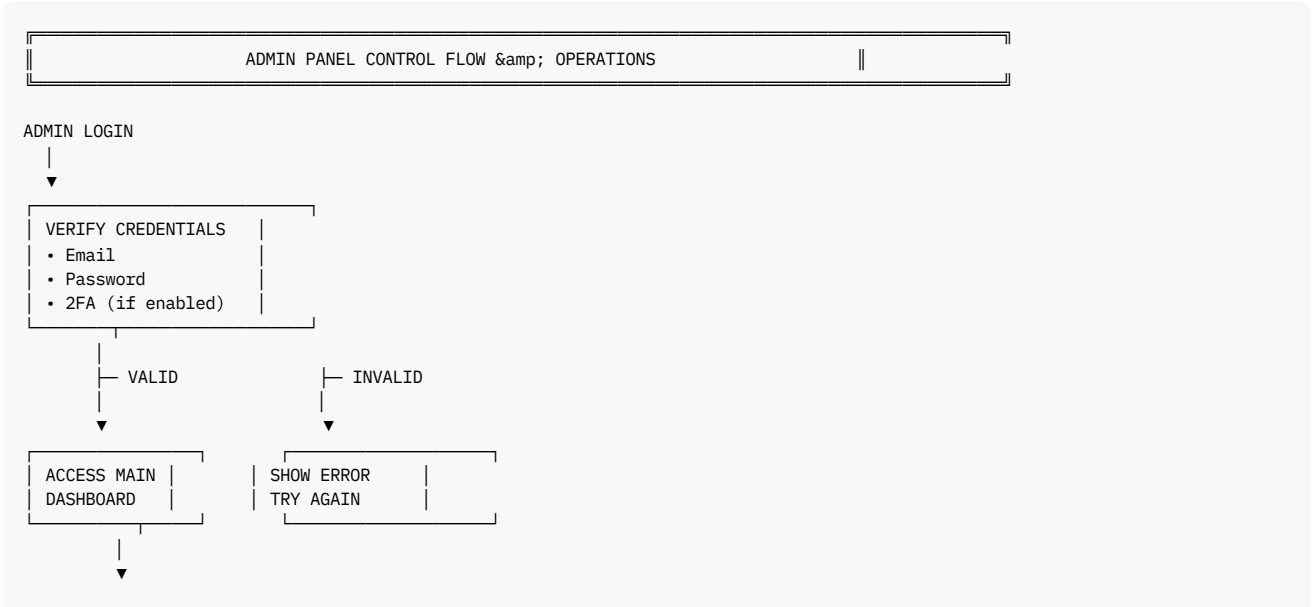


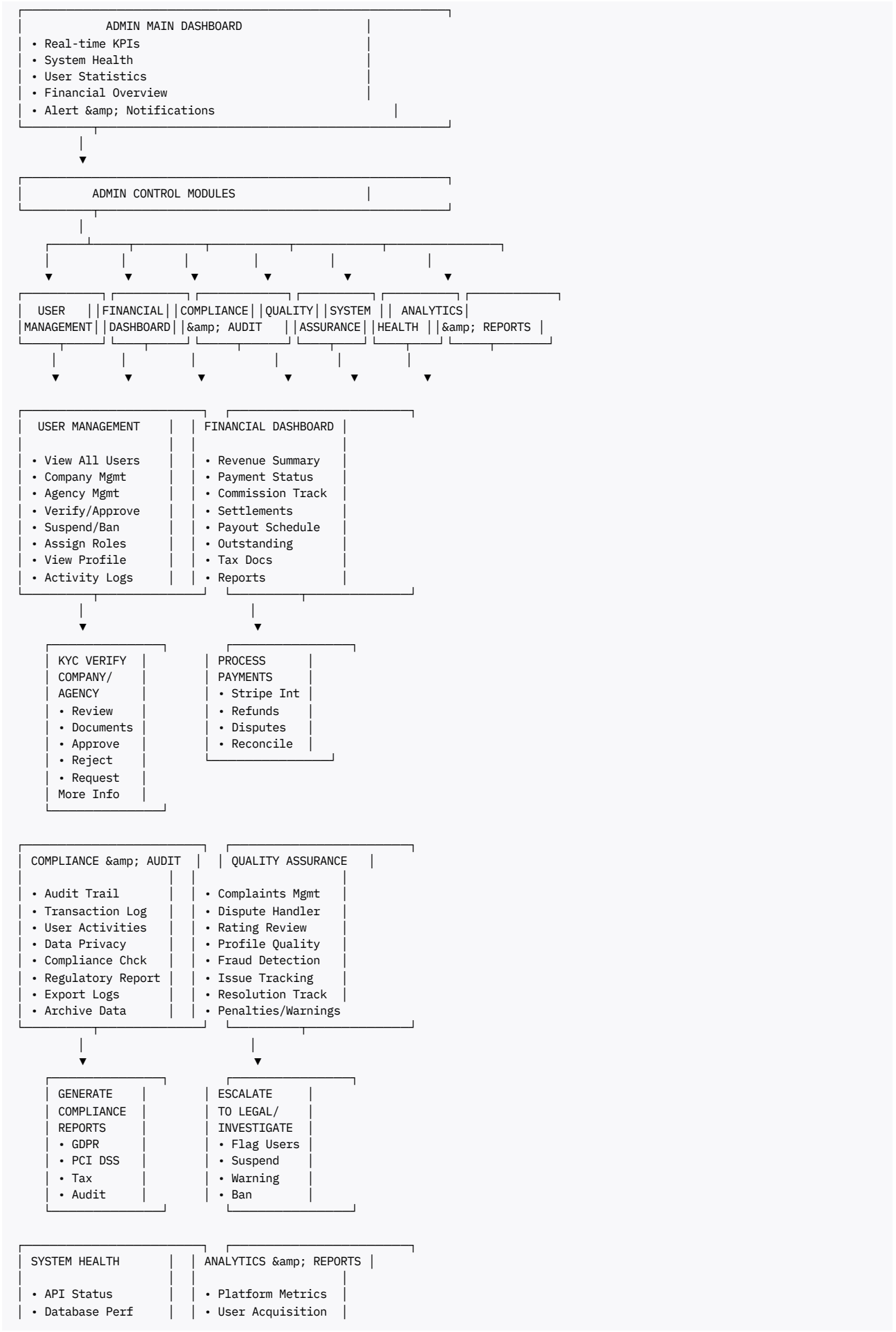

• Email
• Password
• Agency Info
• GST/PAN
• Specialization
ACCOUNT
KYC SUBMISSION
• GST Cert
• PAN Cert
• Reg Proof
• Bank Details
• Ownership
Docs
ADMIN REVIEWS
KYC DOCUMENTS
(1-3 days)
APPROVED?
YES ──► Active
NO ──► Revise
AGENCY DASHBOARD
• Available Jobs
• My Submissions
• Messages
• Performance Metrics
• Account Settings
• Earnings
MAIN MENU OPTIONS
BROWSE AVAILABLE JOBS
VIEW MY SUBMISSIONS & TRACK STATUS
MANAGE CLIENTS & AGENCIES
TRACK MY PERFORMANCE & EARNINGS
APPLY FILTERS
• Location
• Skills
• Urgency
• Sector
VIEW ALL SUBMISSIONS
• Status
• Timeline
• Feedback
• Payment
• Notes
SEND MSG TO CLIENTS
• Ask Questions
• Share Interview Details
VIEW METRICS
• Total Jobs
• Placements
• Success Rate
• Client Rating
• Earnings
• Commission
• Rate vs Peers
• Feedback
• Recommendations
SEARCH JOBS
MATCHING
MY PROFILE
CLICK ON SUBMISSION FOR DETAILS
REAL-TIME CHAT INTERFACE


POSTED
& ACTIVE
• Job Description
• Company Requirements
• Status
• Timeline
• Feedback
CLICK ON JOB CARD FOR DETAIL
• Full Desc
• Required
• Client
• Urgency
• Salary
• Assign Status
UPDATE SUBMISSION STATUS
• ACCEPTED
• REJECTED
• UNDER REVIEW
• PROGRESS
FEEDBACK RECEIVED & ACTION REQUIRED
CONTINUE NEXT PLACEMENT
DECIDE TO SUBMIT?
YES ──► UPLOAD CAND
NO ──► SKIP
FEEDBACK RECEIVED OR NOT
WAITING FOR APPROVAL OR PAYMENT
CONTINUE PROCESS OR NEXT JOB
FEEDBACK
SEARCH FOR CANDIDATES FROM
• Network
• LinkedIn
• Job Boards
• Referrals
PLACEMENT CONFIRMED?
YES ──► PAYMENT INITIATED
NO ──► CONTINUE
EARNINGS TRACKER
PAYMENT RECEIVED & UPDATE DASHBOARD
EARNINGS CREDITED
NEXT STEPS
VALIDATE CANDIDATES
• Skills
• Exp
• Fit
• Salary
CREATE SUBMISSION
• Upload Resume
• Add Remarks
• Salary
• Contact
SUBMIT TO CLIENT
• Company Notified

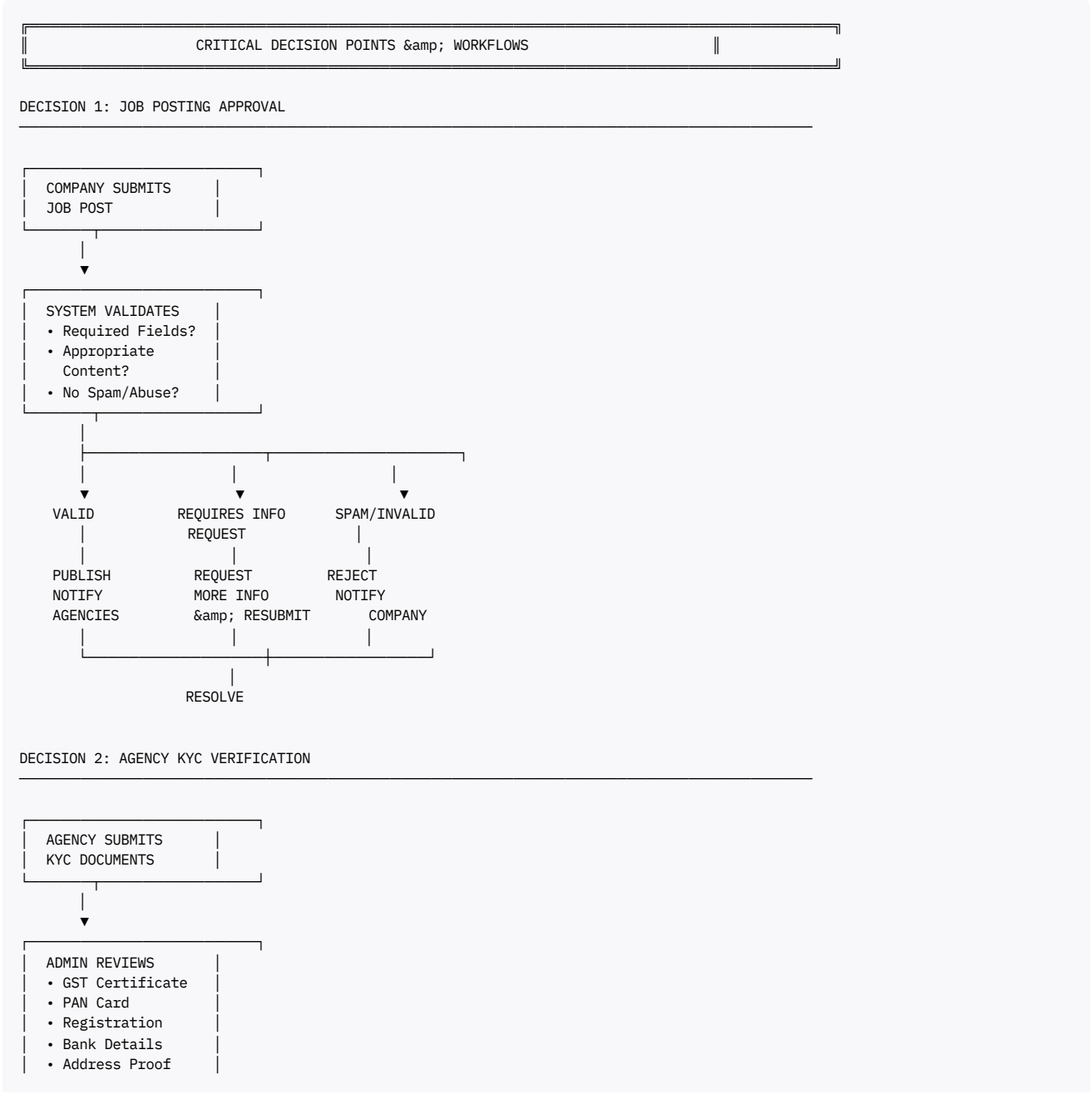


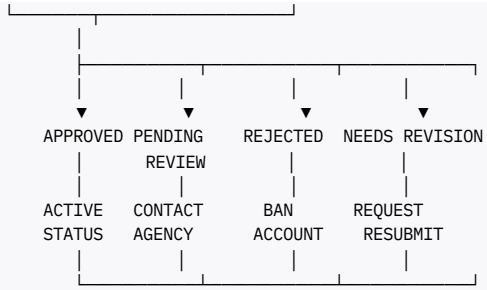
5. ADMIN/PLATFORM CONTROL FLOW



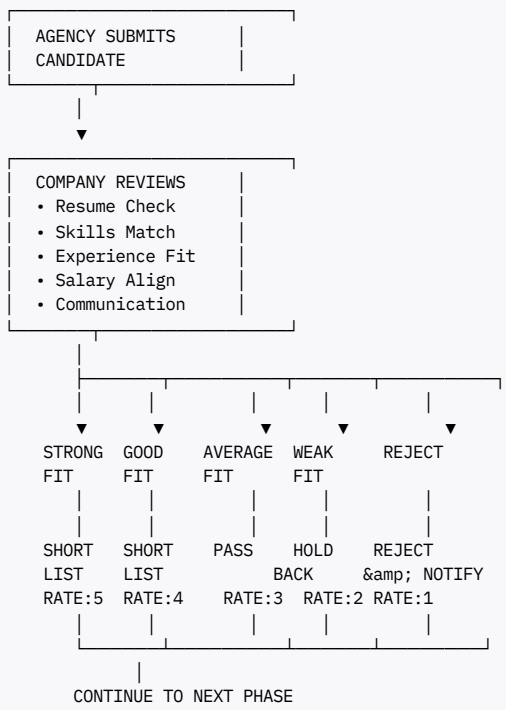

ADMIN MAIN DASHBOARD
• Real-time KPIs
• System Health
• User Statistics
• Financial Overview
• Alert & Notifications
ADMIN CONTROL MODULES
USER MANAGEMENT
FINANCIAL DASHBOARD
COMPLIANCE & AUDIT
QUALITY ASSURANCE
SYSTEM HEALTH
ANALYTICS & REPORTS
• View All Users
• Company Mgmt
• Agency Mgmt
• Verify/Approve
• Suspend/Ban
• Assign Roles
• View Profile
• Activity Logs
• Revenue Summary
• Payment Status
• Commission Track
• Settlements
• Payout Schedule
• Outstanding
• Tax Docs
• Reports
KYC VERIFY COMPANY/ AGENCY
• Review
• Documents
• Approve
• Reject
• Request More Info
PROCESS PAYMENTS
• Stripe Int
• Refunds
• Disputes
• Reconcile
• Audit Trail
• Transaction Log
• User Activities
• Data Privacy
• Compliance Chck
• Regulatory Report
• Export Logs
• Archive Data
• Complaints Mgmt
• Dispute Handler
• Rating Review
• Profile Quality
• Fraud Detection
• Issue Tracking
• Resolution Track
• Penalties/Warnings
GENERATE COMPLIANCE REPORTS
• GDPR
• PCI DSS
• Tax
• Audit
ESCALATE TO LEGAL/ INVESTIGATE
• Flag Users
• Suspend
• Warning
• Ban
• API Status
• Database Perf
• Platform Metrics
• User Acquisition

6. CRITICAL DECISION POINTS IN THE PLATFORM

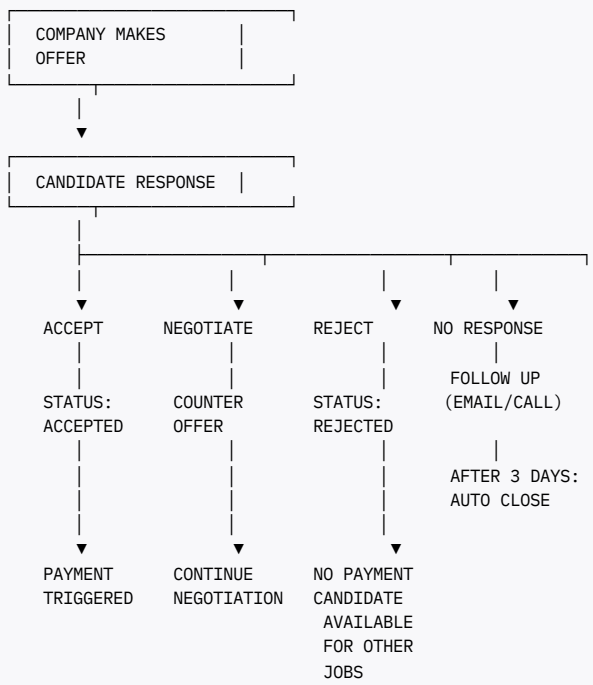


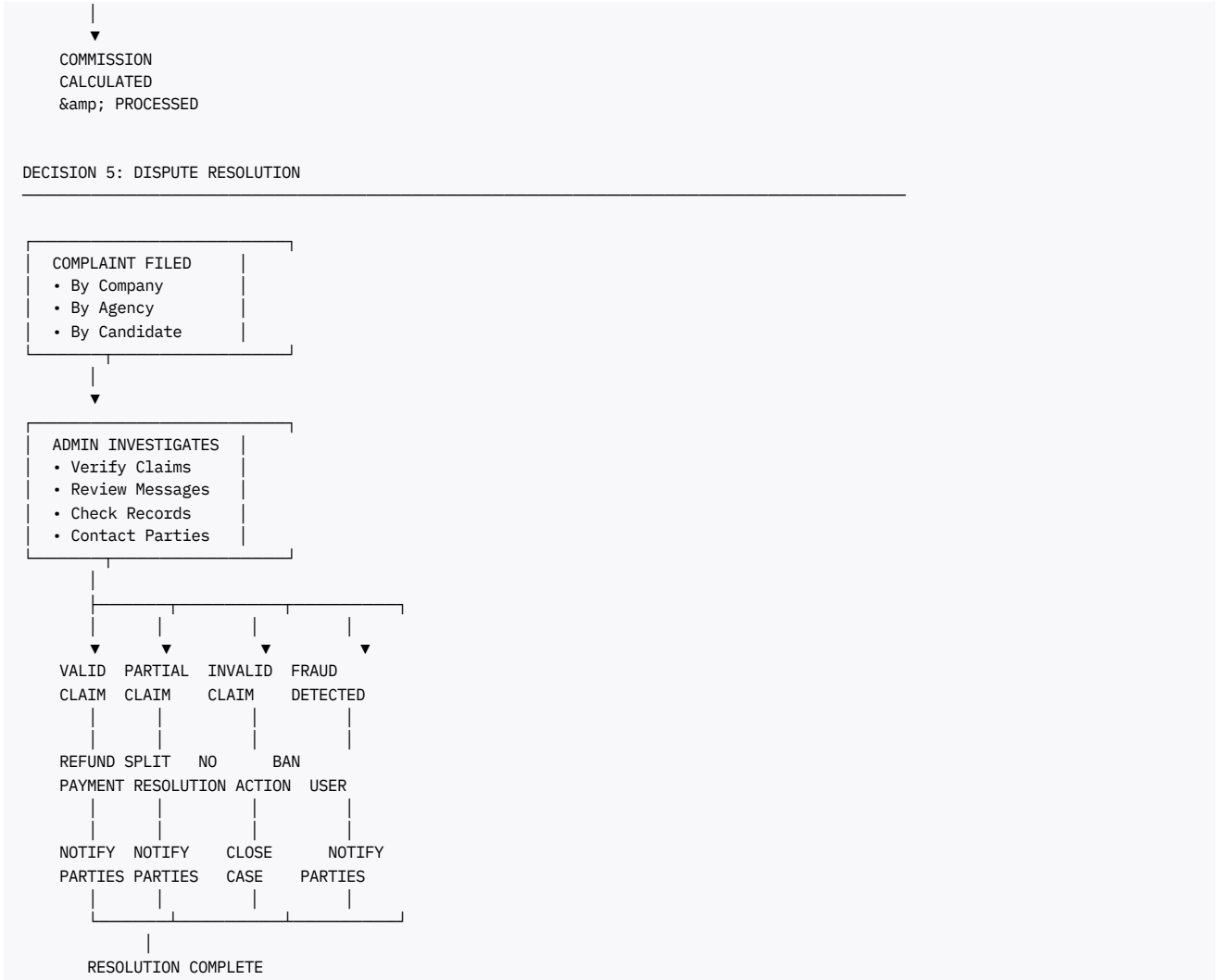


DECISION 3: CANDIDATE SUBMISSION EVALUATION

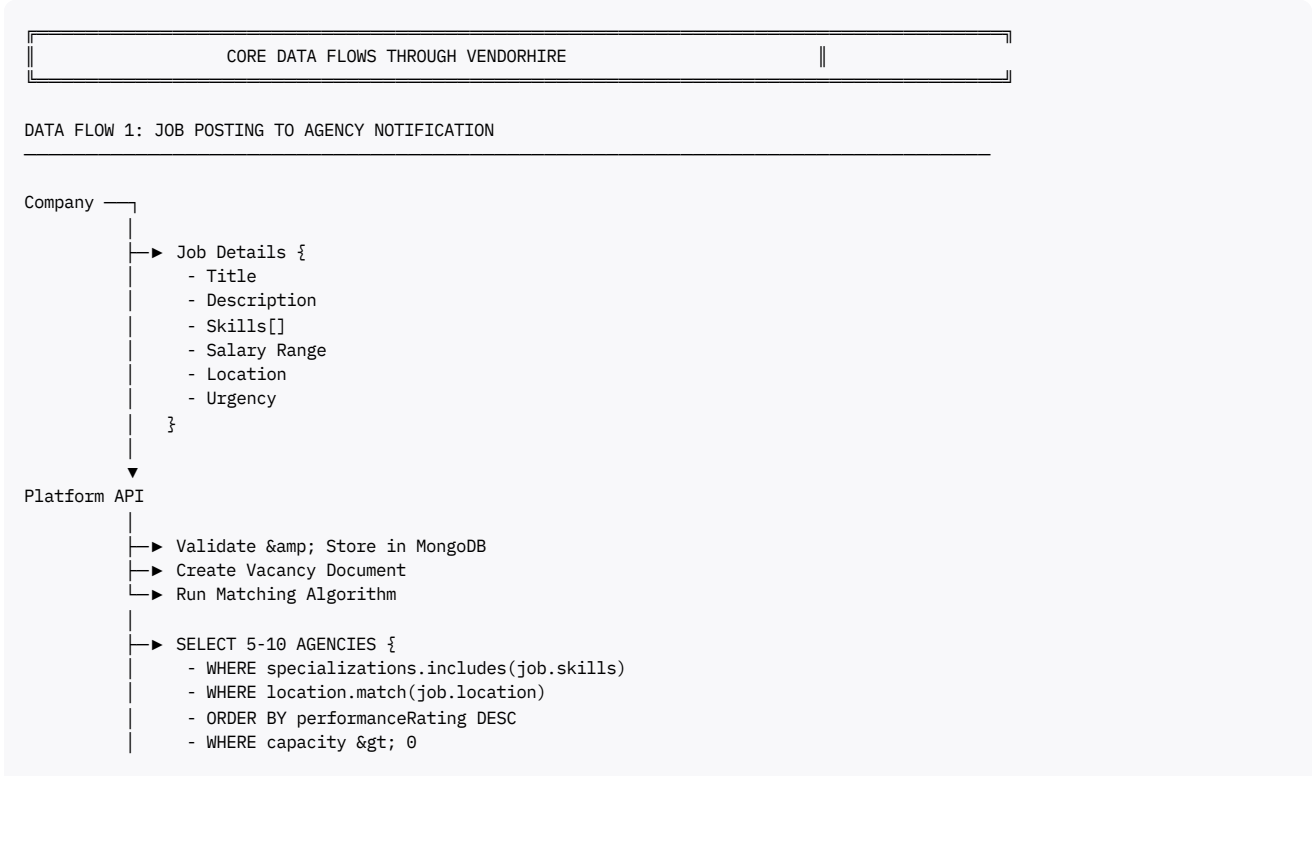


DECISION 4: OFFER ACCEPTANCE & PAYMENT TRIGGER





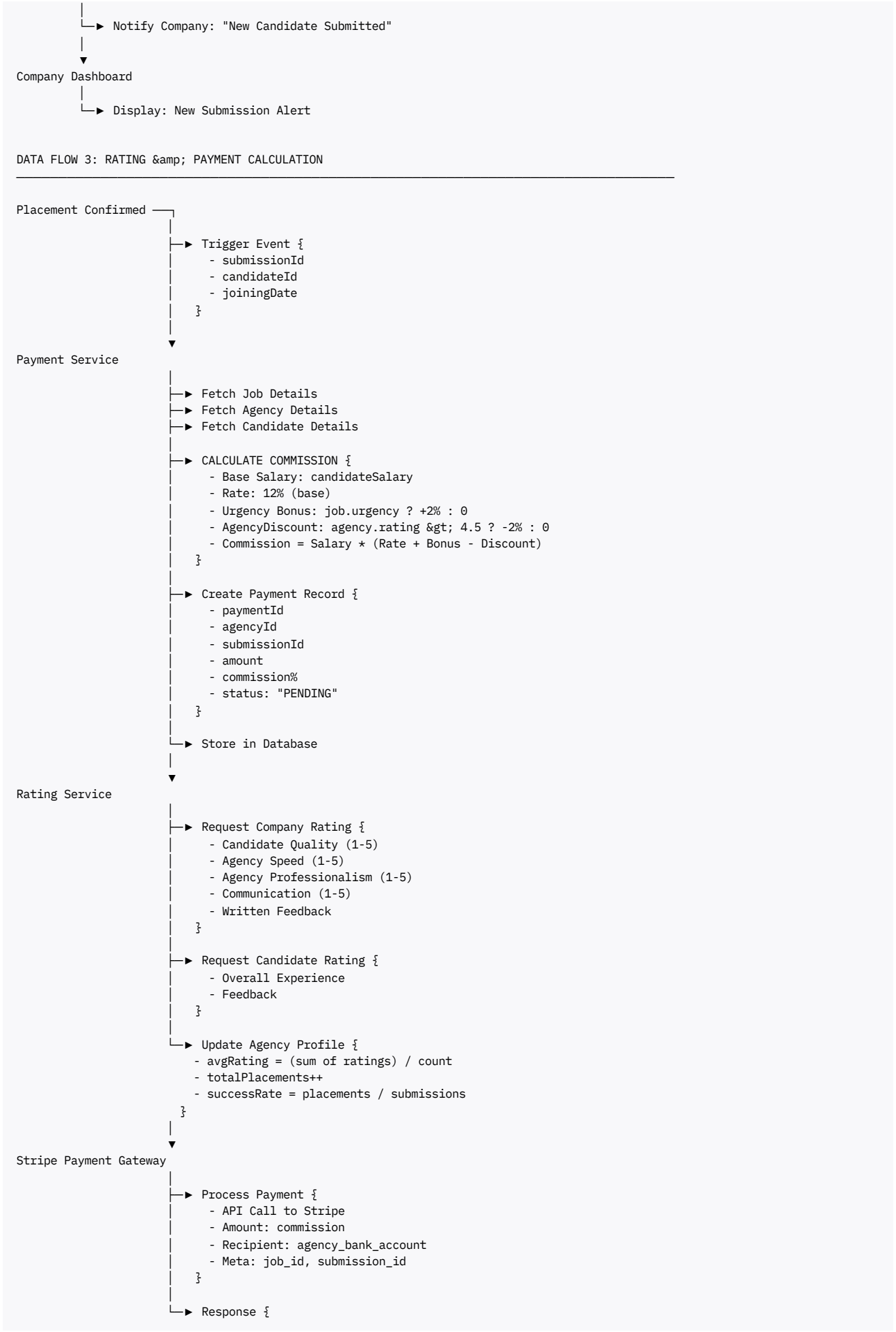
7. DATA FLOW THROUGH THE SYSTEM



```
          │   }
          │
          ▼
Queue System (Redis)
          │
          ├─► Job Notification Event {
          │     - agencyId
          │     - jobId
          │     - timestamp
          │   }
          │
          ▼
Notification Service
          │
          ├─► Create In-App Notification
          ├─► Send Email (SendGrid)
          ├─► Send SMS (Optional)
          └─► Update Dashboard
          │
          ▼
Agency Dashboard
          │
          └─► Display: "New Job Matching Your Profile"


DATA FLOW 2: CANDIDATE SUBMISSION PROCESSING
═══════════════════════════════════════════════════════════════════════════════════════════════

Agency ──┐
         │
         ├─► Candidate Submission {
         │     - candidateProfile {
         │       - Name
         │       - Email
         │       - Phone
         │       - Resume
         │       - Skills[]
         │       - Experience
         │     }
         │     - agencyRemarks
         │     - expectedSalary
         │   }
         │
         ▼
Platform API
         │
         ├─► Validate Upload
         ├─► Store in S3 (Resume)
         ├─► Create Candidate Document
         ├─► Create Submission Document
         └─► Update Job Stats
         │
         ▼
Database (MongoDB)
         │
         ├─► Submissions Collection {
         │     - submissionId
         │     - vacancyId
         │     - agencyId
         │     - candidateId
         │     - status: "SUBMITTED"
         │     - timestamp
         │   }
         │
         ├─► Vacancies Collection {
         │     - totalSubmissions++
         │   }
         │
         └─► Candidates Collection {
               - candidateProfile saved
             }
         │
         ▼
Queue System
         │
         └─► Submission Notification Event
         │
         ▼
Notification Service
```


Notify Company: "New Candidate Submitted"
Company Dashboard
Display: New Submission Alert
DATA FLOW 3: RATING & PAYMENT CALCULATION
Placement Confirmed
Trigger Event {
- submissionId
- candidateId
- joiningDate
}
Payment Service
Fetch Job Details
Fetch Agency Details
Fetch Candidate Details
CALCULATE COMMISSION {
- Base Salary: candidateSalary
- Rate: 12% (base)
- Urgency Bonus: job.urgency ? +2% : 0
- AgencyDiscount: agency.rating > 4.5 ? -2% : 0
- Commission = Salary * (Rate + Bonus - Discount)
}
Create Payment Record {
- paymentId
- agencyId
- submissionId
- amount
- commission%
- status: "PENDING"
}
Store in Database
Rating Service
Request Company Rating {
- Candidate Quality (1-5)
- Agency Speed (1-5)
- Agency Professionalism (1-5)
- Communication (1-5)
- Written Feedback
}
Request Candidate Rating {
- Overall Experience
- Feedback
}
Update Agency Profile {
- avgRating = (sum of ratings) / count
- totalPlacements++
- successRate = placements / submissions
}
Stripe Payment Gateway
Process Payment {
- API Call to Stripe
- Amount: commission
- Recipient: agency_bank_account
- Meta: job_id, submission_id
}
Response {

```
                          - transactionId
                          - status: "COMPLETED"
                          - timestamp
                        }
                        │
                        ▼
Database Update
                        │
                        ├──► Payment Status: COMPLETED
                        ├──► Agency Balance++
                        ├──► Platform Revenue++
                        └──► Submission Status: PLACED
                        │
                        ▼
Notification Service
                        │
                        ├──► Notify Agency: "Payment Received"
                        ├──► Notify Company: "Placement Complete"
                        └──► Notify Candidate: "Welcome Aboard"
                        │
                        ▼
Analytics Dashboard
                        │
                        └──► Update Metrics
                           - Time-to-Fill
                           - Cost-per-Hire
                           - Placements This Month
```

CONCLUSION

This comprehensive flowchart documentation covers:

✓ **System-Level Overview** - All components and interactions
✓ **Complete Lifecycle** - From job posting to payment
✓ **User Workflows** - Company, Agency, Admin flows
✓ **Decision Points** - Critical business logic branches
✓ **Data Flows** - Information movement through the system

Use These Flowcharts For:

- Team onboarding and training
- Development planning and task breakdown
- Process documentation and audits
- Troubleshooting and debugging
- Stakeholder communication
- Investment presentations

End of Complete VMS Platform Flowchart Documentation