

Proceed to Buyer/Vendor/Staff dashboard based on login

# Add Vendor

← → C

Approvd BUYER

Welcome, Username

⌵

Company Name

Dashboard

Notifications

Messages

Approvals

Vendors

Add

Manage

Setup

Questionnaires

Workflows

Settings

Add Vendor

Company Name

ACE Consulting

Contact Name

Adam Emerson

Contact Email

aemerson@ace.sg

Country

Singapore

Compliance Checklist

PDPA

AI Regulation

Cybersecurity

Choose Questionnaire

PDPA (Preset)

Next

# Preview selected questionnaire

← → C

Approvd BUYER

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⌵

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Preview Questionnaire

Template: PDPA

Customize

Clarification Info

Set Response

Clarification Info

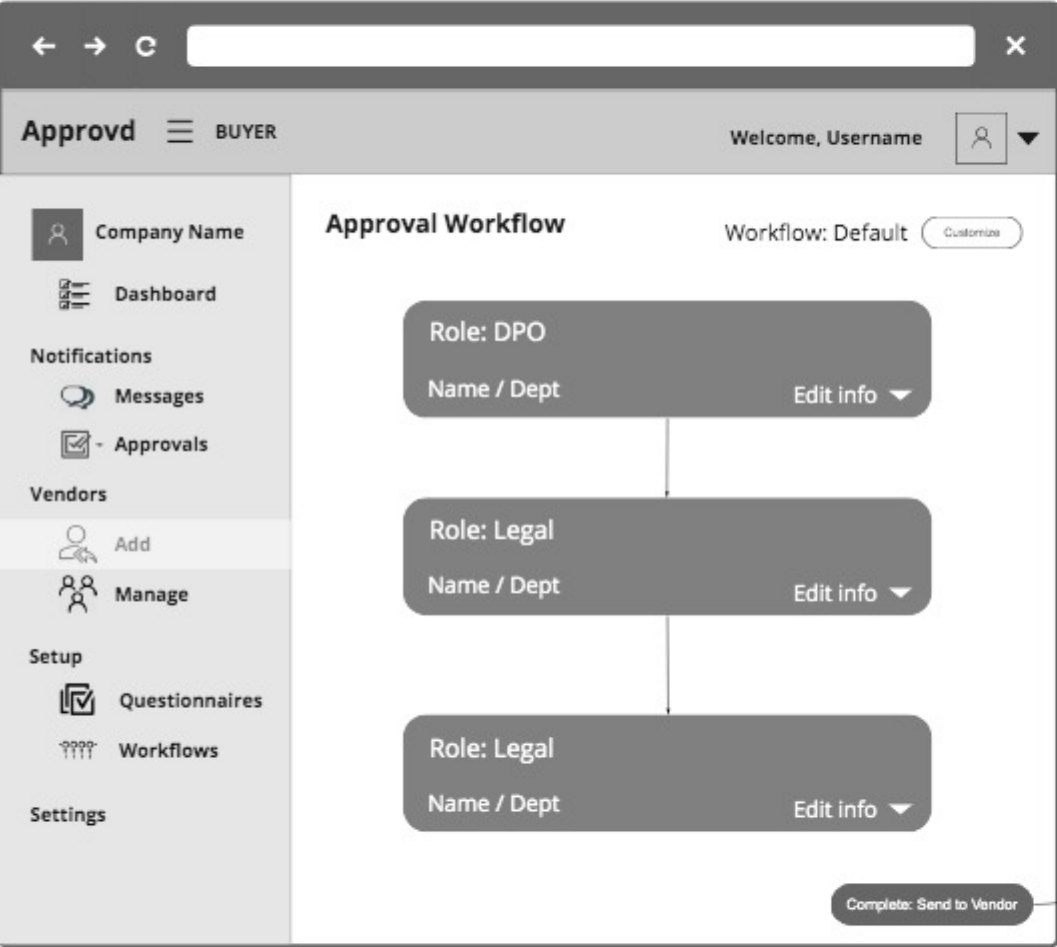
Set Response

Clarification Info

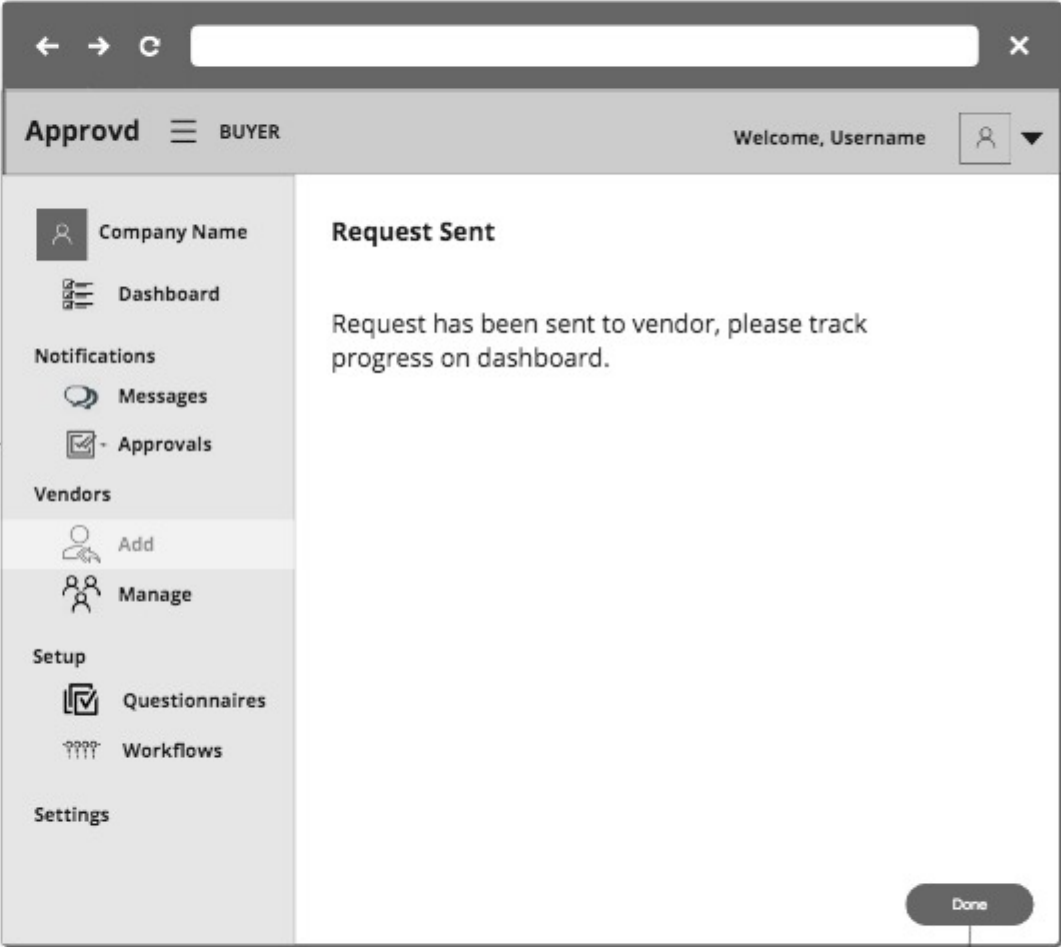
Set Response

Next: Set Approval Workflow

Review selected workflow

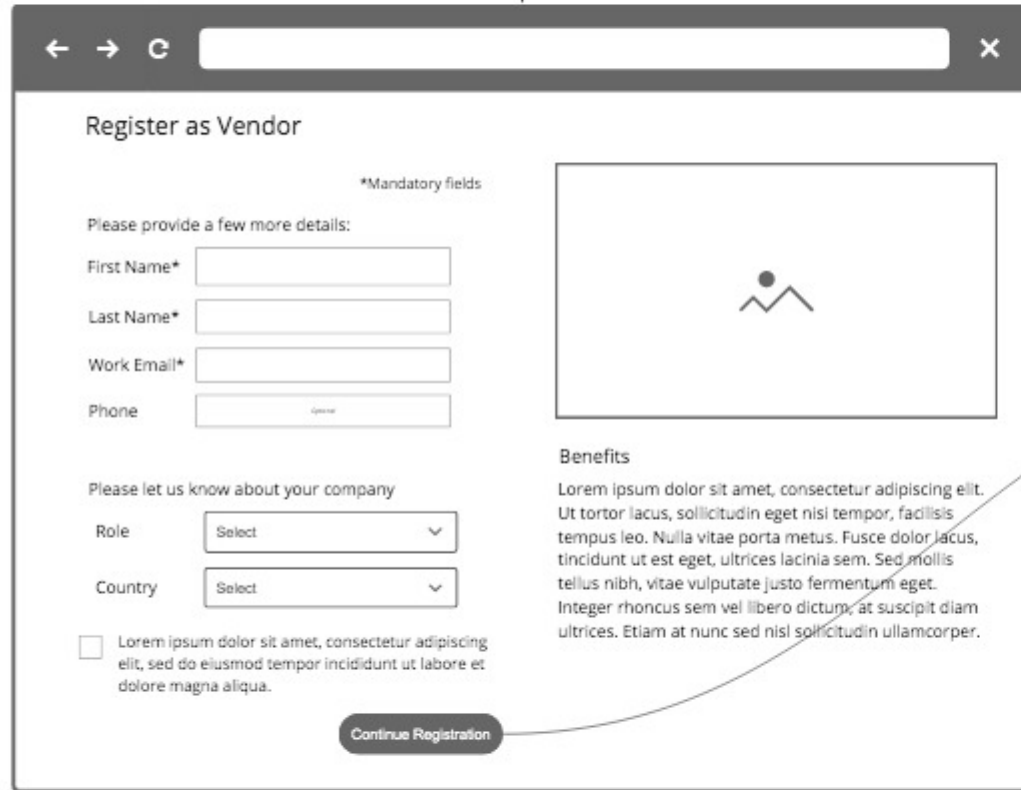


Send out email + link to vendors



## Vendor Subscription

Link from email invite (Vendor needs to create account to proceed)



Register as Vendor

\*Mandatory fields

Please provide a few more details:

First Name\*

Last Name\*

Work Email\*

Phone

Please let us know about your company

Role

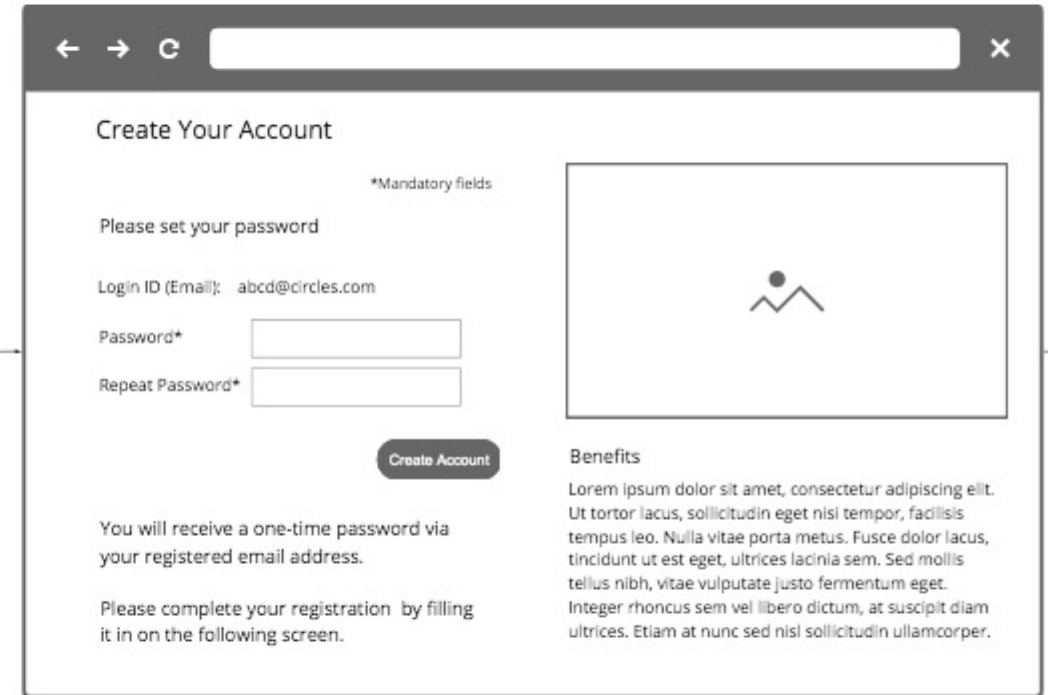
Country

☐ Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

[Continue Registration](#)

Benefits

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut tortor lacus, sollicitudin eget nisi tempor, facilisis tempus leo. Nulla vitae porta metus. Fusce dolor lacus, tincidunt ut est eget, ultrices lacinia sem. Sed mollis tellus nibh, vitae vulputate justo fermentum eget. Integer rhoncus sem vel libero dictum, at suscipit diam ultrices. Etiam at nunc sed nisi sollicitudin ullamcorper.



Create Your Account

\*Mandatory fields

Please set your password

Login ID (Email): abcd@circles.com

Password\*

Repeat Password\*

[Create Account](#)

You will receive a one-time password via your registered email address.

Please complete your registration by filling it in on the following screen.

Benefits

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut tortor lacus, sollicitudin eget nisi tempor, facilisis tempus leo. Nulla vitae porta metus. Fusce dolor lacus, tincidunt ut est eget, ultrices lacinia sem. Sed mollis tellus nibh, vitae vulputate justo fermentum eget. Integer rhoncus sem vel libero dictum, at suscipit diam ultrices. Etiam at nunc sed nisi sollicitudin ullamcorper.

Account setup and login

## Vendor logged in

Approvd VENDOR Welcome, Username

Company Name

Dashboard

Notifications

- Messages
- Requests

Vendors

- Notify
- Manage

Settings

Activity

- Company AAB has an incoming query - [View](#)
- Company ABC has completed approval request - [Mark Complete](#)

Requests

Company Name	Stage	Status	Age
Company AAA	DPO Approval	Pending	54 days
Company Genesis	DPO Approval	Pending	5 days

Approved

Company Name	Reviewed For	Completed
Gico Co.	PDPA	13/03/2020
Company ABD	PDPA	04/03/2020

Example: Vendor has 2 pending requests and has completed 2 previous company processes

## Vendor to complete questionnaire

Approvd VENDOR Welcome, Username

Company Name

Dashboard

Notifications

- Messages
- Approvals

Vendors

- Add
- Manage

Setup

- Questionnaires
- Workflows

Settings

### Questionnaire

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed lacus urna, vehicula eu fringilla sit amet, dignissim vitae massa. Curabitur ut sem non sem maximus pulvinar ut ac dui.

☒ Yes ☐ No [Help info](#)

Help info

Help info

Help info

Supporting doc:

Buyer Dashboard  
(after Buyer login)

←

→

↻

×

Approvd

BUYER

Welcome, Username

▼

Company Name

Dashboard

Notifications

Messages

Approvals

Vendors

Add

Manage

Setup

Questionnaires

Workflows

Settings

Activity

Company AAB has an incoming query - [View](#)

Company ABC has completed approval request - [Mark Complete](#)

Vendors in Progress

Company Name	Stage	Status	Age	
Company AAA	DPO Approval	Pending	54 days	<div></div>
Company AAB	DPO Approval	Pending	14 days	<div></div>
Company AAC	DPO Approval	Pending	9 days	<div></div>

Vendors Approved

Company Name	Reviewed For	Completed	
Company ABC	PDPA	25/03/2020	<div></div>
Company ABD	PDPA	04/03/2020	<div></div>
Company ABE	PDPA	25/02/2020	<div></div>

miro

Vendor dashboard  
(after Vendor login)

Approvd  VENDOR

Welcome, Username

Company Name

Dashboard

Notifications

Messages

Requests

Vendors

Notify

Manage

Settings

Activity

Company AAB has an incoming query - [View](#)

Company ABC has completed approval request - [Mark Complete](#)

Requests

Company Name	Stage	Status	Age	
Company AAA	DPO Approval	Pending	54 days	<div></div>
Company Genesis	DPO Approval	Pending	5 days	<div></div>

Approved

Company Name	Reviewed For	Completed	
Gico Co.	PDPA	13/03/2020	<div></div>
Company ABD	PDPA	04/03/2020	<div></div>