

IAND

Your quick start guide

to the IAND platform

app.iand.com

CLIENT GUIDE



IAND's digital supplier analytics & collaboration platform is designed for project teams.

Find out more at iand.com

Welcome to IAND

Your organisation is using the IAND platform to support your digital strategy. Providing insights on your supply chain risk and impact, and the tools to collaborate with your suppliers at scale.

This guide gives you the information that you need to get started and where to go for support.

1. Getting set up

- 1 Your **homepage** - This is where you will see all your tasks and direct access to key information such as custom links.
- 2 **The navigation bar** - This top bar gives you direct access to all your information. To get back to your homepage click on your organisation name.
- 3 Go to your **Account** page to update your profile and see which colleagues are on the platform. Note: this functionality is only accessible for super users (Level A). Learn more about **Authority Levels**.



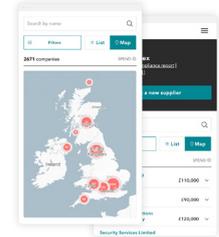
Integrations & Automation

The IAND platform integrates with your existing finance & commercial systems, to automatically populate the platform and keep it up to date.

Giving you 100% visibility on all your suppliers, projects and spend. Ensuring full transparency of your supplier relationships, at all times.

2. Explore your supplier ecosystem

- 1 On the **Companies** page, you can see all your suppliers and toggle between map & list view. Click on a supplier to see their full profile.
- 2 See which suppliers you are collaborating with for insight on their **company and team**.
- 3 Try using the filters and the search bar to explore your suppliers, for example the **SMEs** you are working with.



Insights & reporting

The IAND platform has integrated reporting functionality to give you insights on **Compliance, Programmes, Innovation** and **Performance**. **Custom reporting** is also available including Social Value metrics.

3. Collaborate with your suppliers

- 1** **Invite new suppliers** - are they already working with your company? Simply invite them from your **Companies** page. If not, you can use the Invite a new supplier form to get them set up.
- 2** **Opportunities** - you can manage your full end-to end tender process for bids and frameworks on IAND. Detailed guides on this can be found **here**.
- 3** Filter by your name on the **Project Index** to see projects you're working on. Simply click to gain access to the project page to see the full functionality available - including managing your contract and tracking performance. More on this **here**.



Authority Levels

Every user on the IAND platform is assigned an Authority Level which defines their platform permissions. Some features might not be available to you depending on your Authority Level. **Learn more**.



Where to go for help

There are a full set of support guides at the IAND academy at **support.iand.com**

The IAND support team is available Monday to Friday 09:00 -17:30.

E: **support@iand.com**

T: 0203 886 0866



TIP!

Bookmark **app.iand.com** to your favourites for easy access to the platform and add us **noreply@iand.com** to your contacts to ensure you receive email notifications.



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