

Q-Pulse®

Effective Supplier Review using MindGenius



What is Supplier review?

Supplier review means systematically seeking to find out whether or not your supplier has been effectively meeting all of your demands and delivering their products or services on time and on budget.

Supplier review with MindGenius

Q-Pulse helps you prepare for supplier reviews by allowing you to quickly and easily capture issues or concerns relating to the quality of products or services offered by your suppliers. It also helps you to report on supplier issues collectively or in isolation to assist in the identification of suppliers producing or providing unsuitable products or services. In addition, Q-Pulse helps you to maintain and schedule review dates so the reviews can be held on a regular basis.

As well as this, Q-Pulse allows you to maintain a register of current approved suppliers and a historical record of suppliers performance. This allows you to highlight suppliers deemed unsuitable based on previous performance.

MindGenius assists you anywhere you need to **collect, organise and understand information** about a specific supplier situation or problem. The output of this “mapping” activity is easy-to-read map files which will assist in the identification of “breakthrough” solutions to the toughest of problems. MindGenius, together with the three Q-Pulse modules addressing Suppliers, Audit Management and Analysis.

Hold a review prior to the Supplier Meeting

This will allow you to gather all relevant information from all appropriate people for the meeting with your supplier. MindGenius helps you to quickly and efficiently brainstorm all the issues and points you want to raise with your supplier. To do this with MindGenius, you should click on the paper icon to open up a new document. Then you simply need to **Type-and-Return** to start entering the information onto the page. The map will automatically format for you. If you need to restructure later, this can be easily completed with the **Drag-and-Drop** feature.

Once the map has been created, it may be large and complex but the **Map Explorer** will enable you to navigate backwards and forwards easily. **Map Explorer** means you are able to focus in on individual sections and have unlimited mini-maps. Together Type-and-Return, Drag-and-Drop and Map Explorer are known as the **3 MindGenius essentials** and they will allow you to get started quickly and easily.

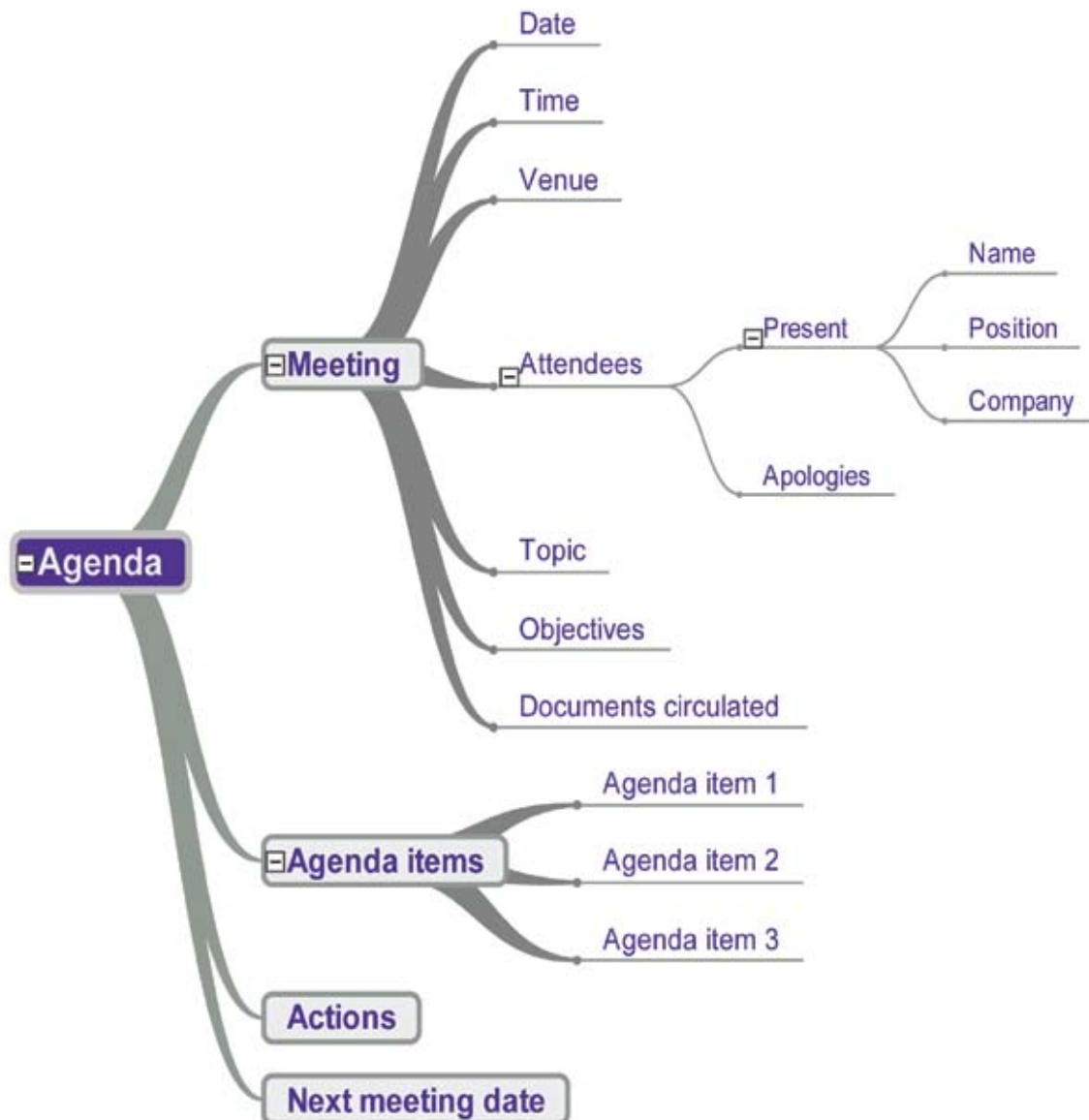
Prepare the agenda for your Supplier Review

Once you have reviewed and decided on the topics you need to raise, you can use MindGenius to prepare for the supplier review. You will find it easy to create an **Agenda** in MindGenius. It will just take a few minutes to produce using the **Output Tree** model and the Type-and-Return feature and will automatically structure for you.

The order your thoughts come out reflects your sequence of thinking. It may not best reflect how you wish your Map to be structured. The simple **Drag-and-Drop** mouse actions allow you to quickly re-arrange your thoughts. You can do this for your agenda or during the actual meeting itself as you capture ideas and responses.

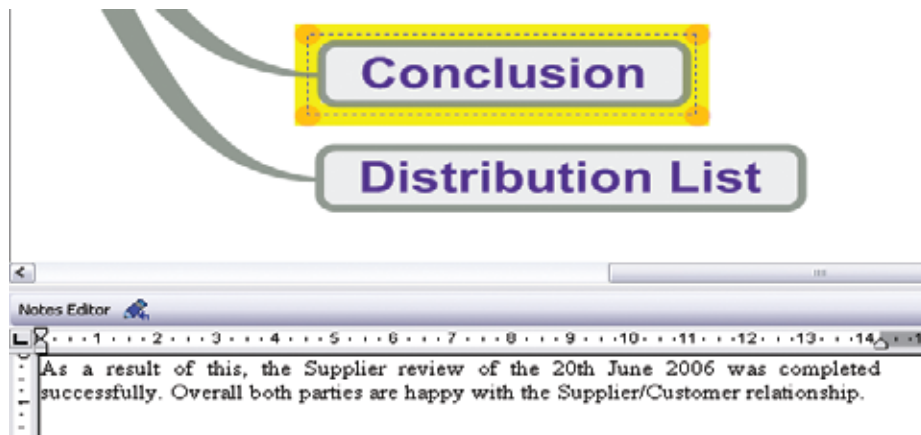
Once your checklist is completed, and you feel your agenda is ready to be sent to the identified meeting attendees, you can do this from within MindGenius using the **“Send to”** option.

See below for a sample Agenda map:



Manage the Supplier Review

The agenda is a powerful control mechanism for your meeting. During the course of your review, you can add **Notes** to the agenda using the Type-and-Return feature. They are highlighted on the screen by a blue pencil icon. This means you will gather real time minutes of the meeting which will instantly be available to distribute to all attendees.



You will be able to scroll backwards and forwards as ideas are thrown at you with the **Map Explorer** or the arrow keys, though you will be able to follow the structure of the agenda. You can focus on specific areas for discussion by drilling down to individual branches and then starting a new brainstorm. The agenda will also let you link in documents as back up if you need to display past records, e.g. on cost or meeting deadlines to suppliers.

Follow up on the Supplier Review

You can send the minutes directly from the mapping tool. From the File menu, select **Send To**. This will electronically distribute the updated agenda and its associated file attachments to your chosen circulation list. With just one click they are completed and with each attendee.

You can send the minutes in a variety of formats:

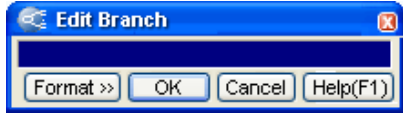





- Send the maps via e-mail from within the mapping tool
- Save the maps as **HTML** files and people can access them and view them over the internet/intranet.
- You can also **Export** the maps to a variety of different applications to end up with one of six fully formatted files including **Word**, **PDF** or **Project files**.

Summary

Using the mapping tool to plan for your Supplier Review will mean you will feel more in control of the process. You will have all the information you need, where you need it and in a logical order, meaning meetings and reviews will be more productive.

Go do it

Okay, so you're ready to start. Our top tip to you would be to print out this page and keep it next to you as you start to use MindGenius for Supplier Review.

Features	What does it do?	Where in MindGenius?
Type-and-Return	Enter information rapidly	
Drag-and-Drop	Move information around easily	
Send to MS Outlook	Send emails directly from MindGenius	
Map Explorer	Easily navigate around your information	
Notes	Add in extra information or longer sections of text to the map	
Outlook Sharing	Import actions to MindGenius or export resources to MS Outlook	
Export	Transform map into 6 other files types including PDF, Word and PowerPoint	