



## Workday VNDLY Statement of Work

**Strengthen project oversight. Maintain budget control.  
Efficiently manage change orders.**

Businesses often find themselves juggling competing priorities and projects. As project complexities increase, organizations need a solution that can effectively map and adhere to Statement of Work (SOW) requirements.

Workday VNDLY Statement of Work offers everything you need to mitigate project risk, meet deadlines, uncover cost savings, and eliminate rogue spending. You gain access to detailed information about ongoing projects—including pending and past requirement modifications, and the ability to build controls around processes and facilitate negotiations—all within the security of Workday VNDLY.

### Maintain visibility into all SOW activity.

Access a single location to capture all information related to project requirements. You can easily track projects against key areas such as project milestones, completion status, and payments made, in addition to pending change requests.

### Increase contracting process efficiencies.

Streamline the contracting process with the ability to include and lock legal language associated with a project or open it up to red-line negotiation with vendors. Ensure stakeholder alignment and capture agreements in one secure location.

### Ensure complete understanding across project deliverables.

Align expectations by setting predefined acceptance criteria, so everyone is on the same page and understands what's required to receive payment.

### Manage change orders effectively.

Request and capture change orders directly within Workday VNDLY. Streamline the process with the ability to review and approve change order requests. Focus your change order reviews with simple indicators highlighting the requested changes in an easy-to-read format.

### Key Benefits

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- Gain complete SOW oversight to ensure project effectiveness
- Control overall spend allocations and remain in line with project budgets
- Ensure stakeholder alignment with clear project expectations and milestones set from the start
- Streamline the change order process and capture all requests and approvals in one place
- Reduce manual effort and create efficiencies with business process automation
- Achieve local invoice compliance and reduce manual invoice reconciliation with preapproval requirements
- Gain insights into key program information to better support business decision-making
- Improve data quality and security measures with seamless systems integration

## Ensure complete oversight into worker assignments.

Gain visibility into which workers are assigned to a project with the ability to drill into the detail associated with individuals, as needed.

## Strengthen financial controls.

Remain on track with project spend and adhere to budget allowances with complete visibility into overall available budget, committed spend, and invoiced amount. Reduce manual invoice reconciliation with system controls that allow only approved spend to be invoiced. Workday VNDLY supports you across the varying payment types that may be needed on a single SOW, such as milestone, time, and materials.

## Achieve global capabilities.

Workday VNDLY provides key functionality to support your global program needs. These include local invoice compliance with access to the Workday VNDLY invoice template builder, tax rate management, tenure policy management, extensive currency coverage, language packs, and more.

## Drive better business decisions.

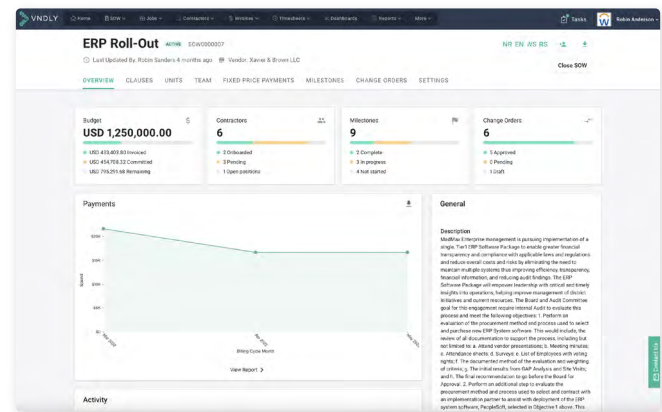
Acquire the insights you need to inform business decisions and maintain high program performance and control. With 100+ base reports and custom reporting functionality, Workday VNDLY enables you to get to the data you need as quickly as possible. Dashboards offer data visualization to effectively evaluate your program with the ability to apply filters for a more focused view.

## Align the technology ecosystem.

Improve information accuracy, remove manual effort, and increase data security with seamless systems integration. Workday VNDLY connects key technologies required for contingent labor management, including Workday Human Capital Management and other human capital management systems, procurement software, and identity and access management tools.

## Key Features

- Contract management and negotiation
- Project timeline view of planned versus actual
- Project milestone creation and tracking
- Project team oversight
- Individual external worker profile view
- Payment tracking and multipayment-type support
- Change order requests, reviews, and approvals
- Spend tracking against budget and invoiced items
- Global digital invoicing
- Program dashboards



Complete project oversight with Workday VNDLY Statement of Work.



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