

SKU

BUS-HED-VND

Solution area

Business Operations

Works with

Finance & Administration,
Enterprise Risk Management
(ERM), Research & Grants
Management, Facilities &
Maintenance Management

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Sep 26, 2026

Datasheet

v1.0

SmartSuite

Business Operations › Higher Education Operations › Datasheet

Vendor Management (Higher Ed)

Manage vendors, contracts, and procurement workflows with a centralized platform for higher education institutions.

What it is

A Vendor Management Hub is a centralized system used to manage vendor relationships, contracts, services, and engagements across an organization. It ensures visibility, governance, and coordination across procurement, finance, legal, and operational teams.

SmartSuite's Vendor Management Hub provides a structured, scalable system to manage vendor relationships, contracts, services, and engagements across higher education institutions. It replaces fragmented spreadsheets, shared drives, and disconnected procurement tools with a single, connected system of record.

With a centralized system of record, institutions gain full visibility into every vendor relationship—from initial onboarding through active use, contract renewal, and compliance oversight.

Core capabilities

Vendor Profile Management (Single Source of Truth)

Maintain centralized records for all vendor organizations.

Contract Lifecycle Management

Track contracts, renewals, expirations, and compliance.

Vendor Engagement Tracking

Understand how vendors are used across departments.

Products & Services Catalog

Track what each vendor provides and where it is used.

Vendor Risk & Compliance Management

Monitor risk ratings, documentation, and compliance status.

Procurement Workflow Integration

Manage onboarding, approvals, and purchasing processes.

Financial Visibility & Spend Tracking

Link vendors to budgets, contracts, and expenses.

Audit Trails & Documentation Management

Ensure traceability and audit readiness.

Role-Based Dashboards & Reporting

Provide visibility across procurement, finance, and departments.

The Vendor Management Lifecycle

Step 1 Onboard Vendor Capture vendor profile, contacts, and compliance data.	Step 2 Define Services & Engagements Link vendors to departments and use cases.	Step 3 Execute Contracts Manage agreements and approvals.	Step 4 Monitor Usage & Risk Track performance, compliance, and spend.	Step 5 Renew, Optimize, or Offboard Manage renewals, renegotiations, and lifecycle changes.
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Who it is for

Procurement & Vendor Management Office Oversees onboarding, governance, and vendor portfolio.	Finance & Business Office Tracks financial exposure and commitments.	Legal & Risk Management Manages contracts and compliance.
Department & Unit Owners Manage vendor usage and services.	IT, Facilities, and Research Leaders Oversee vendor dependencies and operations.	Auditors & Institutional Leadership Review vendor risk, contracts, and performance.

Works with

Finance & Administration Track budgets, expenses, and financial commitments.	Enterprise Risk Management (ERM) Manage vendor risk and compliance exposure.
Research & Grants Management Track external partners and sponsors.	Facilities & Maintenance Management Manage contractors and service providers.

Built differently. Vendor Management (Higher Ed) runs on the same relational platform as every other SmartSuite product, so its records link to the risks, controls, issues and evidence they affect, and every report reflects the current state rather than a copy.

See it working with your data

Ask your SmartSuite account team for a demo of Vendor Management (Higher Ed) configured for your organization, or read the full product entry at smartsuite.com/products/vendor-management-higher-ed.

Schedule a demo