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Global Certificate in Global Mobility in HR

## Vendor Management

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**Assignee:** An assignee is an employee who is sent by their company to work in a different location, often for a specific period of time. They are also known as expatriates or international assignees.

**Cost Estimates:** Cost estimates are projections of the total cost of an international assignment, including expenses such as relocation, housing, travel, and other incidental costs. Accurate cost estimates are essential for effective vendor management, as they help companies to budget for assignments and negotiate favorable rates with vendors.

**Destination Service Provider (DSP):** A destination service provider is a vendor that offers services to assignees and their families, such as relocation, settling-in, and cultural training. DSPs help assignees to adjust to their new location and provide support throughout the assignment.

**Global Mobility Program:** A global mobility program is a company's strategy for managing the international assignments of its employees. It includes policies, procedures, and systems for selecting, preparing, and supporting assignees, as well as for managing the costs and risks associated with international assignments.

**International Assignment Policy:** An international assignment policy is a set of guidelines that govern the management of international assignments. It outlines the roles and responsibilities of different departments and individuals involved in the assignment process, as well as the procedures and processes for managing assignments.

**Relocation Management Company (RMC):** A relocation management company is a vendor that specializes in the relocation of employees. RMCs provide a range of services, including home sale and purchase assistance, household goods transportation, and temporary housing.

**Vendor Management:** Vendor management is the process of selecting, managing, and evaluating vendors that provide services to a company. In the context of global mobility, vendor management involves selecting and managing vendors that provide services to assignees and their families, such as relocation, settling-in, and cultural training.

**Vendor Selection:** Vendor selection is the process of choosing vendors that will provide services to assignees and their families. This involves evaluating vendors based on a range of criteria, such as their experience, reputation, and cost.

**Vendor Performance Evaluation:** Vendor performance evaluation is the process of assessing the performance of vendors that provide services to assignees and their families. This involves evaluating vendors based on a range of criteria, such as their timeliness, quality of service, and cost.

**Vendor Management Strategy:** A vendor management strategy is a company's approach to selecting, managing, and evaluating vendors that provide services to assignees and their families. It includes policies,

procedures, and systems for managing vendors, as well as for evaluating their performance and ensuring that they meet the company's needs.

**Work Permit:** A work permit is a legal document that allows an assignee to work in a foreign country. It is typically issued by the government of the host country and is required for most international assignments.

**Acculturation:** Acculturation is the process of adapting to a new culture. This is an important consideration for assignees, as they may need to adjust to a new language, customs, and social norms.

**Compliance:** Compliance refers to the extent to which a company's international assignments are in line with relevant laws, regulations, and policies. Compliance is an important consideration for vendor management, as vendors must adhere to relevant laws and regulations when providing services to assignees.

**Cultural Training:** Cultural training is a service provided by vendors that helps assignees and their families to adjust to a new culture. It includes information about the host country's language, customs, and social norms, as well as practical advice for living and working in the host country.

**Expatriate Taxation:** Expatriate taxation refers to the taxes that assignees are required to pay while working in a foreign country. It is an important consideration for vendor management, as vendors must ensure that assignees are compliant with relevant tax laws.

**Policy Compliance:** Policy compliance refers to the extent to which a company's international assignments are in line with its own policies. Policy compliance is an important consideration for vendor management, as vendors must adhere to the company's policies when providing services to assignees.

**Repatriation:** Repatriation is the process of returning an assignee to their home country after an international assignment. It is an important consideration for vendor management, as vendors may provide services to assignees during the repatriation process.

**Risk Management:** Risk management refers to the process of identifying, assessing, and mitigating the risks associated with international assignments. This is an important consideration for vendor management, as vendors must ensure that assignees are not exposed to unnecessary risks while working in a foreign country.

**Tax Equalization:** Tax equalization is a policy that ensures that assignees are not financially disadvantaged by their international assignment. It involves adjusting an assignee's salary to account for differences in tax rates between their home and host countries.

**Vendor Contract:** A vendor contract is a legal agreement between a company and a vendor that outlines the terms and conditions of the services that the vendor will provide. Vendor contracts are an important consideration for vendor management, as they help to ensure that vendors provide services in accordance with the company's needs.

**Vendor Negotiation:** Vendor negotiation is the process of negotiating the terms and conditions of a vendor contract. This is an important consideration for vendor management, as it helps to ensure that vendors

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provide services at a reasonable cost and in accordance with the company's needs.

**Vendor Relationship Management:** Vendor relationship management is the process of building and maintaining positive relationships with vendors that provide services to assignees and their families. This is an important consideration for vendor management, as positive relationships with vendors can help to ensure that assignees receive high-quality services.

**Cost of Living Adjustment (COLA):** A cost of living adjustment is an increase in an assignee's salary that is intended to compensate for differences in the cost of living between their home and host countries. COLAs are an important consideration for vendor management, as vendors must ensure that assignees are not financially disadvantaged by their international assignment.

**Expatriate Compensation:** Expatriate compensation is the total amount of money that an assignee receives while working in a foreign country. It includes their salary, benefits, and any other forms of compensation. Expatriate compensation is an important consideration for vendor management, as vendors must ensure that assignees are fairly compensated for their work.

**Hardship Allowance:** A hardship allowance is a payment made to an assignee to compensate them for the challenges of living and working in a difficult or dangerous location. Hardship allowances are an important consideration for vendor management, as vendors must ensure that assignees are fairly compensated for the challenges they face while working in a foreign country.

**Housing Allowance:** A housing allowance is a payment made to an assignee to cover the cost of housing in a foreign country. Housing allowances are an important consideration for vendor management, as vendors must ensure that assignees have access to affordable and suitable housing.

**Relocation Allowance:** A relocation allowance is a payment made to an assignee to cover the costs of moving to a foreign country. Relocation allowances are an important consideration for vendor management, as vendors must ensure that assignees are not financially disadvantaged by the costs of relocating.

**Salary Review:** A salary review is the process of evaluating an assignee's salary to ensure that it is fair and competitive. Salary reviews are an important consideration for vendor management, as vendors must ensure that assignees are fairly compensated for their work.

**Total Compensation:** Total compensation refers to the total amount of money and benefits that an assignee receives while working in a foreign country. Total compensation is an important consideration for vendor management, as vendors must ensure that assignees are fairly compensated for their work.

**Vendor Compliance:** Vendor compliance refers to the extent to which vendors adhere to relevant laws, regulations, and policies when providing services to assignees. Vendor compliance is an important consideration for vendor management, as vendors must ensure that assignees are not exposed to unnecessary risks while working in a foreign country.

**Vendor Management Software:** Vendor management software is a tool that helps companies to manage

their relationships with vendors that provide services to ass