Noetfield Procurement Pack (Public)

Noetfield Systems Inc. • NF-PROC-PACK • v3.4 • Last updated 2025-12-21

Buyer-forwardable snapshot for invoice/PO procurement and vendor onboarding. Public routing is non-confidential; sensitive artifacts are exchanged only after scope confirmation and a secure channel agreement.

> **Request ID (RID)**
>
> RID: _____ (include in email subject lines, PO comments, and internal forwarding; RID required for processing)

Procurement flow (typical)

• **1) Select the offer:** choose a package (recommended) or start with Copilot QuickScan for a fast decision-ready output.

• **2) Trigger invoice / PO onboarding:** use /gate/procurement/ (preferred) or email **procurement@noetfield.com** with the RID and purchase lane (PO/invoice/vendor portal).

• **3) Kickoff:** email-first by default; secure sharing options are established after kickoff when required by buyer policy.

Offers covered (high-level)

Offer	Typical duration	Primary outputs (typical)	Primary buyer
Copilot QuickScan	5 business days	Rapid readiness snapshot; decision notes; top risks; recommended next actions.	Modern Workplace / IT Transformation lead
Microsoft 365 Copilot Readiness Assessment	2 / 4 / 6 week tiers	Board memo; evidence index; controls map/taxonomy; 30/60/90 action plan.	CIO/CISO org with Procurement + Privacy blockers
Trust Brief	6 weeks	Governance diagnostic; use-case map; risks/controls/proofs; evidence index; board memo.	CIO/CISO org; Risk/Privacy/Legal stakeholders
Trust Ledger (Retainer)	Ongoing	Ledger entries; change log; evidence pointers; decision cadence.	Governance owner; Risk/Compliance office
Playbook Pro (License)	License	Governance templates: registers, questionnaires, memo formats, policy templates.	Ops lead; Governance program owner

Buying and contracting

• **Purchase methods:** Invoice and PO supported (including vendor onboarding / portal where required).

• **Net terms:** Net 30 standard. Net 45 / Net 60 available where required by buyer policy.

• **Currency & taxes:** CAD unless otherwise agreed. Applicable GST/HST added where required.

• **Contracting stack:** SOW required (always). Buyer MSA supported when required. NDA optional. DPA and security exhibits available if applicable.

• **Travel & expenses:** excluded unless expressly stated in the SOW.

• **Quote validity:** 30 days unless otherwise specified.

Delivery and acceptance

• **Delivery format:** PDF delivery pack (and optional online report link). Outputs are designed to be non-confidential by default unless contractually designated otherwise.

• **Acceptance window:** 5 business days after delivery unless otherwise stated in the SOW. If no written non-conformance is received, deliverables are deemed accepted.

• **Change control:** Minor editorial clarifications included. Material scope changes require a written change order signed by both parties.

• **Dependencies:** Buyer provides read-only exports and stakeholder availability as needed for timely delivery.

Data handling, access, and AI boundary (high-level)

• **Public intake is routing-only:** do not submit secrets, credentials, private keys, regulated personal data, or production exports via public forms or email.

• **Least-privilege by default:** read-only and export-based access preferred; scoped, revocable, and aligned to deliverables.

• **Secure sharing:** sensitive artifacts move only after scope confirmation and secure channel agreement using buyer-approved methods.

• **Retention/deletion:** set per engagement in the SOW (and DPA where applicable).

• **AI/LLM usage:** no training on buyer content by default. Any use of third-party AI tools for processing buyer materials, if ever required, is buyer-approved and documented in scope.

Out-of-scope (unless explicitly included in the SOW)

• Implementation, tenant administration, and operating production systems.

• Handling of regulated personal data or restricted datasets outside buyer-approved channels.

• Penetration testing or certification attestation (SOC 2 / ISO 27001) as deliverables.

Vendor details (for onboarding)

Field	Value
Legal entity	Noetfield Systems Inc.
Jurisdiction	British Columbia, Canada
Doing business as	Noetfield
Website	www.noetfield.com
Registered address	Provided on invoice or during vendor onboarding
Tax/GST/HST number	Provided during vendor onboarding
Primary procurement email	procurement@noetfield.com

Procurement checklist (what to send to start)

■ RID (Request ID) included in email subject and PO / invoice comments.

■ Procurement lead + Accounts Payable contact details.

■ Purchase lane: PO, invoice, or vendor portal instructions (including portal links).

■ Contracting preference: buyer MSA/SOW route or standalone SOW; NDA (if needed); DPA request (if applicable).

■ Vendor risk intake: security/privacy questionnaire and required exhibits (if applicable).

Support and escalation contacts

• **Procurement:** procurement@noetfield.com — PO, invoice terms, vendor onboarding

• **Billing:** billing@noetfield.com — invoices, receipts, payment confirmations

• **Support:** support@noetfield.com — delivery operations, status follow-ups

• **Sales:** sales@noetfield.com — offer selection, scope questions, start dates

• **Trust / Security:** trust@noetfield.com — security/privacy materials, vendor risk intake coordination

• **Legal:** legal@noetfield.com — NDA/MSA/SOW/DPA routing

Procurement quick links

Item	Link
Sales start	https://www.noetfield.com/gate/sales/
Procurement lane	https://www.noetfield.com/gate/procurement/
Vendor overview	https://www.noetfield.com/vendor/
Status tracking (use RID)	https://www.noetfield.com/status/

Non-binding summary. Final commercial, security, and contractual terms are set only in executed agreements.