

Contracting Notes (Public)

Non-confidential attachment. Informational only. Executed agreements govern. Final terms are set in executed agreements and scoped to the engagement type and data sensitivity.

Public intake boundary

- Public forms and initial email intake are non-confidential. Do not submit secrets, credentials, private keys, security findings, or regulated personal data.
- If secure sharing is required, a buyer-approved method is confirmed after scope confirmation (or earlier once an executed NDA and delivery path exist).
- Regulated personal data examples: government identifiers, health data, financial account data, minors' data, or data regulated by law or buyer policy.

Request ID (RID)

- RID is the routing key for all engagement artifacts and communications.
- **Format:** NF-RID-YYYYMMDD-XXXX (example) or buyer-provided internal reference.
- **Include in:** email subject lines, PO comments, invoice remittance notes, procurement questionnaires, and secure upload labels.

Contracting stack (typical)

- **SOW (Statement of Work):** always used; defines scope, deliverables, timeline, assumptions, acceptance criteria, and commercials.
- **MSA:** used when the buyer requires a master agreement; otherwise the SOW is the primary contract for scope.
- **DPA:** used when personal data processing applies or buyer policy requires it.
- **NDA:** optional; used for pre-kickoff sensitive discussions or secure sharing prior to kickoff.

Order of precedence

If any inconsistency exists, executed agreements govern (typically: MSA/DPA/NDA, then SOW and exhibits). This document is non-binding and does not modify executed agreements.

Acceptance, invoicing, and change control

- **Acceptance:** deliverables are accepted as specified in the SOW (e.g., board memo, control map, evidence index).
- **Invoice cadence:** defined in the SOW (typical: kickoff milestone + delivery milestone). Net 30/45/60 supported when required by buyer policy.
- **Change control:** out-of-scope items require a written change order or a new SOW; changes reference the RID and state impact on deliverables, schedule, and commercials.

Procurement questionnaire handling

- Send questionnaires to **procurement@noetfield.com** with the RID in the subject line.

- Responses are scoped, evidence-aligned, and limited to the engagement and executed exhibits (no speculative commitments).
- Security/privacy commitments are provided only through executed exhibits where applicable.

Routing & contacts

Procurement questionnaires / vendor intake	procurement@noetfield.com
Billing / invoice routing	billing@noetfield.com
Support	support@noetfield.com
Procurement lane	https://www.noetfield.com/gate/procurement/
Status (RID)	https://www.noetfield.com/status/
Vendor overview	https://www.noetfield.com/vendor/

SOW Summary Sheet + Procurement Checklist (Public)

Use this page to accelerate vendor onboarding and scope confirmation. Keep public routing non-confidential. Executed agreements govern.

SOW Summary Sheet (template)

RID	NF-RID-_____ (or buyer reference)
Buyer entity	_____
Engagement	Copilot Readiness / QuickScan / Trust Brief / Other: _____
Scope summary	_____
Deliverables (list)	_____
Acceptance criteria	_____
Timeline	Start: _____ End: _____ Milestones per SOW
Access level	Read-only exports / Admin access / Other: _____
Data boundary	Non-production / production (if approved) / personal data (DPA if applicable)
Secure sharing	Buyer-approved secure channel after scope confirmation (or after NDA/DPA where required)
Commercials	Fixed price (CAD): _____ PO required? _____ Net terms: 30 / 45 / 60
Invoice cadence	Typical: kickoff milestone + delivery milestone (per SOW)

Procurement checklist (pre-kickoff)

- Buyer procurement questionnaire (if required) and onboarding instructions.
- Any required templates (NDA/MSA/DPA) for review, with the RID in the email subject.
- Billing contact and PO process details (if applicable).
- High-level engagement context only. Do not transmit secrets/credentials via public channels.

Routing rules

- Procurement lane: <https://www.noetfield.com/gate/procurement/> (email builder + onboarding path).

- Status: <https://www.noetfield.com/status/> (use RID).
- Vendor overview: <https://www.noetfield.com/vendor/> (procurement + security posture).

Contacts

Function	Email
Procurement	procurement@noetfield.com
Billing	billing@noetfield.com
Support	support@noetfield.com