

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