

## 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)

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