

# Procurement Pack (Snapshot)

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)

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

**Trigger invoice / PO onboarding:** use the procurement lane or email procurement@noetfield.com with the RID.

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

## Offer catalogue (high-level)

Offer	Typical duration	Primary outcome
Copilot QuickScan	5 business days	Rapid readiness snapshot
Copilot Readiness (Starter / Standard / Extended)	2 / 4 / 6 weeks	Procurement-ready adoption decision
Trust Brief	6 weeks	Governance diagnostic + decision options
Trust Ledger (Retainer)	Ongoing	Continuous governance traceability
Playbook Pro (License)	License	Governance templates

## Core artifacts (examples)

**QuickScan:** evidence snapshot • exposure map • control options • board summary

**Readiness:** board memo • MAP • controls map • evidence index

**Trust Brief:** use-case map • risks / controls / proofs • evidence index • board memo

**Trust Ledger:** ledger entries • change log • evidence pointers • decision cadence

Full scope, deliverables and pricing are defined in the executed SOW (and associated schedules, if any).

## How to buy (invoice / PO)

**Route:** [www.noetfield.com/gate/procurement/](http://www.noetfield.com/gate/procurement/) (preferred) or email [procurement@noetfield.com](mailto:procurement@noetfield.com) with the RID.

**Invoice terms:** Net 30 standard; Net 45/60 available per buyer policy.

**Currency & taxes:** CAD by default; GST/HST extra as applicable.

**PO purchasing:** SOW-led delivery; PO is referenced in the invoice and/or SOW where required.

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

## Data handling & access model

**Public intake is routing-only:** no secrets, credentials, private keys, or regulated personal data in public forms.

**Least-privilege & read-only by default:** access is scoped, revocable, and aligned to deliverables; exports/read-only access by default.

**Secure sharing:** sensitive artifacts move only after scope confirmation and secure channel agreement.

**Security & privacy materials:** Security/Privacy Summary and DPA available upon request for vendor risk intake.

## Vendor details

Field	Value
Legal entity	Noetfield Systems Inc.
Jurisdiction	British Columbia, Canada
Registered address	Provided on invoice or during onboarding
Website	<a href="http://www.noetfield.com">www.noetfield.com</a>
Tax/GST/HST number	Provided during vendor onboarding
Primary procurement email	<a href="mailto:procurement@noetfield.com">procurement@noetfield.com</a>

## Commercials

**Currency:** CAD. **Taxes:** GST/HST extra as applicable. **Net terms:** Net 30 standard (Net 45/60 available per buyer policy). **Payment:** EFT/ACH preferred (details on invoice). **Quote validity:** 30 days unless stated otherwise. **Travel & expenses:** excluded unless specified in the SOW.

## Delivery & acceptance

**Delivery:** PDF deliverables and optional online link.

**Acceptance window:** 5 business days from delivery unless otherwise stated in the SOW.

**Change control:** any changes to scope/deliverables require a written change order signed by both parties.

**Out-of-scope:** implementation and handling of regulated personal data unless explicitly included in the SOW.

## Procurement checklist

- Request ID (RID) provided and included in subject line.
- Selected offer and scope confirmed (package/duration).
- Invoice / PO route chosen; payment details and currency confirmed.
- Security & privacy materials requested if needed.

## Support contacts

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

## Quick links

Procurement lane: [www.noetfield.com/gate/procurement/](http://www.noetfield.com/gate/procurement/)

Vendor overview: [www.noetfield.com/vendor/](http://www.noetfield.com/vendor/)

Status (use RID): [www.noetfield.com/status/](http://www.noetfield.com/status/)

Last updated: December 22, 2025.