

# Procurement Pack

Snapshot for vendor onboarding and purchase processing. Safe for sharing and non-confidential by default.

Document ID

NF-PROC-PACK-3.1

Version

3.1

Last updated

2025-12-21

**Public intake boundary:** Do not submit secrets, credentials, private keys, regulated personal data, or production exports via public forms or email. Secure sharing options can be confirmed after kickoff, if required.

Request ID (RID)		Include RID in email subject and in PO / invoice comments.
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## Offers covered

Offer	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	2w / 4w / 6w tiers	Board memo; evidence index; controls map/taxonomy; 30/60/90 action plan.	CIO/CISO org with Procurement + Privacy blockers

*Note:* Scope is fixed per SOW. Implementation and tenant administration are out of scope unless explicitly contracted.

## Buying and contracting

- **Purchase methods:** Invoice and PO supported (including vendor onboarding/portal).
- **Net terms:** Net 30 standard. Net 45 / Net 60 available where required by buyer policy.
- **Currency and taxes:** CAD unless otherwise agreed. Applicable GST/HST added where required.
- **Contracting:** SOW required. NDA/MSA/DPA and security exhibits available upon request; all work subject to executed agreement.

## Delivery and acceptance

- **Delivery format:** PDF delivery pack (and optional online report link). Outputs are designed to be non-confidential by default.
- **Acceptance window:** 5 business days after delivery. 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.

Security & Privacy Summary, DPA, and subprocessor list are available upon request for vendor risk intake (subject to executed agreement).

## Security and privacy (high-level)

- **Data boundary:** No collection of credentials, private keys, or regulated personal data through public channels.
- **Access model:** Read-only and export-based by default. Production access is not required for QuickScan and may be scoped only under an executed agreement.
- **Secure sharing:** If required, secure transfer is confirmed after kickoff using buyer-approved channels.

## Vendor details and contacts

<b>Legal entity</b>	Noetfield Systems Inc. (Canada)
<b>Vendor onboarding</b>	Provide onboarding fields/forms. Vendor master data can be confirmed during onboarding and/or on the invoice.
<b>Procurement</b>	procurement@noetfield.com
<b>Billing</b>	billing@noetfield.com
<b>Support</b>	support@noetfield.com

Informational only. Final scope, pricing, deliverables, security exhibits, and processing requirements are defined in executed agreements (SOW/MSA/DPA/NDA as applicable).

## Procurement checklist (what to send to start)

- **RID** (Request ID): include in email subject and PO/invoice comments.
- **Procurement + AP contact:** buyer procurement lead and accounts payable contact.
- **Purchase lane:** PO, invoice, or vendor portal instructions (including portal links).
- **Contracting preference:** NDA (if needed) and preferred contracting path (MSA/SOW or standalone SOW).
- **Vendor risk intake:** security/privacy questionnaire and required exhibits.

## Standard deliverables (typical)

Artifact	Purpose
Board memo	Decision request with options, preconditions, and recommended path (board-safe).
Evidence index	Traceable findings: claim -> evidence -> confidence identifiers.
Controls map / taxonomy	Scope-aligned mapping to control categories (not a certification claim).
Action plan (30/60/90)	Remediation roadmap with owners and due dates as applicable.

## Commercial notes (for buyers)

- **Scope control:** Fixed scope per SOW. Additional requests are handled via change order.
- **Confidentiality:** NDA available when required, but procurement processing can proceed using this non-confidential pack.
- **Auditability:** Findings reference evidence identifiers to support vendor risk and internal review.

For procurement processing, email procurement@noetfield.com with the RID and your preferred purchase lane (PO/invoice/vendor portal).