AI Procurement Onboarding Agent – Happy Path Scenario

Scenario 1: Vendor Is Invited by Procurement (Happy Path)

This scenario illustrates how HUMAIN One's AI Procurement Agent manages the full vendor onboarding process through prompts, automation, and an external vendor portal link.

Step 1 — Procurement Requests a New Vendor

Procurement Officer Prompt:

"Procurement Agent, initiate onboarding for vendor X. They will provide type Y of supplies /services. Prepare NDA, request standard company documentation (Saudi vs non-Saudi requirement), and generate the onboarding URL."

AI Agent Actions:

- Creates onboarding cases

- Prepares NDA based on vendor type

- Generates onboarding link

- Sends link to procurement for approval

Step 2 — Procurement Approves & Sends Vendor Link

Procurement approves.

AI sends invitation email with onboarding link to vendor.
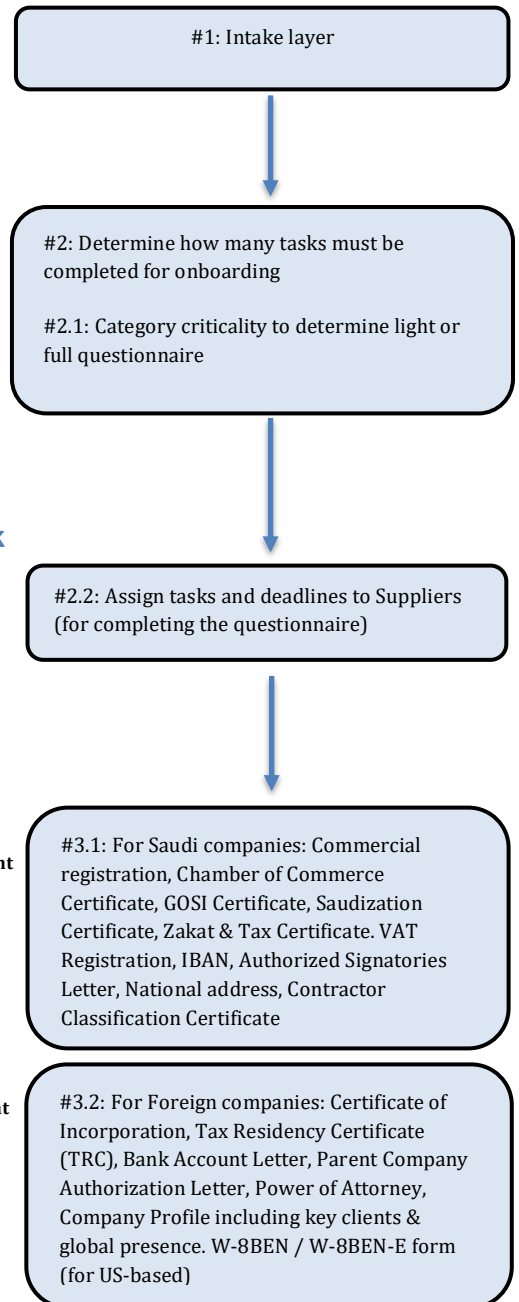
Step 3 — Vendor Starts Onboarding

Vendor sees AI welcome assistant.

AI collects:

- Company legal info

- Registration

- Commercial license

- Tax certificate

- Bank letter

- ISO/quality certificates

#1: Intake layer

↓

#2: Determine how many tasks must be completed for onboarding

#2.1: Category criticality to determine light or full questionnaire

↓

#2.2: Assign tasks and deadlines to Suppliers (for completing the questionnaire)

↓

PIF requirement — **#3.1: For Saudi companies:** Commercial registration, Chamber of Commerce Certificate, GOSI Certificate, Saudization Certificate, Zakat & Tax Certificate. VAT Registration, IBAN, Authorized Signatories Letter, National address, Contractor Classification Certificate

PIF requirement — **#3.2: For Foreign companies:** Certificate of Incorporation, Tax Residency Certificate (TRC), Bank Account Letter, Parent Company Authorization Letter, Power of Attorney, Company Profile including key clients & global presence. W-8BEN / W-8BEN-E form (for US-based)

Step 4 — NDA Auto-Generated & Signed

AI generates NDA

Vendor signs electronically.

System stores signed copy.

Step 5 — Document Verification (AI-Assisted)

AI extracts structured data, validates expiration dates, checks completeness, flags missing items, and performs sanctions & risk screening.

Step 6 — Compliance Questionnaire

Dynamic questionnaire based on vendor category.

AI validates answers in real-time.

Step 7 — AI Generates Vendor Profile & Scorecard

>AI creates:

- Risk score
- Vendor tiering
- KPIs
- Contracting package

Summary is sent to procurement.

Step 8 — Procurement Approves Vendor

AI activates vendor in ERP/Finance, assigns vendor ID, and publishes the vendor profile.

Step 9 — Vendor Activated

Vendor is notified and can now receive RFQs, POs, and payments.

#4: Already available in HUMAIN ONE but pending PIF approval for digital signature

#5.1: Agent should flag the issues immediately. Allow the supplier to correct their responses

#5.2: Data feed/API (e.g., MarketWatch from Moody's)

#5.3: Credit data/API (Dun and Bradstreet)

#7.1: Low risk score

#7.1: Medium risk

#7.1: High risk score

Intervention / review

#7.1: Depending upon the internal acceptance standards for the chosen category, Agent will score the vendor responses (Self-declared) and analyze external information as well.