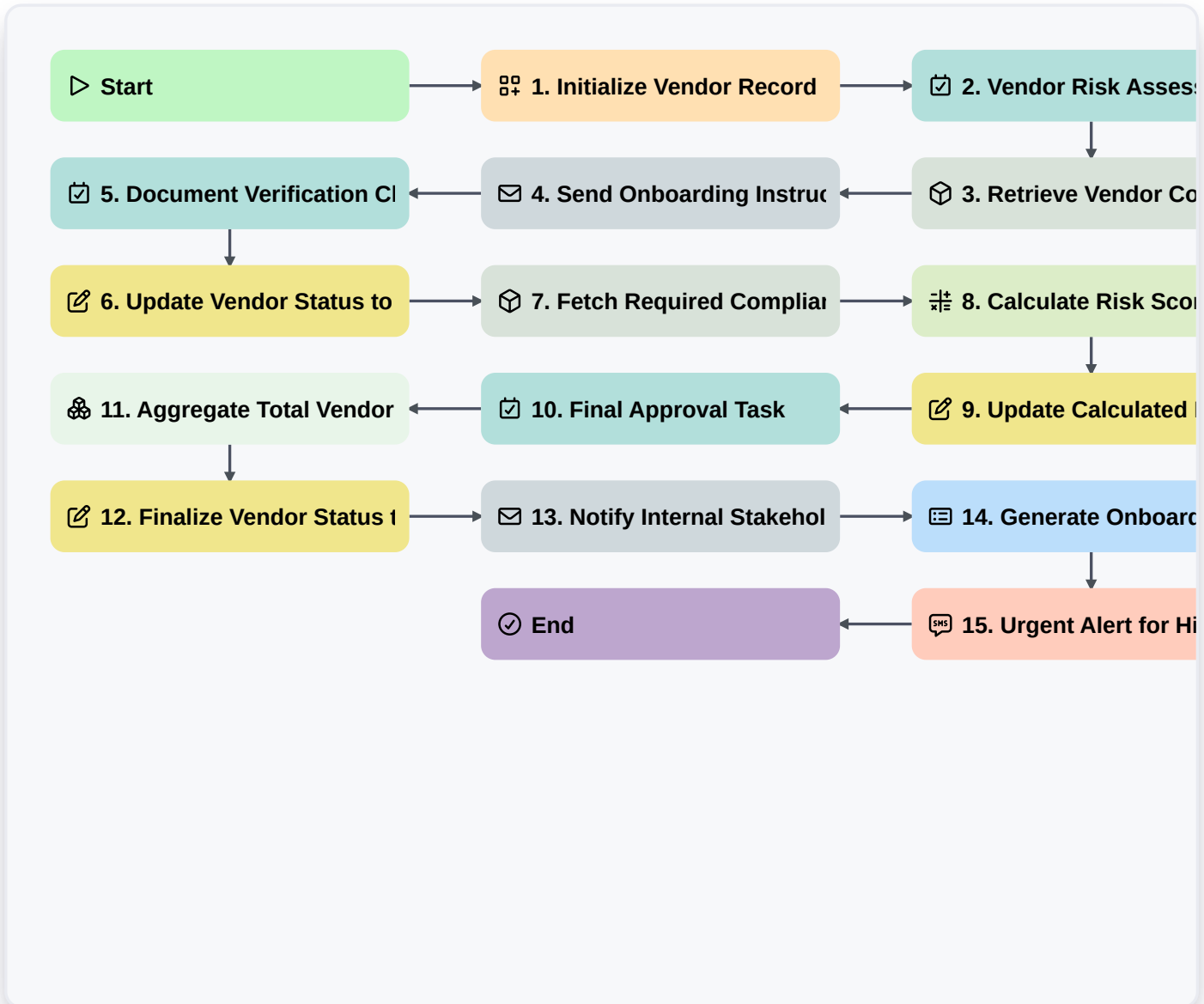


Vendor Management And Onboarding Workflow



Start

Start of the Workflow/Process.

1. Initialize Vendor Record

Create a new entry in the Vendor Data Model to initiate the onboarding process.

2. Vendor Risk Assessment Task

Assign a task to the Compliance Officer to review the vendor's security documentation.

3. Retrieve Vendor Contact Details

Fetch contact information and primary email from the newly created Vendor entry.

4. Send Onboarding Instructions

Send an automated email to the vendor contact with the required documentation checklist.

5. Document Verification Checklist

Create a task for the Procurement Team to verify uploaded tax forms and certificates.

6. Update Vendor Status to 'In Review'

Update the status field in the Vendor Data Model to reflect that the review process has started.



7. Fetch Required Compliance Documents

Retrieve all document entries linked to the current Vendor record for audit purposes.

8. Calculate Risk Score

Execute a formula based on various risk assessment inputs (e.g., data access level + geographic location risk).

9. Update Calculated Risk Score

Write the result of the risk calculation back into the Vendor Data Model.

10. Final Approval Task

Create a high-priority task for the Department Head to approve or reject the vendor.

11. Aggregate Total Vendor Spend

Sum the contract values of all vendors currently in the 'Active' status for budget forecasting.

12. Finalize Vendor Status to 'Active'

Update the Vendor entry status to 'Active' upon successful completion of all tasks.

13. Notify Internal Stakeholders

Send an email to the Finance and IT departments notifying them that a new vendor is ready for use.

14. Generate Onboarding Completion Report

Create a summary report detailing the time taken and documents processed during this onboarding cycle.

15. Urgent Alert for High-Risk Vendor

Send an SMS to the Compliance Manager if the calculated risk score exceeds the predefined threshold.

End

End of the Workflow/Process.