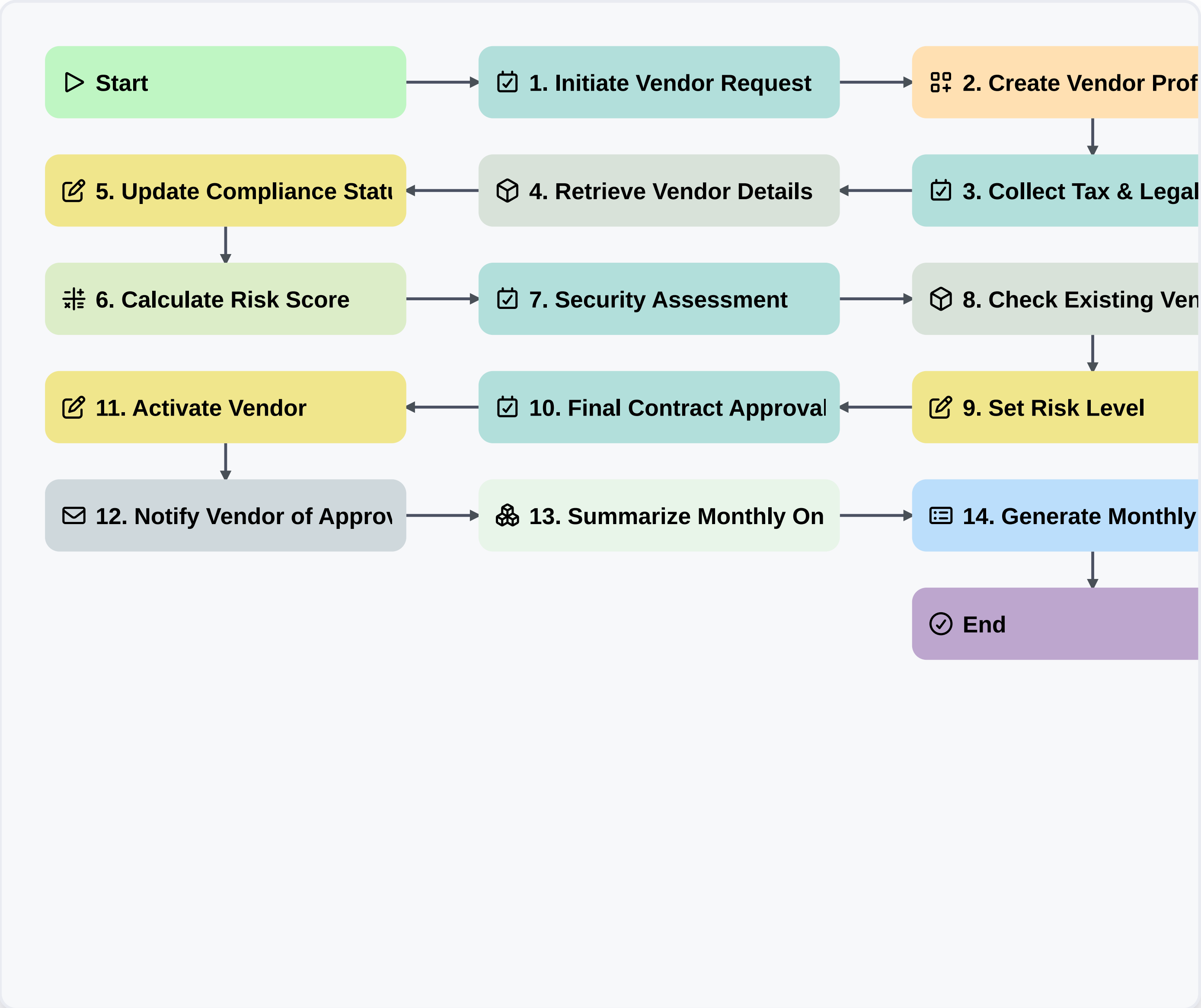
ChecklistGuro

Vendor Onboarding And Management Process



Start
Start of the Workflow/Process.

1. Initiate Vendor Request
Create a task for the Procurement Officer to start the onboarding process for a new vendor.

2. Create Vendor Profile
Create a new entry in the 'Vendors' data model with initial details provided in the request.

3. Collect Tax & Legal Documents
Assign a task to the Vendor to upload necessary compliance documents (W-9, ISO certificates, etc.).

4. Retrieve Vendor Details
Fetch the newly created vendor's information and contact details from the data model.

5. Update Compliance Status
Update the 'Compliance Status' field in the Vendor data model to 'Under Review' once documents are received.

6. Calculate Risk Score
Execute a formula based on vendor attributes (e.g., region, industry, and financial stability) to determine risk level.

7. Security Assessment
Create a task for the IT Security team to review the vendor's data protection capabilities.

8. Check Existing Vendor Duplicates
Search the Vendor data model to ensure the entity does not already exist in the system.

9. Set Risk Level
Update the 'Risk Rating' field in the Vendor entry based on the calculated risk score.

10. Final Contract Approval
Create a task for the Legal Department to review and sign the final master service agreement.

11. Activate Vendor
Change the 'Status' field in the Vendor data model from 'Pending' to 'Active'.

12. Notify Vendor of Approval
Send an automated email to the vendor's primary contact confirming they are successfully onboarded.

13. Summarize Monthly Onboarding Volume
Aggregate the total number of 'Active' vendors created in the current month.

14. Generate Monthly Vendor Audit Report
Create a report summarizing all new vendors, their risk scores, and their compliance status for the month.

End
End of the Workflow/Process.