

Vendor Intake and Scoping Checklist

Ensure that you're working with the right vendors to meet your business requirements.

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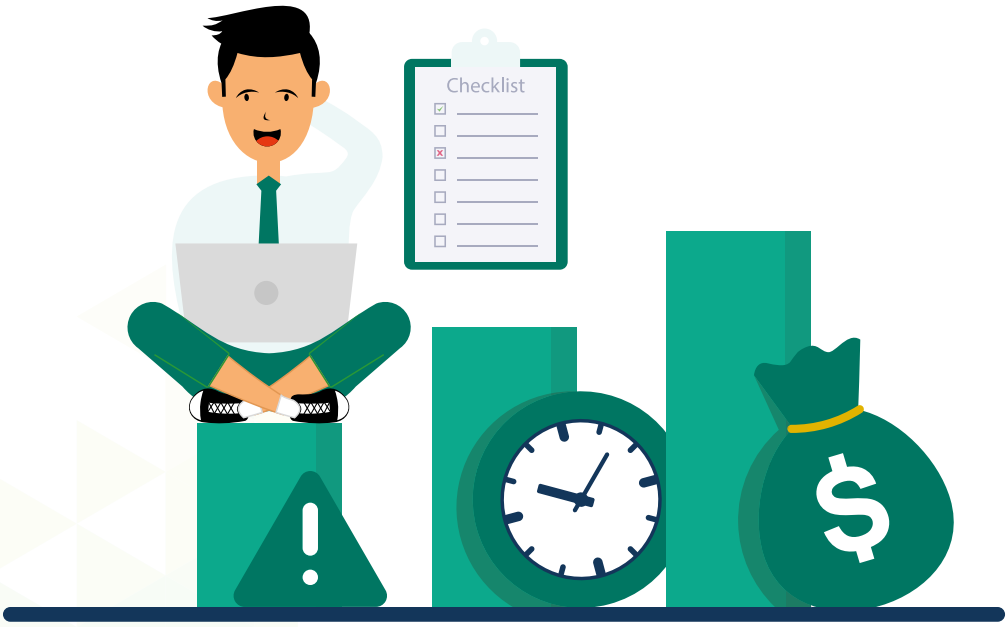
Introduction

Managing vendor relationships can be a complex and challenging task for organizations. With the increasing reliance on external vendors for critical business functions, it's essential to have a robust vendor management solution in place.

Whether you're looking to establish new vendor relationships or evaluate existing ones, our vendor intake and scoping checklist can help you streamline the process and ensure that you're working with the right vendors to meet your business requirements.

This comprehensive checklist covers all the key aspects of vendor evaluation, including risk assessment, qualification, contract review, and ongoing performance management.

By following this checklist, you can save time, reduce costs, and minimize risks associated with vendor relationships. Use this vendor intake and scoping checklist now to take the first step towards optimizing your vendor management process.



1	**Vendor Identification:** Identify vendors to be evaluated and gather the necessary information to begin the vetting process.	☐
2	**Business Requirements:** Determine the business requirements for the vendor management solution and determine if the vendor can meet those requirements.	☐
3	**Vendor Risk Assessment:** Perform a vendor risk assessment to evaluate potential risks associated with the vendor and ensure that they align with your organization's risk appetite.	☐
4	**Vendor Qualification:** Evaluate the vendor's qualifications, such as their experience, certifications, references, and industry reputation.	☐
5	**Contract Review:** Review the vendor's contracts and ensure they align with the organization's requirements, including legal and regulatory compliance.	☐
6	**Service-Level Agreements (SLAs):** Develop and agree on SLAs with the vendor, including performance expectations, metrics, and penalties.	☐
7	**Data Security and Privacy:** Review the vendor's data security and privacy policies and procedures and ensure they meet your organization's standards and comply with applicable laws and regulations.	☐
8	**Vendor Performance Management:** Develop a plan to monitor and manage the vendor's performance, including reporting and regular review meetings.	☐
9	**Continuous Monitoring:** Develop a plan for ongoing monitoring of the vendor's performance, risks, and compliance.	☐
10	**Contract Renewal:** Develop a plan for contract renewal, including review and renegotiation, as needed.	☐



Disclaimer:

These are some of the key points that can be included in a vendor intake and scoping checklist from the perspective of a vendor management solution. The specific requirements and considerations may vary based on the organization's needs, industry, and regulatory environment.

Our vendor intake and scoping checklist is a valuable tool to help you streamline your vendor management process, but if you want to take your vendor management to the next level, Aavenir Onboardingflow is the solution for you.

Aavenir's AI-enabled workflows and connected vendor management solution on ServiceNow, Aavenir Onboardingflow, enable frictionless vendor onboarding, ongoing smooth contract and payment management, and much more. Learn how we can help you optimize your vendor management process and take your organization to the next level!

Book a Demo

Elevate Your End-to-end Vendor Management Experience on ServiceNow

Are you willing to enable end-to-end vendor management through collaboration portals and minimize the complexity of supplier onboarding and engagement across all sourcing and procurement processes?

Get a custom demo of the Aavenir software and find out how you can manage your vendor for better business results.



About Aavenir

Aavenir revolutionizes age-old procurement processes with AI-enabled Source-to-Pay solutions, including RFPflow, Onboardingflow, Contractflow, Obligationflow, and Invoiceflow. Built on ServiceNow, Aavenir solutions streamline procurement, legal, and accounts payable work processes using the latest technologies such as AI, ML, and NLP to

Explore Aavenir Source-to-Pay Solutions on ServiceNow

RFPflow



Request for Proposal Management

Onboardingflow



Onboarding & Supplier Information Management

Contractflow



Contract Lifecycle Management

Obligationflow



Contract Compliance Management

Invoiceflow



Accounts Payable Automation

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