Contracting Notes (Public)

Non-confidential attachment. Informational only. Executed agreements govern.

Public intake boundary

Public forms and initial email intake are non-confidential. Do not submit secrets, credentials, private keys, security findings, or regulated personal data.

If secure sharing is required, a buyer-approved method is confirmed after scope confirmation (or earlier once an executed NDA/DPA exists).

Regulated personal data examples: government identifiers, health data, financial account data, minors' data, or data regulated by law or buyer policy.

Request ID (RID)

RID is the routing key for all engagement artifacts and communications.

Format: NF-RID-YYYYMMDD-XXXX (example) or buyer-provided internal reference.

Include in: email subject lines, PO comments, invoice remittance notes, procurement questionnaires, and secure upload labels.

Contracting stack (typical)

SOW: always used; defines scope, deliverables, timeline, assumptions, acceptance criteria, and commercials.

MSA: supported when required; otherwise SOW is primary for scope.

DPA: used when personal data processing applies or buyer policy requires it.

NDA: optional; used for pre-kickoff sensitive discussions.

Acceptance, invoicing, and change control

Acceptance: per SOW (e.g., board memo, controls map, evidence index).

Invoice cadence: per SOW (typical: kickoff milestone + delivery milestone). Net 30/45/60 supported.

Change control: out-of-scope items require a written change order or new SOW referencing the RID.

Procurement questionnaire handling

Send questionnaires to **procurement@noetfield.com** with the RID in the subject line.

Responses are scoped and evidence-aligned; commitments are provided only through executed exhibits where applicable.

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Routing & contacts

Function	Contact
Procurement questionnaires / vendor intake	procurement@noetfield.com
Billing / invoice routing	billing@noetfield.com
Support (delivery operations)	support@noetfield.com
Security / privacy / compliance routing	trust@noetfield.com
Contracting (SOW/MSA/DPA/NDA)	legal@noetfield.com
Ops (quotes, logistics)	ops@noetfield.com
Procurement lane	www.noetfield.com/gate/procurement/
Status (use RID)	www.noetfield.com/status/
Vendor overview	www.noetfield.com/vendor/

SOW Summary Sheet + Procurement Checklist (Public)

Use this page to accelerate vendor onboarding and scope confirmation. Keep public routing non-confidential.

SOW Summary Sheet (template)

Field	Value
RID	NF-RID-_____ (or buyer reference)
Buyer entity	_____
Engagement	Copilot Readiness / QuickScan / Trust Brief / Other: _____
Scope summary	_____
Deliverables (list)	_____
Acceptance criteria	_____
Timeline	Start: _____ End: _____ Milestones per SOW
Access level	Read-only exports / Admin access / Other: _____
Data boundary	Non-production / production (if approved) / personal data (DPA if applicable)
Secure sharing	Buyer-approved secure channel after scope confirmation (or after NDA/DPA where required)
Commercials	Fixed price (CAD): _____ PO required? _____ Net terms: 30 / 45 / 60
Invoice cadence	Kickoff milestone + delivery milestone (per SOW)

Procurement checklist (pre-kickoff)

Buyer procurement questionnaire (if required) and onboarding instructions.

Any required templates (NDA/MSA/DPA) for review, with the RID in the email subject.

Billing contact and PO process details (if applicable).

High-level engagement context only. Do not transmit secrets/credentials via public channels.

Quick links

Procurement lane: **www.noetfield.com/gate/procurement/**

Status tracking (use RID): **www.noetfield.com/status/**

Vendor overview: **www.noetfield.com/vendor/**