

THIRD-PARTY SUPPLIER ONBOARDING WORKFLOW

“I need a third party to...”



**CONTACT
PROCUREMENT and
follow
Standard Operating
Process for third-
party contracting.**

Pre-Vendor Selection Requirements:

1. Identify impacted functional areas and seek feedback.
2. Identify IT/data needs.
3. Create and socialize “Go Live” timeline.



**Vendor
Selected**



If a delegate, notify DVO and complete pre-delegation and DVOC approval processes.

Pre-Implementation Requirements:

1. Confirm data needs and document reporting requirements.
2. Schedule Kick-Off Meeting with impacted functional areas to review relationship terms and conditions and contract requirements.
3. Complete Onboarding Checklist.

GO LIVE