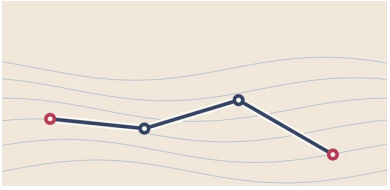
Supplier onboarding *workflow*



We build a document checklist, ownership map and exception route for one supplier type.

Who it helps

Buyers, bid managers and SME suppliers

The problem to solve

A supplier may be ready to start before the buyer has gathered the approvals or documents needed for onboarding.

Working through the brief

1. **Confirm the supplier type and requirements**

   Gather the agreed inputs. Current supplier records, operating requirements and the review period.

2. **Build the checklist and ownership map**

   Track “Required document” and “Onboarding owner” together so the reviewer can connect the source information to the result.

3. **Define the exception route**

   Use the workflow to assign responsibility, identify exceptions and track readiness before the first order.

4. **Check the scope at handover**

   Supplier contracts, tender submission and commercial approval stay with the client.

Worked example

A new supplier has submitted contacts but still lacks approval of one required document. Keep that dependency visible.

Read the service scope / BID-013

Sparkle Solutions Group Ltd.

info@sparklesolgroup.com +44 20 3307 6468 sparklesolgroup.com

71-75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom