

VENDOR MANAGEMENT POLICY

1. OVERVIEW

[COMPANY NAME] is committed to ensuring coordinate and consistent management of critical vendors as part of its overall management, maintain member privacy and confidentiality of member information. [COMPANY NAME] ensures full compliance with the requirements applicable law and regulations regarding risk management, vendor, and contract management of third-party service providers.

2. PURPOSE

The purpose of the Vendor Management Policy is to provide written guidelines surrounding the procurement of third-party services and products in accordance with [COMPANY NAME] (the Company) mission, obligations, and ongoing administration of Company functions.

3. SCOPE

This policy applies to all vendors and service providers. [COMPANY NAME] must enforce this policy and vendors and suppliers are required to follow.

4. VENDOR DEFINITION

A "Vendor", also referred to as a "seller", is an enterprise that contributes goods or services to other business partners.

5. POLICY STATEMENT

- 5.1 Business Owners will evaluate all vendor products and services, negotiate the prices, and negotiate the contract terms before contracting with the vendor. The type of evaluation will vary and should be commensurate with risk, complexity and product or service cost. A formal due diligence analysis will be conducted for any relationship where the combined implementation and annual contract costs exceed [TOTAL COST].
- 5.2 A Business Owner has the discretion to alter this amount or waive this requirement up to his/her authorized signing limits. Any alteration of the amount or waiver of this requirement must be documented in the due diligence file of the 3rd party vendor.
- 5.3 Verbal product and service agreements are prohibited. All vendors must provide, depending upon the services and products engaged, a purchase invoice, legal contract and/or service agreement.
- 5.4 The Business Owner will appoint, as needed, appropriate staff members to perform a due diligence review prior to entering any arrangement with a third-party vendor and due diligence reviews for existing third-party vendors.

Sample Vendor Management Document

Ensheng Dong



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