Qualify, suspend, and exit a supplier

Follow supplier onboarding, risk decisions, contract activation and the governed exit checks.

https://docs.qintoravacloud.com/guides/supplier-lifecycle/

Onboard and assess

Open **Vendor & contract management**. A vendor manager handles profiles, contacts and lifecycle work. A vendor risk manager reviews assessments and findings. A contract manager handles agreements, renewal and obligations. Verify role and current version before acting.

1. Create or open the prospect and start onboarding. Verify the single open case and assigned evidence tasks.
2. Complete the tasks and review the assessment across each required domain. High and critical answers produce owned findings. Critical residual risk blocks approval. Review the reason and validity dates when accepting high residual risk.
3. An eligible reviewer completes the assessment and onboarding review. Ordinary managers cannot approve their own work. Reopen the vendor and verify activation, reviewer, reason and history.

Activate, renew, or close an agreement

Submit the draft after checking commercial, legal, security and exit evidence. Confirm the current risk review before approval. Activation also needs an active vendor, valid dates and the execution reference. Use renewal to create a linked draft and review the new terms. Before termination, complete outstanding obligations or document authorized waivers.

Suspend and offboard

Review open orders, obligations, agreements, assets and dispatch coverage. Suspension blocks new eligible commercial associations and qualified dispatch. During offboarding, collect access-revocation, data-return and continuity evidence. Resolve active or draft agreements, open obligations and unfinished orders before completing exit. Verify that the final supplier and contacts are inactive and that external revocation is independently recorded where applicable.