

# Vendor Contract Processing

Operations Manager

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## WORKFLOW PLAYBOOK

### Vendor Contract Processing: From Request to Onboarding

#### Step 1: Receive and Log the Request

Estimated time: 15 minutes

When a new vendor contract request arrives via email or Slack, create a tracking entry in your contracts spreadsheet. Log the vendor name, requesting department, contract type, and estimated value. Forward the original request to your contracts folder in Google Drive.

#### Step 2: Gather Requirements and Draft Terms

Estimated time: 45 minutes

Meet with the requesting team to clarify scope, budget, and timeline. Pull the relevant contract template from your templates folder. Fill in vendor details, scope of work, payment terms, and compliance requirements. Flag any non-standard terms for legal review.

#### Step 3: Route for Legal Review

Estimated time: 10 minutes

Upload the draft to your shared legal review folder. Send a Slack message to the legal channel with the vendor name, contract value, and review deadline. Add a follow-up reminder in your calendar for 3 business days out.

#### Step 4: Incorporate Feedback and Finalize

Estimated time: 30 minutes

Review legal redlines and comments. Reconcile any conflicts between legal requirements and business needs. Update the contract draft. Send the final version to the vendor via DocuSign for signature.

#### Step 5: Execute and Onboard

Estimated time: 20 minutes

Once signed, download the executed contract. File it in the completed contracts folder. Update your tracking spreadsheet with the execution date and key terms. Send the vendor the onboarding packet with payment setup instructions and primary contact information.

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## AI SETUP

### Configure Your AI Tools

Open your preferred AI assistant. Create a new conversation or project called "Vendor Contracts." Paste the following context so the AI understands your role and process:

I am an Operations Manager responsible for processing vendor contracts from initial request through legal review to final approval and onboarding. I use Google Workspace for documents, DocuSign for signatures, and Slack for team communication. My stakeholder is the VP of Operations, who cares about compliance timelines and legal accuracy. Help me draft, review, and process contracts efficiently.

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## AI PROMPTS

### Ready-to-Use Prompts for Each Step

#### Draft contract terms from a request email

Here is a vendor contract request email: [paste email]. Using our standard vendor agreement template, draft the initial contract terms. Include: scope of work based on what they described, net-30 payment terms, a 12-month initial term with auto-renewal, and standard indemnification language. Flag anything that looks non-standard or needs legal attention.

#### Summarize legal redlines for stakeholder review

Here are the legal team's redlines on our vendor contract: [paste redlined sections]. Summarize each change in plain language. For each redline, explain: what the legal team changed, why it likely matters, and whether it affects our timeline or budget. Format as a numbered list I can forward to my VP.

#### Write the vendor onboarding email

We just executed a contract with [vendor name] for [scope]. Write an onboarding email that includes: a welcome message, their primary point of contact (me), payment setup instructions (attach W-9 form, set up in our AP system), and the key dates from the contract (start date, first deliverable, first payment). Keep the tone professional but warm.

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## TIME ESTIMATES

### Total Time Per Cycle

Step	Without AI	With AI	Saved
Receive and Log	15 min	5 min	10 min
Gather and Draft	45 min	15 min	30 min
Route for Review	10 min	5 min	5 min

Incorporate Feedback	30 min	10 min	20 min
Execute and Onboard	20 min	10 min	10 min
<b>Total</b>	<b>2 hours</b>	<b>45 min</b>	<b>1 hr 15 min</b>

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## KEY INSIGHTS

### What This Means for Your Process

The biggest time savings come from the drafting step. Most contract requests follow predictable patterns, which means AI can generate a solid first draft from the request email alone. Your job shifts from writing contracts to reviewing them.

Legal routing is a communication bottleneck, not a drafting one. The AI prompt for summarizing redlines saves your VP from reading legal markup and lets you send a plain-language summary instead. That alone can cut a full review cycle out of the approval chain.

Vendor onboarding is the most-skipped step in most contract processes. Automating the welcome email means every vendor gets the same professional onboarding experience regardless of how busy your week is.