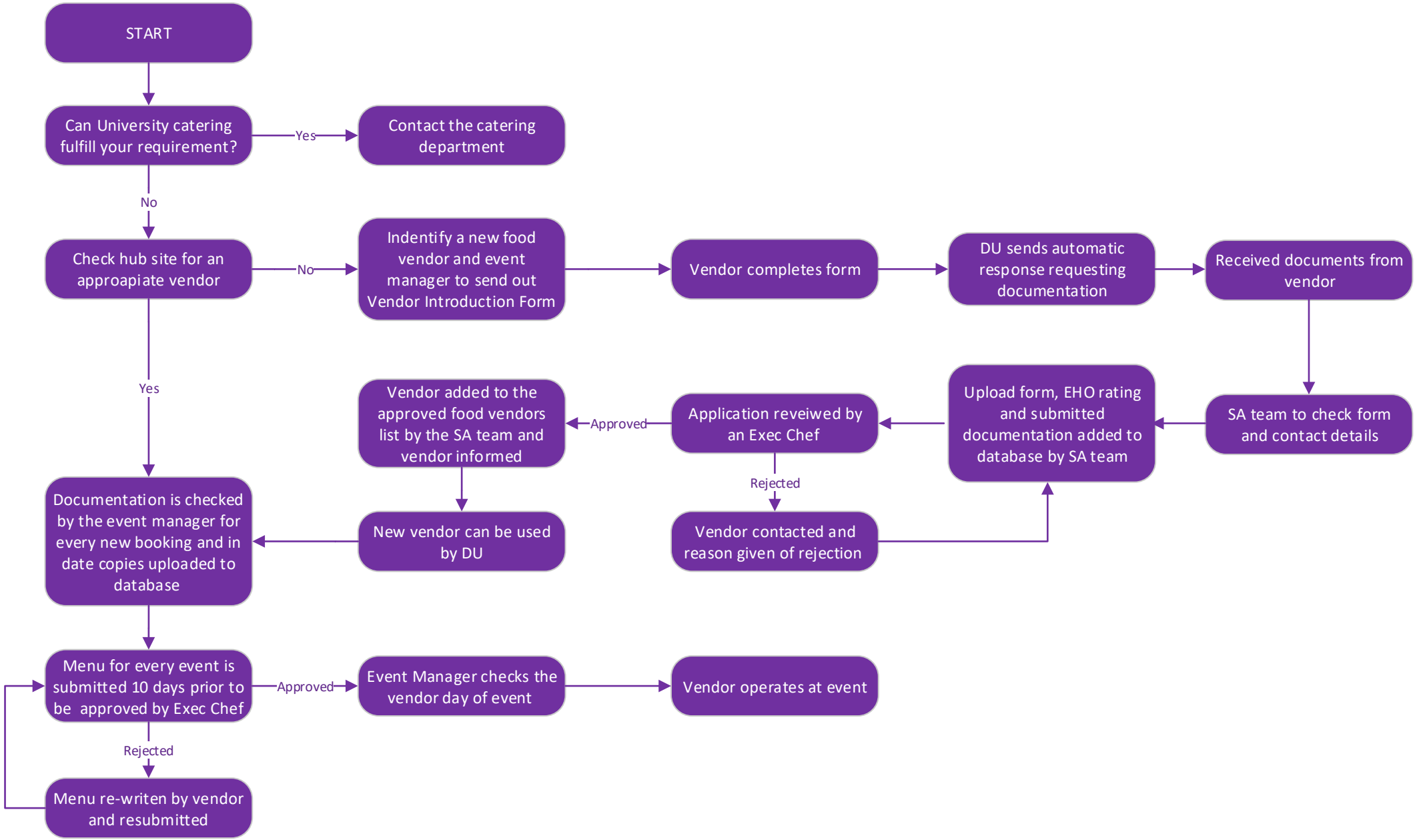External Vendors Introduction & Onboarding Process