

You probably have some version of a **vendor tracker**



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if not, now's the time to create it. **Simply.**

Vendor Tracker

A consolidated view of all vendor / service commitments. It enables managers to prioritize contract analysis and negotiations efficiently.

It generally includes:

- **Contract value**
- **Termination clause**
- **Notification periods**
- **Disposition**

You may already have a **Vendor Tracker...**

Available from Finance: Many companies track vendor information as part of Accounts Payable, or also the Financial Planning and Analysis (FP&A) team. Ask for it.

Direct Access to Vendor Tracker

Right Info: If it's being prepared for you by finance, don't forget to customize the requested information that's presented. CISOs have a different need than finance. Request the information you need to make business decisions and manage the vendor.

Right Access: Have you considered directly accessing the data? Generally, there's a reporting portal and self-service training. Just ask.

Don't have a 'vendor tracker'? **BUILD** it.

Do once, use often: CISOs can build one for themselves. You don't need a "tool" to organize a list. List the vendor name, service and relevant contracting details.

Related Dependencies: It may be appropriate to add additional dependencies with each entry. There's no limit on the # of fields of information to capture. Be mindful of the tracker purpose and who will have access.

**You'd like to see an
example?**

→ Sure.

Sample: DIY Vendor Tracker

Vendor Name	Service Summary	# of Licenses	Effective Date	Contract Termination Date	Termination Notification Period	Notification Date	Disposition
NAME	Deployed on every employee PC/MAC endpoint. Not sys accounts. Since 2019. Fully deployed and monitored.	25,000	1/15/2023	1/14/2025 2 year term	90 days	10/15/2024	Consider down-sizing because don't need X module.
NAME2	Incident Response Retainer	1500 hours	3/1/2024	2/28/2025 1 year term	30 days	1/31/2025	Consider using hours before end of contract
ETC...							

Important **Tips** to Keep in Mind.

Tooling: You don't need a special tool for your vendor tracker – but if you have one already, use it (especially if it has access logs).

Keep it simple: 8 fields is probably enough. And makes it easier to manage.

Ritualize it: Review and update it monthly to avoid missing a notification or rushing to disposition. Create processes to avoid last minute decisioning and enable delegation.

How do you **use** a vendor tracker?



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