

WWRGD Vendor Risk App User Guide

WWRGD

Worldwide Retail Growth & Development

Vendor Risk Assessment App — User Guide

Version 2.0 | April 2026 | WWRGD Procurement & Vendor Risk Management

What Is It?

The WWRGD Vendor Risk Assessment App is a web-based platform that automates vendor RFI evaluation using the WWRGD 400-Point Risk Scoring Matrix. It replaces manual spreadsheet-based scoring with an AI-powered system that generates instant risk assessments, professional reports, and multi-vendor comparisons. The app includes a Vendor Master Database for tracking all vendors, an approval workflow, and role-based access control.

Access the app: <http://wwrgd-risk-assessor-1860518450.us-west-2.elb.amazonaws.com>

Key Features

Feature

Description

☐ RFI Upload & AI Scoring

Upload a completed vendor RFI (XLSX, PDF, DOCX) and get an instant 400-point risk assessment powered by Amazon Bedrock Claude Haiku 4.5

☐ 7 CRI Screening

Automatic pass/fail screening against 7 Critical Risk Indicators with manual override capability

☐ 6-Category Scoring

Financial Stability (25%), Safety (20%), Quality (20%), Operational Capacity (15%), Compliance (10%), Technology (10%)

☐ Manual Overrides

Adjust auto-detected scores with dropdown selectors and justification notes (Manager/Admin roles only)

☐ 14 DOCX Reports + PDF

Risk Assessment, Comprehensive Vendor Analysis, Executive Summary, and 11 focused reports. PDF export available.

☐ Multi-Vendor Comparison

Side-by-side ranking with downloadable comparison report

☐ Bulk RFI Upload

Upload up to 40 vendor RFIs at once for batch processing

☐ Vendor Master Database

DynamoDB-backed registry of all vendors with profiles, scores, history, and audit trail

☐ Dashboard Analytics

Real-time stats: Total vendors, Low/Medium/High/Critical risk counts, overdue re-evaluations

☐ Re-evaluation Alerts

Auto-calculated due dates based on risk tier (Low=12mo, Medium=6mo, High=3mo, Critical=1mo)

☐ Custom Vendor Tags

Tag vendors as Preferred, Watch List, Regional, National, etc.

☐ Email Approval Workflow

Send assessment for review via email. Approver reviews in-app and approves/denies with password protection.

Ø=Üe Role-Based Access

4 roles (Admin/Manager/Evaluator/Viewer) with alias-based auto-detection

Ø<ßxp Format Fit Assessment

Evaluates vendor suitability for Industrial, Pipeline, and Enterprise formats

Ø=ÜÊ Industry Benchmarks

18-metric reference table with healthy financial and performance baselines

Ø=Üå Document Library

Download blank RFI templates, scoring matrices, and reference documents

Ø=Üå CSV Export

Export entire vendor database as CSV for offline analysis

Ø=Ý Password Protection

Status updates, approvals, and deletions require role-specific passwords

Supported Vendor Types

Vendor Type

RFI Template

Scoring Matrix

General Contractor (GC)

WWRGD_Enhanced_GC_RFI.xlsx

WWRGD-RSM-GC-001 v2.0

General Vendor (Non-GC)

WWRGD_General_Vendor_RFI.xlsx

WWRGD-RSM-GV-001 v1.0

Architecture & Design

WWRGD_Architecture_Design_Vendor_RFI.xlsx

WWRGD-RSM-AD-001 v1.0

Logistics Vendor

WWRGD_Logistics_Vendor_RFI.xlsx

WWRGD-RSM-LV-001 v1.0

User Roles & Permissions

Roles are auto-assigned by Amazon alias via the wwrpd-user-roles DynamoDB table. Admins manage role assignments in the Vendor Master DB tab. Users without an assigned role default to Evaluator.

Permission

Admin

Manager

Evaluator

Viewer

Password Required

Yes

Yes

No

No

Assess Vendors

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Override Scores

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Approve/Deny Vendors

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Manage Vendor Status

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Delete Records

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Manage User Roles

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Export Data & Reports

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How It Works — Step by Step

Step 1: Download the RFI Template

Go to the Document Library section on the app homepage. Download the blank RFI template for the appropriate vendor type. Send it to the vendor for completion.

Step 2: Upload the Completed RFI

Select the vendor type from the dropdown, enter the vendor name, and drag-and-drop the completed RFI file. Click

'Generate Risk Assessment'. The AI engine scores the vendor in 5-10 seconds.

Step 3: Review CRI Screening

The app screens all 7 Critical Risk Indicators. Each shows PASS or FAIL with evidence. Override any result using the dropdown if needed (Manager/Admin only).

Step 4: Review & Adjust Scores

Review the 6 category scores and composite total. Use override dropdowns to adjust scores and add justification notes (Manager/Admin only). The risk tier updates in real time.

Step 5: Download Reports

Download the full Risk Assessment (DOCX), Comprehensive Vendor Analysis (DOCX), or PDF report. Generate any of the 12 focused reports. Add evaluator notes before downloading.

Step 6: Send for Approval

Enter the approver's email and click 'Send for Approval'. The approver receives an email with a link to review the assessment in the app. Only Managers and Admins can approve or deny. High/Critical risk approvals require mandatory comments.

Step 7: Bulk Upload (Optional)

Switch to the Multi-Vendor Comparison tab. Use the Bulk RFI Upload section to upload up to 40 files at once. Each is assessed and saved to the Vendor Master DB automatically.

Step 8: Compare Vendors (Optional)

Use the Multi-Vendor Comparison section to add vendors individually, assess each, and generate a side-by-side comparison report.

Step 9: Manage Vendors in Master DB

Switch to the Vendor Master DB tab to view all vendors. Use filters to search by name, risk tier, status, or overdue re-evaluations. Click 'View' for full details, history, and audit trail. Update status, add tags, or download reports directly from the database.

Risk Tier Quick Reference

Score Range

Risk Tier

Decision

Approval Authority

320–400 pts (80–100%)

Ø=βâ LOW RISK

Approve

Category Manager / L6

240–319 pts (60–79%)

Ø=βá MEDIUM RISK

Conditional Approval

Executive Leader / L7

160–239 pts (40–59%)

Ø=βà HIGH RISK

Executive Review Required

Director / L8

< 160 pts (< 40%)

Ø=Ý4 CRITICAL RISK

Not Recommended / Disqualify

Disqualify

Available Reports (14 + PDF)

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Report

Description

1

Comprehensive Vendor Analysis

7-section deep-dive: profile, benchmarks, scoring, coverage, pricing, format fit, conclusion

2

Risk Assessment Report

7-section standard report per WWRGD SOP

3

Executive Summary

1-page overview for leadership approvals

4

Multi-Vendor Comparison

Side-by-side ranking of multiple vendors

5

Company Profile

General info, contacts, references

6

Financial Stability

Revenue, D/E ratio, cash flow, bonds

7

Insurance & Bonding

Coverage lines, surety, certificates

8

Safety Report

KPIs, OSHA, incidents, safety program

9

Sustainability

Environmental, carbon, waste, certifications

10

Quality & Performance

CPI, SPI, defects, SLA, retention

11

Compliance & Accreditation

Violations, certifications, licenses

12

Technology & Cybersecurity

SOC 2, TMS/WMS, EDI, encryption

13

Pricing by Region

Rate cards by state and role

14

Service Capabilities

Geographic coverage by state

PDF

PDF Export

Any assessment downloadable as PDF

Tips for Best Results

Always use the WWRGD RFI templates from the Document Library — they align with the scoring matrix.

The AI scores based on data provided in responses — vendors won't be penalized for missing attachments if data is in the fields.

Use manual overrides to adjust scores based on professional judgment — always add a justification note.

Download the Executive Summary for VP/Director approvals — it has everything they need at a glance.

For multi-vendor comparisons, assess all vendors using the same vendor type for apples-to-apples ranking.

Check the Vendor Master DB regularly for overdue re-evaluations — filter by 'Overdue Only'.

Tag vendors (Preferred, Watch List, Regional) for easier portfolio management.

High/Critical risk vendor approvals require mandatory comments explaining the justification.

Questions? Contact Carlos Burciaga (burciagc@amazon.com) | WWRGD Procurement & Vendor Risk Management

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