

Supplier Contract Data Checklist

When gathering and validating your contract register, hopefully you will have good access to your internal data sets. To create a reliable contract register, you'll want to validate this information with your supply base. When you approach your suppliers for contract data, the following checklist might serve as a useful guide for the types of information you will need from them:

- Start and end dates of the current contract
- Names and details of the contacts at the supplier
- A copy of the most recent purchase order for the contract
- A copy of the most recent quotation for the contract renewal
- Correct serial numbers/description of assets or services
- Details of what is included in the contract (the supplier's formal documentation detailing this would be ideal)
- Name of site and the department where the contract is operated
- The payment profile – how often are you invoiced by the supplier (before or after works etc.)
- Ad-hoc costs for additional work carried out by the supplier in the last 12 months
- When was the last service/inspection/calibration performed?
- Copies of the last service/inspection/calibration sheets

Before contacting your supplier, ensure that you have the required authority to request contract data from them to ensure their timely response.

If you have any questions about gathering and validating your contracts data, please call us on **01865 340 800**.