

Supplier and Vendor Record

Keep the ordering knowledge out of one person's head and on a page anybody could pick up.

Who you buy from — contact, account number, terms and what they actually supply.

THE ORDERING KNOWLEDGE, WRITTEN DOWN

The sheet you would want if the person who does the ordering left tomorrow. Payment terms are whatever you have agreed with each supplier; nothing is assumed here.

Business

Compiled by

Updated

Supplier	What they supply	Contact name	Phone	Email or portal	Account no.	Terms agreed	Notes

Suppliers listed

Reviewed on