



# MRP Vendor Master Data Checklist

## Vendor Information Validation

Verify accuracy and completeness of vendor contact details, addresses, and payment terms.

### Vendor Name

### Contact Person

### Phone Number

### Email Address

### Date of Last Update

### Address Line 1

Write something...

### Address Line 2

Write something...

### Country

- ☐ USA
- ☐ Canada
- ☐ Mexico
- ☐ Other

## Material/Service Assignment

Confirm correct materials and services are linked to each vendor record.

### Primary Material Category

- ☐ Raw Materials
- ☐ Components
- ☐ Finished Goods
- ☐ Sub-Assemblies

### Applicable Material Types

- ☐ Standard
- ☐ Engineering
- ☐ Spare Part
- ☐ Service

### Service Type (If Applicable)

- ☐ Maintenance
- ☐ Consulting
- ☐ Logistics

### Material/Service Number

Enter a number...

### Notes on Material/Service Assignment

Write something...

## Pricing and Cost Agreements

Ensure pricing and cost agreements are accurate and up-to-date in the system.

### Standard Unit Price

Enter a number...

### Discount Percentage

Enter a number...

### Price Agreement Start Date

Enter date...

### Price Agreement End Date

Enter date...

### Price Agreement Notes/Terms

Write something...

### Attach Price Agreement Document

 Upload File

### Minimum Order Quantity (MOQ)

Enter a number...

## Lead Time Confirmation

Validate lead times for materials and services provided by each vendor.

### Standard Lead Time (Days)

Enter a number...

### Minimum Order Quantity Lead Time Adjustment (Days)

Enter a number...

### Maximum Order Quantity Lead Time Adjustment (Days)

Enter a number...

### Last Lead Time Update Date

Enter date...


### Notes/Comments Regarding Lead Time

Write something...

### Lead Time Unit of Measure

- ☐ Days
- ☐ Weeks
- ☐ Calendar Days

### Supporting Documentation (e.g., Vendor Quote)

 Upload File

# Payment Terms Accuracy

Verify payment terms align with vendor agreements and contractual obligations.

## Net Days

Enter a number...

## Discount Terms (e.g., 2/10, Net 30)

Write something...

## Payment Method

- ☐ Check
- ☐ ACH
- ☐ Wire Transfer

## Last Payment Terms Review Date

Enter date...

## Payment Currency

- ☐ USD
- ☐ EUR
- ☐ GBP

### Special Payment Instructions (if any)

Write something...

## Tax Information Verification

Confirm accurate tax identification numbers and relevant tax information are recorded.

### Vendor Tax ID / EIN

Write something...

### Tax Legal Name

Write something...

### Tax Rate (%)

Enter a number...

### Tax Exemption Status

☐ Exempt

☐ Non-Exempt

### Tax Exemption Certificate Description

Write something...

## Tax Exemption Certificate

 Upload File

# Blocked/Inactive Vendor Status

Review and update the status of vendors who are blocked or inactive.

## Date of Vendor Blocking/Inactivation

Enter date...

## Reason for Blocking/Inactivation

Write something...

## Blocking/Inactivation Reason Category

- ☐ Financial Issues
- ☐ Performance Concerns
- ☐ Contractual Termination
- ☐ Merger/Acquisition
- ☐ Other

## Last Order Date (for reference)

Enter a number...



### Status Confirmation

- ☐ Verified and Confirmed
- ☐ Pending Verification

### Approving Authority Signature

## Currency Settings

Ensure correct currency settings are assigned to each vendor record.

### Default Currency

- ☐ USD
- ☐ EUR
- ☐ GBP
- ☐ JPY

### Exchange Rate (vs. Default)

### Currency Code

### Exchange Rate Source

### Currency Rounding Method

- ☐ Default System
- ☐ Rounding Rule 1
- ☐ Rounding Rule 2

## Shipping and Delivery Details

Validate shipping addresses and delivery instructions for each vendor.

### Primary Shipping Address Line 1

Write something...

### Primary Shipping Address Line 2

Write something...

### Shipping Postal/Zip Code

Enter a number...

### Shipping Country

- ☐ United States
- ☐ Canada
- ☐ United Kingdom
- ☐ Germany
- ☐ France
- ☐ Japan
- ☐ China

### Preferred Shipping Method

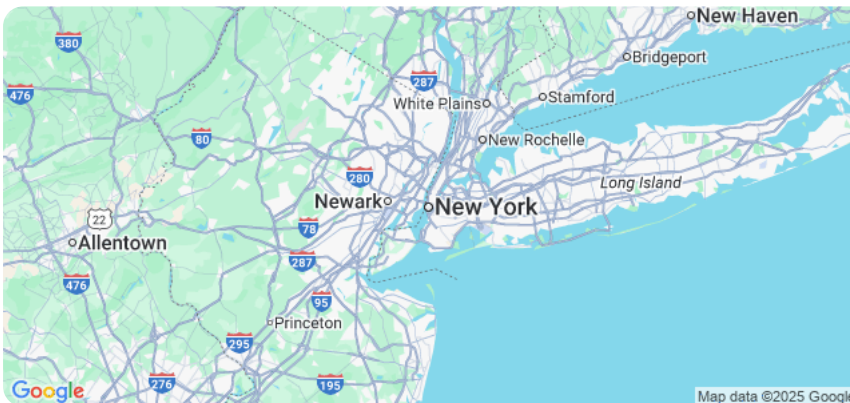
- ☐ Ground
- ☐ Express
- ☐ Freight
- ☐ LTL

### Special Shipping Instructions

Write something...

### Receiving Dock Location (Optional)

[📍 Set My Current Location](#)



## Vendor Master Data Access Control

Review and manage user access permissions for vendor master data maintenance.

### Number of Users with Full Access

Enter a number...

### Number of Users with Read-Only Access

Enter a number...

### Access Levels Granted (e.g., Create, Read, Update, Delete)

- ☐ Create
- ☐ Read
- ☐ Update
- ☐ Delete
- ☐ Approve

### Reviewer of Access Requests

### Last Access Control Review Date

Enter date...

### Notes Regarding Specific Access Permissions

Write something...