

New Supplier Approval Checklist

Supplier Information

Supplier Name	
Contact Person	
Contact Details	
Address	
Date of Assessment	

Checklist

Item	Yes	No	Comments
Company Registration Documents Received			
Tax Identification Number Verified			
Quality Certifications Provided			
Financial Stability Checked			
References Checked			
Agreement to Terms & Conditions			
Supplier Code of Conduct Signed			
Site Audit Completed (if required)			

Final Approval

Approved By	
Signature	
Date	
Comments	