

Supplier Data Management Operator Checklist

25-Point Operator Self-Audit | modonix.com

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How to use: Go through each section and check every box that applies to your current operation. Tally your score using the scoring guide at the

Payment Protection and New Supplier Vetting

1	<input type="checkbox"/>	Do you use a milestone-based payment structure (deposit, mid-production, final) on every PO?
2	<input type="checkbox"/>	Is your maximum upfront payment capped at 30% for any new supplier relationship?
3	<input type="checkbox"/>	Do you require a warehouse receipt confirmation with unit count before releasing final payment?
4	<input type="checkbox"/>	Have you completed at least one test order before placing a large PO with any new supplier?
5	<input type="checkbox"/>	Do you use Trade Assurance, escrow, or another protected payment method for overseas suppliers?

Quality Control and Inspection Systems

6	<input type="checkbox"/>	Do you have a golden sample stored for every active SKU used to verify incoming batches?
7	<input type="checkbox"/>	Do you run pre-shipment inspections on all POs above \$5,000?
8	<input type="checkbox"/>	Do you track defect rate separately by supplier, not just as a total return rate?
9	<input type="checkbox"/>	Is every incoming shipment inspected against your specification sheet before entering sellable inventory?
10	<input type="checkbox"/>	Do you document and file all defect findings within 48 hours of receiving a shipment?

Delivery Performance and Inventory Risk

11	<input type="checkbox"/>	Do you track on-time delivery rate by supplier updated monthly?
12	<input type="checkbox"/>	Do you add supplier-specific lead time buffers based on their actual historical latency data?
13	<input type="checkbox"/>	Do you have a backup supplier qualified and tested for every Tier 1 SKU?
14	<input type="checkbox"/>	Do you require a mid-production check-in at the 50% mark of every production timeline?
15	<input type="checkbox"/>	Do you pause ad spend on any SKU that is within 2 weeks of stockout due to supplier delay?

Specification Compliance and Pricing Integrity

16	<input type="checkbox"/>	Do you require written confirmation from suppliers for any specification change before shipment?
17	<input type="checkbox"/>	Do you require price confirmation in writing with every PO acknowledgment?
18	<input type="checkbox"/>	Do you compare incoming units against your golden sample on every batch, not just visual inspection?
19	<input type="checkbox"/>	Do you track specification compliance rate separately from defect rate in your supplier scorecard?

20 Have you reviewed all active supplier pricing in the last 90 days for unauthorized increases?

Communication Standards and Supplier Scorecard

21	<input type="checkbox"/>	Do you score every supplier monthly on on-time delivery, defect rate, short-ship rate, and communication?
22	<input type="checkbox"/>	Do you share scorecard results directly with your suppliers at least quarterly?
23	<input type="checkbox"/>	Do you have a defined response time expectation in your supplier agreements (e.g., 24-hour reply)?
24	<input type="checkbox"/>	Do you track communication milestone confirmations and score them as part of supplier performance?
25	<input type="checkbox"/>	Do you have a formal supplier review process triggered when any supplier scores below 75?

SCORING GUIDE

Score	Level	What it means for your operation
0-11	CRITICAL	Your supplier relationships have no data infrastructure. Failures are inevitable and expensive.
12-19	MODERATE	Partial systems exist but gaps in 2 to 3 areas are actively costing you margin.
20-25	STRONG	Your supplier data systems are solid. Focus on automation and supplier development.

**Book a free supplier data audit at modonix.com/services
We identify your top 3 supplier risk gaps in one session.**

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