

How to use: go through each section and check every box that applies. Tally your score at the end. Any unchecked box is a documented operational gap.

Quote Verification

- 1 ☐ Do you get supplier cost quotes confirmed in writing before quoting customers?
- 2 ☐ Do you re-verify supplier pricing if too many days pass before order placement?
- 3 ☐ Do you cross check verbal price quotes against a written supplier document?
- 4 ☐ Do you flag quotes based on a single phone call with no paper trail?
- 5 ☐ Do you require a second source confirmation for high value item pricing?

Contract Protections

- 6 ☐ Do your customer contracts include a supplier cost escalation clause?
- 7 ☐ Do you reserve the right to cancel orders if supplier costs shift before fulfillment?
- 8 ☐ Do you keep quoted price separate from final price until costs are locked?
- 9 ☐ Do you have a documented process for renegotiating a misquoted price?
- 10 ☐ Do you avoid fixing customer prices before supplier costs are fully confirmed?

Invoice Reconciliation

- 11 ☐ Do you match every supplier invoice against the original quoted price before paying?
- 12 ☐ Do you flag invoice discrepancies before payment clears, not after?
- 13 ☐ Do you keep a written record of the agreed price for every open order?
- 14 ☐ Do you dispute mismatched invoices in writing within a set number of days?
- 15 ☐ Do you track how often supplier invoices arrive higher than quoted?

Supplier Vetting

- 16 ☐ Do you compare at least two supplier quotes before committing to a purchase?
- 17 ☐ Do you check a new supplier's pricing history before placing a first order?
- 18 ☐ Do you calculate total landed cost, not just quoted unit price, per supplier?
- 19 ☐ Do you check for hidden fees before choosing the lowest quoted supplier?
- 20 ☐ Do you review supplier credentials and track record before onboarding them?

Data Systems

- 21 ☐ Do you calculate product costs exactly rather than estimating them?
- 22 ☐ Do you audit supplier CSV files for errors before importing them into pricing tools?
- 23 ☐ Do you enforce a standard format suppliers must follow for cost data delivery?
- 24 ☐ Do you know how many staff hours go into cleaning supplier data monthly?
- 25 ☐ Do you re-run margin calculations whenever a supplier data source changes?

SCORING GUIDE

Score	Level	What it means
0 to 11	CRITICAL	Structural failures are actively destroying margin
12 to 19	MODERATE	Gaps in two or three areas that need immediate attention
20 to 25	STRONG	Systems are solid, focus on optimization

Book a free data audit at modonix.com/services. We identify your top 3 margin leaks in one session. Written by Ahmed Abuswa, Modonix.com