

MRO Excellence – Buyers Checklist

- Purchase meets overall Procurement Strategy
- Company Name, Address, Company ID, Phone Number
- Selling Agent Name, Phone Number, Position, E-mail, Cell Phone
- Selling Agent Scalar or back-up
- Data validating company as product supplier
- Credit check
- Confidentiality Agreement
- Electronic Data Interchange (EDI) Information
- Name of product or products to be purchased including revision date of specs
- Dimensions of the product size, weight, color, etc.
- Price by Product
- Delivery Date
- Product delivery Location
- Payment Terms
- Warranty (implied and/ or expressed)
- Spare Parts
- Substitute Product
- Site standards match Product standards
- Special Procedures for Product Handling
- Lowest price (quantity, future business, etc.)
- Combine Orders for efficiency
- Update Stockroom Information (Equip. BOM, etc.)
- Product Taxable
- Support Services included in the price are clear.
- FOB is clear
- Freight Company
- Return Policy
- Provide Purchase Order Number to be on Shipping Documents