MANUFACTURING PURCHASING / REVIEW CHECKLIST

A consistent scope. A useful evidence trail.

Mark checks you have reviewed. Completion is worksheet progress, not supplier approval or a risk score.

Define the scope

- □ **Record the company, purchasing organization and plant.**
  Include the material or material group and review period where relevant.
- □ **Keep each document currency separate.**
  Compare supplier shares only within the same defined currency scope.
- □ **Agree what value and population you are reviewing.**
  Distinguish ordered net value from invoiced, paid or consumed value; note exclusions and reversals.

Examine the evidence

- □ **Identify the suppliers behind the concentration.**
  Record supplier identities, values and the denominator used for the share.
- □ **Inspect representative PO items.**
  Keep the document and item references that explain the finding.
- □ **Check operational importance separately.**
  Bring material demand, usable inventory and delivery evidence when the question concerns production continuity.

MANUFACTURING PURCHASING / FOLLOW-UP

Agree the next step. Keep the response.

Consider a response

- □ **Review alternate-source evidence.**
  Purchasing history can suggest a lead; technical suitability, quality approval, capacity and terms need their own review.
- □ **Agree the person responsible for the next step.**
  Record responsibility in your team process; the current AetherSpend Watchlist is creator-owned.
- □ **Write a specific next action and review date.**
  For example, ask the sourcing team to check a qualified backup for an identified material.

Keep the handover clear

- □ **Record the finding as it stood at review time.**
  Preserve scope, currency, supplier evidence and the reason for the decision.
- □ **Record the follow-up outcome.**
  Keep review notes and status evidence distinct from any live purchasing totals.
- □ **Validate before communicating the conclusion.**
  A concentration finding does not by itself establish a late delivery, production stoppage or cash saving.

Use the interactive worksheet

www.fastsapsolutions.com/resources/supplier-review-checklist/
Checks stay in the browser. A local text download preserves your marked worksheet.