Vendor Checklist

Created: 1/2/2012

# Tasks:

☐ **Vendor Company**

☐ **Check where the vendor is located.**

☐ **Check where its local offices are.**

☐ **Check how many employees the vendor has.**

☐ **Check how long the vendor has been in business.**

☐ **If the vendor is not independent, check who owns the vendor's company.**

☐ **Check who the vendor's most important business and trading partners are.**

☐ **Check what is the vendor's understanding of and vision for your industry.**

☐ **Check what horizontal or vertical market the vendor focused on.**

☐ **Vendor Offerings**

☐ **Check the products the vendor offers**

*Ask the vendor to provide specific information.*

☐ **Check the services the vendor offers**

*Ask about training, maintenance and support.*

☐ **Vendor Customers**

☐ **Determine how many customers the vendor currently serves.**

☐ **Check how many customers use the proposed vendor solution.**

☐ **Check if there are any customers available as references for the solution the vendor is proposing.**

☐ **Check how many of the vendor's customers are in your industry and comparable in size and business requirements to your organization.**

☐ **Vendor and Your Organization**

☐ **Check if business visions and company cultures are compatible.**

☐ **Check what level of professionalism and responsiveness your vendor employees display.**

☐ **Check how credible the vendor's claims about the suggested product or solution are.**

☐ **Detemine whether the vendor can assist you in measuring return on investment and total cost of ownership for the solution.**

☐ **Determine what makes this vendor a good fit with your organization.**

☐ **Determine what distinguishes this vendor from the competitors you reviewed.**

☐ **Determine if the vendor be around in 5 or 10 years.**