Supplier document reconciliation

Quotation, business licence and draft contract

Record what each document says, then test the connections between them.

Procurement file or project	Prepared by	Review date

1 Record the documents

Keep original-language names. Record only identifiers actually shown; mark missing details.

Document	**Name and stated role** Jurisdiction and identifier if supplied	**File reference or version** Received date and source
Quotation		
Business licence		
Draft contract		

2 Separate the explanation from the check

Supplier explanation

Independently obtained record

For the explanation, note who said what, when and where it is saved. For the check, note source, search identifier, date, result reference and the exact detail supported. Record failed access or a search with no result explicitly.

3 Assign the connections still needing evidence

Connection 1 and next evidence request

Owner

Review due

Connection 2 and next evidence request

Owner

Review due

4 Leave a dated finding for the next reviewer

What is supported, what remains open and which versions were reviewed

Attach further evidence by reference when needed. Revisit the finding if a party or document changes.

This worksheet does not certify the supplier, establish account ownership or approve an order or payment. Keep completed files private; omit account numbers and personal identity documents.

Companion to *Three documents one supplier* | Derrick Zhou | 15 September 2026