



Supplier-Linked Inventory Template

Inventory Management | HashMicro
hashmicro.com

Prepared By: [Name]

Date: [DD/MM/YYYY]

Location: [Warehouse / Store]

1. DOCUMENT INFORMATION

Company Name

Warehouse / Location

Report Period

Report Date

Prepared By

Reviewed By

Purchasing System

Document Reference

2. SUPPLIER DIRECTORY

Supplier ID	Supplier Name	Contact Person	Phone	Email	Address / Country	Payment Terms	Currency	Lead Time (Days)	Preferred (Y/N)	Status
SUP-001						Net 30 / 60 / COD / Prepaid	AUD / USD / Other		Y / N	Active / Inactive / On Hold
SUP-002						Net 30 / 60 / COD / Prepaid	AUD / USD / Other		Y / N	Active / Inactive / On Hold
SUP-003						Net 30 / 60 / COD / Prepaid	AUD / USD / Other		Y / N	Active / Inactive / On Hold
SUP-004						Net 30 / 60 / COD / Prepaid	AUD / USD / Other		Y / N	Active / Inactive / On Hold

SUP-005						Net 30 / 60 / COD / Prepaid	AUD / USD / Other		Y / N	Active / Inactive / On Hold
SUP-006						Net 30 / 60 / COD / Prepaid	AUD / USD / Other		Y / N	Active / Inactive / On Hold
SUP-007						Net 30 / 60 / COD / Prepaid	AUD / USD / Other		Y / N	Active / Inactive / On Hold
SUP-008						Net 30 / 60 / COD / Prepaid	AUD / USD / Other		Y / N	Active / Inactive / On Hold
SUP-009						Net 30 / 60 / COD / Prepaid	AUD / USD / Other		Y / N	Active / Inactive / On Hold
SUP-010						Net 30 / 60 / COD / Prepaid	AUD / USD / Other		Y / N	Active / Inactive / On Hold
SUP-011						Net 30 / 60 / COD / Prepaid	AUD / USD / Other		Y / N	Active / Inactive / On Hold
SUP-012						Net 30 / 60 / COD / Prepaid	AUD / USD / Other		Y / N	Active / Inactive / On Hold

3. SUPPLIER-LINKED INVENTORY REGISTER

SKU	Item Name / Description	Category	Supplier ID	Supplier Name	Supplier SKU / Part No.	Unit Cost (\$)	MOQ (Min Order Qty)	Reorder Qty	Reorder Point	Lead Time (Days)	Qty in Stock	Stock Status
			SUP-001			\$						Healthy / Low / Critical / Overstock
			SUP-002			\$						Healthy / Low / Critical / Overstock
			SUP-003			\$						Healthy / Low / Critical / Overstock

SUP-004	\$	Health y / Low / Critical / Overst ock
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SUP-005	\$	Health y / Low / Critical / Overst ock
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SUP-006	\$	Health y / Low / Critical / Overst ock
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SUP-007	\$	Health y / Low / Critical / Overst ock
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SUP-008	\$	Health y / Low / Critical / Overst ock
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SUP-009	\$	Health y / Low / Critical / Overst ock
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SUP-010	\$	Health y / Low / Critical / Overst ock
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SUP-011	\$	Health y / Low / Critical / Overst ock
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SUP-012	\$	Health y / Low / Critical /
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													Overstock
													Healthy / Low / Critical / Overstock
			SUP-001			\$							Healthy / Low / Critical / Overstock
			SUP-002			\$							Healthy / Low / Critical / Overstock
			SUP-003			\$							Healthy / Low / Critical / Overstock
			SUP-004			\$							Healthy / Low / Critical / Overstock
			SUP-005			\$							Healthy / Low / Critical / Overstock
			SUP-006			\$							Healthy / Low / Critical / Overstock

4. PURCHASE ORDER TRACKER

PO Number	Supplier Name	Date Raised	Item Name	SKU	Qty Ordered	Unit Cost (\$)	Total Value (\$)	Expected Delivery	Actual Delivery	Qty Received	Invoice No.	Payment Status	PO Status
						\$	\$					Paid / Unpaid / Partial	Open / Received / Closed / Cancelled

[illegible]

[illegible]

	Y / N
	Y / N
	Y / N
	Y / N
	Y / N
	Y / N
	Y / N

7. SUPPLIER PRICING & CONTRACT SUMMARY

Supplier Name	SKU	Item Name	Contract Start	Contract End	Agreed Unit Price (\$)	Last Price Increase	Price Increase %	Volume Discount Threshold	Discount %	Notes
					\$		%		%	
					\$		%		%	
					\$		%		%	
					\$		%		%	
					\$		%		%	
					\$		%		%	
					\$		%		%	
					\$		%		%	

8. SUPPLIER RETURNS & CLAIMS LOG

Date	Supplier Name	PO / Invoice No.	SKU	Item Name	Qty Returned	Return Value (\$)	Reason	Supplier Response	Credit Received (Y/N)	Status
						\$	Defective / Wrong Item / Overdeliv		Y / N	Open / Resolved / Pending

		ery / Damage		
	\$	Defective / Wrong Item / Overdeliv ery / Damage	Y / N	Open / Resolved / Pending
	\$	Defective / Wrong Item / Overdeliv ery / Damage	Y / N	Open / Resolved / Pending
	\$	Defective / Wrong Item / Overdeliv ery / Damage	Y / N	Open / Resolved / Pending
	\$	Defective / Wrong Item / Overdeliv ery / Damage	Y / N	Open / Resolved / Pending
	\$	Defective / Wrong Item / Overdeliv ery / Damage	Y / N	Open / Resolved / Pending
	\$	Defective / Wrong Item / Overdeliv ery / Damage	Y / N	Open / Resolved / Pending

9. SUPPLIER INVENTORY SUMMARY

Total Active Suppliers	
Total SKUs Linked to Suppliers	
Total Open Purchase Orders	
Total Value of Open POs	\$
Average Supplier Lead Time	Days

On-Time Delivery Rate (Overall)	%
Supplier Quality Reject Rate	%
Top Supplier by Volume	
Highest Risk Supplier	
Next Supplier Review Date	

10. SIGN-OFF

Purchasing Manager	Inventory Controller	General Manager
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

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