

# Vendor & Supplier Contact Organizer

A fillable directory for the makers and small businesses you buy from.

## 01 What's inside

Three working pages plus this one. Print as many copies as you need.

### ■ Page 2 — Vendor Record

One sheet per supplier. Company, primary contact, account # and login, payment terms, what they supply (5-row table), logistics, and a notes block.

### ■ Page 3 — Alternate Supplier Comparison

Score up to four suppliers for the same item or category on price, quality (1–5), reliability (1–5), lead time, and MOQ — with a verdict row.

### ■ Page 4 — Master Vendor Index

A compact one-row-per-vendor reference — the page you keep on your studio wall or in the front of your supplier binder.

## 02 How to use it

Two paths — type directly in your PDF reader, or print blank copies and fill them in by hand.

### ■ Start with the suppliers you order from this quarter.

Don't try to backfill every vendor on day one. The five suppliers you'll reorder from in the next 90 days are where the value is.

### ■ Fill out one Vendor Record per supplier.

Account #, login URL, and payment terms are the fields you'll wish you'd written down the day a card declines.

### ■ Use the Comparison page when you're shopping for an alternate.

Anytime you're tempted to switch suppliers — a price hike, a stock-out, a quality issue — score the candidates side by side before you commit.

### ■ Keep the Master Index where you can see it.

On the wall, in the front of your binder, or pinned to the inside of a kitchen cabinet. The point is friction-free recall when you need a phone number fast.

#### OUTGROWING THIS?

### Vendor management that lives with your inventory.

Every supplier in Ardent Seller is a first-class entity — every purchase, every receipt, every price change is linked back to them. Reorder triggers fire from real on-hand quantities, not memory. When a vendor raises a price, every recipe and product that depends on that material reprices itself. [Start free at ardent seller app.](https://www.ardentseller.app)

# Vendor Record

One sheet per supplier. Print as many as you have vendors.

VENDOR #

DATE ADDED

## 01 Company & primary contact

COMPANY / SUPPLIER NAME

PRIMARY CONTACT NAME

ROLE / TITLE

EMAIL

PHONE

WEBSITE

## 02 Account & terms

ACCOUNT # / CUSTOMER ID

PAYMENT TERMS (NET 30, PREPAY...)

TAX FORM ON FILE (W-9, RESALE...)

LOGIN URL OR ORDERING PORTAL

## 03 What they supply

The items you actually order — SKU, typical price, MOQ, pack size.

ITEM	SKU / CODE	TYPICAL PRICE	MOQ	PACK SIZE

## 04 Logistics & reorder

LEAD TIME (DAYS)

SHIPPING METHOD

FREE-SHIP THRESHOLD

REORDER TRIGGER

## 05 Notes & history

QUALITY OBSERVATIONS, RELIABILITY, LAST ORDER, REORDER NOTES

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# Alternate Supplier Comparison

Score four candidates side by side before you switch suppliers.

ITEM / CATEGORY

DATE

## HOW TO SCORE

Quality: 1 = inconsistent / fails inspection, 3 = acceptable, 5 = best you've sourced. Reliability: 1 = late or stocks out often, 3 = on time most of the time, 5 = never misses.

Total \$ should include shipping, fees, and any minimum-order shortfall — not just unit price.

CRITERION	SUPPLIER A	SUPPLIER B	SUPPLIER C	SUPPLIER D
Supplier name				
Unit price (\$)				
Pack size				
MOQ				
Lead time (days)				
Shipping cost				
Total \$ (incl. shipping)				
Quality (1-5)				
Reliability (1-5)				
Notes				
<b>VERDICT (PICK ONE)</b>				

