

Supplier Due-Diligence Worksheet

Use this request list to keep supplier qualification tied to the selected cycling product, destination and approval decision.

1. Qualification request

Buying organization	Company, reviewer and the decision this review must support.	
Selected product / program	Exact product family, SKU or program direction; do not request a generic dossier without scope.	
Destination and channel	Country/region, sales channel and any marketplace, retailer or event requirement.	
Required decision date	Approval deadline and whether the request is pre-brief, sample, commercial release or reorder review.	
Evidence owner	Buyer role responsible for checking source, scope, expiry and project relevance.	

2. Request only records that answer the current risk

- 01 **Merchant identity:** legal entity name, registered/business address, contact route and the service scope relevant to this inquiry. []

- 02 **Production relationship:** an explicit statement of the party's role for the selected product, such as brand owner, developer, trading party or manufacturing relationship. Do not infer factory ownership from product imagery. []

- 03 **Product scope:** current product specification, construction direction, size route, artwork/label scope and any known exclusions for the selected SKU or program. []

- 04 **Material or performance request:** identify the exact material, product, test method, claimed property and destination before asking for supporting documentation. []

- 05 **Compliance request:** name the destination, regulation/standard or channel requirement, product/material scope, document owner and expiry/review condition. []

- 06 **Commercial request:** record the selected quantity, price basis, sample route, timing, payment, packaging, shipping and delivery assumptions in the written quote rather than on a generic website page. []

- 07 **Project reference:** request customer permission, identifiable project scope and attributable outcome before presenting any case study, logo or testimonial as proof. []

Evidence boundary: This worksheet is a buyer request tool, not a certificate, audit report or supplier approval. A document is useful only when its owner, date, scope and relationship to the selected product and destination are clear.

3. Record the review outcome

Request / claim	Record received	Scope and expiry checked	Decision / owner

4. Escalation conditions

- 01** The record is undated, anonymous, expired, applies to another product/material or cannot be connected to the selected destination. []
- 02** A commercial promise, certification, capacity statement or project claim is requested without an accountable source owner. []
- 03** A photo, generated visual, competitor reference or unverified verbal statement is being treated as operational evidence. []
- 04** The project needs legal, safety, import, marketplace or technical approval beyond the evidence currently supplied. []

Project release: Keep the worksheet with the RFQ, approved specification, artwork version and written commercial documents. Re-check time-sensitive records when the product, material, destination, process or order conditions change.