

Suppliers and outsourcing

List the suppliers you rely on, rate each by risk tier and keep their contracts and checks.

For any small business

What it is for

Every supplier in one list, a tier worked out from eight yes-or-no questions, and a record of contracts, insurance, due diligence, reviews and issues.

How to use it

- 1 **Start**
Select **Add a supplier**.
- 2 **Enter the basics**
Legal name, business owner in your firm, supplier contacts and a line on what they do for you. Choose a status such as **Proposed** or **Active**.
- 3 **Answer the triage questions**
Any Yes to Q1 to Q3 makes a Tier 1 supplier. Otherwise any Yes to Q4 to Q6 makes Tier 2. Otherwise Tier 3.
- 4 **Add the supplier**
Select **Add the supplier**. Verfapp sets the tier and lists what is still needed.
- 5 **Work through the list**
Open the supplier to record its contract, insurance, due diligence decision and reputation checks.
- 6 **Review**
Use the **Reviews** and **Reports** tabs. **Download the register (CSV)** when you need a copy.

Suppliers						
Insurance (4) Reviews Reports Settings						
6 2 2 1						
Suppliers Tier 1 Tier 2 Tier 3						
Search by name, reference or owner						
Add a supplier Download the register (CSV)						
Ref	Supplier	Tier	Status	Residual risk	Business owner	Contracts
SUP-001	Kete Cloud Hosting Ltd Kete Cloud	Tier 1	Active	Not assessed	Sam Director	1
SUP-002	Aroha Compliance Consulting Ltd	Tier 1	Active	Not assessed	Sam Director	0
SUP-003	Tidy Cleaners Ltd	Tier 3	Active	Not assessed	Sam Director	0

Suppliers, with sample data.

Before you start

- Know who owns each supplier relationship in your business.
- Have the supplier's legal name handy. A contract copy helps but is not needed to start.

Good habits

- Triage a new supplier before you sign.
- Chase the items under **Needs attention** first, starting with Tier 1.
- Set the status to Exiting or Ended rather than deleting history.

How you sign in

Opens with a code we email to your administrator, because it holds more sensitive records.

Verfapp supports your compliance. It does not certify it, and it is not legal advice. Screens shown use sample data.

Need a hand?

We are happy to walk you through it.

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