Supplier-change verification record

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / event	
Owner / date / version	
Date / message reference	
Unexpected request	
Independent contact method	
Verification owner / outcome	
Any interaction and time	
Incident contact informed	
Final action	

Before use: Pause the requested change. Keep the message available for the authorised team. Verify using an independent trusted route. Use the normal payment approval process. Report any interaction promptly.

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online