

CONSTRUCTION-MATERIAL ORDER CONTROL

Supplier Document Requirements List Template (SDRL)

A printable, buyer-controlled starting register for defining supplier documents, submission milestones, review ownership, revision status, and final-dossier closure.

27 buyer-controlled starter requirements

Every published row is **buyer to confirm**. Delete non-applicable rows, add product- and destination-specific requirements, and define the buyer's review language in the RFQ or purchase order.

How to use this printable version

- 1. Confirm applicability, scope, milestone, purpose, format, language, reviewer, and final-dossier status before order release.
- 2. Use the supplier document identifier, revision, transmittal, review status, resubmission date, owner, and next action as the live register during execution.
- 3. Reconcile accepted documents to the purchase order, product revision, lot or batch, package IDs, invoice, packing list, and shipment file.

Not a universal document list

This is a buyer workflow, not supplier verification, payment protection, customs or classification advice, legal advice, product approval, or proof that any document applies to a transaction.

Canonical guide: <https://landedspec.com/blog/supplier-documents-before-deposit/>

Editable files: [CSV](#) | [Excel workbook](#)

Field guide for the live SDRL

The requirement list and the live submission register are related but different controls. Define the expected deliverable first; then preserve the identity, revision, transmittal, review outcome, owner, and next action for the actual submission.

Field	Buyer control
Requirement identifier	Use one stable buyer-controlled reference for the expected deliverable.
Requirement status	Confirm, remove, or add each starter requirement for the actual order.
Document or data requirement	Name the expected drawing, report, declaration, schedule, record, or data item.
Product or line scope	Join the requirement to a product, model, batch, site, revision, or purchase line.
Due milestone	State when the deliverable is due: quote, deposit, production, booking, dispatch, or handover.
Submission purpose	Define review, approval, information, shipment release, or professional confirmation.
Supplier preparer	Name the supplier role accountable for preparing and transmitting the item.
Buyer reviewer	Name the buyer role accountable for review; do not leave authority implicit.
Required format	Specify PDF, native file, editable sheet, artwork, photograph, or original where needed.
Required language	Set the contract, destination-market, or customs language required for the actual order.
Final dossier required	Record whether the accepted revision must appear in the final handover set.
Supplier document identifier	Capture the supplier's unique document number once the live submission exists.
Supplier revision	Preserve the transmitted revision; never overwrite the revision trail.
Transmittal date	Record when the identified revision was formally submitted.
Buyer review status	Use controlled review outcomes agreed in the order, not ambiguous email prose.
Next resubmission date	Set the next due date when comments, corrections, or missing evidence remain.
Owner	Assign the person or role responsible for resolving the current open item.
Next action	Write the next evidence or decision needed before the requirement can close.
Boundary note	Keep applicability, professional-confirmation, and evidence limitations visible.

Starter requirements SDRL-001 to SDRL-009

These are example starting requirements only. Confirm whether each row applies, replace generic scope with the controlled product or line, and obtain professional confirmation where the transaction requires it.

ID	Requirement	Scope	Due milestone	Purpose	Final
SDRL-001	Supplier legal identity and authorized signatory	all purchase lines	before deposit	approval	yes
SDRL-002	Manufacturing and finishing site map	each product family	before deposit	approval	yes
SDRL-003	Controlled product and order-line schedule	each purchase line	before deposit	approval	yes
SDRL-004	Controlled drawing or technical data sheet	each product revision	before deposit	approval	yes
SDRL-005	Material grade alloy or composition evidence	each material family	before production	approval	yes
SDRL-006	Product declaration or declaration of performance where applicable	each regulated product	before dispatch	professional confirmation	yes
SDRL-007	CE marking or other product marking information where applicable	each regulated product	before dispatch	professional confirmation	yes
SDRL-008	Factory and third-party test evidence coverage	each claimed performance	before production	approval	yes
SDRL-009	Approved sample or first-article record	each controlled finish or model	before production	approval	yes

Live-register fields remain in the CSV and workbook

Supplier preparer, buyer reviewer, format, language, supplier document ID, revision, transmittal, buyer review status, resubmission date, owner, next action, and boundary note are available in the editable distributions.

Starter requirements SDRL-010 to SDRL-018

These are example starting requirements only. Confirm whether each row applies, replace generic scope with the controlled product or line, and obtain professional confirmation where the transaction requires it.

ID	Requirement	Scope	Due milestone	Purpose	Final
SDRL-010	Inspection and test plan	each production lot	before production	approval	yes
SDRL-011	Inspection and test report	each production lot	before shipment release	shipment release	yes
SDRL-012	Packing specification or drawing	each package type	before production	approval	yes
SDRL-013	Package schedule with dimensions and weights	each package ID	before booking	review	yes
SDRL-014	Loading and container plan	each shipment	before loading	approval	no
SDRL-015	Label and marking artwork	each product and package	before production	approval	yes
SDRL-016	Use installation maintenance and safety information	each product model	before dispatch	professional confirmation	yes
SDRL-017	Draft commercial invoice	each shipment	before booking	review	no
SDRL-018	Draft packing list	each shipment	before booking	review	no

Live-register fields remain in the CSV and workbook

Supplier preparer, buyer reviewer, format, language, supplier document ID, revision, transmittal, buyer review status, resubmission date, owner, next action, and boundary note are available in the editable distributions.

Starter requirements SDRL-019 to SDRL-027

These are example starting requirements only. Confirm whether each row applies, replace generic scope with the controlled product or line, and obtain professional confirmation where the transaction requires it.

ID	Requirement	Scope	Due milestone	Purpose	Final
SDRL-019	Origin preference or customs-status evidence where applicable	each customs line	before dispatch	professional confirmation	yes
SDRL-020	Transport booking and document instructions	each shipment	before booking	information	no
SDRL-021	Insurance evidence and claims instructions where applicable	each insured route	before dispatch	professional confirmation	yes
SDRL-022	Final commercial invoice	each shipment	before dispatch	shipment release	yes
SDRL-023	Final packing list	each shipment	before dispatch	shipment release	yes
SDRL-024	Loading photographs and seal record	each shipment	after loading	information	yes
SDRL-025	Transport document and release record	each shipment	before document release	shipment release	yes
SDRL-026	Final dossier index	each purchase order	final handover	approval	yes
SDRL-027	Deviation correction and concession log	each affected requirement	final handover	approval	yes

Live-register fields remain in the CSV and workbook

Supplier preparer, buyer reviewer, format, language, supplier document ID, revision, transmittal, buyer review status, resubmission date, owner, next action, and boundary note are available in the editable distributions.

Blank working rows and closeout

Add requirements that are specific to the product, market, contract, production route, packing, transport, or handover. Continue the full 19-field record in the CSV or Excel workbook.

Buyer ID	Requirement	Scope	Due	Reviewer	Next action
WORK-001					
WORK-002					
WORK-003					
WORK-004					
WORK-005					

Closeout checklist

- [] Every required deliverable is tied to the correct product, model, batch, site, order line, and controlled revision.
- [] Every transmitted document has a supplier ID, revision, transmittal date, buyer outcome, owner, and next action.
- [] Open comments, deviations, missing translations, missing originals, and professional-confirmation items remain visible.
- [] The final dossier index identifies accepted revisions and unresolved exceptions; it does not silently treat a submission as approval.
- [] Commercial invoice, packing list, labels, package schedule, transport record, and product evidence reconcile to the same shipment identity.

Source and scope notes

LandedSpec authored this starting register after reviewing public examples of SDRL and supplier-document-control patterns. The sources demonstrate that such controls exist; they do not establish a universal construction-product requirement list.

Port of Argentia public procurement example: <https://portofargentia.ca/site/uploads/2024/11/P00012-POA-PRO-SOW-0001.pdf>

LFH Fluid Control SDRL portal: <https://www.lfhfluidcontrol.com/ts-sdrl-portal>

Boundary: buyer document-control workflow only. It does not verify a supplier, protect a payment, classify goods, determine customs treatment, select an applicable legal route, validate conformity evidence, approve a product, or replace legal, customs, compliance, engineering, fraud, sanctions, insurance, or logistics advice.

Preferred citation and current version: <https://landedspec.com/blog/supplier-documents-before-deposit/>