

Vendor Security Questionnaire

A 90-minute, discussion-led session kit for the people who choose suppliers

Habits

- Send the questionnaire before the supplier receives company information.
- Ask for the certificate and the expiry, not only a yes.
- Write down the data they hold and where it is stored.
- Ask which other company, including a subcontractor, can see that data.
- Keep the accepted questionnaire with the supplier record.
- Call back before a supplier payment account changes, using a number you already trust.

Red flags

- Every answer is yes, and nothing is attached
- A certificate with no date, or a date that has passed
- A data location written only as the cloud
- A subcontractor who can see the data and is not named
- No person named to call if they have an incident
- A new bank account in an email from the supplier

First hour

1. **Bank.** Call the bank now and ask to stop or recall the payment.
2. **Report.** File at ic3.gov with the transaction details.
3. **Notify.** The person who owns the supplier, and the supplier on a number you already have.
4. **Contain.** Pause new access until the questionnaire is answered again, including any company that can see the data.

Figures on the session page are FBI IC3 2025 totals for those crime types, not a dealership-only count. File a report at ic3.gov.