

Vendor Tracker

Business Credit Starter System

Use this tracker to monitor your vendor accounts, reporting activity, approval progress, and payment performance.

Vendor Account Tracker

Vendor 1

Vendor Name: _____

Website: _____

Contact Number: _____

Account Open Date: _____

Net Terms: Net 30 / Net 60 / Net 90

Approval Status: Approved / Pending / Denied

Purchase Amount: _____

Payment Due Date: _____

Payment Date: _____

Reports to D&B: Yes / No

Reports to Experian Business: Yes / No

Reports to Equifax Business: Yes / No

Notes: _____

Vendor 2

Vendor Name: _____

Website: _____

Contact Number: _____

Account Open Date: _____

Net Terms: Net 30 / Net 60 / Net 90

Approval Status: Approved / Pending / Denied

Purchase Amount: _____

Payment Due Date: _____

Payment Date: _____

Reports to D&B: Yes / No

Reports to Experian Business: Yes / No

Reports to Equifax Business: Yes / No

Notes: _____

Vendor 3

Vendor Name: _____

Website: _____

Contact Number: _____

Account Open Date: _____

Net Terms: Net 30 / Net 60 / Net 90

Approval Status: Approved / Pending / Denied

Purchase Amount: _____

Payment Due Date: _____

Payment Date: _____

Reports to D&B: Yes / No

Reports to Experian Business: Yes / No

Reports to Equifax Business: Yes / No

Notes: _____

Vendor 4

Vendor Name: _____

Website: _____

Contact Number: _____

Account Open Date: _____

Net Terms: Net 30 / Net 60 / Net 90

Approval Status: Approved / Pending / Denied

Purchase Amount: _____

Payment Due Date: _____

Payment Date: _____

Reports to D&B: Yes / No

Reports to Experian Business: Yes / No

Reports to Equifax Business: Yes / No

Notes: _____

Vendor 5

Vendor Name: _____

Website: _____

Contact Number: _____

Account Open Date: _____

Net Terms: Net 30 / Net 60 / Net 90

Approval Status: Approved / Pending / Denied

Purchase Amount: _____

Payment Due Date: _____

Payment Date: _____

Reports to D&B: Yes / No

Reports to Experian Business: Yes / No

Reports to Equifax Business: Yes / No

Notes: _____

Reminder

Small vendor accounts paid early help build stronger business credit.

Tracking who reports is just as important as making the purchase.

Do not assume every vendor helps your profile—verify reporting first.