

Hardware Procurement Checklist

This checklist is designed to help businesses streamline their hardware procurement process, ensuring nothing is overlooked from planning to post-deployment support.

1. Planning & Requirements

- ☐ Identify business goals for new hardware.
- ☐ Define specific goals for new hardware
- ☐ Set a realistic procurement budget.
- ☐ Forecast future scalability requirements
- ☐ Confirm compliance and security considerations

2. Vendor Evaluation

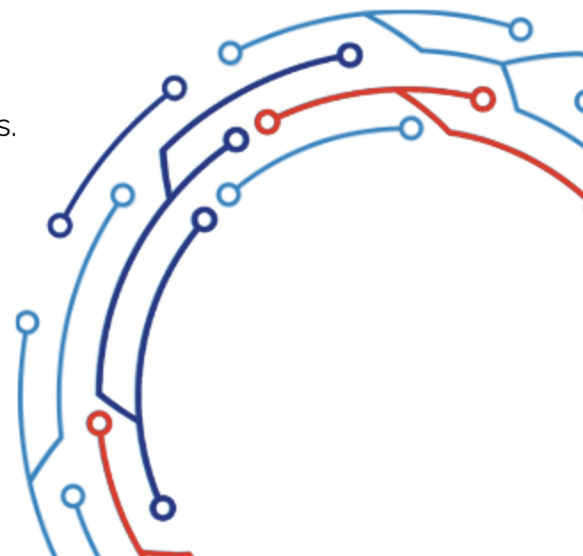
- ☐ Research multiple vendors and suppliers
- ☐ Request quotes and compare pricing
- ☐ Evaluate warranty and after-sales support
- ☐ Check vendor certificates and credibility
- ☐ Review delivery timelines and logistics

3. Hardware Selection

- ☐ Compare specifications against requirements
- ☐ Ensure compatibility with existing infrastructure
- ☐ Review energy efficiency and sustainability
- ☐ Evaluate total cost of ownership (TCO)
- ☐ Consider leasing vs purchasing options.

4. Procurement Process

- ☐ Get approvals from relevant stakeholders.
- ☐ Negotiate pricing and terms.
- ☐ Confirm licensing requirements (if applicable).
- ☐ Ensure secure payment and procurement methods.
- ☐ Track and document procurement records.



5. Deployment & Integration

- ☐ Inspect delivered hardware for accuracy and quality.
- ☐ Coordinate installation and configuration.
- ☐ Test functionality and compatibility.
- ☐ Migrate data or connect peripherals as needed.
- ☐ Document depolyment details.

6. Post-Procurement Support

- ☐ Train staff on using new hardware.
- ☐ Set up monitoring and maintenance schedules.
- ☐ Confirm warranty registration.
- ☐ Maintain vendor contact information.
- ☐ Review procurement success and lessons learned.



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