

Supplier Development Process List

- 1) Visit company's manufacturing facility to view process, machinery and equipment and skill sets involved in production of relevant products/components
- 2) Review the goals, objectives and accomplishments of previous related supplier development projects
- 3) Obtain relevant information on current suppliers including history of the relationship, agents/brokers used, component parts manufactured by the suppliers as well as cost history; review criteria that was set for selection of previous suppliers
- 4) Review any existing supplier criteria being used for Mexico, making modifications as required, and obtain available electronic drawings and samples for the parts in question; the review will also include consideration for tooling, dies, molds and fixtures required for production
- 5) Obtain a sample of a supplier contract and copies of the NDAs provided to suppliers
- 6) Determine the requirements for ISO, QS, TS, etc.
- 7) Determine whether company has utilized, or desires to utilize, formal RFQs
- 8) Develop a timetable for phase milestones and a spreadsheet format with metrics for presentation of supplier information
- 9) Develop quantity requirements for each part as well as potential dates for delivery of samples and production volumes considering the need for tooling production
- 10) Using the information obtained from company, develop a database of information on potential suppliers obtained from MCA's previous research, web sites, phone calls and e-mails in cities within company's geography of interest
- 11) Present a dossier on company's objectives to potential suppliers meeting the base requirements and obtain NDAs and necessary information for presentation format chosen
- 12) Rank the potential suppliers on their ability to meet the developed selection criteria; determine which suppliers should be met
- 13) Develop a meeting schedule for the potential suppliers and conduct the visits, viewing available machinery and processes, and obtaining further information on manufacturing capabilities and customers
- 14) Re-rank the candidates, eliminating those that do not fully meet the criteria
- 15) Either provide RFQs or request quotes from those remaining in consideration
- 16) Work with candidates to obtain quotes and assist in the negotiating process with due consideration to the requirements for tooling
- 17) Provide a report ranking the final candidates with goal of providing a contract to the one meeting the 'best-fit'
- 18) Assist as requested in developing a supply agreement
- 19) Assist as required with estimates for logistics costs including the need for a customhouse brokers on the U.S. side
- 20) Assist in quality process thru first article testing and beyond if requested