Supplier Onboarding Process Steps

Initial Contact with Supplier (Through Sourcing Team Outreach or Supplier Outreach to MES Sourcing Team)

MES Sourcing Team to request Copy of Quality Certifications and Full Supplier Profile

Send NDA and Receive Signed NDA back from Supplier

Send a test quote to Supplier to gauge competitiveness

MES Sourcing team to send Supplier Self-Assessment to be filled out by Supplier

Begin adding supplier information into MESH

Visit supplier to perform Sourcing Audit and to review MES Supplier Agreements

a. Master Supplier Agreement
b. RM/Exch Rate Agreement
c. Quality Resp. / Logistics

Begin including supplier into Live RFQ's

Conduct Supplier Quality Assessment

Finish adding all documents into MESH and mark supplier as approved.

Review Operational Procedures w/Supplier

a. PO Process & Terms
b. Packaging req's & Expectations
c. Logistics Processes
d. Invoice & Packing List Process

Gather Supplier Contact and Payment Details and Add to SAP, create Supplier Number.

As Project close to launch per Sales MAP/Best Few listing, initiate Project Advance Sourcing Process w/supplier & MES Sourcing team.