

Supplier Selection Guidelines

Describes Plain Source criteria for suppliers selection

VERSION: 1.0 PUBLISHED ON: 18.02.2008



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Contents

1. Supplier Diversity	1
2. Supplier Selection & Practices	1
3. Expectation from Suppliers	1
4. Procurement Process	1
A. Glossary	3

1. Supplier Diversity

At Plain Source, we believe the success of our business is largely due to the success of our supplier relationships. We have formed alliances with supplier organizations that share our desire for quality and excellence.

2. Supplier Selection & Practices

We consider the following key factors when selecting a supplier or a service provider:

- ❖ Quality of the product or service provided
- ❖ Competitive prices
- ❖ On-time, cost-effective delivery of products
- ❖ Technology infrastructure of the supplier
- ❖ Demographics
- ❖ Financial solvency
- ❖ Experience
- ❖ Environmentally conscious policies

3. Expectation from Suppliers

In order to provide the best to our customers, we need suppliers or service providers that are the best in their particular industry. Plain Source expects the suppliers with whom it does business to provide the highest quality of products and services.

Flexibility is one component of a successful relationship. The dynamics of the market require Plain Source to periodically execute programs and projects with short lead times. It is therefore critical that our suppliers be able to respond accordingly. Supporting Plain Source means that our suppliers take ownership of all aspects of the products and services that they provide. We rely heavily on our suppliers to be the experts on their products and services, and to show a willingness to provide extraordinary support, responsiveness, and expertise when required.

4. Procurement Process

The total amount of the particular purchase for products or services determines the method of purchasing. Those purchase requirements that include a significant value require that a Request For Proposal (RFP) or Request For Quotation (RFQ) be issued. In those instances where the administrative cost for issuing an RFP or RFQ is not justified, verbal bids are solicited.

We make sure that the procurement process is as quick and effective as possible. As a result, we have developed a technology infrastructure that allows our end users to communicate their requirements to us via our online forms.

We transmit our purchase orders to suppliers via facsimile or email. These methods are used to:

- ❖ Reduce cycle times
- ❖ Ensure prompt delivery of products and services
- ❖ Ensure payment of invoices in a timely manner

A. Glossary

RFP Request For Proposal

RFQ Request For Quotation

SCM Supply Chain Management

SOA Service Oriented Architecture

About Plain Source

Plain Source is a Brussels based consulting firm offering services ranging from SOA (Service Oriented Architecture) to SCM (Supply Chain Management). More information about Plain Source can be found from its website at www.plainsource.com.


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Revisions

Version	Date	Changes
1.0	18.02.2008	Creation