From Product Brief to Shortlist

Use the five topics below to prepare an evidence review. Marking a box records your notes; it does not authenticate a supplier or authorise a transaction.

- [ ] **1. Write one version of the product requirement**

  Record the material, dimensions and units, function, variants, packaging, quantity range and intended market. Identify the reference files and revision. Mark unresolved details as Unknown so a supplier response can distinguish the agreed requirement from a proposed alternative.

- [ ] **2. Choose two or three relevant discovery channels**

  Use the product and the work required to choose a manageable set of channels. Keep the public entry point, date and reason for each lead. A marketplace, directory or shipment-data record is a discovery source, not proof of factory identity or product capability.

- [ ] **3. Send the same RFQ and retain the original responses**

  Issue the same requirement revision and quantity basis to the candidates. Ask for explicit deviations, exclusions and unanswered questions. Preserve each supplier's original answer alongside your summary, so a later comparison does not turn an assumption into a confirmed response.

- [ ] **4. Connect identity and capability evidence to the requirement**

  Record the contracting and manufacturing roles, report entity, site, date and relevant process scope. Keep a mismatch or missing document open until it is resolved. A social audit or facility certificate does not by itself establish the quality of the product you intend to order.

- [ ] **5. Build the shortlist and define the sample check**

  Retain the satisfied requirements, unproven points, differences and reason for the next action. Choose whether to ask another question, arrange a sample or defer the candidate. Define what the sample needs to establish before committing to a later batch.

Keep the specification, approved sample, payment record, communications and inspection plan together. Resolve material gaps before deciding whether to proceed.

Your Candidate Evidence Record

Complete this record in your own project file. Use the actual order and applicable platform rules when deciding the next action.

Product brief revision, quantity and intended market

Candidate, discovery source, date and stated manufacturing role

RFQ version, original reply and unanswered requirements

Evidence entity, site, date, scope and document page

Satisfied items, unproven points and quotation differences

Next action: ask / sample / defer, reason and responsible person

Official sources and the limits of this record

Sources checked 19 October 2026. Use the actual documents for your product.

SMETA scope: https://www.sedex.com/what-we-do-at-sedex/

WRAP facility scope: https://wrapcompliance.org/en/certification/

Trade-data coverage: https://www.importyeti.com/dataset-info

ASG sourcing workflow: https://asgdropship.com/services/product-sourcing/

A search result, supplier statement, social audit or shipment record is not an automatic approval of a factory or product. Keep the actual entity, site, date and scope with each evidence item. Missing information remains Unknown. No real supplier or document has been authenticated by this blank checklist.