

Supplier A4 overview

GENERAL

Date of Visit

Name	
Company	
Plant	
Commodity	

SUMMARY OF BUSINESS WITH US

Spend (12 months)	<input type="text"/>	%	vs previous 12 months	<input type="text"/>	%	Forecast next 12 months	<input type="text"/>	%			
Orders delivered in full	<input type="text"/>	%	Overall improvement	Not as good	<input type="checkbox"/>	The same	<input type="checkbox"/>	Improving	<input type="checkbox"/>	Much better	<input type="checkbox"/>

FINANCIAL SUMMARY (LOCAL PLANT)

Last Year:		Turnover	<input type="text"/>	Number of full time staff	<input type="text"/>	Financial start of year		<input type="text"/>
Target:		Turnover	<input type="text"/>	Net Profit	<input type="text"/>	Balance		<input type="text"/>
YTD:		Turnover	<input type="text"/>	Net Profit	<input type="text"/>	Capital investment		<input type="text"/>
Costs:		Labour	<input type="text"/>	Forecast vs Target	<input type="text"/>	Capital investment		<input type="text"/>
			<input type="text"/>	Raw materials	<input type="text"/>	Indirect costs (inc Profit)		<input type="text"/>

CUSTOMER PROFILE (LOCAL PLANT)

			No of customers with more than 10% of business	<input type="text"/>
Customer No 1	<input type="text"/>		Percent of business	<input type="text"/>
Customer No 2	<input type="text"/>		Percent of business	<input type="text"/>
Customer No 3	<input type="text"/>		Percent of business	<input type="text"/>

KEY SUPPLIER PROFILE (LOCAL PLANT)

			No of suppliers in top 80% of spend	<input type="text"/>
Key Supplier No 1	<input type="text"/>		Percent of spend	<input type="text"/>
Key Supplier No 2	<input type="text"/>		Percent of spend	<input type="text"/>
Key Supplier No 3	<input type="text"/>		Percent of spend	<input type="text"/>
Key Supplier No 4	<input type="text"/>		Percent of spend	<input type="text"/>
Key Supplier No 5	<input type="text"/>		Percent of spend	<input type="text"/>

MANUFACTURING PROFILE FOR A TYPICAL KEY PART (LOCAL PLANT)

Source:	Lead time	<input type="text"/>	days	Inventory (Raw material)	<input type="text"/>	days	Cycle time (purchasing)	<input type="text"/>	days
Make (WIP):	Lead time	<input type="text"/>	days	Inventory (WIP)	<input type="text"/>	days	Cycle time (Total)	<input type="text"/>	days
Deliver:	Lead time	<input type="text"/>	days	Inventory (Finished goods)	<input type="text"/>	days	Inventory (in transit)	<input type="text"/>	days
Other	% Scrap	<input type="text"/>	days	Typical batch size	<input type="text"/>		Change over time (typical)	<input type="text"/>	hours

PROFILE OF BOTTLENECK PROCESS

Process:	<input type="text"/>			Total capacity (Units)	<input type="text"/>
Total no of lines	<input type="text"/>	Lines used for our parts	<input type="text"/>	Dedicated lines (if any)	<input type="text"/>
Availability	<input type="text"/>	Utilisation (next month)	<input type="text"/>	Our share of capacity	<input type="text"/>

AGILITY (REACTION TIME IN THE EVENT OF CHANGE)

Ramp-Up:	in capacity	<input type="text"/>	days	if new capacity required	<input type="text"/>	days	for ramp up amount (20%)	<input type="text"/>	%
New part:	Tooling etc	<input type="text"/>	days	Time to 1st sample	<input type="text"/>	days	to reach typical throughput	<input type="text"/>	days

OBSERVATIONS (FOLLOW UP ACTION TO BE AGREED IF DID NOT MEET EXPECTATIONS)

Level of customer satisfaction with visit	Did not meet expectations	<input type="checkbox"/>	OK	<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Safety, environment, cleanliness, and order	Did not meet expectations	<input type="checkbox"/>	OK	<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Extent to which visual management system in place (lean)	Did not meet expectations	<input type="checkbox"/>	OK	<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Evidence of appropriate planning / scheduling system	Did not meet expectations	<input type="checkbox"/>	OK	<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Use of space, movement of materials, and product line flow	Did not meet expectations	<input type="checkbox"/>	OK	<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Levels of inventory and work in progress	Did not meet expectations	<input type="checkbox"/>	OK	<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Teamwork and motivation	Did not meet expectations	<input type="checkbox"/>	OK	<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Condition and maintenance of equipment and tools	Did not meet expectations	<input type="checkbox"/>	OK	<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Management of complexity and variability	Did not meet expectations	<input type="checkbox"/>	OK	<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Extent of supply chain integration	Did not meet expectations	<input type="checkbox"/>	OK	<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Commitment to quality	Did not meet expectations	<input type="checkbox"/>	OK	<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>

ANY OTHER COMMENTS
