

Kelsy Sourcing Process Overview

A practical six-stage workflow for moving from an initial product idea to a controlled supplier, production, inspection, and shipping handoff.

Buyer objective Keep decisions, evidence, and responsibilities visible.	Working principle One requirement change should update every affected technical and commercial record.	Output A clearer handoff package for suppliers, inspectors, and logistics partners.
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1. Product Requirements

Buyer prepares: Product objective, destination market, required and preferred specifications, variants, packaging, reference files, and open decisions.

Working focus: Separate confirmed requirements from assumptions and unresolved decisions. Control versions before supplier outreach.

Output: Supplier-ready requirement brief and open-decision list.

2. Supplier Search and Quotation

Buyer prepares: The same request package, target quantity, timing, delivery point, and commercial questions for each supplier.

Working focus: Build a manageable shortlist, record evidence, normalize quotations, and document assumptions, exclusions, and deviations.

Output: Supplier shortlist and comparable quotation table.

3. Sample and Confirmation

Buyer prepares: The acceptance points the sample must prove and the approved reference documents.

Working focus: Record each sample version, result, defect, correction, and approval decision.

Output: Approved sample reference and controlled product definition.

4. Order and Production

Buyer prepares: Final specification, quantity, price, Incoterm, negotiated payment milestones, inspection condition, and change-control rules.

Working focus: Track milestones, evidence, issues, and requirement changes without relying on verbal updates alone.

Output: Current production plan, issue log, and synchronized order records.

5. Inspection and Corrective Action

Buyer prepares: Inspection scope, acceptance criteria, approved references, packaging requirements, and shipment-release authority.

Working focus: Record findings factually, assign risk and disposition, and close required corrective actions.

Output: Inspection result, defect log, and shipment decision.

6. Shipping Handoff

Buyer prepares: Final quantity, packing data, carton marks, consignee information, document requirements, and freight contact.

Working focus: Coordinate supplier, buyer, and freight forwarder using one current handoff record.

Output: Complete shipping handoff and document log.

Need help choosing the next step? Visit kelsysourcing.com/contact/

This overview is a planning guide. Adapt the workflow to the product, supplier, destination market, contract, and professional advice.