

Supplier qualification checklist

40 checks for evaluating a botanical extract supplier

Use this checklist before a first order and again when a supplier changes a site, a plant part, or an analytical method. A supplier does not need to pass every line to be worth working with, but each unanswered question is a risk you are accepting without evidence.

1. ENTITY AND FACILITY

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| ☐ Legal entity name and registration document received. | ☐ Named commercial and technical contacts provided. |
| ☐ Manufacturing site address confirmed, not only the sales office. | ☐ Facility size, team, and production capability described consistently. |
| ☐ Relationship between the brand, the manufacturer, and any trader is explained. | ☐ Audit or documentation-review process explained. |
| ☐ Certificate holder, site, scope, and validity checked. | |

2. SPECIFICATION AND ANALYTICAL METHODS

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| ☐ Full specification received before the price. | ☐ Physical parameters and contaminant limits stated. |
| ☐ Botanical name and plant part stated. | ☐ Carrier and extraction solvent declared. |
| ☐ Marker range and method stated. | ☐ Representative COA and, where relevant, chromatogram received. |
| ☐ Calculation basis (as-is or dry) stated. | ☐ Custom specification process and feasibility review explained. |

3. DOCUMENTATION PACK

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| ☐ COA is batch-specific and tied to a lot number. | ☐ Allergen and GMO statements are signed and batch-specific. |
| ☐ Specification version is referenced on the COA. | ☐ Origin and traceability record provided. |
| ☐ TDS includes plant part, carrier, solubility, and storage. | ☐ Certificates match the grade and destination market. |
| ☐ SDS is specific to the grade and current. | |

4. TRACEABILITY AND CHANGE CONTROL

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| ☐ Herb lot is linked to the extract lot. | ☐ Complaint investigation and corrective action described. |
| ☐ Retained sample policy and retention period stated. | ☐ Change notification process described in writing. |
| ☐ Deviation, rework, and rejection process described. | ☐ Specification revision control explained. |

5. COMMERCIAL TERMS

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| ☐ MOQ and price break points confirmed. | ☐ Payment terms and currency confirmed in writing. |
| ☐ Lead time starts from specification approval, not inquiry. | ☐ Packaging and palletization specified. |
| ☐ Incoterm and freight responsibility agreed. | ☐ Sample and freight costs disclosed. |

6. SAMPLE AND FIRST ORDER

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| ☐ Sample arrives with its own COA. | ☐ First lot documents checked against the drum label before blending. |
| ☐ Sample is tested in the actual matrix, not only water. | ☐ Independent testing arranged for a new supplier or high-value botanical. |
| ☐ Half of the sample retained for comparison with the first lot. | ☐ First-order acceptance criteria and next-order timing agreed. |

Scoring. Treat missing items as questions, not automatic rejections. A supplier who can explain a gap and provide a credible plan is often stronger than one who claims everything is complete. Re-run the checklist after any change of site, plant part, carrier, or method.