

# The Partner Evaluation Process:

## 01 Database Entry

This is where Suppliers are sourced and entered onto a global database; with information about what they do, if they have accreditations, audit data and more. At this stage, each potential Supplier is ungraded.

## 02 Initial Assessment

A price and capabilities assessment compares with our existing supplier. It is at this point that we request accreditations and audits to review and store on our database.

## 03 Evaluation

A factory that has impressed us so far is visited by one of our team of highly experienced inspectors to conduct a one day assessment covering quality levels, capacity, scope and whether it operates to our social compliance standards.

## 04 Partner Detailed Assessment

If the potential Supplier has qualified so far, they are then assessed and scored in detail in the following areas:

- (I) Corporate social responsibility
- (II) Accreditations
- (III) Product quality
- (IV) Pricing
- (V) MOQ's
- (VI) Inspections and quality control procedures
- (VII) Delivery, spend, samples, complaints procedure, co-operation and service

Scores are weighted according to our priorities

## 05 Partner Supplier Status

After the detailed assessment to become a Supplier, the process then varies depending on whether the supplier is located in a high or low risk territory (using the Maplecroft definition).

After approval the supplier signs a comprehensive purchase agreement and is given Supplier status.

## 06 Ongoing Review

- We log issues or problems as we identify them.
- Minor issues are dealt with at a local level
- We then conduct formal annual supplier reviews

The Partner Evaluation Programme is a complex process, the detail of which is shown in the diagram.

