

Supplier Sourcing Report - Sample Case

Structured supplier search, shortlist comparison and first-contact plan for a B2B buyer.

Report control	
Case ID	SAMPLE-SRC-2026-001
Prepared for	Sample Client Ltd.
Product category	Food packaging and disposable tableware
Target markets	Turkey, Poland, selected EU alternatives
Buyer profile	Importer / distributor
Report date	2026-06-09
Output	Shortlist and contact plan
Next step	Client RFQ and candidate confirmation

Executive summary

The search produced a practical shortlist of supplier candidates that match the client's initial product category, order profile and regional preference. The strongest route is to start with Turkey and Poland for communication speed and regional practicality, while keeping one Asian manufacturer as a price and range benchmark.

- The shortlist is intended for controlled first contact and comparison, not final supplier approval.
- The client should send the same RFQ package to all candidates to make responses comparable.
- Any candidate selected for payment, contract negotiation or first order should go through Supplier Verification.

Client brief and search criteria

Criterion	Requirement	Practical note
Product	Disposable food packaging and related materials.	Narrow by material, target use and certification requirement.
Order profile	Small to medium first order.	Avoid suppliers with unrealistic MOQ for a trial order.
Supplier type	Manufacturer or strong exporter.	Distributor acceptable only if role and documentation are transparent.
Region	Turkey, Poland and selected EU alternatives.	Balance price, communication, lead time and documentation access.
Priority	Reliable communication and export readiness.	Speed and clarity matter more than the lowest headline price.

Shortlisted candidates

Candidate	Country	Profile	Fit	Reason for inclusion	First action
Candidate A	Turkey	Manufacturer / exporter	High	Good regional fit, practical lead time and relevant category positioning.	Request catalogue, MOQ, lead time, certificates and export references.
Candidate B	Poland	Distributor / sourcing partner	Medium	EU location and simpler communication; useful if documentation speed matters.	Confirm manufacturer/reseller role and supply-chain responsibility.
Candidate C	China	Manufacturer	Medium	Useful benchmark for price, range and production capacity.	Request quotation set and compare against regional candidates.

Comparison matrix

Factor	Candidate A	Candidate B	Candidate C	Commercial reading
Category relevance	Strong	Moderate to strong	Strong	All candidates can be contacted; A and C are best for range depth.
First-order practicality	Good	Good	Requires confirmation	Regional options may reduce first-order friction.
Documentation readiness	To be confirmed	Likely easier in EU context	To be confirmed	Documents must be requested before final selection.
Communication risk	Medium	Lower	Medium	Use structured RFQ and written deadlines.
Price benchmark value	Medium	Medium	High	C is useful as pricing benchmark even if not selected first.

Recommended RFQ package

- Product specification with material, size, packaging, intended market and estimated first-order volume.
- Request for catalogue, MOQ, lead time, Incoterms, payment terms and sample availability.
- Request for company details, export experience and product documents relevant to the destination market.
- Clear deadline for response and instruction that incomplete quotations may be excluded from comparison.

Next-step plan

Step	Action	Owner	Expected result
1	Send the same RFQ to all shortlisted candidates.	Client / Linkora Trade	Comparable first replies.
2	Enter responses into one comparison sheet.	Linkora Trade	Clear view of price, MOQ, lead time and document gaps.
3	Select 1-2 preferred candidates.	Client	Focused negotiation list.
4	Run Supplier Verification before deposit or first order.	Linkora Trade	Risk-controlled next step.

Client action checklist

Action	Reason	Completion signal
Send RFQ	Creates comparable responses across candidates.	All candidates received the same specification.
Request documents	Separates serious suppliers from weak leads.	Company and product documents received.
Compare terms	Price alone is not enough for supplier selection.	MOQ, lead time, Incoterms and payment terms compared.
Verify finalist	Controls payment and identity risk before order.	Verification completed before deposit or contract.

Limitations

Supplier sourcing identifies and compares potential candidates. It does not confirm legal status, payment safety, product quality, factory ownership or shipment performance. Final supplier selection should be supported by document review, transaction controls and, where needed, independent verification.

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