

# Supplier Development Plan - Supplier Passport

Summarizing information about the supplier (supplier profile)

## SUPPLIER NAME & DESCRIPTION



- Alfa formed in 1991, subsidiary of MWG GROUP
- Second world manufacturer of BOPP, CAST, BoPLA / films for food packaging, label applications, adhesive tapes and over wrapping

## COMPANY FACTS & FIGURES

Production Sites:	Italy, USA, UAE, China
Distribution Centers:	Germany, USA, UAE, China, Malaysia
Capacity Installed:	540.000 tons
Turnover:	\$ 850 mln
Number of Employees:	2300
Certifications:	ISO 9001, 14001, 18001, AIB, HACCP, BRC/IoP, SEDEX



- Current: COLLABORATIVE
- Desired: PARTNER

## BUSINESS WITH [COMPANY NAME]

Countries supplied:	DE/PL/UK/RU/IT/ES/TR
Other regions supplied:	NA, AP
Supplier since year:	2002
Spend in 2014 (\$mln):	9.3
Our share of supplier sales:	7%
Contract valid to:	31 Dec 2016
Payment terms:	60 days

## PRODUCTION & SERVICE CAPABILITIES

Conversion lines:	5 (brand/type names of production lines)
Laminators:	3
In-house artwork/repro:	Yes
Cylinder engraving	No (supplied by company X)
Supply method:	VMI (consignment stock)
Other:	...

## KEY CUSTOMERS

AAA Company, Beta Company, Delta Company, Gamma Company



(company logos of supplier's customers)

## CONTACT & SUPPLIER LOCATIONS

Key account for [Company Name]:

John Smith  
[jsmith@supplier.com](mailto:jsmith@supplier.com)  
Tel: 971-123456789



- Red dot: Global HQ
- Purple dot: Production site

Updated:  
MM.YYYY

# Supplier Development Plan – Targets and Performance Scorecard

Agreed objectives throughout the time period of the SRM program, performance tracker

KPI - COMMON TARGETS & PERFORMANCE MEASUREMENT									
Performance area	2014 actuals			2015		2016	2017	2018	Comment
	Target:	Performance:	Explanations:	Target:	Mid-year review:	Target:	Target:	Target:	
Turnover (USD mln)									
<b>Key Volume growth initiatives</b>									
Direct price reduction									
Cost Reductions, CI (%)									
Buying Company % of capacity									
Payment terms (days)									
Claims - (%) vs delivered goods									
Delivery Performance, % non timely delivered goods									
Total SPM score									
Trainings for Buying Company						Training (prepress, Marketing)	Training (combined for Marketing and R&D)	Training (pre-press Marketing)	
Common meetings with different departments									as meeting schedule

# Supplier Development Plan – Prioritized Actions

Project Tracker – what we will do together to achieve the set common targets

	Activity/Project	Proposal \$mln	Value reported how?					When ready?	Owner(s)	Status	
			Cost Reduction	Cost Avoidance	Working Capital	Value Enabler	Top Line Growth (Sales)				
Cost Management	Reduce waste in production of...	0.25	x					June'15	LB/MA		
	Go from 2-sift to 3-shift by volume...	1.20	x					Dec'15	LB/MA		
	Decrease size off shipper boxes for...	0.45	x					Sept'15	LB/AS		
Risk Management	Qualify 2 <sup>nd</sup> PP grade for molded box Y	0.20	x				x	Sept'15	AS/OP		
Service Level Management	Consignment stock in UK...		x		x			July'15	LF/MA		
	Change Incoterms from EXW to DDP...							Feb'15	LF/MA		
Innovation	Add laser-scoring to brand Alfa pack						x	x	Feb'16	OP/LB	
Relationship Building / Trust	Annual top-to-top team building event						x		Dec'15	LB/MA/ET	
	Production Basics training for Buyers...						x		May'15	LB/ET	
<b>Total</b>		<b>0.00</b>									

# Supplier Development Plan – Key Account Teams

Resources and groups managing the relationship from both companies

## Buying Company Representatives

### Business Sponsor(s)

- Top-to-top meeting annually (or upon specific request)
- Approves projects
- Creates awareness of relationship internally
- Engaged via quarterly topline report (progress, benefits, challenges)

Name  
Job Title

Name  
Job Title

### Key Stakeholders

- Meets with and leads quarterly progress reviews
- Validate MVP
- Steers relationship

Name  
Job Title

Name  
Job Title

Name  
Job Title

### Working Groups

- Meet 1-2x per month
- Key Relationship managers & team players
- Co-create MVP
- Ideally 1 sub-team per strategic focus area

Name  
Job Title

Name  
Job Title

Name  
Job Title

Name  
Job Title

Name  
Job Title

Name  
Job Title

Name  
Job Title

Name  
Job Title

Name  
Job Title

## Supplier Representatives

### Business Sponsor(s)

Name  
Job Title

Name  
Job Title

### Key Stakeholders

Name  
Job Title

Name  
Job Title

Name  
Job Title

### Working Groups

Name  
Job Title

Name  
Job Title

Name  
Job Title

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Job Title

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Job Title

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Job Title

Name  
Job Title

# Supplier Development Plan – Contact Data

List of detailed contact data to all resources involved in the relationship

Key Account Team - Buying Company						
Name	Title	Department	Country	Role in Relationship	Email address	Phone

Key Account Team - Supplier						
Name	Title	Department	Country	Role in Relationship	Email address	Phone

# Supplier Development Plan – Meeting Organizer

Calendar with agreed meetings and dates

## Meeting Schedule SRM with [Supplier Name]

Meeting Type	Meeting	Target	Participants	Meeting Owner	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August
Bi-Weekly Conference Calls	Operational Reviews	Review ongoing projects																			
Monthly/Bi-monthly Review Meeting	Operational Reviews	Track progress on priority projects from project list, initiate actions, develop and optimize ideas and processes, solve issues, optimize cost management			Green		Green		Yellow		Yellow		Yellow		Yellow		Yellow		Yellow		Yellow
Business Review Meeting	Business Review twice a year	Align expectations of all parties, review key major projects and discuss breaking ideas > Review BP										Yellow	Yellow			Yellow					
Top to Top meeting	One day physical sessions once a year	Nurture strategic partnership, review and outlook business growth and agree on top to top objectives and priorities												Yellow	Yellow						
Innovation Session	Innovation session once a year	Review and develop innovative ideas and sustainability options																Green			

# Supplier Development Plan – Agreed Conditions

Special conditions agreed, contractual or non-contractual

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**List of special conditions agreed with the supplier, not necessarily covered in the legal procurement contract, for example:**

- Volume growth and price rebate scheme
- Continuous Improvements – details on agreed conditions
- New Product Development conditions/benefits
- Payment terms extension plan
- Etc...

# Supplier Development Plan – Production Capabilities

Detailed overview of factory capacities and technical capabilities

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**List on one page relevant production elements or technical parameters, useful for team members and stakeholders to know about the supplier. Make it as a checklist (with ticked boxes) and other quantitative and qualitative data, for example:**

- Annual production capacity per line/shift/factory
- Production line descriptions (brand name, size, speed, etc)
- Production processes
- Application types capabilities
- Warehousing capacity
- Admin services
- Etc



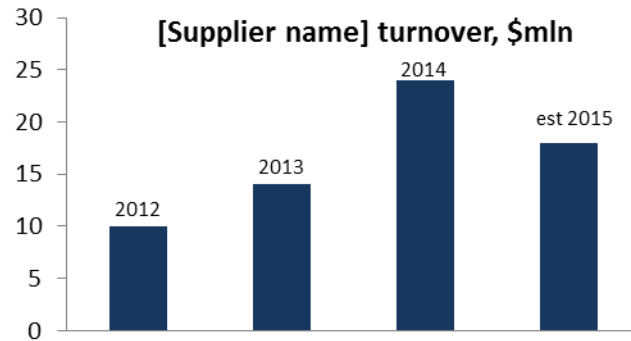
# Supplier Development Plan – Objectives of SRM program

Overview mainly for internal purpose for buying company, may be shared with supplier and kept in DP

OPTIONAL  
APPENDIX

## Supplier background

- Historical spend development with [Supplier Name]:



- 3<sup>rd</sup> largest supplier within Category in region...
- Strongest R&D capabilities in the supplier industry

## SRM relationship type

- [Supplier Name] is currently managed as **Collaborative**. Due to our need for Innovation (especially product range Delta) and capacity increase we must enhance the relationship to **Partner**



## What value can they offer to us?

- Commercial advantage** – renovation of product range Delta through innovation
- Productivity** – 4% annually, based on stable growth and lomng-term contract
- Capacity** – supplier will invest in new dedicated line, if...
- R&D resources** – dedicated resource supporting our new product development

## What do they want from us?

- 3-year contract**
- Sales turnover growth by >10% annually**
- Payments on time**
- Forecast** – both short-term and long-term
- Visibility on our plans in markets X, Y, Z**
- Etc...**