SELVEH · BUYER TOOL

Australian Mānuka Supplier Quote-Normalisation Matrix

Two-page buyer matrix for comparing supplier quotes on the same product, packaging, evidence, MOQ, delivery, lead-time and payment basis before ranking price.

Control	Normalised comparison field	Supplier response	Status
Product	Grade, floral wording if used, pack size, SKU / bulk basis		
Price basis	Currency, price unit, taxes, inclusions and exclusions		
Packaging	Jar/closure/seal/label/carton/coding responsibility		
Evidence	COA/test scope, lab, origin/traceability and document inclusions		
MOQ	Per grade/SKU/run minimum + mixed-SKU rule		
Delivery	Incoterm® 2020 + precise named place / point		
Lead time	Approval, packaging, production, test-release and dispatch timing		
Payment	Deposit, balance trigger, credit period and currency		
Comparable cost	Per jar / kg plus stated landed-cost scenario and OPEN costs		

Status key: GREEN = evidence closed · AMBER = verification open · RED = do not release / rely.

Quote clarification and decision check

Control	Buyer question / evidence	Status
Scope match	Does the offered product and pack actually match the RFQ requirement?	
Unknown costs	Which costs are excluded, estimated or not yet quoted?	
MOQ exposure	What cash and inventory exposure does the minimum order create?	
Evidence readiness	Are required tests/documents included and fit for purpose?	
Delivery basis	Are quotes compared at the same handover / destination basis?	
Cash timing	When is cash paid relative to production, testing and dispatch?	
Decision status	Is the quote GREEN, AMBER or RED after clarification?	