



## Troubled Supplier Worksheet

<b>Supplier</b>	
<b>Part Number</b>	
<b>Description</b>	
<b>Primary Contact</b>	
<b>Phone</b>	
<b>E-Mail</b>	

<b>Information</b>		<b>Response</b>
1	Describe the component/assembly	
2	How do these components/assemblies function within the end product?	
3	What platforms and end products are these components/assemblies used with?	
4	What are the current volumes? What level of weekly capacity is expected?	
5	Who is the current supplier and what level of confidence do you have in their ability to meet their obligations?	
6	How seriously would these components/assemblies impact the supply chain if they were not immediately available?	
7.	Is there currently inventory of raw materials and purchased components in the system?	
8	Is there currently inventory of finished goods in the system? How long will this supply meet your current needs?	

<b>Information</b>		<b>Response</b>
9	Have you formulated a plan and strategy for how to deal with the complications of dealing with a bankrupt supplier?	
10.	What are the current selling prices for these components & assemblies?	
11.	How many years of production are left? At what volumes? Service parts?	
12.	Who owns the capital equipment and tooling? Will it be available to the new supplier?	
13.	What is the process flow being used today and how soon can PPAP documents be made available?	
14.	Are there any special or proprietary processes, materials or equipment required to make these components / assemblies?	
15.	Who is the current raw material supplier and will their services continue to be available?	
16.	Who supplies any purchased components or outside processing services for these parts? Will their services continue to be available?	

Information		Response
17.	Do you have all drawings, specifications and sample parts in your possession? Could you give them to the new supplier today?	
14.	What is needed for sample/PPAP approvals? Validation? Does your customer require validation? Are there any shortcuts that can be taken?	
15.	How long will validation take?	
16.	Are there any quality issues or lessons learned the new supplier should know about? Warranty issues (component or system levels)?	
17.	Are there any changes engineering would like to see incorporated into a re-validation?	
18.	What are the milestones for this project? Sourcing? Validation? PPAP & SOP?	
19.	Are there any other commercial or technical details relevant to a successful rescue?	
20.	Is there any opportunity to add value to this project via assembly?	

Rescue situations always seem to happen at the worst possible time. If you would like some help handling a tough situation, contact our President John Habe, IV for private consultation.

