SUPPLIER SELECTION, QUALIFICATION & ONBOARDING



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Introduction

Supplier Selection, Qualification & Onboarding Training Course covers the entry stage of the supplier lifecycle, where most downstream problems begin. Choose the wrong supplier or approve one on incomplete evidence, and quality failures, compliance breaches, and disputes follow. This programme builds a disciplined process: defining requirements, sourcing candidates, assessing capability and financial standing, verifying compliance documents, and bringing approved suppliers into the system properly. Participants work with qualification criteria, weighted scoring, due diligence checks, and onboarding checklists. Furthermore, the course covers registration, system setup, first-order readiness, and performance baselines. In addition, it addresses probation periods and approval governance. As a result, attendees can build a supply base that starts strong.

Supplier Selection, Qualification & Onboarding Course Objectives

- Define clear requirements and specifications before approaching the market.
- Identify and shortlist candidate suppliers using structured sourcing methods.
- Apply qualification criteria covering capability, capacity, quality, and financial standing.
- Verify certifications, licences, insurance, and quality management system documents.
- Conduct compliance, sanctions, and integrity screening on prospective suppliers.
- Build weighted scoring models for supplier evaluation and comparison.
- Evaluate technical samples, references, and site assessment findings.
- Complete supplier registration and system setup accurately.
- Prepare onboarding plans covering contacts, procedures, and first-order readiness.
- Set performance baselines, probation terms, and approval governance.

Course Methodology

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- Case studies on supplier failures traced back to weak qualification.
- Hands-on exercises in qualification criteria design and weighted scoring.
- Document verification and due diligence workshops on real supplier files.
- Group work on onboarding plans and registration checklists.
- Simulation of a supplier approval committee and onboarding handover.

Who Should Take This Course

- Procurement and sourcing officers.
- Supplier qualification and vendor registration specialists.
- Category managers and buyers.
- Quality assurance and technical evaluation staff.
- Compliance and due diligence officers.
- Contract and supply chain administrators.
- Consultants advising on supply base development.

Supplier Selection, Qualification & Onboarding Course Outlines

Day 1: Requirements and Market Sourcing

- Translating business needs into clear requirements.
- Specification writing: functional, technical, and performance-based.
- Supply market analysis and candidate identification.
- Sourcing channels and supplier long-listing.
- Early market engagement and expression of interest.
- Make, buy, or partner considerations before qualification.

- Workshop: drafting requirements and a supplier long list.

Day 2: Qualification Criteria and Assessment

- Capability, capacity, and technical qualification criteria.
- Quality management system and certification verification.
- Financial standing assessment and credit checks.
- Health, safety, and environmental qualification requirements.
- Weighted scoring models and threshold criteria.
- Reference checks, samples, and site assessments.
- Exercise: scoring a supplier pool against qualification criteria.

Day 3: Due Diligence and Compliance Screening

- Sanctions, embargo, and watchlist screening.
- Anti-bribery, integrity, and conflict of interest checks.
- Beneficial ownership and corporate record verification.
- Insurance, licensing, and regulatory compliance documents.
- Adverse media and reputation review.
- Environmental, social, and governance screening.
- Workshop: running a due diligence file on a prospective supplier.

Day 4: Approval, Registration, and System Setup

- Supplier approval workflow and committee governance.
- Approval thresholds and delegation of authority.
- Supplier registration and master data entry standards.
- Banking, tax, and payment detail verification.

- Documentation retention and audit trail requirements.
- Handling conditional approvals and follow-up conditions.
- Exercise: completing a supplier registration and approval pack.

Day 5: Onboarding, Probation, and Performance Baselines

- Onboarding plans covering contacts, procedures, and expectations.
- Communication protocols, portals, and reporting lines.
- First-order readiness and mobilisation checks.
- Setting performance baselines and initial key performance indicators.
- Probation periods, review points, and exit criteria.
- Handover from qualification to relationship management.
- Capstone: presenting a supplier onboarding and qualification framework.

Conclusion

By successfully completing Supplier Selection, Qualification & Onboarding Training Course, participants will gain a structured command of supplier entry management. They will acquire the ability to define requirements, assess capability and financial standing, verify compliance documents, run due diligence screening, and onboard approved suppliers properly. As a result, they can reduce the risk of supplier failure before it reaches operations. Gentex Training Center delivers this programme with a strong focus on practical tools and real supplier files.

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FAQs for the Supplier Selection, Qualification & Onboarding course

Q1 What is the "Supplier Selection, Qualification & Onboarding" course about?

It covers the entry stage of supplier management defining requirements, sourcing candidates, assessing capability and financial standing, screening compliance and integrity, approving and registering suppliers, and onboarding them into the system.

Q2 What are the key benefits of the "Supplier Selection, Qualification & Onboarding" course?

Participants prevent unsuitable suppliers from entering the supply base, verify credentials and compliance properly rather than accepting claims, and set clear expectations from the first order. They also strengthen audit trails around approval decisions and reduce onboarding delays.

Q3 What skills will I gain from the "Supplier Selection, Qualification & Onboarding" course?

Requirement specification and supply market sourcing; supplier qualification and weighted scoring using capability, quality, and financial criteria; compliance, sanctions, and integrity due diligence screening; and supplier approval, registration, system setup, and onboarding planning with performance baselines.

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Q4 What tools, methods, or standards are covered in the "Supplier Selection, Qualification & Onboarding" course?

The course covers functional, technical and performance-based specification writing, supply market analysis and long-listing, qualification criteria design, weighted scoring models and threshold criteria, quality management system and certification verification, financial standing assessment and credit checks, health safety and environmental qualification requirements, sanctions and watchlist screening, anti-bribery and integrity checks with beneficial ownership verification, adverse media review, ESG screening, supplier approval workflows and delegation of authority, supplier master data entry standards, banking and tax detail verification, onboarding checklists, performance baselines and initial key performance indicators, and probation review criteria.

Q5 How is the "Supplier Selection, Qualification & Onboarding" course applied in real-world practice?

Participants draft requirements and a supplier long list, score a supplier pool against qualification criteria, run a due diligence file on a prospective supplier, complete a registration and approval pack, and present an onboarding framework. Each task mirrors the work of procurement, quality, and compliance teams at the supply base entry stage.