



Supplier Pre-Qualification

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Supplier Pre-Qualification.

Certain classes of suppliers and their source factories must demonstrate that they meet The Warehouse's Quality and Workplace standards before they can be established as a supplier to The Warehouse. These suppliers must provide documented evidence of compliance or undergo a pre-inspection to demonstrate they meet these standards prior to the receipt of orders.

Which Suppliers Must Pre-Qualify?

1) Suppliers with manufacturing factories located in a developing country, such as those in China, South East Asia, Indian sub-continent and Africa.

And

2) Suppliers intending to supply goods bearing a brand or private label owned by The Warehouse.

And

3) Suppliers intending to supply goods bearing the supplier's brand for exclusive sale within The Warehouse.

If the answer to 1) is yes AND the answer to 2) or 3) is also yes - then Pre-Qualification is required.

Factory Registration

New Supplier information is to be provided on the [Supplier Data Capture Sheet](#). In addition, a Supplier subject to prequalification is required to complete (and keep updated thereafter) a register of all factories intended for manufacture for The Warehouse. [The Factory Registration Form](#) is available for download from the supplier section at www.thewarehouse.co.nz or on request from supplierprequalifications@thewarehouse.co.nz

Pre-Qualification Standards

These are Quality and Workplace (Labour & Environmental) standards. Policy documents describing the standards can be downloaded [here](#) from the Supplier Website or on request from supplierprequalifications@thewarehouse.co.nz

Evidence of Standards Compliance

This can be documented in various ways and must be submitted at the same time as the "Supplier Data Capture Sheet" (attached to the same email). Email the "Supplier Data Capture Sheet" and the prequalification documents described here to The Warehouse Buyer and copy to supplierprequalifications@thewarehouse.co.nz

Evidence of Quality Compliance:- Any documented evidence confirming good manufacturing practise such as ISO 9001 certification; copies of any Quality Management System Audit or Quality Assessment reports produced for or on behalf of other customers or brands; the factories own quality manual or other evidence of quality assurance and quality control mechanisms in the factory.

Evidence of Workplace Standards Compliance (sometimes described as Social Compliance or Ethical Compliance) : Copies of third party labour standards reports undertaken for international retailers or brands such as SEDEX / SMETA reports, BSCI reports, WRAP or ICTI certificates.

Pre-Qualification Inspection:

Where the supplier or factory is unable to supply the above documented evidence of compliance, they are required to undergo a Quality and Labour standards prequalification inspection by a third party inspector appointed by The Warehouse. The cost of the inspection will be paid initially by The Warehouse but later recharged to the Supplier.

Pre-qualification Process Summary

- 1) Determine if pre-qualification is required.
- 2) Complete the required documentation:-
 - a. Complete the **Supplier Data Capture Sheet**
 - b. Complete the **Factory Registration form**
 - c. Gather documented **evidence of Quality and Workplace standards** for each factory on the Registration form
 - d. Review The Warehouse [General Terms of Trade document](#). Print out the final page and sign with your company chop (seal). Scan to .pdf
- 3) **Attach all the above documents** and forward to the relevant buyer at The Warehouse and copy supplierprequalifications@thewarehouse.co.nz
- 4) If prequalification evidence is not available or not deemed to be adequate then the factory will be required to undergo a Prequalification Inspection. You can request this through supplierprequalifications@thewarehouse.co.nz . We aim to schedule this inspection within 72 hours to facilitate orders. Factories must be instructed to accept inspections at short notice.
 - a. **Pass:** If the supplier meets our prequalification standards and other commercial requirements then the supplier will be established within our system and is able to receive orders.
 - b. **Failure:** if the supplier / factory does not pass the documented evidence or preinspection standards then the supplier will not be established in our system and cannot receive orders. Suppliers may resubmit their documented evidence at a later date but The Warehouse will not arrange any further preinspections.

If you have any questions relating to this process, please email supplierprequalifications@thewarehouse.co.nz

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