

Moringa Supplier Qualification Checklist

A practical purchasing worksheet for bulk leaf powder and private label packs

Use this worksheet to make competing offers comparable. Complete your requirements first, ask each supplier to identify exceptions, and keep the agreed version with your purchase order. Blank fields are decisions to settle, not assumed product specifications.

1. Define the material

- ☐ Buyer / project: _____ Destination: _____
- ☐ Material requested: Moringa oleifera leaf powder. Confirm botanical identity, plant part and any origin requirement in writing.
- ☐ Intended application: _____ Bulk quantity / retail units: _____
- ☐ Powder or extract? If an extract is required, specify it separately; do not compare its quotation directly with whole-leaf powder.
- ☐ Organic requirement, if any: _____ Ask for current evidence covering the named product, activity and scheme.

2. Agree acceptance criteria

- ☐ Particle size / mesh: _____ Moisture requirement: _____ Appearance and sensory expectations: _____
- ☐ List the microbiological, residue and other parameters your quality team requires. For each, agree the limit, unit, method where needed and reporting requirement.
- ☐ Ask which requirements are included, which require additional testing and which the supplier cannot confirm.
- ☐ Specification reference / version: _____ Buyer approver: _____
- ☐ Request storage guidance, proposed shelf life and the supporting basis relevant to the product and packaging being offered.

3. Make the sample useful

- ☐ Sample quantity: _____ Sample reference: _____ Evaluation date: _____
- ☐ Ask whether the sample represents available stock, a trial or the proposed commercial specification.
- ☐ Record what you will assess and who will approve it. Agree any independent testing, sampling arrangements, cost and treatment of differing results.

Compare the offer. Record the decision.

4. Match evidence to the batch

- ☐ Request the specification and the certificate of analysis relevant to the material supplied. A general technical sheet is a different document.
- ☐ Match product identity, supplier and batch references across the report, order and package markings.
- ☐ Check each result against the agreed parameter, limit, unit and method. Query missing parameters and unclear reporting limits rather than assuming a pass.
- ☐ Ask which results have supporting external laboratory reports and whether those reports identify the same sample or batch.
- ☐ Keep the supplier's original documents unchanged. Record questions and responses alongside them so another reviewer can follow the decision without relying on a conversation.

5. Compare the complete offer

- ☐ Pack type / net weight: _____ Labelling / coding: _____ Delivery location: _____
- ☐ Confirm minimum order, sample costs, testing, documents, freight, taxes and payment terms against the same specification.
- ☐ Ask when production timing starts. Record production, testing, dispatch and transport separately; request a confirmed schedule for your order.
- ☐ Agree how damaged packaging, missing documents or a specification discrepancy will be reported and investigated. Name the contacts responsible for resolving an issue before the order is released.
- ☐ Supplier exception / clarification: _____ Owner / due date: _____

Send a focused enquiry

- ☐ Please quote *Moringa oleifera* leaf powder for [application], in [quantity and pack], for delivery to [destination]. Our specification is [reference/version], with [testing/document needs] and [organic scheme, if applicable]. Please identify deviations, sample arrangements, all included costs and the proposed production and dispatch schedule.
- ☐ Decision record: proceed / clarification needed / decline. Reviewer: _____ Date: _____

Discuss your requirement with Aayuritz

Domestic: +91 90330 25216 | Export: +91 72111 00909
Email: info@aayuritz.com

[Moringa leaf powder](#)

[Specifications and COAs](#)

[Send your project brief](#)