

Beginner Sourcing Self-Assessment Template

This self-assessment template is designed for beginners in product sourcing. It helps evaluate your readiness, knowledge, and preparation before engaging with suppliers. Rate yourself and identify areas for improvement.

1. Knowledge & Research

- I understand the basics of international trade (Incoterms, MOQ, lead times).
- I have researched my product category and key sourcing countries.
- I know how to compare supplier quotations.
- I understand risks such as quality issues, delays, and hidden costs.

2. Budget & Finance

- I have set a clear sourcing budget.
- I know payment methods (T/T, L/C, Alibaba Trade Assurance, etc.).
- I have funds allocated for samples, inspections, and shipping.
- I understand currency fluctuations and transaction fees.

3. Supplier Communication

- I can write a clear RFQ (Request for Quotation).
- I know how to verify a supplier's background.
- I understand cultural and language differences.
- I can negotiate price, MOQ, and delivery terms.

4. Quality & Compliance

- I know how to request product samples for evaluation.
- I understand quality standards and certifications for my market.
- I know how to arrange third-party inspections.
- I am aware of intellectual property risks.

5. Logistics & Shipping

- I understand basic shipping methods (air, sea, courier).
- I know key shipping documents (B/L, invoice, packing list).
- I have compared freight forwarders or shipping agents.
- I know how to calculate landed cost (CIF + duties + taxes).

6. Personal Readiness

- I am prepared to invest time and effort in sourcing.
- I have realistic expectations about sourcing timelines.
- I am willing to learn and adapt.
- I know where to seek help (consultants, sourcing agents, communities).

7. Self-Scoring

| Category | My Score (1-5) | Notes/Improvement Plan |
|------------------------|----------------|------------------------|
| Knowledge & Research | | |
| Budget & Finance | | |
| Supplier Communication | | |
| Quality & Compliance | | |
| Logistics & Shipping | | |
| Personal Readiness | | |

■ *Tip: A total score of 24–30 indicates strong readiness, 16–23 suggests moderate readiness with areas to improve, and below 16 highlights a need for significant preparation before sourcing.*