



WAKAGA COMMODITIES

Buyer Intake Checklist

A practical pre-RFQ checklist for buyers who want faster sourcing, clearer validation and fewer follow-up questions.

PURPOSE

- define the product
- define the volume
- define the destination

BUYER VALUE

- define the timeline
- define the evidence
- define the buying method

USE THIS DOCUMENT

- Use before emailing a request, solicitation or sourcing inquiry.
- Attach the specification or solicitation whenever one exists.

COMMERCIAL MODEL

specification-led sourcing

BUYER PATH

structured RFQ review

CONTACT

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A BETTER RFQ STARTS WITH BETTER INPUTS

Buyer-ready collateral for disciplined commodity procurement.

Commercial notice: Availability, specifications, origin, inspection scope, certifications, pricing, freight, Incoterms, payment structure and delivery schedule are confirmed through the applicable RFQ, due-diligence and contracting process.



PRODUCT REQUIREMENT

Define exactly what must be supplied.

A commodity name alone is rarely enough to source responsibly.

TECHNICAL DETAIL

- Exact commodity or product name.
- Grade, size, count, cut, style, variety or other specification.
- Packaging, case-pack, bagging, labeling or private-label requirements.
- Country-of-origin requirements or preferences.
- Acceptable substitutions or alternatives, if any.

QUALITY + DOCUMENTATION

- Required certifications or product documentation.
- Inspection, sampling or testing expectations.
- Health, phytosanitary, origin or other records where applicable.
- Temperature or cold-chain requirements.
- Buyer acceptance criteria and special compliance clauses.

If a formal specification exists, attach it rather than summarizing it from memory.



COMMERCIAL REQUIREMENT

Define the size, timing and destination of the transaction.

Technically suitable supply can still fail if the commercial structure is unclear.

VOLUME + SCHEDULE

- Trial quantity or recurring monthly volume.
- Expected contract term and shipment cadence.
- Required delivery date or delivery window.
- Destination / receiving location.
- Urgency and award timeline.

TERMS + PROCUREMENT

- Preferred Incoterm or delivery responsibility.
- Buyer type and procurement method.
- Solicitation / RFQ / IFB number when applicable.
- Payment structure and credit requirements.
- Inspection and acceptance point.

Requests for a generic “best price” without volume, destination and specification are not complete commercial RFQs.



ONE-MINUTE SCREEN

Four questions can determine whether an inquiry is buyer-ready.

Answer these before sending the request.

01

What?

Exact product and technical specification.

- packaging
- certifications / docs

02

How much?

Volume, cadence and contract term.

- trial or recurring
- target quantity

03

Where + when?

Destination, schedule and delivery responsibility.

- receiving window
- Incoterm

04

How bought?

Buyer type, procurement method and payment structure.

- solicitation
- award timeline

If those four questions are clear, Wakaga can usually begin a meaningful screening.



WHAT HAPPENS NEXT

Buyer intake becomes commercial screening.

A complete intake allows Wakaga to move quickly without skipping due diligence.

01

Receive

Wakaga reviews the requirement and attached buyer documents.

Input

02

Screen

The request is matched to a current lane, development path or custom sourcing review.

Fit

03

Validate

Supply, documentation, quality and terms are reconfirmed.

Reality

04

Respond

Quote, request additional information, establish a controlled next step or decline.

Outcome

A clear decline is preferable to an unsupported promise.



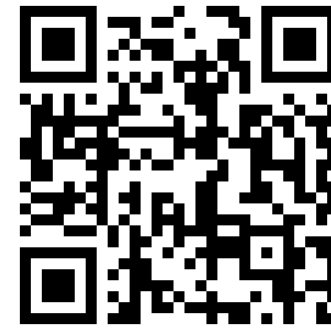
BUYER INTAKE

Send the requirement with the specification attached.

Wakaga will review the product, commercial structure and procurement context before deciding the correct sourcing path.

REQUEST / CONTACT

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SCAN TO VISIT

The more complete the intake, the more useful the first response.

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