

Gamma Cyclodextrin Supplier Qualification Checklist

A practical worksheet for procurement, quality and formulation teams reviewing specifications, documents, samples, application support and supply readiness.

HOW TO USE IT	PROJECT RECORD
Complete the checklist before sample approval or commercial quotation. Record document revisions and sample lots so laboratory results remain connected to the material evaluated.	Company: _____ Project: _____ Reviewer: _____ Date: _____

Decision principle

Do not qualify a Gamma Cyclodextrin source on price alone. Confirm the exact grade, controlled specification, document package, representative sample, application context and commercial supply route. Preliminary data should guide a formula-specific trial, not become a finished-product guarantee.

Six review areas

01 Product identity	02 Current specification	03 Quality documents
04 Sample and trial	05 Packaging and supply	06 Supplier score

Recommended decision: ☐ Proceed to sample ☐ Request clarification ☐ Hold ☐ Decline

1. Product identity and specification

Material identity

- ☐ Commercial product name and exact grade are confirmed.
- ☐ Supplier and manufacturing source are identified for qualification.
- ☐ The trial sample represents the intended commercial grade.
- ☐ For a prepared complex, composition and active-content basis are stated.
- ☐ Target application and destination market are recorded.

Current specification

- ☐ Specification revision number or issue date is recorded.
- ☐ Identity and assay/content requirements are clear.
- ☐ Moisture, ash, microbiological and other relevant parameters are reviewed.
- ☐ Release limits are distinguished from typical or informational values.
- ☐ Analytical methods or method references are available where required.

2. Quality and document package

Core documents

- ☐ Representative batch COA aligns with the current specification.
- ☐ SDS product identity and revision date are current.
- ☐ TDS explains handling and application context without unsupported guarantees.
- ☐ Additional statements required by the buyer are listed for confirmation.
- ☐ Document language and company identifiers match the proposed supply route.

Quality-system questions

- ☐ Lot-release and retained-sample practices have been discussed.
- ☐ Material or document change communication is understood.
- ☐ Batch traceability expectations have been reviewed.
- ☐ Regulatory suitability will be assessed for the specific use and market.

3. Sample and formulation evaluation

Sample request

- ☐ The trial has one primary objective: dispersion, sensory, stability or another defined issue.
- ☐ Sample lot, amount, shipping arrangement and storage conditions are recorded.
- ☐ Controls include the active alone and, where useful, a physical mixture or blank matrix.
- ☐ Samples will be compared on an equivalent active basis.
- ☐ Success criteria and observation time points are defined before testing.

Trial design

- ☐ Guest ingredient, target dose and dosage form are specified.
- ☐ Host-to-guest ratios are technically rational and commercially practical.
- ☐ Mixing order, temperature, pH, shear and preparation time are documented.
- ☐ Wetting, dispersion and true solubility are not treated as the same outcome.
- ☐ Final conclusions will be confirmed in the intended matrix and process.

4. Packaging and supply communication

Commercial readiness

- ☐ Standard packaging and possible alternatives are confirmed by inquiry.
- ☐ MOQ, lead time and quotation validity are confirmed for the current request.
- ☐ Warehouse location and releasable stock are checked rather than assumed.
- ☐ USA warehouse support is described as product- and stock-dependent.
- ☐ Forecast communication and repeat-supply expectations are discussed.
- ☐ No statement implies guaranteed stock or guaranteed shipping performance.

Open questions

- ☐ _____
- ☐ _____
- ☐ _____

5. Supplier comparison scorecard

Adapt the weights to the project. Record evidence rather than scoring from sales language alone.

AREA	WEIGHT	SUPPLIER SCORE	EVIDENCE / NOTES
Specification fit	25%	___ / 5	
Quality documents	20%	___ / 5	
Application support	20%	___ / 5	
Sample relevance	10%	___ / 5	
Packaging and supply	15%	___ / 5	
Communication	10%	___ / 5	
Weighted result	100%	_____	

FINAL DECISION

[] Approve for next-stage trial [] Conditional approval [] More information required [] Do not proceed

Reason / conditions:

Ready to review a Gamma Cyclodextrin project?

Request the current specification, COA, SDS, TDS, sample options or formulation discussion at willingredients.com/request/

Use note

This checklist is an educational procurement and formulation tool. It does not establish regulatory suitability, guarantee inclusion-complex formation or predict finished-product performance. Exact outcomes depend on the guest molecule, ratio, process, matrix, dosage form and test conditions. Confirm current product documents and commercial terms for each inquiry.