

Supplier Review Scorecard

A sourcing scorecard for comparing membrane switch, overlay and HMI interface suppliers.

Use this when qualifying a new supplier, replacing an existing supplier or reviewing production risk.



Supplier review should cover engineering support, process capability and

Engineering source notes

- The strongest supplier reviews score engineering/DFM support, material knowledge, quality control, responsiveness, transparency and tooling/IP handling separately.
- A lower quoted price is not a complete supplier decision when the part includes artwork, circuit, adhesive, connector and environmental risk.
- Ask for evidence: sample report, material data, production test method and revision control process.

Supplier comparison record

Project / product family

Current supplier

Supplier under review

Reviewer

Date

Target production market

Weighted scorecard - rate each item from 1 to 5

Area	What to check	Score
Quality system	Certifications, inspection records, traceability and corrective action process	
Engineering / DFM	Drawing review, stack-up advice, connector/pinout and risk feedback	
Material knowledge	PET/PC/acrylic/glass, adhesive, gasket, hardcoat and compliance options	
Process capability	Printing, circuit, embossing, window, backlight, capacitive and assembly support	
Prototype support	Sample lead time, tooling plan, first article review and revision handling	
Production stability	Capacity, repeatability, packaging, export handling and schedule control	
Communication	RFQ clarity, English documentation, response speed and technical ownership	
Tooling / IP control	Tooling ownership, drawing control, confidentiality and replacement supplier support	

Documents and evidence to request

- [] Factory profile, main process list and relevant product examples.
- [] Material datasheets for overlay film, adhesive, spacer, circuit and dome.
- [] Sample inspection report, production test method and final QC checklist.
- [] Capability statement for tolerances, colors, embossing, windows, connector and tail work.
- [] Quality procedure for color approval, first article approval and batch traceability.
- [] Export packaging method, defect handling process and sample-to-production transfer control.

Warning signs

- [] Supplier quotes without asking for drawing, environment, quantity or connector details.
- [] No clear answer on material, adhesive, sealing or circuit construction choices.
- [] No sample approval process before mass production.
- [] Unclear revision control between artwork, circuit and mechanical files.
- [] No test plan for actuation, continuity, insulation, adhesion or environmental exposure.
- [] Slow or vague response to technical questions during early review.

Decision summary

Preferred supplier

Backup supplier

Major risks

Actions before approval

Final decision

Owner/date

Technical references reviewed

- 3M 467MP / 468MP adhesive technical data sheets: <https://multimedia.3m.com/mws/media/2366204O/3m-adhesive-transfer-tape-467mp.pdf>
- MacDermid Alpha Autotex hardcoated polyester films: <https://www.macdermidalpha.com/products/film-smart-surface-solutions/>
- JASPER factory engineering review practice and public product/resource pages: <https://www.jasperele.com/>

Send drawings and requirements to JASPER

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