Supplier Quotation Scope Comparison Workbook

Compare supplier responses against one common project basis without turning missing scope into a price or capability score.

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YaoLaser is a buyer-routing and resource layer. Equipment and production-line inquiries route to Huiyao Laser; cells, packs, and ESS product inquiries route to BatteryPackLine.

How to use this file

1. Issue one common project basis before comparing supplier responses. Record the governing drawing, scope, capacity, interfaces, and acceptance assumptions.
2. Use Included, Excluded, Optional, Assumed, Not stated, or Not applicable. Do not infer inclusion from silence.
3. Attach evidence or a quotation section reference for every supplier status.
4. Use the comparison flag to find differences and clarification needs. It is not a supplier score or award recommendation.
5. Move reviewed decisions into the Decision Log. Contract, legal, price, delivery, and approval decisions remain with the responsible owners.

Definitions

Term	Use
Included	The quotation states the item is included and provides a usable reference.
Excluded	The quotation states the item is outside scope.
Optional	The item is offered separately or depends on another decision.
Assumed	The supplier used a visible assumption that the buyer must accept, reject, or replace.
Not stated	The quotation does not provide enough evidence to classify the item.
Comparison flag	MATCH, DIFFERENT, CLARIFY, or PENDING. The flag compares stated scope only; it does not judge supplier capability.

Verified routes

YaoLaser Project Routing	https://yaolaser.com/support/
YaoLaser Resources	https://yaolaser.com/resources/
YaoLaser Contact	https://yaolaser.com/contact/
Huiyao Laser production lines	https://www.huiyaolaser.com/Solution/Battery_Production_Lines.html
BatteryPackLine products	https://batterypackline.com/products/

Worked Example · Fictional

No supplier identity, price, delivery, score, or award decision is included.

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Rows	10	Different	3	Clarify	4	Pending	0

Category	Scope item	Common project basis	Supplier A status	Supplier A evidence / reference	Supplier B status	Supplier B evidence / reference	Buyer decision / clarification	Owner	Due date	Comparison flag
Project basis	Quotation maturity	Concept Budget only; all assumptions visible.	Included	Cover note states budgetary use.	Included	Offer labelled preliminary.	Keep both at Concept Budget; do not compare as fixed commitments.	Buyer	2026-10-30	MATCH
Product	Controlled drawings	Concept arrangement available; released drawings pending.	Assumed	Uses buyer concept note.	Not stated	No drawing revision listed.	Supplier B to state governing revision and assumptions.	Buyer	2026-11-03	CLARIFY
Capacity	Output and shift basis	Buyer has not supplied a controlled target.	Not stated	No calculation basis.	Assumed	Supplier used an internal assumption.	Do not compare station count until the buyer issues one common basis.	Buyer	2026-10-28	CLARIFY
Line boundary	Included stations	Cell receipt through final PACK test; exact list open.	Included	Station list attached.	Included	Process flow attached.	Map both offers to one buyer-approved station list.	Joint	2026-11-05	MATCH
Testing	Methods, limits, and pass/fail owner	Test categories named; controlled methods open.	Optional	Separate test package.	Assumed	Included without named limits.	Request method, instrument, limit, data, and acceptance ownership from both.	Joint	2026-11-08	DIFFERENT
Interfaces	MES and tester integration	Connection expected; fields and owner open.	Excluded	Buyer interface by others.	Included	Interface list not supplied.	Clarify scope, protocol, offline behavior, and commissioning responsibility.	Joint	2026-11-10	DIFFERENT
Site	Utilities and site work	Measured utility matrix pending.	Assumed	Standard utility basis.	Not stated	No site basis.	Keep commercial scope conditional until measured site data are issued.	Buyer	2026-11-12	CLARIFY
Acceptance	FAT / SAT evidence	Products, run conditions, records, witnesses, and deviations open.	Optional	Protocol after order.	Not stated	No acceptance detail.	Do not treat either offer as a controlled contract baseline.	Joint	2026-11-15	CLARIFY
Delivery	Training and documentation	Audience, language, format, and completion evidence open.	Included	List of manuals and training days pending.	Included	General training statement only.	Request named documents, audience, language, and completion evidence.	Buyer		MATCH
Commercial boundary	Change control	Later revisions must have named impact and approval route.	Included	Change-order clause referenced.	Excluded	No change mechanism.	Commercial/legal review required before contract use.	Buyer		DIFFERENT

Blank Quotation Scope Comparison

Compare a common project basis. Leave unknowns blank or select Not stated; do not convert missing scope into zero.

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Rows	20	Different	0	Clarify	0	Pending	20

Category	Scope item	Common project basis	Supplier A status	Supplier A evidence / reference	Supplier B status	Supplier B evidence / reference	Buyer decision / clarification	Owner	Due date	Comparison flag
Project basis	Decision and quotation maturity									PENDING
Product	Product family and controlled revisions									PENDING
Product	Variants and changeover basis									PENDING
Capacity	Output, shifts, operating time, and losses									PENDING
Line boundary	Included stations									PENDING
Line boundary	Excluded and buyer-supplied stations									PENDING
Tooling	Fixtures, nests, gauges, and change parts									PENDING
Process	Process development, samples, and trials									PENDING
Testing	Inspection and test equipment									PENDING
Testing	Methods, limits, records, and pass/fail owner									PENDING
Data	Traceability, reports, and retention									PENDING
Interfaces	PLC, MES, ERP, tester, and third-party interfaces									PENDING
Site	Layout, access, material flow, and storage									PENDING
Site	Utilities, extraction, cooling, and network									PENDING
Delivery	Packing, shipment, unloading, and installation									PENDING
Delivery	Commissioning, training, documents, and backups									PENDING
Acceptance	FAT products, run conditions, evidence, and deviations									PENDING
Acceptance	SAT site conditions, retest, evidence, and sign-off									PENDING
Service	Spares, warranty, travel, and support terms									PENDING
Commercial boundary	Exclusions, dependencies, and change control									PENDING

Decision Log

Record only reviewed decisions. A blank approval field is not approval.

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Issue ID	Decision date	Scope item	Decision	Basis / evidence	Owner	Reviewer / approval	Supersedes	Status

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