

WUHAN SUNFULL NEW ENERGY TECHNOLOGY CO., LTD.

PACKAGING BUSINESS DIVISION

COSMETIC PACKAGING BUYER RESOURCE

Cosmetic Packaging RFQ Workbook

A structured brief for comparable quotations and project approval



How to use this resource

Use this document to structure a B2B packaging discussion, compare responses and define the evidence needed before approval. Adapt each item to the real product, formula, filling process, destination market and commercial terms.

Important: This resource does not verify a supplier, product, facility, test result, environmental claim or legal compliance. Keep project evidence tied to the actual legal entity, manufacturing site, SKU, batch and target market.

RFQ Input Map

A comparable quotation starts with one shared brief. Separate confirmed requirements from preferences and open questions so each supplier responds to the same scope.

Topic	Buyer input	Evidence to request
Product	Formula type, viscosity, sensitivity and fill volume	Product data, compatibility assumptions and limitations
Package	Container, material, capacity, neck and closure	Drawing, material statement and component identification
Dispensing	Dose, spray pattern, priming, locking and user experience	Functional sample and agreed performance method
Decoration	Color, coating, print, label, artwork and finish	Process route, approved sample and durability criteria
Commercial	Trial quantity, first order, forecast, Incoterm and destination	Itemized quote, MOQ basis, packing and validity period
Timing	Sample date, approval date, fill date and launch date	Milestone plan with dependencies and approval gates
Quality	Critical defects, formula risks, transport route and acceptance level	Inspection plan, tests, records and change control

Package Family Screening

Family	Common project use	Selection priorities
Glass bottles	Serum, toner, fragrance and oils	Glass quality, neck, component fit, decoration, weight and transport
Dropper systems	Serum, oil and concentrated treatments	Bulb, pipette, dose, leakage, compatibility and user handling
Pump bottles	Skincare, cleanser and body care	Output, viscosity, priming, residual rate, lock and closure fit
Airless systems	Active or contamination-conscious formulas	Dose, vacuum function, residual rate, filling method and formula fit
Cosmetic jars	Creams, balms and masks	Liner, seal, torque, spatula, contamination risk and refill structure
Flexible tubes	Skincare, makeup and personal care	Barrier, orifice, cap, sealing, print and filling process
Packaging sets	Multi-SKU launches	Shared design language, component coordination and carton system



Representative packaging formats. Use verified product images, drawings and samples for an actual quotation.

Quotation Comparison

Comparison point	What to normalize before comparing
Unit price	Same package configuration, decoration, quantity, packing and currency
Tooling and setup	Ownership, maintenance, sample rounds, revision limits and payment stage
MOQ	Container, component, color, decoration and packing minimums may differ
Lead time	Separate stock sample, decorated sample, tooling, production and transit timing
Quality scope	Inspection level, tests, acceptance criteria, records and corrective action
Delivery	Incoterm, port or address, carton or pallet method, insurance and customs scope
Documents	Specify the entity, site, SKU, material and batch each document must cover

Approval Gates

- Commercial brief accepted and open questions recorded
- Representative container and component set reviewed
- Artwork, color, finish and limit samples approved
- Formula compatibility and function plan completed
- Packing and transport route validated
- Specification, inspection plan and change-control process signed

Decision rule

Do not compare a low unit price against a different technical scope. Record exclusions, assumptions, optional costs and unresolved risks next to every quotation.