

STEEL WHEEL PROCUREMENT RESOURCE

XINYI Machine Steel Wheel RFQ Checklist

A practical request-for-quotation checklist for importers, distributors, OEM programs, and sourcing teams buying trailer steel wheels, ATV/UTV steel wheels, passenger car steel wheels, or wheel and tire assemblies.

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1. Buyer and program information

ITEM	WHAT TO PREPARE
Company role	Importer, distributor, OEM, trailer builder, ATV/UTV supplier, or aftermarket buyer.
Target market	Country or region where the wheels will be sold or assembled.
Application	Trailer, ATV, UTV, lawn and garden, passenger car, or wheel and tire assembly.
Buying plan	Sample quantity, first order quantity, annual forecast, and expected launch timing.

2. Core wheel specification

- Wheel diameter and width, for example 13x4.5, 14x5.5, or buyer drawing.
- Bolt pattern / PCD, center bore, offset, and hub fitment requirement.
- Rim profile, disc design, ventilation hole requirement, and valve hole position.
- Material, thickness, load requirement, and applicable standard if already specified.
- Finish requirement, such as e-coating, powder coating, silver, black, white, or custom color.
- Drawing, sample photos, existing supplier part number, or vehicle model reference.

If a drawing is not available, send clear photos, measured dimensions, application, and target quantity. That is enough to start a technical review.

3. Wheel and tire assembly details

- Tire size, pattern, load index, speed rating, tube/tubeless requirement, and brand requirement.
- Valve type, balance requirement, assembly orientation, and inflation pressure.
- Packaging method for assembled wheel and tire sets.
- Shipment condition: loose wheel, tire mounted, boxed, palletized, or container loading plan.

4. Packaging, labeling, and shipment

AREA	DETAILS TO INCLUDE
Packaging	Bulk, carton, pallet, individual protection, barcode, or private-label carton.
Labeling	Product label, buyer part number, country label, carton mark, or warehouse barcode.
Destination	Destination country, port, warehouse, or Incoterms request.
Documents	Commercial invoice, packing list, certificate request, testing document, or buyer-specific form.

5. Questions to ask before choosing a supplier

- Can the factory clearly confirm the wheel specification before quotation?
- Can the factory support repeat export orders, not just one sample order?
- Can packaging, labels, and product identification match your warehouse needs?
- Can the sales team respond with enough detail for a procurement file?
- Does the supplier have a clear company profile, factory video, and product-category pages?

6. Recommended first email format

Subject: RFQ - [Product type] steel wheels for [market]
 Dear XINYI Machine team, we are sourcing [product type] steel wheels for [market/application]. Please review the RFQ information below.

- Wheel size:
- Bolt pattern / PCD:
- Center bore:
- Offset:
- Finish:
- Application:
- Sample quantity:
- First order quantity:
- Annual forecast:
- Packaging / label requirement:
- Destination port or country:
- Attached drawing or sample photos: