FREE BUYER CHECKLIST

China Supplier Verification Checklist

A practical pre-payment checklist for overseas buyers reviewing a Chinese supplier, factory claim and beneficiary details.

Supplier / factory ______________________	Product / model ______________________
Buyer / company ______________________	Review date ______________________
Order value ______________________	Deposit requested ______________________

1. Legal identity and company status

[ ] Obtain the current Chinese business license and the company's Chinese legal name.

[ ] Record the Unified Social Credit Code and verify active registration status.

[ ] Compare the registered address, legal representative and business scope with the supplier's claims.

[ ] Confirm whether the entity is a manufacturer, trading company, branch or newly formed company.

2. Contract, invoice and payment match

[ ] The quotation, contract and commercial invoice name the same legal counterparty.

[ ] The bank beneficiary matches the contracted company or has a documented, acceptable explanation.

[ ] No unexplained personal account, unrelated company or last-minute beneficiary change is used.

[ ] Payment terms, deposit amount, balance trigger and refund conditions are written clearly.

3. Factory and capability evidence

- [ ] Confirm the operating address through current documents, live video or an on-site visit.
- [ ] Review production floor, equipment, workers, current production and warehouse evidence.
- [ ] Check that the equipment and process fit the exact product category and required tolerances.
- [ ] Compare claimed monthly capacity and lead time with shifts, staffing, equipment and current workload.
- [ ] Identify subcontracted processes and who controls quality at each outside facility.

4. Quality, compliance and records

- [ ] Confirm the approved sample, specification, drawings and change-control process.
- [ ] Review incoming-material checks, in-process checks, final inspection and defect records.
- [ ] Match certificates to the holder, product, model, standard, issuing body and validity period.
- [ ] Request dated, uncropped evidence and keep sample or shipment identifiers visible in the frame.

5. Red flags to resolve before payment

- [ ] Company names, addresses, bank details or signatures do not reconcile.
- [ ] The supplier refuses live video, hides the production floor or provides only edited marketing media.
- [ ] The quotation is far below comparable suppliers without a credible cost explanation.
- [ ] Capacity, lead-time or certificate answers change depending on who is asked.

Decision Record

Decision	Use when
[ ] Proceed	Core identity, payment and capability evidence is consistent; remaining risks are acceptable.
[ ] Proceed with conditions	Resolve listed gaps, reduce exposure or add payment and inspection controls.
[ ] On-site audit	Order value, product risk or unresolved capability claims justify physical verification.
[ ] Stop	Identity, payment, evidence or cooperation risks remain unacceptable.

Notes and unresolved questions

Planning checklist only. A photo, certificate or company registration record is one piece of evidence, not a guarantee of future performance. Use qualified legal, customs, compliance or laboratory professionals where required.