

China Supplier Verification Checklist

A practical pre-payment checklist for small importers sourcing products from China.

Before you pay a Chinese supplier, use this checklist to review the company, payment details, product capability, quality control process, and key risk signals.

This checklist is designed for small importers, online sellers, Amazon sellers, Shopify store owners, Etsy sellers, and first-time buyers sourcing products from China.

Disclaimer: This checklist is for general informational purposes only. It does not guarantee that a supplier is legitimate, safe, or suitable for your order. China Source Lab does not provide legal, financial, customs, or compliance advice. Always conduct your own due diligence and consult qualified professionals when needed.

1. Supplier Basic Information

Supplier English company name: _____

Supplier Chinese company name: _____

Unified Social Credit Code: _____

Business license number: _____

Registered address: _____

Factory address: _____

Contact person: _____

Email: _____

Phone: _____

WeChat / WhatsApp: _____

Website: _____

Alibaba / Made-in-China / Global Sources profile: _____

1688 store link: _____

Product category: _____

Quoted product: _____

Quoted unit price: _____

MOQ: _____

Payment terms: _____

Shipping terms: _____

Tip: A reliable supplier should be able to provide their Chinese company name, business license, registered address, and payment account details clearly. If they only provide an English trade name and refuse to share Chinese registration information, treat it as a warning sign.

2. Business License Check

- The supplier provided a business license.
- The company name on the license matches the supplier profile.
- The Chinese company name is consistent across documents.
- The Unified Social Credit Code is visible.
- The company status appears active.
- The business scope is related to the product category.
- The company has been registered for more than 2 years.
- The registered address is consistent with other documents.
- The legal representative information is visible.
- There are no obvious signs of editing or image manipulation.

Red flags: supplier refuses to provide a business license, company name does not match invoice or payment account, business scope is unrelated, license image looks edited or blurry, or supplier uses only a personal name or personal bank account.

3. Online Supplier Profile Check

- Supplier has a complete company profile.
- Store age is reasonable.
- Product category is consistent.
- Photos and videos appear original.
- Product descriptions are specific, not generic.
- Certifications are relevant to the product.
- Supplier can explain product details professionally.
- Supplier has transaction history or buyer reviews.
- Supplier supports safer payment methods.
- Supplier information is consistent across platforms.

Red flags: same product photos appear on many unrelated stores, supplier claims to be a factory but cannot show production area, store has too many unrelated categories, profile and documents conflict, or supplier avoids direct questions.

4. Manufacturer or Trading Company?

Supplier clearly states whether they are a manufacturer or trading company.

Supplier can provide factory photos or videos.

Supplier can show production process.

Supplier can explain material, packaging, MOQ, lead time, and customization.

Supplier can provide similar product cases.

Supplier can arrange samples.

Supplier accepts reasonable quality inspection.

Supplier can provide a clear quotation.

A trading company may be acceptable if they communicate well, manage quality, and offer small MOQs. A factory may not always be better if they are slow, inflexible, or inexperienced with export orders.

5. Product Capability Check

Supplier understands your product specification.

Supplier can confirm material.

Supplier can confirm size and weight.

Supplier can confirm color options.

Supplier can confirm packaging method.

Supplier can confirm logo customization.

Supplier can confirm sample cost.

Supplier can confirm sample lead time.

Supplier can confirm mass production lead time.

Supplier can provide photos or videos of similar products.

Questions to ask: Have you produced this product before? Can you send real photos or videos? What materials are used? What is included in the quoted price? Is packaging included? Can you customize logo or packaging? What is the sample cost and sample lead time? What is the mass production lead time?

6. Price and MOQ Check

- You received quotes from at least 3 suppliers.
- The quoted price is within a reasonable market range.
- MOQ is clearly stated.
- Sample cost is clearly stated.
- Packaging cost is included or clearly listed.
- Logo/customization cost is included or clearly listed.
- Mold fee or setup fee is explained.
- Shipping cost is separated from product cost.
- Payment terms are clear.
- No hidden fees have appeared during negotiation.

Red flags: price is much lower than all other suppliers, supplier adds many fees later, supplier refuses written specs, supplier pushes urgent payment, or supplier repeatedly changes MOQ, price, or lead time.

7. Payment Risk Check

- Payment account name matches the supplier company name.
- Supplier provides a formal invoice or proforma invoice.
- Company name on invoice matches the business license.
- Bank account belongs to the same company.
- Payment terms are reasonable.
- Deposit percentage is reasonable.
- Supplier does not demand 100% payment before production without justification.
- Supplier accepts safer payment methods when available.
- Supplier is willing to put all key terms in writing.

High-risk signals: personal bank account, payment to a different company name, Western Union only, crypto only, no invoice, no written order confirmation, urgent pressure to pay immediately, or big discount only if you pay today.

8. Quality Control Check

- Product specification is written clearly.
- Material is confirmed.
- Size and tolerance are confirmed.
- Color is confirmed.
- Packaging is confirmed.
- Logo position and size are confirmed.
- Defect standards are discussed.
- Supplier agrees to send pre-shipment photos or videos.
- Supplier accepts third-party inspection.
- Supplier agrees to fix quality issues if products do not match agreed specifications.

Include product name, material, size, color, packaging, logo requirements, quantity, unit price, total price, sample approval requirement, production lead time, inspection requirement, shipping terms, and payment terms in your order confirmation.

9. Shipping and Export Check

- Supplier can quote EXW.
- Supplier can quote FOB.
- Supplier can quote DDP if needed.
- Supplier can provide packing list.
- Supplier can provide commercial invoice.
- Supplier can provide HS code if available.
- Supplier understands your destination country.
- Supplier can work with your freight forwarder.
- Supplier can label cartons correctly.
- Supplier can support Amazon FBA labeling if needed.

Red flags: supplier cannot explain shipping terms, gives a shipping price without weight or carton size, promises very cheap DDP without details, refuses packing list or commercial invoice, or does not understand export documents.

10. Final Red Flag Checklist

If you check several of these boxes, do not pay yet.

Supplier refuses to provide business license.

Supplier only accepts personal account payment.

Supplier account name does not match company name.

Supplier price is much lower than market average.

Supplier refuses written confirmation.

Supplier avoids quality inspection.

Supplier cannot provide real product photos or videos.

Supplier claims to be a factory but cannot show production proof.

Supplier pressures you to pay immediately.

Supplier changes terms after you agree.

Supplier cannot explain product details.

Supplier refuses to provide invoice.

Supplier documents contain inconsistent names or addresses.

11. Supplier Risk Score

Business license and company information: _____ / 10

Online profile consistency: _____ / 10

Product capability: _____ / 10

Price and MOQ transparency: _____ / 10

Payment safety: _____ / 10

Quality control readiness: _____ / 10

Shipping and export capability: _____ / 10

Total Score: _____ / **70**

0-30 points: High Risk. Do not pay yet. More verification is needed.

31-50 points: Medium Risk. Proceed carefully. Ask for more documents, samples, and written confirmation.

51-70 points: Lower Risk. The supplier appears more reliable, but you should still confirm specifications, payment terms, inspection, and shipping details before placing an order.

Not sure how to verify your supplier?

For \$49, China Source Lab can review one Chinese supplier before you pay.

We check:

- Company information
- Online supplier profile
- Payment account risk
- Quote or PI red flags
- Key questions to ask before payment

Get your Supplier Risk Review:

<https://www.chinasourcelab.com/supplier-check/>