China Supplier Verification Checklist

This checklist is designed for importers to verify the legitimacy, reliability, and compliance of Chinese suppliers before engaging in business. Use it to reduce risks of fraud, poor quality, and hidden costs.

1. Business Legitimacy

■ Verify business license via Chinese National Enterprise Credit Information System
■ Check company registration number and unified social credit code
■ Confirm legal representative and company address
■ Review years in operation and business scope

2. Factory Verification

■ Confirm factory address matches official registration
■ Request factory photos/videos or conduct on-site audit
■ Check production capacity and key equipment
■ Verify workforce size and skills

3. Certifications & Compliance

■ Verify ISO or other quality certifications
■ Ensure product certifications (CE, RoHS, FCC, etc.) are valid
■ Request recent third-party audit or inspection reports
■ Confirm compliance with importing country regulations

4. Financial & Trade Records

■ Request bank account information (must be company account, not personal)
■ Review payment terms and compare with industry norms
■ Check trade references and export history
■ Verify past disputes, lawsuits, or financial instability

5. Reputation & References

■ Search for online reviews, complaints, and blacklists
■ Contact customer references for feedback
■ Check Alibaba/Global Sources/1688 credibility level
■ Assess responsiveness and professionalism in communication

6. Risk Red Flags

■ Supplier refuses video call or factory visit
■ Quotation significantly below market average
■ Requests payment to personal or offshore account
■ Inconsistent communication or changing contact persons

7. Final Verification

Auditor Name: _____
Date: _____
Verification Result: ■ Verified ■ Rejected ■ Conditional