Product Sourcing Requirements Checklist

This checklist ensures that all essential requirements are clearly defined before starting the sourcing process. Use it to communicate with suppliers and verify that your needs are fully met.

1. Product Specifications

- ■ Product name and description finalized
- ■ Dimensions, weight, and size confirmed
- ■ Material and grade specified
- ■ Color, style, or design details clarified
- ■ Performance/functionality requirements documented

2. Quality Standards

- ■ Sample approved before mass production
- ■ Compliance with international/national standards (ISO, CE, etc.)
- ■ Testing and inspection requirements defined
- ■ Tolerance levels and defect rate limits agreed

3. Order & Pricing

- ■ Minimum Order Quantity (MOQ) confirmed
- ■ Unit price agreed
- ■ Total cost calculation including packaging
- ■ Currency and payment terms specified

4. Packaging & Labeling

- ■ Packaging type and materials chosen
- ■ Labeling requirements clarified (logos, barcodes, etc.)
- ■ Carton size and weight limits confirmed
- ■ Shipping marks requirements defined

5. Delivery & Logistics

- ■ Delivery terms (Incoterms: FOB, CIF, etc.) agreed
- ■ Lead time defined
- ■ Logistics provider/freight forwarder identified
- ■ Customs clearance requirements reviewed

6. Compliance & Documentation

- ■ Certificates of origin, MSDS, or compliance required
- ■ Intellectual property considerations addressed
- ■ Contracts and agreements drafted
- ■ Warranty or after-sales support discussed