

Supplier Verification Checklist: 15 Checks Before You Pay

A printable list of the checks that protect your money before you send a deposit to a new supplier.

By the Made in China Easy team, Guangzhou · 31 October 2026

Use this list for every new supplier. Supplier checks reduce risk but cannot remove it, so you still approve every supplier and purchase.

The company

- [ ] The business licence is valid and the company name matches the one on the quote
- [ ] The registered business scope covers the product you are buying
- [ ] The company has been registered for a reasonable time
- [ ] The bank account for payment is in the same company name, not a personal account
- [ ] The address on the licence matches where they say they produce

The factory

- [ ] They actually make your product (not only trade it), or are open that they are a trading company
- [ ] You have seen the production line, in person or by live video
- [ ] They have produced similar products for other buyers
- [ ] They can meet your quantity and timeline

The product

- [ ] You have a sample you approved, with photos and written specs
- [ ] They can provide the certificates your market requires
- [ ] Packaging and labels are agreed in writing

The deal

- [ ] A written purchase agreement covers specs, price, quantity, packaging, payment and delivery terms
- [ ] Payment is staged (for example a deposit, then the balance after inspection)
- [ ] An inspection is booked before the final payment

Warning signs

- Prices far below everyone else for the same specification
- Pressure to pay quickly or to a different company or personal account
- Reluctance to show the factory or provide documents
- Changes to bank details by email. Always confirm by phone or video.

Need help?

We check business registrations, visit or video-walk factories, compare samples and arrange inspections. See our sourcing services.

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