



RESOURCE · INTAKE FORM

CROSS-BORDER TRADE FACILITATION

Buyer Inquiry Preparation

A structured intake form to help serious buyers organise the key information needed before requesting quotations, supplier sourcing, sample coordination, agricultural commodity discussions, mineral due diligence awareness, or trade coordination support.

DOCUMENT

Buyer Inquiry Preparation Form

VERSION

2.0

ISSUED

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OWNER

Rumali Supreme Editorial Team

CLASSIFICATION

Public · Buyer-facing

SUBMISSION

info@rumalisupremegroup.com

"We Build Relationships, Not Barriers."

What's in this form

Nine sections plus a guide, risk notes, disclaimer, and submission reminder. The cover and contents are not part of the form itself — only sections 1–9 are completed by the buyer.

i How to use this form

This form helps structure your buyer inquiry. Complete the sections that apply and provide as much detail as possible. Detailed supplier verification, factory inspection, or mineral due diligence information should be completed in the relevant separate checklist.

1

Buyer Profile

Company name	
Registration country	
Website or business profile link	
Contact name and title	
Business email	
Phone or WhatsApp number for business communication	
Preferred communication channel	☐ Email ☐ WhatsApp ☐ Phone call ☐ Other
Buyer type	☐ Importer ☐ Distributor ☐ Wholesaler ☐ Retailer ☐ Manufacturer ☐ Agent ☐ Other

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Inquiry Category

Inquiry category	☐ China sourcing ☐ Supplier quotation ☐ Supplier verification support ☐ Factory inspection support ☐ Agricultural commodity ☐ Mineral due diligence awareness ☐ Trade coordination ☐ Other
Product or service requested	
Main purpose of inquiry	☐ Price quotation ☐ Supplier search ☐ Sample request ☐ Availability check ☐ Meeting coordination ☐ Due diligence support ☐ Inspection support ☐ Other
Is this a new inquiry or a follow-up?	☐ New inquiry ☐ Follow-up inquiry
Previous reference number or discussion, if any	

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Product or Commodity Details

Product or commodity name	
Target specification, grade, model, material, or technical standard	
Product application or intended use	
Preferred brand, model, or reference product, if any	
Required size, colour, capacity, voltage, material, grade, or style	
Required packaging type, if known	
Product photo, reference link, catalogue, or sample available	☐ Yes ☐ No ☐ Not sure
Special product notes	

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Technical Specification & Reference Materials

Specification sheet available	☐ Yes ☐ No ☐ Not sure
Technical drawing available	☐ Yes ☐ No ☐ Not applicable
Reference product photo or link available	☐ Yes ☐ No ☐ Not applicable
Label, artwork, or packaging design available	☐ Yes ☐ No ☐ Not applicable
Testing requirement known	☐ Yes ☐ No ☐ Not sure
Required performance standard known	☐ Yes ☐ No ☐ Not sure
Customisation required	☐ Yes ☐ No ☐ Not sure
If customisation is required, describe it	
Missing technical details that still need confirmation	

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Quantity, Volume & Budget

Trial order quantity	
Target order quantity	
Expected monthly volume	
Expected annual volume	
Requirement type	☐ One-time ☐ Recurring ☐ Seasonal ☐ Not sure
Target unit price or acceptable price range	
Currency	☐ USD ☐ RMB ☐ KES ☐ EUR ☐ Other
Price flexibility	☐ Fixed budget ☐ Flexible depending on quality ☐ Flexible depending on MOQ ☐ Not sure
Budget approval status	☐ Approved ☐ Pending approval ☐ Not yet confirmed
Notes on price or budget expectations	

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Commercial & Logistics Preferences

Destination country	
Destination city	
Destination port or airport, if known	
Preferred shipping mode	☐ Sea freight ☐ Air freight ☐ Courier ☐ Rail ☐ Road ☐ Not sure
Preferred Incoterms, if known	☐ EXW ☐ FOB ☐ CFR ☐ CIF ☐ DDP ☐ Not sure
Target delivery timeline	
Expected quotation deadline	
Preferred payment method, if known	☐ Bank transfer ☐ Letter of credit ☐ Escrow ☐ Not sure ☐ Other
Required quotation format	☐ Unit price only ☐ FOB price ☐ CIF price ☐ Full landed estimate ☐ Not sure
Commercial notes	

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Compliance & Documentation Requirements

Buyers should state compliance or import requirements early. This helps avoid sourcing products that may not meet the rules of the destination market.

Destination market import requirements confirmed by buyer	☐ Yes ☐ No ☐ Not sure
Required certificates or test reports	☐ CE ☐ RoHS ☐ REACH ☐ FDA ☐ MSDS ☐ ISO ☐ COA ☐ Phytosanitary certificate ☐ Certificate of origin ☐ Other
Product testing required before shipment	☐ Yes ☐ No ☐ Not sure
Labelling or language requirement	
Packaging compliance requirement	
Customs or import document requirement	
Restricted product concerns	☐ Yes ☐ No ☐ Not sure
Buyer requires compliance review support	☐ Yes ☐ No ☐ Not sure
Compliance notes	

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Sample, Verification, Inspection & Due Diligence Support

This section is only for routing the inquiry. Detailed supplier verification, factory inspection, or mineral due diligence information should be completed in the relevant separate checklist.

Sample request or sample coordination	☐ Yes ☐ No ☐ Not sure
Supplier verification support	☐ Yes ☐ No ☐ Not sure
Factory inspection support	☐ Yes ☐ No ☐ Not sure
Pre-shipment inspection support	☐ Yes ☐ No ☐ Not sure
Document review support	☐ Yes ☐ No ☐ Not sure
Agricultural commodity sourcing support	☐ Yes ☐ No ☐ Not applicable
Mineral due diligence awareness support	☐ Yes ☐ No ☐ Not applicable
Meeting or negotiation coordination	☐ Yes ☐ No ☐ Not sure

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Inquiry Summary & Next Action Requested

Brief inquiry summary	
Most important buyer requirement	
Main concern or risk to address	
Information already available	
Information still missing	
Next action requested from Rumali Supreme	☐ Review inquiry ☐ Source suppliers ☐ Request quotation ☐ Arrange sample ☐ Verify supplier ☐ Coordinate inspection ☐ Review documents ☐ Other
Preferred response timeline	
Additional notes	

i GUIDE · STRONG BUYER INQUIRIES

1. What product or commodity do you need?
2. What specification, grade, model, material, size, packaging, or standard is required?
3. What quantity do you want now, and what volume may follow later?
4. What is your target price or acceptable price range?
5. Where should the goods be delivered?
6. What Incoterms or shipping preference do you have?
7. What certificates, test reports, or import documents are required?
8. Do you need sample support, supplier verification, factory inspection, or due diligence support?
9. What decision timeline are you working with?

Risk & Compliance Notes

! Risk & Compliance Notes

- Do not submit personal bank details, wallet addresses, passport uploads, national ID uploads, assay reports, mining licences, confidential contracts, or sensitive transaction documents through public forms or unverified communication channels.
- If sensitive document review is required, wait for verified submission instructions through official Rumali Supreme Company Ltd channels.
- Buyers should independently confirm destination-market import rules, certification needs, customs requirements, tax obligations, and restricted-product rules before committing to a transaction.
- Compliance requirements should be stated before supplier outreach whenever possible. Late compliance changes may affect product selection, pricing, lead time, and supplier eligibility.
- Completed inquiries should be sent only through official Rumali Supreme Company Ltd channels listed on the official website.

DISCLAIMER

This preparation form helps structure a buyer inquiry and improve the quality of communication before sourcing, quotation, verification, sample coordination, due diligence awareness, or trade coordination support. Submission of this form does not confirm buyer qualification, seller acceptance, product availability, price validity, supplier approval, allocation, financing, inspection outcome, shipment terms, or transaction approval. Formal review may include KYC, sanctions screening, supplier verification, contract review, inspection, product testing, payment review, customs review, and regulatory checks where applicable. Rumali Supreme Company Ltd may provide coordination support under separate written engagement where appropriate, but does not guarantee supplier performance, product availability, pricing, delivery, compliance, or transaction outcome.

→ Submission Reminder

Please submit completed inquiries through the official Rumali Supreme Company Ltd Contact page, official company email, or WhatsApp number listed on the website contact section. Always verify official channels before sending documents, funds, payment instructions, or sensitive information.

Rumali Supreme Company Ltd

We Build Relationships, Not Barriers.

www.rumalisupremegroup.com · Verify official channels before sending documents or funds.