RESOURCE · INTAKE FORM

CROSS-BORDER TRADE FACILITATION

China Sourcing Checklist & Preparation

A structured checklist and preparation form to help buyers organise product, sourcing, supplier verification, sample, payment, inspection, and logistics requirements before starting a China sourcing request.

DOCUMENT **China Sourcing Checklist & Preparation Form**	VERSION **2.0**
ISSUED **July 2026**	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

Complete the sections that apply to your China sourcing request. Provide as much detail as possible about product, specifications, quantity, target price, destination, packaging, certifications, timeline, and payment terms. Where a supplier has already been contacted, include reference numbers or quotation IDs. Factory audit, pre-shipment inspection, supplier verification, and payment safety questions should be completed even when the answer is not yet confirmed.

1	Buyer & Company Details
Company name	
Country and city	
Contact person	
Business email	
Phone or WhatsApp number	
Website or business profile	
Buyer type	☐ Importer ☐ Distributor ☐ Retailer ☐ Wholesaler ☐ Manufacturer ☐ Project buyer ☐ Other
Primary product category	
Import experience	☐ First-time importer ☐ Some experience ☐ Experienced importer ☐ Not sure
Decision-maker contact, if different	

2	Product Requirements & Specifications
Product name and category	
Reference photos, drawings, model numbers, catalog links, or sample photos	
Material required	
Size or dimensions	
Color or finish	

Product variants (size / colour / model / SKU)	
Tolerance or technical requirements	
Logo, branding, or private label requirement	☐ Yes ☐ No ☐ Not sure
Intended use	
Target market or destination market	
Required sample quantity	
Estimated bulk order quantity	
Acceptable MOQ range	
Warranty or after-sales requirement	
Special product notes	

3 Sample & Approval Requirements

Bulk production should not begin until the buyer has reviewed and approved the sample, specification, packaging, and quotation terms in writing.

Sample required	☐ Yes ☐ No ☐ Not sure
Sample quantity required	
Sample approval required before production	☐ Yes ☐ No
Sample cost responsibility	☐ Buyer ☐ Supplier ☐ To be confirmed
Courier cost responsibility	☐ Buyer ☐ Supplier ☐ To be confirmed
Target sample timeline	
Approved sample reference available	☐ Yes ☐ No ☐ Not sure
Sample approval notes	

4 Commercial & Delivery Terms

Please complete the details below to help us prepare an accurate quotation and delivery plan.

Target unit price or acceptable price range	
Currency	☐ USD ☐ RMB ☐ EUR ☐ KES ☐ Other
Expected order volume	

Expected order frequency	☐ One-time ☐ Monthly ☐ Quarterly ☐ Seasonal ☐ Other
Budget approval status	☐ Approved ☐ Pending approval ☐ Not yet confirmed
Preferred Incoterms	☐ EXW ☐ FOB ☐ CIF ☐ CFR ☐ DDP ☐ Other
Destination country and city	
Destination port or airport	
Final delivery address, if different from port / airport	
Required quotation timeline	
Required quote validity period	☐ 7 days ☐ 14 days ☐ 30 days ☐ Other
Target production timeline	
Target shipment timeline	
Final delivery deadline	
Additional commercial notes	

Plain English Incoterms Guide

Incoterms help define who handles transport, insurance, customs steps, costs, and risk at different stages of the shipment. Buyers should confirm the exact responsibilities in writing before placing an order.

EXW	Buyer collects from the supplier's location. The buyer usually carries many transport, export, and risk responsibilities.
FOB	Seller delivers the goods onto the vessel at the export port. Buyer usually controls main sea freight and destination-side costs.
CIF	Seller pays cost, insurance, and freight to the destination port, but the buyer must still confirm when risk transfers and what costs are not included.
CFR	Seller pays freight to the destination port, but insurance is not included unless separately agreed.
DDP	Seller delivers to the buyer's destination and may handle many import-side responsibilities, but duties, taxes, and limits must be clearly confirmed in writing.

5	**Packaging, Certification & Documentation**

Please complete the details below so we can confirm packaging, labeling, certification, and document requirements before supplier review or payment decisions.

Packaging type and carton requirements	
Carton size or package size	
Quantity per carton or package	
Barcode requirement	☐ Yes ☐ No ☐ Not sure
Product label requirement	☐ Yes ☐ No ☐ Not sure
Manual or user guide requirement	☐ Yes ☐ No ☐ Not sure
Required label or manual language	☐ English ☐ French ☐ Arabic ☐ Chinese ☐ Other
Branding or logo on product / package	☐ Yes ☐ No ☐ Not sure
Required certifications or test reports	☐ CE ☐ RoHS ☐ REACH ☐ FDA ☐ MSDS / SDS ☐ COO ☐ Test Report ☐ Inspection Report ☐ Other
Certificate review required	☐ Yes ☐ No ☐ Not sure
Test report must match product / model	☐ Yes ☐ No ☐ Not sure
Destination market import requirements	☐ Confirmed ☐ Needs independent review ☐ Not sure
Estimated HS code, if known	
Required shipping documents	☐ Commercial Invoice ☐ Packing List ☐ Bill of Lading / Air Waybill ☐ Certificate of Origin ☐ Insurance Certificate ☐ Other
Additional packaging or documentation notes	

6 Supplier Verification & Buyer-Beware Checks

A supplier is not automatically safe because they provide a quotation, catalog, business card, or certificate. Buyers should verify supplier identity, role, documents, and payment details before making payment or approving production.

Supplier business license requested	
Supplier legal name reviewed	
Supplier legal name matches invoice and bank account	
Registered address reviewed	
Factory or trading company role confirmed	

Official website or marketplace profile reviewed	
Main contact name, email, phone, and WhatsApp recorded	
Email domain matches company identity	
Export experience or shipment records requested	
Product scope matches buyer requirement	
Factory audit or video verification required	☐ Yes ☐ No ☐ Not sure
Third-party inspection required before shipment	☐ Yes ☐ No ☐ Not sure
Supplier verification required before payment	☐ Yes ☐ No
Documentation review required before payment	☐ Yes ☐ No

7 Factory Audit & Pre-Shipment Inspection

Factory Audit and Production Capability Review

Factory review may be useful when the buyer is placing a first order, a high-value order, a custom product order, or a regulated product order.

Factory location confirmed	
Factory photos or production videos requested	
Remote video call requested	☐ Yes ☐ No ☐ Not sure
On-site factory audit required	☐ Yes ☐ No ☐ Not sure
Third-party audit required	☐ Yes ☐ No ☐ Not sure
Production capacity reviewed	
Main production equipment reviewed	
Quality control process reviewed	
Previous export experience reviewed	
Factory audit notes	

Pre-Shipment Inspection Trigger

Inspection should happen before goods leave the factory, not after they arrive with problems. Pre-shipment inspection is especially important for first orders, high-value orders, custom products, regulated products, or products with strict quality requirements.

First order with supplier	☐ Yes ☐ No
High-value order	☐ Yes ☐ No
Custom product or private label	☐ Yes ☐ No
Regulated product requiring certificates	☐ Yes ☐ No
Product has strict size, color, material, or tolerance requirements	☐ Yes ☐ No
Buyer requires carton, label, barcode, or manual verification	☐ Yes ☐ No
Previous quality issue with supplier	☐ Yes ☐ No
Inspection required before final payment	☐ Yes ☐ No ☐ Not sure

Inspection Scope

Quantity check	
Product appearance check	
Size, weight, material, or tolerance check	
Function test	
Packaging check	
Carton marks check	
Barcode or label check	
Manual or insert check	
Certificate or document check	
Photo or video inspection evidence required	☐ Yes ☐ No
Inspection standard or acceptable defect level	

8 Logistics, Insurance & Customs Responsibility

Please confirm who is responsible for each logistics step before payment or shipment.

Who arranges freight?	☐ Buyer ☐ Supplier ☐ Rumali Supreme coordination ☐ Freight forwarder ☐ Not sure
Who pays freight cost?	

Who handles export customs in China?	
Who handles import customs in destination country?	
Who pays destination duties and taxes?	
Cargo insurance required?	☐ Yes ☐ No ☐ Not sure
Insurance responsibility	☐ Buyer ☐ Supplier ☐ Freight forwarder ☐ Not sure
Preferred shipping method	☐ Sea ☐ Air ☐ Road ☐ Rail ☐ Multimodal
Destination port, airport, or warehouse	
Special shipping or handling requirements	

9 Payment Safety & Next Action

Payment Safety Review

Before making payment, buyers should verify supplier identity, bank account details, invoice details, and written terms. Avoid large advance payments before supplier verification, document review, sample approval, and inspection planning.

Proforma invoice received and reviewed	
Supplier bank account name matches supplier legal name	☐ Yes ☐ No ☐ Needs explanation
Payment account belongs to contracting supplier	☐ Yes ☐ No ☐ Not sure
Payment terms agreed in writing	☐ Yes ☐ No
Deposit percentage agreed	
Final payment condition agreed	☐ Before shipment ☐ After inspection ☐ Against documents ☐ Other
Bank account change verification required	☐ Yes ☐ No
Payment to personal or unrelated account rejected unless formally verified	☐ Yes ☐ No
Buyer has reviewed refund, cancellation, or dispute terms	☐ Yes ☐ No ☐ Not sure

Notes for Rumali Supreme

Use this section to record buyer concerns, attached documents, questions, urgency, and next action.

Special concerns	
Documents attached by buyer	

Buyer questions	
Urgency level	☐ Low ☐ Medium ☐ High
Decision status	☐ Early inquiry ☐ Ready for supplier outreach ☐ Ready for sample request ☐ Ready for quotation review ☐ More information required
Recommended next action	

Guide · Strong China Sourcing Inquiries

1. What product, model, material, grade, and standard do you need?
2. What is your target price or acceptable price range, and what currency?
3. What is your trial order quantity, target order volume, and order frequency?
4. Do you need samples before production, and is sample approval required?
5. What packaging, labeling, manuals, barcodes, or private-label artwork are required?
6. Which certificates, test reports, and destination-market rules apply?
7. What is your target production, shipment, and final delivery timeline?
8. Which Incoterm, shipping method, port, and freight responsibility apply?
9. What payment terms are acceptable, and what written verification is in place?
10. Do you need supplier verification, factory audit, or pre-shipment inspection support?

Risk & Compliance Notes

! Risk & Compliance Notes

- Supplier verification reduces risk, but it does not guarantee supplier performance, product quality, delivery timing, or transaction outcome.
- A supplier's business license, website, certificate, or marketplace profile does not automatically prove product quality or payment safety.
- Certification claims should be reviewed for scope, issuing body, product relevance, model number, dates, and validity.
- Buyers remain responsible for confirming destination-country import rules before import or payment decisions.
- Pre-shipment inspection helps reduce quality risk, but it does not replace buyer review, product testing, legal review, or destination-market compliance checks.
- Rumali Supreme Company Ltd does not guarantee supplier approval, pricing, delivery timeline, product quality, certification acceptance, customs clearance, or final transaction outcome.

Disclaimer

DISCLAIMER

This document is for sourcing preparation and preliminary commercial discussion only. Submission of this form does not create a binding contract, confirmed offer, reserved stock, guaranteed price, guaranteed supplier approval, inspection approval, compliance approval, or transaction approval.

Supplier availability, pricing, production timeline, delivery schedule, documentation, certification, product suitability, customs clearance, and final delivery remain subject to supplier response, buyer review, inspection, logistics coordination, destination-country requirements, and independent verification.

Rumali Supreme Company Ltd may support supplier outreach, sourcing coordination, documentation follow-up, supplier verification coordination, inspection coordination, and logistics communication only under separate written engagement where applicable.

→ Submission Reminder

Please submit completed China sourcing 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.