



RESOURCE · INTAKE FORM

CROSS-BORDER TRADE FACILITATION

Supplier Verification Checklist

A buyer-side checklist for supplier identity, registry, document, bank account, and fraud-risk review. It helps buyers understand what supplier verification coordination may involve before placing an order, making payment, or accepting a supplier introduction. It focuses on confirming whether a supplier legally exists, whether documents and communication details are consistent, whether the bank account matches the registered identity, and whether any red flags appear before the buyer proceeds.

DOCUMENT

Supplier Verification Checklist

VERSION

2.0

ISSUED

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OWNER

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"We Build Relationships, Not Barriers."

What's in this form

Nine sections plus risk notes, disclaimer, and submission reminder. The cover and contents are not part of the checklist itself — only sections 1–9 are completed by the buyer or verification coordinator. This checklist is not a full sourcing form. Product requirements, packaging, Incoterms, shipping, and sample timelines should be handled in the separate China Sourcing Checklist & Buyer Preparation Form.

i How to use this form

Complete every section that applies. The checklist is for supplier verification coordination and buyer-side due diligence only — it does not replace independent legal, financial, technical, regulatory, or payment review. If a check item triggers a red flag in section 8, pause and verify through a second official channel before signing, paying, or releasing documents.

1	Supplier Identity & Registry Check
Supplier legal name in English	
Supplier Chinese legal name / local registered name	
Unified Social Credit Code / business license number	
Legal representative name, if available	
Registered address	
Operating address / factory address	
Business scope shown on registration record	
Company status	☐ Active ☐ Abnormal ☐ Suspended ☐ Cancelled ☐ Not confirmed
Registration authority / registry source checked	
Website, marketplace profile, or storefront links	
Registry check completed	☐ Yes ☐ No ☐ Pending

! Important note on supplier identity

- For China suppliers, the Chinese legal name and Unified Social Credit Code should be treated as the main identity references. English names, trade names, marketplace names, and sales names may not be the official registered company name.
- A supplier should not be treated as verified only because they provide a quotation, catalog, business card, website link, or marketplace profile.

2	Business License & Registration Review
Business license copy requested	
Business license copy received	☐ Yes ☐ No ☐ Pending
Chinese legal name matches registration record	☐ Yes ☐ No ☐ Pending
Unified Social Credit Code matches registration record	☐ Yes ☐ No ☐ Pending
Registered address matches license or registry record	☐ Yes ☐ No ☐ Pending
Legal representative reviewed	☐ Yes ☐ No ☐ Pending
Business scope is relevant to the product or service offered	☐ Yes ☐ No ☐ Needs explanation
Company operating status reviewed	☐ Yes ☐ No ☐ Pending
Any abnormal registry status found	☐ Yes ☐ No ☐ Pending
Notes on registration review	

✓ **Note on registration**

- A business license only proves that a company may be registered. It does not prove that the supplier can produce the goods, deliver on time, meet quality requirements, or safely receive payment.
- Registration is necessary, but it is not enough on its own.

3	Contact, Channel & Communication Consistency
Main contact person recorded	
Contact title / department recorded	
Business email recorded	
Phone number recorded	
WhatsApp / WeChat / messaging contact recorded	
Email domain matches company identity	☐ Yes ☐ No ☐ Not applicable
Free email domain used for official communication	☐ Yes ☐ No
Contact details match official website or verified marketplace profile	☐ Yes ☐ No ☐ Pending

More than one supplier contact point confirmed	☐ Yes ☐ No
Communication channel verified before payment discussion	☐ Yes ☐ No
Communication consistency notes	

! Communication warning

- Do not rely only on one salesperson, one WhatsApp number, one WeChat account, or one email address.
- Supplier communication should be cross-checked against official company records, official website details, verified marketplace profiles, or other reliable sources where possible.

4	Company Chop / Stamp Verification
Company chop appears on quotation, proforma invoice, contract, or authorization letter	☐ Yes ☐ No ☐ Pending
Chop name matches Chinese legal company name	☐ Yes ☐ No ☐ Pending
Chop name matches business license or registry record	☐ Yes ☐ No ☐ Pending
Chop is consistent across documents	☐ Yes ☐ No ☐ Pending
Any unusual, different, or unclear chop is explained in writing	☐ Yes ☐ No ☐ Not applicable
Chop verification notes	

! Note on company chops

- In China business documents, the company chop or official stamp is important. If the stamp name does not match the registered company name, pause and verify before payment or signing.

5	Bank Account & Payment Identity Check
Supplier bank account details received through verified company channel	☐ Yes ☐ No ☐ Pending
Beneficiary bank account name matches registered supplier legal name	☐ Yes ☐ No ☐ Needs explanation
Bank country matches expected supplier / payment arrangement	☐ Yes ☐ No ☐ Needs explanation

Bank account name matches proforma invoice / contract	☐ Yes ☐ No ☐ Pending
Payment account belongs to contracting supplier	☐ Yes ☐ No ☐ Not sure
Any third-party payment request identified	☐ Yes ☐ No
Any personal account payment request identified	☐ Yes ☐ No
Any bank account change during discussion	☐ Yes ☐ No
Bank account change verified through a second official channel	☐ Yes ☐ No ☐ Not applicable
Payment risk notes	

! Payment warning

- Do not make payment if the beneficiary bank account name does not match the registered supplier legal name, unless the mismatch is formally explained, documented, and independently verified before payment.
- Personal accounts, unrelated third-party accounts, sudden bank changes, or payment requests from unofficial channels should be treated as high-risk.

6**VAT Invoice, Factory Role & Capability****VAT Invoice / Fapiao Review**

Supplier can issue official VAT invoice / fapiao where applicable	☐ Yes ☐ No ☐ Not applicable
Invoice title matches registered company name	☐ Yes ☐ No ☐ Pending
Tax number / USCC matches business license	☐ Yes ☐ No ☐ Pending
Recent VAT invoice history or redacted sample reviewed where appropriate	☐ Yes ☐ No ☐ Not applicable
VAT invoice / fapiao notes	

✓ Note on VAT invoice / fapiao

- VAT invoice or fapiao review is not required for every export transaction, but it can help confirm whether the supplier has stronger operating history and tax identity consistency.

Factory, Trading Company, or Agent Role Check

Supplier role confirmed	☐ Factory ☐ Trading company ☐ Distributor ☐ Agent ☐ Not confirmed
Supplier's role matches how they presented themselves	☐ Yes ☐ No ☐ Pending
If trading company, factory source identified where appropriate	☐ Yes ☐ No ☐ Not applicable
If agent, written authority from supplier / factory reviewed	☐ Yes ☐ No ☐ Not applicable
Factory address confirmed	☐ Yes ☐ No ☐ Pending
Factory ownership or relationship explained	☐ Owned factory ☐ Partner factory ☐ Subcontracted factory ☐ Not confirmed
Role verification notes	

✓ Note on supplier role

- The buyer should understand who they are dealing with. A factory, trading company, distributor, and agent may all be legitimate, but their responsibilities and risk levels are different.

Capability and Evidence Review

Supplier's registered business scope is relevant to the offered product	☐ Yes ☐ No ☐ Pending
Supplier has evidence of producing or supplying similar products	☐ Yes ☐ No ☐ Pending
Product photos, factory photos, or production videos requested	☐ Yes ☐ No
Remote video call or live factory walkthrough requested	☐ Yes ☐ No ☐ Not needed
Production lines or equipment reviewed where appropriate	☐ Yes ☐ No ☐ Not needed
Monthly production capacity reviewed	☐ Yes ☐ No ☐ Pending
Quality control process reviewed	☐ Yes ☐ No ☐ Pending
Worker count or team size reviewed where appropriate	☐ Yes ☐ No ☐ Not needed
Export experience or shipment evidence reviewed where available	☐ Yes ☐ No ☐ Pending
Capability notes	

✓ Evidence review note

- Capability evidence may include factory photos, production videos, live video calls, quality control documents, redacted shipment records, customer references, or third-party inspection / audit reports where available.

7	Certificate & Document Authenticity
Certificate copies received	☐ Yes ☐ No ☐ Pending
Certificate holder name matches supplier or manufacturer	☐ Yes ☐ No ☐ Needs explanation
Certificate scope matches product category	☐ Yes ☐ No ☐ Pending
Certificate model number matches quoted product	☐ Yes ☐ No ☐ Not applicable
Certificate date and validity reviewed	☐ Yes ☐ No ☐ Pending
Issuing body reviewed	☐ Yes ☐ No ☐ Pending
Test report details match product / material where applicable	☐ Yes ☐ No ☐ Pending
Proforma invoice reviewed	☐ Yes ☐ No ☐ Pending
Company name is consistent across license, quotation, invoice, certificate, chop, and bank details	☐ Yes ☐ No ☐ Pending
Document authenticity notes	

! Document warning

- A certificate, test report, or business license can be outdated, unrelated, edited, copied from another company, or not applicable to the product being purchased.
- Documents should be reviewed for company name, product scope, model number, dates, issuing body, and consistency.

8	Red Flag Indicators
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Be cautious if any of the following warning signs appear. One red flag alone is not proof of fraud, but several together should always trigger a pause and independent verification.

! Red flags to watch for

- Supplier refuses to provide business license or registration details.
- Supplier provides only an English name but cannot provide the Chinese legal name or registration number.
- Supplier's company name is inconsistent across license, quotation, proforma invoice, contract, chop, certificate, or bank details.
- Beneficiary bank account name does not match the registered supplier legal name.
- Supplier asks for payment to a personal account or unrelated third-party account.
- Bank account details suddenly change during the transaction.
- Supplier refuses video verification, factory check, third-party inspection, or buyer-side verification.
- Supplier pressures the buyer to pay before basic verification is complete.
- Supplier uses only informal communication channels and avoids official email or written confirmation.
- Prices are unusually low without clear explanation.
- Certificate scope does not match the product.
- Company chop does not match the registered Chinese company name.
- Registry status appears abnormal, cancelled, suspended, or unclear.
- Supplier refuses to explain factory / trading-company / agent role.

9**Verification Summary & Risk Decision**

Use this section to record the verification result and next steps. The buyer, supplier verification coordinator, or Rumali Supreme Editorial Team can complete this section after all earlier checks.

Overall supplier risk level	☐ Low ☐ Medium ☐ High
Verification completed by	
Date of verification	
Supplier identity confirmed	☐ Yes ☐ No ☐ Partially
Registry / business license check completed	☐ Yes ☐ No ☐ Pending
Bank account match confirmed	☐ Yes ☐ No ☐ Needs explanation
Company chop consistency confirmed	☐ Yes ☐ No ☐ Pending
Factory / trading company role confirmed	☐ Yes ☐ No ☐ Pending
Key findings summary	
Recommended next steps	
Conditions before order placement	
Follow-up actions required	

Guide · Strong Supplier Verification

1. Does the supplier have a registered Chinese legal name and Unified Social Credit Code that match the business license?
2. Is the company status active, with no abnormal, suspended, or cancelled flags?
3. Does the business scope on the registration record match the product or service being offered?
4. Are the contact person, business email domain, phone, and messaging contacts consistent with the official website?
5. Is the company chop on the quotation, proforma invoice, and contract consistent with the registered name?
6. Does the beneficiary bank account name match the registered legal name, and is the payment account owned by the contracting supplier?
7. Can the supplier explain whether they are a factory, trading company, distributor, or agent — in writing?
8. Are VAT invoice, certificate, test report, and license dates current, with model numbers and scopes that match the quote?
9. Has the supplier provided recent capability evidence — photos, videos, references, inspection reports, or shipment records?
10. Are any of the red flags in section 8 present, and if so, has each one been resolved in writing before any payment or commitment?

Risk & Compliance Notes

! Risk & Compliance Notes

- Supplier verification reduces risk, but it does not guarantee supplier performance, product quality, delivery timing, regulatory compliance, or transaction outcome.
- A registered company can still fail quality, delivery, or compliance expectations.
- Registration is necessary, but it is not sufficient on its own.
- Business licenses, websites, certificates, marketplace profiles, and company stamps should be reviewed together, not separately.
- Buyers should not rely only on a supplier's quotation, catalog, business card, or verbal claim.
- High-risk products may require specialist testing, legal review, import review, or regulatory confirmation beyond this checklist.
- Buyers should make final decisions only after independent commercial, legal, technical, payment, and regulatory review.
- For China suppliers, local verification support may be useful where language, registry access, or site access barriers exist.

Disclaimer

DISCLAIMER

This checklist supports supplier verification coordination and buyer-side due diligence only. Registration review, document checks, registry checks, company chop review, bank account review, field coordination, or supplier communication do not guarantee product quality, shipment performance, regulatory compliance, payment safety, supplier behavior, or transaction outcome.

Completion of this checklist does not mean that a supplier is approved, safe, compliant, suitable, or ready for payment.

Rumali Supreme Company Ltd may provide coordination support under separate written engagement where applicable, but does not guarantee any supplier's performance, suitability, pricing, delivery, compliance, or transaction result.

→ Submission Reminder

Please submit supplier verification requests 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

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