



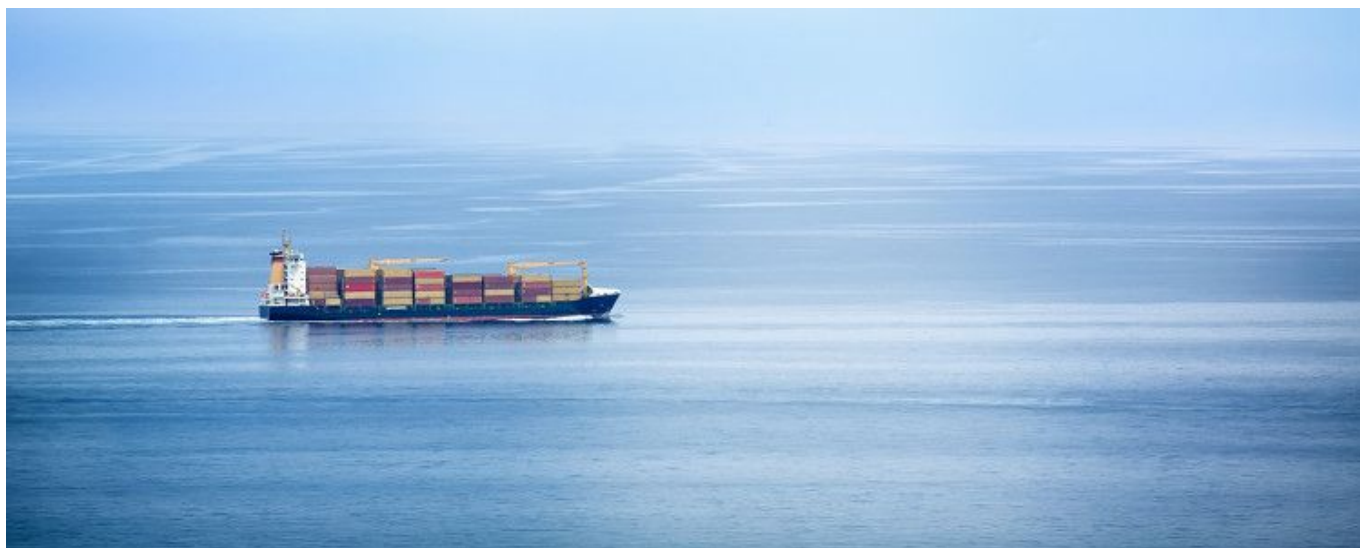
Get Your Product Made in Asia

A 5-Part Checklist

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Before you start, a few words from us



Thank you for downloading **Get Your Product Made in Asia: A 4-Part Checklist (PDF)**. Before you jump in, and start digesting the content, please read what I first have to say.

When buying products from Asia, you need to be (or at least become) an expert at multiple subjects. You need to learn which regulations apply to a product, how to find qualified suppliers, develop product samples, quality control... the list goes on.

But, many Buyers, like yourself, just care for your product, and have little time to become experts in customs clearance and international taxation.

And well, nor should you be forced to.

So, with this guide, we give you a **basic roadmap**, helping you understand the importing process from A to Z.

It can be applied to basically any product and industry.



Best Regards, Fredrik Gronkvist, Chinaimportal.com

Part 1: Product Specifications



a. Prepare product specifications

- ✓ Specify all components, materials, dimensions, colors (pantone) and quality requirements
- ✓ Create Bill of Materials (BoM), Label files (i.e., Country of origin, material and Batch ID) and Design Attachments.
- ✓ Create an RFQ template, including the product specifications (above), that you can later send to the suppliers

b. Product Regulations

- ✓ Confirm all applicable product safety standards (i.e., RoHS or ASTM)
- ✓ Confirm all applicable labeling requirements (i.e., CE mark or 'Made in China' label)
- ✓ Confirm all applicable document requirements
- ✓ Confirm if third party lab testing is mandatory and/or necessary

Part 2: Supplier Sourcing



a. Finding suppliers

- ✓ Identify 50 - 70 candidate suppliers on **Alibaba.com** and **Globalsources.com**.
- ✓ Draft a shortlist of 10 - 15 suppliers, using available company data (i.e., registered capital and year of registration), uploaded product certificates, audit reports and the general product scope

Note: The information above is available on the Alibaba TrustPass Profile

b. Contacting suppliers

- ✓ Make introduction call to all suppliers
- ✓ Send product specifications to all suppliers
- ✓ Follow up via Wechat, Skype and phone
- ✓ Receive quotation and other documents (i.e., product certificates and the business license)

c. Verifying suppliers

- ✓ Verify all product certificates
- ✓ Approve or reject the quotation
- ✓ Make final supplier selection (1 - 2)

Part 3: Product Samples



a. Prepare sample order

- ✓ List all product specifications in the sample order sheet
- ✓ Write order terms, including tooling and mold ownership, lead times and payment terms
- ✓ Sign a Non-Disclosure Agreement (NDA) with the supplier to protect your design files and labels

b. Manage sample order

- ✓ Report defects directly to the supplier
- ✓ Provide suggestions for quality improvements
- ✓ Don't approve the samples until they match your expectations

Part 4: Agreement, Payment & Quality Assurance



a. Sales Agreement

- ✓ List all product specifications in the sales contract
- ✓ Write order terms, including IP ownership, payment terms, shipping terms, late delivery clause and compensation terms.

b. Deposit Payment & Production

- ✓ Check that the bank account is matching the supplier name
- ✓ Only pay 30% before production starts
- ✓ Confirm the estimated production completion date, and request a production plan.
- ✓ Inform your supplier of upcoming quality control and lab testing (to put pressure on them to comply with your quality requirements).

c. Quality Control, Lab Testing & Balance Payment

- ✓ Order quality inspection and prepare the checklist
- ✓ Confirm the date, time and location for the quality inspection
- ✓ Request batch sample pickup, and submit samples for lab testing (if necessary)
- ✓ Pay the remaining 70% (but only if the quality control and the lab testing is successful)

Part 5: Shipping, Taxes & Customs



a. Shipping

- ✓ Decide whether you shall let the supplier book the shipping for you, or if you should book it directly from a freight forwarder (this is normally the better option)
- ✓ Select Incoterm and transportation method (sea or air freight, LCL or FCL)
- ✓ Send export packaging instructions to your supplier (and request images to verify)
- ✓ Book shipping insurance

b. Customs Procedures

- ✓ Confirm HS code and the applicable import duty for your products
- ✓ Purchase a Customs bond (US only)
- ✓ Send all shipping documents to your freight forwarder or customs broker
- ✓ Calculate the customs value and send it to your supplier (make sure that the correct value is declared)
- ✓ Calculate all taxes (i.e., VAT and GST)

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It's completely **free**, and you'll become an expert in no time.