



Supplier Screening 2019

Supplier Name Co., Ltd

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1. Company Data

a. Company Data

Company name (EN) <i>EN names are not stated on Chinese business licenses</i>	N/A	English translation
Company name (CN)	✓ Verified	Pinyin (Chinese characters)
Address (EN)	✗ Not Verified	English translation
Business License Number	✓ Verified	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Established Date	✓ Verified	20XX-XX-XX
Product Scope	✓ Verified	English translation
Registered Capital	✓ Verified	RMB XXX,XXX

b. Bank Account

Beneficiary name (EN)	✓ Matching	
Beneficiary address	✗ Not Matching	
Beneficiary country	✓ Matching	China (Mainland) / Hong Kong S.A.R
Account number	N/A	
Bank name	N/A	
Bank address	N/A	
SWIFT Code	N/A	

2. Product Compliance & Quality

a. PRODUCT CERTIFICATES & TEST REPORTS

	Valid in	Type	Other
A	EU	RoHS (Read More)	Product SKU: Issued by: Held by:
B	EU	REACH (Read More)	Product SKU: Issued by: Held by:
C	EU	LVD (Read More)	Product SKU: Issued by: Held by:

b. Quality Management System

Type	ISO 900X:XXXX / None
Held by	Supplier Name (Match) Supplier Name (Not Matching)
Product scope	List here (as mentioned in the certificate)
Date of issue	20XX-XX-XX
Valid until	20XX-XX-XX (Still valid) 20XX-XX-XX (Expired)
Issued by	Write here

c. CRS / Social Compliance Audits

Type	Type / None
Held by	Supplier Name (Match) Supplier Name (Not Matching)
Date of issue	20XX-XX-XX
Valid until	20XX-XX-XX (Still valid) 20XX-XX-XX (Expired)
Issued by	Write here

File Attachment Link

Click on the link above to access all the file attachments

4. Conclusion

a. Summary Table

Company Data	
Company Status	✓ Verified / ✗ Not Verified
Business Scope	✓ Manufacturer / ✗ Trading Company
Registered Capital	✗ Low / ☐ Medium / ✓ High
Buyer References	✓ Provided / ✗ Not Provided
Bank Account	
Beneficiary	✓ Matching / ✗ Not Matching
Type of Account	✗ Private / ✓ Company / ☐ Offshore
Location	✓ China (Mainland) / ☐ Hong Kong S.A.R
Compliance Documents	
European Union (EU)	✓ Provided / ✗ Not Provided
United States (US)	✓ Provided / ✗ Not Provided
Other	✓ Provided / ✗ Not Provided
Company Certificates	
QMS Certificate	✓ Provided / ✗ Not Provided
CRS / Social Compliance Audits	✓ Provided / ✗ Not Provided

b. Result

Factors	Our Comments
Our Recommendation	✓ Supplier Qualified / ☐ Caution / ✗ Supplier Disqualified
Comment	

Customer: Company Name

Order ID: XXXX

Important Information

1. We will only report the actual findings and can only base our assessment on the documentation provided by the supplier during the check.
2. This supplier check should not be considered as a 'quality guarantee' or a 'product compliance certificate'. Even if we classify the supplier as a low risk, you must implement a strict quality assurance procedure, and follow all product safety and compliance requirements in the target market.

5. Glossary

a. Company Details

Location: The city and province where the supplier is registered and operating.

Registered Capital: The amount of registered capital indicates the size of the company, where a larger amount indicates a larger supplier. Suppliers with a low registered capital (> RMB 500,000) are often trading companies, rather than manufacturers.

Business Scope: The business scope specifies products and activities that the supplier was intended to produce/carry out when registered. The business scope indicates if the supplier is specialized in the product you intend to purchase.

Registered Address: The official place of operations. This may be the address of the office, rather than the production facility.

Legal Representative: The primary representative of the company. This is the person who shall sign and stamp all relevant documents, for example, the Proforma Invoice and Sales Contract.

b. Bank Account

Beneficiary Name: The name of the bank account holder. This may be a company entity or an individual. When paying a Chinese supplier, only transfer funds to a company bank account. Avoid payments to beneficiaries which name don't match the company name.

Beneficiary Address: The address of the beneficiary. In an ideal case, the address is matching the registered address of the supplier. However, this may not always be the cause due to the common practice of using offshore bank accounts.

Beneficiary Country: The location of the bank account. In most cases, Chinese suppliers operate bank accounts in either Mainland China or Hong Kong S.A.R. While the latter is part of the People's Republic of China, it's a separate jurisdiction from Mainland China, where most suppliers operate.

Customer: Company Name

Order ID: XXXX

c. Product Certificates & Test Reports

Country / Region: The country or market (e.g., US or EU) in which the standard or regulation applies.

Type: The specific standard or regulation to which the test report/certificate is based on. This indicates whether the supplier has previous experience manufacturing goods according to a specific standard or regulation.

Held by: The company name of the certificate holder. Ideally, this shall be the same company as the supplier.

Issued by: The testing company that performed the testing and issued the document. Ideally, this is a well known and accredited testing company, such as SGS or Bureau Veritas.

d. Company Certificates & Audit Reports

QMS (Quality Management System): A QMS is a set of business processes intended to prevent and manage the occurrence of defects throughout the production process.

CSR (Corporate Social Responsibility): A CSR Certificate / Social Compliance Audit report indicates that the supplier operates according to certain standards, in terms of labor and workplace conditions.