

Order ID: XXXXX
Date: 2022-XX-XX

Supplier Screening Report

Overview

Company	
Location	City, Country
Product model/SKU	
Product type	Custom design (OEM) / Private label (ODM)
Required documents	
Contact person	
Email	
Phone	
Notes	



[Download files here](#)

Note: Follow the link access and download all support documents we have gathered from the supplier. The files will be removed **30 days** after this report is delivered.

Read this

1. We will only report the findings and can only base our assessment on the documentation provided by the supplier during the check, and the sources of these documents.
2. This supplier check should not be considered as a 'product quality guarantee' or 'proof' that the supplier is 'good' or 'reliable'. Even if we classify the supplier as a 'Normal Risk', you must implement a strict quality assurance procedure, and follow all product safety and compliance requirements in the target market.

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1. Company Information

Business License Overview

Company name (EN) EN names are not stated on Chinese business licenses	N/A	English translation
Company name (CN)	✓ Verified	Pinyin (Chinese characters)
Address (EN)	✗ Not Verified	English translation
Business License Number	✓ Verified	XXXXXXXXXXXXXXXXXXXXXXXXXX
Established Date	✓ Verified	20XX-XX-XX
Product Scope	✓ Verified	English translation
Registered Capital	✓ Verified	RMB XXX,XXX
Verified	Yes (Matching gsxt.saic.gov.cn) / No (Not matching gsxt.saic.gov.cn)	

Notes: Write here

Business License

[Add screenshot here]

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Bank Account

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

Notes: Write here

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2. Compliance Documents

Document title	Product model/SKU: Held by: Issued by: Verified: Yes / No Verification source: Link / name@email.com	Note: Write here
Document title	Product model/SKU: Held by: Issued by: Verified: Yes / No Verification source: Link / name@email.com	Note: Write here
Document title	Product model/SKU: Held by: Issued by: Verified: Yes / No Verification source: Link / name@email.com	Note: Write here

3. Interview Questions

Can you ensure that all your materials are REACH compliant?

Original text: Write here

Translation: Write here

Have you manufactured products in compliance with EN 71-1 before?

Original text: Write here

Translation: Write here

Have you manufactured products in compliance with EN 71-2 before?

Original text: Write here

Translation: Write here

Have you manufactured products in compliance with ASTM F963-17 before?

Original text: Write here

Translation: Write here

Notes: Write here

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4. Other Documents

ISO 9001	Held by: Supplier Name (Match) Supplier Name (Not Matching) Date of issue: 202X-XX-XX Valid until: 20XX-XX-XX (Still valid) 20XX-XX-XX (Expired) Issued by: Write here Verified: Yes / No Verification source
ISO 14001	Not provided
SA 8000	Not provided
BSCI Audit	Not provided
SMETA Audit	Not provided
Other (Add)	

Result

Business license	Write here
Bank account details	Write here
Compliance documents	Write here
Interview questions	Write here
Other documents	Write here

Risk level: **Normal** / **High** / **Severe**

Comment: Write here

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FAQ

How do you ensure that the documents are 'authentic'?

Once we've gathered the documents, we contact the issuing companies (e.g. SGS or BSCI) or use their databases to verify if the files are authentic. We also save all verification records.

Do you guarantee that we will avoid compliance issues and other problems if the risk level is Normal?

No. The report is not a guarantee, insurance, or 'approval' in any sense. We make the assessment based on the documentation provided. This is by itself not a guarantee that you will avoid quality or compliance issues, as this can only be tested and assessed during prototype and tooling development, and the manufacturing process.

As such, this report is only a first step of the process to decide whether the supplier is worth spending more time on. You must always implement a strict quality assurance and compliance process as you move forward with the supplier.

What should I do if the risk level is High or Severe?

Then we suggest that you look for a different supplier, or request additional documents from the supplier – which in turn can result in an improved risk assessment rating.

Did you share our information with the supplier?

Yes, we share the name, company name, address, product model/SKU and email of the customer to the suppliers you asked us to screen. This is a necessity for making the suppliers participate in the vetting process.