

Supplier Evaluation Checklist

A concise framework for comparing Chinese suppliers before sampling or placing an order.

1. Company & Export Experience

- Legal company / registration information
- Relevant export and product experience
- Ownership / operating structure understood
- Communication contacts and escalation path

2. Manufacturing Capability

- Relevant processes and equipment available
- Experience with similar products / materials
- Tooling, assembly and testing capability
- Capacity and expected production load

3. Engineering & Development

- Engineering contact available
- DFM / manufacturability review possible
- Prototype and sample process defined
- Engineering changes documented and controlled

4. Quality System

- Incoming, in-process and final inspection
- Functional testing where required
- Measurement equipment suitable
- Nonconformance and corrective-action process

5. Production & Delivery

- Production planning process understood
- Lead time and capacity confirmed
- Packaging and labeling managed
- Subcontracted processes controlled

6. Commercial Fit

- MOQ suitable
- Quotation sufficiently detailed
- Payment terms understood
- Incoterms / shipping responsibilities clear

7. Communication & Risk

- Response speed acceptable
- Technical questions answered clearly
- Important changes confirmed in writing
- Key project risks documented

— Final Supplier Decision

- Compare suppliers using the same criteria
- Validate important claims with evidence
- Approve samples before mass production
- Document specifications and quality requirements

Important Note

This checklist supports supplier evaluation but does not replace legal, technical, regulatory or on-site due diligence.