

China Supplier Pre-Payment Evidence Checklist

A clean evidence-gathering worksheet for small importers before deposit, sample fee, mold fee, bank transfer, or final balance.

Free checklist

Evidence first

Before payment

Self-use toolkit

Use It In This Order

- 1 Collect identity, payment, product, shipping, inspection, and chat evidence.
- 2 Compare the company names, PI issuer, bank beneficiary, and order terms.
- 3 Ask for missing evidence before money moves, then decide whether to proceed.

Supplier _____

Order value _____

PI issuer _____

Beneficiary _____

Decision _____

Educational material only. Not legal advice, official verification, inspection, supplier certification, or a guarantee that any supplier is safe.

Use This First

This free checklist is the evidence collection layer. Gather documents and screenshots first; use the paid DIY Toolkit only when you want the full judgment worksheets and company-identity module.

1 Collect

Supplier, payment, product, shipping, inspection, and chat evidence.

2 Compare

Names, PI issuer, beneficiary, storefront, product terms, and promises.

3 Question

Ask the supplier for missing evidence before money moves.

4 Decide

Proceed, add conditions, pause, use a specialist, or do not pay yet.

Tip: redact sensitive account numbers before sharing evidence with anyone. Keep company names, dates, payment terms, and invoice parties visible.

Free Checklist For Small Importers

Before you pay a China supplier, collect the evidence first.

This checklist helps you organize the supplier information, payment details, transaction terms, and screenshots you should review before sending a deposit, sample fee, mold fee, bank transfer, or final balance.

This is not legal advice, official verification, inspection, or a guarantee that the supplier is safe.

How to use this checklist: collect the evidence below before you judge the supplier. The goal is not to prove the supplier is safe; the goal is to make the names, payment details, product terms, inspection terms, and chat promises visible before money moves.

1. Supplier Identity Evidence

Supplier profile link:
Marketplace: Alibaba / Made-in-China / 1688 / Direct website / Agent / Other
Storefront name:
English company name:
Chinese legal company name:
Unified social credit code:
Business license screenshot:
Supplier website:
Contact person's name:
Email:
WhatsApp / WeChat:

Key question: can every name above be connected to one legal company?

2. Payment Identity Evidence

Proforma invoice:
Contract or purchase order:
Payment account name:
Bank beneficiary name:
Bank country / region:
Corporate or personal account:
Requested payment method:
Deposit percentage:
Balance payment trigger:

Key question: does the company on the PI match the company receiving your money?

3. Platform And Storefront Evidence

Alibaba / Made-in-China / 1688 supplier page:
Account age:
Verified / Gold / Trade Assurance / other badges:
Transaction history if visible:
Reviews and disputes if visible:
Main product categories:
Product page link:

Key question: do the platform signals and the payment details describe the same company?

4. Product And Order Evidence

Quotation:
Product specification sheet:
Material:
Size / model:
Color:
Logo / customization:
Packaging:
Labeling:
Carton size and gross weight:
MOQ:
Sample terms:
Mass production lead time:
Warranty terms:
Defect standard:

Key question: are the specs written clearly enough that a dispute could be settled from them?

5. Shipping And Incoterms Evidence

Incoterm: EXW / FOB / CIF / DDP / Other
Shipping quote:
What the price includes:
Export fees:
Import duty / tax responsibility:
Destination port / address:
Shipping timeline:
Freight forwarder details:

Key question: do you know exactly what the quoted price does not include?

6. Inspection And Final Payment Evidence

Inspection allowed before final payment? Yes / No
Inspection location:
Inspection date trigger:
What happens if defects are found:
Balance payment timing:
Pre-shipment photos / videos:
Packing list:
Commercial invoice:

Key question: is the final balance tied to evidence, or only to a date?

7. Communication Evidence

Chat screenshots:
Email thread:
Voice notes summary:
Important promises:
Price changes:
Delivery promises:
Certificate claims:
Pressure to pay:
Request to move off-platform:

Key question: are the important promises in writing, or only in conversation?

8. Decision Log

Use this before payment:

Decision:

Proceed

Proceed only with conditions

Pause and request more evidence

Use inspection / lawyer / freight forwarder / compliance expert

Do not pay yet

Main reason:

Missing evidence:

Questions to ask supplier:

Safer payment condition:

Final Reminder

Bad supplier decisions often happen before production starts: mismatched company names, risky bank details, vague payment terms, fake certificate claims, or pressure to move off-platform.

Collect evidence before money moves.

What This Free Checklist Does Not Cover

This checklist tells you **what to collect**. It does not tell you how to interpret what you collected — where the risk thresholds are, which mismatches are normal and which are dangerous, or what to write to the supplier when something is off.

Choose the next step that matches the work you need:

- **China Supplier Risk Toolkit (\$49)** — use the complete self-serve workflow to compare company identity, payment details, transaction terms, evidence gaps, and decision conditions. Includes the 60-point checklist, scorecard, worksheets, company-identity tutorial, worked example, and supplier message templates.
- **China Company Identity Review (\$99)** — choose a fixed-scope manual review when you want an analyst to compare the visible identity evidence for one mainland China company. The English PDF covers registry identity, operating status, legal representative, registered address, business scope, and visible inconsistencies. It does not assess payment safety, product quality, factory capability, or whether you should transact.