OPERATOR TOOL

Wholesale supplier verification checklist

Use this working record before a first meaningful payment. A completed box means you have saved evidence, not simply received an assurance.

SUPPLIER OR TRADING NAME

CONTRACTING LEGAL ENTITY

REGISTRATION NUMBER

VAT OR TAX NUMBER

PRODUCT OR PROPOSED ORDER

ORDER VALUE AND CURRENCY

INTERNAL OWNER

REVIEW DATE

STOP AND RESOLVE ANY IDENTITY OR BANK-DETAIL MISMATCH BEFORE PAYMENT.

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01 Identity and authority

Match the entity, the person and the payment request. Public records are evidence about an entity. They are not proof that your contact controls it.

- [ ] Full registered name matches the quotation and proposed invoice.
- [ ] Registration number and status checked in the relevant official register.
- [ ] Registered address and trading or production address are recorded separately.
- [ ] VAT or tax number checked through the appropriate official service.
- [ ] Any trading name, group company or invoicing entity relationship is explained in writing.
- [ ] Company website and email domain are consistent with the claimed business.
- [ ] Contact's full name, role and authority to act for the seller are recorded.
- [ ] Publicly listed contact route was found independently of the quotation.
- [ ] Contact or company identity confirmed through an independent call or video call.
- [ ] Any recent change of legal name, address, ownership or status is understood.
- [ ] Copies or screenshots of registry and tax checks are saved with the date.
- [ ] No unresolved mismatch affects the legal seller or the contact asking for payment.

IDENTITY GAPS, EXPLANATIONS AND FOLLOW-UP OWNER

02 Product and capability

Test the claim that this business can supply your exact product. Ask for evidence that fits the role it says it performs.

- [ ] Supplier role is clear: manufacturer, distributor, wholesaler, agent or brand owner.
- [ ] The legal entity that will supply the goods is named.
- [ ] Stock, production and subcontracting arrangements are explained.
- [ ] MOQ is stated by product, variant and packaging format.
- [ ] Lead time states what starts the clock and whether it means production or dispatch.
- [ ] Current product specification, packaging details and drawings are saved.
- [ ] Sample is labelled with a reference, supplier, date and version.
- [ ] Sample was checked against written measurements, materials, function and finish.
- [ ] Packaging, labels, barcodes and inserts were checked for the intended market.
- [ ] Required compliance documents apply to the exact product, site and current period.
- [ ] Brand authorisation or distribution rights are checked where relevant.
- [ ] Reference sample and production acceptance criteria are tied to the purchase order.

PRODUCT, SAMPLE OR COMPLIANCE GAPS AND FOLLOW-UP OWNER

03 Terms and payment

Normalise the quotation before comparing price. Then verify the payment route through a separate channel before funds leave your account.

- [ ] Quotation names the legal seller, exact product, quantity and currency.
- [ ] Quote validity and all tooling, artwork, testing, packaging and sample costs are stated.
- [ ] Incoterm includes the correct rule, version and named place.
- [ ] Production, dispatch and delivery assumptions are distinguished.
- [ ] Payment schedule and each milestone are written clearly.
- [ ] Defect, shortage, replacement and late-delivery terms are recorded.
- [ ] Landed cost has been estimated for the product, origin and destination.
- [ ] Bank beneficiary matches the legal seller, or the relationship is documented.
- [ ] Bank country and account details are plausible for the documented structure.
- [ ] First payment details were confirmed through an independently sourced contact route.
- [ ] Every later bank-detail change will trigger a fresh call-back verification.
- [ ] First-order exposure is limited through order size, staged payment or inspection.
- [ ] Payment method terms and limits have been checked before relying on protection.

COMMERCIAL OR PAYMENT GAPS AND FOLLOW-UP OWNER

04 Escalation and decision

A desktop check is not enough when the downside is material. Record why the planned control is proportionate to the order.

- ☐ Large first order or deposit
- ☐ Private-label or bespoke production
- ☐ Safety-sensitive or regulated product
- ☐ Unfamiliar production country or supply chain
- ☐ Factory ownership or certification claim needs testing
- ☐ Important discrepancy remains after explanation

DECISION

- ☐ Proceed under the recorded controls
- ☐ Follow up before deciding
- ☐ Stop the order

ORDER VALUE, PAYMENT STAGES, INSPECTION AND OTHER CONTROLS

DECISION OWNER

DECISION DATE

RE-CHECK DATE OR TRIGGER

GENERAL GUIDANCE

This checklist supports a commercial decision. It is not legal, tax, customs, product-safety or trade-compliance advice. Check the current rules for the product, origin and destination.

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