

Supplier Screening Report

Provided information	
Company From customer	
Location	City, Country
Contact person From customer	
Email From customer	
Phone From customer	
Product model/SKU From customer	
Product type From customer	Custom design (OEM) / Private label (ODM)
Required documents Filled in by us	
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.

Order ID: XXXXX
Date: 2025-XX-XX

Company Information

Company Registration Document			
Information	Supplier document	Official database	Outcome
Company name (CN)	Pinyin (Chinese characters)	Pinyin (Chinese characters)	✓ Matching
Company name (EN) <small>Automatic translation</small>	Write here	None	n/a
Address	English translation	English translation	✗ Not matching
Number	XXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXX	✓ Matching
Established date	20XX-XX-XX	20XX-XX-XX	✓ Matching
Product scope	English translation	English translation	✓ Matching
Registered capital	RMB XXX,XXX	RMB XXX,XXX	✓ Matching

Supplier document (screenshot) <small>Provided by supplier</small>	Official database (screenshot) <small>URL: Add here</small>

Notes: Write here

Bank Account		
Beneficiary name (EN) Compared to name provided by customer	✓ Matching	
Beneficiary address Compared to the business registration	✗ Not Matching	
Beneficiary country Compared to the business registration	✓ 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

Test Reports

SKU			
Document title	Product model/SKU:		Write here
	Held by:		
	Issued by:		
	Verified: Yes / No		
	Verification source: Link		
Document title	Product model/SKU:		Write here
	Held by:		
	Issued by:		
	Verified: Yes / No		
	Verification source: Link		
Document title	Product model/SKU:		Write here
	Held by:		
	Issued by:		
	Verified: Yes / No		
	Verification source: Link		

SKU				
	LVD	EMCD	RoHS	Notes
XXXX	Product model/SKU: Held by: Issued by: Verified: Yes / No Verification source: Link	Product model/SKU: Held by: Issued by: Verified: Yes / No Verification source: Link	Product model/SKU: Held by: Issued by: Verified: Yes / No Verification source: Link	Write here
XXXX	Product model/SKU: Held by: Issued by: Verified: Yes / No Verification source: Link	Product model/SKU: Held by: Issued by: Verified: Yes / No Verification source: Link	Product model/SKU: Held by: Issued by: Verified: Yes / No Verification source: Link	Write here
XXXX	Product model/SKU: Held by: Issued by: Verified: Yes / No Verification source: Link	Product model/SKU: Held by: Issued by: Verified: Yes / No Verification source: Link	Product model/SKU: Held by: Issued by: Verified: Yes / No Verification source: Link	Write here

Notes: Write here

Order ID: XXXXX
Date: 2025-XX-XX

Company documents

SKU	
ISO 9001	<div>Held by: Write here (Matching / Not matching)</div> <div>Issued by:</div> <div>Date: 20XX-XX-XX</div> <div>Verified: Yes / No</div> <div>Verification source: Link</div> <div>Write here</div>
ISO 14001	<div>Held by: Write here (Matching / Not matching)</div> <div>Issued by:</div> <div>Date: 20XX-XX-XX</div> <div>Verified: Yes / No</div> <div>Verification source: Link</div> <div>Write here</div>
BSCI	<div>Held by: Write here (Matching / Not matching)</div> <div>Issued by:</div> <div>Date: 20XX-XX-XX</div> <div>Verified: Yes / No</div> <div>Verification source: Link</div> <div>Write here</div>
Other	

Order ID: XXXXX
Date: 2025-XX-XX

Result

Business license	Write here
Bank account details	Write here
Compliance documents	Write here
Company documents	
Other	Write here

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

Comment: Write here

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.