

**Customer:** Company Name  
**Order ID:** XXXX



**Supplier Verification 2020**

**Supplier Name Co., Ltd**

## Overview

Company Name	
City, Country	
Product / SKU	
Required Certificate / Test Report	
Contact Person	
E-Mail	
Phone / Skype	



### File Folder

Follow the link access and download all support documents we have gathered from the supplier. The files will be available for **30 days**.

[Click here to access the file folder](#)

## 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.

## Contact us

If you have questions or concerns, please contact us through the following email address: [info@chinainportal.com](mailto:info@chinainportal.com).

## Terms of Service

This service is subject to our Terms of Service which you can read on [this page](#).

# 1. Company Information

## a. Business License Overview

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

## b. Bank Account

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

## c. Customer References (Claimed)

Company	Country	Contact Person	Email
Name	US	Name, Name	email@company.com
Name	HK	Name, Name	email@company.com
Name	FR	Name, Name	email@company.com

## 2. Supplier Documents

### a. Test Reports/Compliance Documents

#	Type	Other
1	Write here	Product SKU: Held by: Issued by: Verified: <b>Yes</b> / <b>No</b> Verification source: Link / <a href="#">name@email.com</a>
2	Write here	Product SKU: Held by: Issued by: Verified: <b>Yes</b> / <b>No</b> Verification source: Link / <a href="#">name@email.com</a>
3	Write here	Product SKU: Held by: Issued by: Verified: <b>Yes</b> / <b>No</b> Verification source: Link / <a href="#">name@email.com</a>

**Important:** Test reports and other compliance documents (if any) **do not** indicate that all products made/sold by this company are compliant with the corresponding regulations/standards. We only request test reports and other compliance documents to assess the suppliers experience level. Do not assume that you can apply these documents to your product.

### b. Quality Management System

Type	ISO 900X:XXXX / None
Held by	Supplier Name (Match) Supplier Name (Not Matching)
Product scope	List here (as mentioned in the certificate)
Date of issue	20XX-XX-XX
Valid until	20XX-XX-XX (Still valid) 20XX-XX-XX (Expired)
Issued by	Write here
Verified	Yes / No
Verification source	Verification source: Link / <a href="#">name@email.com</a>

### c. BSCI / Sedex Audit Reports

Type	Type / None
Held by	Supplier Name (Match) Supplier Name (Not Matching)
Date of issue	20XX-XX-XX
Valid until	20XX-XX-XX (Still valid) 20XX-XX-XX (Expired)
Issued by	Write here
Verified	Yes / No
Verification source	Verification source: Link / <a href="#">name@email.com</a>

## 4. Conclusion

### a. Summary Table

<b>Company Data</b>	
Company Status	✓ Verified / ✗ Not Verified
Business Scope	✓ Manufacturer / ✗ Trading Company
Registered Capital	✗ Low / <input type="checkbox"/> Medium / ✓ High
Buyer References	✓ Provided / <input type="checkbox"/> Not Provided
<b>Bank Account</b>	
Beneficiary	✓ Matching / ✗ Not Matching
Type of Account	✗ Private / ✓ Company / <input type="checkbox"/> Offshore
Location	✓ China (Mainland) / <input type="checkbox"/> Hong Kong S.A.R
<b>Compliance Documents</b>	
European Union (EU)	✓ Provided / ✗ Not Provided
United States (US)	✓ Provided / ✗ Not Provided
Other	✓ Provided / <input type="checkbox"/> Not Provided
<b>Company Certificates</b>	
QMS Certificate	✓ Provided / ✗ Not Provided
CRS / Social Compliance Audits	✓ Provided / ✗ Not Provided

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**b. Result**

Factors	Our Comments
Risk Assessment	✔ Normal Risk / □ High Risk / ✘ Severe Risk
Comment	

**Important:** Read the FAQ on the next page

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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 online document databanks to verify if the files are authentic. We also save all verification records.

### **How do you rate each supplier?**

Depending on the outcome of the screening process, we give one of the following three risk-level ratings to the supplier:

- Normal risk
- High risk
- Severe risk

### **Assuming the supplier is rated as qualified, do you guarantee that we will avoid scams, quality issues or compliance issues?**

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, the Supplier Screening is only a first step of the process to decide whether the supplier is worth to spend more time on. You must always implement a strict quality assurance process as you go forward with the supplier.

Note that we don't act as guarantors or offer insurance in any capacity, regardless of the outcome. In case neglect on our side can be proven, we only compensate by refunding the amount paid for the Supplier Screening.

### **What should I do if the supplier is not rated as 'Normal Risk'?**

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

### **Did you share our information with the supplier?**

Yes, we share the name, company name, address, product ID/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.

### **Do you visit each supplier?**

No, we manage the entire procedure remotely.

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## Glossary

### a. Company Details

**Location:** The city and province where the supplier is registered and operating.

**Registered Capital:** The amount of registered capital indicates the size of the company, where a larger amount indicates a larger supplier. Suppliers with a low registered capital (> RMB 500,000) are often trading companies, rather than manufacturers.

**Business Scope:** The business scope specifies products and activities that the supplier was intended to produce/carry out when registered. The business scope indicates if the supplier is specialized in the product you intend to purchase.

**Registered Address:** The official place of operations. This may be the address of the office, rather than the production facility.

**Legal Representative:** The primary representative of the company. This is the person who shall sign and stamp all relevant documents, for example, the Proforma Invoice and Sales Contract.

### b. Bank Account

**Beneficiary Name:** The name of the bank account holder. This may be a company entity or an individual. When paying a supplier, only transfer funds to a company bank account. Avoid payments to beneficiaries which names don't match the company name.

**Beneficiary Address:** The address of the beneficiary. In an ideal case, the address is matching the registered address of the supplier. However, this may not always be the case due to the common practice of using offshore bank accounts.

**Beneficiary Country:** The location of the bank account. In most cases, Chinese suppliers operate bank accounts in either Mainland China or Hong Kong S.A.R. While the latter is part of the People's Republic of China, it's a separate jurisdiction from Mainland China, where most suppliers operate.

### c. Product Certificates & Test Reports

**Country / Region:** The country or market (e.g., US or EU) in which the standard or regulation applies.

**Type:** The specific standard or regulation to which the test report/certificate is based on. This indicates whether the supplier has previous experience manufacturing goods according to a specific standard or regulation.

**Held by:** The company name of the certificate holder. Ideally, this shall be the same company as the supplier.

**Issued by:** The testing company that performed the testing and issued the document. Ideally, this is a well known and accredited testing company, such as SGS or Bureau Veritas.



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#### **d. Company Certificates & Audit Reports**

**QMS (Quality Management System):** A QMS is a set of business processes intended to prevent and manage the occurrence of defects throughout the production process.

**CSR (Corporate Social Responsibility):** A CSR Certificate / Social Compliance Audit report indicates that the supplier operates according to certain standards, in terms of labor and workplace conditions.