

Supplier Pre-Payment Checklist



Use this before sending money to a supplier in China. It is a practical check, not a guarantee against fraud or commercial risk.

1. Supplier identity

- ☐ Legal company name matches the quotation / proforma invoice
- ☐ Sales contact is connected to the company you intend to buy from
- ☐ If another company will receive payment, the reason is clear and documented

2. Bank & payment details

- ☐ Beneficiary name and bank country make sense for the transaction
- ☐ Account number, SWIFT / bank details and currency are checked carefully
- ☐ Any changed bank details were confirmed through a trusted second channel
- ☐ Payment is not being sent to an individual unless there is a clear, accepted reason

3. Order scope

- ☐ Product, model, size, material, colour and quantity are confirmed
- ☐ Important technical details are written down, not only shown in photos
- ☐ Packaging, labelling and any custom requirements are confirmed

4. Price & payment stage

- ☐ You know exactly what the quoted price includes and excludes
- ☐ Deposit / balance / full-payment structure is understood
- ☐ Conditions for releasing the balance are clear

5. Evidence & timeline

- ☐ Quotation or proforma invoice is saved
- ☐ Key specifications and payment instructions are saved
- ☐ Production, packing and handover dates are understood
- ☐ Inspection requirement has been decided before final payment

Final decision

If any item is unclear, resolve it before payment rather than after.

- ☐ Ready to pay
- ☐ Hold - clarification needed