

Supplier Verification Checklist 2026

A practical checklist buyers can use to evaluate factories, exporters, and trading partners before placing a meaningful order.

Prepared for sourcing, supplier review, and trade planning conversations.

Updated

Updated May 2026

Sections

6

Access

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How to use this document

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At a glance

Sections: 6

Updated: Updated May 2026

Format: downloadable PDF + online

How to Use This Checklist

This checklist is designed for buyers reviewing a new supplier for the first time. It works best when used before meaningful price negotiation is finalized, because it helps identify which suppliers deserve deeper commercial engagement.

Commercial Legitimacy

- Confirm legal business name and registration identity.
- Verify export capability for the target product category.
- Review banking name match against contracting entity.
- Check whether the supplier operates as a factory, export partner, or trading company.

Operational Capability

- Assess installed production capacity and practical monthly output.
- Review dependency on subcontractors for core steps.
- Check machinery condition, maintenance discipline, and staffing stability.
- Confirm ability to handle your required packaging and labeling.

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Quality Control

- Request written specifications and tolerance clarity.
- Understand in-process inspection and final inspection routines.
- Ask how non-conforming output is isolated and corrected.
- Verify who signs off on shipment release.

Export Readiness

- Confirm document preparation discipline.
- Review previous export destinations and shipment cadence.
- Check whether the supplier can coordinate inspections, fumigation, testing, or category-specific documents.
- Assess responsiveness during sample and approval stages.

Decision Rule

Do not advance a supplier based only on attractive price or fast promises. A supplier should be commercially legitimate, operationally capable, quality-aware, and export-ready before being treated as a serious long-term candidate.