LUMEMOTO / BUYER RESOURCE

Yiwu Sourcing & Inspection Checklist

A practical pre-order checklist for importers, distributors and sourcing teams

WHAT THIS CHECKLIST COVERS

- How to turn a photo or sample into a clear written buying brief.
- What to verify before accepting a supplier or comparing a price.
- Which packing, carton and delivery details belong in the quotation.
- What to inspect before authorising the final shipment.

A working document, not a guarantee. Confirm every item in writing against the actual order.

LUMEMOTO

Sourcing and export consolidation from Yiwu, China

https://lumemoto.com | jiandan.0403@gmail.com | WhatsApp +86 134 5038 1308

2026 BUYER EDITION

Define the buying brief

Turn the product photo, sample or market requirement into a quotation-ready brief.

Product and market

- [ ] 01 **Product identity:** Record the exact model, reference photo or physical sample. Keep one approved version as the master reference.
- [ ] 02 **Use and market:** State the destination country, sales channel and the customer the product is intended for.
- [ ] 03 **Target price:** Give a realistic target price and explain whether it is ex-works, FOB or delivered.
- [ ] 04 **Quantity:** Show the first-order quantity, expected repeat volume and the colour or size split.
- [ ] 05 **Critical specification:** List material, dimensions, weight, voltage, finish and any feature that cannot be changed.

Commercial and compliance requirements

- [ ] 06 **Branding:** Confirm whether the product, retail pack, manual and master carton need your own branding.
- [ ] 07 **Packing:** Specify pieces per carton, retail packaging, carton marks and whether the packing must meet a marketplace requirement.
- [ ] 08 **Documents:** Name the certificates or test reports required for your market. Confirm who arranges and pays for testing.
- [ ] 09 **Deadline:** Set the required loading date, transit requirement and the latest acceptable balance-payment point.
- [ ] 10 **Acceptance rule:** Write down what makes a sample or production batch acceptable or rejectable before placing the order.

Verify the supplier and quotation

Compare what is actually included, not only the headline unit price.

Supplier and offer

- [ ] 11 **Legal identity:** Match the company name, business licence, invoice details and payment beneficiary.
- [ ] 12 **Ownership:** Establish whether the seller owns the stock or is brokering it through another party.
- [ ] 13 **Model match:** Make sure the quotation names the approved model, material and included accessories.
- [ ] 14 **Currency and term:** Record the currency, validity period, ex-works or FOB basis and every excluded charge.
- [ ] 15 **Availability:** Confirm the quantity available today and whether it can be held for the agreed decision period.

Packing and delivery

- [ ] 16 **Carton data:** Request pieces per carton, carton dimensions, net weight and gross weight for every line.
- [ ] 17 **Volume:** Calculate CBM from the master carton dimensions rather than the product dimensions.
- [ ] 18 **Inspection:** Agree the inspection checklist, sample size and who pays for any third-party inspection.
- [ ] 19 **Freight:** Separate inland transport, export charges, ocean or air freight, insurance and destination costs.
- [ ] 20 **Payment protection:** Confirm the deposit, balance trigger, company bank account and written claim process.

Inspect before you release the balance

Use photos, actual counts and a written report before the shipment leaves control.

Goods and packing

- [ ] 21 **Quantity:** Count the finished goods and cartons against the approved order, not only the supplier packing list.
- [ ] 22 **Identity:** Match model codes, labels, colours and included accessories to the approved sample.
- [ ] 23 **Function:** Test the core function, fittings, switches, closures or electrical safety checks that apply to the item.
- [ ] 24 **Appearance:** Check visible defects, colour variation, cleanliness, seams, scratches and finish.
- [ ] 25 **Packing:** Open cartons at random. Verify retail packing, inserts, manuals, labels and carton marks.
- [ ] 26 **Loading evidence:** Photograph the empty container, loading progress, completed load and the visible seal number.

Need a second pair of eyes in China?

Send your approved specification, target quantity and destination. We can review the brief, check product details and prepare a written sourcing response.

Email: jiandan.0403@gmail.com

WhatsApp: +86 134 5038 1308

Free buyer resource from LUMEMOTO

Open the current product range and buyer guides at https://lumemoto.com

Keep this checklist with the approved sample and quotation.