Plan Your First Alibaba Order

Use the five topics below to prepare an evidence review. Marking a box records your notes; it does not authenticate a supplier or authorise a transaction.

- [ ] **1. Write one controlled product requirement**

  Identify the specification revision, material, dimensions, function, variants, packaging, quantity and target market. Keep the reference files and unknown details together. The requirement should distinguish what a supplier must supply from an example image or an option still under discussion.

- [ ] **2. Send the RFQ and compare the same scope**

  Ask candidates to answer the same brief and quantity basis. Retain original replies, deviations and exclusions. Compare the currency, MOQ conditions, packaging, sample terms, milestones and delivery scope together; request missing information before treating a headline amount as comparable.

- [ ] **3. Approve a recorded sample**

  Compare the physical sample with the written requirement. Record differences in material, dimensions, function, workmanship and packaging, then identify the approved reference and revision. A later bulk batch needs its own agreed checks; the sample alone does not establish all production quality.

- [ ] **4. Record the online order and agreed payment milestones**

  Confirm the contracting supplier, goods, revision, quantity, commercial scope and payment route in the actual order. Agree the evidence needed before each payment approval, including any deposit and balance. Retain the order-linked receipt and communications; no universal payment percentage is assumed.

- [ ] **5. Inspect before balance approval and release the shipment**

  Arrange inspection access and the agreed report before the relevant balance milestone. Resolve a failed check or document the authorised remedy and recheck. Retain final packing, transport and receiving references with the release decision, then follow the actual shipment through the agreed handoffs.

Keep the specification, approved sample, payment record, communications and inspection plan together. Resolve material gaps before deciding whether to proceed.

Your Order and Milestone Record

Complete this record in your own project file. Use the actual order and applicable platform rules when deciding the next action.

Product specification revision, variants and quantity

Supplier quotation references and unresolved scope differences

Approved sample, revision and recorded deviations

Order reference, payment route and agreed approval milestones

Inspection scope, report reference and exception decision

Final packing, shipping handoff and receiving responsibilities

Official sources and the limits of this record

Sources checked 19 October 2026. Actual order and product requirements govern.

Buyer workflow: https://buyer.alibaba.com/page/how_it_wroks.html

Order protection entry: https://tradeassurance.alibaba.com/

ASG checks: https://asgdropship.com/services/quality-control/

IP policy: https://ipp.alibabagroup.com/policy/en.htm

This is a blank planning record. It does not place an order, authorise a payment, approve an inspection or clear goods for import or resale. Agree the actual milestones and retain their evidence. No fixed deposit percentage, credit term, transport time or refund outcome is supplied.