Before You Pay a New Supplier

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. Match the parties before paying

Compare the contracting supplier and intended payment recipient. Resolve any unexplained difference before authorising a payment. Keep the agreed identity and payment instruction with the order record, and confirm a changed instruction through an established contact rather than a new message alone.

☐ 2. Confirm factory or trading-company scope

Ask which entity manufactures the goods and which entity contracts with you. A trading company can be a valid commercial partner, but the roles must be clear. Identify who controls the sample, production records, inspection access and response to a defect.

☐ 3. Choose and verify the payment route

Check the actual online order, payment instructions and applicable dispute process before paying. Confirm that the payment will be recorded against the intended order. A bank transfer arranged through Alibaba.com is different from a supplier's request to pay an unrelated account outside the platform.

☐ 4. Approve a sample and retain the evidence

Compare the sample against the written product specification. Record dimensions, material, function, workmanship and packaging, including differences you accept or reject. Keep the sample reference, photographs, messages and approval together so another person can understand what was agreed.

☐ 5. Agree bulk-order checks before release

Define what will be inspected, when access is available, which records you receive and who decides what happens after a failure. A good sample does not establish the quality of an entire later batch. Retain inspection and approval milestones in the order terms.

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

Your Evidence and Open Questions

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

Order / product reference and revision

Contracting supplier and manufacturing role

Order-linked payment route and confirmed recipient

Approved sample reference and remaining differences

Bulk inspection scope, timing and release decision

Open questions, responsible person and next review date

Official sources and the limits of this record

Sources checked 19 October 2026. Review the current rules attached to your order.

Trade Assurance: https://tradeassurance.alibaba.com/

Refund policy: https://tradeassurance.alibaba.com/ta/MoneyBackPolicy.htm

Verified Supplier scope: https://activity.alibaba.com/page/verifiedsuppliers.html

Membership comparison: https://seller.alibaba.com/verified-supplier

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

The current Trade Assurance terms entry was located, but the full rule text was not readable during this source check. No universal claim deadline or outcome is stated. This checklist does not replace the actual order, product review or applicable terms.