

# Supplier Verification Report - Sample Case

Desk-based review of a prospective supplier before payment, contract signing or first order.

Report control	
Case ID	SAMPLE-VER-2026-001
Prepared for	Sample Client Ltd.
Subject company	ABC Packaging Export Co., Ltd.
Country	China
Sector	Food packaging and disposable tableware
Report date	2026-06-09
Overall result	Proceed only with transaction controls
Risk level	Medium - controls required

## Management summary

The reviewed supplier has a plausible commercial profile for the requested product category, but the available materials do not yet support an unrestricted first transaction. Before payment or contract commitment, the buyer should obtain stronger registration evidence, confirm payment beneficiary details through an independent channel and require product documentation relevant to the destination market.

- No immediate basis for rejection is shown in this sample case, but the supplier is not cleared for uncontrolled payment.
- The main open points are company identity confirmation, beneficiary consistency and product documentation.
- The recommended route is controlled continuation: document request, beneficiary confirmation, small trial order and written communication trail.

## Scope and method

Area	Work performed	Output
Identity	Reviewed company name, country, declared business role and provided details.	Identity consistency assessment.
Digital presence	Reviewed website, domain use, contact channels and commercial presentation.	Business-presence indicators and gaps.
Documents	Checked the type and consistency of supplied documents and commercial materials.	Missing document list and control requirements.
Transaction risk	Reviewed payment-related red flags and first-order exposure.	Recommended payment and communication controls.

## Key findings

Finding area	Current position	Business impact	Control required
Company identity	Company name and business role are commercially plausible but not independently confirmed in this sample.	Buyer should not rely on website claims alone.	Request current registration document and compare name, address and business scope.
Contact channel	Email and messaging channels are available.	Communication can proceed, but ownership should be verified.	Confirm important details through a second channel before payment.
Payment beneficiary	Beneficiary information is not treated as confirmed.	Mismatch or third-party payment can create loss risk.	Accept only beneficiary data that matches supplier identity or is fully explained in writing.
Product documents	Product/category documents are incomplete in the sample case.	Import compliance and customer requirements remain open.	Request certificates, test reports and product specifications before purchase commitment.

## Risk register

Risk	Level	Why it matters	Recommended response
Unconfirmed legal identity	Medium	A website and sales contact do not prove the legal operator behind the business.	Obtain registration evidence and match it to invoice, website and communication details.
Beneficiary mismatch risk	High if unresolved	Payment to an unrelated beneficiary is a frequent source of dispute and loss.	Confirm beneficiary name, bank details and commercial reason before payment.
Unverified manufacturer claim	Medium	A company may be a trader, broker or reseller rather than the producer.	Request factory evidence, product photos, references and manufacturer documentation.
Document gaps	Medium	Missing product documents can delay import or create downstream compliance problems.	Require product documents before sample or first order.

## Recommended transaction controls

- Use a controlled first order only; avoid large deposits before verification points are closed.
- Request registration document, export licence or equivalent business evidence where available.
- Confirm bank beneficiary details through a separate channel and keep written confirmation.
- Compare company name, address, domain, invoice, bank beneficiary and document issuer names.
- Use clear Incoterms, sample approval, written specifications and agreed dispute handling before payment.

## Decision note

The supplier may remain in consideration, but only under controlled conditions. If beneficiary details, registration evidence or product documentation cannot be confirmed, the buyer should either pause the transaction or reduce exposure to a very small test order.

## Document request checklist

Document	Purpose	Decision use
Registration extract	Confirms legal operator details.	Match against invoice, website and payment beneficiary.
Product certificates	Supports product suitability for the intended market.	Check if documents are current and product-specific.
Commercial invoice draft	Shows seller identity and payment details.	Compare seller, beneficiary and bank details before deposit.
Factory or export reference	Supports manufacturer/exporter claim.	Use as supporting evidence, not as standalone proof.

## Limitations

This is a sample desk-based business report. It does not verify legal status, bank-account ownership, customs history, product quality, shipment performance or transaction safety. It is not legal, tax, customs, financial or investment advice and it is not an escrow or payment-protection service.

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