

FREE B2B BUYER RESOURCE

Supplement Order Confirmation Checklist

Use this one-page checklist before approving a ready-stock, private-label or custom-formula supplement order. Record all agreements in writing and confirm destination-market requirements with qualified local professionals.

01 PRODUCT & FORMULA ☐ Product format, formula and ingredient amounts confirmed ☐ Serving size, net content, flavor and other specifications recorded ☐ Destination-market positioning and required claims reviewed	02 PACKAGING & LABEL ☐ Bottle, pouch, carton and closure specifications confirmed ☐ Label dimensions, artwork version and barcode confirmed ☐ Mandatory label content reviewed for the destination market
03 MOQ, PRICE & SAMPLE ☐ MOQ confirmed for product, packaging and printed materials ☐ Quotation scope, payment terms and validity period confirmed ☐ Approved sample or written sample-deviation record retained	04 QUALITY & BATCH DOCUMENTS ☐ COA and agreed batch/testing documents confirmed ☐ Inspection, acceptance criteria and issue-handling process agreed ☐ Shelf life, storage conditions and batch coding confirmed
05 LEAD TIME & SHIPPING ☐ Production lead time starts from a clearly defined approval point ☐ Incoterm, delivery address, shipping method and document needs confirmed ☐ Final quantity, carton details and pre-shipment approval recorded	PROJECT NOTES Product / SKU: _____ Target market: _____ Estimated quantity: _____ Required delivery date: _____

Need help reviewing your supplement project?

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This checklist is a commercial project-planning aid and is not legal or regulatory advice. Product, label and market requirements vary by destination.