

Sourcing Requirement Checklist

Organize key information before product sourcing and supplier comparison begin.

Contact / Company / Business email	
Target market and intended product use	
Product name, specification, material and critical parameters	
Estimated quantity, MOQ preference and repeat plan	
Target price or budget range	
Required certification, testing or compliance documents	
Sample, customization, packaging, label and private-label needs	
Incoterm, delivery point and target timeline	
Reference files and mandatory priorities	

采购需求清单

用于在启动产品寻源与供应商比较前整理关键信息

联系人 / 公司 / 企业邮箱	
目标市场与产品用途	
产品名称、规格、材料与关键参数	
预计数量、MOQ偏好与复购计划	
目标价格或预算区间	
所需认证、检测或合规资料	
样品、定制、包装、标签与贴牌要求	
贸易术语、交付地点与目标时间	
参考文件与必须满足的优先要求	