

Supplier checklist

- ☐ **1 Match the legal company name to the business licence and the invoice.**
- ☐ **2 Look the company up on the official registry where one is public.**
- ☐ **3 Screen the company and its owners against sanctions lists.**
- ☐ **4 Compare the website and email domains, and check how old they are.**
- ☐ **5 Ask for a video call from the factory floor.**
- ☐ **6 Order samples before the main order.**
- ☐ **7 Agree the specification, Incoterm and payment terms in writing.**
- ☐ **8 Confirm bank details by phone. The account name should match the seller.**
- ☐ **9 Book an inspection before you pay the balance.**
- ☐ **10 Keep messages and documents in your aLTlas deal room.**