SUPPLIER DUE DILIGENCE CHECKLIST

Comprehensive Verification for Polish B2B Suppliers

Supplier Name: ____________________

Contact Person: ____________________

Date of Assessment: ____________________

Assessed By: ____________________

LEVEL 1: ONLINE VERIFICATION

Estimated Time: 1-2 hours

A) Company Registration

■ KRS (Polish Company Registry) checked *https://ekrs.ms.gov.pl*
■ Company NIP (Tax ID) verified
■ REGON number confirmed
■ Company address verified (physical location)
■ Management/ownership structure reviewed
Years in business: ________
■ VIES VAT check completed *https://ec.europa.eu/vies*
■ EU VAT number validated

B) Financial Standing

■ Credit report obtained *Source:* ________
Credit rating: ■ AAA ■ AA ■ A ■ BBB ■ BB ■ B ■ C ■ D
■ No tax arrears found
■ No ZUS (social security) arrears
■ No court judgments against company
■ Annual financial statements reviewed
Revenue trend: ■ Growing ■ Stable ■ Declining
■ Profitability confirmed (positive net profit)

C) Online Presence

■ Company website reviewed *URL:* ________________________
Website quality: ■ Professional ■ Adequate ■ Poor
■ Multi-language support available
■ Certifications displayed on website
■ Contact information complete and verifiable
■ LinkedIn company page exists and active
■ LinkedIn employee count matches claims
■ Recent updates/posts (within 3 months)

■ Google Reviews checked (minimum 10+ reviews)

Average rating: ______ / 5 stars

■ Negative reviews addressed professionally

LEVEL 2: DIRECT CONTACT

Estimated Time: 2-4 hours

D) Video Meeting / Audit Call

■ 30-45 minute video call scheduled and completed
■ Factory virtual tour provided
■ Key personnel met (sales, technical, management)
■ Production capabilities explained clearly
■ Quality control processes described
■ Certifications confirmed and copies requested
■ Customer base discussed (industries, countries)
■ MOQ and production capacity explained
■ Lead time and delivery terms clarified
■ Payment terms discussed
Overall professionalism: ■ Excellent ■ Good ■ Fair ■ Poor

E) Reference Verification

■ 3 customer references provided
Reference 1 contacted:
    Company: ___________________________
    Satisfaction: ■ Very satisfied ■ Satisfied ■ Neutral ■ Dissatisfied
    Would recommend: ■ Yes ■ No
Reference 2 contacted:
    Company: ___________________________
    Satisfaction: ■ Very satisfied ■ Satisfied ■ Neutral ■ Dissatisfied
    Would recommend: ■ Yes ■ No
Reference 3 contacted:
    Company: ___________________________
    Satisfaction: ■ Very satisfied ■ Satisfied ■ Neutral ■ Dissatisfied
    Would recommend: ■ Yes ■ No

LEVEL 3: FACTORY VISIT (Optional for orders >€50,000)

Estimated Time: 1-2 days

F) On-Site Factory Audit

■ Factory visit scheduled and completed *Date: ________*

Facility Tour:

■ Factory matches photos/videos shown

Machinery condition: ■ Modern ■ Adequate ■ Outdated

Cleanliness and organization: ■ Excellent ■ Good ■ Fair ■ Poor

■ 5S methodology visible

Quality Control:

■ Dedicated QC department exists

■ Testing procedures documented

■ Measuring equipment calibrated

Capacity Verification:

Number of production lines: ________

Shifts per day: ■ 1 ■ 2 ■ 3

Current capacity utilization: _______%

Certifications (Originals Inspected):

■ ISO 9001 (valid until: ________))

■ ISO 14001 (valid until: ________)

■ Other certifications inspected and photographed

FINAL ASSESSMENT

Overall Risk Rating:
■ **LOW RISK -** All checks passed, highly recommended
■ **MEDIUM RISK -** Most checks passed, proceed with caution
■ **HIGH RISK -** Multiple red flags, not recommended

Recommendation:
■ Proceed with transaction
■ Proceed with additional safeguards (specify): ________________________________
■ Request more information before deciding
■ Do not proceed

Key Strengths:
1. ____
2. ____
3. ____

Key Concerns (if any):
1. ____
2. ____
3. ____

Additional Notes:

____
____
____
____

Assessor Signature: _________________________ Date: ________________