

FIRST TRANSACTION CHECKLIST

Complete Guide for B2B Sourcing from Polish Suppliers

■ PRE-ORDER PHASE

- RFQ sent to minimum 3-5 suppliers
- Quotes received and compared (price, MOQ, lead time, payment terms)
- Due diligence completed:
 - KRS check (company registration verified)
 - VAT VIES check (valid EU VAT number)
 - Financial standing report obtained (rating AAA-B preferred)
 - Website and LinkedIn profile reviewed
 - Customer reviews and testimonials checked
- Video call conducted (minimum 30 minutes, factory virtual tour)
- References verified (contacted 2-3 existing customers)
- Certifications validated (ISO, CE, industry-specific)
- Samples ordered and received
- Sample testing completed (internal and/or lab testing)
- Samples approved and meet specifications

■ CONTRACTING PHASE

- Purchase Agreement drafted with all essential clauses
- Legal review completed (if transaction >€50,000)
- Contract signed by both parties
- First Purchase Order (PO) issued with detailed specifications
- PO confirmed by supplier (written confirmation received)
- Payment method agreed and bank details verified

■ PAYMENT & PRODUCTION PHASE

- Advance payment transferred (typically 30%)
- Payment confirmation saved and sent to supplier
- Production start date confirmed by supplier
- Weekly progress update schedule established
- Received photo/video progress reports
- Pre-shipment inspection scheduled (self or third-party)
- Inspection completed and passed
- Final shipment approved

■ LOGISTICS PHASE

- Export documentation received from supplier:
 - Commercial Invoice
 - Packing List
 - Certificate of Origin
 - CE Declaration / Test Reports (if applicable)
 - CMR (road) / Bill of Lading (sea) / Air Waybill (air)
- Freight forwarder engaged (if EXW/FOB terms)
- Customs broker prepared (in your country)
- Cargo insurance purchased (if applicable)
- Tracking number received and shipment monitored
- Estimated delivery date confirmed

■ DELIVERY & ACCEPTANCE PHASE

- Goods delivered to designated warehouse/address
- Immediate inspection performed (within 48 hours):
 - Quantity count verified against packing list
 - Visual inspection for damage or defects
 - Spot-check quality against approved sample
- Issues documented (if any) with photos/videos
- Issue report sent to supplier immediately
- Acceptance confirmed to supplier (if goods are OK)
- Final payment (balance) transferred per agreed terms
- Payment confirmation sent to supplier

■ POST-TRANSACTION PHASE

- Detailed feedback provided to supplier
- Testimonial/case study prepared (if supplier requested)
- Supplier added to preferred vendors list (if satisfied)
- Next order planned (if first transaction successful)
- Relationship maintenance schedule established:
 - Monthly check-in calls
 - Quarterly business review
 - Annual factory visit
- Performance metrics tracked (delivery, quality, responsiveness)

TIPS FOR SUCCESS

1. Documentation is Key: Save all emails, contracts, inspection reports, and payment confirmations. Create a folder for each supplier with organized documentation.

2. Communication Best Practices:

- Respond promptly to supplier inquiries (within 24 hours)
- Use video calls for important discussions, not just email
- Confirm all verbal agreements in writing
- Be respectful of time zones (Poland is CET/CEST)

3. Build Long-term Relationships:

- Provide constructive feedback (positive and negative)
- Pay on time (builds trust and may improve terms)
- Increase order volume gradually (shows commitment)
- Invite supplier to your events/trade shows

4. Common Pitfalls to Avoid:

- Skipping due diligence to save time
- Choosing cheapest quote without quality verification
- Inadequate sample testing
- No written contract
- Ignoring red flags during negotiation

5. When Things Go Wrong:

- Document issues immediately with evidence (photos/videos)
- Communicate problems clearly and professionally
- Propose solutions (replacement, discount, credit note)
- Escalate only if supplier is unresponsive
- Learn from each experience to improve future transactions