Factory Cooperation Notice

Independent third-party inspection | Instructions for factory management

Dear Supplier, the buyer has arranged an independent YiwuQC inspection. Please prepare the goods and inspection area and support an impartial, well-documented visit.

1. Arrival and access

Confirm the exact address, factory contact, entrance instructions, working hours and a realistic arrival window in advance. Assist with site access; optional station or airport pickup may be coordinated by mutual agreement.

2. Goods and documentation

Prepare the packing list, order specifications, carton counts, quantities per carton and accessible finished goods. Allow the inspector to select cartons and units independently from the agreed lot.

3. Workspace and assistance

Provide a clean, safe, brightly lit inspection area, preferably at least 3 × 3 metres if no dedicated room exists, plus a stable table and power if needed. Assign staff to help move, unpack and correctly repack goods without influencing inspection findings.

4. Instruments and test support

Notify YiwuQC in advance if specialist gauges, calibrated instruments, fixtures, machinery or trained operators are required. Inspectors may carry basic tools but not specialist equipment by default.

5. Photography and buyer communication

Disclose restricted areas, confidential items and photo/video limitations before the visit. Both the buyer and inspector must know the restrictions and agree on acceptable evidence. Where arranged, allow reasonable buyer calls or video communication within the agreed rules.

6. Defects and independence

Keep checked, unchecked and defective goods distinguishable. Do not conceal, replace, rework or mix defective units without recording the change. Do not offer cash, gifts, cigarettes, alcohol or other benefits. The inspector records findings; the buyer decides commercial acceptance.

YiwuQC WeChat contact
Scan to coordinate the inspection. Confirm the assigned inspector and visit details directly with YiwuQC.

工厂验货配合通知

致工厂负责人｜YiwuQC 独立第三方验货

尊敬的供应商：买方已安排 YiwuQC
独立第三方验货员到贵厂进行产品检查。为确保验货顺利、公正且记录完整，请提前做好以下准备。

一、到厂时间与入厂安排

请提前确认准确的工厂地址、定位、联系人、入口指引、营业时间及合理的预计到厂时间，并协助验货员顺利入厂。如双方提前同意，可自愿协调车站或机场接送，接送并非验货的必要条件。

二、货物及资料准备

请准备装箱单、订单规格、总箱数、每箱数量及可供检查的成品。请允许验货员按照约定的抽样方式独立选择箱子和产品，不要只提供预先挑选的样品。

三、验货场地与人员协助

请准备安全、整洁、光线充足的验货区域。如无专用验货室，建议提供至少约 3 米 × 3 米的空间、稳固的工作台及必要电源。请安排人员协助搬运、开箱、拆包和恢复包装，但不得干预验货结果。

四、仪器设备及测试配合

如需专用量具、校准仪器、测试治具、机器设备或专业操作人员，请务必提前告知 YiwuQC
并协调准备。验货员可能携带基本工具，但不默认配备特殊检测仪器。

五、拍照限制及买方在线沟通

如有禁止拍照或录像的区域、保密产品或物品，请在验货前告知 YiwuQC，确保买方和验货员双方均提前知悉并商定取证方式。如买方安排在线参与验货，请在约定的拍摄和保密规则内允许电话或视频沟通。

六、不良品管理与独立性

请明确区分已检、未检及不良品。发现问题后，请勿擅自隐藏、替换、返工或混放，任何处理应先记录。请勿向验货员提供红包、现金、香烟、酒水、礼品或其他利益。验货员独立记录问题，是否商业接受由买方决定。

YiwuQC 微信联系二维码
扫码联系 YiwuQC 协调验货。请通过 YiwuQC
确认指派的验货员及预约信息。