

First-order checklist

From: Sourcing Shea Butter for Your Cosmetic Brand

<https://emiagroindustries.com/playbooks/sourcing-shea-butter-for-your-cosmetic-brand#checklist-first-order>

- ☐ 1. Quantity derived from the brief plus safety stock within shelf life
- ☐ 2. Packaging unit chosen
5 kg, 25 kg, 200 kg drum or IBC
- ☐ 3. Incoterm and named place agreed
- ☐ 4. Payment terms agreed and documented
- ☐ 5. Specification attached to the purchase order
- ☐ 6. Pre-dispatch COA requested
- ☐ 7. Retained-sample and dispute clauses included
- ☐ 8. Incoming inspection scheduled on arrival