

Ippei's Dropshipping Supplier Check List

Remember to refer to <https://www.ippei.com/dropshipping-guide/step-06/>



TOP TIPS: Before contacting suppliers

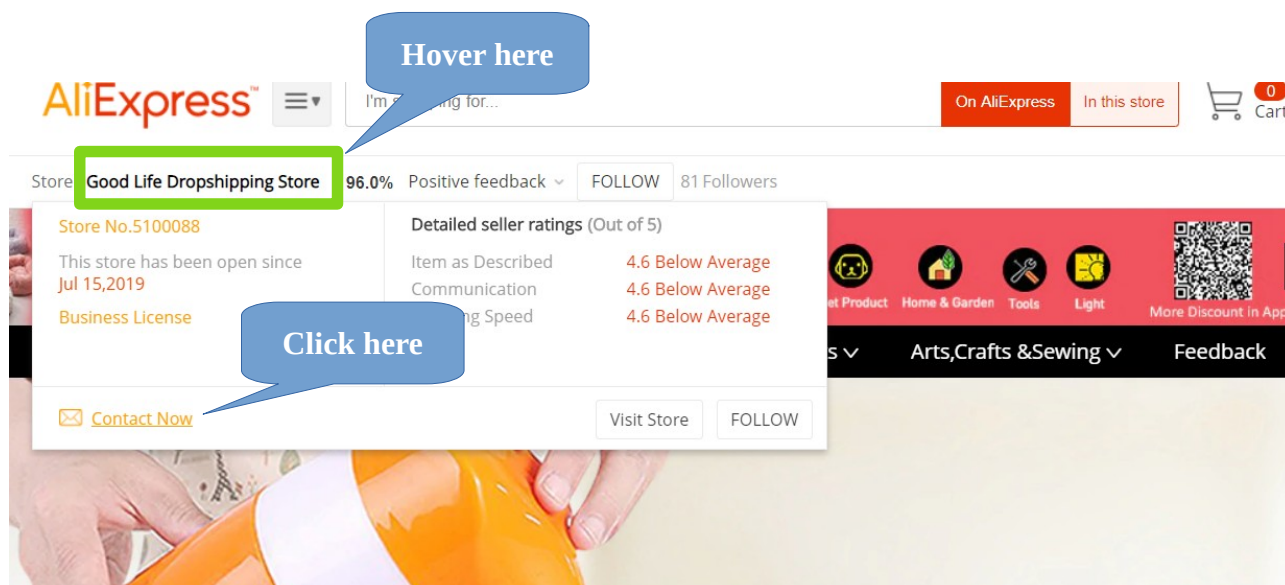
1. Decide which products you would like to sell first.
2. Set your Shopify store up WITH products. This includes product descriptions and images.

Yes, it seems like extra work, but, many suppliers look at your dropshipping "credentials" first, before negotiating terms. If you already have a store, it shows that you're serious and further along than a new dropshipper simply "reaching out" to suppliers.

3. Setup an email in your name. (yourname@yourdropshippingstore.com)
4. Remember when dealing with suppliers, that you are a Purchasing Manager of a Retailer. You are NOT a dropshipper. This gives you some leverage during negotiations and gives you priority attention/response times and better customer care.

Contacting Suppliers:

1. Use the Supplier Contact email template (on the next page) when contacting potential suppliers.
2. Replace the areas in **(red brackets)** with your relevant information.
3. Copy and paste your modified template into your new business email (yourname@yourdropshippingstore.com) and send it to potential suppliers.
4. You can find their contact details on the supplier home page, by hovering over Contact Now. (see image below)



Ippei's Supplier Contact Template



To whom it may concern / **(insert name of the Supplier)**,
My name is (insert your name) and I'm the purchasing manager of
(yourdropshippingstore.com - It's even better if you've registered as an LLC and you add these details).

I am impressed with your AliExpress store and am interested in forming a long term business relationship. My store is currently selling similar products to what you offer. I think we can increase our current sales numbers by including you as one of our preferred suppliers.

I do have a few questions before we can proceed:

Do you offer Blind dropshipping? We do not want an invoice/marketing materials of any kind including in or on the packaging.

Do you offer bulk dropshipping via a CSV file (Excel File)? We currently have too many orders to place each one individually.

Can you invoice us for the entire daily bulk dropshipping order via AliPay? Just like the orders, we want to pay once a day, not for each separate order.

Do you have a Minimum Order Quantity for any of the products you offer?

Is it possible to include our company logo with orders?

With regards to bulk dropshipping: At the end of each day, we want to send you a CSV file with the details of all of the customer's information (Name, email, full address, etc...).

Can you then process each order individually by sending each order to each customer?

Also, could you invoice us for all the items included in the CSV file, in one total payment to you?

We will happily pay for these bulk orders via AliPay. Just send us a custom link through AliExpress that totals the amount we owe you.

Please let us know at your soonest convenience if you want to have this Long Term business arrangement.

We look forward to doing business with your company for many years to come,

Sincerely yours,

(your name), Purchasing Manager for **(yourdropshippingstore.com / Your registered business LLC)**



Based on the answer you receive from the contacted suppliers, you can move on to the next step.

Some things are not-negotiable, no matter how good you think the product is.

If your potential supplier does not offer the following, forget about them.

1. They **MUST** offer e-packet when shipping.
2. Orders **MUST** be shipped without a receipt. (You don't want your customer to see the original cost price from the supplier.)
3. They should not have minimum order quantities. (They allow you to order 1 unit at a time.)
4. Orders should **NOT** have branding from the supplier. (Not on the packaging, inside the packaging, nor on the product.)
5. They **MUST** offer **BULK** drop shipping, where you can export an order excel sheet at the end of the day. (You don't want to order every single order separately. It will take forever when you start getting busy.)

Print the next page (as many as you need. You can rate 5 suppliers per page).

Write down your potential suppliers and rate each one according to the table on the next page.

The one with the highest score should be your number one choice.

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PRODUCT NAME/DESCRIPTION: _____

Supplier 1 Name: _____

Supplier 2 Name: _____

Supplier 3 Name: _____

Supplier 4 Name: _____

Supplier 5 Name: _____

AliExpress SUPPLIER CHECK LIST	Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5
Has the supplier been in business for more than a year?					
Does the supplier have a Positive Feedback rating higher than 95%?					
Detailed Seller Ratings: (out of 5)					
Item as Described: higher than 4.7?					
Communication: higher than 4.7?					
Shipping Speed: higher than 4.7?					
Have they shipped more than 1,000 products? (Can they handle high volumes?)					
Can they include an insert with my store logo?					
Does their products have a description, and HD images?					
Do they provide real time access to inventory feeds on all products?					
Do they offer a good return policy? (10% restocking is generally the average)					
Do they provide an online portal/website to place and track orders and see order history? (to be able to track things down in the case of returns or misplaced orders etc.)					
Ideally, they should not have Per-Order Fees.					
Do they have manufacturer lists, best seller lists, closeouts, showroom samples (can find great deals here, sometimes they have excess stock - they want to get rid of for super cheap prices) - Give a tick for each list they have.					
TOTAL TICKS					

Winning supplier name: _____