

Document & Production Needs

Prepare factory-side document and production information needs before order planning.

Use this checklist to prepare factory-side document and production information needs before confirmed formula, sample approval and order planning.

1. Documents You May Need to Discuss

☐ COA request	☐ MSDS/SDS request
☐ Ingredient / INCI information	☐ Product specification
☐ Packing list	☐ Carton details
☐ Factory qualification request	☐ Product photos or reference samples
☐ Batch record expectation	☐ Retained sample discussion

2. Production Information to Confirm

Confirmed Formula	Approved sample / final formula route / pending adjustment
Packaging Confirmed	Tube / pump / foam pump / bottle / sachet / other
Label and Artwork	Available / in progress / needs support
Order Quantity	
Shipment Destination	

3. Factory-Side Information Zerun Can Discuss

Item	When It Is Usually Prepared	Notes
COA	After formula and production batch are confirmed.	Product-specific information may depend on final formula and batch.
MSDS / SDS	Based on confirmed product information.	Useful for shipping, buyer records or import discussion.
INCI / ingredient info	After formula route is confirmed.	Detailed disclosure may depend on project stage and agreement.
Product specification	After sample and product details are confirmed.	May include appearance, packaging, capacity and basic product information.
Packing list / carton details	After packaging and order quantity are confirmed.	Useful for shipping and import planning.
Factory qualifications	According to buyer request and available factory documents.	GMPC / ISO-related information can be discussed based on project needs.

4. Important Boundaries

Formal product documents are based on the confirmed formula, approved sample, packaging details and production order. Market-specific registration, final label compliance, claim review and local legal requirements should be handled according to the client's sales market and applicable local regulations.

5. What to Prepare Before Asking for Documents

- Confirmed target market and sales channel
- Final or approved sample direction
- Packaging and capacity details
- Expected order quantity and shipment destination
- Buyer or distributor document list
- Label language and packaging artwork stage

How This Helps

When document expectations are shared early, Zerun can review what can be supported from the factory side and what depends on confirmed production details. This helps reduce delays before shipment, import discussion or buyer review.

Review Document Needs