



HANA SOLUTION METHODOLOGY SERIES · NO. 01

# Turkey Sourcing Due Diligence Toolkit

PRACTICAL TOOLKIT — NOT A SALES DOCUMENT

Practical checklists, templates and decision tools for international buyers sourcing from Turkey.

Prepared for Procurement Directors, Sourcing Managers and International Buyers

#### INCLUDED FILES

- ✓ Buyer Reference Guide (PDF)
- ✓ Procurement Workbook (Excel — 4 worksheets)

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#### Version 1.0

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#### Prepared by

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Independent Buyer-Side Procurement Governance Consultancy

#### Scope

Buyer-side procurement governance

**HOW TO USE THIS TOOLKIT**

- 1** Use the checklists before engaging suppliers.
- 2** Record observations during supplier evaluation.
- 3** Use the Excel templates to compare suppliers consistently.

**SECTION 01**

# Supplier Pre-Qualification Checklist

Confirm legal, commercial, operational and financial standing before any supplier contact proceeds to commercial discussion.

The accompanying Excel workbook is designed to apply these checklists in a structured supplier comparison process.

LEGAL	
CHECK ITEM	WHY IT MATTERS
<input type="checkbox"/> Trade registry verified	Confirms legal existence and registered scope of activity
<input type="checkbox"/> Shareholder structure reviewed	Identifies who actually controls the entity
<input type="checkbox"/> Litigation and dispute history checked	Signals financial stability and contractual reliability
COMMERCIAL	
<input type="checkbox"/> Export history confirmed	Indicates real international trading experience, not domestic-only capability
<input type="checkbox"/> Reference customers available	Provides a way to triangulate claims independently
OPERATIONAL	
<input type="checkbox"/> Factory ownership checked	Distinguishes a manufacturer from a trader presenting as one
<input type="checkbox"/> Production capability verified	Confirms the facility can physically deliver the required volume and specification
<input type="checkbox"/> Factory location confirmed	Prevents confusion between headquarters address and actual production site
<input type="checkbox"/> Certification validity confirmed	An expired or scope-mismatched certificate is functionally worthless
FINANCIAL	
<input type="checkbox"/> Financial indicators reviewed	Reduces risk of mid-project payment or delivery failure

**RELATED HANA SOLUTION SERVICE**     **Supplier Verification & Risk Screening**  
 Independent verification before supplier selection.

## SECTION 02

# RFQ Preparation Checklist

A standardized RFQ is what makes supplier quotations genuinely comparable.

- Technical specification complete
- MOQ (Minimum Order Quantity) defined
- Packaging defined
- Incoterms (International Commercial Terms) defined
- Payment terms specified
- Quality criteria stated
- Sampling process defined
- Documentation requirements listed
- Production lead time confirmed
- Penalty clauses included

## COMMON RFQ MISTAKES

1. Sending different specifications to different suppliers, making quotations non-comparable.
2. Omitting Incoterms, leaving landed cost ambiguous.
3. Requesting price before technical scope is finalized.
4. Comparing quotations without normalizing payment terms.
5. Treating the lowest quote as the best quote without adjusting for scope differences.

RELATED HANA SOLUTION SERVICE

### RFQ Governance

Improve quotation comparability before commercial negotiation.

## SECTION 03

# Factory Visit Checklist

A factory visit confirms more than production capacity — it reveals operational discipline.

## Facility

- Site layout matches declared capacity
- Ownership documentation matches registry
- Utilities capable of supporting declared production capacity

## Production

- Machinery matches product category claimed
- Production line observed in active operation

## Quality

- QC checkpoints documented at each stage
- In-house testing equipment present and calibrated

## Warehouse

- Raw material and finished goods segregated
- Inventory records match physical stock

## Documentation

- Traceability records available per batch
- ERP or equivalent tracking system in use

## HSE

- Fire safety equipment present and inspected
- Worker conditions consistent with claimed certifications

RELATED HANA SOLUTION SERVICE

**Production Monitoring & Factory Visits**

On-site verification of production capability and discipline.

SECTION 04

# Red Flags

Warning signs that warrant closer review before proceeding to commercial commitment.

One isolated observation may not indicate a problem. Multiple red flags appearing together should trigger additional due diligence before commercial commitment.

IDENTITY RISKS	COMMERCIAL RISKS	OPERATIONAL RISKS
Company refuses to share trade registry details	Payment requested to a different company name than the contract	Factory visit request declined or repeatedly postponed
Communication limited to WhatsApp only, no corporate email domain	Quoted price significantly below category benchmark with no explanation	Certificate scope does not match the product category
Inconsistent company information across platforms	Reluctance to provide a signed pro forma invoice	No export history despite claimed years in business
Entity presents as manufacturer but cannot confirm production ownership	Pressure to skip verification steps to "save time"	No traceable reference customers or export shipments

**RELATED HANA SOLUTION SERVICE**     **Supplier Verification & Risk Screening**  
 Structured red-flag review before commercial commitment.

SECTION 05

# Shipment Readiness Checklist

Confirm documentation and buyer acceptance before goods are released for shipment.

DOCUMENT / ITEM	VERIFIED
Commercial Invoice	<input type="checkbox"/>
Packing List	<input type="checkbox"/>
Certificate of Origin	<input type="checkbox"/>
HS Code Confirmation	<input type="checkbox"/>
Insurance Documentation	<input type="checkbox"/>
Inspection Report	<input type="checkbox"/>
Container Photos	<input type="checkbox"/>
Seal Number Recorded	<input type="checkbox"/>
Export Documents Complete	<input type="checkbox"/>
Loading Evidence	<input type="checkbox"/>
<b>Buyer Acceptance Criteria</b>	<input type="checkbox"/>

Shipment readiness is not complete until buyer acceptance criteria have been confirmed against the original scope.

**RELATED HANA SOLUTION SERVICE**    **Shipment Process Management**  
 Documentation and readiness confirmation before release.

## SECTION 06

## Procurement Notes From the Field

Observations from buyer-side procurement governance engagements.

- 01** A supplier with complete documentation may still represent commercial risk if production ownership cannot be verified.

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- 02** Price comparisons are meaningless unless RFQs are technically standardised across all bidders.

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- 03** Certification validity should always be reviewed together with scope, issuing body, and product relevance — not the certificate alone.

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- 04** A factory visit confirms more than production capacity — it reveals operational discipline.

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- 05** Independent verification should be completed before commercial negotiation, not after.

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- 06** Commercial discussions should begin only after supplier identity and capability have been independently validated.

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- 07** Documentation supports trust, but consistent behaviour confirms it.

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## Before You Commit

If even one item in this toolkit raises concerns about your sourcing project, pause before moving forward.

Independent validation before commercial commitment is often less expensive than correcting a sourcing failure later.

Buyer-Side Only

No Supplier Commissions

Fixed Consulting Fee

Independent Verification

## Ready For An Independent Review?

If your sourcing project involves commercial risk, supplier uncertainty or procurement complexity, Hana Solution can help you evaluate it before commercial commitment.



**Deniz Niyazi Yıldız**

Founder, Hana Solution LLC

[Request Project Review →](#)



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This toolkit is intended as a practical reference and does not replace project-specific procurement due diligence. Company names, buyer identities, and supplier identities referenced in Hana Solution materials are withheld per confidentiality obligations.