

Furniture Sourcing Checklist

Indonesia Edition

This checklist is designed for retailers, interior designers, and commercial buyers looking to source premium furniture from Indonesian manufacturers. It covers critical steps from certification and logistics to post-delivery review.

Provided by AllSeasonsFurn.com

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For Retailers, Interior Designers, and Commercial Buyers

Before You Contact a Manufacturer

- Define the type of furniture you need (e.g., indoor, outdoor, commercial, luxury).
- Finalize sketches, references, or mood boards.
- List your required materials (e.g., teak, rattan, suar wood).
- Identify your preferred finishing style (matt, glossy, weathered, natural).
- Confirm order quantity and timeline for delivery.

Manufacturer Qualification

- Check if they have SVLK certification (mandatory for Indonesian wood exports).
- Request recent export history and references.
- Ask for factory photos or a virtual tour.
- Confirm capability for custom design and OEM/white-label production.
- Review quality control processes and packaging methods.

Order Planning and Logistics

- Define your Incoterms (FOB, CIF, EXW).
- Request lead time and production calendar.
- Clarify freight method (LCL/FCL) and preferred shipping port (Semarang, Surabaya, Jakarta).
- Ask about export documentation support (Invoice, Packing List, COO).
- Confirm insurance coverage during transit.

Cost and Payment

- Request itemized quotations (unit cost, finish, customization charges).

- Confirm if pricing includes tax (PPN) or is tax-exempt for export.
- Clarify sample cost and refund policy if you place a full order.
- Set payment terms (e.g., 50% deposit, 50% before shipment).
- Use a secure method for international payment (e.g., LC, Wise, Transfer).

Ongoing Communication

- Assign a dedicated point of contact from your team.
- Request a bilingual liaison or export manager from their team.
- Set weekly update calls or reports on production progress.
- Confirm QC inspection dates and final sign-off process.

Post-Delivery Checklist

- Inspect received items against PO/specs.
- Share feedback with the manufacturer.
- Request adjustments or replacements if needed.
- Store important documents (invoice, B/L, product warranties).
- Plan reorders or next season's collection based on demand.