ChecklistGuro

Incoterms Compliance Checklist For Supply Chain

Contractual Agreement Review

Verify the Incoterms selected are clearly defined and agreed upon in the sales contract.

Incoterms Version Used

- [ ] 2010
- [ ] 2020

Contract Number

Write something...

Brief Description of Goods/Services

Write something...

Agreed Upon Incoterms (e.g., FOB, CIF)

- [ ] FOB
- [ ] CIF
- [ ] EXW
- [ ] DDP
- [ ] Other

Contract Effective Date

Enter date...

Any Specific Incoterms Deviations/Clarifications (if applicable)

Write something...

Signatory Verification

Responsibility Allocation

Confirm accurate assignment of responsibilities for transportation, insurance, and customs clearance.

Responsibility for Transportation Arrangement

- [ ] Buyer
- [ ] Seller
- [ ] Freight Forwarder

Responsibility for Export Customs Clearance

- [ ] Buyer
- [ ] Seller
- [ ] Customs Broker

Responsibility for Import Customs Clearance

- [ ] Buyer
- [ ] Seller
- [ ] Customs Broker

Responsibility for Export Documentation

- [ ] Buyer
- [ ] Seller
- [ ] Freight Forwarder

Cost Allocation Percentage (Buyer)

Enter a number...

Cost Allocation Percentage (Seller)

Enter a number...

Cost Allocation

Outline which party is responsible for each cost associated with the shipment (e.g., freight, insurance, duties).

Freight Costs (Shipper)

Enter a number...

Freight Costs (Consignee)

Enter a number...

Insurance Costs (Shipper)

Enter a number...

Insurance Costs (Consignee)

Enter a number...

Customs Duties (Importer)

Enter a number...

Customs Brokerage Fees (Importer)

Enter a number...

Unforeseen Expenses

Enter a number...

Documentation Requirements

List and verify required documents (e.g., commercial invoice, packing list, bill of lading) are accurate and complete.

Commercial Invoice

Upload File

Packing List

Upload File

Bill of Lading / Air Waybill

Upload File

Export Declaration Type

- [ ] Electronic Export Information (EEI)
- [ ] None
- [ ] Other

Invoice Number

Enter a number...

Invoice Date

Enter date...

Description of Goods

Write something...

Delivery Point Clarification

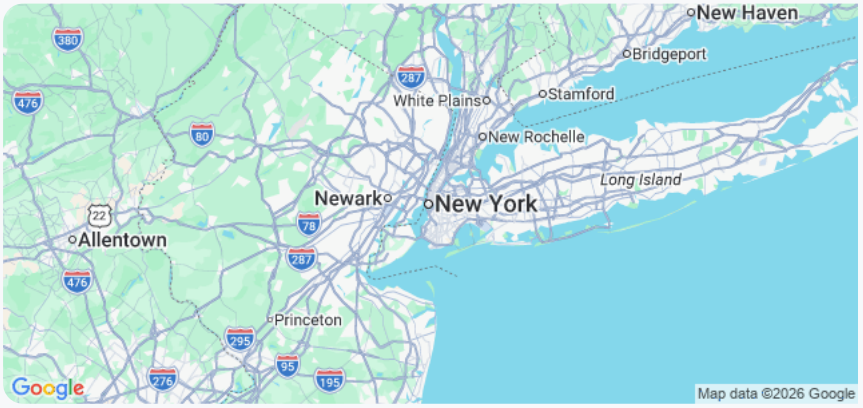
Precisely define the delivery point and ensure all parties understand their obligations.

Detailed Delivery Point Description

Write something...

Exact GPS Coordinates of Delivery Point

Set My Current Location



Method of Delivery Confirmation

- [ ] Signed Proof of Delivery
- [ ] Electronic Signature
- [ ] Photo Documentation
- [ ] GPS Timestamp

Scheduled Delivery Date

Enter date...

Scheduled Delivery Time Window

Enter time...

Risk Management

Assess and document potential risks associated with the chosen Incoterms and establish mitigation strategies.

Potential Risk Description

Write something...

Risk Probability (1-10)

Enter a number...

Risk Impact (1-10)

Enter a number...

Risk Mitigation Strategy

- [ ] Avoidance
- [ ] Reduction
- [ ] Transfer
- [ ] Acceptance

Supporting Documentation (e.g., insurance policies, contingency plans)

Upload File

Date of Risk Identification

Enter date...

Customs & Regulatory Compliance

Ensure compliance with all relevant customs regulations and import/export requirements.

Harmonized System (HS) Code Classification

- [ ] Verified and Accurate
- [ ] Requires Review
- [ ] Uncertain - Further Investigation Needed

Country of Origin Code

Enter a number...

Detailed Description of Goods (for Customs)

Write something...

Import License Required?

- [ ] Yes
- [ ] No
- [ ] Unknown

Supporting Documentation (e.g., Certificates of Origin)

Upload File

Date of Customs Clearance

Enter date...

Insurance Coverage

Verify appropriate insurance coverage is in place to cover potential losses or damages.

Insured Value (USD)

Enter a number...

Type of Coverage

- [ ] All Risk
- [ ] Named Perils

Deductible Amount (USD)

Enter a number...

Policy Effective Date

Enter date...

Policy Expiration Date

Enter date...

Coverage Territory

- [ ] Domestic
- [ ] International

Copy of Insurance Policy

Upload File

Training & Awareness

Confirm all relevant personnel are adequately trained on the chosen Incoterms and their implications.

Briefly describe the core purpose of Incoterms training.

Write something...

Which departments typically require Incoterms training?

- [ ] Sales
- [ ] Logistics
- [ ] Procurement
- [ ] Finance
- [ ] Customs Brokerage

Date of last Incoterms training for relevant personnel.

Enter date...

Training delivery method?

- [ ] Online Module
- [ ] In-Person Workshop
- [ ] Hybrid

Number of employees who have completed Incoterms training.

Enter a number...

Upload training documentation/certificates (optional).

Upload File

Periodic Review

Schedule regular reviews of Incoterms selections to ensure continued suitability and compliance.

Last Review Date

Enter date...

Review Frequency (Months)

Enter a number...

Summary of Review Findings

Write something...

Incoterms Adequacy Assessment

- [ ] Fully Adequate
- [ ] Requires Minor Adjustment
- [ ] Requires Significant Revision
- [ ] Unsuitable - Immediate Change Needed

Rationale for Incoterms Adequacy Assessment

Write something...

Supporting Documentation (Contracts, Agreements)

Upload File