✅ ChecklistGuro

International Shipping Documentation Accuracy Checklist

Commercial Invoice Accuracy

Focuses on the correctness and completeness of the commercial invoice, a key document for customs clearance.

Invoice Number

Enter a number...

Exporter Name

Write something...

Exporter Address

Write something...

Importer Name

Write something...

Importer Address

Write something...

Total Value (USD)

Enter a number...

Quantity

Enter a number...

Currency

☐ USD

☐ EUR

☐ GBP

☐ JPY

Description of Goods

Write something...

Packing List Verification

Ensures the packing list accurately reflects the contents and quantities of the shipment.

Line Item Quantity (vs. Purchase Order)

Enter a number...

Detailed Description of Each Item

Write something...

Weight per Item (kg/lbs)

Enter a number...

Dimensions (Length x Width x Height) per Item (cm/inches)

Enter a number...

Total Number of Packages/Cartons

Enter a number...

Package/Carton Marking Details (if applicable)

Write something...

Packaging Type (e.g., Carton, Pallet, Crate)

☐ Carton

☐ Pallet

☐ Crate

☐ Drum

☐ Other

Photograph of Packed Items (for Verification)

⬆ Upload File

Bill of Lading/Air Waybill Details

Checks the accuracy of information on the bill of lading (for ocean freight) or air waybill (for air freight).

Shipper Name

Write something...

Consignee Name

Write something...

Notify Party Name (if different from Consignee)

Write something...

Number of Packages

Enter a number...

Package Dimensions (Length x Width x Height - cm/inches)

Write something...

Gross Weight (kg/lbs)

Enter a number...

Incoterms (e.g., FOB, CIF)

☐ FOB

☐ CIF

☐ EXW

☐ DDP

☐ Other (Specify)

Shipping Marks and Numbers (as declared on the cargo)

Write something...

Export Declaration (Shipper's Export Declaration - SED/EEI)

Verifies the accuracy and completeness of the export declaration required by customs authorities.

Export Control Number (ECN)

Enter a number...

Exporter Name and Address

Write something...

Consignee Name and Address

Write something...

Country of Destination

- ☐ United States
- ☐ Canada
- ☐ Mexico
- ☐ United Kingdom
- ☐ Germany
- ☐ Japan
- ☐ China
- ☐ Australia
- ☐ Other

Total Value of Goods (USD)

Enter a number...

Weight of Goods (Kilograms)

Enter a number...

Description of Goods (Brief)

Write something...

Export License Required?

- ☐ Yes
- ☐ No
- ☐ Unknown

Date of Export Declaration Submission

Enter date...

Certificate of Origin Compliance

Confirms the validity and accuracy of the certificate of origin, if required for preferential trade agreements.

Certificate of Origin Type

☐ Non-Preferential

☐ Preferential (e.g., NAFTA, EU)

☐ Generalized System of Preferences (GSP)

Issuing Body Name

Write something...

Date of Issue

Enter date...

Exporter Name (as on Certificate)

Write something...

Importer Name (as on Certificate)

Write something...

Certificate Number

Enter a number...

Certificate of Origin Scan/Image

⬆ Upload File

Country of Origin(s) Listed?

☐ Yes
☐ No

Dangerous Goods Declaration (if applicable)

Ensures proper declaration and documentation for hazardous materials, if the shipment contains any.

UN Number(s) of Dangerous Goods

☐ UN1000
☐ UN1074
☐ UN1203
☐ UN1866
☐ Other - Specify in LONG_TEXT

Proper Shipping Name(s)

Write something...

Quantity per Package

Enter a number...

Number of Packages

Enter a number...

Packing Group

Write something...

Flash Point (°C) (if applicable)

Enter a number...

Marine Pollutant (Yes/No)

☐ Yes

☐ No

☐ Not Applicable

Supporting Documentation (e.g., Safety Data Sheet - SDS)

⬆ Upload File

Letter of Credit/Payment Terms Alignment

Checks that documentation aligns with the terms outlined in the letter of credit or agreed-upon payment terms.

Letter of Credit (L/C) Used?

☐ Yes

☐ No

L/C Reference Number (if applicable)

Write something...

Payment Terms Specified in Contract?

Write something...

Are the Specified Payment Terms Met?

☐ Yes

☐ No

☐ N/A

Describe any discrepancies between shipping documents and payment terms.

Write something...

Tolerance Amount (if applicable)

Enter a number...

Latest Presentation Date (L/C)

Enter date...

Bank Confirmation Received (if applicable)

☐ Yes

☐ No

Importer/Exporter Information Validation

Confirms the accuracy of the importer and exporter details, including names, addresses, and contact information.

Exporter Company Name

Write something...

Exporter Address (Line 1)

Write something...

Exporter Address (Line 2)

Write something...

Exporter Tax ID/VAT Number

Enter a number...

Importer Company Name

Write something...

Importer Address (Line 1)

Write something...

Importer Address (Line 2)

Write something...

Importer Tax ID/VAT Number (if applicable)

Enter a number...

Importer Contact Type (e.g., Customs Broker, Direct Importer)

- [ ] Customs Broker
- [ ] Direct Importer
- [ ] Third-Party Logistics Provider (3PL)

HS Code and Tariff Classification

Verifies the correct Harmonized System (HS) codes and tariff classifications have been applied.

HS Code - Product 1

Enter a number...

HS Code Description - Product 1

Write something...

Tariff Classification Number - Product 1

Enter a number...

Applicable Trade Agreement (if any)

- [ ] NAFTA/USMCA
- [ ] EU Free Trade Agreement
- [ ] Other - Specify in LONG_TEXT
- [ ] None

Detailed Explanation of Tariff Classification (if required)

Write something...

Supporting Documentation for Tariff Classification (e.g., Binding Ruling)

⬆ Upload File

Country of Origin Verification Method

- [ ] Substantial Transformation
- [ ] Origin Rule
- [ ] Self-Certification
- [ ] Other - Specify in LONG_TEXT

Notes/Justification for HS Code Selection

Write something...

Country of Origin Determination

Accurately determines and documents the country of origin for all goods.

Describe the manufacturing process for each product in the shipment.

Write something...

List all countries involved in the product's manufacturing process (e.g., design, raw materials, assembly).

- [ ] Country A
- [ ] Country B
- [ ] Country C
- [ ] Country D
- [ ] Other (Specify)

Based on the manufacturing processes, select the primary country of origin.

- [ ] Country A
- [ ] Country B
- [ ] Country C
- [ ] Country D
- [ ] Other (Specify)

If 'Other' is selected for primary country, specify the country:

Write something...

Provide justification for the selected country of origin. Reference applicable regulations or rulings, if available.

Write something...

Upload supporting documentation (e.g., supplier declarations, certificates of origin, factory audit reports).

⬆ Upload File

Percentage of value added in the primary country of origin (estimate if necessary).

Enter a number...

Does this shipment qualify for preferential treatment under a trade agreement?

☐ Yes

☐ No

☐ Unknown