

# Shipment Checklist

Purchase order number: .....

Commercial/ proforma Invoice number: .....

Supplier/exporter details

Name	Contact number	email

HS code: .....

Description of the goods: .....

Cargo type

Dangerous cargo	Import/export restricted cargo	Normal cargo	LCL	FCL	other	

License/approval requirement

License /approval name	Local Authority and contact details	Date of applied	Approval document received date

Other requirement of the importing cargo

Incoterm:

EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAP	DPU	DDP

Payment term:

TT-Advance	LC	DA	DP	DC	Open account	On consignment basis

Insurance:

Who is responsible (importer or exporter)	
Date of insurance certificate	

Freight forwarder contact details:

Name	Contact number	email

Shipment follow up details with freight forwarder.

Date	Status of the shipment

### Shipment tracking details

Tracking software/site:

Date	Status of the shipment

Customs House Agent/Customs broker/CHA/wharf clerk contact details

Name	Contact number	email

Shipment follow up details with Customs House Agent

Date	Status of the shipment

Draft bill of lading checking and amending

checked	amended

Asking shipping documents to post from exporter.

Date of Exporter sending document	Date of receiving document

**Shipping Document check list**

CusDec (customs declaration form)	
Bill of lading/airway bill	
Commercial invoice	
Trade agreement if applicable	
Bills of exchange	
Country of origin (when required)	
Packing list	
Insurance certificate	

Payment proof documents (TT or LC copies etc.)	
Approval from local authorities	
Other	

**Local logistics provider's details:**

Option 01

Name	Contact number	email

Option 02

Name	Contact number	email

**Warehouse details:**

Option 01

Name	Contact number	email

Option 02

Name	Contact number	email

**Payment details**

	<b>Estimated cost</b>	<b>Actual cost</b>
Customs duty		
Port chargers		
Local Transport chargers		
Warehouse chargers		
Other chargers		

**Shipment Arrival Notice details**

<b>ETD:</b>	<b>ATD:</b>

<b>ETA:</b>	<b>ATA:</b>

**Shipment receiving date to warehouse or own storage: .....**