FIELD CHECKLIST / 01

International Shipping Documents Checklist

A practical, editable document-readiness checklist for commercial imports from China. Confirm shipment-specific requirements with your broker, carrier and importer before booking.

01 SHIPMENT SNAPSHOT

SHIPMENT REFERENCE	TRANSPORT MODE
EXPORTER / SUPPLIER	IMPORTER / CONSIGNEE
ORIGIN / PICKUP	DESTINATION / DELIVERY
INCOTERM + NAMED PLACE	CARGO READY DATE

02 DOCUMENTS BY PURPOSE

Use this table to identify the documents to request, not as an automatic statement that every item is legally mandatory.

DOCUMENT	WHAT TO VERIFY	APPLICABILITY
Commercial invoice	Parties, detailed goods, quantities, value, currency, trade terms	Core
Packing list	SKU-to-carton mapping, marks, pieces, net/gross weight, dimensions	Common
B/L or air waybill	Shipper, consignee, routing, transport reference and mode	Mode-based
Origin evidence	Country of origin and preference claim support, where applicable	Conditional
Permits / certificates	Restricted goods, safety, test and import control documents	Conditional
Customs entries / IDs	Filing reference, importer ID and responsible declarant	Conditional
Insurance evidence	Policy or certificate if cover arranged or contract requires	If arranged
Delivery record / POD	Receiving confirmation, exceptions and final shipment closeout	After delivery

Control point The invoice, packing list, transport instructions and quote must describe the same actual cargo.

WORKFLOW / 02

Verify before cargo handoff

Tick each item only when verified with the document owner. Items below are operational checks, not universal legal requirements.

01 Commercial invoice

THE COMMERCIAL RECORD

- [ ] Exporter, seller, buyer and importer details match the transaction.
- [ ] Invoice number, date, currency and delivery terms are recorded.
- [ ] Descriptions, quantities and unit values are specific and accurate.
- [ ] Origin and tariff classification have been reviewed for import.
- [ ] Freight / insurance inclusions and the named place are clear.

02 Packing & measurements

THE PHYSICAL RECORD

- [ ] SKU quantities reconcile with commercial invoice lines.
- [ ] Carton and pallet marks match the actual packed cargo.
- [ ] Outer dimensions, net and gross weights are confirmed.
- [ ] Final post-repack counts and measurements are used.
- [ ] Handling, stacking and special packing needs are declared.

03 Booking & carrier

THE TRANSPORT RECORD

- [ ] Mode, route, service scope and delivery terms are agreed.
- [ ] Ready date, pickup window, contact and cut-off confirmed.
- [ ] Shipper, consignee and notify party instructions checked.
- [ ] Batteries, liquids, aerosols, magnets and other risks disclosed.
- [ ] Insurance and carrier-specific documents arranged if needed.

04 Clearance & delivery

THE IMPORT RECORD

- [ ] Legal importer and customs filing party are identified.
- [ ] Product HS/HTS classification and origin are reviewed.
- [ ] Permits and restrictions are checked for destination.
- [ ] Duties, taxes, fees and clearance roles are assigned.
- [ ] Receiving hours, booking slot and unloading confirmed.

MARKET-SPECIFIC REVIEW TRIGGERS

US	Commercial invoice/HTS; ocean cargo may require ISF. Confirm with US broker.
EU	EORI, commodity controls and safety/security filing responsibilities as applicable.
UK	Check GB/NI rules, EORI, commodity code and customs declaration arrangements.

Special cargo: acceptance, packaging, labels and safety documents depend on classification, mode and carrier rules.

FINAL REVIEW / 03

Reconcile. Resolve. Release.

Resolve mismatches before the shipment is released. Keep an accountable owner and a clear record of every exception.

INVOICE / PACKING

SKU, quantity, invoice values and carton marks agree.

☐ Verified

CARGO / QUOTE

Final CBM, weights, route, service scope and validity agree.

☐ Verified

CUSTOMS / DELIVERY

Importer, controls, taxes and last-mile handoff are assigned.

☐ Verified

EXCEPTION TRACKER / COMPLETE BEFORE APPROVAL

ISSUE / DOCUMENT	RESPONSIBLE	DUE DATE	STATUS / ACTION

RELEASE GATE

- ☐ Document mismatches closed or escalated
- ☐ Importer and filing responsibilities confirmed
- ☐ Transport quote / cut-off rechecked
- ☐ Special cargo acceptance confirmed if applicable
- ☐ Duty, tax and delivery scope acknowledged
- ☐ Final files shared with responsible parties

REVIEWED BY	REVIEW DATE	APPROVAL / REFERENCE

OFFICIAL SOURCES & NEXT STEPS

US CBP - invoices

EU - Access2Markets

UK - import guidance

ICC - Incoterms 2020

Full web checklist

Request a quote

Reference only - not a customs filing, carrier acceptance or legal clearance approval. Verify current rules for each shipment.