SHIPMENT DOCUMENT CHECKLIST

Commercial Invoice + Packing List

Keep commercial value and physical packing roles distinct, then reconcile them to the same shipment.

CONTROL PRINCIPLE	**Prepare from the final packed goods and controlled transaction data. Never use an obsolete draft as the shipment master.**

1. Shipment master

PO / references	PO: ________________ Sales order: ________________ Booking: ________________
Invoice / packing list	Invoice no/date: ________________ Packing-list no/date: ________________
Seller / buyer / importer	Seller: ________________ Buyer: ________________ Importer: ________________
Consignee / notify party	____
Trade terms	Incoterm: _____ Named place: ________________ Currency: _____ Payment: _________
Route	Origin: ________________ Port/airport: ________________ Destination: _________

2. Commercial invoice fields

Field	Controlled value	Source	Status
Product description	______________________	PO / spec	[ ] Match [ ] Hold
Proposed HS code	______________________	Broker / ruling	[ ] Match [ ] Hold
SKU / grade / pack	______________________	Spec / PO	[ ] Match [ ] Hold
Batch / lot reference	______________________	Packing record	[ ] Match [ ] Hold
Quantity / unit	______________________	Final pack count	[ ] Match [ ] Hold
Unit price / total value	______________________	PO / contract	[ ] Match [ ] Hold
Currency / Incoterm	______________________	PO / quote	[ ] Match [ ] Hold
Country of origin	______________________	Origin records	[ ] Match [ ] Hold

3. Packing-list fields

Field	Packing record	Physical check	Status
Cases / pallets / units	_______________	_______________	[ ] Match [ ] Hold
Batch allocation	_______________	_______________	[ ] Match [ ] Hold
Net / gross weight	_______________	_______________	[ ] Match [ ] Hold
Dimensions / marks	_______________	_______________	[ ] Match [ ] Hold

Reconciliation and release

Resolve quantity, identity, value, origin and version conflicts before documents reach the broker or bank.

CONTROL PRINCIPLE	**One correction must propagate to every affected controlled document. Archive the released finals and the approval trail.**

4. Cross-document reconciliation

Control field	Invoice	Pack list	Other record	Difference / action
Parties / references	_______	_______	PO: _______	______________
Description / SKU	_______	_______	Spec: _______	______________
HS classification	_______	N/A	Entry: _______	______________
Origin	_______	_______	COO: _______	______________
Batch / lot	_______	_______	COA: _______	______________
Units / cases	_______	_______	Pack record: ___	______________
Net / gross weight	_______	_______	Transport: ____	______________
Value / currency	_______	N/A	PO / LC: _____	______________
Route / packages	_______	_______	Transport: ____	______________
Export reference	_______	_______	Declaration: ___	______________

5. Final totals and versions

Final commercial total	Currency: _____ Goods value: _________ Other charges: _________ Total: _________
Final physical totals	Units: _____ Cases: _____ Pallets: _____ Net kg: _____ Gross kg: _____
Released documents	Invoice v____ Packing list v____ COO v____ COA v____ Transport v____
Distribution	Importer: [ ] Broker: [ ] Forwarder: [ ] Bank: [ ] Buyer archive: [ ]
Correction control	Change requested by: _________ Corrected by: _________ Verified by: _________

6. Exceptions

Difference	Affected documents	Owner	Due	Closed / evidence
______________	______________	_______	_______	______________
______________	______________	_______	_______	______________
______________	______________	_______	_______	______________

DOCUMENT RELEASE	**[ ] HOLD [ ] CONDITIONAL [ ] APPROVED [ ] REJECTED**
Decision owner	Name: ________________ Role: ________________ Date: ________________
Conditions / rationale	____ ____

Boundary: This checklist is an operational control aid, not customs, legal, banking or freight advice. Confirm current destination, broker, carrier and documentary-credit requirements for the actual shipment before release.