

EXPORT • CHECKLIST

Export Checklist

A practical list of things to confirm before cargo leaves. Requirements differ by product and destination, so share your plans with SHEHEN early.

1 • Before you ship

- ☐ Confirm your buyer's requirements and the agreed trade terms.
- ☐ Check whether your product needs any approval, inspection or permit to be exported.
- ☐ Check any import requirements at the destination — your buyer will need these too.
- ☐ Book space with the carrier or ask SHEHEN to arrange it.

2 • Documents commonly needed

- ☐ Commercial invoice
- ☐ Packing list
- ☐ Certificate of origin, if your buyer or destination requires it
- ☐ Export documentation required by the authorities (SHEHEN will confirm)
- ☐ Payment-related documents, if you are using a letter of credit or similar

3 • Packing and loading

- ☐ Pack and label cargo suitably for the journey.
- ☐ Make sure quantities and descriptions match your documents exactly.
- ☐ Record the container and seal numbers once loaded.

4 • After departure

- ☐ Receive the bill of lading or airway bill and send copies to your buyer as agreed.
- ☐ Track the shipment and keep your buyer informed.