

SHIPPING • CHECKLIST

Shipping Documents Checklist

The documents below are commonly used when moving cargo internationally. Which ones apply to you depends on your goods and route.

Commonly used documents

Commercial invoice — Seller / supplier

Records the sale: parties, goods, quantities and value.

Packing list — Seller / supplier

Lists what is in each package, with weights and dimensions.

Bill of lading (sea) — Shipping line or forwarder

Receipt for the cargo and the contract of carriage.

Airway bill (air) — Airline or forwarder

Air cargo equivalent of a bill of lading.

Certificate of origin — Issuing body in the origin country

States where the goods were made, where relevant.

Insurance certificate — Insurer

Evidence of cargo insurance cover.

Delivery order — Shipping line / agent

Authorises release of the cargo for collection.

Customs documents — Prepared by your clearing agent

Declaration and related paperwork for clearance.

Tip

Keep digital copies of every document and send them to SHEHEN together, so nothing is held up waiting for a missing page.