

EXPORT DOCUMENT PRE-FLIGHT CHECKLIST

5-Minute Verification Guide Before Filing Customs & Bank Documentation

TENDIFY TRADE GUIDE

1. DATA CONSISTENCY & CROSS-VERIFICATION

- ☐ **Exact Name & Address Match:** Ensure Exporter and Importer details match exactly across the Commercial Invoice, Packing List, and Bill of Lading.
- ☐ **Unit Price & Valuation Alignment:** Confirm total amounts, currencies, and line-item prices on the invoice match payment terms and purchase orders.
- ☐ **Weight & Box Count Concordance:** Verify gross weight, net weight, and total package numbers on the Packing List exactly match the Bill of Lading.

2. REGULATORY & CLASSIFICATION ACCURACY

- ☐ **HS Code Validation:** Double-check that 6 to 10-digit Harmonized System codes are up-to-date and recognized by the destination customs authority.
- ☐ **Incoterms® 2020 Compliance:** Ensure the specific Incoterm (e.g., FOB, CIF, DDP) and named location (e.g., CIF Hamburg) are stated on all trade invoices.
- ☐ **Country of Origin Stated:** Confirm clear origin marking on physical goods and exact matching on the Certificate of Origin.

3. AUTHENTICATION & LEGAL CLEARANCE

- ☐ **Chamber / Government Stamps:** Obtain mandatory Chamber of Commerce stamps or legal Apostille certifications where destination mandates require them.
- ☐ **Language & Translation Review:** Ensure mandatory bilingual or local language translations (e.g., Spanish, French, Arabic) are certified and attached.
- ☐ **Digital Format / eBL Validity:** For electronic Bills of Lading, confirm MLETR regulatory compliance and secure digital title transfer protocols.

⚠ **Critical Warning:** A single discrepancy in quantity, HS code, or invoice valuation can lead to 15-25% customs duty miscalculations, port demurrage fees, or shipment rejection. Always audit before filing.