

1. Export Documentation Master Checklist

Essential documents required for customs clearance, tariff compliance, and ocean freight logistics across global and regional trade lanes.

Phase	Document Name	Issuing Authority	Primary Purpose & Key Details
1. Pre-Shipment	Proforma Invoice (PI)	Exporter / Seller	Binding offer defining price, specifications, payment terms, and Incoterms® 2020 rules.
1. Pre-Shipment	Purchase Order (PO)	Importer / Buyer	Formal acceptance of the Proforma Invoice initiating production and logistics scheduling.
2. Transport	Commercial Invoice (CI)	Exporter / Seller	Official accounting document used for customs valuation, import duties, and banking.
2. Transport	Packing List (PL)	Exporter / Forwarder	Itemized breakdown of net/gross weights, package dimensions, container numbers, and seals.
2. Transport	Bill of Lading (B/L)	Ocean Carrier / Liner	Title document to cargo, contract of carriage, and official receipt of shipment.
3. Compliance	Certificate of Origin (COO)	Chamber of Commerce	Verifies manufacturing origin to claim preferential tariff concessions under trade agreements.
3. Compliance	Certificate of Analysis (COA)	Quality Inspector / Lab	Technical proof of chemical/physical parameters and grade compliance before dispatch.

2. Standard Commercial Invoice Template (Incoterms® 2020)

EXPORTER / SELLER:

Global Machinery & Logistics Corp.
Building 4, Jebel Ali Free Zone (JAFZA)
Dubai, United Arab Emirates
TRN / Tax ID: 100482910300003

COMMERCIAL INVOICE

Invoice No: TND-2026-8849
Date: September 12, 2026
PO Reference: PO-US-99321
Incoterms® 2020: CIF New York Port

IMPORTER / BUYER:

Apex Industrial Equipment Inc.
100 Industrial Parkway, Suite 400
New Jersey, NJ 07102, USA

SHIPMENT ROUTING:

POL: Shanghai Port, China
POD: New York Port, USA
Vessel / Voyage: RIO GRAND V.2608E

Item	HS Code	Description of Goods	Qty	Unit Price (USD)	Total Amount (USD)
01	8479.89.90	Industrial Centrifugal Pumps (Model CP-400X)	20 Units	\$4,500.00	\$90,000.00
02	8481.80.90	Hydraulic Flow Control Valves (Stainless 316L)	150 Pcs	\$185.00	\$27,750.00
FOB Shanghai Base Value:					\$117,750.00
Ocean Freight Charges (Shanghai to New York):					\$9,587.00
Bunker Adjustment Factor (BAF) & Canal Surcharges:					\$650.00
Marine Insurance (110% CIF Coverage):					\$450.00
TOTAL CIF NEW YORK PORT VALUE (USD):					\$128,437.00

Declaration: We certify that this invoice is true and correct, and the prices charged match current agreements.

Authorized Stamp & Signature:

Amirhossein Eftekhary (Export Operations)

3. Global HS Code & Tariff Reference Matrix

HS Chapter / Code	Commodity Description	US Base Duty	GCC / MENA Tariff	EU Base Duty	Key Regulatory Compliance
8479.89	Industrial Machinery & Mechanical Appliances	2.5%	5.0%	1.7%	CE Marking, UL Compliance, COO

HS Chapter / Code	Commodity Description	US Base Duty	GCC / MENA Tariff	EU Base Duty	Key Regulatory Compliance
8481.80	Valves for Pipes, Boiler Shells & Tanks	2.0%	5.0%	2.2%	Pressure Equipment Directive (PED)
8501.52	AC Motors, Multi-Phase (750W to 75kW)	3.7%	5.0%	2.7%	Energy Efficiency Standard (IE3/IE4)
9027.80	Laboratory Instruments & Analysis Gear	0.0% (Free)	0.0% - 5.0%	0.0% (Free)	Calibration Certificate, RoHS Standard