

EXPORT DOCUMENTATION CHECKLIST

Trade31 - Global Trade Toolkit

Document No.: EXP-CHK-2026-0042 Date: 2026-06-30

Worksheet Fields

Commercial invoice vs contract/PO:

 Editable column / tracking field replace with your data

Packing list weights and marks:

 Editable column / tracking field replace with your data

Bill of Lading consignee and notify party:

 Editable column / tracking field replace with your data

Certificate of Origin (if required):

 Editable column / tracking field replace with your data

Export declaration / customs entry fields:

 Editable column / tracking field replace with your data

Insurance certificate (CIF/CIP):

 Editable column / tracking field replace with your data

Notes: Use this checklist shipment-by-shipment. Sign off each line before sending originals to bank or buyer

Authorized Signature Company Chop / Date