



Checklist of Shipping Documents

The following shipping documents are common to all shipments:

Shipping document	Purpose
Bill of Lading (B/L) (for sea shipment) Waybill (other modes of transport)	<ul style="list-style-type: none">• The Contract of carriage between the shipper and the carrier, indicating how goods are being shipped and when they will arrive.• Evidences that the carrier has received the goods for shipment, and is conclusive evidence that the goods were shipped as stated.• Documents ownership to the goods specified (a document of title). It is recommended to specify that the B/L be marked 'clean on board and freight prepaid' (especially when using the CPT Incoterm).
Commercial Invoices and Pro Forma Invoices	<ul style="list-style-type: none">• Describes the goods and indicates their value.• Proves the value of the goods.
Packing lists	Describes the content, total number of packing units, markings, weight and volume of each unit.
Certificates of Origin	<ul style="list-style-type: none">• Indicates the country of origin or manufacture of the goods and are always issued by a local Chamber of Commerce.• Required for importation and also used for statistical purposes.
Gift Certificate	<ul style="list-style-type: none">• Replaces the commercial invoice and certificate of origin in the case of goods from warehouse or in-kind donations.• Proves the value of the goods.
<i>Additional documents required when using a freight forwarder</i>	
Forwarder's Certificate of Receipt	Proof that the Supplier has handed over goods to the freight forwarder.
Freight Invoice	Indicates shipping details and charges.
<i>Additional documents</i>	
Certificates certifying quality	<ul style="list-style-type: none">• May be required to certify quality.• Usually provided by the Supplier.