

Import Shipping Coordination Document Outline

1. Shipment Details

- Purchase Order Number
- Supplier Name & Address
- Consignee Name & Address
- Origin & Destination Ports
- Estimated Shipment Date
- Incoterms
- Mode of Transport (Sea/Air/Land)
- Container/Package Details

2. Shipping Documents

- Commercial Invoice
- Packing List
- Bill of Lading / Airway Bill
- Certificate of Origin
- Insurance Certificate
- Other Required Certificates

3. Customs Clearance

- Required Import Permits
- HS Code
- Customs Broker Contact
- Estimated Duties & Taxes
- Pre-clearance Preparation

4. Transportation & Delivery Coordination

- Freight Forwarder Contact
- ETA at Destination
- Trucking/On-Carriage Arrangement
- Delivery Address & Instructions
- Unloading Arrangements

5. Communication & Follow-up

- Key Contact List (Supplier, Forwarder, Customs Broker, Consignee)
- Regular Update Schedule
- Issue Reporting & Resolution Process

6. Appendices

- Templates & Forms
- Reference Documents
- Notes & Special Instructions