Shipping Document Verification Checklist

A buyer worksheet for reconciling the commercial invoice, packing list, shipping instructions and final transport record against one approved shipment baseline.

1. Order and Shipment Baseline

Buyer / company		**PO / order reference**	
Product family		**Shipment / booking ref.**	
Final shipped quantity		**Package count**	
Incoterms rule + named place		**Currency**	
Consignee instruction		**Notify party**	
Destination / routing		**Document review date**	

Pre-Shipment Control Gate

- ■ Final shipped quantity approved or reconciled against the order.
- ■ Packing records complete; pallet / bundle references match physical labels.
- ■ Draft commercial invoice uses approved price, currency, quantity and Incoterms basis.
- ■ Draft packing list reconciles package-level quantities and weights.
- ■ Buyer shipping instructions confirm consignee, notify party and routing.
- ■ Required document list and any buyer / broker / bank templates are available.
- ■ Carrier booking / draft transport data reviewed where available before amendment cutoff.

Important timing note

For ocean freight, the final bill of lading may only be issued after loading or vessel departure. The pre-shipment gate verifies the information available before cargo release; the final transport-document check is completed after carrier issuance.

2. Cross-Document Consistency Matrix

Field	Governing reference	Invoice	Packing list	Shipping instructions / transport doc	Status
Product / goods identity	PO / approved order				
Shipped quantity	Shipment baseline				
Package count	Packing record				
Gross weight	Verified shipment data				
Buyer / seller details	Contract / order			N/A if not used	
Consignee / notify party	Shipping instructions	N/A	N/A		
PO / order reference	Approved order			If required	
Incoterms + named place	Commercial baseline		N/A	Usually N/A	
Port / place / routing	Booking / instructions	If req.	If req.		
Shipping marks / package refs	Packing / physical marks	If req.		If used	
Part / batch references	Traceability plan	If req.		Usually N/A	
Container / seal number	Loading / carrier record	N/A	If req.		

Decision rule

Use N/A where a field is not expected. A match is required only where the same fact is repeated; every repeated fact must reconcile with its governing reference.

3. Transport Document Review

Parties

- ■ Shipper matches the approved booking / shipping instruction party (not automatically the invoice seller).
- ■ Consignee wording matches the contract, payment method, import arrangement and carrier process.
- ■ Notify party matches buyer-approved instructions where applicable.

Routing and cargo

- ■ Receipt / loading and discharge / delivery fields match the carrier booking and buyer instructions.
- ■ Goods description does not contradict the invoice or packing records.
- ■ Package count reconciles with packing list / loading records.
- ■ Gross weight reconciles with verified shipment data where the field is used.
- ■ Container and seal numbers are checked after loading when applicable.
- ■ Marks and numbers correspond to the physical shipment where shown.

Carriage instructions

- ■ Freight prepaid / collect matches the carrier booking and carriage arrangement.
- ■ Required document type / release method is confirmed (B/L, sea waybill, electronic release, etc.).
- ■ Special wording is included only when required by contract, bank, buyer, broker or carrier.
- ■ Final carrier document is re-checked after issuance.

4. Draft-to-Final Workflow

1	Final quantity confirmed
2	Packing records complete
3	Physical marks verified
4	Draft invoice prepared
5	Draft packing list reconciled
6	Shipping instructions confirmed
7	Draft carrier data reviewed when available
8	Pre-shipment discrepancies closed
9	Final carrier document re-checked after issuance
10	Final pack archived / distributed

5. Discrepancy Log and Final Release

No.	Document / field	Mismatch / question	Governing reference	Owner	Status
1					
2					
3					
4					
5					
6					

Final Review

- ■ Commercial invoice matches the approved commercial and shipment baseline.
- ■ Packing list reconciles with physical packages and packing records.
- ■ Product / batch / pallet references support the agreed traceability depth.
- ■ Shipping instructions are buyer-approved.
- ■ Pre-shipment carrier data reviewed where available.
- ■ Final carrier-issued document re-checked after issuance.
- ■ Required quality / origin / customs / banking documents are confirmed by responsible parties.
- ■ Complete document pack archived and distributed to agreed recipients.

Reviewed by		**Date**	
Buyer / company		**Shipment release status**	
Comments			

Responsibility Boundary

This checklist supports document consistency review only. Carrier-issued documents, customs classification, destination-country import requirements, bank wording, duties, taxes and legal compliance remain with the responsible buyer, importer, carrier, broker, freight forwarder, bank or appointed party.

Article: https://www.xianhongmining.com/insights/shipping-document-verification-mining-ground-support-orders/

OEM RFQ: https://www.xianhongmining.com/contact/?product=Custom+Ground+Support+Manufacturing