



Export document checklist

before your container seals.

What to request from any body-parts supplier, what each document is for, and the questions that prevent a customs hold. Use it for your next order — from us or from any other supplier.

PER SHIPMENT

ON REQUEST

CONFIRM WITH YOUR BROKER

KEEP THE EVIDENCE

1 · DOCUMENTS THAT TRAVEL WITH THE SHIPMENT

DOCUMENT	ISSUED BY	WHAT IT PROVES / WHAT TO CHECK
Commercial invoice	Supplier	Goods description, part numbers, quantity, unit price, Incoterm and destination. Every line must match the order and the packing list.
Packing list	Supplier	Cartons, dimensions, gross/net weight, carton marks and SKU per carton. This is the document your warehouse counts against.
Pre-shipment inspection report	Supplier / third party	Quantity, appearance and dimensional checks, plus photos of packed cartons and a sealed container. Ask for the report <i>before</i> the balance payment.
Certificate of origin (CO)	Supplier via chamber of commerce	Origin of goods for duty and preferential schemes. Request it when your market requires a CO — allow time for consular legalisation if needed.
Conformity support	Supplier with your broker/importer	Destination schemes (SABER / PVoC and similar) are commonly required and differ by product and market. Confirm the exact scope and who files the certificate with your broker.
Lighting approval scope	Supplier	Where an existing approval covers the lamp family: approval number + scope letter for the exact part numbers in your order. If it does not cover them, the supplier should say so before you order.

2 · ASK BEFORE THE ORDER

- Which exact part number, side and generation is quoted — and what evidence links it to the vehicle?
- Which Incoterm is quoted (FOB / CIF / DDP), which port/door, and what is included?
- Carton count, CBM and gross weight — will the order fit the container you booked?
- What document set will be issued, and can you see a sample before the order?

3 · RED FLAGS WORTH STOPPING FOR

- “Certificates included” with no scope letter, number or sample.
- Photos that do not match the part number or the quoted generation.
- No packing list or loading photos before the balance payment.
- Shipment documents issued by a company name different from the invoice.
- Pushes the certificate question to your broker only after the container ships.