



**Purpose:** To check the complete readiness of products, documents, packaging and logistics before the actual shipment of the export batch.

## CHECKLIST FOR PREPARING FOR EXPORT SHIPMENT

| Action / Verification                                                               | Responsible                               | Term | Status |
|-------------------------------------------------------------------------------------|-------------------------------------------|------|--------|
| Verification of the signed export contract                                          | Lawyer / Export Manager                   |      |        |
| Confirmation of product availability in stock                                       | Production / Warehouse                    |      |        |
| Verification of packaging and labeling according to requirements                    | Quality Department / Packaging            |      |        |
| Collection of all export documents (invoice, packing list, certificates, CMR, etc.) | Export Manager                            |      |        |
| Checking documents for compliance with the terms of the contract and Incoterms      | Lawyer / Logistics coordinator            |      |        |
| Checking the availability of originals and copies of documents for the client       | Secretariat / Document specialist         |      |        |
| Organization of logistics: transport order, booking, loading                        | Logistics                                 |      |        |
| Coordination of the date and time of shipment with the client                       | Sales manager                             |      |        |
| Photo documentation of packaging, labeling and loading (if necessary)               | Logistician / Warehouse                   |      |        |
| Checking for necessary permissions and notifications (if necessary)                 | Coordinator for foreign economic activity |      |        |
| Control of proper loading and sealing of transport                                  | Warehouse / Security                      |      |        |
| Transfer of all documents to the driver or freight forwarder                        | Responsible for shipment                  |      |        |
| Notification of the client about the fact of shipment                               | Customer Relations Manager                |      |        |
| Recording the shipment in the accounting system (CRM / ERP)                         | Accounting / Sales                        |      |        |