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| Sr. | **Stage** | **Checklist Item** | **Status** |
| 1 | Pre-Shipment | Verify buyer/supplier credentials & sanctions screening |  |
| 2 | Pre-Shipment | Confirm contract terms (Incoterms, payment, delivery) |  |
| 3 | Pre-Shipment | Check regulatory licenses (IEC, RCMC, DGFT permissions) |  |
| 4 | Pre-Shipment | Track vendor production & packing readiness |  |
| 5 | Shipping & Logistics | Select transport mode (Sea/Air/Road/Rail/Courier) |  |
| 6 | Shipping & Logistics | Verify shipping documents (Invoice, PL, BL/AWB, COO, Insurance) |  |
| 7 | Shipping & Logistics | Track cargo using BL/AWB/container/courier tracking number |  |
| 8 | Shipping & Logistics | Check insurance coverage for cargo (marine/air/road/rail) |  |
| 9 | Customs Clearance | Ensure correct HS Code & Customs Valuation |  |
| 10 | Customs Clearance | Confirm export Shipping Bill / Import Bill of Entry filing |  |
| 11 | Customs Clearance | Monitor duty/tax payments & customs examination status |  |
| 12 | Post-Shipment | Submit export docs to AD Bank & ensure e-BRC issuance |  |
| 13 | Post-Shipment | Match import payments with IDPMS (RBI monitoring) |  |
| 14 | Post-Shipment | Track buyer payments/LC negotiation & inward remittance |  |
| 15 | Post-Shipment | Reconcile Advance Authorization/EPCG obligations |  |
| 16 | Compliance & Risk | Monitor DGFT incentive claims (RoDTEP, Drawback, GST refund) |  |
| 17 | Compliance & Risk | Check FEMA/RBI/ODI/OI regulation compliance |  |
| 18 | Compliance & Risk | Maintain internal shipment & payment audit trail |  |
| 19 | Technology & Reporting | Use ERP/ICEGATE/DGFT/RBI portals for status tracking |  |
| 20 | Technology & Reporting | Generate monthly compliance & shipment status report |  |