

Checklist

– presentation under an export documentary credit (DC)

Are the documents as per DC terms?

General:

- Are all required documents ready to be presented?
- Have all time limits been respected?
(Shipping and expiry dates and time limit for presentation of documents).
- Are all required certificates dated and signed?
- Do the documents meet all the requirements stated in the DC?
- Are all the documents consistent with one another with regard to amount, shipping marks, number of packages, quantity, weight etc.?

Draft:

- Is the draft issued as stipulated in the DC?
You may refrain from drawing sight drafts on Nordea.
- A draft must be drawn for the amount to be paid under the credit. It may be less than the invoice value, if the invoice shows pre-payment or payments to be made later.
- Is the amount in words the same as the amount in figures?
- Does the draft show the number and/or other required references to the DC (if required by the DC)?
- If the draft is presented in duplicate, both original and duplicates must be signed, and the following clauses must appear on the two copies: "Pay this First Bill of Exchange (second being unpaid)" on the original and "Pay this Second Bill of Exchange (first being unpaid)" on the duplicate. A duplicate draft must be presented if required by the DC terms. The draft must be signed by an authorized person(s).

Invoice:

- Is the invoice issued in the name of the applicant and by the beneficiary as stated in the DC or as specifically required in the DC?
- Does your invoice make reference to the DC number (if required by the DC)?
- Does the goods description correspond to the one stated in the DC?
- Does it refer to the pro forma invoice stated in the DC?
- The invoice (and other documents) must not cover goods, advertising material or samples, not stipulated in the DC.
- Is the invoice issued, legalised and signed as per the DC terms?
- Does the invoice bear the certifications required by the DC, if any?
- Does the invoice show trade terms as per the DC terms?
- Is the invoice in the same currency as the currency of the DC?

Bill of Lading:

(covering shipment by sea)

- Are all originals (full set) of the Bill of Lading presented (unless the DC states otherwise)?
- Does the Bill of Lading show that the goods have been loaded on board or shipped on a named vessel?
- Is the Bill of Lading consigned as stipulated in the DC?

- Has the Bill of Lading been endorsed, if necessary?
- Does the Bill of Lading show the notify party as requested in the DC?
- Does the Bill of Lading show the Port of Loading and Port of Discharge as required in the DC?
- Does the Bill of Lading show the name of the carrier?
- Is the Bill of Lading "clean" (without any disqualifying clauses relating to the goods/packaging etc.)?
- Does the Bill of Lading show corrections? If yes: the carrier or its agent must authenticate them.

Truck consignment note:
(CMR consignment note):

- Does the sender's copy (often the light red original) contain the carrier's signature (authentication)?
- Does the consignment note show that the goods have been received for shipment, dispatch or transport?
- Is the place of shipment and destination as per the DC terms?

Air waybill:

- Is the Air Waybill issued by the carrier or its agent and does it show the name of the carrier?
- Is the Air Waybill issued to the consignee stipulated in the DC?
- Is the Air Waybill "clean"? (Without any disqualifying clauses relating to the goods/packaging etc.)

Insurance document:

- Does the insurance document cover the risks required in the DC?
- Is it issued in the same currency as the DC or required by the DC? If the DC does not state the amount of insurance, the insurance document must cover at least 110% of the invoice amount (CIF/CIP value).
- The date of the insurance document must be no later than the date of shipment, unless it appears from the insurance document that the cover is effective from a date not later than the date of shipment.

- Does the insurance cover risk from (at least) the place of receipt to the place of destination as stated in the DC?
- Does the insurance document state the place for settlement of claims, if required in the DC?
- Has the insurance document been endorsed (signed on the reverse), if necessary?

Certificate of origin:

- Has the certificate been verified/signed by required authority?
- Does the certificate show the origin of the goods as required by the DC?

Packing list:

- Does the packing list contain the necessary details concerning quantity, colli, container, packing etc.?
- Is all the information in the packing list consistent as regards to amount, shipping marks, number of packages, quantity etc.?

Weight list:

- Is the exact gross and net weight shown?
- Is all the information in the weight list consistent as regards to shipping marks, weight etc.?

Analysis and inspection certificate:

- Is the certificate issued and signed by required public authorities or company?
- Is all the information in the packing list consistent with other documents with regard to amount, shipping marks, number of packages, quantity, weight etc.?