Import file, receiving and claims pack

Importation: A Practical Course · Module 14 · Recordkeeping and retention

Sabbi

Build one consistent filing system from your very first import. These records protect you in a customs audit, a tax review, or a dispute with a supplier or customer long after the shipment is sold.

1. Filing structure for one import

Folder	What goes in it	Filed
Supplier and contract	Pro forma invoice, purchase order, contract terms, supplier verification records	☐
Payments	Proof of payment, bank records	☐
Shipping documents	Commercial invoice, packing list, bill of lading or air waybill, certificates, inspection report	☐
Customs	Customs declaration, duty and tax receipts, release order	☐
Delivery and receiving	Delivery order, signed delivery note, receiving checklist, photos	☐
Claims	Claim forms, evidence, correspondence with carrier, insurer or supplier	☐
Correspondence	Emails and saved chat messages with suppliers and agents	☐

Retention period for your country: _____

The period is set in national law, commonly several years and sometimes longer for certain products. Confirm it with customs and the tax authority.

2. Receiving checklist

Use it every time. It catches problems while you still have leverage and evidence.

✓	Step
☐	Count cartons against the packing list before you sign for delivery
☐	Open and check a representative sample for quality and correct specification
☐	Photograph or video any damage or shortage immediately, before goods go into storage
☐	Note any damage on the delivery note at the time you sign
☐	Record the date, time and who received the goods

3. Claim record

Claims against a carrier, an insurer or a supplier all have deadlines, often short. File promptly.

Claim against (carrier / insurer / supplier)	
Shipment reference	
Date goods received	
Claim deadline	
Date claim filed	
What was damaged or short	

✓	Evidence attached
☐	Photographs
☐	Signed delivery note
☐	Original packing list
☐	Original invoice