China Import Checklist

ASG Academy | Working record v1.0 | 18 Oct 2026

Product / order: _____ Prepared by: _____
Destination / intended entry: _____ Review date: _____

Use this planning record to assign work and retain evidence. A checked box is not a customs release, a tariff decision or confirmation of product compliance.

01 Agree the trade term

Record the named place or port and Incoterms version. Confirm who arranges transport, export and import clearance, insurance and destination handling. Identify the importer of record separately.

Record: term / named place / version / buyer and seller / importer of record

Status: open / confirmed / not applicable Owner: _____

02 Reconcile the cartons

Obtain the final packed carton count, outside dimensions, gross and net weights, and packaging version. Reconcile these with the packing list. Flag dimensions taken from an earlier sample or unfinished packing.

Record: carton data source / packing revision / measured by / unresolved differences

Status: open / confirmed / not applicable Owner: _____

03 Confirm the shipping scope

Give each provider the same goods, pickup point, destination and carton data. Confirm the shipping mode, quoted services, exclusions, validity, cargo acceptance and delivery requirements. Record chargeable-weight inputs where relevant.

Record: provider / quote reference / scope and exclusions / booking decision owner

Status: open / confirmed / not applicable Owner: _____

04 Review classification and duty inputs

Retain the product description, material, function and origin evidence supporting classification. Ask the responsible broker or specialist to confirm the HTS treatment and applicable additional measures for the intended entry. Do not use one China-wide duty rate.

Record: product evidence / classification reviewer / entry assumptions / source review date

Status: open / confirmed / not applicable Owner: _____

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05 Match the document set

Reconcile the commercial invoice, packing list and shipping instructions with the actual goods and agreed parties. Confirm who prepares, reviews and files each document. For ocean cargo, arrange ISF and verify its applicable cut-off before loading.

Record: invoice and packing-list revisions / ISF responsible party / confirmation reference

Status: open / confirmed / not applicable Owner: _____

06 Check product and marking requirements

Confirm origin marking and the rules of the relevant product agencies before shipment. Identify permits, testing or declarations that may be required. For batteries or other dangerous goods, obtain classification and carrier acceptance confirmation.

Record: product agencies / required documents / reviewer / outstanding acceptance conditions

Status: open / confirmed / not applicable Owner: _____

07 Authorise the handoff

Confirm the importer of record, broker and any bond arrangements. Reconcile cartons, marks, labels and open quality findings. Record who authorises collection and how release, delivery appointments and receiving exceptions will be followed up.

Record: release decision owner / open issues / collection and receiving contacts / next action

Status: open / confirmed / not applicable Owner: _____

Official starting points

USITC tariff schedule

USTR China tariff actions

CBP importer guidance

Trade terms

Battery transport

Resource review is editorial only. Some CBP pages were available through official search excerpts rather than full-text access. Obtain current, shipment-specific confirmation from the responsible professionals.