A shipment file should contain the following documents related to each commodity shipment that arrives in country.

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| **Usually sent via Awardee HQ freight forwarder to Awardee C&F agent** |
| ⬜ | **Shipping contract** |
| ⬜ | **Booking note** (international freight booking contract specific to packaged commodity) |
| ⬜ | **Charter party** (international freight booking contract for bulk commodity) |
| ⬜ | **All transmittal notices** |
| ⬜ | **All correspondence with the shipping company, FFP, government authorities, and transporter**  |
| ⬜ | **Bill of lading** (legal document stating title to cargo, used by shipping companies to define the terms and conditions under which they accept the cargo for shipment) The B/L is used for customs clearance and assessment of port charges and fees. All claims or actions against a shipping company are based on the information contained in the bill of lading. |
| ⬜ | **Certificate of origin** (document containing an affidavit to prove the origin of imported goods for customs or foreign exchange purposes, or both)Certificates of origin are commonly certified by an official organization in the country of origin, such as a consular office or a chamber of commerce. |
| ⬜ | **Commercial invoice /pro-forma invoice** (document stating the quantity, cost, insurance, and freight value of the cargo delivered to the port)It is generally used as the basis for customs declaration and insurance, even if the commodity is a gift and no money was paid for the cargo. |
| ⬜ | **Gift certificate/letter of donation** (document generated by the shipper, stating that the cargo will be used for free distribution and/or for the relief program, and is not intended for resale in the country) |
| ⬜ | **Phytosanitary certificate** (certificate issued by USDA for commodity shipped from the U.S., stating that the cargo is fit for human consumption and free of disease and pests)  |
| ⬜ | **Fumigation certificate**  |
| ⬜ | **Export certificate/USDA certification** |
| ⬜ | **Commodity-specific documents** (such as crop-year certification or certificate of analysis of vegetable oil) |
| **Documents obtained in country where commodity is discharged** |
| ⬜ | **Ship's manifest** (list of the shipments constituting the ship's cargo) |
| ⬜ | **Health inspection report/health certificate**  |
| ⬜ | **Agriculture inspection report/GMO certification** |
| ⬜ | **Port out-turn report** (document prepared by the port, stating, in their opinion, the condition and quantity of cargo discharged from the vessel) |
| ⬜ | **Ship/carrier out-turn report** (document prepared by the vessel or the vessel's agents, stating the condition and quantity of cargo discharged from the vessel)Independent surveyors obtain a copy, compare it to their own survey report, and resolve any discrepancies. |
| ⬜ | **Lifting report** (piece count for containers, issued by ocean carrier) |
| ⬜ | **All signed** **customs authorization/customs release form** |
| ⬜ | **Port fee documents** |
| ⬜ | **Independent discharge and/or delivery/dispatch survey reports** (including customs receipts, port authority reports, short or excess landing certificates, cargo booking notes, stevedore’s tallies, and invoices) |
| ⬜ | **Port dispatch waybills and loss reports** (to account for all commodities described on the B/L) |
| ⬜ | **Copies of loss claims** |