# Export shipping bill checklist

One A4 page for every export job: the one-time setup, the documents, the GST details that must match for your IGST refund, and the steps to Let Export Order and the EGM.

Job / file no. _____ Client _____ Date _____

## ONE-TIME SETUP

- [ ] IEC active with DGFT
- [ ] AD code registered with Customs for this port (approval usually takes 7 to 10 working days)
- [ ] Bank account for export incentives linked on ICEGATE
- [ ] ICEGATE ID registered for the location and for export documents
- [ ] Digital signature certificate registered on ICEGATE
- [ ] GSTIN ready, the same one you will use in your GST returns

## DOCUMENTS

- [ ] Commercial invoice, numbers and dates exactly as in your GST returns
- [ ] Packing list
- [ ] Contract or purchase order, where relevant
- [ ] Certificates or permissions needed for these goods
- [ ] Documents supporting any export benefit or scheme declared

## CHECKS BEFORE FILING

- [ ] Invoice number and date match GSTR-1
- [ ] GSTIN on the shipping bill is the one in your returns
- [ ] Port code and AD code are correct for this port
- [ ] The right scheme is declared, so the benefit flows

## AFTER FILING

- [ ] Supporting documents uploaded on e-Sanchit with the registered DSC
- [ ] Assessment and any queries cleared
- [ ] Goods brought in and examination attended, if selected
- [ ] Let Export Order received
- [ ] EGM filed by the carrier after sailing, followed up
- [ ] IGST refund tracked: shipping bill, EGM and GSTR-1 must agree