



# **Gava Australia Shipment Checklist**

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- Supplier Details**
- Cargo Ready Date**
- Target Date**
- Method of Shipping**
- Shipment Details**
- Point of Delivery and Contact Details**
- Documentation**
- Additional Shipping Documentation**



# 1. Supplier Details:

We require the following information to identify who your supplier is and who organises your shipments.

- Suppliers Name
- Suppliers Address
- Suppliers Contact Person Name
- Suppliers Contact Details

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# 2. Cargo Ready Date:

The Cargo Ready Date is the day that your cargo is expected to be available at your chosen location. This is the estimated date when your shipment will be ready to be collected by a carrier. Gava Australia will organise this if handling on Ex works (EXW).

If you are shipping on Free on Board (FOB) terms and decide to deliver your cargo to a relevant drop off-point on your own, the Cargo Ready Date will be the date you drop off the cargo.

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# 3. Target Date:

Please provide Gava Australia with your target date. This is the exact date you would like your cargo delivered to the final destination. Depending on your desired business goals, your target date could be a week or a month after your Cargo Ready Date.



## 4. Method of Shipping:

There are various factors to consider when deciding whether you should ship your cargo by Sea or Air. Characteristics include speed, cost, reliability, and the impact on the environment.

Air Freight is used for its convenience and efficiency when you need to get cargo shipped fast. While Sea Freight is utilised for economic reasons.

Please advise Gava Australia on your preferred shipping method.

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## 5. Shipment Details:

Please provide the following information:

- The contents of your shipment
- The weight and dimensions of the items
- Whether your cargo is Sea Freight or Air Freight
- What commodity your shipment contains
- Whether the shipment is Full Container Load (FCL) or Less than Container Load (LCL)

This information will help us advise you on the safest and most efficient way to facilitate your shipment.

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## 6. Point of Delivery and Contact Details:

Please provide Gava Australia with the exact delivery point. We require a specific address, so we understand where your shipment must be dropped off. If we are delivering a Full Container Load (FCL), we will also need to know which way you prefer the container door to face on the truck.

You must also provide Gava Australia with the contact details of the individual located at the point of delivery. This will help us arrange the logistics of the delivery prior to the Target Date.

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## 7. Documentation:

Please provide Gava Australia with the following documents:

- 1. Customs Clearance Authority (CCA)** - The importer will sign this document to authorise a freight forwarder to customs clear goods on the importer's behalf. This document is essential, as your freight forwarder will not have the authority to carry out the actions required for your import without this documentation.
- 2. Letter of Credit Application** - When ordering goods from a supplier, the most common way to pay them is to acquire a letter of credit from a bank. Please provide Gava Australia with your application for the letter of credit to ensure the supplier receives security for their payment.



## 8. Additional Shipping Documentation:

As your import progresses, there are further documents that you will obtain from your supplier. Please send these documents to your freight forwarder as you receive them. This documentation includes:

- **Commercial invoice:** After securing your supplier, you will receive a commercial invoice. This document details the price and the amount of goods sold and is required for customs clearance.
  - **Packing List:** The supplier will also provide you with a Packing List, often given with your commercial invoice. The Packing List contains vital information, including the weight and dimensions of your cargo and how your goods will be packed.
  - **Packing Declaration:** This document is only required if your freight is shipped by sea. Customs require this document to identify the packing material of your goods.
  - **Certificate of Origin:** The supplier will organise this document if exporting from a country with a free-trade agreement with Australia. If your supplier provides you with this certificate, you will be able to avoid duty charges.
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