



# TIANJIA'S PRE-IMPORT QUICK CHECKLIST FOR BUYERS

Importing from highly competitive and fast-growing markets such as China or East Africa can be highly profitable—but only when done correctly. Use this step-by-step checklist to reduce risk, avoid scams, and ensure smooth and successful delivery.

## 1) Before You Buy

- Start with clarity on what you want to import. Be specific about size, quality, quantity, specifications, models, packaging etc.
- Always confirm the supplier is real and reliable. Verify Supplier Legitimacy. Many losses happen from dealing with unverified suppliers. Avoid suppliers with unclear identity or unverifiable online presence.
- Request samples where possible to check quality before bulk purchase.

## 2) Before You Make Payment

- Do not rush into payment without understanding full costs.
- Confirm the Incoterms (EXW, FOB, CIF, etc.). These determine who pays for shipping, risks, and responsibilities.
- Calculate the total landed cost, not just product price. This includes shipping, duties, taxes, and clearance costs.
- Agree and Confirm payment terms and methods. Avoid last minute changes.

## 3) Documentation Checklist

Documents are the backbone of your shipment. If they are wrong or incomplete, your goods can be delayed or rejected.

Key documents include:

- Commercial Invoice (proves sale and value)
- Packing List (details of items and quantities)
- Bill of Lading / Air Waybill (shipping proof)
- Certificate of Origin (if required for customs)



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## 4) Shipping Preparation

Choose the right shipping method based on urgency and budget.

- Air freight → faster but more expensive
- Sea freight → cheaper but slower

Ensure goods are properly packed to prevent damage.

Labeling must match documents exactly.

## 5) Before Shipment Leaves

- Before goods are shipped, confirm everything is correct.
- Inspect products to ensure they match your order. Check quality, quantity, and packaging.
- Make sure all documents match the actual goods. Mismatch can cause serious delays at customs.

## 6) During Shipping

- Once shipped, your goods are in transit.
- Track your shipment regularly to know its location. Stay in contact with your freight forwarder.
- Prepare early for customs clearance to avoid delays.

## 7) Before Arrival

- Do not wait until goods arrive to prepare.
- Understand the duties and taxes you will pay.
- Ensure all documents are ready for customs clearance.
- Check if any special permits or licenses are required.

## 8) Upon Arrival

Your goods will go through customs inspection. You will need to:

Submit documents

Pay duties and taxes

Complete clearance process

Delays at this stage often come from incorrect documents or wrong product classification.



## 9) After Delivery

Once you receive your goods, inspect them immediately.

Check for:

Damages

Missing items

Wrong products

Report any issues quickly while records are still fresh.

## Common Mistakes to Avoid.

Many importers lose money due to simple mistakes:

Focusing only on product price

Ignoring shipping terms (Incoterms)

Using wrong HS codes

Incomplete or inaccurate documents

No proper guidance or planning

These mistakes are avoidable with the right support—and that's where Tianjia comes in.

### Why Work With Tianjia

Importing is not just buying—it's managing risks and making informed decisions.

With Tianjia, you get:

Verified suppliers

Clear cost breakdowns

Document support

Logistics guidance

Ongoing trade advisory

We simplify the process so you can import confidently and grow your business.

Need help with your import?

Work with Tianjia International Trade to source safely and efficiently.

We help you find and verify suppliers, verify product quality, negotiate better deals, and plan the entire sourcing and shipping process.

**Contact Tianjia today to simplify your import journey.**



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