



FALCON

AIR FREIGHT DOCUMENTATION CHECKLIST





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Ensure Smooth Airport Acceptance & Avoid Delays

Core Documentation

- MAWB & HAWB fully completed
- HAWB linked correctly to MAWB

Shipment Details

- Shipper, Consignee & Bill-to details complete
- Agent / participant information included

Cargo & Compliance

- Accurate description of goods (no vague terms)
- HS Codes included and correct

Document Consistency

- Commercial invoice & packing list match AWB
- All documents fully aligned (no discrepancies)

Pre-Alert & Approval

- Pre-alert sent 24–48 hours prior
- Documents submitted for validation

E-Manifest Compliance

- All commercial documents strictly match MAWB/HAWB

Critical Risks to Avoid

- Missing shipment or agent details
- Incomplete or vague cargo descriptions
- Missing HS Codes
- HAWB not linked to MAWB
- Mismatch between AWB and commercial documents

Important: Incomplete or inaccurate documentation leads to delays, manual processing, and operational disruption.