

PO FUNDING CHECKLIST - DOCUMENTS

1. Assignment Schedule
2. Proof of Deposit, if applicable, based on advance rate or to be determined by BITF
3. Customer Purchase Order...must include the following information:
 - a. Detailed Line Items
 - b. Payment Terms
 - c. Inco terms, i.e. FOB Portland, OR
 - d. Ship Window... the PO delivery dates will need to allow for sufficient time for the entire process
 - e. Terms & Conditions
 - f. Miscellaneous documents as described in the T/C's if applicable
4. Client Purchase Order...must include the following information:
 - a. Supplier full name and address
 - b. Ship to full name and address
 - c. Detailed Line Items (items and quantities must match the customer PO qty)
 - d. Payment Terms...LC at Site
 - e. Inco terms, FOB Ningbo, China
 - f. Ship Window... the PO delivery dates will to allow for sufficient time for the entire process
5. Supplier Proforma Invoice and must include:
 - a. Sold To info...client full name and address
 - b. Ship to full name and address
 - c. Payment terms: LC at Site
 - d. Inco terms: i.e. FOB Ningbo, China
 - e. Ship Date...make sure it allows for sufficient transit time based on customer's Inco term
 - f. Complete beneficiary bank information
6. Import Documents
 - a. Bill(s) of lading
 - b. Packing List
 - c. Country of Origin
 - d. Beneficiary Statement
 - e. Others to be determined
7. Inspection Reports...inspection must be done prior to shipment by inspection company approved by BITF such as Asia Inspection, SGS or Cotecna Inspection
 - a. Quality Inspection and
 - b. Loading Inspection
8. Cargo Insurance...both or whichever is applicable
 - a. Ocean insurance showing BITF as the loss payee
 - b. Inland Insurance showing BITF as the loss payee
9. LC Draft approval from Client and Supplier in writing