



<https://www.ghy.com/trade-compliance-checklist/>



5 min read

Where to Start

1. **Review** your organization's structure and importer numbers.
2. **Align** the above with your geographic footprint (manufacturing locations, vendors, markets)
3. **Map** the flow of imports and exports into and out of each manufacturing location by dollar value annually
4. **Prioritize** geographic areas from highest to lowest value for both imports and exports
5. **Identify** specific products by dollar value imported into each region
6. **Identify** specific products by dollar value exported from each region
7. **Identify** trade compliance partners in each geographic area
8. **Answer** Trade Compliance Checklist below and utilize GHY as a complimentary resource to get started.

Trade Compliance Checklist

- Keep an up-to-date compliance manual.
- Standard operating procedures are kept with brokers, carriers, and suppliers.
- Hire/Hired compliance, customs, and logistics associates.
- Regular training is conducted including webinars / seminars are attended.
- Cross train (when necessary) to purchasing, accounts payable and other applicable departments

- Reasonable care can be shown when we classify our goods and appropriate supporting documents are retained.
- Shipments can be tracked by a unique identifier in the purchase to payment life cycle in our supply chain.
- Identify if and what vendors or clients related to your company by equity ownership.
- Identify which goods qualify for and obtain Free Trade Agreements (FTAs) between the regions imported from and exported to.
- Self or third-party audits are regularly completed.
- Record keeping processes are up to date and customs documents are easily accessible.
- Post Entry processes are documented and established.
- Regularly meet with your trade chain partners, CBSA, CBP Center of Excellence.
- [Statement of account](#) is regularly received and are registration for [CARM for Canadian Imports is complete.](#)
- Registered for ACE for our U.S. Imports.
- Understand and recognize the value in electronic data interchange or work with partners who invest in technology for us.
- Utilize duty and tax mitigation, recovery and/or [drawback solutions.](#)
- Use business intelligence tools to analyze our trade data.
- Have reliable licensed partners to lean on for support.

White Paper Series

Integrated Trade Compliance Strategies

Our White Paper series offer insight into why and where global strategies may be compromised by non-compliance; and providing ideas to turn trade compliance and risk mitigation into competitive advantage. [View White Papers.](#)

Book a Meeting

[Book a Meeting](#) – Let Us Help Your Trade Compliance is Best in Class.