

2026 PROCUREMENT RESOURCE

Vending Machine Export Packing Checklist

Packing, moisture, restraint, loading and arrival evidence for commercial vending equipment.



For vending operators, distributors, brands, hospitality groups and enterprise procurement teams.

Prepared by Foodline Machinery, Henan, China. This resource supports project scoping and does not replace destination-specific legal, electrical, food-safety or product compliance review.

1. Machine preparation

Check	Buyer input / evidence	Status
Serial number and final condition photographed		Open
Shelves, channels, screen and door secured		Open
Refrigerant and transport orientation reviewed		Open
Accessories and spare parts separately identified		Open
Power cable, keys and documents packed and listed		Open

2. Protective package

Check	Buyer input / evidence	Status
Protective film and surface protection		Open
Glass, screen and corner protection		Open
Moisture barrier and desiccant decision		Open
Carton, pallet or wooden case specification		Open
Solid-wood treatment and destination requirements		Open
Forklift base and center-of-gravity marking		Open

3. Dimensions and handling

Check	Buyer input / evidence	Status
Net and gross weight recorded		Open
Machine and packed dimensions recorded		Open
Lifting, forklift and no-tilt instructions		Open
Handling and fragile marks visible		Open
Package ID mapped to machine serial number		Open

4. Container and dispatch evidence

Check	Buyer input / evidence	Status
Container condition checked before loading		Open
Loading position and restraint photographed		Open
Container number and seal recorded		Open
Packing list and bill-of-lading data reconciled		Open
Destination unloading method confirmed		Open
Arrival inspection and damage-report deadline agreed		Open

Project sign-off

Role	Name/company	Date	Signature/reference
Buyer			
Supplier			
Third-party provider			

Use this checklist with the signed quotation, model-specific technical file and destination requirements. It is not a universal compliance declaration.