

The Beginner's Guide to Export Forms



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Documenting Your Export

Congratulations! You've made the international sale. Now comes the task of getting your goods to the buyer.

Once you've made the sale, it's important to document the terms of the agreement not only for the benefit of the parties in the transaction, but also for the benefit of the various people and organizations who facilitate—and regulate—the movement of the goods.

These additional parties can change from one transaction to another depending on the types of goods being moved, how they are being transported, and where the movement begins and ends. For example, not all international transactions involve physical goods. Sending data over the internet or providing knowledge about technology or steps in a process can still be an export even if the person receiving this information or knowledge is currently located in the United States. (You can find out more *in this article about deemed exports*.)

For the export of physical goods, however, there are typically a consistent group of parties working for either the seller or the buyer who help facilitate an export:

Freight Forwarder

While freight forwarders can offer a myriad of services to help facilitate your exports, at the very least they will help you arrange international transport of your goods.

A freight forwarder may be hired by the seller or buyer of the goods depending on the terms of the sale, and they may provide additional services such as packaging, document preparation, and customs clearance.

Banks

Both the seller and the buyer will work with their own banks to transfer funds. The seller's bank in the U.S. can help determine the best payment terms for the sale, such as a letter of credit, and will work with the buyer's bank to facilitate payment based on their banking instructions.

Carriers

Depending on where your goods originate, there may be multiple carriers involved in the movement of your goods. An inland carrier will help move the goods from your warehouse to the port of export. From there, the goods can begin international carriage by ocean, air, rail or truck.

Customs

Exports from the U.S. are subject to a variety of export regulations that are monitored and enforced, at least in part, by U.S. Customs and Border Protection (CBP). Likewise, the customs agency in the country of import is charged with enforcement of import laws and the collection of duties and taxes.

Check out the Who's Who in Your

Export Journey infographic for a visual representation of some of the parties involved in your international sales transactions.



In order to ensure the timely movement of your goods, it's important that you accurately complete a set of export documents. These documents will make sure the people transporting your goods know where they are going. The forms will help you clear your goods through customs in a timely manner and without unexpected fees, and they will make sure you get paid on time.

The following export forms are used to successfully complete your international sales transactions.

Once you understand the basic documents required for your exports, you can learn more about the fast, easy and accurate way to create them using Shipping Solutions export document and compliance software.

Proforma Invoice

An international sale often begins with a letter of inquiry from a potential buyer expressing interest in one or more of your products, outlining the terms of their interest, and asking for an informal or formal quote.

The buyer may request the quote in the form of a proforma invoice in order to arrange a letter of credit to pay for the goods or if they need to arrange financing for the purchase. In addition, certain countries may require a proforma invoice if they tightly control their currency exchange rate, require an import permit, or protect local industry by placing import quotas on certain types of goods.

If done correctly and an order results, the final commercial invoice you generate will closely resemble the proforma invoice.

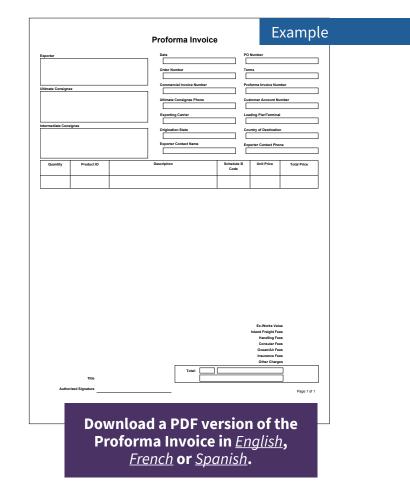
That means that all costs included in the quotation are firm and are not allowed to vary more than a letter of credit allows, if that is how the payment is arranged.

All proforma invoices should be valid for a specific time period. Keep in mind that material and manufacturing prices can rise, inland and international transportation fees can change, and currency exchange rates can fluctuate. Depending on the international trade term (typically one of the Incoterms® 2020 terms) you agree upon with the buyer, you may be responsible for these and other costs.

A typical proforma invoice includes:

- A price for your products;
- A description of the goods including the correct six-digit Harmonized System or Schedule B number, which the buyer will use to determine any duties and taxes;
- The delivery terms usually expressed as one of the Incoterms® 2020 terms;
- Payment terms;
- Delivery details, including where the goods will originate and where they will be delivered; and
- The expiration date.

- <u>A Primer on the Proforma Invoice</u> (Article)
- <u>How Does the Proforma Invoice Fit in the</u>
 <u>Export Process?</u> (Article)
- <u>The Export Proforma Invoice: Validity,</u> <u>Acceptance and Price</u> (Article)
- How to Create a Commercial or Proforma
 Invoice for Export (Video)



Commercial Invoice

Once your international sale is complete and your goods are ready to be sent to the buyer, you need to prepare a commercial invoice and include it with your shipment.

The commercial invoice is the single document that describes the entire export transaction from start to finish. When completed properly, it provides important instructions and information to the buyer, the freight forwarder, U.S. and foreign customs, the import broker, the marine insurance company, and both your bank and the buyer's bank. Done improperly, it can cause confusion, delays and disagreements.

Certain countries may require a specific invoice instead of, or in addition to, the standard commercial invoice form. Canada requires that U.S. exporters include the Canada Customs Invoice for shipments to that country valued at more than \$2,500 CAD unless the commercial invoice includes the additional data requirements.

If your buyer is located in one of the 15
Caribbean Community (CARICOM) countries,
they may request a CARICOM invoice
regardless of the value of the shipment. This
specialized form helps member countries
more easily collect import data.

U.S. exporters who wish to qualify for preferential access to the Israeli market need to include a statement that declares that their goods qualify under the U.S.-Israel Free Trade Agreement. Exporters must include this statement as well as all the standard information that is typically required on a commercial invoice.

Because the commercial invoice is such a central document in the export process, it's important that it includes complete information, including:

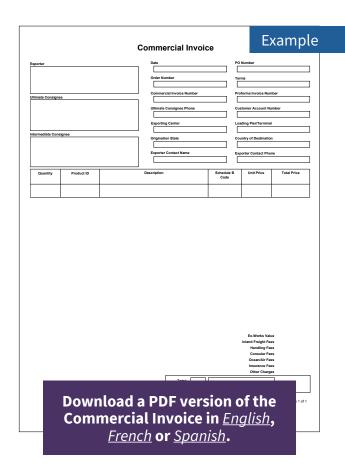
- An invoice date and number;
- Contact information for the seller, buyer and delivery locations;
- Quantity, price and description of the goods including the correct six-digit Harmonized System or Schedule B number;
- Additional freight and handling fees, if appropriate;
- The currency used for payment of the goods;
- The delivery terms usually expressed as one of the Incoterms[®] 2020 terms;
- Payment terms; and
- The appropriate Destination Control Statement.

Click here to download a PDF version of the Canada Customs Invoice.

Click here to download a PDF version of the CARICOM Invoice.

Click here to download a PDF version of Commercial Invoice for Exports to Israel.

- <u>10 Items That Belong on Your</u> <u>Commercial Invoices</u> (Article)
- Export Invoice vs. Accounting Invoice: What's the Difference? (Article)
- Why You Shouldn't Include HS Numbers on a Commercial Invoice (Article)
- What Is the Destination Control Statement and Why Should It Be on Your Commercial Invoice (Article)



Certificate of Origin

A certificate of origin is an important document in international trade because it identifies the country of origin of goods being exported. Customs authorities in many countries require the certificate of origin because they use the information to help determine the admissibility of goods and the duty rate to apply to imports.

Since 1923, chambers of commerce are an official body to sign and stamp certificates generated by exporters. This has usually required companies to manually create the form, deliver or courier it to the chamber and wait for an appropriate staff member to review and certify the certificate, send or courier it back to the exporter, and then forward it by international courier to the importer.

Some countries have free trade agreements (FTAs) with each other that specify a version of a certificate of origin form that must be used or provide a sample version of the form that identifies the specific data elements that are required to obtain preferential duty rates

based on origin. The following pages in this guide have more information about specific U.S. FTA Certificates of Origin.

Electronic Certificates of Origin

Exporters now have the option of creating their certificates of origin electronically. Instead of printing out the certificate of origin form and taking it to a chamber to be certified, you can enter the required information online and have a certified certificate delivered by email or express mail, whichever you prefer.

You can register for free. Once you've been approved, you simply login, enter your export shipment details, submit the form, and you're done! A few hours later, you'll receive an email to let you know your eCO is approved, certified and ready to use.

<u>Click here</u> for more information and to register for free.

A generic Certificate of Origin usually includes:

- The exporter and importer names and addresses;
- The country or countries of origin of your goods;
- The commercial invoice number;
- The name and description for your items;
- The weight of the goods; and
- The name of the chamber of commerce certifying the certificate as well as the chamber seal.

- <u>Using the Right Certificate of Origin Form</u> <u>for Your Export Shipments</u> (Article)
- When to Use a Certificate of Origin Form for Your Export Shipments (Article)
- <u>Creating an Electronic Certificate of Origin in</u> <u>Shipping Solutions</u> (Video)



USMCA Certificate of Origin

On July 1, 2020, the United States-Mexico-Canada Agreement (USMCA) replaced NAFTA as the free trade agreement between the three North American countries. USMCA eliminates tariffs and quotas on trade between the three countries for products that qualify under the terms of the agreement.

While the agreement is known as USMCA in the United States, it is referred to as CUSMA (Canada-U.S.-Mexico Agreement) in Canada and T-MEC (Tratado entre México, Estados Unidos y Canadá) in Mexico.

The importer may make a claim for preferential tariff treatment based on a certificate of origin completed by the importer, export or producer of the goods that certifies a good qualifies as originating. While there is no longer a specific certificate of origin form that must be used, there are a minimum set of data elements that must be included to prove origin.

If you are completing the USMCA Certificate of Origin, you can provide it to the importer in paper or in a digital format with an electronic or digital signature. A Certificate of Origin can cover a single shipment or multiple shipments of the identical goods for a blanket period up to 12 months.

A certificate is not required for imports valued at \$2,500 or less as long as they aren't part of a larger shipment broken up into smaller segments in an attempt to evade U.S. laws or regulations.

Whichever party is completing the USMCA Certificate of Origin is required to keep all documentation in support of the claim for at least five years after the completion of the transaction.

At minimum, the USMCA Certificate of Origin must include:

- Which party is certifying that the goods qualify: Importer, Exporter or Producer;
- Name and Address of Certifier;
- Name and Address of Exporter;
- · Name and Address of Producer;
- Name and Address of Importer (if known);
- Description and Harmonized System Tariff Classification of the good to the 6-digit level;
- Specific Criteria under which the good meets USMCA originating requirements;
- Blanket Period (certification is valid up to 12 months in the case of multiple shipments of identical goods); and
- Authorized Signature and Date.

Additional Resources

- NAFTA vs. USMCA: The North American Free

 Trade Agreement and the U.S.-MexicoCanada Agreement (Article)
- <u>Preparing for USMCA: 6 Steps for Importers</u> <u>and Exporters</u> (Article)

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Certificate of Origin

Australia Certificate of Origin

For the U.S. - Australia Free Trade
Agreement, the importer, not the
exporter, is required to make a claim of
preferential tariff treatment under the
FTA on the basis that the goods originate
in the U.S. However, the importer or
Australian Customs may ask you to
provide information to support a claim of
preferential treatment.

Key Data Elements

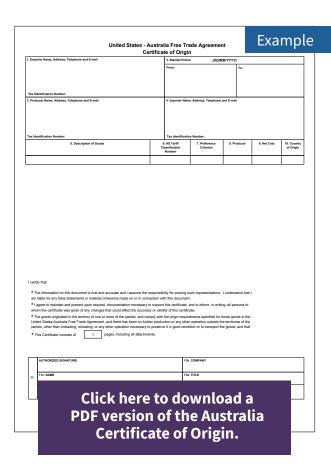
An Australia Certificate of Origin should include:

 The name and contact information for the exporter, importer and producer of the goods;

- A description of the goods, including the six-digit Harmonized System or Schedule B code;
- The preference criteria used to qualify goods under the FTA;
- If you are the producer of the goods;
- If you used the Net Cost accounting method to determine the origin of the goods;
- The country of origin of the goods; and
- The signature and contact information of the person certifying that the goods qualify under the Australia FTA.

- <u>The U.S. and Australia Free Trade</u>

 <u>Agreement</u> (Article)
- <u>Using the Right Certificate of Origin Form for</u> <u>Your Export Shipments</u> (Article)
- Free Trade Agreements: Good News and Bad News (Article)
- How to Complete NAFTA or Other Free Trade
 Agreement (FTA) Certificates of
 Origin (Video)



CAFTA-DR Certificate of Origin

The Dominican Republic-Central America-United States Free Trade Agreement (CAFTA-DR) entered into force for the United States, El Salvador, Guatemala, Honduras and Nicaragua in 2006, for the Dominican Republic in 2007, and for Costa Rica in 2009. As a result of the FTA, 100 percent of U.S. consumer and industrial goods exported to the CAFTA-DR countries are no longer subject to tariffs. Tariffs on nearly all U.S. agricultural products will be phased out by 2020. To be eligible for tariff-free treatment under the FTA, products must meet the relevant rules of origin.

Despite the fact that the ultimate responsibility for claiming preferential treatment lies with the importer, information needed to support the claim for preferential treatment may need to be provided by the producer. The certification that the goods

are originating may be produced by the exporter, importer or producer of the goods.

If someone other than the producer (such as the exporter) issues the certification, it must be based upon either:

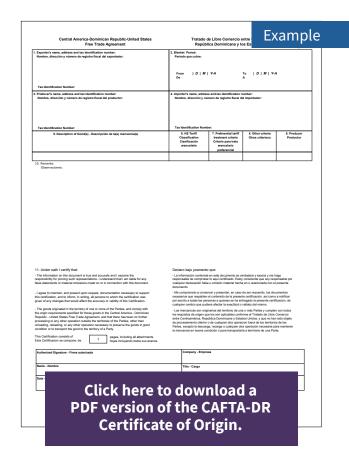
- a. Reasonable reliance on a written or electronic certification that the good is originating issued by the producer, or
- b. The issuer's knowledge that the good is originating, which may include intimate knowledge of the product, its manufacture, and its components.

While no official form is required to demonstrate eligibility for preferential tariff treatment under the CAFTA-DR, a sample form has been provided by CAFTA countries, and there is a list of information that must be included.

A CAFTA-DR Certificate of Origin should include:

- The name and contact information for the exporter, importer and producer of the goods;
- A description of the goods, including the six-digit Harmonized System or Schedule B code;
- The preference criteria used to qualify goods under the FTA;
- If you are the producer of the goods;
- If you used the Net Cost accounting method to determine the origin of the goods; and
- The signature and contact information of the person certifying that the goods qualify under CAFTA-DR.

- When to Use a Certificate of Origin Form for Your Export Shipments (Article)
- <u>CAFTA-DR: What Is It and Why Should</u> <u>You Care?</u> (Article)
- <u>CAFTA-DR: How to Declare that a Good is</u> <u>Originating</u> (Article)
- <u>CAFTA-DR: Determining the Rules</u> <u>of Origin</u> (Article)
- How to Complete NAFTA or Other Free Trade
 Agreement (FTA) Certificates
 of Origin (Video)



Chile Certificate of Origin

The U.S. - Chile Free Trade Agreement went into force in 2004 with 100 percent of products becoming duty free in 2015. Like most of the U.S. Free Trade Agreements other than NAFTA, the responsibility for claiming preferential treatment lies with the importer. However, more often than not, the information needed to support the claim will have to be provided by the producer or exporter of the goods.

A certificate of origin can take many forms, such as a statement on company letterhead,

a statement on a commercial invoice, or a formal certificate of origin. Shipments valued under \$2,500 do not require a certificate of origin or other supporting information of a preferential claim unless the customs authority suspects a claim is fraudulent.

If you generate a certificate of origin for the importer, you should maintain it for a period of at least five years after the date the certificate was issued along with all records and supporting documents related to the origin of the goods.

A Chile Certificate of Origin should include:

- The name and contact information for the exporter, importer and producer of the goods;
- A description of the goods, including the six-digit Harmonized System or Schedule B code;
- The preference criteria used to qualify goods under the FTA;
- If you are the producer of the goods;
- If you used the Net Cost accounting method to determine the origin of the goods;
- The country of origin of the goods; and
- The signature and contact information of the person certifying that the goods qualify under the Chile FTA.

Additional Resources

- <u>U.S. and Chile Free Trade Agreement:</u>

 <u>Frequently Asked Questions</u> (Article)
- <u>U.S. and Chile Free Trade Agreement</u> (Article)
- <u>U.S. Chile FTA Rules of Origin</u> (Article)
- How to Complete NAFTA or Other
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PDF version of the Chile Certificate of Origin.

Colombia Certificate of Origin

The U.S. - Colombia Trade Promotion
Agreement (TPA) entered into force on
May 15, 2012. Like most of the U.S. Free
Trade Agreements other than NAFTA, the
responsibility for claiming preferential
treatment lies with the importer.
However, more often than not, the
information needed to support the claim
will have to be provided by the producer
or exporter of the goods.

While there is no required form for certifying origin, there are basic data elements that must be included and a sample certificate of origin form that includes those data elements has been provided.

If you generate a certificate of origin for the importer, you should maintain it for a period of at least five years after the date of importation along with all records and supporting documents related to the origin of the goods.

A Colombia Certificate of Origin should include:

- The name and contact information for the exporter, importer and producer of the goods;
- A description of the goods including the 10-digit Harmonized System or Schedule B code;
- The preference criteria used to qualify goods under the FTA;
- If you used the Net Cost accounting method to determine the origin of the goods;
- The country of origin of the goods; and
- The signature and contact information of the person certifying that the goods qualify under the Colombia FTA.

Additional Resources

- <u>Using the Right Certificate of Origin Form for</u> <u>Your Export Shipments</u> (Article)
- <u>Free Trade Agreements: Good News and Bad</u>
 <u>News</u> (Article)
- How to Complete NAFTA or Other Free Trade
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Click here to download a PDF version of the Colombia Certificate of Origin.

Korea Certificate of Origin

The U.S. - Korea Free Trade Agreement, sometimes referred to as KORUS, entered into force on May 15, 2012. Like most of the U.S. Free Trade Agreements other than NAFTA, the responsibility for claiming preferential treatment lies with the importer. However, more often than not, the information needed to support the claim will have to be provided by the producer or exporter of the goods.

While there is no required form for certifying origin, there are basic data elements that must be included and a sample certificate of origin form that includes those data elements has been provided.

If you generate a certificate of origin for the importer, you should maintain it for a period of at least five years after the date of importation along with all records and supporting documents related to the origin of the goods.

A Korea Certificate of Origin should include:

- The name and contact information for the exporter, importer and producer of the goods;
- A product ID and description of the goods including the six-digit Harmonized System or Schedule B code;
- The quantity and unit of measure for each item;
- The preference criteria used to qualify goods under the FTA;
- The country of origin of the goods; and
- The signature and contact information of the person certifying that the goods qualify under KORUS.

- <u>How to Complete a U.S. Korea FTA</u>

 <u>Certificate of Origin</u> (Article)
- <u>Has the KORUS Been Singing in</u> <u>Harmony?</u> (Article)
- <u>Using the Right Certificate of Origin Form</u> <u>for Your Export Shipments</u> (Article)
- How to Complete NAFTA or Other Free Trade
 Agreement (FTA) Certificates of
 Origin (Video)

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Packing List

While a packing list is not required by customs in most countries, it is an important document in the export process.

The packing list may be used by the freight forwarder to prepare a bill of lading for the ocean or air carrier and to understand how much room is needed for the cargo. It may be used by banks as a supporting document presented for payment under a letter of credit or other payment terms. It may be used by U.S. Customs as well as by customs in the country of import for compliance and duty liability.

Key Data Elements In addition to including the basic details about the international

transaction, the packing list will include:

- The name and contact information of the exporter and ultimate consignee;
- Details of which items appear in each of the packing containers;
- Weight and measurements of each packing container;
- Any marks and numbers including a container number and seal number if appropriate;
- The total number of pieces and weight and measures of the entire shipment;
 and
- Any special instructions or additional information that is important for the shipment.

Additional Resources

10 Reasons Why a Shipping Packing List Is
an Important Export Document (Article)

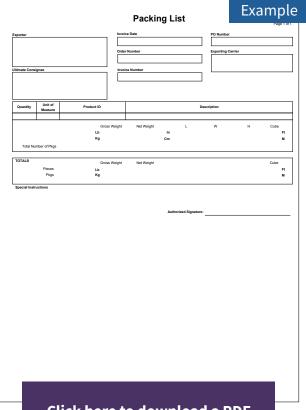
The Importance of an Export Packing List for

Your International Shipment (Article)

<u>Getting Paid for Your Exports: Required Export</u>

<u>Documents</u> (Article)

How To Create a Packing List (Video)



Click here to download a PDF version of the Packing List.

Shipper's Letter of Instruction

In addition to a commercial invoice, certificate of origin, and packing list, an exporter will often prepare a Shipper's Letter of Instruction (SLI) that conveys instructions to his or her freight forwarder. An SLI also typically includes a limited Power of Attorney statement that gives the freight forwarder the authority to sign documents on behalf of the exporter.

Preparing and submitting an SLI provides your company with a written record of who received the shipping documents, who to contact for questions, who to contact for proof of export, and who issued the export control information that was used to support the decision to export the goods.

If your export shipment requires that you or your agent file your export information electronically through the Automated Export System (AES), the National Customs Brokers and Forwarders Association of America (NCBFAA) has created a specific version

of the SLI that includes the additional information required for a freight forwarder to file through AES. This version of the SLI typically includes an additional statement granting the forwarder this right to file through AES on behalf of the exporter.

Key Data Elements

Think of the standard format SLI as a cover memo for the rest of the export documents that includes:

- The name and contact information of the freight forwarder, exporter, ultimate consignee and intermediate consignee;
- Information about the products being shipped, including a description of the goods, how they are packed, any special markings on the packing, and their weights and measurements;
- Any export control information that may be used to determine whether or not there are any restrictions on exporting the goods;

Key Data Elements (cont.)

- Who is paying for the freight;
- Whether or not the goods should be shipped directly or consolidated with other freight, which may reduce the cost of the shipping;
- Whether or not insurance is required for the shipment;
- What other documents are being included with the shipment; and
- Any other special instructions to the forwarder or carrier.

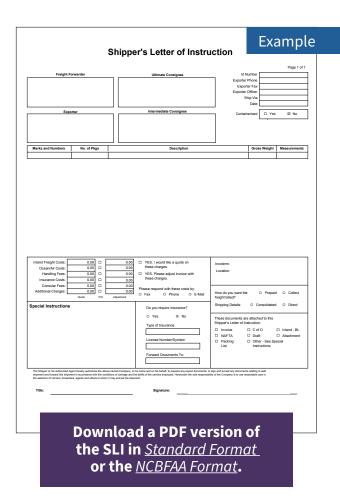
Foreign Trade Regulations require that you provide at least these 10 data elements:

- The name, as well as the address of the USPPI;
- The employer identification number or other tax identification number of the USPPI;

- The point of origin for the merchandise awaiting exportation;
- The appropriate merchandise code,
 Domestic (D) or Foreign (F);
- The appropriate Schedule B number;
- The appropriate Schedule B description of commodities;
- The appropriate quantity and unit of measure;
- The appropriate value;
- The appropriate export control classification number (ECCN) or enough technical information to determine the ECCN; and
- Sufficient technical information to determine which U.S. government agency has licensing authority over the goods.

- The Beginner's Guide to the Shipper's Letter of Instruction (Article)
- <u>5 Reasons You Need a Shipper's Letter of</u>
 <u>Instruction for Your Exports</u> (Article)
- What the Heck Is a Routed Export

 <u>Transaction?</u> (Article)
- <u>Providing AES Information to Your Freight</u>
 <u>Forwarder</u> (Article)
- <u>How to Complete a Shipper's Letter of</u>
 <u>Instruction</u> (Video)



Automated Export System

U.S. Foreign Trade Regulations (FTR) require companies to file their export information electronically through the Automated Export System (AES) if their goods are valued at more than \$2,500 by Schedule B number from one hour up to 24 hours prior to the actual export depending on the method of transportation. The FTR also requires an AES filing if the goods include a used vehicle or require an export license from the Commerce or State departments regardless of their value. Items of any value exported from the U.S. to Canada don't require an AES filing unless it is a used vehicle or it requires an export license or export license exception.

When required, an AES filing can be submitted by the U.S. Principal Party in Interest (USPPI), which is typically the U.S. exporter; an authorized agent of the USPPI; or, when the buyer hires a U.S.-based freight forwarder to arrange the export, an authorized U.S. agent of the Foreign Principal Party in Interest (FPPI), which is typically the ultimate consignee.

If the export company or the foreign buyer is going to rely on an agent or freight forwarder to file a submission through AES, they must present this agent with a written limited power of attorney or some other written authorization.

AES filing information includes:

- Name and contact information for the USPPI, the ultimate consignee, freight forwarder and, if appropriate, intermediate consignee;
- Actual date of export;
- Method of transportation including the carrier information and the port of export;
- Quantity, description, Schedule B number, weight and value of goods;
- ECCN classification and export license or license exemption code; and
- Shipment reference number.

- Filing through AESDirect: 20 Terms Exporters

 Need to Know (Article)
- Providing AES Information to Your Freight
 Forwarder (Article)
- <u>Filing Your Export Shipments Through</u>
 <u>AES</u> (Article)
- <u>AESDirect Data Requirements</u> (Video)
- <u>AESDirect Filing via the ACE Portal</u> (Video)
- Proper Filing of an EEI through ACE/
 AESDirect (Free Webinar)

Inland Bill of Lading

An inland bill of lading is often the first transportation document issued for an international shipment. It may be prepared by the inland carrier or the shipper and then signed when the carrier takes possession or picks up the cargo.

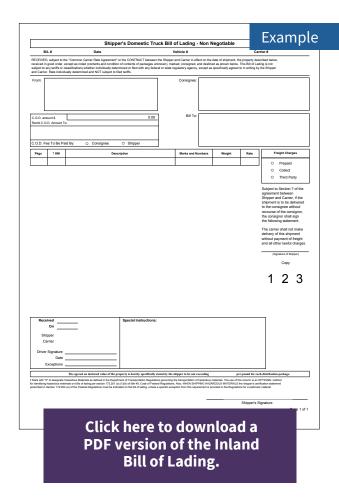
The inland bill of lading is a contract between the owner of the goods and the carrier stating what goods are shipping, where they are going, and where they started. It also serves as a receipt issued by the carrier once your shipment is picked up.

The inland bill of lading is not typically consigned to the foreign buyer of the goods. It is more typically consigned to the freight forwarder, warehouse, packaging company, another third party in the process, or the international carrier. If it is not immediately consigned to the international carrier, the forwarder or other third party will need to consign it to the carrier once they are identified.

An inland bill of lading should include:

- The name and contact information for the exporter, the consignee, and the bill to party;
- The inland carrier's information;
- A description of the goods including their weight and dimensions and how they are packed; and
- Any special instructions for the shipment.

- <u>3 Things You Need to Know about the Bill of</u>
 <u>Lading Form</u> (Article)
- What You Need to Know about the Inland Bill of Lading (Article)
- <u>Understanding the Inland Bill of Lading</u> (Free Webinar)



Dock Receipt

The dock receipt is designed to provide the exporter with proof of delivery of the cargo to the international carrier in good condition. The inland carrier may deliver the goods to a warehouse company or a warehouse operated by the carrier as arranged by the freight forwarder.

The dock receipt is often prepared by the exporter or the freight forwarder and is signed by the warehouse worker or agent for the carrier upon receipt of the goods.

The dock receipt either accompanies the

cargo when it is delivered to the pier or is emailed or faxed to the stevedore at the pier receiving the cargo.

Once the goods are delivered and signed for, the inland carrier provides the dock receipt to the freight forwarder as evidence it has successfully completed delivery of the goods. This is important in case the goods are lost or damaged after delivery to the dock and before arriving at their international destination.

A dock receipt should include:

- The name and contact information for the exporter, the ultimate consignee, forwarding agent, and the notify parties;
- The place, date and time of the inland delivery of the goods;
- Vessel, booking and loading instructions for the international carriage of the goods;
- A description of the goods, including their weights and dimensions, the number and kinds of packages, any marks and numbers on those packages, and whether any of the goods are hazardous; and
- Any special instructions for the shipment.

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Ultimate Consignee				Forwarding Agent		
Notify Party				Also Notify		
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Ocean Bill of Lading

The ocean bill of lading serves as both a contract for carriage and a document of title for the cargo. The bill of lading identifies the parties on both ends of the shipment, as well as a description of the goods and routing instructions.

There are two categories of ocean bills of lading that reflect the terms and conditions of the sale of the goods.

The straight bill of lading is used when the shipment is consigned directly to the named consignee and no other party. Typically this type of consignment is used for open account or cash in advance transactions.

The consignee can take possession of the goods at arrival by presenting a signed original bill of lading to the carrier.

An ocean bill of lading consigned "to order" or "to order of shipper" is negotiable once it is endorsed on the back by the shipper or their representative. The endorsed original bill of lading is usually sent to the bank in the buyer's country and held until the transaction is satisfied under a document collection, cash against documents, or a letter of credit. Once the endorsed original bill of lading and other required documents are in the hands of the buyer, the buyer can transfer the bill of lading.

An ocean bill of lading should include:

- The name and contact information for the exporter, the ultimate consignee, forwarding agent, and the notify parties;
- Vessel, booking and loading instructions for the international carriage of the goods;
- A description of the goods including their weight and dimensions, the number and kinds of packages, any marks and numbers on those packages, and whether any of the goods are hazardous; and
- Freight rates and charges.

- <u>8 Common Costly Mistakes Shippers Make on</u> <u>the Ocean Bill of Lading (</u>Article)
- <u>3 Things You Need to Know about the Bill of</u>
 <u>Lading Form</u> (Article)
- <u>Correctly Completing a Bill of Lading Can</u> <u>Help You Get Paid</u> (Article)
- <u>Presenting a Full Set of Ocean Bills of Lading</u> <u>Under a Letter of Credit</u> (Article)

		_				camp
		C	cean Bil	l of Lading		•
Exporter				Booking Number D	ocument Number	
				Export References		
Ultimate Consignee				Forwarding Agent		
Notify Party	Party			Also Notify		
Pre-Carriage By		Place of Recei	pt	Domestic Routing		
Exporting Carrier		Port of Loading	9	Loading Pier/Terminal		
Port of Discharge		Place of Receip	pt on Carrier	Type of Move		
Marks and Numbers	No. of Pkgs	нм		Description	Weight (lbs.)	Measurements
Carrier has a policy against pay FREIGHT R.	o or othere were experied for the property of	f any rebate, directly EIGHTS AND/O	or indirectly, which would be unlaw	initialization Regulations. Diversion contrary to U.S. Issu prohiful under the United States Stigging Act, 1984 as amended Released by Caster for adaptment by coasses was and for atmangement or procurement of pre-centing of dislatery, where states above, the goods as specialized condition unless otherwise states. The goods to be discharge or place of dislatery, whichever is applicated to the property of the condition of the property of		ort of discharge, -cartiage to place order and oned port of

Air Waybill

The air waybill is the equivalent of the ocean bill of lading but for air transport.

However, the air waybill cannot be negotiable; they may never be consigned "to order of shipper."

An air waybill is the document that controls the routing of the exporter's cargo while it is in the hands of the air carrier or a consolidator.

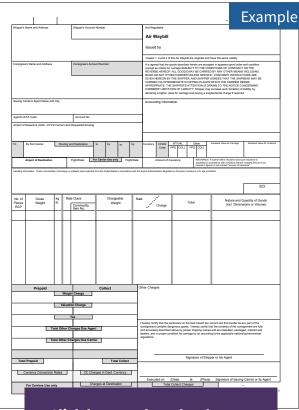
Key Data Elements

An air waybill should include:

- The name and contact information for the exporter and the ultimate consignee;
- Carrier information;
- The airport of departure and routing;
- The description, weight and dimensions of the cargo;
- Freight charges; and
- The relevant anti-diversion clause.

Additional Resources

- <u>Spotlight on Air Waybill</u> (Article)
- <u>3 Things You Need to Know about the Bill of Lading Form</u> (Article)



Click here to download a PDF version of the Air Waybill.

Dangerous Goods IATA

The International Air Transport
Association, which makes up the
majority of the world's airlines, uses
the ICAO Technical Instructions for the
Safe Transport of Dangerous Goods by Air
as the basis for their dangerous goods
regulations (IATA-DGR).

Some airlines have specific operational variations. These variations identify unique requirements specific to that particular airline and are always more restrictive than the DGR. FedEx, for example, has very specific documentation requirements, and shippers should be aware of these variations.

Air Waybill(s) accompanying dangerous goods consignment(s) for which a dangerous goods declaration is required must include the following statements, as applicable, in the Handling Information box: "Dangerous goods as per attached Shipper's Declaration," and possibly "Cargo Aircraft Only" if applicable.

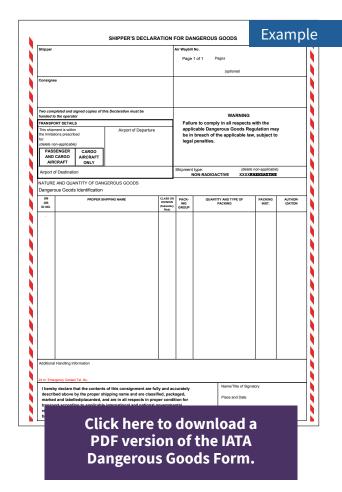
The Shipper's DG Declaration has very specific requirements and can be quite complex.

- <u>How to Complete a Dangerous Goods</u>

 <u>Declaration without Blowing Up</u> (Article)
- Keeping Up with Changes to the Dangerous

 Goods Transportation Regulations (Article)
- The Potential Disastrous Consequences of

 Mislabeling Your Dangerous Goods (Article)
- <u>Hazardous Materials or Dangerous</u>
 <u>Goods?</u> (Article)
- <u>Training Employees Ensures Compliance</u> <u>with Hazmat Shipping Regulations</u> (Article)
- Shipping Lithium Batteries by Air (Article)



Dangerous Goods IMO

Shipping dangerous goods internationally by vessel is regulated through the International Maritime Organization (IMO). The IMO is a specialized agency of the United Nations. The IMO uses the International Maritime Dangerous Goods Regulations Code (IMDG Code) as the basis for international enforcement of dangerous goods transportation by vessel.

These regulations are amended every two years with each amendment valid for three years.

The IMDG Code requires the following:

- A declaration from the consignor stating that the particular dangerous goods declared are identified, classified, packaged, marked, labeled and placarded correctly.
- A declaration from the person packing the container to ensure it has been done correctly.

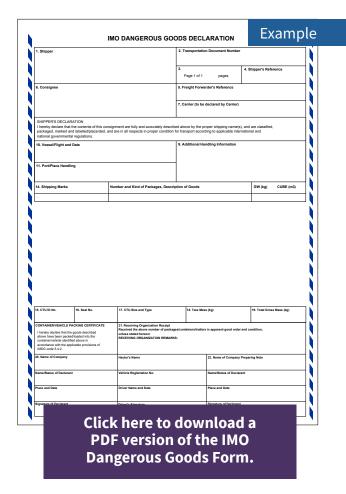
The Dangerous Goods declaration and container packing certificate can be in any format, but must be in accordance with Chapter 5.4 of the IMDG-Code. For convenience, the Dangerous Goods declaration can be combined with the container packing certificate into one document.

- <u>How to Complete a Dangerous Goods</u>

 <u>Declaration without Blowing Up</u> (Article)
- <u>A Dangerous Good Shipped by Any Other</u>

 <u>Name Would Smell as Sweet</u> (Article)
- <u>Keeping Up with Changes to the Dangerous</u> <u>Goods Transportation Regulations</u> (Article)
- <u>Hazardous Materials or Dangerous</u> <u>Goods?</u> (Article)
- <u>Training Employees Ensures Compliance</u> <u>with Hazmat Shipping Regulations</u> (Article)
- The Art and Science of Packing a Shipping

 Container—Part 3 (Article)



Non-Dangerous Goods

As stated in IATA DGR 8.2.6
Non-Dangerous Goods:

If an article or substance could be suspected of being a dangerous goods, but does not meet the criteria for any of the hazard classes or divisions, it may be offered for transport as not restricted if the words 'Not Restricted' are included in the description of the article or substance on the Air Waybill to indicate that it has been checked. The statement "Not restricted, as per Special Provision Axx" must be included in the description of the article on the Air Waybill, when required, to indicate that the Special Provision has been applied.

This form relieves any suspicion if handlers question the nature of the product and assures them there are no dangerous goods involved. It also shows the shipper has taken due diligence and responsibility, formally

presenting the product information and stating the article, or material, being shipped is not restricted for air transport.

It is not a required form, but it is commonly used to make the exporting process easier.

Shipper		Air Waybill No.		
		Page 1 of 1		
		Shipper's Reference Number		
Consignee		(optional)		
Two completed and signed copies	of this Declaration must be	WAR	NING	
handed to the operator TRANSPORT DETAILS		Failure to comply in all respects with the applicable Dangerous Goods Regulation may		
TIONED ON DETRIES	Airport of Departure	be in breach of the applicab		
This shipment can be transported on both passenger and cargo aircraft.		legal penalties.		
Airport of Destination:				
-	Number and type of packages, Net qu	antity per package, and Flash Point.		
Additional Handling Information				
24 hr. Emergency Contact Tel. No.	ntents of this consignment, in spi		ory	
I hereby declare that the cor	ce, are not Dangerous Goods rest			
I hereby declare that the cor product name or apperarance	to the applicable international ar			
I hereby declare that the cor product name or apperaran- air transportation according		a		
I hereby declare that the cor product name or apperarance		Signature (see warning above)		
I hereby declare that the cor product name or apperaran- air transportation according				
I hereby declare that the cor product name or apperarand air transportation according National Government Regul	ations.	(see warning above)		
I hereby declare that the cor product name or apperarand air transportation according National Government Regul	ations.			

Bank Draft

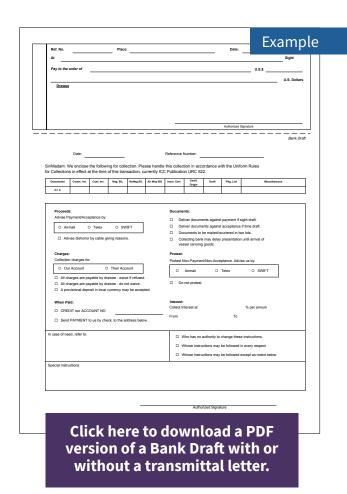
A bank draft is an important part of the international sales process for transferring control of the exported goods from the seller in exchange for funds from the buyer. It is often called a documentary collection, because the seller attaches documents to a draft and a cover letter.

Usually the seller's bank will send the bank draft and related documents via the freight forwarder to the buyer's bank or a bank with which it has a relationship in the buyer's country. When the buyer authorizes payment for the goods, the buyer's bank will release the documents to the buyer and transfer the funds to the seller's bank.

The bank draft may or may not include a transmittal letter, which includes details of the draft transaction including the types of additional documents that are included and payment instructions.

- <u>10 Terms You Need to Know to</u> <u>Get Paid for Your Exports</u> (Article)
- If You Must Use a Letter of Credit,

 Get It Right! (Article)
- Payment Options for International
 <u>Transactions</u> (Article)



Summary

As you can see, a properly completed set of export documents is vital to ensure your goods arrive at their destination and you get paid on time.

But completing all this paperwork can be a hassle if you don't have the right tool to complete them in a timely, efficient manner.

That's where Shipping Solutions export software fits in! Thousands of successful exporters use Shipping Solutions to complete their export forms up to five-times faster than preparing them by hand or by using Excel or Word templates. And the more advanced version of the software—Shipping Solutions Professional—can save even more time by linking to your company's accounting or ERP system and helping ensure compliance with export regulations.

Let us show you how Shipping Solutions software can help your company. Watch our eight-minute video or schedule a free online demonstration of the software today. You'll be glad you did.

Watch the 8-minute Shipping Solutions video.

Register for a free online demo of Shipping Solutions.