



The Beginner's Guide to Export Forms



Shipping Solutions
A Division of InterMart, Inc.
1400 Corporate Center Curve
Suite #130
Eagan, MN 55121
Phone: 651-905-1727
Toll Free: 888-890-7447

© InterMart®, Inc.

1400 Corporate Center Curve, Suite #130 • Eagan, MN 55121

Phone (651) 905-1727 • Fax (651) 905-1827

InterMart, Shipping Solutions, and the Shipping Solutions logo are registered trademarks of InterMart®, Inc. All rights reserved.

Introduction	4
Proforma Invoice	6
Commercial Invoice	8
Certificate of Origin	10
USMCA Certificate of Origin	12
Australia Certificate of Origin	14
CAFTA - DR Certificate of Origin	16
Chile Certificate of Origin	18
Colombia Certificate of Origin	20
Korea Certificate of Origin	22
Packing List	24
Shipper's Letter of Instruction	26
Automated Export System	29
Inland Bill of Lading	31
Dock Receipt	33
Ocean Bill of Lading	35
Air Waybill	37
Dangerous Goods IATA	38
Dangerous Goods IMO	40
Non-Dangerous Goods	42
Bank Draft	43
Summary	44

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.

Key Data Elements

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.

Additional Resources

- [*A Primer on the Proforma Invoice*](#) (Article)
- [*How Does the Proforma Invoice Fit in the Export Process?*](#) (Article)
- [*The Export Proforma Invoice: Validity, Acceptance and Price*](#) (Article)
- [*How to Create a Commercial or Proforma Invoice for Export*](#) (Video)

Proforma Invoice

Exporter

Ultimate Consignee

Intermediate Consignee

Date

Order Number

Commercial Invoice Number

Ultimate Consignee Phone

Exporting Carrier

Origination State

Exporter Contact Name

PO Number

Terms

Proforma Invoice Number

Customer Account Number

Loading Pier/Terminal

Country of Destination

Exporter Contact Phone

Quantity	Product ID	Description	Schedule B Code	Unit Price	Total Price

Title

Authorized Signature

Total:

Ex Works Value

Inland Freight Fees

Handling Fees

Consular Fees

Ocean/Air Fees

Insurance Fees

Other Charges

Page 1 of 1

Download a PDF version of the Proforma Invoice in *English*, *French* or *Spanish*.

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.

Key Data Elements

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.](#)

Additional Resources

- [10 Items That Belong on Your Commercial Invoices](#) (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)

Commercial Invoice Example

Exporter	Date	PO Number
Order Number	Terms	
Commercial Invoice Number	Proforma Invoice Number	
Ultimate Consignee	Ultimate Consignee Phone	Customer Account Number
Exporting Carrier	Loading Pier/Terminal	
Intermediate Consignee	Origin State	Country of Destination
Exporter Contact Name	Exporter Contact Phone	

Quantity	Product ID	Description	Schedule B Code	Unit Price	Total Price

Ex Works Value
Inland Freight Fee
Handling Fee
Consular Fee
Occasional Fee
Insurance Fee
Other Charges

1 of 1

[Download a PDF version of the Commercial Invoice in *English*, *French* or *Spanish*.](#)

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.

[Click here](#) for more information and to register for free.

Key Data Elements

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.

Additional Resources

- [Using the Right Certificate of Origin Form for Your Export Shipments](#) (Article)
- [When to Use a Certificate of Origin Form for Your Export Shipments](#) (Article)
- [Creating an Electronic Certificate of Origin in Shipping Solutions](#) (Video)

Certificate of Origin		Exporter
		Importer
HARMONIZED TARIFF CODE	DESCRIPTION OF GOOD(S)	COUNTRY OF ORIGIN

Sworn to before me
this ____ day of _____ 20____ Dated at _____ on this ____ day of _____

Click here to download a PDF version of the Generic Certificate of Origin.

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.

Key Data Elements

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.-Mexico-Canada Agreement*](#) (Article)
- [*Preparing for USMCA: 6 Steps for Importers and Exporters*](#) (Article)

Example

UNITED STATES - MEXICO - CANADA AGREEMENT					
CERTIFICATE OF ORIGIN					
EXPORTER NAME, ADDRESS AND EMAIL		BLANKET PERIOD (MMDDYYYY)		INVOICE NUMBER	
TAX IDENTIFICATION NUMBER		FROM		TO	
		TO			
PRODUCER NAME, ADDRESS AND EMAIL		IMPORTER NAME, ADDRESS AND EMAIL			
TAX IDENTIFICATION NUMBER		TAX IDENTIFICATION NUMBER			
DESCRIPTION OF GOODS		HS TARIFF CLASSIFICATION NUMBER	PREFERENCE CRITERIA	PRODUCER	COUNTRY OF ORIGIN
CERTIFIED BY: <input type="checkbox"/> IMPORTER <input type="checkbox"/> EXPORTER <input type="checkbox"/> PRODUCER					
<small>I certify that the goods described in this document qualify as originating and the information contained in this document is true and accurate. I assume responsibility for proving such representations and agree to maintain and present upon request or to make available during a verification visit, documentation necessary to support this certification.</small>					
THIS CERTIFICATE CONSISTS OF <input type="text" value="1"/> PAGE(S), INCLUDING ALL ATTACHMENTS.					
AUTHORIZED SIGNATURE			COMPANY		
NAME (PRINT OR TYPE)			TITLE		
ADDRESS					
DATE (MMDDYYYY)		TELEPHONE NUMBER		EMAIL	

Download a PDF version of the [*USMCA*](#), [*CUSMA*](#) or [*T-MEC*](#). 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.

Additional Resources

- [The U.S. and Australia Free Trade Agreement](#) (Article)
- [Using the Right Certificate of Origin Form for Your Export Shipments](#) (Article)
- [Free Trade Agreements: Good News and Bad News](#) (Article)
- [How to Complete NAFTA or Other Free Trade Agreement \(FTA\) Certificates of Origin](#) (Video)

United States - Australia Free Trade Agreement Certificate of Origin						Example
1. Exporter Name, Address, Telephone and E-mail		2. Shipment Period (DDMM/YYYY) From: To:				
Tax Identification Number:						
3. Producer Name, Address, Telephone and E-mail		4. Importer Name, Address, Telephone and E-mail				
Tax Identification Number:		Tax Identification Number:				
5. Description of Goods	6. HS Tariff Classification Number	7. Preference Criterion	8. Producer	9. Net Cost	10. Country of Origin	
<p>I certify that:</p> <ul style="list-style-type: none"> The information on this document is true and accurate and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this document; I agree to maintain and present upon request, documentation necessary to support this certificate, and to inform, in writing, all persons to whom the certificate was given of any changes that could affect the accuracy or validity of this certificate; The goods originated in the territory of one or more of the parties, and comply with the origin requirements specified for those goods in the United States-Australia Free Trade Agreement, and there has been no further production or any other operation outside the territories of the parties, other than unloading, reloading, or any other operation necessary to preserve it in good condition or to transport the goods; and that This Certificate consists of <input type="text" value="1"/> pages, including all attachments. 						
11. AUTHORIZED SIGNATURE			11b. COMPANY			
11c. NAME			11d. TITLE			

Click here to download a PDF version of the Australia Certificate of Origin.

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.

Key Data Elements

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.

Additional Resources

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

Central America-Dominican Republic-United States Free Trade Agreement				Tratado de Libre Comercio entre República Dominicana y los EE.UU.		Example	
1. Exporter's name, address and tax identification number: Nombre, dirección y número de registro fiscal del exportador:		2. Blanket Period: Período que cubre:		From De		To A	
Tax Identification Number:							
3. Producer's name, address and tax identification number: Nombre, dirección y número de registro fiscal del productor:		4. Importer's name, address and tax identification number: Nombre, dirección y número de registro fiscal del importador:					
Tax Identification Number:							
5. Description of Goods(s) - Descripción de la(s) mercancía(s)		6. HS Tariff Classification Clasificación arancelaria	7. Preferential tariff treatment criteria Criterio para trato preferencial	8. Other criteria Otros criterios	9. Producer Productor		
10. Remarks: Observaciones:							
<p>11. Under oath I certify that: - The information on this document is true and accurate and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this document. - I agree to maintain, and present upon request, documentation necessary to support this certification, and to inform, in writing, all persons to whom the certification was given of any changes that would affect the accuracy or validity of this Certification. - The goods originated in the territory of one or more of the Parties, and comply with the origin requirements specified for those goods in the Central America - Dominican Republic - United States Free Trade Agreement, and that these have been so further processing or any other operation outside the territories of the Parties, other than unloading, reuniting, or any other operation necessary to preserve the goods in good condition or to transport the good to the territory of a Party. This Certification consists of <input type="text" value="1"/> pages, including all attachments. Hago incluyendo todos sus anexos.</p> <p>Declaro bajo juramento que: - La información contenida en este documento es verdadera y exacta y me hago responsable de comprobar lo aquí certificado. Estoy consciente que soy responsable por cualquier declaración falsa o omisión material hecha en o relacionada con el presente documento. - Me comprometo a conservar y presentar, en caso de ser requerido, los documentos necesarios que respalden el contenido de la presente certificación, así como a notificar por escrito a todas las personas a quienes se ha entregado la presente certificación, de cualquier cambio que pudiera afectar la exactitud o validez del mismo. - Las mercancías son originarias del territorio de una o más Partes y cumplen con todos los requisitos de origen que les son aplicables conforme al Tratado de Libre Comercio entre Centroamérica, República Dominicana y Estados Unidos, y que no han sido objeto de procesamiento exterior o de cualquier otra operación fuera de los territorios de las Partes, excepto la descarga, recarga o cualquier otra operación necesaria para mantener la mercancía en buenas condiciones o para transportarla a territorio de una Parte.</p>							
Authorized Signature - Firma autorizada				Company - Empresa			
Name - Nombre				Title - Cargo			
Date - Fecha							

Click here to download a PDF version of the CAFTA-DR Certificate of Origin.

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.

Key Data Elements

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.S. and Chile Free Trade Agreement: Frequently Asked Questions](#) (Article)
- [U.S. and Chile Free Trade Agreement](#) (Article)
- [U.S. – Chile FTA Rules of Origin](#) (Article)
- [How to Complete NAFTA or Other Free Trade Agreement \(FTA\) Certificates of Origin](#) (Video)

UNITED STATES - CHILE FREE TRADE AGREEMENT TRATADO DE LIBRE COMERCIO CHILE - ESTADOS UNIDOS CERTIFICATE OF ORIGIN									
1. EXPORTER NAME AND ADDRESS:		2. BLANKET PERIOD (MM/DD/YYYY) FROM: TO:							
TAX IDENTIFICATION NUMBER:									
3. PRODUCER NAME AND ADDRESS:		4. IMPORTER NAME AND ADDRESS:							
TAX IDENTIFICATION NUMBER:									
5. DESCRIPTION OF GOODS(S)	6. HS TARIFF CLASSIFICATION NUMBER	7. PREFERENCE CRITERIA	8. PRODUCER	9. REGIONAL VALUE CONTENT	10. COUNTRY OF ORIGIN				
<p>I CERTIFY THAT:</p> <ul style="list-style-type: none">• THE INFORMATION ON THIS DOCUMENT IS TRUE AND ACCURATE AND I ASSUME THE RESPONSIBILITY FOR PROVIDING SUCH REPRESENTATIONS. I UNDERSTAND THAT I AM LIABLE FOR ANY FALSE STATEMENTS OR MATERIAL OMISSIONS MADE ON OR IN CONNECTION WITH THIS DOCUMENT.• I AGREE TO MAINTAIN AND PRESENT UPON REQUEST, DOCUMENTATION NECESSARY TO SUPPORT THIS CERTIFICATE, AND TO INFORM, IN WRITING, ALL PERSONS TO WHOM THE CERTIFICATE WAS GIVEN OF ANY CHANGES THAT COULD AFFECT THE ACCURACY OR VALIDITY OF THIS CERTIFICATE.• THE GOODS ORIGINATED IN THE TERRITORY OF ONE OR MORE OF THE PARTIES, AND COMPLY WITH THE ORIGIN REQUIREMENTS SPECIFIED FOR THOSE GOODS IN THE UNITED STATES - CHILE FREE TRADE AGREEMENT, AND UNLESS SPECIFICALLY EXEMPTED IN ARTICLE 4.11, THERE HAS BEEN NO FURTHER PRODUCTION OR ANY OTHER OPERATION OUTSIDE THE TERRITORIES OF THE PARTIES, AND• THIS CERTIFICATE CONSISTS OF <input type="text" value="1"/> PAGES, INCLUDING ALL ATTACHMENTS.									
11a. AUTHORIZED SIGNATURE:		11b. COMPANY:							
11c. NAME (PRINT OR TYPE):		11d. TITLE:							
11e. DATE (MM/DD/YYYY):		11f. TELEPHONE NUMBER:		(V0000)		(F0000000)			

Click here to download a 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.

Key Data Elements

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

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

ACUERDO DE PROMOCIÓN COMERCIAL COLOMBIA - ESTADOS UNIDOS							
US - Colombia Free Trade Agreement							
CERTIFICADO DE ORIGEN / CERTIFICATE OF ORIGIN							
1. Razón social, dirección, teléfono y correo electrónico del exportador: Exporter's legal name, address, telephone and e-mail				2. Período cubierto / Blanket period: Desde / From : Hasta / To :			
3. Razón social, dirección, teléfono y correo electrónico del productor: Producer's legal name, address, telephone and e-mail				4. Razón social, dirección, teléfono y correo electrónico importador: Importer's legal name, address, telephone and e-mail			
5. Descripción del (de) mercancía(s) / Description of goods				6. Clasificación Arancelaria / HS Tariff Classification	7. Criterio Preferencial / Preference Criterion	8. Valor Contenido Regional / Regional Value Content	9. País de Origen / Country of Origin
10. Observaciones / Remarks:							
11. Certificación de Origen / Certification of Origin Declaro bajo la gravedad de juramento que: / I certify that: • La información contenida en este certificado es verdadera y exacta, y me hago responsable de comprobar lo aquí declarado. Estoy consciente que soy responsable por cualquier declaración falsa u omisión hecha en o relacionada con el presente certificado. / The information on this certificate is true and accurate and I assume the responsibility for providing such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this certificate. • Me comprometo a conservar y presentar, en caso de ser requerido, los documentos necesarios que respalden el contenido del presente certificado, así como a notificar por escrito a todas las personas a quienes se lo entregue, de cualquier cambio que pudiera afectar la exactitud o validez del mismo. / I agree to maintain and present upon request, documentation necessary to support this certificate, and to inform, in writing, all persons whom the certificate was given of any changes that could affect the accuracy or validity of this certificate. • Las mercancías son originarias del territorio de las partes y cumplen con los requisitos de origen que les son aplicables conforme al Acuerdo de Promoción Comercial Colombia - Estados Unidos. / The goods originated in the territory of the parties, and comply with the origin requirements specified for those goods in the Colombia - United States Trade Promotion Agreement. • Las mercancías no han sido objeto de procesamiento ulterior o de cualquier otra operación fuera de los territorios de las Partes, salvo en los casos establecidos en el Artículo 4.13. / The goods undergo no further production or other operation outside the territories of the Parties unless specifically exempted in Article 4.13. Esta certificación se compone de 1 hojas, incluyendo todos sus anexos. / This certificate consists of 1 pages, including attachments.							
Firma autorizada / Authorized signature:				Nombre de la empresa / Company's name:			
Nombre / Name:				Cargo / Title:			
Fecha / Date:				Teléfono y fax / Telephone and fax:			

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.

Key Data Elements

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.

Additional Resources

- [How to Complete a U.S. – Korea FTA Certificate of Origin](#) (Article)
- [Has the KORUS Been Singing in Harmony?](#) (Article)
- [Using the Right Certificate of Origin Form for Your Export Shipments](#) (Article)
- [How to Complete NAFTA or Other Free Trade Agreement \(FTA\) Certificates of Origin](#) (Video)

US - Korea Free Trade Agreement Certificate of Origin						Example
1. Exporter Name, Address, Telephone and E-mail		2. Shipment Period (YYYYMMDD) From: To:				
Tax Identification Number:						
3. Producer Name, Address, Telephone and E-mail		4. Importer Name, Address, Telephone and E-mail				
Tax Identification Number:		Tax Identification Number:				
5. Certificate of Origin Detail						
Product ID Serial No.	Description of Goods	Quantity & Unit	HS Tariff Classification Number	Preference Criteria	Country of Origin	
6. Remark						
I certify that: • The information on this document is true and accurate and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this document; • I agree to maintain and present upon request, documentation necessary to support these representations; • The goods comply with all requirements for preferential tariff treatment specified for those goods in the United States - Korea Free Trade Agreement; and • This Certificate consists of <input type="text" value="1"/> pages, including all attachments.						
7. AUTHORIZED SIGNATURE		COMPANY				
NAME		TITLE				
DATE (YYYYMMDD)		TELEPHONE NUMBER	FAX	EMAIL		

Click here to download a PDF version of the Korea Certificate of Origin.

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.

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.

Additional Resources

- [*The Beginner's Guide to the Shipper's Letter of Instruction of Instruction*](#) (Article)
- [*5 Reasons You Need a Shipper's Letter of Instruction for Your Exports*](#) (Article)
- [*What the Heck Is a Routed Export Transaction?*](#) (Article)
- [*Providing AES Information to Your Freight Forwarder*](#) (Article)
- [*How to Complete a Shipper's Letter of Instruction*](#) (Video)

Shipper's Letter of Instruction

Example

Page 1 of 1

Freight Forwarder	Ultimate Consignee	ID Number _____ Exporter Phone _____ Exporter Fax _____ Exporter Office _____ Ship Via _____ Date _____ Container/oz <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Exporter	Intermediate Consignee	

Marks and Numbers	No. of Pkgs	Description	Gross Weight	Measurements

Inland Freight Costs: 0.00 <input type="checkbox"/>	0.00 <input type="checkbox"/>	<input type="checkbox"/> YES, I would like a quote on these charges.
Ocean/Volr Costs: 0.00 <input type="checkbox"/>	0.00 <input type="checkbox"/>	
Handling Fees: 0.00 <input type="checkbox"/>	0.00 <input type="checkbox"/>	<input type="checkbox"/> YES, Please adjust invoice with these charges.
Insurance Costs: 0.00 <input type="checkbox"/>	0.00 <input type="checkbox"/>	
Consular Fees: 0.00 <input type="checkbox"/>	0.00 <input type="checkbox"/>	Please respond with these costs by: <input type="checkbox"/> Fax <input type="checkbox"/> Phone <input type="checkbox"/> E-Mail
Additional Charges: 0.00 <input type="checkbox"/>	0.00 <input type="checkbox"/>	
Quote	Yes	Adjustment

Special Instructions

Do you require insurance?
☐ Yes ☒ No

Type of Insurance: _____

License Number/Symbol: _____

Forward Documents To: _____

Incoterms:
Location: _____

How do you want the freight bill?
☐ Prepaid ☐ Collect

Shipping Details: ☐ Consolidated ☐ Direct

These documents are attached to this Shipper's Letter of Instruction:

<input type="checkbox"/> Invoice	<input type="checkbox"/> C of O	<input type="checkbox"/> Inland - BL
<input type="checkbox"/> NAFTA	<input type="checkbox"/> Draft	<input type="checkbox"/> Attachment
<input type="checkbox"/> Packing List	<input type="checkbox"/> Other - See Special Instructions	

The Shipper or the Authorized Agent hereby authorizes the above named Company, in its name and on its behalf, to prepare any export documents, to sign and send any documents relating to such shipment and forward the shipment in accordance with the conditions of carriage and the tariffs of the carrier employed. Hereunder the sole responsibility of the Company is to use reasonable care in the selection of carriers, intermediaries, agents and others to whom it may entrust the shipment.

Title: _____

Signature: _____

Download a PDF version of the SLI in Standard Format or the NCBFAA Format.

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.

Key Data Elements

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.

Additional Resources

- [*Filing through AESDirect: 20 Terms Exporters Need to Know*](#) (Article)
- [*Providing AES Information to Your Freight Forwarder*](#) (Article)
- [*Filing Your Export Shipments Through AES*](#) (Article)
- [*AESDirect Data Requirements*](#) (Video)
- [*AESDirect Filing via the ACE Portal*](#) (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.

Key Data Elements

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.

Additional Resources

- [3 Things You Need to Know about the Bill of Lading Form](#) (Article)
- [What You Need to Know about the Inland Bill of Lading](#) (Article)
- [Understanding the Inland Bill of Lading](#) (Free Webinar)

Example

Shipper's Domestic Truck Bill of Lading - Non Negotiable

BL # _____ Date _____ Vehicle # _____ Carrier # _____

RECEIVED, subject to the "Common Carrier Rate Agreement" or the CONTRACT between the Shipper and Carrier in effect on the date of shipment, the property described herein, received in good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and delivered as shown below. This Bill of Lading is not subject to any tariffs or classifications whether individually determined or filed with any federal or state regulatory agency, except as specifically agreed to in writing by the Shipper and Carrier. Rate individually determined and NOT subject to filed tariffs.

From: _____ Consignee: _____

C.O.D. amount \$ _____ 0.00
Remit C.O.D. Amount To: _____

Bill To: _____

C.O.D. Fee To Be Paid By: ☐ Consignee ☐ Shipper

Pkgs	1 HR	Description	Marks and Numbers	Weight	Rate	Freight Charges
						<input type="radio"/> Prepaid <input type="radio"/> Collect <input type="radio"/> Third Party

Subject to Section 7 of the agreement between Shipper and Carrier, if the shipment is to be delivered to the consignee without recourse of the consignor, the consignor shall sign the following statement.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

(Signature of Shipper)

Copy

1 2 3

Received _____
On _____
Shipper _____
Carrier _____
Driver Signature _____
Date _____
Exceptions _____

Special Instructions: _____

The agreed-on declared value of the property is hereby specifically stated by the shipper to be not exceeding _____ per pound for each distribution package.

* Mark with "X" to designate hazardous materials as defined by the Department of Transportation Regulations governing the transportation of hazardous materials. The use of the carrier is an "OT" (Other Than) for identifying hazardous materials on bills of lading per section 172.201 (a) (1)(B) of the 49 Code of Federal Regulations. Also, WHEN SHIPPING HAZARDOUS MATERIALS the shipper's certification statement prescribed in Section 172.203 (a) of the Federal Regulations must be indicated on the bill of lading, unless a specific exception from the requirement is provided in the Regulations for a particular material.

Shipper's Signature

Page 1 of 1

Click here to download a PDF version of the Inland Bill of Lading.

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.

Key Data Elements

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.

Dock Receipt						Example
Exporter		Booking Number		Document Number		
		Export References				
Ultimate Consignee		Forwarding Agent				
Notify Party		Also Notify				
Pre-Carriage By	Place of Receipt		Domestic Routing			
Exporting Carrier	Port of Loading		Loading/Pier Terminal			
Port of Discharge	Place of Receipt on Carrier		Type of Move			
Marks and Numbers	No. of Pkgs	HM	Description	Weight (lbs.)	Measurements	

Delivered By:		<small>Received the above described goods or pkgs subject to all the terms of the undersigned's regular form of dock receipt and bill of lading which shall constitute the contract under which the goods are received. Copies of which are available from the carrier on request and may be inspected at any of its offices.</small>	
Truck	_____	_____	_____
Arrived Date	_____	Time	_____
Unloaded Date	_____	Time	_____
Checked by	_____	For the Master:	By _____
Placed in ship on dock location	_____	Date	_____

Click here to download a PDF version of the Dock Receipt.

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:

- ## Additional Resources

- ## Example

Click here to download a PDF version of the Ocean Bill of Lading.

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

- [Spotlight on Air Waybill](#) (Article)
- [3 Things You Need to Know about the Bill of Lading Form](#) (Article)

Example

Shipper's Name and Address		Shipper's Account Number		Not Negotiable	
				Air Waybill	
				Issued by	
Copies: 1. 2 and 3 of this Air Waybill are originals and have the same validity.					
It is agreed that the goods described herein are accepted in apparent good order and condition except as noted for damage SUBJECT TO THE CONDITIONS OF CONTRACT. On this REVERSE HEREOF, ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WITHOUT THE CARRIER BEING RESPONSIBLE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICAL CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.					
Consignee's Name and Address				Consignee's Account Number	
Issuing Carrier's Agent Name and City				Accounting Information	
Agent's IATA Code		Account No.			
Airport of Departure (initial of First Carrier) and Requested Routing					
To	By Air Carrier	Routing and Destination	to	by	by
Airport of Destination		Flight/Date	For Carrier Use only	Flight/Date	Amount of Insurance
					Insured: If carrier offers insurance and such insurance is requested a certificate will combine freight charges insurance to insure the goods to the extent "without if insured"
Handling Instructions: These instructions, technology or software were supplied from the United States in accordance with the Federal Aviation Regulations. Oversee loading to ICA by personnel.					
					SGI
No. of Pieces RCIP	Gross Weight	kg m	Rate Class Commodity Item No.	Chargeable Weight	Rate Charge
Prepaid			Collect		Other Charges
Weight Charge					
Valuation Charge					
Tax					
Total Other Charges Due Agent					
Total Other Charges Due Carrier					
Total Prepaid				Total Collect	
Currency Conversion Rates		CC Charges in Dest. Currency			
For Carriers Use only		Charges at Destination			
				Expected on (Date) at (Place) Signature of Issuing Carrier or its Agent	
				Total Collect Charges	

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.

Additional Resources

- [How to Complete a Dangerous Goods Declaration without Blowing Up](#) (Article)
- [Keeping Up with Changes to the Dangerous Goods Transportation Regulations](#) (Article)
- [The Potential Disastrous Consequences of Mislabeling Your Dangerous Goods](#) (Article)
- [Hazardous Materials or Dangerous Goods?](#) (Article)
- [Training Employees Ensures Compliance with Hazmat Shipping Regulations](#) (Article)
- [Shipping Lithium Batteries by Air](#) (Article)

SHIPPER'S DECLARATION FOR DANGEROUS GOODS							Example
Shipper				Air Waybill No.			Page 1 of 1 Pages (optional)
Consignee							
Two completed and signed copies of this Declaration must be handed to the operator				WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulation may be in breach of the applicable law, subject to legal penalties.			
TRANSPORT DETAILS This shipment is within the limitations prescribed for (delete non-applicable) PASSENGER AND CARGO AIRCRAFT CARGO AIRCRAFT ONLY				Airport of Departure			
Airport of Destination				Shipment type: NON-RADIOACTIVE (delete non-applicable) XXXXXXXXXXXXXXX			
NATURE AND QUANTITY OF DANGEROUS GOODS Dangerous Goods Identification							
UN OR ID NO.	PROPER SHIPPING NAME	CLASS OR DIVISION (mandatory field)	PACKING GROUP	QUANTITY AND TYPE OF PACKING	PACKING INST.	AUTHORIZATION	
Additional Handling Information							
24 hr Emergency Contact Tel. No.						Name/Title of Signatory	
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labelled/diplacarded, and are in all respects in proper condition for transport according to applicable international and national government regulations.						Place and Date	

Click here to download a PDF version of the IATA Dangerous Goods Form.

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.

Additional Resources

- [How to Complete a Dangerous Goods Declaration without Blowing Up](#) (Article)
- [A Dangerous Good Shipped by Any Other Name Would Smell as Sweet](#) (Article)
- [Keeping Up with Changes to the Dangerous Goods Transportation Regulations](#) (Article)
- [Hazardous Materials or Dangerous Goods?](#) (Article)
- [Training Employees Ensures Compliance with Hazmat Shipping Regulations](#) (Article)
- [The Art and Science of Packing a Shipping Container—Part 3](#) (Article)

IMO DANGEROUS GOODS DECLARATION					Example																																			
1. Shipper		2. Transportation Document Number			4. Shipper's Reference																																			
		3. Page 1 of 1 pages																																						
6. Consignee		5. Freight Forwarder's Reference			7. Carrier (to be declared by Carrier)																																			
SHIPPER'S DECLARATION I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name(s), and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.																																								
10. Vessel/Flight and Date		9. Additional Handling Information																																						
11. Port/Place Handling																																								
14. Shipping Marks	Number and Kind of Packages, Description of Goods		GW (kg)	CUBE (m3)																																				
<table border="1"> <thead> <tr> <th>15. CTU ID No.</th> <th>16. Seal No.</th> <th>17. CTU Size and Type</th> <th>18. Tare Mass (kg)</th> <th>19. Total Gross Mass (kg)</th> </tr> </thead> <tbody> <tr> <td colspan="5">CONTAINER/VEHICLE PACKING CERTIFICATE I hereby declare that the goods described above have been packed/stuffed into the container/vehicle identified above in accordance with the applicable provisions of IMDG code 5.4.2.</td> </tr> <tr> <td colspan="2">20. Name of Company</td> <td colspan="2">21. Receiving Organization Receipt Received the above number of packages/containers/trailers in apparent good order and condition, unless stated herein. RECEIVING ORGANIZATION REMARKS:</td> <td></td> </tr> <tr> <td colspan="2">Name/Status of Declarant</td> <td colspan="2">Hauler's Name</td> <td>22. Name of Company Preparing Note</td> </tr> <tr> <td colspan="2">Place and Date</td> <td colspan="2">Vehicle Registration No.</td> <td>Name/Status of Declarant</td> </tr> <tr> <td colspan="2">Driver Name and Date</td> <td colspan="2">Place and Date</td> <td></td> </tr> <tr> <td colspan="2">Signature of Declarant</td> <td colspan="2">Signature of Receiver</td> <td>Signature of Declarant</td> </tr> </tbody> </table>						15. CTU ID No.	16. Seal No.	17. CTU Size and Type	18. Tare Mass (kg)	19. Total Gross Mass (kg)	CONTAINER/VEHICLE PACKING CERTIFICATE I hereby declare that the goods described above have been packed/stuffed into the container/vehicle identified above in accordance with the applicable provisions of IMDG code 5.4.2.					20. Name of Company		21. Receiving Organization Receipt Received the above number of packages/containers/trailers in apparent good order and condition, unless stated herein. RECEIVING ORGANIZATION REMARKS:			Name/Status of Declarant		Hauler's Name		22. Name of Company Preparing Note	Place and Date		Vehicle Registration No.		Name/Status of Declarant	Driver Name and Date		Place and Date			Signature of Declarant		Signature of Receiver		Signature of Declarant
15. CTU ID No.	16. Seal No.	17. CTU Size and Type	18. Tare Mass (kg)	19. Total Gross Mass (kg)																																				
CONTAINER/VEHICLE PACKING CERTIFICATE I hereby declare that the goods described above have been packed/stuffed into the container/vehicle identified above in accordance with the applicable provisions of IMDG code 5.4.2.																																								
20. Name of Company		21. Receiving Organization Receipt Received the above number of packages/containers/trailers in apparent good order and condition, unless stated herein. RECEIVING ORGANIZATION REMARKS:																																						
Name/Status of Declarant		Hauler's Name		22. Name of Company Preparing Note																																				
Place and Date		Vehicle Registration No.		Name/Status of Declarant																																				
Driver Name and Date		Place and Date																																						
Signature of Declarant		Signature of Receiver		Signature of Declarant																																				

Click here to download a PDF version of the IMO Dangerous Goods Form.

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'S DECLARATION OF ARTICLES NOT RESTRICTED		Example
Shipper		Air Waybill No. Page 1 of 1 Shipper's Reference Number (optional)
Consignee		
Two completed and signed copies of this Declaration must be handed to the operator		WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulation may be in breach of the applicable law, subject to legal penalties.
TRANSPORT DETAILS		
This shipment can be transported on both passenger and cargo aircraft.	Airport of Departure	
Airport of Destination:		
ARTICLE AND DESCRIPTION, Number and type of packages, Net quantity per package, and Flash Point. List each article separately.		
Additional Handling Information		
24 Hr. Emergency Contact Tel. No.		
I hereby declare that the contents of this consignment, in spite of product name or appearance, are not Dangerous Goods restricted for air transportation according to the applicable international and National Government Regulations.		
Name/Title of Signatory		
Place and Date		
Signature (see warning above)		

Click here to download a PDF version of the Non-Dangerous Goods Form.

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.

Additional Resources

- [10 Terms You Need to Know to Get Paid for Your Exports](#) (Article)
- [If You Must Use a Letter of Credit, Get It Right!](#) (Article)
- [Payment Options for International Transactions](#) (Article)

Example

Ref. No.	Place:	Date:
At		Sight
Pay to the order of		U.S.S
Drawee		U.S. Dollars
Authorized Signature		

Bank Draft

Date:Reference Number:

Sir/Madam: We enclose the following for collection. Please handle this collection in accordance with the Uniform Rules for Collections in effect at the time of this transaction, currently IOC Publication URC 522.

Documents	Comm. Inv.	Cart. Inv.	Reg. B/L	Relay B/L	Air Way B/L	Insur. Cert.	Swift Origin	Draft	Prog. List	Miscellaneous
<input type="checkbox"/> C										

Proceeds:

Advise Payment/Acceptance by:

☐ Airmail ☐ Telex ☐ SWIFT

☐ Advise dishonor by cable giving reasons.

Charges:

Collection charges for:

☐ Our Account ☐ Their Account

☐ All charges are payable by drawee - waive if refused.

☐ All charges are payable by drawee - do not waive.

☐ A provisional deposit in local currency may be accepted.

When Paid:

☐ CREDIT our ACCOUNT NO

☐ Send PAYMENT to us by check, to the address below.

In case of need, refer to:

Special Instructions:

Documents:

☐ Deliver documents against payment if sight draft.

☐ Deliver documents against acceptance if time draft.

☐ Documents to be mailed/countersigned in two lots.

☐ Collecting bank may delay presentation until arrival of vessel carrying goods.

Protest:

Protest Non-Payment/Non-Acceptance. Advise us by:

☐ Airmail ☐ Telex ☐ SWIFT

☐ Do not protest.

Interest:

Collected interest at

% per annum

From

To

☐ Who has no authority to change these instructions.

☐ Whose instructions may be followed in every respect.

☐ Whose instructions may be followed except as noted below.

Authorized Signature

Click here to download a PDF version of a Bank Draft with or without a transmittal letter.

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.