

# GLOBAL TRADE GUIDE





Learn key information around the Import / Export process

## Learn key Import / Export information:

- Understand International Commercial Terms - Incoterms 2010
- Guide to choosing a Freight Forwarder
- Shipping Container Specifications
- Popular shipping methods
- Free Trade Agreements (FTA) & Certificates of Origin (COO)
- Shipping Document types
- IncoChat - Global Trade Community Forum
- How to create UNLK compliant shipping documents



	Freight Collect Terms				Freight Prepaid Terms						
											
INCOTERM	<b>EXW</b> Ex. Words (Place)	<b>FCA</b> Free Carrier (Place)	<b>FAS</b> Free Along Ship (Port)	<b>FOB</b> Free On Board (Port)	<b>CFR</b> Cost and Freight (Port)	<b>CIF</b> Cost, Insurance and Freight (Port)	<b>CPT</b> Carriage Paid to (Place)	<b>CIP</b> Carriage & Insurance Paid to (Place)	<b>DAT</b> Delivered at Terminal (Place/Port )	<b>DAP</b> Delivered at Place (Place)	<b>DDP</b> Delivered Duty Paid (Place)

## Understanding IncoTerms is a vital part of International Trade.

Put simply, IncoTerms are the selling terms that the buyer and seller of goods both agrees to. The IncoTerms clearly state which tasks, costs and risks are associated with the buyer and the seller. The IncoTerm is agreed between the buyer and seller and states when the seller’s costs and risks are then transferred onto the buyer.

IncoTerms are also referred to as International Commercial Terms, which are published by the International Chamber of Commerce (ICC), which relate to International Commercial Law. They are accepted by governments and legal authorities around the world.

Our IncoDocs chart displays IncoTerms in an easy to understand format. Our chart states each IncoTerm and explains the obligations and charges that are accepted by the seller and the buyer:



## Freight Collect Terms

## Freight Prepaid Terms



### INCOTERM

**EXW**

Ex. Works  
(Place)

**FCA**

Free Carrier  
(Place)

**FAS**

Free Along  
Ship (Port)

**FOB**

Free On Board  
(Port)

**CFR**

Cost and  
Freight (Port)

**CIF**

Cost,  
Insurance  
and Freight  
(Port)

**CPT**

Carriage  
Paid to  
(Place)

**CIP**

Carriage &  
Insurance  
Paid to  
(Place)

**DAT**

Delivered  
at Terminal  
(Place/Port )

**DAP**

Delivered  
at Place  
(Place)

**DDP**

Delivered  
Duty Paid  
(Place)

## Obligations and Charges

Warehouse Services

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Export Packing

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Loading at  
point of origin

Buyer

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Origin Inland Freight

Buyer

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Origin Port Charges

Buyer

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Origin Forwarder Fees

Buyer

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Ocean/Air Freight

Buyer

Buyer

Buyer

Buyer

Seller

Seller

Seller

Seller

Seller

Seller

Seller

Destination Port  
Charges

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Seller

Seller

Seller

Customs Clearance

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Seller

Custom GST/Duties

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Seller

Delivery Cartage to  
Final Destination

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Buyer

Seller

Seller

## Rules for any mode or modes of transport

### EXW - Ex-Works or Ex-Warehouse

“Ex Works” means that the seller delivers when it places the goods at the disposal of the buyer at the seller’s premises or at another named place (i.e., works, factory, warehouse, etc.). The seller does not need to load the goods on any collecting vehicle, nor does it need to clear the goods for export, where such clearance is applicable.

### FCA - Free Carrier

“Free Carrier” means that the seller delivers the goods to the carrier or another person nominated by the seller at the seller’s premises or another named place. The parties are well advised to specify as clearly as possible the point within the named place of delivery, as the risk passes to the buyer at that point.

### CPT - Carriage Paid To

“Carriage Paid To” means that the seller delivers the goods to the carrier or another person nominated by the seller at an agreed place (if any such place is agreed between parties) and that the seller must contract for and pay the costs of carriage necessary to bring the goods to the named place of destination.

### CIP - Carriage And Insurance Paid To

“Carriage and Insurance Paid to” means that the seller delivers the goods to the carrier or another person nominated by the seller at an agreed place (if any such place is agreed between parties) and that the seller must contract for and pay the costs of carriage necessary to bring the goods to the named place of destination.

“The seller also contracts for insurance cover against the buyer’s risk of loss of or damage to the goods during the carriage. The buyer should note that under CIP the seller is required to obtain insurance only on minimum cover. Should the buyer wish to have more insurance protection, it will need either to agree as much expressly with the seller or to make its own extra insurance arrangements.”

### DAT - Delivered At Terminal

“Delivered at Terminal” means that the seller delivers when the goods, once unloaded from the arriving means of transport, are placed at the disposal of the buyer at a named terminal at the named port or place of destination. “Terminal” includes a place, whether covered or not, such as a quay, warehouse, container yard or road, rail or air cargo terminal. The seller bears all risks involved in bringing the goods to and unloading them at the terminal at the named port or place of destination.

### DAP - Delivered At Place

“Delivered at Place” means that the seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. The seller bears all risks involved in bringing the goods to the named place.

### DDP - Delivered Duty Paid

“Delivered Duty Paid” means that the seller delivers the goods when the goods are placed at the disposal of the buyer, cleared for import on the arriving means of transport ready for unloading at the named place of destination. The seller bears all the costs and risks involved in bringing the goods to the place of destination and has an obligation to clear the goods not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities.

## Rules for sea and inland waterway transport

### FAS - Free Alongside Ship

“Free Alongside Ship” means that the seller delivers when the goods are placed alongside the vessel (e.g., on a quay or a barge) nominated by the buyer at the named port of shipment. The risk of loss of or damage to the goods passes when the goods are alongside the ship, and the buyer bears all costs from that moment onwards.

### FOB - Free On Board

“Free On Board” means that the seller delivers the goods on board the vessel nominated by the buyer at the named port of shipment or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel, and the buyer bears all costs from that moment onwards.

### CFR - Cost and Freight

“Cost and Freight” means that the seller delivers the goods on board the vessel or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel. The seller must contract for and pay the costs and freight necessary to bring the goods to the named port of destination.

### CIF - Cost, Insurance and Freight

“Cost, Insurance and Freight” means that the seller delivers the goods on board the vessel or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel. The seller must contract for and pay the costs and freight necessary to bring the goods to the named port of destination. ‘The seller also contracts for insurance cover against the buyer’s risk of loss of or damage to the goods during the carriage. The buyer should note that under CIF the seller is required to obtain insurance only on minimum cover. Should the buyer wish to have more insurance protection, it will need either to agree as much expressly with the seller or to make its own extra insurance arrangements.’”

## What does ‘Freight Collect’ and ‘Freight Prepaid’ mean?

Freight Collect and Freight Prepaid are common terms used in International Freight. It is very important to understand the difference, it is basically a statement of who will be paying for all the International freight charges. If you export your goods on ‘Freight Collect’ terms (EXW, FCA, FAS and FOB are all Freight Collect terms) that means that the importer (your buyer) will ‘collect’ and pay all of the freight charges on their side, you will not have to pay any freight at all.

If you are the Exporter and sell the goods on CFR, CIF, CPT, CIP, DAT, DAP or DDP terms, this means that YOU will pay for all of the freight charges (‘Freight Prepaid’ – you will pre-pay the freight charges). These are linked to the selling terms of your invoice, if you are selling your goods on ‘FOB’ terms (Free on Board) then you are only covering the costs to get the goods loaded on board the vessel, all charges thereafter will be charged to the receiver of the goods (consignee) – so it will be Freight Collect. These freight terms are stated on the Bill of Lading, the document issued by the shipping line or freight forwarder.

## Resources

### ICC Resource:

<https://iccwbo.org/resources-for-business/incoterms-rules/incoterms-rules-2010/>

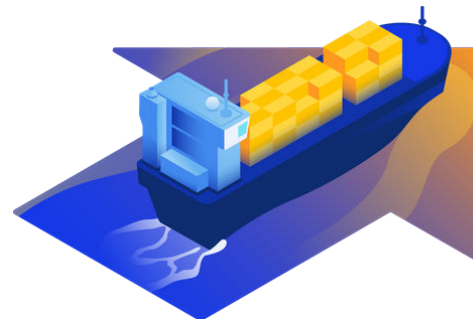
ICC Introduction to IncoTerms 2010 - Download PDF

Freight Forwarders are companies which specialise in all of the components of International Freight and logistics. They are experts which have experience and understanding of the complex transport and logistics arrangements that are involved to get your goods delivered all the way through to your International customers. When your goods leave your warehouse, there are so many important processes involved to get goods cleared through the port, comply with all regulations, supply the correct documentation, delivered to the correct container yard and loaded onto the correct vessel. Freight forwarders also specialise in integrated modes of transport, so can easily arrange the movement of freight between road, rail and sea.

Freight forwarders have vast experience dealing with complex customs regulations, different port services, Australian Quarantine (AQIS), stevedores and shipping lines. You should carefully research and deal with an experienced freight forwarder who takes the time to come out and meet at your premises to clearly understand your business and your requirements. Don't just deal with a freight forwarder based on price as you will need someone with experienced shoulders to overcome any obstacles and potential delays, and a company that will provide you with a high level of service. Choosing a forwarder based on price can cost your business more in the long run.

A good freight forwarder will work out exactly what you need and breakdown their services – from container pickup from your warehouse, delivery through the port and loading onto the vessel. A local representative will also give you International shipping rates to get goods shipped through to the country of destination. Because freight forwarders move large volumes of shipments through several different shipping lines they will be able to give you better shipping rates than if you were to try to deal with shipping lines directly.

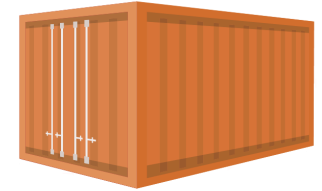
Your freight forwarder will have to receive all correct shipment details and paperwork from you so they can organise the export process. When you create all of your export documents using IncoDocs, you can email them directly through to your freight forwarder so they can streamline the export process!



When exporting product around the world there are different shipping methods to consider. It mainly depends on the overall product packing sizes, cubic measurement, or total weight of the products to be shipped.

## 20'GP Shipping Container (General Purpose)

The 20' container is the most cost efficient way to transport the goods to your buyer. It is known as a 'Twenty-Footer' to signify the overall length of 20 feet. Products are usually packed inside cartons, then cartons stacked and wrapped onto pallets and loaded inside the container for transport. A popular way of exporting palletised cargo is 2 pallets high, 2 pallets wide, 8 pallets deep – 16 pallets total.

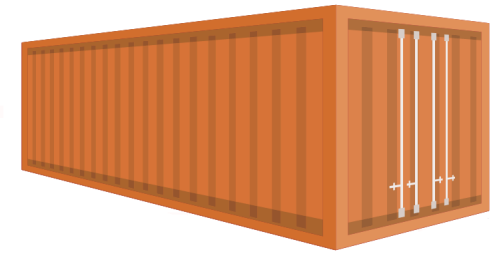


## 40'GP Shipping Container (General Purpose)

The 40' shipping container is the same design as the 20' container but just double the length. So the overall length is 40 feet and can hold double the amount of cargo.

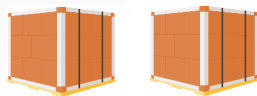
## 40'HC Shipping Container (High-Cube)

The 40' High Cube shipping container is the same overall length as the 40'GP but it is approximately 40cm taller than the GP. This slight increase in height allows for an extra 10-15% of cargo to be loaded inside. It also allows for some different packing methods which can fit extra cargo otherwise unable to load inside a normal 40'GP container.



## LCL Cargo (Less Than Container Load)

LCL shipping is a shipping method used for smaller cargo when the overall size of the goods for export is not big enough to fill a 20' container. When LCL shipping is used, the goods are still loaded inside a 20' shipping container and transported the exact same way but the goods are loaded inside a shared shipping container along with other party's cargo to fill the container (a consolidated container). The freight cost is charged out depending on the overall product size or weight, the shipping rate will be charged out per cubic meter of cargo (m3) or per Metric Tonne (1,000kg) in weight, whichever is greater. There are more handling costs involved when shipping LCL cargo as pallets have to be loaded and unloaded more often, incurring more handling charges.



## Breakbulk Cargo

Breakbulk Cargo is not a very popular shipping method as it's generally used for oversized cargo that can't fit inside shipping containers. Any cargo that exceeds the length, height or weight restrictions of a 40' container will be shipped by breakbulk cargo. Cargo is loaded on top of the deck of the vessel and has to be carefully loaded into place on the top of the deck by crane. Large machinery, boats and steel are examples of goods that are exported around the world by Breakbulk Cargo.





The most popular shipping method all over the world is the popular 20 foot long shipping container (20' container). Shipping containers are the most efficient means of transport all over the world as they are designed to seamlessly transport between trucks, trailers, port handling equipment, shipping vessels and railheads. They exist in many variations to transport different size and shaped cargo.

## Dry Cargo Containers

Type	Container Weight			Interior Measurement				Door Open	
	Gross (kg)	Tare (kg)	Net (kg)	Length (m)	Width (m)	Height (m)	Capacity (m³)	Width (m)	Height (m)
20 ft	24,000	2,370	21,630	5.898	2.352	2.394	33.20	2.343	2.280
40 ft	30,480	4,000	26,480	12.031	2.352	2.394	67.74	2.343	2.280



## Flat Rack Containers

Type	Container Weight			Interior Measurement			
	Gross (kg)	Tare (kg)	Net (kg)	Length (m)	Width (m)	Height (m)	Capacity (m³)
20 ft	30,480	2,900	27,580	5.624	2.236	2.234	27.90
40 ft	34,000	5,870	28,130	11.786	2.236	1.968	51.90



## Refrigerated Containers

Type	Container Weight			Interior Measurement				Door Open	
	Gross (kg)	Tare (kg)	Net (kg)	Length (m)	Width (m)	Height (m)	Capacity (m³)	Width (m)	Height (m)
20 ft	24,000	3,050	20,950	5.449	2.290	2.244	26.70	2.276	2.261
40 ft	30,480	4,520	25,960	11.690	2.250	2.247	57.10	2.280	2.205



## High Cube Containers

Type	Container Weight			Interior Measurement				Door Open	
	Gross (kg)	Tare (kg)	Net (kg)	Length (m)	Width (m)	Height (m)	Capacity (m³)	Width (m)	Height (m)
40 ft	30,480	3,980	26,500	12.031	2.352	2.698	76.30	2.340	2.585
45 ft	30,480	4,800	25,680	13.544	2.352	2.698	86.00	2.340	2.585



## Open Top Containers

Type	Container Weight			Interior Measurement				Door Open	
	Gross (kg)	Tare (kg)	Net (kg)	Length (m)	Width (m)	Height (m)	Capacity (m³)	Width (m)	Height (m)
20 ft	24,000	2,580	21,240	5.629	2.212	2.311	32.00	2.330	2.263
40 ft	30,480	4,290	26,190	11.763	2.212	2.311	65.40	2.330	2.263



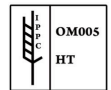
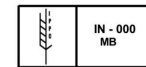
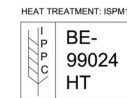




A packing declaration is an important document which states the type of packing materials that are used to pack the goods inside your container.

It is to ensure that any timber packaging used are ISPM15 compliant, to protect the spread of insects and disease which can be hiding away in timber packing materials such as pallets, crates and dunnages. The shipper will have to provide a statement on company letterhead which states the type of packing materials used and if they have been treated or marked in compliance with ISPM15 or DAFF fumigation treatment requirements. ISPM 15 is a wood treatment standard that address the need to treat wood materials that are used to ship products between countries. If you are using this type of packaging to pack and export your goods then you must ensure that the materials are debarked and correctly heat treated or fumigated with methyl bromide and then stamped with the ISPM marking. Below is an example of pallets which have already been heat treated and stamped with the ISPM15 markings. ISPM15 Export compliant pallets and packaging are available from local suppliers.

If you export your products and have used timber packaging that has not had the correct treatment or ISPM stamping it can cause some big problems when it arrives into the country of destination. The shipment will be pulled aside and correctly treated and inspected at the port of delivery before it will be cleared through customs, which can be quite expensive and you may also be fined for not complying to rules and regulations. Worst case the whole shipment could be refused entry into the country and completely destroyed. Your freight forwarder will be able to arrange the correct treatment and supply you with a fumigation/treatment certificate that you can pass onto your buyer to prove the goods have been correctly treated.



## Exemptions from ISPM15

Most other packing products are exempt from this ISPM15 treatment. It is important to note that other wood panel products such as plywood and hardboard do not require ISPM15 treatment as they are not a raw timber material, they have already been treated through a manufacturing process which eliminates the risk of insects and diseases living inside. Other materials such as papers and plastics are also exempt from this treatment. Wood packaging that is made from thin wood (less than 6mm) will be exempt from requiring treatment.

There are a few things to understand in the difference between selling your goods on FOB (Free On Board) or CFR (Cost and Freight) terms.

### If selling on FOB terms:

You will only have to cover the costs to get the goods loaded on board the vessel ready for export – so you will cover the container trucking from your warehouse to the port plus all of the port and stevedoring charges and loading fees.

### If selling on CFR terms:

The International Freight charges will be billed back to you, the shipper. That means you will receive an invoice for the International Seafreight charge (usually in USD) which will usually be billed back to you through your freight forwarder. If you sell your goods on CFR terms then it gives you more control over your goods when on the water. You will remain the owner of the goods until the shipment has arrived at the port of delivery. In some cases, if you have agreed that the seller can make the balance payment for the goods after they have been shipped, then you can use your CFR terms as security by not handing over the original Bills of Lading to the buyer until you received the balance payment. The buyer can only clear the goods into their country once you have handed over the original Bills of Lading.

You must ensure that the International Seafreight charge is paid before the goods arrive at destination.





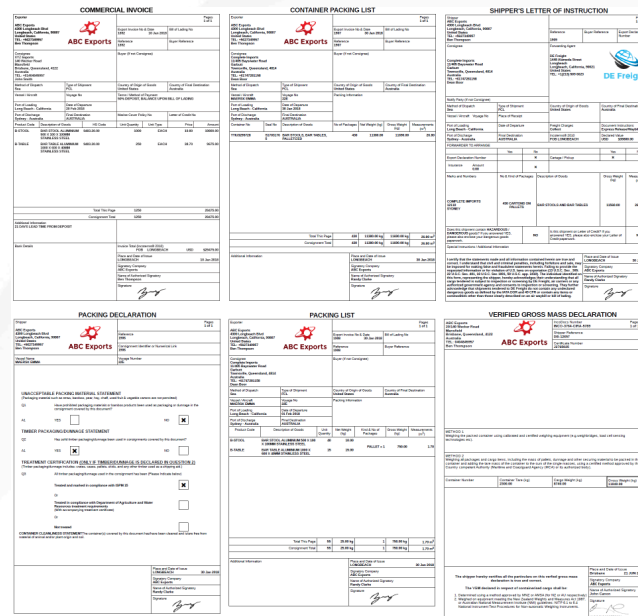
Shippers must ensure they create compliant shipping documentation to pass off to the freight company to correctly arrange the export of goods. Errors will cause costly delays, fines and demurrage charges.

## What shipping documents do you have to create?

You may be wondering exactly what documents you have to create to get your goods exported to your customer overseas? The exact documentation depends on a few factors including country of export, country of import, type of products, shipping methods etc. The shipper (exporter) must create complete and compliant export documents to ensure that shipments are correctly delivered through the port, cleared customs, meet all compliance and regulations, then loaded on board the correct vessel. All export documentation must be completed correctly to avoid any missed shipments, port demurrage charges or fines to your business.

IncoDocs ensures **100% compliant shipping documents to get goods exported without problems or delays.** Below is an overview and explanation of the most important shipping documents required for export:

- **Commercial Invoices**
- **Packing Lists**
- **Shipper's Letter of Instruction**
- **Forwarding Instruction**
- **Verified Gross Mass (VGM)**
- **Certificate of Origin (COO)**
- **Packing Declaration (ISPM15)**



Documents are 100% compliant - created in line with United Nations Layout Key (UNLK) recommendations for International Trade.

## Commercial Invoice

The commercial invoice for export provides all important information and instructions for your buyer, freight forwarder, Customs, agents and your bank (if required). The commercial invoice does not show tax as International transactions for export are not subject to local taxes.

- Shipper's details
- Consignee's details (buyer)
- Detailed product information
- IncoTerms – Terms of trade
- Port of loading
- Port of discharge
- Commercial product sale value
- Currency sold



COMMERCIAL INVOICE						Pages 1 of 1
<b>Exporter</b> ABC Exports 4200 Longbeach Blvd Longbeach, California, 90807 United States TEL: +662748957 Ben Thompson				Export Invoice No & Date 1987 30 Jan 2018	Bill of Lading No 1987	
<b>Consignee</b> XYZ Imports 1234 Baywater Road Mackfield Brisbane, Queensland, 4122 Australia TEL: +614805857 John Smith		Buyer (if not Consignee)		Reference 1987		Buyer Reference
Method of Dispatch Sea	Type of Shipment FCL	Country of Origin of Goods United States	Country of Final Destination Australia			
Vessel / Aircraft Sea	Voyage No 02E	Terms / Method of Payment 30% ADVANCE BALANCE UPON BILL OF LADING				
Port of Loading Long Beach - California	Date of Departure 20 Feb 2018	Port of Discharge Sydney - Australia				
Final Destination AUSTRALIA		Marine Cover Policy No	Letter of Credit No			
Product Code B-STOOL	Description of Goods BAR STOOL ALUMINUM 500 X 500 X 800MM STAINLESS STEEL	HS Code 8403.20.00	Unit Quantity 1000	Unit Type EACH	Price 15.80	Amount 15800.00
Product Code B-TABLE	Description of Goods BAR TABLE ALUMINUM 1000 X 600 X 800MM STAINLESS STEEL	HS Code 8403.20.00	Unit Quantity 250	Unit Type EACH	Price 36.70	Amount 9175.00
Total This Page 1250 25475.00						
Commitment Total 1250 25475.00						
Additional Information 21 DAYS LEAD TIME FROM DEPOSIT						
Bank Details		Invoice Total (Amount) 2020 FOB: LONGBEACH USD \$25475.00				
		Place and Date of Issue LONGBEACH 10 Jan 2018				
		Signatory Company ABC Exports				
		Name of Authorized Signatory Ben Thompson				
		Signature 				

## Packing List

A packing list is a detailed document that states all of the product and packaging details of each shipment. Your freight forwarder will use this information when preparing the Bill of Lading with the shipping line so that the cargo can be moved around accordingly. It can be used by Customs in the country of import to understand exactly how shipments are packaged and loaded to check product and packaging compliance and any import duties or taxes payable in the country of destination. Key information detailed in the packing list includes:

- Shipper and consignee name, address, contact details
- Measurements and total Net Weight and Gross Weight of cargo
- Detailed list of how goods are packaged and number of packages
- Any relevant shipping marks or seal numbers used
- Any other important information or special instructions related to the loading and packaging contained in the shipment



CONTAINER PACKING LIST						Pages 1 of 1
<b>Exporter</b> ABC Exports 4200 Longbeach Blvd Longbeach, California, 90807 United States TEL: +662748957 Ben Thompson				Export Invoice No & Date 1987 30 Jan 2018	Bill of Lading No 1987	
<b>Consignee</b> XYZ Imports 1234 Baywater Road Mackfield Brisbane, Queensland, 4122 Australia TEL: +614805857 John Smith		Buyer (if not Consignee)		Reference 1987		Buyer Reference
Method of Dispatch Sea	Type of Shipment FCL	Country of Origin of Goods United States	Country of Final Destination Australia			
Vessel / Aircraft MAERSK TAMPA	Voyage No 02E	Packing Information				
Port of Loading Long Beach - California	Date of Departure 30 Jan 2018	Port of Discharge Sydney - Australia				
Final Destination AUSTRALIA		No of Packages 430	Net Weight (kg) 11380.00	Gross Weight (kg) 11890.00	Measurements (m³) 26.80	
Container No TTR5295728	Seal No 51793176	Description of Goods BAR STOOLS, BAR TABLES, PALLETIZED	430	11380.00 kg	11890.00 kg	26.80 m³
Total This Page 430 11380.00 kg 11890.00 kg 26.80 m³						
Commitment Total 430 11380.00 kg 11890.00 kg 26.80 m³						
Additional Information Place and Date of Issue LONGBEACH 30 Jan 2018						
Signatory Company ABC Exports						
Name of Authorized Signatory Randy Clarke						
Signature 						





## Packing Declaration (ISPM15)

A packing declaration is an important document which states the type of packing materials that are used to pack the goods inside your container. It is to ensure that any timber packaging used are ISPM15 compliant, to protect the spread of insects and disease which can be hiding away in timber packaging materials such as pallets, create and dunnages. The shipper will have to provide a statement on company letterhead which states the type of packing materials used and if they have been treated or marked in compliance with ISPM15 or DAFF fumigation treatment requirements.

- Shippers Details (Exporter)
- Shipper's Reference Number
- Vessel Name
- Voyage Number
- Answers to 3 questions relating to packaging materials
- Container Cleanliness Statement (FCL only)
- Place and Date of issue
- Declarant Issuer - Name, Signature, Date



PACKING DECLARATION		Page 1 of 1
<b>Shipper</b> ABC Exports 1234 Longleaf Blvd Longleaf, California, 90087 United States TEL: +1562345678 Ben Thompson		<b>Reference</b> 1206 Commodity Identifier or Numerical Link 1206
<b>Vessel Name</b> MASCOT CMAA		<b>Voyage Number</b> 12C
<b>UNACCEPTABLE PACKING MATERIAL STATEMENT</b> (Packaging material such as straw, bamboo, peat, hay, chaff, used flut & vegetable cartons are not permitted) Q1 Have prohibited packaging materials or biomass products been used as packaging or dunnage in the consignment covered by this document? A1 YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
<b>TIMBER PACKAGING/DUNNAGE STATEMENT</b> Q2 Has your timber packaging/dunnage been used in consignment covered by this document? A1 YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
<b>TREATMENT CERTIFICATION (ONLY IF TIMBER/DUNNAGE IS DECLARED IN QUESTION 2)</b> (Timber packaging/dunnage includes: crates, cases, pallets, slats, and any other timber used as a shipping aid.) Q3 All timber packaging/dunnage used in the consignment has been: (Please indicate below) Treated and marked in compliance with ISPM 15 <input checked="" type="checkbox"/> Or Treated in compliance with Department of Agriculture and Water Resources treatment requirements (With accompanying treatment certificate) <input type="checkbox"/> Or Not treated <input type="checkbox"/>		
<b>CONTAINER CLEANLINESS STATEMENT</b> (The container(s) covered by this document has/have been cleaned and cleared free from material of animal and/or plant origin and soil.)		
Price and Date of Issue LOWSEACN 30 Jun 2018		
Signatory Company ABC Exports		
Name of Authorized Signatory Benjie Clarke		
Signature 		

## Certificate of Origin (COO)

The importer will request that the shipper provides a signed and stamped Certificate of Origin so that they can give this to their customs agent when importing into their country to reduce or eliminate import duty fees. It is important to note that the importer will require this Certificate BEFORE the shipment arrives so that they can pass onto their customs clearance agent.

- Shippers Details (Exporter)
- Product Details
- Packing Sizes
- Country of Origin declaration
- Declarant Issuer - Name, Signature, Date

Shipper		IncoDocs Number	Page
The Eastern Ship 1 Place Street Brisbane, QLD, 4000 Australia		INCODocs 2706-COO-0108 Export Invoice No & Date 06-33657 30 JUN 2017 Export Reference 06-33657	2 of 1
<b>Consignee</b> The Sevenshaw CO, LTD Sheo King Street Sydney, 203000 China		<b>Buyer (If Not Consignee)</b>	
<b>Method of Dispatch</b> FCL	<b>Type of Shipment</b> General Merchandise	<b>Country of Origin of Goods</b> China	<b>Country of Final Destination</b> China
<b>Actual Invoice#</b> 06-33657	<b>Invoice No</b> 06-33657	<b>Terms of Payment</b> 90 percent deposit, 10 percent before shipment	
<b>Port of Loading</b> Brisbane	<b>Date of Dispatch</b> 27 JUN 2017	<b>Letter of Credit No</b> 121488888	
<b>Port of Discharge</b> Shanghai	<b>Final Destination</b> Shanghai	<b>Marine Code Policy No</b> 121488888	
<b>Product Code</b>	<b>Description of Goods</b>	<b>Unit Quantity</b>	<b>Price</b>
2208	Lightbulbs 2 x 37 watt	3000	4.00
2209	Fluoresce 20w	400	20.00
2206	Cable wire blue	70	402.00
Total This Page: 3328		3328	9248.00
Consignment Total: 3328		3328	9248.00
Additional Information 12 monthly instalments necessary			
<b>Bank Details</b> Account Name: The Eastern Ship Pty Ltd Account Number: 8832088 BSB: 081-000-000 Reference: 06-33657		Invoice Total (Including GST): USD 92048.00	Price and Date of Issue Brisbane 30 JUN 2017 Signatory Company The Eastern Ship Name of Authorized Signatory Benjie Clarke Signature 

Importers source new products and connect with Exporters. The Exporter will offer their product details and pricing information to the buyer. The Exporter must ensure that all information is clearly stated in correctly formatted sales documents - Quotation, Proforma Invoice, Order Confirmation & Purchase Order (Buyer)

## Quotation

A quotation document will offer all details of the products and selling terms to the buyer. Exporters must ensure all information is clearly stated in a correctly formatted Quotation document to avoid any confusion or disputes relating to product quality, specifications, pricing, delivery terms and expectations. A badly formatted quote document reflects negatively on the company that is offering the goods for sale.

- Shippers Details (Exporter)
- Buyer's Details (Importer)
- Product Description - including item codes, description and specifications
- Product Quantities, Pricing and Currency
- IncoTerm
- Shipment Type
- Payment Terms - as negotiated between buyer & seller
- Estimated supply lead times

## Order Confirmation

The exporter can send an Order Confirmation document to the Importer to reconfirm all of the details of the new order. An order confirmation document is usually sent to the buyer after the buyer has issued a Purchase Order document to confirm the new order. The Exporter must ensure that all information is clearly stated in a correctly formatted Order Confirmation document to avoid having any disputes relating to product quality, specifications, pricing and delivery terms.

- Shipper's Details (Exporter) & Buyer's Details (Importer)
- Product Description - including item codes & specifications
- Product Quantities, Pricing and Currency
- IncoTerm
- Shipment Type
- Payment Terms - as negotiated between buyer & seller
- Estimated supply lead times



QUOTATION						Page 1 of 1
<b>Seller</b> ABC Exports 4300 Longbeach Blvd Longbeach, California, 90807 TEL: +662749967 Ben Thompson				Quote No. 1902	Date 30 Jan 2018	
<b>Buyer</b> XYZ Imports 123 Walker Road Newcastle Brisbane, Queensland, 4122 Australia TEL: +6183888987 John Smith		Method of Dispatch Sea		Type of Shipment FCL		Terms / Method of Payment 30% DEPOSIT, BALANCE UPON BILL OF LADING
Port of Loading Long Beach, California		Port of Discharge Sydney, Australia				
Product Code	Description of Goods	Unit Quantity	Unit Type	Price	Amount	
B-STOOL	BAR STOOL ALUMINUM 500 X 500 X 1000MM STAINLESS STEEL	1000	EACH	19.90	19900.00	
B-TABLE	BAR TABLE ALUMINUM 1000 X 600 X 1000MM STAINLESS STEEL	200	EACH	38.70	7670.00	
OTTO-L	OTTOMAN LEATHER VINTAGE	95	EACH	14.60	1387.00	
Total This Page 1305					30278.00	
Commitment Total 1305					30278.00	
Additional Information 30 DAYS LEAD TIME AFTER DEPOSIT		Invoice Total (Incoterms® 2010) FOB LONGBEACH		USD	30278.00	
		Place and Date of Issue LONGBEACH 30 Jan 2018				
		Issuing Company ABC Exports				
		Name of Authorized Signatory John Smith				
		Signature 				



ORDER CONFIRMATION						Page 1 of 1
<b>Seller</b> ABC Exports 4300 Longbeach Blvd Longbeach, California, 90807 TEL: +662749967 Ben Thompson				Order No. 1902	Date 30 Jan 2018	
<b>Buyer</b> XYZ Imports 123 Walker Road Newcastle Brisbane, Queensland, 4122 Australia TEL: +6183888987 John Smith		Method of Dispatch Sea		Type of Shipment FCL		Terms / Method of Payment 30% DEPOSIT, BALANCE UPON BILL OF LADING
Port of Loading Long Beach, California		Port of Discharge Sydney, Australia				
Product Code	Description of Goods	Unit Quantity	Unit Type	Price	Amount	
B-STOOL	BAR STOOL ALUMINUM 500 X 500 X 1000MM STAINLESS STEEL	1000	EACH	19.90	19900.00	
B-TABLE	BAR TABLE ALUMINUM 1000 X 600 X 1000MM STAINLESS STEEL	200	EACH	38.70	7670.00	
OTTO-L	OTTOMAN LEATHER VINTAGE	95	EACH	14.60	1387.00	
Total This Page 1305					30278.00	
Commitment Total 1305					30278.00	
Additional Information 30 DAYS LEAD TIME		Invoice Total (Incoterms® 2010) FOB LONGBEACH		USD	30278.00	
		Place and Date of Issue LONGBEACH 30 Jan 2018				
		Issuing Company ABC Exports				
		Name of Authorized Signatory John Smith				
		Signature 				

## Buyers and Sellers will have to issue and counter-sign important Purchase Order and Proforma Invoice Contracts

### Purchase Order

A Purchase Order is a document issued by the buyer of goods, sent to the seller of goods to confirm the details of products that are ordered. The Purchase Order is the official order document from the buyer's company that will contain all details of the new order. If the Purchase Order does not contain all relevant information it can cause confusion and delays to orders. The seller will also issue a Proforma Invoice document that will match all details of the buyer's Purchase Order. Both parties will have to counter sign both documents as these documents represent a legally binding agreement between the seller and buyer.

- Shipper's Details (Exporter) & Buyer's Details (Importer)
- Product Description - including item codes & specifications
- Product Quantities, Pricing and Currency
- IncoTerm
- Shipment Type
- Payment Terms - as negotiated between buyer & seller
- Estimated supply lead times
- Signatures of the Seller & Buyer, including names and dates



PURCHASE ORDER				Page 1 of 1
<b>XYZ Imports</b> 15 St Margaret Lane New York, New York, 10033 United States TEL: +1-646-849-9167 Randy Clarke		Purchase Order No 2000	Date 30 Jun 2018	
To: Hokee Trading Company A888 China Business Centre 258 West Chongqing Road Shijiazhuang, Hebei, 050051 China TEL: +861892298471 Bruce Chen		Supplier Reference SA		
Method of Dispatch FOB	Type of Shipment PCL			
Port of Loading Shanghai, China	Port of Discharge New York, NY, U.S.A.			
Product Code	Description of Goods	Unit Quantity	Unit Type	Price
BIKE-MDS0-GREEN	MOUNTAIN BIKE, ALUMINIUM, 15 INCH GREEN	500	EACH	52.80
BIKE-MDS0-BLUE	MOUNTAIN BIKE, ALUMINIUM, 15 INCH BLUE	50	EACH	52.50
		Total This Page		500
		Commitment Total		500
Additional Information PLEASE ENSURE SHIPMENT STD 22ND FEBRUARY		MOULD CHARGES 600.00		
		Invoice Total (Incoterms® 2010) FOB SHANGHAI USD 531725.00		
		Place and Date of Issue NEW YORK 30 Jun 2018		
		Signature, Company XYZ IMPORTS		
		Name of Authorized Signatory Randy Clarke		
		Signature 		

### Proforma Invoice

A Proforma Invoice is an important document that is created by the seller of goods. After the buyer has communicated the details of the products they want to order, the seller will create a Proforma Invoice to include all product details, quantities, pricing and delivery information. It is usually created after a quotation has been sent and when the sales process is moving closer to a confirmed deal. The Proforma Invoice will include the seller's bank details so that the buyer can arrange payments as required.

- Shipper's Details (Exporter) & Buyer's Details (Importer)
- Product Description - including item codes & specifications
- Product Quantities, Pricing and Currency
- IncoTerm
- Shipment Type
- Payment Terms - as negotiated between buyer & seller
- Estimated supply lead times
- Signatures of the Seller & Buyer, including names and dates



PROFORMA INVOICE				Page 1 of 1
<b>ABC Exports</b> 4500 Longbeach Blvd Longbeach, California, 90807 United States TEL: +6577818987 Ben Thompson		Quote No. 2000	Date 30 Jun 2018	
Buyer: XYZ Imports 140 Wacker Road Manlyville, Queensland, 4122 Australia TEL: +61-8-344-89957 John Smith		Terms: Method of Shipment 50% DEPOSIT, BALANCE UPON BILL OF LADING		
Method of Dispatch Sea	Type of Shipment PCL			
Port of Loading Long Beach, California	Port of Discharge Sydney, Australia			
Product Code	Description of Goods	Unit Quantity	Unit Type	Price
B-STOOL	BAR STOOL ALUMINIUM 500 X 100 X 100MM STAINLESS STEEL	1000	EACH	18.80
B-TABLE	BAR TABLE ALUMINIUM 1000 X 600 X 60MM STAINLESS STEEL	250	EACH	36.70
OTTO-L	OTTOMAN LEATHER VINTAGE	55	EACH	14.60
		Total This Page		1395
		Commitment Total		1395
Additional Information 20 DAYS LEAD TIME AFTER DEPOSIT		Invoice Total (Incoterms® 2010) FOB LONGBEACH USD 130778.00		
		Place and Date of Issue LONGBEACH 30 Jun 2018		
		Signature, Company ABC Exports		
		Name of Authorized Signatory John Smith		
		Signature 		





## Join the Global Trade Forum at [www.IncoChat.com](http://www.IncoChat.com)

IncoChat is a community where everybody around the world can access and share useful information, tips and news about the world of Global Trade. IncoChat is for all parties that are involved in global trade.

Read through the forum and contribute with the community! Post your thoughts and share your information and knowledge with the community. You can connect with other users directly to make new industry connections.

The screenshot shows the IncoChat forum interface. At the top right, there are 'Sign Up' and 'Log In' buttons. Below the navigation bar, there are filters for 'all categories' and 'Categories', and a 'Latest' tab. The main content area is divided into sections for 'Freight & Shipping', 'Useful Tools', and 'Sourcing Buyers & Suppliers'. Each section has a brief description and a '7 / month' or '2 / month' or '4 / month' indicator. On the right side, there is a 'Latest' list of topics with their respective counts and dates.

Topic	Count	Date
Welcome to the Global Trade Community	0	15d
Marine Insurance	1	4d
Suppliers quoting ocean freight but how about the other import charges	0	7d
Keeping track of import orders digitally	0	7d
Knowing the specific product details from your supplier	0	7d
Getting the best ocean freight rate?	0	7d
Program to plan your cargo space	0	15d
How does the FBA process work?		

# Faster, Smarter Global Trade Documentation.

IncoDocs is secure export documentation software, built for modern small and medium businesses.

Get Started for Free



SCROLL DOWN



## Upgrade your global trade operations.

Find out why import export businesses around the world are using IncoDocs.

Sign up for free

No credit card required.