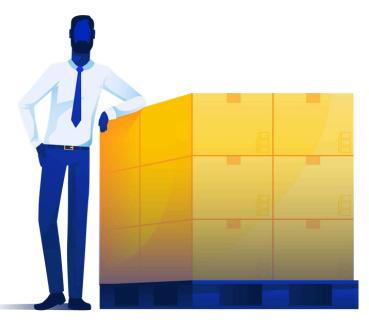
# Inco Docs

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





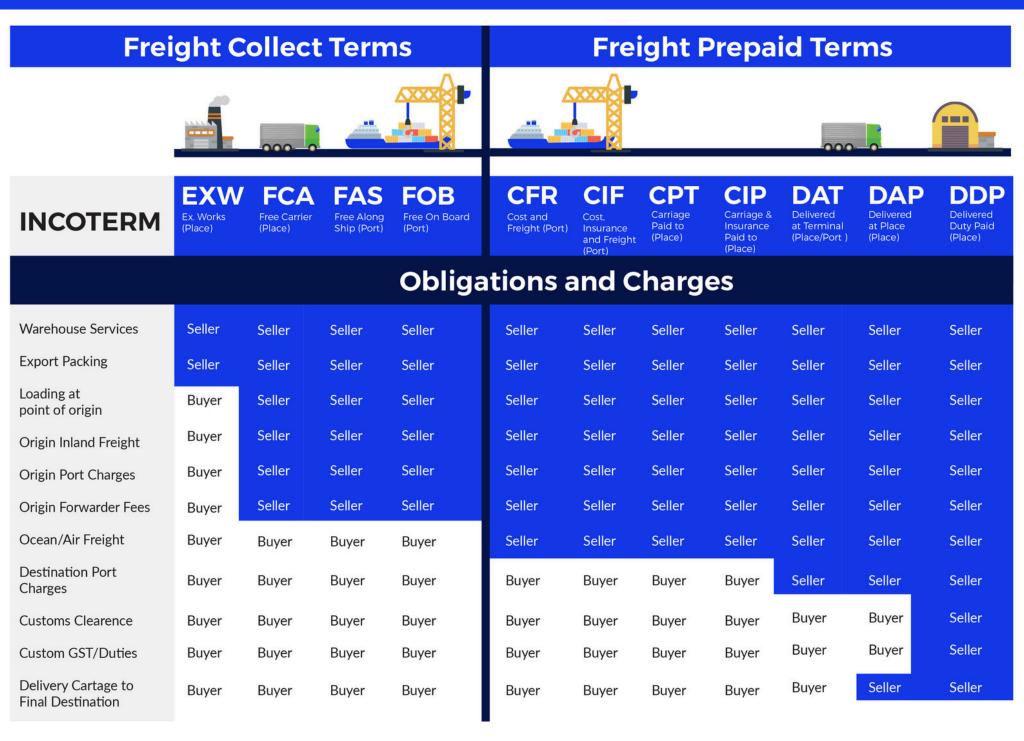


## Understanding IncoTerms is a vital part of International Trade.

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 reffered 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:



# **Understanding IncoTerms**

#### 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 buyer 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

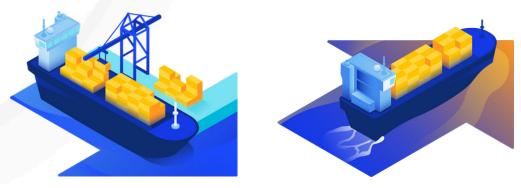
# **Guide to Choosing a Freight Forwarder**

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!



# **IncoDocs**

# **Popular Shipping Methods**

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.







# **Shipping Container Specifications**

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 is many variations to transport different size and shaped cargo.

#### **Dry Cargo Containers**

	Conta	iner W	eight	Inte	rior Me	asuren	nent	Door	Open
Туре	Gross (kg)	Tare (kg)	Net (kg)	Length (m)	Width (m)	Height (m)	Capacity (m <sup>3</sup> )	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

#### **Refrigerated Containers**

	Conta	iner W	eight	Inte	rior Me	asuren	nent	Door	Open
Туре	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

### **Open Top Containers**

	Conta	iner W	/eight	Inte	rior Me	asuren	nent	Door	Open
Туре	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



#### **Flat Rack Containers**

	Co	ontainer	Weight		nterior M	easurem	ent
Туре	Gross (kg)	Tare (kg)	Net (kg)	Length (m)	Width (m)	Height (m)	Capacity (m <sup>3</sup> )
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



### **High Cube Containers**

	Conta	iner W	eight	Inte	rior Me	asuren	nent	Door	Open
Туре	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







# **Free Trade Agreements**

Free Trade Agreements are special agreements between 2 countries that eliminate the import tariffs (import duty fees) that are paid on imported goods.

#### **Import Tarriffs**

Import tariffs are charges that are payable when goods are imported into the country of destination, but when the country of import and the country of export have a 'Free Trade Agreement' in place then this agreement eliminates the import duty fees in the country of import. It is primarily designed to increase two-way trade between the countries. This helps both nations and both the Exporter and Importer because it decreases the overall associated import costs, which makes many products more competitive and appealing to International buyers. FTAs also help with overcome some internal barriers which impede the trade of goods and services between countries and they also encourage increased investment and cooperation.



### **Certificate of Origin**

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's important to note that the importer will require this Certificate BEFORE the shipment arrives so that they can pass onto their customs clearance agent. You can easily create your Declaration of Origin document using IncoDocs, and get it certified online.



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# **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 packing 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. 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. ISMP15 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.

# **FOB Vs CFR Terms**

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.

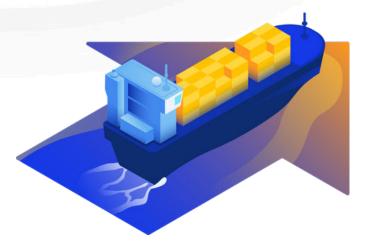
#### If selling on FOB terms:

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.



# **Shipping Documents Required for Export**

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 Declaratin (ISPM15)

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

# **Shipping Documents Required for Export**



### **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.

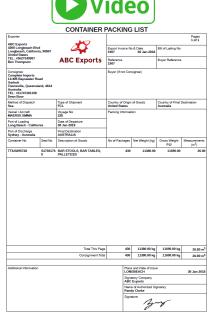
- Shipper's details
- Consignee's details (buyer)
- Detailed product information
- IncoTerms Terms of trade
- Port of loading
- Port of discharge
- Commercial product sale value
- Currency sold

Exporter							Pages 1 of 1
ABC Exports 4300 Longbeac Longbeach, Ca United States	lifornia, 90807	4	<b>4</b> 4	Export Invoice No 1892	5 & Date 10 Jan 2018	Bill of Lading No	
TEL: +5627349 Ben Thompsor	967	ABC	Exports	Reference 1892		Buyer Reference	
Consignee XY2 Imports 140 Wecker Ro Mansfield Brisbane, Quee Australia TEL: +6140484 John Smith	insland, 4122			Buyer (If not Con	signee)		
Method of Dispa Sea	ach	Type of Sh FCL	ipment	Country of Origin United States	of Goods	Country of Final E Australia	Nestination
Vessel / Aircraft		Voyage No		Terms / Method o 50% DEPOSIT, E	f Payment IALANCE UPON	BILL OF LADING	
Port of Loading Long Beach - C	alifornia	Date of De 20 Feb 20		1			
Port of Discharg Sydney - Austr	e alia	Final Desti AUSTRAL	nation IA	Marine Cover Pol	licy No	Letter of Credit N	2
Product Code	Description of G	oods	HS Code	Unit Quantity	Unit Type	Price	Amount
B-STOOL	BAR STOOL AL 500 X 100 X 100 STAINLESS ST	MM	9403.20.00	1000	EACH	19.80	19800.00
			Total This Page	1250			29475.00
			Consignment Total	1250			29475.00
Additional Inform 21 DAYS LEAD	nation TIME FROM DEP	OSIT					
Bank Details					LONGBEACH	usd	\$29475.00
				Place and Date o LONGBEACH			10 Jan 2018
				Signatory Compa ABC Exports	·		
				Name of Authoriz Ben Thompson	ed Signatory		
				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



# **IncoDocs**

# **Shipping Documents Required for Export**

### Shipper's Letter of Instruction (SLI)

A Shipper's Letter of Instruction (SLI) or Forwarding Instruction is an important legal document created between the exporter and the freight forwarder that is organising the export and logistics for your shipment. It is a detailed document which gives your freight forwarder all specific instructions relating to the export of your goods. The freight forwarder will use the Shipper's Letter of Instruction to correctly arrange transport of your cargo and provide Customs with all product details used for statistical purposes and to make any extra special arrangements.

- Shippers Details (Exporter)
- Consignee Details (Importer)
- Notify Party (if Required)
- Shipper's Reference Number
- Shipment Type
- **Requires** pickup •
- IncoTerm
- Port of Loading
- Port of Discharge

- Vessel Name
- Voyage Number
- Container Number
- Seal Number
- ISPM Packing details
- Country and State of Origin (product) Total Gross Weight (kgs / lbs)
- Value of goods sold
- Currency
- Hazardous Cargo Details (if req.)

- Shipment under Letter of Credit
- Shipment insured
- Shipping Marks
- Documentation Instructions
- Total Number of Packages
- Total Packing Size (cbm / cuft)
- Commodity / Nature of Goods
- Special Instructions
- Signed Name, Signature, Date

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Shipper ABC Exports 4300 Longbeach Blvd								Pages 1 of 1
Longbeach, California, 90807 United States TEL: +5627249957				Reference	Buyer Refe	rence	Expor	t Declaration er
Ben Thompson				1909				
Consignee Complete Imports 11/405 Bayswater Road Garbutt Toomsville, Queensland, 4814 Australia TEL: +46127281158 Dean Boor				Forwarding Agent DE Freight 1468 Alameda Street Longbeach Longbeach, Californi United States TEL: +1(213) 500 662		DE	Fr	eight
Notify Party (If not Consignee)				-				
Method of Dispatch Sea	Type of Shipmer FCL			Country of Origin of Ge United States	ods	Country of Australia	Final D	estination
Vessel / Aircraft Voyage No	Place of Receipt							
Port of Loading Long Beach - California	Date of Departu	•		Freight Charges Collect		Document I Express R	nstruc elease	ions Waybill
Port of Discharge Sydney - Australia	Final Destination AUSTRALIA			Incoterms® 2010 FOB LONGBEACH		Declared V USD	siue \$3560	0.00
FORWARDER TO ARRANGE								
	Yes	N	io i			Yes		No
Export Declaration Number			ĸ	Cartage / Pickup		×		
Insurance Amount 0.00			*					
Marks and Numbers COMPLETE IMPORTS 12110 SYDNEY	No & Kind of P. 490 CARTON PALLET	ISON		xion of Goods	ES	Gross We (kg) 11560.0		Measurement (m <sup>3</sup> ) 26.70
Does this shipment contain HAZ/ DANGEROUS goods? If you ans please also enclose your dangers paperwork.	wered YES, xus goods	N	ю	Is this shipment on Let answered YES, please Credit paperwork.	ter of Credit also enclos	? If you e your Letter	of	NO
Special Instructions / Additional In	formation							
I certify that the statements ma correct. I understand that civil be imposed for making false an requested information or for vi 22 U.S.C. Sec. 401, 18 U.S.C. St this form, representing the ship	and oriminal pena of fraudulent state plation of U.S. Jaw	ities, incl ments h	uding fo erein. Fa	rfeiture and sale, may illing to provide the (13 U.S.C. Sec. 305)	Signatory ( ABC Expo Name of A	Company ets uthorized Sig		30 Jan 2018
cargo tendered is subject to in authorized government agency acknowledge that shipments to dangerous goods as defined b commodities other than those	and consents to indered to DE Frei the IATA DOR an	inspectio ght do n d 49 CFF	t Freigh n or scr ot conta t or cont	eening. They further in any undeclared ain any items or	Randy Cla Signature	B	Y	-



The Verified Gross Mass (VGM) declaration is a very important legal document. This document represents a statement of total mass in accordance with International Maritime Organization (IMO) Verified Gross Mass requirements (SOLAS). You must ensure this document is completed correctly to ensure safe shipments and avoid huge fines!

- Shippers Details (Exporter)
- Container Number •
- Seal Number
- **Booking Number**
- Vessel Name

- Voyage
- Date Verified
- Total Verified Gross Mass
- Statement (Method 1 or Method 2)
- VGM MassWeight (kg or lbs)
- Declarant Issuer Name, Signature, Date

VE ABC Exports 20(JA) Wecker Road Mansfield Profession Profession Profession Profession Profession Profession Ben Thompson	RIFIED GROSS N	IncoDocs Number IncoDocs Number INCO-3764-CIRA-571 Shipper Reference DB-12867 Certificate Number J2765025		Pages 1 of 1
technologies etc). METHOD 2 Weighing all packages and cargo container and adding the tare mar	ing calibrated and certified weighin heres, including the mass of patient of the conserve to the sum of the time and Coastguard Agency (MC	, durnage and other set	curing material to be packed in the	×
Jontainer Number	Consider Tare (1g) 2200.00	Carpo Weight (kg) 8740.00	07:055 Weg9t (kg) 11640,00	
dec The VGM declared 1. Determined using a meth 2. Weighed on equipment m or Australian National Me	ies all the particulars on this we anation is true and correct. In respect of containerised carg de approved by INNC or AMEA (etc.) evering the New Zealand Weights a suprement instruct (NUI) golden Procedures for Non-automatic Wei	o shall be: NZ or AU respectively) id Measures Act 1997. s: NTTP 6.1 to 6.4	Place and Date of Issue Brisbane 21 JUN 20 Signatory Company ABC Exports Name ef Authorized Signatory John Canon Signature INCOSIG008573921	17

# **Shipping Documents Required for Export**

### 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 packing 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.

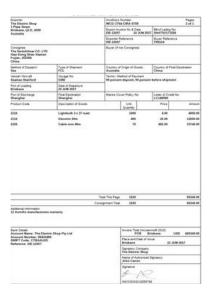
- Shippers Details (Exporter)
- Shipper's Reference Number
- Vessel Name
- Voyage Number
- Answers to 3 questions relating to packaging materials
- Container Cleanliness Statement (FCL only)
- Place and Date of issue
- Declarant Issuer Name, Signature, Date

Shipper ABC Exports 4300 Longbreach Bivd Longbreach, California, United States TEL: +5627340957 Ben Thompson Vessel Name MAERSK EMMA	SOROT ABC Exports	Reference 1996 Consignment Identifier or 1996	Numerical Link	Pa 14
TEL: +5627349957 Ben Thompson Vessel Name	ABC Exports	Consignment Identifier or 1906	Numerical Link	
Vessel Name MAERSK EMMA				
		Voyage Number 22E		
AL	YES		NO	
	E PACKING MATERIAL STATEME such as straw, bambos, pear, hay, chaff, use		e not permitted)	
Q1	Have prohibited packaging materials or bar consignment covered by this document?	moto producis deen used a	s packaging of contrage in the	
AL	YES		NOX	
	AGING/DUNNAGE STATEMENT			
Q2	Has solid timber packaging/durinage been	used in consignments cove	red by this document?	
A1	YES X		ON	
TREATMENT C (Timber packaging):	ERTIFICATION (ONLY IF TIMBER/E umage includes: crates, cases, pallets, skids	UNNAGE IS DECLA	RED IN QUESTION 2) as a shipping aid.)	
Q3	All timber packaging/durmage used in the o	consignment has been (Plea	ase Indicate below)	
	Treated and marked in compliance with	ISPM 15	×	
	Or			
	Treated in compliance with Department Resources treatment requirements (With accompanying treatment certificate)	of Agriculture and Water		
	(men accompanying realment certificate)			
	Or			

### **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



# **Sales Documents used for Export**

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





# **Sales Documents used for Export**

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

### **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









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