

# GLOBAL TRADE GUIDE



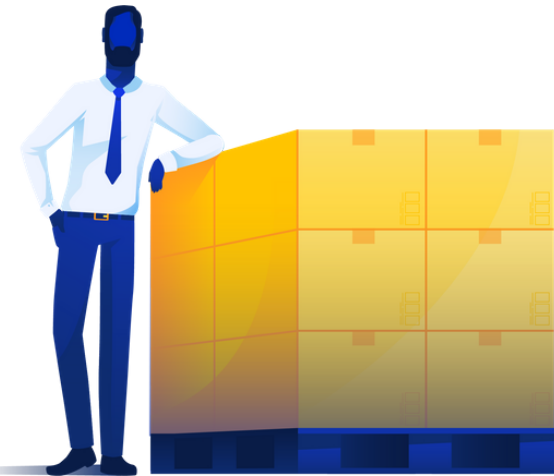
Learn key information about the Import / Export process

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## Learn key Import / Export information:

- Understand International Commercial Terms - Incoterms® 2020
- Popular shipping methods
- Shipping Container Specifications
- Unit Load Device (ULD) Air Container Specifications
- Guide to choosing a Freight Forwarder
- Free Trade Agreements (FTA) & Certificates of Origin (COO)
- How to create Sales Documents
- Countersigning Proforma Invoices, Purchase Orders & Sales Contracts
- Click to Pay Invoices Online
- How to create Shipping Documents
- How to calculate the landed cost of imported goods (Landed Cost Calculator)
- Glossary of Shipping Terms






		Freight Collect Terms					Freight Prepaid Terms				
Groups	Any Mode or Modes of Transport	Sea and Inland Waterway Transport				Any Mode or Modes of Transport					
Incoterm®	EXW Ex Works (Place)	FCA Free Carrier (Place)	FAS Free Alongside Ship (Port)	FOB Free On Board (Port)	CFR Cost and Freight (Port)	CIF Cost Insurance & Freight (Port)	CPT Carriage Paid To (Place)	CIP Carriage & Insurance Paid to (Place)	DAP Delivered at Place (Place)	DPU Delivered at Place Unloaded (Place)	DDP 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 Incoterm® clearly states 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. The ICC published new Incoterms® 2020 that have come into effect from the 1st of January 2020. The ICC originally published Incoterms® in 1936 and have continually published updates to reflect the changes to the Global Trade environment. It's important that all parties involved in trade clearly understand the changes and how they apply to global supply chains.

The IncoDocs chart displays Incoterms® 2020 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. This is general information for guidance purposes only. For a full and complete description, refer to the full version of Incoterms® 2020 by the International Chamber of Commerce at the ICC website.



# Incoterms<sup>®</sup> 2020 Rules Responsibility Quick Reference Guide



Freight Collect Terms				Freight Prepaid Terms							
Groups	Any Mode or Modes of Transport		Sea and Inland Waterway Transport				Any Mode or Modes of Transport				
Incoterm <sup>®</sup>	EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAP	DPU	DDP
	Ex Works (Place)	Free Carrier (Place)	Free Alongside Ship (Port)	Free On Board (Port)	Cost and Freight (Port)	Cost Insurance & Freight (Port)	Carriage Paid To (Place)	Carriage & Insurance Paid to (Place)	Delivered at Place (Place)	Delivered at Place Unloaded (Place)	Delivered Duty Paid (Place)
Transfer of Risk	At Buyer's Disposal	On Buyer's Transport	Alongside Ship	On Board Vessel	On Board Vessel	On Board Vessel	At Carrier	At Carrier	At Named Place	At Named Place Unloaded	At Named Place
Obligations & Charges:											
Export Packaging	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading Charges	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Delivery to Port/Place	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Export Duty, Taxes & Customs Clearance	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Origin Terminal Charges	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading on Carriage	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Carriage Charges	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Insurance	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable	*Seller	Negotiable	**Seller	Negotiable	Negotiable	Negotiable
Destination Terminal Charges	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller
Delivery to Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller
Unloading at Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Buyer
Import Duty, Taxes & Customs Clearance	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller



Create your Sales & Shipping Documents at [www.incodocs.com](http://www.incodocs.com)

\*CIF requires at least an insurance with the minimum cover of the Institute Cargo Clause (C) (Number of listed risks, subject to itemized exclusions)  
 \*\*CIP now requires at least an insurance with the minimum cover of the Institute Cargo Clause (A) (All risk, subject to itemized exclusions)  
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## 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.”

### 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.

### DPU - Delivered At Place Unloaded

“Delivered At Place Unloaded” means that the seller delivers when the goods, once unloaded, are placed at the disposal of the buyer at a named place of destination. The seller bears all risks involved in bringing the goods to, and unloading them at the named place of destination.

### 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, DAP, DPU or DDP terms, this means that you will pay for 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.

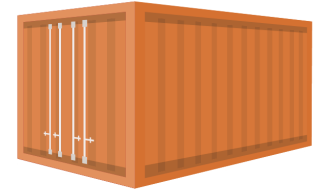
## Resources

International Chamber of Commerce (ICC) Incoterms® 2020

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.

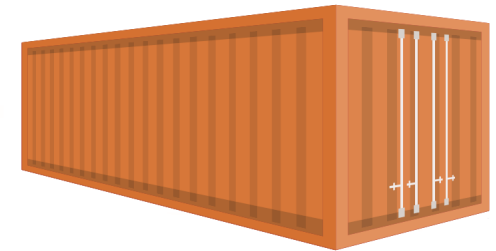
## 20'GP Shipping Container (General Purpose)

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.

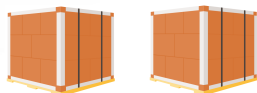


## 40'HC Shipping Container (High-Cube)

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 (m<sup>3</sup>) 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





Unit Load Devices are specially designed cargo pallets and containers that are used to load freight, luggage and mail onto aircraft. These devices allow large quantities of cargo to be bundle and strapped together securely onto 1 mobile unit, so they can be safely and securely transported.

The International Air Transport Association (IATA) is responsible for publishing regulations around the use of Unit Load Devices. They can also be referred to as a 'cargo pallet' or a 'PMC pallet'.

[Download ULD Specs Chart](#)

**M-1H**

<b>IATA ULD code:</b> AMD contoured
<b>Rate class:</b> Type 2H
<b>Description:</b> Main-deck upper contoured container. Door is canvas with built-in net door straps.
<b>Suitable for:</b> 747F, 747 Combi, 777F center loading only
<b>Maximum gross weight:</b> 6,800 kg (14,491 lb)
<b>Tare weight:</b> 370 kg (816 lb)
<b>AS1825 volume:</b> 21.2 m3 (750 ft3)

**M-2**

<b>IATA ULD code:</b> AGA 20-ft box container
<b>Prefixes:</b> ASE
<b>Rate class:</b> Type 1
<b>Description:</b> Main-deck container. Door is solid.
<b>Suitable for:</b> 747F, 747 Combi (243.8 cm), 777F center loading only 238.5 in
<b>Maximum gross weight:</b> 11,340 kg (25,000 lb)
<b>Tare weight:</b> 1,000 kg (2,204 lb)
<b>AS1825 volume:</b> 21.2 m3 (750 ft3)

**M-6**

<b>IATA ULD code:</b> PGA 20-ft flat pallet with net
<b>Prefixes:</b> PGA, PGE, PGF, PSA, PSG, P7E, P7F, and P7G
<b>Rate class:</b> Type 1
<b>Description:</b> Main-deck pallet squared off to 244 cm (96 in) high.
<b>Suitable for:</b> 747F, 747 Combi, 777F
<b>Maximum gross weight:</b> 11,340 kg (25,000 lb) (605.8 cm)
<b>Tare weight:</b> 500 kg (1,102 lb)
<b>AS1825 volume:</b> 33.7 m3 (1,190 ft3)

**M-6 (118"H)**

<b>IATA ULD code:</b> PGA 10-ft high, 20-ft flat pallet with net
<b>Prefixes:</b> PGA, PGE, PGF, PSA, PSG, P7A, P7E, P7F, and P7G
<b>Rate class:</b> Type 1
<b>Description:</b> Main-deck pallet squared off to 299.7 cm (118 in) high.
<b>Suitable for:</b> 747 Combi, 777F 238.5 in 747F through side cargo door only
<b>Maximum gross weight:</b> 11,340 kg (25,000 lb)
<b>Tare weight:</b> 500 kg (1,102 lb)
<b>AS1825 volume:</b> 39.6 m3 (1,400 ft3)

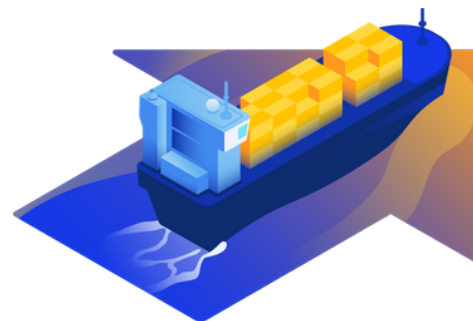


Freight Forwarders are companies which specialize in all of the components of International Freight and logistics. They are experts which have experience and understanding of the complex transport and logistics arrangements that are involved to get your goods delivered all the way through to your International 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 specialize 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, quarantine/inspections services, 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 organize 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.





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.

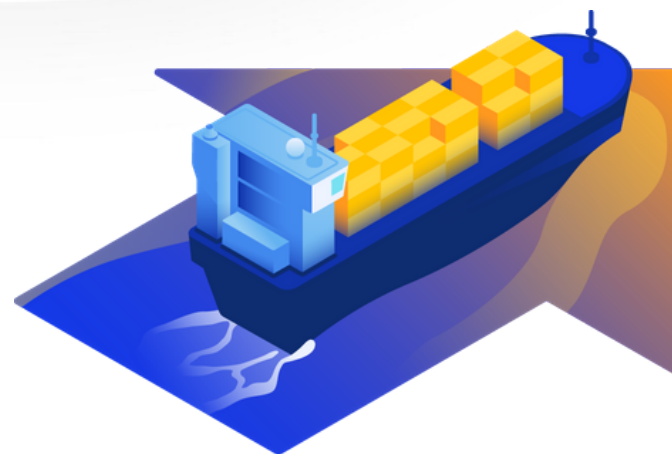
### If selling on FOB terms:

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 the destination.





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: +6182688957 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 900MM STAINLESS STEEL	200	EACH	38.70	7670.00	
OTTO-L	OTTOMAN LEATHER VINTAGE	95	EACH	14.60	8610.00	
Total This Page 1305				30270.00		
Consignment Total 1305				30270.00		
Additional Information 30 DAYS LEAD TIME AFTER DEPOSIT		Invoice Title (Incoterms® 2010) FOB LONGBEACH		USD 30270.00		
		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: +6182688957 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 900MM STAINLESS STEEL	200	EACH	38.70	7670.00	
OTTO-L	OTTOMAN LEATHER VINTAGE	95	EACH	14.60	8610.00	
Total This Page 1305				30270.00		
Consignment Total 1305				30270.00		
Additional Information 30 DAYS LEAD TIME		Invoice Title (Incoterms® 2010) FOB LONGBEACH		USD 30270.00		
		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**

USA Restaurant  
1234 Restaurant Blvd  
Longwood, California, 90225  
1234567890  
Andy Clarke

ABC Exports  
4567 Export Road  
Portland, Massachusetts, 04000  
9876543210  
John Smith

Product Code: B-STOOL, B-TABLE  
Description of Goods: BAR STOOL ALUMINUM 2000 X 1000 X 2000MM STAINLESS STEEL, BAR TABLE ALUMINUM 2000 X 1000 X 4000MM STAINLESS STEEL  
Unit Quantity: 1000, 500  
Unit Type: EACH  
Price: 35.00, 36.70  
Amount: 35,000.00, 18,350.00

Total This Page: 5,000 30,350.00  
Commitment Total: 5,000 30,350.00

Additional Information: 20 DAY'S LEAD TIME AFTER DEPOSIT

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Signature of Buyer: John Smith, 20 Jan 2020  
Signature of Seller: Andy Clarke, 19 Jan 2020

### Proforma Invoice (or Sales Contract)

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**

ABC Exports  
4567 Export Road  
Portland, Massachusetts, 04000  
9876543210  
John Smith

USA Restaurant  
1234 Restaurant Blvd  
Longwood, California, 90225  
1234567890  
Andy Clarke

Product Code: B-STOOL, B-TABLE  
Description of Goods: BAR STOOL ALUMINUM 2000 X 1000 X 2000MM STAINLESS STEEL, BAR TABLE ALUMINUM 2000 X 1000 X 4000MM STAINLESS STEEL  
Unit Quantity: 1000, 500  
Unit Type: EACH  
Price: 35.00, 36.70  
Amount: 35,000.00, 18,350.00

Total This Page: 5,000 30,350.00  
Commitment Total: 5,000 30,350.00

Additional Information: 20 DAY'S LEAD TIME AFTER DEPOSIT

Created free at **incodocs.com**

Signature of Seller: Andy Clarke, 19 Jan 2020  
Signature of Buyer: John Smith, 20 Jan 2020

## Countersigning Proforma Invoices, Purchase Orders and Sales Contracts used in Global Trade

Countersigning proforma invoices, purchase orders and sales contracts requires both buyer and seller to add their company stamp or company seal, and their signature onto both documents.

Countersigned Proforma Invoices, Sales Contracts and Purchase Orders represent a legally binding agreement between the buyer and seller. If there are any problems or disputes relating to the order or shipments, these documents will be referred to in a court of law.

In the past, both buyers and sellers (importers or exporters) have had to manually print, sign, scan, upload then mail documents between each other. Throughout the history of trade, this has been the adopted process to get contracts signed.

In today's world, buyers and sellers can now use IncoDocs to countersign each document to eliminate the manual print, sign, scan and email process. Importers and exporters are countersigning trade documentation to transition to paperless operations. This allows companies to close deals faster, sign contracts from anywhere, increase administration efficiency and reduce paper & operational costs.

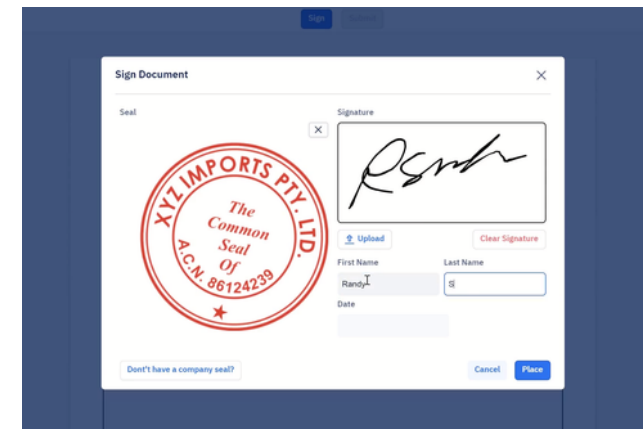


## Countersigning a Purchase Order

- 1 - The buyer creates a Purchase Order in IncoDocs, adds their company stamp or seal, inserts their electronic signature, then requests the document to be countersigned by the seller.
- 2 - The seller uploads their digital company stamp or seal and inserts their electronic signature.

## Countersigning a Proforma Invoice

- 1 - The seller creates a Proforma Invoice in IncoDocs, adds their digital company stamp or seal, inserts their electronic signature, then requests the document to be countersigned by the buyer.
- 2 - The buyer uploads their digital company stamp or seal and inserts their electronic signature.



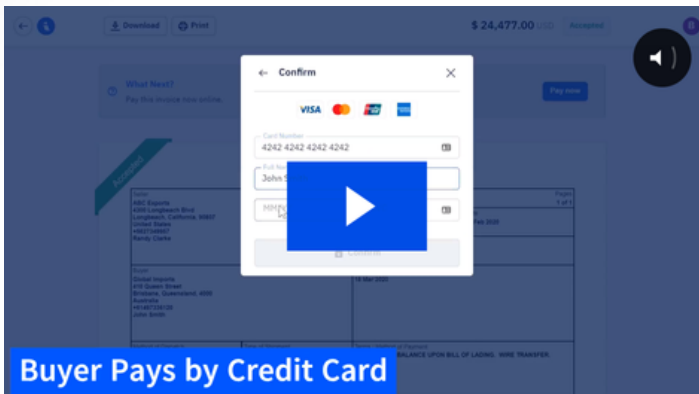


## Get Paid Faster. Allow your buyers to click to pay invoices online.

When a deal is confirmed, the seller will usually share a Proforma Invoice requesting a deposit payment from the buyer. When sellers provide payment options on their invoices, buyers will have an easy 'click to pay' experience to get paid faster. Sellers can get setup in IncoDocs to receive payments from their buyers.

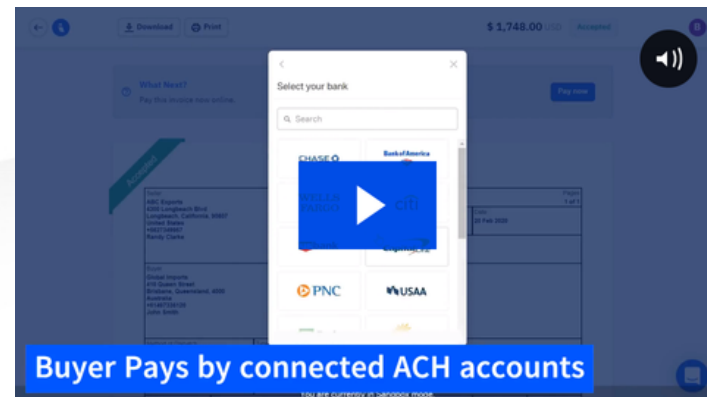
### [Pay by Credit Card](#)

Buyers click to enter their credit card details.



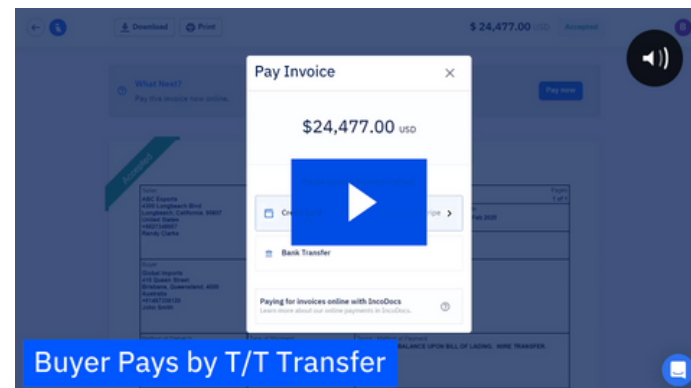
### [Pay by ACH Transfer](#)

Buyers select their connected US bank account for a seamless ACH payment.



### [Pay by SWIFT Telegraphic Transfer \(T/T\)](#)

Buyers can get setup to make T/T payments with competitive exchange rates. This gives buyers the power to make fast, transparent and cost-effective International payments in multiple currencies. Sellers don't have to change anything, buyers just sign up, get verified and start making T/T payments directly to seller's existing SWIFT IBAN bank account.



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 compliant shipping documents to get products exported without problems or delays.**

**Below is an overview and explanation of some 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)**
- **Importer Security Filing (ISF)**
- **Manufacturer's Declaration**



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

Importer Security Filing

Sales Contract

Commercial Invoice

Verified Gross Mass Declaration

Quotation

Packing Declaration

Proforma Invoice

Packing List

Certificate of Origin

Shipper's Letter of Instruction



## 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
- Incoterm
- Port of loading
- Port of discharge
- Commercial product sale value
- Currency sold

COMMERCIAL INVOICE						Pages 1 of 1
<b>Exporter</b> ABC Exports 2200 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 241 Baywater Road Manlyfield Brisbane, Queensland, 4122 Australia TEL: +614848587 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 Jan 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 38.70	Amount 9675.00
Total This Page 1250 25475.00						
Consignment Total 1250 25475.00						
Additional Information 21 DAYS LEAD TIME FROM DEPOSIT						
<b>Bank Details</b>		Invoice Total (Incoterms® 2010) FOB: LONGBEACH USD \$25475.00				
		Place and Date of Issue LONGBEACH 30 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 2200 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 241 Baywater Road Manlyfield Brisbane, Queensland, 4122 Australia TEL: +614848587 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 MANNA	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						
Consignment Total 430 11380.00 kg 11890.00 kg 26.80 m³						
<b>Additional Information</b>		Place and Date of Issue LONGBEACH 30 Jan 2018				
		Signatory Company ABC Exports				
		Name of Authorized Signatory Randy Clarke				
		Signature 				



## 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 (Y/N)
- Incoterm
- Port of Loading
- Port of Discharge
- Vessel Name
- Voyage Number
- Container Number
- Seal Number
- ISPM Packing details
- Country and State of Origin (product)
- 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 Gross Weight (kgs / lbs)
- Total Packing Size (cbm / cuft)
- Commodity / Nature of Goods
- Special Instructions
- Signed – Name, Signature, Date



SHIPPER'S LETTER OF INSTRUCTION				Pages 1 of 1					
<b>Shipper</b> ABC Exports 2300 Longbeach Blvd Longbeach, California, 90807 United States TEL: +1(562)589597 Ben Thompson		<b>Reference</b> 3909	<b>Buyer Reference</b> 3909	<b>Export Declaration Number</b> 3909					
<b>Consignee</b> DE Freight 11405 Baywater Road Longbeach, Queensland, 4834 Australia TEL: +61(7)5591288 Dean Boor		<b>Forwarding Agent</b> DE Freight 11405 Baywater Road Longbeach, California, 90807 United States TEL: +1(562)5895973							
<b>Notify Party (if not Consignee)</b> Method of Dispatch Date Vessel / Aircraft Voyage No		<b>Type of Shipment</b> Place of Receipt	<b>Country of Origin of Goods</b> (United States)	<b>Country of Final Destination</b> Australia					
<b>Port of Loading</b> Long Beach - California		<b>Date of Departure</b> 2020	<b>Freight Charges</b> FOB LONGBEACH	<b>Document Instructions</b> Express Release/Waybill Declared Value USD 23900.00					
<b>Port of Discharge</b> Sydney - Australia		<b>Final Destination</b> AUSTRALIA	<b>Incoterms</b> FOB LONGBEACH	<b>Declared Value</b> USD 23900.00					
<b>FORWARDER TO ARRANGE</b>									
<b>Export Declaration Number</b> 12119		<input checked="" type="checkbox"/> Carriage / Pickup	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
<b>Insurance</b> Amount \$100		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<b>Marks and Numbers</b> No & Kind of Packages Description of Goods Gross Weight (kg) Measurement (m³)		<table border="1"> <tr> <td>COMPLETE IMPORTS STONEY</td> <td>438 CARTONS ON PALLETES</td> <td>BAR STOOLS AND BAR TABLES</td> <td>11550.00</td> <td>26.70</td> </tr> </table>			COMPLETE IMPORTS STONEY	438 CARTONS ON PALLETES	BAR STOOLS AND BAR TABLES	11550.00	26.70
COMPLETE IMPORTS STONEY	438 CARTONS ON PALLETES	BAR STOOLS AND BAR TABLES	11550.00	26.70					
Does this shipment contain HAZARDOUS / DANGEROUS goods? If you answered YES, please also enclose your dangerous goods paperwork.		<input type="checkbox"/> NO	Is this shipment on Letter of Credit? If you answered YES, please also enclose your Letter of Credit paperwork.						
<b>Special Instructions / Additional Information</b>		I certify that the statements made and all information contained herein are true and correct. I understand that oral and criminal penalties, including forfeiture and sale, may be imposed for making false and fraudulent statements herein. Failing to provide the requested information or for violation of U.S. laws on exportation (18 U.S.C. Sec. 208; 22 U.S.C. Sec. 483; 18 U.S.C. Sec. 1861; 50 U.S.C. app. 2403). The individual identified on this form, representing the shipper, hereby acknowledges that understanding that all cargo handled is subject to inspection or screening by DE Freight, air carrier, or any authorized government agency and consents to completion of screening. They further acknowledge that shipments tendered to DE Freight do not contain any undeclared dangerous goods as defined by the IATA DGD and ICAO CTR or contain any items or commodities other than those clearly described on an air waybill or bill of lading.							
<b>Place and Date of Issue</b> LONGBEACH 30 Jun 2017		<b>Invoice Number</b> ABC Exports	<b>Signature Company</b> ABC Exports	<b>Signature</b> Randy Clarke					

## Verified Gross Mass Declaration (VGM)

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

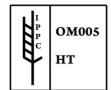
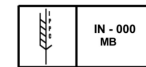
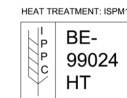
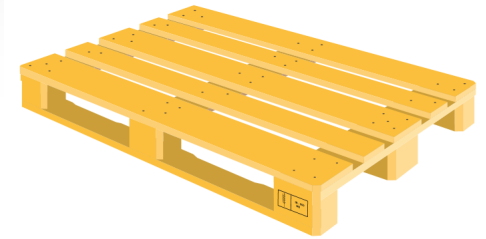


VERIFIED GROSS MASS DECLARATION				Pages 1 of 1
<b>ABC Exports</b> 2300 Longbeach Road Brisbane, Queensland, 4122 Australia TEL: +61(7)5591288 Ben Thompson		<b>Invoice Number</b> NCO-3748-CBA-5189	<b>Signature Reference</b> 08-2387	<b>Signature Company</b> ABC Exports
<b>Container Number</b> 2300 50		<b>Container Type (kg)</b> 2300 50	<b>Container Weight (kg)</b> 1200.00	<b>Gross Weight (kg)</b> 1200.00
<b>METHOD 1</b> Weighing the packed container using calibrated and certified weighing equipment (e.g. weighbridges, load cell sensing technologies etc.)		<input type="checkbox"/>		
<b>METHOD 2</b> Weighing all packages and cargo items, including the mass of pallets, dunnage and other securing material to be packed in the container and adding the tare mass of the container to the sum of the single masses, using a certified method approved by the Country competent Authority (Maritime and Coastal Guard Agency (MCA) or its authorized body).		<input checked="" type="checkbox"/>		
<b>The shipper hereby certifies all the particulars on this verified gross mass declaration is true and correct.</b>		<b>Place and Date of Issue</b> Brisbane 21 JUN 2017		
<b>The VGM declared in respect of containerized cargo shall be:</b>		<b>Signature Company</b> ABC Exports		
1. Determined using a method approved by MNZ or AMSA (for NZ or AU respectively) 2. Weighed on equipment meeting the New Zealand Weights and Measures Act 1977 or Australian National Measurement Institute (NMI) guidelines: NTPP 8.1 to 8.2 National Instrument Test Procedures for Non-automatic Weighing Instruments		<b>Name of Authorized Signatory</b> John Carlen		
<b>Signature</b>				
<b>Signature</b>		NCO-500057821		

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.

## 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

## 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



PACKING DECLARATION		Page 1 of 1
<b>Shipper</b> ABC Exports 6500 Longleaf Blvd Longleaf, California, 95007 United States TEL: +15307551001 Ben Thompson		<b>Reference</b> 1206 <b>Commodity Identifier or Numerical Lvl</b> 1206
<b>Vessel Name</b> MASCOR CMAA	<b>Voyage Number</b> 02C	
<b>UNACCEPTABLE PACKING MATERIAL STATEMENT</b> (Packaging material such as straw, bamboo, peat, hay, chaff, used flint & vegetable canners 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, skids, 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 spare free from material of animal and/or plant origin and soil.)		
		<b>Place and Date of Issue</b> LONGLEAF CA 30 Jun 2018
		<b>Signatory Company</b> ABC Exports
		<b>Name of Authorized Signatory</b> Jodie Clarke
		<b>Signature</b> 

Supplier		IncoDocs Number	Page
The Eastern Ship 1 Place Street Sydney, NSW, 2000 Australia	ABC Exports 6500 Longleaf Blvd Longleaf, California, 95007 United States TEL: +15307551001 Ben Thompson	ABC-2018-001	1 of 1
<b>Commodity</b> The Switchgear CO, LTD Sheung Shui Street Tseung Kwan O, 243000 China		<b>Export Invoice No &amp; Date</b> 001-2018-001 30 JUN 2018	<b>Bill of Lading No</b> 001-2018-001
<b>Origin</b> The Switchgear CO, LTD Sheung Shui Street Tseung Kwan O, 243000 China		<b>Export Reference</b> 001-2018-001	<b>Invoice Reference</b> 1206
<b>Method of Dispatch</b> FCL		<b>Country of Origin of Goods</b> China	<b>Country of Final Destination</b> China
<b>Invoice Aircraft</b> 001-2018-001	<b>Invoice No</b> 001-2018-001	<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>Rate of Freight</b> 10000.00	
<b>Port of Discharge</b> Shanghai	<b>Invoice Code/Policy No</b> 1000000000	<b>Letter of Credit No</b> 1000000000	
<b>Product Code</b> 2208 2209 2206	<b>Description of Goods</b> 1 Lightbulb 2 x 37 watt 4 Boxes 200 Cable wire blue	<b>Unit</b> 3000 400 70	<b>Price</b> 4.00 20.00 400.00
		<b>Amount</b> 12000.00 8000.00 28000.00	
<b>Total This Page</b> 3200		<b>Commodity Total</b> 3200	<b>Invoice Total</b> 3200.00
<b>Additional Information</b> 12 monthly instalments necessary		<b>Invoice Total (Incl. GST)</b> USD 3200.00	
<b>Bank Details</b> Account Name: The Eastern Ship Pty Ltd Account Number: 88434308 BSB: 081-000 Reference: 001-2018-001		<b>Place and Date of Issue</b> Brisbane 23 JUN 2017	<b>Signatory Company</b> The Eastern Ship <b>Name of Authorized Signatory</b> Jodie Clarke <b>Signature</b> 

## Importer Security Filing (ISF) - for inbound shipments to the USA

If you're shipping goods to the USA, you will have to be aware of the Importer Security Filing process so that important information can be transmitted on time. The ISF is a filing process that is required by the United States Customs and Border Protection (CPB) which requires import containerized cargo information. The information must be transmitted to the agency at least 24 hours before goods are loaded onboard a vessel to the USA. If the ISF is not transmitted in time penalties of up to US\$5,000 can apply.

The ISF is also known as a "10+2" as it requires importers to provide 10 data elements to CBP and 2 other documents from the carrier of goods (shipping line). An ISF document can be created to contain all of this information to be passed on to different parties.

- Manufacturer (or supplier) name and address
- Seller (or owner) name and address
- Buyer (or owner) name and address
- Importer of record number, name and address
- Consignee number(s)
- Country of origin
- Ship-to name and address
- Container stuffing location
- Consolidator (stuffer) name and address
- Commodity Harmonized Tariff Schedule number for each product on the shipment
- Master bill of lading number
- House bill of lading number (if applicable)

## Manufacturer's Declaration

A manufacturer's declaration is a flexible document that usually contains statement from the issuing company. The document can be used for many purposes, including Newly Manufactured Declaration, Non-Asbestos Declaration, New Prefabricated Units Declaration & New Shipping Containers Declaration.

The top of the document will include the Manufacturer's details (including name and address), the middle section will contain a general statement from that company. The bottom of the document will include a signature from an authorized representative from the company.

Create your Trade Documentation at [www.incodocs.com](http://www.incodocs.com)



IMPORTER SECURITY FILING			Page 1 of 1										
<b>ABC Exports</b> ABC Exports 4000 Longway Road Brisbane, Queensland, 4000 Australia +61 484445555 John Smith		Export Invoice Number & Date 4000 01 Jun 2019	Bill of Lading Number BL 1234										
Date of Origin Name and Address ABC Exports 4000 Longway Road Brisbane, Queensland, 4000 Australia +61 484445555 John Smith		Date of Origin Name and Address USA Imports 4000 Longway Road Long Beach, California, 90807 United States +1 949 4567890 Nancy Clark											
Consignee Number(s) Name and Address USA Imports 4000 Longway Road Long Beach, California, 90807 United States +1 949 4567890 Nancy Clark		Ship To Name and Address USA Imports 4000 Longway Road Long Beach, California, 90807 United States +1 949 4567890 Nancy Clark											
Method of Dispatch Sea	Type of Shipment FCL	Importer of Record Number 123456											
Master / Consol UBL MAESTRO	Storage No 1234	Importer of Record Name and Address USA Imports 4000 Longway Road Long Beach, California, 90807 United States +1 949 4567890 Nancy Clark											
Port of Loading Brisbane	Date of Departure 01 Jun 2019	Country of Origin of Goods Australia											
<table border="1"> <thead> <tr> <th>Product Code</th> <th>Description of Goods</th> <th>HTS Code</th> <th>Manufacturer / Supplier</th> <th>Country of Origin</th> </tr> </thead> <tbody> <tr> <td>B 5700</td> <td>500 X 500 X 100MM 500 X 100 X 100MM STAINLESS STEEL</td> <td>7208.50.00</td> <td>ABC EXPORTS</td> <td>Australia</td> </tr> </tbody> </table>				Product Code	Description of Goods	HTS Code	Manufacturer / Supplier	Country of Origin	B 5700	500 X 500 X 100MM 500 X 100 X 100MM STAINLESS STEEL	7208.50.00	ABC EXPORTS	Australia
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Container Stuffing Location ABC Exports 4000 Longway Road Brisbane, Queensland, 4000 Australia +61 484445555 John Smith		Place and Date of Issue 01 Jun 2019	Signature Company ABC EXPORTS										
Consolidator (Stuffer) Name and Address ABC Exports 4000 Longway Road Brisbane, Queensland, 4000 Australia +61 484445555 John Smith		Name of Authorized Signatory JOHN SMITH											
		Signature 											

NEWLY MANUFACTURED DECLARATION			Page 1 of 1
<b>ABC Exports</b> ABC Exports 4000 Longway Road Brisbane, Queensland, 4000 Australia +61 484445555 John Smith		Export Invoice Number & Date 4000 01 Jun 2019	Bill of Lading Number BL 1234
Date of Origin Name and Address ABC Exports 4000 Longway Road Brisbane, Queensland, 4000 Australia +61 484445555 John Smith		Date of Origin Name and Address USA Imports 4000 Longway Road Long Beach, California, 90807 United States +1 949 4567890 Nancy Clark	
Consignee Number(s) Name and Address USA Imports 4000 Longway Road Long Beach, California, 90807 United States +1 949 4567890 Nancy Clark		Ship To Name and Address USA Imports 4000 Longway Road Long Beach, California, 90807 United States +1 949 4567890 Nancy Clark	
Method of Dispatch Sea	Type of Shipment FCL	Country of Origin of Goods Australia	Country of Final Destination United States
Master / Consol UBL MAESTRO	Storage No 1234	Importer of Record Name and Address USA Imports 4000 Longway Road Long Beach, California, 90807 United States +1 949 4567890 Nancy Clark	
Port of Loading Brisbane	Date of Departure 01 Jun 2019	Country of Origin of Goods Australia	
I, John Smith hereby certify that the items on invoice number 0123 are new and have not been used before. Date of manufacture: 01/01/2019 Place of manufacture: Brisbane, Australia			
Container Stuffing Location ABC Exports 4000 Longway Road Brisbane, Queensland, 4000 Australia +61 484445555 John Smith		Place and Date of Issue 01 Jun 2019	Signature Company ABC EXPORTS
Consolidator (Stuffer) Name and Address ABC Exports 4000 Longway Road Brisbane, Queensland, 4000 Australia +61 484445555 John Smith		Name of Authorized Signatory JOHN SMITH	
		Signature 	



## How to Calculate the Landed Cost of Imported Goods

Businesses must have a good understanding of what the landed cost of imported products will be in advance so that they can make smart decisions for their business. If a business is planning to import products and on-sell them in their market, then they must have a good idea of what the actual final landed cost is for each item.

Understanding the landed cost of imported products allows business to plan how much capital will have to be invested to purchase products and get them delivered through to location. On top of that, it also helps businesses to plan their sell prices and profit figures that will eventuate when the products are sold. If businesses do not take the time to understand their landed cost, they could be faced with unexpected fees and charges which could make importing the products nonviable. Calculating the landed cost requires an understanding of some key costs and correctly applying them to each product to get the final landed cost per item.

[Read the full article with examples of landed cost calculations here.](#)

## Use a Landed Cost calculator

Calculating the landed cost per item can be a long, time consuming process. On top of that, if you make any mistakes in the calculations then your projections could be well under or over the actual charges. To support importers during the landed cost process, our team created a simple to use Landed Cost Calculator.



# Use the free Landed Cost Calculator

Automatically calculate landed costs & sell pricing.

- Calculate landed costs broken down per product
- Calculate landed costs by Cubic Volume (m3) or Weight
- Add Markup or Margin to calculate sell pricing & profit
- Save and Download PDF cost calculation reports
- View live foreign exchange rates

[Get Started](#)

The International shipping and marine transport industry is full of unique shipping terms and shipping abbreviations. And these are used every day to describe everything from modes of transport, units of measure, pricing structures, IncoTerms and much more.

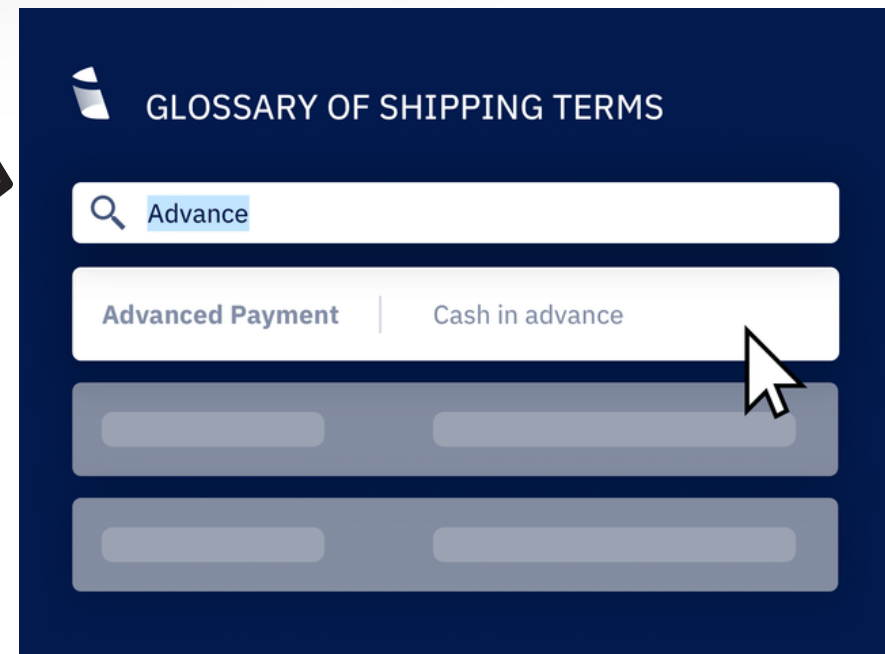
It's important that importers, exporters and freight companies correctly communicate freight terms to avoid problems or disputes arising from misunderstanding them.

We've put together this shipping glossary chart to help you navigate global trade.



**Click to:**

- 1) Download the full glossary chart online
- 2) Enter your search terms to view results



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