

Session 12 A:

# Export Documents

Managing All the Paperwork



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**WHY SO MANY  
@!#\$%!&  
FORMS?!**



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SO,  
HOW TO MAKE  
**SENSE**  
OF IT ALL?

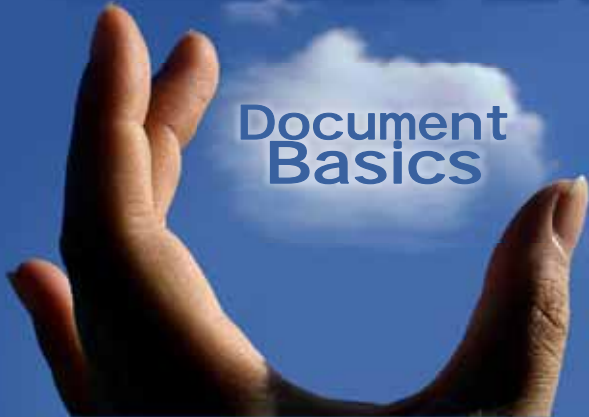


Photo: Eisenstein, American Film Institute / Via giphy.com



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EXPORT DOCUMENTS

**GRASPING**



Document  
Basics

DOCUMENTATION

# KEYS TO SUCCESS

- Terms you can satisfy
- Schedule you can meet
- Protection: insurance, instructions, payment terms
- Consistency between documents
- Accuracy!!!

Photo: <https://www.istock.com/photos/sergeevs811077988>

# SEQUENCE

Sales

Shipping

Compliance

Origin



Photo: <https://www.istock.com/photos/sergeevs811077988>



# WHAT THEY SAY

## Sales:

who, what, where, how much \$

## Shipping:

contents, insurance, responsibilities,  
transportation mode

## Compliance:

licenses, permits, safety certificates

## Origin:

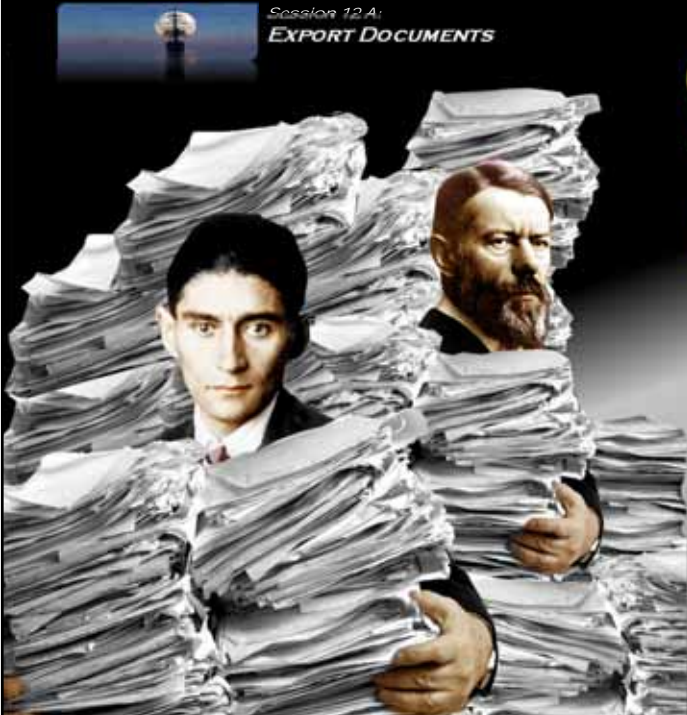
where made, not inferior goods

Photos:  
ship - [https://upload.wikimedia.org/wikipedia/commons/0/04/Shipowner\\_ship.jpg](https://upload.wikimedia.org/wikipedia/commons/0/04/Shipowner_ship.jpg)  
dog - [https://en.wikipedia.org/wiki/Police\\_dog#/media/File:Wi\\_Police\\_Dog.jpg](https://en.wikipedia.org/wiki/Police_dog#/media/File:Wi_Police_Dog.jpg)  
woman - [https://commons.wikimedia.org/wiki/File:A\\_woman\\_inspecting\\_a\\_circuit\\_board\\_in\\_Micro.jpg](https://commons.wikimedia.org/wiki/File:A_woman_inspecting_a_circuit_board_in_Micro.jpg)



# A. SALES

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# SALES DOCUMENTS

1. Pro-forma
2. Purchase Order
3. Commercial Invoice

Photo: <https://upload.wikimedia.org/wikipedia/commons/6/60/Buzarelli.jpg>

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## WHAT'S A PRO-FORMA INVOICE ?

Price of goods, Shipping cost, Sales terms

Photo: [http://earthobservatory.nasa.gov/OTA/over\\_ehc/04-02015](http://earthobservatory.nasa.gov/OTA/over_ehc/04-02015). Also: [https://en.wikipedia.org/wiki/File:Stop\\_hand.svg](https://en.wikipedia.org/wiki/File:Stop_hand.svg)



# YOUR CUSTOMERS NEED PRO-FORMAS

To get a complete picture of the transaction  
Set terms of Letter-of-Credit  
Secure import licenses  
Obtain allocations of U.S. dollars

Photo: <https://www.flickr.com/photos/hamptonroadspartnership/5352229724>

**TO START.....  
GIVE YOUR  
FORWARDER**

**Product description**  
(weight, dimensions, value)

**Payment terms**  
(signed copies of P.O., L/C)

**Harmonized code(s)**

**Special instructions?**  
(E.g., affected by heat, humidity?)

**Hazardous materials?**

Photo: <https://www.flickr.com>

Photo: NASA



# WHAT YOUR FORWARDER TELLS YOU

Shipping costs.... Documents..... Insurance.....

Photo by John Bonales on Flickr



**BANK'S INPUT**  
(to a Pro-forma)

**Service Fees & Finance Charges**

(Request written quote and fee schedule)

Photo: <http://www.abcbullion.com.au/news/Bring-back-the-gold-standard-says-World-Bank-chief>





## REQUIRED INFO

(in a Pro-forma)

- ✓ Reference number
- ✓ Description of the goods
- ✓ Weight, volume, boxes (U.S. and metric)
- ✓ Shipping method (Incoterms) & transit time
- ✓ Sales & payment terms
- ✓ Itemized price
- ✓ Currency
- ✓ Ports of exit and entry
- ✓ Country of origin
- ✓ Special routing instructions
- ✓ Fabrication time and date of shipment
- ✓ Time limit on quotation



Photo: The 'Tennessee' in Banpo Bay, by Ross, <http://creativecommons.org/licenses/by-sa/2.0/>

# SAMPLE PRO-FORMA

## Company Name

Road Address  
City, State, Zip  
Telephone  
Fax

## PRO-FORMA INVOICE

EXPORT QUOTATION LETTER

TO: BUYER'S COMPANY NAME COMPANY ADDRESS HAMBURG, GERMANY	DATE: APRIL 26, 2011	REF. NO: JPN 4563
ATTN: Mr. Buyer		

AS REQUESTED IN YOUR EMAIL ON 4/24/2011, WE SUBMIT THE FOLLOWING PRICE QUOTATION/PRO-FORMA INVOICE:

EXPORT PACKAGING: 24 UNITS/PAIRS PER BOX - 6 BOXES PER MASTER CARTON  
VOLUME: MASTER CARTON DIMENSIONS: 19 1/2" \* 20" \* 24 1/2"

SALES TERMS: INTERNATIONAL BANK CHECK / DRAFT OR INTERNATIONAL WIRE TRANSFER, S.W.I.F.T., FOR FULL INVOICE AMOUNT, PAYABLE TO (YOUR COMPANY NAME), DRAWN ON A US BANK, IN US DOLLARS. FUNDS MUST ARRIVE AND BE CLEARED BY OUR BANK PRIOR TO SHIPMENT OF MERCHANDISE.

DELIVERY TERMS: SHIPPED VIA OCEAN FROM SAVANNAH, GEORGIA, USA TO HAMBURG, GERMANY LOADED IN 20 FOOT SEA CONTAINER, 55 MASTER CARTONS PER CONTAINER.

UNITS	PRODUCT DESCRIPTION	UNIT PRICE	TOTAL	NOTES
10,000	Windshield Pair	US\$ 4.26	US\$ 42,300.00	High Performance Windshield Wiper Pair
Total Product Price			US\$ 42,300.00	
		Head Freight (USA 500.00)		
		(Atlanta, Georgia, USA to Savannah, Georgia, USA)		
		Handling, Savannah Port: US\$ 85.00		
		Terminal Handling Charge, Savannah Port: US\$ 85.00		
		Forwarding Fee: US\$ 300.00		
		Marine Insurance 115% of Value (\$ 6.30 per \$100.00 Value): US\$ 153.00		
		Ocean Freight (Savannah, GA, USA to Hamburg, Germany): US\$ 2,000.00		
Total			US\$ 2,623.00	
Total Price C.I.F. Hamburg, Germany			US\$ 45,423.00	

DELIVERY TIME: MAXIMUM OF (20) DAYS AFTER RECEIPT OF FULL INVOICE AMOUNT  
ALL PRICES ARE QUOTED IN US DOLLARS AND WILL REMAIN IN EFFECT UNTIL (MAY 26, 2011), AFTER WHICH DATE PRICES QUOTED WILL EXPIRE, UNLESS AN ORDER HAS BEEN RECEIVED AND ACKNOWLEDGED BY (YOUR COMPANY NAME, INC.) IN WRITING.  
ANY CHANGES IN SHIPPING OR INSURANCE CHARGES WILL BE THE RESPONSIBILITY OF THE BUYER.  
WE APPRECIATE YOUR INTEREST IN OUR PRODUCTS AND LOOK FORWARD TO RECEIPT OF YOUR ORDER.

JOHN SMITH  
COMPANY NAME

# Purchase Order

## PURCHASE ORDER

Acme Gmbh, 123 Irgendwo Strasse, Werwelswo, Federal Republic of Germany  
Phone: 123-123-1234 Fax: 123-123-1235 www.acmegmbh.com  
Date: 15-Feb-08 Ref: 1234A  
To: Wonderwipes, Inc. Attn: Mr. Frank Harris  
123 Someplace Street Vice President - Sales  
Any Town, Georgia Your Ref: xxxx-12 date 1 Apr 2008  
U.S.A.

In accordance with our earlier communications, we submit our order for the following:

Product	No. Units	Cost/Unit	Totals
Windshield Wipers Model Nr. 12345	5000 pair	US\$ 4.26 ex factory	US\$ 21,300
Windshield Wipers Model Nr. 12346	5000 pair	US\$ 4.26 ex factory	US\$ 21,300
		CIF Bremerhaven:	US\$ 45,300

Payment Terms: At Sight Letter of Credit Ship By: May 20, 2008  
To be shipped by: Ocean Delivered to: Bremerhaven, Germany  
Transhipment: Not permitted Partial Shipment: Not Permitted  
Marks/Notations: B/L to be marked "Freight Prepaid" and "Notify: O'Higgins & Bern, GmbH 345 Brewster Strasse, Hamburg, Germany"

If order cannot be executed in a timely manner as stated above, please contact the undersigned

- Must match Pro-forma!
- Check if shipping is still available as priced
- Don't pay for shipping before getting the L/C!  
potentially very unpleasant
- Check for surprises!

# COMMERCIAL INVOICE

For Wiper Blades

- Actual bill to your customer
- Must match Pro-forma & L/C
- Gives essential info to forwarder
- Shows value of goods to customs

Photo: <https://istockphoto.com/stock-photo-windshield-wipers-washing-machine-11008544>

Commercial Invoice				
Wonderwipes, Inc. 123 Someplace Street Any Town, Georgia 30083. U.S.A.				
Telephone: 404-123-4567	Fax: 404-123-7890	E-mail: www.wonderwipes.com		
DATE: May 15, 2008	INVOICE #	xxxx-12-INV		
Invoice To: Acme GmbH 23 Irgendwo Strasse Werweisswo Federal Republic of Germany	Proforma Invoice Date	April 1, 2008		
	Proforma Reference No.	xxxx-12		
	Your Reference	12345 A		
	Ship Via	Ocean to Bremerhaven		
Ship To: Acme GmbH 23 Irgendwo Strasse Werweisswo Federal Republic of Germany	Terms of Sale	CIF Bremerhaven, Germany		
	Date of Shipment:	15-May-08		
	Vessel:	Parzival		
	Lines:	Evergreen		
ETA Discharge Port:	7-Jun-08			
Container No.:	Evergreen 123456			
No. of Cartons:	160 Cartons			
Remarks: - Per your request Non-negotiable B/L and copies of other documents sent to notify party directly on date.				
Item #	Description	Quantity	Unit Price	Total
Model 12345	Windshield Wipers	5000 pr	USD 4.26 Ex Works	USD 21,300
Model 12346	Windshield Wipers	5000 pr	USD 4.26 Ex Works	USD 21,300
Total: *10,000 pair of windshield wipers per P.O. 12345A of Acme, GmbH*				
			Total: Ex Factory	USD 42,600
			Total: FOB Savannah	43,100
			Total: CFR Bremerhaven	45,200
			Total: CIF Bremerhaven	45,300

We appreciate your providing us this opportunity to work with you.  
We look forward to working with you to meet your future needs.

## THE END

Export Documentation

