

GLOBAL TRADE GUIDE



Learn key information around 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 (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® 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®	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

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.

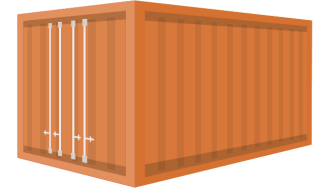
Resources

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.

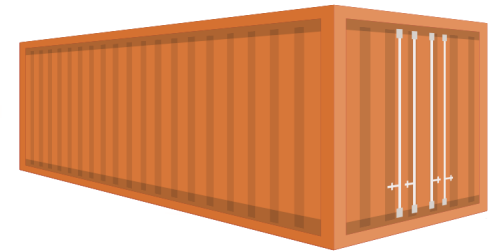
20'GP Shipping Container (General Purpose)

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.

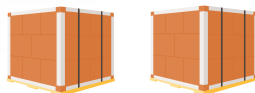


40'HC Shipping Container (High-Cube)

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 (m3) or per Metric Tonne (1,000kg) in weight, whichever is greater. There are more handling costs involved when shipping LCL cargo as pallets have to be loaded and unloaded more often, incurring more handling charges.



Breakbulk Cargo

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



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

Dry Cargo Containers

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



Flat Rack Containers

Type	Container Weight			Interior Measurement				Door Open	
	Gross (kg)	Tare (kg)	Net (kg)	Length (m)	Width (m)	Height (m)	Capacity (m³)	Width (m)	Height (m)
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

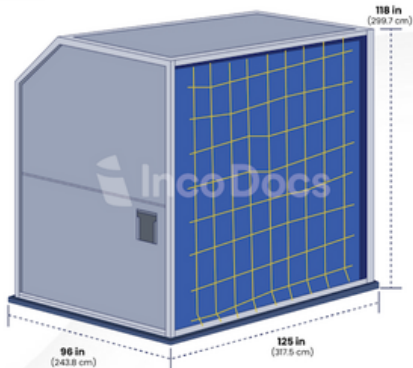


Unit Load Devices are specially designed cargo pallets and containers that are used to load freight, luggage and mail onto aircraft. These devices allow large quantities of cargo to be bundle and strapped together securely onto 1 mobile unit, so they can be safely and securely transported.

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



IATA ULD code: AMD contoured

Rate class: Type 2H

Description: Main-deck upper contoured container. Door is canvas with built-in net door straps.

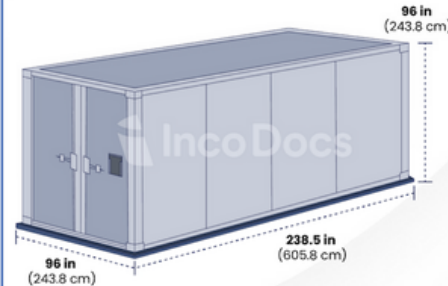
Suitable for: 747F, 747 Combi/777F center loading only

Maximum gross weight: 6,800 kg (14,491 lb)

Tare weight: 370 kg (816 lb)

AS1825 volume: 21.2 m³ (750 ft³)

M-2



IATA ULD code: AGA 20-ft box container

Prefixes: ASE

Rate class: Type 1

Description: Main-deck container. Door is solid.

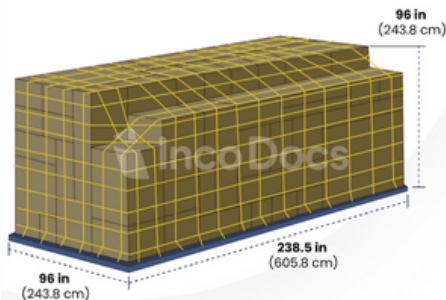
Suitable for: 747F, 747 Combi (243.8 cm) 777F center loading only 238.5 in

Maximum gross weight: 11,340 kg (25,000 lb)

Tare weight: 1,000 kg (2,204 lb)

AS1825 volume: 21.2 m³ (750 ft³)

M-6



IATA ULD code: PGA 20-ft flat pallet with net

Prefixes: PGA, PGE, PGF, PSA, PSG, P7E, P7F, and P7G

Rate class: Type 1

Description: Main-deck pallet squared off to 244 cm (96 in) high.

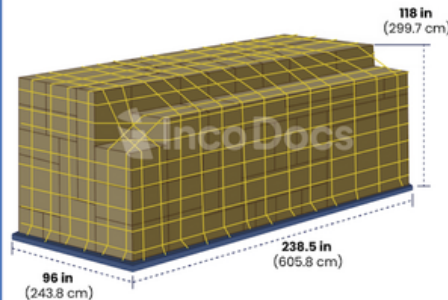
Suitable for: 747F, 747 Combi, 777F

Maximum gross weight: 11,340 kg (25,000 lb) (605.8 cm)

Tare weight: 500 kg (1,102 lb)

AS1825 volume: 33.7 m³ (1,190 ft³)

M-6 (118"H)



IATA ULD code: PGA 10-ft high, 20-ft flat pallet with net

Prefixes: PGA, PGE, PGF, PSA, PSG, P7A, P7E, P7F, and P7G

Rate class: Type 1

Description: Main-deck pallet squared off to 299.7 cm (118 in) high.

Suitable for: 747 Combi, 777F 238.5 in 747F through side cargo door only

Maximum gross weight: 11,340 kg (25,000 lb)

Tare weight: 500 kg (1,102 lb)

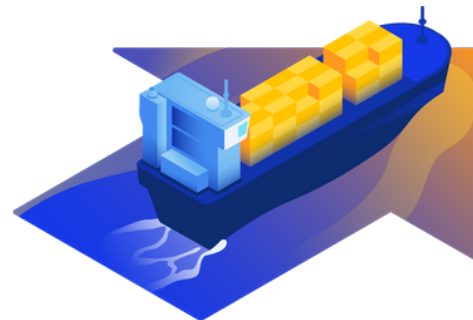
AS1825 volume: 39.6 m³ (1,400 ft³)

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.



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

Import Tariffs

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.



Exporter Electronics Shop 1 Pine Street Sydney, NSW, 2000 Australia	Importer's Name ABC Co. Inc. USA 1000 Main Street New York, NY 10001 USA	Page 1 of 1 Date of Issuing this B/L 04/04/2017 Date of Issuing this B/L 04/04/2017 Invoice Reference 170120
Companys The Netherlands Co. LTD 1000 Main Street China	Invoice No. 6356 Invoice Date 22 JUN 2017	Invoice Reference 170120
Incoterms of Purchase Sale EXW Incoterms of Sale EXW	Country of Origin of Goods China Country of Origin of Goods China	Country of Final Destination China
Incoterms of Purchase Sale EXW Incoterms of Sale EXW	Incoterms of Sale EXW Incoterms of Sale EXW	Incoterms of Sale EXW Incoterms of Sale EXW
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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.

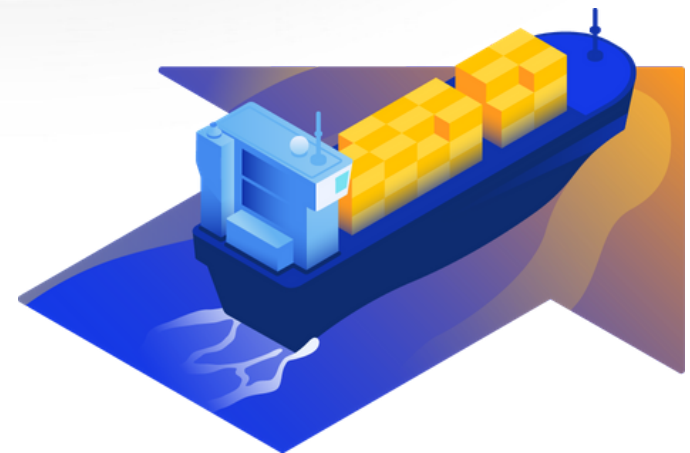
If selling on FOB terms:

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
Seller ABC Exports 4500 Longbeach Blvd Longbeach, California, 90807 TEL: +6027449867 Ben Thompson				Quotation No. 1982	Date 30 Jan 2018	
Buyer XYZ Imports 140 Wacker Road Newcastle Brisbane, Queensland, 4122 Australia TEL: +6183888887 John Smith						
Method of Dispatch Sea		Type of Shipment FCL		Terms / Method of Payment 50% 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	19.00	19000.00	
B-TABLE	BAR TABLE, ALUMINUM 1200 X 600 X 1000MM STAINLESS STEEL	200	EACH	38.70	7670.00	
OTTO-L	OTTOMAN LEATHER VINTAGE	95	EACH	14.00	1330.00	
Total This Page		1305			28070.00	
Consignment Total		1305			28070.00	
Additional Information 20 DAYS LEAD TIME AFTER DEPOSIT		Invoice Total (Consignment 2020) USD 28070.00 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
Seller ABC Exports 4500 Longbeach Blvd Longbeach, California, 90807 TEL: +6027449867 Ben Thompson				Reference No. 1982	Date 30 Jan 2018	
Buyer XYZ Imports 140 Wacker Road Newcastle Brisbane, Queensland, 4122 Australia TEL: +6183888887 John Smith						
Method of Dispatch Sea		Type of Shipment FCL		Terms / Method of Payment 50% 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	19.00	19000.00	
B-TABLE	BAR TABLE, ALUMINUM 1200 X 600 X 1000MM STAINLESS STEEL	200	EACH	38.70	7670.00	
OTTO-L	OTTOMAN LEATHER VINTAGE	95	EACH	14.00	1330.00	
Total This Page		1305			28070.00	
Consignment Total		1305			28070.00	
Additional Information 20 DAYS LEAD TIME		Invoice Total (Consignment 2020) USD 28070.00 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

From: USA Restaurant
4500 Longwood Blvd
Longwood, California, 94025
United States
Randy Clarke

To: ABC Exports
4500 Longwood Blvd
Longwood, California, 94025
United States
John Smith

Method of Dispatch: Sea
Type of Shipment: FCL

Port of Loading: Baltimore
Port of Discharge: Long Beach

Product Code	Description of Goods	Unit Quantity	Unit Type	Price	Amount
B-STOCK	BAR STOOL, ALUMINUM 2000 X 200 X 200MM STAINLESS STEEL	1,000	EACH	35.00	\$35,000.00
B-TABLE	BAR TABLE ALUMINUM 2000 X 600 X 400MM STAINLESS STEEL	500	EACH	30.70	\$15,350.00

Total This Page: 5,000 \$35,000.00
Commitment Total: 5,000 \$35,000.00

Additional Information: 20 DAYS LEAD TIME AFTER DEPOSIT

Invoice Total (Incoterms 2020): FOB \$35,000.00
Price and Date of Issue: 09 Jun 2020

Signature of Buyer: [Signature]
Signature of Seller: [Signature]

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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

From: ABC Exports
4500 Longwood Blvd
Longwood, California, 94025
United States
Randy Clarke

To: USA Restaurant
4500 Longwood Blvd
Longwood, California, 94025
United States
John Smith

Method of Dispatch: Sea
Type of Shipment: FCL

Port of Loading: Baltimore
Port of Discharge: Long Beach

Terms: Method of Payment: 50% DEPOSIT, BALANCE UPON DELIVERY OF GOODS

Product Code	Description of Goods	Unit Quantity	Unit Type	Price	Amount
B-STOCK	BAR STOOL, ALUMINUM 2000 X 200 X 200MM STAINLESS STEEL	1,000	EACH	35.00	\$35,000.00
B-TABLE	BAR TABLE ALUMINUM 2000 X 600 X 400MM STAINLESS STEEL	500	EACH	30.70	\$15,350.00

Total This Page: 5,000 \$35,000.00
Commitment Total: 5,000 \$35,000.00

Additional Information: 20 DAYS LEAD TIME AFTER DEPOSIT

Invoice Total (Incoterms 2020): FOB \$35,000.00
Price and Date of Issue: 08 May 2020

Signature of Buyer: [Signature]
Signature of Seller: [Signature]

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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.

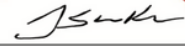
Countersigned Proforma Invoices, Sales Contracts and Purchase Orders represent a legally binding agreement between the buyer and seller. If there are any problems or disputes relating to the order or shipments, these documents will be referred to in a court of law.

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 Documents

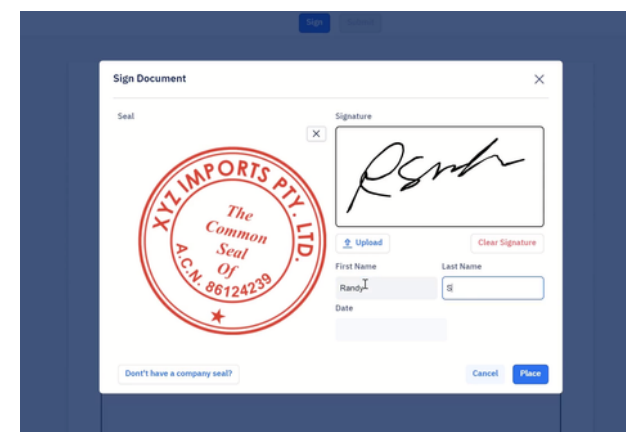
Additional Information   Randy Smith 10 Nov 2019			
Bank Details BENEFICIARY'S BANK NAME: WESTPAC BENEFICIARY'S NAME: ABC EXPORTS BANK ACCOUNT NO: XXXXXXXXXX SWIFT CODE: XXXXXXXX		Invoice Total (Incoterms® 2010) FOB BRISBANE USD 23,184.69	
		Place and Date of Issue Signatory Company ABC Exports Name of Authorized Signatory John Smith Signature  	

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.

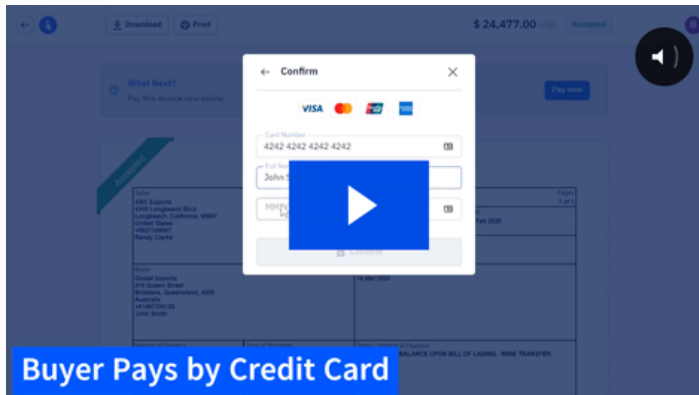


Get Paid Faster. Allow your buyers to click to pay invoices online.

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.

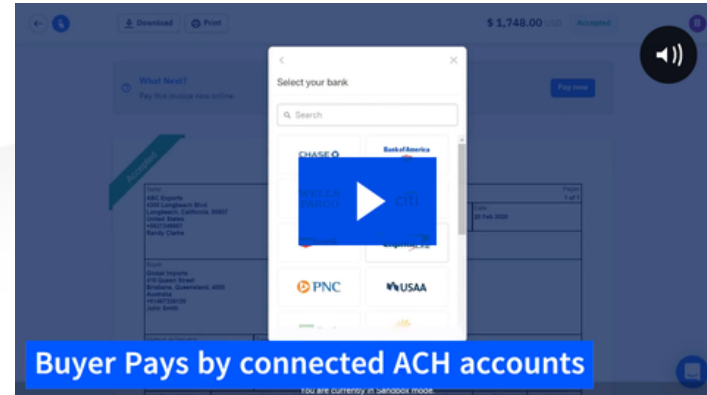
Pay by Credit Card

Buyers click to enter their credit card details.



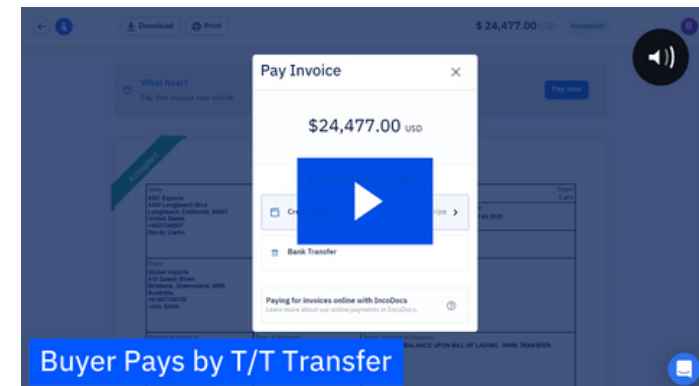
Pay by ACH Transfer

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.



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	
Exporter ABC Exports 4300 Longbeach Blvd Longbeach, California, 90807 United States TEL: +6627348957 Ben Thompson				ABC Exports		Export Invoice No & Date 1987 30 Jan 2018		Bill of Lading No 1987		Buyer Reference	
Consignee XYZ Imports 1411 Market Road Manlyfield Brisbane, Queensland, 4222 Australia TEL: +6184805857 John Smith				Buyer (if not Consignee)							
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 1234		Terms / Method of Payment 30% ADVANCE, BALANCE UPON BILL OF LADING							
Port of Loading Long Beach - California		Date of Departure 28 Feb 2018		Port of Discharge Sydney - Australia		Final Destination AUSTRALIA		Marine Cover Policy No Letter of Credit No			
Product Code B-STOOL		Description of Goods BAR STOOL ALUMINIUM 500 X 500 X 100MM STAINLESS STEEL		HS Code 8403.20.00		Unit Quantity 1000		Unit Type EACH		Price 19.80	Amount 19800.00
B-TABLE		BAR TABLE ALUMINIUM 1000 X 600 X 80MM STAINLESS STEEL		8403.20.00		250		EACH		38.70	9675.00
Total This Page						1250		29475.00			
Consignment Total						1250		29475.00			
Additional Information 21 DAYS LEAD TIME FROM DEPOSIT											
Bar Details						Invoice Total (Incoterms® 2010) FOB - LONGBEACH USD \$29475.00					
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	
Exporter ABC Exports 4300 Longbeach Blvd Longbeach, California, 90807 United States TEL: +6627348957 Ben Thompson				ABC Exports		Export Invoice No & Date 1987 30 Jan 2018		Bill of Lading No 1987		Buyer Reference	
Consignee Complete Imports 11488 Baywater Road Gardenvale, Queensland, 4814 Australia TEL: +6177281158 Dean Boer				Buyer (if not Consignee)							
Method of Dispatch Sea		Type of Shipment FCL		Country of Origin of Goods United States		Country of Final Destination Australia					
Vessel / Aircraft MAERSK TAMPA		Voyage No 1234		Packing Information							
Port of Loading Long Beach - California		Date of Departure 30 Jan 2018		Port of Discharge Sydney - Australia		Final Destination AUSTRALIA					
Container No TTRU2925728		Seal No 51703176		Description of Goods BAR STOOLS, BAR TABLES, PALLETIZED		No of Packages 400		Net Weight (kg) 11380.00		Gross Weight (kg) 11890.00	Measurements (m³) 26.80
Total This Page						400		11380.00 kg		11890.00 kg	26.80 m³
Consignment Total						400		11380.00 kg		11890.00 kg	26.80 m³
Additional Information Place and Date of Issue LONGBEACH 30 Jan 2018											
Signatory Company ABC Exports											
Name of Authorized Signatory Ben Thompson											
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

Shipper ABC Exports 2000 Longbeach Blvd Longbeach, California, 90807 United States TEL: +602758957 Ben Thompson		Reference 3889		Buyer Reference Export Declaration Number	
Consignee Complete Imports 11485 Baywater Road Oadeston, Queensland, 4824 Australia TEL: +61723123126 Dean Boor		Forwarding Agent DE Freight 1448 Adelaide Street Longbeach, California, 90801 United States TEL: +15103591623			
Notify Party (if not Consignee) Method of Dispatch Sea Vessel / Aircraft Voyage No		Type of Shipment Type of Receipt Country of Origin of Goods Country of Final Destination		Document Instructions Express Release/Waybill	
Port of Loading Long Beach - California Port of Discharge Sydney - Australia		Date of Departure Incoterms 2010 FOB LONGBEACH		Declared Value USD \$39000.00	
FORWARDER TO ARRANGE					
Export Declaration Number Insurance Amount USD 630		Yes ☒		No ☐	
Carriage / Pickup ☒		Yes ☒		No ☐	
Marks and Numbers No & Kind of Packages Description of Goods Gross Weight (kg) Measurement (m³)		COMPLETE IMPORTS 12119 STONEY		438 CARTONS ON PALLETS BAR STOOLS AND BAR TABLES 11560.00 26.70	
Does this shipment contain HAZARDOUS / DANGEROUS goods? If you answered YES, please also enclose your dangerous goods declaration.		NO		Is this shipment on Letter of Credit? If you answered YES, please also enclose your Letter of Credit paperwork.	
Special Instructions / Additional Information		NO		NO	
I certify that the statements made and all information contained herein are true and correct. I understand that civil 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 (22 U.S.C. Sec. 3081; 22 U.S.C. Sec. 405; 18 U.S.C. Sec. 3882; 18 U.S.C. Sec. 2385). 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's or any authorized government agency and consents to inspection or screening. They further acknowledge that shipments tendered to DE Freight do not contain any undeclared dangerous goods as defined by the IATA DGR and ICAO TI/CGO or contain any items or commodities other than those clearly described on an air waybill or bill of lading.		Place and Date of Issue LONGBEACH 30 Jan 2018		Signature Signature Randy Clarke	



VERIFIED GROSS MASS DECLARATION

ABC Exports 2000 Longbeach Blvd Longbeach, California, 90807 United States TEL: +602758957 Ben Thompson		ABC Exports BICO 3748-CBA-5189 Shipper Reference 08-12887 Certificate Number 2706005		Pages 1 of 1	
METHOD 1 Weighing the packed container using a calibrated and certified weighing equipment (e.g. weightbridges, load cell sensing technologies etc.)					
METHOD 2 Weighing all packages and cargo items, including the mass of pallets, damage and other securing material to be packed in the container and adding the net mass of the container to the sum of the single masses, using a certified method approved by the Country competent Authority (Maritime and Coastguard Agency (MCA) or its authorized body).					
Container Number 2300 00		Container Type (kg) 2300 00		Gross Weight (kg) 11560.00	
The shipper hereby certifies all the particulars on this verified gross mass declaration is true and correct.					
The VGM declared in respect of contained cargo shall be:					
1. Determined using a method approved by MCA or AMSA (for NZ or AU respectively) 2. Weighed on equipment meeting the New Zealand Weights and Measures Act 1987 or Australian National Measurement Institute (NMI) guidelines: NTPP 8.1 to 8.4 National Instrument Test Procedures for Non-automatic Weighing Instruments					
Place and Date of Issue Brisbane 21 JUN 2017		Signature Signature John Caran			

Verified Gross Mass Declaration (VGM)

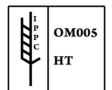
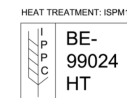
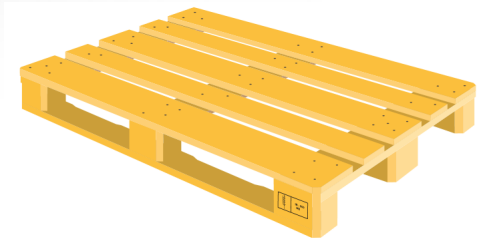
The Verified Gross Mass (VGM) declaration is a very important legal document. This document represents a statement of total mass in accordance with International Maritime Organization (IMO) Verified Gross Mass requirements (SOLAS). You must ensure this document is completed correctly to ensure safe shipments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

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, 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.

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



PACKING DECLARATION		Page 1 of 1
Shipper ABC Exports 6500 Longleaf Blvd Longleaf, California, 90807 United States TEL: +1407345678 Ben Thompson		Reference 1206 Consignment Identifier or Numerical Link 1206
Vessel Name MACROD CARMA		Voyage Number 00C
UNACCEPTABLE PACKING MATERIAL STATEMENT (Packaging material such as straw, burlap, paper, hay, chaff, used fruit & vegetable cartons are not permitted) Q1 Have prohibited packaging materials or pest-infested products been used as packaging or damaged in the consignment covered by this document? YES ☐ NO ☒		
TIMBER PACKAGING/DUNNAGE STATEMENT Q2 Has solid timber packaging/dunnage been used in consignments covered by this document? YES ☒ NO ☐		
TREATMENT CERTIFICATION (ONLY IF TIMBER/DUNNAGE IS DECLARED IN QUESTION 2) (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 ☒ Or Treated in compliance with Department of Agriculture and Water Resources treatment requirements (With accompanying treatment certificate) ☐ Or Not treated ☐		
CONTAINER CLEANLINESS STATEMENT (The container(s) covered by this document has/have been cleaned and cleared free from material of animal and/or plant origin and soil.)		
Place and Date of Issue LONGLEAF 30 Jun 2018		Signature ABC Exports Name of Authorized Signatory Ben Thompson Signature 

Certificate of Origin (COO)

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

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

Shipper		Invoice Number		Page 1 of 1
The Exporter Ship 1 Place Street Brisbane, QLD, 4000 Australia		ABC-2018-001 Export Invoice No & Date 001 20 JUN 2017		Bill of Lading No 001 20 JUN 2017
Consignee The Beneficiary CO, LTD 100 King Street Sydney, NSW, 2000 China		Buyer (if not Consignee) The Beneficiary CO, LTD		
Method of Dispatch FCL	Type of Shipment FCL	Country of Origin of Goods China	Country of Final Destination China	
Vessel / Aircraft Oceanic Express	Voyage No 001	Terms / Method of Payment 90 percent deposit, 10 percent before shipment		
Port of Loading Brisbane	Date of Dispatch 20 JUN 2017	Export Reference 001		
Port of Discharge Shanghai	Final Destination Shanghai	Marine Code Policy No 12345678	Letter of Credit No 12345678	
Product Code 2228 2229 2226	Description of Goods Lightbulbs 2 x 37 watt Fluorescent 20w Cable wire 40w	Unit Quantity 3000 400 70	Price 4.00 20.00 400.00	Amount 4000.00 8000.00 28000.00
Total This Page 0000		0000.00		
Consignment Total 0000		0000.00		
Additional Information If applicable, export/importers warranty				
Ship Details Account Name: The Exporter Ship Pty Ltd Account Number: 000000 SWIFT Code: 12345678 Reference: 001		Invoice Total (Incoterms 2010) FOB: Brisbane USD 30000.00 Place and Date of Issue Brisbane 20 JUN 2017 Signature The Exporter Ship Name of Authorized Signatory John Carter Signature 		

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.

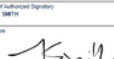
- Manufacturer (or supplier) name and address
- Seller (or owner) name and address
- Buyer (or owner) name and address
- Importer of record number, name and address
- Consignee number(s)
- Country of origin
- Ship-to name and address
- Container stuffing location
- Consolidator (stuffer) name and address
- 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.



IMPORTER SECURITY FILING				Page 1 of 1
Manufacturer or Supplier Name and Address ABC Exports ABC Exports Brooklyn, Connecticut, 06005 +1410456555 John Smith		Export Invoice Number & Date 4000 07 Jan 2013		Est of Lading Number & Date BL-524
 ABC Exports		Reference 4000		Reur Reference P0001
Sender or Owner Name and Address ABC Exports 4000 Logan Road Brooklyn, Connecticut, 06005 +1410456555 John Smith		Receiver or Owner Name and Address USA Imports 4200 Longwood Blvd Longwood, California, 94007 +14157776667 Randy Clarke		
Commodity Number(s) Name and Address USA Imports 4200 Longwood Blvd Longwood, California, 94007 United States +14157776667 Randy Clarke		Ship To Name and Address USA Imports 4200 Longwood Blvd Longwood, California, 94007 United States +14157776667 Randy Clarke		
Method of Dispatch Sea		Type of Shipment PCCL		Number of Record Number 123456
Invoice Number ELLY MEXICO		Invoice No 123456		
Port of Loading Mexico		Date of Dispatch 10 Jan 2013		Number of Record Name and Address USA Imports 4200 Longwood Blvd Longwood, California, 94007 United States +14157776667 Randy Clarke
Country of Origin of Goods Australia		Country of Final Destination United States		
Product Code	Description of Goods	HTS Code	Manufacturer / Supplier	Country of Origin
B FTOL	BAG FLOOR, 40X100CM 30 X 10 X 100MM STAINLESS STEEL	2002.20.00	ABC EXP/0175	Australia
Consensus Shipment Location ABC Exports 4000 Logan Road Brooklyn, Connecticut, 06005 Australia +1410456555 John Smith				
Consolidation (Officer) Name and Address ABC Exports 4000 Logan Road Brooklyn, Connecticut, 06005 Australia +1410456555 John Smith				
Place and Date of Issue SYDNEY 07 Jan 2013		Signature Company ABC EXPORTS		
Name of authorized Signatory JOHN SMITH		Signature 		

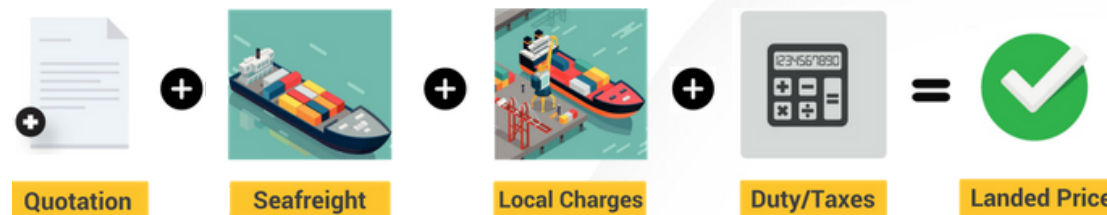
NEWLY MANUFACTURED DECLARATION Page 1 of 1	
ABC Exports ABC Exports 4000 Logan Road Brisbane, Queensland, 4000 Australia T +61 74000066 Email: Sales@ABC	Export Invoice Number & Date #1171 20 Jan 2020 Bill of Lading Number Reference Export Reference #4883
Companys ABC Exports 4000 Logan Road Brisbane, Queensland, 4000 United States +1 617 740 0066 Barry Cramer	
Method of Shipment Sea Vessel / Carrier COSCO SHIPPING Point of Loading Brisbane Point of Discharge Long Beach, USA	Type of Shipment FCL Weight Nts 200 Date of Shipment 23 Jan 2020 Place of Discharge LONG BEACH, USA
Country of Origin of Goods Australia Country of Final Destination United States	
By using this facility I certify that the above information received 2017 Jan 20 and has not been falsified. Date of manufacture: 20/12/2019 Place of manufacture: Brisbane, Australia	
Additional Information	Place and Date of Issue Brisbane 20 Jan 2020 Signature Company ABC Exports Name of Authorised Signatory Barry Cramer Signature 

How to calculate the landed cost of imported goods

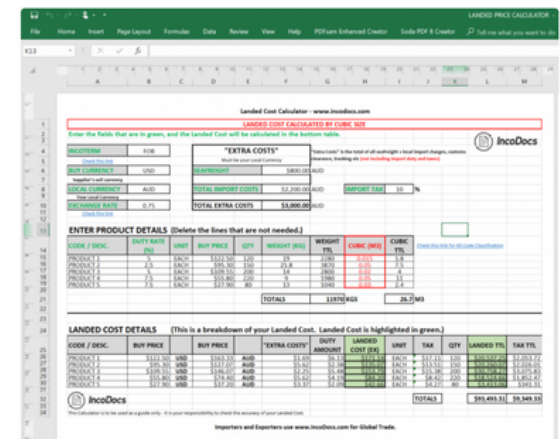
When sourcing products from overseas suppliers, it is essential to accurately calculate the Landed Cost of Imported Goods. In order to do that, you must clearly understand all of the additional costs and charges involved in the supply chain process. Before contacting an overseas supplier and get quotations for products, make sure you have a clear idea of all the landed price of the products. Below we describe all the information you will need by the time the goods are ordered, shipped, customs cleared and delivered to your door.

To calculate the landed costs of imported goods you must:

- 1 - Receive a detailed quotation from your supplier with all details confirmed.
- 2 - Understand your actual freight and additional costs of imported goods.
- 3 - Understand your actual currency exchange rates and costs



Click here to read the full guide, and download the Landed Cost calculator.



The screenshot shows the IncoDocs Landed Cost Calculator spreadsheet. It includes sections for 'ENTER PRODUCT DETAILS', 'LANDING COST CALCULATOR', and 'LANDING COST DETAILS'. The spreadsheet is designed to calculate the landed cost of imported goods by inputting various details such as product code, quantity, weight, and cost. The final landed cost is highlighted in green.

CODE / DESC.	UNIT	QTY	WEIGHT (KG)	WEIGHT (LBS)	CBM (M3)	CBM (YD3)
PROD1	KG	100	100	220.46	0.125	1.678
PROD2	KG	200	200	440.92	0.25	3.356
PROD3	KG	300	300	661.38	0.375	5.034
PROD4	KG	400	400	881.84	0.5	6.712
PROD5	KG	500	500	1102.30	0.625	8.390
TOTALS		1000	1000	2204.62	2.5	33.56

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.

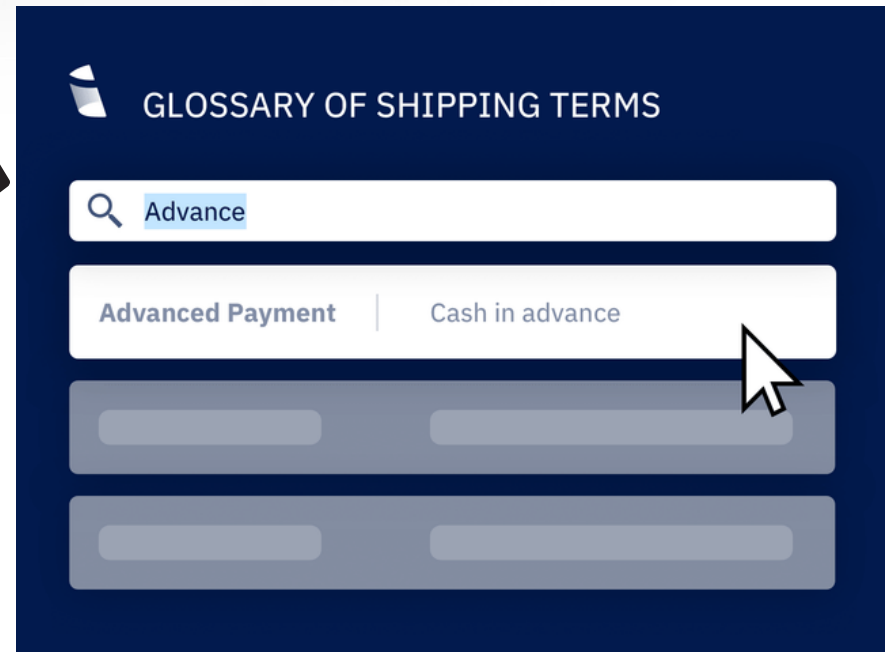
It's important that importers, exporters and freight companies correctly communicate freight terms to avoid problems or disputes arising from misunderstanding them.

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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