Exporter Documentation & Education

IDAHO DEPARTMENT OF AGRICULTURE

IDAHO COMMERCE

Table of Contents

EXPORT DOCUMENTS

- Common Export Documents — Page 3
- Transportation Documents — Page 4
- Export Licensing Documents — Page 5
- Certificates of Origin — Page 6
- Other Certificates for Shipments of Specific Goods — Page 7
- Special Food & Agriculture Certificates — Page 9
- Other Export-Related Documents — Page 12
- Temporary Shipment Documents — Page 14

INCOTERMS 2010 — Page 14

ADDITIONAL SOURCES FOR EXPORT ASSISTANCE AND MARKET RESEARCH — Page 16

DOCUMENT EXAMPLES

- Exhibit A: Commercial Invoice — Page 17
- Exhibit B: Pro Forma Invoice — Page 19
- Exhibit C: Air Waybill — Page 20
- Exhibit D: Bill of Lading — Page 21
- Exhibit E: Certificate of Origin — Page 24
- Exhibit F: Certificate of Free Sale/Sanitation — Page 26
- Exhibit G: Shipper's Letter of Instruction — Page 27

WORKS CITED AND REFERENCES — Page 32

This document is intended to provide general guidance for businesses to gain a better understanding in the basic concepts of international trade. Material contained in this publication is in the public domain and may be reproduced fully. While the information compiled in this guide was gathered from sources believed to be authoritative and reliable, no responsibility is assumed or implied by the Idaho Department of Commerce or the Idaho State Department of Agriculture as to the accuracy, completeness, or factual representation contained herein. Where legal or other expert assistance is required, the services of a competent professional should be sought. The information herein is meant to be a guide and readers should be aware that all information that is contained herein is subject to change without notice.

EXPORT DOCUMENTS[1]

The following documents are those that are most common in international shipments. Keep in mind that documentation requirements vary depending on the product as well as the importing country. The documents are divided into the following subsections: common export documents, transportation documents, export licensing documents, certificates of origin, other certificates for shipments of specific goods, other export-related documents, and temporary shipment documents. ***The importer will often be able to assist with the requirements specific to the product that they are purchasing.***

To learn more about export documentation, visit http://export.gov/webinars/eg_main_039889.asp to watch a webinar that identifies the documents and describes how to complete them.

COMMON EXPORT DOCUMENTS

Commercial Invoice—EXHIBIT A

A commercial invoice is a bill for the goods from the seller to the buyer. These invoices are often used by governments to determine the true value of goods when assessing customs duties. Governments that use the commercial invoice to control imports will often specify its form, content, number of copies to include with the shipment, language to be used, and other characteristics. Generally, the document should clearly identify the buyer and seller, the terms of sale (INCOTERMS – see the "INCOTERMS 2010" section), the quantity and weight of the goods, the type of packaging and complete description of the goods, the unit value and the total value of the goods, and any insurance, shipping, or other charges. A certification and signature should also be included.

Pro Forma Invoice—EXHIBIT B

A pro forma invoice is a document that details all information that would be included on a commercial invoice. It is a quotation in the form of an invoice that can easily be converted to a commercial invoice if an order results. The document includes all basic items of a commercial invoice including terms of sale (INCOTERMS – see the "INCOTERMS 2010" section), and terms of payment. The preparer should take care to clearly note all included and excluded charges as well as an expiration date for the quote.

Export Packing List

Considerably more detailed and informative than a standard domestic packing list, an export packing list lists seller, buyer, shipper, invoice number, date of shipment, mode of transport, carrier, and itemizes quantity, description, the type of package (such as a box, crate, drum, or

Assistance for Commerce Products & Services

For additional assistance with country-specific documentation requirements, please email the Trade Information Center at tic@trade.gov

Assistance for Food and Agriculture Companies

For additional assistance with country-specific documentation requirements, please visit the Foreign Agricultural Service of the USDA website at www.fas.usda.gov/

carton), the quantity of packages, total net and gross weight (in kilograms), package marks, and dimensions, if appropriate. Both commercial stationers and freight forwarders carry packing list forms. A packing list may serve as a conforming document. It is not a substitute for a commercial invoice. In addition, U.S. and foreign customs officials may use the export packing list to check the cargo.

TRANSPORTATION DOCUMENTS

Air Waybill—EXHIBIT C

Air freight shipments require Air Waybills which are shipper-specific (i.e., USPS, Fed-Ex, UPS, DHL, etc.) and are a non-negotiable instrument that serves as a receipt for the shipper, confirming that the airline has received the goods. It also acts as a contract of carriage between the shipper and the carrier, specifying the conditions of carriage, the carrier's limits of liability, a description of goods, and applicable charges. An air waybill differs from a bill of lading in that it does not serve as a document of title for the goods and the original documents are not required to be presented in order to release the goods.

Bill of Lading—EXHIBIT D

A bill of lading serves as a contract of carriage, proof of title, and acknowledgement of receipt of goods between the owner of the goods and the carrier (as with domestic shipments). The bill of lading indicates the parties involved in the transaction, the vessel on which the goods will be shipped, ports of departure and destination, an itemized list of goods being shipped, and other instructions and information particular to the shipment. For vessels, there are two types: a straight bill of lading, which is non-negotiable, and a negotiable or shipper's order bill of lading. The latter can be bought, sold, or traded while the goods are in transit. The customer usually needs an original as proof of ownership to take possession of the goods.

Electronic Export Information (EEI) Form *(formerly known as the Shipper's Export Declaration)*

The EEI is the most common of all export control documents. It is required for shipments above $2,500* and for shipments of any value requiring an export license. It has to be electronically filed via the AES Direct online system, which is a free service from Census and Customs: http://aesdirect.census.gov/. Shipping companies (i.e., USPS, Fed-Ex, UPS, DHL, etc.) also offer companies the optional service which provides exporters with a streamlined EEI filing and shipping label preparation process for regulatory compliance for their shipments.

*NOTES:

- *The EEI is required for shipments to Puerto Rico, the U.S. Virgin Islands and the former Pacific Trust Territories even though they are not considered exports (unless each "Schedule B" item in the shipment is under $2,500)*
- *Shipments to Canada do not require an EEI except in cases where an export license is required. (Shipments to third countries passing through Canada do need an EEI)*

EXPORT LICENSING DOCUMENTS

Export Licenses

An export license is a government document that authorizes the export of specific goods in specific quantities to a particular destination. For most or all exports to some countries, this document may be required. For other countries, it is only required under special circumstances. Make sure to check what is required by the country to which you are exporting.

For additional assistance to determine if these apply to your product, refer to the Export Control Requirements section of Idaho's ***"How-To" Guide for Exporting***.

Destination Control Statement

A Destination Control Statement (DCS) is required for exports from the United States for items on the Commerce Control List that are outside of EAR99 (products for which no license is required) or controlled under the International Traffic in Arms Regulations (ITAR). A DCS appears on the commercial invoice, ocean bill of lading, or airway bill to notify the carrier and all foreign parties that the item can be exported only to certain destinations. For more information, watch the following relevant videos:

- **Export Compliance Introduction**: http://www.census.gov/foreign-trade/aes/exporttraining/videos/uscs_videos/Export_compliance_an_introduction/index.html
- **Exporting Commercial Items**: ECCNs and EAR99: http://www.census.gov/foreign-trade/data/video005.html

How to Document Product "origin" for Exports to Specific Countries

To learn how to document origin for a specific country and for details for on FTA agreements, visit: http://export.gov/fta/

CERTIFICATES OF ORIGIN

Generic Certificate of Origin—EXHIBIT E

The Certificate of Origin (CO) states that the products in a shipment are wholly obtained, produced, manufactured, or processed in a particular country. Certificates of origin may be required by importing countries or may be required in order to obtain preferential treatment as part of a trade bloc. It is required by some countries for all or only certain products. In many cases, a statement of origin printed on company letterhead will suffice. The exporter should verify whether a CO is required with the buyer and/or an experienced shipper/freight forwarder or the Trade Information Center.

NOTE: *Some countries (i.e., numerous Middle Eastern countries) require that the certificate of origin be notarized, certified by local Chamber of Commerce and legalized by the commercial section of the consulate of the destination country. For certain Middle Eastern countries, the National U.S.-Arab Chamber of Commerce may also provide such services: http://www.nusacc.org/.*

For textile products, an importing country may require a certificate of origin issued by the manufacturer. The number of required copies and language may vary from country to country.

Certificate of Origin for claiming benefits under Free Trade Agreements

Special certificates may be required for countries with which the United States has free trade agreements (FTAs). Some certificates of origin including those required by the North American Free Trade Agreement (NAFTA), and the FTAs with Israel and Jordan, are prepared by the exporter. Others including those required by the FTAs with Australia, the Dominican Republic-Central America-United States Free Trade Agreement (CAFTA-DR) countries, Chile, and Morocco, are the importer's responsibility.

***Free Trade Agreements* (FTAs):**

CAFTA-DR—Countries Include:
Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua

NAFTA—Countries Include:
Canada and Mexico

Other FTA Countries Include:

Australia	Bahrain	Chile	Colombia
Israel	Jordan	Korea	Morocco
Oman	Panama	Peru	Singapore

Certificate of Origin for goods not manufactured in the United States

Certificates of origin for goods not manufactured in the United States can be obtained from the U.S. Chamber of Commerce: https://www.uschamber.com/.

OTHER CERTIFICATES FOR SHIPMENTS OF SPECIFIC GOODS

Additional certificates are needed for different purposes. Check with your importer, freight forwarder, or contact the Trade Information Center at tic@trade.gov for further information. For food and agricultural products, visit the Foreign Agricultural Service of the USDA at http://www.fas.usda.gov/regions. Following is a list of some of the other certificates for specific types of products:

Certificate of Analysis

A Certificate of Analysis can be required for ***seeds, grain, health foods, dietary supplements, fruits and vegetables, wine and pharmaceutical products***.

Certificate of Free Sale—EXHIBIT F

Many countries require a Certificate of Free Sale, sometimes called a "Certificate for Export" or "Certificate to Foreign Governments." The importer will often be able to assist with the requirements specific to the product that they are purchasing. A Certificate of Free Sale may be issued for **biologics, cosmetics/personal care products, food, alcoholic beverages, drugs, medical devices and veterinary medicine**. The Certificate of Free Sale is evidence that these goods are legally sold or distributed in the open market, freely without restriction, approved by the regulatory authorities in the country of origin (United States), and the manufacturer/producer has no unresolved enforcement actions pending before or taken by the FDA. These certificates may be issued by FDA-CFSAN or by a State governmental authority. More information is available from the Food and Drug Administration: http://www.fda.gov/food/guidanceregulation/importsexports/exporting/ucm2006911.htm

For agricultural, food, and beverage products processed in Idaho, the Market Development Division, Idaho State Department of Agriculture (ISDA) issues Certificates of Free Sale to certify that the products are distributed generally throughout the State of Idaho and the United States

Webinar

Watch an FTA webinar for more information at: http://export.gov/webinars/eg_main_023649.asp.

and are in accordance with Idaho health laws and sanitary regulations. Visit the ISDA for further details: http://www.agri.idaho.gov/Categories/Marketing/Certificate%20of%20freesale.php

If you have a non-agricultural product that requires a Certificate of Free Sale, please contact the Idaho Department of Commerce at cfs@trade.idaho.gov or (208) 334-2470.

Dangerous Goods Certificate

Exports submitted for handling by air carriers and air freight forwarders classified as **dangerous goods** need to be accompanied by the Shipper's Declaration for Dangerous Goods required by the International Air Transport Association (IATA). The exporter is responsible for accuracy of the form and ensuring that requirements related to packaging, marking, and other required information by IATA have been met.

For shipment of dangerous goods it is critical to identify goods by proper name and to comply with packaging and labeling requirements, which vary depending upon the type of product shipped and the country to which it is shipped. More information on labeling/regulations is available from:

- International Air Transportation Association: http://www.iata.org/training/courses/Pages/dgr-cat3-tcgp13hmm.aspx
- Department of Transportation – HAZMAT: http://phmsa.dot.gov/hazmat

For ocean exports, hazardous material regulations are contained in the International Maritime Dangerous Goods regulations.

Fisheries Certificate

The National Marine Fisheries Service conducts inspections and analyses of fishery commodities for export: http://www.nmfs.noaa.gov/.

Fumigation Certificate

The Fumigation Certificate provides evidence of the fumigation of exported goods (especially agricultural products, used clothing, etc.). This form assists in the quarantine clearance of any goods of plant or animal origin. The seller is typically required to fumigate the commodity at his or her expense a maximum of 15 days prior to loading.

Disinfection Certificate

Used clothing requires a disinfection certificate.

Pre-Shipment Inspections

The governments of a number of countries have contracted with international inspection companies to verify the quantity, quality, and price of shipments imported into their countries. The purpose of such inspections is to ensure that the price charged by the exporter reflects the true value of the goods, to prevent substandard goods from entering the country, and to deflect attempts to avoid payment of customs duties. Requirements for pre-shipment inspection are normally spelled out in a letter-of-credit or other documentary requirements. Some countries require pre-shipment inspection certificates for shipments of used merchandise.

Insurance Certificate

Insurance certificates are used to assure the consignee that insurance will cover the loss of or damage to the cargo during transit. These can be obtained from your freight forwarder or a qualified insurance broker that issues a Certificate of Insurance on behalf of the shipper. Note: an air waybill can serve as an insurance certificate for a shipment by air. Some countries may require certification or notification.

Special Food and Agriculture Certificates

In addition to the common export documents, agricultural products may require additional documentation to gain entry into a country. The importer will often be able to assist with the requirements specific to the product that they are purchasing. Following are several types of certificates which may be required depending on your product.

Phytosanitary Certificate

A phytosanitary (plant health) certificate is an official document issued by an exporting country, which certifies that the phytosanitary status of the shipment meets the regulations of the importing country. All shipments of **fresh fruits and vegetables, seeds, nuts, flour, rice, grains, lumber, plants, and plant materials** require a federal Phytosanitary Certificate. The certificate attests that the plant products in the shipment have been inspected and are free from any pests or diseases that the destination country may have quarantined or otherwise controlled.

To obtain a Federal Phytosanitary Certificate (phyto), each shipment must be inspected and an application must be submitted. You may need field inspection, treatment, or other things to be able to meet the entry requirements of the foreign country. For Idaho products, this certificate is

issued by the Idaho State Department of Agriculture (ISDA), Division of Plant Industries. To obtain information, or apply for a phytosanitary inspection and certification, contact the Phyto Line closest to your area.

Boise — (208) 332-8629
Twin Falls — (208) 736-3032

Organic Certification

If you are a certified organic product, you may be required to provide a copy of your certification from an accredited certifying agent with your other export documents. The Idaho State Department of Agriculture's Organic Certification Program is an accredited certifying agent of the USDA's National Organic Program. They are able to provide certification services for **crops, wild crops, livestock, and handlers/processors**. They also provide material registration for manufacturers who produce inputs used in organic production. For more information on the certification process and fees, go to http://www.agri.idaho.gov/Categories/PlantsInsects/Organic/indexOrganicHome.php

Kosher Certification

If your products are certified Kosher, you may be required to provide a copy of your certificate with your other export documentation. To be certified Kosher, all ingredients in every product in addition to the process of preparing the product must be certified for kosher-compliance. There are fifty national certification agencies that can provide kosher certification. You may consider contacting OU Kosher in New York online at www.Oukosher.org, or by phone at (212) 563-4000 for more information.

Halal Certification

Required by most countries in the Middle East, a Halal certificate states that the fresh or frozen meat or poultry products were slaughtered in accordance with Islamic law. Certification by an appropriate chamber and legalization by the consulate of the destination country is usually required. You may consider contacting the Halal Food Council at http://www.halalfoundation.org or ISWA Halal Certification Department of the USA Halal Chamber of Commerce, Inc. at www.ushalalcertification.com for information.

Ingredients Certificate

A certificate of ingredients may be requested for **food products** with labels that are inadequate or incomplete. The certificate may be issued by the manufacturer and must give a description of the product, contents, and percentage of each ingredient; chemical data; microbiological standards; storage instructions; shelf life; and date of manufacture. If animal fats are used, the certificate must state the type

of fat used and that the product contains no pork, artificial pork flavor, or pork fat. In specific countries, all foodstuffs are subject to analysis by the country's Ministry of Health laboratories to establish their fitness for use.

For U.S. foods shipped to **Korea, Japan and Taiwan**, the Oregon Department of Agriculture´s Export Service Center (ESC) assists companies with pre-export analysis and certification of food products destined for those markets. The ESC is a certified customs laboratory for U.S. foods shipped specifically to those three countries. In addition, 17 other countries accept ESC analytical results in lieu of testing at the destination port. The lab can test a product and pre-certify that it meets the importing country's requirements before it leaves the United States. The ESC is located in the Food Innovation Center, a public service program of Oregon State University and the Oregon Department of Agriculture.

Export Service Center, Laboratory Services
1207 NW Naito Parkway, Suite 204
Portland, OR 97209-2835
Phone: (503) 872-6630
Email: esc-info@oda.state.or.us

Health Certificate

Health certificates may be required for shipments of **live animals and animal products, processed foodstuffs, poultry, meat, fish, seafood, dairy products, and eggs and egg products**. Health certificates are issued by the U.S. Department of Agriculture's Animal and Plant Health Inspection Service (APHIS): www.aphis.usda.gov/.

Note: Some countries require that health certificates be notarized or certified by a chamber and legalized by a consulate.

Veterinary Certificate

When exporting **meat and animal products**, it will be necessary to obtain this certificate attesting to the food's or animal's compliance with the country's health regulations. These certificates are issued by the United States Department of Agriculture, Animal Health Inspection Service, Veterinary Services (USDA/APHIS/VS). The Idaho office of USDA Veterinary Services can be contacted at:

Idaho USDA Veterinary Services
9158 W. Black Eagle Dr.
Boise, ID 83709
Phone: (208) 378-5631
Fax: (208) 378-5637

Inspection Certificate

Weight and Quality certificates should be provided in accordance with governing USDA/GIPSA regulations for loading at port and loading at source/mill site as appropriate. A certificate of origin certified by the local chamber of commerce at the load port, a phytosanitary certificate issued by APHIS/USDA, and a fumigation certificate are to be provided to the buyer. Costs of all inspection, as well as certificates/documents at the load port, are usually the responsibility of the seller. Independent inspection certificates may be required in some instances.

Radiation Certificate

Some countries, including Saudi Arabia, may require this certificate for **some plant and animal imports**. The certificate states that the products are not contaminated by radioactivity.

Other (Product-Specific) Certificates

- **Grain** requires a Fumigation Certificate, and **grain and seeds** require a Certificate of Weight.
- Many countries in the Middle East require special certificates for imports of **animal fodder additives, livestock, pets, and horses**.
- Shaving brushes and articles **made of raw hair** must be accompanied by a recognized official certificate showing the consignment to be free from anthrax germs.

OTHER EXPORT-RELATED DOCUMENTS

Consular Invoice

A Consular Invoice is a commercial invoice prepared in the language of the buyer’s country and certified by a consulate of the importing country. Some countries require the consular invoice in addition to the commercial invoice in order to facilitate payment and provide a level of confidence that the seller will not overcharge the buyer. If required, copies are available from the destination country's embassy or consulate in the U.S. The cost for this documentation can be significant and should be discussed with the buyer.

Canadian Customs Invoice

Although not required by regulation, this customs invoice is a preferred document by Canadian Customs and customs brokers. It is issued in Canadian dollars for dutiable and taxable exports exceeding $1,600 Canadian dollars. The Canadian Customs Invoice includes the buyer and seller, the terms of shipment, the terms of sale, the currency of

settlement, the quantity and weight of the goods, the type of packaging and complete description of the goods, the unit value and the total value of the goods, and any insurance, shipping, or other charges. A certification and signature should also be included.

Detailed invoice requirements, example and instructions can be obtained at the Canadian Customs website: http://cbsa-asfc.gc.ca/publications/dm-md/d1/d1-4-1-eng.pdf.

Dock Receipt and Warehouse Receipt

A dock receipt and warehouse receipt are used to transfer accountability when the export item is moved by the domestic carrier to the port of embarkation and left with the ship line for export.

Import License

Import licenses are the responsibility of the importer and vary depending upon destination and product. However, including a copy of an import license with the rest of your documentation may in some cases help avoid problems with customs in the destination country.

ISPM 15 (Wood Packaging) Marking

The International Standards for Phytosanitary Measures Guidelines for Regulating Wood Packaging Material in International Trade (ISPM15) is one of several International Standards for Phytosanitary Measures adopted by the International Plant Protection Convention (IPPC). The IPPC is an international treaty to secure action to prevent the spread and introduction of pests of plants and plant products, and to promote appropriate measures for their control. The American Lumber Standard Committee (ALSC) and the National Wooden Pallet & Container Association (NWPCA) provide phytosanitary certification for wood packaging materials (WPM). APHIS will issue a phytosanitary certificate for wood package materials only if WPM are the cargo.

Shipper's Letter of Instruction—EXHIBIT G

The shipper's letter of instruction is issued by the exporter to the forwarding agent and includes shipping instructions for air or ocean shipment. This document gives the forwarder permission to handle the product and prepare associated documentation in the manner outlined in the letter. The letter should explain all details of the transaction that would be required in order to properly fulfill the buyer's order, distribute documentation, and collect payment.

TEMPORARY SHIPMENT DOCUMENTS

Customs Certificate of Registration

Customs Form 4455 may be used (often in conjunction with a temporary import bond or ATA Carnet). CBP Form 4455 is used to register and defer payment of duty on articles which will be exported temporarily for alteration, repair, replacement or processing and subsequently returned to the U.S.

Note that the CBP 4455 is not accepted in foreign countries to waive import duty or tax. [2]

ATA CARNET/Temporary Shipment Certificate

An ATA Carnet, a. k. a., "Merchandise Passport," is a multi-purpose temporary export / import document. An ATA Carnet can serve as the Certificate of Registration to facilitate the temporary importation of products into foreign countries by eliminating tariffs and value-added taxes (VAT) or the posting of a security deposit normally required at the time of importation. http://www.atacarnet.com/ or http://merchandisepassport.org/.

Transporting Goods by Truck to Canada

An application to transact bonded carrier and forwarding operation, Form E370, is required to bring goods over the border to Canada, when not already cleared through Customs at the border: http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/e370.pdf.

INCOTERMS 2010[3]

INCOTERMS are a set of three-letter standard trade terms most commonly used in international contracts for the sale of goods. INCOTERMS are used to clearly communicate the tasks, costs, and risks associated with the transportation and delivery of goods as well as if the buyer or seller is responsible for each. It is essential that you are aware of your terms of trade prior to shipment.

- **EXW** – EX WORKS (… named place of delivery)
  The Seller's only responsibility is to make the goods available at the Seller's premises. The Buyer bears full costs and risks of moving the goods from there to destination
- **FCA** – FREE CARRIER (… named place of delivery)
  The Seller delivers the goods, cleared for export, to the carrier selected by the Buyer. The Seller loads the goods if the carrier pickup is at the Seller's premises. From that point, the Buyer bears the costs and risks of moving the goods to destination

- **CPT** – CARRIAGE PAID TO (… named place of destination)
  The Seller pays for moving the goods to destination. From the time the goods are transferred to the first carrier, the Buyer bears the risks of loss or damage
- **CIP** – CARRIAGE AND INSURANCE PAID TO (… named place of destination)
  The Seller pays for moving the goods to destination. From the time the goods are transferred to the first carrier, the Buyer bears the risks of loss or damage. The Seller, however, purchases the cargo insurance
- **DAT** – DELIVERED AT TERMINAL (… named terminal at port or place of destination)
  The Seller delivers when the goods, once unloaded from the arriving means of transport, are placed at the Buyer's disposal at a named terminal at the named port or place of destination. "Terminal" includes any place, whether covered or not, such as a quay, warehouse, container yard or road, rail or air cargo terminal. The Seller bears all risks involved in bringing the goods to and unloading them at the terminal at the named port or place of destination
- **DAP** – DELIVERED AT PLACE (… named place of destination)
  The Seller delivers when the goods are placed at the Buyer's disposal on the arriving means of transport ready for unloading at the named place of destination. The Seller bears all risks involved in bringing the goods to the named place
- **DDP** – DELIVERED DUTY PAID (… named place)
  The Seller delivers the goods - cleared for import - to the Buyer at destination. The Seller bears all costs and risks of moving the goods to destination, including the payment of Customs duties and taxes

MARITIME-ONLY TERMS

- **FAS** – FREE ALONGSIDE SHIP (… named port of shipment)
  The Seller delivers the goods to the origin port. From that point, the Buyer bears all costs and risks of loss or damage
- **FOB** – FREE ON BOARD (… named port of shipment)
  The Seller delivers the goods on board the ship and clears the goods for export. From that point, the Buyer bears all costs and risks of loss or damage
- **CFR** – COST AND FREIGHT (… named port of destination)
  The Seller clears the goods for export and pays the costs of moving the goods to destination. The Buyer bears all risks of loss or damage
- **CIF** – COST INSURANCE AND FREIGHT (… named port of destination)
  The Seller clears the goods for export and pays the costs of moving the goods to the port of destination. The Buyer bears all risks of loss or damage. The Seller, however, purchases the cargo insurance.

INCOTERMS REFERENCE CHART

New

Services	EXW Ex Works	FCA Free Carrier	FAS Free Alongside Ship	FOB Free Onboard	CFR Cost & Freight	CIF Cost Insurance & Freight	CPT Carriage Paid To	CIP Carriage Insurance Paid To	DAT Delivered At Terminal	DAP Delivered At Place	DDP Delivered Duty Paid
	Mode: All	Mode: All	Mode: Water	Mode: Water	Mode: Water	Mode: Water	Mode: All	Mode: All	Mode: All	Mode: All	Mode: All
Packing	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading Charges	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Inland Freight	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Terminal Charges	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Insurance	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Buyer	Seller	Seller	Seller	Seller
Loading on Vessel	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Freight	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Arrival Charges	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller
Duty & Taxes	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller
Delivery to Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller

New

ADDITIONAL SOURCES FOR EXPORT ASSISTANCE and MARKET RESEARCH

There are many local, international, and internet resources available to Idaho companies as they develop their export markets. You can find many of these additional resources in our *Idaho Exporter's Resource Guide* including:

- Local Contacts and Sources for Export Assistance
- Idaho International Trade Offices in China, SE Asia and Mexico
- Export Guides & Training
- Market Research & Development Links
- Shipping, Regulations & Standards Links
- Financing & Funding
- Additional Suggested Internet links

Document Examples

Exhibit A: Commercial Invoice[4]

Click **HERE** to return to the Common Export Documents section.

COMMERCIAL INVOICE

SELLER: 1	INVOICE No. 4 DATE
	CUSTOMER REFERENCE No. 5 DATE
SOLD TO: 2	TERMS OF SALE 6
	TERMS OF PAYMENT 7
SHIP TO (if different from Sold To): 3	CURRENCY OF SETTLEMENT 8
	MODE OF SHIPMENT 9 BILL OF LADING / AWB

QTY	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
10	11	12	13	

PACKAGE MARKS: 15	TOTAL COMMERCIAL VALUE:	14
	MISC. CHARGES: (packing, insurance, etc.)	16
	TOTAL INVOICE VALUE:	

CERTIFICATIONS: 17	I certify that the stated export prices and description of goods are true and correct: (SIGNED) TITLE:

Form No. 10-327 Printed and Sold by UNECO 201 Circle Drive N, Suite 104, Piscataway, NJ 08854 (800) 631-0388 www.uneco.com

(Copyright © 2001 Uno & Co)

INSTRUCTIONS FOR PREPARING THE COMMERCIAL INVOICE

1. **SELLER** – The name and address of the principal party responsible for effecting export from the United States. The exporter as named on the Export License.
2. **SOLD TO** – The name and address of the person/company to whom the goods are shipped for the designated end use, or the party so designated on the Export License.
3. **SHIP TO** (if different than Sold To) – Intermediate Consignee – the name and address of the party who effects delivery of the merchandise to the ultimate consignee, or the party so named on the Export License or Forwarding Agent – the name and address of the duly authorized forwarder acting as agent for the exporter.
4. **INVOICE NO.** – Invoice number assigned by the exporter.
5. **CUSTOMER REFERENCE NO.** – Overseas customer's reference or order number.
6. **TERMS OF SALE** – Delivery and payment terms of sales agreement.
7. **TERMS OF PAYMENT** – Describe the terms, conditions, and currency of settlement as agreed upon by the vendor and purchaser per the Pro Forma Invoice, Customer Purchase Order, and/or Letter of Credit.
8. **CURRENCY OF SETTLEMENT** – Currency agreed upon between seller and buyer as payment.
9. **MODE OF SHIPMENT** – Indicate air, ocean, surface.
10. **QTY 10. QTY** – Record total number of units – Record total number of units per description line.
11. **DESCRIPTION** – Provide a full description of items shipped, the type of container (carton, box, pack, etc.), the gross weight per container, and the quantity and unit of measure of the merchandise.
12. **UNIT OF MEASURE** – Record total net weight and total gross weight (includes weight of container) in kilograms per description line.
13. **UNIT PRICE / TOTAL PRICE** – Record the unit price of the merchandise per the unit of measure; compute the extended total value of the line.
14. **TOTAL VALUE OF THE INVOICE** – Total value of the invoice.
15. **PACKAGE MARKS** – Record in this Field, as well as on each package, the package number (e.g. – 1 of 7, 3 of 7, etc.), shippers company name, country of origin (e.g. – made in USA), destination port of entry, package weight in kilograms, package size (length X width X height), and shipper's control number (e.g. – C/I number; optional).
16. **MISC. CHARGES**: (packing, insurance, etc.) – Record any miscellaneous charges which are to be paid for by the customer – export transportation, insurance, export packaging, inland freight to pier, etc.
17. **CERTIFICATIONS** – Any certifications or declarations required of the shipper regarding any information recorded on the commercial invoice.

Exhibit B: Pro Forma Invoice [5]

Click **HERE** to return to the Common Export Documents section.

PROFORMA INVOICE/EXPORT ORDER

SHIPPER: Tech International
1000 J Street, N.W.
Washington, DC 20005
Ph. 202-555-1212
Fax 202-555-1111

CUSTOMER:
Gomez Y. Cartagena
Aptdo. Postal 77
Bogota, Colombia

SHIP TO (If different than Customer):

NOTIFY (Intermediate Consignee):

PRO FORMA INVOICE NO. Col.91-14 — DATE July 12

COMMERCIAL INVOICE NO. — DATE

CUSTOMER REFERENCE LTR — DATE July 9

TERMS OF SALE
CIP Buenaventura, Colombia
(INCOTERMS 2000)

SHIP VIA AIR — EST. SHIP DATE 60 DAYS FROM RECEIPT OF ORDER AND LETTER OF CREDIT

PART NUMBER	UNIT OF MEASURE	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
2-50	EA	3	Separators in accordance with attached specifications	$14,750.00	$44,250.00
14-40	EA	3	First-stage Filter Assemblies per attached specifications	$ 1,200.00	$ 3,600.00
custom	EA	3	Drive Units - 30 hp each (for operation on 3-phase 440 v., 50 cy. current) complete with remote controls	$ 4,235.00	$12,705.00
			TOTAL EX WORKS Washington, D.C. domestic packed...		$60,555.00
			Export processing, packaging, prepaid inland freight to Dulles International Airport & forwarder's handling charges		$ 3,115.00
			TOTAL FCA WASHINGTON DULLES AIRPORT		$63,670.00
			Estimated air freight and insurance		$ 2,960.00
			TOTAL Est. CIP Buenaventura, Colombia		$66,630.00
			Estimated gross weight 9,360 lbs. • Estimated cube 520 cu. meters Export packed 4.212 kg. • Export packed 15.6 cu. meters		

1. All prices quoted herein are US dollars.
2. Prices quoted herein for merchandise only are valid for 60 days from July 12.
3. Any changes in shipping costs or insurance rates are for account of the buyer.

ADDITIONAL CHARGES

FREIGHT	☐ Ocean ☒ Air	INCLUDED
CONSULAR/LEGALIZATION		
INSPECTION/CERTIFICATION		
SPECIAL PACKING		
INSURANCE		INCLUDED

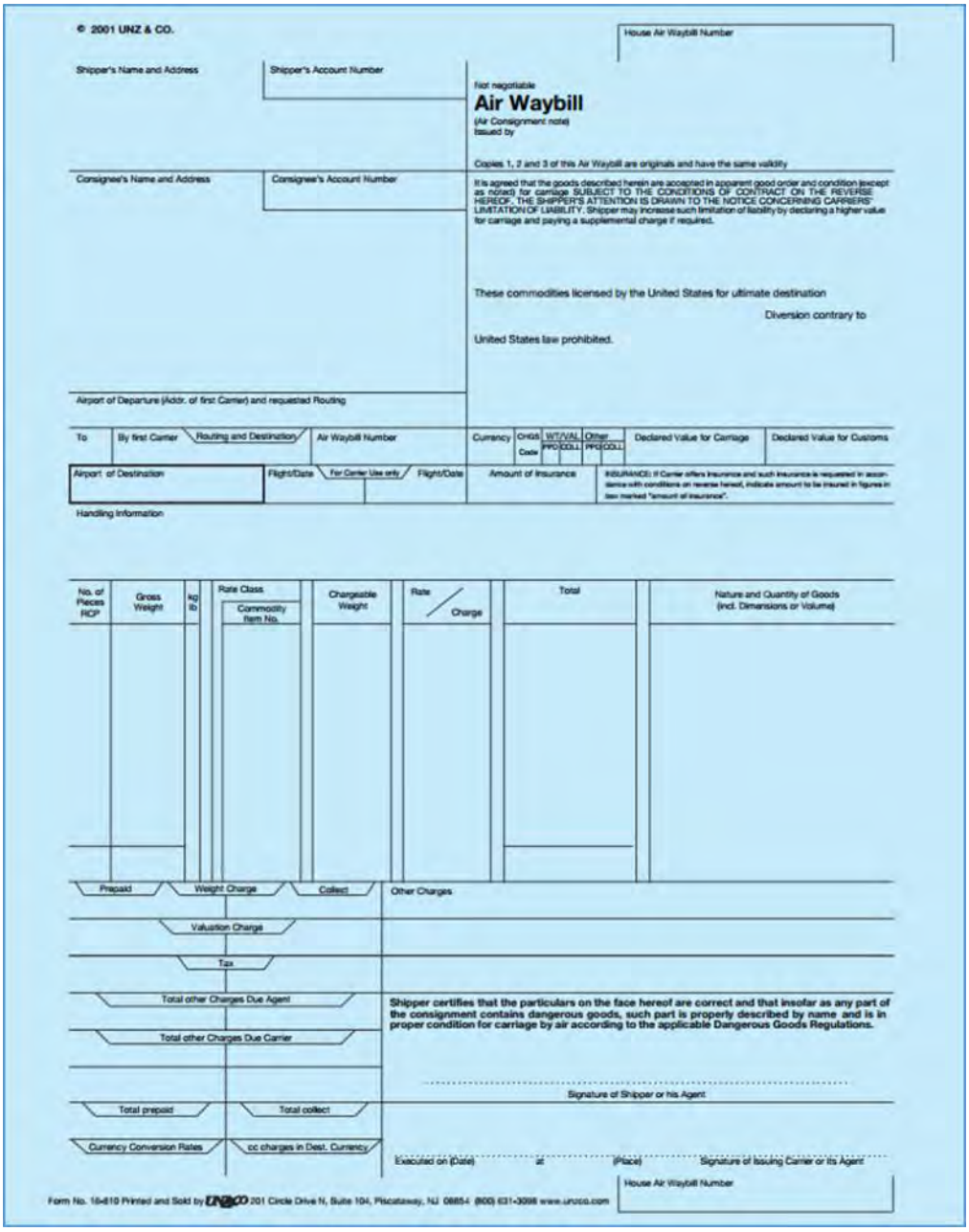
TERMS OF PAYMENT
☒ LETTER OF CREDIT — Bank
☐ DRAFT — Terms
☐ OPEN ACCOUNT — Terms
☐ OTHER

CURRENCY OF PAYMENT US Dollars

Form No. 15-330 Printed and Sold by UNZCO 201 Circle Drive N, Suite 104, Piscataway, NJ 08854 (800) 631-3098 www.unzco.com Copyright © 2001 Unz & Co.

Click **HERE** to return to the Transportation Documents section.

Exhibit C: Air Waybill[6]


© 2001 UNZ & CO.

House Air Waybill Number

Shipper's Name and Address | Shipper's Account Number

Not negotiable

Air Waybill

(Air Consignment note)
Issued by

Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity

Consignee's Name and Address | Consignee's Account Number

It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIERS' LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.

These commodities licensed by the United States for ultimate destination

Diversion contrary to

United States law prohibited.

Airport of Departure (Addr. of first Carrier) and requested Routing

To | By first Carrier | Routing and Destination | Air Waybill Number | Currency | CHGS Code | WT/VAL PPD | WT/VAL COLL | Other PPD | Other COLL | Declared Value for Carriage | Declared Value for Customs

Airport of Destination | Flight/Date | For Carrier Use only | Flight/Date | Amount of Insurance | INSURANCE: If Carrier offers insurance and such insurance is requested in accordance with conditions on reverse hereof, indicate amount to be insured in figures in box marked "amount of insurance".

Handling Information

No. of Pieces RCP | Gross Weight | kg lb | Rate Class | Commodity Item No. | Chargeable Weight | Rate / Charge | Total | Nature and Quantity of Goods (incl. Dimensions or Volume)

Prepaid | Weight Charge | Collect | Other Charges

Valuation Charge

Tax

Total other Charges Due Agent

Total other Charges Due Carrier

Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.

Signature of Shipper or his Agent

Total prepaid | Total collect

Currency Conversion Rates | cc charges in Dest. Currency

Executed on (Date) at (Place) Signature of Issuing Carrier or its Agent

Form No. 18-610 Printed and Sold by UNZCO 201 Circle Drive N, Suite 104, Piscataway, NJ 08854 (800) 631-3098 www.unzco.com

House Air Waybill Number

COPIES ATTACHED:

BLUE - Original 1 - For Shipper
GREEN - Original 1 - For Issuing Carrier
WHITE - Invoice
WHITE - Remittance Copy
PINK - Original 2 - For Consignee

GOLDENROD - Delivery Receipt
WHITE - For Destination Agent's Copy
WHITE - Extra Copy
WHITE - Extra Copy
WHITE - Extra Copy

Exhibit D: Bill of Lading[7]

Click **HERE** to return to the Transportation Documents section.

STRAIGHT BILL OF LADING – SHORT FORM – ORIGINAL – NOT NEGOTIABLE

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading, the property described above in apparent good order: except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated above which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed as to each carrier of all or any of said property over all or any portion of said route to destination and as to each party at any time interested in all or any said property, that every service to be performed hereunder shall be subject to all the bill of lading terms and conditions in the governing classification on the date of shipment.

Shipper hereby certifies that he is familiar with all the bill of lading terms and conditions in the governing classification and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

From 1

At 2 3 20 DESIGNATE WITH AN (X) BY TRUCK ☐ FREIGHT ☐ 4

Shipper's No. 5

Carrier 6

Agent's No. 7

(Mail or street address of consignee—For purposes of notification only.)

Consigned to 8

Destination 9 State of County of

Route 10

Delivering Carrier 11 Vehicle or Car Initial 12 No.

No. Packages	Kind of Package, Description of Articles, Special Marks, and Exceptions	*Weight (Sub. to Cor.)	Class or Rate	Check Column
13	14	15	16	
TOTAL PIECES				

Subject to Section 7 of conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. 17

Per (Signature of Consignor.)

If charges are to be prepaid, write or stamp here, "To be Prepaid." 18

Received $ 19 to apply in prepayment of the charges on the property described hereon.

Agent or Cashier

Per (The signature here acknowledges only the amount prepaid.)

Charges Advanced 20

C.O.D. SHIPMENT

Prepaid ☐ Collect ☐ $ 21

Collection Fee

Total Charges

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "Carrier's or Shipper's weight."

†Shipper's imprint in lieu of stamp; not a part of bill of lading approved by the Department of Transportation.

NOTE—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

THIS SHIPMENT IS CORRECTLY DESCRIBED. CORRECT WEIGHT IS 22 LBS.

DECLARED VALUE IS STATED $

Subject to verification by the Respective Weighing and Inspection Bureau According to Agreement.

Per

The fibre containers used for this shipment conform to the specifications set forth in the box maker's certificate thereon, and all other requirements of Rule 41 of the Uniform Freight Classification and Rule 5 of the National Motor Freight Classification. Shipper's imprint in lieu of stamp, not a part of bill of lading approved by Interstate Commerce Commission. 23

Shipper, Per

24 Agent, Per 25

Permanent post-office address of shipper 26

If lower charges result, the agreed or declared value of the within described containers is hereby specifically stated to be not exceeding 50 cents per pound per article.

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

27 SIGNATURE

1

Form No. 35-644 Printed and Sold by UNZ&CO 201 Circle Drive N. Suite 104, Piscataway, NJ 08854 (800) 631-3098 www.unzco.com

INSTRUCTIONS FOR PREPARING THE STRAIGHT BILL OF LADING

1. **SHIPPER** (From) - Enter the company name and address of the shipper (Consignor).
2. **POINT OF ORIGIN** (At) - Enter the city and state of the actual shipping point.
3. **DATE OF SHIPMENT** - Enter the date of the shipment; that is, the date the Carrier took control of the merchandise.
4. **TRUCK/FREIGHT** - Check the truck block if the shipment is to move by truck, or the Freight block if the shipment is to move by rail.
5. **SHIPPER'S NUMBER** - Enter a unique control number to reference the shipment with the Carrier.
6. **CARRIER** - Enter the name of the company which will take initial control of the shipment and cause its delivery to the consignee.
7. **AGENT'S NUMBER** - Enter Carrier's control number, if known or required.
8. **CONSIGNED TO** - Enter the full of the final recipient of the shipment, the ultimate consignee, if different than destination, for Carrier notification purposes.
9. **DESTINATION** - Enter the street address, city, and zip code where the Carrier will make delivery to the Consignee in Field 8.
10. **ROUTE** - If applicable, enter the route the Carrier will take to the consignee. This Field may also be used to specify docks, warehouses, etc., and to specify any intermediate Carriers.
11. **DELIVERING CARRIER** - If applicable, specify the carrier which will deliver the shipment to the ultimate consignee at the Destination, but only if different than the Carrier entered in Field 6.
12. **VEHICLE/CAR NO**. - Enter any vehicle identifying numbers or initials, if applicable.
13. **NO. PACKAGES** - Enter the total number of packages per line item; if the packages are consolidated on a pallet or in an outer container, note this information on a second line. Ex: 112 PKGS 3 Pall.
14. **DESCRIPTION OF SHIPMENT** - Enter the description of each line item, noting the type of package (carton, barrel, etc.) and the quantity per package. Since the correct freight classification is essential in describing an item, there must be a separate line item for each different freight classification description. If more than one type of packaging is used per freight classification, a separate entry must be used for each type of package. Enter any special package markings, special handling requirements, and delivery instructions. Note: For hazardous material items, special provisions must be met in completing this field.
15. **WEIGHT** - Enter the total gross weight, in pounds, for each line item. For Bulk shipments, the TARE and Net weights should also be referenced in the description field. For package shipments, include the weights of pallets and skids. The total weight of the merchandise should be shown after the last line item, with pallet and dunnage weights shown separately.

16. **CLASS OR RATE** - Enter the 5-digit class (per the Uniform Freight Classification or the National Motor Freight Classification) or a two digit Class Rate (a percentage of the First class 100 rate) per line item. This information may be determined with the Carrier.
17. **WITHOUT RECOURSE** - Per standard Bill of Lading terms, the shipper is ultimately liable for freight charges, even when the shipment is sent on a collect basis to the consignee. By signing this statement, the shipper is released from the liability of freight charges for collect shipments delivered by the Carrier to the consignee without the Carrier's collecting the freight charges. For prepaid shipments, leave blank.
18. **PREPAID SHIPMENTS** - Enter "Prepaid" if shipment is to be paid by the Shipper. If this field is left blank, the Carrier will seek to collect the freight charges from the consignee (see field 17).
19. **PREPAYMENTS RECEIVED** - Carrier enters any payments received in advance from the Shipper for the shipment.
20. **CHARGES ADVANCED** - Carrier enters any advanced charges for the shipment, if applicable.
21. **C.O.D. SHIPMENT** - First, check whether the freight charges are prepaid (the Carrier bills the shipper) or collect (the Carrier deducts the freight charges from the amount collected from the Consignee). Second, enter the amount to be collected for the merchandise itself - be sure to include the freight charges. Third, enter any collection fees, if applicable. Enter total charges to be collected by the Carrier.
22. **SHIPMENT DECLARED VALUE** - When the weight charged by the Carrier is dependent upon the value of the shipment, the dollar value per unit of measure (ex: $100/pound) must be stated by the Shipper - enter this information in field 14.
23. **SHIPPER** - Enter the company name of the shipper.
24. **SHIPPER'S AGENT** - Enter the signature of the individual preparing the shipment for the shipper.
25. **CARRIER'S AGENT** - The Carrier's agent will sign here prior to taking control of the shipment.
26. **PERMANENT ADDRESS** - Enter the permanent (business) address of the shipper. This may be the same as for field 1.
27. **CERTIFICATION** - A signature is required by the Department of Transportation after this statement for all shipments of hazardous material.

Click **HERE** to return to the Certificate of Origin section.

Exhibit E: Certificate of Origin

Document from http://www.unzco.com/basicguide/figure4.html

CERTIFICATE OF ORIGIN

The undersigned 1 .....
(Owner or Agent, or Co.)

for 2 ..... declares
(Name and Address of Shipper)

that the following mentioned goods shipped on S/S ..... 3 .....
(Name of Ship)

on the date of 4 ..... consigned to ..... 5 .....

..... are the product of the United States of America.

MARKS AND NUMBERS	NO. OF PKGS., BOXES OR CASES	WEIGHT IN KILOS GROSS	NET	DESCRIPTION
6	7	8	9	10

Sworn to before me

this .. 11 ..... day of ..... 19 .....

....

Dated at .... 12 ... on the ..... day of ..... 19 .....

13
(Signature of Owner or Agent)

The 14 ..... a recognized Chamber of Commerce under the laws of the State of ..... has examined the manufacturer's invoice or shipper's affidavit concerning the origin of the merchandise and, according to the best of its knowledge and belief, finds that the products named originated in the United States of North America.

Secretary ..... 15 .....

Form 10-906 Printed and Sold by UNZCO 190 Baldwin Ave., Jersey City, NJ 07306 • (800) 631-3098

INSTRUCTIONS FOR PREPARING THE GENERIC CERTIFICATE OF ORIGIN

1. **THE UNDERSIGNED** - Name of the individual completing and signing the certificate (see Block 13); may be the Exporter or Agent of the Exporter.
2. **FOR** - The Company name and address of the Exporter (Distributor or Manufacturer) effecting the shipment of merchandise.
3. **SHIPPED ON** - Name of the vessel, aircraft, rail, or trucking company. May also include vessel number and flag, flight number and flag, rail car number, and truck Pro number.
4. **DATE** - The date the carrier left the port/terminal for the destination.
5. **CONSIGNED TO** - The Consignee, as it appears on the Commercial Invoice; may be "To Order of Shipper," or "To Order of (Customer's) Bank", or to any other entity, on the Conditions of Sale and/or the letter of credit.
6. **MARKS AND NUMBERS** - The marks recorded on each package, including Shipper's Company Name, Country of Origin (i.e. - Made in USA), Destination Port of Entry, and Customer's Company Name; may also include a Shipper's Control Number (i.e. - C/I No.) and the Customer's Import license Number. "Number" refers to the numbering of the packages in the shipment (i.e. - 1 of 30, 2 of 30, etc.).
7. **NO. OF PACKAGES** - The total number of packages, cartons, boxes, skids, etc. per description line, including outer packaging, in kilograms.
8. **GROSS WEIGHT** - Total weight of packages per description line, including outer packaging, in kilograms.
9. **NET WEIGHT** - Total weight of all packages per description line, excluding outer packaging, but including inner packaging, in kilograms.
10. **DESCRIPTION** - Full description of items being shipped, the type of containers, the gross weight per container, and the quantity and unit of measure of the merchandise. May also include cross references to Purchase Order or Commercial Invoice number.
11. **SWORN BEFORE** - Notary Republic seal/signature, and date notarized.
12. **DATE** - Date Certificate of Origin was prepared and signed.
13. **SIGNATURE** - The signature of the owner, employee, or agent appearing in Block 1 above.
14. **CHAMBER OF COMMERCE** - Name of local Chamber of Commerce (and State) certifying the origin of the merchandise.
15. **SECRETARY** - Authorized signature of the local Chamber of Commerce Secretary and that organization's seal.

Click **HERE** to return to the Other Certificates for Shipment of Specific Goods section.

Exhibit F: Certificate of Free Sale/Sanitation[8]

To Whom It May Concern:

The undersigned, NAME, TITLE, Idaho State Department of Agriculture, states that:

Company Name
Company Street Address
City, ID Zip code

has been, and is now engaged, in the business of manufacturing and distributing **(insert products here)** in the state of Idaho. The products manufactured by **(insert Company name)** are distributed generally throughout the state of Idaho and the United States and are in accordance with health laws and sanitary regulations of said state.

This certificate is not to be construed as either an expression or implied warranty of any of the products of said establishment, nor shall it be used for propaganda or other similar purposes.

I have hereunto set my hand and affixed the seal of the Idaho State Department of Agriculture on this (insert day) day of (insert month).

_____
Name, Title
Idaho State Department of Agriculture

STATE of IDAHO)
)ss.
COUNTY of ADA)

Subscribed and sworn to before me this _____ day of _____, 20___.

_____
Notary Public for IDAHO
Residing at _____, Idaho
My Commission expires _____

2270 Old Penitentiary Road • P.O. Box 790 • Boise, Idaho 83701 (83712 for physical address)
(208) 332-8500 • www.agri.idaho.gov

Exhibit G: Shipper's Letter of Instruction[9]

Click **HERE** to return to the Other Export-Related Documents section.

1a. U.S. PRINCIPAL PARTY IN INTEREST (USPPI)(Complete name and address) 1

ZIP CODE

b. USPPI'S EIN (IRS) OR ID NO.

c. PARTIES TO TRANSACTION ☐ Related ☐ Non-related

4a. ULTIMATE CONSIGNEE (Complete name and address) 7

b. INTERMEDIATE CONSIGNEE (Complete name and address) 8

5a. FORWARDING AGENT (Complete name and address) 9

5b. FORWARDING AGENT'S EIN (IRS) NO. 10

INLAND CARRIER 2 SHIP DATE PRO.NO.

2. DATE OF EXPORTATION 3 3. TRANSPORTATION REFERENCE NO. 4

SPECIAL INSTRUCTIONS

SHIP VIA 5 ☐ AIR ☐ OCEAN 6 ☐ CONSOLIDATE ☐ DIRECT

SHIPPER'S LETTER OF INSTRUCTIONS

6. POINT (STATE) OF ORIGIN OR FT 11 7. COUNTRY OF ULTIMATE DESTINAT 12

8. LOADING PIER (Vessel only) 13 9. METHOD OF TRANSPORTATION 14 14. CARRIER IDENTIFICATION COD 19 15. SHIPMENT REFERENCE NO. 20

10. EXPORTING CARRIER 15 11. PORT OF EXPORT 16 16. ENTRY NUMBER 21 17. HAZARDOUS MATERIALS ☐ Yes ☐ No 22

12. PORT OF UNLOADING (Vessel and 17 13. CONTAINERIZED (Vessel only) ☐ Yes ☐ No 18 18. IN BOND CODE 23 19. ROUTED EXPORT TRANSACTION ☐ Yes ☐ No 24

20. SCHEDULE B DESCRIPTION OF COMMODITIES (Use columns 22-24)

D/F or M (21)	SCHEDULE B NUMBER (22)	QUANTITY - SCHEDULE B UNIT(S) (23)	SHIPPING WEIGHT (Kilograms) (24)	VIN/PRODUCT NUMBER/ VEHICLE TITLE NUMBER (25)	VALUE (U.S. dollars, omit cents) (Selling price or cost if not sold) (26)
25	26	28	29	30	31
	27				

27. LICENSE NO./LICENSE EXCEPTION SYMBOL/AUTHORIZAT 32 28. ECCN (When required) 33

SHIPPER MUST CHECK 34 ☐ PREPAID OR ☐ COLLECT

29. Duly authorized officer or employee 35 The USPPI authorizes the forwarder named above to act as forwarding agent for export control and customs purposes.

C.O.D. AMOUNT $

30. I certify that all statements made and all information contained herein are true and correct and that I have read and understand the instructions for preparation of this document, set forth in the **"Correct Way to Fill Out the Shipper's Export Declaration."** I understand that civil and criminal penalties, including forfeiture and sale, may be imposed for making false or fraudulent statements herein, failing to provide the requested information or for violation of U.S. laws on exportation (13 U.S.C. Sec. 305; 22 U.S.C. Sec. 401; 18 U.S.C. Sec. 1001; 50 U.S.C. App. 2410).

SHIPPER'S INSTRUCTIONS IN CASE OF INABILITY TO DELIVER CONSIGNMENT AS CONSIGNED:

☐ ABANDON ☐ RETURN TO SHIPPER 37

☐ DELIVER TO

Signature 36

Confidential – Shipper's Export Declarations (or any successor document) whether loaded, shall be exempt from public disclosure unless the Secretary determines that such exemption would be contrary to the national interest (Title 13, Chapter 9, Section 301 (g))

Title

Export shipments are subject to inspection by U.S. Customs Service and/or Office of Export Enforcement.

Date

31. AUTHENTICATION (When required)

Telephone No. (Include Area Code)

E-mail address

SHIPPER'S REQUESTS INSURANCE 38

☐ Yes $ _____ ☐ No

If Shipper has requested insurance as provided for in the off-hatch shipment is insured in the amount indicated (expressed in United States dollars) in accordance with the provisions as specified in the Carrier's Tariff. Insurance is available to Shipper unless waived or designated in writing by the Shipper.

BE SURE TO PICK UP TOP SHEET AND SIGN THE FIRST BUFF EXPORT DECLARATION WITH PEN & INK.

Form No. 19-305 Printed and Sold by UNACO 281 Circle Drive N, Suite 104, Piscataway, NJ 08854 (800) 631-3066 www.unaco.com

INSTRUCTIONS FOR PREPARING THE SHIPPER'S LETTER OF INSTRUCTION

1. **(a) U.S. PRINCIPAL PARTY IN INTEREST (USPPI)** – Provide the name and address of the USPPI. The USPPI is the person in the United States that receives the primary benefit, monetary or otherwise, of the export transaction. Generally that person is the U.S. seller, manufacturer, order party, or foreign entity. The foreign entity must be listed as the USPPI if in the United States when the items are purchased or obtained for export. Report only the first five digits of the ZIP code.
   (b) USPPI EMPLOYER IDENTIFICATION NUMBER (EIN) OR ID NUMBER – Enter the USPPIs Internal Revenue Service Employer Identification Number (EIN) or Social Security Number (SSN) if no EIN has been assigned.
   (c) PARTIES TO TRANSACTION – Indicate if this is a related or non-related party transaction. A related party transaction is a transaction between a USPPI and a foreign consignee, (e.g. parent company or sister company), where there is at least 10 percent ownership of each by the same U.S. or foreign person or business enterprise.
2. **INLAND CARRIER** – If you have shipped this material to U.S. via Inland Carrier, provide the Inland Carrier's Name, Shipping Date, and Receipt or Pro. No. (if available).
3. **DATE OF EXPORTATION –** Enter the date the merchandise is scheduled to leave the United States for all methods of transportation. If the actual date is not known, report the best estimate of departure. The date format should be indicated by MM/ DD/ YYYY.
4. **TRANSPORTATION REFERENCE NUMBER –** Report the booking number for ocean shipments. The booking number is the reservation number assigned by the carrier to hold space on the vessel for the cargo being shipped. For air shipments the air waybill number must be reported. For other methods of transportation leave blank.
5. **SHIP VIA** – Mode of shipment.
6. **CONSOLIDATE / DIRECT** – Determines how a forwarder is to instruct Carrier to ship goods.
7. **ULTIMATE CONSIGNEE –** Enter the name and address of the foreign party actually receiving the merchandise for the designated end-use or the party so designated on the export license. For overland shipments to Mexico, also include the Mexican state in the address.
8. **INTERMEDIATE CONSIGNEE –** Enter the name and address of the party in a foreign country who makes delivery of the merchandise to the ultimate consignee or the party so named on the export license.
9. **FORWARDING AGENT –** Enter the name and address of the forwarding or other agent authorized by a principal party in interest
10. **FORWARDING AGENT EMPLOYER IDENTIFICATION NUMBER (EIN) or ID NUMBER** – Enter the forwarding agent's Internal Revenue Service Employer Identification Number (EIN). Report the 9-digit numerical code as reported on the latest Employers Quarterly Federal Tax Return, Treasury Form 941. The EIN is usually available from your accounting or payroll department.

11. **POINT (STATE) OF ORIGIN OR FOREIGN TRADE ZONE (FTZ) NUMBER –** If from a FTZ enter the FTZ number for exports; if not from a FTZ, enter the two-digit U.S. Postal Service abbreviation of the State in which the merchandise actually starts its journey to the port of export; or enter the State of the commodity of the greatest value; or enter the State of consolidation.
12. **COUNTRY OF ULTIMATE DESTINATION –** Enter the country in which the merchandise is to be consumed, further processed, or manufactured: the final country of destination as known to the exporter at the time of shipment: or the country of ultimate destination as shown on the export license. Two-digit (alpha character) International Standards Organization (ISO) codes may also be used.
13. **LOADING PIER –** (For vessel shipments only) Enter the number or name of the pier at which the merchandise is laden aboard the exporting vessel.
14. **METHOD OF TRANSPORTATION –** Enter the method of transportation by which the merchandise is exported (or exits the border of the United States). Specify the method of transportation by name, such as vessel, air, rail, truck, etc.
15. **EXPORTING CARRIER –** Enter the name of the carrier transporting the merchandise out of the United States. For vessel shipments, give the name of the vessel.
16. **PORT OF EXPORT –** For ***Overland Shipments,*** enter the name of the U.S. Customs port at which the surface carrier (truck or railcar) crosses the border; for ***Vessel and Air Shipments***, enter the name of the U.S. Customs port where the merchandise is loaded on the carrier (airplane or ocean vessel) that is taking the merchandise out of the United States; for ***Postal (mail) Shipments***, enter the U.S. Post Office from which the merchandise is mailed.
17. **FOREIGN PORT OF UNLOADING –** For vessel shipments between the United States and foreign countries, enter the foreign port and country at which the merchandise will be unloaded from the exporting earner. For vessel and air shipments between the United States and Puerto Rico, enter the Schedule C code. "U.S. Customs District and Port Code."
18. **CONTAINERIZED** – (For vessel shipments only) Check the YES box for cargo originally booked as containerized cargo and for cargo that has been placed in containers at the vessel operator's option.
19. **CARRIER IDENTIFICATION CODE –** Enter the 4-character Standard Carrier Alpha Code (SCAC) of the carrier for vessel, rail and truck shipments, or the 2- or 3-character International Air Transport Association (IATA) Code of the carrier for air shipments. In a consolidated shipment, if the ultimate carrier is unknown, the consolidator's carrier ID code may be reported.
20. **SHIPMENT REFERENCE NUMBER –** Enter the unique reference number assigned by the filer of the **EEI** for identification purposes. This shipment reference number must be unique for five years.
21. **ENTRY NUMBER –** Enter the Import Entry Number when the export transaction is used as proof of export for import transactions, such as In-Bond, Temporary Import Bond or Drawback's and so forth. Also, an Entry Number is required for merchandise that is entered as an import (CF 7501 or Automated Broker Interface (ABI) entries) and is then being exported out of the United States.

22. **HAZARDOUS MATERIALS** – Check the appropriate “Yes” or “No” indicator that identifies the shipment as hazardous as defined by the Department of Transportation.
23. **IN BOND CODE** – Report one of the 2-character In-Bond Codes listed in Part IV of Appendix C of the FTSR (15 CFR Part 30) to indicate whether the shipment is being transported under bond.
24. **ROUTED EXPORT TRANSACTION** – Check the appropriate “Yes” or “No” indicator that identifies the transaction as a routed export transaction. A routed export transaction is where the foreign principal party in interest authorizes a U.S. forwarding or other agent to export the merchandise out of the United States.
25. **“D” (DOMESTIC), “F” (FOREIGN) OR “M” (FOREIGN MILITARY SALES)**
    ***Domestic Exports* “D”** - merchandise that is grown, produced, or manufactured in the United States (including imported merchandise which has been enhanced in value or changed from the form in which imported by further manufacture or processing in the United States).
    ***Foreign Exports* “F”** - merchandise that has entered the United States and is being re-exported in the same condition as when imported.
    ***Foreign Military Sales* “M”** - exports of merchandise that are sold under the foreign military sales program.
26. **SCHEDULE B NUMBER** – Enter the commercial description of the commodity being exported and the ten-digit commodity number as provided in Schedule B - Statistical Classification of Domestic and Foreign Commodities Exported from the United States.
27. **SCHEDULE B DESCRIPTION OF COMMODITIES** – Use columns 22 - 24 to enter the commercial description of the commodity being exported, its Schedule B number, the quantity in Schedule B units, and the shipping weight in kilograms. Enter a sufficient description of the commodity as to permit verification of the Schedule B Commodity Number or the commodity description as shown on the validated export license. Include marks, numbers, or other identification shown on the packages and the numbers and kinds of packages (boxes, barrels, baskets, etc.)
28. **QUANTITY (SCHEDULE B UNITS)** – Report whole unit(s) as specified in the Schedule B commodity classification code. Report also the unit specified on the export license if the units differ.
29. **SHIPPING WEIGHT (KILOGRAMS)** – (For all methods of transportation) Enter the gross shipping weight in kilograms for each Schedule B number, including the weight of containers but excluding carrier equipment. To determine kilograms use pounds (lbs.) multiplied by 0.4536 = kilograms (report whole units).
30. **VIN/PRODUCT NUMBER/VEHICLE TITLE NUMBER TITLE NUMBER –** (For used self-propelled vehicles only). Report the following items of information for used self-propelled vehicles as defined in Customs regulations 19 CFR 192.1: (1) Report the unique Vehicle Identification Number (VIN) in the proper format: (2) Report the Product Identification Number (PIN) for those used self-propelled vehicles for which there are no VINs: and (3) the Vehicle Title Number.

31. **VALUE (U.S. DOLLARS)** – Enter the selling price or cost if not sold, including freight, insurance, and other charges to U.S. port of export, but excluding unconditional discounts and commissions (nearest whole dollar, omit cents). The value to be reported on the Electronic Export Information (EEI) is the USPPI's price or cost if not sold, to the foreign principal party in interest. Report one value for each Schedule B number.
32. **LICENSE NO. /LICENSE EXCEPTION SYMBOL/AUTHORIZATION –** Whenever a EEI or AES record is required: (a) Enter the license number on the EEI or AES record when you are exporting under the authority of a Department of the Treasury, Office of Foreign Assets Control (OFAC) license (enter either the general or specific OFAC license number), a Department of Justice, Drug Enforcement Agency (DEA) permit or any other export license number issued by a Federal government agency. Export information for items identified on the Commerce Department's CCL or the State Department. Office of Defense Trade Controls, USML, must be filed through the AES. (b) Enter the correct License Exception symbol (e.g. LVS. GBS. CIV) on the EEI or AES record when you are exporting under the authority of a License Exception. See § 740.1. § 740.2, and § 758.1 of the Export Administration Regulations (EAR). (c) Enter the "No License Required"' (NLR) designator when you are exporting items under the NLR provisions of the EAR when the items being exported are subject to the EAR but not listed on the Commerce Control List (CCL) (i.e. items that are classified as EAR99).
33. **EXPORT CONTROL CLASSIFICATION NUMBER (ECCN)** – Whenever EEI or AES record is required, you must enter the correct Export Control Classification Number (ECCN) on the EEI or AES record for all exports authorized under a license or License Exception, and items being exported under the "No License Required" (NLR) provisions of the EAR that are listed on the CCL and have a reason for control other than antiterrorism (AT).
34. **SHIPPER MUST CHECK –** Specifies whether shipper (prepaid) or consignee (collect) will pay freight charges. If shipment is to be paid for C.O.D. by consignee, specify the amount in C.O.D. AMOUNT Field.
35. **DULY AUTHORIZED OFFICER OR EMPLOYEE –** Provide the signature of the USPPI authorizing the named forwarding or agent to effect the export when such agent does not have a formal power of attorney or written authorization.
36. **SIGNATURE/CERTIFICATION** – Provide the signature of the USPPI or authorized forwarding or other agent certifying the truth and accuracy of the information on the EEI, the title of USPPI or authorized agent, the date of signature, the telephone number of the USPPI or authorized agent preparing the EEI and who can best answer questions for resolving problems on the EEI, and the email address of the USPPI or authorized agent.
37. **SHIPPER'S INSTRUCTIONS** – Instructs the forwarder how to dispose of the shipment in the event it proves to be undeliverable abroad.
38. **INSURANCE** – Used where insurance is required, and the shipper wishes to use an insurer chosen by the forwarder. The amount insured is usually 110% of the shipment value.

Works Cited

1. Commerce, 2015
2. CBP Form 4455, 2015
3. Logistics, 2011
4. Commerce, 2015
5. Commerce, 2015
6. Commerce, 2015
7. Commerce, 2015
8. Idaho State Department of Agriculture, n.d.
9. Commerce, 2015

References

1. CBP Form 4455. (2015). Retrieved from Boomerang Carnets: http://www.atacarnet.com/cbp-form-4455
2. Commerce, U. D. (2015, April 22). International Logistics - Common Export Documents. Retrieved from export.gov: http://export.gov/logistics/eg_main_018121.asp
3. Idaho State Department of Agriculture. (n.d.). Exporter Resources & Education. Retrieved from ISDA International Marketing: http://www.agri.idaho.gov/Categories/Marketing/Certificate%20of%20freesale.php
4. Logistics, B. (2011). INCOTERMS 2010. Retrieved from Burhill Logistics: http://www.burhilllogistics.com/content/pdf/Incoterms.pdf

Information about these documents and other certificates or licenses that may be required is available on the U.S. Department of Commerce website: http://www.export.gov/logistics/eg_main_018121.asp.

For further information about food and agriculture export regulations and importing country requirements, visit the USDA Foreign Agriculture Service website: http://www.fas.usda.gov/topics/regulations-and-requirements.

The International Trade Administration (ITA) is another useful source for answers to specific export questions. To contact the ITA toll-free, call (800) USA-TRAD(E) or (800) 872-8723.

IDAHO

State Department of Agriculture

Department of Commerce

Promoting Idaho Products Around the World