

# Shipping Your Product

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When shipping a product overseas, the exporter must be aware of packing, labeling, documentation, and insurance requirements. It is important that exporters ensure that the merchandise is:

- Packed correctly so that it arrives in good condition;
- Labeled correctly to ensure that the goods are handled properly and arrive on time at the right place;
- Documented correctly to meet U.S. and foreign government requirements, as well as proper collection standards; and
- Insured against damage, loss, pilferage and delay.

Most exporters rely on an international freight forwarder to perform these services because of the multitude of considerations involved in physically exporting goods.

## Freight Forwarders

An international freight forwarder is an agent for the exporter in moving cargo to an overseas destination. These agents are familiar with the import rules and regulations of foreign countries, the export regulations of the U.S. government, the methods of shipping, and the documents related to foreign trade. Export freight forwarders are licensed by the International Air Transport Association (IATA) to handle air freight and the Federal Maritime Commission to handle ocean freight.

Freight forwarders assist exporters in preparing price quotations by advising on freight costs, port charges, consular fees, costs of special documentation, insurance costs, and their handling fees. They recommend the packing methods that will protect the merchandise during transit or can arrange to have the merchandise packed at the port or containerized. If the exporter prefers, freight forwarders can reserve the necessary space on a vessel, aircraft, train, or truck. The cost for their services is a legitimate export cost that should be included in the price charged to the customer (see [Chapter 11](#) for pricing information.).

Once the order is ready for shipment, freight forwarders should review all documents to ensure that everything is in order. This is of particular importance with letter of credit payment terms. They may also prepare the bill of lading and any special required documentation. After shipment, they can route the documents to the seller, the buyer, or

to a paying bank. Freight forwarders can also make arrangements with customs brokers overseas to ensure that the goods comply with customs export documentation regulations. A customs broker is an individual or company that is licensed to transact customs business on behalf of others. Customs business is limited to those activities involving transactions related to the entry and admissibility of merchandise; its classification and valuation; the payment of duties, taxes, or other charges assessed or collected; or the refund, rebate, or drawback thereof.

## **Packing**

Exporters should be aware of the demands that international shipping puts on packaged goods. Exporters should keep four potential problems in mind when designing an export shipping crate: breakage, moisture, pilferage and excess weight.

Generally, cargo is carried in containers, but sometimes it is still shipped as breakbulk cargo. Besides the normal handling encountered in domestic transportation, a breakbulk shipment transported by ocean freight may be loaded aboard vessels in a net or by a sling, conveyor, or chute, that puts an added strain on the package. During the voyage, goods may be stacked on top of or come into violent contact with other goods. Overseas, handling facilities may be less sophisticated than in the United States and the cargo could be dragged, pushed, rolled, or dropped during unloading, while moving through customs, or in transit to the final destination.

Moisture is a constant concern because condensation may develop in the hold of a ship even if it is equipped with air conditioning and a dehumidifier. Another aspect of this problem is that cargo may also be unloaded in precipitation, or the foreign port may not have covered storage facilities. Theft and pilferage are added risks.

Buyers are often familiar with the port systems overseas, so they will often specify packaging requirements. If the buyer does not specify this, be sure the goods are prepared using these guidelines:

- Pack in strong containers, adequately sealed and filled when possible.
- To provide proper bracing in the container, regardless of size, make sure the weight is evenly distributed.
- Goods should be palletized and when possible containerized.
- Packages and packing filler should be made of moisture-resistant material.
- To avoid pilferage, avoid writing contents or brand names on packages. Other safeguards include using straps, seals, and shrink wrapping.
- Observe any product-specific hazardous materials packing requirements.

One popular method of shipment is to use containers obtained from carriers or private leasing companies. These containers vary in size, material, and construction and accommodate most cargo, but they are best suited for standard package sizes and shapes. Also, refrigerated and liquid bulk containers are usually readily available. Some containers are no more than semi-truck trailers lifted off their wheels, placed on a vessel at the port of export and then transferred to another set of wheels at the port of import.

Normally, air shipments require less heavy packing than ocean shipments, though they should still be adequately protected, especially if they are highly pilferable. In many instances, standard domestic packing is acceptable, especially if the product is durable and there is no concern for display packaging. In other instances, high-test (at least 250 pounds per square inch) cardboard or tri-wall construction boxes are more than adequate.

Finally, because transportation costs are determined by volume and weight, specially reinforced and lightweight packing materials have been developed for exporting. Packing goods to minimize volume and weight while reinforcing them may save money, as well as ensure that the goods are properly packed. It is recommended that a professional firm be hired to pack the products if the supplier is not equipped to do so. This service is usually provided at a moderate cost.

## **Labeling**

Specific marking and labeling is used on export shipping cartons and containers to:

- Meet shipping regulations;
- Ensure proper handling;
- Conceal the identity of the contents;
- Help receivers identify shipments; and
- Insure compliance with environmental and safety standards.

The overseas buyer usually specifies which export marks should appear on the cargo for easy identification by receivers. Products can require many markings for shipment. For example, exporters need to put the following markings on cartons to be shipped:

- Shipper's mark;

- Country of origin (U.S.A.);
- Weight marking (in pounds and in kilograms);
- Number of packages and size of cases (in inches and centimeters);
- Handling marks (international pictorial symbols);
- Cautionary markings, such as "This Side Up" or "Use No Hooks" (in English and in the language of the country of destination);
- Port of entry;
- Labels for hazardous materials (universal symbols adapted by the International Air Transport Association and the International Maritime Organization); and;
- Ingredients (if applicable, also included in the language of the destination country).

Packages should be clearly marked to prevent misunderstandings and delays in shipping. Letters are generally stenciled onto packages and containers in waterproof ink. Markings should appear on three faces of the container, preferably on the top and on the two ends or the two sides. Any old markings must be completely removed from previously used packaging.

In addition to the port marks, the customer identification code, and an indication of origin, the marks should include the package number, gross and net weights, and dimensions. If more than one package is being shipped, the total number of packages in the shipment should be included in the markings. The exporter should also add any special handling instructions. It is a good idea to repeat these instructions in the language of the country of destination. and use standard international shipping and handling symbols.

Customs regulations regarding freight labeling are strictly enforced. For example, many countries require that the country of origin be clearly labeled on each imported package. Most freight forwarders and export packing specialists can supply the necessary information regarding specific regulations.

## **Documentation**

Exporters should seriously consider having the freight forwarder handle the formidable amount of documentation that exporting requires as forwarders are specialists in this

process. The following documents are commonly used in exporting; but which of them are necessary in a particular transaction depends on the requirements of the U.S. government and the government of the importing country.

- Air freight shipments are handled by **air waybills**, which can never be made in negotiable form (see [figure 1](#)).
- A **bill of lading** is a contract between the owner of the goods and the carrier (as with domestic shipments). For vessels, there are two types: a straight bill of lading which is nonnegotiable 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 (see [figure 3](#) for a Short Form Straight Bill of Lading and [figure 8](#) for a Liner Bill of Lading).
- 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, language to be used, and other characteristics (see [figure 2](#)).
- A **consular invoice** is a document that is required in some countries. It describes the shipment of goods and shows information such as the consignor, consignee, and value of the shipment. Certified by the consular official of the foreign country stationed here, it is used by the country's customs officials to verify the value, quantity, and nature of the shipment.
- A **certificate of origin** is a document that is required in certain nations. It is a signed statement as to the origin of the export item. Certificate of origin are usually signed through a semiofficial organization, such as a local chamber of commerce. A certificate may still be required even if the commercial invoice contains the information (see [figure 4](#)).
- A **NAFTA certificate of origin** is required for products traded among the NAFTA countries (Canada, the United States, and Mexico).
- **Inspection certification** is required by some purchasers and countries in order to attest to the specifications of the goods shipped. This is usually performed by a third party and often obtained from independent testing organizations.
- A **dock receipt and a 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.
- A **destination control statement** appears on the commercial invoice, and ocean or air waybill of lading to notify the carrier and all foreign parties that the item can be exported only to certain destinations.

- A **Shipper's Export Declaration (SED)** is used to control exports and act as a source document for official U.S. export statistics. SEDs must be prepared for shipments through the U.S. Postal Service when the shipment is valued over \$500. SEDs are required for shipments not using the U.S. Postal Service when the value of the commodities, classified under any single Schedule B number, is over \$2,500. SEDs must be prepared, regardless of value, for all shipments requiring an export license or destined for countries restricted by the Export Administration Regulations (see [Chapter 9](#)). SEDs are prepared by the exporter or the exporter's agent and delivered to the exporting carrier (for example, the post office, airline, or vessel line). The exporting carrier will present the required number of copies to the U.S. Customs Service at the port of export (see [figure 5](#)). Often, the SED is prepared as a by-product of another document, the Shipper's Letter of Instructions, as shown in [figure 6](#).
- An **export license** is a government document that authorizes the export of specific goods in specific quantities to a particular destination. This document may be required for most or all exports to some countries or for other countries only under special circumstances.
- An **export packing list** considerably more detailed and informative than a standard domestic packing list. It itemizes the material in each individual package and indicates the type of package, such as a box, crate, drum, or carton. It also shows the individual net, legal, tare, and gross weights and measurements for each package (in both U.S. and metric systems). Package markings should be shown along with the shipper's and buyer's references. The list is used by the shipper or forwarding agent to determine the total shipment weight and volume and whether the correct cargo is being shipped. In addition, U.S. and foreign customs officials may use the list to check the cargo (see [figure 7](#)).
- An **insurance certificate** is used to assure the consignee that insurance will cover the loss of or damage to the cargo during transit (see [figure 7](#)).

Documentation must be precise because slight discrepancies or omissions may prevent merchandise from being exported, result in nonpayment, or even result in the seizure of the exporter's goods by U.S. or foreign government customs. Collection documents are subject to precise time limits and may not be honored by a bank if the time has expired. Most documentation is routine for freight forwarders and customs brokers, but the exporter is ultimately responsible for the accuracy of its documents.

The number and kind of documents the exporter must deal with varies depending on the destination of the shipment. Because each country has different import regulations, the exporter must be careful to provide all proper documentation. The following sources also provide information pertaining to foreign import restrictions:

- Export Assistance Centers (see <http://www.doc.gov>).

- The Trade Information Center (1-800-USA-TRADE).
- Foreign government embassies and consulates in the United States.

## Shipping

The handling of transportation is similar for domestic and export orders. Export marks are added to the standard information on a domestic bill of lading. These marks show the name of the exporting carrier and the latest allowed arrival date at the port of export. Instructions for the inland carrier to notify the international freight forwarder by telephone upon arrival should also be included.

Exporters may find it useful to consult with a freight forwarder when determining the method of international shipping. Since carriers are often used for large and bulky shipments, the exporter should reserve space on the carrier well before actual shipment date. This reservation is called the booking contract.

International shipments are increasingly made on a through bill of lading under a multimodal contract. The multimodal transit operator (frequently one of the transporters) takes charge of and responsibility for the entire movement from factory to final destination.

The cost of the shipment, the delivery schedule, and the accessibility to the shipped product by the foreign buyer are all factors to consider when determining the method of international shipping. Although air carriers can be more expensive, their cost may be offset by lower domestic shipping costs (for example, using a local airport instead of a coastal seaport) and quicker delivery times. These factors may give the U.S. exporter an edge over other competitors.

Before shipping, the U.S. firm should be sure to check with the foreign buyer about the destination of the goods. Buyers often want the goods to be shipped to a free-trade zone or a free port where they are exempt from import duties (see [Chapter 9](#)).

## Insurance

Damaging weather conditions, rough handling by carriers, and other common hazards to cargo make insurance an important protection for U.S. exporters. If the terms of sale make the exporter responsible for insurance, the exporter should either obtain its own policy or insure the cargo under a freight forwarder's policy for a fee. If the terms of sale make the foreign buyer responsible, the exporter should not assume (or even take the

buyer's word) that adequate insurance has been obtained. If the buyer neglects to obtain adequate coverage, damage to the cargo may cause a major financial loss to the exporter.

Shipments by sea are covered by marine cargo insurance (see [figure 9](#)).

Air shipments may also be covered by marine cargo insurance or insurance may be purchased from the air carrier.

Export shipments are usually insured against loss, damage, and delay in transit by cargo insurance. Carrier liability is frequently limited by international agreements. Additionally, the coverage is substantially different from domestic coverage. Arrangements for insurance may be made by either the buyer or the seller, in accordance with the terms of sale. Exporters are advised to consult with international insurance carriers or freight forwarders for more information.

Although sellers and buyers can agree to different components, coverage is usually placed at 110 percent of the CIF (cost, insurance, freight) or CIP (carriage and insurance paid to) value.

## Tariffs

Finally, it is very important to consider the effects of tariffs, port handling fees, and taxes when determining your product's final cost as they can be high. Typically, the importer pays these charges. However, these costs will influence how much the buyer is willing to pay for your product.

Figure 1 - [Sample Air Waybill](#)

Figure 2 - [Sample Commercial Invoice](#)

Figure 3 - [Sample Short Form Straight Bill of Lading](#)

Figure 4 - [Sample Certificate of Origin](#)

Figure 5 - [Sample Shipper's Export Declaration](#)

Figure 6 - [Sample Shipper's Letter of Instruction](#)

Figure 7 - [Sample Packing List](#)

Figure 8 - [Sample Liner Bill of Lading](#)

Figure 9 - [Sample Insurance Certificate](#)

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**Figure 2**

**Sample Commercial Invoice**

Copyright © 1987 UNZ & CO. **COMMERCIAL INVOICE**

<b>1</b> SHIPPER/EXPORTER				COMMERCIAL INVOICE NO. <b>5</b>		DATE <b>7</b>	
<b>2</b> CONSIGNEE				CUSTOMER PURC. ORDER NO. <b>6</b>		B/L. AWD NO.	
				COUNTRY OF ORIGIN <b>8</b>		DATE OF EXPORT <b>9</b>	
<b>3</b> NOTIFY: INTERMEDIATE CONSIGNEE				TERMS OF PAYMENT <b>10</b>			
<b>4</b> FORWARDING AGENT				EXPORT REFERENCES <b>11</b>			
Terms of Sale and Terms of Payment under this offer are governed by Incoterms # 322, "Uniform Rules For The Collection Of Commercial Paper" and # 400 "Uniform Customs And Practice For Documentary Credits".				AIR/OCEAN PORT OF EMBARKATION <b>12</b>		EXPORTING CARRIER ROUTE <b>13</b>	

PKGS.	QUANTITY	NET WT. (Kilos)	GROSS WT. (Kilos)	DESCRIPTION OF MERCHANDISE	UNIT PRICE	TOTAL VALUE
<b>14</b>	<b>15</b>	<b>16</b>		<b>17</b>		<b>18</b>
<b>19</b> PACKAGE MARKS:				<b>20</b> MISC. CHARGES (Packing, Insurance, etc.)		
				INVOICE TOTAL		
<b>21</b> CERTIFICATIONS						
AUTHORIZED SIGNATURE _____						

Form 13-300 Printed and Sold by **UNZ** 130 Batters Ave., Jersey City, NJ 07309 • (201) 621-2008

**1. EXPORTER** - 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. CONSIGNEE** - 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. 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.

**4. FORWARDING AGENT** - The name and address of the duly authorized

forwarder acting as agent for the exporter.

**5. COMMERCIAL INVOICE NO. -** Commercial Invoice number assigned by the exporter.

**6. CUSTOMER PURCHASE ORDER NO. -** Overseas customer's reference of order number.

**7. B/L, AWB NO. -** Bill of Lading, or Air Waybill number, if known.

**8. COUNTRY OF ORIGIN -** Country of origin of shipment.

**9. DATE OF EXPORT -** Actual date of export of merchandise.

**10. 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.

**11. EXPORT REFERENCES -** May be used to record other useful information, e.g. - other reference numbers, special handling requirements, routing requirements, etc.

**12. AIR/OCEAN PORT OF EMBARKATION -** Ocean port/pier, or airport to be used for embarkation of merchandise.

**13. EXPORTING CARRIER/ROUTE -** Record airline carrier/flight number or vessel name/shipping line to be used for the shipment of merchandise.

**14. PACKAGES -** Record number of packages, cartons, or containers per description line.

15. **QUANTITY** - Record total number of units per description line.
16. **NET WEIGHT/GROSS WEIGHT** - Record total net weight and total gross weight (includes weight of container) in kilograms per description line.
17. **DESCRIPTION OF MERCHANDISE** - 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.
18. **UNIT PRICE/TOTAL VALUE** - Record the unit price of the merchandise per the unit of measure, compute the extended total value of the line.
19. **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).
20. **MISC. CHARGES** - Record any miscellaneous charges which are to be paid for by the customer - export transportation, insurance, export packaging, inland freight to pier, etc.
21. **CERTIFICATIONS** - any certifications or declarations required of the shipper regarding any information recorded on the commercial invoice.



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.

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**Figure 4**

**Sample Certificate of Origin**

**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		DESCRIPTION
		GROSS	NET	
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>

Sworn to before me **11** \_\_\_\_\_  
 this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

Dated at **12** \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_  
 \_\_\_\_\_  
(Signature of Owner or Agent) **13**

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** \_\_\_\_\_

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**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.

**Figure 5**

**Sample Shipper's Export Declaration**

U.S. DEPARTMENT OF COMMERCE—BUREAU OF THE CENSUS—INTERNATIONAL TRADE ADMINISTRATION  
**SHIPPER'S EXPORT DECLARATION**  
 Form 7525-V (1-1-88) OMB No. 0607-0018

**1** 1a. EXPORTER (Name and address including ZIP code)  
 ZIP CODE 2. DATE OF EXPORTATION **25** 3. BILL OF LADING AIR WAYBILL NO. **24**

**2** 4. EXPORTER EIN (IRS) NO. **2** 5. PARTIES TO TRANSACTION **3**  
 Related  Non-related

**5** 4a. ULTIMATE CONSIGNEE **5**  
 b. INTERMEDIATE CONSIGNEE **6**

**4** 5. FORWARDING AGENT **4**  
 6. POINT (STATE) OF ORIGIN **12** 7. COUNTRY OF ULTIMATE DESTINATION **14**

**10** 8. LOADING CARRIER (Wessex only) **10** 9. MODELS OF TRANSPORT (Specify) **9**

**7** 10. EXPORTING CARRIER **7** 11. PORT OF EXPORTATION **8**

**13** 12. PORT OF LOADING (Wessex and air only) **13** 13. COMMODITY CATEGORIZED (Wessex only)  
 Yes  No **11**

14. SCHEDULE B DESCRIPTION OF COMMODITIES (Use columns 17-19)  
 15. MARKS, NOS., AND KINDS OF PACKAGES

DP (16)	SCHEDULE B NUMBER (17)	CHECK DIGIT	QUANTITY—SCHEDULE B UNITS (18)	SHIPPING WEIGHT (Pounds) (19)	VALUE (U.S. dollars, cents) (Sales price or cost F.O.B. land) (20)
<b>19</b>	<b>17</b>		<b>20</b>	<b>18</b>	<b>21</b>
	<b>15</b>				
	<b>16</b>				

**22** 21. VALIDATED LICENSE SYMBOL **22** 22. GENERAL LICENSE SYMBOL **23** 23. ECON. ZONE NO.

**26** 24. I certify that the information 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 "Commodities to Fill Out the Shipper's Export Declaration" (available Bureau of Census, Wash., DC 20523). 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 (17 U.S.C. Sec. 30; 18 U.S.C. Sec. 401; 18 U.S.C. Sec. 1001; 50 U.S.C. App. 2401).

**27** Signature **27** Title Date

25. AUTHENTICATION (When required)

1. **Exporter** - The name and address of the principal party responsible for effecting export from the United States. The exporter as named on the Export License. Report only the first five digits of the ZIP code.

2. **Exporter Identification Number** - The exporter's Internal Revenue Service Employer Identification Number (EIN) or Social Security Number (SSN) if no EIN has been assigned.

3. **Related Party Transaction** - One between the U.S. exporter and the foreign consignee, that is, an export from a U.S. person or business enterprise to a foreign business enterprise or from a U.S. business enterprise to a foreign person or business enterprise, when the person owns

(directly or indirectly) at any time during the fiscal year, **10 percent** or more of the voting securities of the incorporated business enterprise, or an equivalent interest if an unincorporated business enterprise, including a branch. Otherwise, check **UNRELATED**.

**4. Agent of Exporter** - The name and address of the duly authorized forwarding agent.

**5. Ultimate Consignee** - The name and address of the party actually receiving the merchandise for the designated end use or the party so designated on the validated export license.

**6. Intermediate Consignee** - The name and address of the party in a foreign country who effects delivery of the merchandise to the ultimate consignee or the

party so named on  
the export license.

7. **Exporting Carrier** - The name of the carrier transporting the merchandise out of the United States. For vessel shipments, give the vessel's flag also.

8. **U.S. Port of Export**

- Overland - the U.S. Customs port at which the surface carrier crosses the border.
- Vessel and air - the U.S. Customs port where the merchandise is loaded on the carrier which is taking the merchandise out of the United States.
- Postal - the U.S. Post Office where the merchandise is mailed.

9. **Method of Transportation** - The mode of transport by which the merchandise is exported. Specify by name, i.e., vessel, air, rail, truck, etc. Specify "own power" is applicable.

10. **Loading Pier** - (For vessel shipments only) The number or name of the pier at which the merchandise is laden aboard the exporting vessel.

11. **Containerized** - (For vessel shipments only) Cargo originally booked as containerized cargo and that is placed in containers at the operator's option.

12. **Point (State) of Origin or Foreign Trade Zone (FTZ) Number**

- 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
- The state of origin of the commodity of the greatest value, or
- The state of consolidation, or
- The Foreign Trade Zone Number for exports leaving a FTZ.

13. **Foreign Port of Unloading** - (For vessel and air shipments only) The foreign port and country at which the merchandise will be laden from the exporting carrier.

14. **Country of Ultimate Destination** - 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 validated export license.

15. **Marks, Numbers, and Kinds of Packages** - Marks, numbers, or other identification shown on the packages and the numbers and kinds of packages (boxes, barrels, baskets, etc.).

16. **Commodity Description** - A sufficient description of the commodity to permit verification of the Schedule B Commodity Number or the description on the validated export license.

17. **Schedule B Commodity Number** - the commodity number and "check digit" as provided in Schedule B - Statistical Classification of Domestic and Foreign Commodities Exported from the United States. When form 7513 is used, report only the first six digits of the Schedule B commodity number.

18. **Gross Shipping Weight** - (For vessel and air shipments only) The gross shipping weight in kilograms, including the weight of containers but excluding carrier equipment (Multiply lbs. by 0.4536 to get kilos; round off to whole numbers.).

19. **"D" (Domestic) or "F" (Foreign)**

- Domestic exports - Merchandise grown, produced, or manufactured (including imported merchandise which has been enhanced in value) in the United States.
- Foreign exports - merchandise that has entered the United States and is being reexported in the same condition as when imported.

20. **Net Quantity** The amount in terms of the unit(s) specified in Schedule B with the unit indicated or the unit as specified on the validated export license. (Report whole units.)

21. **Value** - Selling price or cost if not sold, including inland freight, insurance, and other charges to U.S. port of export, but **excluding** unconditional discounts and commissions (nearest whole dollar, omit cents).

22. **Export License Number or Symbol** - Validated export license number and expiration date or general license symbol.

23. **Export Commodity Control Number (ECCN)** - (When required) ECCN number of commodities listed on the Commodity Control List (commodities subject to U.S. Department of commerce export controls) in the Export Administration Regulations.

24. **Bill of Lading or Air Waybill Number** - The exporting carrier's bill of lading or air waybill number.

25. **Date of Exportation - (Not required for vessel and postal shipments)** The date of departure or date of clearance, if date of departure is not known.

26. **Designation of Agent** - Signature of exporter authorizing the named agent to effect the export when such agent does not have power of attorney.

27. **Signature** - Signature of exporter or authorized agent certifying the truth and accuracy of the information on the SED.

**Figure 6**

**Shipper's Letter of Instruction**

The Shipper's Letter of Instruction is just that - a "letter" from the Shipper instructing the Freight Forwarder how and where to send the export shipment. In preparing this form, the Shipper also fills in most of the information required on the Shipper's Export Declaration, form 7525V (the Freight Forwarder will complete the rest). After the Shipper completes the form, he or she retains the blue shipper's ply and forwards the rest of the form with the shipment to the Freight Forwarder.

The form is divided into several sections:

- Section 1:** SHIPPER (Name and address including ZIP code)
- Section 2:** EXPORTER EIN NO.
- Section 3:** PARTIES TO TRANSACTION (Reseller/Non-reseller)
- Section 4:** ULTIMATE CONSIGNEE
- Section 5:** INTERMEDIATE CONSIGNEE
- Section 6:** FORWARDING AGENT
- Section 7:** INLAND CARRIER (See note #2 below)
- Section 8:** SHIP DATE
- Section 9:** PRD NO.
- Section 10:** SHIPPER'S REF NO.
- Section 11:** DATE
- Section 12:** SHIP VIA (A. AIR, B. OCEAN, C. CONSOLIDATED, D. DIRECT)
- Section 13:** SCHEDULE B NUMBER
- Section 14:** MARKS, NOS. AND KIND OF PKGS.
- Section 15:** DESCRIPTION OF COMMODITIES
- Section 16:** QUANTITY (SCHEDULE B UNITS)
- Section 17:** SHIPPING WEIGHT (KGS)
- Section 18:** SHIPPING WEIGHT (LBS)
- Section 19:** CUBIC METERS
- Section 20:** CLASSIFICATION (e.g., U.S. dollars, etc. cargo, etc. value)
- Section 21:** (Empty field for additional information)
- Section 22:** VALIDATED LICENSE NO. - GENERAL LICENSE SYMBOL
- Section 23:** ECCH (When required)
- Section 24:** SHIPPER'S MARK
- Section 25:** CHECK #
- Section 26:** SPECIAL INSTRUCTIONS
- Section 27:** (Red banner: DO NOT SIGN THIS SHEET AND SIGN THE OTHER SHIPPER'S LETTER OF INSTRUCTIONS WITH THE SHIPPER)
- Section 28:** (Red banner: SHIPPER'S LIABILITY TO FREIGHT FORWARDER (RETURN TO SHIPPER)
- Section 29:** (Red banner: SHIPPER'S LIABILITY TO FREIGHT FORWARDER (RETURN TO FREIGHT FORWARDER)

**1. EXPORTER -** the name and address of the principal party responsible for effecting export from the United States. The exporter as named on the validated export license. Report only the first five digits of the zip code.

**2. EXPORTER EIN NUMBER -** the exporter's Internal Revenue Service Employer Identification Number (EIN) or Social Security Number (SSN) if no EIN has been assigned.

**3. PARTIES TO TRANSACTION -** When either the U.S. exporter or the foreign consignee owns (directly or indirectly), at any time during the

fiscal year, **10 percent** or more of the voting securities of the incorporated business, or an equivalent interest if an unincorporated business enterprise, including a branch, the transaction is between **RELATED** parties. Otherwise the transaction is between **UNRELATED** parties.

4. **ULTIMATE CONSIGNEE** - 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.

5. **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.

6. **FORWARDING AGENT** - The name and address of the duly authorized forwarder acting as agent for the exporter.

7. **INLAND CARRIER** - see note 2 on form.

8. **POINT (STATE) OF ORIGIN OR FTZ NO.** - the 2-digit U.S. Postal Service abbreviation of the state in which the merchandise actually starts its journey to the port of export, or (b) the state of origin of the commodity of greatest value, or (c) the state of consolidation, or (d) the Foreign Trade Zone Number for exports leaving an FTZ.

9. **COUNTRY OF ULTIMATE DESTINATION** - 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 country of ultimate destination, as shown on the validated export license.

10. **SHIPPER'S REFERENCE NUMBER** - Shipper's reference with freight forwarder.

11. **DATE** - date shipment sent to forwarder.

12. **SHIP VIA** -method of shipment required.

13. **CONSOLIDATE DIRECT** -determines how forwarder is to instruct Carrier to ship goods. Generally, a choice between speed and economy of shipment.

14. **D/F - D (domestic exports)** - merchandise grown, produced or manufactured (including imported merchandise which has been enhanced in value) in the United States. **F (foreign exports)** - merchandise that has entered the United States and is being reexported in the same condition as when it entered.

15. **MARKS, NOS., & KINDS OF PACKAGES** - indicate the numbers and kinds of packages (boxes, barrels, cases) and any descriptive marks, numbers, or other identification shown on the packages. Such marks and numbers are required to be placed on the outside of all packaged goods whenever feasible.

**SCHEDULE B NUMBER** - the 11 digit commodity number as provided in the Harmonized Schedule B - Statistical Classification of Domestic and Foreign Commodities Exported from the United States. The eleventh digit should be typed in the Check Digit column.

16. **QUANTITY - SCHEDULE B UNIT(S)** - the unit(s) specified in the Harmonized Schedule B with the unit indicated, or the unit as specified on the validated export license.

17. **SHIPPING WEIGHT** - (for vessel and air shipments) the gross shipping weight in kilos, including the weight of containers but excluding carrier equipment.
18. **SHIPPING WEIGHT (pounds)** - the gross shipping weight in pounds of the commodities being shipped, not including weight of shipping container.
19. **CUBIC METERS** - length X width X height in meters, not required, but helpful.
20. **VALUE (U.S. DOLLARS, OMIT CENTS)** - the selling price, or cost if not sold, for the number of items recorded in the quantity field when they were sold by the vendor to the purchaser.
21. **HARMONIZED SCHEDULE B DESCRIPTION** - a proper identifying description of the commodity as known in the country of production or exportation. This should be sufficient to permit verification of the Harmonized Schedule B Commodity Number, or the description shown on the export license.
22. **VALIDATED LICENSE NO./GENERAL LICENSE SYMBOL** - Export License number and expiration date or general license symbol.
23. **DULY AUTHORIZED OFFICER** - Signature of exporter authorizing the named agent to effect the export when such agent does not have the formal power of attorney.
24. **ECCN** - (when required) Export Control Commodity Number - the ECCN number of commodities listed on the Commodity Control List (commodities subject to U.S. Department of Commerce export controls) in the Export Administration Regulations.
25. **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 amount in C.O.D. AMOUNT field.
26. **SPECIAL INSTRUCTIONS** - used to inform forwarder of any special instructions, such as a specific carrier to be used, special telex notification, required certifications, etc.
27. **SIGNATURES** - lift up the top piles of the form and sign the first Export declaration. This certifies to the U.S. government that all information on the form is true and correct.
28. **SHIPPER'S INSTRUCTIONS** - instructs the forwarder how to dispose of the shipment in the event it proves to be undeliverable abroad.
29. **INSURANCE** - used when insurance is required, and the shipper wishes to use an insurer chosen by the Forwarder. The amount is usually 110% of the shipment value.

# Figure 7

## Sample Packing List

### PACKING LIST

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Place and Date of Shipment \_\_\_\_\_ 19\_\_\_\_

To \_\_\_\_\_

Gentlemen:

Under your Order No. \_\_\_\_\_ the material listed below  
was shipped \_\_\_\_\_ via \_\_\_\_\_  
To \_\_\_\_\_

---

Shipment consists of: _____ Cases      _____ Packages _____ Crates      _____ Cartons _____ Bins      _____ Drums _____ Pallets      _____	Marks _____ _____ _____
--	----------------------------------

\*LEGAL WEIGHT IS WEIGHT OF ARTICLE PLUS PAPER, BOX, BOTTLE, ETC., CONTAINING THE ARTICLE AS USUALLY CARRIED IN STOCK.

PACKAGE NUMBER	WEIGHTS BY LBS. or K.G.S.			DIMENSIONS			QUANTITY	CLEARLY STATE CONTENTS OF EACH PACKAGE
	GROSS WEIGHT EACH	LEGAL WEIGHT EACH	NET WEIGHT EACH	HEIGHT	WIDTH	LENGTH		

Form 30-006 Printed and Sold by UNZCO 190 Bedford Ave., Jersey City, NJ 07306 • (800) 631-9088 • (201) 795-5430

# Figure 8

## Sample Liner Bill of Lading

Shipper   Consignee   Notify address   Pre-carriage by*      Place of receipt by pre-carrier* Vessel      Port of loading Port of discharge      Place of delivery by on-carrier*	<b>LINER BILL OF LADING</b> Page 2 B. L. No.  Reference No.								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; border-bottom: 1px solid black;">Marks and Nos.</th> <th style="width: 40%; border-bottom: 1px solid black;">Number and kind of packages; description of goods</th> <th style="width: 15%; border-bottom: 1px solid black;">Gross weight</th> <th style="width: 15%; border-bottom: 1px solid black;">Measurement</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Marks and Nos.	Number and kind of packages; description of goods	Gross weight	Measurement					
Marks and Nos.	Number and kind of packages; description of goods	Gross weight	Measurement						
Particulars furnished by the Merchant									
Freight details, charges etc.          Daily demurrage rate (additional Clause A)	<p><b>SHIPPED</b> on board in apparent good order and condition, weight, measure, marks, numbers, quality, contents and value unknown, for carriage to the Port of Discharge or so near thereunto as the Vessel may safely get and lie always afloat, to be delivered in the like good order and condition at the aforesaid Port unto Consignees or their Assigns, they paying freight as indicated to the left plus other charges incurred in accordance with the provisions contained in this Bill of Lading. In accepting this Bill of Lading the Merchant expressly accepts and agrees to all its stipulations on both pages, whether written, printed, stamped or otherwise incorporated, as fully as if they were all signed by the Merchant.</p> <p>One original Bill of Lading must be surrendered duly endorsed in exchange for the goods or delivery order.</p> <p><b>IN WITNESS</b> whereof the Master of the said Vessel has signed the number of original Bills of Lading stated below, all of this tenor and date, one of which being accomplished, the others to stand void.</p>								
* Applicable only when document used as a Through Bill of Lading	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">                     Freight payable at                 </td> <td style="width: 50%; border-bottom: 1px solid black;">                     Place and date of issue                 </td> </tr> <tr> <td style="border-bottom: 1px solid black;">                     Number of original B/L                 </td> <td style="border-bottom: 1px solid black;">                     Signature                 </td> </tr> </table>	Freight payable at	Place and date of issue	Number of original B/L	Signature				
Freight payable at	Place and date of issue								
Number of original B/L	Signature								
Form 35-129 Printed and Sold by CNM <sup>®</sup> 192 Baldwin Ave., Jersey City, NJ 07310 (800) 831-3098 Telex (201) 795-0485. By authority of The Baltic and International Maritime Council (BIMCO), Copenhagen, Denmark.									



SECRETARY

PRESIDENT

Endorsement --

Countersigned at

Baltimore MD

9-30-97

DATE

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