

O+F Design GmbH . Horlecke 42 . 58706 Menden

To all
trade partners

06.02.2023

Price list adjustment 2021/2022

Changed conditions on the German procurement and services market call for an adjustment of the 2021/2022 price list to current circumstances

Dear Ladies and Gentlemen,

currently, as our valued trade partner, you are working with our 2021/2022 catalogue. Since 2022, an inflation surcharge of 12 % has been levied on the associated price list for cooker bonnets incl. accessories.

However, a comparison with the current framework conditions on the German procurement and services market has shown that this flat-rate surcharge is no longer up to date. In addition, there is a lack of transparency in terms of a detailed breakdown..

In recent months, therefore, there has been a move across the industry to openly present certain core services. These include, in particular, costs for packaging and transport as well as surcharges for additional expenses in the areas of energy and raw materials.

As is well known, the taxes for energy (gas, electricity, oil) have risen disproportionately. Currently, we have to pay about 15,000 € per month for this. Projected over a whole year, taking seasonal fluctuations into account, these charges add up to 150,000 € per year. Until 2020, the upper limit was still € 90,000. On balance, this results in an inflation of more than 65%.

The procurement of stainless-steel plates for further processing in standard dimensions is generally subject to fluctuations during the year. From 2020 until today, however, the prices have developed from 3.00 €/kg via 7.50 €/kg to 4.00 €/kg today and have thus experienced an extraordinary inflation of 150 % in the meantime.

In the area of transport packaging, the cost of a one-way wooden pallet (120 cm x 80 cm) rose from € 3.50 to currently € 5.50 - a difference of more than 55 %.

Based on the facts set out above, we will adjust the 2021/2022 price list as follows from **01 March 2023**:

One-way-pallet	5,50 € (120 cm x 80 cm) 4,50 € (60 cm x80 cm)
Packaging material	included
Incoterms	EXW (ex warehouse Menden) DPU (in the case of a chargeable order for dispatch)
Increases for cooker bonnets incl. accessories	Energy costs charges: 7,5 % + Raw materials charges: 9,5 % = Increase 2023 total 17,0 % (based on price list 2021/2022)

Thanks to the above-mentioned transparent presentation, we are now in a position to be able to react to serious changes in the economic framework conditions in a way that is comprehensible to you at all times.

The surcharges for wine refrigerators remain unchanged.

The panel ceiling bonnets series "**SUN**" are currently **not available for sale**, as the procurement prices of the special LED panels have increased 8-fold. We are intensively searching the entire world market for alternative solutions.

Due to the disrupted business relationship with TermaCook GmbH, we are currently only able to offer trough fans to a limited extent. **In a few days, we will present the first units of our new successor series. Be curious!**

With kind and cooperative regards
from the Niedersauerland and the Hönne town of Menden


Carsten Wille
- Managing Director -

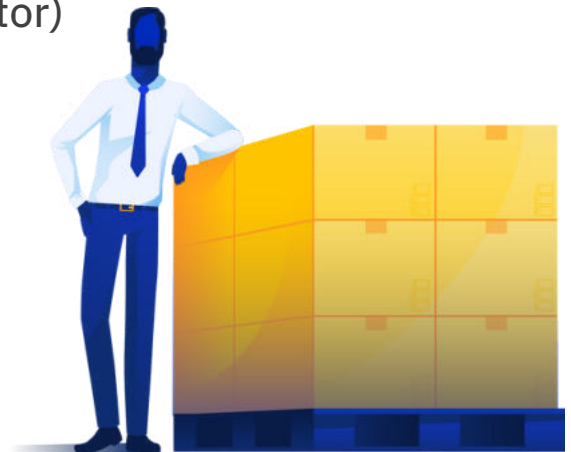
GLOBAL TRADE GUIDE



Learn key information about the Import / Export process

Learn key Import / Export information:

- Understand International Commercial Terms - Incoterms® 2020
- Popular shipping methods
- Shipping Container Specifications
- Unit Load Device (ULD) Air Container Specifications
- Guide to choosing a Freight Forwarder
- Free Trade Agreements (FTA) & Certificates of Origin (COO)
- How to create Sales Documents
- Countersigning Proforma Invoices, Purchase Orders & Sales Contracts
- Click to Pay Invoices Online
- How to create Export Documentation
- Use Container Loading Software to maximize container loads
- Trade Finance for Exporters and Importers
- Calculate the landed cost of imported goods (Landed Cost Calculator)
- Glossary of Shipping Terms






	Freight Collect Terms					Freight Prepaid Terms					
Groups	Any Mode or Modes of Transport		Sea and Inland Waterway Transport			Any Mode or Modes of Transport					
Incoterm®	EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAP	DPU	DDP
	Ex Works (Place)	Free Carrier (Place)	Free Alongside Ship (Port)	Free On Board (Port)	Cost and Freight (Port)	Cost Insurance & Freight (Port)	Carriage Paid To (Place)	Carriage & Insurance Paid to (Place)	Delivered at Place (Place)	Delivered at Place Unloaded (Place)	Delivered Duty Paid (Place)

Understanding Incoterms® is a vital part of International Trade.

Put simply, Incoterms® are the selling terms that the buyer and seller of goods both agrees to. The Incoterm® clearly states which tasks, costs and risks are associated with the buyer and the seller. The Incoterm® is agreed between the buyer and seller and states when the seller's costs and risks are then transferred onto the buyer.

Incoterms® are also referred to as International Commercial Terms, which are published by the International Chamber of Commerce (ICC), which relate to International Commercial Law. They are accepted by governments and legal authorities around the world. The ICC published new Incoterms® 2020 that have come into effect from the 1st of January 2020. The ICC originally published Incoterms® in 1936 and have continually published updates to reflect the changes to the Global Trade environment. It's important that all parties involved in trade clearly understand the changes and how they apply to global supply chains.

The IncoDocs chart displays Incoterms® 2020 in an easy to understand format. Our chart states each Incoterm® and explains the obligations and charges that are accepted by the seller and the buyer. This is general information for guidance purposes only. For a full and complete description, refer to the full version of Incoterms® 2020 by the International Chamber of Commerce at the ICC website.

Incoterms[®] 2020 Rules Responsibility Quick Reference Guide



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



Create your Sales & Shipping Documents at www.incodocs.com

*CIF requires at least an insurance with the minimum cover of the Institute Cargo Clause (C) (Number of listed risks, subject to itemized exclusions)
 **CIP now requires at least an insurance with the minimum cover of the Institute Cargo Clause (A) (All risk, subject to itemized exclusions)
 Copyright © 2020 IncoSolutions Pty Ltd. All Rights Reserved.
 This is general information for guidance purposes only. IncoSolutions Pty Ltd is not responsible for these contents nor do the contents listed above contain all details. For a full and complete description, refer to the full version of Incoterms 2020 by the International Chamber of Commerce at the ICC website.

Rules for any mode or modes of transport:

EXW - Ex-Works or Ex-Warehouse

“Ex Works” means that the seller delivers when it places the goods at the disposal of the buyer at the seller’s premises or at another named place (i.e., works, factory, warehouse, etc.). The seller does not need to load the goods on any collecting vehicle, nor does it need to clear the goods for export, where such clearance is applicable.

FCA - Free Carrier

“Free Carrier” means that the seller delivers the goods to the carrier or another person nominated by the buyer at the seller’s premises or another named place. The parties are well advised to specify as clearly as possible the point within the named place of delivery, as the risk passes to the buyer at that point.

CPT - Carriage Paid To

“Carriage Paid To” means that the seller delivers the goods to the carrier or another person nominated by the seller at an agreed place (if any such place is agreed between parties) and that the seller must contract for and pay the costs of carriage necessary to bring the goods to the named place of destination.

CIP - Carriage And Insurance Paid To

“Carriage and Insurance Paid to” means that the seller delivers the goods to the carrier or another person nominated by the seller at an agreed place (if any such place is agreed between parties) and that the seller must contract for and pay the costs of carriage necessary to bring the goods to the named place of destination.

“The seller also contracts for insurance cover against the buyer’s risk of loss of or damage to the goods during the carriage. The buyer should note that under CIP the seller is required to obtain insurance only on minimum cover. Should the buyer wish to have more insurance protection, it will need either to agree as much expressly with the seller or to make its own extra insurance arrangements.”

DAP - Delivered At Place

“Delivered at Place” means that the seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. The seller bears all risks involved in bringing the goods to the named place.

DPU - Delivered At Place Unloaded

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

DDP - Delivered Duty Paid

“Delivered Duty Paid” means that the seller delivers the goods when the goods are placed at the disposal of the buyer, cleared for import on the arriving means of transport ready for unloading at the named place of destination. The seller bears all the costs and risks involved in bringing the goods to the place of destination and has an obligation to clear the goods not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities.

Rules for sea and inland waterway transport:

FAS - Free Alongside Ship

“Free Alongside Ship” means that the seller delivers when the goods are placed alongside the vessel (e.g., on a quay or a barge) nominated by the buyer at the named port of shipment. The risk of loss of or damage to the goods passes when the goods are alongside the ship, and the buyer bears all costs from that moment onwards.

FOB - Free On Board

“Free On Board” means that the seller delivers the goods on board the vessel nominated by the buyer at the named port of shipment or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel, and the buyer bears all costs from that moment onwards.

CFR - Cost and Freight

“Cost and Freight” means that the seller delivers the goods on board the vessel or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel. The seller must contract for and pay the costs and freight necessary to bring the goods to the named port of destination.

CIF - Cost, Insurance and Freight

“Cost, Insurance and Freight” means that the seller delivers the goods on board the vessel or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel. The seller must contract for and pay the costs and freight necessary to bring the goods to the named port of destination.

“The seller also contracts for insurance cover against the buyer’s risk of loss of or damage to the goods during the carriage. The buyer should note that under CIF the seller is required to obtain insurance only on minimum cover. Should the buyer wish to have more insurance protection, it will need either to agree as much expressly with the seller or to make its own extra insurance arrangements.”

What does ‘Freight Collect’ and ‘Freight Prepaid’ mean?

Freight Collect and Freight Prepaid are common terms used in International Freight. It is very important to understand the difference, it is basically a statement of who will be paying for all the International freight charges. If you export your goods on ‘Freight Collect’ terms (EXW, FCA, FAS and FOB are all Freight Collect terms) that means that the importer (your buyer) will ‘collect’ and pay all of the freight charges on their side, you will not have to pay any freight at all.

If you are the exporter and sell the goods on CFR, CIF, CPT, CIP, DAP, DPU or DDP terms, this means that you will pay for the freight charges (‘Freight Prepaid’ – you will pre-pay the freight charges). These are linked to the selling terms of your invoice, if you are selling your goods on ‘FOB’ terms (Free on Board) then you are only covering the costs to get the goods loaded on board the vessel. All charges thereafter will be charged to the receiver of the goods (consignee) – so it will be Freight Collect. These freight terms are stated on the Bill of Lading, the document issued by the shipping line or freight forwarder.

Resources

International Chamber of Commerce (ICC) Incoterms® 2020

When exporting product around the world there are different shipping methods to consider. It mainly depends on the overall product packing sizes, cubic measurement, or total weight of the products to be shipped.

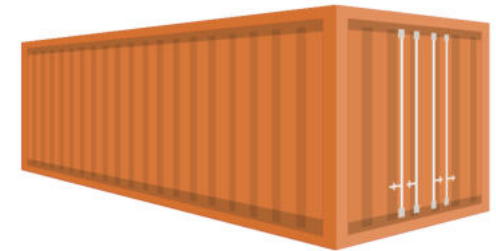
20'GP Shipping Container (General Purpose)

The 20' container is the most cost efficient way to transport the goods to your buyer. It is known as a 'Twenty-Footer' to signify the overall length of 20 feet. Products are usually packed inside cartons, then cartons stacked and wrapped onto pallets and loaded inside the container for transport. A popular way of exporting palletised cargo is 2 pallets high, 2 pallets wide, 8 pallets deep – 16 pallets total.



40'GP Shipping Container (General Purpose)

The 40' shipping container is the same design as the 20' container but just double the length. So the overall length is 40 feet and can hold double the amount of cargo.



40'HC Shipping Container (High-Cube)

The 40' High Cube shipping container is the same overall length as the 40'GP but it is approximately 40cm taller than the GP. This slight increase in height allows for an extra 10-15% of cargo to be loaded inside. It also allows for some different packing methods which can fit extra cargo otherwise unable to load inside a normal 40'GP container.

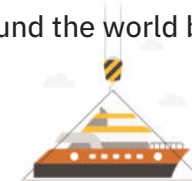
LCL Cargo (Less Than Container Load)

LCL shipping is a shipping method used for smaller cargo when the overall size of the goods for export is not big enough to fill a 20' container. When LCL shipping is used, the goods are still loaded inside a 20' shipping container and transported the exact same way but the goods are loaded inside a shared shipping container along with other party's cargo to fill the container (a consolidated container). The freight cost is charged out depending on the overall product size or weight, the shipping rate will be charged out per cubic meter of cargo (m³) or per Metric Tonne (1,000kg) in weight, whichever is greater. There are more handling costs involved when shipping LCL cargo as pallets have to be loaded and unloaded more often, incurring more handling charges.



Breakbulk Cargo

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



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

Dry Cargo Containers

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



Flat Rack Containers

Type	Container Weight			Interior Measurement			
	Gross (kg)	Tare (kg)	Net (kg)	Length (m)	Width (m)	Height (m)	Capacity (m³)
20 ft	30,480	2,900	27,580	5.624	2.236	2.234	27.90
40 ft	34,000	5,870	28,130	11.786	2.236	1.968	51.90



Refrigerated Containers

Type	Container Weight			Interior Measurement				Door Open	
	Gross (kg)	Tare (kg)	Net (kg)	Length (m)	Width (m)	Height (m)	Capacity (m³)	Width (m)	Height (m)
20 ft	24,000	3,050	20,950	5.449	2.290	2.244	26.70	2.276	2.261
40 ft	30,480	4,520	25,960	11.690	2.250	2.247	57.10	2.280	2.205



High Cube Containers

Type	Container Weight			Interior Measurement				Door Open	
	Gross (kg)	Tare (kg)	Net (kg)	Length (m)	Width (m)	Height (m)	Capacity (m³)	Width (m)	Height (m)
40 ft	30,480	3,980	26,500	12.031	2.352	2.698	76.30	2.340	2.585
45 ft	30,480	4,800	25,680	13.544	2.352	2.698	86.00	2.340	2.585



Open Top Containers

Type	Container Weight			Interior Measurement				Door Open	
	Gross (kg)	Tare (kg)	Net (kg)	Length (m)	Width (m)	Height (m)	Capacity (m³)	Width (m)	Height (m)
20 ft	24,000	2,580	21,240	5.629	2.212	2.311	32.00	2.330	2.263
40 ft	30,480	4,290	26,190	11.763	2.212	2.311	65.40	2.330	2.263



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

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

[Download ULD Specs Chart](#)

M-1H

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

M-2

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

M-6

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

M-6 (118"H)

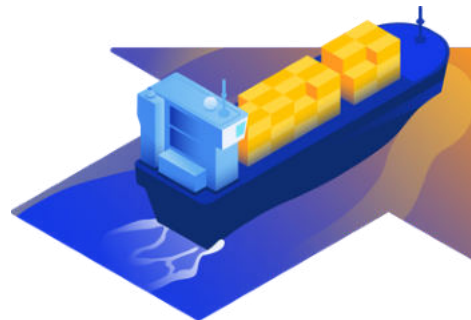
IATA ULD code: PGA 10-ft high, 20-ft flat pallet with net
Prefixes: PGA, PGE, PGF, PSA, PSG, P7A, P7E, P7F, and P7G
Rate class: Type 1
Description: Main-deck pallet squared off to 299.7 cm (118 in) high.
Suitable for: 747 Combi, 777F 238.5 in 747F through side cargo door only
Maximum gross weight: 11,340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

Freight Forwarders are companies which specialize in all of the components of International Freight and logistics. They are experts which have experience and understanding of the complex transport and logistics arrangements that are involved to get your goods delivered all the way through to your International customers. When your goods leave your warehouse, there are so many important processes involved to get goods cleared through the port, comply with all regulations, supply the correct documentation, delivered to the correct container yard and loaded onto the correct vessel. Freight forwarders also specialize in integrated modes of transport, so can easily arrange the movement of freight between road, rail and sea.

Freight forwarders have vast experience dealing with complex customs regulations, different port services, quarantine/inspections services, stevedores and shipping lines. You should carefully research and deal with an experienced freight forwarder who takes the time to come out and meet at your premises to clearly understand your business and your requirements. Don't just deal with a freight forwarder based on price as you will need someone with experienced shoulders to overcome any obstacles and potential delays, and a company that will provide you with a high level of service. Choosing a forwarder based on price can cost your business more in the long run.

A good freight forwarder will work out exactly what you need and breakdown their services – from container pickup from your warehouse, delivery through the port and loading onto the vessel. A local representative will also give you International shipping rates to get goods shipped through to the country of destination. Because freight forwarders move large volumes of shipments through several different shipping lines they will be able to give you better shipping rates than if you were to try to deal with shipping lines directly.

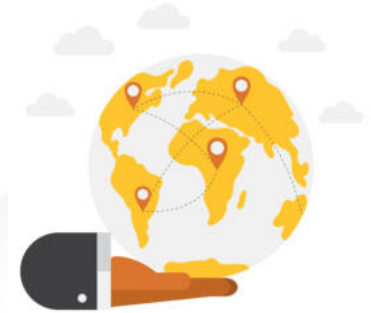
Your freight forwarder will have to receive all correct shipment details and paperwork from you so they can organize the export process. When you create all of your export documents using IncoDocs, you can email them directly through to your freight forwarder so they can streamline the export process.



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

Import Tarriffs

Import tariffs are charges that are payable when goods are imported into the country of destination, but when the country of import and the country of export have a 'Free Trade Agreement' in place then this agreement eliminates the import duty fees in the country of import. It is primarily designed to increase two-way trade between the countries. This helps both nations and both the Exporter and Importer because it decreases the overall associated import costs, which makes many products more competitive and appealing to International buyers. FTAs also help with overcome some internal barriers which impede the trade of goods and services between countries and they also encourage increased investment and cooperation.



Certificate of Origin

The importer will request that the shipper provides a signed and stamped Certificate of Origin so that they can give this to their customs agent when importing into their country to reduce or eliminate import duty fees. It's important to note that the importer will require this Certificate BEFORE the shipment arrives so that they can pass onto their customs clearance agent. You can easily create your Declaration of Origin document using IncoDocs, and get it certified online.



Export		Import		Page
The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		Melbourne, VIC, 3000 Australia		Page 1 of 1
Commodity		Commodity		
The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		
Description		Description		
The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		
Quantity		Quantity		
The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		
Value		Value		
The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		
Origin		Origin		
The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		
Destination		Destination		
The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		
Date of Issue		Date of Issue		
The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		
Signature		Signature		
The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		
Stamp		Stamp		
The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		
Total		Total		
The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		
Grand Total		Grand Total		
The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		
Remarks		Remarks		
The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		
Signature		Signature		
The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		
Stamp		Stamp		
The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		The Electronic Ship & Trade System Melbourne, VIC, 3000 Australia		

There are a few things to understand in the difference between selling your goods on FOB (Free On Board) or CFR (Cost and Freight) terms.

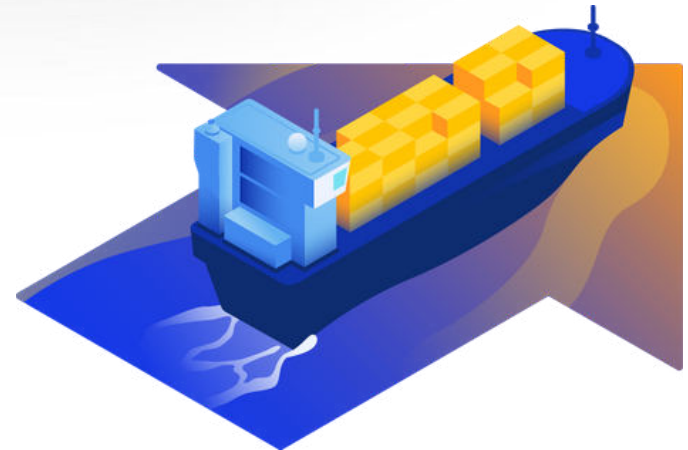
If selling on FOB terms:

You will only have to cover the costs to get the goods loaded on board the vessel ready for export – so you will cover the container trucking from your warehouse to the port plus all of the port and stevedoring charges and loading fees.

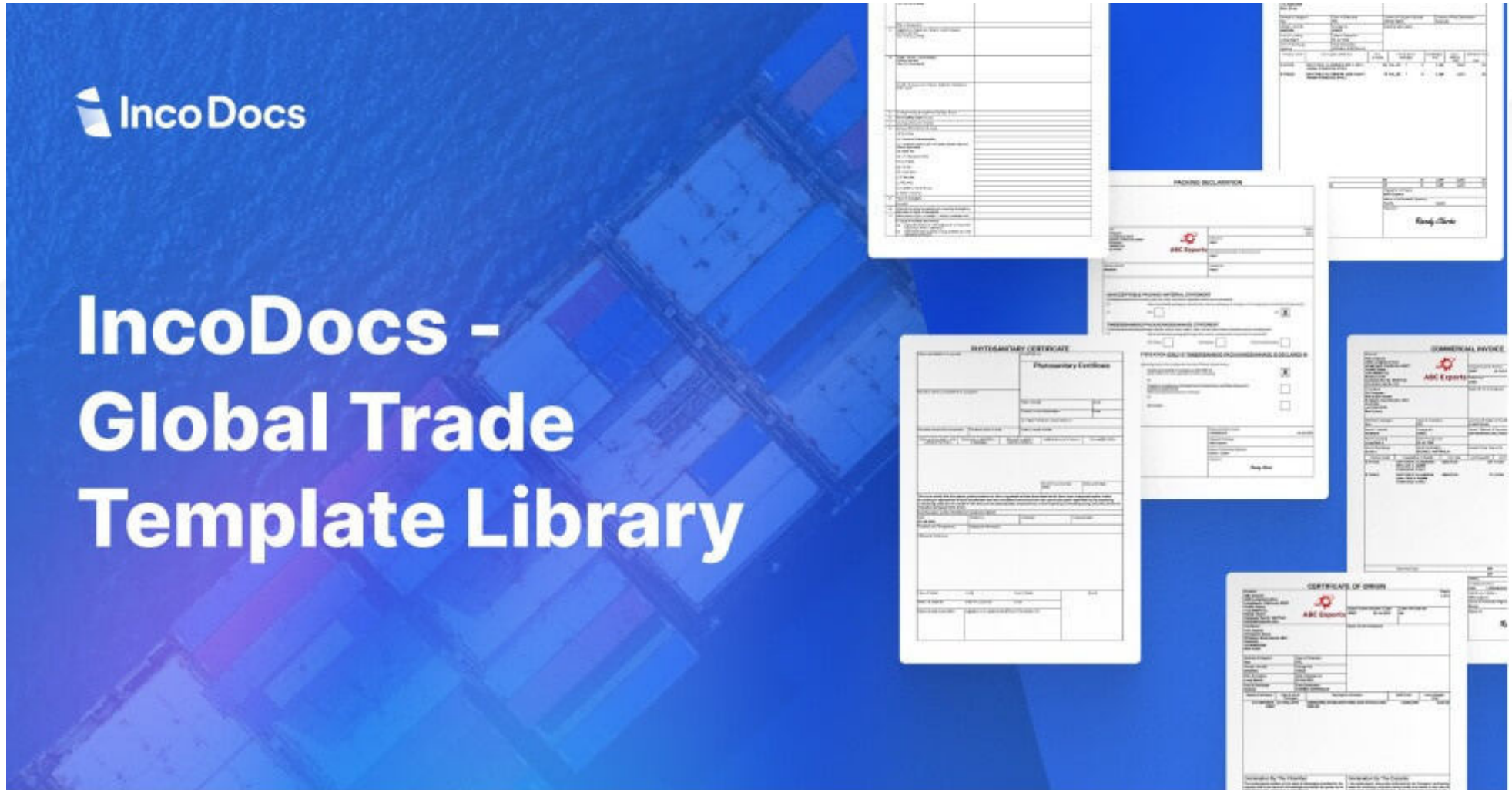
If selling on CFR terms:

The International Freight charges will be billed back to you, the shipper. That means you will receive an invoice for the International Seafreight charge (usually in USD) which will usually be billed back to you through your freight forwarder. If you sell your goods on CFR terms then it gives you more control over your goods when on the water. You will remain the owner of the goods until the shipment has arrived at the port of delivery. In some cases, if you have agreed that the seller can make the balance payment for the goods after they have been shipped, then you can use your CFR terms as security by not handing over the original Bills of Lading to the buyer until you received the balance payment. The buyer can only clear the goods into their country once you have handed over the original Bills of Lading.

You must ensure that the International seafreight charge is paid before the goods arrive at the destination.



Click the image below to view the template library and download example PDF templates.



The banner features a blue background with a faint, stylized image of a shipping container yard. On the left, the IncoDocs logo is positioned above the text "IncoDocs - Global Trade Template Library". On the right, several overlapping white document templates are displayed, including forms for "PACKING DECLARATION", "PHYTOSANITARY CERTIFICATE", "CERTIFICATE OF ORIGIN", and "COMMERCIAL INVOICE". Each form contains various fields, checkboxes, and the IncoDocs logo.



[View Template Gallery](#)

The exporter will offer their product details and pricing information to the buyer. The exporter must ensure that all information is clearly stated in correctly formatted sales documents - Quotation, Proforma Invoice, Order Confirmation & Purchase Order (Buyer)

Quotation

A quotation document will offer all details of the products and selling terms to the buyer. Exporters must ensure all information is clearly stated in a correctly formatted Quotation document to avoid any confusion or disputes relating to product quality, specifications, pricing, delivery terms and expectations. A badly formatted quote document reflects negatively on the company that is offering the goods for sale.

- Shippers Details (Exporter)
- Buyer's Details (Importer)
- Product Description - including item codes, description and specifications
- Product Quantities, Pricing and Currency
- Incoterm
- Shipment Type
- Payment Terms - as negotiated between buyer & seller
- Estimated supply lead times



QUOTATION						Page 1 of 1
ABC Exports 4200 Longbeach Blvd Longbeach, California, 90807 TEL: +1(562)4388177 Alex Thompson		ABC Exports Quotation No. 0001 Date: 01 Jan 2018				
Buyer: PTT Logistics Ltd 14th Floor Bangkok, Chulalongkorn Rd Bangkok TEL: +66(0)20585017 John Smith		Terms: Incoterms of Payment INCOTERMS: EX-FACTORY (CIF)				
Number of Dispatch Line Long Beach, CA Port of Loading Long Beach, CA Port of Discharge Long Beach, CA		Type of Shipment FCL Type of Shipment FCL		Terms: Method of Payment T/T (30 DAYS LEAD TIME)		
Product Code	Description of Goods	Unit Quantity	Unit Price	Price	Amount	
B-STEEL	304 STAINLESS STEEL	1000	EACH	15.00	15000.00	
B-TABLE	304 STAINLESS STEEL	200	EACH	38.75	7750.00	
OTTTAL	OTTOMAN LEATHER VESTAGE	50	EACH	18.00	900.00	
Total This Page: 1300 30070.00 Commitment Total: 1300 30070.00						
Additional Information: 30 DAYS LEAD TIME AFTER DEPOSIT		Invoice Total (including 0.00): USD 30070.00 Place and Date of Issue: LONG BEACH, CA 01 Jan 2018				
		Signature Company: ABC Exports Name of Authorized Signatory: John Smith Signature: <i>[Signature]</i>				

Order Confirmation

The exporter can send an Order Confirmation document to the Importer to reconfirm all of the details of the new order. An order confirmation document is usually sent to the buyer after the buyer has issued a Purchase Order document to confirm the new order. The Exporter must ensure that all information is clearly stated in a correctly formatted Order Confirmation document to avoid having any disputes relating to product quality, specifications, pricing and delivery terms.

- Shipper's Details (Exporter) & Buyer's Details (Importer)
- Product Description - including item codes & specifications
- Product Quantities, Pricing and Currency
- Incoterm
- Shipment Type
- Payment Terms - as negotiated between buyer & seller
- Estimated supply lead times



ORDER CONFIRMATION						Page 1 of 1
ABC Exports 4200 Longbeach Blvd Longbeach, California, 90807 TEL: +1(562)4388177 Alex Thompson		ABC Exports Order Confirmation No. 0001 Date: 01 Jan 2018				
Buyer: PTT Logistics Ltd 14th Floor Bangkok, Chulalongkorn Rd Bangkok TEL: +66(0)20585017 John Smith		Terms: Incoterms of Payment INCOTERMS: EX-FACTORY (CIF)				
Number of Dispatch Line Long Beach, CA Port of Loading Long Beach, CA Port of Discharge Long Beach, CA		Type of Shipment FCL Type of Shipment FCL		Terms: Method of Payment T/T (30 DAYS LEAD TIME)		
Product Code	Description of Goods	Unit Quantity	Unit Price	Price	Amount	
B-STEEL	304 STAINLESS STEEL	1000	EACH	15.00	15000.00	
B-TABLE	304 STAINLESS STEEL	200	EACH	38.75	7750.00	
OTTTAL	OTTOMAN LEATHER VESTAGE	50	EACH	18.00	900.00	
Total This Page: 1300 30070.00 Commitment Total: 1300 30070.00						
Additional Information: 30 DAYS LEAD TIME		Invoice Total (including 0.00): USD 30070.00 Place and Date of Issue: LONG BEACH, CA 01 Jan 2018				
		Signature Company: ABC Exports Name of Authorized Signatory: John Smith Signature: <i>[Signature]</i>				

Buyers and Sellers will have to issue and counter-sign important Purchase Order and Proforma Invoice Contracts

Purchase Order

A Purchase Order is a document issued by the buyer of goods, sent to the seller of goods to confirm the details of products that are ordered. The Purchase Order is the official order document from the buyer's company that will contain all details of the new order. If the Purchase Order does not contain all relevant information it can cause confusion and delays to orders. The seller will also issue a Proforma Invoice document that will match all details of the buyer's Purchase Order. Both parties will have to counter sign both documents as these documents represent a legally binding agreement between the seller and buyer.

- Shipper's Details (Exporter) & Buyer's Details (Importer)
- Product Description - including item codes & specifications
- Product Quantities, Pricing and Currency
- Incoterm
- Shipment Type
- Payment Terms - as negotiated between buyer & seller
- Estimated supply lead times
- Signatures of the Seller & Buyer, including names and dates



Proforma Invoice (or Sales Contract)

A Proforma Invoice is an important document that is created by the seller of goods. After the buyer has communicated the details of the products they want to order, the seller will create a Proforma Invoice to include all product details, quantities, pricing and delivery information. It is usually created after a quotation has been sent and when the sales process is moving closer to a confirmed deal. The Proforma invoice will include the seller's bank details so that the buyer can arrange payments as required.

- Shipper's Details (Exporter) & Buyer's Details (Importer)
- Product Description - including item codes & specifications
- Product Quantities, Pricing and Currency
- Incoterm
- Shipment Type
- Payment Terms - as negotiated between buyer & seller
- Estimated supply lead times
- Signatures of the Seller & Buyer, including names and dates



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

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

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

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

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

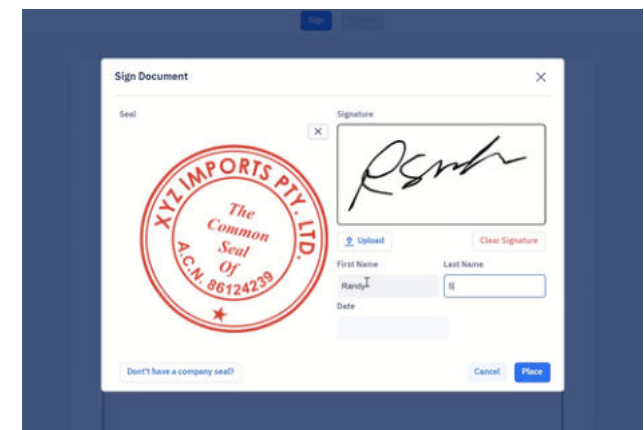


Countersigning a Purchase Order

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

Countersigning a Proforma Invoice

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



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

When a deal is confirmed, the seller will usually share a Proforma Invoice requesting a deposit payment from the buyer. IncoDocs users can provide payment options on their invoices so that buyers have an easy 'click to pay' experience.

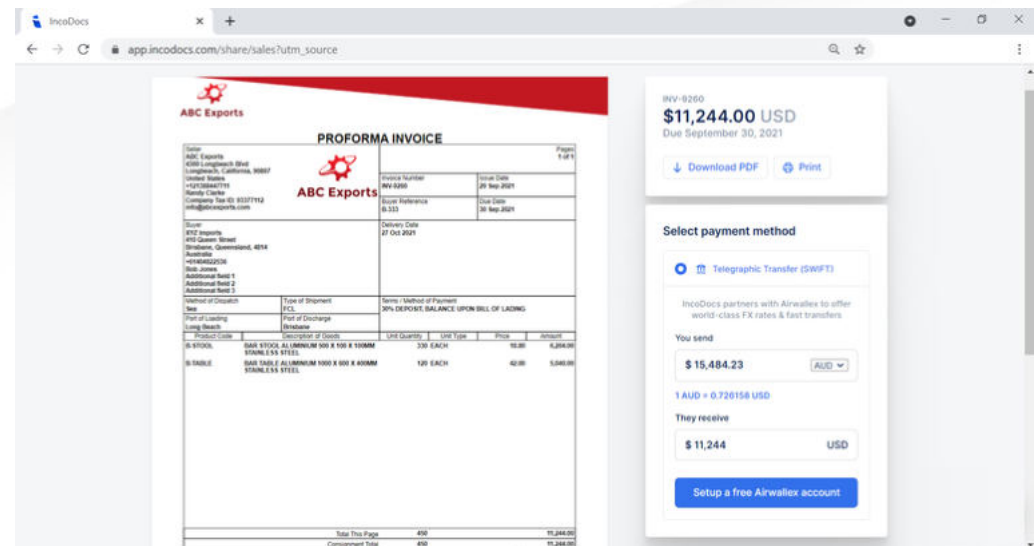
Sellers share documents to buyers that they can click to pay via Credit Card, or T/T transfer.

[Pay by Credit Card](#)

Buyers click to enter their credit card details to make payments directly to the seller.

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

Buyers can get setup to make T/T payments with competitive exchange rates. This gives buyers the power to make fast, transparent and cost-effective International payments in multiple currencies.



The screenshot shows a web browser displaying a Proforma Invoice from ABC Exports. The invoice details include:

- Sender:** ABC Exports, 4330 Longbeach Blvd, Longbeach, California, 90807, United States, +1(562)4411111, Nancy Clarke, Longbeach, CA, US 90807, nancy@abcexports.com
- Receiver:** ABC Imports, 410 Queen Street, Birmingham, Birmingham, B15 1TJ, United Kingdom
- Invoice Number:** INV-0260, **Invoice Date:** 29 Sep 2021
- Order Reference:** B-333, **Order Date:** 29 Sep 2021
- Delivery Date:** 01 Oct 2021
- Terms / Method of Payment:** 30% DEPOSIT, BALANCE UPON BILL OF LADING

Product Code	Description of Goods	Unit	Quantity	Unit Price	Price	Amount
01 ST001	304L STAINLESS STEEL	KG EACH	300	10.00	3,000.00	3,000.00
02 ST002	304L STAINLESS STEEL	KG EACH	400	10.00	4,000.00	4,000.00
Total This Page						11,244.00
Consignment Total						11,244.00

Payment Summary:

- INV-0260
- \$11,244.00 USD**
- Due September 30, 2021
- Buttons: Download PDF, Print

Select payment method:

- Telegraphic Transfer (SWIFT)
- IncoDocs partners with Airwallex to offer world-class FX rates & fast transfers
- You send: \$15,484.23 (AUD)
- 1 AUD = 0.726156 USD
- They receive: \$11,244 USD
- Setup a free Airwallex account

Shippers must ensure they create compliant shipping documentation to pass off to the freight company to correctly arrange the export of goods. Errors will cause costly delays, fines and demurrage charges.

What shipping documents do you have to create?

You may be wondering exactly what documents you have to create to get your goods exported to your customer overseas? The exact documentation depends on a few factors including country of export, country of import, type of products, shipping methods etc. The shipper (exporter) must create complete and compliant export documents to ensure that shipments are correctly delivered through the port, cleared customs, meet all compliance and regulations, then loaded on board the correct vessel. All export documentation must be completed correctly to avoid any missed shipments, port demurrage charges or fines to your business.

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

Below is an overview and explanation of some of the most important shipping documents required for export:

- **Commercial Invoices**
- **Packing Lists**
- **Shipper's Letter of Instruction**
- **Forwarding Instruction**
- **Verified Gross Mass (VGM)**
- **Certificate of Origin (COO)**
- **Packing Declaration (ISPM15)**
- **Importer Security Filing (ISF)**
- **Manufacturer's Declaration**



Importer Security Filing

Sales Contract

Commercial Invoice

Verified Gross Mass Declaration

Quotation

Packing Declaration

Proforma Invoice

Packing List

Certificate of Origin

Shipper's Letter of Instruction

Commercial Invoice

The commercial invoice for export provides all important information and instructions for your buyer, freight forwarder, customs, agents and your bank (if required). The commercial invoice does not show tax as International transactions for export are not subject to local taxes.

- Shipper's details
- Consignee's details (buyer)
- Detailed product information
- Incoterm
- Port of loading
- Port of discharge
- Commercial product sale value
- Currency sold



COMMERCIAL INVOICE				Pages 1 of 1	
Shipper ABC Exports 4200 Longbeach Blvd Longbeach, California, 90807 United States TEL: +612734887 Ben Thompson		Export Invoice No & Date 1007 30 Jun 2018		Bill of Lading No 1007	
		Reference 1007		Buyer Reference Buyer (First Consignee)	
Consignee 1/17 Meyers 2nd Street West Mansfield Brisbane, Queensland, 4012 Australia TEL: +61489887 John Smith		Country of Origin of Goods United States		Country of Final Destination Australia	
Method of Dispatch Sea		Type of Shipment FCL		Terms / Incoterm FOB	
Vessel / Aircraft Sea		Voyage No Sea		Review / Method of Payment NET EXPOSURE BALANCE UPON BILL OF LADING	
Port of Loading Long Beach - California		Date of Departure 28 Jun 2018		Main Incoterms Policy No Buyer	
Port of Discharge Sydney - Australia		Final Destination AUSTRALIA		Letter of Credit No Buyer	
Product Code 815-0000		Description of Goods BARS STOCK ALUMINIUM 100 X 100 X 30MM STAINLESS STEEL		HS Code 8483.20.00	
U-UNIT 100 X 100 X 30MM STAINLESS STEEL		U-QUANTITY 300		U-TYPE EACH	
U-PRICE 100 X 100 X 30MM STAINLESS STEEL		U-WEIGHT 367.5		U-VOLUME 0.075	
U-TOTAL 100 X 100 X 30MM STAINLESS STEEL		U-TOTAL 300		U-TOTAL 367.5	
U-TOTAL 100 X 100 X 30MM STAINLESS STEEL		U-TOTAL 300		U-TOTAL 367.5	
Total This Page 3200		Commitment Total 3200		Total This Page 29475.00	
Additional Information 21 DAYS LEAD TIME FROM DEPOSIT		Commitment Total 3200		Total This Page 29475.00	
Bank Details Invoice Total (Incoterms® 2010) FOB - LONGBEACH USD 3200.00		Place and Date of Issue LONGBEACH 30 Jun 2018		Signature / Company ABC Exports Ben Thompson	
Name of Authorized Signatory Ben Thompson		Signature 			

Packing List

A packing list is a detailed document that states all of the product and packaging details of each shipment. Your freight forwarder will use this information when preparing the Bill of Lading with the shipping line so that the cargo can be moved around accordingly. It can be used by customs in the country of import to understand exactly how shipments are packaged and loaded to check product and packaging compliance and any import duties or taxes payable in the country of destination. Key information detailed in the packing list includes:

- Shipper and consignee name, address, contact details
- Measurements and total Net Weight and Gross Weight of cargo
- Detailed list of how goods are packaged and number of packages
- Any relevant shipping marks or seal numbers used
- Any other important information or special instructions related to the loading and packaging contained in the shipment



CONTAINER PACKING LIST				Pages 1 of 1	
Shipper ABC Exports 4200 Longbeach Blvd Longbeach, California, 90807 United States TEL: +612734887 Ben Thompson		Export Invoice No & Date 1007 30 Jun 2018		Bill of Lading No 1007	
		Reference 1007		Buyer Reference Buyer (First Consignee)	
Consignee 1/17 Meyers 2nd Street West Mansfield Brisbane, Queensland, 4012 Australia TEL: +61489887 John Smith		Country of Origin of Goods United States		Country of Final Destination Australia	
Method of Dispatch Sea		Type of Shipment FCL		Terms / Incoterm FOB	
Vessel / Aircraft Sea		Voyage No Sea		Review / Method of Payment NET EXPOSURE BALANCE UPON BILL OF LADING	
Port of Loading Long Beach - California		Date of Departure 28 Jun 2018		Main Incoterms Policy No Buyer	
Port of Discharge Sydney - Australia		Final Destination AUSTRALIA		Letter of Credit No Buyer	
Container No TYSU220226		Description of Goods BARS STOCK ALUMINIUM 100 X 100 X 30MM STAINLESS STEEL		No of Packages 300	
U-UNIT 100 X 100 X 30MM STAINLESS STEEL		U-QUANTITY 300		U-TYPE EACH	
U-PRICE 100 X 100 X 30MM STAINLESS STEEL		U-WEIGHT 367.5		U-VOLUME 0.075	
U-TOTAL 100 X 100 X 30MM STAINLESS STEEL		U-TOTAL 300		U-TOTAL 367.5	
Total This Page 400		Commitment Total 400		Total This Page 11300.00 kg 26.00 m ³	
Additional Information 21 DAYS LEAD TIME FROM DEPOSIT		Commitment Total 400		Total This Page 11300.00 kg 26.00 m ³	
Place and Date of Issue LONGBEACH 30 Jun 2018		Signature / Company ABC Exports Ben Thompson			
Name of Authorized Signatory Ben Thompson		Signature 			

Shipper's Letter of Instruction (SLI)

A Shipper's Letter of Instruction (SLI) or Forwarding Instruction is an important legal document created between the exporter and the freight forwarder that is organising the export and logistics for your shipment. It is a detailed document which gives your freight forwarder all specific instructions relating to the export of your goods. The freight forwarder will use the Shipper's Letter of Instruction to correctly arrange transport of your cargo and provide customs with all product details used for statistical purposes and to make any extra special arrangements.

- Shippers Details (Exporter)
- Consignee Details (Importer)
- Notify Party (if Required)
- Shipper's Reference Number
- Shipment Type
- Requires pickup (Y/N)
- Incoterm
- Port of Loading
- Port of Discharge
- Vessel Name
- Voyage Number
- Container Number
- Seal Number
- ISPM Packing details
- Country and State of Origin (product)
- Value of goods sold
- Currency
- Hazardous Cargo Details (if req.)
- Shipment under Letter of Credit
- Shipment insured
- Shipping Marks
- Documentation Instructions
- Total Number of Packages
- Total Gross Weight (kgs / lbs)
- Total Packing Size (cbm / cuft)
- Commodity / Nature of Goods
- Special Instructions
- Signed – Name, Signature, Date



SHIPPER'S LETTER OF INSTRUCTION				Page 1 of 1
Shipper ABC Exports 4500 Longbeach Road Longbeach, California, 90807 United States TEL: +1(562) 999-8623 Ben Thompson		Reference 0889	Order Reference 0889	Export Declaration Number 0889
Consignee DE Freight 11000 Baywater Road Queensland, 4034 Australia TEL: +61(7) 5591398 Dian Dior		Forwarding Agent DE Freight 11000 Baywater Road Queensland, 4034 Australia TEL: +61(7) 5591398 Dian Dior		
Notify Party (if not Consignee) Method of Dispatch: Sea Vessel / Aircraft: Voyage No. Port of Loading: Long Beach - California Port of Discharge: Sydney - Australia		Type of Shipment: Place of Receipt: Date of Dispatch: Final Destination: AUSTRALIA	Country of Origin of Goods: Country of Final Destination: Flight Charges: Freight Value: USD 83900.00	Country of Final Destination Available: Document Instructions: Progress Release/Notify:
FORWARDER TO ARRANGE				
Export Declaration Number: Insurance: Amount: USD	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Carriage / Pickup: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
Marks and Numbers COMPLETE EXPORTS 1218 1219	No. & Kind of Packages: 400 CARTONS ON PALLETS	Description of Goods: BAR STOOLS AND BAR TABLES	Gross Weight (kg): 12000.00	Measurement (m ³): 26.79
Does this shipment contain HAZARDOUS / DANGEROUS goods? If yes, answer YES, please also enclose your dangerous goods declaration.				
Is this shipment under Letter of Credit? If yes, answer YES, please also enclose your Letter of Credit paperwork.				
Special Instructions / Additional Information:				
I certify that the statements made and all information contained herein are true and correct. I understand that civil and criminal penalties, including forfeiture and civil and criminal penalties for making false and fraudulent statements herein. Failure to provide the required information to the receiver of U.S. goods or information (33 U.S.C. Sec. 309; 22 U.S.C. Sec. 483; 18 U.S.C. Sec. 1001; 18 U.S.C. Sec. 1024). The individual identified as Ben Thompson, representing the shipper, hereby acknowledges that understanding that all cargo intended to be subject to inspection or screening by DE Freight, or vessel, or any authorized government agency and consents to inspection or screening. This further acknowledges that shipments destined to DE Freight do not contain any undeclared dangerous goods as defined by the IATA DGR and ICD or contain any items or commodities other than those clearly described on an air waybill or bill of lading.				Place and Date of Issue: LONGBEACH 30 Jun 2017 Signature: Ben Thompson

Verified Gross Mass Declaration (VGM)

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

- Shippers Details (Exporter)
- Container Number
- Seal Number
- Booking Number
- Vessel Name
- Voyage
- Date Verified
- Total Verified Gross Mass
- Statement (Method 1 or Method 2)
- VGM MassWeight (kg or lbs)
- Declarant Issuer - Name, Signature, Date



VERIFIED GROSS MASS DECLARATION				Page 1 of 1
ABC Exports 4500 Longbeach Road Longbeach, Queensland, 4034 Australia TEL: +61(7) 5591398 Ben Thompson		ABC Exports BCD 3748-CBA-6189 Shipment Reference: CDB-12345 Certificate Number: 6789012	Page 1 of 1 Date: 01 JUN 2017	
METHOD 1 Weighing of each net container using calibrated and certified weighing equipment (e.g. weighbridges, load cell weighing technologies etc.)				
METHOD 2 Weighing of packages and cargo items, including the mass of pallets, dunnage and other securing material to be packed in the container and adding the tare mass of the container to the sum of the cargo masses, using a certified method approved by the Country's competent authority, reference and Certified Agency (CA) or its authorized agent.				
Container Number: 1234567890	Container Type (1): 20' DRY	Container Weight (1): 2400 kg	Gross Weight (1): 12000 kg	
The shipper hereby certifies all the particulars in this verified gross mass declaration to be true and correct.				
The VGM declared in respect of non-containerized cargo shall be:				
1. Determined using a method approved by MLC or HSCA (for NZ or AU respectively) 2. Shipped on equipment meeting the New Zealand Weight and Measurement Act 1987. 3. Australian National Measurement Institute (NMI) guidelines: NTPM 8.1, 9 & 10. 4. National Instrument Tool Procedures for Non-containerized Shipping Instruments.				
Place and Date of Issue: Brisbane 01 JUN 2017 Signature: John Carter Name of Authorized Signatory: John Carter			Signature: Ben Thompson Name of Authorized Signatory: Ben Thompson	

Packing Declaration (ISPM15)

A packing declaration is an important document which states the type of packing materials that are used to pack the goods inside your container. It is to ensure that any timber packaging used are ISPM15 compliant, to protect the spread of insects and disease which can be hiding away in timber packaging materials such as pallets, create and dunnages. The shipper will have to provide a statement on company letterhead which states the type of packing materials used and if they have been treated or marked in compliance with ISPM15 or DAFF fumigation treatment requirements.

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

Certificate of Origin (COO)

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

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



PACKING DECLARATION		Page 1 of 1
Shipper ABC Exports 6500 Longleaf Blvd Long Beach, California, 90801 United States TEL: +6512345678 Ben Thompson	 Reference 1234 Commodity Identifier or Numerical ID 1234	
Vessel Name MEXICO LIMA	Voyage Number 1234	
UNACCEPTABLE PACKING MATERIAL STATEMENT (Packing material such as straw, burlap, jute, hay, chaff, used fur & vegetable cartons are not permitted) Q1: Have prohibited packaging materials or restricted products been used as packaging or dunnage in the consignment covered by this document? A1: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
TIMBER PACKAGING/DUNNAGE STATEMENT Q2: Has any timber packaging/dunnage been used in consignment covered by this document? A2: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
TREATMENT CERTIFICATION (ONLY IF TIMBER/DUNNAGE IS DECLARED IN QUESTION 2) (Timber packaging/dunnage includes: crates, cases, pallets, stow, and any other timber used as a shipping aid) Q3: All timber packaging/dunnage used in the consignment has been: (Please indicate below) Treated and marked in compliance with ISPM 15 <input checked="" type="checkbox"/> Treated in compliance with Department of Agriculture and Water Resources treatment requirements (DAFF accompanying treatment certificate) <input type="checkbox"/> Not treated <input type="checkbox"/>		
CONTAINER CLEANLINESS STATEMENT (The container(s) covered by this document has/have been cleaned and cleared free from material of animal origin post origin and last)		
		Place and Date of Issue LONG BEACH 30 Jun 2018 Issuing Company ABC Exports Name of Authorized Signatory Benji Clarke Signature

Exporter The Export Ship 1 Place Street Melbourne, VIC, 3000 Australia	INCOCLA Number INCOC1234-USA-0123 Export Invoice No & Date 06-12345 18 JUN 2017 Export Reference 06-12345	Pages 2 of 1 Bill of Lading No B/L123456789 Export Reference 12345																
Consignee The Importer Co., LTD 100 King Street Sydney, NSW, 2000 China	Buyer (If not Consignee)																	
Method of Dispatch FCL	Type of Shipment General	Country of Origin of Goods China																
Actual Invoice Amount 10000	Invoice No 12345	Terms / Method of Payment 90 percent against, 10 percent before shipment																
Port of Loading Brisbane	Date of Departure 27 JUN 2017																	
Port of Destination Shanghai	Home Code Prefix No 1110000	Level of Detail No 1110000																
Product Code 2210 2210 2226	Description of Goods 1 Lightbulb 1 x 17 watt 2 Boxes 200 Cable wire blue	<table border="1"> <thead> <tr> <th>Unit</th> <th>Quantity</th> <th>Price</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>1000</td> <td>4.00</td> <td>4000.00</td> </tr> <tr> <td></td> <td>400</td> <td>25.00</td> <td>10000.00</td> </tr> <tr> <td></td> <td>70</td> <td>400.00</td> <td>28000.00</td> </tr> </tbody> </table>	Unit	Quantity	Price	Amount		1000	4.00	4000.00		400	25.00	10000.00		70	400.00	28000.00
Unit	Quantity	Price	Amount															
	1000	4.00	4000.00															
	400	25.00	10000.00															
	70	400.00	28000.00															
Total This Page 3200		USD 30800.00																
Consignment Total 3200		USD 30800.00																
Additional Information If applicable, manufacturer's necessary																		
Bank Details Account Name: The Export Ship Pty Ltd Account Number: 88888888 BSB: 088-008 Reference: 06-12345	Invoice Total (Incoterms 2010) USD 30800.00 Place and Date of Issue Brisbane 18 JUN 2017 Issuing Company The Export Ship Name of Authorized Signatory John Carter Signature INCOC123456789																	

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

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

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

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

Manufacturer's Declaration

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

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

Create your Trade Documentation at www.incodocs.com



IMPORTER SECURITY FILING			
ABC Exports ABC Exports 1234 Main Street Brisbane, Queensland, 4000 Australia John Smith		Exporter Reference & Date ABC123 (01 Jan 2015) Bill of Lading Number BL 1234 Ocean Reference OCEAN	
Consignee ABC		Buyer in Foreign State and Address USA Imports 4567 Longway Blvd Long Beach, California, 90801 United States (Country Code) Henry Carter	
Ship to Name and Address USA Imports 4567 Longway Blvd Long Beach, California, 90801 United States (Country Code) Henry Carter		Ship to Name and Address USA Imports 4567 Longway Blvd Long Beach, California, 90801 United States (Country Code) Henry Carter	
Country of Origin Australia	Type of Shipment Freight In	Number of Shipment Number 1000000000	
Product Code 847000	Description of Goods 847000, AN AUTOMATIC & 100 X 100MM SQUARE COIL SPRING	HTS Code 8470.00.00	Manufacturer / Supplier ABC EXPORTS
Country of Origin Australia		Country of Origin Australia	
Consignee Billing Location ABC Exports 1234 Main Street Brisbane, Queensland, 4000 Australia John Smith		Place and Date of Issue Brisbane, Australia ABC EXPORTS 01 Jan 2015	
Consolidator (Stuffer) Name and Address ABC Exports 1234 Long Road Brisbane, Queensland, 4000 Australia John Smith		Name of Authorized Signatory John Smith Signature 	

NEWLY MANUFACTURED DECLARATION			
ABC Exports ABC Exports 1234 Main Street Brisbane, Queensland, 4000 Australia John Smith		Export Reference Number & Date ABC123 (01 Jan 2015) Bill of Lading Number BL 1234 Ocean Reference OCEAN	
Consignee ABC		Buyer in Foreign Country USA Imports 4567 Longway Blvd Long Beach, California, 90801 United States (Country Code) Henry Carter	
Ship to Name and Address USA Imports 4567 Longway Blvd Long Beach, California, 90801 United States (Country Code) Henry Carter		Ship to Name and Address USA Imports 4567 Longway Blvd Long Beach, California, 90801 United States (Country Code) Henry Carter	
Country of Origin Australia	Type of Shipment FCL	Country of Origin of Goods Australia	Country of Final Destination United States
Product Code 847000	Description of Goods 847000, AN AUTOMATIC & 100 X 100MM SQUARE COIL SPRING	HTS Code 8470.00.00	Manufacturer / Supplier ABC EXPORTS
Country of Origin Australia		Country of Origin Australia	
Consignee Billing Location ABC Exports 1234 Main Street Brisbane, Queensland, 4000 Australia John Smith		Place and Date of Issue Brisbane, Australia ABC EXPORTS 01 Jan 2015	
Consolidator (Stuffer) Name and Address ABC Exports 1234 Long Road Brisbane, Queensland, 4000 Australia John Smith		Name of Authorized Signatory John Smith Signature 	

How to use Container Loading Software to Optimize Shipping Costs

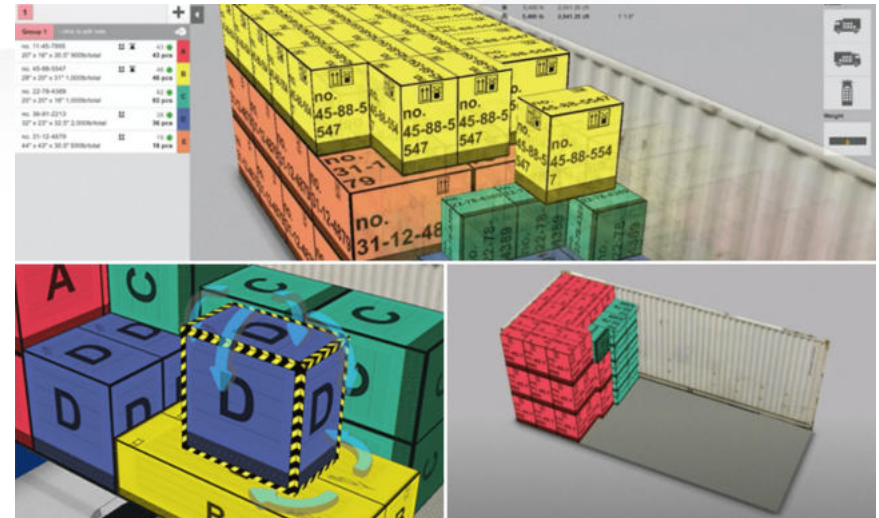
Container loading software helps shippers accurately calculate loading and stuffing plans. In the case of consolidating different products into one container, it can be a challenge to correct load and stuff the containers to make maximum use of it's capacity. Shipping fully loaded, instead of partially empty containers will save you money.

This is where truck and container loading software will benefit your business. Users can plan the loading of many different types of shipping containers or trucks. Users then add the dimensions and weights of goods to be loaded inside the containers.

A 3D visualization will give users an understanding of exactly how much cargo can be loaded and stacked for shipment. Users can adjust cargo by moving, rotating and stacking objects to optimize loading space inside the shipping container. The cargo visualization will show important data such the number of loaded cargo, the total weight of the load, the volume of all loads and the amount of free cubic meters.

When the loading calculation is complete, the finished project can be shared with a 3rd party, or printed and saved.

 [Try Container Loading Software](#)



Global Trade Finance enables exporters and importers to get fast access to finance to get products manufactured and shipped Internationally.

Import Export Finance is often required as importers usually place new orders for high value bulk shipments that require an upfront cost to manufacture. There is considerable risk to assess when producing a high volume of products. Cashflow and working capital management are fundamental for exporters, importers and trading companies.

The main benefit of having a suitable import export finance solution is that it will provide the seller or buyer with upfront finance to make deposit or balance payments for the goods to be manufactured and shipped. Different trade finance options usually provide finance on 30-120 day terms.

Using Export Trade finance, sellers do not have to dilute equity to allow their business to grow. It allows exporters and importers to remain working capital positive, to focus on optimizing operations & growth and expand into new markets. Receiving finance up front hedges and reduces the risks of financial defaults. It also enhances the speed of confirming new deals and reduces the time between manufacturing and loading goods on board vessels for export.

How to Apply for Global Trade Finance.

Depending on the type of facility that you need, providers will need to get an understanding of your business and your import export operations. Generally, if you already have a history of dealing with companies Internationally, it can make the approval process easier.



Get Connected with a Trade Finance Provider



How to Calculate the Landed Cost of Imported Goods

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

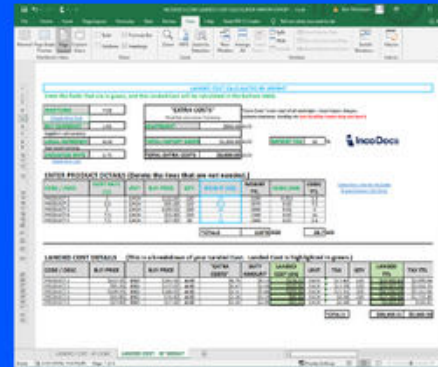
Understanding the landed cost of imported products allows business to plan how much capital will have to be invested to purchase products and get them delivered through to location. On top of that, it also helps businesses to plan their sell prices and profit figures that will eventuate when the products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

Use a Landed Cost calculator

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

Download the Walkthrough Guide

Excel Templates
+
Walkthrough Guide
with videos 



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

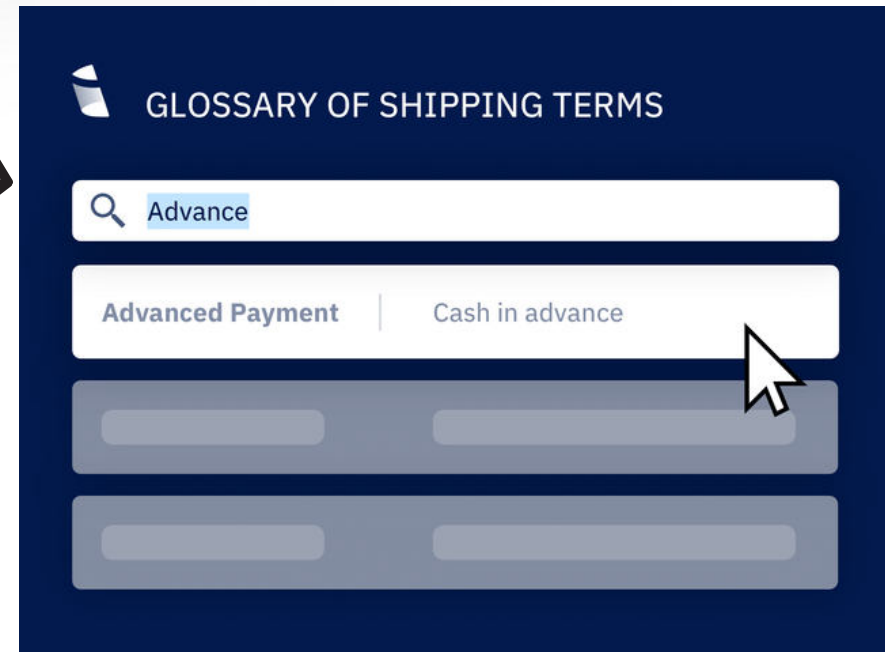
It's important that importers, exporters and freight companies correctly communicate freight terms to avoid problems or disputes arising from misunderstanding them.

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



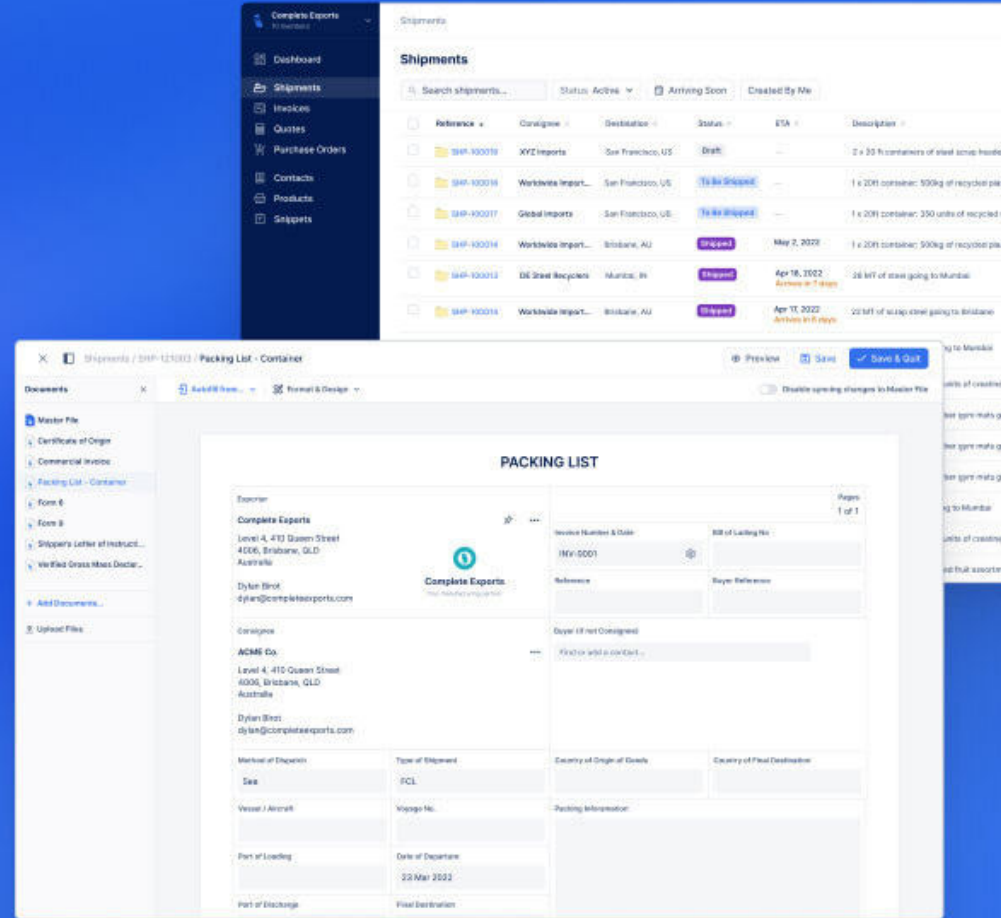
Click to:

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





Export Documentation. Easy. Accurate. Automated.



 [Get Started for Free](#)

No Credit Card Required