

# Chapter 9

## International Documents

# International Documents

- Documentation Requirements
- Invoices
- Export Documents
- Import Documents
- Transportation Documents
- Documents as a Marketing Tool

# Documentation Requirements

Most international transactions require numerous documents:

- It is important that each of these documents be filled correctly and within a specific time frame. Each document has different requirements.
- It is common to issue more than one *original* document – one for each of several parties.
- Most countries still require documents to be printed on paper and not submitted electronically.

Most Enterprise Resource Planning [ERP] software must be complemented with export-document software to generate these specialized documents.

# Invoices

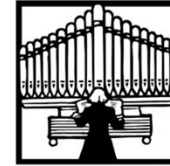
Commercial invoices for transactions conducted in an international environment are much more complete and detailed than in a domestic environment. They must include:

- A detailed description of the goods, with HS number, so that the goods can be classified correctly by Customs
- The Incoterms® rule of the transaction
- Details on the costs of domestic transportation, loading, insurance, etc., so as to help Customs determine the dutiable value of the goods
- Details on the weight and dimensions of the goods
- Details on the itinerary of the shipment
- The terms of payment

An international invoice, with all information included

Source: Pierre David

**EBERT PIPE ORGANS, INC.**



**INVOICE:** 072317-001

**Date:** July 23, 2021

**Sold By:**  
Ebert Pipe Organs, Inc.  
1234 Carnegie Avenue  
Cleveland, OH 44111  
USA

**Shipped By:**  
Ebert Inc. Warehouse  
7200 Industrial Parkway  
Cleveland, OH 44111  
USA

**Sold To:**  
Australian Importers  
4/2 Wilson Avenue  
Brunswick, Victoria 3089  
Australia

**Shipped To:**  
St. John's Methodist Church  
76 Ewing Road  
Brunswick, Victoria 3095  
Australia

**Crates:** 3      **Weight:** 57.55 kg net each  
65.00 kg gross each  
195.00 kg total

**Volume:** 1.2 x 0.6 x 0.4 m each  
0.288 m<sup>3</sup> each  
0.864 m<sup>3</sup> total

**Purchase Order:** 062083

Quantity	Description	Unit Price	Total
3	Catalog Item # 095673. Pipe organ blower. HS 8414.59.1000	USD 975.00	USD 2,925.00
	Insurance paid to Brunswick, Australia	USD 328.70	
	Airfreight Costs to Brunswick, Australia	USD 585.00	
	US Domestic Transportation Costs	USD 87.00	
	<b>Total:</b>		USD 3,925.70

**Shipped via:** Trans-Air

CIP 76 Ewing Road Brunswick,  
Australia, Incoterms 2020

**Country of Origin:** USA

**Terms:** 1.5% 10 days / net 30 days

# Other Invoices

- *Pro forma* Invoice

A quote (preview of the commercial invoice) provided by the exporter to the importer for the purpose of obtaining a letter of credit.

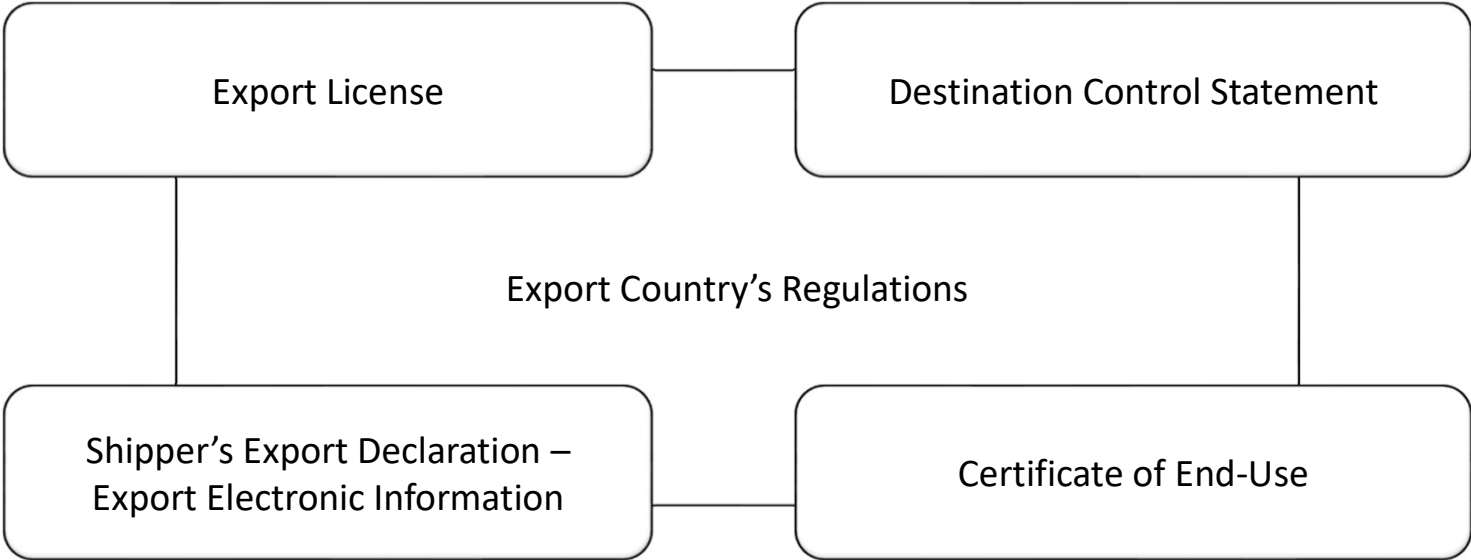
- Consular Invoice

A commercial invoice that is printed on stationery provided by the consulate of the country in which the good will be imported.

- Specialized Invoice

Some countries require that invoices be printed on special forms.

# Export Documents



# Export License

An export license is an express authorization by a given country's government to export a specific product before it is shipped.

What types of products need an export license?

Depending on the country of export, it could be:

- National treasures, antiques, or works of art
- Products put under control for political or military purposes
- Scarce natural resources



# An export license from the Malaysian Timber Board

Source: Malaysian Timber Industry Board

LEMBAGA PERINDUSTRIAN KAYU MALAYSIA (Malaysian Timber Industry Board)		LESEN EKSPORT EXPORT LICENSE		No. Permohonan : Application No.	
<b>1. Konsainor /Pengeksport (Nama dan Alamat)</b> <i>Consignor / Exporter (Name and Address)</i> CKF RODS SDN BHD NO.37-2, JALAN USI 21/10 UEP SUBANG JAYA 47630 SUBANG JAYA SELANGOR		<b>6. Pelabuhan Pemunggaan/Port of Discharge</b> SOUTHAMPTON-EASTLEIGH APT.		<b>7. Tarikh Eksport/Date of Export</b> 22/01/2020	
<b>2. Konsaini / Pengimport (Nama dan Alamat)</b> <i>Consignee / Importer (Name and Address)</i>		<b>8. Negara Asal / Country of Origin</b> MALAYSIA MY		<b>9. Negara Destinasi Terakhir / Country of Final Destination</b> UNITED KINGDOM GB	
<b>3. Cara Pengangkutan / Mode of Transport</b> 1. Laut / Sea 2. Keretapi / Rail 1 3. Jalan Raya / Road 4. Udara / Air 5. Lain-lain (Nyatakan) / Others (Specify).....		<b>10. Kod Matawang / Currency Code</b> USD		<b>11. Amaun yang telah / akan diterima / to be received</b> 104.87	
<b>4. No./Nama Kapal/Penerbangan/Kenderaan / No./Name of Vessel/Flight/Conveyance</b> NORTHERN PRECISIONS V.1506/01HYLINDAI VICTORY V.0802		<b>12. Bayaran bagi barang telah / akan diterima dari / Payment for goods received / to be received from:</b> UNITED KINGDOM		<b>13. Insuran / Insurance</b> 14. Tambang / Freight 15. Nilai FOB / FOB Value MYR	
<b>22. Tanda dan No. Kontena</b> <i>Container Marks and Nos.</i>		<b>16. Berat Kasar / Gross Wt. (Kg)</b> 17. Ukuran / Measurement (m3)		<b>18. Nama / Name :</b> Mun Sam. <b>19. No. Kad Pengenalan / Pasport / LC / Passport No :</b> 670801-10. <b>20. Jawatan Pemohon / Designation of Application :</b> Director <b>21. Tarikh / Date :</b> 18/01/2020 <b>CETAKAN KOMPUTER DAN TIDAK MEMERLUKAN TANDATANGAN</b> <i>This is computer generated licence, no signature is required</i>	
<b>23. Bil. No.</b> 6 PALLET (GENERAL) OTHER ARTICLES OF WOOD - OTHER ARTICLES OF WOOD, NES - LAIN-LAIN 1. - (6 PALLET (GENERAL)) T(inch)=0-0; L(inch)=0-0; P(feet)=0-0 T(mm)=28-35; L(mm)=28-35; P(M)=1.5-3 2. - (3 CARTON) T(inch)=0-0; L(inch)=0-0; P(feet)=0-0 T(mm)=10-10; L(mm)=66-66; P(M)=.066-.066		<b>24. No. dan Jenis Bungkusan No. and Type of Package</b>		<b>25. Keterangan Barang(Dokumen berkenaan hendaklah dikemukakan)</b> <i>Description of Goods(Relevant document must be submitted)</i>	
<b>28. Tarikh Kelulusan</b> <i>Date Of Approval</i> 19/01/2020		<b>29. Tarikh Lesen Sah Sehingga</b> <i>Expiry Date Of License</i> 19/03/2020		<b>30. Kadar Levi</b> <i>Levy Rates</i> 0.00	
<b>33. Lesen Eksport No. / Export License No.</b> MTI061201001452016		<b>34. No. Resit / Receipt No.</b>		<b>31. Kadar Ses</b> <i>Cess Rates</i> 0.00	
Dikeluarkan Kepada : CKF RODS SDN BHD Untuk Mengeksport : OTHER ARTICLES OF WOOD Kod Tarif: 442190990 Eksport Ke: UNITED KINGDOM Diluluskan Sebanyak: 12.17 M3		<b>32. Jumlah Bayaran</b> <i>Total Charges</i> 0.00		<b>AKTA KASTAM 1967 [AKTA 235]                      SUBSEKSYEN 31(1)                      PERINTAH KASTAM (LARANGAN MENGENAI EKSPORT) 2012                      SAUPI MAT NAWI                      b/p Ketua Pengarah MTIB / for Director General of MTIB                      PERINTAH SES KAYU 2000                      LEMBAGA PERINDUSTRIAN KAYU MALAYSIA  <b>CETAKAN KOMPUTER DAN TIDAK MEMERLUKAN TANDATANGAN</b>  <i>This is computer generated licence, no signature is required</i> </b>	
<b>UNTUK KEGUNAAN PEJABAT / FOR OFFICIAL USE</b>		<b>35. No. Pendaftaran MTIB/Registration No :</b> W05353		Page 1 of 1	
Diketuk oleh/ Printed by :		19/01/2020 04:29:00			

# U.S. Export Controls

The United States export control policies (regrouped under the Export Administration Regulations [EAR] and administered by the Bureau of Industry and Security) focus on three elements to determine if an export needs a license:

- The type of product exported
- The person or entity purchasing the product
- The ultimate country of destination

It is always the responsibility of the exporter to ensure that the goods can be legally exported from the United States.

# U.S. Export Controls—Product

The Bureau of Industry and Security maintains a Commerce Control List, in which all products of concern to the United States are given an Export Control Classification Number (ECCN).

Products need a license because they may be potentially dangerous or have “dual use.”

Goods in the CCL may fall under the control of one or more government agency including the Department of Defense, Department of State, or the Drug Enforcement Agency.

Items not requiring a license are classified as “EAR99.” Most goods are classified EAR 99.

# U.S. Export Controls—Person or Entity

Even if a product is classified as EAR99, exporters still need to determine if the purchaser of the product is on one of several lists:

- The Entity List
- The Unverified List
- The Specially Designated Nationals and Blocked Persons List
- The Denied Persons List

A product sold domestically can still be subject to export controls, if the purchaser is on one of these lists.

# U.S. Export Controls—Country

The U.S. government considers some countries “friendly” and others “unfriendly.”

For five countries, the U.S. has a total embargo, and no products can be exported there: Currently the U.S. has an embargo on Cuba, Iran, North Korea, Sudan, and Syria. For other countries there are many limits to what can be shipped there: Burma/Myanmar, the Democratic Republic of the Congo, Iraq, the Ivory Coast, Liberia, Libya, Somalia, Yemen, and Zimbabwe.

If a license is necessary, an exporter needs to obtain an Individual Validated Export License, or the express authorization to ship to a country.

# Destination Control Statement

A Destination Control Statement is required for products that have obtained a Validated Export License:

“This merchandise licensed by U.S. for ultimate destination [country].  
Diversion contrary to U.S. law prohibited.”

# Export Electronic Information

The Export Electronic Information (EEI) declaration to the U.S. Customs and Border Protection is a data-collection process used to tabulate what products are exported from the United States, and to which countries they are exported. It is required for all shipments worth \$2,500 or more per item.

Most other countries have a similar data-gathering export requirement. The European Union has a similar requirement, called the Single Administrative Document.

Interestingly, the United States does not require an EEI declaration for shipments to Canada but it is required for shipments to the U.S. Virgin Islands, Puerto Rico, and Guam.

# End-Use Certificate

An End-Use Certificate is a document required by some exporting countries in the case of sensitive exports, such as ammunition, to ensure that the product is used for acceptable (to the exporting country's government) purposes.



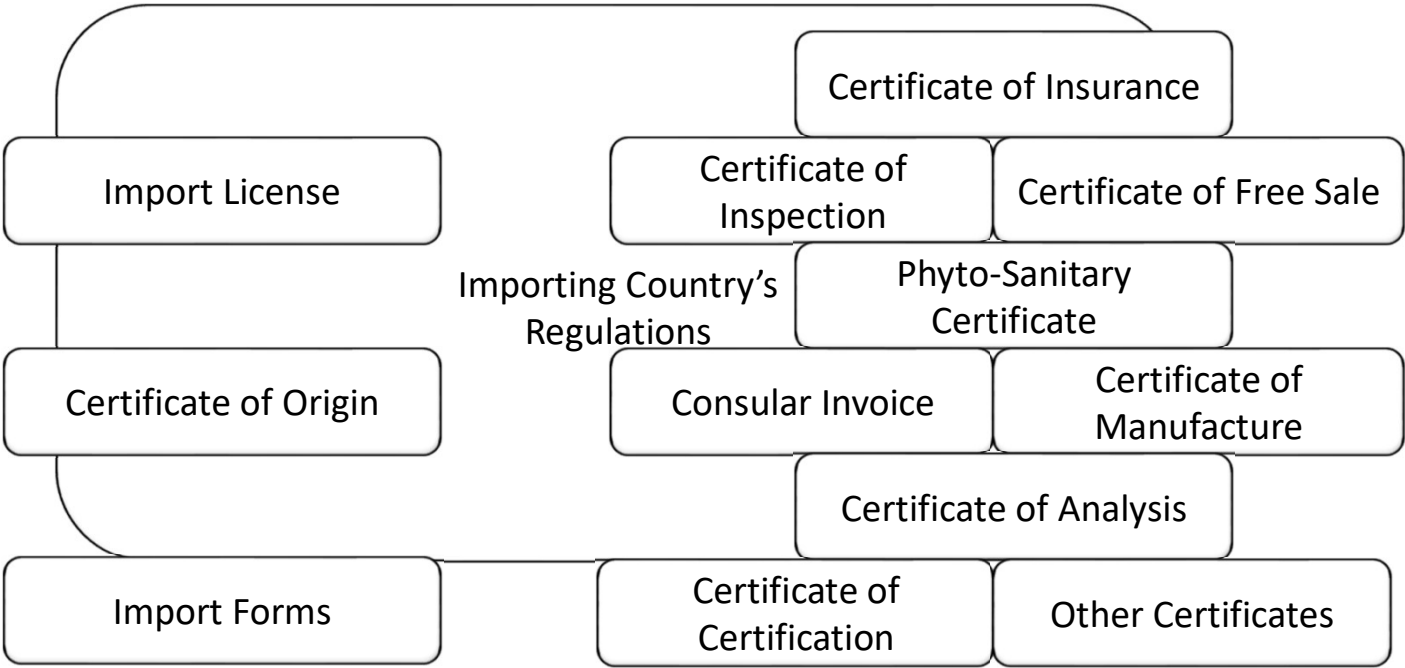
# Export Taxes and Quotas

Some countries require exporters to pay an export tax on certain commodities.

Export quotas are a limit, set by the exporting country's government, on the quantity of a specific commodity that can be exported in a given year.

Governments control their exports when the commodity that is exported is scarce. They can also do it when their country is one of the few that produces a particular product.

# Import Documents



# Origin of the Goods

- Certificate of Origin

A Certificate of Origin is a document provided by the exporter's chamber of commerce that attests that the goods originated from the country in which the exporter is located.

- Certificate of Manufacture

A Certificate of Manufacture is a document provided by the exporter's chamber of commerce that attests that the goods were manufactured in the country in which the exporter is located.

The USMCA Certificate of Origin is actually a Certificate of Manufacture.

# A Certificate of Origin from the Republic of Ghana

Source: Ministry of Mines, Republic of Ghana

NO.:FWO/MON/GDOD

  
**REPUBLIC OF GHANA**  
MINISTRY OF MINES  
ACCRA GHANA

Date: 08/06/2020

**Certificate Of Origin**

This Certificate is in accordance with Paragraph 61, Section 134 Sub-Section 9 of Certificate of Origin Act of 1962 defining the legal authorization related to Possession, assignment, traffic, exportation and manufacturing of precious mineral materials, amended by the decree number: 66-256 of 1971.

I, the Senior Manager in-charge of the department of Mines, undersigned, certify that the fact hereunder stated

BENEFICIARY	DESCRIPTION	WEIGHT
RE-NO: NKA52/30 PATRICK M. 58 ASHWOOD MANOR, PAULSHOR,SANDTON JOHANNESBURG, SOUTH AFRICA	10 KILOGRAM OF GOLD	24 Karat

Remarks: Rough Diamond/Gold of none bankable condition

Belonging to \_\_\_\_\_ of REPUBLIC OF GHANA

This Certificate of Approval is hereby established to deserve merit.

 ORIGINAL  
  
MINISTRY OF MINES  
MINISTER

**Certificate of Origin**

1. Exporter's name and address (if known) GUANGZHOU T.T.P. TRADE TRADING CO., LTD RM 302, NO/65 XIATIAN TWELVE RD, YONGTAIYUAN, BATYUN, GUANGZHOU, CHINA O/B SHISHI HAODESHENG IND CO., LTD		Certificate No.: L114401804580001				
2. Producer's name and address (if known) SHISHI HAODESHENG IND CO., LTD HAODESHENG INDUSTRIAL DISTRICT, XUESHANG VILLAGE, BAOGAI TOWAN, SHISHI CITY, FUJIAN, CHINA		<b>CERTIFICATE OF ORIGIN</b>				
		<b>Form for China-Costa Rica Free Trade Agreement</b>				
		Issued in _____ THE PEOPLE'S REPUBLIC OF CHINA				
		(see Overleaf Instruction)				
3. Importer's name and address (if known) HEREDIA CENTRO, AVENIDA 6, CALLE O HEREDIA, SAN JOSE 2729-3000, COSTA RICA TEL: 2291-2149 FAX 2291-6281		For Official Use Only:				
4. Means of transport and route (as far as known)  Departure Date: NOV. 03, 2020  Vessel/Flight/Train/Vehicle No.: XIANG XING V. BNO2W  Port of loading: XIAMEN, CHINA  Port of destination: SAN JOSE, COSTA RICA Route: XIAMEN, CHINA TO SAN JOSE, COSTA RICA BY SEA		5. Remarks: ***				
6. Item number (Max. 20)	7. Marks and Numbers on packages	8. Number and kind of packages; Description of goods	9. HS code (6 digit code)	10. Origin criterion	11. Gross weight or other quantity (e.g. Quantity Unit, liters, etc.)	12. Number, date of invoice and invoiced value
1	SOLE TECHNOLOGY	FOOTWEAR	6403.99	"W"	216PRS	EPIC110367
2	INC	FOOTWEAR	6403.91	"W"	216PRS	NOV. 03, 2020
		SAY THIRTY SIX (36) CARTONS ONLY				POB: USD 7830.00
		*** **				
13. Declaration by the exporter The undersigned hereby declares that the above stated information is correct, and that all the goods are produced in _____  and that they comply with the origin requirements specified in the Free Trade Agreement between the exporting country and _____  GUANGZHOU, NOV. 03, 2011 Place, date and signature of authorized person		14. Certification On the basis of the carried out control, it is hereby certified that the information herein is correct and that the goods comply with the origin requirements of the China-Costa Rica Free Trade Agreement.  Place and date*, signature and stamp of the Authorized Body  Tel: 00862038290120 Fax: 00862038290102 Address: NO. 66, HUACHENG AVENUE, ZHULIANG XINCHENG, GUANGZHOU HUI				

\*A Certificate of Origin issued under China-Costa Rica Free Trade Agreement shall be valid for one year from the date of issuance in the exporting country.  
AQSIO 110021321

A Certificate of Manufacture (Certificate of Origin meeting the manufacturing requirements of the China - Costa Rica free-trade agreement)  
Source: cargofromchina

# Inspection of the Goods

- Certificate of Inspection

A Certificate of Inspection is a document provided by an independent inspection company that attests that the goods conform to the description contained in the invoice provided by the exporter.

- Certificate of Analysis

A Certificate of Analysis attests that the goods conform to the chemical description and purity levels contained in the invoice provided by the exporter.

- Phyto-Sanitary Certificate

A Phyto-Sanitary Certificate attests that agricultural goods are free of pests and disease and conform to the standards of the importing country.

HFQ Inspection Company  
Nanlu Highway, 235  
Shanghai, 200134  
People's Republic of China  
+86 21 61410151



CERTIFICATE NO.: 14202647-A

### INSPECTION REPORT

Order No.: 14202647-A  
Client: SHANGHAI WORLD EXP CO., LTD  
Declared Commodity: HOT ROLLED STAINLESS STEEL SHEET IN COIL, 430 NO. 1 FINISH, PRIME QUALITY, MILL EDGE, WITH PAPER INTERLEAVED.  
Weight: Gross Weight 22.18MT as per weighing-bridge  
LC No.: QIK10121LS1353819  
Quantity: 2 coils  
Place of Inspection: Shanghai Warehouse and Linglong Warehouse, YangShan Port  
Date of Inspection: November 14, 2020  
Scope of Inspection: Weighing supervision and supervision of loading

In accordance with instructions received from SHANGHAI WORLD EXP CO., LTD, we, HFQ Co., Ltd. attended the above-mentioned location for purpose of following inspection and report as following:

**Weather:**

Weather condition at time of survey: Fine

**Storage and identification of the goods:**

Cargo presented for inspection was found stored in a truck in Shanghai Warehouse in YangShan Port.  
By visual checking during inspection and from documents provided by client, it was confirmed that the cargo was hot rolled stainless steel sheet and coil. Detail size as following:  
2 coils  
8\*1500\*C  
8\*1500\*C

**Packing:**

2 coils were packed consisting of the following: half piece plastic cylinder, secured by 1 or 5 steel straps (width 30mm, thickness 1 mm) around the circumference.



Xudong "John" Da


HFQ Record 458102-14202647



## A Certificate of Inspection


Source: Pierre David

A Certificate of Analysis for  
Cashew Kernels from Vietnam  
Source: VinaControl

		<b>Vinacontrol HoChiMinh City</b> 80 Ba Huyen Thanh Quan St., Dist. 3, Ho Chi Minh City Tel : (84.28) 39.316323 - 39.316704 Fax : (84.28) 39.316961 - 38.437861 vinalhochiminh@vinacontrol.com.vn www.vinacontrol.com.vn		
		<b>CERTIFICATE OF ANALYSIS</b>		
Shipper Consignee Notify party Description of goods Quantity Declared Weight Vessel From To B/L No.	: : : : CASHEW KERNEL : : : : : :	NO. : DATE :		
<b>PACKING SHIPPING MARKS ANALYSIS</b> :		The representative sample of whole lot was drawn from ... cartons taken at random for analysis in the laboratory. The results are as follows:		
		<b>RESULTS</b>		
Specifications	Units	Limit of detection	Methods of analysis	Results
Aflatoxin B1	ppb	0.2	PP3.1.6 HPLC-TT2 (Ref. AOAC 990.33)	
Aflatoxin B2	ppb	0.2		
Aflatoxin G1	ppb	0.2		
Aflatoxin G2	ppb	0.2		
Total Aflatoxins B1, B2, G1, G2	ppb	0.2		
Free Fatty Acid (FFA)	%	0.01	ISO 729:1988	
Peroxide Value (PV)	meq/kg	0.1	TCVN 6121:208 (Ref. ISO 729:1988)	
Total Plate Count	CFU/g	-	TCVN 4884-1:2015 (ISO 4833-1:2013)	
Yeast & Mould	CFU/g	-	TCVN 8275-2:2010 (ISO 21527-2:2008)	
Coliforms	CFU/g	-	TCVN- 6848:2007 (ISO 4832:2006)	
E.coli	CFU/g	-	TCVN 7924-2:2008 (ISO 16649-2:2001)	
Salmonella /325g	-	-	TCVN 10780-1:2017 (ISO 6579-1:2017)	
Listeria /25g	-	-	ISO 11290-1:2017	
Staphylococcus aureus	CFU/g	-	TCVN 4830-1:2005 (ISO 6888-1:1999 With Amendment 1: 2003)	
<b>Place of inspection</b>	: At the shipper's warehouse, in the laboratory and at loading time into container. We supervised the loading into container No./Seal No.:			
<b>Date of inspection</b>	: On and subsequent days.			
<b>SURVEYOR</b>		<b>DEPUTY DIRECTOR OF DEPT. 4</b>		
<b>IMPROVE QUALITY. TOWARD SUCCESS</b>				



kt 10



REPUBLIC OF INDONESIA  
MINISTRY OF AGRICULTURE  
AGENCY FOR AGRICULTURAL QUARANTINE

KT-10 No. 0139804

**PHYTOSANITARY CERTIFICATE**  
No. : 2015.2.04.01.K10.E.005290

TO : PLANT PROTECTION/QUARANTINE ORGANIZATION  
OF CHINA

**I. DESCRIPTION OF CONSIGNMENT**

Name and address of exporter : CV. ALOHA COCONUT FIBER  
JL. PERMATA PERING 9 X DESA PERING, KEC. BLAHBATUH, KAB. GIANYAR, "BALI" INDONESIA

Declared name and address of consignee : SHANGHAI LULONG INDUSTRIAL CO., LTD  
XINJI ROAD 2888, BLDG 30-1102, MINHANG DISTRICT, SHANGHAI 201108, CHINA

Number and description of packages :  
900 BAGS = GW : 28.480,00 KGS. NW : 28.430,00 KGS.

Distinguishing marks :  
N/A

Place of origin : SURABAYA, INDONESIA  
Declared means of conveyance : NAJADE V. 1110  
Declared point of entry : HAIKOU, CHINA

Name of produce and quantity declared :  
900 BAGS OF FRESH COCONUTS SEMI-HULSKED


Botanical name of plants : *Cocos nucifera*

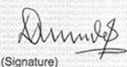
This is to certify that the plants or plant products or other regulated articles described herein have been inspected and/or tested according to appropriate official procedures and are considered to be free from the quarantine pests specified by the importing contracting party and to conform with the current phytosanitary requirements of the importing contracting party, including those for regulated non-quarantine pests.  
They are deemed to be practically free from other pests.

**II. ADDITIONAL DECLARATION**  
XXX NONE XXX

**III. DISINFESTATION AND /OR DISINFECTION TREATMENT**

Date : XXX Treatment : XXX  
Chemical : XXX Duration and temperature : XXX  
Concentration : XXX  
Additional information : XXX

(Stamp of Organization)  Place of issue : Surabaya  
Name of authorized officer : DAMARIS LANDE  
Date : May 06, 2020

  
(Signature)

No financial liability with respect to this certificate shall attach to Plant Quarantine Service of Indonesia or to any of its officers or representatives.

## A Phyto-Sanitary Certificate from Indonesia for Coconut Fiber

Source: Ministry of Agriculture, Indonesia

# Conformity of the Goods

- Certificate of Certification

A document provided by an independent inspection company, or by the Agricultural Department of the exporting country's government, that attests that the goods conform to the agricultural standards of the importing country.

- Certificate of Free Sale

A document that attests that the product exported conforms to all of the regulations in place in the exporting country and that it can be sold freely in the exporting country.

Some importers use this certificate as a guarantee of quality if they are worried that the exporter will ship sub-standard goods.

Zertifikat-Registrier-Nr.: 3832014



## Herstellerbezogene Produktqualifikation

zur Fertigung von Produkten für Schienenfahrzeuge

Der Hersteller

**PRODUCTS Trading S.L.**  
B. Arregui s/n  
48340 Amorebieta (Vizcaya)  
Spanien

ist für die Fertigungsschritte

### Warmformgebung und Wärmebehandlung

zur Herstellung von

**Naben für Bremscheiben gemäß EBN 918 278 sowie  
Schmiedeprodukten aus Stahl im sicherheitsrelevanten Bereich  
gemäß EN 10025 und EN 10083,**

*z.B.: Radsatzlenker, Radsatzführungen, Konsolen, Motorhalter,  
Schlingerdämpferkonsolen, Bremshebel und Hebel für Drehstabfedern*

qualifiziert.

Verwendetes Herstellerzeichen



Grundlagen der Qualifikation:

- Antrag zur Herstellerbezogenen Produktqualifikation vom 19.11.2013
- Bewertung der Fertigungs- und Prüfeinrichtungen vom 19. - 22.05.2014
- Prüfbericht der Forging Products Trading S.L., Nr. 80508445 vom 11.04.2014
- Abschlussbericht 070/01031/14 vom 29.07.2014

Einschränkungen:

- nur gültig in Zusammenhang mit Schreiben TEF4.Sy vom 29.07.2014

Geltungsdauer der Qualifikation: **Juli 2017**

Deutsche Bahn AG  
Vorstandsressort Technik und Umwelt  
Qualitätssicherung Schienenfahrzeuge  
und Ersatzteile TEF 4

Berlin, 29.07.2014

i.V. \_\_\_\_\_

Bismark

i.A. \_\_\_\_\_


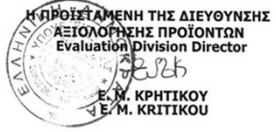
Staudy

A Certificate of Certification to  
the German Standards from the  
German Railroad for a Spanish  
customer

Source: Deutsche Bahn

## A Certificate of Free Sale from Greece

Source: Ministry of Health, Hellenic Republic

 <b>ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ</b> <b>ΥΠΟΥΡΓΕΙΟ ΥΓΕΙΑΣ ΚΑΙ ΚΟΙΝΩΝΙΚΗΣ</b> <b>ΑΛΛΗΛΕΓΓΥΗΣ</b> <b>ΕΘΝΙΚΟΣ ΟΡΓΑΝΙΣΜΟΣ ΦΑΡΜΑΚΩΝ</b> <b>www.eof.gr</b> Μεσογείων 284, 155 62, Χολαργός, ΕΛΛΑΔΑ  ΔΙΕΥΘΥΝΣΗ ΑΞΙΟΛΟΓΗΣΗΣ ΠΡΟΪΟΝΤΩΝ Τμήμα: Αξιολόγησης Υγειονομικού Υλικού Πληροφορίες: Μ. Περίρακη, <a href="mailto:perpiraki@eof.gr">perpiraki@eof.gr</a> Τηλ: +30213 2040407  Αρ. Πρωτ.: 83085/23-11-2020	<b>HELLENIC REPUBLIC</b> <b>MINISTRY OF HEALTH AND SOCIAL</b> <b>SOLIDARITY</b> <b>NATIONAL ORGANIZATION FOR MEDICINES</b> <b>www.eof.gr</b> Messogion Ave. 284, Holargos, 155 62, HELLAS  EVALUATION DIVISION Medical Devices Section Information: M. Perpiraki, <a href="mailto:perpiraki@eof.gr">perpiraki@eof.gr</a> Tel.: +30213 2040407  Our Ref.: 83085/23-11-2020 (Issue Date)
Προς: <b>ΗΛΕΚΤΡΟΔΥΝΑΜΙΚΕΣ ΚΑΤΑΣΚΕΥΕΣ</b> <b>ΜΟΝ.ΕΠΕ (PULSE DYNAMICS),</b> <b>ΜΑΡΚΟΠΟΥΛΙΩΤΗ 26,</b> <b>Τ.Κ. 11744 ΑΘΗΝΑ</b>	To: <b>ELECTRODYNAMICS MANUFACTURING L.t.d.</b> <b>(PULSE DYNAMICS),</b> <b>26 MARKOPOULIOTI STREET,</b> <b>11744 ATHENS, ATTICA, HELLAS</b>
<b>ΠΙΣΤΟΠΟΙΗΤΙΚΟ ΕΛΕΥΘΕΡΗΣ</b> <b>ΚΥΚΛΟΦΟΡΙΑΣ</b>	<b>FREE SALES CERTIFICATE</b>
Βεβαιώνουμε ότι, σύμφωνα με τα στοιχεία μας και σύμφωνα με τα στοιχεία που προσκομίσθηκαν από την εταιρεία ΗΛΕΚΤΡΟΔΥΝΑΜΙΚΕΣ ΚΑΤΑΣΚΕΥΕΣ ΜΟΝ.ΕΠΕ (PULSE DYNAMICS), ΜΑΡΚΟΠΟΥΛΙΩΤΗ 26, Τ.Κ. 11744 ΑΘΗΝΑ το προϊόν <b>Ηλεκτρομαγνητικές θεραπευτικές γεννήτριες ωστικού τύπου - Σειρά Papimi UMDNS 12-415</b>	It is hereby certified that, according to our data and the data provided by the company ELECTRODYNAMICS MANUFACTURING L.t.d. (PULSE DYNAMICS), 26 MARKOPOULIOTI STREET, 11744 ATHENS, ATTICA, HELLAS the product <b>Electromagnetic therapeutic impulse generators - Papimi Serie UMDNS 12-415</b>
που αναγράφεται στο Πιστοποιητικό CE No 44232066844/16-10-2012 που έχει χορηγηθεί από τον Κοινοποιημένο Οργανισμό TÜV NORD CERT No 0044 και ισχύει μέχρι 15-10-2015, σύμφωνα με την Οδηγία 93/42/ΕΟΚ, μπορεί να κυκλοφορεί ελεύθερα στην Ελληνική και την αγορά της Ευρωπαϊκής Ένωσης. Το παρόν χορηγείται για εξαγωγικούς σκοπούς.	which is included in the EC Certificate No 44232066844/16-10-2012 issued by the Notified Body TÜV NORD CERT No 0044 (valid until 15-10-2015), according to the 93/42/EEC Directive, is sold freely in the Greek and the European Union market.  This certificate is issued for exports.
	 <b>Ε. Μ. ΚΡΗΤΙΚΟΥ</b> <b>E/M. KRITIKOU</b>

# Certificate of Insurance

A Certificate of Insurance is a document provided by the exporter's insurance company that attests that the goods are insured during their international voyage.

A certificate of insurance can be based on a single policy specifically contracted for a particular voyage, or it can be based on the open policy that covers all of an exporter's shipments.

In the case of an open policy, the insurance company provides the exporter with a series of certificates that it then uses as needed.

# A Certificate of Insurance from Spain for a customer in Taiwan

Source: Ozgur Eker

MARINE CARGO INSURANCE CERTIFICATE							
CLIENT NO	AGENCY NO	POLICY NO	ENDORS NO	OPEN COVER NO	FLOTAN POLICY NO	PROPOSAL DATE	LOADING DATE
867010	500025	200200008041789	0	200200006641522		19/02/2020	19/02/2020
<b>POLICY HOLDER NAME</b>		: ELECTRONIC CARD EXPORTER COMPANY SA					
<b>ADDRESS</b>		: Polígono San Sebastián, Nave 40 Arganda del Rey - 24500 Madrid Spain					
<b>ASSURED'S NAME</b>		: TAIWAN WASTEWATER ENGINEERING CO.					
<b>ADDRESS</b>		: No. 40, Shuang Lien Street Taipei City, 100 Taiwan					
<b>MORTGAGE</b>		:					
DETAILS OF SUBJECT MASTER INSURED AND THE VESSEL							
<b>KIND OF GOODS</b>		: ELECTRONOC CARDS			<b>VESSEL</b>		: MSC NEWYORK, 151 Q 12
<b>QUANTITY</b>		: 10000 PIECES			:		
<b>WEIGHT (NET)</b>		: 12000KGS			:		
<b>WEIGHT (GROSS)</b>		: 15000KGS			:		
<b>PACKING</b>		: 1000 CARTONS			:		
<b>PORT OF LOADING</b>		: VALENCIA SEAPORT; SPAIN			:		
<b>PORT OF DISCHARGE</b>		: PORT OF TAIPEI, TAIWAN			:		
SUM INSURED							
<u>SUM INSURED IN EUR</u>		<u>ADD. S/ IN EUR(%0)</u>		<u>TOTAL SUM INSURED IN EUR</u>			
29,080.00		0.00		29,080.00			
INSURANCE CONDITIONS AND PREMIUM							
CONDITIONS	SUM INSURED VALUE	RATE %	NET PREMIUM EUR				
ICC (A)	29,080.00	0.06	17.45				
			<b>TOTAL NET PREMIUM :</b>		17.45 EUR		
			<b>TRANSACTION TAX :</b>		0.00 EUR		
			<b>GROSS PREMIUM :</b>		17.45 EUR		
DETAILS OF THE CONDITIONS							
Marine Cargo General Conditions.							
Warranted as per attached Institute Cargo Clauses (A )							
Electronic Date Recognition Clause, Institute Radioactive Contamination, Chemical, Biological, Bio-chemical and Electromagnetic Weapons Exclusion Clause 10/11/2003 and Institute Cyber Attack Exclusion Clause 10/11/2003, Cyber Risk Exclusion Clause							
EUR							
In case of loss occurrence, the indemnity amount to be paid, will be calculated in € , by applying the rate of exchange stated hereinabove. The settlement will be made either in € or in Foreign currency equivalent of the € amount on the date of payment. In consideration on the payment to us by or on behalf of the premium specified in this policy and subject to the general conditions, clauses or special conditions attached to the forming part of the policy. We hereby agree to insure against loss or damage incurred at the cargo specified under this policy. In the event of loss or damage which may result in claim under this insurance immediate notice must be given to company in order that surveyor is appointed who will examine the goods and issue a survey report. No survey report shall be valid unless signed by the appointed surveyor.							
TERMINATION OF TRANSIT CLAUSE (TERRORISM), INSTITUTE STRIKES CLAUSES							
CLAIMS ARE PAYABLE IN TAIWAN IN THE SAME CURRENCY							
ISSUED AT :							
DATE OF ISSUANCE :		19/02/2020			SPAIN WELL KNOWN INSURANCE COMPANY		

# Other Import Documents

- Consular Invoice

A commercial invoice that is printed on stationery provided by the consulate of the country in which the good will be imported.

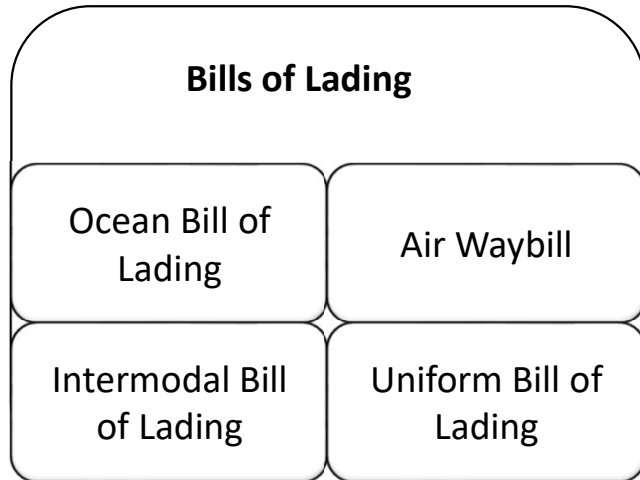
- Import License

The express authorization, granted by the government of the importing country, to import a particular product in a given country.

- Import Forms

All countries have specific administrative forms that have to be submitted by the importer in order to clear Customs.

# Transport Documents





# Bill of Lading

A bill of lading is a generic term used to describe a document that fulfills three functions in international transport:

- It is a contract between the carrier (the transportation company) and the shipper. The carrier agrees to transport the goods from A to B for a given price.
- It is a receipt for the goods. Signed by the carrier, it signifies that the goods were received in good condition.
- It is a certificate of title. Whichever party has the original bill of lading is the owner of the goods.

However, it can get slightly more complicated.

# Bill of Lading as a Contract of Carriage

A bill of lading is a contract between the carrier (the company operating the mode of transportation) and the shipper (the firm that enters the contact with the carrier) .

The shipper is either the exporter or the importer, depending on the Incoterms<sup>®</sup> rule used; the Incoterms<sup>®</sup> rule determines which is responsible to arrange for pre-carriage, main carriage or on-carriage.

For a given amount of money, the carrier agrees to transport the goods from a certain location to another.

Each contract of carriage can be negotiated, but most are standard agreements. Some include the costs of loading and unloading the goods, others do not.

# Bill of Lading as a Receipt for the Goods

There are two alternatives when the carrier receives the goods in the exporting country:

- If the goods are received in good condition, the carrier just signs the bill of lading, without any other annotation. Such a bill of lading is called a clean bill of lading.
- If the goods are received in a condition that concerns the carrier (dirty, wet, poorly packaged, rusty, leaking, etc.), the shipper makes an annotation of the issue, then signs. Such a bill of lading is called a soiled bill of lading.

Letters of credit always call for a clean bill of lading.

# Bill of Lading as a Certificate of Title

On a bill of lading, there is a box called “consignee,” in which the shipper identifies the firm that will take delivery of the goods from the carrier. There are two alternative ways to fill this box:

- If the box is left blank or the words “to order” are used, then the bill of lading is said to be negotiable, and the owner of the goods in the destination port is the entity with the original bill of lading. The goods can be sold while they are being transported.
- If the name of the consignee is entered, then only that firm can pick up the goods from the carrier. Such a bill of lading is called a straight bill of lading.

Only ocean bills of lading are negotiable.

# Types of Bills of Lading

A bill of lading takes different names depending on the mode of transportation chosen:

- It can be called an ocean bill of lading for transportation by ocean
- An air waybill when the goods travel by air
- An intermodal bill of lading when the goods travel on more than one mode of transportation under a single contract
- A uniform bill of lading when the goods travel by road or rail

The shipper (the firm that enters the contact with the carrier) is either the exporter or the importer, depending on the Incoterms<sup>®</sup> rule used.



An Air Waybill from Malaysia Airlines for a shipment of mangosteens to China  
 Source: Malaysia Airlines

232-1200-7306 Shipper's Name and Address		Shipper's Account Number		Not Negotiable 232-1200-7305	
POH SENG KIAN 79, BATU 6 1/4 KESANG 84000, MUAR JOHOR MALAYSIA				Air Waybill Issued by MALAYSIA AIRLINES CARGO BERHAD	
Consignee's Name and Address		Consignee's Account Number		Copies 1, 2 and 3 of this Air Waybill are original and have the same validity. It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR BY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.	
BEIJING GUANGCHANGMING TRADING CO., LTD. 18 HOUANGDING DUAN, QING LIU HOUNGDCN, ANDING ZHEN, DAXINGQU BEIJING, CHINA				Accounting Information/Also Notify FREIGHT PREPAID	
Issuing Carrier's Agent Name and City		Agents IATA Code		Account No.	
"OWN"					
Airport of Departure (Addr. of Iss. Carrier) and requested Reading		Reference Number		Optional Shipping Information	
KUAL LUMPUR, MALAYSIA					
To By First Carrier		By		Declared Value for Carriage	
PEK 07MARCH2020		M Y S P E T		Declared Value for Customs	
Airport of Destination		Requested Flight/Route		INSURANCE - If Carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, payable amount to be insured/declared if no existing "Amount of Insurance"	
BEIJING, CHINA					
HANDLING INFORMATION					
PLS CONTACT CREE UPON ARRIVAL.TQ.PERISHABLE.					
*For USA only These commodities, technology or software when exported from the United States in accordance with the Export Administration Regulations, Destination country is USA for prohibited.					
No. of Pieces	Gross Weight	Net Weight	Chargeable Weight	Rate	Amount
4	4566		4566	10425	46801.50
K Q		SCR 0007			
				46801.50	
Prepaid		Weight Charge		Collect	
46801.50				F.O.C : 3652.80	
Valuation Charge				I.S : 913.20	
Tax					
Total other Charges Due Agent					
4566.00					
Total other Charges Due Carrier					
51307.50					
Currency Conversion Rates		or charges at Dest. Currency			
				07march2020 KUALA LUMPUR JHQ 7306	
For Carriers Use only at Destination		Charges at Destination		Total/collect Charges	
				232-1200-7306	
ORIGINAL 1 (FOR ISSUING CARRIER)					
Original 2 - (For Consignee) 232-10677085-					

# Charter Party

A charter party is a type of contract of carriage between a carrier and a shipper, in which the shipper uses all or most of the carrying capacity of the ship. It is generally used to transport bulk commodities, such as grain, fertilizer, ore, or oil.

A charter party can be a contract for a single voyage, but it can also be for a series of voyages to transport a large quantity of a particular commodity, or for a specific duration of six months or a year.



# Aircraft Leases (I)

A shipper intent on utilizing the entire capacity of an aircraft enters into a lease agreement. The agreement can be for a single voyage, a series of voyages, or a duration.

- Wet Lease

An agreement under which the owner of the aircraft provides the airplane, insurance, maintenance services, fuel, and a flight crew to the lessor, who has to cover all of the other variable costs, such as airport fees.

- ACMI Lease

An agreement under which the owner of the aircraft provides the airplane, crew, maintenance, and insurance to the lessor, who has to cover all of the other variable costs, such as airport fees and fuel.

# Aircraft Leases (II)

- Dry Lease

An agreement between the owner (lessor) of an aircraft and the lessee in which the owner provides only the aircraft and no other services.

- Damp Lease

An agreement between the owner of an aircraft and the lessee, under which the owner provides some services in addition to the aircraft itself . For example, an ACMI lease is a damp lease because it does not cover fuel.

# Packing List and Manifest

- Packing List

A document prepared by the exporter that lists out what a shipment contains, in great detail. A packing list always accompanies every shipment.

- Manifest

A document generated by the shipping company (the carrier), which lists all cargo onboard the transportation vehicle. There is a manifest for every voyage undertaken by the carrier.

The manifest is frequently requested by the Customs authorities of a port of call.

- Certificate of Gross Mass

A certificate that discloses the actual weight of a container.

## PACKING LIST

Buyer	: - Mart, CANADA
Style no	: GRW12013MN
PO No.	: 2150158551

Date	12-Jan-21
Order Quantity	6376 Pcs
Shipment Quantity	6192 Pcs
Short Quantity	184 Pcs
Short %	2.89
Total CBM	19.393344

Packing: Solid colour assorted size

Carton NO	No of carton	Colour / SIZE	ASSORT ID.	ITEM NBR	S	M	L	XL	Quantity per carton	Total Ship qty	Order Qty	Short Qty	Short %	Ctn Meas.	Net Weight	Gross Weight
From 1	To - 524	524	Grey Heather	30125933	030125923	1				524 Pcs	524 Pcs	0 Pcs	0.00	58X36X12 CM	3.00Kg	4.00Kg
				030125922	3				1572 Pcs	1572 Pcs	0 Pcs	0.00				
				030125921		2			1048 Pcs	1048 Pcs	0 Pcs	0.00				
				030125924			2		1048 Pcs	1048 Pcs	0 Pcs	0.00				
									<b>8</b>	<b>4192 Pcs</b>	<b>4192</b>	<b>0 Pcs</b>	<b>0.00</b>			
525	- 774	250	Plum Perfect	30125938	030125927	1				250 Pcs	273 Pcs	23 Pcs	8.42	58X36X12 CM	3.00Kg	4.00Kg
				030125926	3				750 Pcs	819 Pcs	69 Pcs	8.42				
				030125925		2			500 Pcs	546 Pcs	46 Pcs	8.42				
				030125928			2		500 Pcs	546 Pcs	46 Pcs	8.42				
									<b>8</b>	<b>2000 Pcs</b>	<b>2184</b>	<b>184 Pcs</b>	<b>8.42</b>			
Total	774									6192 Pcs	6376 Pcs	184 Pcs	2.89			

**SHIPPING MARK:**

**FRONT MARK** (print on 2 long sides)

<b>DEPT#23</b>	
GEORGE	
GR Colour Block V-Neck Sweater	
-MART CANADA	
COLOR	
PO #	
PO TYPE #	43
DEPARTMENT #	23
ASSORT MENT #	
SUPPLIER STOCK #	GRW12013MN
SHIPPING CASE QTY.	8
MADE IN BANGLADESH	
CASE	___ OF ___

**SIDE MARK :**

(print on 2 short sides)

<b>DEPT#23</b>	
GEORGE	
GR Colour Block V-Neck Sweater	
COLOR	
ASSORTMENT #	
SUPPLIER STOCK #	GRW12013MN
SHIPPING CASE QTY.	8
MADE IN BANGLADESH	
DIMENSION	58 CM X 36CM X 12CM
NET WEIGHT	3.00Kg
GROSS WEIGHT	4.00Kg

A Packing List for a shipment of clothing from Bangladesh to Canada.  
Source: Pierre David

A Verified Gross Mass certificate for  
two containers originating in China.  
Source: Marine Insights

(累加计算法)

### Verified Gross Mass Statement

船名航次 : ISOBEL/1817

中文报关品名: 膨润土猫砂

BOOKING REFERENCE	CONTAINER NUMBER	SOC (Y if Yes)	TARE WEIGHT	VGM	UOM (KGM 公斤)
订舱号	箱号	是否自有箱	箱皮重	验证重量	计量单位
(必填)	(必填)	(选填)	(选填)		KGM 公斤
576347340	MRKU8920652		2170	25170	KGM
576347340	MSKU7766776		2170	25170	KGM

本托运人声明: 该文件资料所含载货集装箱重量信息系按照《1974年国际海上人命安全公约》第VI/2.4.2条所述方法获得, 该方法符合主管机关制定并公布的《载货集装箱累加计算法重量验证指南》的要求。

本托运人确认, 本声明的电子版本与其原件具有相同的法律效力。

托运人公司名称: UNITEX INT'L FORWARDING(GZ)LIMITED TIANJIN BRANCH  
职位: 操作



签字:  
日期: 2018.7.18



盖公章

# Shipper's Letter of Instruction

A Letter of Instruction is a document in which the shipper spells out how it wants the carrier to handle the goods while they are in transit.

For refrigerated cargo, it specifies the temperature that must be maintained in the container and the monitoring frequency of that temperature. For live cargo, the frequency of feeding, quantities required, and water needs.

For manufactured goods, the letter of instruction can specify a position on the ship: to minimize movements, the cargo can be stowed below deck, at the water line. If it is dangerous, the shipper can request a stow above deck.

# Dangerous Goods

Shipments of dangerous goods are regulated by the International Maritime Organization's *International Maritime Dangerous Goods Code*, the International Civil Aviation Transport Association's *Dangerous Goods Regulations*, the International Civil Aviation Organization's *Technical Instructions for the Safe Transport of Dangerous Goods by Air* or by local shipment codes.

All require different additional documents and specific stowing instructions.

# Electronic Data Interchange (EDI)

Electronic Data Interchange (EDI) is the electronic exchange of documents, from computer to computer.

EDI allows the instantaneous notification of the other party when a particular step in the shipping of goods has taken place.

Under a DPU shipment, for example, once the goods have been unloaded at the terminal, the exporter can notify the importer electronically that the goods are now its responsibility.

Under a CPT shipment, the exporter can notify the importer that the goods have been delivered to the first carrier.



# Electronic Data Interchange (EDI)

The sender and the recipient must reach two agreements in order for EDI to work well:

- They must agree to a technical EDI understanding —the specific technology used for the exchange. The United Nation’s EDIFACT standard is the most likely to eventually prevail as the international standard, but there is currently no official international standard.
- There must also be a legal agreement between the parties defining the responsibilities, timing, liabilities for errors, the “evidentiary value” of messages, and other legal issues.

# Document Preparation as a Marketing Tool (I)

An exporter that does an excellent job at preparing documents can get a strategic advantage, as the importer is likely to be able to clear Customs quickly and process payment efficiently if all of the documents are conform.

- The *pro forma* invoice must be a perfect preview of the actual invoice.
- The commercial invoice must be clear, detailed, and precise. It must include all the information that is necessary for the importer to clear Customs and minimize the duty that it has to pay.
- All the certificates requested have to be provided, in the manner requested.

# Document Preparation as a Marketing Tool (II)

- .
- The correct number of originals and copies of all documents must be prepared or collected.
- The packing list must be prepared carefully and precisely. An incomplete or imprecise packing list increases the probability of a Customs inspection.
- The export paperwork must be prepared and filed correctly and in a timely manner.