

Basic Export Documentation

BY CHRISSY BLANCHARD
INTERNATIONAL CUSTOMER SUPPORT MANAGER
RBP CHEMICAL TECHNOLOGY, INC.

Tips & Best Practices

Happiness Is...



...Perfect Export Docs

Key points about of Export Documentation

A MUST for successful int'l transactions.

Greater detail than for domestic shipments.

Missing or incorrect information can cause rejection of export, delays and penalties, or your inability to get paid.

Be consistent; supports confident relationships between you and your partners (forwarders, customers, etc.)



Export Documentation



There is no “standard” format, but there is a common format.

- Best Practice, Tip! Create your own “company” templates, be consistent. Will make your job easier.

Help is available, just ask!

Basic Commercial Export Docs

Quotation (price offer) vs Proforma Invoice (sales offer)

Commercial Invoice

Export Packing List

Weight Verification Form

Shipper's Letter of instruction, SLI

Certificate of Origin (if needed)



Tip! Keep a file folder for each order to retain all documents and correspondences. Retain electronic copies, as well.

Quotation vs. Proforma Invoice

Quotation = presentation of pricing, terms and conditions.

- I consider this an offer, which can be negotiated.

Proforma Invoice = a detailed commitment to the sale, with very specific terms of the trade.

- Specifically mentions quantity(ies) of item(s), payment terms, INCOTERMS[®] 2010, method of transportation, etc.
- Final part of negotiation before the firm sale.

Consignee may require a Proforma for import permit purposes, or to arrange for payment in advance, or to simply issue a purchase order.

Sample Quotation

- Addressed to consignee
- Lists product(s), packaging, price, currency
- Terms and conditions



RBP Chemical Technology, Inc.
150 S. 115th Street • P.O. Box 14089
Milwaukee, WI 53214-0089
www.rbpchemical.com
Corporate: 414-258-0811
Fax: 414-258-7908

July 26, 2016

C.Joginadham, GM - Operations
Electronics Division,
Keerthi Industries Limited
(formerly Hyderabad Flextech Limited)
Plot no 40, IDA,
Balanagar, Hyderabad 500037

Email ID: purchase@hydflextech.com

Thank you for your interest in our product line. We are pleased to submit herewith our quotation below for the Uyemura chemistry.

<u>PRODUCT</u>	<u>PACKAGING</u>	<u>PRICE (in USD)</u>
GOBRIGHT TCU-41A	20L Pail	225.20/Liter
GOBRIGHT TCU-41B	20L Pail	99.15/Liter
Additive MGE-9	20L Pail	41.80/Liter
AUBEL 2M *	10L Pail	96.49/Liter
AUBEL R Reducer *	20L Pail	131.10/Liter

**These product can only travel by air due to temperature restrictions.*

Terms and Conditions:

- Pricing does not include freight, duty or taxes
- Shipping Point: Southington, CT
- Freight: Minimum order for ocean shipment (CIF India Seaport) is 12 pails. Anything less will be sent air (EXW Southington, CT)
- Payment Terms: Payment in advance in US Dollars
- COA will be provided

We appreciate the opportunity to provide you with this quotation. Please R.M.Ramalakshmanan at rama@rbpchemical.net or at +91-7259807345 with any questions or concerns.

Sincerely,
RBP CHEMICAL TECHNOLOGY

C. Blanchard

Chrissy Blanchard
International Customer Support Manager

c: R.M.Ramalakshmanan – Regional Manager, RBP Technology (India) Pvt. Ltd.

Sample 1: EXW Proforma Invoice

Details may include:

- Date
- Proforma/quote number
- Consignee details
- Method of shipment
- Payment terms
- Lead time / expiration date
- Quantity, UOM, Description
- Unit Price / Total Price
- INCOTERMS



RBP Chemical Technology, Inc.
 150 S. 118th Street Milwaukee, WI USA 53214
PHONE: 414.258.0911 | **TOLL FREE:** 800.558.0747
 ISO 9001 Certified
rbpchemical.com

PRO FORMA INVOICE			PREPARED BY: <i>C. Blanchard</i>	
DATE: 1/12/2017	PROFORMA QUOTE #: PF-4195a		Chrissy Blanchard, International Customer Support Manager	
CONSIGNEE: Pata Chemicals and Machinery Co., Ltd No.6, 8 Soi Bangkradi 9 Smaedam, Bangkhuntien, Bangkok 10150 THAILAND Mr.Niwat Akkabud, puniwat.a@patachem.com, Tel. 66 2-4521290 X.325			SHIPPED VIA: ME Dey (ocean)	ON OR ABOUT:
TERMS: Net 30 days arrival at port in US Dollars via Wire Transfer. Lead time to dispatch is approximately 3 weeks from receipt of order. This expires 1/31/2017			FROM: Milwaukee, WI	TO: Bangkok Port
			MARKS: PF-4195 Bangkok, Thailand No.1-4 Made in USA	
QUANTITY	SIZE	DESCRIPTION	UNIT PRICE	INVOICE TOTAL
1362.6	Liters	(72 x 5 Gallon Pails) SPECIAL FILM CLEANER	3.863	\$5,263.72
1816.8	Liters	(96 x 5 Gallon Pails) FoamFREE ONE	4.2853	\$7,785.53
SUBTOTAL PRODUCTS				\$13,049.26
Inland Freight:				\$0.00
Ocean Freight:				\$0.00
L/C Fee:				\$0.00
Dangerous Goods Fee:				\$0.00
Handling:				\$0.00
Export Packing:				\$0.00
Insurance:				\$0.00
Document Delivery Fee:				\$0.00
GST/HST/VAT:				\$0.00
Total EXW				\$13,049.26 USD
EXWORKS MILWAUKEE, WI USA				
Country of Ultimate Destination:				Bangkok
<small>These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. Government or as otherwise authorized by U.S. law and regulations.</small>				

Sample 2: CIF Proforma Invoice

This is a sample Proforma invoice, where I present the order with CIF terms, listing individual charges on the Proforma.



RBP Chemical Technology, Inc.
150 S. 118th Street Milwaukee, WI USA 53214
PHONE: 414.258.0911 | **TOLL FREE:** 800.558.0747
ISO 9001 Certified
rbpchemical.com

PRO FORMA INVOICE			PREPARED BY: <i>C. Blanchard</i> Chrissy Blanchard, International Customer Support Manager	
DATE: 1/12/2017	PROFORMA QUOTE #: PF-4195b		REFERENCE: PF-4195b Quote	
CONSIGNEE: Pata Chemicals and Machinery Co., Ltd No.6, 8 Soi Bangkradi 9 Smaedam, Bangkhuntien, Bangkok 10150 THAILAND Mr.Niwat Akkabud, puniwat.a@patachem.com, Tel. 66 2-4521290 X.325			SHIPPED VIA: ME Dey (ocean)	ON OR ABOUT:
TERMS: Net 30 days arrival at port in US Dollars via Wire Transfer. Lead time to dispatch is approximately 3 weeks from receipt of order. This expires 1/31/2017			FROM: Milwaukee, WI	TO: Bangkok Port
			MARKS: PF-4195 Bangkok, Thailand No.1-4 Made in USA	
QUANTITY	SIZE	DESCRIPTION	UNIT PRICE	INVOICE TOTAL
1362.6	Liters	(72 x 5 Gallon Pails) SPECIAL FILM CLEANER	3.863	\$5,263.72
1816.8	Liters	(96 x 5 Gallon Pails) FoamFREE ONE	4.2853	\$7,785.53
SUBTOTAL PRODUCTS				\$13,049.26
Inland Freight:				\$422.02
Ocean Freight:				\$600.22
L/C Fee:				\$0.00
Dangerous Goods Fee:				\$55.00
Handling:				\$180.95
Export Packing:				\$0.00
Insurance:				\$67.07
Document Delivery Fee:				\$0.00
GST/HST/VAT:				\$0.00
Total CIF				\$14,374.52 USD
CIF Bangkok Port				
Country of Ultimate Destination:				Bangkok
<small>These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. Government or as otherwise authorized by U.S. law and regulations.</small>				

Sample 3: CIF Proforma Invoice

This is a sample Proforma invoice, where I present the order with CIF terms, with the freight charges built into the unit pricing. This is how my customer needs the pricing to be shown.



RBP Chemical Technology, Inc.
150 S. 118th Street Milwaukee, WI USA 53214
PHONE: 414.258.0911 | **TOLL FREE:** 800.558.0747
ISO 9001 Certified
rbpchemical.com

PRO FORMA INVOICE			PREPARED BY: <i>C. Blanchard</i> Chrissy Blanchard, International Customer Support Manager	
DATE: 1/12/2017	PROFORMA QUOTE #: PF-4195		REFERENCE: PF-4195 QUOTE	
CONSIGNEE: Pata Chemicals and Machinery Co., Ltd No.6, 8 Soi Bangkradi 9 Smaedam, Bangkhuntien, Bangkok 10150 THAILAND Mr.Niwat Akkabud, puniwat.a@patachem.com, Tel. 66 2-4521290 X.325			SHIPPED VIA: Ocean LCL	ON OR ABOUT:
TERMS: Net 30 days arrival at port in US Dollars via Wire Transfer. Lead time for dispatch is approximately 3 weeks from receipt of PO. This pricing expires 1/31/17			FROM: Milwaukee, WI	TO: Bangkok Port
			MARKS: PF-4195 Bangkok, Thailand No.1-4 Made in USA	
QUANTITY	SIZE	DESCRIPTION	UNIT PRICE	INVOICE TOTAL
1362.6	Liters	(72 x 5 Gallon Pails) SPECIAL FILM CLEANER	4.28	\$5,831.93
1816.8	Liters	(96 x 5 Gallon Pails) FoamFREE ONE	4.702	\$8,542.59
			SUBTOTAL PRODUCTS	\$14,374.52
			Inland Freight:	\$0.00
			Ocean Freight:	\$0.00
			L/C Fee:	\$0.00
			Dangerous Goods Fee:	\$0.00
			Handling:	\$0.00
			Export Packing:	\$0.00
			Insurance:	\$0.00
			Document Delivery Fee:	\$0.00
			GST/HST/WAT:	\$0.00
			Total CIF	\$14,374.52 USD
			CIF Bangkok Port	
			Country of Ultimate Destination:	Bangkok
<small>These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. Government or as otherwise authorized by U.S. law and regulations.</small>				

Commercial Invoice

The commercial invoice contains a formal list of each product purchased along with purchase price and quantity ordered. The commercial invoice may include:

- full name and address of the shipper/seller
- full name and address of the consignee
- purchase order/reference number
- country of origin
- destination
- quantity, packaging, details description, price
- INCOTERMS
- harmonized codes (6 digits only)
- signature and a statement saying the invoice is true
- Anti-diversion statement – important!



Sample Commercial Invoice

The commercial invoice is perhaps the most important piece of import/export tax documentation because it serves as an official record of the financial transaction between the exporter and importer.



RBP Chemical Technology, Inc.
150 S. 18th Street Milwaukee, WI USA 53214
PHONE: 414.258.0911 | TOLL FREE: 800.558.0747
ISO 9001 Certified
rbpchemical.com

Commercial Invoice		I declare that all the information contained in this invoice to be true and correct. Signature: <i>C. Blanchard</i> Chrissy Blanchard, International Customer Support Manager		
DATE: 2/1/2017	INVOICE #: PF-4195	REFERENCE: PTM-17010008		
CONSIGNEE Pata Chemicals and Machinery Co., Ltd No.6, 8 Soi Bangkradi 9 Smaedam, Bangkhuntien, Bangkok 10150 THAILAND		SHIPPED VIA: ME Dey (ocean)	ON OR ABOUT: 2/1/2017	
Mr.Niwat Akkabud, puniwat.a@patachem.com, Tel. 66 2-4521290 X.325		FROM: Milwaukee, WI	TO: Bangkok Port	
TERMS: Net 30 days arrival at port in US Dollars via Wire Transfer.		MARKS: PF-4195 Bangkok, Thailand No.1-4 Made in USA		
QUANTITY	SIZE	DESCRIPTION	UNIT PRICE	INVOICE TOTAL
1362.6	Liters	(72 x 5 Gallon Pails) SPECIAL FILM CLEANER H.S. No. 2901.10	4.28	\$5,831.93
1816.8	Liters	(96 x 5 Gallon Pails) FoamFREE ONE H.S. No. 3402.90	4.702	\$8,542.59
SUBTOTAL PRODUCTS				<u>\$14,374.52</u>
Inland Freight:				\$0.00
Ocean Freight:				\$0.00
L/C Fee:				\$0.00
Dangerous Goods Fee:				\$0.00
Handling:				\$0.00
Export Packing:				\$0.00
Insurance:				\$0.00
Document Delivery Fee:				\$0.00
GST/HST/VAT:				<u>\$0.00</u>
Total CIF				\$14,374.52 USD
CIF Bangkok Port				

These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. Government or as otherwise authorized by U.S. law and regulations.

Export Packing List

Purpose is for Customs to check outgoing cargo (exports) and incoming cargo (imports).

It confirms the contents of the shipment, indicating piece count, weights and measurements for the order.

The Export Packing List should include:

- full name and address of shipper/seller
- full name and address of consignee
- much of the same markings
- Itemizes pieces, net/gross weights, dimensions (US and metric)

Sample Export Packing List

The export packing list focuses more on the contents of the shipment as opposed to pricing and other terms.



RBP Chemical Technology
150 S. 118th Street,
Milwaukee, Wisconsin 53214 U.S.A.
Tel 414-258-0911 Fax 414-258-7908

INTERNATIONAL PACKING LIST

DATE: 2/1/2017		INVOICE NUMBER: PF-4195					
CONSIGNEE: Pata Chemicals and Machinery Co., Ltd No.6, 8 Soi Bangkradi 9 Smaedam, Bangkhuntien, Bangkok 10150 THAILAND		REFERENCE: PTM-17010008					
SHIPPED VIA: ME Dey (ocean)		ON OR ABOUT: 2/1/2017					
FROM: Milwaukee, WI		TO: Bangkok Port					
Marks: PF-4195 Bangkok, Thailand No.1-4 Made in USA		TERMS: Net 30 days arrival at port in US Dollars via Wire Transfer.					
DESCRIPTION OF GOODS: 2 pallets @ 45x44x48" containing 96 plastic jerricans of "FoamFREE ONE" 2 pallets @ 44x45x45" containing 72 steel jerricans of "SPECIAL FILM CLEANER"		Net Weight lbs. kg.	Gross Weight lbs. kg.	Cube ft. m.			
		3943	1788.5	4321	1960	110	3.1
		2121	962.1	2427	1100.9	103.1	2.9
Total: 4 pallets		6064	2750.6	6748	3060.9	213.1	6

VGM Form or SOLAS Declaration

Effective July 1, 2016 – The International Maritime Organization (IMO) has amended the Safety of Life at Sea Convention (SOLAS) to require, as a condition for loading a packed container onto a ship for export, that the container has a “verified weight”.

You, the shipper, are responsible for the verification of the packed container’s weight.

As a result, most Forwarders require a:

- VGM (Verified Gross Mass) Form for FCL’s
- SOLAS Declaration or a Cargo Weight Verification (of some sort) for LCL’s

No one exact form is used – again, create your own!



RBP Chemical Technology, Inc.
150 S. 118th Street Milwaukee, WI USA 53214-0069
PHONE: 414.258.0911 | TOLL FREE: 800.558.0747
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Sample of a VGM or Weight Verification Form

This is a custom-form that I designed that can be used for both LCL or FCL's.

VGM Form / Cargo Weight Certification/ SOLAS Packaging Declaration

Freight Forwarder: Shipco, Inc. Booking No.: 10320339

Shipper: Reference No.: PF-4183

RBP Chemical Technology, Inc.
150 S. 118th Street
Milwaukee, WI 53214 USA

The weight provided by [Shipper] to [Freight Forwarder] is the true and accurate weight of the cargo, including all packing materials. I certify the weighing equipment used meets national certification and calibration requirements.

[Freight Forwarder] will rely on the weight provided by [Shipper] to determine and provide to the underlying carrier the verified gross mass of the consolidated container in compliance with the International Convention for the Safety of Life at Sea ("SOLAS").

LCL – Less than Container Load

Total Gross Weight (including all packaging): 139.7 kgs/lbs

FCL – Full Container Load

Container No. _____

Total Gross Weight: _____ kgs/lbs

Container Tare Weight: _____ kgs/lbs

Total Declared VGM: _____ kgs/lbs

Method of Obtaining VGM:

- Method 1 (container weighed after loading)
- Method 2 (cargo & packaging weighed and added to container tare weight)

Shippers Authorized Contact: Chrissy Blanchard, International Customer Support Manager

Shipper's Signature: C. Blanchard Date: 2-7-17

Shipper's Letter of Instruction (SLI)

When using a freight forwarder, a best practice I use is always preparing and sending a SLI.

DON'T BE AFRAID OF THIS FORM!

What is it? It's exactly what it says: Shippers Letter of Instruction.

The SLI captures everything your Forwarder needs to know to accurately book the shipment the way you want it.

- Acts as a written request for documents you may need (e.g. COO, draft of BL)
- Provides info required for filing the EEI and preparing the AWB or ocean BL
- If you are authorized to provide the freight forwarder with a written power of attorney, it includes this provision for the USPPPI along with a signature line

Forwarders will have a SLI version of their own, or you can create one!

Sample SLI

U.S. SHIPPER'S LETTER OF INSTRUCTIONS					
DATE: 1/31/2017		SHIPPER'S REFERENCE #: PF-4195		BOOKING #:	
US PRINCIPAL PARTY IN INTEREST (USPPI) Complete name and address & zip code RBP Chemical Technology, Inc. 150 S. 118th Street Milwaukee, WI 53214 USA ZIP CODE: 53214					
USPPI EIN (IRS) NO: 39-0866582		PARTIES TO TRANSACTION <input type="checkbox"/> RELATED <input checked="" type="checkbox"/> NON-RELATED			
ULTIMATE CONSIGNEE: Pata Chemicals & Machinery Co., Ltd. No. 6, 8 Soi Bangkradi 9 Smaedam, Bangkhuntien 10150 THAILAND		ULTIMATE CONSIGNEE TYPE: <input type="checkbox"/> DIRECT CUSTOMER <input type="checkbox"/> GOVERNMENT ENTITY <input checked="" type="checkbox"/> RESELLER / DISTRIBUTOR <input type="checkbox"/> OTHER/UNKNOWN			
CONSIGNEE CONTACT: Mr. Niwat Akkabud, puniwat.a@patachem.com, Tel. +662-452-1290 X.325					
PICK-UP LOCATION (IF OTHER THAN USPPI) Same		PICK-UP CONTACT, TEL. S/R HOURS Alan Peschel, Chrissy Blanchard 414-258-0911 7:30AM - 3:00 PM CST		POINT (STATE) OF ORIGIN: WI	
FORWARDING AGENT: ME Day & Co.		CONTACT DETAILS Shannon shannon@medev.com		COUNTRY OF ULTIMATE THAILAND	
DANGEROUS GOODS (DG Cert Attached): <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		MODE OF TRANSPORT: <input type="checkbox"/> AIR <input checked="" type="checkbox"/> OCEAN <input type="checkbox"/> TRUCK <input type="checkbox"/> RAIL		SHIPPER MUST CHECK INCOTERM AND INSERT NAMED PORT: <input type="checkbox"/> EXW <input type="checkbox"/> FOB* <input type="checkbox"/> CPT <input type="checkbox"/> DAP <input type="checkbox"/> FAS* <input type="checkbox"/> CFR* <input type="checkbox"/> CIP <input type="checkbox"/> DDP <input type="checkbox"/> FCA <input checked="" type="checkbox"/> CFP* <input type="checkbox"/> DAT	
ROUTED EXPORT TRANSACTION: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		SHIPPER'S INSTRUCTIONS IN CASE OF INABILITY TO DELIVER: <input type="checkbox"/> ABANDON <input checked="" type="checkbox"/> RETURN TO SHIPPER*		NAMED PORT/PLACE: BKK	
CONTAINERIZED (VESSEL ONLY): <input type="checkbox"/> YES <input type="checkbox"/> NO		* Contact shipper to approve charges, if applicable.			
SHIPPER REQUESTS INSURANCE: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
D/F (Domestic or Foreign)	DESCRIPTION OF COMMODITY	SCHEDULE B / HTS NUMBER	QUANTITY OF SCHEDULE B UNITS	SHIPPING WEIGHT (KGS)	VALUE (U.S. dollars, omit cents) (Selling Price / Cost if Unsold)
D D	SPECIAL FILM CLEANER FoamFREE ONE	2901.10.6000 3402.90.5050	96 pails 72 pails	1960 1100.9	\$5,263.72 \$7,785.53
# OF PCS	DIMENSIONS (L x W x H)	SPECIAL INSTRUCTIONS: <input checked="" type="checkbox"/> EXPRESS RELEASE DOCS <input checked="" type="checkbox"/> PROVIDE SHIPPER BOOKING DETAILS <input checked="" type="checkbox"/> PROVIDE SHIPPER WITH COPY OF BL / AWB WHEN AVAILABLE <input checked="" type="checkbox"/> OTHER: Referece Pata Chemicals PO# PTM17010008. Please take pictures of cargo upon arml at warehouse.			
2	45x44x48"				
2	44x45x45"				
VALIDATED LICENSE NO./GEN LICENSE SYMBOL/EXP DATE NLR (No License Required)		ECCN (WHEN REQUIRED) EAR99		PAYMENT TERMS: <input checked="" type="checkbox"/> OPEN ACCOUNT <input type="checkbox"/> LETTER OF CREDIT <input type="checkbox"/> PAID IN ADVANCE	
DUTY AUTHORIZED OFFICER OR EMPLOYEE Chrissy Blanchard		The exporter authorizes the forwarder named above to act as a forwarding agent for export control and customs purposes.		DOCUMENTS ENCLOSED: <input checked="" type="checkbox"/> COMMERCIAL INVOICE <input checked="" type="checkbox"/> INTERNATIONAL PACKING LIST <input type="checkbox"/> SDS <input type="checkbox"/> IMO DANGEROUS GOODS DEC (OCEAN) <input type="checkbox"/> SHIPPERS DEC. OF DANGEROUS GOODS (AIR) <input type="checkbox"/> CERTIFICATE OF ORIGIN <input type="checkbox"/> OTHER:	
I certify that all statements made and all information contained herein are true and correct and that I have read and understand that instructions for preparation of this document, set forth in the "Correct Way to Fill Out the Shipper's Export Declaration" understand that Civil and Criminal penalties, including forfeiture and sale, may be imposed for exportation. 13 U.S.C. SEC 3006.22 U.S.C. SEC 401;19 U.S.C. APP. 2410.		Confidential - For use solely for official purposes authorized by the Secretary of commerce (13 U.S.C app 2410)		For air cargo shipments, as required by TSA regulations, shipper agrees with above named forwarding agent to, and hereby does, consent to search or inspection, including screening of its cargo pursuant to 49 CFR 1548.9(b).	
SIGNATURE <i>C. Blanchard</i>		Export shipment are subject to inspection by U.S. Customs Services and or Office of Export Enforcement.			
TITLE: International Customer Support Manager		AUTHENTICATION (WHEN REQUIRED)			
DATE: 1/31/2017					
NOTE: THE SHIPPER OR HIS AUTHORIZED AGENT HEREBY AUTHORIZES THE ABOVE NAMED COMPANY, IN HIS NAME AND ON HIS BEHALF, TO PREPARE ANY EXPORT DOCUMENTS, TO SIGN AND ACCEPT ANY DOCUMENTS RELATING TO SAID SHIPMENT AND FORWARD THIS SHIPMENT IN ACCORDANCE WITH THE CONDITIONS OF CARRIAGE AND THE TARIFFS OF THE CARRIERS EMPLOYED. THE SHIPPER GUARANTEES PAYMENT OF ALL COLLECT CHARGES IN THE EVENT THE CONSIGNEE REFUSES PAYMENT. HERE UNDER THE SOLE RESPONSIBILITY OF THE COMPANY IS TO USE REASONABLE CARE IN THE SELECTION OF CARRIERS, FORWARDERS, AGENTS AND OTHER TO WHOM IT MAY ENTRUST THE SHIPMENT.					



Phone (414) 258-0911 - www.rbpchemical.com

The USPPI Authorizes the forwarder named to act as forwarding agent for export control and customs purposes.

Certificate of Origin

Certificate of Origin (COO) is completed by the exporter and indicates the specific country where the goods were originally manufactured.

- Your Freight Forwarder can create, notarize and stamp by Chamber of Commerce
- Reed Anderson, BDG International will discuss more in depth.

A COO may be important because businesses may be forbidden receive goods from a particular country (due to embargos).

A COO (e.g. NAFTA Certificate) supports Free Trade Agreements (lower duties).



THE INTELLIGENT CHOICE

RBP Chemical Technology, Inc.
150 S. 118th Street Milwaukee, WI USA 53214-0069
PHONE: 414.258.0911 | TOLL FREE: 800.558.0747
rbpchemical.com



Certificate of Origin

The undersigned for:

RBP Chemical Technology, Inc.
150 S. 118th Street
Milwaukee, WI 53214 USA

Tax ID No. 39-0866582

Consigned to:

Kapoor Imaging Pvt. Ltd
3, Masilamani Road, Balaji Nagar
Royapettah
Chennai, Tamil Nadu, 600 014 INDIA

On the date of: 10 February 10, 2017

Reference PO# 056/17-18, Commercial Invoice PF-4216

Declares the following mentioned goods are the product of the countries described below:

Description	HTS#	Country of Origin	Quantity	UOM
RHODALINE 646	3824.99	United States of America	4	PCS

Sworn before me this day:

10 February 2017
(day, month, year)

10 February 2017
(day, month, year)

Marius Maty
(Notary Signature)

C. Blanchard
(Signature of shipper)

my commission expires
September 10 2018.

Sample of a Certificate of Origin

Again, no standard format (except if dealing with specific trade agreements such as the NAFTA Certificate of Origin).

Summary

Don't let export documentation scare you, don't be afraid to ask for help!

Do exhibit care with details – the smallest errors can cost time and money!

Customize/Create your own forms!

Questions?

