

## TRANSPORT DOCUMENTS USED IN INTERNATIONAL TRADE

Transport documents lie at the heart of international trade transactions. These documents are issued by the shipping line, airline, international trucking company, railroad, freight-forwarder or logistics company.

To the shipping company and freight forwarder transport documents provide an accounting record of the transaction, instructions on where and how to ship the goods and a statement giving instructions for handling the shipment.

There is a **Type of Transport Document** for each mode of transport (CMR for road transport, Bill of Lading for shipping, etc.). Those goods carried in multimodal transport units (mainly containers) use a document called FIATA multimodal Bill of Lading (FBL). The responsibility for the management and processing of shipping documents will depend on the sale conditions (Incoterms) agreed between the parties.

### CMR DOCUMENT

The CMR transport document is an international consignment note used by drivers, operators and forwarders alike that governs the responsibilities and liabilities of the parties to a contract for the carriage of goods by road internationally.

The carrier usually completes the form, but the sender - in other words the exporter - is responsible for the accuracy of the information and must sign the form when the goods are collected.

The consignee will also sign the form on delivery, which is essential for the carrier to be able to confirm the delivery of the goods and to justify the payment for its services.

The CMR transport document is not a document of title and is therefore non-negotiable. This document is prepared by the exporter and the freight forwarder and is addressed to the importer and the carrier.

[Download model of CMR with instructions for completing the document](#)

### BILL OF LADING B/L

A Bill of Lading B/L is a document issued by the agent of a carrier to a shipper, signed by the captain, agent, or owner of a vessel, furnishing written evidence regarding receipt of the goods (cargo), the conditions on which transportation is made (contract of carriage), and the engagement to deliver goods at the prescribed port of destination to the lawful holder of the bill of lading.

A Bill of Lading is, therefore, both a receipt for merchandise and a contract to deliver it as freight. There are a number of different types of bills of lading and a number of regulations that relate to them as a group of transport documents.

Since this is a negotiable instrument, the Bill of Lading may be endorsed and transferred to a third party while the goods are in transit.

This document is prepared by the shipping and addressed to the exporter, the shipping company through the agent, and the importer.

[Download model of Bill of Lading B/L with instructions for completing the document](#)

### **AIR WAYBILL AWB**

An Air Waybill AWB is a non-negotiable transport document covering transport of cargo from airport to airport.

The Air Waybill must name a consignee (who can be the buyer), and it should not be required to be issued "to order" and/or "to be endorsed" as it is not a title of property of the merchandise. Since it is not negotiable, and it does not evidence title to the goods, in order to maintain some control of goods not paid for by cash in advance, sellers often consign air shipments to their sales agents, or freight forwarders' agents in the buyer's country.

The Air Waybill is not a negotiable document. It indicates only acceptance of goods for carriage.

This document is prepared by the IATA Transport Agent or the airline itself and is addressed to the exporter, the airline and the importer.

[Download model of Air Waybill with instructions for completing the document](#)

### **MULTIMODAL BILL OF LADING FBL**

A Multimodal Bill of Lading FBL is a type of international transport documents covering two or more modes of transport, such as shipping by road and by sea.

It is also used as a carriage contract and receipt that the goods have been received.

When it is issued "to the order", the Multimodal Bill of Lading is title of ownership of the goods and can therefore be negotiated.

As a rule, Multimodal Bills of Lading are not negotiable documents.

Only authorized forwarders integrated into FIATA (International Federation of Freight Forwarders Associations) can issued this document. It is addressed to the exporter, Multimodal Transport Operator on destination country, and the importer.

[Download model of Multimodal Bill of Lading with instructions for completing the document](#)

## **CARGO INSURANCE CERTIFICATE**

The Cargo Insurance Certificate is a document indicating the type and amount of insurance coverage in force on a particular shipment. It includes the name of the insurance company and conditions of coverage.

The original copy of the Cargo Insurance Certificate is required in the filing of a claim. Copies of documents necessary to support an insurance claim include the insurance policy or certificate, bill of lading, invoice, packing list, and a survey report (usually prepared by a claims agent).

In addition to these transport documents prepared and managed transportation companies, it should also mention three other documents prepared by the exporter which accompany the goods during transportation: international commercial invoice, packing list and delivery note.

[Download model of Cargo Insurance Certificate with instructions for completing document](#)

## **INTERNATIONAL COMMERCIAL INVOICE**

The International Commercial Invoice is an administrative document which contains all the information about the international sale. The item, quantity, price for the products/services sold, delivery and payment conditions, as well as the taxes and other expenses that might be included in the sale, are detailed in an International Commercial Invoice.

The importer, with the original of the International Commercial Invoice, declares to the tax authority of his country the amount that it must pay, to who it is going to pay and the agreed means of payment. For the exporter, this document means a documentary evidence of the sales that it has made in foreign markets.

In operations with third countries, the International Commercial Invoice is part of the customs declaration, upon which, the taxes and tariff rights applied, must be paid at the moment at which the products enter the country. In operations with EC countries, this document is used as a declaration of the transaction and tax exemption to comply with the basic tax settlement conditions.

This document is prepared by the exporter and addressed to the importer and the import customs clearance.

[Download model of International Commercial Invoice with instructions for completing the document](#)

## **PACKING LIST**

The Packing List is a more detailed version of the commercial invoice but without price information. It must include, inter alia, the following: invoice number, quantity and description of the goods, weight of the goods, number of packages, and shipping marks and numbers.

A copy of the Packing List is often attached to the shipment itself and another copy is sent directly to the consignee to assist in checking the shipment when received.

Although not required in all transactions, it is required by some countries and some buyers.

This document is prepared by the exporter and addressed to the importer, the carrier and the import customs clearance.

[Download model of Packing List with instructions for completing the document](#)

## **DELIVERY NOTE**

A Delivery Note is one of the transport documents accompanying the shipment of goods that list de description and quantity of goods delivered. A copy of the Delivery Note, signed by the buyer or consignee is returned to the seller or consignor as a proof of delivery.

Delivery Notes have a dual function for the exporter: justify the removal of the products from its store and proof credit delivery to the importer and therefore it is important that de importer sign the copy provided by the carrier. For the importer, Delivery Notes serve to verify that the goods received match those listed on the purchase order or contract. For the carrier is the document used as a proof of delivery of the goods.

[Download model of Delivery Note with instructions for completing the document](#)



To obtain all Transport Documents click [here](#).

# NEGOTIATION AND ETIQUETTE GUIDES IN 70 COUNTRIES

How to negotiate and do business in  
**BRAZIL**

**Remember** Brazil is the world's largest country, after China and India. It is a great agricultural producer and a very important manufacturer of consumer goods, fabrics, sports器材, machinery and transport materials. Infrastructure are expanding and investment in high technology industries. Brazil is one of the few countries that has an agricultural industry - especially sugarcane - that has been developed for centuries. One third of the population of the inhabitants "never" visits the Corporate in China and is employed in Brazil.



**KEY FACTS**

POPULATION: 186.1 m

AREA: 8,511,963 sq km

FORM OF GOVERNMENT: Federal republic (28 states and 1 federal district)

GDP PER CAPITA (PPP): USD 5,100

COUNTRY RISK RATING (ICRG 2008): (Rating A1-A2, A3-B-C-D)

CURRENCY: Real (R\$) - 100 cents

OFFICIAL LANGUAGE: Portuguese

LANGUAGE FOR BUSINESS: Portuguese, Spanish and English

RELIGION: Catholic (70%), Protestant and Evangelical (25%), and other and unknown (5%)

CAPITAL: Brasilia (1 m)

MAN CITIES: São Paulo (16.7 m), Rio de Janeiro (10.8 m), Porto Alegre (2.5 m), Curitiba (2.3 m), Belo Horizonte (2.3 m)

TELEPHONE CODE: 55

INTERNET CODE: .br

NATIONAL HOLIDAY: 1<sup>st</sup> September

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**GLOBAL MARKETING**

*Negotiation and Etiquette in Brazil*

How to negotiate and do business in  
**CHINA**

**Remember** China is the world's most populous country and a super power. It is a great agricultural producer and a very important manufacturer of consumer goods, fabrics, sports器材, machinery and transport materials. Infrastructure are expanding and investment in high technology industries. China is one of the few countries that has an agricultural industry - especially sugarcane - that has been developed for centuries. One third of the population of the inhabitants "never" visits the Corporate in China and is employed in Brazil.



**KEY FACTS**

POPULATION: 1,386 m

AREA: 9,596,961 sq km

FORM OF GOVERNMENT: Socialist republic (22 provinces, 3 administrative regions and 4 high municipalities)

GDP PER CAPITA (PPP): USD 5,000

COUNTRY RISK RATING (ICRG 2008): (Rating A1-A2, A3-B-C-D)

CURRENCY: Renminbi (RMB) - 100 cents

OFFICIAL LANGUAGE: Chinese

LANGUAGE FOR BUSINESS: English

RELIGION: Chinese (70%), Buddhist (15%), Daoist (10%), Muslim (5%), Christian (5%), and other and unknown (5%)

CAPITAL: Beijing (19 m)

MAN CITIES: Shanghai (21.5 m), Guangzhou (12.5 m), Hong Kong (6.7 m), Shenzhen (10.5 m), Chengde (1.5 m), Wuhan (8.5 m), Nanjing (7.5 m), Tianjin (10.5 m), Harbin (5.5 m), Kunming (3.5 m)

TELEPHONE CODE: 86

INTERNET CODE: .cn

NATIONAL HOLIDAY: 1<sup>st</sup> October

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**GLOBAL MARKETING**

*Negotiation and Etiquette in China*

How to negotiate and do business in...  
**RUSSIA**

**Remember** Russia is the world's largest country and a super power. It is a great agricultural producer and a very important manufacturer of consumer goods, fabrics, sports器材, machinery and transport materials. Infrastructure are expanding and investment in high technology industries. Russia is one of the few countries that has an agricultural industry - especially sugarcane - that has been developed for centuries. One third of the population of the inhabitants "never" visits the Corporate in China and is employed in Brazil.



**KEY FACTS**

POPULATION: 143 m

AREA: 17,098,242 sq km

FORM OF GOVERNMENT: Federal republic (81 federal administrative districts)

GDP PER CAPITA (PPP): USD 8,000

COUNTRY RISK RATING (ICRG 2008): (Rating A1-A2, A3-B-C-D)

CURRENCY: Russian Ruble (RUB) - 100 cents

OFFICIAL LANGUAGE: Russian and other (Chechen, Ukrainian, Armenian, etc.)

LANGUAGE FOR BUSINESS: English

RELIGION: Russian Orthodox, Protestant, Muslim (25% of the population continues to be atheist)

CAPITAL: Moscow (12 m)

MAN CITIES: Saint Petersburg (5 m), Novosibirsk (1.4 m), Nizhny Novgorod (1.3 m), Yekaterinburg (1.3 m)

TELEPHONE CODE: 7

INTERNET CODE: .ru

NATIONAL HOLIDAY: 1<sup>st</sup> June

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**GLOBAL MARKETING**

*Negotiation and Etiquette in Russia*

How to negotiate and do business in  
**AUSTRALIA**

**Remember** Australia is the world's largest island country and a super power. It is a great agricultural producer and a very important manufacturer of consumer goods, fabrics, sports器材, machinery and transport materials. Infrastructure are expanding and investment in high technology industries. Australia is one of the few countries that has an agricultural industry - especially sugarcane - that has been developed for centuries. One third of the population of the inhabitants "never" visits the Corporate in China and is employed in Brazil.



**KEY FACTS**

POPULATION: 22 m

AREA: 7,688,000 sq km

FORM OF GOVERNMENT: Federal republic (6 states, 2 territories and 1 independent nation)

GDP PER CAPITA (PPP): USD 25,000

COUNTRY RISK RATING (ICRG 2008): (Rating A1-A2, A3-B-C-D)

CURRENCY: Australian dollar (AUD) - 100 cents

OFFICIAL LANGUAGE: English

LANGUAGE FOR BUSINESS: English

RELIGION: Protestant (25%), Catholic (25%)

CAPITAL: Canberra (3 m)

MAN CITIES: Sydney (4.5 m), Melbourne (3.2 m), Brisbane (1.8 m), Perth (1.8 m)

TELEPHONE CODE: 61

INTERNET CODE: .au

NATIONAL HOLIDAY: 2<sup>nd</sup> January

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**GLOBAL MARKETING**

*Negotiation and Etiquette in Australia*

How to negotiate and do business in  
**GERMANY**

**Remember** Germany is the world's largest country and a super power. It is a great agricultural producer and a very important manufacturer of consumer goods, fabrics, sports器材, machinery and transport materials. Infrastructure are expanding and investment in high technology industries. Germany is one of the few countries that has an agricultural industry - especially sugarcane - that has been developed for centuries. One third of the population of the inhabitants "never" visits the Corporate in China and is employed in Brazil.



**KEY FACTS**

POPULATION: 82 m

AREA: 357,021 sq km

FORM OF GOVERNMENT: Federal republic (16 states + 3 cities)

GDP PER CAPITA (PPP): USD 35,700

COUNTRY RISK RATING (ICRG 2008): (Rating A1-A2, A3-B-C-D)

CURRENCY: Euro (EUR) - 100 cents

OFFICIAL LANGUAGE: German

LANGUAGE FOR BUSINESS: English and German

RELIGION: Protestant (30%), Catholic (25%)

CAPITAL: Berlin (3 m)

MAN CITIES: Hamburg (1.7 m), Munich (1.5 m), Cologne (1 m), Frankfurt (6.5 m)

TELEPHONE CODE: 49

INTERNET CODE: .de

NATIONAL HOLIDAY: 3<sup>rd</sup> October

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**GLOBAL MARKETING**

*Negotiation and Etiquette in Germany*

How to negotiate and do business in...  
**JAPAN**

**Remember** Japan is the world's largest country and a super power. It is a great agricultural producer and a very important manufacturer of consumer goods, fabrics, sports器材, machinery and transport materials. Infrastructure are expanding and investment in high technology industries. Japan is one of the few countries that has an agricultural industry - especially sugarcane - that has been developed for centuries. One third of the population of the inhabitants "never" visits the Corporate in China and is employed in Brazil.



**KEY FACTS**

POPULATION: 127 m

AREA: 377,837 sq km

FORM OF GOVERNMENT: Constitutional monarchy (47 prefectures)

GDP PER CAPITA (PPP): USD 24,400

COUNTRY RISK RATING (ICRG 2008): (Rating A1-A2, A3-B-C-D)

CURRENCY: Japanese Yen (JPY) - 100 cents

OFFICIAL LANGUAGE: Japanese

LANGUAGE FOR BUSINESS: English and Japanese (25%), Chinese (1%)

RELIGION: Shinto and Buddhism (80%), Christianity (1%)

CAPITAL: Tokyo (12 m)

MAN CITIES: Yokohama (3.5 m), Osaka (2.5 m), Nagoya (2.2 m), Sapporo (1.2 m), Fukuoka (1.5 m)

TELEPHONE CODE: 81

INTERNET CODE: .jp

NATIONAL HOLIDAY: 23<sup>rd</sup> December

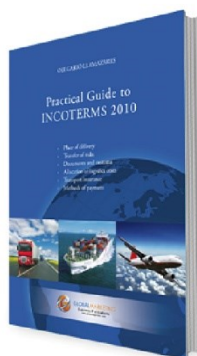
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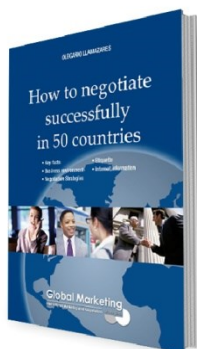
**GLOBAL MARKETING**

*Negotiation and Etiquette in Japan*

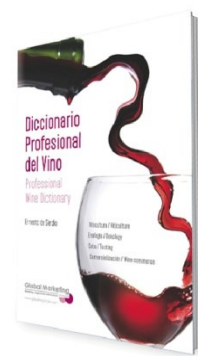
## BOOKS & EBOOKS



*Practical Guide to Incoterms 2010*



*How to negotiate in 50 countries*



*Professional Wine Dictionary*

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