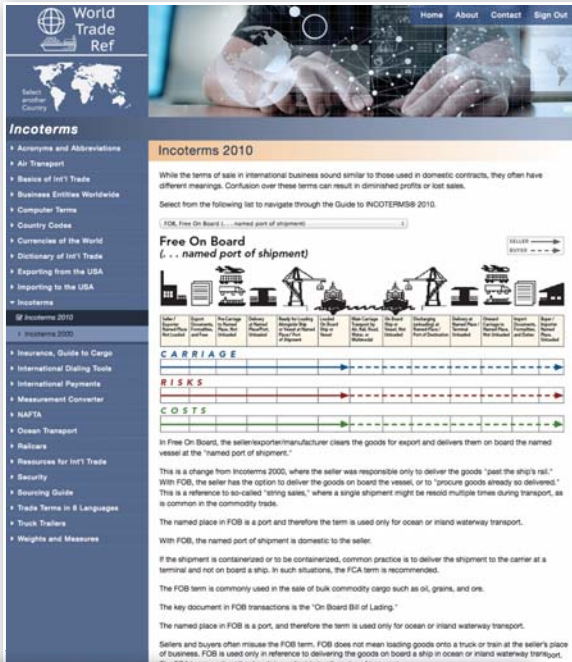




Sample Pages



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Incoterms

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- Air Transport
- Basics of Int'l Trade
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Incoterms 2010

While the terms of sale in international business sound similar to those used in domestic contracts, they often have different meanings. Confusion over these terms can result in diminished profits or lost sales.

Select from the following list to navigate through the Guide to INCOTERMS 2010.

FOB, Free On Board (... named part of shipment)

Free On Board (... named port of shipment)

CARRIAGE

RISKS

COSTS

In Free On Board, the seller/exporter/manufacturer clears the goods for export and delivers them on board the named vessel at the named port of shipment.

This is a change from Incoterms 2000, where the seller was responsible only to deliver the goods "past the ship's rail." With FOB, the seller has the option to deliver the goods on board the vessel, or to "treat goods already as delivered." This is a reference to so-called "string sales," where a single shipment might be resold multiple times during transport, as is common in the commodity trades.

The named place in FOB is a port and therefore the term is used only for ocean or inland waterway transport.

With FOB, the named port of shipment is domestic to the seller.

If the shipment is containerized or to be containerized, common practice is to deliver the shipment to the carrier at a terminal and not on board a ship. In such situations, the FCA term is recommended.

The FOB term is commonly used in the sale of bulk commodity cargo such as oil, grains, and ore.

The key document in FOB transactions is the "On Board Bill of Lading."

The named place in FOB is a port, and therefore the term is used only for ocean or inland waterway transport.

Sellers and buyers often misuse the FOB term. FOB does not mean loading goods onto a truck or train at the seller's place of business. FOB is used only in reference to delivering the goods on board a ship in ocean or inland waterway transport.



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Documents

Documents Summary

This table lists **Basic Documents**, required for all imports, and **Special Documents**, required for certain goods.

PDF links in the right-hand column open the following three types of documents:

- Country-specific documents, where available, listed by name
- Examples (actual specimens of documents submitted for a particular country and product)
- Generic samples (blank nonspecific documents)

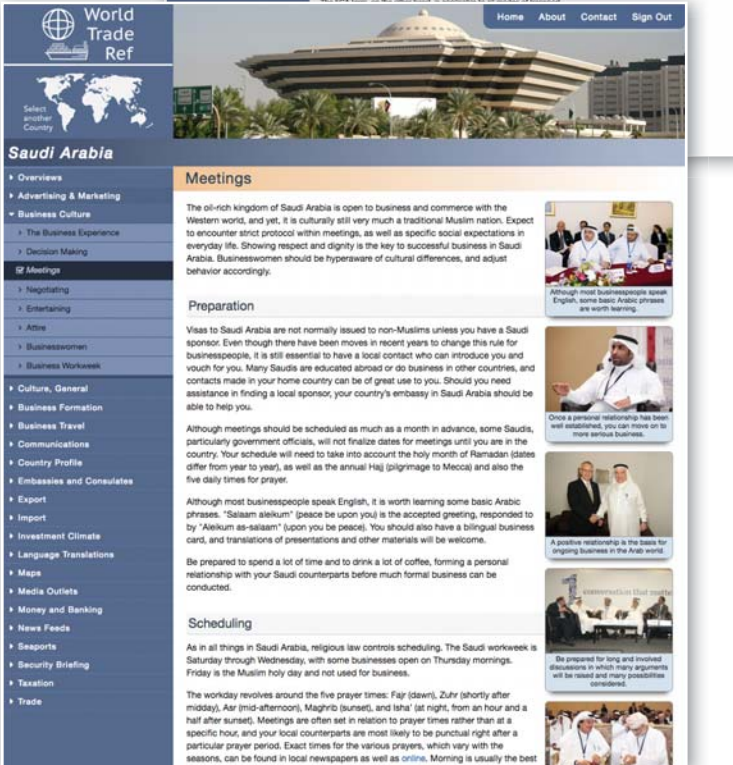
Basic Documents	PDF
Declaração de Importação (Import Declaration Form)	not available
Certificate of Origin (CoO)	example
Commercial Invoice (CI)	generic sample
Pro Forma Invoice	generic sample
Freight Document: Bill of Lading (B/L), Air Waybill (AWB), or Rail Waybill	generic sample
Insurance Document	example
Packing List (PL)	generic sample
Special Documents	PDF
Certificates of Inspection	example (Phytosanitary Certificate) example (Certificate of Conformity)
Import Licenses, Permits, Certifications	product-specific

Advisory: Documents and means of submission (e.g. paper vs. electronic), may change. Contact a freight forwarder or customs broker for requirements, including number of originals and copies, together with your shipment.

Explanation of Basic Documents

Declaração de Importação (DI, or Import Declaration)

All goods imported into Brazil must be declared to the customs authorities using a customs declaration form, either the DI or the DI is submitted to customs as Integrated Foreign Trade



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Meetings

The oil-rich kingdom of Saudi Arabia is open to business and commerce with the Western world, and yet, it is culturally still very much a traditional Muslim nation. Expect to encounter strict protocol within meetings, as well as specific social expectations in everyday life. Showing respect and dignity is the key to successful business in Saudi Arabia. Businesswomen should be hypers aware of cultural differences, and adjust behavior accordingly.

Preparation

Visas to Saudi Arabia are not normally issued to non-Muslims unless you have a Saudi sponsor. Even though there have been moves in recent years to change this rule for businesspeople, it is still essential to have a local contact who can introduce you and vouch for you. Many Saudis are educated abroad or do business in other countries, and contacts made in your home country can be of great use to you. Should you need assistance in finding a local sponsor, your country's embassy in Saudi Arabia should be able to help you.

Although meetings should be scheduled as much as a month in advance, some Saudis, particularly government officials, will not finalize dates for meetings until you are in the country. Your schedule will need to take into account the holy month of Ramadan (dates differ from year to year), as well as the annual Hajj (pilgrimage to Mecca) and also the five daily times for prayer.

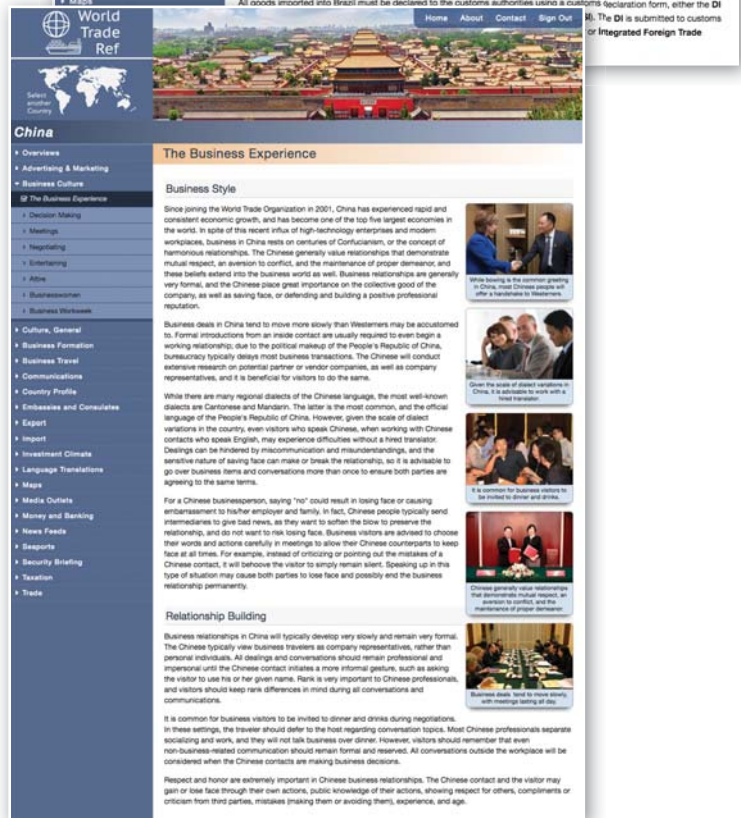
Although most businesspeople speak English, it is worth learning some basic Arabic phrases. "Salaam aleikum" (peace be upon you) is the accepted greeting, responded to by "Aleikum as-salaam" (upon you be peace). You should also have a bilingual business card, and translations of presentations and other materials will be welcome.

Be prepared to spend a lot of time and to drink a lot of coffee, forming a personal relationship with your Saudi counterparts before much formal business can be conducted.

Scheduling

As in all things in Saudi Arabia, religious law controls scheduling. The Saudi workweek is Saturday through Wednesday, with some businesses open on Thursday mornings. Friday is the Muslim holy day and not used for business.

The workday revolves around the five prayer times: Fajr (dawn), Zuhr (shortly after midday), Asr (mid-afternoon), Maghrib (sunset), and Isha' (at night, from an hour and a half after sunset). Meetings are often set in relation to prayer times rather than at a specific hour, and your local counterparts are most likely to be purchasable right after a particular prayer period. Exact times for the various prayers, which vary with the seasons, can be found in local newspapers as well as online. Morning is usually the best



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The Business Experience

Business Style

Since joining the World Trade Organization in 2001, China has experienced rapid and consistent economic growth, and has become one of the top five largest economies in the world. In spite of this recent influx of high-technology enterprises and modern workspaces, business in China rests on centuries of Confucianism, or the concept of harmonious relationships. The Chinese generally value relationships that demonstrate mutual respect, an aversion to conflict, and the maintenance of proper demeanor, and these beliefs extend into the business world as well. Business relationships are generally very formal, and the Chinese place great importance on the collective good of the company, as well as saving face, or defending and building a positive professional reputation.

Business deals in China tend to move more slowly than Westerners may be accustomed to. Formal introductions from an inside contact are usually required to even begin a working relationship, due to the political makeup of the People's Republic of China, bureaucracy typically delays most business transactions. The Chinese will conduct extensive research on potential partner or vendor companies, as well as company representatives, and it is beneficial for visitors to do the same.

While there are many regional dialects of the Chinese language, the most well-known dialects are Cantonese and Mandarin. The latter is the most common, and the official language of the People's Republic of China. However, given the scope of dialect variations in the country, even visitors who speak Chinese, when working with Chinese contacts who speak English, may experience difficulties without a third translator. Dealings can be hindered by miscommunication and misunderstandings, and the sensitive nature of saving face can make or break the relationship, so it is advisable to go over business terms and conversations more than once to ensure both parties are agreeing to the same terms.

For a Chinese businessman, saying "no" could result in losing face or causing embarrassment to his/her employer and family. In fact, Chinese people typically and intermeddians to give bad news, as they want to soften the blow to preserve the relationship, and do not want to risk losing face. Business visitors are advised to choose their words and actions carefully in meetings to allow their Chinese counterparts to keep face at all times. For example, instead of criticizing or pointing out the mistakes of a Chinese contact, it will behoove the visitor to remain silent. Speaking up in this type of situation may cause both parties to lose face and possibly end the business relationship permanently.

Relationship Building

Business relationships in China will typically develop very slowly and remain very formal. The Chinese typically view business travelers as company representatives, rather than personal individuals. All dealings and conversations should remain professional and impersonal until the Chinese contact initiates a more informal gesture, such as asking the visitor to use his or her given name. Rank is very important to Chinese professionals, and visitors should keep rank differences in mind during all conversations and communications.

It is common for business visitors to be invited to dinner and drinks during negotiations. In these settings, the traveler should defer to the host regarding conversation topics. Most Chinese professionals separate social and work, and they will not talk business over dinner. However, visitors should remember that even non-business-related communication should remain formal and reserved. All conversations outside the workplace will be considered when the Chinese contacts are making business decisions.

Respect and honor are extremely important in Chinese business relationships. The Chinese contact and the visitor may gain or lose face through their own actions, public knowledge of their actions, showing respect for others, compliments or criticism from third parties, mistakes (making them or avoiding them), experience, and age.



Country Business Guides

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Azerbaijan	Germany	Morocco	Sri Lanka
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Belgium	Guatemala	New Zealand	Switzerland
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Country Business Guides

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Sourcing Guide

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Trade Terms in 8 Languages

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Guide to Truck Trailers

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Weights and Measures

