

## International Document Listing

Document	aka	Description*	Requested by	Issued By	Used by	Used for
<b>Export Documents</b>						
Letter of Inquiry		Request for availability of product & pricing.	Importer	Exporter	Importer	Qualifying potential supplier
Request for Quotation	RFQ	Request for a formal quote - product & pricing	Importer	Exporter	Importer	Qualifying potential supplier
Request for Proposal	RFP	Request for a formal propose for product, pricing, services, etc.	Importer	Exporter	Importer	Qualifying potential supplier
Proposal/Quote		Written offer of product, price, and details regarding the transaction.	Importer	Exporter	Importer	Qualifying and comparing suppliers and products.
Purchase Order	PO	A purchaser's written offer to a supplier formally stating	Exporter	Importer	Expoeorter	Creating Proforam Invoice.
Proforma Invoice	PI	Order Confirmation or formal quote providing all details of the transaction.	Importer	Exporter	Importer & Exporter	Importer -Import License, L/C application, Quota purchase, Loans. Exporter- Order confirmation.
Contract		Formal legal agreement with details, rights, responsibilities, terms and conditions of the transaction	Importer	Exporter	Importer & Exporter	L/C Application, licenses, loans.
Commercial Invoice	CI	A document which details the transaction between a seller and a buyer. Bill of Sale.	Importer	Exporter	Importer, Exporter, Freight Frwdr, Banks, Customs, Insurance Co .	Payment, Transfer of Ownership, Application of duty & tariffs, valuation of shipment.
Packing List	PL	The document listing the merchandise in a particular shipment indicating the kind and quantity in each package.		Exporter	Exporter, Importer, Banks, Customs, Shipping Co., Insurance Co.	Customs - Inspections & classification of cargo. Importer - Receiving Goods, & claims for loss or damage.
Weight List		A document certifying to the weight of a shipment.		Exporter	Importer, Banks, Customs, Shipping Co., Insurance Co.	Customs - Inspections & classification of cargo. Importer - Receiving Goods, & claims for loss or damage.
Shipper's Export Declaration	SED	A document prepared by the shipper and presented to a government authority specifying goods exported along with their quantities, weight, value, and destination.		Exporter, Freight Frwdr	Freight Frwdr, U.S. Customs, U.S. Census	Confirmation of transaction parties, collection of trade data, export license compliance.
Shipper's Export Declaration Written Authorization		A document prepared by the exporter (USPPI) authorizing the freight forwarder to complete the Shipper's Export Declaration using the AES electronic system	Freight Forwarder	Exporter	Freight Forwarder	Freight forwarder authorization to prepare and submit the SED on behalf of the USPPI.
Insurance Certificate		The document indicating the type and amount of insurance coverage in force on a particular shipment.	Importer or Exporter	Importer, Exporter, Insurance Co.	Importer, Exporter, Banks, Insurance Co.	Protect investment in the event of loss of cargo.

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Export License		A license issued to exporters by governments to permit them to export certain goods to certain countries. Such goods may be of strategic importance, or simply in short supply, or are controlled to comply with foreign agreements		Exporter	U.S. B.I.S. & Other Federal Agencies	Permission to export controlled products to controlled destinations.

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<b>Transport Documents</b>						
Bill of Lading	B/L	A document issued by a carrier which is evidence of receipt of the goods, and is a contract of carriage. It describes the goods, the details of the intended voyage, and it specifies the conditions of transportation.	Exporter	Freight Fwdr Ocean Carrier	Exporter, Importer, Banks, Shipping Co., Insurance Co.	Contract for carriage. If negotiable it is the documentary evidence of title to the goods.
Airway Bill	B/L	The shipping document used for the transportation of air freight: includes conditions, limitations of liability, shipping instructions, description of commodity, and applicable transportation charges.	Exporter	Freight Fwdr, Air Carrier	Exporter, Importer, Banks, Shipping Co., Insurance Co.	Contract for carriage.
Rail/Road/Inland Waterway Transport		A bill of lading used in transporting goods overland or inland waterway	Exporter	Freight Fwdr, Trucking Co., Railroad, Inland Waterway Co.	Exporter, Importer, Banks, Shipping Co., Insurance Co.	Contract for carriage.
Courier Receipt		Document used by courier company confirming receipt of goods and shipping requirements.	Exporter	Courier Company	Exporter, Importer, Banks, Shipping Co., Insurance Co.	Contract for carriage.
Dangerous Good Declaration	DG Cert	Formal declaration of content of hazardous cargo	Shipping Co.	Exporter	Ocean & Ground Carriers	Confirming responsible party, labeling & packaging requirements.
Hazardous Material Declaration	Haz Mat	Formal declaration of content of hazardous cargo	Shipping Co.	Exporter	Air Carrier	Confirming responsible party, labeling & packaging requirements.

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<b>Import Documents</b>						
Import License/Permit		An import license (or import permit) is an authorization by a competent authority for the importation of goods which are subject to restriction	Importer	Importer's Government	Importing Customs	Obtaining the right to import.
Certificate of Origin	CO	A document attesting to the country of origin of goods.	Importer	Exporter, Chamber of Commerce	Importing Customs	Qualifies cargo for preferential tariff treatment
NAFTA Cert of Origin	NAFTA CO	A document used for confirming origin of products from the 3 NAFTA countries.	Importer	Exporter	Importer & Importing Customs	Qualifies cargo for preferential tariff treatment
Consular Invoice	CI	An invoice covering a shipment of goods, usually required to be certified by the counsel of the country for which the merchandise is destined. It may be required to be on a special form and be subject to the payment of special fees.	Importer	Exporter & Consulate of Importing Country	Importing Customs	Pre-qualifies cargo for import
Inspection Certificate		A certificate issued by an independent third party verifying the condition of cargo or of property.	Importer	Exporter, Importer, Independent Inspection Co.	Importer & Insurance Co.	Confirms specifications and quality of cargo
Phytosanitary Certificate		A certificate issued by the agency of a national government indicating that an export shipment has been inspected and is free from harmful pests and plant diseases.	Importer	Independent Testing Co., Gov't Agency	Importer & Importing Customs	Confirms absense of pestilance.
Fumigation Certificate		A certificate confirming that cargo has been fumigated or sterilized to kill and pests.	Importer	Fumigation Co	Importer & Importing Customs	Confirms absense of pestilance.
Veterinary Certificate		A certificate confirming that live animals or fresh or frozen meat are free from disease.	Importer	Independent Testing Co., Gov't Agency	Importer & Importing Customs	Confirms absense of disease.
ATA Carnet	ATA	Called an "A T A Carnet". An international customs document which incorporates guarantees to be used in lieu of Customs documents to enter goods into certain countries temporarily without paying import duty or posting bonds.	Exporter	National Chambers of Commerce associated w/I.C.C.	Importing Customs	Allows temporary import of sales samples, demonstration products, repair equipment by exporter.
Certificate of Free Sale	CFS	Certifies that products are freely sold in the country of origin and manufactured under good manufacturing standards.	Importer	Exporter's Chamber of Commerce	Importer	Used in-lieu of government agency documentation (ie. FDA Certification)