



A GUIDE TO DOCUMENTARY BUSINESS.

Documentary Credits and Collections.

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FOR YOUR ASSISTANCE.

The purpose of this guide is to help you as exporter or importer in the settlement of documentary collections and documentary credits.

Naturally, we shall also be pleased to help you with any questions you may have, as it is not possible for this guide to cover all details of your business transactions. You can obtain any of the forms depicted in this guide by contacting our Documentary Department.

If you wish, we can send our experts to you as a special service; please do not hesitate to contact the specialists in our Documentary Department.

We would be pleased to advise you!

DOCUMENTARY COLLECTION AND DOCUMENTARY CREDITS.

SECURITY IN CROSS-BORDER BUSINESS.

Trade with foreign companies can involve a lot of risks. Due to the large distances involved, the personal and simultaneous exchange of goals is seldom possible.

In the age of globalisation, the merger of cultures and the blurring of country borders, we offer assistance as a reliable and competent partner.

Our comprehensive correspondent banking network assures the rapid and smooth processing of your documentary business worldwide.

THE DOCUMENTARY COLLECTION.

Documentary Collection Process.

- 1 The seller delivers the goods to the buyer.
- 2 The drawer (seller) presents the collection order with the documents to the remitting bank.
- 3 The remitting bank forwards the documents with the collection order to the collecting bank.
- 4 The collecting bank advises the drawee (buyer) of the receipt of the documents and informs him of the terms and conditions for collection.
- 5 The drawee fulfils the terms and conditions for collection and, at the same time, the documents are delivered to the drawee.
- 6 The collection proceeds are transferred to the remitting bank by the collecting bank.
- 7 The applicant is credited with the collection proceeds.

General information.

The documentary collection is one of the instruments used for settling foreign trade payments. The documentary collection is located between “open account”, which is uncertain for the seller regarding payment risk, and the documentary credit, which is the optimum payment security for the

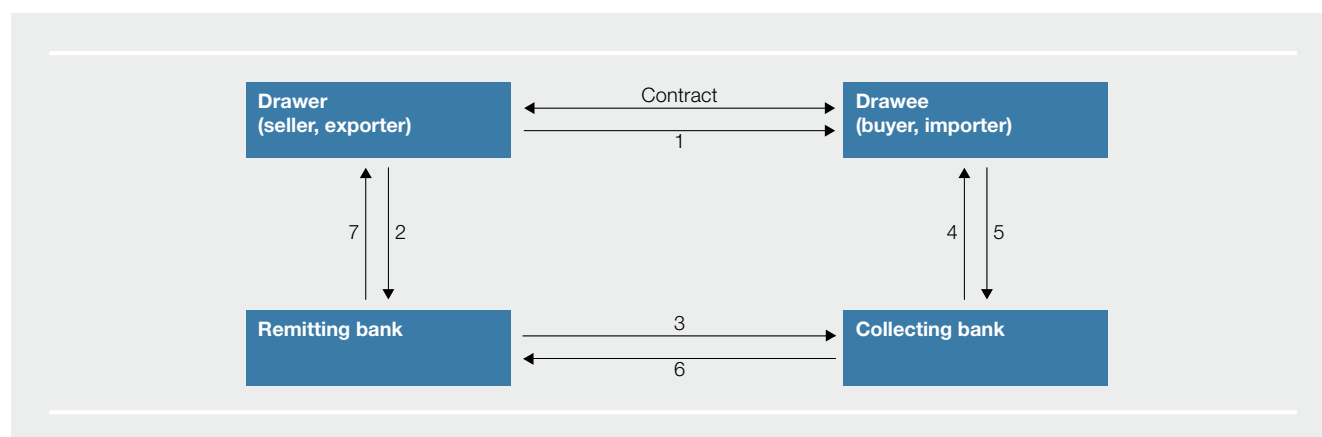
seller. The seller must be able to trust in the fact that the buyer pays the commodity as agreed in the contract of purchase, and the buyer must assume that his partner will ship merchandise in proper condition.

(As in documentary business the underlying transaction is usually a commodity business, the parties involved are referred to as “buyer” and “seller”). In this case, the concluded payment condition in the sales contract will be cash against documents/CAD or documentary collection.

Having dispatched the goods, the seller instructs his bankers to send the documents as per contract of purchase to the buyer’s bank pursuant to the provisions of the collection order. The documents provide information on the goods and on their dispatch.

The buyer’s bank advises the buyer of the receipt of the documents and informs him under which conditions the documents are to be delivered to him. On the basis of this information the buyer can check whether all documents have been enclosed as stipulated in the contract of purchase pursuant to the provisions of the collection order.

The terms and conditions for collection can stipulate payment and/or acceptance and/or the fulfilment of other conditions (e.g. letter of undertaking). These conditions should be agreed upon in the contract of purchase.



Prerequisites.

The seller and buyer know each other as reliable partners who have always met their obligations.

The economic and political situation in the buyer's country is stable and there is no danger of exchange control or import restrictions.

Settlement.

The settlement procedure is governed by the "Uniform Rules for Collections" (URC) published by the Banking Commission of the International Chamber of Commerce in Paris, which regulates the most important rights and obligations of the parties involved in the collection.

These rules are binding on all parties involved. They are incorporated into the text of the collection.

As our banking group delegates employees to represent it on this commission, it can provide first-hand information on all relevant issues.

Pursuant to the Uniform Rules for Collections, banks are not obliged to check documents, contrary to the procedure which applies to Letters of Credit. Similarly, unlike the requirements for Letters of Credit, banks are not liable to the seller for the redemption of the purchase money claim by the buyer.

Furthermore, for banks the collection process is completely independent of the underlying transaction, which is the same for Letters of Credit.

The fundamental distribution of the risks presents itself strongly simplified as follows:

The seller must first dispatch the commodity, but at this point he does not know if payment will be effected. On the other hand, the buyer bears the risk of advance payment. At the time of taking up collection documents he must pay, even if he has not received the merchandise and/or not checked if the merchandise complies with contractual conditions. Banks are acting as trustees.

The Collection Order.

After providing the goods or services as per contract of purchase, the seller presents the document(s) to his bank for collection.

Although there is no prescribed form for the issuance of a collection order, it should include instructions which are precise, complete and binding on all parties involved in the transaction. The order can be issued using the printed collection order which we send you upon request, or which can be downloaded from our website, but no specific form is required.

TIP:

You should check the following items before issuing the collection order:

- **Have all the documents requested and agreed upon in the contract of purchase been submitted in the required number?**
- **Have all documents been properly issued?**
- **Have all the documents specified by the importing country been submitted?**
- **Have all legalised documents been presented where necessary?**
- **Where necessary, has all documentation been signed?**
- **If necessary, have bills of lading, insurance documents and bills of exchange been endorsed?**

Please note that banks do not make such an examination when a documentary collection transaction is processed.

What you should state on your collection order.

The following data should be contained in each case in your order:

Party submitting the form (drawer).

Please enter the company's full name, phone no. and name of the competent person.

Currency and amount.

The currency and amount to be collected pursuant to the contract of purchase are required. The collecting bank may generally only accept payment in the specified currency unless the local collection laws stipulate otherwise.

The documents can only be released against complete payment; partial payments are not permissible unless authorised in the collection order. If the goods are invoiced in a foreign currency, a currency risk can be eliminated by hedging.

Maturity.

The time of payment means:

- For "Documents against Payment" D/P; cash against documents CAD:
 - at sight (payment to be made as soon as possible)
- For "Documents against Acceptance" D/A:
 - bill payable on a specified date, fixed bill (expiry date is stated)
 - bill payable at a stated period after date of drawing
 - bill payable at a stated period after sight (= acceptance). The acceptance date is therefore required.

Please note that there is no guarantee for the payment at maturity, while the documents/goods are already delivered to the drawees.

Drawee.

Please enter the company's full name and address.

He is the one to whom the documents are handed over right after the fulfilment of the conditions of the collection. The documents can be viewed at the collecting bank at any time. The goods may not be inspected before paying the collection order unless this is allowed in the collection instructions (applies to sampling and forwarding of the goods).

Collecting bank.

The full name and address of the collecting bank (drawee's bank) are required. If you do not know the bank of the drawee, we will appoint one bank from our group or a correspondent bank located near the drawee for the collection order.

Documents.

The documents should be listed by type and number. When filling out the order for a clean collection (Bill of Exchange Collection) this point can be omitted.

If the accepted bill is to remain with the collecting bank, with instructions to collect the bill when it becomes due, it is absolutely essential that the collection order includes instructions for protest/non-protest in case of non-payment or non-acceptance. In the absence of such specific instructions, banks have no obligation to have the bill of exchange protested for non-payment/non-acceptance.

Charges.

The question as to who pays the domestic and correspondent banking charges should be agreed at the time the contract is signed in order to avoid delays in the settlement of the collection. Generally, the domestic and correspondent banking charges are charged to the applicant of the collection order if no details are stated and even if they should be borne by the drawee, but the drawee refuses to pay these charges. Usually, each party pays the fees charged by its own bank. If there is the possibility that payment of charges might not be refused by drawees, the collection order must contain the appropriate details.

Account number:

The collection proceeds will be credited to this account after receipt.

Other.

You may add further instructions related to the collection either directly or indirectly.

- Collecting bank to contact your foreign agent if problems are encountered in the settlement of the collection etc.
- Inspection of goods.

Please note.

The banks do not examine the documents, but simply check whether the papers stipulated in the collection order have been submitted.

Important information.**For the exporter.**

By producing and dispatching goods prior to receipt of payment you run the risk that the documents may be rejected. Normally, the goods will already have arrived at the place of destination.

This can lead to one of the following situations:

- the goods have to be put into long-term storage
- a new buyer has to be found
- the goods have to be auctioned off
- the goods have to be brought back
- the goods have to be destroyed (e.g. spoiled food)

The best way to eliminate this “sales risk” is the issuance of an irrevocable documentary credit in your favour via Bank Austria.

In this connection, we refer to the chapter describing the documentary export letter of credit.

Please note that the importer can take possession of the goods if they are dispatched by rail, by post, as air cargo or by road to his address, and documents for the consignment of goods are enclosed to enable him to clear the goods. You can prevent this by not enclosing any clearance papers, or by sending the goods for placing them at the disposal of a forwarding agent or the collecting bank. In the latter case, however, the approval of the collecting bank must be obtained in advance. We are prepared to do this on your behalf. With this procedure the handing over of documents and goods is subject to compliance with the instructions for collection.

If the goods are dispatched by sea you only need to enclose the full set of original Bills of Lading with the collection documents, as the buyer can only take possession of the goods with one of these original Bills of Lading.

For the importer.

Before fulfilling the terms and conditions for collection you can examine the documents at our counters and, on the basis of the details in the documents, check whether the goods ordered by you were properly dispatched.

THE DOCUMENTARY LETTER OF CREDIT.

Documentary letter of credit process.

- 1 The buyer instructs his bank to issue a documentary credit.
- 2 The issuing bank forwards the documentary credit to the advising bank. This bank should be the bank of the seller, if possible.
- 3 The advising bank advises the beneficiary (seller) of the documentary credit, either by adding its confirmation or without its confirmation.
- 4 The beneficiary (seller) ships the goods (or supplies the services) to the applicant (buyer).
- 5 Having carried out the shipment (or having provided services), the beneficiary presents the documents to the advising bank.
- 6 The advising bank examines the documents. If they are in compliance with the terms and conditions of the documentary credit, the advising bank (insofar as it is the paying agent) will pay the equivalent value of the documents to the beneficiary.
- 7 The advising bank forwards the documents to the issuing bank.
- 8 The issuing bank examines the documents and pays the advising bank the equivalent amount of the documents if the documentary credit is available for presentation of documents and payment at the counters of the issuing bank.
- 9 The issuing bank debits the buyer with the equivalent amount of the documents and delivers the documents to the applicant (buyer).

THE EXPORT LETTER OF CREDIT.

General information.

In a documentary credit, a bank irrevocably undertakes to pay the seller of goods (or services) a specified amount.

Prerequisites.

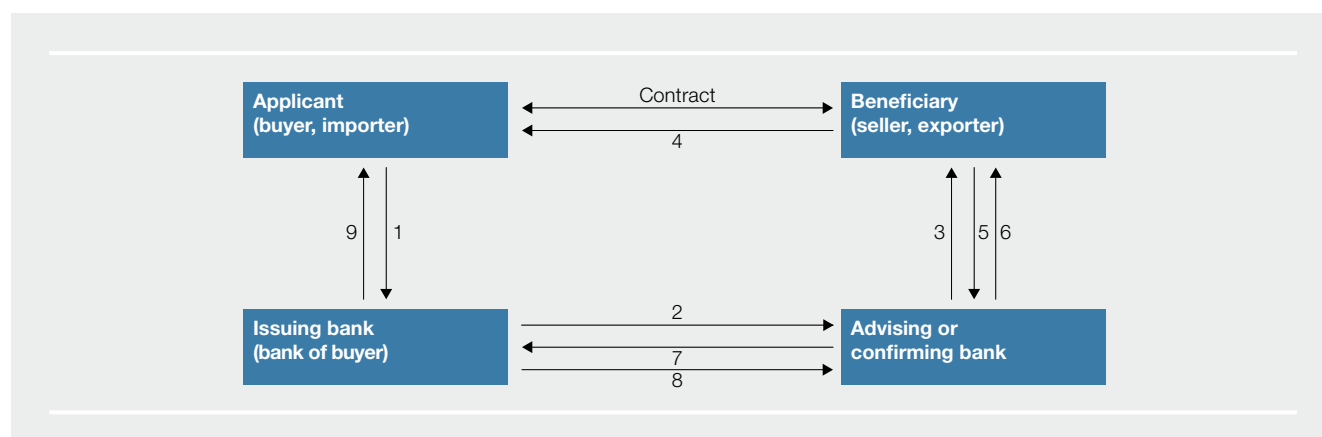
All the terms and conditions mentioned in the documentary credit have to be fulfilled. Only then is the unproblematic settlement of payment ensured. The buyer requests his bank to issue a documentary credit.

Please note that, from a legal point of view, documentary credits are transactions different from purchase agreements or other contracts on which they are based.

Usually a documentary credit will be used to secure payment for goods shipped, but a documentary credit can also be used for payment of services.

Form of contract.

The documentary credit is usually issued on the basis of a purchase agreement entered into by the buyer and the seller. Therefore, it is important that you agree upon all aspects of the conditions for payment during the contract negotiations to avoid any subsequent amendments to the documentary credit.



The following points need to be considered in regard to a documentary credit:

- **Which bank is the opening bank?** The irrevocable undertaking of this bank will secure the payment.
- **How long and where will the letter of credit be negotiable?** This information indicates up to which day and where you have to present the required documents. The place of expiry might be the counters of the opening bank (meaning an increased risk for you in respect of the dispatch of the documents). It might also be a nominated bank (in most cases it will be the advising bank).
- The letter of credit should be subject to the **“Uniform Customs and Practice for Documentary Credits”** (UCP) issued by the International Chamber of Commerce. This gives you the assurance that your letter of credit will be handled in line with international standards.
- **What kinds of documents and conditions have to be presented and fulfilled by you?** This will depend on the needs of your customer. However, you must be in a position to meet these requirements. It is very important that you are not dependant on the buyer or on the opening bank in the fulfilment of the letter of credit conditions.

- Last but not least, you need to clarify the handling of the **costs of the banks involved**. Unless otherwise stated in the documentary credit, all charges are to be borne by the buyer. In most cases, the seller and the buyer **pay the** charges of their banks separately.

In case the contract negotiations and the handling of the letter of credit are managed by different people of your company, it is highly recommended that all parties concerned work together. Problems that are not discussed in the contract might lead to enormous complications and can put the secure payment of the shipments or services at risk.

Important information for the exporter.

Normally, the documentary credit issued by the buyer's bank will always be advised by a bank in your country.

Instruct your customer to use Bank Austria as the advising bank. To assist you in this regard, we can, at your request, provide you with stickers which can be affixed to your proforma invoices etc.

Sometimes, political and economic conditions in your customer's country, or the status of the bank issuing the documentary credit, do not provide you with the level of security you require. In such a case, pursuant to the documentary credit, you can request your customer to have us confirm the documentary credit. Then – **with our approval** – you will also have our liability.

Examining documentary credit terms and conditions.

As soon as you receive an advice that the documentary credit has been issued, you should ascertain if the documentary credit is in force and available without any restrictions.

If the coming into force of the documentary credit is contingent upon the occurrence of an event or compliance with a requirement, please check if you have influence regarding fulfilment of this condition. Furthermore, you need to examine the terms and conditions of the documentary credit for completeness and their ability to be fulfilled.

This check should include:

- sufficient period of validity of the L/C
- place for presentation of documents
- place of domiciliation
- the presentation period
- the amount and currency of the L/C
- any possible latest shipment date
- any possible transshipments
- goods description and Incoterms
- your style and the style of your customer
(e.g. notification address on a Bill of Lading)

If some of the conditions do not seem to be clear enough, please contact the advising bank. This bank will contact the opening bank if necessary. If there are any deviations from the agreements with the buyer, deficiencies or conditions which are not acceptable to you, it is best to contact the buyer immediately in order to have the terms and conditions of the documentary credit amended as quickly as possible.

You should also hand out a copy of the L/C to your forwarders and to the insurance company (as far as applicable) to make sure that the conditions regarding shipment and/or insurance can be fulfilled. It is also recommended that you get in touch with the units in your company which issue documents for your L/C.

Please note:

If you discover deficiencies while preparing the documents and there is no time to amend credit terms, the documentary credit is of no use to you as a means of ensuring payment. This is because documents which reveal discrepancies can only be honoured with the approval of the buyer and consequently the issuing bank. Documents handled in such a manner take on the character of “documents for collection” since the issuing bank and the buyer as applicant of the documentary credit are not obligated to accept documents with discrepancies.

If you receive a documentary credit without the advice of a bank known to you, instruct your bank of an event to confirm the apparent authenticity of the documentary credit before you make a delivery or provide any services. This is the only way to protect yourself against the all-to-real possibility of an unpleasant surprise.

TIP:

With more complex L/C transactions it is advisable to require first a sample of the LC from the buyer. The opening of the LC should take place only after approving the conditions contained in the LC. This saves time and money for necessary amendments.

Tips for presentation of documents.

There is no prescribed form for the presentation of documents. Presentation can be made in the form of a letter addressed to us or by using the printed form which we have created for your assistance and which you can download from our website.

In any case, your presentation should indicate the following details:

Party submitting the form (beneficiary).

Please enter the company's full name, phone no. and name of the competent person.

Currency and amount.

The currency and amount to be collected pursuant to the conditions of the credit.

Reference number.

Indicate our reference number (the number is always included in the letter of advice to you). For documentary credits which are not advised by us, please indicate the advising bank and its reference number. It is also essential to enclose a copy of the documentary credit and any amendments.

Account number.

The proceeds of the documentary credit will be credited to this account after receipt.

Confirmation of receipt.

Confirmation of receipt indicates the receipt of the indicated documents, but is no indication that the documents fulfil the requirements of the letter of credit. You cannot be informed of this until the documents have been examined in detail.

Basis for examining the documents.

As already mentioned, banks only deal with documents and not with goods, services and/or other performances to which the documents may relate.

Banks only check the documents on the basis of:

- The terms and conditions of the documentary credit.
- The "Uniform Customs and Practice for Documentary Credits" (UCP) (as amended from time to time). These guidelines, published by the Banking Commission of the International Chamber of Commerce in Paris, are binding on all parties because the documentary credit is subject to these guidelines. As our banking group delegates employees to represent it on this commission, it can provide first-hand information on all relevant issues.
- The International Standard Banking Practice.

The most important points to consider.

We recommend to examine the following points before controlling the documents to ensure that the documents are complete and comply with the terms and conditions of the documentary credit:

- Have all the documents stipulated in the documentary credit been provided in the prescribed form and number?
Documents being issued in more than one original (e.g. Bill of Lading or insurance document) have to be presented in all originals issued, in case there are no other conditions in the L/C.
- Is the documentary credit still valid for the presentation of documents? Where is it valid?
- Has the necessary transport document been issued within the specified shipment date? (We refer to the definition of “shipment date” given in each article of UCP covering the relative transport document).
- Can the documents still be submitted within the period after the shipment date that is prescribed in the documentary credit? If a period for submitting original transport documents is not specified, it is deemed to be 21 days.
- Did a partial shipment or partial utilisation take place contrary to the provisions?
- Are the amounts invoiced (also unit prices and costs) covered by the amount of the documentary credit?
- Do all the details in the various documents correspond to one another?
- Have the necessary legal requirements been met?
- Have the documents been issued in the same language as the documentary credit, or in the language specified therein?
- Have corrections, if any, in the documents presented by you been authenticated?
- Are all details required by the documentary credit, e.g. order number, import licence number, documentary credit number, customs tariff number etc. included in the documents?
- Are the details of all the documents that are presented consistent with one another (weight, packaging units, number etc.)?

THE DOCUMENTS MOST FREQUENTLY ENCOUNTERED AND POINTS TO NOTE.

Commercial Invoice.

- Does the invoice bear the title “commercial invoice” if requested in the credit?
- Did the beneficiary issue the commercial invoice in the name of the applicant of the documentary credit, and does the name of the company correspond to the details outlined in the documentary credit?
- Does the description of goods match the specifications in the documentary credit exactly?
- Does the commercial invoice include any additional goods and costs, is there any indication on the invoice of deductions such as a rebate or discount, which are not foreseen in the documentary credit?
- Does the invoice include terms of dispatch (delivery clause, price term) and does it correspond with the terms and conditions of the documentary credit?
- Is the invoice made out in the same currency as the documentary credit, and does the amount of the invoice and individual prices, if any, correspond with those stated in the documentary credit? Banks can accept a commercial invoice issued for an amount in excess of the credit amount, but need not. How possible excess amounts have to be handled must be agreed between beneficiary and bank(s). (A usual procedure with smaller amounts would be to collect the excess amount, but delivery of documents is not contingent upon payment of this excess amount.)
- Has the commercial invoice been signed, insofar as this is required in the documentary credit? Invoices need not be signed if this is not required in the documentary credit.
- Does the commercial invoice include the statements, references to contracts, pro forma invoices etc. stipulated in the documentary credit? In these cases the commercial invoice has to be signed.
- Does the information in the invoice match that of the other documents?

Beneficiary of the documentary credit (seller, exporter)
Name and address

Applicant of the documentary credit
(buyer, importer)
Name and address

Invoice

No. ...

Place and date

Description of goods (as specified in the documentary credit)	Price (currency, amount)
Terms of dispatch	
Terms of payment	
Markings	

Weight

Company stamp of
beneficiary

Signature

Transport Document Covering at Least Two Different Modes of Transport.

This document will be used if shipment is effected with at least two different modes of transport (e.g. truck and ship). The requirements of a transport document covering at least two different modes of transport are similar to those of Bill of Lading.

- Was the transport document covering at least two different modes of transport issued by a named carrier and has it been signed by the carrier, master or named agent for and on behalf of carrier or master?
The transport document covering at least two different modes of transport may also be issued by a forwarding agent if he signs as carrier or as the agent of a carrier or master.
- Does the transport document covering at least two different modes of transport indicate that the goods have been dispatched, taken in charge or shipped on board a named vessel?
- Has the transport document covering at least two different modes of transport been presented in the required number in terms of originals and copies as stipulated in the documentary credit, and does the transport document covering at least two different modes of transport provide an indication of the number of originals issued? The numbers of originals issued ("Full Set"), as stated in the document, must be presented if the documentary credit either requires a full set of transport document covering at least two different modes of transport to be furnished, or if the documentary credit does not specify any requirements in this regard.
- Has the transport document covering at least two different modes of transport been issued to the correct order as requested in the credit and does any notify address that may be required correspond with the documentary credit?
- Have the originals of the transport document covering at least two different modes of transport been signed and – where necessary – endorsed? The transport document covering at least two different modes of transport must be endorsed by the shipper if it has been issued "to order".
- Is the transport document covering at least two different modes of transport "clean", i.e. without any notations to the effect that the goods and/or the packaging are defective?
- Was the routing specified in the documentary credit adhered to (place of dispatch, taking in charge, port of shipment, final destination)?
- Is the date of dispatch, taking in charge or shipped on board date still within the period for shipment as specified in the documentary credit?
- Do the notations concerning the payment of freight costs correspond with the details in the documentary credit (e.g. "freight prepaid", "freight collect" etc)?
- Does the transport document covering at least two different modes of transport include all necessary regulations for the shipment or – at least – a remark where to find these regulations?
- Does the information on the transport document covering at least two different modes of transport match that of the other documents?

Consignor

FBL

NEGOTIABLE FIATA
MULTIMODAL TRANSPORT
BILL OF LADING

Issued subject to UNCTAD/ICC Rules for
Multimodal Transport Documents (ICC Publication 481).



Consigned to order of

Notify address

Place of receipt

Ocean vessel

Port of loading

Port of discharge

Place of delivery

Marks and numbers

Number and kind of packages

Description of goods

Gross weight

Measurement



according to the declaration of the consignor

Declaration of Interest of the consignor
in timely delivery (Clause 6.2.)

Declared value for ad valorem rate according to
the declaration of the consignor (Clauses 7 and 8).

The goods and instructions are accepted and dealt with subject to the Standard Conditions printed overleaf.

Taken in charge in apparent good order and condition, unless otherwise noted herein, at the place of receipt for transport and delivery as mentioned above.

One of these Multimodal Transport Bills of Lading must be surrendered duly endorsed in exchange for the goods. In Witness whereof the original Multimodal Transport Bills of Lading all of this tenor and date have been signed in the number stated below, one of which being accomplished the other(s) to be void.

Freight amount	Freight payable at	Place and date of issue
Cargo Insurance through the undersigned <input type="checkbox"/> not covered <input type="checkbox"/> Covered according to attached Policy	Number of Original FBL's	Stamp and signature
For delivery of goods please apply to:		

Bill of Lading.

This document covers a port-to-port shipment.

- Was the Bill of Lading issued by a named carrier, master, or their agents?

The Bill of Lading may also be issued by a forwarding agent if he signs as carrier or as the agent of a carrier. Unless stipulated otherwise in the credit, presentation of Charter-Party Bills of Lading is not allowed.

- Does the Bill of Lading indicate that the goods have been loaded on board of a named vessel (printed term “shipped” or separate “on board” notation)?
- Has the Bill of Lading been presented in the required number in terms of originals and copies as stipulated in the documentary credit, and does the Bill of Lading provide an indication of the number of originals issued? The number of originals issued, as stated in the document, must be presented if the documentary credit either requires a full set of the Bill of Lading to be furnished, or if the documentary credit does not specify any requirements in this regard.
- Have the originals of the Bill of Lading been duly signed and – where necessary – endorsed?
- Is the Bill of Lading “clean”, i.e. without any notations to the effect that the goods and/or the packaging are defective?
- Has the Bill of Lading been issued to the correct order as requested in the credit and does any notify address that may be required correspond with the documentary credit?
- Was the routing specified in the documentary credit adhered to (port of loading, port of discharge)?
- Does the Bill of Lading indicate a “transshipment”, and is it permissible pursuant to the documentary credit?
- Does the Bill of Lading indicate loading on deck? (Loading on deck is generally prohibited unless it is expressly permitted in the documentary credit).
- Is the date of shipment still within the period for shipment as specified in the documentary credit?
- Do the notations concerning the payment of the freight costs correspond with the details in the documentary credit (e.g. “freight prepaid”, “freight collect” etc.)?
- Does the Bill of Lading include clauses or stamps which cancel, restrict or contradict a significant aspect of the Bill of Lading?
- Does the information in the Bill of Lading match that of the other documents?
- Does the Bill of Lading include all necessary regulations for the shipment or – at least – a remark where to find these regulations?

SHIPPER/EXPORTER (COMPLETE NAME AND ADDRESS)

Bill of Lading

B/L No.

CONSIGNEE (OR ORDER)



NOTIFY PARTY (COMPLETE NAME AND ADDRESS)

NEPTUNE ORIENT LINES LIMITED

(Incorporated in the Republic of Singapore)

Received by the Carrier from the Shipper in apparent good order and condition (unless otherwise noted herein) the total number of Containers or other packages or units enumerated below and said by the Shipper to contain the Goods specified below (weight, quantity, contents, condition, quality and value unknown) for Carriage, subject to all the terms hereof (INCLUDING THE TERMS ON THE REVERSE HEREOF AND THE TERMS OF THE CARRIER'S APPLICABLE TARIFF) from the Place of Receipt or the Port of Loading, whichever is applicable, to the Place of Delivery or Port of Discharge, whichever is applicable. The Merchant in accepting this Bill of Lading or in presenting it to the Carrier expressly accepts and agrees to all its terms, conditions and exceptions, whether printed, stamped, or written, or otherwise incorporated, notwithstanding the non-signing of this Bill of Lading by the Merchant.

LOCAL VESSEL (WHEN TRANSHIPMENT IS INVOLVED)*

PLACE OF RECEIPT BY PRE-CARRIER*

OCEAN VESSEL

VOY. NO.

PORT OF LOADING

IN WITNESS WHEREOF the Master or Agent of the said vessel has affirmed to the number of Bills of Lading stated below all of this tenor and date. One of which being accomplished the others to stand void.

PORT OF DISCHARGE

PLACE OF DELIVERY BY ON CARRIER*

FINAL DESTINATION (FOR MERCHANT'S REFERENCE ONLY)

CONTAINER NOS	MARKS & NOS	NO. OF PKGS	DESCRIPTION OF PACKAGES AND GOODS	GROSS WEIGHT KGS	MEASUREMENT M ³
SPECIMEN					

TOTAL NO. OF CONTAINERS
OR PACKAGES (IN WORDS)

FREIGHT AND CHARGES	REVENUE TONS	RATE	PER	PREPAID	COLLECT

ICS
B/L

The present contract agreed upon is subject to the terms and conditions appearing on the face and back hereof and to the terms of the Carrier's Applicable Tariff.

DATE:

LADEN ON BOARD

BY

AS AGENT
FOR: NEPTUNE ORIENT LINES LIMITED
AS CARRIER

FOR OTHER TERMS AND CONDITIONS SEE REVERSE SIDE

Charter-Party Bill of Lading.

This document covers a port-to-port shipment, but contrary to ocean Bill of Lading, ships have been chartered and do not operate on the basis of a sailing list or defined routes. The requirements in a Charter-Party Bill of Lading are similar to the ocean Bill of Lading.

The presentation of a Charter-Party Bill of Lading must be expressly requested in the documentary credit.

- Has the Charter-Party Bill of Lading been signed by the master, owner or charterer or named agent of master, owner or charterer?
- Does the Charter-Party Bill of Lading indicate that the goods have been loaded on board a named vessel (printed term “shipped” or separate “on board” notation)?
- Has the Charter-Party Bill of Lading been presented in the required number in terms of originals and copies as stipulated in the documentary credit, and does the Charter-Party Bill of Lading provide an indication of the number of originals issued? The number of originals issued, as stated in the document, must be presented if the documentary credit either requires a full set of the Charter-Party Bill of Lading to be furnished, or if the documentary credit does not specify any requirements in this regard.
- Has the Charter-Party Bill of Lading been issued to the correct order as requested in the credit and does any notify address that may be required correspond with the documentary credit?
- Have the originals of the Charter-Party Bill of Lading been signed and – where necessary – endorsed?
- Is the Charter-Party Bill of Lading “clean”, i.e. without any notations to the effect that the goods and/or the packaging are defective?
- Was the routing specified in the documentary credit adhered to (port of loading, port of discharge)? The port of discharge may also be shown as a range of ports or a geographical area, as stated in the documentary credit.
- Does the Charter-Party Bill of Lading contain any indication that it is subject to a charter party?
- Is the date of shipment still within the period for shipment as specified in the documentary credit?
- Does the Charter-Party Bill of Lading include clauses or stamps which cancel, restrict or contradict a significant aspect of the Charter-Party Bill of Lading?
- Does the information in the Charter-Party Bill of Lading match that of the other documents?

1

B/L NO.

Shipper

BILL OF LADING

TO BE USED WITH CHARTER-PARTIES

Consignee

Reference No.

ORIGINAL

Notify address

Vessel

Port of loading

Port of discharge

Shipper's description of goods:

Number of coils:

Gross weight:

Color code:

(of which on deck at Shipper's risk the Carrier not being responsible for loss or damage howsoever arising)

Freight payable at: FREIGHT PREPAID M / V _____ MASTER Time used for loadingdays.....hours	SHIPPED at the port of loading in apparent good order and condition on board the Vessel for carriage to the port of discharge or so near thereto as she may safely get the goods specified above. Weight, measure, quality, quantity, condition, contents and value unknown. IN WITNESS where of the Master or Agent of the said Vessel has signed the number of Bills of Lading indicated below all this tenor and date, any one of which being accomplished the others shall be void. FOR CONDITIONS OF CARRIAGE SEE OVERLEAF
Freight Payable at:	Place & date of issue
Number of original	Signature AS MASTER:

BILL OF LADING

BE USED WITH CHARTER-PARTIES

CODE NAME: "CONGENBILL"

EDITION 1994

ADOPTED BY

THE BALTIC AND INTERNATIONAL
MARITIME CONFERENCE (BIMCO)

Air Waybill.

This document covers transport by air.

- Has the Air Waybill been issued by a carrier, usually an airline, or by the carrier's agent? The Air Waybill may also be issued by a forwarding agent if he signs as carrier or as the agent of a carrier.
- Does the Air Waybill indicate that the goods have been accepted for carriage?
- Was the "original 3 (for shipper)" submitted? Even if the L/C requires the presentation of a full set of Air Waybill, the presentation of "Original 3 (for shipper)" will meet this requirement.
- If an actual flight date is specified in the documentary credit, the Air Waybill must include a specific notation to this effect. The date of issue of the Air Waybill, or the data included under "Flight/Date", are not sufficient in such an instance.
- Has the Air Waybill been signed by the shipper or his agent in the appropriate place?
- Is the Air Waybill "clean", i.e. without any notations to the effect that the goods and/or packaging are defective?
- Does the address of the consignee and any notify address correspond with the documentary credit?
- Was the routing specified in the documentary credit adhered to (departure airport and destination airport)?
- Does the Air Waybill indicate "transshipment", and is it permissible pursuant to the documentary credit?
- Is the date of shipment (date of issue or, if required and/or indicated actual flight date) still within the period for shipment as specified in the documentary credit?
- Do the notations concerning payment of the freight costs correspond with the details in the documentary credit (e.g. "freight prepaid", "freight collect" etc.)?
- Does the information in the Air Waybill match that of the other documents?
- Does the Air Waybill include all necessary regulations for the transport or – at least – an indication where to find these regulations?

Shipper's Name and Address		Shipper's Account Number		Not Negotiable Air Waybill Issued by											
Consignee's Name and Address		Consignee's Account Number		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 ANY 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.											
Issuing Carrier's Agent Name and City				Accounting Information											
Agent's IATA Code		Account No.													
Airport of Departure (Addr. of First Carrier) and Requested Routing				Reference Number		Optional Shipping Information									
to	By First Carrier	Routing and Destination	to	by	to	by	<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 10%;">Currency</td> <td style="width: 10%;">GROSS Code</td> <td style="width: 10%;">WT/WAL PPD</td> <td style="width: 10%;">COLL</td> <td style="width: 10%;">Other PPD</td> <td style="width: 10%;">COLL</td> </tr> </table>	Currency	GROSS Code	WT/WAL PPD	COLL	Other PPD	COLL	Declared Value for Carriage	Declared Value for Customs
Currency	GROSS Code	WT/WAL PPD	COLL	Other PPD	COLL										
Airport of Destination		Flight/Date		For Carrier Use only		Flight/Date		Amount of Insurance <small>INSURANCE - If carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in 2 marked "Amount of Insurance".</small>							
Handling Information															
							SCI								
No. of pieces RCP	Gross Weight	kg lb	Rate Class Commodity Item No.	Charges Weight	Rate Charge	Total	Nature and Quantity of Goods (Incl. Dimensions of Volume)								
SPECIMEN															
Prepaid		Weight Charge		Collect		Other Charges									
Valuation Charge		Tax		Total Other Charges Due Agent		Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.									
Total Other Charges Due Carrier		Total Prepaid		Total Collect											
Currency Conversion Rates		CC Charges in Dest. Currency		Charges at Destination											
For Carrier's Use only at Destination		Total Collect Charges		Executed on (date) _____ at (place) _____ Signature of Issuing Carrier or its Agent											
Signature of Shipper or his Agent															

ORIGINAL 3 (FOR SHIPPER)

Duplicate Railway Consignment Note.

This document is the proof of transport for shipment by railway. It can only be issued by a railway company as carrier, which normally does not have an agent.

- Was the “Duplicate Railway Consignment Note” presented? This is a specific carbon copy of the original railway bill (usually copy no. 4). Only this can be accepted in a documentary credit; although it is marked “duplicate” it is to be considered as an “original”.
- Does the Duplicate Railway Consignment Note show the official stamp of the railway company or railway station of departure? This could also be effected by a computer printing, e.g. from the Deutsche Bahn.
- Were the goods officially weighed pursuant to possible requirements of the documentary credit (official weight stamp)?
- Does the address of the consignee correspond with the documentary credit?
- Was the routing specified in the documentary credit adhered to?
- Is the date of the official date stamp still within the period for shipment as specified in the documentary credit?
- Is the Duplicate Railway Consignment Note “clean”, i.e. without any notations to the effect that the goods and/or packaging are defective?
- Is the Duplicate Railway Consignment Note free of reimbursement and free of interest on delivery (field 27–28)?
- Do the notations concerning payment of the freight costs correspond with the details in the documentary credit?
- Does the information in the Duplicate Railway Consignment Note match that of the other documents?



A remplir par l'expéditeur
Vim Absender auszufüllen

X Désigner par une croix ce qui convient - Zutreffendes ankreuzen
(Case - Felder 20, 22, 23, 30, 52, 53)


Lettre de voiture CIM Frachtbrief CIM		Lettre wagon CUV Wagenbrief CUV	
1 Expéditeur (nom, adresse) - Absender (Name, Anschrift)		2 Destinataire (nom, adresse, pays) Empfänger (Name, Anschrift, Land)	
Signature - Unterschrift		E-Mail	
N° TVA MWSt.-Nr.		Fax	
3 Lieu de livraison Ablieferungsart		4 Lieu de livraison Ablieferungsart	
Gare - Bahnhof		Pays - Land	
5 Conditions commerciales - Kommerzielle Bedingungen		6 Informations pour le destinataire - Vermerk für den Empfänger	
7 Désignation de la marchandise Bezeichnung des Gutes		8 Transport exceptionnel Ausnahmehafte Sendung	
9 Code d'affaires Handelscode		10 Références - Lieferscheine	
11 Opérations douanières - Zollbehandlung		12 Bulletin d'affranchissement Frankaturcheinigung	
13 Avis d'annulation Nachricht über Stornierung		14 Procès-verbal Feststellungsbefund	
15 Procès-verbal du délai de livraison Feststellung des Liefertermins		16 Code de livraison Lieferungscode	
17 Déclaration du transporteur - Erklärung des Beförderers		18 Autres transporteurs - Andere Beförderer	
19 Transport contractuel - Vertragliche Beförderung		20 Gare d'arrivée - Ankunftsstation	
Signature - Unterschrift		Arrivée N° - Empfangs Nr.	
21 Procédure simplifiée de transit ferroviaire Vereinfachte Eisenbahnverkehrsverfahren		22 Mise à disposition Stellungssetzung	
Code principal obligé Code Hauptverpflichteter		23 Identification de l'envoi Sendungs-Identifikation	
Original		24 Lieu et date de publication - Ort und Datum der Ausstellung	

SPECIMEN

CMR Waybill (Truck Waybill).

This is the document for transport by truck.

- Has the CMR Waybill been issued correctly, i.e. stamped and signed by the carrier or its agent in the appropriate place?
- Was the “copy for the consignor” submitted or does the CMR bear no marking for whom the document has been prepared? Only this document can be accepted under L/Cs.
- Has the CMR Waybill been signed and stamped in the appropriate place by the consignor?
- Is the CMR Waybill “clean”, i.e. without any notations to the effect that the goods and/or packaging are defective?
- Does the address of the consignee correspond with the information in the documentary credit?
- Was the routing in the documentary credit adhered to?
- Are the date of issue and/or the date of receipt still within the period for shipment as specified in the documentary credit?
- Do the notations concerning payment of the freight costs correspond with the details in the documentary credit?
- Does the information in the CMR Waybill match that of the other documents?

1 Absender (Name, Anschrift, Land) Expéditeur (nom, adresse, pays)			INTERNATIONALER FRACHTBRIEF LETTRE DE VOITURE INTERNATIONALE <div style="text-align: right;">No</div> <div style="text-align: center;">  </div> <p>Diese Beförderung unterliegt trotz einer gegenseitigen Abmachung den Bestimmungen des Übereinkommens über den Beförderungsvertrag im internationalen Straßengüterverkehr (CMR)</p> <p>Ce transport est soumis, nonobstant toute clause contraire, à la Convention relative au contrat de transport international de marchandises par route (CMR)</p>																										
2 Empfänger (Name, Anschrift, Land) Destataire (nom, adresse, pays)			16 Frachtführer (Name, Anschrift, Land) Transporteur (nom, adresse, pays)																										
3 Auslieferungsort des Gutes Lieu prévu pour la livraison de la marchandise			Ort Lieu	Land Pays																									
4 Ort und Tag der Übernahme des Gutes Lieu et date de la prise en charge de la marchandise			Ort Lieu	Land Pays																									
5 Beigefügte Dokumente Documents annexés			17 Nachfolgender Frachtführer (Name, Anschrift, Land) Transporteurs successeurs (nom, adresse, pays)																										
6 Kennzeichen und Nummer Marques et numéros			18 Vorbehalte und Bemerkungen des Frachtführers Réserves et observations du transporteur																										
7 Anzahl der Packstücke Nombre des colis			11 Bruttogewicht in kg Poids brut, kg																										
8 Art der Verpackung Mode d'emballage			12 Umfang in m ³ Cubage en m ³																										
9 Bezeichnung des Gutes Nature de la marchandise			10 Status, Num. No statutique																										
13 Anweisungen des Absenders Instructions de l'expéditeur			19 Besondere Vereinbarungen Conventions particulières																										
14 Frachtzahlungsanweisungen Prescription d'affranchissement <input type="checkbox"/> Frei/Franco <input type="checkbox"/> Untroffen/Franco			20 Zu zahlen vom: A payer par <table border="1"> <thead> <tr> <th>Fracht Prix de transport</th> <th>Absender Expéditeur</th> <th>Währung Monnaie</th> <th>Empfänger Destataire</th> </tr> </thead> <tbody> <tr> <td>Ermäßigungen Réductions</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Zwischensumme Solde</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Zuschläge Suppléments</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Nebengebühren Frais accessoires</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Gesamtsumme Total</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Fracht Prix de transport	Absender Expéditeur	Währung Monnaie	Empfänger Destataire	Ermäßigungen Réductions				Zwischensumme Solde				Zuschläge Suppléments				Nebengebühren Frais accessoires				Gesamtsumme Total			
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21 Ausgefertigt in: Etablie à			15 Rückerstattung Remboursement																										
22			23																										
24 Gut empfangen Marchandises reçues Ort Lieu			am le																										
Unterschrift und Stempel des Absenders Signature et timbre de l'expéditeur			Unterschrift und Stempel des Frachtführers Signature et timbre du transporteur																										
Unterschrift und Stempel des Empfängers Signature et timbre du destinataire																													

Insurance Document.

- Has the insurance document required by the documentary credit (insurance certificate, insurance policy) been submitted? An insurance policy may be submitted if the documentary credit requires that an insurance certificate is furnished.
- Has the insurance document been issued and signed by an insurance company, underwriter, proxy or their agents? Cover notes issued by brokers will not be accepted unless specifically authorised in the documentary credit. However, if the broker signs the insurance document as agent or proxy of a named insurance company, it is acceptable.
- Has the “full set” of the insurance document been submitted? Have all issued originals been presented?
- Are all the risks outlined in the documentary credit covered?
- Has the insurance document been issued in the same currency as the documentary credit, and for the amount stipulated therein? Unless stipulated otherwise in the documentary credit, the insurance cover must amount to not less than 110% of the CIF or CIP value. If the CIF or CIP value cannot be determined from the documents, the insured amount is computed on the basis of the amount of invoice or the amount for which the documentary credit is utilised, whichever is higher, which then will be increased by 10%.
- Is the date of issuance of the insurance document earlier than or equal to the date of shipment specified in the transport document? If not, is it apparent that the cover has become effective by the day of shipment at the latest?
- Do the routing and the means of transport stipulated in the transport document correspond with the insurance document?
- Was the insurance document endorsed, if necessary?
- Does the information in the insurance document match that of the other documents?
- Does the insurance document indicate the name of the vessel if “shipment on first class steamer” or similar is insured?



**Transport-Versicherungspolizze
Marine Insurance Policy**

Versicherungssumme Sum Insured	Ausfertigungsort/-tag Place and Date of Issue	Exemplare Issues	Polizzen-Nr. Policy-No.	Zertifikat-Nr. Certificate No.
-----------------------------------	--------------------------------------------------	---------------------	----------------------------	-----------------------------------

Hiermit wird bescheinigt, dass aufgrund der obengenannten Polizze / Generalpolizze Versicherung übernommen worden ist gegenüber: / This is to certify that insurance has been granted under the above Policy / Open Cover to:

für Rechnung wen es angeht, auf nachstehend näher bezeichnete Güter: / for account of whom it may concern, on following goods:

für folgenden Transport (Transportmittel, Transportweg) / for the following transport (means of transport, route):

Schäden zahlbar an den Inhaber dieser Polizze / dieses Zertifikates. Mit Schadenzahlung gegen eine Ausfertigung werden die anderen ungültig. Claims payable to the holder of this Policy / Certificate. Settlement under one copy shall render all others null and void.

Bedingungen / Conditions:

Anweisungen für den Schadenfall siehe Rückseite.
See overleaf for instructions to be followed in case of loss or damage.

Im Schadenfall ist zur Schadenfeststellung unverzüglich hinzuziehen: / In case of loss or damages immediately apply for survey to:

Namens und in Vollmacht der beteiligten Gesellschaften:
/ For and on behalf of the leading company and all co-insurers:

Versicherungsbeginn / Insurance commences:

FG3/br



**Transport-Versicherungszertifikat
Marine Insurance Certificate**

Versicherungssumme Sum Insured	Ausfertigungsort/-tag Place and Date of Issue	Exemplare Issues	Polizzen-Nr. Policy-No.	Zertifikat-Nr. Certificate No.
-----------------------------------	--------------------------------------------------	---------------------	----------------------------	-----------------------------------

Hiermit wird bescheinigt, dass aufgrund der obengenannten Polizze / Generalpolizze Versicherung übernommen worden ist gegenüber: / This is to certify that insurance has been granted under the above Policy / Open Cover to:

für Rechnung wen es angeht, auf nachstehend näher bezeichnete Güter: / for account of whom it may concern, on following goods:

für folgenden Transport (Transportmittel, Transportweg) / for the following transport (means of transport, route):

Schäden zahlbar an den Inhaber dieser Polizze / dieses Zertifikates. Mit Schadenzahlung gegen eine Ausfertigung werden die anderen ungültig. Claims payable to the holder of this Policy / Certificate. Settlement under one copy shall render all others null and void.

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Anweisungen für den Schadenfall siehe Rückseite.
See overleaf for instructions to be followed in case of loss or damage.

Im Schadenfall ist zur Schadenfeststellung unverzüglich hinzuziehen: / In case of loss or damages immediately apply for survey to:

Namens und in Vollmacht der beteiligten Gesellschaften:
/ For and on behalf of the leading company and all co-insurers:

Versicherungsbeginn / Insurance commences:

Certificate of Origin/Movement Certificate EUR 1.

- Has the Certificate of Origin been issued in the form stipulated in the documentary credit?
- Has the Certificate of Origin been certified or legalised if requested in the documentary credit?
- Does the country of origin which is named match the terms and conditions of the documentary credit?
- Does the Certificate of Origin include all declarations or confirmations that may be stipulated in the documentary credit?
- Has the EUR 1 been issued in the form stipulated in the documentary credit and have customs authorities signed the certificate?
- Does the information in the Certificate of Origin or the EUR 1 match that of the other documents?

1 Absender - Consignor - Expéditeur-Expedidor	L 542928	ORIGINAL
2 Empfänger - Consignee - Destinataire - Destinatario	EUROPÄISCHE GEMEINSCHAFT EUROPEAN COMMUNITY - COMMUNAUTE EUROPEENNE - COMUNIDAD EUROPEA URSPRUNGSZEUGNIS CERTIFICATE OF ORIGIN - CERTIFICAT D'ORIGINE - CERTIFICADO DE ORIGEN	
	3 Ursprungsland - country of origin - Pays d'origine - Pais de origen	
4 Angaben über die Beförderung - means of transport-expédition - expedición	5 Bemerkungen - remarks - observations - observaciones	
6 Laufende Nummer, Zeichen, Nummern, Anzahl und Art der Packstücke; Warenbeschreibung Item number, marks, numbers, number and kind of packages; description of goods N° d'ordre; marques, numéros, nombre et nature des colis; désignation de marchandises N° de orden; marcas, numeración, número y naturaleza de los bultos; descripción de las mercancías	7 Menge Quantity Quantité Cantidad	
8 DIE UNTERZEICHNENDE STELLE BESCHEINIGT, DASS DIE OBEN BEZEICHNETEN WAREN IHREN URSPRUNG IN DEM IN FELD 3 GENANNTEN LAND HABEN The undersigned authority certifies that the goods described above originate in the country shown in box 3 / L'autorité soussignée certifie que les marchandises désignées ci-dessus sont originaires du pays figurant dans la case No. 3 / La autoridad infrascrita certifica que las mercancías abajo mencionadas son originarias del país que figura en la casilla no. 3 Ort und Datum der Ausstellung; Bezeichnung, Unterschrift und Stempel der zuständigen Stelle / Place and date of issue; name, signature and stamp of competent authority / Lieu et date de délivrance; désignation, signature et cachet de l'autorité compétente / Lugar y fecha de expedición; designación, firma y sello de la autoridad competente		

WARENVERKEHRSBESCHEINIGUNG

1. Ausführer (Name, vollständige Anschrift, Staat)		<div style="font-size: 1.2em; font-weight: bold;">EUR. 1 Nr. X 1052743</div> <div style="font-size: 0.8em;">Vor dem Ausfüllen Anmerkungen auf der Rückseite beachten</div>	
3. Empfänger (Name, vollständige Anschrift, Staat) (Ausfüllung freigestellt)		2. Bescheinigung für den Präferenzverkehr zwischen der Europäischen Wirtschaftsgemeinschaft und dem im Feld 5 genannten Staat	
6. Angaben über die Beförderung (Ausfüllung freigestellt)		4. Ursprungsstaat³⁾	5. Bestimmungsstaat
7. Bemerkungen			
8. Laufende Nr., Zeichen, Nummern, Anzahl und Art der Packstücke¹⁾; Warenbezeichnung		9. Rohgewicht (kg) oder andere Maße (l, m ³ usw.)	10. Rechnungen (Ausfüllung freigestellt)
11. SICHTVERMERK DER ZOLLBEHÖRDE Die Richtigkeit der Erklärung wird bescheinigt. Ausfuhrpapier (Ausfuhranmeldung): ²⁾ WE-Nr. _____ vom _____ Zollbehörde: _____ Ausstellender Staat: Österreich <div style="text-align: center; font-size: 0.8em;">(Ort und Datum)</div> <div style="text-align: center; font-size: 0.8em;">(Unterschrift)</div>		12. ERKLÄRUNG DES AUSFÜHRERS Der Unterzeichner erklärt, daß die vorgenannten Waren die Voraussetzungen erfüllen, um diese Bescheinigung zu erlangen. <div style="text-align: center; font-size: 0.8em;">(Ort und Datum)</div> <div style="text-align: center; font-size: 0.8em;">(Unterschrift)</div>	

SPECIMEN

¹⁾ Bei unverpackten Waren ist die Anzahl der Gegenstände oder „lose geschüttelt“ anzugeben.
²⁾ Nur auszufüllen, wenn nach den internen Rechtsvorschriften des Ausfuhrstaates oder -gebietes erforderlich.
³⁾ Als Ursprungsstaat gilt der Staat, die Zollengruppe oder das Gebiet, als dessen bzw. deren Ursprungswaren die Waren gelten.

Other documents.

The documentary credit may also require other documents in addition to those already mentioned, such as:

- Draft (we will gladly furnish you with the respective form or you can download the form from our website)
- Consular invoice
- Packing list/weight list
- Works certificate
- Certificate of analysis
- Certificate of inspection (specimen on page 37)
- Certificate of health
- Other declarations and confirmations

Examine the following:

- Has the required document been issued in accordance with the terms and conditions of the documentary credit?
- Do the documents contain required details only? Details which are not requested in the L/C terms increase the risk of error.



INSPECTION CERTIFICATE

Place and Date of issuance :

Local File No. :

Documentary Credit Number :

Applicant :

Beneficiary :

Description of goods/services :

Method of Inspection :

FINDINGS:

Conclusion:

Based on our inspection performed and our certificate issued, we herewith confirm that the goods inspected were found to be in accordance with the proforma invoice and the terms of L/C.

This document is issued, on the Client's behalf, by the Company under its General Conditions of Service printed overleaf. The Client's attention is drawn to the limitation of liability, indemnification and jurisdiction issues defined therein.

Any other holder of this document is advised that information contained hereon reflects the Company's findings at the time of its intervention only and within the limits of Client's instructions, if any. The Company's sole responsibility is to its Client and this document does not exonerate parties to a transaction from exercising all their rights and obligations under the transaction documents.

Place and Date of Inspection:

S.G.S. AUSTRIA
Controll-Co. Ges.m.b.H.
(authorized Agent of
SOCIETE GENERALE DE SURVEILLANCE S.A.)



Discrepant documents.

If the documents submitted by you do not correspond with the terms and conditions of the documentary credit, we will contact you.

The following procedures can then be considered:

- The necessary corrections or additions can be made to the documents, or the documents can be replaced, as long as this does not exceed any deadlines.
- We can also approach the issuing bank with the request for an amendment to the L/C conditions without mentioning that documents have already been presented. This may cost precious time.
- If the discrepancies cannot be rectified it may be possible for the bank to credit the respective amount under reserve. Crediting the amount under reserve means that we reserve the right to claim back, or effect a return debit in respect of, the amount credited plus any interest plus costs in case the applicant of the documentary credit and/or the issuing bank should not agree to payment being made against the presentation of documents. We can only credit an amount under reserve if the documentary credit is made payable at our bank, payment under reserve is not prohibited in the documentary credit and if we are in a position to conclude an appropriate arrangement with you.
- Another possibility is to enquire of the issuing bank whether the documents can be honoured despite the discrepancies that have been ascertained by us.
- A final possibility is to forward the documents with the discrepancies to the issuing bank for approval.

If the documentary credit has been made available for presentation of documents at the counters of the issuing bank the documents must in any case (even if they comply with the requirements of the documentary credit) be forwarded by us to the issuing bank in conjunction with our request for payment.

THE IMPORT CREDIT.

General.

The buyer requests his bank to issue a documentary credit.

It is important for you as buyer that you negotiate all details for the issuance of the L/C during the contract negotiations in order to avoid any subsequent amendments. In order to help you, we have summarized the most important criteria for the issuance of a documentary credit.

Please be aware that it is you who decides which kind of documents are to be presented and how these documents have to be issued.

It is you who

- specifies the details of the merchandise
- decides which kind of transport document has to be presented
- decides on the deadlines in respect of shipment
- decides (after having contacted your forwarder, the chamber of commerce etc.) which kind of documents you need to clear the goods. Please note that it is only “paper” that you get from your bank.

You can only be sure that the goods correspond with

your contract if you require certain documents of inspection.

There is no set procedure for instructing a bank to issue a documentary credit. Inform us of your request in writing, or even more simply, use the “Instruction Form for Issuing a Documentary Credit”, which will be sent to you upon request or which can be downloaded from our website.

Please note:

Experience has shown that it is to your benefit to contact us as early as possible. This is the only way of ensuring that the documentary credit is processed in time.

The documentary credit can be issued as soon as the bank has ensured that cover for the amount of the documentary credit is available through funds on an account, or through a loan or other funds.

Useful information for the issuance of a documentary credit.

Irrevocable Documentary Credit.

Only an irrevocable documentary credit ensures the security required of this payment instrument, since amendments to the documentary credit (or cancellation of the documentary credit) may only be effected with the consent of all parties involved (issuing bank, confirming bank and beneficiary).

The “Uniform Customs and Practice for Documentary Credits” (UCP) of the International Chamber of Commerce do not stipulate opening of revocable L/Cs.

Transferable Documentary Credit.

A documentary credit which is transferable enables the authorised bank to transfer the documentary credit to one or more second beneficiaries. A transfer to several second beneficiaries is only possible if the documentary credit permits partial shipments to be made. The second beneficiary(ies) may not transfer a documentary credit to a third party because a documentary credit may be transferred only once.

A documentary credit is not transferable if it is not expressly designated “transferable” upon being issued.

Confirmed/Unconfirmed Documentary Credit.

In the case of a confirmed documentary credit, payment of documents that are deemed to be in order is guaranteed by the advising bank (confirming bank) as well as the issuing bank. This gives the seller additional security.

A documentary credit that is to be confirmed by the advising bank must be made valid for the presentation of documents and payable at the counters of the advising bank.

The advising bank is not obliged to confirm a documentary credit, and if it refuses to do so, it must inform the issuing bank accordingly.

Applicant/beneficiary.

The company's full name and address should be given.

Bank of the beneficiary.

The full name and address of the beneficiary's bank are required. If you do not know the beneficiary firm's bank, we will issue the documentary credit via a bank from our group or correspondent bank located near the beneficiary.

Issuing a documentary credit.

The documentary credit will be forwarded to the advising bank electronically.

Date of expiry and location.

The documents must be submitted to the advising bank or issuing bank (depending on where they are valid) by this date. If the date of expiration is on a Saturday, Sunday or public holiday, the documents can also be presented on the next bank business day.

The documentary credit can be made valid

- for the presentation of documents and payable at the counters of the advising bank (if documents that are deemed to be in order are presented at the bank, the funds can immediately be paid to the beneficiary). This means that we have to provide sufficient account cover at your expense and that you bear the risk of loss during mailing from the advising bank.
- or at our counters, the issuing bank. In the latter case, payment is made against presentation of documents upon their receipt by us if the documents are deemed to be in order. This transfers the risk of loss during mailing to your customer.
- It is also possible for the documentary credit to be made valid for the presentation of documents at the counters of the advising bank, but to be made payable at the counters of the issuing bank. This means that your customer can meet the document presentation deadline at the advising bank, but that we pay out the selling price. The risk of document loss during mailing is borne either by your customer or by you depending on whether payment is made upon receipt of the documents or upon receipt of a payment claim.
- Some suppliers demand that the letter of credit be issued “freely negotiable”. This means that your customer can present the documents at any bank of his choice. Under this option, you bear the risk of document loss during mailing from the negotiating bank.

Payment at sight.

The equivalent value of the documents that are deemed to be in order is paid out immediately, upon presentation of the documents, by the bank at whose counters the documentary credit is made payable.

Deferred payment.

The equivalent value of the documents is not paid out immediately upon presentation of documents that are deemed to be in order, but at a later date which you must specify in your order to issue a documentary credit, e.g. payable 30 days after the date of invoice or 180 days after the day of shipment.

Currency/amount.

The beneficiary of the documentary credit must issue the invoice in the currency in which the documentary credit is issued, and he also receives the equivalent value of the documents in this currency. If a documentary credit is issued in a foreign currency, the foreign exchange risk can be eliminated by hedging.

The amount of the documentary credit can be a fixed or approximate amount, i.e. plus or minus 10%. It is also possible for you to select the margin under or above which the amount may fall or rise (e.g. +/-5%, +/-20%).

Partial shipments.

What is not expressly forbidden, is generally permitted. Consequently, you must prohibit partial shipments in the case of a single, one-time utilisation of a documentary credit.

If partial shipments are allowed, the beneficiary may make partial drawings under the documentary credit, or he may draw only a part of the documentary credit. However, you may also specify the number of partial shipments or a delivery schedule to be made.

Transshipment.

That which is not expressly forbidden is generally permitted. Transshipment may not be prohibited if the goods are re-loaded during routing. If transshipment should nonetheless be prohibited, such a prohibition is ineffective pursuant to the Uniform Customs and Practice for Documentary Credits if certain conditions have been fulfilled.

Routing.

You are required to specify the exact routing of the goods first and foremost to get the goods delivered to the place designated. If the exact routing is not specified, the bank making payment accepts every routing stated in the transport document.

Last shipment date.

Shipment must be effected by this date at the latest (date of shipment in the transport document). The expiry date of the documentary credit will automatically apply as the latest date of shipment if no other date is specified as the latest date of shipment.

If this date should be a non bank business day, this deadline is not automatically extended to the next bank business day, unlike the expiration date.

Documents.

The requested documents should be described in a manner that gives you the greatest possible security with regard to the goods that are shipped (e.g. quality) and the dispatch of the goods.

If you do not give any instructions with regard to the issuer, wording or contents of the documents, the banks will accept these documents in the same manner in which they have been presented (e.g. certificate of origin).

Exceptions are: commercial invoice, transport document and the insurance document. For these documents the Uniform Customs and Practice for Documentary Credits include minimum requirements.

Therefore, before you instruct a bank to issue a documentary credit, we suggest that you inquire exactly what documents you need for customs clearance (e.g. certificate of origin). Additionally, you should clarify whether you for instance want to be provided with a health certificate, quality certificate or analysis certificate etc. with specific information, stating by whom such a document should be issued.

The transport document must cover the route designated in the documents, e.g.:

- **Rail shipment** – Duplicate Railway Consignment Note
- **Road shipment** – CMR (Original for consignor)
- **Shipment by sea** – complete set (i.e. all issued originals) of Bill of Lading. This document ensures that the goods are on board a named ship, as the documentary credit guidelines demand an “on Board” Bill of Lading.
- **Shipment by air** – Air Waybill “Original for shipper”. If the issue date of the acceptance note is not sufficient, you must demand the indication of the actual flight date.
- **Combined/multimodal transport** – Transport Document Covering at Least Two Different Modes of Transport. This document covers the transport of the goods by means of different consecutive means of transport.

Transport documents must usually be signed by a named carrier or his named agent. Forwarding agents may only issue these documents when they declare themselves to be carrier or the named agent of a named carrier.

Insurance documents.

You can request an insurance document if the goods are to be insured by the supplier. If you want the goods to be insured against specific risks, you have to specify these risks when requesting the issuance of a documentary credit. Unless specified otherwise, the insurance document will be issued for at least 110% of the CIF or CIP value, or for at least 110% of the documentary credit utilisation value or gross invoice amount (whichever is higher). If you require insurance against all risks, any insurance document that contains an all risks clause or a corresponding note will be accepted (even if specific risks are precluded, without responsibility for non-covered risks).

According to the “Uniform Customs and Practice for Documentary Credits” any exclusion clauses (i.e. even in relation to risks to be covered) are acceptable. If you should not accept this as an importer, you must state this expressly in your order to issue a documentary credit.

If you do not wish documents to be issued before the documentary credit is opened, you must give instructions to this effect in your application for the issuance of a documentary credit.

Description of goods, amount, unit price.

The description of goods should be as brief as possible (if necessary, reference can be made to the proforma invoice, confirmation of the order etc.).

Note:

Contracts, proforma invoices or the like should not constitute an integral part of the documentary credit.

We would like to point out that a more detailed description of the goods affords no protection against defects in quality or wrong shipments because banks only examine the documents.

The documents are honoured if the description of the goods in the documents that are presented are in conformity with the documentary credit. It is advisable to state the number of units, unit price, exact weight etc. in conjunction with the quantity of goods.

Tolerance limits can also be indicated for the quantities (for example “approximately” or $\pm 5\%$), if necessary. Note: If you do not indicate a tolerance limit but also do not expressly forbid deviations, the supplier may dispatch up to 5% more or less if the volume is not indicated in packaging units or units (but the amount of the letter of credit may not be exceeded).

Freight payment and prices.

These data determine where the costs and risks of dispatch pass from the seller to the buyer (see INCOTERMS).

Period for presenting documents.

The date of shipment entered in the transport document may not be older than 21 days at the time the documents are presented at the bank for which the documentary credit is valid for the presentation of documents, insofar as the documentary credit does not specify any other period for presentation. You may specify any period for presentation, but the time from the latest date of shipment to the validity of the documentary credit should be in conformity with the period for presentation.

Discounting.

If a documentary credit provides for deferred payment or acceptance, the nominated bank is, in case of a complying presentation, authorised to prepay (or purchase a draft accepted by that bank) before maturity of the credit. In such a case you and therefore also we in any event remain liable for payment/reimbursement, i.e. even if fraud has been proven before maturity. In case you cannot accept this, you must state this expressly in your order to issue a documentary credit.

Addresses.

When the addresses of the beneficiary and the applicant appear in any document they need not be the same as those stated in the credit or in any other document but must be within the same country as the respective addresses mentioned in the documentary credit. Should you not accept this, you must instruct us in your order to issue a documentary credit.

Please note: If the address of the applicant appears as part of the consignee or notify-party details in a transport document, it must correspond to the address stated in the credit.

Forwarding of documents.

You can state whether you want us to forward the documents to you or to another recipient (e.g. the forwarding agent).

Account number.

The equivalent value of the documentary credit or the documents is debited from this account. Furthermore, the documentary dispo account number must be indicated.

Documentary credit charges.

Unless stated otherwise in the documentary credit, all documentary credit charges will be paid by the applicant. The documentary credit charges can also be shared (all fees charged by the advising bank are paid by the beneficiary, and all fees charged by the issuing bank are paid by the applicant), or all documentary credit charges are paid by the beneficiary. Please note that the beneficiary has the possibility, pursuant to the Uniform Customs and Practice for Documentary Credits, to refuse payment of commissions and charges if no drawings are made under the documentary credit. Please instruct us accordingly if you want the beneficiary to pay the commissions and charges in any case, as we will then instruct the documentary credit to be advised only if the commissions and charges have been paid. This also applies to the payment of fees charged by a reimbursing bank, where necessary. The contract should state who pays the documentary credit charges.

Valid signing of the documentary credit order.

Your order for the opening of a letter of credit has to be signed with a legally binding signature as we need to verify your signatures.

SPECIAL CASES IN DOCUMENTARY BUSINESS.

Besides its function as a payment instrument, a documentary credit can also be used by you as a financing instrument for purchases made in conjunction with the same transaction.

Transferable Letter of Credit.

With a transferable L/C you can offer your customer an instrument for securing payment. You do not need to invest any capital. This is only possible

- if the L/C which was opened in your favour was marked as "transferable"
- if you agree that your customer knows all the terms and conditions of the L/C.

Any amendments to the L/C which was opened in your favour might only be for technical purposes, reduction of the credit amount and unit price, reduction of the period for presentation, shortening of the period for the presentation of documents, latest date of shipment or given period for shipment, as well as an increase in the percentage for which insurance cover must be effected.

Back-To-Back Letter of Credit.

For a back-to-back L/C you have to have a separate L/C for payment securitisation opened in favour of your supplier. Under certain circumstances you can use the documentary credit which has been opened in your favour (by the bank of your buyer) as collateral.

Assignment of Letter of Credit amount.

In case neither an L/C transfer nor a back-to-back L/C can be made, you could assign a part of the L/C opened in your favour to your customer.

In this case your customer is fully dependant on your presentation of documents which are in conformity with the credit. This might make him not accept this assignment as a secure payment instrument.

Revolving Letter of Credit.

This is a very specific form of a letter of credit which is not often used in day-to-day business. It can only be used for special kinds of contracts. The revolving credit is opened for a certain amount and will be renewed after negotiation until an agreed maximum amount is reached.

Our specialists will be pleased to advise you on the advantages of these transactions.

INCOTERMS® 2010.

The International Commercial Terms, or Incoterms in short, published by the International Chamber of Commerce in Paris, generally lay down the rights and obligations of the seller and buyer in connection with the goods and provide information on the transfer of cost and risk from seller to buyer.

The Incoterms® regulate:

- Contracts of carriage and insurance
- Delivery and taking over of goods
- Transfer of risks
- Allocation of cost
- Delivery Document

The Incoterms® don't deal with transfer of ownership, date of delivery, method of payment, jurisdiction and applicable law and disclaimer.

Herein after you can find the Incoterms® 2010 (Valid as from January 1st 2011):

Rules for any modes of transport.

EXW	Ex Works (named place of delivery)
FCA	Free Carrier (named place of delivery)
CPT	Carriage paid to (named place of destination)
CIP	Carriage and Insurance paid to (named place of destination)
DAT	Delivered at Terminal (named terminal at port or place of destination)
DAP	Delivered at Place (named place of destination)
DDP	Delivered Duty paid (named place of destination)

Rules for sea and inland waterway transport.

FAS	Free alongside Ship (named port of shipment)
FOB	Free on Board (named port of shipment)
CFR	Cost and Freight (named port of destination)
CIF	Cost, Insurance and Freight (named port of destination)

Some Frequently Used Terms

German	English	French	Spanish
Abänderung	amendment	modification	modificación
ab Fabrik	ex works	ex usine	ex fábrica
abgestempelt	stamped	estampillé	sellado
abladen	to unload	décharger	descargar
ab Lager	ex warehouse	ex magasin	ex almacén
ablaufen	to expire	expirer	vencer
abliefern	to deliver	délivrer	entregar
absenden	to dispatch	expédier	expedir
Absender	consignor	expéditeur	expedidor
ab Station	ex station	ex gare	ex estación
ab Waggon	ex waggon	ex wagon	ex vagón
Akkreditiv	documentary credit	crédit documentaire	crédito documentario
Akkreditiv-Restbetrag	balance of credit	solde du crédit	saldo del crédito
Akzeptierung	acceptance	acceptation	aceptación
Analysenzertifikat	certificate of analysis	certificat d'analyse	certificado de analisis
an Bord	on board	à bord	a bordo
an Deck	on deck	sur le pont	sobre cubierta
ankommen	to arrive	arriver	llegar
Annullierung	cancellation	annulation	anulación
Arbeitstag	working day	jour ouvrable	día hábil
Auftrag	order	ordre	orden
Auftraggeber	applicant	donneur d'ordre	comitente
ausfolgen	to deliver	délivrer	entregar
Aussteller (Wechsel)	drawer/maker	tireur	girador
Ausstellungsdatum	date of issue	date d'émission	fecha de emisión
Auszug aus der	extract of collective	extrait de la lettre de	extracto de una lista de
Ladeliste	railway bill of lading	voiture du wagon groupage	embarque
avisieren	to advise	aviser	avisar
Aviso	advice	avis	aviso
Bahn	railway	chemin de fer	ferrocarril
Bedingung	term/condition	condition	condición
beglaubigen	to legalize	légaliser	legalizar
Begünstigter	beneficiary	bénéficiaire	beneficiario
bei Sicht	at sight	à vue	a la vista
beladen	to load	charger	cargar
Beschädigung	damage	avarie	avería
bestätigen	to confirm	confirmer	confirmar
Bestätigung	confirmation	confirmation	confirmación
bezahlen/bezahlt	to pay/paid	payer/payé	pagar/pagado
Bezeichnung	description	désignation	descripción
Bezogener	drawee	le tiré	el girado
blanko indossiert	blank endorsed	endossé en blanc	endosado en blanco
Bruttogewicht	gross weight	poids brut	peso bruto
C&F = Kosten + Fracht	C&F = cost + freight	C&F = coût + fret	C&F = coste + flete
CIF = Kosten + Versicherung	CIF = cost + insurance	CAF = coût + assurance	CIF = coste + seguro
+ Fracht	+ freight	+ fret	+ flete
circa	about	environ	aproximadamente
D/A Dokumente gegen	D/A documents against	D/A documents contre	D/A documentos contra
Akzept	acceptance	acceptation	aceptación
Dampfer	steamer	vapeur	vapor

German	English	French	Spanish
Deckung	cover	couverture	fondos
Dokumente	documents	documents	documentos
D/P Dokumente gegen	D/P documents against	D/P documents contre	D/P documentos contra
Zahlung	payment	paiement	pago
Dokumenten-Inkasso	documentary collection	encaissement documentaire	cobranze documentaria
Eilgut	express goods	grande vitesse	gran velocidad
Einheitliche Richtlinien und Gebräuche für Dokumenten-Akkreditiv	uniform customs and practice for documentary credits	règles et usances uniformes relatives aux crédits documentaires	reglas y usos uniformes relativos a los créditos documentarios
Einheitliche Richtlinien für Inkassi	uniform rules for collections	règles uniformes relatives aux encaissements	reglas uniformes relativas a las cobranzas documentarias
einlagern	to store	emmagasiner	almacenar
Einreichung	presentation	présentation	presentación
Eisenbahn-Frachtbrief	railway bill (of lading)	lettre de voiture de chemin de fer	carta de porte ferroviaria
Empfänger	consignee	destinataire	destinatario
Empfangsbestätigung	acknowledgement (of receipt)	accusé de réception	confirmación de recibo
Erhöhung	increase	augmentation	aumento
Ermächtigung	authorization	autorisation	autorización
eröffnen	to open	ouvrir	abrir
Exporteur	exporter	exportateur	exportador
Expressgutschein	express parcels consignment note	bulletin d'expédition colis exprès	resguardo de envío por expreso
Fälligkeit	maturity/due date	échéance	vencimiento
FOB = frei an Bord	FOB = free on board	FOB = franco à bord	FOB = franco a bordo
Fracht	freight	fret	flete
frachtfrei	freight paid	port payé	porte pagado
Frachtführer	carrier	transporteur	transportista
als Frachtgut	by freight	en petite vitesse	pequeña velocidad
franko Zahlung	free of payment	franco de paiement	franco de pago
Freistellungsgebühr	commission re. goods	commission sur opérations des marchandises	comisión de demora de pago
Gegenakkreditiv	back-to-back credit	crédit documentaire (back-to-back)	contra crédito documentario
Gewicht	weight	poids	peso
Gewichtszertifikat	weight certificate	certificat de poids	certificado de peso
Grenze	frontier	frontière	frontera
gültig bis	valid until	valable jusqu'à	válido hasta
Gültigkeitsdauer	validity	validité	validez
zu Gunsten	in favour of	en faveur de	a favor de
zum Gutbefund	for approval	à l'approbation	para aprobación
Hafen	port	port	puerto
Handelsfaktura	commercial invoice	facture commerciale	factura comercial
Handelskammer	chamber of commerce	chambre de commerce	cámara de comercio
Importeur	importer	importateur	importador
indossieren	to endorse	endosser	endosar
Inhaber	bearer	porteur	portador
Inkasso	collection	encaissement	cobranza
Käufer	buyer	acheteur	comprador
Kiste	case	caisse	caja
Kollo	package	colis	bulto
kombinierter Transport	combined transport	transport combiné	transporte combinado
Konnossement	bill of lading B/L	connaissance	conocimiento de embarque
Konsulatsfaktura	consular invoice	facture consulaire	factura consular

German	English	French	Spanish
Kontrakt	contract	contrat	contrato
kostenfrei	free of charge	sans frais	sin gastos
Kreditbrief	letter of credit	lettre de crédit	carta de crédito
Ladung	cargo	cargaison	carga
Lager	warehouse	magasin	almacén
Lieferant	supplier	fournisseur	suministrador
Lieferfrist	term of delivery	délai de livraison	plazo de entrega
Lieferschein	delivery note	bon de livraison	albarán de entrega
lose	in bulk	en vrac	a granel
Luftfracht	air freight	fret aérien	flete aéreo
Luftfrachtbrief	air waybill	lettre de transport aérien	guía aéreo
Luftpost	air mail	poste aérienne	correo aérea
Menge	quantity	quantité	cantidad
Muster	sample	échantillon	muestra
Negotiation	negotiation	négociation	negociación
Nettogewicht	net weight	poids net	peso neto
Order	order	ordre	orden
Packliste	packing list	liste de colisage	lista de embalaja
Porto	postage	port	franqueo
Postaufgabeschein	postal receipt	récépissé postal	resguardo postal
Präferenzursprungszeugnis	generalised system of preferences; certificate of origin	certificat d'origine préférentiel	
Proformarechnung	proforma invoice	facture proforma	factura proforma
Protest	protest	protêt	protesta
Provision für Zahlungs- aufschub	deferred payment commission	commission d'engagement	comisión de demora de pago
Qualität	quality	qualité	calidad
Quittung	receipt	reçu	recibo
Regress	recourse	recours	recurso
rein	clean	net	limpio
revolvierendes Akkreditiv	revolving credit	crédit documentaire renouvelable	crédito rotativo/renovable
Risiko	risk	risque	riesgo
Sammelwaggon	combined load	wagon de groupage	vagón colectivo
seemäßige Verpackung	seaworthy packing	emballage maritime	embalaje marítimo
senden	to send/dispatch	envoyer	enviar
Spediteurübernahme- bescheinigung	forwarding agent's certificate of receipt	attestation de prise en charge du transitaire	certificado de recibo del agente de transportes
Spediteurversand bescheinigung	forwarding agent's certificate of transport	récépissé d'expédition	
Spesen	charges	frais	gastos
SRCC = Streik, Aufruhr	strikes, riots	grèves, émeutes,	huelgas, motines
bürgerliche Unruhen	civil commotions	troubles civils	conmociones civiles
Straßenfrachtbrief/ CMR/LKW-Frachtbrief	truck bill/road bill	lettre de voiture routière	carta de porte de internationale camión
Streik	strike	grève	huelga
Stempelgebühren	stamp duties	droits de timbres	derechos de timbre
Stichzahl	test-key	repère	número índice
Teilsendung	partial delivery	livraison partielle	envío parcial
Telegramm	telegram/cable	télégramme/dépêche	telegrama
Telex	telex	télex	telex

German	English	French	Spanish
(Telex-)Schlüsselvereinbarung	testing arrangement	convention de clé	acuerdo de clave telegráfico
Tratte	draft	traite	giro
gegen Übergabe	against presentation	contre remise	contra entrega
Übersetzung	translation	traduction	traducción
übertragbar	transferable	transférable	transferible
Übertragung	transfer	transfert	transferencia
Überweisung	transfer/remittance	transfert/virement	transferencia
Umladung	transshipment	transbordement	transbordo
unfranko	freight unpaid	port dû	porte debido
Unstimmigkeit	discrepancy	divergence/irrégularité	divergencia
unter Deck	under deck	sous le pont	bajo cubierta
unverzollt	duty unpaid	non dédouané	non despachada
unwiderruflich	irrevocable	irrévocable	irrevocable
Ursprungszeugnis	certificate of origin	certificat d'origine	certificado de origen
Verfallsdatum (Akkreditiv)	expiration date	date d'expiration	vencimiento
Verfallsdatum (Wechsel)	due date/maturity date	date d'échéance	fecha de vencimiento
zur Verfügung	at disposal of	à la disposition de	a la disposición de
Verkäufer	seller	vendeur	vendedor
Verladedatum	date of loading/shipment date	date de chargement/ date d'expédition	fecha de embarque
Verlängerung	extension	prorogation	prórroga
Verpackung	packing	emballage	embalaje
Verpflichtung	undertaking	engagement	compromiso
Versand	dispatch	expédition	expedición
verschiffen	to ship	embarquer	embarcar
versichern	to insure	assurer	asegurar
Versicherungspolizze	insurance policy	police d'assurance	poliza de seguro
Versicherungszertifikat	insurance certificate	certificat d'assurance	certificado de seguro
verstauen	to stow	arrimer	estibar
verzollt	duty paid	dédouané	despachada
voller Satz	full set	jeu complet	juego completo
vorausbezahlt	prepaid	payé d'avance	pagado por anticipado
Vorbehalt	reserve	réserve	reserva
Vorbehalt aufheben	to lift the reserve	lever les réserves	levantar las reservas
Waggon	railway car	wagon	vagón
Währung	currency	monnaie	moneda
Ware	merchandise/good	marchandise	mercancia
Wechsel	bill of exchange	lettre de change	letra de cambio
Werkstatttest	works certificate	certificat d'usine	certificado de buenestado de mercancia
Wert	value	valeur	valor
Wiegestempel (bahnamtlich)	official weight stamp	timbre de pesage officiel	
widerruflich	revocable	révocable	revocable
Zahlung	payment	paiement	pago
Zahlungsziel	credit period	délai de paiement	plazo para el pago
zollfrei	free of duty	exempt de droits de douane	libre de aduanas
Zollgebühr	customs duty	droits de douane	derechos de aduana
Zustimmung	approval	approbation	aprobación

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Errors and misprints excepted.

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www.bankaustria.at



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