



Chapter 26

Export Documentation



Objectives

Objectives

- 1. To know how to price in export in the right way;**
- 2. To grasp the main idea and the structure of the text;**
- 3. To master the usage of key special terms, words and phrases in this chapter;**
- 4. To conduct a series of listening, speaking, reading, writing and translating activities concerning the theme of the chapter.**



Introduction

Introduction

For those exporting novices, they may feel uncertain of how to prepare their export documents faster and easier. From this chapter, you will acquire some common knowledge about the documents used in exporting; but what documents are necessary in a particular transaction depends on the requirements of the government of the importing country.



参考译文

对于那些从事出口的新手来说，他们会难以确定该如何更快更容易地准备好出口单证。从本章中你将会获得一些有关出口单证的常识；但在具体的交易中究竟哪些单证是必要的取决于进口国政府的要求。





Main points of the text

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1. Domestic business and export business both need some documents
2. Preparing the correct documents to cover an export shipment is considered by many to be very demanding.
3. The documents can be divided into three kinds.

Main points of the text

4. The documents known as export or shipping documents are required for multiple purposes.
5. Although no international standards for documents, there are many established traditions and practices.



Background & terminology

Background and terminology

1. Commercial Invoice 商业发票



Obviously, a seller issues a commercial invoice to a buyer in an export transaction. Along with an ocean bill of lading or an air waybill, the commercial invoice needs to present the principal information of the export transaction and includes the following:

显然，在出口交易中，卖方要开出商业发票给买方。与海运提单或空运提单一样，商业发票需要提供出口交易的主要信息，包括以下各项：

Background and terminology

- **Name of the seller of the goods (shipper/exporter)** 货物卖方（发货人/出口商）的姓名
- **Name of the buyer of the goods (consignee/importer)** 货物买方（受托人/进口商）姓名；
- **Commercial value in U.S. dollars (unit price/total value)** 商业价值(美元)（每件价值/总价值）
- **General description of the goods** 货物的一般描述

Background and terminology


- **Date of the transaction** 交易日期
- **Any applicable reference numbers (e.g., invoice numbers, purchase order numbers, letter or credit number, etc.)** 实际参考编号(如: 发票号码, 订单号码, 信用证号码等)
- **Original signature (not required for every destination)** 原产地标志(不是各地都需要)

Background and terminology

- **Diversion clause** 变更卸货港条款
- **Terms of sale** 销售条款
- **Terms of payment** 付款条件

Background and terminology

2. Certificate of Origin 原产地证明



A certificate of origin is not required for every destination, although it should be considered an important export document for several reasons. Some nations may require a certificate of origin to compile statistical trade data, while other nations may use a certificate of origin for financial reasons (e.g., to assess the eligibility of goods for preferential duty rates or duty-free importation). Most nations use and accept many formats of a certificate of origin provided they contain the necessary information. However, some nations, Israel in particular, will only accept one distinct type of certificate of origin. A standard certificate of origin, prepared by the shipper or the forwarder, contains the following information:

Background and terminology

原产地证明并不是每个目的港都需要，虽然由于多种原因，应把原产地证明视为一项主要的出口单证。有些国家需要原产地证明以便编辑贸易统计数据，而其他国家可能因为金融的理由而采用原产地证明(如：评估货物是否符合特惠关税率或者免税进口的规定)。大多数国家都采用和接受不同格式的原产地证明，只要包含了必要的信息。然而，有些国家，尤其是以色列，只接受一种特定格式的原产地证明。由发货人或托运人准备的标准的原产地证明包含以下信息：

Background and terminology

- **Name of the seller of the goods** 货物卖方姓名
- **Name of the buyer of the goods** 货物买方姓名
- **General description of the goods** 货物的一般性描述
- **Date of the transaction** 交易日期
- **Any applicable reference numbers** 实际参考编号

Background and terminology

- **Original signature** 原产地标志
- **Diversion clause** 变更货港条款
- **Named origin of goods** 货物原产地名称
- **In many cases, the certificate of origin will need to be notarized by a local chamber of commerce.**
在许多情况下，原产地证明须由所在国商会确认。

Background and terminology

3. Documentary Credit



A credit instrument such as a **LETTER OF CREDIT** with the condition of payment being the presentation and attachment of certain documents such as bills of lading, insurances, certificate of origin, etc.

Documentary Credits are issued by a bank on behalf of its creditworthy customer and for the purpose of guaranteeing payment to a third party, the **BENEFICIARY**.

Often associated with international trade, Documentary Credits are also used domestically and locally for all sorts of purchases and payment of services.

The Beneficiary to the transaction must present the documents listed on the Documentary Credit in order to be paid.

BACK-TO-BACK LETTER OF CREDIT

Background and terminology

The parties to a Back-to-Back Letter of Credit are:

- 1.the buyer and his bank as the issuer of the original LETTER OF CREDIT,
- 2.the seller/manufacturer and his bank,
3. the manufacturer's subcontractor and his bank.

Background and terminology

4. cargo insurance and claims the act of insuring goods and asking for compensation 货物保险及索赔



Background and terminology

5. mate's receipt



Document signed by the chief officer of a vessel acknowledging the receipt of a certain consignment on board of that vessel. On this document, remarks can be made as to the order and condition of the consignment.

Background and terminology

6. export documents 出口单据

7. bill of lading a document that is used for picking up goods 提单

8. to cover an export shipment to be ready for the export shipment 准备出口货物



Background and terminology

9. trade association guild, board of trade
同业公会，贸易协会

10. commercial documents papers used
in commerce 商业文件

11. shipping documents documents that
are used for transporting goods 运输单证



Background and terminology

12. import duty money that imposed on importing goods 进口关税

13. plant disease disease that exits among plants 植物疾病

14. symbolic delivery 象征性交货



Background and terminology

15. **physical delivery** 实际交货

16. 由于英国发现来自南美的鸚鵡有禽流感，香港渔护署表示，所有进口的宠物鸟，必须附有健康证明书，确保雀鸟并没有带病才可进口。



Language points

Language points

1. The only difference between the two lies in the documentation. 两者之间唯一的区别在于制单的不同。



比较documents和documentation两个词的用法：
“documents”是指“单证”，“单据”；“documentation”则指“提供或制作单据的过程”。

Language points

lie in: To exist; consist in 存在；在于：

The solution lies in research.

答案在研究中。

Civilization lies in the progress of the

society. 文明在于社会的进步。



Language points

2. Preparing the correct documents to cover an export shipment is considered by many to be very demanding. 许多人都认为准备正确的涉及整个出口货运过程的单证要求很高。



“by many”意为“by many people”；
“to cover an export shipment”中的“to cover”意为“to deal with”(涉及，处理)，该不定式短语用作定语修饰“documents”。

Language points

句中主语是动名词结构，谓语动词是被动语态，需注意主语为动名词时，句中谓语用单数。例如：

Going abroad to study MBA is very popular nowadays. 现在，出国学习MBA非常流行。

Language points

Demanding: Requiring much effort or attention:

费力的，费神的：需要很多努力或注意：

exhausted by a demanding job 被一件劳神的工作弄得精疲力尽

a demanding job 费力的工作

a demanding boss 苛刻的老板



Language points

3. If the information is found to be false, heavy fines may be imposed or the goods **confiscated**. 如果单证上的信息被发现是错误的，就会被罚重金甚至货物被没收。



“the goods (may be) confiscated”
意为“货物可能被没收”。 **“to confiscate something”** means **“to take somebody’s property with authority (没收)”**。

Language points

4. In an attempt to reduce the error rate, exporters are recommended to review thoroughly their documents for accuracy and to weed out errors that have crept in through sloppy practices over the years.

为了试图降低错误发生的可能性，多年来一直建议出口商仔细核对单据，剔除粗心填写造成的错误。



Language points

“in an attempt to do something”企图或试图做某事，例如：

In an attempt to win the match, they have been trained hard for three months.

为了赢这场比赛，他们已接受了三个月的严格训练。

Language points

“to weed out”清除，剔除(to separate out or remove somebody or something undesirable or unwanted), 例如:

The farmers are **weeding out** grass from the corn field. 农民们正在把草从玉米地里拔除。

Unqualified members must be **weeded out** from our team. 我们队必须清除不合格人员。



Language points

“sloppy practices” means “practices done carelessly or badly” (粗心或糟糕的做法); “that”引导定语从句，修饰“errors”。



Language points

5. The documents can be divided into three kinds. 单证可分为三类。

be divided into: to be separated into 分成

A year is divided into four seasons: spring, summer, autumn, and winter.

一年分为四季：春、夏、秋、冬。

The documents can be divided into three kinds: legal documents, commercial documents, and shipping documents. 单证可分为三类：法律文件、商业文件和运输单证。

Language points

6. The first kind is legal documents such as contract or licenses; the second kind is commercial documents such as commercial invoice or certificate of origin; and the third one is shipping documents such as bill of lading, mate's receipt and so on.



第一类是法律文件，例如合同或许可证；第二类是商业文件，如商业发票或原产地证明；第三类是运输单证，如提单或大副收据等。

Language points

7. Some documents are required to spell out contractual rights and duties of the parties concerned; some are required to satisfy government stipulations of exporting and importing countries; others are required for the administration of exchange control regulations or import quotas in the product, and to safeguard the public and animal health and prevent the spread of plant diseases.



有些单证是用来说明合同所涉及的各方的权利与义务；有些是出口和进口国政府规定必须具备的；另外一些单证则是由于该产品的外汇管制规定或进口配额以及为保护公众及动物健康和防止植物疾病传播而必备的。

Language points

我们来分析这个长句：这是一个并列句。一共有三个并列分句。第一个和第二个分句后用了“;”号，第三个分句较长，后接了一个介词短语“for...”和两个不定式短语“to safeguard...and (to) prevent...”。

Language points

“to spell out”意为“讲清楚, 详细解释”, 例如:

This regulation spells out that load over 5 tons should not be allowed to pass through the bridge.

该规定明确说明超过5吨的装载物不能通过该桥。

He has a simple mind, and you have to spell everything out for him.

他头脑简单, 你必须把每件事都给他讲清楚。



Language points

8. All the documents play an important role in transport arrangements, payment and credit procedures and in relation to cargo insurance and claims.



所有这些单证对安排运输，付款，以及货物保险和索赔都起着非常重要的作用。

Language points

“to play a role in...” 在.....起作用, 例如:

In a family, the mother **plays a** more important **role in** the formation of the character of the children than the father does.

在一个家庭中母亲对孩子性格的形成的作用比父亲大。

Capital **plays a** key **role in** the operation of a company.

资本在公司运行中起着关键的作用。

Language points

in relation to about, concerning 关于, 涉及

Prices seem high in relation to wages.

就工资看来, 物价似乎高了。

In relation to the complaint you have made, there is nothing we can do to improve the quality of these goods.

关于你们的抱怨问题, 我们无法改进这些货物的品质。

Language points

9. The documents known as export or shipping documents are required for multiple purposes.



1) to provide the foreign customs authorities with a complete, detailed description of the goods so that the correct import duty can be levied;

2) to spell out contractual rights and duties of the parties concerned;

Language points

3) some are required to satisfy government stipulations of exporting and importing countries;

4) others are required for the administration of exchange control regulations(外汇管制条例)or import quotas in the product;

Language points

5) to safeguard the public and animal health and prevent the spread of plant diseases

人们所知的出口或运输单证是用来满足不同需求的。总的来说单证的主要目的是为国外海关当局提供对货物的完整、详细的说明，以便能对货物征收合理的进口关税；有些单证是用来阐明合同所涉及的各方的权利与义务；有些单证是要符合出口和进口国政府的规定；另外一些单证则是由于该产品的外汇管制或进口产品配额以及为保护公众及动物健康和防止植物疾病传播而必备的。

Language points

10. play a(n) (important) role in play an important part in 起重要作用



The general manager **plays an important role (part) in** the good running of the corporation.
总经理在公司的良性运作过程中起着重要的作用。

Oliver wants to **play a leading role in the project.**
奥利弗想在这个工程中起主导作用。

Language points

11. **spell (out) signify** 意味着,导致; **to say in detail** 讲清楚, 详细解释



Their unwise investment could **spell** financial ruin.

他们不明智的投资可能导致经济上的损失。

Please ask him to **spell out** his objectives.

请让他清楚明白地说出他的目的。

Language points

12. contingency



An event that may occur but that is not likely or intended; a possibility.

不测事件：可能发生但可能性又不大或非预期的事件；可能性

Language points

13. clear



To comply with customs and harbor requirements in discharging a cargo or in leaving or entering a port.

清关手续：在卸货或进出港口时遵照海关和港口的要求

Language points

14. confiscate



To seize (private property) for the public treasury.

充公：没收（私人财产）来作为公共财物

Language points

15. thoroughly: completely



Language points

16. weed out: eliminate; get rid of 清除



They weeded out useless books from the library.

他们从图书室里淘汰无用的书。

Language points

17. creep in 悄悄混进



Many unhealthy ideas and values have **crept in** since the opening-up.

自从开放以来，许多不健康的思想及价值观慢慢侵入进来

Language points

18. sloppy



marked by a lack of care or precision;
slipshod: 马虎的, 随便的: 以缺少注意或正确性为特征的; 随便的:

sloppy rules and regulations
随便的规章制度



Summary

Summary

In exporting, it is necessary for each export shipment to be accompanied by a variety of documents. The only difference between the two lies in the documentation. Preparing the correct documents to cover an export shipment is considered by many to be very demanding. The documents can be divided into three kinds. The first kind is legal documents such as contracts or licenses; the second kind is commercial documents such as



Summary

the commercial invoice or certificate of origin; and the third one is shipping documents such as the bill of lading, mate's receipt and so on. The documents known as export or shipping documents are required for multiple purposes. Although no international standards for documents, there are many established traditions and practices.





Comprehension questions

Comprehension questions

1. What's the difference between domestic and export business?
2. What if the information is found to be false?
3. What should exporters do in order to reduce the error rate?
4. How many kinds can the documents be divided into? What are they?
5. What are the purposes of exporting or shipping documents?
6. What must exporters be familiar with when they intend to export goods to foreign countries?



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