

United States Department of Agriculture

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# A Business of Details

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Exporting High Value  
U.S. Agricultural Products



United States Department of Agriculture

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Exporting High Value  
U.S. Agricultural Products

by

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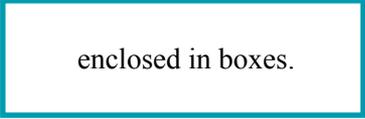
# Introduction

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Every year foreign businesses purchase billions of dollars worth of U.S. agricultural products. Exporting any product involves many people, numerous transactions, and critical paper work. Attending to the details can make or break an export venture.

The video “A Business of Details” follows a shipment of Fuji apples from a farm in California to a market in Taiwan. Throughout every stage of this shipment many critical aspects of exporting U.S. agricultural products are highlighted, such as: what costs to include in a price quote; how to maintain product quality during transport; and how to get paid. The goal of the video, and this publication, is to assist new exporters with identifying the questions that must be answered for each export transaction and identifying sources that can help answer these questions.

This publication follows the sequence of events in the video and can be used while watching the video. Information covered in the video is



enclosed in boxes.

When relevant, additional information related to the topics covered in the video follows each box.

# Shipment Parameters

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## Sample shipment based on:

- ◆ Cost, insurance, and freight quote (CIF)
- ◆ Confirmed irrevocable letter of credit
- ◆ Transport in a refrigerated container by truck and ocean carrier

## Four critical elements dictate the details of each shipment:

- ◆ **Product requirements**—factors such as container type, temperature setting, packaging requirements
- ◆ **Country requirements:**
  - ▶ **U.S.**—USDA Federal-State inspection certificate, Shippers Export Declaration (SED), export license
  - ▶ **Foreign country**—phytosanitary inspection certificate, certificate of origin, import license, tariffs, value-added taxes (VAT)
- ◆ **Buyer/consignee requirements**—product variety, grade, packaging, availability, payment method, price
- ◆ **Exporter/seller requirements**—buyer references, method of payment

## Four major players:

- ◆ Seller/Exporter
- ◆ Freight Forwarder
- ◆ Carrier
- ◆ Buyer/Consignee

The responsibilities of each of the four players for the export process depend on the terms of sale agreed upon between the exporter/seller and buyer. Each party, including the exporter, needs to know the terms and conditions for each shipment.

# Pre-Sale Research

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## Market research

Identify where markets exist for the product; determine market potential and specific customer preferences, such as taste, product variety, appearance, and packaging.

### Locating customers

Sources include (see page 31 for addresses):

- ◆ USDA, Foreign Agricultural Service
- ◆ Department of Commerce
- ◆ State Departments of Agriculture
- ◆ Industry Trade Associations

### Know your customer:

- ◆ Visit, or inquire about, the buyer's facilities
- ◆ Check trade references
- ◆ Determine the buyer's reputation with its customers
- ◆ Identify the range of products carried by the buyer
- ◆ Check the buyer's banking references
- ◆ Research the buyer's dispute resolution record

# Determining the Conditions of a Sale

## **Quotation**

The buyer requests a quotation on:

- ◆ Product type, including variety and grade
- ◆ Quantity of product available
- ◆ How the product is packaged for export
- ◆ When the shipment can be ready at the packing house
- ◆ Shipping date

Depending upon the seller's relationship with the buyer, a quotation can be given verbally, in a letter, or in the form of an invoice, such as a pro forma invoice. Regardless of the method, the information would be the same as that included in the pro forma invoice.

## **Pro forma invoice**

In the pro forma invoice, the seller spells out the details of the transaction. The pro forma invoice is used by the buyer when applying for an import license and arranging for a letter of credit. The pro forma invoice should include:

- ◆ Product description including variety, grade, size, and quantity
- ◆ Terms of payment
- ◆ Price of each item (it is recommended that new exporters quote in U.S. dollars to reduce foreign-exchange risk)
- ◆ Freight forwarder, cargo insurance, and shipping costs
- ◆ Total charges to be paid by buyer
- ◆ Buyer's name and address
- ◆ Buyer's reference number
- ◆ Date of inquiry

Other items included in the pro forma invoice:

- ◆ Gross and net shipping weight (in metric units where appropriate)
- ◆ Total cubic volume and dimensions (in metric units where appropriate) packed for export
- ◆ Trade discount if applicable
- ◆ Delivery point
- ◆ Validity period for quotation
- ◆ Estimated shipping date
- ◆ Estimated date of shipment arrival

# **Sample Pro Forma Invoice**

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# Determining the Terms and Details of Transport

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## **INCOTERMS**

stands for INternational COmmercial TERMS. INCOTERMS provide a standard interpretation for trade terms (such as CIF, CFR, FOB).

The International Chamber of Commerce (ICC) publication “Guide to INCOTERMS 1990” (publication #461/90) is the latest official publication covering INCOTERMS and explains the function, cost, and risk in transferring goods from seller to buyer for each trade term. For information on where to purchase this guide, see page 42

## **Consult with a freight forwarder**

Consult with a freight forwarder to determine transportation costs.

### **◆ Determining price quote**

Freight forwarders assist prior to the sale by providing a quotation on:

- ▶ Freight and port charges (inland trucking, ocean carrier, terminal handling)
- ▶ Documentation fees
- ▶ Insurance costs
- ▶ Freight forwarder’s fees
- ▶ Consular fees (charge for invoice processing by destination country’s embassy or consulate office)

### **◆ Determining the details of transport**

During the planning phases the freight forwarder can help decide:

- ▶ Which carriers to specify
- ▶ Best days of the week to ship
- ▶ The best route
- ▶ The most economical shipment size

# Determining the Terms and Details of Transport

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## ◆ Executing the transportation process

The freight forwarder can:

- ▶ Provide advice on foreign import regulations
- ▶ Arrange for inland transportation (if requested)
- ▶ Book space with the carrier
- ▶ Complete export documentation
- ▶ Arrange cargo insurance
- ▶ Provide guidance on packaging, marking, and labeling
- ▶ Arrange for products to be packed and containerized, if requested

# Selecting a Freight Forwarder

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## ◆ Selecting a freight forwarder

Factors to consider when selecting a freight forwarder:

- ▶ Does the freight forwarder have experience handling the type of product you export, and can it provide the special expertise you require?

Additional selection factors include:

- ▶ Carries “errors and omissions insurance”—a policy that covers the freight forwarder in the event it makes an error or omission
- ▶ Licensed by the Federal Maritime Commission (to handle ocean cargo)
- ▶ Licensed by the International Air Transport Association (to handle air cargo)
- ▶ Financially stable
- ▶ Known for customer satisfaction
- ▶ Employs agents in the destination country
- ▶ Maintains ample facilities capable of handling your business
- ▶ Willing to take the time to explain new terms and work with new exporters

## **Before finalizing the sale, the exporter should:**

- ◆ Understand his/her obligations
- ◆ Know the requirements for the shipment and be sure they can be met
- ◆ Understand the buyer’s obligations
- ◆ Ask questions if anything is unclear

# **Documentation Requirements**

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## **Import requirements**

The buyer should note on the pro forma invoice what documents are needed to clear customs at the destination port.

## **Documents required to clear customs in the destination country in the sample shipment:**

- ◆ Commercial invoice
- ◆ Bill of lading
- ◆ Phytosanitary certificate
- ◆ Federal-State inspection certificate—Export Apple and Pear Act

## **Other documents**

Other documents typically required by foreign governments include, but are not limited to:

- ◆ Certificate of origin
- ◆ Insurance certificate
- ◆ Packing list

## **Documents required by U.S. law in the sample shipment:**

- ◆ Federal-State inspection certificate—Export Apple and Pear Act
- ◆ Shippers Export Declaration—The U.S. Government requires that exporters complete a Shippers Export Declaration (SED) for international shipments. The SED is a joint Bureau of the Census/International Trade Administration document for compiling official U.S. export statistics and administering the requirements of the Export Administration Act.

# Documentation Requirements

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## Sources for determining foreign import requirements:

- ◆ Buyer/Importer
- ◆ Freight Forwarder
- ◆ USDA, Foreign Agricultural Service
  - ▶ Tariff rates and import quotas
  - ▶ Technical requirements for imported foods overseas (including regulations relating to food additives, pesticide residues, and food sanitation)
- ◆ USDA, Animal and Plant Health Inspection Service
  - ▶ Information on foreign import requirements for livestock and animal products
  - ▶ Information on foreign import requirements for fresh fruits and vegetables
- ◆ USDA, Food Safety and Inspection Service—Foreign import requirements for meat and poultry
- ◆ Foreign Consulate of Destination Country
- ◆ Publications:
  - ▶ *Official Export Guide*
  - ▶ *Exporter's Encyclopaedia*
  - ▶ *International Trade Reporter—Export Reference Manual*

See page 43 for a comprehensive listing of addresses and phone numbers.

# Method of Payment

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## **Letter of credit (L/C)**

Both the exporter and freight forwarder carefully review the L/C. The L/C may list a number of items, depending upon the terms of sale negotiated between the seller and buyer:

- ◆ Ocean carrier to be used
- ◆ Last ship date—latest date the product can be shipped
- ◆ Container type
- ◆ Notify party—whom to notify when the product arrives at the destination port, (typically the buyer or buyer’s agent)
- ◆ What documents are required to receive payment

All documents must comply “to the T” with the letter of credit or else the seller risks non-payment.

## **Explanation of letter of credit (L/C)**

The L/C is a commonly used method of payment in international sales. An L/C is a commitment or promise from the buyer’s bank to pay the seller once the seller has met all the terms and conditions of the letter of credit. Typically, four parties are involved in this transaction.

### ◆ **Buyer/applicant**

The buyer, referred to as the applicant, applies to his/her bank for the issuance of an L/C. The applicant pays for the products and the issuance of the L/C based on the credit terms established with his/her bank.

### ◆ **Seller/beneficiary**

The seller is called the beneficiary. The beneficiary is responsible for the collection, presentation, and accuracy of the documents required by the L/C.

# Method of Payment

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## ◆ Issuing bank/applicant's bank

The applicant's bank, referred to as the issuing bank, issues the L/C. Once the shipment is at sea, the seller, or seller's bank, submits to the issuing bank the documents, called the commercial set, required by the L/C to collect payment. The issuing bank reviews the documents and verifies that all documents comply exactly with the terms and conditions of the L/C. It then pays the seller or the seller's bank, collects payment from the buyer, and releases the documents to buyer. The ocean carrier will not release the shipment to the buyer unless the buyer presents these documents, which act as title to the shipment.

## ◆ Beneficiary's bank/advising or confirming bank

The beneficiary's bank (seller's bank) can act as an advising bank or a confirming bank. An advising bank verifies that the L/C is authentic, notifies the beneficiary of its receipt, receives the commercial set from the beneficiary, and forwards it to the issuing bank for payment. A confirming bank handles the same responsibilities as the advising bank and also assumes liability for paying the beneficiary should the issuing bank default.

The requirements for collection of payment listed in the L/C include both documents required by U.S. and foreign law to clear customs, and additional documents and terms negotiated between the seller and buyer. In general, the fewer requirements listed in the L/C, the easier it is for the seller to get paid.

Although a confirmed, irrevocable L/C was used in the sample shipment, many other methods of payment are used in international trade. Some of the more common methods include cash in advance, draft, open account, credit card, consignment, counter trade, and barter. The publication "ICC Guide to Documentary Credit Operation" has more information on the various payment methods. Those interested may wish to contact ICC Publishing Corporation for further information (see page 42 for address).

# **Sample Letter of Credit**

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# Ocean Transportation Arrangements

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## Booking space on a vessel

The freight forwarder (or exporter) calls the carrier representative to book space on a vessel. A booking establishes the:

- ◆ Sailing date
- ◆ Proper temperature setting
- ◆ Proper fresh air exchange
- ◆ Type of equipment needed
- ◆ Appropriate rate structure

## Rate structure

Depending upon the carrier, ocean container freight rates are quoted in one of two ways: a basic rate plus ancillary charges, or an all-inclusive rate. Descriptions follow:

- ◆ **Basic rate**—The basic rate is based on the commodity being shipped, and volume (quantity, size, and weight) of the shipment. The rate is also dependent upon where the shipment originates, its destination point, and whether the shipment moves in a refrigerated or non-refrigerated container.
- ◆ **Ancillary charges** can include:
  - ▶ CAF—Currency adjustment factor
  - ▶ FAF—Fuel adjustment factor, also called bunker adjustment factor (BAF)
  - ▶ THC—Terminal handling charges
  - ▶ Port congestion surcharges
- ◆ **All-inclusive rate**—A single rate which incorporates all charges

## Container pre-trip

The carrier washes the container, inspects the container, and checks the refrigeration unit. Before loading the container, it is important that the seller also check the container for holes, wear-and-tear, and cleanliness.

# Export Certification

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## **Export Apple and Pear Act/USDA inspection certificate**

Apples and pears exported from the United States must meet minimum quality and other requirements established by the Export Apple and Pear Act. This act also requires that USDA, through a Federal or Federal-State inspection service, officially inspect and certify these fruits as being in compliance with the regulations. For more information on the Export Apple and Pear Act contact the Fruit and Vegetable Division of the USDA Agricultural Marketing Service (see page 44 for address).

## **USDA inspection certificate for grade and condition**

Experienced exporters recommend getting an inspection certificate for grade and condition, even when it is not required by law. These certificates provide evidence that the fruit was in good condition at the time and date of inspection and can be useful in the event of a claim.

## **Phytosanitary certificate**

Many foreign governments, as well as some buyers, require a phytosanitary certificate for fresh plants and plant products. This certificate states that the shipment has been inspected and is free of harmful pests and plant diseases. For more information on obtaining phytosanitary certificates contact the Export Certification Unit of the USDA Animal and Plant Health Inspection Service (APHIS) (see page 45), your State Department of Agriculture, or your local county Agricultural Commissioner's Office.

# Export Certification

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## **Other certificates**

Depending on the product being shipped, other inspection certificates may be required by U.S. law or required to clear customs in the destination country. Also, foreign buyers may require a certificate stating that the product was inspected and found to meet certain quality standards. Several USDA agencies, in cooperation with State governments, provide inspection and certification services.

### ◆ **Export Grape and Plum Act/USDA inspection certificate**

Vinifera grapes exported from the United States must meet minimum quality and other requirements established by the Export Grape and Plum Act. Export shipments of vinifera grapes must be inspected and certified by the Federal or Federal-State inspection service. Exports of plums are not currently regulated under this act since other regulations already restrict exports of plums to better grades and sizes. For more information about the Export Grape and Plum Act, contact the Fruit and Vegetable Division of the USDA Agricultural Marketing Service (for complete address see page 45).

### ◆ **Quality certification**

USDA's Agricultural Marketing Service (AMS) offers, for a fee, a voluntary food quality certification service. In addition, also for a fee, AMS will review contracts and work with exporters to develop a written specification for the quality certification of food products. For information contact the appropriate commodity branch (a complete listing of addresses and phone numbers can be found on page 46).

Livestock and animal products are inspected by USDA's Animal and Plant Health Inspection Service to ensure compliance with health and sanitation requirements of the importing country (see page 47 for address).

USDA's Grain Inspection, Packers and Stockyards Administration (GIPSA) inspects grain shipments to ensure that they meet the contract specifications (see page 47 for address).

# **Export Certification**

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## **Export permit**

While U.S. Government permission to export is not required for most agricultural products, the Bureau of Alcohol, Tobacco, and Firearms does require export permits for alcoholic beverages (see page 48 for address).

# **Packaging and Loading for Export**

## **Packaging**

Packaging for an export shipment tends to be different from that for a domestic shipment because the in-transit is different. In the sample shipment, some of the specific packaging techniques used include:

- ◆ Palletizing the shipment with extra strapping
- ◆ Using corner boards
- ◆ Using extra padding inside the boxes
- ◆ Packing more product inside each box
- ◆ Using larger and stronger boxes
- ◆ Using packaging designed for the destination market

## **Packaging design factors**

Factors that can affect export package design are: protection of the product, buyer/customer requirements, in-transit and destination country climates, modes of transportation, cultural preferences, labeling and recycling laws.

## **Temperature recording devices**

Temperature recording devices are inserted in the load to provide a backup record of the temperature in the refrigerated container during transit.

Temperature recorders are recommended when shipping perishable temperature-sensitive commodities. The function of the temperature recorder is to provide evidence which may be used to prove or disprove that the appropriate temperature was maintained inside the container during transport. This evidence is useful in the event of a claim.

## **Container seal**

A metal seal is used to lock the container door. The seal number is recorded on the bill of lading and verified at the final destination before the container is opened.

# Export Terms of Sale

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## Ownership transfer points

At some point in the shipment, ownership and responsibility over the cargo transfers. Ownership transfer points include:

- ◆ Packing house—Ex Works, FOB
- ◆ Container yard at named port of shipment—FAS
- ◆ Crossing ships rail at named port of shipment—FOB, CFR, CIF

## Export terms of sale

Export terms of sale determine what costs are covered in the price of the cargo. They also indicate at what point ownership transfers to the buyer and at what point responsibility for the cargo transfers. INCOTERMS provide “the international rules for the interpretation of trade terms.” The more commonly used trade terms are:

## Ex Works (... named place)

For the sample shipment the term would be:

Ex Works-Suma Fruit International, Sanger, California.

Ex Works is sometimes referred to as Free on Board (FOB) packing house. The price quoted applies only at the point of origin, and the seller agrees to place the goods at the buyer’s disposal at the specified place on the date or within the period fixed. All other charges and risks are the responsibility of the buyer. The Ex Works price is determined as follows:

1. Cost per unit x number of units = total product cost
- +2. Profit
- +3. Commissions
- +4. Banking fees
- +5. Palletization
- +6. Freight forwarding & documentation fees
- +7. USDA inspection & phytosanitary certificate fees
- +8. Temperature recorder charges
- = **Ex Works price**

# Export Terms of Sale

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## **FAS-Free Alongside Ship (... named port of shipment)**

For the sample shipment the term would be:

FAS-port of Oakland, California.

Under this term, the seller quotes a price for goods that includes delivery of the goods alongside a vessel at the named port. The buyer pays for terminal handling, ocean transportation, and cargo insurance and assumes all risks from this point forward. The FAS price is determined as follows:

$$\begin{aligned} & \text{Ex Works price} \\ & +9. \text{ Inland transportation} \\ & = \text{FAS price} \end{aligned}$$

## **FOB-Free On Board (... named port of shipment)**

For the sample shipment the term would be:

FOB-port of Oakland, California.

Under this term, the seller quotes a price for goods that includes the cost of loading onto the transport vessel at the designated point. The FOB price is determined as follows:

$$\begin{aligned} & \text{FAS price} \\ & +10. \text{ Terminal handling charges} \\ & = \text{FOB price} \end{aligned}$$

# Export Terms of Sale

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## **CFR-Cost and Freight (... named port of destination)**

For the sample shipment the term would be:

CFR-port of Kaohsiung, Taiwan.

Referred to as C & F in the old INCOTERMS. Under this term, the seller quotes a price for the goods that includes the cost of transportation to the named point of debarkation. The buyer is responsible for the cost of insurance. The CFR price is determined as follows:

$$\begin{aligned} & \text{FOB price} \\ & +11. \text{ Ocean freight charges} \\ & +12. \text{ Ancillary charges} \\ & = \text{CFR price} \end{aligned}$$

## **CIF-Cost, Insurance, and Freight (... named port of destination)**

For the sample shipment the term would be:

CIF-port of Kaohsiung, Taiwan.

The seller quotes a price for the goods, including insurance costs and all transportation and miscellaneous charges, to the overseas point of debarkation. The CIF price is determined as follows:

$$\begin{aligned} & \text{CFR price} \\ & +13. \text{ Insurance} \\ & = \text{CIF price} \end{aligned}$$

The International Chamber of Commerce (ICC) publication “Guide to INCOTERMS 1990” is the latest official publication covering INCOTERMS and explains the function, cost, and risk in transferring goods from seller to buyer for each trade term. Those interested may wish to contact the ICC Publishing Corporation for further information (see page 42 for address).

# Export Terms of Sale

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## Quoting a price in review:

1. Cost per unit x number of units = total product cost
  - +2. Profit
  - +3. Commissions
  - +4. Banking fees
  - +5. Palletization
  - +6. Freight forwarding & documentation fees
  - +7. USDA inspection & phytosanitary certificate fees
  - +8. Temperature recorder charges
- = **Ex Works price**

- Ex Works price
- +9. Inland transportation
- = **FAS price**

- FAS price
- +10. Terminal handling charges
- = **FOB price**

- FOB price
- +11. Ocean freight charges
  - +12. Ancillary charges
- = **CFR price**

- CFR price
- +13. Insurance
- = **CIF price**

# Insurance

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## **Insurance:**

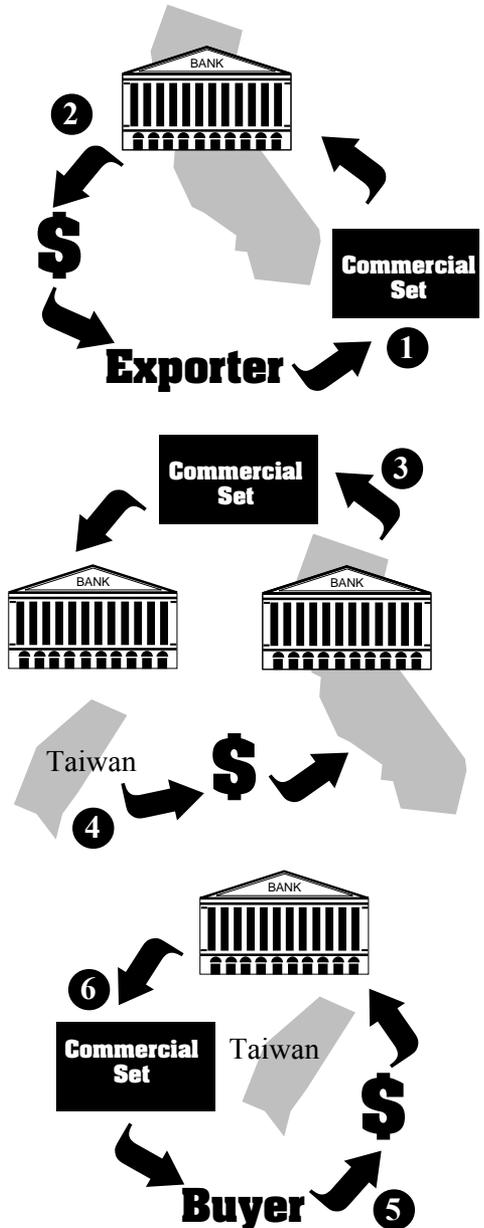
- ◆ If the shipment was sold CIF, the seller is responsible for obtaining cargo insurance.
- ◆ A minimal amount of insurance is provided by the carrier under general provisions in a bill of lading, and usually does not cover the value of the shipment.
- ◆ The seller can obtain insurance through a marine cargo insurance agent or the seller's freight forwarder.
- ◆ Some insurance companies specialize in various product categories; identify a company that has experience in insuring your product type.

## **Contingency insurance**

When the product is sold under terms that require the buyer to provide insurance, experienced exporters often choose to purchase contingency insurance. It acts as backup insurance for the seller in case the insurance provided by the buyer is not sufficient to cover the value of the shipment.

# Payment Collection With a Letter of Credit

- **Step 1**– The exporter sends the commercial set to the confirming bank.
- **Step 2**– The confirming bank, meaning the exporter’s bank in the United States, reviews the commercial set. If all the documents are in order, the bank pays the exporter in accordance with the letter of credit.
- **Step 3**– Before the vessel arrives in Taiwan, the confirming bank sends the approved commercial set with the original documents to the buyer’s bank, or issuing bank.
- **Step 4**– Upon receipt of the approved commercial set the issuing bank pays the confirming bank.
- **Step 5**– The issuing bank collects payment from the buyer.
- **Step 6**– The issuing bank releases the commercial set to the buyer. The commercial set acts as title to the shipment.



# Documents Required for Collection of Payment

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## Commercial set

Commercial set, also commonly referred to as the banking package, is the set of documents submitted to the bank in order to receive payment for the shipment, as stated in the L/C. For the sample shipment the required documents are:

- ◆ Commercial invoice
- ◆ Original bill of lading
- ◆ Phytosanitary certificate
- ◆ Federal-State inspection certificate—Export Apple and Pear Act

All documents in the commercial set must match, “to the T,” with the L/C or else the seller risks non-payment for the shipment.

## Other documents

Other documents commonly required include:

- ◆ Certificate of origin
- ◆ Packing list
- ◆ Insurance certificate
- ◆ Draft—Submitted by the seller, a draft orders payment from the issuing bank or buyer

# Arriving at Destination

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## **Taiwan customs classification system**

Taiwan classifies importers into grades, with “A” being the best. The system is based on the importer’s record for accurately reporting imports and paying duties. Importers with low grades will have a greater percentage of their containers inspected by customs.

## **Dealing with a problem shipment**

If the shipment arrives at the destination country damaged, the following steps should be taken by the appropriate party:

Buyer:

- ◆ Checks the container’s temperature recording device
- ◆ Checks the recorders inserted in the load by the exporter
- ◆ Notifies the exporter
- ◆ Arranges for an inspection service to conduct a survey report
- ◆ Notifies the steamship carrier
- ◆ Takes appropriate steps to minimize damage to the cargo

Exporter:

- ◆ Arranges for an inspection service to conduct a survey report
- ◆ Notifies the steamship carrier
- ◆ Notifies the insurance company

## **Sample shipment:**

- ◆ Arrived in good condition
- ◆ Buyer was satisfied
- ◆ Product was sold on the Taiwan market
- ◆ Exporter was paid

# **A Business of Details**

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## **Exporting is a business of details...**

- ◆ Research export market
- ◆ Locate potential buyers
- ◆ Check buyer's references
- ◆ Consult with a freight forwarder
- ◆ Know import requirements
- ◆ Make sure that all documents comply exactly with the L/C
- ◆ Export only top-quality product
- ◆ Obtain all necessary certificates
- ◆ Use appropriate packaging for export
- ◆ Use temperature recording device when appropriate
- ◆ Seal the container
- ◆ Understand export terms of sale
- ◆ Secure adequate insurance
- ◆ Know how to deal with problem shipments

**You can't miss a single step!**

# Appendix

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## Sources for locating buyers:

- ◆ AgExport Services Division  
USDA, Foreign Agricultural Service  
AgBox 1052  
Washington, DC 20250-1052  
Phone: (202) 720-7103  
Fax: (202) 690-4374
  
- ◆ Trade Information Center  
Department of Commerce  
HCHB Room 7424  
Washington, DC 20230  
Phone: (800) USA-TRADE (1-800-872-8723)  
Fax: (202) 482-4473  
TDD (800) 833-8723
  
- ◆ State Departments of Agriculture
  - ▶ ALABAMA  
Department of Agriculture and Industries  
Division of Marketing  
P.O. Box 3336, Beard Building  
Montgomery, AL 36109-0336  
Phone: (205) 242-2571  
FAX: (205) 240-3135
  
  - ▶ ALASKA  
Department of Natural Resources  
Division of Agriculture  
P.O. Box 949  
Palmer, AK 99645-0949  
Phone: (907) 745-7200  
FAX: (907) 745-7112

- ▶ ARIZONA  
Arizona Department of Agriculture  
Office of Commodity Development and Promotion  
1688 West Adams  
Phoenix, AZ 85007  
Phone: (602) 542-0978  
FAX: (602) 542-0969
  
- ▶ ARKANSAS  
Industrial Development Commission  
One State Capitol Mall  
Little Rock, AR 72201  
Phone: (501) 682-1121  
FAX: (501) 682-7341  
Trade and International Investment Division  
Phone: (501) 682-3571  
FAX: (501) 324-9856
  
- ▶ CALIFORNIA  
Department of Food and Agriculture  
Agricultural Export Program  
P.O. Box 942871  
Sacramento, CA 94271-0001  
Phone: (916) 654-0389  
FAX: (916) 653-2604
  
- ▶ COLORADO  
Department of Agriculture  
Division of Markets  
700 Kipling Street  
Suite 4000  
Lakewood, CO 80215-5894  
Phone: (303) 239-4114  
FAX: (303) 239-4125
  
- ▶ CONNECTICUT  
Department of Agriculture  
Marketing & Technology Bureau  
165 Capitol Avenue, Room 263  
Hartford, CT 06106  
Phone: (203) 566-4845  
FAX: (203) 566-6094

- ▶ DELAWARE  
Department of Agriculture  
Division of Promotion and Production Support  
2320 South Dupont Highway  
Dover, DE 19901  
Phone: (302) 739-4811  
FAX: (302) 697-6287
  
- ▶ FLORIDA  
Department of Agriculture and Consumer Services  
Division of Marketing and Development  
Mayo Building, Room 435  
Tallahassee, FL 32399-0800  
Phone: (904) 488-4031  
FAX: (904) 922-2861
  
- ▶ GEORGIA  
Department of Agriculture  
International Trade Division  
340 Agriculture Building, Capitol Square  
Atlanta, GA 30334-2001  
Phone: (404) 656-3740  
FAX: (404) 656-9380
  
- ▶ HAWAII  
Department of Agriculture  
Marketing Services  
1428 South King Street  
Honolulu, HI 96814  
Phone: (808) 973-9564  
FAX: (808) 973-9590
  
- ▶ IDAHO  
Department of Agriculture  
2270 Old Penitentiary Road  
Boise, ID 83712  
Phone: (208) 334-3521  
FAX: (208) 334-2879

- ▶ ILLINOIS  
Department of Agriculture  
Marketing and Promotion  
P.O. Box 19281  
Springfield, IL 62794-9281  
Phone: (217) 782-6675  
FAX: (217) 524-5960
  
- ▶ INDIANA  
Office of the Commissioner of Agriculture  
150 West Market, Suite 414  
Indianapolis, IN 46204  
Phone: (317) 232-8770  
FAX: (317) 232-1362
  
- ▶ IOWA  
Department of Agriculture  
International Trade Section  
Wallace State Office Building  
Des Moines, IA 50319  
Phone: (515) 242-6238  
FAX: (515) 242-5015
  
- ▶ KANSAS  
State Board of Agriculture  
Marketing Division  
901 South Kansas Avenue, Room 103  
Topeka, KS 66612-1282  
Phone: (913) 296-3736  
FAX: (913) 296-2247
  
- ▶ KENTUCKY  
Department of Agriculture  
Marketing Development  
Capitol Plaza Tower, Seventh Floor  
500 Mero Street  
Frankfort, KY 40601  
Phone: (502) 564-4696  
FAX: (502) 564-6527

- ▶ LOUISIANA  
Department of Agriculture and Forestry  
International Marketing Division  
P.O. Box 3334  
Baton Rouge, LA 70821-3334  
Phone: (504) 922-1280  
FAX: (504) 922-1289
  
- ▶ MAINE  
Department of Agriculture  
Marketing  
State House Station 28  
Augusta, ME 04333-0028  
Phone: (207) 287-3491  
FAX: (207) 287-7548
  
- ▶ MARYLAND  
Department of Agriculture  
International Marketing  
50 Harry S. Truman Parkway  
Annapolis, MD 21401-7080  
Phone: (410) 841-5880  
FAX: (410) 841-5914
  
- ▶ MASSACHUSETTS  
Massachusetts Department of Food and Agriculture  
Foreign Trade  
100 Cambridge Street, 21st Floor  
Boston, MA 02202  
Phone: (617) 727-3018 ext. 172  
FAX: (617) 727-7235
  
- ▶ MICHIGAN  
Department of Agriculture  
Marketing and Market Development  
P.O. Box 30017  
611 West Ottawa, Fourth Floor  
Lansing, MI 48909  
Phone: (517) 373-1058  
FAX: (517) 335-0628

► MINNESOTA

Minnesota Trade Office  
1000 World Trade Center  
30 East Seventh Street  
Saint Paul, MN 55101  
Phone: (612) 296-4222  
Fax: (612) 296-3555

- or -

Department of Agriculture  
Marketing Division  
90 West Plato Boulevard  
Saint Paul, MN 55107  
Phone: (612) 297-2301  
FAX: (612) 296-6890

► MISSISSIPPI

Department of Agriculture and Commerce  
International Trade  
P.O. Box 1609  
Jackson, MS 39215-1609  
Phone: (601) 354-7097  
FAX: (601) 354-6001

► MISSOURI

Department of Agriculture  
Market Development Division  
International Marketing Program  
P.O. Box 630  
1616 Missouri Boulevard  
Jefferson City, MO 65102  
Phone: (314) 751-4338  
FAX: (314) 751-2868

► MONTANA

Department of Agriculture  
Marketing Program  
P.O. Box 200201  
Helena, MT 59620-0201  
Phone: (406) 444-2402  
FAX: (406) 444-5409

▶ NEBRASKA

Department of Agriculture  
Agricultural Promotion and Development Division  
301 Centennial Mall South  
P.O. Box 94947  
Lincoln, NE 68509-4947  
Phone: (402) 471-4876  
FAX: (402) 471-3252

▶ NEVADA

Department of Business and Industry  
Division of Agriculture  
Administrator  
350 Capitol Hill Avenue  
Reno, NV 89502  
Phone: (702) 688-1180  
FAX: (702) 688-1178

▶ NEW HAMPSHIRE

Department of Agriculture  
Division of Agricultural Development  
P.O. Box 2042  
Concord, NH 03302-2042  
Phone: (603) 271-3788  
Fax: (603) 271-1109

▶ NEW JERSEY

Department of Agriculture  
Division of Markets  
CN 330  
Trenton, NJ 08625  
Phone: (609) 292-5536  
FAX: (609) 984-2508

▶ NEW MEXICO

Department of Agriculture  
Marketing and Development Division  
P.O. Box 30005, Department 5600  
3190 South Espana - NMSU  
Las Cruces, NM 88003-0005  
Phone: (505) 646-4929  
FAX: (505) 646-3303

- ▶ NEW YORK  
Department of Agriculture and Markets  
Division of Agricultural Protection and Development Services  
1 Winners Circle  
Albany, NY 12235-0001  
Phone: (518) 457-7076  
FAX: (518) 457-2716
  
- ▶ NORTH CAROLINA  
Department of Agriculture  
Division of Marketing  
P.O. Box 27647  
Raleigh, NC 27611  
-or-  
Division of Marketing  
2 West Edenton Street  
Raleigh, NC 27601  
Phone: (919) 733-7912  
FAX: (919) 733-0999
  
- ▶ NORTH DAKOTA  
Department of Agriculture  
Marketing  
600 East Boulevard, Sixth Floor  
State Capitol  
Bismarck, ND 58505-0020  
Phone: (701) 328-2231  
FAX: (701) 328-4567
  
- ▶ OHIO  
Department of Agriculture  
Division of Markets  
65 South Front Street, Room 608  
Columbus, OH 43215-4193  
Phone: (614) 466-6198  
FAX: (614) 644-5017

- ▶ OKLAHOMA  
Department of Agriculture  
International Marketing Section  
2800 North Lincoln Boulevard  
Oklahoma City, OK 73105-4298  
Phone: (405) 521-3864  
FAX: (405) 521-4912
  
- ▶ OREGON  
Department of Agriculture  
635 Capitol Street, NE  
Salem, OR 97310-0110  
Phone: (503) 378-3773  
FAX: (503) 378-5529  
or -  
Agricultural Development & Marketing Division  
121 Southwest Salmon Street  
Suite 240  
Portland, OR 97204-2987  
Phone: (503) 229-6734  
FAX: (503) 229-6113
  
- ▶ PENNSYLVANIA  
Department of Agriculture  
Domestic and International Trade Division  
2301 North Cameron Street, Room 310  
Harrisburg, PA 17110-9408  
Phone: (717) 783-3181  
FAX: (717) 787-1858
  
- ▶ PUERTO RICO  
Department of Agriculture  
Agricultural Services Administration Marketing Program  
Box 9200  
Santurce, PR 00908  
Phone: (809) 722-5443  
FAX: (809) 724-7940 or (809) 723-4197

- ▶ RHODE ISLAND  
Department of Environmental Management  
Division of Agriculture  
Roger Williams Building  
22 Hayes Street  
Providence, RI 02908-5025  
Phone: (401) 277-2781  
FAX: (401) 277-6047
  
- ▶ SOUTH CAROLINA  
Department of Agriculture  
International Trade  
Wade Hampton State Office Bldg.  
P.O. Box 11280  
Columbia, SC 29211  
Phone: (803) 734-2200  
FAX: (803) 734-2192
  
- ▶ SOUTH DAKOTA  
Governor's Office of Economic Development  
Division of Export, Trade, and Marketing  
711 East Wells Avenue  
Pierre, SD 57501-3369  
Phone: (605) 773-5735  
FAX: (605) 773-3256
  
- ▶ TENNESSEE  
Department of Agriculture  
Marketing Division  
P.O. Box 40627, Melrose Station  
Nashville, TN 37204  
Phone: (615) 360-0160  
FAX: (615) 360-0194
  
- ▶ TEXAS  
Department of Agriculture  
Marketing and Agribusiness Development  
P.O. Box 12847  
Capitol Station  
Austin, TX 78711  
Phone: (512) 463-7624  
FAX: (512) 463-9968

- ▶ UTAH  
Department of Agriculture  
Marketing and Enhancement  
350 North Redwood Road  
Box 146500  
Salt Lake City, UT 84114-6500  
Phone: (801) 538-7108  
FAX: (801) 538-7126
  
- ▶ VERMONT  
Department of Agriculture, Food, and Markets  
Agricultural Development Division  
116 State Street  
Montpelier, VT 05620-2901  
Phone: (802) 828-2416  
FAX: (802) 828-2361
  
- ▶ VIRGIN ISLANDS  
Department of Economic Development and Agriculture  
P.O. Box 6400  
St. Thomas, VI 00804  
Phone: (809) 774-5182  
FAX: (809) 774-1823
  
- ▶ VIRGINIA  
Department of Agriculture and Consumer Services  
Office of International Marketing  
1100 Bank Street, Suite 915  
Richmond, VA 23219  
Phone: (804) 786-3953  
FAX: (804) 225-4434
  
- ▶ WASHINGTON STATE  
Department of Agriculture  
Agricultural Development Division  
1111 South Washington Street  
P.O. Box 42560  
Olympia, WA 98504-2570  
Phone: (206) 902-1933  
FAX: (206) 902-2089

▶ WEST VIRGINIA

Department of Agriculture  
Marketing and Development Division  
1900 Kanawha Boulevard East  
Charleston, WV 25305-0178  
Phone: (304) 558-2210  
FAX: (304) 558-2203

▶ WISCONSIN

Department of Agriculture, Trade, and Consumer Protection  
Marketing Division  
2811 Agriculture Drive  
P.O.Box 8911  
Madison, WI 53708-8911  
Phone: (608) 224-5100  
International Agribusiness Center  
Phone: (608) 224-5117  
FAX: (608) 224-5111

▶ WYOMING

Department of Agriculture  
Marketing Division  
2219 Carey Avenue  
Cheyenne, WY 82002-0100  
Phone: (307) 777-6577  
FAX: (307) 777-6593

**ICC Publishing Corporation**—Guides can be purchased from:

◆ ICC Publishing Corporation  
156 Fifth Avenue, Suite 308  
New York, NY 10010  
Phone (212) 206-1150  
Fax (212) 633-6025

## Sources for determining foreign import requirements:

### ◆ USDA Agencies

▶ Tariff rates and import quotas:

AgExport Services Division  
USDA/FAS  
AgBox 1052  
Washington, DC 20250-1052  
Phone: (202) 720-7103  
Fax: (202) 690-4373

▶ Technical requirements for imported foods overseas (including regulations relating to food additives, pesticide residues, and food sanitation):

Food Safety and Technical Services  
USDA/FAS  
Room 5545, South Building  
Washington, DC 20250-1000  
Phone: (202) 720-1301  
Fax: (202) 690-0677

▶ Information on foreign import requirements for livestock and animal products:

USDA Animal and Plant Health Inspection Service  
Veterinary Services  
National Center for Import and Export  
4700 River Road, Unit 38  
Riverdale, MD 20737  
Phone: (301) 734-3294  
Fax: (301) 734-6402

▶ Information on foreign import requirements for fresh vegetables:

USDA Animal and Plant Health Inspection Service  
Export Certification Unit  
4700 River Road, Unit 139  
Riverdale, MD 20737  
Phone: (301) 734-8537  
Fax: (301) 734-5786

► Foreign import requirements for meat and poultry:

USDA Food Safety and Inspection Service  
International Programs, Export Coordination Division  
Room 0114, South Building  
Washington, DC 20250  
Phone: (202) 501-6022  
ax: (202) 501-6929

◆ Publications:

► *Official Export Guide*

North American Publishing Company  
401 North Broad Street  
Philadelphia, PA 19108  
Phone: (800) 777-8074  
Fax: (215) 238-5412

► *Exporter's Encyclopaedia*

Dun & Bradstreet Information Services  
3 Sylvan Way  
Parsippany, NJ 07054  
Phone: (800) 526-0651  
Fax: (201) 605-6911

► *International Trade Reporter—Export Reference Manual*

The Bureau of National Affairs, Inc.  
1231 25th Street, N.W.  
Washington, DC 20037  
Phone: (800) 372-1033  
Fax: (301) 294-6651

**Export Apple and Pear Act**—For more information on the Export Apple and Pear Act contact:

◆ USDA/AMS

Fruit and Vegetable Division  
P.O. Box 96456  
Washington, DC 20090-6456  
Phone: (202) 720-5053  
Fax: (202) 720-5698

◆ USDA/AMS  
Fruit and Vegetable Division  
1220 S.W. Third Avenue, Room 369  
Portland, OR 97204  
Phone: (503) 326-2724  
Fax: (503) 326-7440

◆ USDA/AMS  
Fruit and Vegetable Division  
2202 Monterey Street, Suite 102B  
Fresno, CA 93721  
Phone: (209) 487-5901  
Fax: (209) 487-5906

**Phytosanitary certificate**—For more information on obtaining phytosanitary certificates contact the following USDA agency, your State Department of Agriculture, or your local county Agricultural Commissioner's Office:

◆ Export Certification Unit  
USDA/APHIS  
4700 River Road, Unit 139  
Riverdale, MD 20737  
Phone: (301) 734-8537  
Fax: (301) 734-5786

### **Other certificates**

◆ Export Grape and Plum Act—For more information contact:

▶ USDA/AMS  
Fruit and Vegetable Division  
P.O. Box 96456  
Washington, DC 20090-6456  
Phone: (202) 720-5053  
Fax: (202) 720-5698

▶ USDA/AMS  
Fruit and Vegetable Division  
1220 S.W. Third Avenue, Room 369  
Portland, OR 97204  
Phone: (503) 326-2724  
Fax: (503) 326-7440

▶ USDA/AMS  
Fruit and Vegetable Division  
2202 Monterey Street, Suite 102B  
Fresno, CA 93721  
Phone: (209) 487-5901  
Fax: (209) 487-5906

◆ Quality certification services—For information contact the appropriate commodity branch:

▶ USDA/AMS  
Dairy Division  
Dairy Grading Branch  
Room 2750, South Building  
Washington, DC 20250-6456  
Phone: (202) 720-3171  
Fax: (202) 720-2643

▶ USDA/AMS  
Fruit and Vegetable Division  
Fresh Products Branch  
Room 2056, South Building  
Washington, DC 20250-6456  
Phone: (202) 720-5870  
Fax: (202) 720-0393

▶ USDA/AMS  
Fruit and Vegetable Division  
Processed Products Branch  
Room 0709, South Building  
Washington, DC 20250-6456  
Phone: (202) 720-4693  
Fax: (202) 690-1527

▶ USDA/AMS  
Livestock and Seed Division  
Livestock and Meat Standardization Branch  
Room 2603, South Building  
Washington, DC 20250-6456  
Phone: (202) 720-4486  
Fax: (202) 720-1112

▶ USDA/AMS  
Poultry Division  
Poultry Grading Branch  
Room 3938, South Building  
Washington, DC 20250-6456  
Phone: (202) 720-3271  
Fax: (202) 690-3165

◆ Animal and Plant Health Inspection Service (APHIS)—For more information:

▶ USDA/APHIS  
Veterinary Services  
National Center for Import and Export  
4700 River Road, Unit 38  
Riverdale, MD 20737  
Phone: (301) 734-3294  
Fax: (301) 734-6402

◆ Grain Inspection, Packers and Stockyards Administration (GIPSA)—For more information contact:

▶ USDA/GIPSA  
Field Management Division  
Room 1094, South Building  
P.O. Box 96454  
Washington, DC 20090-6454  
Phone: (202) 720-0219  
Fax: (202) 205-9237

- ◆ Export permit—For more information contact the Bureau of Alcohol, Tobacco, and Firearms:
  - ▶ U.S. Department of the Treasury  
Alcohol Import/Export Branch  
Room 5400  
650 Massachusetts Avenue, NW  
Washington, DC 20226  
Phone: (202) 927-8110  
Fax: (202) 927-8605