

浙江长征职业技术学院



国际贸易单证

实训操作指导书

国际经济与贸易专业

编写：罗玥 齐朝阳

二〇一二年二月

目 录

| | |
|---|----|
| 实训安排..... | 3 |
| 一、实训目的..... | 3 |
| 二、实训总课时..... | 4 |
| 三、实训课时分配表：..... | 5 |
| 实训一：销售合同S/C..... | 6 |
| 实训二：商业发票C/INV..... | 7 |
| 实训三：海运提单B/L..... | 11 |
| 实训四：国际货物托运书SHIPPER'S LETTER OF INSTRUCTION..... | 14 |
| 实训五：货物出运委托书..... | 16 |
| 实训六：出口货物报关单C/D..... | 30 |
| 实训七：装箱单PLIST..... | 33 |
| 实训八：加拿大海关发票C/I的填制..... | 34 |
| 实训九：投保单、保险单I/P..... | 40 |
| 实训十：原产地证明C/O..... | 44 |
| 实训十一：出境货物报检单..... | 45 |
| 实训十二：汇票B/E..... | 48 |
| 实训十三：信用证开证申请..... | 50 |
| 实训十四：综合审单..... | 51 |

实训安排

一、实训目的

国际贸易单证实训是国际贸易专业的岗位核心能力实训课程，是在《国际贸易理论与实务》、《国际市场营销》、《国际商务谈判》、《外贸单证》、《外贸函电》等专业核心课程教学的基础上安排的综合实训内容。其目的在于通过仿真模拟实际业务流程的单证业务操作训练，使学生熟悉进出口单证一般流程，提高他们外贸磋商能力和制作常用外贸业务单证的能力。具体要求如下：

- 1、熟悉出口业务一般流程，提高他们运用外贸函电进行外贸磋商的能力

- 2、提高制作常用外贸易业务单证的能力。

二、实训总课时

总课时：36课时

三、实训课时分配表

| 序号 | 实训项目名称 | 课时 | 地点 |
|--------|---|----|-------|
| 实训项目一 | 销售合同S/C | 2 | 多媒体教室 |
| 实训项目二 | 商业发票C/INV | 2 | 多媒体教室 |
| 实训项目三 | 海运提单B/L | 4 | 多媒体教室 |
| 实训项目四 | 国际货物托运书SHIPPER' S LETTER OF INSTRUCTION | 2 | 多媒体教室 |
| 实训项目五 | 货物出运委托书 | 2 | 多媒体教室 |
| 实训项目六 | 出口货物报关单C/D | 4 | 多媒体教室 |
| 实训项目七 | 装箱单PLIST | 2 | 多媒体教室 |
| 实训项目八 | 加拿大海关发票C/I的填制 | 2 | 多媒体教室 |
| 实训项目九 | 投保单、保险单I/P | 2 | 多媒体教室 |
| 实训项目十 | 原产地证明C/O | 2 | 多媒体教室 |
| 实训项目十一 | 出境货物报检单 | 2 | 多媒体教室 |
| 实训项目十二 | 汇票B/E | 2 | 多媒体教室 |
| 实训项目十三 | 信用证开证申请 | 4 | 多媒体教室 |
| 实训项目十四 | 综合审单 | 4 | 多媒体教室 |
| 总课时 | | 36 | |

国际贸易单证实务制作实训指导书

实训一：销售合同S/C

1.1 实训目的

根据合同磋商内容，缮制销售合同。通过实训，使学生了解合同磋商的程序，掌握合同成立的条件，熟悉销售合同的内容和制作要求，学会独立制作销售合同。

1.2 合同的形式和内容

合同的形式是合同当事人内在意思的外在表现形式。在国际贸易中，交易双方订立合同有书面形式、口头形式和其他形式。书面形式是指合同书、信件和数据电文（包括：电传、电报、传真、电子数据交换和电子邮件）等可以有形地表现所载内容的形式。书面合同通常包括：约首、约尾和基本条款三个组成部分。

1.3 制单要点

1) 约首部分：一般包括合同名称、合同编号、缔约双方名称和地址、电报挂号、电传号码以及双方订立合同的意愿和执行的保证等内容。

2) 基本条款：是合同的主体，具体列明各项交易条件和条款，包括标的、品质规格、数量或重量、包装、价格、运输、保险、支付方式、检验、履行期限和地点、违约的处理和解决等内容。基本条款体现了双方当事人具体的权利和义务。

3) 约尾部分：一般列明合同的份数、使用的文字及其效力、签约地点、生效时间和双方当事人签字等内容。

1.4

制单练习（模版：国际贸易单证操作系统，练习模版“0201_销售合同.doc”

）

根据下述成交条件签订出口合同，要求格式清楚、条款明确、内容完整。

合同号：SHDS03027。

经过多次交易磋商，世格国际贸易公司和加拿大NEO公司就陶瓷餐茶具的各项交易条件达成共识，于2001年4月3日在上海签订销售合同：

1. 卖方(Seller):

世格国际贸易有限公司

DESUN TRADING CO., LTD.

29TH FLOOR KINGSTAR MANSION, 623JINLIN RD., SHANGHAI CHINA

2. 买方(Buyer):

NEO GENERAL TRADING CO.

#362 JALAN STREET, TORONTO, CANADA

3. 货号品名规格:

CHINESE CERAMIC DINNERWARE

| | | | |
|--------|---------------------------------|---------|--------------|
| DS1511 | 30-Piece Dinnerware and Tea Set | 542SETS | USD23.50/SET |
| DS2201 | 20-Piece Dinnerware Set | 800SETS | USD20.40/SET |
| DS4504 | 45-Piece Dinnerware Set | 443SETS | USD23.20/SET |
| DS5120 | 95-Piece Dinnerware Set | 254SETS | USD30.10/SET |

4. 唛头:

出货前客户通知。

5. 成交价格条件:

CIF5% TORONTO。

6. 包装条件:

纸箱包装。DS2201每箱装2套，DS1151、DS4504、DS5120每箱装1套，共1639箱。

7. 交货/装运条件:

装运期为2001年4月，允许分批装运及转运。

8. 装运港: 上海

目的港: 多伦多

9. 保险条件:

由买方按CIF成交金额的110%投保中国人民保险公司海运货物水渍险、碰损破碎险和战争险。

10. 付款条件:

不可撤销即期信用证付款。

实训二：商业发票C/INV

2.1 实训目的

根据销售合同、信用证等资料内容，缮制商业发票。通过实训，要求学生能够了解商业发票、海关发票、形式发票、领事发票和厂商发票的概念和作用，掌握商业发票的内容和制作要求，并学会独立制作商业发票。

2.2 发票简介

发票（INVOICE）是进出口贸易结算中使用的最主要的单据之一。我国进出口贸易中使用的发票主要有商业发票（COMMERCIAL INVOICE）、海关发票（CUSTOMS INVOICE）、形式发票（PROFORMA INVOICE）、领事发票（CONSULAR INVOICE）以及厂商发票（MANUFACTURER'S INVOICE）等。

商业发票是出口商对所装运货物的情况进行的详细描述，并凭以向买方收取货款的一种价目总清单，是全套进出口单据的核心。

2.3 制单要点

商业发票由出口企业自行拟制，无统一格式，但基本栏目大致相同。分首文、本文和结文三部分。具体内容如下：

1) 出票人名称，即出口商的名称和详细地址、电话、传真等。

2) 单据的名称，即“商业发票”（Commercial Invoice）或“发票”（Invoice）字样。发票的名称应与信用证规定的一致。

3) 制单的日期及制单的基础信息，包括发票的制单日期、发票号码、合约号等。

4) 发票接受方的名称即发票的抬头人，发票上必须明确显示发票抬头人即付款人的名称、地址，通常情况下抬头人作成进口商，信用证方式下为开证申请人。

5) 有关此笔经济业务的内容摘要。

货物描述：注明货物的名称、品质、规格及包装状况等内容；

货物的起运地、目的地，如有转运可标明；

唛头：是货物的识别标志，运输企业在装卸、搬运时，根据唛头来识别货物，作为交货清单的发票，必须正确显示这一装运标志。唛头一般包括收货人

简标、合同号、目的港、件号等。

6) 数量和金额。在出口发票上必须明确显示数量、单价、总值和贸易术语(价格条款),包括数量及数量单位、计价货币名称、具体价格数。有时还需列出佣金、折扣、运费、保费等。

7) 出票方企业的名称、签发人盖章或签字。一般将这些内容打在发票的右下方。

8) 其他内容,包括该笔业务相关的特定号码、证明句等。如在发票商品描述下方空白处注明买方的参考号、进口证号、信用证号以及货物产地、出口商关于货物制造、包装、运输等方面的证明。

2.4

制单练习(模版:国际贸易单证操作系统,练习模版“0901_商业发票07.doc”)

2003年8月12日,南京蓝星贸易公司根据售货确认书、信用证等资料内容,缮制编号为2003SDT009的商业发票。

参考资料2.1: 销货确认书

售货确认书 SALES CONFIRMATION

卖方(Sellers):

NANJING LANXING CO.,LTD

ROOM 2501,JIAFA MANSTION, BEIJING WEST ROAD , NANJING

Contract No.: 03TG28711

Date: JULY,22,2003

Signed at: NANJING

买方(Buyers):

EAST AGENT COMPANY

3-72,OHTAMACHI,NAKA-KU,YOKOHAMA,JAPAN231

This Sales Contract is made by and between the Sellers and Buyers, whereby the sellers agree to sell and the buyers agree to buy the under-mentioned goods according to the terms and conditions stipulated below:

| 品名及规格 NAME OF COMMODITY & SPECIFICATION | 单价 UNIT PRICE | 数量 QUAN | 金额及术语 AMOUNT & PRICE TERMS |
|--|-----------------------|------------|-------------------------------|
| H6-59940BS GOLF CAPS | CIF AKITA USD 8.10 | 1800DOZS | CIF AKITA USD 14580.00 |

10% more or less both in amount and quantity

TOTAL

USD 14580.00

allowed

Packing: CARTON

Delivery : From NANJING to AKITA

Shipping Marks: V.H
LAS PLAMS
C/NO.

Time of Shipment: Within 30 days after receipt of L/C. allowing transshipment and partial shipment.

Terms of Payment: By 100% Irrevocable Letter of Credit on favor of the Sellers to be available. By sight draft to be opened and to reach China before JULY 30, 2003 and to remain valid for negotiation in China until the 15th days after the foresaid Time of Shipment.

L/C must mention this contract number L/C advised by BANK OF CHINA NANJING BRANCH.

TLX: 44U4K NJBC, CN. ALL banking Charges outside China (the mainland of China) are for account of the Drawee.

Insurance: To be effected by Sellers for 110% of full invoice value covering F.P.A up to AKITA

To be effected by the Buyers.

Arbitration All disputes arising from the execution of or in connection with this contract shall be settled amicable by negotiation. In case of settlement can be reached through negotiation the case shall then be submitted to China International Economic & Trade Arbitration Commission. In Nanjing for arbitration in act with its sure of procedures. The arbitral award is final and binding upon both parties for setting the Dispute. The fee, for arbitration shall be borne by the losing party unless otherwise awarded.

THE SELLER:

THE BUYER:

参考资料2.2: 信用证

ISSUE OF DOCUMENTARY CREDIT

| | |
|---------------------|--|
| ISSUING BANK | METITABANKLED., JAPAN |
| DOC. CREDIT NUMBER | LTR0505457 |
| DATE OF ISSUE | 030727 |
| EXPIRY | DATE 030908 PLACE NANJING, CHINA |
| APPLICANT | EAST AGENT COMPANY 3-72,OHTAMACHI,NAKA-KU,YOKOHAMA,JAPAN231 |
| BENEFICIARY | NANJING LANXING CO.,LTD ROOM 2501,JIAFA MANSTION, BEIJING WEST ROAD , NANJING |
| AMOUNT | CURRENCY USD AMOUNT 14580.00 |
| POS. /NEG. TOL. (%) | 5/5 |
| AVAILABLE WITH/BY | ANY BANK IN ADVISING COUNTRY BU NEGOTIATION |
| DRAFT AT... | DRAFTS AT SIGHT FOR FULL INVOICE VALUE |
| PARTIAL SHIPMENTS | ALLOWED |
| TRANSSHIPMENT | ALLOWED |
| LOADING IN CHARGE | NANJING |
| FOR TRANSPORT TO | AKITA |
| SHIPMENT PERIOD | AT THE LATEST AUG 30,2003 |
| DESCRIPT. OF GOODS | 1800 DOZS OF H6-59940BS GOLF CAPS,USD 8.10 PER DOZ AS PER SALES CONTRACT 03TG28711 DD 22,7,03 CIF AKITA |

| | |
|------------------------------|--|
| DOCUMENTS REQUIRED | <p>*COMMERCIAL INVOICE 1 SIGNED ORIGINAL AND 5 COPIES</p> <p>*PACKING LIST IN 2 COPIES</p> <p>*FULL SET OF CLEAN ON BOARD, MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT (AS INDICATE ABOVE)</p> <p>*GSP CERTIFICATE OF ORIGIN FORM A, CERTIFYING GOODS OF ORIGIN IN CHINA, ISSUED BY COMPETENT AUTHORITIES</p> <p>*INSURANCE POLICY/CERTIFICATE COVERING F.P.A. OF PICC. INCLUDING WARHOUSE TO WAREHOUSE CLAUSE UP TO FINAL DESTINATION AT AKITA, FOR AT LEAST 110 PCT OF CIF-VALUE.</p> <p>*SHIPPING ADVICES MUST BE SENT TO APPLICANT WITH 2 DAYS AFTER SHIPMENT ADVISING NUMEBRE OF PACKAGES, GROSS & NET WEIGHT, VESSEL NAME, BILL OF LADING NO. AND DATE, CONTRACT NO., VALUE.</p> |
| PRESENTATION PERIOD | 21 DAYS AFTER ISSUANCE DATE OF SHIPPING DOCUMENT |
| CONFIRMATION INSTRUCTIONS | <p>WITHOUT</p> <p>THE NEGOTIATION BANK MUST FORWARD THE DRAFTS AND ALL DOCUMENTS BY REGISTERED AIRMAIL. DIRECT TO US IN TWO CONSECUTIVE LOTS, UPON RECEIPT OF THE DRAFTS AND DOCUMENTS IN ORDER, WE WILL REMIT THE PROCEEDS AS INSTRUCTED BY THE NEGOTIATING BANK.</p> |

实训三：海运提单B/L

3.1 实训目的

根据信用证资料，缮制海运提单。通过实训，要求了解运输单据的种类和作用，掌握海运提单的内容和缮制要求，学会独立制作海运提单。

3.2 提单简介

提单 (Bill of lading)，是用以证明海上货物运输合同和货物已由承运人接收或装船，以及承运人保证据以交付货物的单证。在国际货物运输中，提单是最具特色、最完整的运输单据。在国际贸易中，提单是一种有价证券，同时代表物权和债权；在各国有关运输法律中，提单都被认定是一份非常重要的法律文件，提单上权利的实现必须以交还提单为要件。

3.3 制单要点

海运提单的格式由各船公司自行确定，在形式上均各有特色，但都包括了

以下的主要内容：

1) 承运人 (CARRIER)：提单上必须表明以轮船公司身份注册的承运人，以防欺诈，否则银行不予接受。

2) 托运人 (SHIPPER)：即发货人，信用证方式下为信用证受益人；托收方式下为托收的委托人。

3) 收货人 (CONSIGNEE)：按规定填写。记名提单直接填收货人名称，不记名提单填“TO BEARER”，指示提单填“TO ORDER”或“TO THE ORDER OF……”。凡指示提单都需进行背书才能有效转让。

4) 被通知人 (NOTIFY PARTY)：信用证方式下按规定填写。该栏必须要有详细的名称和地址。

5) 船名、港口：内容填制要求如表3-1。

表3-1 海运提单的船名、港口填制要点

| 提单项目 | 转船 | 直达 |
|---------------------------------|---------|----------|
| PRE-CARRIAGE BY | 第一程船船名 | 空白 |
| PLACE OF RECEIPT | 船方收货的港口 | 空白 |
| OCEAN VESSEL VOY. NO. | 第二程船船名 | 船名 |
| PORT OF LOADING | 转运港 | 装运港 |
| PORT OF DISCHARGE (DESTINATION) | 卸货港 | 卸货港 |
| PLACE OF DELIVERY | 最终目的地 | 与卸货港同侧空白 |

6) 唛头 (MARKS) 和集装箱号码 (CONTAINER NO.)：若信用证规定了唛头，则按其规定，若未规定则按双方约定或由卖方自定；无唛头则填“N/M”。集装箱货物要注明集装箱号码。

7) 包装与件数 (NO. S & KIND OF PACKAGES)：单位件数与包装都要与实际货物相符，并在大写合计数内填写英文大写文字数目，若有两种以上不同包装单位，则应分别填写后再合计。散装货，只填IN BULK。

8) 商品名称 (DESCRIPTION OF GOODS)：按信用证规定，并与发票等单据一致，若货物品名较多，可用总称。

9) 毛重和体积 (GW &

MEAR)：若信用证无特别规定，则只填总毛重和总体积。若为集装箱货物，毛重包括货物的毛重和集装箱的皮重，体积则按集装箱计，一般一个20尺的集装箱体积为33.2CBM。

10) 运费支付 (FREIGHT & CHARGES)：一般有PREPAID或COLLECT两种支付方式。

11) 签发地点与日期 (PLACE AND DATE OF ISSUE)：签发地点一般在装运港所在地，日期按信用证要求，一般要早于或与装运期为同一天，要避免倒签提单和预借提单。

12) 承运人签章：提单必须由承运人或其代理人签字才有效。若信用证要求手签，也须照办。

13) 提单签发份数 (NO. S OF ORIGINAL B/L)：信用证方式下按信用证规定，一般都是3份。

14) 提单号码 (B/L NO.)：印在提单右上角，主要是为了便于联系工作和核查。

15) 其他：提单上还应注明ON BOARD字样，正本要注明ORIGINAL，有时还要注明货物的交接方式，如CY-CY，CFS-CY等。

3.4

制单练习 (模版：国际贸易单证操作系统，练习模版“0801_海运提单02.doc”)

根据信用证等相关资料，缮制海运提单，要求填写准确、内容全面。

参考资料3.1：信用证

FROM:UFJ BANK, TOKYO

TO:BANK OF CHINA, GUANGDONG BR.

DD:DEC. 28. 2004

L/C NO. UF789

DATE AND PLACE OF EXPIRY: FEB. 28. 2005

APPLICANT: XYZ COMPANY, 6-2 OHEMACHI, 1-CHOME, CHIYADA-KU, TOKYO

BENEFICIARY: ABC COMPANY, NO. 128 ZHOUGSHAN XILU, GUANGDONG

CREDIT AMOUNT: USD22912.50

SHIPMENT FROM: GUANGZHOU, CHINA

FOR TRANSPORTATION TO : TOKYO, JAPAN

LATEST DATE OF SHIPMENT: JAN. 18, 2005

PARTIAL SHIPMENTS AND TRANSHIPMENT ALLOWED

COVERING:

CONTRACT NO. 04GD002

3000PCS HOSPITAL UNIFORM REF-6002T-XL AT USD 1.85/PC

750PCS HOSPITAL UNIFORM REF-1602-UNICA AT USD 2.15/PC

1500PCS HOSPITAL UNIFORM REF-3009T-XL AT USD 3.85/PC

PRICE TERMS : CIP TOKYO

DOCUMENTS REQUIRED:

+ FOR GOODS UNDER CONTRACT NO. 04GD002:

FULL SET (3/3) OF CLEAN SHIPPED ON BOARD OCEAN BILL OF LADING
MADE OUT TO ORDER OF ISSUNG BANK, NOTIFYING APPLICANT AND MARKED
FREIGHT PREPAID SHOWING FINAL DESTINATION AS KYOTO.

.....

参考资料3.2: 其他说明

海运方式运输下:

发票显示:

CONTRACT NO. 04GD002

DESCRIPTION OF GOODS: 5250 PCS HOSPITAL UNIFORM

SHIPPING MARKS:

XYZ

TOKYO

04GD002

1-88 CTNS

船长签发的装货单显示:

PLACE OF RECEIPT FROM GUANGZHOU THEN BY DIRECT SHIPMENT FROM
GUANGZHOU , CHINA TO TOKYO, JAPAN, FINAL DESTINATION TO BE KYOTO

SHIPPER: V-STAR COMPANY, GUANGZHOU

5250 PCS HOSPITAL UNIFORM

OCEAN VESSEL VOYAGE:VICTORY V. 666

ON BOARD DATE: JAN. 18, 2005

G. W. :1232KGS, MEAS. :4. 20CBM

PACKED IN 88CARTONS.

SHIPPEND IN ONE (1x20') CONTAINER (CONTAINER ON.

APLU1234567, SEAL NO. 006789, CY/CY)

海运提单由承运人的代理人PERFECT LOGISTICS COMPANY 签发。

签发地点：上海

签发日期：2005年1月17日

签发人：陈伟

实训四：国际货物托运书SHIPPER'S LETTER OF INSTRUCTION

4.1 实训目的

根据商业发票内容，制作国际货物托运书。通过实训，了解出口运输的操作方式和出口订舱的基本程序，掌握国际货物托运书的填制要求。

4.2 制单练习（模版：国际贸易单证操作系统“0403_国际货物托运书.doc”）

2003年3月12日，上海世格物流有限公司受南京唐纺公司委托，填制国际货物托运书，以航空方式出口女式棉运动上衣。

参考资料4.1：商业发票

| | | | | |
|---|---------------------------|---|-------------------------------|---------------|
| ISSUER NANJING TANG TEXTILE GARMENT CO., LTD. HUARONG MANSION RM2901 NO.85 GUANJIAQIAO, NANJING 210005, CHINA | | 商业发票 | | |
| TO FASHION FORCE CO., LTD. P.O.BOX 8935 NEW TERMINAL, ALTA, VISTA OTTAWA, CANADA | | COMMERCIAL INVOICE | | |
| TRANSPORT DETAILS SHIPMENT FROM SHANGHAI TO MONTREAL BY AIR FREIGHT PREPAID | | NO. NT01FF004 | DATE Mar.9, 2005 | |
| | | S/C NO. F01LCB05127 | L/C NO. 63211020049 | |
| | | TERMS OF PAYMENT L/C AT SIGHT | | |
| Marks and Numbers | Number and kind of | Quantity | Unit Price | Amount |

| | | | |
|--|--|----------------|-------------------------|
| | package | | USD |
| | Description of goods | | |
| FASHION FORCE F01LCB05127 CTN NO. MONTREAL MADE IN CHINA | CIF MONTREAL, CANADA | | |
| | LADIES COTTON BLAZER (100% COTTON, 40SX20/140X60) | 2550PCS | USD12.80 USD32640.00 |
| Total: | | | |
| | | 2550PCS | USD32640.00 |
| SAY TOTAL: USD THIRTY TWO THOUSAND SIX HUNDRED AND FORTY ONLY | | | |
| SALES CONDITIONS: CIF MONTREAL/CANADA SALES CONTRACT NO. F01LCB05127 LADIES COTTON BLAZER (100% COTTON, 40SX20/140X60) | | | |
| STYLE NO. | PO NO. | QTY/PCS | USD/PC |
| 46-301A | 10337 | 2550 | 12.80 |
| PACKAGE | N. W. | G. W. | |
| 85CARTONS | 17KGS | 19KGS | |
| TOTAL PACKAGE: 85 CARTONS TOTAL MEAS: 21.583 CBM | | | |
| NANJING TANG TEXTILE GARMENT CO., LTD. | | | |
| 唐明生 | | | |

实训五：货物出运委托书

5.1 实训目的

根据合同条款和信用证相关内容，填写货物出运委托书，并提交货代委托订舱。

5.2 制单练习（模版：国际贸易单证操作系统“0401_货物出运委托书.doc”）

2001年3月22日，中国银行江苏省分行通知世格国际贸易有限公司，收到利雅得银行转来的信用证，经审核，世格公司认为其符合要求，随即开始根据信用证的有关规定备货出运。4月12日，世格公司委托货运代理人(上海凯通国际货运代理有限公司)向船公司订舱。

货物出运委托书Help

货物出运委托书

一般说来，从出口业务人员的角度来看，出口托运是从租船订舱或是委托出运开始的。

首先，国际贸易业务人员应根据信用证规定的最迟装运期及货源和船源情况安排委托出运。一般情况应提前5天左右或更长，以便留出机动时间应付意外情况发生。

接下来，填具货物出运委托书或是其他类似单据，办理委托代理租船订舱事宜。如果国际贸易公司本身开展托运业务，则需填具海运出口托运单、集装箱托运单等。如果国际贸易公司本身不办理运输业务，则可委托代理订舱，填具货物出运委托书。

货物出运委托书的填写和托运单的有关栏目相同，填写时中英文结合，个别栏目依出口货物不同而异。因此，各公司在印制自己使用的此类单据时，稍有变化，但大体内容基本一致。

日期

委托出运日期。

托运人

填写出口公司中文名称及地址(信用证受益人)。

抬头人

即提单上的抬头人，将来船公司签发的提单上的相应栏目的填写会参照委托书的写法。

如：信用证方式下：

(1) 来证要求：“Full set of B/L made out to order”，提单收货人一栏则应填“To order”。

(2) 来证要求：“B/L issued to order of Applicant”，此Applicant为信用证的申请开证人

Big A. Co.，则提单收货人一栏填写“To order of Big A. Co.”。

(3) 来证要求：“Full set of B/L made out our order”，开证行名称为 Small B

Bank，则应在收货人处填“To small B Bank’s order”。

通知人

填写信用证规定的提单通知人名称及地址，通常为进口商。

合同号

填写相关交易的合同号码。

运输编号

出口商自行编制用于外运的编号，多数出口商直接以发票号作为运输编号。

银行编号

开证行的银行编号，在与开证行的业务联系中必须引用该编号。在SimTrade中可不填。

信用证号

填写相关交易的信用证号码，如非信用证方式则不填。

开证银行

根据信用证填写开证银行，如非信用证方式则不填。

付款方式

按出口合同所列的付款方式填写。如：L/C。

贸易性质

即贸易方式，共分为7种：一般贸易即正常贸易，寄售、代销贸易，对外承包工程，来料加工，免费广告品、免费样品，“索赔”、“换货”、“补贸”和进口货退回。在SimTrade中货物都为“一般贸易”方式。

贸易国别

填写贸易成交国别(地区)，即进口国。如果通过我国驻港机构与他国成交，应填香港。

运输方式

按实际填写如海运、陆运、空运等方式。

消费国别

填写出口货物实际消费的国家(地区)，通常为进口国。如无法确定实际消费国，可填最后运往国。

装运期限

按出口合同或信用证所列填写。

出口口岸

填写货物出境时我国港口或国境口岸的名称，按合同或信用证所列填写。若出口货物在设有海关的发运地办理报关手续，出口口岸仍应填写出境口岸的名称

。

有效期限

按信用证所列填写。信用证的有效期限是受益人向银行提交单据的最后日期。受益人应在有效期限日期之前或当天向银行提交信用证单据。

目的港

填写出口货物运往境外的最终目的港，按合同或信用证所列填写。最终目的港不得预知的，可按尽可能预知的目的港填报。

可否转运、可否分批

按出口合同或信用证所列填写。如果允许分批或转运，则填“是”或“YES”或“Y”，反之，则填“否”或“NO”或“N”。

运费预付、到付

如CIF或CFR出口，一般均在运费预付栏填“是”或“YES”或“Y”字样，并在到付栏填“否”或“NO”或“N”，千万不可漏列，否则收货人会因运费问题提不到货，虽可查清情况，但拖延提货时间，也将造成损失。如系FOB出口，则反之，除非收货人委托发货人垫付运费。

标志唛头

照合同规定填写。唛头即运输标志，既要与实际货物一致，还应与提单一致，并符合信用证的规定。如信用证没有规定，可按买卖双方和厂商订的方案或由受益人自定。无唛头时，应注“N/M”或“No

Mark”。如为裸装货，则注明“NAKED”或散装“In Bulk”。如来证规定唛头文字过长，用“/”将独立意思的文字彼此隔开，可以向下错行。即使无线相隔，也可酌情错开。

货名规格

填写货物描述。

件数、数量

分别填写货物的外包装数量与销售数量。比如“370 CARTONS”、“7400 PC”。

毛重、净重、价格币制、单价、总价

按货物的实际情况填写。

TOTAL

填写出口货物的总件数、数量、毛重、净重及价格。计算方法请参考在线帮助中“了解产品的基本特点”。

FOB价

填写出口货物离开我国国境的FOB价格，如按CIF、CFR价格成交的，应扣除其中的保险费、运费以及其他佣金、折扣等。以成交币种折算成人民币和美元时，均应按当天中国人民银行公布的汇率折算。

在SimTrade中，各项费用计算方法请参照在线帮助里的“预算表的填写”部分。

总体积

按货物的实际情况填写。除信用证另有规定者外，一般以立方米（CBM）列出。计算方法请参考在线帮助中“了解产品的基本特点”。如：125.36

CBM。

受托人注意事项

填写承运人或货运代理人需注意的事项。

保险险别、保额、赔款地点

根据出口合同或信用证填写。

凡按CIF、CIP条件成交的出口货物，由出口商向当地保险公司逐笔办理投保手续。业务量较大的国际贸易公司，为简化手续，节省时间，投保时可以此单代替投保单。

海关编号

填写出口商公司的海关代码。

在SimTrade中，海关代码请在出口商的基本资料里查找，由系统自动编排。

制单员

填写制单员姓名。

受托人名称、电话、传真、委托代理人

受托人的相关信息，出口商不填。

委托人名称、电话、传真、委托代理人

填写委托人的相关信息。

货物出运委托书

一般说来，从出口业务人员的角度来看，出口托运是从租船订舱或是委托出运开始的。

首先，国际贸易业务人员应根据信用证规定的最迟装运期及货源和船源情况安排委托出运。一般情况应提前5天左右或更长，以便留出机动时间应付意外情况发生。

接下来，填具货物出运委托书或是其他类似单据，办理委托代理租船订舱事宜。如果国际贸易公司本身开展托运业务，则需填具海运出口托运单、集装箱托运单等。如果国际贸易公司本身不办理运输业务，则可委托代理订舱，填具货物出运委托书。

货物出运委托书的填写和托运单的有关栏目相同，填写时中英文结合，个别栏目依出口货物不同而异。因此，各公司在印制自己使用的此类单据时，稍有变化，但大体内容基本一致。

日期

委托出运日期。

托运人

填写出口公司中文名称及地址(信用证受益人)。

抬头人

即提单上的抬头人，将来船公司签发的提单上的相应栏目的填写会参照委托书

的写法。

如：信用证方式下：

(1) 来证要求：“Full set of B/L made out to order”，提单收货人一栏则应填“To order”。

(2) 来证要求：“B/L issued to order of Applicant”，此Applicant为信用证的申请开证人

Big A. Co.，则提单收货人一栏填写“To order of Big A. Co.”。

(3) 来证要求：“Full set of B/L made out our order”，开证行名称为 Small B

Bank，则应在收货人处填“To small B Bank's order”。

通知人

填写信用证规定的提单通知人名称及地址，通常为进口商。

合同号

填写相关交易的合同号码。

运输编号

出口商自行编制用于外运的编号，多数出口商直接以发票号作为运输编号。

银行编号

开证行的银行编号，在与开证行的业务联系中必须引用该编号。在SimTrade中可不填。

信用证号

填写相关交易的信用证号码，如非信用证方式则不填。

开证银行

根据信用证填写开证银行，如非信用证方式则不填。

付款方式

按出口合同所列的付款方式填写。如：L/C。

贸易性质

即贸易方式，共分为7种：一般贸易即正常贸易，寄售、代销贸易，对外承包工程，来料加工，免费广告品、免费样品，“索赔”、“换货”、“补贸”和进口货退回。在SimTrade中货物都为“一般贸易”方式。

贸易国别

填写贸易成交国别(地区)，即进口国。如果通过我国驻港机构与他国成交，应填香港。

运输方式

按实际填写如海运、陆运、空运等方式。

消费国别

填写出口货物实际消费的国家(地区)，通常为进口国。如无法确定实际消费国，可填最后运往国。

装运期限

按出口合同或信用证所列填写。

出口口岸

填写货物出境时我国港口或国境口岸的名称，按合同或信用证所列填写。若出口货物在设有海关的发运地办理报关手续，出口口岸仍应填写出境口岸的名称。

有效期限

按信用证所列填写。信用证的有效期限是受益人向银行提交单据的最后日期。受益人应在有效期限日期之前或当天向银行提交信用证单据。

目的港

填写出口货物运往境外的最终目的港，按合同或信用证所列填写。最终目的港不得预知的，可按尽可能预知的目的港填报。

可否转运、可否分批

按出口合同或信用证所列填写。如果允许分批或转运，则填“是”或“YES”或“Y”，反之，则填“否”或“NO”或“N”。

运费预付、到付

如CIF或CFR出口，一般均在运费预付栏填“是”或“YES”或“Y”字样，并在到付栏填“否”或“NO”或“N”，千万不可漏列，否则收货人会因运费问题提不到货，虽可查清情况，但拖延提货时间，也将造成损失。如系FOB出口，则反之，除非收货人委托发货人垫付运费。

标志唛头

照合同规定填写。唛头即运输标志，既要与实际货物一致，还应与提单一致，

并符合信用证的规定。如信用证没有规定，可按买卖双方和厂商订的方案或由受益人自定。无唛头时，应注“N/M”或“No

Mark”。如为裸装货，则注明“NAKED”或散装“In

Bulk”。如来证规定唛头文字过长，用“/”将独立意思的文字彼此隔开，可以向下错行。即使无线相隔，也可酌情错开。

货名规格

填写货物描述。

件数、数量

分别填写货物的外包装数量与销售数量。比如“370 CARTONS”、“7400 PC”。

毛重、净重、价格币制、单价、总价

按货物的实际情况填写。

TOTAL

填写出口货物的总件数、数量、毛重、净重及价格。计算方法请参考在线帮助中“了解产品的基本特点”。

FOB价

填写出口货物离开我国国境的FOB价格，如按CIF、CFR价格成交的，应扣除其中的保险费、运费以及其他佣金、折扣等。以成交币种折算成人民币和美元时，均应按当天中国人民银行公布的汇率折算。

在SimTrade中，各项费用计算方法请参照在线帮助里的“预算表的填写”部分

总体积

按货物的实际情况填写。除信用证另有规定者外，一般以立方米（CBM）列出。计算方法请参考在线帮助中“了解产品的基本特点”。如：125.36

CBM。

受托人注意事项

填写承运人或货运代理人需注意的事项。

保险险别、保额、赔款地点

根据出口合同或信用证填写。

凡按CIF、CIP条件成交的出口货物，由出口商向当地保险公司逐笔办理投保手续。业务量较大的国际贸易公司，为简化手续，节省时间，投保时可以此单代替投保单。

海关编号

填写出口商公司的海关代码。

在SimTrade中，海关代码请在出口商的基本资料里查找，由系统自动编排。

制单员

填写制单员姓名。

受托人名称、电话、传真、委托代理人

受托人的相关信息，出口商不填。

委托人名称、电话、传真、委托代理人

填写委托人的相关信息。

参考资料5.1: 销售合同

销售合同

SALES CONTRACT

卖方SELLER: DESUN TRADING CO., LTD.
HUARONG MANSION RM2901 NO.85 GUANJIAQIAO,
NANJING 210005, CHINA
TEL: 0086-25-4715004 FAX: 0086-25-4711363

编号NO.: NEO2001026
日期DATE: Feb. 28, 2001
地点SIGNED IN: NANJING, CHINA

买方BUYER: NEO GENERAL TRADING CO.
P.O. BOX 99552, RIYADH 22766, KSA
TEL: 00966-1-4659220 FAX: 00966-1-4659213

买卖双方同意以下条款达成交易:

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

| 1. 品名及规格 Commodity & Specification | 2. 数量 Quantity | 3. 单价及价格条款 Unit Price & Trade Terms | 4. 金额 Amount |
|--|--------------------|--|--------------------|
| CFR DAMMAM PORT, SAUDI ARABIA | | | |
| ABOUT 1700 CARTONS CANNED MUSHROOMS PIECES & STEMS 24 TINS X 425 GRAMS NET WEIGHT (D.W. 227 GRAMS) AT USD7.80 PER CARTON. ROSE BRAND. G.W.: 19074.44KGS | 1700CARTONS | USD7.80 | USD13260.00 |
| Total: | 1700CARTONS | | USD13260.00 |

允许溢短装, 由卖方决定
With More or less of shipment allowed at the sellers' option

5. 总值 USD THIRTEEN THOUSAND TWO HUNDRED AND SIXTY ONLY.
Total Value

6. 包装 EXPORTED BROWN CARTON
Packing

7. 唛头 ROSE BRAND
Shipping Marks 178/2001
RIYADH

8. 装运期及运输方式 Not Later Than Apr.30, 2001 BY VESSEL
Time of Shipment & means of Transportation

9. 装运港及目的地 From : SHANGHAI PORT, CHINA
Port of Loading & Destination To : DAMMAM PORT, SAUDI ARABIA

10. 保险
Insurance

TO BE COVERED BY THE BUYER.

11. 付款方式
Terms of Payment

The Buyers shall open through a bank acceptable to the Seller an Irrevocable Letter of Credit payable at sight of reach the seller 30 days before the month of shipment, valid for negotiation in China until the 15th day after the date of shipment.

12. 备注
Remarks

The Buyer
NEO GENERAL TRADING CO.
(signature)

The Seller
DESUN TRADING CO., LTD.
(signature)

参考资料5.2: 信用证

| | | |
|--|---|-----------------------|
| 2001MAR22 09:18:11 | | LOGICAL TERMINAL E102 |
| MT S700 | ISSUE OF A DOCUMENTARY CREDIT | PAGE 00001 |
| | | FUNC MSG700 |
| | | UMR 06881051 |
| MSGACK DWS765I AUTH OK, KEY B198081689580FC5, BKCHCNBJ RJHISARI RECORO | | |
| BASIC HEADER | F 01 BKCHCNBJA940 0588 550628 | |
| APPLICATION HEADER | 0 700 1057 010320 RJHISARIAXXX 7277 977367 020213 1557 N | |
| | *ALRAJHI BANKING AND INVESTMENT | |
| | *CORPORATION | |
| | *RIYADH | |
| | *(HEAD OFFICE) | |
| USER HEADER | SERVICE CODE 103: | (银行盖信用证通知专用章) |
| | BANK. PRIORITY 113: | |
| | MSG USER REF. 108: | |
| | INFO. FROM CI 115: | |
| SEQUENCE OF TOTAL | * 27 1 / 1 | |
| FORM OF DOC. CREDIT | * 40 A IRREVOCABLE | |
| DOC. CREDIT NUMBER | * 20 0011LC123756 | |
| DATE OF ISSUE | 31 C 010320 | |
| DATE/PLACE EXP. | * 31 D DATE 010515 PLACE CHINA | |
| APPLICANT | * 50 NEO GENERAL TRADING CO. | |
| | P. O. BOX 99552, RIYADH 22766, KSA | |
| | TEL: 00966-1-4659220 FAX: 00966-1-4659213 | |
| BENEFICIARY | * 59 DESUN TRADING CO., LTD. | |
| | HUARONG MANSION RM2901 NO.85 GUANJIAQIAO, NANJING 210005, CHINA | |
| | TEL: 0086-25-4715004 FAX: 0086-25-4711363 | |
| AMOUNT | * 32 B CURRENCY USD AMOUNT 13260, | |
| AVAILABLE WITH/BY | * 41 D ANY BANK IN CHINA, | |
| | BY NEGOTIATION | |
| DRAFTS AT ... | 42 C SIGHT | |
| DRAWEE | 42 A RJHISARI | |

2001MAR22 09:18:11

LOGICAL TERMINAL E102

MT S700

ISSUE OF A DOCUMENTARY CREDIT

PAGE 00001

FUNC MSG700

UMR 06881051

MSGACK DWS765I AUTH OK, KEY B198081689580FC5, BKCHCNBJ RJHISARI RECORO

***ALRAJHI BANKING AND INVESTMENT**

*CORPORATION
*RIYADH
*(HEAD OFFICE)

| | | |
|-------------------|------|---|
| PARTIAL SHIPMENTS | 43 P | NOT ALLOWED |
| TRANSSHIPMENT | 43 T | NOT ALLOWED |
| LOADING ON BRD | 44 A | |
| | | CHINA MAIN FORT, CHINA |
| | 44 B | |
| | | DAMMAM PORT, SAUDI ARABIA |
| LATEST SHIPMENT | 44 C | 010430 |
| GOODS DESCRIPT. | 45 A | |
| | | ABOUT 1700 CARTONS CANNED MUSHRROOM PIECES & STEMS 24 TINS X 425 GRAMS NET WEIGHT (D.W. 227 GRAMS) AT USD7.80 PER CARTON. ROSE BRAND. |
| DOCS REQUIRED | 46 A | |
| | | DOCUMENTS REQUIRED: |
| | | + SIGNED COMMERCIAL INVOICE IN TRIPLICATE ORIGINAL AND MUST SHOW BREAK DOWN OF THE AMOUNT AS FOLLOWS: FOB VALUE, FREIGHT CHARGES AND TOTAL AMOUNT C AND F. |
| | | + FULL SET CLEAN ON BOARD BILL OF LADING MADE OUT TO THE ORDER OF AL RAJHI BANKING AND INVESTMENT CORP, MARKED FREIGHT PREPAID AND NOTIFY APPLICANT, INDICATING THE FULL NAME, ADDRESS AND TEL NO. OF THE CARRYING VESSEL'S AGENT AT THE PORT OF DISCHARGE. |
| | | + PACKING LIST IN ONE ORIGINAL PLUS 5 COPIES, ALL OF WHICH MUST BE MANUALLY SIGNED. |
| | | + INSPECTION (HEALTH) CERTIFICATE FROM C. I. Q. (ENTRY-EXIT INSPECTION AND QUARANTINE OF THE PEOPLES REP. OF CHINA) STATING GOODS ARE FIT FOR HUMAN BEING. |
| | | + CERTIFICATE OF ORIGIN |
| | | DULY CERTIFIED BY C. C. P. I. T. |
| | | STATING THE NAME OF THE MANUFACTURERS OF PRODUCERS AND THAT GOODS EXPORTED ARE WHOLLY OF CHINESE ORIGIN. |
| | | + THE PRODUCTION DATE OF THE GOODS NOT TO BE EARLIER THAN HALF MONTH AT TIME OF SHIPMENT. BENEFICIARY MUST CERTIFY THE SAME. |
| | | +SHIPMENT TO BE EFFECTED BY CONTAINER AND BY REGULARE LINE. |
| | | SHIPMENT COMPANY'S CERTIFICATE TO THIS EFFECT SHOULD ACCOMPANY |

2001MAR22 09:18:11

LOGICAL TERMINAL E102

MT S700

ISSUE OF A DOCUMENTARY CREDIT

PAGE 00001

FUNC MSG700

UMR 06881051

MSGACK DWS765I AUTH OK, KEY B198081689580FC5, BKCHCNBJ RJHISARI RECORO
THE DOCUMENTS.

DD. CONDITIONS 47 A

ADDITIONAL CONDITION:

A DISCREPANCY FEE OF USD50.00 WILL BE IMPOSED ON EACH SET OF
DOCUMENTS PRESENTED FOR NEGOTIATION UNDER THIS L/C WITH
DISCREPANCY. THE FEE WILL BE DEDUCTED FROM THE BILL AMOUNT.

CHARGES 71 B

ALL CHARGES AND COMMISSIONS OUTSIDE

KSA ON BENEFICIARIES' ACCOUNT INCLUDING REIMBURSING,
BANK COMMISSION, DISCREPANCY FEE (IF ANY) AND COURIER CHARGES.

CONFIRMAT INSTR * 49 WITHOUT

REIMBURS. BANK 53 D / /

AL RAJHI BANKING AND INVESTMENT CORP

RIYADH (HEAD OFFICE)

INS PAYING BANK 78

DOCUMENTS TO BE DESPATCHED IN ONE LOT BY COURIER.

ALL CORRESPONDENCE TO BE SENT TO ALRAJHI BANKING
AND INVESTMENT

COPORATION RIYADH (HEAD OFFICE)

SEND REC INFO 72 REIMBURSEMENT IS SUBJECT TO

ICC URR 525

TRAILER

ORDER IS <MAC:> <PAC:> <ENC:> <CHK:> <TNG:> <PDE:>

MAC:E55927A4

CHK:7B505952829A

HOB:

实训六：出口货物报关单C/D

6.1 实训目的

根据已知材料内容，填写出口货物报关单。通过实训，要求能够了解我国

出口货物报关的基本程序，初步掌握海关出口货物报关单的填制要求。

6.2 制单练习（模版：国际贸易单证操作系统“0602_出口货物报关单.doc”）

制单相关说明：

经营单位编码：3201003830

商品海关编号：2003.1011

批准文号：2999456

预录入号：2250866

2004年12月4日出口，2004年11月30日发货单位向上海海关申报

参考资料6.1：海运提单

1. Shipper Insert Name, Address and Phone
SHANGHAI FOREIGN TRADE CORP.
SHANGHAI, CHINA

B/L No.
SCOISG7564

2. Consignee Insert Name, Address and Phone
TO ORDER OF BANGKOK BANK PUBLIC COMPANY LIMITED,
BANGKOK



中远集装箱运输有限公司
COSCO CONTAINER LINES

TLX: 33057 COSCO CN
FAX: +86(021) 6545 8984

ORIGINAL

Port-to-Port or Combined Transport

3. Notify Party Insert Name, Address and Phone
(It is agreed that no responsibility shall attach to the Carrier or his agents for failure to notify)
MOUN CO., LTD
NO. 443, 249 ROAD,
BANGKOK, THAILAND

BILL OF LADING

RECEIVED in external apparent good order and condition except as otherwise noted. The total number of packages or unites stuffed in the container, The description of the goods and the weights shown in this Bill of Lading are Furnished by the Merchants, and which the carrier has no reasonable means Of checking and is not a part of this Bill of Lading contract. The carrier has Issued the number of Bills of Lading stated below, all of this tenor and date, One of the original Bills of Lading must be surrendered and endorsed or signed against the delivery of the shipment and whereupon any other original Bills of Lading shall be void. The Merchants agree to be bound by the terms And conditions of this Bill of Lading as if each had personally signed this Bill of Lading.
SEE clause 4 on the back of this Bill of Lading (Terms continued on the back Hereof, please read carefully).

*Applicable Only When Document Used as a Combined Transport Bill of Lading.

| | |
|---|--|
| 4. Combined Transport * Pre - carriage by | 5. Combined Transport* Place of Receipt |
| 6. Ocean Vessel Voy. No. JENNY/03 | 7. Port of Loading SHANGHAI PORT, CHINA |
| 8. Port of Discharge (CFR) BANGKOK, THAILAND | 9. Combined Transport * Place of Delivery |

| Marks & Nos. Container / Seal No. | No. of Containers or Packages | Description of Goods (If Dangerous Goods, See Clause 20) | Gross Weight Kgs | Measurement |
|--------------------------------------|-------------------------------------|--|------------------|-------------|
|--------------------------------------|-------------------------------------|--|------------------|-------------|

| | | | | |
|--|----------|---|----------|----------|
| N/M | 40 DRUMS | 2,000KGS ISONIAZID BP98 L/C NUMBER: BKKB1103043 UXXU4240250/0169255 40 2200 2.610 CFS/CFS 40' FREIGHT PREPAID 29 NOV. 2004 | 2,200KGS | 2.610CBM |
| Description of Contents for Shipper's Use Only (Not part of This B/L Contract) | | | | |

10. Total Number of containers and/or packages (in words)
Subject to Clause 7 Limitation SAY: FORTY DRUMS ONLY

| | | | | | |
|-----------------------|-------------------------------|---------------------------------|---|---------|---------|
| 11. Freight & Charges | Revenue Tons | Rate | Per | Prepaid | Collect |
| Declared Value Charge | | | | YES | NO |
| Ex. Rate: | Prepaid at SHANGHAI, CHINA | Payable at | Place and date of issue SHANGHAI, CHINA | | |
| | Total Prepaid USD160.00 | No. of Original B(s)/L THREE | Signed for the Carrier, COSCO CONTAINER LINES | | |

LADEN ON BOARD THE VESSEL
DATE 29 NOV. 2004 BY

参考资料6.2: 商业发票

SHANGHAI FOREIGN TRADE CORP.
SHANGHAI, CHINA
COMMERCIAL INVOICE

To: MOUNCO., LTD.
NO.443, 249ROAD,
BANGKOK, THAILAND

Invoice No.: SHE021845
Invoice Date: NOV.29, 2004
S/C No.: MOU0210S03
S/C Date: OCT.21,2004

From: SHANGHAI PORT, CHINA

To: BANGKOK, THAILAND

Letter of Credit No.: BKKB1103043

Issued By: NOV.13, 2004

| Marks and Numbers | Number and kind of package | Quantity | Unit Price | Amount |
|------------------------------|----------------------------|----------|------------|--------|
| | Description of goods | | | |
| CFR BANGKOK, THAILAND | | | | |

| | | | | |
|-----------------------|--|----------|--|---|
| N/M | 2,000KGS ISONIAZID BP98 PACKED IN 50KGS/DRUM N.W.:2,000.00KGS G.W.:2,200.00KGS 40DRUMS L/C NO. BKKB1103043 | 2,000KGS | USD8.92/KG FOB SHANGHAI FREIGHT CHARGES SEPARATELY: USD0.08/KG USD9/KG CFR BANGKOK | USD17,840.00 USD160.00 TOTAL VALUE : USD18,000.00 |
| TOTAL: 2000KGS | | | | USD18,000.00 |

SAY TOTAL: U.S.DOLLAR EIGHTEEN THOUSAND ONLY.

SHANGHAI FOREIGN TRADE CORP.

实训七：装箱单PLIST

7.1 实训目的

根据信用证及有关资料内容，制作装箱单。通过实训，要求了解包装单据的种类和作用，掌握装箱单的制作要求，学会独立制作装箱单。

7.2 制单练习（模版：国际贸易单证操作系统“0902_装箱单07.doc”）

制单说明：

1. 2003年8月12日，南京蓝星贸易公司填制装箱单。
2. 商业发票编号为2003SDT009，日期为2003年8月12日。
3. Package: 240 CARTONS; G. W: 19KGS; N. W: 17KGS; Meas.: 21.583 CBM

参考资料7.1：信用证

ISSUE OF DOCUMENTARY CREDIT

| | |
|---------------------|--|
| ISSUING BANK | METITABANKLED., JAPAN |
| DOC. CREDIT NUMBER | LTR0505457 |
| DATE OF ISSUE | 030727 |
| EXPIRY | DATE 030908 PLACE NANJING, CHINA |
| APPLICANT | EAST AGENT COMPANY 3-72,OHTAMACHI,NAKA-KU,YOKOHAMA,JAPAN231 |
| BENEFICIARY | NANJING LANXING CO.,LTD ROOM 2501,JIAFA MANSTION, BEIJING WEST ROAD , NANJING |
| AMOUNT | CURRENCY USD AMOUNT 14580.00 |
| POS. /NEG. TOL. (%) | 5/5 |
| AVAILABLE WITH/BY | ANY BANK IN ADVISING COUNTRY |

| | |
|------------------------------|---|
| | BU NEGOTIATION |
| DRAFT AT... | DRAFTS AT SIGHT FOR FULL INVOICE VALUE |
| PARTIAL SHIPMENTS | ALLOWED |
| TRANSSHIPMENT | ALLOWED |
| LOADING IN CHARGE | NANJING |
| FOR TRANSPORT TO | AKITA |
| SHIPMENT PERIOD | AT THE LATEST AUG 30,2003 |
| DESCRIPT. OF GOODS | 1800 DOZS OF H6-59940BS GOLF CAPS, USD 8.10 PER DOZ AS PER SALES CONTRACT 03TG28711 DATED 22,7,2003 CIF AKITA SHIPPING MARKS: V.H / LAS PLAMS / C/NO.1-240 |
| DOCUMENTS REQUIRED | *COMMERCIAL INVOICE 1 SIGNED ORIGINAL AND 5 COPIES *PACKING LIST IN 2 COPIES *FULL SET OF CLEAN ON BOARD, MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT (AS INDICATE ABOVE) *GSP CERTIFICATE OF ORIGIN FORM A, CERTIFYING GOODS OF ORIGIN IN CHINA, ISSUED BY COMPETENT AUTHORITIES *INSURANCE POLICY/CERTIFICATE COVERING F.P.A. OF PICC. INCLUDING WARHOUSE TO WAREHOUSE CLAUSE UP TO FINAL DESTINATION AT AKITA, FOR AT LEAST 110 PCT OF CIF-VALUE. *SHIPPING ADVICES MUST BE SENT TO APPLICANT WITH 2 DAYS AFTER SHIPMENT ADVISING NUMEBRE OF PACKAGES, GROSS & NET WEIGHT, VESSEL NAME, BILL OF LADING NO. AND DATE, CONTRACT NO., VALUE. |
| PRESENTATION PERIOD | 21 DAYS AFTER ISSUANCE DATE OF SHIPPING DOCUMENT |
| CONFIRMATION INSTRUCTIONS | WITHOUT THE NEGOTIATION BANK MUST FORWARD THE DRAFTS AND ALL DOCUMENTS BY REGISTERED AIRMAIL. DIRECT TO US IN TWO CONSECUTIVE LOTS, UPON RECEIPT OF THE DRAFTS AND DOCUMENTS IN ORDER, WE WILL REMIT THE PROCEEDS AS INSTRUCTED BY THE NEGOTIATING BANK. |

实训八：加拿大海关发票C/I的填制

8.1 实训目的

根据信用证、商业发票等相关资料内容填写加拿大海关发票，掌握加拿大海关发票的内容和制作要求，并学会独立制作加拿大海关发票。

8.2 制单练习（模版：国际贸易单证操作系统“0908_加拿大海关发票.doc”

)

制单说明:

1. 2001年3月20日, 南京唐朝纺织服装有限公司的货物顺利装船出运。根据信用证要求, 3月22日, 唐朝公司将加拿大海关发票及其它随附单据用DHL寄给开证人供其作清关用。

2. 各国的海关发票格式不同, 不能混用。

3. 海关发票的内容必须与商业发票的有关内容完全一致。

4. 加拿大海关发票中的每一栏都必须填满, 若某栏没有所要填的内容, 则必须填上N/A(Not Applicable)字样, 不得空白。

参考资料8.1: 信用证

```
2001JAN31 15:23:46                                LOGICAL TERMINAL E102
MT S700                                ISSUE OF A DOCUMENTARY CREDIT                                PAGE 00001
                                                FUNC MSG700
                                                UMR 06607642
MSGACK DWS765I AUTH OK, KEY B110106173BAOC53B, BKCHCNBJ BNPA**** RECORO
BASIC HEADER                                F 01 BKCHCNBJA940 0542 725524
APPLICATION HEADER                          0 700 1122 010129 BNPACAMMAXX 4968 839712 010130 0028 N
                                                *BNP PARIBAS (CANADA)
                                                *MONTREAL
USER HEADER                                SERVICE CODE 103:
                                                BANK. PRIORITY 113:
                                                MSG USER REF. 108: (银行盖信用证通知专用章)
                                                INFO. FROM CI 115:
SEQUENCE OF TOTAL * 27 : 1 / 1
FORM OF DOC. CREDIT * 40 A: IRREVOCABLE
DOC. CREDIT NUMBER * 20 : 63211020049
DATE OF ISSUE 31 C: 010129
EXPIRY * 31 D: DATE 010410 PLACE IN BENEFICIARY'S COUNTRY
APPLICANT * 50 : FASHION FORCE CO., LTD
                                                P. O. BOX 8935 NEW TERMINAL, ALTA, VISTA OTTAWA, CANADA
BENEFICIARY * 59 : NANJING TANG TEXTILE GARMENT CO., LTD.
                                                HUARONG MANSION RM2901 NO.85 GUANJIAQIAO, NANJING 210005, CHINA
AMOUNT * 32 B: CURRENCY USD AMOUNT 32640,
AVAILABLE WITH/BY * 41 D: ANY BANK
                                                BY NEGOTIATION
DRAFTS AT ... 42 C: SIGHT
DRAWEE 42 A: BNPACAMMAXX
                                                *BNP PARIBAS (CANADA)
```

*MONTREAL

PARTIAL SHIPMENTS 43 P: NOT ALLOWED
TRANSSHIPMENT 43 T: ALLOWED
LOADING ON CHARGE 44 A:

CHINA

FOR TRANSPORT TO... 44 B:

MONTREAL

LATEST DATE OF SHIP. 44 C: 010325

DESCRIPTION OF GOODS 45 A:

SALES CONDITIONS: CIF MONTREAL/CANADA

SALES CONTRACT NO. FO1LCB05127

LADIES COTTON BLAZER (100% COTTON, 40SX20/140X60)

| STYLE NO. | PO NO. | QTY/PCS | USD/PC |
|-----------|--------|---------|--------|
| 46-301A | 10337 | 2550 | 12.80 |

DOCUMENTS REQUIRED 46 A:

- + COMMERCIAL INVOICES IN 3 COPIES SIGNED BY BENEFICIARY'S REPRESENTATIVE.
- + CANADA CUSTOMS INVOICES IN 4 COPIES.
- + FULL SET OF ORIGINAL MARINE BILLS OF LADING CLEAN ON BOARD PLUS 2 NON NEGOTIABLE COPIES MADE OUT OR ENDORSED TO ORDER OF BNP PARIBAS (CANADA) MARKED FREIGHT PREPAID AND NOTIFY APPLICANT'S FULL NAME AND ADDRESS.
- + DETAILED PACKING LISTS IN 3 COPIES.
- + COPY OF CERTIFICATE OF ORIGIN FORM A.
- + COPY OF EXPORT LICENCE.
- + BENEFICIARY'S LETTER STATING THAT ORIGINAL CERTIFICATE OF ORIGIN FORM A, ORIGINAL EXPORT LICENCE, COPY OF COMMERCIAL INVOICE, DETAILED PACKING LISTS AND A COPY OF BILL OF LADING WERE SENT DIRECT TO APPLICANT BY COURIER WITHIN 5 DAYS AFTER SHIPMENT. THE RELEVANT COURIER RECEIPT IS ALSO REQUIRED FOR PRESENTATION.
- + COPY OF APPLICANT'S FAX APPROVING PRODUCTION SAMPLES BEFORE SHIPMENT.
- + LETTER FROM SHIPPER ON THEIR LETTERHEAD INDICATING THEIR NAME OF COMPANY AND ADDRESS, BILL OF LADING NUMBER, CONTAINER NUMBER AND THAT THIS SHIPMENT, INCLUDING ITS CONTAINER, DOES NOT CONTAIN ANY NON-MANUFACTURED WOODEN MATERIAL, DUNNAGE, BRACING MATERIAL, PALLETS, CRATING OR OTHER NON-MANUFACTURED WOODEN PACKING MATERIAL.
- + INSPECTION CERTIFICATE ORIGINAL SIGNED AND ISSUED BY FASHION FORCE CO., LTD STATING THE SAMPLES OF FOUR STYLE GARMENTS HAS BEEN APPROVED, WHICH SEND THROUGH DHL BEFORE 15 DAYS OF SHIPMENT.
- + INSURANCE POLICY OR CERTIFICATE IN 1 ORIGINAL AND 1 COPY ISSUED OR ENDORSED TO THE ORDER OF BNP PARIBAS (CANADA) FOR THE CIF INVOICE PLUS 10 PERCENT COVERING ALL RISKS, INSTITUTE STRIKES, INSTITUTE WAR CLAUSES AND CIVIL COMMOTIONS CLAUSES.

ADDITIONAL COND. 47 A:

- + IF DOCUMENTS PRESENTED ARE FOUND BY US NOT TO BE UN FULL

COMPLIANCE WITH CREDIT TERMS. WE WILL ASSESS A CHARGE OF USD 55.00 PER SET OF DOCUMENTS.

- + ALL CHARGES IF ANY RELATED TO SETTLEMENTS ARE FOR ACCOUNT OF BENEFICIARY.
- + 3 PCT MORE OR LESS IN AMOUNT AND QUANTITY IS ALLOWED.
- + ALL CERTIFICATES/LETTERS/STATEMENTS MUST BE SIGNED AND DATED
- + FOR INFORMATION ONLY, PLEASE NOTE AS OF JANUARY 4, 1999 THAT ALL SHIPMENTS FROM CHINA THAT ARE PACKED WITH UNTREATED WOOD WILL BE BANNED FROM CANADA DUE TO THE THREAT POSED BY THE ASIAN LONGHORNED BEETLE.
- + THE CANADIAN GOVERNMENT NOW INSIST THAT EVERY SHIPMENT ENTERING CANADA MUST HAVE THE ABOVE DOCUMENTATION WITH THE SHIPMENT.
- + BILL OF LADING AND COMMERCIAL INVOICE MUST CERTIFY THE FOLLOWING: THIS SHIPMENT, INCLUDING ITS CONTAINER DOES NOT CONTAIN ANY NON-MANUFACTURED WOODEN MATERIAL, DUNNAGE, BRACING MATERIAL PALLETS, CRATING OR OTHER NON MANUFACTURED WOODEN PACKING MATERIAL.
- + BENEFICIARY'S BANK ACCOUNT NO. 07773108201140121

CHARGES

71 B: OUTSIDE COUNTRY BANK CHARGES
TO BE BORNE BY THE BENEFICIARY
OPENING BANK CHARGES
TO BE BORNE BY THE APPLICANT

CONFIRMATION
INSTRUCTIONS

* 49 : WITHOUT
78 :

- + WE SHALL COVER THE NEGOTIATING BANK AS PER THEIR INSTRUCTIONS
- + FORWARD DOCUMENTS IN ONE LOT BY SPECIAL COURIER PREPAID TO BNP PARIBAS (CANADA) 1981 MCGILL COLLECE AVE. MONTREAL QC H3A 2W8 CANADA.

SEND. TO REC. INFO.

72 : THIS CREDIT IS SUBJECT TO UCP FOR DOCUMENTARY CREDIT 1993 REVISION ICC PUBLICATION 500 AND IS THE OPERATIVE INSTRUMENT

TRAILER

ORDER IS <MAC:> <PAC:> <ENC:> <CHK:> <TNG:> <PDE:>
MAC:F344CA36
CHK:AA6204FFDFC2

参考资料8.2: 商业发票

| | |
|---|---------------------------|
| ISSUER NANJING TANG TEXTILE GARMENT CO., LTD. HUARONG MANSION RM2901 NO.85 GUANJIAQIAO, NANJING 210005, CHINA | 商业发票 |
| TO FASHION FORCE CO., LTD P.O.BOX 8935 NEW TERMINAL, ALTA. | COMMERCIAL INVOICE |

| | | | | |
|--|--|---|-------------------------------|--------------------|
| | | NO. NT01FF004 | DATE Mar.9, 2001 | |
| TRANSPORT DETAILS SHIPMENT FROM SHANGHAI TO MONTREAL BY VESSEL | | S/C NO. F01LCB05127 | L/C NO. 63211020049 | |
| | | TERMS OF PAYMENT L/C AT SIGHT | | |
| Marks and Numbers | Number and kind of package | Quantity | Unit Price | Amount |
| | Description of goods | | USD | |
| FASHION FORCE F01LCB05127 CTN NO. MONTREAL MADE IN CHINA | CIF MONTREAL, CANADA | | | |
| | LADIES COTTON BLAZER (100% COTTON, 40SX20/140X60) | 2550PCS | USD12.80 | USD32640.00 |
| Total: | | | | |
| | | 2550PCS | | USD32640.00 |
| SAY TOTAL: USD THIRTY TWO THOUSAND SIX HUNDRED AND FORTY ONLY | | | | |
| SALES CONDITIONS: CIF MONTREAL/CANADA SALES CONTRACT NO. F01LCB05127 LADIES COTTON BLAZER (100% COTTON, 40SX20/140X60) | | | | |
| STYLE NO. | PO NO. | QTY/PCS | USD/PC | |
| 46-301A | 10337 | 2550 | 12.80 | |
| (出口商签字和盖单据章) | | | | |

参考资料8.3: 装箱单

南京唐朝纺织服装有限公司
NANJING TANG TEXTILE GARMENT CO., LTD.

DEAILED PACKING LIST

TO: FASHION FORCE CO., LTD
P.O.BOX 8935 NEW TERMINAL, ALTA,
VISTA OTTAWA, CANADA

INVOICE NO.: NT01FF004

INVOICE DATE: 2001-03-09

S/C NO.: F01LCB05127

S/C DATE: 2000-12-26

FROM: SHANGHAI

TO: MONTREAL

Letter of Credit No.: 63211020049

Date of Shipment: 2001-03-20

| CTN NO | CTNS | DESIGNS/ COLORS | STYLE NO | SIZE ASSORTMENT PER CARTON | | | | | | PCS /CNT | TOTAL PCS /CNTS | G.W. /CTN | N.W. /CTN | MEAS. /CTN | CBM /CTN |
|--------------|------|--------------------|-------------|-------------------------------|----|-------|---------|----|----|-------------|-----------------------|--------------|--------------|---------------|--------------|
| | | | | 10 | 12 | 14 | 16 | 18 | 20 | | | | | | |
| | | | | 1/18 | 18 | BLACK | 46-301A | 14 | | | | | | | |
| 19/56 | 38 | BLACK | | | 14 | | | | | 14 | 532 | | | | |
| 57/106 | 50 | BLACK | | | | 13 | | | | 13 | 650 | | | 98x76x12 | 0.089 |
| 107/149 | 43 | BLACK | | | | | 12 | | | 12 | 516 | | | | |
| 150/175 | 25 | BLACK | | | | | | 12 | | 12 | 300 | | | 99x80x11 | 0.087 |
| 176/194 | 19 | BLACK | | | | | | | 12 | 12 | 228 | | | | |
| 196 | 1 | WHITE | | 11 | | | | | | 11 | 11 | | | | 0.084 |
| 197 | 1 | WHITE | | | 9 | 3 | | | | 12 | 12 | | | | |
| 198 | 1 | WHITE | | | | 13 | | | | 13 | 13 | | | | 0.089 |
| 199 | 1 | WHITE | | | | 3 | 9 | | | 12 | 12 | | | | |
| 200 | 3 | WHITE | | | | | | 4 | | 4 | 12 | | | | 0.087 |
| 201 | 1 | WHITE | | | | | | 2 | 10 | 12 | 12 | | | | |
| 1/201ex | | | | | | | | | | | | | | | |
| TOTAL | | 201 | | | | | | | | | 2550 | 3015 | 2010 | | 17.51 |

SHIPPING MARKS:

FASHION FORCE

F01LCB05127

CTN NO.

MONTREAL

MADE IN CHINA

SALES CONDITIONS: CIF MONTREAL/CANADA

SALES CONTRACT NO. F01LCB05127

LADIES COTTON BLAZER (100% COTTON, 40SX20/140X60)

| | | | |
|-----------|--------|---------|--------|
| STYLE NO. | PO NO. | QTY/PCS | USD/PC |
| 46-301A | 10337 | 2550 | 12.80 |

参考资料8.4: 海运提单

1. Shipper Insert Name, Address and Phone

NANJING TANG TEXTILE GARMENT CO., LTD.
HUARONG MANSION RM2901 NO. 85 GUANJIAQIAO,
NANJING 210005, CHINA

B/L No.

COS6314203208



中远集装箱运输有限公司
COSCO CONTAINER LINES

TLX: 33057 COSCO CN
FAX: +86(021) 6545 8984

2. Consignee Insert Name, Address and Phone

TO THE ORDER OF BNP PARIBAS (CANADA)

ORIGINAL

Port-to-Port or Combined Transport

BILL OF LADING

3. Notify Party Insert Name, Address and Phone
 (It is agreed that no responsibility shall attach to the Carrier or his agents for failure to notify)
 FASHION FORCE CO., LTD
 P.O.BOX 8935 NEW TERMINAL, ALTA,
 VISTA OTTAWA, CANADA

| | |
|--|--|
| 4. Combined Transport * Pre – carriage by | 5. Combined Transport* Place of Receipt |
| 6. Ocean Vessel Voy. No. HUA CHANG V. 09981 | 7. Port of Loading SHANGHAI |
| 8. Port of Discharge MONTREAL | 9. Combined Transport * Place of Delivery MONTREAL |

RECEIVED in external apparent good order and condition except as other-
 Wise noted. The total number of packages or unites stuffed in the
 container,
 The description of the goods and the weights shown in this Bill of Lading
 are
 Furnished by the Merchants, and which the carrier has no reasonable
 means
 Of checking and is not a part of this Bill of Lading contract. The carrier has
 Issued the number of Bills of Lading stated below, all of this tenor and date,
 One of the original Bills of Lading must be surrendered and endorsed or sig-
 Ned against the delivery of the shipment and whereupon any other original
 Bills of Lading shall be void. The Merchants agree to be bound by the
 terms
 And conditions of this Bill of Lading as if each had personally signed this
 Bill
 of Lading.
 SEE clause 4 on the back of this Bill of Lading (Terms continued on the
 back
 Hereof, please read carefully).
 *Applicable Only When Document Used as a Combined Transport Bill of
 Lading.

| Marks & Nos. Container / Seal No. | No. of Containers or Packages | Description of Goods (If Dangerous Goods, See Clause 20) | Gross Weight Kgs | Measurement |
|---|-------------------------------------|--|------------------|-------------|
| FASHION FORCE 201 F01LCB05127 CTN NO. MONTREAL MADE IN CHINA MSKU2612114 / 1681316 20' | CARTONS | SHIPPER'S LOAD&COUNT&SEAL SAID TO CONTAINER ONLY SALES CONDITIONS: CIF MONTREAL/CANADA SALES CONTRACT NO. F01LCB05127 LADIES COTTON BLAZER (100% COTTON, 40SX20/140X60) STYLE NO. PO NO. QTY/PCS USD/PC 46-301A 10337 2550 12.80 1X20' GP FCLS CY-CY CLEAN ON BOARD FREIGHT PREPAID | 3015.000KGS | 17.510 M3 |

Description of Contents for Shipper's Use Only (Not part of This B/L Contract)

10. Total Number of containers and/or packages (in words)
 Subject to Clause 7 Limitation SAY TWO HUNDRED AND ONE CARTONS ONLY

| 11. Freight & Charges | Revenue Tons | Rate | Per | Prepaid | Collect |
|-----------------------|---------------|---------------------------------|--|---------|---------|
| Declared Value Charge | | | | | |
| Ex. Rate: | Prepaid at | Payable at | Place and date of issue SHANGHAI PORT MAR. 20, 2001 | | |
| | Total Prepaid | No. of Original B(s)/L THREE | Signed for the Carrier, COSCO CONTAINER LINES | | |

LADEN ON BOARD THE VESSEL
 DATE MAR. 20, 2001 BY

实训九：投保单、保险单I/P

9.1 实训目的

根据信用证资料内容，填制货物运输投保单和保险单。通过实训，要求了解国际货物运输保险的投保方式和投保程序，掌握投保单和保险单的内容和缮

制要求，掌握保险单的作用和种类，学会缮制货物运输投保单和保险单。

9.2 制单练习

（模版1：国际贸易单证操作系统“0701_出口货物运输保险投保单.doc”

模版2：国际贸易单证操作系统“0702_保险单.doc”）

9.2.1 投保单

说明：2001年3月9日，上海凯通国际货运代理有限公司通知南京唐朝纺织服装有限公司其所订舱位已经确认，该批货物将于3月20日装上由上海港开往加拿大蒙特利尔港的“HUA CHANG”轮第09981船次。在得到了船公司关于确认订舱的配舱回单后，南京唐朝纺织服装有限公司即于3月16日按照信用证的有关规定填写“投保单”，并随附商业发票向中国人民保险公司南京分公司办理保险手续。

参考资料9.1：商业发票

| | | | | |
|---|--|---|-------------------------------|---------------|
| ISSUER NANJING TANG TEXTILE GARMENT CO., LTD. HUARONG MANSION RM2901 NO.85 GUANJIAQIAO, NANJING 210005, CHINA | | 商业发票 | | |
| TO FASHION FORCE CO., LTD P.O.BOX 8935 NEW TERMINAL, ALTA, VISTA OTTAWA, CANADA | | COMMERCIAL INVOICE | | |
| TRANSPORT DETAILS SHIPMENT FROM SHANGHAI TO MONTREAL BY VESSEL | | NO. NT01FF004 | DATE Mar.9, 2001 | |
| | | S/C NO. F01LCB05127 | L/C NO. 63211020049 | |
| | | TERMS OF PAYMENT L/C AT SIGHT | | |
| Marks and Numbers | Number and kind of package Description of goods | Quantity | Unit Price | Amount |
| | | USD | | |
| FASHION FORCE F01LCB05127 CTN NO. MONTREAL MADE IN CHINA | | CIF MONTREAL, CANADA | | |
| LADIES COTTON BLAZER (100% COTTON, 40SX20/140X60) | | 2550PCS | USD12.80 | USD32640.00 |
| Total: | | | | |
| | | 2550PCS | USD32640.00 | |
| SAY TOTAL: USD THIRTY TWO THOUSAND SIX HUNDRED AND FORTY ONLY | | | | |
| SALES CONDITIONS: CIF MONTREAL/CANADA | | | | |

SALES CONTRACT NO. F01LCB05127
 LADIES COTTON BLAZER (100% COTTON, 40SX20/140X60)
 STYLE NO. PO NO. QTY/PCS USD/PC
 46-301A 10337 2550 12.80

(出口商签字和盖单据章)

参考资料9.2: 信用证

2001JAN31 15:23:46 LOGICAL TERMINAL E102
 MT S700 ISSUE OF A DOCUMENTARY CREDIT PAGE 00001
 FUNC MSG700
 UMR 06607642
 MSGACK DWS765I AUTH OK, KEY B110106173BA0C53B, BKCHCNBJ BNPA**** RECORO
 BASIC HEADER F 01 BKCHCNBJA940 0542 725524
 APPLICATION HEADER 0 700 1122 010129 BNPACAMMAXX 4968 839712 010130 0028 N
 *BNP PARIBAS (CANADA)
 *MONTREAL
 USER HEADER SERVICE CODE 103:
 BANK. PRIORITY 113:
 MSG USER REF. 108: (银行盖信用证通知专用章)
 INFO. FROM CI 115:
 SEQUENCE OF TOTAL * 27 : 1 / 1
 FORM OF DOC. CREDIT * 40 A: IRREVOCABLE
 DOC. CREDIT NUMBER * 20 : 63211020049
 DATE OF ISSUE 31 C: 010129
 EXPIRY * 31 D: DATE 010410 PLACE IN BENEFICIARY'S COUNTRY
 APPLICANT * 50 : FASHION FORCE CO., LTD
 P. O. BOX 8935 NEW TERMINAL, ALTA, VISTA OTTAWA, CANADA
 BENEFICIARY * 59 : NANJING TANG TEXTILE GARMENT CO., LTD.
 HUARONG MANSION RM2901 NO. 85 GUANJIAQIAO, NANJING 210005, CHINA
 AMOUNT * 32 B: CURRENCY USD AMOUNT 32640,
 AVAILABLE WITH/BY * 41 D: ANY BANK
 BY NEGOTIATION
 DRAFTS AT ... 42 C: SIGHT
 DRAWEE 42 A: BNPACAMMAXX
 *BNP PARIBAS (CANADA)
 *MONTREAL
 PARTIAL SHIPMENTS 43 P: NOT ALLOWED

TRANSSHIPMENT 43 T: ALLOWED

LOADING ON CHARGE 44 A:

CHINA

FOR TRANSPORT TO... 44 B:

MONTREAL

LATEST DATE OF SHIP. 44 C: 010325

DESCRIPT OF GOODS 45 A:

SALES CONDITIONS: CIF MONTREAL/CANADA

SALES CONTRACT NO. F01LCB05127

LADIES COTTON BLAZER (100% COTTON, 40SX20/140X60)

| STYLE NO. | PO NO. | QTY/PCS | USD/PC |
|-----------|--------|---------|--------|
| 46-301A | 10337 | 2550 | 12.80 |

DOCUMENTS REQUIRED 46 A:

- + COMMERCIAL INVOICES IN 3 COPIES SIGNED BY BENEFICIARY'S REPRESENTATIVE.
- + CANADA CUSTOMS INVOICES IN 4 COPIES.
- + FULL SET OF ORIGINAL MARINE BILLS OF LADING CLEAN ON BOARD PLUS 2 NON NEGOTIABLE COPIES MADE OUT OR ENDORSED TO ORDER OF BNP PARIBAS (CANADA) MARKED FREIGHT PREPAID AND NOTIFY APPLICANT'S FULL NAME AND ADDRESS.
- + DETAILED PACKING LISTS IN 3 COPIES.
- + COPY OF CERTIFICATE OF ORIGIN FORM A.
- + COPY OF EXPORT LICENCE.
- + BENEFICIARY'S LETTER STATING THAT ORIGINAL CERTIFICATE OF ORIGIN FORM A, ORIGINAL EXPORT LICENCE, COPY OF COMMERCIAL INVOICE, DETAILED PACKING LISTS AND A COPY OF BILL OF LADING WERE SENT DIRECT TO APPLICANT BY COURIER WITHIN 5 DAYS AFTER SHIPMENT. THE RELEVANT COURIER RECEIPT IS ALSO REQUIRED FOR PRESENTATION.
- + COPY OF APPLICANT'S FAX APPROVING PRODUCTION SAMPLES BEFORE SHIPMENT.
- + LETTER FROM SHIPPER ON THEIR LETTERHEAD INDICATING THEIR NAME OF COMPANY AND ADDRESS, BILL OF LADING NUMBER, CONTAINER NUMBER AND THAT THIS SHIPMENT, INCLUDING ITS CONTAINER, DOES NOT CONTAIN ANY NON-MANUFACTURED WOODEN MATERIAL, DUNNAGE, BRACING MATERIAL, PALLETS, CRATING OR OTHER NON-MANUFACTURED WOODEN PACKING MATERIAL.
- + INSPECTION CERTIFICATE ORIGINAL SIGNED AND ISSUED BY FASHION FORCE CO., LTD STATING THE SAMPLES OF FOUR STYLE GARMENTS HAS BEEN APPROVED, WHICH SEND THROUGH DHL BEFORE 15DAYS OF SHIPMENT.
- + INSURANCE POLICY OR CERTIFICATE IN 1 ORIGINAL AND 1 COPY ISSUED OR ENDORSED TO THE ORDER OF BNP PARIBAS (CANADA) FOR THE CIF INVOICE PLUS 10 PERCENT COVERING ALL RISKS, INSTITUTE STRIKES, INSTITUTE WAR CLAUSES AND CIVIL COMMOTIONS CLAUSES.

ADDITIONAL COND. 47 A:

- + IF DOCUMENTS PRESENTED ARE FOUND BY US NOT TO BE IN FULL COMPLIANCE WITH CREDIT TERMS. WE WILL ASSESS A CHARGE OF USD 55.00 PER SET OF DOCUMENTS.

- + ALL CHARGES IF ANY RELATED TO SETTLEMENTS ARE FOR ACCOUNT OF BENEFICIARY.
- + 3 PCT MORE OR LESS IN AMOUNT AND QUANTITY IS ALLOWED.
- + ALL CERTIFICATES/LETTERS/STATEMENTS MUST BE SIGNED AND DATED
- + FOR INFORMATION ONLY, PLEASE NOTE AS OF JANUARY 4, 1999 THAT ALL SHIPMENTS FROM CHINA THAT ARE PACKED WITH UNTREATED WOOD WILL BE BANNED FROM CANADA DUE TO THE THREAT POSED BY THE ASIAN LONGNORND BEETLE.
- + THE CANADIAN GOVERNMENT NOW INSIST THAT EVERY SHIPMENT ENTERING CANADA MUST HAVE THE ABOVE DOCUMENTATION WITH THE SHIPMENT.
- + BILL OF LADING AND COMMERCIAL INVOICE MUST CERTIFY THE FOLLOWING: THIS SHIPMENT, INCLUDING ITS CONTAINER DOES NOT CONTAIN ANY NON-MANUFACTURED WOODEN MATERIAL, DUNNAGE, BRACING MATERIAL PALLETS, CRATING OR OTHER NON MANUFACTURED WOODEN PACKING MATERIAL.
- + BENEFICIARY'S BANK ACCOUNT NO. 07773108201140121

CHARGES

71 B: OUTSIDE COUNTRY BANK CHARGES
 TO BE BORNE BY THE BENEFICIARY
 OPENING BANK CHARGES
 TO BE BORNE BY THE APPLICANT

CONFIRMATION
 INSTRUCTIONS

* 49 : WITHOUT
 78 :

- + WE SHALL COVER THE NEGOTIATING BANK AS PER THEIR INSTRUCTIONS
- + FORWARD DOCUMENTS IN ONE LOT BY SPECIAL COURIER PREPAID TO BNP PARIBAS (CANADA) 1981 MCGILL COLLECE AVE. MONTREAL QC H3A 2W8 CANADA.

SEND. TO REC. INFO.

72 : THIS CREDIT IS SUBJECT TO UCP FOR DOCUMENTARY CREDIT 1993 REVISION ICC PUBLICATION 500 AND IS THE OPERATIVE INSTRUMENT

TRAILER

ORDER IS <MAC:> <PAC:> <ENC:> <CHK:> <TNG:> <PDE:>
 MAC:F344CA36
 CHK:AA6204FFDFC2

9.2.2 保险单

说明: NANJING FOREIGN TRADE IMP. AND EXP. CORP.
 向英国CBD贸易公司出口LADIES LYCRA LONG PANT
 共2400件, 每件20美元CIF伦敦, 纸箱包装, 每箱12件。合同规定按发票金额加一成投保英国伦敦保险协会ICC (A) 和战争险, 运输标志 (唛头) 为:

CBD/LONDON/NOS1-200

该货物于2004年10月20日在南京装“大丰”号轮运往伦敦。发票号码：INV 52148

请根据上列条件用英文填制一份保险单。

实训十：原产地证明C/O

10.1 实训目的

根据信用证有关内容，缮制一般原产地证明。通过实训，要求了解原产地证明书的作用，一般了解普惠制产地证明书的内容，掌握一般原产地证明书的填制要求，学会填制一般原产地证明书。

10.2 制单练习（模版：国际贸易单证操作系统“0903_一般原产地证.doc”）

说明：工厂资料：

XUZHOU SHENGTONG FOODSTUFTS CO., LTD.

NO.15 HEPING ROAD, XUZHOU 221009, CHINA

TEL: 86-0516-3402323 FAX: 86-0516-3402330

商品海关编码：2003.1011

参考资料10.1：商业发票

| | | | | |
|---|--|--|--------------------------------|---------------|
| ISSUER DESUN TRADING CO., LTD. HUARONG MANSION RM2901 NO.85 GUANJIAQIAO, NANJING 210005, CHINA TEL: 0086-25-4715004 FAX: 0086-25-4711363 | | 商业发票 COMMERCIAL INVOICE | | |
| TO NEO GENERAL TRADING CO. P.O. BOX 99552, RIYADH 22766, KSA TEL: 00966-1-4659220 FAX: 00966-1-4659213 | | | | |
| TRANSPORT DETAILS SHIPMENT FROM SHANGHAI PORT TO DAMMAM PORT BY SEA | | S/C NO. NEO2001026 | L/C NO. 0011LC123756 | |
| | | TERMS OF PAYMENT L/C AT SIGHT | | |
| Marks and Numbers | Number and kind of package Description of goods | Quantity | Unit Price | Amount |
| | | | USD | |
| ROSE BRAND 178/2001 RIYADH | CFR DAMMAM PORT, SAUDI ARABIA | | | |

| | | | | |
|--|--|-------------|---------|-------------|
| | ABOUT 1700 CARTONS CANNED MUSRHOOMS PIECES & STEMS 24 TINS X 425 GRAMS NET WEIGHT (D.W. 227 GRAMS) AT USD7.80 PER CARTON. ROSE BRAND. | 1700CARTONS | USD7.80 | USD13260.00 |
| Total: 1700CARTON USD13260.00 S | | | | |
| SAY TOTAL: USD THIRTEEN THOUSAND TWO HUNDRED AND SIXTY ONLY. | | | | |
| BREAK DOWN OF THE AMOUNT AS FOLLOWS: | | | | |
| FOB VALUE: USD12260.00 | | | | |
| FREIGHT CHARGES: USD1000.00 | | | | |
| TOTAL AMOUNT C AND F: USD13260.00 | | | | |
| (出口商签字和盖单据章) | | | | |

实训十一：出境货物报检单

11.1 实训目的

根据合同、信用证及提供资料相关内容，缮制出境货物报检单。通过实训，要求了解报检的规定和要求，掌握出境货物报检单的缮制要求和方法，学会独立缮制出境货物报检单。

11.2 制单练习（模版：国际贸易单证操作系统“0502_出境货物报检单.doc”）

说明：2003年8月12日，南京蓝星贸易公司填写出境货物报检单，随附合同、信用证、发票、箱单等申请报检，要求签发出境货物换证凭单与品质证书。

出口商品为GOLF CAPS
 (高尔夫球帽)，1800打，20打装一箱，存放于工厂仓库。商品海关编码为59019091，用一个20尺集装箱装运。

参考资料11.1：销货确认书

售 货 确 认 书 SALES CONFIRMATION

卖方 (Sellers) :
 NANJING LANXING CO.,LTD
 ROOM 2501,JIAFA MANSTION, BEIJING WEST ROAD , NANJING

Contract No.: 03TG28711
 Date: JULY,22,2003
 Signed at: NANJING

买方 (Buyers) :

EAST AGENT COMPANY

3-72,OHTAMACHI,NAKA-KU,YOKOHAMA,JAPAN231

This Sales Contract is made by and between the Sellers and Buyers, whereby the sellers agree to sell and the buyers agree to buy the under-mentioned goods according to the terms and conditions stipulated below:

| 品名及规格 NAME OF COMMODITY & SPECIFICATION | 单价 UNIT PRICE | 数量 QUAN | 金额及术语 AMOUNT & PRICE TERMS |
|--|-----------------------|------------|-------------------------------|
| H6-59940BS GOLF CAPS | CIF AKITA USD 8.10 | 1800DOZS | CIF AKITA USD 14580.00 |

10% more or less both in amount and quantity allowed

TOTAL

USD 14580.00

Packing: CARTON

Delivery : From NANJING to AKITA

Shipping Marks: V.H
LAS PLAMS
C/NO.

Time of Shipment: Within 30 days after receipt of L/C. allowing transshipment and partial shipment.

Terms of Payment: By 100% Irrevocable Letter of Credit on favor of the Sellers to be available. By sight draft to be opened and to reach China before JULY 30, 2003 and to remain valid for negotiation in China until the 15th days after the foresaid Time of Shipment.

L/C must mention this contract number L/C advised by BANK OF CHINA NANJING BRANCH.

TLX: 44U4K NJBC, CN. ALL banking Charges outside China (the mainland of China) are for account of the Drawee.

Insurance: To be effected by Sellers for 110% of full invoice value covering F.P.A up to AKITA
To be effected by the Buyers.

Arbitration All disputes arising from the execution of or in connection with this contract shall be settled amicable by negotiation. In case of settlement can be reached through negotiation the case shall then be submitted to China International Economic & Trade Arbitration Commission. In Nanjing for arbitration in act with its sure of procedures. The arbitral award is final and binding upon both parties for setting the Dispute. The fee, for arbitration shall be borne by the losing party unless otherwise awarded.

THE SELLER:

THE BUYER:

参考资料11.2: 信用证

ISSUE OF DOCUMENTARY CREDIT

| | |
|--------------------|--|
| ISSUING BANK | METITABANKLED., JAPAN |
| DOC. CREDIT NUMBER | LTR0505457 |
| DATE OF ISSUE | 030727 |
| EXPIRY | DATE 030908 PLACE NANJING, CHINA |
| APPLICANT | EAST AGENT COMPANY 3-72,OHTAMACHI,NAKA-KU,YOKOHAMA,JAPAN231 |
| BENEFICIARY | NANJING LANXING CO.,LTD ROOM 2501,JIAFA MANSTION, BEIJING WEST ROAD , NANJING |

| | |
|------------------------------|--|
| AMOUNT | CURRENCY USD AMOUNT 14580.00 |
| POS. /NEG. TOL. (%) | 5/5 |
| AVAILABLE WITH/BY | ANY BANK IN ADVISING COUNTRY BU NEGOTIATION |
| DRAFT AT... | DRAFTS AT SIGHT FOR FULL INVOICE VALUE |
| PARTIAL SHIPMENTS | ALLOWED |
| TRANSSHIPMENT | ALLOWED |
| LOADING IN CHARGE | NANJING |
| FOR TRANSPORT TO | AKITA |
| SHIPMENT PERIOD | AT THE LATEST AUG 30,2003 |
| DESCRIPT. OF GOODS | 1800 DOZS OF H6-59940BS GOLF CAPS,USD 8.10 PER DOZ AS PER SALES CONTRACT 03TG28711 DD 22,7,03 CIF AKITA |
| DOCUMENTS REQUIRED | *COMMERCIAL INVOICE 1 SIGNED ORIGINAL AND 5 COPIES *PACKING LIST IN 2 COPIES *FULL SET OF CLEAN ON BOARD,MARKED“FREIGHT PREPAID”AND NOTIFY APPLICANT (AS INDICATE ABOVE) *GSP CERTIFICATE OF ORIGIN FORM A, CERTIFYING GOODS OF ORIGIN IN CHINA, ISSUED BY COMPETENT AUTHORITIES *INSURANCE POLICY/CERTIFICATE COVERING F.P.A. OF PICC. INCLUDING WARWHOUSE TO WAREHOUSE CLAUSE UP TO FINAL DESTINATION AT AKITA, FOR AT LEAST 110 PCT OF CIF-VALUE. *SHIPPING ADVICES MUST BE SENT TO APPLICANT WITH 2 DAYS AFTER SHIPMENT ADVISING NUMEBRE OF PACKAGES, GROSS & NET WEIGHT, VESSEL NAME,BILL OF LADING NO. AND DATE, CONTRACT NO., VALUE. |
| PRESENTATION PERIOD | 21 DAYS AFTER ISSUANCE DATE OF SHIPPING DOCUMENT |
| CONFIRMATION INSTRUCTIONS | WITHOUT THE NEGOTIATION BANK MUST FORWARD THE DRAFTS AND ALL DOCUMENTS BY REGISTERED AIRMAIL.DIRECT TO US IN TWO CONSECUTIVE LOTS,UPON RECEIPT OF THE DRAFTS AND DOCUMENTS IN ORDER, WE WILL REMIT THE PROCEEDS AS INSTRUCTED BY THE NEGOTIATING BANK. |

实训十二：汇票B/E

12.1 实训目的

根据信用证相关内容填制汇票。通过实训，要求了解出票、提示、承兑、背书、付款等票据行为的含义，掌握在使用汇票时货款的支付方式和支付程序，掌握汇票的缮制方法及要求，并学会缮制商业汇票。

12.2 制单练习（模版：国际贸易单证操作系统“0906_汇票03.doc”）

说明：

1. 信用证项下的汇票是两张正本，第一正本印有“...this First of Exchange (Second of Exchange Being unpaid...” ，第二正本印有“...this Second of Exchange (First of Exchange Being unpaid...” 。这两张正本印有的字样是说明开证行只要收到其中一张，另一张就自动失效，也就是说这两张汇票具有同等的效力。本练习仅以填写第一正本为例。

2. 汇票的日期是向议付行交单的日期。因此，此日期不能晚于信用证的到期日2001年9月5日。另外，根据UCP500有关条款的规定：如信用证无其他的规定，则信用证项下的单据的交单日期不得迟于运输单据出单日后的21天。由于提单是8月12日签发的，因此汇票日期也不能迟于9月2日(8月12日后的第21天)。

3. 本汇票号码与发票号9005相同。

参考资料12.1：信用证

```
2001MAY24 02:16:37                                LOGICAL TERMINAL PAL5
MT S700                                           ISSUE OF A DOCUMENTARY CREDIT          PAGE 00001
                                                FUNC MSC700
                                                UMR 1080003

MSGACK DWS765I AUTHENTICATION SUCCESSFUL WITH PRIMARY KEY
BASIC HEADER          F 01 BKCHCNBJA872 5619 928007
APPLICATION HEADER    0 700 1159 010523 WPACAU2SAXXX 3458 193456 010524 0216 N
                                                *WESTPAC BANKING CORPORATION
                                                *ADELAIDE, AUSTRALIA

USER HEADER           BANK. PRIORITY 113:
                       MSG USER REF. 108:

SEQUENCE OF TOTAL    * 27 1 / 1
FORM OF DOC. CREDIT  * 40 A IRREVOCABLE
DOC. CREDIT NUMBER   * 20 AD25009/504919
DATE OF ISSUE        31 C 010523
EXPIRY               * 31 D DATE 010905 PLACE CHINA
APPLICANT            * 50 TONY COLYER PTY. LTD.
                       50 CHAPEL STREET
                       NORWOOD SA 5067
                       AUSTRALIA
BENEFICIARY          * 59 DESUN TRADING CO., LTD.
                       HUARONG MANSION RM2901 NO. 85 GUANJIAQIAO, NANJING 210005, CHINA
```

2001MAY24 02:16:37

LOGICAL TERMINAL PAL5

MT S700

ISSUE OF A DOCUMENTARY CREDIT

PAGE 00001

FUNC MSC700

UMR 1080003

TEL: 0086-25-4715004 FAX: 0086-25-4711363

| | | |
|---------------------|--------|--|
| AMOUNT | * 32 B | CURRENCY USD AMOUNT 32095.00 |
| MAX. CREDIT AMOUNT | 39 B | MAXIMUM |
| AVAILABLE WITH/BY | * 41 D | BANK OF CHINA JIANGSU BRANCH BY NEGOTIATION |
| DRAFTS AT ... | 42 C | SIGHT |
| DRAWEE | 42 A | WESTPAC BANKING CORPORATION ADELAIDE, AUSTRALIA |
| PARTIAL SHIPMTS | 43 P | ALLOWED |
| TRANSSHIPMENT | 43 T | ALLOWED |
| LOADING ON BRD | 44 A | |
| | | TIANJIN |
| | 44 B | |
| | | ADELAIDE |
| GOODS DESCRIPT. | 45 A | WHITE AND DYED TOWELS CONTRACT 01KHAU08-INDENT 5980 CONTRACT 01KHAU09-INDENT 5962 CFR ADELAIDE |
| DOCS REQUIRED | 46 A | DOCUMENTS REQUIRED: + COMMERCIAL INVOICE IN 2 FOLD. + FULL SET CLEAN "ON BOARD" OR "SHIPPED" NEGOTIABLE MARINE BILLS OF LADING TO ORDER/BLANK ENDORSED MARKED FREIGHT PREPAID. + INSURANCE BUYERS CARE. |
| DD. CONDITIONS | 47 A | ADDITIONAL CONDITION: GOODS ARE TO BE SHIPPED AS FULL 20 FOOT CONTAINER FCL. |
| CHARGES | 71 B | ALL BANK CHARGES OUTSIDE AUSTRALIA ARE FOR A/C BEN |
| PRESENTATION PERIOD | 48 | DOCUMENTS TO BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF ISSUANCE OF THE TRANSPORT DOCUMENT(S) BUT WITHIN THE VALIDITY OF THE CREDIT. |
| CONFIRMAT INSTR | * 49 | WITHOUT |
| REIMBURS. BANK | 53 A | WPACAU2SADE *WESTPAC BANKING CORPORATION *ADELAIDE, AUSTRALIA IN REIMBURSEMENT, NEGOTIATING BANK TO FORWARD DRAFT TO BANK NA AS DRAWEE. PLEASE FORWARD FIRST SET OF DOCUMENTS BY COURIER, AND SECONDS. |

| | |
|--------------------|--|
| 2001MAY24 02:16:37 | LOGICAL TERMINAL PAL5 |
| MT S700 | ISSUE OF A DOCUMENTARY CREDIT |
| | PAGE 00001 |
| | FUNC MSC700 |
| | UMR 1080003 |
| | BY ORDINARY AIRMAIL TO:ADELAIDE I. B. C 1ST FLOOR 2-8 KING WILLIAM STREET ADELAIDE SA 5000. |
| | THE NUMBER AND DATED OF THE CREDIT AND THE NAME OF OUR BANK MUS BE QUOTED ON ALL DRAFTS REQUIRED. |
| TRAILER | ORDER IS <AUT:> <ENC:> <CHK:> <TNG:> <PDE:> |
| | MAC:3A630ED9 |
| | CHK:CF7F79B1EDF1 |
| | DLM: |

实训十三：信用证开证申请

13.1 实训目的

根据合同相关内容，填写开证申请书。通过实训，要求了解申请开立信用证的程序，掌握信用证开证申请书的缮制要求，学会填制信用证开证申请书。

13.2 制单练习（模版：国际贸易单证操作系统“0301_开证申请书.doc”）

合同资料：

THE BUYER: EAST AGENT COMPANY
ADDRESS: ROOM 2401,WORDTRADE MANSTION, SANHUAN ROAD 47#, BEIJING, P.
R. CHINA
THE SELLER: LPG INTERNATION CORPORATION
ADDRESS: 333 BARRON BLVD. , INGLESIDE , ILLINOIS (UNITED STATES)
NAME OF COMMODITY: MEN'S DENIM UTILITY SHORT
SPECIFICATIONS: COLOR: MEDDEST SANDBLAS
FABRIC CONTENT: 100% COTTON
QUANTITY:2000 CARTON
PRICE TERM: FOB NOW YOURK
USD 285/ CARTON
TOTAL AMOUNT: USD570,000.00
COUNTRY OF ORIGIN AND MANUFACTURERS: UNITED STATES OF AMERICA,
VICTORY FACTORY
PARTIAL SHIPMENT AND TRANSSHIPMENT ARE PROHIBITTED
SHIPPING MARK: ST
NO.1...UP
TIME OF SHIPMENT: BEFORE JULY 15,2004
PLACE AND DATE OF EXPIRY: CHINA, JULY 30,2004
PORT OF SHIPMENT: NEW YORK
PORT OF DESTINATION: XINGANG PORT, TIANJING OF CHINA

INSURANCE: TO BE COVERED BY BUYER.

PAYMENT: BY IRREVOCABLE FREELY NEGOTIABLE L/C AGAINST SIGHT DRAFTS FOR 100PCT OF INVOICE VALUE AND THE DOCUMENTS DETAILED HEREUNDER.

DOCUMENTS:

1. INVOICES IN TRIPLICATE

2. PACKING LIST IN TRIPLICATE

3. FULL SET OF CLEAN ON BOARD BILL OF LADINGS MADE OUT TO ORDER AND BLANK ENDORSED NOTIFYING THE APPLICANT WITH FULL NAME AND ADDRESS MARKED FREIGHT COLLECT.

4. CERTIFICATE OF ORIGIN IN DUPLICATE

5. BENEFICIARY'S CERTIFIED COPY OF FAX TO THE APPLICANT WITHIN 1 DAY AFTER SHIPMENT ADVISING GOODS NAME OF VESSEL, INVOICE VALUE, DATE OF SHIPMENT, QUANTITY AND WEIGHT.

OTHER TERMS AND CONDITIONS:

1. L/C TO BE ISSUED BY TELETRANSMISSION.

2. THE BUYER SHALL BEAR ALL BANKING CHARGES INCURRED INSIDE THE ISSUING BANK.

3. ALL DOCUMENTS MUST BE MAILED IN ONE LOT TO THE ISSUING BANK BY COURIER SERVICE.

4. PRESENTATION PERIOD: WITHIN 10 DAYS AFTER THE DATE OF SHIPMENT.

实训十四：综合审单

14.1 实训目的

根据提供的信用证内容审核全套结汇单据，指出单据中的不符点并改正。在掌握了各种常用单据的缮制要求和制单技巧后，通过对各种不同类型的信用证、合同以及其他相关单证等文件进行分析，找出各单证的不符点。通过实训，有助于提高学生对单证工作“三相符”（单证相符、单单相符、单货相符）的认识，从而提高学生的单证综合技能。

14.2 制单练习（模版：国际贸易单证操作系统“2101_单据审核结果.doc”）

相关说明：

发票号码：WHC-05Y2988

发票日期：2005.08.15

FORM A 号码：GZ7/80067/0158

船名：SUISU/SENTOR V.001

产品原材料情况：完全自产品

集装箱号码：TEXU3730336/20'

装运港: NANJING

毛重: 40.7KGS/PAPERSACK

净重: 40KGS/PAPERSACK

总尺码: 24CBM

提单号码: GSG05-723858

提单日期: 2005.09.01

唛头: H&L/HAMBUGR/NO.1-200

包装: 200 PAPERSACK

参考资料14.1: 信用证

| | | |
|---------------------|---|-----------------------|
| 2003AUG01 | | LOGICAL TERMINAL E102 |
| MT S700 | ISSUE OF A DOCUMENTARY CREDIT | PAGE 00001 |
| | | FUNC JSRVPR1 |
| USER HEADER | SERVICE CODE 103: | (银行盖信用证通知专用章) |
| | BANK. PRIORITY 113: | |
| | MSG USER REF. 108: | |
| | INFO. FROM CI 115: | |
| SEQUENCE OF TOTAL | * 27 1 / 1 | |
| FORM OF DOC. CREDIT | * 40 A IRREVOCABLE | |
| DOC. CREDIT NUMBER | * 20 4006LC129336 | |
| DATE OF ISSUE | 31 C 050801 | |
| EXPIRY | * 31 D DATE 051005 PLACE CHINA | |
| APPLICANT | * 50 INTERCOM IMPOTR & EXPORT CO.,LTD 123 FRIEDRICH-EBERT STREET,HAMBURG | |
| BENEFICIARY | * 59 NANJING DECHUANGWEIYE IMPORT & EXPORT CO.,LTD HONGWU ROAD 16#,NANJING 210004 P.R.CHINA | |
| AMOUNT | * 32 B CURRENCY USD AMOUNT 31428 | |
| POS. /NEG. TOL. (%) | 39 A 03/03 | |
| AVAILABLE WITH/BY | * 41 D ANY BANK IN CHINA, BY NEGOTIATION AGAINST THE DOCUMENTS DETAILED HEREIN AND BENEFICIARY' S DRAFT AT 30 DAYS SIGHT DRAWN ON US UNDER L/C NO. 4006LC129336 FOR 100P.C. OF THE INVOICE VALUE. | |
| DRAWEE | 42 A THE CHARTERED BANK AG HAMBURG | |
| PARTIAL SHIPMTS | 43 P NOT ALLOWED | |
| TRANSSHIPMENT | 43 T NOT ALLOWED | |
| LOADING IN CHARGE | 44 A CHINA FORT | |
| FOR TRANSPIRT TO... | 44 B HAMBURG | |
| LATEST SHIPMENT | 44 C AT THE LATEST SEPT. 10, 2005 | |
| GOODS DESCRIPT. | 45 A 4439 CHINA BLACK TEA BAT. 8000KGS @ USD4. 05/KG CIF3% HAMBURG (1x20' FCL/200 PAPERSACKS) PACKED IN PAPERSACKS. PALLETIZED AND CUNTAINERIZED AS PER THE | |

| | | |
|----------------------|------|---|
| 2003AUG01 | | LOGICAL TERMINAL E102 |
| MT S700 | | ISSUE OF A DOCUMENTARY CREDIT |
| | | PAGE 00001 |
| | | FUNC JSRVPRI |
| | | SALES CONFIRMATION NO. BT7095 |
| | | THE PRICE IS TO BE UNDERSTOOD PER KILO NET SHIPPED WEIGHT CIF HAMBURG LESS 3 PERCENT COMMISSION. |
| DOCS REQUIRED | 46 A | <p>+ SIGNED COMMERCIAL INVOICE IN 4-FOLD.</p> <p>+ FULL SET OF CLEAN ON BOARD MARINE BILL OF LADING MADE OUT TO THE ORDER, MARKED FREIGHT PREPAID AND NOTIFY APPLICANT.</p> <p>+ CERTIFICATE OF WEIGHT IN 4-FOLD.</p> <p>+ GSP CERTIFICATE OF ORIGIN FORM A, CERTIFYING GOODS OF ORIGIN IN CHINA, ISSUED BY COMPETENT AUTHORITIES.</p> <p>+ INSURANCE POLICY OR CERTIFICATE COVERING ALL RISKS AND WAR RISK, INCLUDING WAREHOUSE TO WAREHOUSE CLAUSE, ISSUED FOR AT LEAST 110 % OF CIF-VALUE.</p> |
| ADDITIONAL CONDITION | 47 A | IF BILL OF LADING ARE REQUIRED ABOVE, PLEASE FORWARD DOCUMENT IN TWO MAILS, ORIGINALS SEND BY COURIER AND DUPLICATES BY REGISTERED AIRMAIL. |
| DETAILS OF CHARGES | 71 B | BANK CHARGES EXCLUDING ISSUING BANKS ARE FOR ACCOUNT OF BENEFICIARY. |
| PRESENTATION PERIOD | 48 | DOCUMENTS TO BE PRESENTED WITHIN 15 DAYS FROM SHIPMENT DATE |
| CONFIRMATION | * 49 | WITHOUT |
| INSTRUCTIONS | 78 | DISCREPANT DOCUMENTS, IF ACCEPTABLE, WILL BE SUBJECT TO A DISCREPANCY HANDLING FEE OF USD 50.00 OR EQUIVALENT WHICH WILL BE FOR ACCOUNT OF BENEFICIARY. |
| | | SPECIAL NOTE:ISSUING BANK WILL DISCOUNT ACCEPTANCES ON REQUEST, FOR A/C FO BENEFICIARY (UNLESS OTHERWISE STATED)AT APPROPRIATE LIBOR RATE PLUS 1.00PER CENT MARGIN. |
| SEND. TO REC. INFO. | 72 | THIS CREDIT IS ISSUED SUBJECT TO 1993 RECISION, I. C. C. PUBLICATIONS NO. 500 |
| TRAILER | | ORDER IS <MAC:> <PAC:> <ENC:> <CHK:> <TNG:> <PDE:> MAC:E55927A4 CHK:7B505952829A |

参考资料14.2：商业发票

南京德创伟业进出口有限公司
Nanjing Dechuangweiye Import & Export Co.,ltd
Hongwu Road 16#,Nanjing 210004 P.R.China

Date 2005.08.15

Invoice No. WHC-05Y2988

S/C No.: BT7095

Messrs: Intercom Import & Export Co.,Ltd
123 FRIEDRICH-EBERT STREET,HAMBURG

Terms of Payment: L/C AT SIGHT

| Marks and Numbers | Description & Quantity | Quantity | Unit Price | Amount |
|----------------------------|------------------------|----------|------------|--------------------|
| H&L HAMBUGR NO.1-200 | 4439 CHINA BLACK TEA | 8000KGS | USD 4.05 | USD32400.00 |
| TOTAL: CIF HAMBURG | | | | USD31428.00 |

TOTAL QUANTITY:8000 KGS PACKING:200 PAPERSACKS
TOTAL WEIGHT:N.W.:8000 KGS G.W.:8140 KGS
TOTAL US DOLLARS THIRTY ONE THOUSAND FOUR HUNDRED AND TEWNTY EIGHT ONLY.
PACKING: IN PAPERSACKS, PALLETIZED AND CUNTAINERIZED INTO 1x20' FCL

参考资料14.3: 装箱单

南京德创伟业进出口有限公司
Nanjing Dechuangweiye Import & Export Co.,Ltd
Hongwu Road 16#,Nanjing 210004 P.R.China

CERTIFICATE OF WEIGHT

DATE: 2005.08.15

INVOICE NO.: WHC-05Y2988

LOADING

PORT:

S/C No.: BT7095

L/C NO.: 4006LC129336

| Shipping Marks | Descriptions of Goods | Quantity | G.W | N.W |
|----------------------------|---|----------------|-------------------|---------------------|
| H&L HAMBUGR NO.1-200 | 4439 CHINA BLACK TEA 200 PAPERSACKS | 8000KGS | 40.7KGS/PAPERSACK | 40KGS/PAPERSAC K |
| TOTAL: | | 8000KGS | 8140 KGS | 8000 KGS |

SAY TOTAL: EIGHT THOUSAND KGS ONLY.

参考资料14.4: 普惠制产地证

ORIGINAL

| | | | | | |
|--|---------------------------------|---|---|-----------------------------------|--------------------------------|
| 1.Goods consigned from (Exporter's business name, address, country) NANJING DECHUANGWEIYE IMPORT & EXPORT CO.,LTD HONGWU ROAD 16#,NANJING 210004 P.R.CHINA | | Reference No. <u>GZ7/80067/0158</u> GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate) | | | |
| 2.Goods consigned to (Consignee's name, address, country) INTERCOM IMPORT & EXPORT CO.,LTD 123 FRIEDRICH-EBERT STREET,HAMBURG | | FORM A Issued in <u>THE PEOPLE'S REPUBLIC OF CHINA</u> (country) See Notes overleaf | | | |
| 3.Means of transport and route (as far as known) ON/AFTER AUGST 15,2005 FROM NANJING TO HAMBURG BY VESSEL | | 4.For official use | | | |
| 5.Item number | 6.Marks and numbers of packages | 7.Number and kind of packages; description of goods | 8.Origin criterion (see Notes overleaf) | 9.Gross weight or other quantity | 10.Number and date of invoices |
| 1 | H&L HAMBUGR NO.1-200 | (8000)EIGHT THOUSAND KGS OF 4439 CHINA BLACK TEA ***** | “P” ***** | 8140KGS TOTAL: 2550KGS | WHC-05Y2988 AUG 15,2005 |
| 11. Certification It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct. _____ Place and date, signature and stamp of certifying authority | | | 12.Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in CHINA _____ (country) and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to GERMANY _____ _____ Place and date, signature and stamp of authorized signatory | | |

参考资料14.5: 海运提单

1. Shipper Insert Name, Address and Phone

B/L No.

NANJING DECHUANGWEIYE IMPORT & EXPORT CO., LTD
HONGWU ROAD 16#, NANJING 210004 P. R. CHINA

GSG05-723858

2. Consignee Insert Name, Address and Phone
TO ORDER



中远集装箱运输有限公司
COSCO CONTAINER LINES

TLX: 33057 COSCO CN
FAX: +86(021) 6545 8984

ORIGINAL

Port-to-Port or Combined Transport

3. Notify Party Insert Name, Address and Phone

(It is agreed that no responsibility shall attach to the Carrier or his agents for failure to notify)

INTERCOM IMPORT & EXPORT CO., LTD
123 FRIEDRICH-EBERT STREET, HAMBURG

| | |
|---|--|
| 4. Combined Transport * Pre - carriage by | 5. Combined Transport* Place of Receipt |
| 6. Ocean Vessel Voy. No. SUISU/SENTOR V. 001 | 7. Port of Loading NANJING PORT, CHINA |
| 8. Port of Discharge HAMBURG | 9. Combined Transport * Place of Delivery |

BILL OF LADING

RECEIVED in external apparent good order and condition except as otherwise noted. The total number of packages or unites stuffed in the container, The description of the goods and the weights shown in this Bill of Lading are Furnished by the Merchants, and which the carrier has no reasonable means Of checking and is not a part of this Bill of Lading contract. The carrier has Issued the number of Bills of Lading stated below, all of this tenor and date, One of the original Bills of Lading must be surrendered and endorsed or signed against the delivery of the shipment and whereupon any other original Bills of Lading shall be void. The Merchants agree to be bound by the terms And conditions of this Bill of Lading as if each had personally signed this Bill of Lading.

SEE clause 4 on the back of this Bill of Lading (Terms continued on the back Hereof, please read carefully).

*Applicable Only When Document Used as a Combined Transport Bill of Lading.

| Marks & Nos. Container / Seal No. | No. of Containers or Packages | Description of Goods (If Dangerous Goods, See Clause 20) | Gross Weight Kgs | Measurement |
|--|-------------------------------------|--|------------------|-------------|
| H&L HAMBUGR NO.1-200 | 200 PAPERSACKS | 4439 CHINA BLACK TEA FREIGHT PREPAID TOTOAL TWO HUNDRED PAPERSACKS ONLY | 8, 140KGS | 24CBM |
| Description of Contents for Shipper's Use Only (Not part of This B/L Contract) | | | | |

10. Total Number of containers and/or packages (in words)

Subject to Clause 7
Limitation SAY: FORTY DRUMS ONLY

| 11. Freight & Charges Declared Value Charge | Revenue Tons | Rate | Per | Prepaid | Collect |
|--|---------------|-------------------------------|---|---------|---------|
| Ex. Rate: | Prepaid at | Payable at | Place and date of issue NANJING, CHINA | | |
| | Total Prepaid | No. of Original B(s)/L TWO | Signed for the Carrier, COSCO CONTAINER LINES | | |

LADEN ON BOARD THE VESSEL
DATE BY