



Export Documentation

Stef Heywood
4th March 2010



What is Export Documentation

Examples

Some examples include:-

Legal – Export Licence, Conformity Certificate

Transport – Bill of Lading, Airway Bill, Dangerous Goods Notes, Insurance Certs, CMR, Forwarders Receipt Note

Financial – Letters of Credit, Bills of Exchange, Invoice

Today's session will centre around documents which are typically certified and/or legalised:

European Certificates of Origin

Arab Certificates of Origin

EUR1 Movement Certificates

ATR Movement Certificates

Commercial Export Invoice



Common Problems

www.chamberelancs.co.uk

Not completed accurately
Repetitive Mistakes
Inconsistencies / Typo's
Unreliable Postal Services

- Not signed
- Can't read handwriting
- Origin/Manufacturers declarations not completed accurately or in full
- Evidence not supplied
- Abbreviations
- Shipping marks not illustrated
- European Community
- Information is inconsistent between documents – weights, delivery address etc
- Indemnities for Arab Republics or Egypt not supplied
- Repeat mistakes
- Unreliable mailing service (missing docs)

visit

www.chamberelancs.co.uk > international trade > export documentation

To view and/or print instructions for completing these documents



www.e-cert.org.uk

- Cost
- Access
- [Document Viewer](#)

Create: European Certificates of Origin
Arab Certificates of Origin
EUR1 Movement Certificates
ATR Movement Certificates
Commercial Export Invoice

Free – no charge for using the facility - access to internet

Access anytime 24/7

i2i Document Viewer – download free of charge from:

www.e-cert.org.uk > eCert > i2iDocumentviewer

Scanned Signature: Signature images must be:

- black and white
- 300 dots per inch (DPI)
- Maximum of 2 inches (5 centimetres) wide by 1/2 an inch (1.2 centimetres) high.
- BMP file type.



Scenarios

1. Paperwork lost, need replacement
2. Re- packed by Warehouse
3. Emergency Cover

You have already obtained a certificate of origin for Larsen in India.

Paperwork goes missing for a number of reasons – different modes of transport, different Customs Officials involved, mislaid in general. The buyer will generally request the exporter to urgently send replacement paperwork.

The warehouse have re-packed the consignment and informed you the gross weight has been changed to 378kgs.

Your colleague normally responsible for creating and obtaining certificates of origin has gone on a well deserved cruise, leaving you to cover. You get a phone call from your buyer and scenario one kicks in – where do you go?