

Determining documentation for exports

First step

Determine the products H.S. or Schedule B number. This numerical product description will be required on your export documentation as well as the key to identifying your product within the importing country's tariff system

Click below for a link to the U.S. Census Bureau web link for searching for classifications.

<http://www.census.gov/foreign-trade/schedules/b/index.html> - Schedule B

Second step

The best advice and direction for a company to determine the export documentation requirements for any product to a market outside the U.S. is to develop a questionnaire (sample follows) that should be completed by the importer to provide the documentation requirements. Optimally, you should communicate directly the importer and the importers designated customs broker, who will be submitting the actual paperwork for import approval.

Documentation requirements change by product, by amount of sugar in a product, by package size. When you add "organic" to the product, you then add to the challenge to determine the certification that is required for allowing your product to enter the market as an organic product.

Other resources

Links to shipping and documentation guides and on line assistance

www.fas.usda.gov/agexport/requires.html

Foreign Agricultural Service Online - Requirements and Certifications This one-stop source identifies the different Web sites that address both U.S. and foreign country requirement as well as certification.

http://www.fas.usda.gov/itp/ofsts/fairs_by_country.asp

Food and Agricultural Import Regulations and Standards (FAIRS) The FAIRS Country Report is a market access report designed to consolidate general information on the technical requirements imposed by a foreign country for food and agricultural imports, including food laws, labeling requirements, import procedures and so on.

<http://www.fsis.usda.gov/OFO/export/explib.htm>

Library of Export Requirements -- This site provides information on foreign country import requirements, plant lists and export coordination notices for meat and poultry products.

<http://www.ams.usda.gov/tmd/export/contents.htm>

Agricultural Export Transportation Handbook -- This online handbook covers all aspects of shipping and transportation of agricultural products, including packing suggestions for ocean containers, documentation, payment, insurance and quality preservation.

<http://www.susta.org/export/documents.html>

Basics of Exporting - Export Documents This link provides a description of each of the over 40 documents that might be needed on any particular shipment.

Shipping and receiving country requirements, in terms of sale and method of payment, typically dictate the required export documents. Exporters must prepare all documents with absolute accuracy. Therefore, new exporters should consider obtaining the advice and securing the services of a competent freight forwarder, in order to ensure compliance with all necessary documentary requirements. Your freight forwarder can be an invaluable source of information on markets, packing, and shipping costs, as well as documentation for export transactions.

FEE BASED

<http://www.bnai.com/templates/homepage.aspx?cat=1&obj=&country=1>

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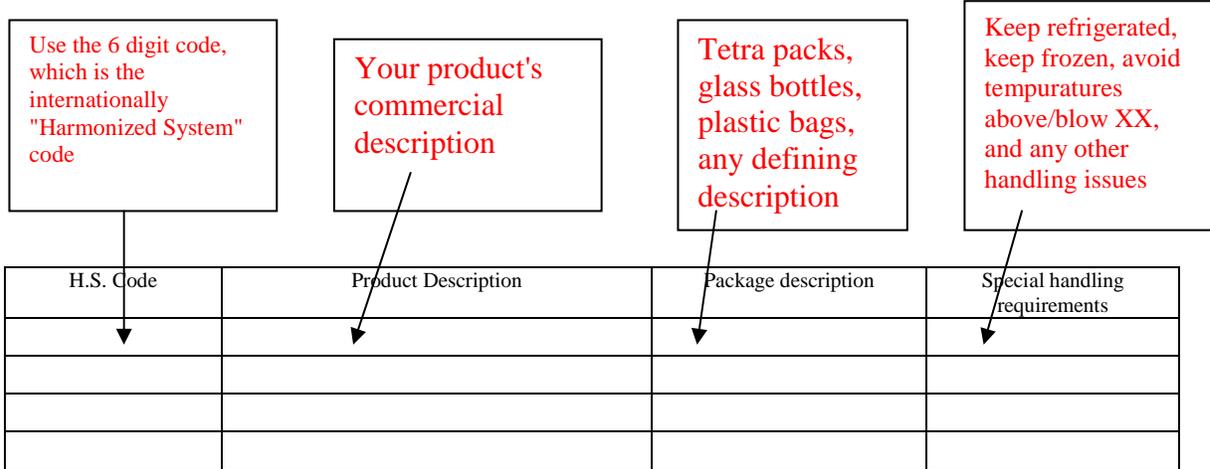
Template for developing questionnaire to new international customers

Analysis of documentation requirements for pending export.

We are pleased to have the opportunity to sell you our products. We are committed to be your partner in producing these products for your customers and use as well as provide the necessary documentation necessary for importation into your country.

To assist us in providing this service, please provide the following information.

We understand that we will be shipping products to you in the following categories.



Our standard shipping documents include:

- Commercial invoice (4 sets)
- Bill of Lading
- Packing List (2)
- Shippers Export Declaration (US Export required document, now submitted electronically)

NAFTA certification of Origin (for shipments to Canada and Mexico)

We will be using the following customers broker to import our products:

Contact information: _____

Please advise other documentation you will require.

